



CITY COUNCIL REGULAR MEETING AGENDA

Monday, June 26, 2023 at 7:00 PM

15 East Franklin Street Bellbrook, Ohio 45305
T (937) 848-4666 | www.cityofbellbrook.org

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF THE MINUTES**
 - [A.](#) Approval of the June 12, 2023 Regular Meeting Minutes
- 5. MAYOR'S ANNOUNCEMENTS AND SPECIAL GUEST**
 - A. Mayor Schweller will conduct the Oath of Office for Firefighter/Paramedic Stephen Lawrence
- 6. CITIZEN COMMENTS**
- 7. CITIZENS REGISTERED TO SPEAK ON AGENDA ITEMS**
- 8. PUBLIC HEARING OF PROPOSED ORDINANCES**
- 9. INTRODUCTIONS OF ORDINANCES**
- 10. ADOPTION OF RESOLUTIONS**
 - [A.](#) Resolution 2023-R-16 AUTHORIZING THE CITY MANAGER TO AWARD AND EXECUTE A FOUR FINANCIAL PERIOD CONTRACT EXTENSION WITH JULIAN & GRUBE, INC. FOR FINANCIAL REPORTING AND AUDITING SERVICES, AND WAIVING THE COMPETITIVE BIDDING REQUIREMENTS (Cyphers)
- 11. OLD BUSINESS**
 - A. Charter Advisory Committee Update and Discussion
- 12. NEW BUSINESS**
 - [A.](#) Approve Letter of Support to the US Transportation Secretary for MVRPC's Safe Streets grant application.
- 13. CITY MANAGER'S REPORT**
- 14. COMMITTEE REPORTS**
 - A. Safety Committee
 - B. Service Committee
 - C. Finance/Audit Committee
 - D. Community Affairs Committee
- 15. CITY OFFICIAL COMMENTS**
- 16. EXECUTIVE SESSION**
 - A. Motion to enter Executive Session for preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of employment.
- 17. ADJOURNMENT**

File Attachments for Item:

A. Approval of the June 12, 2023 Regular Meeting Minutes

RECORD OF PROCEEDINGS

Bellbrook City Council Meeting
June 12, 2023

Item A. Section 4, Item

CALL THE MEETING TO ORDER:

Mayor Schweller called the Regular Meeting of the Bellbrook City Council to order at 7:00pm

PLEDGE OF ALLEGIANCE:

Mayor Schweller led the Council in the Pledge of Allegiance.

ROLL CALL:

PRESENT

Mrs. Katherine Cyphers
Mr. Forrest Greenwood
Mr. Brady Harding
Mr. Ernie Havens
Mr. T.J. Hoke
Mrs. Elaine Middlestetter
Mayor Mike Schweller

ABSENT:

ALSO PRESENT:

Rob Schommer, City Manager

APPROVAL OF MINUTES:

Mayor Schweller asked if anyone had comments or corrections to the minutes of the May 22, 2023 meeting. Hearing none, the minutes were declared to be approved.

MAYOR'S ANNOUNCEMENTS / SPECIAL PRESENTATIONS:

None

CITIZEN COMMENTS

David Buccalo of 126 Lower Hillside Drive spoke on concerns with AES (tree trimmers) and other contractors in Bellbrook. He requested the city investigate their processes for accessing utility easements.

Mayor Schweller thanked Mr. Buccalo for the information on contractor and stated this will be looked into.

RECORD OF PROCEEDINGS

Bellbrook City Council Meeting
June 12, 2023

Item A. Section 4, Item

PUBLIC HEARING OF PROPOSED ORDINANCES:

Ordinance 2023-O-2: Authorizing the City Manager to submit the tax budget for fiscal year 2024 to the Greene County Auditors, and declaring an emergency (Cyphers)

Mayor Schweller opened the public hearing and asked Mr. Schommer to explain the Ordinance.

Mr. Schommer explained the Ordinance provides for submission of the 2024 tax budget to the County Tax Budget commission. It provides estimates for the related property taxes processed through the county and county budget commission. The emergency clause slows the budget to be in effect and submitted by the deadline.

Mayor Schweller asked the council if they had any questions or comments.

