



## **BELLBROOK CITY COUNCIL AGENDA**

**December 9, 2019**

**6:00 pm-Executive Session** to discuss Personnel Matters (to consider the employment and compensation of a public employee)

### **7:00 pm-Regular Meeting**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Formal Approval of the Revised Work Session and Regular Meeting Minutes of November 12, 2019 and Regular Meeting Minutes of November 25, 2019
5. Mayor's Announcements/Special Guests
  - Chris Ewing, Chamber of Commerce Update
  - Greg Dart, Holiday Window Display
6. Public Hearing of Ordinances
  - **Ordinance 2019-21 An Ordinance Approving the Appropriations of the City of Bellbrook for the Fiscal Year Ending December 31, 2020 (Edwards)**
  - **Ordinance 2019-22 An Ordinance to Adjust the City of Bellbrook Appropriations for 2019 (Seger-Lawson)**
7. Introduction of Ordinances
8. Resolutions
  - **Resolution 2019-EE A Resolution Authorizing Transfers for 2020 (Van Veldhuizen)**
9. City Manager Report
10. Committee Reports
  - A. Service
  - B. Safety
  - C. Finance/Audit
  - D. Community Affairs
11. Old Business
12. New Business
13. Open Discussion
14. Adjourn

**City of Bellbrook**  
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**RECORD OF PROCEEDINGS**  
Minutes of Bellbrook City Council Meeting  
November 12, 2019

**PRESENT:** Nick Edwards  
Forrest Greenwood  
Elaine Middlestetter  
Dona Seger-Lawson  
David Van Veldhuizen  
Darryl McGill  
Mayor Mike Schweller

This is a summary of the City Council work session and regular meeting held on Tuesday, November 12, 2019. Mayor Schweller called the meeting to order at 6:00 pm.

City Manager Melissa Dodd prepared the 2020 budget that included an estimate for the remainder of 2019.

Mrs. Dodd showed council the budget worksheet for 2020 including the budgets for the Police and Fire Departments.

Mrs. Dodd began with the Police Department with a budget that is \$90,000 more than 2019. There has been an increase in property taxes. Their contract will be coming up. Mayor Schweller asked about expenses through the end of the year. Mrs. Dodd answered that that is due to wages, dispatch and holiday pay which is all paid out at the end of the year. The General Fund provides the cushion for this fund. Mr. Edwards asked if the city will need a Police Department tax levied in the future. He believes such a levy would pass. Mrs. Dodd added that there are no major purchases planned for 2020. Chief Doherty added that they are able to push back the need for two new cars until 2021 and 2023.

Mrs. Dodd reviewed the Fire Department budget explaining the Fire levy that passed greatly helped the department. The city is going to compare the logistics of having our own fuel tanks versus using commercial fuel stations. The city will also be exploring the idea of getting rid of Fire Station 1 and building onto Fire Station 2 in the future. There could be many benefits to doing so.

The City Manager explained the budget line items from the Capital Fund. The city is going to switch to a different finance and utilities system. The new program provides better controls and security. It would also make the auditing process smoother.

The Water Fund includes a new GIS service that will help out our Service Department.

Mr. Edwards asked where the expenses for Little Sugarcreek Road were applied. Mrs. Dodd answered that the \$50,000 came from a combination of the Streets Fund and the Permissive Tax.

At 7:00 PM Mayor Schweller called the regular session of the City Council to order.

**ROLL CALL**

Mr. Edwards, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mrs. Seger-Lawson, yes; Dr. Van Veldhuizen, yes; Mr. McGill, yes; Mayor Schweller, yes.

**FORMAL APPROVAL OF MINUTES**

Mr. McGill pointed out the omission of his name as present at the previous meeting. After polling members of City Council, as there were no other corrections or additions to the budget work session or

**RECORD OF PROCEEDINGS**  
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November 12, 2019

regular meeting minutes of October 28, 2019 Mayor Schweller declared the minutes approved with the one correction.

**MAYOR'S ANNOUNCEMENTS/SPECIAL GUEST**

Mayor Schweller thanked all veterans for their service. He also thanked the City's Service Department for putting up the flags on the light poles and the Optimist Club for their avenue of flags program. He also expressed his condolences to the family, coworkers and friends of Dayton Police Detective Del Rio. He thanked the Police Chief and Officers who represented Bellbrook at the funeral.

Mayor Schweller presented service recognition awards to Bellbrook employees who reached milestones.

Taylor Click – Fire – 5 years  
Josh Warren – Police – 5 years  
Doug Doherty – Police – 5 years  
Jim Neidhard – Fire – 5 years  
Jon Nickerson - Fire – 10 years  
Ronnie Hearrell - Fire -20 years  
Paul Stroud - Service – 20 years  
Jim Burns - Police – 25 years  
Bob Loudermilk - Police – 35 years

This year service awards include gift certificates to local businesses.

Mayor Schweller welcomed the Bellbrook Lego League Team. Coaches Heather Wannarka and Adam Panstingel introduced the kids on the team: Allyssa Browning, Tyler Gondek, Tyler Feix, Tyler Panstingel, and Tanner Simpson. He thanked the Mayor for meeting with them a few months ago. The members of the team explained the competition and the work they have done to prepare. They practice two nights a week. The 2019 theme is City Scapers where they had to pick a local issue. They chose the Little Sugarcreek Road slippage as their project. The team members each spoke about a different component of the work that they have done. The competition will be held on Saturday November 16 at the University of Dayton.

**PUBLIC HEARING OF ORDINANCES** - none

**INTRODUCTION OF ORDINANCES**

- **Ordinance 2019-20 An Ordinance Amending Chapter 1060 of the Bellbrook Municipal Code to Increase Rates Charged for Refuse Collection.**

Mr. Greenwood read the ordinance and added that the amount charged will still be a bargain for the service.

Mr. Greenwood made a motion to introduce **Ordinance 2019-20**. Mrs. Middlestetter seconded the motion. The Clerk called the roll. Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mr. Edwards, yes; Mrs. Seger-Lawson, yes; Dr. Van Veldhuizen, yes; Mr. McGill, yes; Mayor Schweller, yes. The motion carried 7-0.

**RESOLUTIONS** - none

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**CITY MANAGER REPORT**

The City Manager announced that once again Bellbrook had earned the Auditor of State Award for 2018. The first Brook Mills 10K appreciation plaque in the hallway was presented to the city by Brandon Hough the race organizer.

The city's website is being revamped to make navigation for the city's public boards and commissions easier and keep information up to date.

**COMMITTEE REPORTS**

**Service:** none

**Safety:** none

**Finance/Audit:** Mr. Edwards explained that the second work session had taken place earlier in the evening. The 2020 budget ordinance will be presented at the next Council meeting and the public is invited to review it.

**Community Affairs:** Mrs. Middlestetter invited the public to the Bellbrook Community Church on Sunday, November 24 at 4:00 PM for the community thanksgiving service.

**OLD BUSINESS**

- Request to Remove the Highview Terrace Walking Path

The City Manager began with an overview of the request. She met with the developer Rick Clemens and got a better understanding of the history of the project. They agreed that this is a neighborhood issue. The HOA and the developer need to decide what they want to do. Mrs. Dodd asked Council if they want the city to do any more research into this path.

