

BELLBROOK CITY COUNCIL AGENDA

November 8, 2021

7:00 pm-Regular Meeting

1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Approval of the minutes – October 27, 2021 Regular Meeting
 5. Mayor’s Announcements and Special Guest - None
 6. Public Hearing of Ordinances - none
 7. Introduction of Ordinances
 - **Ordinance 2021-9 AUTHORIZING TRANSFERS BETWEEN VARIOUS FUNDS OF THE CITY OF BELLBROOK AND AMENDING ORDINANCE 2021-4 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPESNES OF THE CITY OF BELLBROOK FOR THE PERIOD BEGINNING JANUARY 1, 2021 AND ENDING DECEMBER 31, 2021, AND DECLARING AN EMERGENCY (Van Veldhuizen)**
 8. Resolutions - none
 9. Old Business - none
 10. New Business
 11. City Manager Report
 12. Committee Reports
 - A. Service
 - B. Safety
 - C. Finance/Audit
 - D. Community Affairs
 13. Clerk’s Update - none
 14. Open Discussion
 15. Public Comment
 16. Executive Session
 - To consider the appointment, employment or compensation of a public employee*
 17. Adjournment
- Future Agenda Items (dates are subject to change)
- November 22 – Introduction of 2022 Budget Ordinance
 - December 13 - Public Hearing of 2022 Budget Ordinance

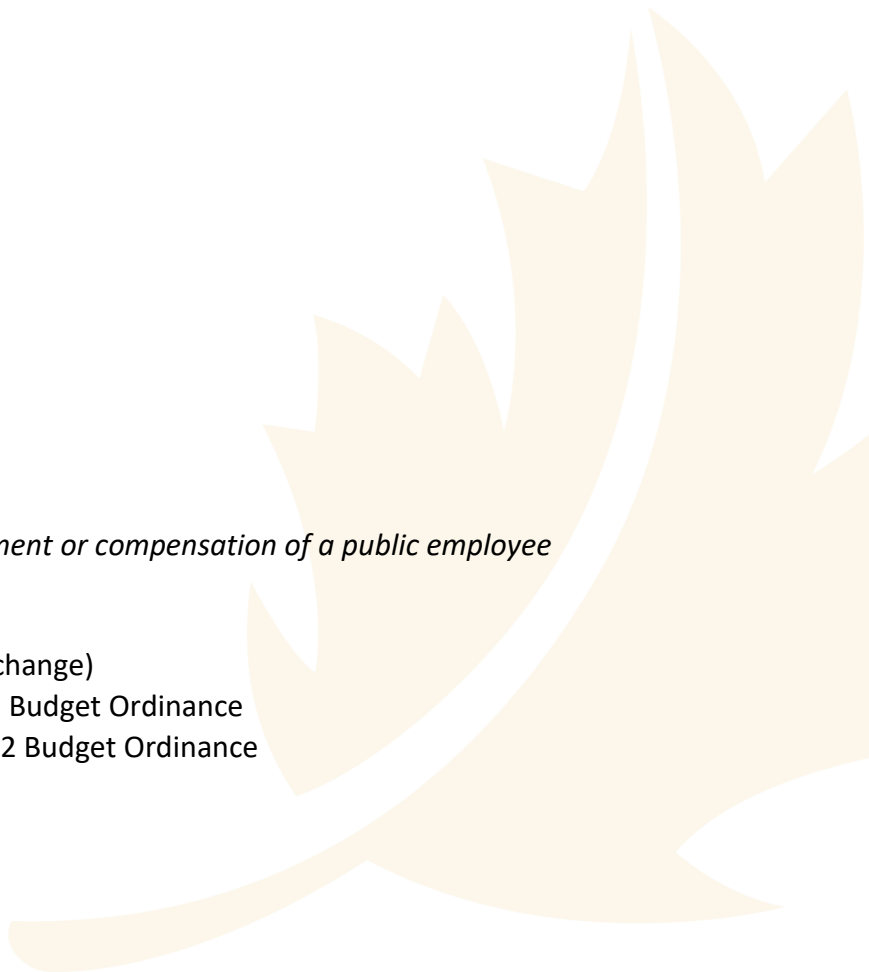
City of Bellbrook

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RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Special Meeting
November 3, 2021

PRESENT:

Ernie Havens
David Van Veldhuizen
Forrest Greenwood
Elaine Middlestetter
Mayor Mike Schweller

ABSENT: T.J. Hoke

SPECIAL MEETING

Mayor Schweller called the Special meeting to order at 4:30 pm.