Mr. Hoke asked a question on Slide 17. The grand total of all funds and the increase. Mr. Schommer replied that is the total of the unencumbered balances plus projected receipts.

Mayor Schweller asked if there were any other questions or comments from the council.

Mayor Schweller stated since this is a public hearing, would anyone in the audience like to speak in favor or against Ordinance 2023-O-2.

Mayor Schweller declared the public hearing closed.

Mayor Schweller asked for a Motion to approve Ordinance 2023-O-2.

Motion made by Mrs. Cyphers, Seconded by Mr. Hoke.

Voting Yea: Mrs. Cyphers, Mr. Greenwood, Mr. Harding, Mr. Havens, Mr. Hoke, Mrs. Middlestetter, Mayor Schweller.

Motion Carries

INTRODUCTION OF ORDINANCES:

None

RESOLUTIONS:

Resolution 2023-R-14: Creating a Charter Advisory Committee to review the city's charter and make recommendations to council regarding any proposed amendments thereto (Schweller)

Mayor Schweller asked Mr. Schommer to speak on the high points of the Resolution.

Mr. Schommer replied that every ten years the Charter requires a review commission. The purpose is to conduct a review of the charter and bring forth recommendations so the council can decide if changes

RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

June 12, 2023

Item A. Section 4, Item

should be placed to the voters. The Charter requires at least 15 members for the Charter Review Commission, and to date after months of attempts, there are only three applicants. This alternate process allows the City to comply with Charter requirements for a review with the appointment of a 7 person body.

Mayor Schweller asked if there must be exactly seven members for the Charter. Mr. Schommer replied the recommendation is to have seven, mirroring the designated representation of Council for the community.

The council discussed the number of members needed for the Charter Review Commission.

Mr. Brady asked if we were to discuss this with someone in the community, what is the time commitment, overall process timeline, and what are we asking them to do. Mr. Schommer replied it would include meeting regularly to get a report of recommended changes to Council. He noted it would likely be a multi-month commitment. He also noted, if passed the Resolution calls for a nomination from council for the members, and recommends council vote on names already provided and new ones at the next meeting.

Mayor Schweller asked if there were any other questions or discussions on Resolution 2023-R-14. None

Mayor Schweller asked for the Motion to Adopt Resolution 2023-R-14.

Motion made by Mayor Schweller, Seconded by Mrs. Middlestetter.

Voting Yea: Mrs. Cyphers, Mr. Greenwood, Mr. Harding, Mr. Havens, Mr. Hoke, Mrs. Middlestetter, Mayor Schweller.

Motion Carries

Resolution 2023-R-15: Authorizing the City Manager to execute an open-ended lease agreement with Enterprise Fleet Management (Hoke)

Mayor Schweller asked Mr. Schommer to review the lease agreement on the purchases of police vehicles.

Mr. Schommer provided details on the lease agreement option compared to regular budget, availability, maintenance, and cost of the vehicles. He noted the two main issues being faced is a market-based provide for vehicles and availability to even get vehicles.

Mayor Schweller agreed with Mr. Schommer and would like to move forward.

Mayor Schweller asked if there were any discussions among the council.

Mrs. Middlestetter asked about Enterprise and getting vehicles. If no one can get them, how are they getting them. Mr. Schommer replied it is a similar model they use for their rental fleet. They have buying power, availability of vehicles on the ground, access to vehicles in different areas and networks in the country.

RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

June 12, 2023

Item A. Section 4, Item

Mr. Havens asked about the full-size truck mentioned to be a cruiser in the city. Mr. Schommer replied, yes, trucks are becoming more commonly used in law enforcement.

Mr. Havens asked if there is any thought other than going up in size of a vehicle, going down in size for full economy. Mr. Schommer replied to the type of driving that we have; vehicles are comparable in fuel economy as they are.

Mrs. Middlestetter asked about police driving. Is it hard on transmissions. Mr. Schommer replied yes, which is why getting a heavier duty vehicle is often necessary.

Mr. Hoke asked if Enterprise would provide annual reports about leases and the vehicles showing the cost return. Mr. Schommer replied, yes, they provide routine actual cost of operation to show overall expenses per vehicle. He noted it is potentially a more cost-effective way to manage our fleet, as currently we simply purchase the vehicle and surplus it at its end of life.

