

## BELLBROOK CITY COUNCIL AGENDA

May 10, 2021



City of Bellbrook  
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Bellbrook, Ohio 45305

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### **REMOTE TELECONFERENCE MEETING\*\***

Due to COVID-19, this meeting will be held via Zoom webinar teleconferencing. Live streaming of the meeting is available on the City's YouTube channel (Bellbrook City Hall).

Should any member of the public wish to speak they may do so by logging in to Zoom as an attendee following links at the end of this agenda. You may also submit comments by emailing the Clerk of Council at [p.timmons@cityofbellbrook.org](mailto:p.timmons@cityofbellbrook.org) by 3 p.m. on 5/10/2021.

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the minutes of the April 12 regular meeting
5. Mayor's Announcements and Special Guest
  - EMS Week Proclamation
6. Public Hearing of Ordinances
7. Introduction of Ordinances
  - **Ordinance 2021-5** An Ordinance Repealing Section 860 "Public Shows and Exhibitions" of the Bellbrook Municipal Code
  - **Ordinance 2021-6** An Ordinance Repealing Old Section 1450.15 "Demolition" of the Bellbrook Municipal Code and Enacting a New Section 1450.15 "Demolition" of the Bellbrook Municipal Code
8. Resolutions
9. Old Business
10. New Business
  - Motion to waive the sign ordinance for the Community Garage Sale, May 20-22
  - Review of Special Event Ordinance Revisions
  - 2021 Paving Program
11. City Manager Report
12. Committee Reports
  - A. Service

- B. Safety
  - C. Finance/Audit – Motion to accept the 1st Quarter Financials
  - D. Community Affairs
13. Clerk’s Update
  14. Open Discussion
  15. Public Comment
  16. Executive Session to consider the investigation of complaints concerning a public official
  17. **Adjournment**

**Zoom Meeting Information**

**Webinar ID: 821 0389 5749**

**Password: 012675**

Future Agenda Items (dates are subject to change)

- June 14 - Resolution of Necessity for General Fund Levy Renewal
- July 26 – Resolution to Proceed for General Fund Levy Renewal

Save the date for June 7<sup>th</sup> – Community Leaders Meeting hosted by Sugarcreek Township

**RECORD OF PROCEEDINGS**  
Minutes of Bellbrook City Council Regular Meeting  
April 12, 2021

Due to the COVID-19 pandemic the April 12, 2021 City Council Meeting was conducted using Zoom's remote webinar platform.

**PRESENT:** TJ Hoke  
Dr. Van Veldhuizen  
Forrest Greenwood  
Elaine Middlestetter (joined at 7:20 due to technical difficulties)  
Mayor Mike Schweller

**ALSO PRESENT:** City Manager Melissa Dodd

**REGULAR MEETING**

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

**ROLL CALL**

Mr. Hoke, yes; Dr. Van Veldhuizen; Mr. Greenwood, yes; Mayor Schweller, yes.

Mr. Greenwood made a motion to excuse Mr. Havens from the meeting. Dr. Van Veldhuizen seconded the motion. All were in favor. The motion passed 4-0.

Mr. Hoke made a motion to excuse Mr. Edwards from the meeting. Dr. Van Veldhuizen seconded the motion. All were in favor. The motion passed 4-0.

**CHANGE TO ORDER OF BUSINESS**

Mayor Schweller explained that the order of business should be changed to allow the City Manager to explain the details concerning two of the Resolutions on the agenda.

**APPROVAL OF MINUTES**

Mayor Schweller asked if anyone had any comments or corrections to the minutes of March 22. Hearing none he declared the minutes approved.

**MAYOR'S ANNOUNCEMENTS**

- Oaths of Office

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Mitchell Thompson was sworn in as a member of the Planning Board for a second term of five years.

**PUBLIC HEARING OF ORDINANCES**

Dr. Van Veldhuizen read **Ordinance 2021-4 An Ordinance Amending Ordinance 2021-3 to Adjust the City of Bellbrook Appropriations for 2021.**

The City Manager explained the two line-items that were added. The first is \$12,950 for the engineering work to create the estimates for the sidewalk and cross walk connections. The second is \$18,000 under the motor vehicle fund also known as the permissive tax fund which encompasses five of Bellbrook's streets including Little Sugarcreek Road. This additional money will be used for the additional borings needed on the road to complete the study.

Dr. Van Veldhuizen made a motion to adopt **Ordinance 2021-4 An Ordinance Amending Ordinance 2021-3 to Adjust the City of Bellbrook Appropriations for 2021.** Mr. Greenwood seconded the motion. The Clerk called the roll. Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mr. Hoke, yes; Mayor Schweller, yes. The motion passed 4-0.

**INTRODUCTION OF ORDINANCES** - none

**NEW BUSINESS**

- 2021 Greene County Municipal Grant

The City Manager explained that in previous years the Commissioners gave out the money. A fact sheet was included that explained changes to the program. The Commissioners like to see the requestor make a dollar match so the City could provide twenty-five percent. She said the City could apply for a grant for one of two projects currently being planned.

- The first is to apply for money to cover the installation cost of the downtown crosswalks and sidewalk additions. This has the higher dollar value but, there is also a possibility of getting a state safety grant to cover this. The preliminary plan will not be complete until April 20 which will not actually allow enough time to complete the application before the Commissioners meet on April 22.

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- The second option is the design cost of the downtown streetscape plan. This expense is non-traditional and not something typically paid for from City money. She believes the City would have a good chance of being awarded a portion of the \$35,000 cost of this project.

- Downtown Streetscape Proposals and Firm Recommendation

The City Manager reported meeting with the Community Affairs Committee on April 5 to review the eight responses to the streetscape design RFP. Streetscape design and implementation is one of the 2021 Council Goals. Scoring criteria included qualifications of vendor, qualifications of personnel, related experience reasonableness of price, and completeness of proposal. Two firms tied for top score with 95 and included the firm with the first and third lowest in price: KZF and Kleinger. Even though the Kleinger proposal was \$10,675 more it stood out due to their personalization. Mr. Hoke also reviewed all of the proposals and agreed that the Kleinger one was impressive. They have worked on projects with Beavercreek and Kettering. Mrs. Dodd added that she reached out to the firm's references who had very good things to say about the company. The Kleinger proposal is split into five phases and would take approximately six months to complete. If the Council votes to enter into this contract, the City Manager would complete the grant application and this along with \$8,875 from the general fund.

Mrs. Middlestetter spoke for the Community Affairs Committee stating they were happy with the Kleingers decision.

Mr. Hoke added that even though he is not on the Committee he had reviewed the proposals and came to the same conclusion.

## **RESOLUTIONS**

Mr. Greenwood read **Resolution 2021-I A Resolution Approving the Consolidation of Lots 53 and 54 into a new lot labeled 53A of the Highview Terrace Subdivision, Section 3.**

Mrs. Dodd explained that the Planning Board approved this lot consolidation March 18, 2021 meeting. The plan is to build a house in the middle of the consolidated lots moving the drainage easements.

