



BELLBROOK CITY COUNCIL AGENDA

May 9, 2016

7:00 pm—Regular Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Formal Approval of the City Council Regular Meeting Minutes **of April 25, 2016**
5. Mayor's Announcements
6. Public Hearing of Ordinance
Ordinance 2016-5 An Ordinance Approving a Major Change to the Preliminary Plan for the Highview Terrace Subdivision. (Edwards)
7. Resolutions
Resolution 2016-O A Resolution Authorizing the City Manager to Enter into a Contract with Accela, Inc. for the Acquisition of Finance and Utility Billing Software for the City of Bellbrook.(Schweller)
8. City Manager's Report
9. Committee Reports
 - A. Service
 - B. Safety
 - C. Finance/Audit
 - D. Community Affairs
10. Old Business
11. New Business Waive Sign Ordinance for Community Garage Sale May 19-21.
12. Open Discussion
13. Adjourn

City of Bellbrook

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Bellbrook, Ohio 45305

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www.cityofbellbrook.org

RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Meeting

April 25, 2016

PRESENT: Mr. Nick Edwards
Mr. Forrest Greenwood
Mr. Jon Martin
Mrs. Elaine Middlestetter
Mrs. Dona Seger-Lawson
Mayor Bob Baird

ABSENT: Deputy Mayor Mike Schweller

This is a summary of the City Council meeting held on Monday, April 25, 2016. Mayor Baird called the meeting to order at 7:00 pm and the Clerk called the roll.

Mr. Schweller was absent. **Mr. Martin moved to excuse Mr. Schweller.** Mrs. Seger-Lawson seconded the motion. The Clerk called the roll: Mr. Martin, yes; Mrs. Seger-Lawson, yes; Mr. Edwards, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes, Mayor Baird, yes. The motion carried 6-0.

After polling members of City Council, as there were no corrections or additions to the **regular meeting minutes of April 11, 2016**, Mayor Baird declared the minutes approved as written.

MAYOR'S ANNOUNCEMENTS/SPECIAL GUEST

Fire Chief Jim Neidhard introduced the new full time Firefighter, Taylor Click. After Taylor introduced his family and friends, the Mayor swore him in as a new full time Firefighter for the City.

The Mayor and Council congratulated Taylor and thanked him for his service.

Mayor Baird read a **Proclamation declaring May Motorcycle Awareness Month** at the request of Abate of Ohio, Inc.

INTRODUCTION OF ORDINANCE

Mr. Edwards read **Ordinance 2016-5**. An Ordinance Approving a Major Change to the Preliminary Plan for the Highview Terrace Subdivision. The revised Preliminary Plan was approved by the Planning Board at their April 12th meeting with three conditions. This ordinance is set for a public hearing to be held at the May 9th Council meeting.

Mr. Edwards made a motion to introduce Ordinance 2016-5. Mr. Greenwood seconded the motion. The Clerk called the roll: Mr. Edwards, yes; Mr. Greenwood, yes; Mr. Martin, yes; Mrs. Middlestetter, yes; Mrs. Seger-Lawson, yes; Mayor Baird, yes. The motion carried 6-0.

RESOLUTIONS

Mr. Greenwood read **Resolution 2016-N**. A Resolution Authorizing the City Manager to Sign an Agreement with the City of Xenia for Prosecution Services. The proposed contract has a three year term with an initial cost of \$15,000 per year. The City has been paying \$30,000 for Prosecution Services for the past eight years. The contract price is set to increase 2% in years two and three. Mr. Martin asked

RECORD OF PROCEEDINGS

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other than the cost, will this agreement provide the City with the same level of service. Mr. Schlagheck said that he is satisfied that the agreement will provide the City with the same level of service. Mayor Baird asked Mr. Schlagheck about the cancellation clause within the contract. Mr. Schlagheck said the City is bound by the agreement until December 31, 2016. After that there is a thirty day notice to cancel. The agreement could be amended or modified at that point. Mayor Baird asked Mr. Schlagheck if it is the City's expectation that Mr. Lewis would remain the Prosecutor for the City. Mr. Schlagheck said yes.