Mr. Hoke asked about our three main groups with vehicles, police, fire, maintenance. Who would be overall responsible for the entire fleet management. Mr. Schommer replied one of the advantages is, Enterprise would cover the cost of regular maintenance.

Mr. Havens asked about making money from the sale of a vehicle. Are we at risk of losing money if the market changes and it's under a certain level. Mr. Schommer replied there is always a risk of not recouping costs, especially in vehicles. However, in this model, losing any more than the value of the vehicle that we are put into is very low. He noted the vehicles are owned by Enterprise, and their model is to rotate and lease vehicles to retain value. The City would not lose any more cost than the agreed to lease.

Mr. Harding asked what other communities are doing this same thing, and do they like it. Mayor Schweller replied, about ten different areas. Examples: Xenia, Beavercreek, Monroe, & Miamisburg. Yes, these communities are in favor of this lease agreement.

Mr. Greenwood asked if there would be a learning curve on the changing of vehicles for the police. Officers and is this an issue. Mr. Schommer replied, they would be provided with an orientation and awareness of anything new coming in.

Mrs. Cyphers asked would we lose depreciation from moving to a lease. Mr. Schommer replied, since it wouldn't be listed as an asset, the lease is done differently. There is an equal conversion of that. Mayor Schweller stated it becomes a right of use of the asset for financial reporting.

Mr. Hoke asked why Enterprise is coming directly to Bellbrook where the fleet is small. Would they want to bundle multiple cities. Mr. Schommer replied each city has different needs, and their program is set up for each vehicle being a separate lease agreement. Therefore the size and number do not have much of a factor. He added Enterprise uses whatever vendors and custom set-up for the vehicles that we currently use; they are merely the fleet manager.

RECORD OF PROCEEDINGS

Bellbrook City Council Meeting
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Item A. Section 4, Item

Mayor Schweller states it takes us out of the fleet business. Mr. Schommer replied, it frees up our resources. The cost is wrapped up in the lease.

Mr. Harding stated it shows 16 maintenance locations near 45305. Do we pick what vendors we use. Mr. Schommer replied, if we have vendors, we can provide this to them. They can establish a partnership with them.

Mr. Hoke made the Motion to approve Resolution 2023-R-15, Seconded by Mrs. Cyphers.
Voting Yea: Mrs. Cyphers, Mr. Greenwood, Mr. Harding, Mr. Havens, Mr. Hoke, Mrs. Middlestetter, Mayor Schweller.
Motion Carries.

Mayor Schweller stated if we have issues and decide we are done like the game, we can be done.

OLD BUSINESS:

None

NEW BUSINESS:

None

CITY MANAGER REPORT:

Mr. Schommer reported that we have received our draft audit report. Once reviewed and finalized it will be published.

Mayor Schweller asked if anyone had questions for the City Manager.

Mr. Greenwood replied to Mr. Buccalo's concerns on contractors in the city and representatives assigned to us. Mr. Schommer stated there used to be a community representative from AES and has had trouble getting in contact with anyone; however is in the process of emailing through the company to locate a representative.

The Engage Bellbrook page we have a new project, Bellbrook Tomorrow. He encouraged residents to visit the site and provide feedback with the current survey.

COMMITTEE REPORTS:

SAFETY:

Mr. Hoke provided various updates:

-Fire: Steven Lawrence was hired full time from the part time ranks.

-Ohio Pharmacy Board did inspections at the fire department and found no issues.

RECORD OF PROCEEDINGS

Bellbrook City Council Meeting
June 12, 2023

Item A. Section 4, Item

- New World reporting system is up and running for the police department.
- school resource officer interviews occur on June 15, 2023
- New Officer Karen Moore starts with agency on June 26, 2023
- Police and Fire participated with Care flight performing landing zone safety and hot/cold loading procedures.
- Intern lined up from Cedarville College will start in the fall
- Officer Travis Waller will complete field training this month and will be release for patrol on his own.
- Captain Lane secured a Grant thru the ICAC for a voice stress analyzer to help in investigations.

