



# CITY COUNCIL REGULAR MEETING AGENDA

## Monday, February 26, 2024 at 7:00 PM

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

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1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF THE MINUTES**
  - A. Approval of the February 12, 2024 Regular Council Meeting minutes.
5. **MAYOR'S ANNOUNCEMENTS AND SPECIAL GUEST**
  - A. Tasha Shupe of the Sugar Maple Festival Committee will present the Committee's selected Citizen of the Year Award.
  - B. Chief Carmin will present the 2023 Officer of the Year Award recipient
  - C. Chief Carmin will provide a brief presentation of events with use of police body cams.
  - D. Mayor recognition of Deputy Mayor service of Mr. Forrest Greenwood.
6. **CITIZEN COMMENTS**
7. **CITIZENS REGISTERED TO SPEAK ON AGENDA ITEMS**
8. **PUBLIC HEARING OF PROPOSED ORDINANCES**
  - A. AMENDING ORDINANCE 2023-O-6 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPENSES OF THE CITY OF BELLBROOK FOR THE PERIOD BEGINNING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024
9. **INTRODUCTIONS OF ORDINANCES**
10. **ADOPTION OF RESOLUTIONS**
11. **OLD BUSINESS**
  - A. Council Priorities and Goals Process
12. **NEW BUSINESS**
  - A. Charter Review Process
13. **CITY MANAGER'S REPORT**
14. **COMMITTEE REPORTS**
  - A. Safety Committee
  - B. Service Committee
  - C. Finance/Audit Committee
  - D. Community Affairs Committee
  - E. Community Affairs Committee:  
Motion for recommendation of appointments to Boards.
15. **CITY OFFICIAL COMMENTS**
16. **EXECUTIVE SESSION**
17. **ADJOURNMENT**

**File Attachments for Item:**

A. Approval of the February 12, 2024 Regular Council Meeting minutes.

# RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

February 12, 2024

Item A. Section 4, Item

## 1. CALL TO ORDER

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

## 2. PLEDGE OF ALLEGIANCE

Mayor Schweller led the Council in the Pledge of Allegiance.

## 3. ROLL CALL

PRESENT

Mr. Logan Ashley

Mrs. Katherine Cyphers

Mr. Forrest Greenwood

Mr. Brady Harding

Mr. Ernie Havens

Mr. T.J. Hoke

Mayor Mike Schweller

## 4. APPROVAL OF THE MINUTES

Mayor Schweller asked if anyone had comments or corrections to the minutes of the January 22, 2024, meeting. Hearing none, the minutes were declared to be approved.

## 5. MAYOR'S ANNOUNCEMENTS AND SPECIAL GUEST

A. Mr. Gregg Sparks of the Bellbrook Lions Club presented information on upcoming community projects and events hosted by the Lions Club.

## 6. CITIZEN COMMENTS

None

## 7. CITIZENS REGISTERED TO SPEAK ON AGENDA ITEMS

None

## 8. PUBLIC HEARING OF PROPOSED ORDINANCES

## 9. INTRODUCTIONS OF ORDINANCES

A. AMENDING ORDINANCE 2023-O-6 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPENSES OF THE CITY OF BELLBROOK FOR THE PERIOD BEGINNING JANUARY 1, 2024, AND ENDING DECEMBER 31, 2024 (Cyphers)

# RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

February 12, 2024

Item A. Section 4, Item

Mr. Schommer spoke on supplementing the Police Fund in order to accommodate a compensatory time buy out allowed in the collective bargaining agreement for police officers.

Motion to introduce ordinance 2024-O-2

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

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

Motion Carries

Mayor Schweller noted the Ordinance will be set for Public Hearing February 26, 2024.

## 10. ADOPTION OF RESOLUTIONS

- A. Resolution 2024-R-05 AUTHORIZING THE PURCHASE OF WATER METERS FROM BUCKEYE STATE PIPE & SUPPLY CO., INC. (Greenwood)

Mr. Schommer explained the quote for the purchase of water meters. He noted the cost and installation fee are reimbursed to the city by the water customer. In addition, the meters are specific to the meter reading software and are proprietary.