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Mr. Greenwood made a motion to adopt **Resolution 2021-I A Resolution Approving the Consolidation of Lots 53 and 54 into a new lot labeled 53A of the Highview Terrace Subdivision, Section 3.** Dr. Van Veldhuizen seconded the motion. The Clerk called the roll. Mr. Greenwood, yes; Dr. Van Veldhuizen, yes; Mr. Hoke, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 5-0.

Mrs. Middlestetter read **Resolution 2021-J A Resolution to Make a Recommendation to the Court of Common Pleas for the Appointment of Incoming Bellbrook-Sugarcreek Park District Commissioner.**

Mrs. Dodd started with a brief history of the Parks District. The district was established by a petition on August 25, 1970. In 1983 changed names to Bellbrook Sugarcreek Parks District. The following came from the 1983 annual report:

“The city of Bellbrook Park Board, five members, and the Sugarcreek Township Park District, three members, unanimously agreed that both boards could accomplish more if they were united as one. The two boards united under the governing rules of a township park district provided by 511 of the Ohio Revised Code. The city of Bellbrook and the Sugarcreek Township Trustees both fully supported the union. Countless hours were spent on the bylaws written to provide internal working continuity within the new park district. The bylaws included an organizational chart and election procedure for equal representation for the complete area within our control. The Park District unanimously agreed to be called the Bellbrook Sugarcreek Park District.

The city and township both supported the new name and on August 26, 1983 the common pleas court ordered the name to be changed. This was excellent timing for the upcoming election in November on our 0.4 mill levy which failed by 66 votes.”

The City Manager continued that they considered that a win because the previous levy failed by 600 votes. In 1983 they operated on a budget of \$9,502.00 and had \$5,311.00 in expenses. They operated six parks Sackett-Wright, Bellbrook, Petrikis, Ron Kehl, and Magee Park. The bylaws included that there be three commissioners who serve three-year terms with at least one from the Township and one from the City.

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In 2017 the bylaws were changed and removed the provision of residency. In the summer of 2020, a Memorandum of Understanding was executed reinstating the residency requirement. It also outlined the process for appointing Commissioners. Two people each from the City, the Township, and the Parks would review applications, interview applicants, and make a recommendation to the judge. In 2020 Michael Johnson from Bellbrook became the newest Commissioner.

Mrs. Middlestetter, who was the second person from the City in this process along with the City Manager, explained the 2021 process. She explained that there were four very qualified applicants. An important determining factor concerns the health of the third current commissioner. Howard Ackerman's term will expire next May 2022, and it has been speculated that he will not apply to remain on the Commission. With this year's addition that would mean that come May 2022 Mr. Johnson would be the senior Commissioner with less than two years in the position and would lack history. One of the applicants, Randy Tischer, has been a Commissioner for 18 years. Considering the need for continuity, Mrs. Middlestetter and Mrs. Dodd agreed that Mr. Tischer made the best choice to be recommended and the other parties were also in agreement. Mrs. Middlestetter added that there may be people in the community who have their own hopes for what the Parks District should do. There is never enough money to do it all.

Dr. Van Veldhuizen asked if the decision was unanimous, and Mrs. Middlestetter said it was.

Mr. Hoke asked what framework was used for the evaluation of candidates and was it just experience that trumped everything else. Mrs. Middlestetter said that in this situation knowing what will be happening in 2022, experience was the priority. The other candidates had excellent qualifications and she hopes they apply again next spring.

Mr. Hoke asked what the duties and responsibility of the Commissioners is. Mrs. Middlestetter answered that they are an oversight body much like our City Council. Dr. Van Veldhuizen expanded on the point asking if like Council the Parks Commissioners hold meetings discussing issues coming up for the people who work day-to-day for the District.

Mayor Schweller said he understood that the Parks District is a big responsibility, and he appreciates what they do.

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Mr. Greenwood asked if the Commissioners select someone to be the lead. Mrs. Middlestetter said that any distinction between the three was decided among themselves. Dr. Van Veldhuizen stated that the website said one is president, one is vice president, and one is treasurer.

Mr. Hoke stated that although he was not part of the decision-making group that as a parent of children involved in activities and sports, he sees this as an opportunity for a new direction. He added that some of the facilities surely have unique constraints, but the Bellbrook parks are deficient relative to our surrounding communities. He stated he did not have anything against anyone that applied to be a commissioner but he sees an opportunity to go in a new direction possibly improving facilities. He also stated that he knew a number of letters had been sent into Council concerning this from citizens. He asked the Clerk if those were going to be read during the meeting. The Clerk responded that all letters had been forwarded to every Council Member. The recommendation is in the form of a resolution which does not include a public hearing.

Mrs. Middlestetter responded that she, the Park staff, and the Commissioners are aware that people have different desires and needs concerning our parks. The Parks District operate with five full-time staff and five part-time with a few additional staff during summer programming. They maintain over 700 acres of park land including hardscapes and recreational facilities. Unless residents are willing to supply additional tax money the current conditions will continue. There is a balance between being able to acquire natural areas and open space when available before it is all built up and building recreational facilities. Some of our surrounding communities have larger budgets and staff to maintain and operate those facilities. Mrs. Middlestetter added the example of the pickleball courts that were just added to Petrikis Park. The project went over budget because the foundation below the tennis courts required significant repair before the courts above could be created. The new courts are being used extensively.

The Mayor asked when the Commissioners hold their meetings. Mrs. Dodd answered that they meet on the fourth Thursday at 7:00 a.m. at the Parks office.

Dr. Van Veldhuizen said he had read the letters from the citizens that Mr. Hoke referenced. He stated that there is a lot of interest in who is appointed as Commissioner. He also understands budgetary decisions. He explained that Council voted for Mrs. Dodd and Mrs. Middlestetter to be the City's representatives in the process, and he is inclined to trust that they have provided an unbiased and factual



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report. He added that he expects the Commissioners to act impartially on all matters. If someone has an issue with the Parks District, they should attend the Commissioners meetings to voice their concerns.

Mr. Hoke added that budgetary constraints are an issue, but vision and priority are critical as well. He believes that is why so many people have taken the Commissioner opening so seriously. He also added that for many people, parents especially, 7:00 a.m. on a Thursday is a difficult time to be able to attend. He asked if the City Council could work with the Parks Commission to make them more accessible. Mayor Schweller suggested even conducting the meetings via Zoom or YouTube. He asked the City Manager to ask that question.

Mr. Greenwood reiterated that tonight's purpose is to make sure that the process was adhered to properly. He added that he learned a great deal about the Parks board.

Mr. Hoke asked about the process. Mrs. Middlestetter explained that all six of the interviewers interviewed the candidates via Zoom then collaborated together to reach a conclusion. Mr. Hoke stated that he respects the process and the work that was done, but he was going to side with the residents who spoke out on the decision.