SERVICE:

None

FINANCE/GOVERNMENT AFFAIRS:

None

COMMUNITY AFFAIRS:

Mrs. Middlestetter spoke about the vacancy on the Museum Board. Application coming online.

CITY OFFICIAL COMMENTS:

Mrs. Cyphers: None

Mr. Brady: None

Mr. Havens spoke on the new brewery in downtown Bellbrook. He mentioned two events coming up provided by the Chamber of Commerce.

Mr. Hoke mentioned the new Sugarcreek brewing company in Bellbrook and Blueberry Café moving to larger location. He added the Halloween event planned for this year is still in process.

Mrs. Middlestetter: None

Mr. Greenwood spoke on attending the local leaders' meeting in Xenia hosted by the Chamber of Commerce. He noted updates to Spring Lakes park, that it is a great amenity to have close by.

EXECUTIVE SESSION:

Mayor Schweller announces the need for an Executive Session to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property.

Mayor Schweller asked for a Motion to enter Executive Session.

RECORD OF PROCEEDINGS

Bellbrook City Council Meeting
June 12, 2023

Item A. Section 4, Item

Motion made by Mrs. Middlestetter, Seconded by Mr. Hoke.
Voting Yea: Mrs. Cyphers, Mr. Greenwood, Mr. Harding, Mr. Havens, Mr. Hoke, Mrs. Middlestetter, Mayor Schweller.
Motion Carries.

Council entered executive session at 8:22pm

Motion to exit executive session.

Motion made by Mr. Greenwood, Seconded by Mr. Hoke.

Voting Yea: Mrs. Cyphers, Mr. Greenwood, Mr. Harding, Mr. Havens, Mr. Hoke, Mrs. Middlestetter, Mayor Schweller

Council exited executive session at 9:19

ADJOURNMENT:

Hearing no further business coming before the Council, Mayor Schweller declared the meeting adjourned at 9:20 pm

Michael Schweller, Mayor

Robert Schommer, Clerk of Council

File Attachments for Item:

A. Resolution 2023-R-16 AUTHORIZING THE CITY MANAGER TO AWARD AND EXECUTE A FOUR FINANCIAL PERIOD CONTRACT EXTENSION WITH JULIAN & GRUBE, INC. FOR FINANCIAL REPORTING AND AUDITING SERVICES, AND WAIVING THE COMPETITIVE BIDDING REQUIREMENTS (Cyphers)

RECORD OF RESOLUTIONS

Item A. Section 10, Item

Resolution No. 2023-R-16

June 26, 2023

City of Bellbrook State of Ohio

Resolution No. 2023-R-16

AUTHORIZING THE CITY MANAGER TO AWARD AND EXECUTE A FOUR FINANCIAL PERIOD CONTRACT EXTENSION WITH JULIAN & GRUBE, INC. FOR FINANCIAL REPORTING AND AUDITING SERVICES, AND WAIVING THE COMPETITIVE BIDDING REQUIREMENTS

WHEREAS, the City has enjoyed the services of Julian & Grube, Inc. to provide the annual financial statement and audit of the finances of the City of Bellbrook; and

WHEREAS, the work performed has met or surpassed the requirements and expectations of the Auditor of State for annual financial reporting and auditing; and

WHEREAS, the Auditor of State has implemented a process to allow approved firms to be awarded an extension without utilizing the bidding process; and

WHEREAS, Section 240.03(b) of the Code of Ordinances of Bellbrook allows contracts for professional services be entered into by the City Manager without use of formal or informal competitive procedures; and

WHEREAS, the Auditor of State has approved a contract extension for financial reporting and auditing with Julian & Grube for the City of Bellbrook for the annual fiscal period ending December 31, 2023 and the four subsequent fiscal periods.

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY RESOLVES:

Section 1. The City Manager is authorized to notify the Auditor of State that the City of Bellbrook is interested in the contract extension with Julian & Grube, Inc.

Section 2. The City Manager is authorized to take the necessary actions and execute the necessary Agreements with Julian & Grube, Inc. for the contract extension.

Section 3. In accordance with Chapter 240 of the Code of Ordinances of Bellbrook, the procurement of these services is through a contract for professional services entered into by the City Manager; therefore, the competitive bidding requirements are hereby waived.