Mr. Edwards agreed that a decision needs to be made by the HOA and the developer. There is an existing approved plan. If the developer wants to make a change to the plan, he can choose to bring a revised plan to the Planning Board.

Mrs. Seger-Lawson agreed and added that the topography has changed as much as some people have stated, the developer should look at it.

Mr. McGill asked about the old easement that runs along Little Sugarcreek. Mr. Greenwood agreed and stated that it is a nice path.

The rest of the Council members echoed the same thoughts.

**NEW BUSINESS** - none

**OPEN DISCUSSION**

The Council Members congratulated the employees that reached service milestones.

The Council also wished the Lego Team good luck at their upcoming competition.

Mr. Greenwood recounted going to a small Veteran's Day ceremony at the memorial at Petrikis Park. There is a desire to organize a bigger event for next year.

James Cyphers, Highview Terrace requestor, explained that the attorney they hired had told them the same basic thing about needing the HOA and the developer make a decision about the walking path. He asked for the path to be removed from the city's Comprehensive Plan since the Highview Terrace path

# RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Meeting

November 12, 2019

was never given to the City by the developer. The city has no ownership of the path. The Mayor responded that their lawyer is welcome to contact the City Manager.

Katherine Cyphers, Highview Terrace requestor, asked how they go about removing the walking path from the Comprehensive Plan. She said they paid a fee to be seen by the Planning Board when it turns out that actually wasn't necessary. Mrs. Dodd answered that the Council would need to vote for an ordinance to make a change to the plan. Mrs. Dodd also added that the parkland along the creek has not yet been deeded to the city.

David Buccalo, 126 Lower Hillside Drive, explained that he had several points he wanted to make. His first point was that he believes that the residents of the old village district accepted the zoning overlay restrictions in exchange for local control by means of the Old Village Review Board. He wants all of the old village to be removed from the oversight of the Property Review Commission and returned to the Old Village Review Board. He believes the promise to the residents was that outsiders would not tell them how to maintain their properties some of which are pre-civil war buildings. He ~~stated~~ ~~opined~~ that the zoning regulations have a disproportional impact on the businesses that are small and the people who are mostly retirees. Mr. Buccalo ~~read a Facebook post something recounting hearsay~~ about Mr. Dart being referred to as a "deadbeat" by someone in the city. He said that zoning should be fact-based and not affected by public opinion. His fourth point was that the city administration is using a loophole in the sign ordinance to be able to put up promotional signs without having to go through the Village Review Board for approval. His next request was to know about a ~~supposed policy police~~ report of an incident at 7 W Franklin Street over the weekend. Lastly, he thinks the Council should do a performance review of the City Manager.

Greg Dart, 7 W Franklin Street, said that he had tried to come to a previous meeting, but the doors had been locked. He added that he did not bring his attorney to the council meeting to try to be positive. He wondered if he should stop decorating for Christmas or stop helping local groups like the Optimists and Lions. He said he feels like he has been discriminated against. He recounted hearing that he didn't communicate with city officials but said that was untrue. He recalls reaching out to the City Manager and the Zoning Officer about his property. He has a long-time architect and historical people assisting him with his plans for his historic property. He recounts that having to have and pay a lawyer is a burden. He asked the Council to cancel the November 19 meeting of the Property Review Commission. He would welcome the chance to come back and talk with anyone he needs to when he has more time available.

## **ADJOURN**

Being no further business to come before the Bellbrook City Council, Mayor Schweller declared the regular meeting adjourned at 7:57 PM.

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Michael W. Schweller, Mayor

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Pamela Timmons, Clerk of Council

**RECORD OF PROCEEDINGS**  
Minutes of Bellbrook City Council Meeting  
November 25, 2019

**PRESENT:** Nick Edwards  
Forrest Greenwood  
Elaine Middlestetter  
Dona Seger-Lawson  
David Van Veldhuizen  
Darryl McGill  
Mayor Mike Schweller

Mayor Schweller called the meeting to order at 6:00 pm and Mr. McGill made a motion to enter into Executive Session to discuss the employment and compensation of a public employee. Dr. Van Veldhuizen seconded the motion. All were in favor.

At 7:00 PM Mayor Schweller called the regular session of the City Council to order.

**ROLL CALL**

Mr. Edwards, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mrs. Seger-Lawson, yes; Dr. Van Veldhuizen, yes; Mr. McGill, yes; Mayor Schweller, yes.

**FORMAL APPROVAL OF MINUTES**

After polling members of City Council, as there were no other corrections or additions to the regular meeting minutes of November 12, 2019 Mayor Schweller declared the minutes approved as written.

**MAYOR'S ANNOUNCEMENTS/SPECIAL GUEST**

Police Chief Doherty introduced the newest officer to join the Bellbrook Police Department, Stephanie Bennington. The Chief shared how important the badge and the oath are to the police. Officer Bennington was accompanied by her daughter Abigail, husband Terry, stepson Taylor, and Mark Charles who serves in the Yellow Springs Police Department.

Mayor Schweller administered the oath of office to Officer Bennington. Her badge was pinned on to her by her husband.

**PUBLIC HEARING OF ORDINANCES -**

- **Ordinance 2019-20 An Ordinance Amending Chapter 1060 of the Bellbrook Municipal Code to Increase Rates Charged for Refuse Collection.**

Mr. Greenwood read the ordinance and added that the amount charged of \$15.50 will still be a bargain for the service received.

City Manager Melissa Dodd explained that the \$1.50 increase was part of the budget discussions. The city collects the fees from residents and pays Rumpke.

Mrs. Seger-Lawson added that this is still a good rate. Some local municipalities pay \$30.00.

# RECORD OF PROCEEDINGS

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Mayor Schweller opened the floor for discussion.

Katherine Cyphers, [address redacted], introduced herself as a new citizen who works in the financial management field for the federal government. Her question is why this rate increase is being passed now when the contract was renewed in July. At the Council meeting concerning the contract it was stated that no increase was being made because there had already been a \$1.00 increase earlier in the year. She agrees that the rate is good, but asked how frequently do increases typically happen. Mayor Schweller answered that the city usually makes any increases in December when the budget for the upcoming year is created. The increase last December of \$1.00 was due to a decrease in the corresponding fund because the city had kept the rate at \$13.00 a little too long. Mrs. Dodd added that the resolution in July was concerning the new gas tax. Mrs. Seger-Lawson stated that for a few years the rate was actually below the cost. The city tries to budget appropriately to keep the funds stable. Mrs. Middlestetter explained that in 2011 the city changed vendors and the rate actually went down.

Mr. Greenwood made a motion to introduce **Ordinance 2019-20 An Ordinance Amending Chapter 1060 of the Bellbrook Municipal Code to Increase Rates Charged for Refuse Collection**. Mr. McGill seconded the motion. The Clerk called the roll. Mr. Greenwood, yes; Mr. McGill, yes; Mr. Edwards, yes; Mrs. Middlestetter, yes; Mrs. Seger-Lawson, yes; Dr. Van Veldhuizen, yes; Mayor Schweller, yes. The motion carried 7-0.

