

BELLBROOK CITY COUNCIL AGENDA
March 9, 2020



City of Bellbrook
15 E. Franklin Street
Bellbrook, Ohio 45305

T (937) 848-4666
F (937) 848-5190

www.cityofbellbrook.org

7:00 pm-Regular Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Formal Approval of Regular Meeting Minutes of February 24, 2020
5. Mayor's Announcements/Special Guests
 - Oath of Office Thad Camp, Village Review Board
 - Service Department Annual Report Ryan Pasley
6. Public Hearing of Ordinances
7. Introduction of Ordinances
 - **Ordinance 2020-3 An Ordinance Repealing Old Section 1060.05 "Service Charges" of the Bellbrook Municipal Code and Enacting New Section 1060.05 "Service Charges" to Discontinue the "Low Volume Service" Program Established by Ordinance No. 2011-12 (Greenwood)**
 - **Ordinance 2020-4 An Ordinance Repealing Old Section 1224.01 "Fees" and Adopting New Section 1224.01 "Fees" of the City of Bellbrook Municipal Code (Middlestetter)**
8. Resolutions
 - **Resolution 2020-F A Resolution Amending the Fees Charged for Emergency Medical Transport Services (Van Veldhuizen)**
9. City Manager Report
10. Committee Reports
 - A. Service
 - B. Safety
 - C. Finance/Audit
 - D. Community Affairs – Update on open board seat
11. Old Business
12. New Business
 - Truck Routes Ordinance Draft Discussion
13. Open Discussion
14. Adjourn

Future Agenda Items

March 23 5:45pm Work Session on Land Acquisition Proposal

Regular Meeting Items:

Public Hearing of Ordinance 2020-3 "Service Charges"

Public Hearing of Ordinance 2020-4 "Fees"

CIC Information

April 13 Intro. of Ord. 2020-5 Repealing Comprehensive Plan Ordinances

Intro of Ord. 2020-6 Adopting 2019 Comprehensive Plan

Resolution to repeal old Comprehensive Plan Resolutions

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Meeting
February 24, 2020

PRESENT: Ernie Havens
Dave Van Veldhuizen
Forrest Greenwood
Elaine Middlestetter
Nick Edwards
Mayor Mike Schweller

ALSO PRESENT: City Manager Melissa Dodd

Mayor Schweller called the meeting to order at 7:00 pm.

ROLL CALL

Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mr. Edwards, yes; Mayor Schweller, yes.

FORMAL APPROVAL OF MINUTES

Mr. Havens requested a correction to his comments made during Open Discussion. After polling members of City Council, about regular meeting minutes of January 27, 2020 Mayor Schweller declared the minutes approved with the correction of Mr. Havens' comment.

MAYOR'S ANNOUNCEMENTS/SPECIAL GUEST

- Mayor Schweller began by expressing his condolences on the sudden passing of Mike Sabin on February 12. Mr. Sabin was the owner of BellHOP Café and cofounder and pastor of Wings of Hope Christian Fellowship of Bellbrook. Mr. Schweller added that thoughts and prayers go out to Mike's wife Heather, his family, and friends. Mr. Greenwood added that Mr. Sabin brought everyone together. Council echoed similar thoughts.
- Bellbrook Sugarcreek School District Superintendent Dr. Doug Cozad presented information about the Bellbrook Sugarcreek School District levy that will be on the March ballot. The levy is for 5.7 mils and is critical to the school system. This works out to \$16.60 per month on a \$100,000 house. State Funding has flatlined at 27% while expenditures continue to increase. The district has already made reductions of \$2.3 million and requires this levy to pass to keep from making more drastic cuts. The Superintendent is holding community meetings leading up to election day. Some of these meetings are in the morning and some are in the evening to give plenty of opportunities for the public to hear the information and ask questions.
- Fire Department Annual Report

Chief Jim Neidhard presented the 2019 annual report. The Chief explained that the department gives a survey after every call they make. Bellbrook residents are good about completing the surveys and almost everyone added comments.

The Chief is thrilled to announce that the Department is finally fully staffed. The Department is made up of 8 career, 14 part-time, and two resource staff. The members of the department are

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Meeting
February 24, 2020

hardworking and looking for ways to make a difference. One highlight is Jay Leach who came to the Bellbrook Department and made Lieutenant. Lt. Leach is good at repairing things. He even created and built a dryer that is now used to dry three sets of the firefighters' gear at once. Another new member is Renee Simmons who has taken on the CPR and car seat training and designed her own assessment tool. Fire Prevention Week took place in October and wraps up with an Open House that was well attended.

Data from 2019 was presented. Chief Neidhard commented that the department had the most runs they have had since he joined the Bellbrook Department. There was no particular reason for the increase. The number of calls was fairly evenly divided between fire and medical calls. Mutual aid was received 31 times and given 118 times. This is how the system is planned to work.

Mayor Schweller asked if the fact that the ladder truck is 22 years old is an issue and is there a plan to replace it. Chief Neidhard answered that although the vehicle does not have many miles on it, it does have a lot of years. It is something the Department will have to look at for the future. It is still necessary because Bellbrook's ladder truck is the only working one in the vicinity.

Mr. Greenwood asked if there was any program that could get the truck rebuilt. The Chief answered that it probably would not make sense to spend money on a vehicle of this age. Newer vehicles are more efficient and up to date.

PUBLIC HEARING OF ORDINANCES Mr. Edwards read **Ordinance 2020-1 An Ordinance Amending Section 412.06 "Parades and Assemblages" of the City of Bellbrook Municipal Code.**

Mrs. Dodd explained that the changes in Section 412.06 are due to the changes created when the Special Events ordinance and permit was enacted.