Mr. Greenwood made a motion to adopt Resolution 2016-N. Mrs. Middlestetter seconded the motion. The Clerk called the roll: Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mr. Edwards yes; Mr. Martin, yes; Mrs. Seger-Lawson, yes; Mayor Baird, yes. The motion was carried 6-0.

CITY MANAGER REPORT

Mr. Schlagheck said he would like to offer thanks to many people for a very successful Sugar Maple Festival specifically the Sugar Maple Festival Committee and the Police, Fire and Service Departments. The weather also helped make the festival successful. Mr. Schlagheck also told Council that the City's new website is operational. It has a new look and feel based on the new logo. He also asked that if anyone notices anything not working or missing, please let him know. Lastly, Mr. Schlagheck said that Dale Wilson has identified a few more streets to include in this year's paving program. The additional streets are East Sudbury Court and North Sheffield Drive (from West Franklin St. to the section break just past East Sudbury). Once school is out, the paving project will start.

Mrs. Seger-Lawson said she heard several people say that the Sugar Maple Festival was really great this year so the City must be making a lot of money with the Festival. Mr. Schlagheck said the City does not make any money with the festival. The City does pay overtime for the Police, Fire and Service employees to cover at the festival. The Sugar Maple Festival Committee makes the money and they in turn use the earnings to fund local scholarships and other projects within the community. Also Mrs. Seger-Lawson was asking for an update on the property that is being demolished at 79 West Franklin St. Mr. Schlagheck said there was a news story that was putting the blame on the City for not obtaining a permit for the demolition. The owner of the property had a contract with a demolition company and they did not get the demolition permit needed from Greene County. The County put a stop work order on the project until they could get the final approval that all of the utilities were shut off and also that the property had no asbestos. The permit was granted on Friday. The owner is going to construct a duplex on that property that has already been approved by the Village Review Board.

COMMITTEE REPORTS

Service: No Report

Safety: Mr. Greenwood said that everything went well with the Police and Fire Departments at the Festival. Residents had the opportunity to meet and talk with them at their booths.

Finance/Audit: No Report.

Community Affairs: Mrs. Middlestetter thanked the Festival Committee members and also the Police and Service employees for a successful Sugar Maple Festival. She also wanted to thank the Bellbrook Amateur Radio Club for providing the communications at the festival.

RECORD OF PROCEEDINGS

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NEW BUSINESS

Council is required to have public records training every two years or assign a designee to attend. **A motion was made by Mrs. Seger-Lawson** to appoint Jami Kinion as a designee for public records training. Mrs. Middlestetter seconded the motion. The Clerk called the roll: Mrs. Seger-Lawson, yes; Mrs. Middlestetter, yes; Mr. Edwards, yes; Mr. Greenwood, yes; Mr. Martin, yes; Mayor Baird, yes. The motion carried 6-0.

OPEN DISCUSSION

Mr. Edwards said he is amazed how good the signage is for the Sugar Maple Festival. He thanked the Service and Safety Departments for a good job.

Mr. Greenwood said after the Festival, the Service Department came in and cleaned the City up so well. He again thanked the Departments for a good job.

Mr. Martin said the Bicentennial sign at Petrikis Park looked nice. He also liked the banners and would like to see the City use them for other occasions. Mr. Schlagheck said there are plans to use the banners in the future.

Mrs. Seger-Lawson thanked the Boy Scouts for repairing the entry sign that was damaged from an earlier storm. Mayor Baird said the Lions Club helped with that too. She also thanked the Departments for a great job at the festival.

Mayor Baird also thanked everyone involved with the Sugar Maple Festival.

Mr. Rick Clemens, 6710 Little Sugarcreek Rd. He wanted to introduce to Council the proposed emergency access to Highview Terrace. He presented Council with a rendering of the area.

Bill Dahling, 1839 Sugar Maple Place- He wanted to know if he would be able to get a copy of the packet that was given to Council. Mr. Schlagheck said he will get copies to Mr. Dahling. Mr. Dahling will distribute to the Highview Terrace residents. He also thought that blanket recognition from Council would be nice for the donors that contributed to the Sugar Maple Festival.

Louis Schatzberg, 4082 Ridgetop Dr. He thanked the Mayor for doing the proclamation for Motor Cycle Awareness.