Mrs. Middlestetter made a motion to adopt **Resolution 2021-J A Resolution to Make a Recommendation to the Court of Common Pleas for the Appointment of Incoming Bellbrook-Sugarcreek Park District Commissioner.** Dr. Van Veldhuizen seconded the motion. The Clerk called the roll. Mrs. Middlestetter, yes; Dr. Van Veldhuizen, yes; Mr. Hoke, no; Mr. Greenwood, yes; Mayor Schweller, yes. The motion passed 4-1.

Dr. Van Veldhuizen read **Resolution 2021-K A Resolution Authorizing the City Manager to Submit an Application for a Municipal Grant Through the Greene County Board of County Commissioners.**

Mrs. Dodd explained that this was discussed earlier, and it was decided to apply for a grant to go toward the streetscape design plan.

Dr. Van Veldhuizen made a motion to adopt **Resolution 2021-K A Resolution Authorizing the City Manager to Submit an Application for a Municipal Grant Through the Greene County Board of County Commissioners.** Mrs. Middlestetter seconded the motion. The Clerk called the roll. Dr. Van Veldhuizen,

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yes; Mrs. Middlestetter, yes; Mr. Hoke, yes; Mr. Greenwood, yes; Mayor Schweller, yes. The motion passed 5-0.

**OLD BUSINESS** - none

**CITY MANAGER REPORT**

Mrs. Dodd reported the following:

- Reopening of City Buildings – All City buildings reopened to the public on Monday, April 5 at 8:30 am. Anyone wishing to do business with the City are still encouraged to do so remotely when possible.
- Little Sugarcreek Borings – The additional borings on Little Sugarcreek Road occurred the week of March 29th. The geotechnical engineers were on site for two days. The full report of findings is set to be delivered at the end of April.
- Sidewalk/Crosswalk/Traffic Signal Upgrades – The Service Director and City Manager met with LJB who is working on the design and estimates for the additional sidewalks and crosswalk upgrades. They will have the final design and estimates complete later this month.
- Bellbrook TV Update – The Clerk and City Manager met with Lt. Nartker who has been tasked with keeping Bellbrook TV up and running. We reviewed the proposal and are continuing to get a full estimate of costs. The estimate for the equipment is \$15,992.03 but we will need to also move the equipment from Station 1 to the City building which will likely require an additional cost for the fiber connection to the cable provider. Additional information will be provided.
- Registration is now open for the Brook Mills 10k on Saturday August 21. This race sold out its first year and we are hopeful it will again so be sure to register early at [www.brookmills10k.com](http://www.brookmills10k.com). The Governor lifted restrictions on outdoor events so it is looking like this will be a go along with the Be Well Bellbrook event.

**COMMITTEE REPORTS**

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**Service** – Mr. Greenwood reported that the Service Department is asking residents to make sure that storm drains are kept clear. If the drain cannot be cleared, please contact the Service Department. It is also important to keep debris out of the creeks.

**Safety** – Mr. Hoke reported that COVID numbers had increasing slightly in April but seem to be leveling out. More information is being collected on tornado sirens to be presented to Council. The Safety Committee will be holding quarterly meetings with the next one probably taking place in June.

**Finance** – Mayor Schweller stated that Council members have been asked to complete a questionnaire from the auditor. Financial disclosures are due the middle of May.

**Community Affairs** – Mrs. Middlestetter reported that there have been two applicants for the vacancy on the Village Review Board and interviews will be scheduled.

## CLERK'S REPORT

Mrs. Timmons reported on the activities of the City's Boards. The Village Review Board and the Board of Zoning Appeals had no cases to be heard and so did not meet. The Planning Board met and approved the replat in Highview Terrace that Council approved at this meeting. They also reviewed 18.05 Accessory Structures of the Bellbrook Zoning Code which has been forwarded to the Municipal Attorney. Council will have their first review and discussion of the updated Article 14 of the Zoning Code at the next meeting. June 7 will be the next Community Leaders Meeting that will be hosted by the Sugarcreek Township Trustees.

## COMMENTS

Mr. Greenwood commented that downtown is becoming more crowded in the evenings as businesses are opening up for the season.

Mr. Hoke reported that over the weekend the Township led a clean-up day and he saw a large number of people volunteering. He also wanted pass along a shout-out from a resident to the Service Department and Ryan Pasley for great work. They said that there had been a water main leak that was fixed and cleaned up in a very timely manner.

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Mrs. Middlestetter added an item about the Parks Commission. Most of the acquisition of new land that the parks have acquired had been accomplished with Clean Ohio Grants. Those grants are not available for recreational facilities. They are specifically for natural areas. This accounts for what the District is able to accomplish.

Dr. Van Veldhuizen added to Mr. Hoke's comments about the Service Department and agrees that they do a great job very quickly and with a wave and a smile. He added that this also applies to the Police Department. He thanked Mrs. Middlestetter and Mrs. Dodd for their work recommending a new Parks Commissioner. He asked if they could add more information on the Parks website such as their term dates. He reported being happy to see many more people using the new pickleball courts than he ever saw using the tennis courts that have been there since 2008. His last item had to do with the property behind his neighborhood. The Kircher property has been put on the market and asked if the City knows of any plans for this piece of private property. Mrs. Dodd answered that currently the land is zoned as agricultural so any change to that would have to come before the Planning Board and Council.

## **PUBLIC COMMENT**

Steve Baldinger, 1982 N. Sheffield, reported speaking with Council Member Hoke concerning tornado sirens. He explained that he had been a weather forecaster for 26 years and had spoken with a few Council Members in 2019. He said there are three items the Safety Committee should consider. First is the cost versus benefit. The benefit is they save lives. The second is redundant systems. The City does have Hyper-Reach to contact citizens via their phones, but technology is not always reliable as Mrs. Middlestetter showed tonight. He used the example of seatbelts that in the past were just an accessory but are now considered vital to the point that a person can receive a citation for not wearing one. Now there are also airbags but that did not replace seatbelts, they add to the safety of the vehicle. Electronic cars now come with even more safety mechanisms, but the core seatbelt is still there. This same argument applies to tornado sirens. He concluded by stating that he hopes Council will reprioritize and purchase sirens for our City.

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Dan Dirksen, 21 S. Main Street, spoke concerning the City's recommendation of Mr. Tischer to the Parks Commission. He believes many people would like to see some "new blood" on the commission. His thought is that someone with children in the programs would be a good choice. He reported that kids play on the same fields that have not changed since the 1970s. The high school and Lion's Club teams are also having to use the old fields. Over the years he has seen that Bellbrook's facilities are not up to par with surrounding communities. There are 19 baseball and t-ball teams that share six grass fields. There are five softball teams who share the middle school field. There are just not enough fields. He shared a letter from John Dorn of the Lion's Club. The Lion's Club has been pursuing development of a 40-acre parcel of land in the Township that the Parks District owns. Mr. Dorn explains that the plan includes entry road, baseball, and softball fields that would not have the risk of floods. This development would be the first new or improved sports facility in our community in over 30 years. The project has been rejected by the Parks Commission after 10 months of work. Mr. Dorn also stated that presentations were made to the City and the Township, but no elected official pursued it. It was the Lion's Club members who discovered the change to the Commission's bylaws that had removed representation by Bellbrook residents. Their work brought about the MOU that requires residency and the change to the appointment process. He states he is disappointed that the City is recommending re-appointing one of the Commissioners who was responsible for the removal of the residency requirement that led to the current situation. Mr. Dirksen does not believe that making this decision due to one member's poor health was not the right choice.