Mr. Edwards made a motion to adopt **Ordinance 2020-1 An Ordinance Amending Section 412.06 "Parades and Assemblages" of the City of Bellbrook Municipal Code.** Mrs. Middlestetter seconded the motion. The Clerk called the roll. Mr. Edwards, yes; Mrs. Middlestetter, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mayor Schweller, yes. The motion passed 6-0.

Mr. Havens read **Ordinance 2020-2 An Ordinance Repealing Old Section 856.03 and Enacting New Section 856.03 "License Application and Requirements" of the City of Bellbrook Municipal Code.**

Mrs. Dodd explained that this ordinance limits the number of solicitors that can be added to a permit to five. There was previously no limit.

Mr. Havens made a motion to adopt **Ordinance 2020-2 An Ordinance Repealing Old Section 856.03 and Enacting New Section 856.03 "License Application and Requirements" of the City of Bellbrook Municipal Code.** Mr. Greenwood seconded the motion. The Clerk called the roll. Mr. Havens, yes; Mr. Greenwood, yes; Dr. Van Veldhuizen, yes; Mrs. Middlestetter, yes; Mr. Edwards, yes; Mayor Schweller, yes. The motion passed 6-0.

INTRODUCTION OF ORDINANCES - none

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Meeting
February 24, 2020

RESOLUTIONS

Dr. Van Veldhuizen read **Resolution 2020-D A Resolution Declaring Specific Equipment No Longer Needed By the City of Bellbrook as Surplus Property and Authorizing the City Manager to Dispose of Said Property.**

The City Manager Mrs. Dodd explained that the vehicles listed will be put up for sale through govdeals.com.

Dr. Van Veldhuizen made a motion to adopt **Resolution 2020-D A Resolution Declaring Specific Equipment No Longer Needed By the City of Bellbrook as Surplus Property and Authorizing the City Manager to Dispose of Said Property.** The motion was seconded by Mr. Edwards. The Clerk called the roll. Dr. Van Veldhuizen, yes; Mr. Edwards, yes; Mr. Havens, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 6-0

Mrs. Middlestetter read **Resolution 2020-E A Resolution to Seek Membership in the AARP Network of Age-Friendly Communities.**

This resolution seeks membership in the network of age-friendly communities as part of the AARP. This provides a roadmap to intentionally incorporate the perspectives of the older population in our community by gathering information on their needs. This will in turn, enable us to use that information in our planning and policy development as we move forward. This will also give us access to grants and other resources for community improvements.

Mrs. Middlestetter made a motion to adopt **Resolution 2020-E A Resolution to Seek Membership in the AARP Network of Age-Friendly Communities.** Mr. Greenwood seconded the motion. The Clerk called the roll. Mrs. Middlestetter, yes; Mr. Greenwood, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Edwards, yes; Mayor Schweller, yes. The resolution was adopted 6-0.

CITY MANAGER REPORT

Mrs. Dodd announced that the Service Department will present their annual report at the March 9 meeting.

The City Manager updated Council on the discussion of river restoration as a way to help the Little Sugarcreek Road slippage. Mrs. Dodd has been doing more research on the topic and speaking to others about options. She spoke with John Dobney of Greene County Parks and Trails about their experience working with a different company than the one who spoke to Council in February.

Mrs. Dodd explained that after receiving a call concerning low-volume garbage collection staff looked into how this program works. In 2011 an Ordinance was passed to set up the program with Allied who was the City's contracted garbage collection service. In 2012 the City switched to Rumpke which did not include a low-volume service option. The City does not have a way to manage this program. The question for Council is should this program be changed. There are currently 22 people on the program. The Rumpke contract is in effect until 2022. Mayor Schweller explained that with Allied the price per customer was \$16.00 with low-volume at \$12.00. When the City switched to Rumpke, everyone's price went down. Mrs. Dodd recommended that the City eliminate the program but grandfather the 22 low-

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Meeting
February 24, 2020

volume customers at the \$12.00 rate. The City will reevaluate the situation when the contract is being renewed at the end of 2022.

The City Manager proposed to Council the addition of a part-time Senior Secretary for the Administrative office. This person would be scheduled for 20 hours per week and the pay would be split between the Water and Administrative Funds. Mrs. Dodd will provide a job description, expected workload, and cost. Council asked to see the first quarter expenses and if there are electronic programs that could help with the workload.

Mr. Havens asked if it would be a permanent position and Mrs. Dodd explained that as far as she has seen the workload will not be going away any time soon. Mr. Greenwood added that the increase in public records requests and the state auditor's new mandates are an added work. Much of the city's records are not saved electronically. The Mayor also suggested looking into hiring a service to digitize the files and a repository for those electronic files.

COMMITTEE REPORTS

Service: Mr. Greenwood reported that the Service Department Annual Report will be presented at the next Council meeting. He also reported that over the weekend the Service Department responded to a gushing water main issue that was unusual.

Safety: Mr. Greenwood stated that the annual reports presented by the Police and Fire Departments show that those departments are doing good work.

Finance/Audit: none

Community Affairs: Mrs. Middlestetter reported that the Community Affairs Committee interviewed for the business owner seat on the Village Review Board. Mrs. Middlestetter made a motion to appointing Thad Camp, owner of the State Farm office on S. Main Street, to the Village Review Board. Mr. Edwards seconded the motion. The Clerk called the roll. Mrs. Middlestetter, yes; Mr. Edwards, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mayor Schweller, yes. The motion passed 6-0.

Mrs. Middlestetter also reported that the Committee has interviewed 5 of the 7 applicants for the opening on the Board of Zoning Appeals/Property Review Commission.

OLD BUSINESS

NEW BUSINESS

Mr. Greenwood reported that he attended the last meeting of the Village Review Board. He explained that this board rarely met in previous years, but like all of the City's business this has picked up dramatically and they are meeting almost every month. Some of the Ordinances are being reviewed to update and make consistent and clear. The original purpose of the board was to retain the character of the Village District but make reasonable allowances since these are very old properties. The members are getting updated reference materials. Mr. Greenwood added that the VRB members and all the volunteer board members deserve the City's appreciation. He suggests adding job descriptions to the

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Meeting
February 24, 2020

boards and making sure the members receive all the materials need for upcoming meetings enough in advance that they can thoroughly review them.