ADJOURN

Being no further business to come before this regular session of the Bellbrook City Council, Mayor Baird declared the meeting adjourned at 7:48 pm.

Robert L. Baird, Mayor

Jami L. Kinion, Clerk of Council

RECORD OF ORDINANCES

Ordinance No. 2016-5

May 9, 2016

City of Bellbrook

Ordinance No. 2016-5

An Ordinance Approving a Major Change to the Preliminary Plan for the Highview Terrace Subdivision.

WHEREAS, the original preliminary plan for the Highview Terrace subdivision was approved by City Council on October 10, 2005; and

WHEREAS, a revised preliminary plan for the Highview Terrace subdivision was approved by City Council on May 8, 2006; and

WHEREAS, a major change to the preliminary plan for the Highview Terrace subdivision has been recommended by the Bellbrook Planning Board following their April 12, 2016 public hearing; and

WHEREAS, the proposed major change would:

- Incorporate Section One into the preliminary plan
- Reduce the number of buildable lots from 77 to 72
- Remove River Birch Court and reconfigure the lots in the removed roadway area
- Reduce the length of Sugar Maple Place to create two estate lots
- Add a roadway bulb in front of Lot #48 on Willowbrook Drive
- Move a detention basin from Lot #52 to proposed lots #73 and #74
- Regrade an existing pond for use as a retention pond on proposed Lot #73
- Allow the lot width to depth ratio for Lots #73 and #74 to be less than the requirements of the Subdivision Regulations
- Allow the perimeter setback along Lots #63 and #64 to be 25 feet rather than 50 feet; and

WHEREAS, the Planning Board voted unanimously to recommend approval of the major change request to City Council with three conditions.

Now, Therefore, the City of Bellbrook Hereby Ordains:

Section 1. That the major change to the preliminary plan for the Highview Terrace subdivision, as amended on the attached map, is hereby approved with the following three conditions:

1. To evaluate a reconfiguration of Lots #73 & #74 to support an emergency access easement;
2. To evaluate options for the cul-de-sac at Willowbrook Drive to allow for EMS ingress/egress only; and
3. That all engineering conditions shall meet the approval of IBI Group.

RECORD OF ORDINANCES

Ordinance No. 2016-5

May 9, 2016

Section 2. This ordinance shall take effect and be in force from and after the earliest period provided by law.

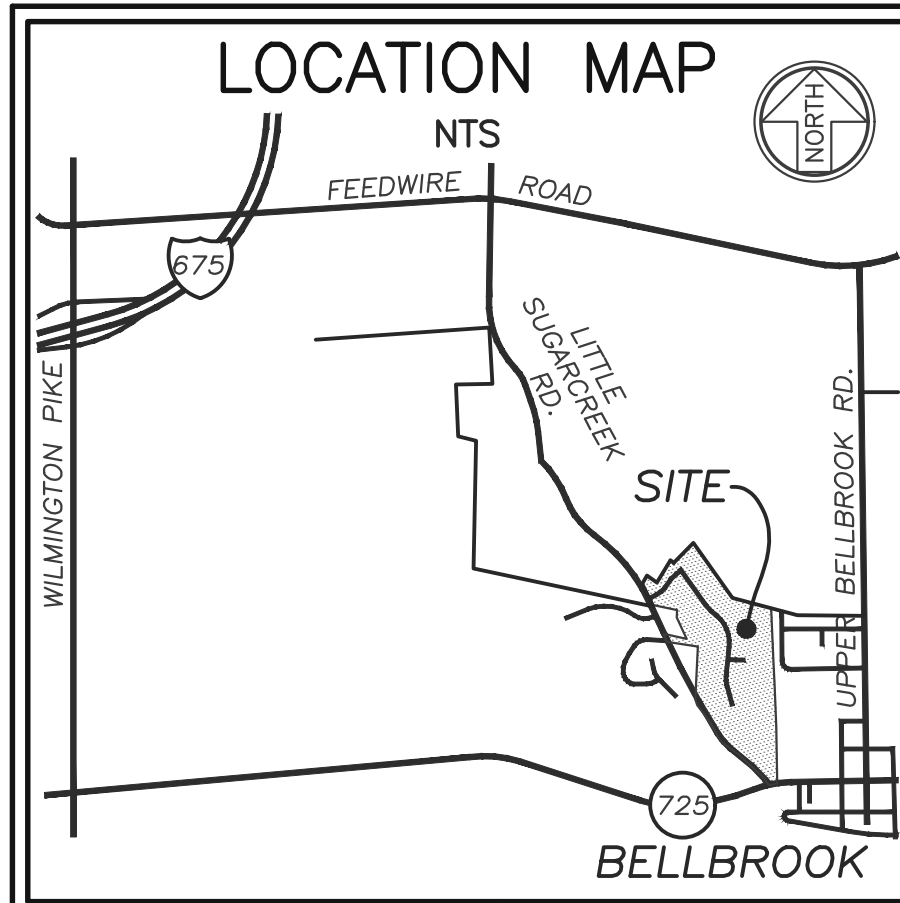
PASSED this ____ day of _____, 2016.