ROLL CALL

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

Mrs. Middlestetter made a motion to excuse the absence of Mr. Hoke, Dr. Van Veldhuizen seconded the motion. On the call of the roll: Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. Motion passed 6-0

APPROVAL OF MINUTES

Mayor Schweller asked if anyone had any comments or corrections to the minutes of November 1, 2021. Hearing none he declared the minutes approved.

ADJOURNMENT TO EXECUTIVE SESSION

Mayor Schweller noted the regular portion of the meeting for the viewing audience is complete, and there was a need for an Executive Session to consider the appointment, employment or compensation of a public employee. Dr. Van Veldhuizen made a motion to enter executive session, Mr. Havens seconded the motion.

On the call of the roll: Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mr. Havens, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 6-0 and council retreated into executive session at 4:31pm

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Special Meeting
November 3, 2021

At 5:50pm Mr. Greenwood made a motion to exit executive session, Dr, Van Veldhuizen seconded the motion. On the call of the roll: Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. Motion passed 6-0 and Council exited executive session.

ADJOURNMENT

The Mayor announced no decisions, recommendation or formal actions took place in executive session, and that there was no further business for Council at this meeting. He adjourned the meeting at 5:51PM.

Michael W. Schweller, Mayor

Rob Schommer, Clerk of Council

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Regular Meeting
October 25, 2021

PRESENT: TJ Hoke
Ernie Havens
David Van Veldhuizen
Forrest Greenwood
Elaine Middlestetter
Mayor Schweller

ABSENT: None

ALSO PRESENT: City Manager Rob Schommer

REGULAR MEETING

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

ROLL CALL

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

APPROVAL OF MINUTES

Mayor Schweller asked if anyone had any comments or corrections to the minutes of October 11, 2021.
Hearing none he declared the minutes approved.

MAYOR'S ANNOUNCEMENTS/SPECIAL PRESENTATION:

Mayor Schweller announced there was a special guest in attendance as well as a proclamation for Metastatic Breast Cancer Awareness. Mayor Schweller invited Ashley Fernandez and Councilmember Forrest Greenwood to join him at the podium as he read the Proclamation. Mayor Schweller presented a signed copy of the Proclamation to Ms. Fernandez upon reading it. He then invited Ms. Fernandez to speak.

Ms. Fernandez thanked Council for listening to her at the last meeting and making the Proclamation come to fruition.

Mayor Schweller then recognized Mr. Greenwood for meeting Ms. Fernandez while campaigning and bringing her to Council for this Proclamation, then invited him to speak.

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Regular Meeting
October 25, 2021

Mr. Greenwood stated he met Ashley while walking and campaigning and noted she was a vibrant and notable person. When he found out she was seeking a Proclamation to make sure everyone is aware of Metastatic Breast Cancer, he facilitated her coming to a meeting to make the request. Ms. Fernandez again thanked Mr. Greenwood and Council for making it happen.

Mayor Schewler thanked Ms. Fernandez and offer thought and prayers for the best possible outcome for her.

PUBLIC HEARING OF ORDINANCES - none

INTRODUCTION OF ORDINANCES - none

RESOLUTIONS

Mr. Hoke read **RESOLUTION 2021-CC Authorizing an Amendment to the Cost Not to Exceed Amount of the Accepted Bid for Repairs and Repainting of Water Tower #1 and Expending Funds to Cover the Cost of goods and Services Previously ordered for the Project.**

Mr. Schommer explained this Resolution allows for an increase in the original approved amount to include additional repair and repainting of the water tower. He added that this work would likely need done in the near future, and since the company had materials and resources mobilized, it would be cost effective to add to the project now. He added there are adequate funds already appropriated; therefore, there is no need for any additional appropriations, only the authority to increase the cost of the original project.