Mr. Greenwood referenced research what Planning and Zoning Administrator Jessica Hansen did on the amounts the city charges for different permits. Some of the fees do not even cover the expense of staff to administer. This will be an item for further discussion.

Mr. Greenwood also initiated the discussion of prohibiting truck traffic through downtown. Section 440.12 Truck Routes are spelled out and he asks that Council consider prohibiting through truck traffic on Main Street. Franklin Street is a State Route 725 so that cannot be regulated by the City. He explained that he has spoken to business owners along Franklin and Main who have complained about the noise and dust and dirt created by the truck traffic. The Mayor responded that Mr. Greenwood brought up good points. Mr. Havens agreed that the trucks are very loud and added that a business investor looking at Bellbrook asked about the truck traffic.

OPEN DISCUSSION

Mr. Havens recounted that at the last Council meeting he was taken by surprise by the comments made by Mrs. McGill of the Village Review Board and neglected to thank her and all volunteer board members. Mr. Havens commented that he agrees with the City Manager's five-year goals including moving some of the City service departments out of the downtown area. He suggests creating a CIC to facilitate the selling of those properties to encourage appropriate businesses in our downtown. He asked the City Manager to bring that goal forward. The Mayor added that maybe a work session in the near future would be appropriate.

Council Members thanked Chief Neidhard for his report, welcomed Thad Camp, and expressed sympathy on the passing of Mike Sabin.

Mayor Schweller also recounted that today was the deadline for applications for the open City Council seat. There have been seven applicants who will be interviewed.

Steve Kircher, 3695 W Franklin Street, came forward to discuss his proposal to open Bellbrook Mountain Snow Tubing Park. He explained that originally tonight had been scheduled to discuss this, but it was postponed by the City until a later date stating they need to know the amount of land being requested from the City. Mr. Kircher stated that the land requested is shown on the site plan sent to the city and admitted that it is more land than was shown on the drawing presented in June 2019. The change is due in part because he added that land containing the five abandoned wells. He reported meeting with Ohio EPA officials and a geologist to create a proposal to cap the wells. The latest plan includes land on both sides of the Little Sugarcreek so that stabilization and possible relocation of the creek might be undertaken. Mr. Kircher added that the City Manager provided him with the changes that FEMA is making to the flood plain maps which would require a change to the location of the tubing run out. Mr. Kircher explained that nothing is being built for the run out and believes FEMA will not be concerned. He closed stating that they have provided the information needed for the City to make a decision concerning the snow tubing park.

Kenny Knight and Jason Roberts, Garber Electric. They provided their proposal for the power and lighting plans for the proposed business.

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Meeting
February 24, 2020

John Lafdi, Boy Scout Troop 375, explained that he was attending tonight's meeting as part of earning the Journalism merit badge.

John Stafford, 2487 Indian Wells Trail, wanted to respond to comments made by School Superintendent Cozad. He explained that the amount of the levy is not just the 5.7 mills being shown. It is completely different than the levy that was voted down in May of 2019. That one included an old levy that was going to fall off. This year's proposed levy includes 1.68 mills that stays on along with the new 5.7 mills. Mr. Stafford stated that locally the median sales price of homes is down 18.5 percent. He attributes this to the excessive property taxes. He added that teacher salaries are the biggest part of the budget including their benefits package. Mr. Stafford opined that unless the salaries are capped, the schools will need levies in 2020, 2024, and 2028. He believes that they are not addressing the ongoing issues and the cuts that have been made hurt the students and parents.

Dr. Cozad answered Mr. Stafford's comments by stating that according to the information from the state, properties in our school district have one of the lowest property tax rates in the area. Responding to the comments on teacher salaries, the state auditor's office has stated that Bellbrook Sugarcreek teacher salaries are among the lowest in the area. The state auditor's office also listed the tax burden which includes all taxes being paid by taxpayers based on income level and they found we are the lowest in the area.

ADJOURN

Being no further business to come before the Bellbrook City Council, Mayor Schweller declared the regular meeting adjourned at 8:30 PM.

Michael W. Schweller, Mayor

Pamela Timmons, Clerk of Council



SERVICE DEPARTMENT ANNUAL REPORT
2019

- ▶ 291,440,000 GALLONS PUMPED FROM 9 PRODUCTION WELLS
- ▶ 265,000,000 GALLONS BILLED
- ▶ 9% UNMETERED (leaks, hydrant flushing, etc.)

WATER PRODUCTION





- ▶ 14 SNOW AND ICE EVENTS
- ▶ 4725 MILES DRIVEN
- ▶ 448 TONS OF SALT USED
- ▶ 1138 GALLONS OF FUEL
- ▶ 409 LABOR HOURS

SNOW REMOVAL



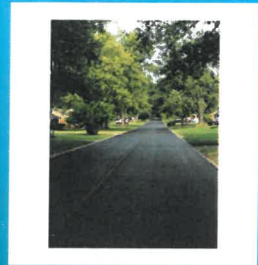
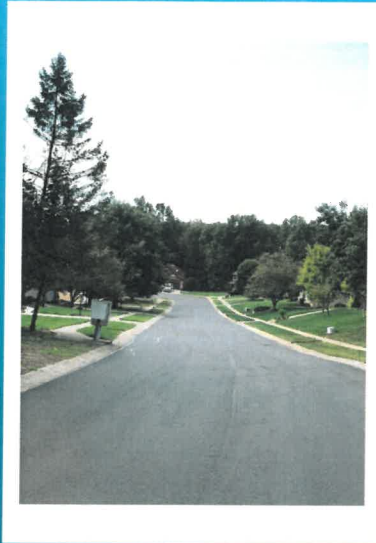
- ▶ 14 WATER MAIN REPAIRS
- ▶ 2 MAJOR HYDRANT REPAIRS
- ▶ 13 HYDRANTS REPLACEMENTS
- ▶ (WE WILL REPLACE 13 IN 2020)
- ▶ NEARLY 600 HYDRANTS FLUSHED IN OCT.