Robert L. Baird, Mayor

Jami L. Kinion, Clerk of Council

APPROVED AS TO FORM:

Patricia N. Campbell, Municipal Attorney



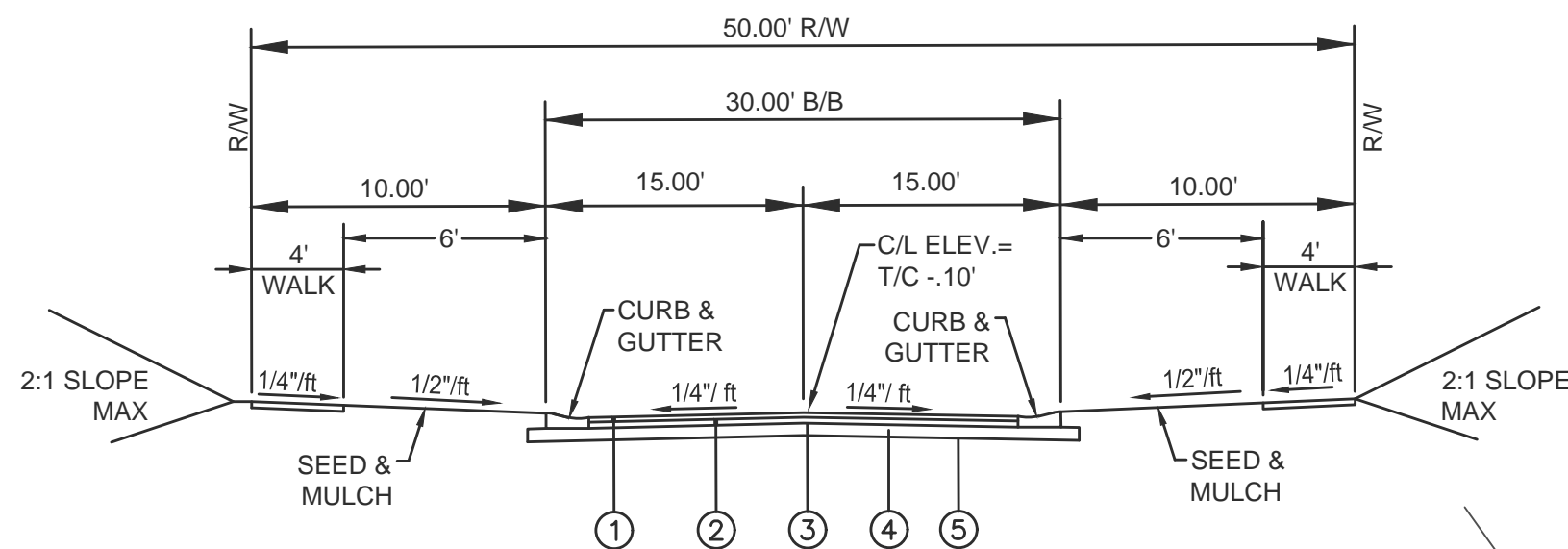
CONTROL POINTS			
DESCRIPTION	NORTHING	EASTING	ELEVATION
BES #110 / MAG NAIL SET	602900.43	1523794.40	826.76
BES #111 / MAG NAIL SET	601272.76	1524248.84	856.69
BES #112 / MAG NAIL SET	602110.01	1524321.47	—