Mr. Hoke made a motion to adopt **RESOLUTION 2021-CC**. Mrs. Middlestetter seconded the motion. Upon the call of the roll; Mr. Hoke, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 6-0

OLD BUSINESS – none

NEW BUSINESS – none

CITY MANAGER REPORT

Mr. Schommer reported the following:

RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Regular Meeting

October 25, 2021

- Employment positions of Planning and Zoning Administrator and Clerk of Council are underway. Planning and Zoning Administrator has had an offer of employment and a background is currently underway. Clerk of Council applications have been screened and an executive session of this meeting will include review of those and scheduling of interviews.
- The downtown streetscape study will incorporate the feedback and comments from the community forum. He stated a work session will be scheduled for Kleingers to discuss and present the final report.

Mayor Schweller thanked Mr. Schommer for the report and noted the extra work and effort only being employed less than 90 days and hasn't missed a beat.

Mr. Hoke asked about concerns about the "bump-outs" in the study and hopes due to comments they are not completely eliminated. Mr. Schommer stated having Kleingers coming back in to discuss the report and comments will help find ways of how it can be addressed.

COMMITTEE REPORTS

Service – Mr. Greenwood reported there are in-depth inspections on our water towers, and it would be cost effective to do the extra work to the water tower. He added if there was a way to set up a process to take advantage of available contractors to do drain and culvert work to save money similar to the water tower, it would benefit the City.

Safety – Mr. Hoke followed up the tornado siren discussion, noting the cost of some of the systems has dropped. He noted that if there are any obstacles to work through, let him know and wants to make sure we continue to do our due diligence on the project.

Finance – Dr. Van Veldhuizen reported the budget work sessions have begun and will continue through October, looking forward to reviewing and evaluating all the information.

Community Affairs – Mrs. Middlestetter reminded everyone Trick-or-Treat will be on October 31, just as in past years and noted the Mayor's and Manager's association came together several yars ago and agreed to have it on the 31st for consistency.

CLERK'S REPORT

- November 8 – 6pm Budget Work Session– Capital Improvement Plan

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Regular Meeting
October 25, 2021

- November 22 – Introduction of 2022 Budget Ordinance
- December 13 - Public Hearing of 2022 Budget Ordinance

COMMENTS

Mr. Greenwood provided a detailed statement about his service as a Council Member and personal details. He described why he enjoys serving Bellbrook and asked for voters to support him to continue serving.

Mr. Havens noted his appreciation to Council to do the Proclamation for Ms. Fernandez. He also noted the Museum's Ghost Walk and stated it was very informative, encouraging everyone to take the opportunity to do it. He thanked members of the Museum for putting the event on.

Mr. Hoke also noted the importance of the Proclamation and how breast cancer touches so many people. He added he would like to see the City do anything it can next October for additional support for breast cancer. He also congratulated fall sports noting the high school football team is going to State playoff and the 4th and 5th grade pee wee teams going to their respective championships. He thanked and commended all the parents for supporting the athletes.

Dr. Van Velhuizen noted he enjoyed seeing the art festival this weekend as well all the summer activities such as the music in the park. He reminded everyone to exercise their civic duties and make sure to go vote.

Mrs. Middlestetter echoed the breast cancer awareness efforts and the Proclamation. She also noted the Ghost Walk by the Museum and reminded everyone how nice the museum is, and to take advantage of visiting it.

Mayor Schweller stated he too is on the ballot and was appreciative he is unopposed and thanked the residents of Bellbrook for their support. He added Issue 5 will also be on the ballot and how important it is, noting it is not new money or a new tax, a renewal.

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Regular Meeting
October 25, 2021

PUBLIC COMMENT – None

EXECUTIVE SESSION

Mayor Schweller noted the regular portion of the meeting for the viewing audience is complete, and there was a need for an Executive Session to consider the appointment, employment or compensation of a public employee.

Dr. Van Veldhuizen made a motion to enter into executive session, Mr. Hoke seconded the motion. On the call of the roll: Mr Hoke, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. Motion passed 6-0 and Council retreated into executive session at 7:43pm.