Mayor Schweller asked staff to make sure that the citizens' letters are forwarded to make sure everyone is away of them.

## **ADJOURNMENT**

The Mayor announced that there was no further business and adjourned the meeting at 9:00 PM.

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Michael W. Schweller, Mayor

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Pamela Timmons, Clerk of Council



Office of the Mayor  
Bellbrook, Ohio

# Proclamation

## Emergency Medical Services Week May 16-22 2021

To designate the Week of May 16 - 22, 2021, as Emergency Medical Services Week

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; now

*THEREFORE, I Mayor Michael W. Schweller in recognition of this event do hereby proclaim the week of May 16-22, 2021, as*

### **EMERGENCY MEDICAL SERVICES WEEK**

With the EMS Strong theme, ***THIS IS EMS: Caring for Our Communities***, I encourage the community to observe this week with appropriate programs, ceremonies, and activities.

*In witness whereof I have hereunto set my hand and caused this seal to be affixed.*

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**Michael W. Schweller, Mayor**

DATE: \_\_\_\_\_





# RECORD OF ORDINANCES

Ordinance No. 2021-5

May 24, 2021

## CITY OF BELLBROOK, OHIO

### ORDINANCE NO. 2021-5

#### **AN ORDINANCE REPEALING SECTION 860, “PUBLIC SHOWS AND EXHIBITIONS” OF THE CITY OF BELLBROOK MUNICIPAL CODE.**

WHEREAS, the Bellbrook Municipal Code added Section 412.07 “Special Events” to its Codified Ordinances with the adoption of Ordinance 2019-16; and

WHEREAS, Section 412.07 of the Bellbrook Municipal Code provides regulations for various types of events open to the public in the City of Bellbrook; and

WHEREAS, Bellbrook Municipal Code Section 860 “Public Shows and Exhibitions” is deemed no longer necessary and needs repealed in its entirety.

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY ORDAINS:

Section 1. Section 860 “Public Shows and Exhibitions” of the City of Bellbrook Municipal Code is hereby repealed.

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

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

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2021.

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

ATTEST:

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

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



## **CHAPTER 860. - PUBLIC SHOWS AND EXHIBITIONS<sup>[4]</sup>**

- **Sec. 860.01. - License required; exceptions.**

No person shall conduct any permanent, temporary or itinerant form of amusement, such as theatrical exhibitions, public shows or performances or carnivals, for which money or other reward is demanded or received, unless he or she first obtains a license and pays the required fees therefor. However, this section shall not apply to entertainment, exhibitions and shows conducted by schools, churches or patriotic organizations, nor to exhibitions otherwise specifically regulated and licensed by another section of these Codified Ordinances or any other ordinance of the City. Athletic games and moving picture shows shall not be included among the enterprises requiring a license under this section.

(Ord. 74-38, passed 11-11-74)

- **Sec. 860.02. - Application for licenses.**

Every person who wishes to continue to, or begin to, conduct any amusement at a permanent or temporary place of amusement or any itinerant form of amusement shall file an appropriate application for a permanent, temporary or itinerant form of amusement license with the Manager. Upon approval of the application by the Manager and upon payment of the required fee, the Director of Finance shall issue such license.

(Ord. 74-38, passed 11-11-74)

- **Sec. 860.03. - Validity of licenses; display; effective period; renewals; other licenses.**

An amusement license shall be valid only for the person in whose name it is issued and for the conduct of amusements at the place designated therein. It shall be conspicuously displayed at the place for which it is issued during the period of ticket sale and conduct of the amusement and it shall not be assignable. All licenses for permanent places of amusement shall expire on December 31 next following the date upon which they are issued. Licenses for temporary places of amusement, or for forms of itinerant amusement, shall expire at the time specified therein. Licenses issued for permanent places of amusement under this chapter may be renewed annually before January 1, upon application to the Manager. The license required in this chapter shall be in addition to any and all licenses otherwise required by law.

(Ord. 74-38, passed 11-11-74)

- **Sec. 860.04. - Fees.**

The fees for the license required by [Section 860.01](#) shall be twenty-five dollars (\$25.00) for the first day and ten dollars (\$10.00) for each additional consecutive day that the amusement is to be held.

(Ord. 74-38, passed 11-11-74)

- **Sec. 860.99. - Penalty.**

Whoever violates or fails to comply with any of the provisions of this chapter is guilty of a minor misdemeanor and shall be fined not more than one hundred dollars (\$100.00) for each offense. A separate offense shall be deemed committed each day during or on which a violation or noncompliance occurs or continues.

(Ord. 74-38, passed 11-11-74)

# RECORD OF ORDINANCES

Ordinance No. 2021-6

May 24, 2021

## CITY OF BELLBROOK, OHIO

### ORDINANCE NO. 2021-6

#### **AN ORDINANCE REPEALING OLD SECTION 1450.15, “DEMOLITION” OF THE BELLBROOK MUNICIPAL CODE AND ENACTING A NEW SECTION 1450.15 “DEMOLITION” OF THE BELLBROOK MUNICIPAL CODE.**

WHEREAS, the Bellbrook Municipal Code includes Section 1450.15 “Demolition,” which outlines regulations for the demolition of structures in the City of Bellbrook; and

WHEREAS, Article 14 of the Bellbrook Zoning Code provides that a “Certificate of Appropriateness” must be issued prior to any demolition occurring in the “Old Village District”; and

WHEREAS, revisions to Section 1450.15 are required to make this section more consistent with the requirements of Article 14 of the Bellbrook Zoning Code and to clarify notice requirements.

#### NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY ORDAINS:

Section 1. The old Section 1450.15 “Demolition” of the Bellbrook Municipal Code is hereby repealed.

Section 2. A new Section 1450.15 “Demolition” of the Bellbrook Municipal Code is hereby enacted as set forth in Exhibit A, which is attached hereto and incorporated herein by reference, with deletions shown by ~~strike through~~ and additions by *italics* and underlined.

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.