## INTRODUCTION OF ORDINANCES

- **Ordinance 2019-21 An Ordinance Approving the Appropriations of the City of Bellbrook for the Fiscal Year Ending December 31, 2020**

Mr. Edwards read the ordinance and explained that the 2020 budget presentation and public hearing of this ordinance will be held at the next City Council meeting. Several meetings took place between Council and the heads of the departments to create an accurate budget for 2020.

Mrs. Dodd stated that the full budget report will be available before the next Council meeting.

Mr. Edwards made a motion to introduce **Ordinance 2019-21 An Ordinance Approving the Appropriations of the City of Bellbrook for the Fiscal Year Ending December 31, 2020**. Mrs. Middlestetter seconded the motion. The Clerk called the roll. Mr. Edwards, yes; Mrs. Middlestetter, yes; Mr. Greenwood, yes; Mrs. Seger-Lawson, yes; Dr. Van Veldhuizen, yes; Mr. McGill, yes; Mayor Schweller, yes. The motion passed 7-0.

- **Ordinance 2019-22 An Ordinance to Adjust the City of Bellbrook Appropriations for 2019**

Mr. McGill read the ordinance and explained that this is the final adjustment to be made for the year. City Manager Melissa Dodd explained that the city reports each fund to the county. It is necessary that enough money is available to cover the end-of-the-year expenses. The individual funds need to be reported accurately.

Mrs. Seger-Lawson asked for clarification on the headings for "Personnel" and "Personal" since each of the ordinances listed it differently. Mrs. Dodd agreed that it should be "Personnel" and explained that it is for Wages and Benefits.



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Mrs. Dodd also pointed out that the Capital Fund had a decrease since the city did not spend as much as they expected.

Mayor Schweller added that it is important to make sure they have allocated enough money so that they never have to overspend which is a huge negative to the state auditors.

Mr. McGill made a motion to introduce **Ordinance 2019-22 An Ordinance to Adjust the City of Bellbrook Appropriations for 2019**. Mrs. Seger-Lawson seconded the motion. The Clerk called the roll. Mr. McGill, yes; Mrs. Seger-Lawson, yes; Mr. Edwards, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Dr. Van Veldhuizen, yes; Mayor Schweller, yes. The motion carries 7-0.

**RESOLUTIONS** – none

**CITY MANAGER REPORT**

The City Manager recounted that she and Council members Mr. Greenwood and Mrs. Middlestetter attended a meeting put on by FEMA to explain the new updates to the flood plain maps. At this point the only input FEMA is looking for from municipalities is clerical corrections to things like street names. If the city wants to challenge any of the changes, detailed engineering would have to be done on the affected parcels. The new maps will go into effect the spring of 2021. The new maps will be added to the City's website.

The Annual Miami Valley Planning and Zoning Workshop will take place at Sinclair Community College on December 6. The Clerk will register any Council members who would like to attend.

Mrs. Dodd received an update on the Franklin Street Bridge project from MVRPC and ODOT. It is possible that this project could get approved sooner than originally planned. The 2020 budget includes money to complete the engineering necessary to be ready to begin the project.

On December 2, the City Manager and the Clerk will be leading an orientation for the two new members of Council.

The city's email system is being upgraded to Office365 that night. Everyone should test their email.

Mrs. Seger-Lawson asked about the progress with the Little Sugarcreek Road slippage issue. Mrs. Dodd explained that the budget includes the money to complete the necessary engineering reports.

**COMMITTEE REPORTS**

**Service:** Mrs. Seger-Lawson reminded everyone to be safe during weather events. The City has a plan for prioritizing salting and plowing when it snows.

**Safety:** Mr. Greenwood reported that the Fire and Police Department are both fully staffed. They have had a heavy workload this year. Both Chiefs have worked with Council to create good budgets for the coming year.

**Finance/Audit:** Mr. Edwards reported that the Budget presentation will take place during the December 9 Council meeting.

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Minutes of Bellbrook City Council Meeting  
November 25, 2019

**Community Affairs:** none

**OLD BUSINESS** - none

**NEW BUSINESS** - none

**OPEN DISCUSSION**

Mr. Edwards wished everyone a happy and safe Thanksgiving. The rest of Council echoed this comment.

Mrs. Middlestetter said that she had attended the breakfast honoring three of the city's high school students. They won a poster contest organized by the Family Matters organization. The theme was how families practice kindness.

Mrs. Seger-Lawson welcomed Officer Bennington to the Bellbrook Police Department.

Mayor Schweller also reminded the public to be safe on the roads during the holiday season and avoid drinking and driving.

Mayor Schweller opened the meeting up for public discussion and asked the Clerk to be the official timekeeper to ensure fairness for everyone who wishes to speak.

David Buccalo, 126 Lower Hillside Drive, he began by listing some corrections to the minutes from the previous meeting regarding his statements. He interjected that even though he loves the mayor, he should not delegate his responsibility to control a meeting to city employees. The Mayor responded that it is hard to keep the time while running the meeting. The corrections Mr. Buccalo requested were that the words "read something recounting hearsay" be removed. He said he "read a statement from FaceBook" that was not hearsay. He claimed not to know the legal definition of hearsay. He also asked that the word "opined" as an editorial word be replaced with "stated". And finally that the word "policy" be corrected to "police".

Mr. Buccalo then began his statement that everyone wants a well-managed city. And this means that the employees know that their jobs are secure and the business community knows it will be treated fairly and with respect. You want citizens to know that their voices will be heard. And you want everyone to walk away from the table with dignity and respect and know that the policies affecting them are well-thought out. He does not think we have that. He says he has been told frequent re-do's are done on finances. He says he has been told that workers have been forced out through social pressures. We don't have a patronage system. He stated that he believes strongly in the Charter and it is the bedrock of this community. He says we have lost a whole layer of experience that could have helped the city and this Council avoid some mistakes we suffered through this year. Loyalty should always be to the city, not to any one person. He said he understands that Council is going to do a review and he thinks that is prudent. He asked that Council talk in detail to Mr. Dart and Mrs. Cyphers. He said that having been in their position, he suggested the discussions happen in private as they should be. He said we deserve better. He congratulated the two new Council members and said they worked hard and earned it. He said that those who have served on the Council have done a good job. He suggested that the Ohio Municipal League was something they should check out including sessions for newly elected office holders. He added that they are familiar with charter cities and are a good resource. Mr. Buccalo again asked if Council would meet with Mr. Dart and Mrs. Cyphers. Mayor Schweller answered that he met

# RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Meeting

November 25, 2019

with Mr. Dart last week but would be available to meet with him again and he is also available to meet with Mrs. Cyphers. He said he thinks Mr. Dart wants to speak about his experience that he went through. Mr. Buccalo asked if the rest of Council would meet with them. The Mayor responded that it is up to them, but they would have to do that in an open meeting. Mr. Buccalo said Council could hold an executive session.

Katherine Cyphers, [address redacted], said she also attended the FEMA open house due to the flooding issues with her property. She stated that there is a map online that shows what your property designation is now and what it will be. She thought she found it on the Dayton Daily News site. She said it gave her a different perspective showing how much of Bellbrook is affected by the flood plain. She asked if the city has someone designated to monitor flooding. The Mayor answered that the Service Department watches that closely. She asked if that included the trends. The Mayor said that mostly comes from FEMA and they had worked on the maps extensively about 15 years ago. Mrs. Middlestetter added that Bellbrook is the lowest area in Greene County so it is where all the water ends up so the flooding is nothing new.