WATER SYSTEM MAINTENANCE & REPAIRS

MILLED AND PAVED

- DANE LANE
- DANE COURT
- KIM COURT
- FIREBIRD DRIVE
- SHADOWOOD CIRCLE
- HILLCREST DRIVE

**ANNUAL STREET
PAVING PROGRAM**



- ▶ 1721 UTILITY LOCATE REQUESTS (O.U.P.S.)
- ▶ WATER MAINS, WATER SERVICES, AND STORM SEWER
- ▶ 1395 WATER SERVICE WORK ORDERS
- ▶ FINALS, METER CHANGEOUTS, LEAK TESTS, CUSTOMER INQUIRIES, ETC.
- ▶ 1102 GENERAL WORK ORDERS
- ▶ BUILDING MAINTENANCE, VEHICLE MAINTENANCE, MOWING, TREE TRIMMING, DRAINAGE CHECKS,
- ▶ STREET REPAIR, SIGN MAINTENANCE, DRAINAGE DITCH RE-ESTABLISHMENT, ETC.



WORK ORDERS





▶ OUR STAFF CURRENTLY HOLDS
(5) WATER SUPPLY 1 AND
(1) WATER SUPPLY 2 EPA LICENSES

SERVICE DEPARTMENT STAFF

THANK YOU FOR YOUR SUPPORT AND FOR
FULLFILLING OUR DEPARTMENTS NEED.

THANK YOU!

RECORD OF ORDINANCES

Ordinance No. 2020-3

March 23, 2020

CITY OF BELLBROOK, OHIO

ORDINANCE NO. 2020-3

AN ORDINANCE BY BELLBROOK CITY COUNCIL REPEALING OLD SECTION 1060.05 “SERVICE CHARGES” OF THE BELLBROOK MUNICIPAL CODE AND ENACTING A NEW SECTION 1060.05 “SERVICE CHARGES” TO DISCONTINUE THE “LOW VOLUME SERVICE” PROGRAM ESTABLISHED BY ORDINANCE NO. 2011-12.

WHEREAS, the City of Bellbrook established a “low volume service” program for refuse collection with Ordinance 2011-12, which ordinance was codified in Section 1060.05 of the Bellbrook Municipal Code; and

WHEREAS, the City of Bellbrook had a refuse collection contract with Allied Waste at the time Ordinance 2011-12 was enacted, which contract enabled the implementation of the “low volume service” program; and

WHEREAS, the “low volume service” program was implemented on a trial basis in the year 2012; and

WHEREAS, the City of Bellbrook entered into a contract with Rumpke for refuse collection in November of 2012, which contract did not provide for the “low volume service” program; and

WHEREAS, based on the terms of the existing current refuse collection contract, the City of Bellbrook and Rumpke are unable to effectively and efficiently administer the “low volume service” program established by Ordinance 2011-12; and

WHEREAS, the “low volume service” program must be discontinued until a contract can be negotiated to include such a program.

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY ORDAINS:

Section 1. The old Section 1060.05 (“Service Charges”) of the Bellbrook Municipal Code be and hereby is repealed.

Section 2. A new Section 1060.05 (“Service Charges”) in Chapter 1060 (“Garbage and Rubbish Collection and Disposal”) of the Bellbrook Municipal Code be and hereby is enacted to read as set forth in Exhibit A, which is attached hereto and incorporated herein by reference.

Section 3. 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.

RECORD OF ORDINANCES

Ordinance No. 2020-3

March 23, 2020

Section 4. This Ordinance shall take effect and be in force from and after the earliest period provided by law.

PASSED this ____ day of _____, 2020.

Michael W. Schweller, Mayor

ATTEST:

Pamela Timmons, Clerk of Council

APPROVED AS TO FORM:

Stephen M. McHugh, Municipal Attorney

RECORD OF ORDINANCES

Ordinance No. 2020-3

March 23, 2020

EXHIBIT A

Sec. 1060.05. Service Charges.

- (a) Effective January 1, 2020, there is established a monthly charge of fifteen dollars and fifty cents (\$15.50) for normal refuse collection within the City. All utility bill payments shall be applied first to refuse charges and any remaining amount shall be applied to water charges. Said refuse charge shall be paid by the occupant of each occupied single-family residence and by each occupant of a multifamily residence not covered by a commercial contract pursuant to Section 1060.04(a). Each operator of a business which generates a normal amount of refuse shall pay the normal collection charge, unless other arrangements are made pursuant to Section 1060.04(a). Each operator of a business which generates refuse in excess of the normal amount shall make arrangements for commercial collection in accordance with the provisions of these Codified Ordinances. Any residential user of the refuse collection service who generates refuse in excess of the normal amount shall pay a surcharge equal to the actual cost of collecting such excess. For the purposes of this section a normal amount of refuse shall mean a weekly accumulation which is capable of being contained in ten or fewer thirty-gallon containers, exclusive of yard waste such as grass, leaves or brush.
- (b) City of Bellbrook residents who are currently enrolled in the “low volume service” program initially established by the enactment of Ordinance 2011-12 shall continue to enjoy the benefits of those “low volume service” rates until December 31, 2022, at which time those rates shall cease and the rates prescribed by Sec. 1060.05(a) above shall be implemented.