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

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Nick Edwards, Deputy Mayor

ATTEST:

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

APPROVED AS TO FORM:

Stephen M. McHugh, Municipal Attorney

# RECORD OF ORDINANCES

Ordinance No. 2021-6

May 24, 2021

## EXHIBIT A

### **Sec 1450.15. - Demolition.**

(a) *Demolition standards.*

- (1) *Purpose.* It is the purpose of this section to ensure that demolition projects conducted in the City of Bellbrook are done in a safe and complete manner. The end product of demolition will be a "park-like" graded grass lot.
- (2) *Applicability.* These standards apply to all demolitions of residential, commercial and industrial principal and accessory structures. No structure, required to meet the standards of this section, shall be demolished, in whole or in part, without the issuance of a Demolition Permit prior to commencing work.
  - a. *Exceptions.* Fences, storage sheds (no larger than 250 square feet) and above-ground swimming pools shall be exempt from Section 1450.15 in its entirety.

(b) *Ordered demolition.*

- (1) *In general.* The Code Official may order the owner of premises upon which is located any structure or part thereof which, in the Code Official's judgment, is so deteriorated or dilapidated or has become so out of repair as to be dangerous, unsafe, unsanitary or otherwise unfit for human habitation, occupancy or use, and cannot reasonably be repaired, to raze and remove such structure or part thereof, or, if it can be made safe by repairs, to repair it and make it safe and sanitary or to raze it and remove it at the owner's option, or, where there has been a cessation of normal construction without completion of any structure for a period of more than two years, to raze and remove such structure or part thereof.
- (2) *Unreasonable repairs.* Whenever the Code Official determines that the cost of such repairs would exceed 100 percent of the current value of such structure, such repairs shall be presumed to be unreasonable and it shall be presumed, for the purpose of this section, that such structure is a public nuisance which may be ordered to be razed without option on the part of the owner to repair. Any such affected property owner may appeal the decision of the Code Official to the Bellbrook Property Review Commission pursuant to Section 1450.16 "Means of Appeal."
- (3) *Order.* The order shall be in compliance with Section 1450.11, and it shall specify a time within which the owner shall comply therewith and specify repairs, if any. It shall be served on all the owners of record, ~~or upon an agent where an agent is in charge of the building,~~ and upon any the holder of any encumbrance of record, in the manner provided for service of a summons by ~~a court of record~~ the Greene County Common Pleas Court. If the owner or a holder of an encumbrance of record cannot be found, the order may be served by posting it on the main entrance of the building and by publishing it once each week for three successive weeks in a newspaper ~~authorized to provide service of publication~~ of general circulation.
- (4) *Restraining actions.* Anyone affected by any such order may, within ~~20~~ 30 days after service of such order, apply to a court of record for an order restraining the Code Official from razing and removing such structure or parts thereof.

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(5) *Failure to comply.* Whenever the owner of a property fails to comply with a demolition order within the time prescribed, the Code Official shall cause the structure or part thereof to be razed and removed, either through an available public agency or by contract or arrangement with private persons, and the cost of such razing and removal shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate. ~~may take action pursuant to the provisions of the Ohio Revised Code.~~

(6) *Salvage materials from an ordered demolition.* When any structure has been ordered to be razed and removed, the governing body or other designated officer under such contract or arrangement aforesaid may sell the salvage and valuable materials at the highest price obtainable. The net proceeds of such sale, after deducting the expenses of such razing and removal, shall be promptly remitted with a report of such sale or transaction, including the items of expense and the amounts deducted, for the use of the person who may be entitled thereto, subject to any order of a court. If such a surplus does not remain to be turned over, the report shall so state.

(c) *Demolition process.*

(1) *Security deposit.* Applicants desiring a permit to demolish a structure shall deposit with the City a security deposit in the amount specified below.

a. Residential Accessory Structure	\$5,000.00
b. Single-Family Dwelling	\$10,000.00
c. Multi-Family Dwelling (3 units or less)	\$5,000.00 per unit
d. Nonresidential and Multi-Family Residential (4 units or more)	\$5.00 per square foot

(2) *Bond in lieu of security deposit.* In lieu of the security deposit required, as set forth above, an owner or authorized representative may deposit with the City a performance bond or irrevocable letter of credit, in a sum equal to the security deposit that would be required pursuant to this section, to ensure the completion of the demolition per the standards set forth herein.

(3) *Forfeiture of bond or security deposit.* In the event that demolition is not completed per the standards set forth herein, the required security deposit, bond, or irrevocable letter of credit shall be forfeited and paid over to the City. However, if the bond, security deposit, or letter of credit is not sufficient to cover all inspection or demolition costs, additional fees shall be required when needed, at the discretion of the City Manager. Such fees will be the responsibility of the property owner.

(d) *Demolition requirements:*

(1) *Safety precautions.* The owner or authorized representative shall take appropriate safety precautions in order to prevent injury, property damage, and unauthorized entry. Reasonable control measures shall be in place at all times as necessary including, but not limited to, guard rails, barriers, warning lights, fences, and warning notices. Trenches, ditches or other excavations that are falling or tripping hazards shall not be left unattended unless protected by temporary fencing or other barrier designed to prevent unauthorized entry.

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- (2) *Dust and debris control.* The demolition site shall at all times be maintained in a manner to reduce the impact of dust on adjacent properties and prevent debris from falling on adjacent properties or public rights-of-way.
  - (3) *Maintenance of the right-of-way.* All streets, sidewalks and other areas in the public right-of-way shall be kept free of mud and/or debris as a result of demolition activities, including hauling and grading activities.
  - (4) *Utilities.* All utilities, including sanitary sewer, water, gas, and electric shall be disconnected and capped per the appropriate utility's regulations. The Contractor is responsible for contacting the Ohio Utilities Protection Service (OUPS) to locate utilities and each individual utility to confirm the status of abandonment, retirement or capping of those utilities.
  - (5) *Foundations.* All footers and foundation walls shall be removed in their entirety.
  - (6) *Concrete and asphalt.* All slabs, driveways, parking areas, driveway approaches and other areas of impervious surface shall be removed unless agreed upon in writing by the City prior to commencement of demolition. Public sidewalks shall remain. New curbing shall be installed in accordance with City specifications where driveway approaches were removed.
  - (7) *Removal of accessory structures.* When demolition includes demolition of the principal structure, all accessory structures, including but not limited to fences, decks, storage sheds, garages, and signs, shall be removed along with the principal structure unless agreed upon to remain prior to demolition.
  - (8) *Landscaping.* All landscaping shall be removed from the site unless agreed upon to remain prior to demolition by the City.
  - (9) *Finish grading.* All excavations shall be leveled with approved clean fill and compacted substantially to prevent future settling. Finish grade shall be level, smooth and free of rocks and/or other debris.
  - (10) *Grass.* Grass shall be replaced on the lot either by seed or sod. Seed shall be reasonably free of weeds or coarse grass and shall be evenly sown onto the topsoil. Demolition shall not be considered completed until grass has been restored to the site.
- (e) *Demolition plan.* A demolition plan is required upon submittal of a Demolition Permit Application. The plan shall include the following items:
- (1) Erosion control plan;
  - (2) Projected start and end date;
  - (3) Staging requirements; ~~and~~
  - (4) Site plan showing structure(s) to be demolished ~~tion~~, location of construction fences, barriers, railings, and walkways (can be copied from Greene County GIS);
  - (5) Copy of the approved Greene County Demolition Permit; and -
  - (6) Certificate of Appropriateness, if located in the Old Village District.