KEY NOTE LEGEND

- EX. 8" WATER LINE TO BE CUT & CAPPED AT R/W LINE & REMOVED EAST OF R/W LINE.
- PLUG EX. 8" INV. EAST AT EX. MANHOLE. CUT EX. 8" SANITARY AT R/W. REMOVE ALL SANITARY FROM R/W TO THE EAST, INCLUDING MANHOLES. FILL EX. 8" SANITARY LINE FROM EX. MH IN SUGAR MAPLE PLACE TO R/W WITH GROUT.
- REVISE EX. CATCH BASINS TO AREA DRAIN AND REVISE TO GRADE.

LINE TABLE

LINE	BEARING	DISTANCE
L1	N 77°30'26" W	29.96'
L2	N 85°28'58" E	86.66'
L3	S 45°38'42" E	28.79'
L4	S 28°26'14" E	138.87'
L5	S 49°31'14" E	501.75'
L6	S 34°58'41" E	301.90'
L7	S 24°20'17" E	299.49'
L8	S 33°03'15" E	101.30'
L9	N 56°56'45" E	112.68'
L10	N 30°13'21" W	603.27'
L11	N 37°33'31" W	276.32'
L12	N 44°13'29" W	369.31'
L13	N 33°57'54" W	49.05'



TYP STREET SECTION - 50'R/W

SCALE: NONE

MATERIALS

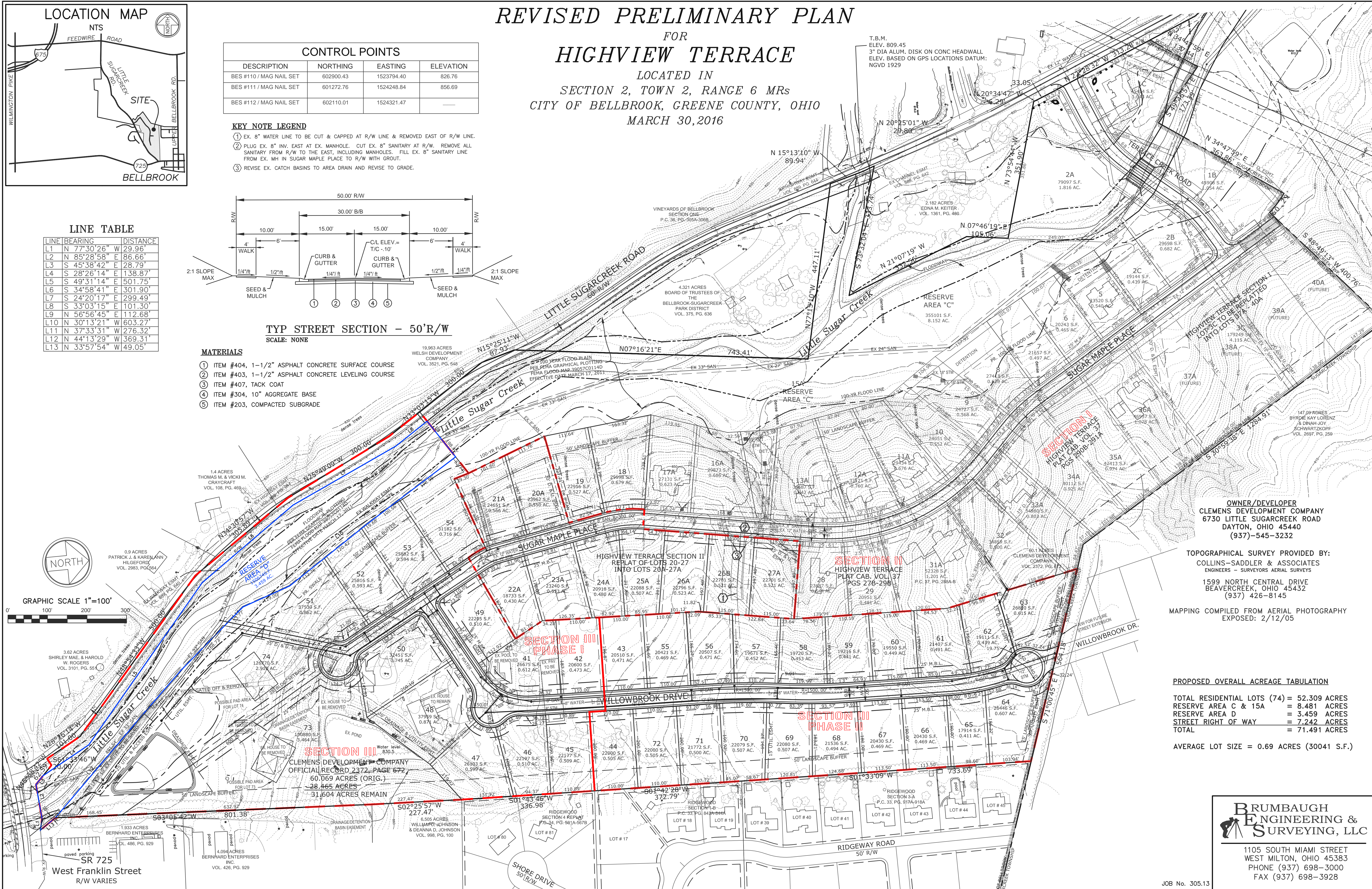
- ITEM #404, 1-1/2" ASPHALT CONCRETE SURFACE COURSE
- ITEM #403, 1-1/2" ASPHALT CONCRETE LEVELING COURSE
- ITEM #407, TACK COAT
- ITEM #304, 10" AGGREGATE BASE
- ITEM #203, COMPACTED SUBGRADE