~~Effective January 1, 2012, there is established a “low volume service” program for refuse collection customers. The rules and regulations for this program will be established by the City Manager. Customers participating in the “low volume service” program will be charged a rate of twelve dollars (\$12.00) per month. All utility bill payments shall be applied first to refuse charges and any remaining amount shall be applied to water charges. Customers participating in the “low volume service” program must abide by the established rules and regulations; if not, the customer will be returned to the normal refuse collection service. The “low volume service” program can be terminated at any time by City Council.~~

RECORD OF ORDINANCES

Ordinance No. 2020-4

March 23, 2020

City of Bellbrook

Ordinance No. 2020-4

An Ordinance Repealing Old Section 1224.01 “Fees” and Adopting New Section 1224.01 “Fees” of the City of Bellbrook Municipal Code.

WHEREAS, the City of Bellbrook outlines the fees associated with subdivisions in the City of Bellbrook in Section 1224.01 “Fees” of the Bellbrook Municipal Code; and

WHEREAS, Section 1224.01 (c) outlines the Lot Split and Lot Combination Fees which are currently insufficient; and

WHEREAS, Section 1224.01 (e) currently allows for a refund of deposit back to the developer and should be eliminated; and

WHEREAS, Planning Board met and discussed the above changes at their February 20, 2020 meeting; and

WHEREAS, the City of Bellbrook wishes to repeal and replace section 1224.01 in order to amend lot split/lot combination fees and eliminate the deposit refund clause.

Now, Therefore, The City of Bellbrook Hereby Ordains:

Section 1. That Section 1224.01 “Fees” of the City of Bellbrook Municipal Code be and is hereby repealed.

Section 2. A new Section 1224.01 “Fees” of the City of Bellbrook Municipal Code be enacted to be read as set forth with deletions shown by strikethrough and additions shown by italics and underlined:

Sec. 1224.01 - Fees.

The following fees are required under the Subdivision Regulations for the platting of land in the City:

(a) Preliminary Filing Fee \$200.00 plus \$25.00 per acre

(b) Final Filing Fee \$250.00 plus \$25.00 per acre

(c) Lot Split/Lot Combination Fee ~~\$50.00~~ *\$150.00*

RECORD OF ORDINANCES

Ordinance No. 2020-4

March 23, 2020

(d) *Inspection fees.* Prior to approval by the Planning Board of a final plat and construction plans, the subdivider shall provide a cash bond in the amount of six percent of the estimated cost of the public improvements (streets, curbs, sidewalks, storm sewers and waterlines) to the Finance Office. The subdivider's engineer of record shall provide an estimate as to quantities and prices and, if a discrepancy exists between the subdivider and the City Engineer's estimates, the inspection deposit will be based on the City Engineer's estimate.

(e) *Inspection costs.* Inspection costs and the cost of subdivision plan review performed under contract by the City shall be charged against the six percent deposit. ~~Any portion of the deposit not used shall be returned to the developer at the time the performance bond or letter of credit is released.~~ However, if funds deposited at the time of filing are not sufficient to cover all inspection costs, additional inspection fees shall be required when needed, at the discretion of the City Manager.

(f) *Water and sewerage connection fees.* All fees for connection to the City water system shall be established in [Chapter 1042](#) of this Code. All fees for connection to the County sanitary sewer system shall be set by the Greene County Department of Sanitary Engineering and paid to that agency.

(g) *Failure to pay filing fee.* If a filing fee is not paid prior to the initiation of construction, a penalty of 50 percent of the filing fee shall be added to the fees listed in this section if the project is in full compliance with the Zoning Code.

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

PASSED this ____ day of _____, 2020.

Michael W. Schweller, Mayor

Pamela Timmons, Clerk of Council

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

RECORD OF RESOLUTIONS

Resolution No. 2020-F

March 9, 2020

City of Bellbrook

Resolution No. 2020-F

A Resolution Amending the Fees Charged for Emergency Medical Transport Services.

WHEREAS, the City of Bellbrook has charged a fee for emergency medical transport fees since 2002; and

WHEREAS, Section 246.01 of the Bellbrook Municipal Code authorizes the City to charge the “usual, reasonable, and customary charges currently prevailing in this region” for these services; and

WHEREAS, the City has contracted with AccuMed to bill for emergency medical transport fees and they have provided an annual review of our service rates; and

WHEREAS, AccuMed has suggested an increase in our mileage fee from the current rate of \$13.00 per mile to be in line with other federal, state and local fees.

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

Section 1. That pursuant to Section 246.01 of the Bellbrook Municipal Code, the City Manager is hereby authorized to charge fees for emergency medical transport services as follows:

Basic Life Support – Non-emergency	\$400
Basic Life Support – Emergency	\$550
Advanced Life Support – Non-emergency	\$600
Advanced Life Support – Emergency	\$850
Advanced Life Support 2	\$1,050
Mileage	\$16.00 per mile

Section 2. 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: March 6, 2020
Subject: March 9th City Council Meeting

- **Mayor’s Announcements and Special Guests**
 - Service Director Ryan Pasley will be providing the Service Department’s Annual Report from 2019

- **Introduction of Ordinances**
 - **2020-3 An Ordinance to Discontinue Low Volume Service Program** – This was discussed at the last City Council meeting. This program was implemented under a previous waste hauler and was not incorporated into our current contract with our new waste hauler. Anyone that is currently on the program will be “grandfathered” in and allowed to remain until we can incorporate a similar program into our next waste contract which is set to expire at the end of 2022.
 - **2020-4 An Ordinance Amending Subdivision Fees** – This ordinance increases the lot split/lot combination fee from \$50 to \$150. This also eliminates any unused portion of an inspection deposit to be returned to a developer. These two recommendations were approved by the Planning Board at their February 20th meeting.

- **Public Hearing of Ordinances**

- **Resolutions**
 - **Resolution 2020-F – A Resolution Amending EMS fees** – This is increasing the mileage fee as a result of the 2019 fee review performed by our EMS billing company. Our fee was previously \$13 per mile which was found to be too low and the increase proposed to \$16 per mile in this resolution will bring it in line with their recommendation.