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(f) Transfer of permit. A demolition permit, once approved, may be transferred upon the sale of the property. A letter from the original permit holder stating they wish to transfer the approved permit to a new owner must be submitted to the City.



## **Sec. 412.07. - Special events.**

(a) *Purpose of chapter.* The purpose of this chapter is to make provision for special events of a temporary nature which may be held on public property within the Municipality and open to the general public regardless of the zoning provisions generally applicable to such property. It is the intention of this chapter to ensure events held on public facilities are appropriately insured to protect the safety of all participants. Any such special events shall be subject to the requirements of this chapter.

(b) *Definitions.* As used in this chapter:

*Public property* shall mean publicly-owned parking lots, publicly-owned buildings and any public right of way included but not limited to streets and sidewalks.

*City manager* shall mean the City Manager or the Manager's designee.

*Temporary special event* shall mean any outdoor activity or series of outdoor activities open to the public specific to an identifiable time and place that are most often produced in conjunction with community organizations. Temporary special events include, but are not limited to, one or more of the following characteristics:

- 1) Any activity such as a festival, carnival/circus, , trade show, art/craft show, car show, public dance, parade, concert or performance;
- 2) Any activity that may substantially increase or disrupt the normal flow of traffic on any street or highway;
- 3) Any activity which involves the use of public property;
- 4) Any activity which involves the use of City services that would not be necessary in the absence of such an event; or

5) *Temporary structures* shall mean stages, tents, food trucks, seating areas, and portable restrooms.

(c) *Permit required.* No person or entity shall hold a temporary special event within the City of Bellbrook without a permit issued by the City Manager as required by this Chapter.

(d) *Applications.*

(1) Any person wanting to hold a temporary special event shall submit a special event application with the requisite fee and proof of insurance required by this section to the City Manager no later than 30 days prior to the date of the requested event.

(a) .Within 14 days of receiving a completed application with all required supporting documents and fees as outlined in this section, the City Manager shall either approve or deny the application. If the application is denied, the City Manager shall, in writing, state why the application was denied.

- (2) A twenty-five dollar (\$25.00) non-refundable application fee is due at the time of application.
- (3) Each application shall describe the type of event, the location, the proposed activity and the number of days on which it is to be held.
- (4) A site plan showing the proposed layout of any temporary structures must be included.
- (5) Each application shall set forth any potential parking problems and the proposed resolution of the same.
- (6) Any activity not expressly stated in an approved application shall be prohibited.

(e) *Conflicts with previously scheduled events.* Each temporary special event date will be considered for approval on a first-come, first served basis, based on the date the application was submitted to the City Manager. No temporary special event will be permitted which would conflict with other civic or special events located in the same area, whether previously authorized by the City Manager or by other appropriate authorities. The application must include all required supporting materials, fees and insurance requirements before the City Manager will approve the requested event.

(f) *Liability insurance.*

- (1) Each applicant for a temporary special event shall provide proof of general liability insurance, in an amount not less than one million dollars (\$1,000,000.00), which shall indemnify and save harmless the City from any and all judgments, costs or expenses which the City may incur or suffer by permitting the temporary special event. The Certificate of General Liability Insurance must establish that the City is an additional insured. Additional insurance is required for fireworks and pyrotechnics.
- (2) The applicant also agrees and promises to defend, indemnify, and hold harmless the City of Bellbrook, Ohio, its officers, agents, employees, and volunteers from and against any liability for any equipment or supplies lost, stolen, or damaged that are stored or otherwise as a result of or in connection to this event.
- (3) The following language must be on the certificate of insurance:  
  
"The following are additional insureds: the City of Bellbrook, Ohio and its elected and appointed officials, all employees, agents, volunteers, all boards, commissions and/or authorities and board members, including employees, agents and volunteers thereof. Coverage shall be primary to the additional insureds and not contributing with any other insurance or similar protection available to the additional insureds whether other available coverage be primary, contributing or excess."

(g) *Regularly occurring events.* Special events that will be occurring regularly, such as seasonal fairs or farmers markets, shall only be required to submit one Special Event Permit per calendar year. The permit is only related to the same type of regularly occurring event.

(h) *Sidewalk obstructions.* Any proposed sidewalk obstructions for a temporary special event shall be specifically outlined in the application with an alternate route for pedestrians of all abilities included.

(l) *City services.* The City shall invoice the applicant for City services provided to temporary special events at rates set by the City Manager. The City Manager or the Manager's designee reserves the right to determine the services and levels of services provided to any event.

(j) *Permits, licenses, inspections.* The applicant is responsible for obtaining all permits, licenses and/or inspections required by outside agencies and organizations.

(k) *Mobile food vehicles.* An applicant that plans to use mobile food vehicles must have all applicable permits/licenses as required by the Greene County Health Department.

(l) *Signage.* Special events are eligible to post event-related signage in the right-of-way. To apply, the event sponsor must provide the desired sign placement locations via a map, number of signs desired and the sign's size to the City Manager or his or her designee. The City reserves the right to further limit the number of special event signs based on other event signage requests or other extenuating circumstances.

(1) *Placement and size.* A maximum of four off-site signs are permitted to be installed for the approved event in the public right-of-way. Off-site signage requires a site plan showing where the signs are proposed to go. Each off-site sign shall not exceed 32 square feet in overall sign area and six feet in overall height. In situations where the timing of approved special events overlap, the City reserves the right, at its sole discretion, to reduce the number of off-site signs allocated to each event in order to accommodate the signage needs of multiple events to the extent practical. Regardless of any limitation or reallocation of signage, the total number of sign positions will not exceed the maximum of four as outlined above. Only City Staff are permitted to install approved off-site signage in the City's right-of-way. Off-site signage, as approved via the special event permit, shall be exempt from all requirements of the Bellbrook Zoning Code. All signage must be kept in good repair. Signage may not be installed by the event sponsor within the public right-of-way, on lampposts, utility poles, traffic signage, any location where the view of vehicle traffic would be obstructed, or on private property.

(2) *Timeframe of signage.* Signs approved with this application, are permitted to be placed up to 14 days before the proposed single occurrence event and must be taken down no later than three days after the event's end. Signage for regular occurring events shall be approved by the City Manager on a case by case basis.

(3) *Signs without permit.* All signage erected without first obtaining the Special Event Permit are illegal and subject to removal.

(m) *Additional conditions or requirements.* The City Manager reserves the right with respect to all temporary special events to establish such additional conditions or requirements as the Manager, in his/her discretion, deems advisable. Any temporary special event that does not abide by the regulations set forth in this Chapter or other requirements established by the City Manager is subject to immediate cancellation by the City Manager.