Motion to adopt Resolution 2024-R-05

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

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

Motion Carries

- B. Resolution 2024-R-06 ESTABLISHING THE RULES OF COUNCIL FOR THE ORDER OF BUSINESS AND CREATING GUIDELINES FOR CITIZEN PARTICIPATION DURING MEETINGS (Schweller)

Mayor Schweller highlighted the most important changes to the citizen participation guidelines, noting registering to speak is not required, it is only an option if desired. Also the time to speak changed from 3 to 5 minutes, and flexible beyond that.

Mr. Schommer spoke on the guidelines for citizens' participation during meetings, noting these guidelines better represent what is being practiced by Council.

Motion to Adopt Resolution 2024-R-06

Motion made by Mayor Schweller, Seconded by Mr. Greenwood.

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

Motion Carries

# RECORD OF PROCEEDINGS

Bellbrook City Council Meeting  
February 12, 2024

Item A. Section 4, Item

C. Resolution 2024-R-07 TO REFORM CITIZEN ENGAGEMENT AND INCREASE EFFICACY THROUGH ESTABLISHING A PUBLIC PARTICIPATION POLICY (Schweller)

Mayor Schweller read the entire policy to the Council. He emphasized this is an excellent document to establish a public participation policy hoping to gain more input and interaction from the residents.

Motion to Adopt Resolution 2024-R-07

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

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

Motion Carries

D. Resolution 2024-R-08 APPROVING INDIVIDUAL ASSESSMENT AMOUNTS AND DIRECTING THE CITY MANAGER TO CERTIFY THE AMOUNTS TO THE GREENE COUNTY AUDITOR TO ENTER THE DELINQUENT AMOUNTS ON THE TAX DUPLICATE FOR CERTAIN PROPERTIES (Havens)

Mr. Schommer mentioned the Resolution authorized collections for abatements, nuisances, uncollected or delinquent bills, and any other assessments noted. The Resolution is to recoup the tax dollars on certain properties where work was done, or to assess an unpaid and uncollected delinquent utility bill.

Motion to Adopt Resolution 2024-R-08

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

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

Motion Carries

E. Resolution 2024-R-09 AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE BELLBROOK-SUGAR MAPLE FESTIVAL COMMITTEE, INC FOR THE 2024 SUGAR MAPLE FESTIVAL (Harding)

Mr. Ashley Recused himself from this Agenda Item and left the room.

Mr. Schommer mentioned the Agreement formalizes the partnership with the Bellbrook Sugar Maple Festival Committee, Inc for operation and management of the Bellbrook Sugar Maple Festival. He provided details on the benefit strengthening and protecting the committee and festival for the community.

Motion to Adopt Resolution 2024-R-09

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

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

# RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

February 12, 2024

Item A. Section 4, Item

Recused from Voting: Mr. Ashley  
Motion Carries

## 11. OLD BUSINESS

### A. Continued discussion on 2024 Council Priorities and Goals

Mr. Schommer asked the council to review the collection of consolidated goals and to provide feedback for the final work product.

## 12. NEW BUSINESS

### A. Selection of Deputy Mayor Nominations for Deputy Mayor

Mr. Schommer noted the process as described in the Charter calls for a secret ballot; however business cannot be conducted outside of the open meeting. Therefore, once all nominations are received, a ballot with the names will be distributed and each council member will select by ballot their vote for Deputy Mayor, then the ballots will be counted and read in the meeting.

Mayor Schweller opened the floor to nominations for Deputy Mayor.

Mr. Hoke nominated Mr. Greenwood for Deputy Mayor, Seconded by Mr. Ashley

Mr. Harding nominated Mr. Havens for Deputy Mayor, Seconded by Mr. Hoke

Asking for and hearing no additional nominations, Mayor Schweller closed the floor to nominations.

Mr. Schommer distributed ballots for each council member to cast a vote, then collected and read the ballots. Upon tally of the submitted ballots from each council member, the results as announced and viewed are 5 votes for Mr. Havens, 2 votes for Mr. Greenwood.

## 13. CITY MANAGER'S REPORT

Mr. Schommer provided updates on the following item:

- Finalizing the personnel manual for employees through Lexipol for an online and searchable system that also includes legal updates.
- Signed services agreement received with Outdoor Enterprise for the Franklin and Main project and will begin planning for a projected start date of May 1
- Independent Financial Audit started for 2023 with Julian & Grube
- Engage Bellbrook will be used as a central source of information on our website to inform the community on our financial planning and the upcoming revenue shortfalls faced to maintain current public safety service levels.

# RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

February 12, 2024

Item A. Section 4, Item

- Charter Review Committee has completed the initial review and Council will be provided time to review segments of the Charter for review and modification.

## 14. COMMITTEE REPORTS

### A. Safety Committee

Mr. Hoke provided updates on fire and police:

- The ambulance ordered back in 2020 is still awaiting a build date
- Two potential candidates in the process for part time employees at the fire department
- A grant for a new ladder truck was not awarded last year, but re-submission has been done for 2024.
- Three new patrol vehicles being upfitted for the police department
- New radios have been ordered for the police department
- Sight Surveys on Flock Camera installation is ongoing
- Interviews on new officer candidates are being conducted
- Sugar Maple Festival Committee was met with for planning of this year's festival
- Active Shooter threat training is scheduled

### B. Service Committee

Mr. Greenwood provided updates on new water meters and the ability to be remotely read by one person in a single day as opposed to a few people over several days, noting an improvement in efficiency.

### C. Finance/Audit Committee

None

### D. Community Affairs Committee

Mr. Havens provided updates on:

- Applicants for the Museum Board and Planning Board are being reviewed for recommended appointment
- The Lions Club pancake breakfast is February 24
- Chamber of Commerce & Casino Night is March 1

He also noted the Committee reviewed current Board members for reappointment to their positions and introduced a motion to Council on behalf of the Committee

Motion to reappoint Thad Camp and Lakisha Taylor to the Village Review Board.

Motion made by Mr. Havens, Seconded by Mr. Harding.

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

Motion Carries

# RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

February 12, 2024

Item A. Section 4, Item

## 15. CITY OFFICIAL COMMENTS

Mr. Ashley- None

Mrs. Cyphers- None

Mr. Harding- Thanked Greg Sparks of the Lyons Club for coming tonight.

Mr. Havens- None

Mr. Hoke- Reminded about the Lions Club Pancake Breakfast on Feb 24<sup>th</sup> and the Blood Drive

Mr. Greenwood- None

Mayor Schweller- Thanked the citizens for their thoughts and prayers during a hospital stay.

## 16. EXECUTIVE SESSION

Mr. Schommer noted there was information to discuss related to economic an development project and requested Council be updated in executive session.

Mayor Schweller noted there is a need to enter executive session.

Motion to enter Executive Session to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project.

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

Voting Yea: Mr. Ashley, Mrs. Cyphers, Mr. Greenwood, Mr. Harding, Mr. Havens, Mr. Hoke,

Mayor Schweller

Motion Carries

Mr. Havens will recuse himself from the Executive Session Discussion

Council entered executive session at 20:34

Motion to Exit Executive Session

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

Voting Yea: Mr. Ashley, Mrs. Cyphers, Mr. Greenwood, Mr. Harding, Mr. Havens, Mr. Hoke,

Mayor Schweller

Motion Carries

Council exited executive session at 21:18

There were no decisions or actions taken during the executive session.



# RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

February 12, 2024

Item A. Section 4, Item

## 17. ADJOURNMENT

Hearing no further business coming before the Council, Mayor Schweller declared the meeting adjourned at 9:18pm

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Michael Schweller, Mayor

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Robert Schommer, Clerk of Council

**File Attachments for Item:**

A. AMENDING ORDINANCE 2023-O-6 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPENSES OF THE CITY OF BELLBROOK FOR THE PERIOD BEGINNING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024

## AGENDA ITEM INFORMATION REPORT

**Meeting Type:** City Council Meeting

**Meeting Date:** 2/12/2024

**Department:** Finance

**Submitted By:** Rob Schommer

### **AGENDA ITEM DESCRIPTION:**

#### Ordinance

AMENDING ORDINANCE 2023-O-6 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPENSES OF THE CITY OF BELLBROOK FOR THE PERIOD BEGINNING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024

### **FISCAL IMPACT:**

**Cost:** \$4,000      **Source of Funds:** General Fund

**Funds Currently Budgeted:** No

**Notes/Implications:** Due to low funds in the Police Fund, an additional subsidy/transfer will be required

### **PURPOSE AND BACKGROUND:**

Officer Stephanie Bennington has requested a pay out 80 hours of her accumulated compensatory time currently on the books. The payout will be at the regular rate and will include required fringe costs. In accordance to Section 17.3 of the Police Officers Collective Bargaining Agreement, employees may cash out up to 80 hours each calendar year.