- **Old Business**
 - **Truck Routes Ordinance Draft and Discussion** – This proposed amendment to our truck routes was brought up by Councilman Greenwood. This is a draft of a potential ordinance should Council wish to proceed.

- **New Business**

- **Updates**

- **Temporary Crosswalk Pilot** – A need for a midblock crosswalk to connect the library and the Dairy Shed has been discussed for quite some time. We have researched the process in which we could implement a crosswalk with ODOT and found we have that ability to do so at the City level. The Service Department is ordering temporary paint and a portable in-road crosswalk sign (photo to the right) . This will be installed prior to the Sugar Maple Festival so we can assess the response prior to considering a permanent solution.
- **Service Department Pay Scale Update** - One of our recent hires is no longer with the Service Department and we have another opening for a Maintenance Worker III. I have wanted to change our salary schedule for our service workers and have mentioned that our starting salary has been prohibitive in hiring qualified employees. With this vacancy, there is no better time than now to try to correct this. I am proposing an adjustment to our pay scales for all service employees. I am attaching the proposal to this update. I will explain the proposal and my rationale in more detail during the meeting. Should Council respond favorably, I will bring a resolution to the next meeting for approval via resolution.
- **Request to hire part-time Senior Secretary** – As a follow up to our February 24th meeting I am submitting a draft job description and task list for a part time Senior Secretary. This position already exists in our pay scales and the description was modified to suit the specific duties. I am also including a financial analysis of the annual cost projections of this position.
- **Ohio Collaborative Recertification for Bellbrook Police Department** – Bellbrook Police recently went through the recertification process with the Ohio Collaborative. This board is a 12 member board that was established by Governor Kasich in 2015 to established state standards and assist law enforcement agencies to implement and meet these standards. The following areas are reviewed during this process: investigations of employee misconduct, bias free policing, telecommunications training, body worn cameras, use of force, use of deadly force, agency employee recruitment and hiring, community engagement and vehicle pursuit. A big thank you to Chief Doherty and also Lieutenant Carmin who organized the visit and process!
- **Community Improvement Corporation Research and Process** – At the last meeting the process for forming a CIC was mentioned. I am in the process of gathering this information and will present this at an upcoming meeting.
- **Sable Ridge/Kensington Gate** – I have researched the history of the gate and the financial responsibility of the gate and am working with our municipal attorney to come to a conclusion on this. With the expense so high for the repair I want to make sure we



have all of the information before proceeding. This will likely be a Council discussion item at the next meeting.

- **Upcoming Legislative Items – Comprehensive Plan Cleanup** – It has come to our attention that the previous Comprehensive Plan has been referenced in both ordinances and resolutions in the past. We will be bringing 2 ordinances and one resolution as clean up legislation to meetings in April. One ordinance will repeal all previous ordinances and one will adopt the 2019 plan which was adopted by resolution. The other resolution will repeal all previous resolutions.

Salary Proposal - Service Department

3/6/2020

Current Pay Scale

Current Positions	
Service Director	1
Foreman	1
Maint. Worker 1	2
Maint. Worker 2	3
Maint. Worker 3	1

Position	Pay Range
Service Director	\$ 76,648 \$ 102,066

Position	1	2	3	4	5	6	7	8
Foreman	\$ 26.79	\$ 28.16	\$ 29.57	\$ 31.06	\$ 32.28	\$ 33.60	\$ 34.97	\$ 36.33
	\$ 55,723	\$ 58,573	\$ 61,506	\$ 64,605	\$ 67,142	\$ 69,888	\$ 72,738	\$ 75,566
Maint. Worker 1	\$ 22.09	\$ 23.23	\$ 24.41	\$ 25.54	\$ 26.78	\$ 28.13	\$ 29.56	\$ 30.72
	\$ 45,947	\$ 48,318	\$ 50,773	\$ 53,123	\$ 55,702	\$ 58,510	\$ 61,485	\$ 63,898
Maint. Worker 2	\$ 16.47	\$ 17.28	\$ 18.19	\$ 19.05	\$ 19.82	\$ 20.70	\$ 21.74	\$ 22.82
	\$ 34,258	\$ 35,942	\$ 37,835	\$ 39,624	\$ 41,226	\$ 43,056	\$ 45,219	\$ 47,466
Maint. Worker 3	\$ 12.82	\$ 13.74	\$ 16.64	\$ 15.61	\$ 16.47			
	\$ 26,666	\$ 28,579	\$ 34,611	\$ 32,469	\$ 34,258			

Proposed Pay Scale

Position	Pay Range
Service Director	\$ 86,243 \$ 109,242

Position	1	2	3	4	5	6
Foreman	\$ 34.72	\$ 35.77	\$ 36.84	\$ 37.94	\$ 39.08	\$ 40.26
	\$ 72,228	\$ 74,394	\$ 76,626	\$ 78,925	\$ 81,293	\$ 83,732
Maint. Worker 1	\$ 27.21	\$ 28.57	\$ 30.00	\$ 31.50	\$ 33.07	\$ 34.72
	\$ 56,592	\$ 59,422	\$ 62,393	\$ 65,513	\$ 68,788	\$ 72,228
Maint. Worker 2	\$ 22.27	\$ 23.39	\$ 24.56	\$ 25.78	\$ 27.07	\$ 27.21
	\$ 46,327	\$ 48,643	\$ 51,075	\$ 53,629	\$ 56,311	\$ 56,592
Maint. Worker 3	\$ 17.79	\$ 18.32	\$ 19.24	\$ 20.20	\$ 21.21	\$ 22.27
	\$ 37,003	\$ 38,113	\$ 40,019	\$ 42,020	\$ 44,121	\$ 46,327