Mrs. Cyphers had another question, this one about the supplemental appropriations ordinance. She asked about the \$7,000 allocated to a crosswalk near the schools at the Sugarcreek Landing development. She asked if it was in the Township or in the city and was it meant to service students walking from the Ridgeway area since there is no sidewalk there. She is concerned because the kids have to walk without a sidewalk when it is still dark. She asked if the city would look at adding a sidewalk in that area. The City Manager explained that the road is split. The east side of the road is Bellbrook and the west side is Sugarcreek Township. The Mayor said they could look into adding that to the budget.

## **ADJOURN**

Being no further business to come before the Bellbrook City Council, Mayor Schweller declared the regular meeting adjourned at 7:40 PM.

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Michael W. Schweller, Mayor

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Pamela Timmons, Clerk of Council



# RECORD OF ORDINANCES

Ordinance No. 2019-21

December 9, 2019

## City of Bellbrook

### Ordinance No. 2019-21

#### **An Ordinance Approving the Appropriations of the City of Bellbrook for the Fiscal Year Ending December 31, 2020.**

WHEREAS, the City Council has reviewed the proposed 2020 annual budget; and

WHEREAS, the City of Bellbrook desires to adopt the 2020 annual budget and authorize the related appropriations.

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

Section 1. That to provide for the current expenses and other expenditures of the City of Bellbrook, during the fiscal year ending December 31, 2020, the following sums be and they are hereby set aside to be appropriated, as follows:

<b>Fund</b>	<b>Personal Services</b>	<b>Other Expenses</b>	<b>Transfers</b>	<b>2020 Appropriations</b>
General Fund:				
-Legislative	\$58,181	\$8,620	\$0	\$66,801
-Administrative	\$139,386	\$199,133	\$425,000	\$763,519
-Library	\$0	\$2,000	\$0	\$2,000
-Museum	\$11,646	\$7,175	\$0	\$18,821
-Community Environment	\$60,715	\$6,722	\$0	\$67,437
Total General Fund	\$ 269,928	\$ 223,650	\$425,000	\$ 918,578
Police Fund	\$1,447,826	\$319,211	\$0	\$1,767,037
Police Pension Fund	\$55,000	\$340	\$0	\$55,340
Fire Fund	\$1,126,553	\$258,603	\$0	\$1,385,156
Street Fund	\$276,368	\$176,125	\$0	\$452,493
State Highway Fund	\$0	\$35,000	\$0	\$35,000
Motor Vehicle Fund	\$0	\$73,100	\$0	\$73,100
Waste Fund	\$27,044	\$459,400	\$0	\$486,444
Water Fund	\$747,340	\$744,587	\$0	\$1,491,927
Capital Improvement Fund	\$0	\$468,675	\$0	\$468,675
Fuel System Fund	\$0	\$1,200	\$0	\$1,200
Performance Bond Fund	\$0	\$12,000	\$0	\$12,000
Grand Total - All Funds	<u>\$ 3,950,059</u>	<u>\$2,771,891</u>	<u>\$425,000</u>	<u>\$ 7,146,950</u>

# RECORD OF ORDINANCES

Ordinance No. 2019-21

December 9, 2019

Section 2. That the Finance Director is hereby authorized to make payments from any of the foregoing appropriations upon receiving proper documentation approved by the officers authorized by law to approve the same.

Section 3. This ordinance shall take effect and be in force from and after the earliest period provided by law.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Michael W. Schweller, Mayor

\_\_\_\_\_  
Pamela Timmons, Clerk of Council

APPROVED AS TO FORM:  
Stephen M. McHugh, Municipal Attorney



## 2020 Budget Presentation







# 2020 Budget Summary

## All Funds

<b>Estimated Beginning Balance</b>	<b>\$5,862,113</b>
<b>Budgeted Income</b>	<b>\$6,949,788</b>
<b>Budgeted Expenses</b>	<b>\$7,146,950</b>
<b>Net Difference</b>	<b><u>\$(197,162)</u></b>
<b>Estimated Ending Balance</b>	<b>\$5,664,951</b>



# 2020 Budget Summary

## Property Tax Supported Funds

### General, Police, Fire & Capital Improvement

<b>Estimated Beginning Balance</b>	<b>\$2,709,586</b>
<b>Budgeted Income</b>	<b>\$4,360,595</b>
<b>Budgeted Expenses</b>	<b>\$4,594,786</b>
<b>Net Difference</b>	<b><u>(\$234,191)</u></b>
<b>Estimated Ending Balance</b>	<b>\$2,475,394</b>



# **Bellbrook**

## **2020 Budget Summary**

### **Transportation Related Funds**

**Estimated Beginning Balance**

**\$446,601**

**Budgeted Income**

**\$557,235**

**Budgeted Expenses**

**\$560,593**

**Net Difference**

**\$(3,358)**

**Estimated Ending Balance**

**\$443,242**



# **CITY OF Bellbrook**

## **2020 Budget Summary**

### **Waste Collection Fund**

<b>Estimated Beginning Balance</b>	<b>\$77,737</b>
<b>Budgeted Income</b>	<b>\$493,458</b>
<b>Budgeted Expenses</b>	<b>\$486,444</b>
<b>Net Difference</b>	<b><u>\$7,014</u></b>
<b>Estimated Ending Balance</b>	<b>\$84,751</b>