(n) *Penalty.*

- (1) Whoever violates any of the provisions of this Chapter shall be fined not more than one hundred dollars (\$100.00). A separate offense shall be deemed committed each day during or on which a violation occurs or continues.
  - (2) It is the event organization's responsibility to clean up debris left over from the event. Failure to clean up following the event will result in a five hundred dollar (\$500.00) clean-up fee being sent to the person and/or organization responsible for the event.
  - (3) Organizers who have committed violations of this ordinance may not be eligible for approval of future permits.
- (o) Exceptions. The following shall be considered exempt from the provision of this ordinance:
- (1) Events held on City-owned property and sponsored by the City of Bellbrook
  - (2) Events held on public property sponsored by the Bellbrook Sugarcreek Parks District
  - (3) Events held on public property and sponsored by the Bellbrook-Sugarcreek School District
  - (4) Sidewalk sales related to the permitted principal business so long as they do not obstruct the flow of pedestrian traffic



To: City Council  
From: Melissa Dodd, City Manager  
Date: May 7, 2021  
Subject: 2021 Paving Program

## Overview

The annual paving program has typically been a \$150,000 allocation to the Capital Improvement Fund which is transferred in from the General Fund. In 2019 the gas taxes were raised and were set to increase revenues which were set to be received into the Street Fund in 2020. For this reason, with the 2020 budget the paving program was increased by \$50,000 set to come from the Street Fund. As we all know, the pandemic affected travel which also impacted the amounts of gas purchased and the taxes. We did not adjust the paving program and did move forward with the original plan. Out of the \$200,000 budget in 2020, the total spent was \$165,892. Of that \$124,419 came from the Capital Improvement Fund and \$41,473 out of the Streets Fund

In 2021, the budget was again set at \$200,000 with the same split from Capital Improvement Fund and Streets Fund. Council decided during budget discussions that revenues would be monitored and a decision would be made at a later date. We are at the point where we need to determine how to proceed with the 2021 paving program.

## 2021 Revenues

At the end of the first quarter we have received \$91,551 in gas taxes. This puts us on par to receive budgeted revenues for the year of \$375,000. At the end of 2020 we had received \$374,794 which was the conservative figure used to budget for this year.

Prior to the gas tax increase, the streets fund was consistently bringing in approximately \$250,000. The predicted revenues based on the increase in 2019 were \$413,000 to be received in 2020.

As you can see, revenues are on track to increase approximately \$125,000 above pre-increase taxes.

## Streets Recommendations

The following streets were on the list to be re-paved this year:

Cedar Court

Glenberry Circle

Kensington Drive

Kensington Drive

North Field Drive

Plantation Trail

Poston Drive

Sable Ridge Drive

The pricing for the above streets came out to at **\$155,111.00**. With a 6% contingency built in the total estimate comes to **\$164,417.66**.

Since the estimate came out lower this year than planned when submitting the streets to the County Engineer, the Service Director is requesting Knob Hill Drive be added. This would complement Plantation Trail being paved this year and they were paved previously at the same time. This would be an additional **\$35,843.58**. And would bring the total to **\$190,954.58** and with a 6% contingency would total **\$202,411.86**.



## 2021 Paving Program

Street Name	Segment	Cost Per To B-Joints	Cost per Strc	Total Milling Co	Overlay Cost per Strc	Total Cost Per Street
Cedar Court		\$69.00	\$0.00	\$0.00	\$4,818.34	\$4,818.34
Glenberry Circle		\$69.00	\$0.00	\$1,294.22	\$7,179.31	\$8,473.53
Kensington Drive	Curbed Glenberry	\$69.00	\$0.00	\$3,928.89	\$14,119.44	\$18,048.33
Kensington Drive	Tareyton to curbed section	\$69.00	\$0.00	\$0.00	\$22,041.67	\$22,041.67
North Field Drive	All	\$69.00	\$0.00	\$3,044.44	\$13,221.02	\$16,265.46
Plantation Trail	Bellemeade to Moss Oak	\$69.00	\$0.00	\$5,244.44	\$19,377.50	\$24,621.94
Poston Drive		\$69.00	\$0.00	\$0.00	\$11,730.00	\$11,730.00
Sable Ridge Drive	All - Entrance	\$69.00	\$0.00	\$10,533.33	\$38,578.39	\$49,111.72

**TOTAL** \$155,111.00

with 6% contingency \$164,417.66

### Optional Addition

Knob Hill Drive	All	\$69.00	\$0.00	\$7,666.67	\$28,176.92	\$35,843.58
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**TOTAL** \$190,954.58

with 6% contingency \$202,411.86



**To:** Mayor & City Council  
**From:** Melissa Dodd, City Manager  
**Date:** May 7, 2021  
**Subject:** City Manager Update

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- **Greene County Grant Awarded** – We were awarded the Greene County Municipal Grant to cover 75% of our Streetscape Plan project (\$26,625). We received approval from the Greene County CIC first and then the Board of County Commissioners. We were one of 3 projects awarded out of 6 projects submitted. This brings our contribution to fund the plan to only 25% or \$8,875!
- **Finance and Utility Billing Software Conversion** – We are now set to finally make our conversion on May 27 and will be live on the 4<sup>th</sup> of June. Utility billing customers will have a new website to make payments from and this will be communicated in a variety of methods including with the utility bills, on our website and possibly hyper reach.
- **Tax Budget Filing Waiver** – For the second year in a row, the Greene County Budget Commission has waived the requirement to file a tax budget. There was a letter that was shared by the budget commission stating that they “will be looking at budgets closely and funds with property tax levies which do not show a need based on the budget may be reduced by the Commission”. The tax budget is to demonstrate need for property tax funds each year.
- **Bellbrook TV Update** – We are still working to learn more about getting Bellbrook TV back up and running. Right now the connection from the equipment to the cable provider is no longer supported and since we need to move it to the City administration building, a new line will have to be ran. We are working to understand that now.
- **American Rescue Plan** – I am still patiently awaiting any additional information related to the American Rescue Plan funds and guidelines. As of today, I have no new information. Although the allocations are supposed to be distributed at any time.