Average increase for current employees as a result of new pay scale:

3.17%

Maintenance Worker III Comparison		Start Salary	Top Salary
Bellbrook		\$ 12.82	\$ 16.47
Centerville	Maintenance Worker	\$ 19.91	\$ 28.94
Fairborn	Maintainer	\$ 16.43	\$ 22.30
Oakwood*	General Service Worker I	\$ 19.04	\$ 27.40
Washington Twp.	Service Worker I	\$ 18.92	\$ 24.89
Sugarcreek Twp.	Maintenance Worker	\$ 15.00	\$ 18.26
Xenia*	Laborer	\$ 17.79	\$ 22.83
Yellow Springs*	Utility Service Worker	\$ 15.99	\$ 20.41

Maintenance Worker II Comparison		Start Salary	Top Salary
Bellbrook		\$ 16.47	\$ 22.82
Centerville	Equipment Operator	\$ 21.43	\$ 31.16
Fairborn	Heavy Equipment Operator	\$ 18.59	\$ 25.82
Oakwood*	Maintenance Worker	\$ 23.22	\$ 29.29
Washington Twp.	Service Worker II	\$ 20.86	\$ 27.45
Sugarcreek Twp.	Maintenance Worker II	\$ 18.19	\$ 24.68
Xenia*	Equipment Operator	\$ 22.34	\$ 28.45
Yellow Springs *	Utility Service Worker II	\$ 20.16	\$ 25.79

Maintenance Worker 1 Comparison		Start Salary	Top Salary
Bellbrook		\$ 22.09	\$ 30.72
Centerville	Vehicle Equip Mechanic	\$ 24.28	\$ 35.31
Fairborn	Equipment Mechanic	\$ 20.20	\$ 28.39
Oakwood*	Motor Equipment Operator	\$ 23.95	\$ 30.12
Washington Twp.	Mechanic I	\$ 21.90	\$ 28.82
Sugarcreek Twp.	Maintenance Worker III	\$ 22.09	\$ 30.72
Xenia*	Equipment Operator II	\$ 24.49	\$ 31.07
Yellow Springs*	Plant Operator	\$ 21.58	\$ 27.64

Service Foreman		Start Salary	Top Salary
Bellbrook		\$ 26.79	\$ 36.33
Centerville	Not available	\$ 29.54	\$ 43.84
Fairborn	Equipment Foreman	\$ 24.94	\$ 34.54
Oakwood*	Foreman	\$ 46.50	2020
Washington Twp.	Not available		
Sugarcreek Twp.	Foreman	\$ 26.79	\$ 36.33
Xenia*	Not available	\$ 41.20	2018
Yellow Springs *	Foreman	\$ 25.16	\$ 32.22

Service Director		Start Salary	Top Salary
Bellbrook		\$ 76,648	\$ 102,066
Centerville	Not Available	\$ 104,864	\$ 138,148
Fairborn	Public Service Director	\$ 107,554	2017
Oakwood*	Public Works Director	\$ 120,193	2020
Washington Twp.	Not Available		
Sugarcreek Twp.	Service Director	\$ 76,648	\$ 102,066
Xenia*	Director of Public Services	\$ 103,182	2018
Yellow Springs *	Public Works Director	\$ 95,000	2018

*Have water utility

CITY OF BELLBROOK

JOB DESCRIPTION

Title: Senior Secretary - Administration
Department: Administration
Status: Part Time - Non-exempt
Effective Date: March 6, 2020

Job Summary

Performs various duties related to clerical tasks, typing, and information processing.

Supervision

This position is appointed and supervised by the City Manager.

Major Duties

- Performs typing and word processing of a variety of reports, correspondence, and other administrative materials.
- Works with both paper documents and electronic files, and does routine tasks like data entry, organization, cross-referencing, scanning, copying and retrieval.
- Answers questions from the public or other departments involving an understanding of policies, procedures, regulations, and technical practices.
- Answers incoming telephone calls, as well as greet and assist visitors to the Administration office.
- Assists in preparation of various meeting materials, records retention and record requests.
- Assists with updating various media channels such as the city's website, newsletter and social media channels.
- Other routine clerical duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of standard office practices and procedures.
- Proficiency in Microsoft Word and Excel, as well as the ability to learn other computer software.
- Clear written and verbal communication skills.
- Ability to prioritize tasks and manage time.
- Ability to pay close attention to detail.
- Excellent customer service and organizational skills.
- Work well in a team environment.

- Ability to work with confidential information.

Work Environment

- Ability to operate telephone, photocopier, fax machine, computers and other standard office equipment.

Minimum Qualifications

- High school diploma or equivalent.
- Minimum of two years of experience in clerical and secretarial procedures.
- Valid State of Ohio Driver's License.

This job description is intended to be sufficient merely to identify the minimum position requirements and to be illustrative of the kind of duties, which may be assigned to this position and should not be interpreted as a complete list of requirements for the position.

Employee _____ Date _____

Department Director _____ Date _____

City Manager _____ Date _____

Senior Secretary – Administration Tasks:

Accounts Payable/Human Resources

1. Answering phones
2. Stuffing and mailing out checks
3. Filing
4. Input Reports off Spreadsheets into the Multiple Worksite Report online
5. Assist with pulling information for Audit
6. Type up 1095s and 1099s off of provided report
7. Assist in Completing Driver Record Updates
8. Assist in pulling information for Records Requests
9. Periodically help by double checking reports

Planning & Zoning

1. Scanning in permits
2. Filing permits
3. Searching for files
4. Writing meeting notices
5. Posting meeting notices
6. Sending Emails regarding notices
7. Working with board members to schedule meetings when Pam isn't here
8. Mailing notices or other items including:
 - Getting address lists
 - Stuffing, printing, addressing, stamping mailings
9. Organize old files from predecessors
10. Answering Phones
11. Records Requests
12. File Bonds
13. Add hard copy code updates to all zoning texts in the office.
 - a. Email code updates to VRB, Planning Board, BZA
14. Update Website
15. Update Social Media