# **Bellbrook**

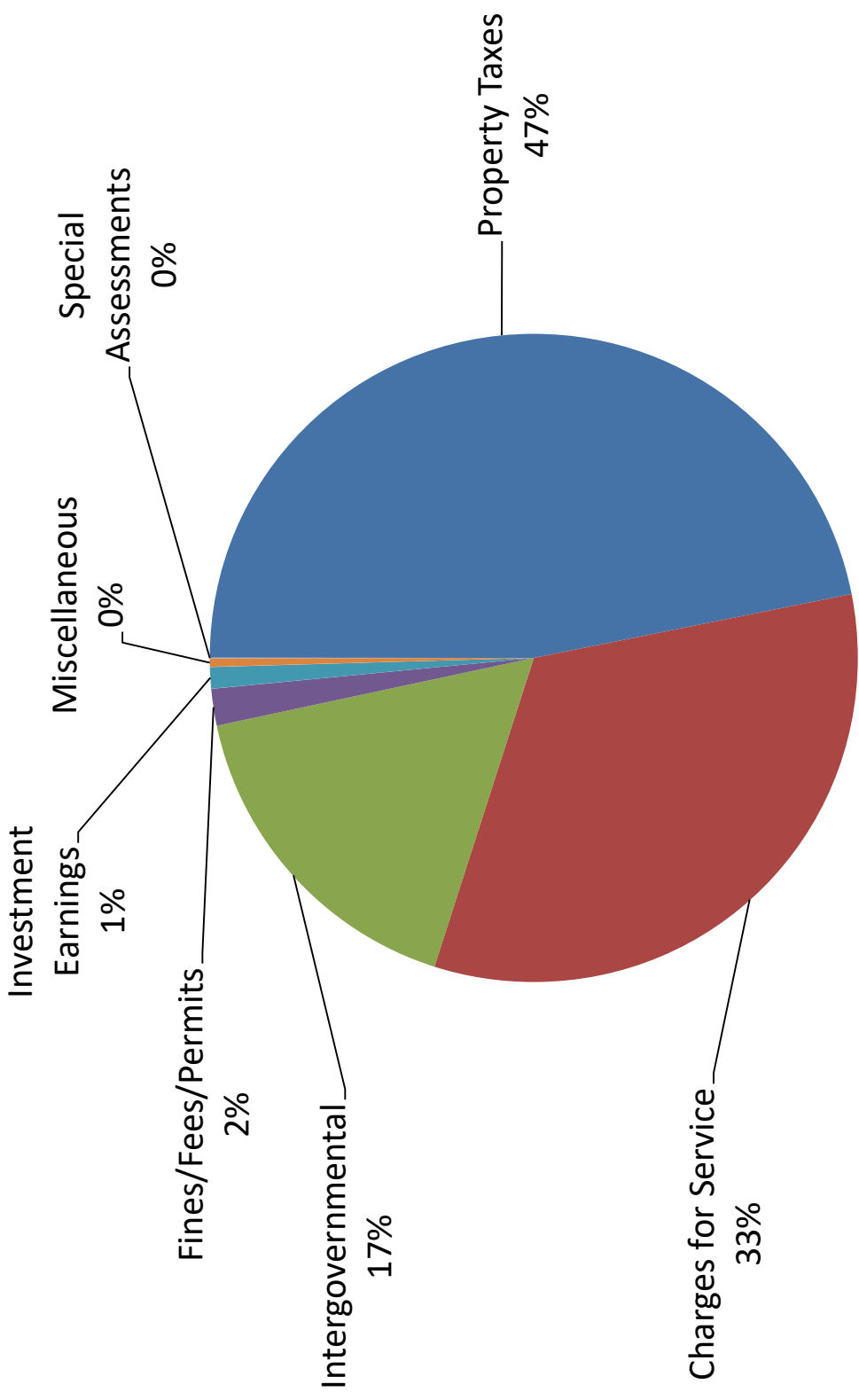
## **2020 Budget Summary**

### **Water Fund**

<b>Estimated Beginning Balance</b>	<b>\$2,575,233</b>
<b>Budgeted Income</b>	<b>\$1,531,750</b>
<b>Budgeted Expenses</b>	<b>\$1,491,927</b>
<b>Net Difference</b>	<b><u>\$39,823</u></b>
<b>Estimated Ending Balance</b>	<b>\$2,615,056</b>

# 2020 Total Revenue by Source

\$6,524,788 (excluding transfers)





# Property Tax Dollar

Bellbrook - Sugar Creek School District  
52%

City of Bellbrook  
23.6%

Greene Co. JVS  
4.4%



Based on 2018 Residential Effective Tax Rates

Greene Co. &  
Health District  
17%

Park  
District  
2.7%



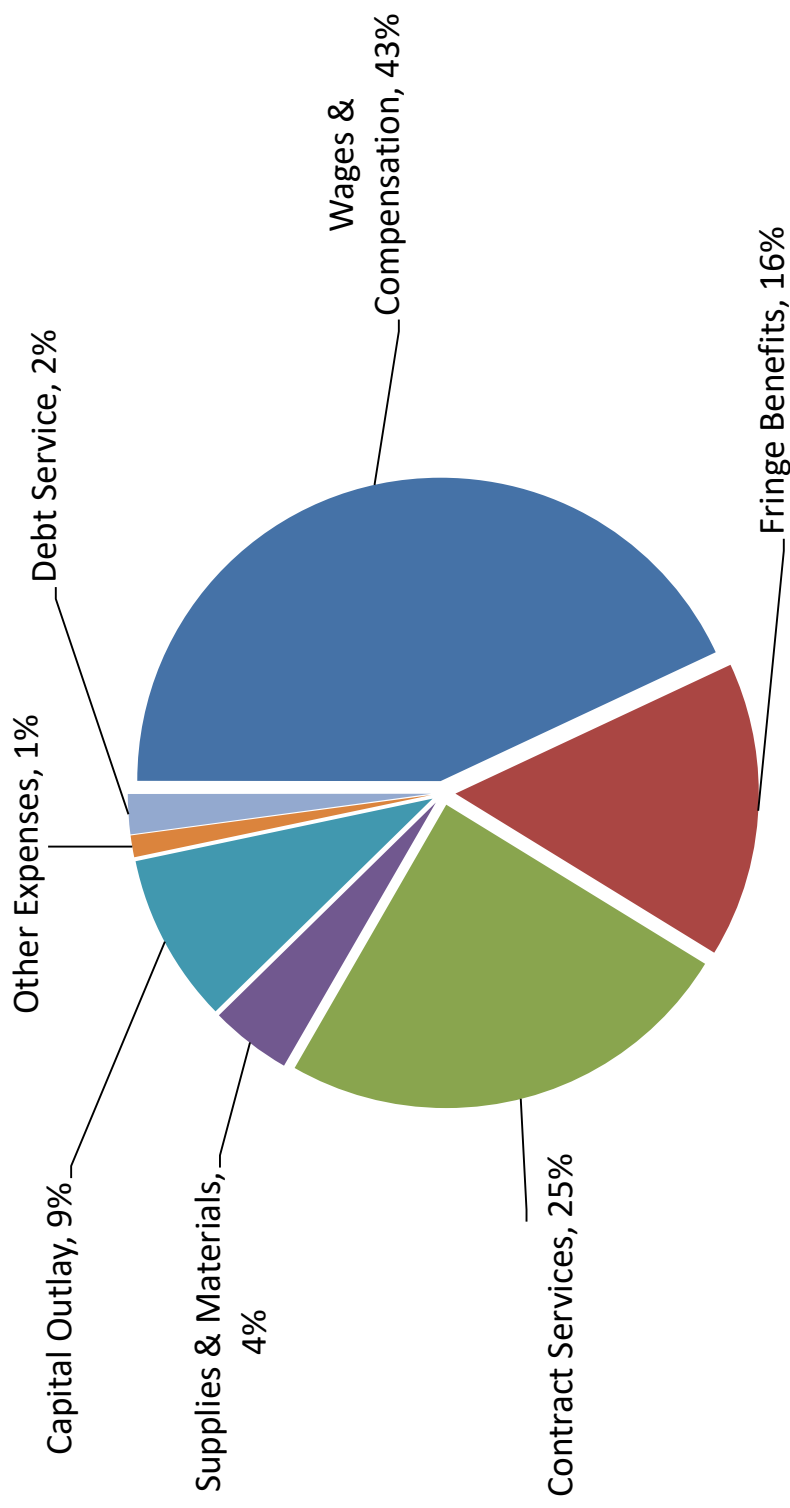
**Property Tax Distribution  
2018-2019  
Based on \$100,000 home**

	<b>2018</b>	<b>2019</b>
School District	\$1,311	\$1,300
<b>City of Bellbrook</b>	<b>\$531</b>	<b>\$591</b>
Greene County	\$395	\$410
Joint Vocational School	\$78	\$110
Park District	\$49	\$67
Health District	\$24	\$24
<b>Total</b>	<b>\$2,388</b>	<b>\$2,502</b>
	<b>Difference</b>	<b>\$114</b>