Section 4. That it is found and determined that all formal actions of the City Council relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including §121.22 of the Revised Code of the State of Ohio.

Section 5. That this resolution shall take effect and be in force forthwith.

RECORD OF RESOLUTIONS

Item A. Section 10, Item

Resolution No. 2023-R-16

June 26, 2023

PASSED BY City Council this ____ day of _____, 2023.
____ Yeas; ____ Nays.

AUTHENTICATION:

Michael W. Schweller, Mayor

Robert Schommer, Clerk of Council

From: [West IPA](#)
To: [Rob Schommer](#)
Subject: City of Bellbrook Contract Extension Notice
Date: Thursday, June 22, 2023 1:29:35 PM
Attachments: [image001.png](#)

Dear Robert Schommer,

The Auditor of State (AOS) has determined that an Independent Public Accountant (IPA) firm will be contracted to perform the engagements related to the City of Bellbrook, Greene County, for the annual fiscal period ending 12/31/2023, and for the subsequent 4 periods. In addition, the AOS has implemented a process, assuming all parties agree, and a reasonable fee is set, where the incumbent firm could be awarded a contract extension without utilizing the bidding process. IPA firms will still be limited to auditing entities for no more than 10 consecutive years.

City of Bellbrook, Greene County and Julian & Grube, Inc. originally entered into an audit contract for the period 1/1/2018 – 12/31/2022. Julian & Grube, Inc. has audited the City of Bellbrook for 5 consecutive years.

City of Bellbrook, Greene County is eligible for participating in a contract extension with Julian & Grube, Inc. without utilizing the bidding process for the annual fiscal period ending 12/31/2023, and for the subsequent 4 periods.

Please respond to this email indicating whether or not your entity is interested in this contract extension with Julian & Grube, Inc. for the period 1/1/2023 – 12/31/2027. The normal IPA bidding process will be utilized if you are not interested in proceeding with this contract extension.

Sincerely,



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File Attachments for Item:

A. Approve Letter of Support to the US Transportation Secretary for MVRPC's Safe Streets grant application.



The Honorable Pete Buttigieg
U.S. Department of Transportation
1200 New Jersey Avenue, SE
Washington, D.C. 20590

City of Bellbrook

15 East Franklin Street

Bellbrook, Ohio 45305

T (937) 848-4666

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www.cityofbellbrook.org

Dear Secretary Buttigieg:

I am writing to express support on behalf of the Bellbrook City Council for the Miami Valley Regional Planning Commission's (MVRPC) grant application for the Safe Streets for All (SS4A) program. MVRPC's proposed Toward Zero Safety Action Plan project aims to increase the safety for all road users in the Miami Valley Region, including pedestrians, bicyclists, and motorists. By developing a comprehensive transportation safety action plan, our Region will have a tool box of proven strategies targeted on reducing fatalities and crashes.

An analysis of crash-related fatalities over the last decade (2012-2021) shows a 23% increase when comparing the first half of the decade to the second half. Increases for certain types of crashes or population groups are even higher with pedestrian fatalities showing a 36% increase and intersection related fatalities showing a 27% increase. Fatalities involving young drivers (15-25) increased by 25% and fatalities involving older drivers (65+) increased a dramatic 56%. As a result, it is crucial to invest in safety measures to ensure the well-being of all residents. MVRPC's proposed transportation safety plan will provide a data-driven, coordinated approach to identify and prioritize safety improvements across the region, which will ultimately help to reduce the number of traffic-related deaths and serious injuries.

Furthermore, MVRPC's plan will provide a framework for collaboration between rural, suburban, and urban jurisdictions to ensure safety is a priority at all levels of transportation decisions. This will ensure that everyone in the Miami Valley Region, regardless of their location or socioeconomic status, has access to safe transportation options.

As a key stakeholder in this region, we fully support MVRPC's grant application for the SS4A program and urge your full and fair consideration of funding their application. The development and implementation of this plan will not only enhance the safety of our roads but will reduce crashes thereby improving the quality of life for all residents in the Miami Valley Region.

Thank you for your time and consideration.

Sincerely,

Michael Schweller, Mayor