At 9:10pm Mrs. Middlestetter made a motion to exit executive session, Mr. Havens seconded the motion. On the call of the roll: Mr Hoke, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. Motion passed 6-0 and Council exited executive session.

ADJOURNMENT

The Mayor announced no decisions, recommendation or formal actions took place in executive session, and that there was no further business for Council at this meeting. He adjourned the meeting at 9:13PM.

Mayor Schweller, Mayor

Robert Schommer, Clerk of Council

AGENDA ITEM INFORMATION REPORT



Meeting Type: City Council Meeting

Meeting Date: 11/8/2021

Department: Finance

Submitted By: Rob Schommer

AGENDA ITEM DESCRIPTION:

Ordinance

AUTHORIZING TRANSFERS BETWEEN VARIOUS FUNDS OF THE CITY OF BELLBROOK AND AMENDING ORDINANCE 2021-8 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPESNES OF THE CITY OF BELLBROOK FOR THE PERIOD BEGINNING JANUARY 1, 2021 AND ENDING DECEMBER 31, 2021, AND DECLARING AN EMERGENCY

FISCAL IMPACT:

Cost: \$2,952 **Source of Funds:** CARES

Funds Currently Budgeted: No

Notes/Implications: Transfers have net \$0 effect on 2021 Budget, and increase of \$2.952 re remaining CARES Act funds; therefore overall net impact to General Fund is \$0

PURPOSE AND BACKGROUND:

This Ordinance will amend (supplement) the appropriations for 2021 to include transfers and additional appropriation. The purposes and needs for the transfers and supplemental appropriation are detailed below:

General Fund:

Due to the recent staffing shortage, extra hours and overtime of administrative staff have been incurred. A transfer of allocated funds from the Community Environment Department of the General Fund into the Administrative Department of the Fund will be needed to cover remaining estimated payroll for 2021.

- \$9,500 decrease from Community Environment personnel services
- \$9,500 increase to Administrative personnel services
- \$0 net change to current General Fund appropriation

Police Fund:

The personnel services component of the Police Fund has excess funds not needed for the remaining estimated 2021 payroll. Considering the Public Safety upgrade for mobile dispatch and reporting will be budgeted for 2022, there is opportunity to being the project with remaining 2021 funds. To do this, a transfer of excess personnel services funds into other expenses will be needed.

- \$25,000 decrease from Police Fund personnel services
- \$25,000 increase to Police Fund other expenses
- \$0 net change to current Police Fund appropriation'

Fire Fund:

The personnel services component of the Fire fund also has excess funds not needed for the remaining estimated 2021 payroll. The Fire Department will also plan for the Public Safety mobile dispatch and reporting upgrade slated for the 2022 budget. In addition, the installation of the power lift component for the medic cot was planned for 2022 capital. Both projects can be started with remaining 2021 funds. To do this, a transfer of excess personnel services funds into the other expenses will be needed.

- \$70,000 decrease from Fire Fund personnel services
- \$70,000 increase to Fire Fund other expenses
- \$0 net change to current Fire Fund appropriation

Coronavirus Relief Fund:

Upon additional balancing and reconciling for 2021, it was found the City has an additional \$2,952 of unspent CARES Act money. These funds are suggested to be spent rather than returned, and must be used by December 31, 2021.

- \$2,952 additional CARES Act funds appropriated into the Coronavirus Relief Fund

Waste Fund:

With the increase in fuel prices, additional fuel surcharges have been placed on the monthly waste collection bill by our waste collection contractor. There is a slight excess in personnel services within the Waste Fund that can be transferred into other expenses to cover this increased cost.

- \$2,100 decrease from Waste Fund personnel services
- \$2,100 increase to Waste Fund other expenses

The \$2,952 increase to the overall 2021 budget is covered by the same amount in additional revenue; therefore there is no impact to the General Fund or any other tax based operating fund.

The Ordinance is written as an emergency so the various purchases can begin as soon as possible and to meet the requirements for expenditure of the CARES Act funds.