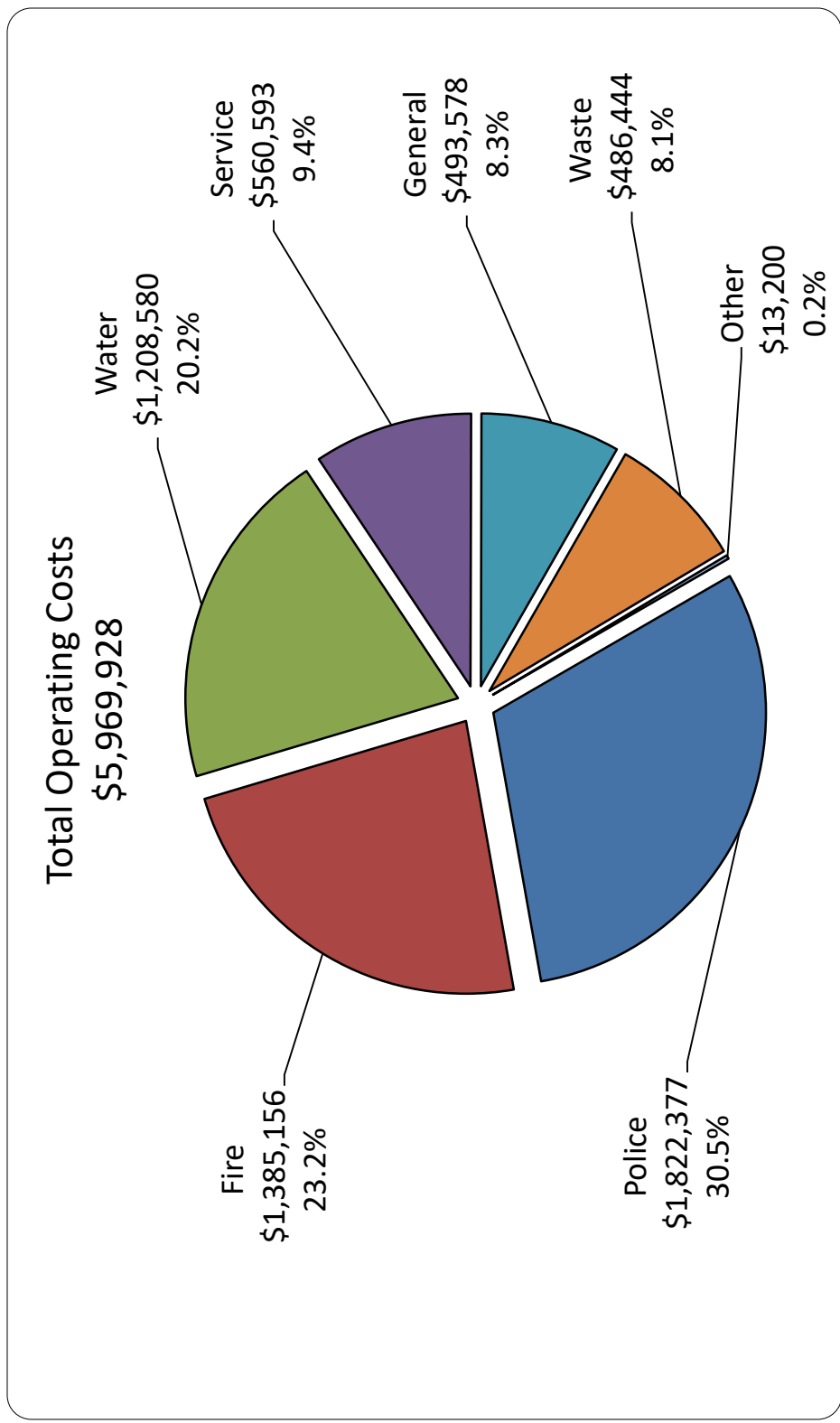


	2012 Costs	2020 Costs
Property Taxes	\$834	\$876
Water Fees	\$271	\$271
Waste Fees	\$192	\$186
<b>Total</b>	<b>\$1,297</b>	<b>\$1,333</b>
<b>Change from 2012</b>		<b>\$36</b>
<b>Based on a \$150,000 home value with average quarterly water usage</b>		