Council and Boards

1. Meeting Prep and Follow-up: copies, sign in sheets, nameplates, mail, scanning, posting notices
2. Public Record Requests: scanning, copying, documenting
3. Boards: research, historical documentation
4. Records Retention: research, organization, labeling, destruction
5. Permanent files: research, organization, labeling

Senior Secretary Annual Costs

2019-2020 Pay Scale

1	2	3	4	5	6	7	8	9
\$ 14.90	\$ 15.91	\$ 17.06	\$ 18.11	\$ 19.26	\$ 20.32	\$ 21.45	\$ 22.48	\$ 23.56
\$ 30,992	\$ 33,093	\$ 35,485	\$ 37,669	\$ 40,061	\$ 42,266	\$ 44,616	\$ 46,758	\$ 49,005

Pay Breakdown

Based on 20 hours per week at entry level salary

Fund	Split	Hours	An. Salary	PERS	Medicare	TOTAL
General	50%	520	\$ 7,748	\$ 1,085	\$ 100	\$ 8,933
Water	50%	520	\$ 7,748	\$ 1,085	\$ 100	\$ 8,933

Total Annual Costs : \$ 17,865

RECORD OF ORDINANCES

Ordinance No. 2020-XX

INSERT DATE

City of Bellbrook

Ordinance No. 2020-XX

An Ordinance Repealing Old Section 440.12 Truck Routes and Adopting New Section 440.12 “Truck Routes” of the City of Bellbrook Municipal Code.

WHEREAS, the City of Bellbrook outlines the regulations associated with truck routes in the City of Bellbrook in City of Bellbrook Municipal Code Section 440.12 “Truck Routes”; and

WHEREAS, Section 440.12 (b) outlines the approved commercial truck routes within the City of Bellbrook and currently includes South and North Main Streets; and

WHEREAS, the commercial truck traffic along North and South Main Streets has become identified as particularly disruptive due to the noise and safety issues in the downtown area due to the incline and acceleration necessary to propel said trucks particularly traveling North on Main Street; and

WHEREAS, the City of Bellbrook wishes to eliminate North and South Main Streets as designated truck routes in order to minimize noise and safety issues associated with commercial truck traffic on these streets.

Now, Therefore, The City of Bellbrook Hereby Ordains:

Section 1. That Section 440.12 “Truck Routes” of the City of Bellbrook Municipal Code be and is hereby repealed.

Section 2. A new Section 440.12 “Truck Routes” of the City of Bellbrook Municipal Code be adopted to be read as set forth with deletions shown by strikethrough and additions shown by italics and underlined:

Sec. 440.12. - Truck routes.

(a) Use by commercial trucks required; exceptions. Commercial trucks in the City shall be operated only over and along the truck routes established in this section and on other streets over which commercial truck travel is permitted, except as follows:

(1) Operation on street of destination. The operation of commercial trucks upon any street of origin, or where necessary to conduct business at a destination point, provided truck routes are used to or from the nearest intersection to the point of origin or destination, is permitted.

(2) Emergency and public safety vehicles. The operation of emergency and public safety vehicles upon any street in the City is permitted.

(3) Public utilities. The operation of commercial trucks owned or operated by the City, any public utility or any contractor or materialman, while engaged in the repair,

RECORD OF ORDINANCES

Ordinance No. 2020-XX

INSERT DATE

maintenance or construction of streets, street improvements or street utilities in the City, is permitted.

(4) Detoured trucks. The operation of commercial trucks upon any officially established street established as a detour is permitted.

(b) Establishment of routes. There are hereby established in the City the following truck routes:

(1) East and West Franklin Street (State Route No. 725);

~~(2) South Main Street;~~

~~(3) North Main Street; and~~

(2 ~~4~~) Wilmington Pike.

(c) Truck Traffic in the City.

(1) Outside origin; outside destination. All commercial trucks entering the City from points outside the City and proceeding directly to a destination point outside the City shall operate only over designated truck routes.

(2) Outside origin; inside destination.

A. One inside destination point. All commercial trucks entering the City for a destination point in the City shall proceed only over an established truck route and shall deviate only at the intersection nearest such destination point. Upon leaving such destination point, a deviating commercial truck shall return to the truck route by the shortest permissible route.

B. Multiple inside destination points. All commercial trucks entering the City for multiple destination points shall proceed only over established truck routes and shall deviate only at the intersection nearest to the first destination point. Upon leaving such destination point, a deviating commercial truck shall proceed to other destination points by the shortest and most direct course. Upon leaving the last destination point, a deviating commercial truck shall return to a truck route by the shortest permissible route.

(3) Inside origin.

~~(1)A.~~ Outside destination point. All commercial trucks, on a trip originating in the City and traveling through the City to a destination point outside the City, shall proceed by the shortest and most direct course over streets to a truck route as established in this section.

RECORD OF ORDINANCES

Ordinance No. 2020-XX

INSERT DATE

~~(2)~~B. Inside destination point. All commercial trucks, on a trip originating in the City and traveling within the City to a destination point in the City, shall proceed only by the shortest and most direct course.

(d) Signs. The Police Chief shall cause all truck routes to be clearly posted to give notice that this section is in effect.

(e) Compliance required. No person shall drive a commercial truck over any public street in the City, except upon those streets herein designated as truck routes and except upon streets providing the shortest and most direct course between truck routes and origin or designation points, as herein provided.

(f) Penalty. Whoever violates or fails to comply with any of the provisions of this section is guilty of a minor misdemeanor. The penalty shall be as provided in [Section 408.01].

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

PASSED this ____ day of _____, 2020.

Michael W. Schweller, Mayor

Pamela Timmons, Clerk of Council

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