These potential cash-outs are not assumed or initially budgeted in order to reduce the tie-up of the City's cash funds.

**NOTICE  
OF  
PUBLIC HEARING**



**City Council  
Public Hearing**

**Monday February 26, 2024 7:00 pm**  
*City Council Chambers 15 E. Franklin Street*

**There will be an open Public Hearing by the Bellbrook  
City Council regarding Ordinance No.2024-O-2**

A Public Hearing will be held by Bellbrook City Council, regarding Ordinance No2024-O-2

**Ordinance 2024-O-2 AMENDING ORDINANCE 2023-O-6 BY MAKING SUPPLEMENTAL  
APPROPRIATIONS FOR EXPENSES OF THE CITY OF BELLBROOK FOR THE PERIOD  
BEGINNING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024.**

Monday February 26, 2024 7:00 pm in the Council Chambers 15 E. Franklin Street.  
The public is welcome to attend or send comments to the Clerk of Council at  
clerk@cityofbellbrook.org. A copy of the Ordinance is attached.

**Agenda and additional meeting information available at [www.cityofbellbrook.org](http://www.cityofbellbrook.org)**

Posted 2/13/2024

# RECORD OF ORDINANCES

Item A. Section 8, Item

Ordinance No. 2024-O-2

February 26, 2024

## City of Bellbrook

### Ordinance No. 2024-O-2

#### **AMENDING ORDINANCE 2023-O-6 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPENSES OF THE CITY OF BELLBROOK FOR THE PERIOD BEGINNING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024.**

WHEREAS, the City of Bellbrook adopted the 2024 annual budget based on the best information available at the time; and

WHEREAS, additional costs and/or adjustments are required for various 2024 Personnel Services and Other Expenses which requires the amendment of various appropriation levels.

#### **Now, Therefore, the City of Bellbrook Hereby Ordains:**

Section 1. That to provide for the required expenses and other expenditures of the City of Bellbrook during the fiscal year ending December 31, 2024, the appropriation levels are amended as set forth in Exhibit A attached hereto and incorporated herein by reference and hereby set aside to be appropriated.

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including, but not limited to Section 121.22 of the Ohio Revised Code.

PASSED BY City Council this 26<sup>th</sup> day of February, 2024.

\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

#### AUTHENTICATION:

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Michael Schweller, Mayor

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Robert Schommer, Clerk of Council

#### APPROVED AS TO FORM:

Stephen M. McHugh, Municipal Attorney

# RECORD OF ORDINANCES

Item A, Section 8, Item

Ordinance No. 2024-O-2

February 26, 2024

## EXHIBIT A

Fund	2023 Current Appropriations	Personnel Revisions	Other Expenses Revisions	Total Revisions	Amended 2023 Appropriations
<b>100 General Fund</b>	\$1,371,519				\$1,371,519
<i>11 Legislative</i>	\$43,088				\$43,088
<i>12 Administrative</i>	\$770,112				\$770,112
<i>13 Library</i>	\$3,000				\$3,000
<i>14 Museum</i>	\$31,132				\$31,132
<i>15 Community Environment</i>	\$78,387				\$78,387
<i>30 Capital Outlay</i>	\$505,800				\$505,800
<b>201 Local Fiscal Recovery Fund</b>	\$436,000				\$436,000
<b>202 OneOhio Opioid Settlement Fund</b>	\$12,398				\$12,398
<b>210 Street Fund</b>	\$458,215				\$458,215
<b>220 State Highway Fund</b>	\$53,000				\$53,000
<b>230 Police Fund</b>	\$2,200,766	<b>\$4,000</b>		<b>\$4,000</b>	<b>\$2,204,766</b>
<b>240 Fuel System Fund</b>	\$1,550				\$1,550
<b>250 Fire Fund</b>	\$1,564,755				\$1,564,755
<b>270 Police Pension Fund</b>	\$89,590				\$89,590
<b>280 Motor Vehicle License Fund</b>	\$255,100				\$255,100
<b>610 Waste Collection Fund</b>	\$622,867				\$622,867
<b>620 Water Fund</b>	\$1,605,097				\$1,605,097
<b>800 Performance Bond Fund</b>	\$10,000				\$10,000
<b>Total All Funds</b>	<b>\$9,120,857</b>				<b>\$9,124,857</b>