## Expenditures by Category

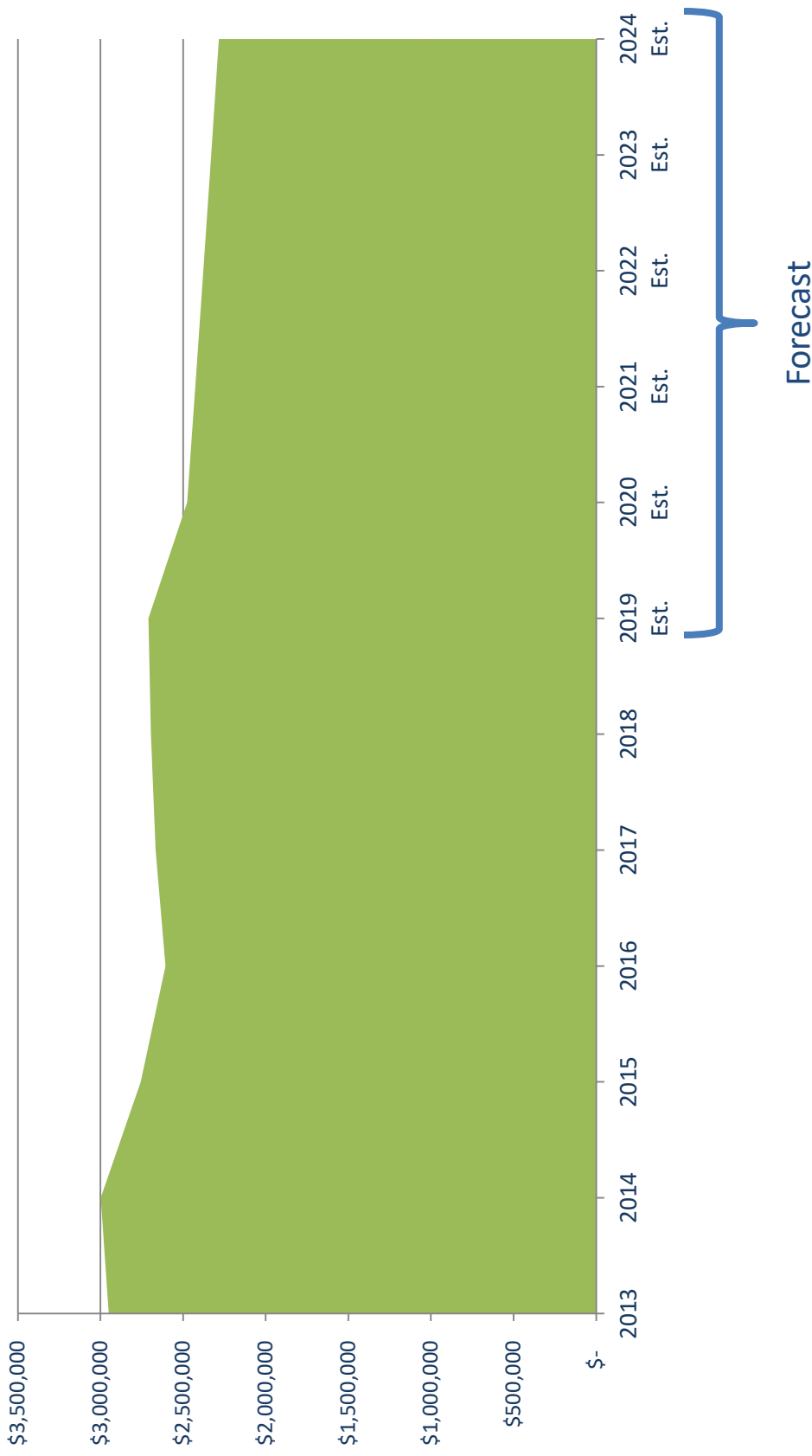


# 2020 Operating Expenses by Function

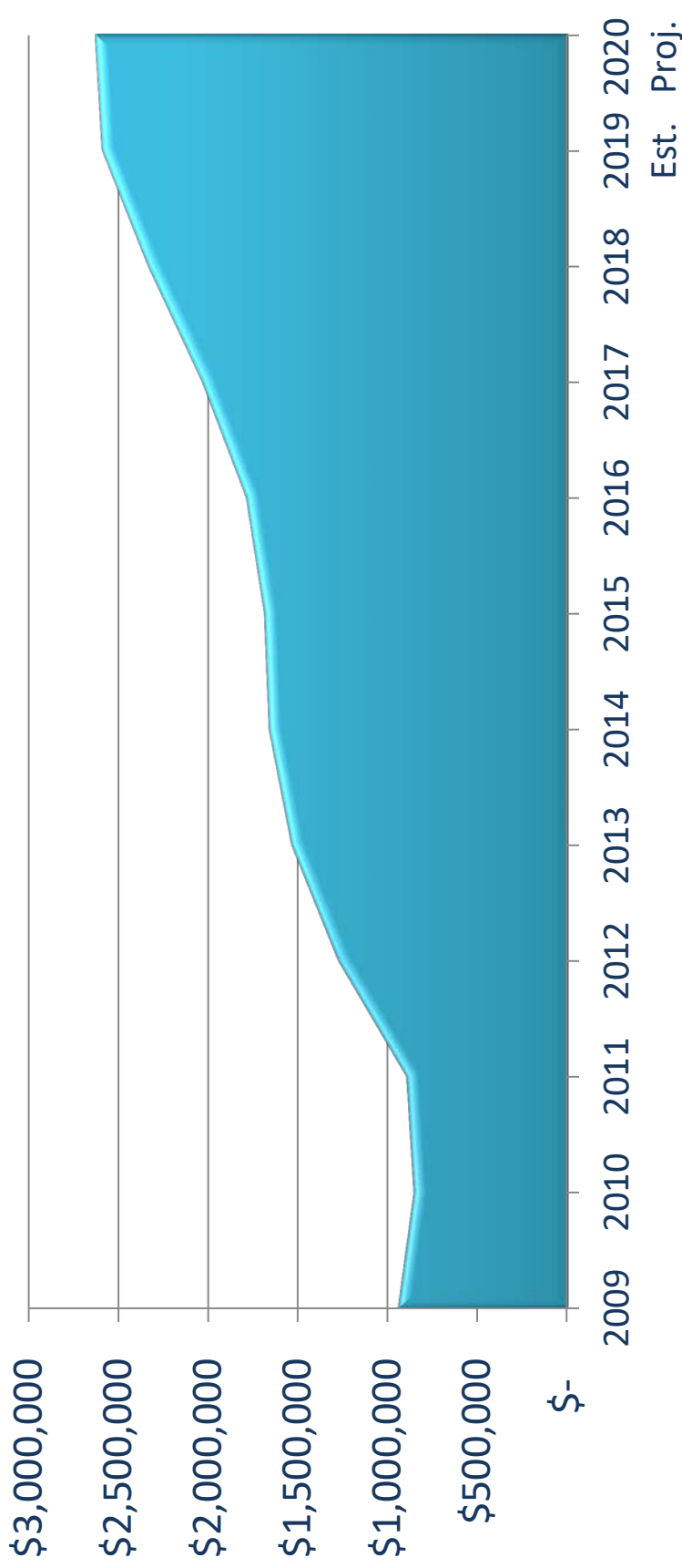




# Year End Fund Balance (Property Tax Supported Funds)



# Year End Fund Balance (Water Fund)





# 2020 Capital Improvement Program

Capital Improvement Fund	\$468,675
<u>Water Fund</u>	<u>\$139,525</u>

**Total 2020 Capital Budget      \$608,200**

# 2020 Capital Improvement Program

- **Administration**
  - Finance software, sound for Council Chambers, workstations and fuel system upgrade= \$47,175
- **Service**
  - Annual Street Repair = \$200,000
    - Tentative list = Bellemeade, Fowler, Lynlee, Justin Court, Plantation and a section of Possum Run (milled and overlaid)
  - Beechwood Drive culvert lining= \$50,000
  - North West Street sidewalk improvements = \$46,000
- Total = \$246,000**

# 2020 Capital Improvement Program

- **Police**
    - **Mobile data terminals (computers) = \$20,000**
    - **Weapons - \$16,000**
    - **Misc. furniture and fixes = \$2,500**
- Total = \$38,500**
-



# 2020 Capital Improvement Program

- Fire
  - Architectural work for fire station combination = \$25,000
  - Mobile laptops = \$ 15,000
  - Medic cots loading system - \$8,000
  - New sign at station #2 - \$16,000
  - Hose roller - \$8,000
  - Self contained breathing apparatus - \$30,000
  - Rescue tool - \$35,000
  - Total = \$137,000**



# 2020 Capital Improvement Program

- **Water**
    - **Fire Hydrant Replacement Program = \$30,000**
    - **GIS equipment and data import= \$20,000**
    - **Utility billing and finance software = \$42,525**
    - **Pickup truck - \$47,000**
  - Total = \$139,525**
-

# RECORD OF ORDINANCES

Ordinance No. 2019-22

December 9, 2019

## City of Bellbrook

### Ordinance No. 2019-22

#### **An Ordinance Amending Ordinance 2019-14 to Adjust the City of Bellbrook Appropriations for 2019.**

WHEREAS, the City of Bellbrook adopted the 2019 annual budget based on the best information available at the time; and

WHEREAS, additional or reduced costs have or will occur in some line items which requires the amendment of various appropriation levels.