REVISED PRELIMINARY PLAN

FOR

HIGHVIEW TERRACE

LOCATED IN
SECTION 2, TOWN 2, RANGE 6 MRs
CITY OF BELLBROOK, GREENE COUNTY, OHIO
MARCH 30, 2016



OWNER/DEVELOPER
CLEMENS DEVELOPMENT COMPANY
6730 LITTLE SUGARCREEK ROAD
DAYTON, OHIO 45440
(937)-545-3232

TOPOGRAPHICAL SURVEY PROVIDED BY:
COLLINS-SADDLER & ASSOCIATES
ENGINEERS - SURVEYORS AERIAL SURVEYS
1599 NORTH CENTRAL DRIVE
BEAVERCREEK, OHIO 45432
(937) 426-8145

MAPPING COMPILED FROM AERIAL PHOTOGRAPHY
EXPOSED: 2/12/05

PROPOSED OVERALL ACREAGE TABULATION

TOTAL RESIDENTIAL LOTS (74)	= 52.309 ACRES
RESERVE AREA C & 15A	= 8.481 ACRES
RESERVE AREA D	= 3.459 ACRES
STREET RIGHT OF WAY	= 7.242 ACRES
TOTAL	= 71.491 ACRES

AVERAGE LOT SIZE = 0.69 ACRES (30041 S.F.)

BRUMBAUGH ENGINEERING & SURVEYING, LLC
1105 SOUTH MIAMI STREET
WEST MILTON, OHIO 45383
PHONE (937) 698-3000
FAX (937) 698-3928

RECORD OF RESOLUTIONS

Resolution No. 2016-O

May 9, 2016

City of Bellbrook

Resolution No. 2016-O

A Resolution Authorizing the City Manager to Enter into a Contract with Accela, Inc. for the Acquisition of Finance and Utility Billing Software for the City of Bellbrook.

WHEREAS, the City of Bellbrook currently uses different software vendors for financial transactions and utility billing transactions; and

WHEREAS, the City of Bellbrook has explored multiple software options to replace this two vendor operation; and

WHEREAS, the City of Bellbrook included the replacement of the finance and utility billing software in the 2016 Annual Budget; and

WHEREAS, Accela, Inc. provides finance and utility billing software that integrates all accounting related transactions into a single software platform.

Now, Therefore, the City of Bellbrook Hereby Resolves:

Section 1. That the City Manager be authorized to enter into a contract with Accela, Inc. for the acquisition of finance and utility billing software in the total amount of \$49,368.

Section 2. That the City Manager is hereby authorized to do all things necessary to execute the contract with the Accela.

Section 3. That this resolution shall take effect and be in force forthwith.

Robert L. Baird, Mayor

Jami L. Kinion, Clerk of Council