To: Mayor & Council

From: Melissa Dodd, City Manager

Date: April 26, 2021

Subject: 1<sup>st</sup> Quarter Financial Update

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The following is a brief summary of the City’s financial status:

**Cash Balance & Investments:**

- Total ending balance of all accounts was **\$7,289,795** as of March 31, 2021. Total encumbrances outstanding at the end of the month are **\$1,511,991** which leaves an unencumbered balance of **\$5,833,608**.
- From the total ending balance above, the following were the balances in our investment accounts as of March 31<sup>st</sup>:
  - SJS/Schwab - **\$1,947,377.54**
  - STAR Ohio - **\$3,845,49.92**
- The following is a breakdown of unencumbered balances by fund type:

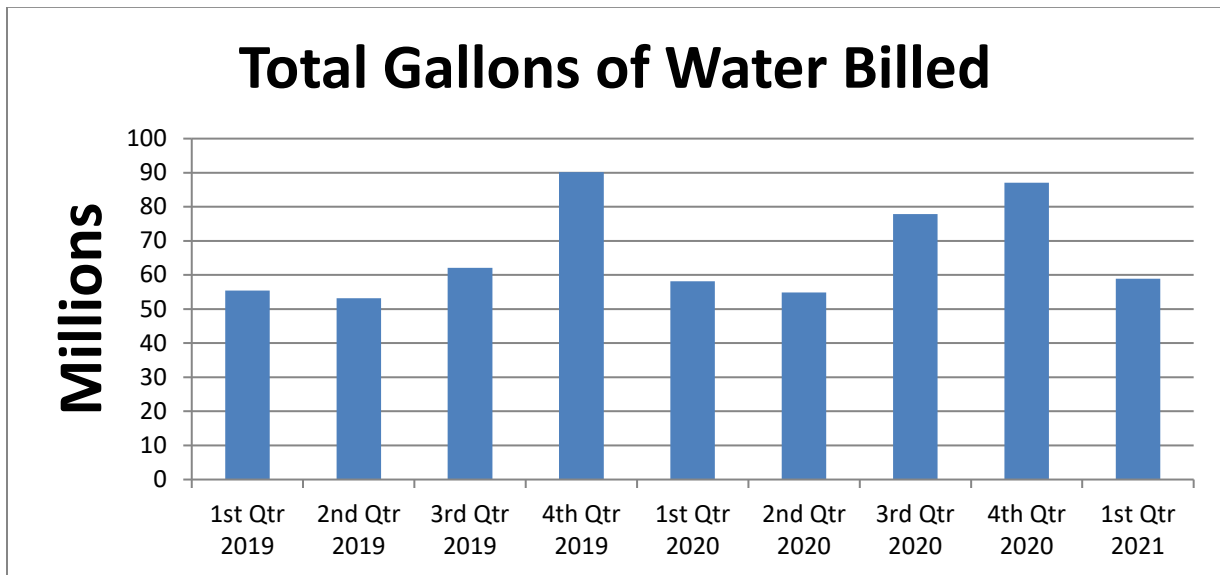
Property Tax Supported Funds .....	\$3,018,687
Transportation Restricted Funds .....	\$266,661
Water Fund .....	\$2,450,280
Waste Collection Fund .....	\$78,133
Local Coronavirus Relief Fund.....	\$4,290
All Other Funds .....	\$19,848

**Revenues:**

- The following is a summary of major revenue sources:

<u>Major revenue sources</u>	<u>Actual thru 3/31/2020</u>	<u>Actual thru 3/31/2021</u>	<u>% change from 2020</u>
Property Tax	\$1,670,314	\$1,747,502	4.62%
Homestead & Rollback	0	0	0.00%
Local Government Funds	31,042	32,464	4.58%
Cable Franchise Fees	26,515	26,271	-0.92%
Gasoline Tax	106,231	98,974	-6.83%
EMS Receipts	27,780	24,902	-10.36%
Waste Collection Fees	122,305	125,499	2.61%
Water Fees	376,840	387,738	2.89%
Tap-in Revenue	24,000	42,000	75.00%
Coronavirus Relief Funds	0	0	
Grand Total Revenue (excluding transfers)	\$2,154,830	\$2,545,113	18.11%

- **Total Water Billed:**



- The breakdown of **tap-in fees** by subdivision is as follows:

<u>Subdivision</u>	<u>Qty</u>	<u>Amount</u>
Highview Terrace	3	\$ 9,000
Landings	11	\$ 33,000
<b>TOTAL</b>	<b>14</b>	<b>\$ 42,000</b>

**Expenses:**

- The following is a summary of expenses by type:

	<b>2021 Total</b>	<b>Actual thru</b>	<b>% of Total Budget</b>
	<u>Budget</u>	<u>3/31/2021</u>	<u>Spent</u>
Wages & Compensation	\$3,097,439	\$675,274	22%
Fringe Benefits	\$1,068,473	250,758	23%
Contract Services	\$1,668,399	395,741	24%
Supplies & Materials	\$258,861	42,700	16%
Capital Outlay	\$687,087	0	0%
Other Expenses	\$159,306	88,225	55%
Debt Service	<u>\$143,821</u>	<u>108,914</u>	<u>76%</u>
Grand Total Expenses (excluding transfers)	\$7,083,386	\$1,561,611	22%
Transfers		\$550,000	
Grand Total with Transfers		\$2,111,611	

**Capital Projects:**

The following is the status of major capital projects included in the 2021 budget:

Project	2021 Original Budget Amount	2021 Actual Amount	Project Complete
<b>CAPITAL IMPROVEMENT FUND</b>			
<b>Administration</b>			
<b>Police, Fire &amp; Admin Workstations</b> Have not ordered yet	\$7,000	\$0	No
<b>TOTAL</b>	<b>\$7,000</b>	<b>\$0</b>	
<b>SERVICE</b>			
<b>Annual Street Repair and Resurfacing</b> Out of \$200,000 budget - came in at \$165,892 total	\$150,000	\$0	No
<b>Crescent Court Culvert Lining</b> Not started	\$30,000	\$0	No
<b>Crosswalk Installations</b> Still in planning/estimating phase	\$25,000	\$0	No
<b>TOTAL</b>	<b>\$205,000</b>	<b>\$0</b>	
<b>Police</b>			
<b>Cruisers</b> Ordered and awaiting delivery	\$66,000	\$0	No
<b>Equipment for Cruisers</b> Waiting for cruisers to be delivered	\$33,000	\$0	No
<b>Weapons</b> Not started	\$8,000	\$0	No
<b>Portable and Mobile Radios</b> Not started	\$6,000	\$0	No
<b>Speed Monitoring Equipment</b> Not started	\$2,500	\$0	No
<b>Furniture and Fixes</b> Not started	\$2,500	\$0	No
<b>TOTAL</b>	<b>\$118,000</b>	<b>\$0</b>	

<b>Fire</b>			
<b>Portable and Mobile Radios</b>	\$3,000	\$0	No
<b>Furniture &amp; Fixes</b>	\$2,500	\$0	No
<b>TOTAL</b>	<b>\$5,500</b>	<b>\$0</b>	

<b>CAPITAL IMPROVEMENT FUND TOTALS</b>	<b>\$335,500</b>	<b>\$0</b>	
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<b>Water Fund</b>			
<b>Bledsoe Drive Water Tower Exterior Paining</b>	\$165,000	\$0	No
Bid documents in progress			
<b>Well Related Projects</b>	\$10,000	\$0	No
Not started			
<b>Meter Reading Software Upgrade</b>	\$14,500	\$0	No
Not started			
<b>WATER FUND TOTAL</b>	<b>\$189,500</b>	<b>\$0</b>	

<b>TOTAL CAPITAL + WATER FUNDS</b>	<b>\$525,000</b>	<b>\$0</b>	
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