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

Section 1. That the 2019 appropriation levels in several of the funds listed below be amended as follows:

Fund	2019 Appropriations	Personnel Services Revisions	Other Expenses Revisions	Total Revisions	Amended 2019 Appropriations
General Fund:					
-Legislative	\$ 64,400	\$ 1,000	\$ -	\$ 1,000	\$ 65,400
-Administrative	\$ 684,355	\$ -	\$ 5,500	\$ 5,500	\$ 689,855
-Library	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000
-Museum	\$ 19,780	\$ 1,000	\$ -	\$ 1,000	\$ 20,780
-Community Environment	\$ 74,497	\$ -	\$ -	\$ -	\$ 74,497
<b>Total General Fund</b>	<b>\$ 845,032</b>	<b>\$ 2,000</b>	<b>\$ 5,500</b>	<b>\$ 7,500</b>	<b>\$ 852,532</b>
Police Fund	\$ 1,764,085	\$ -	\$ 22,500	\$ 22,500	\$ 1,786,585
Police Pension Fund	\$ 48,340	\$ -	\$ -	\$ -	\$ 48,340
Fire Fund	\$ 1,277,084	\$ 20,000	\$ 17,000	\$ 37,000	\$ 1,314,084
Street Fund	\$ 388,255	\$ 3,000	\$ 12,000	\$ 15,000	\$ 403,255
State Highway Fund	\$ 23,200	\$ -	\$ -	\$ -	\$ 23,200
Motor Vehicle Fund	\$ 32,100	\$ -	\$ -	\$ -	\$ 32,100
Fuel System Fund	\$ 4,200	\$ -	\$ -	\$ -	\$ 4,200
Waste Fund	\$ 472,053	\$ -	\$ -	\$ -	\$ 472,053
Water Fund	\$ 1,406,685	\$ 20,000	\$ 5,000	\$ 25,000	\$ 1,431,685
Capital Impr. Fund	\$ 474,280	\$ -	\$ (70,000)	\$ (70,000)	\$ 404,280
Performance Bond Fund	\$ -	\$ -	\$ 14,000	\$ 14,000	\$ 14,000
<b>Grand Total - All Funds</b>	<b>\$ 6,735,314</b>	<b>\$ 45,000</b>	<b>\$ 6,000</b>	<b>\$ 51,000</b>	<b>\$ 6,786,314</b>

# RECORD OF ORDINANCES

Ordinance No. 2019-22

December 9, 2019

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

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Michael W. Schweller, Mayor

\_\_\_\_\_  
Pamela Timmons, Clerk of Council

APPROVED AS TO FORM:  
Stephen M. McHugh, Municipal Attorney

## SUPPLEMENTAL APPROPRIATION WORKSHEET

SUPPLEMENT TO ORDINANCE 2019-22

GENERAL FUND	AMOUNT	PROJECT
DEPARTMENT		
LEGISLATIVE	\$ 1,000	Additional benefits if needed
ADMINISTRATION	\$ 5,500	To cover dues and memberships and settlement fees
MUSEUM	\$ 1,000	Additional wages if needed
<b>TOTAL GENERAL FUND</b>	<b>\$ 7,500</b>	
<b>SPECIAL REVENUE FUNDS</b>		
STREET FUND	\$ 15,000	\$3k payout, \$5k road supplies, \$7k crosswalk @ Landings
POLICE	\$ 22,500	\$9k legal fees, \$7k body cams, \$6500 settlement fees
FIRE	\$ 37,000	\$20k PT wages, \$10k dispatch center, \$7k settlement fees
CAPITAL IMPROVEMENTS	\$ (70,000)	\$25k decrease in Service, \$10k in Police, \$35k in Fire
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>\$ 4,500</b>	
<b>ENTERPRISE FUNDS</b>		
WATER	\$ 25,000	\$10k in wages, \$3k in payout, \$7k in benefits, \$3k in tuition reimbursement
<b>TOTAL ENTERPRISE FUNDS</b>	<b>\$ 25,000</b>	
<b>AGENCY FUNDS</b>		
PERFORMANCE BOND	\$ 14,000	Engineering fees for developments (in and out)
	<b>\$ 14,000</b>	
<b>Total Supplemental Appropriations</b>	<b>\$ 51,000</b>	



# RECORD OF RESOLUTIONS

Resolution No. 2019-EE

December 9, 2019

## City of Bellbrook

### Resolution No. 2019-EE

#### A Resolution Authorizing the Transfer of Funds for 2020.

WHEREAS, the City of Bellbrook has adopted its budget for 2020, and

WHEREAS, the 2020 budget will require the transfer of money among various funds, and

WHEREAS, the Ohio Revised Code Section 5705.14 requires transfers of funds to be approved by City Council

#### Now, Therefore, the City of Bellbrook Hereby Resolves:

Section 1. That the transfer of funds be made by the City Manager as follows:

<u>From</u>	<u>To:</u>	<u>Amount</u>
General Fund	Capital Improvement Fund	\$250,000
General Fund	Police Fund	\$150,000
General Fund	Fire Fund	\$25,000
Total Transfers		<u>\$425,000</u>

Section 2. That the fund transfers shown as specific line items are hereby approved from and after the effective date of this resolution and may then be completed as determined by the City Manager.

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

\_\_\_\_\_  
Michael W. Schweller, Mayor

\_\_\_\_\_  
Pamela Timmons, Clerk of Council





**To:** Mayor & City Council  
**From:** Melissa Dodd, City Manager  
**Date:** December 6, 2019  
**Subject:** December 9<sup>th</sup> City Council Meeting

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- **Public Hearing of Ordinances**

- **2019-21 Annual Appropriations for 2020**

- After two work sessions with City Council and Staff, the 2020 budget was reviewed and finalized for presentation in ordinance format. The budget presentation is in the Council packet and also on the City website along with the full line item budget.

- **2019-22 Supplemental Appropriations for 2019**

- This is the final adjustment of any line items that may be projected to need adjustment before year end. The actual expenditures overall will be lower than the overall budget but adjustments to certain lines are required to ensure we stay within budgeted amounts.

- **Resolutions**

- **Resolution 2019-EE A Resolution Authorizing Transfers for 2020** – This is the annual resolution that allows the transfer of funds from the General Fund to the various funds that need support in 2020. This year there will be transfers to the Police, Fire and Capital Improvement Funds to support their expenditure needs and is itemized in the legislation.

- **Updates**

- **FEMA Floodplain Map Update Information** - At the last Council meeting we briefly discussed the current update to the flood plain maps. This information has been updated on our website under Planning and Zoning. Hopefully this information is useful to those interested in the current update and changes.
  - **Council Orientation** – On December 2<sup>nd</sup> Pam and I conducted the first ever new Councilmember Orientation. The two new incoming councilmembers attended and one current councilmember. We hope that the two-hour training was helpful and we would appreciate any feedback as we refine the information and format.
  - **Office 365 Update** – We have now been fully converted over to Office 365. I know that there were a few hiccups that we did not expect with login information but other than

- that it went relatively smooth. Hopefully everyone has checked their email and is able to access it. If not, please let me or Pam know so we can get any issues resolved.
- **Snowflakes** – As many have read in the newsletter and heard in meetings, we were not able to put the snowflakes up due to not being able to plug them into the poles anymore. I have been talking with our Service Director about possible solar light options for next year. We are hopeful that we will be able to find a temporary solution until we can figure out how to bring back the snowflakes.
  - **Thank you to the Darts** – I want to publicly thank the Darts for their hard work to bring the windows in the Dart building to life. It is a beautiful, welcome addition to the downtown and I greatly appreciate all of the time and effort that has been put into making them a reality! I hope that this becomes a new annual tradition!
  - **Thank you to Councilmembers McGill and Seger-Lawson** – Last but certainly not least, I would like to personally thank both Mr. McGill and Mrs. Seger-Lawson for their time on Council and contributions. I know that the Council works hard to help keep the community running smoothly which many may not fully see the time and effort they put in. I also greatly appreciate all of the support that they have given me upon my hire and acclimation to the community. I wish you all both well and thank you for your service!