RECORD OF ORDINANCES

Ordinance No. 2021-9

November 8, 2021

City of Bellbrook

Ordinance No. 2021-9

AUTHORIZING TRANSFERS BETWEEN VARIOUS FUNDS OF THE CITY OF BELLBROOK AND AMENDING ORDINANCE 2021-8 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPENSES OF THE CITY OF BELLBROOK FOR THE PERIOD BEGINNING JANUARY 1, 2021 AND ENDING DECEMBER 31, 2021, AND DECLARING AN EMERGENCY

WHEREAS, the City of Bellbrook adopted the 2021 annual budget based on the best information available at the time; and

WHEREAS, additional costs and/or adjustments will occur in various 2021 Personnel Services and Other Expenses which requires the amendment of various appropriation levels.

Now, Therefore, the City of Bellbrook Hereby Ordains:

Section 1. That the 2021 appropriation levels in several of the funds listed below be amended as follows:

Fund	2021 Appropriations	Personnel Services Revisions	Other Expenses Revisions	Total Revisions	Amended 2021 Appropriations
General Fund:					
-Legislative	\$83,648	\$ -	\$ -	\$ -	\$83,648
-Administrative	\$958,915	\$9,500	\$ -	\$ -	\$968,415
-Library	\$2,000	\$ -	\$ -	\$ -	\$2,000
-Museum	\$27,228	\$ -	\$ -	\$ -	\$27,228
-Community	\$60,529	(\$9,500)	\$ -	\$ -	\$51,029
Total General Fund	\$1,132,320	\$0	\$ -	\$ -	\$1,132,320
Police Fund	\$1,883,229	(\$25,000)	\$25,000	\$ -	\$1,883,229
Police Pension Fund	\$60,590	\$ -	\$ -	\$ -	\$60,590
Fire Fund	\$1,506,121	(70,000)	\$70,000	\$ -	\$1,506,121
Street Fund	\$495,914	\$-	\$ -	\$ -	\$495,914
State Highway Fund	\$19,750	\$ -	\$ -	\$ -	\$19,750
Motor Vehicle Fund	\$31,850	\$ -	\$ -	\$ -	\$31,850
Coronavirus Relief Fund	\$1,888	\$ -	\$2,952	\$2,952	\$4,840
Local Fiscal Recovery Fund	\$384,646	\$ -	\$ -	\$ -	\$384,646
Fuel System Fund	\$1,200	\$ -	\$ -	\$ -	\$1,200
Waste Fund	\$483,500	(\$2,100)	\$2,100	\$ -	\$483,500
Water Fund	\$1,590,918	\$ -	\$ -	\$ -	\$1,590,918
Capital Improvement Fund	\$392,289	\$ -	\$ -	\$ -	\$392,289
Performance Bond Fund	\$15,000	\$ -	\$ -	\$ -	\$15,000
Grand Total - All Funds	\$7,999,215	(\$97,100)	\$100,052	\$2,952	\$8,002,167

Section 2. This Ordinance is declared to be an emergency measure necessary to meet a public emergency affecting health, safety, morals or the public welfare, or a special emergency in the operation of a Municipal department, and for the further reason that unanticipated payroll expenses must be covered, waste collection costs must be paid, and timely appropriation and expense of Coronavirus

RECORD OF ORDINANCES

Ordinance No. 2021-9

November 8, 2021

Relief Act funds as outlined in House Bill 614 to be expended by December 31, 2021; therefore, this Ordinance shall take full force and effect immediately upon its adoption by Council

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

PASSED BY City Council this _____ day of _____, 2021.

_____ Yeas; _____ Nays.

AUTHENTICATION:

Michael W. Schweller, Mayor

Robert Schommer, Clerk of Council

APPROVED AS TO FORM:

Stephen M. McHugh, Municipal Attorney

AGENDA ITEM INFORMATION REPORT



Meeting Type: City Council Meeting

Meeting Date: 11/8/2021

Department: Administration

Submitted By: Rob Schommer

AGENDA ITEM DESCRIPTION:

City Manager Report

Update of Various Topics

FISCAL IMPACT:

Cost: N/A **Source of Funds:** Choose an item.

Funds Currently Budgeted: Choose an item.

Notes/Implications: Click or tap here to enter text.

PURPOSE AND BACKGROUND:

ISSUE 5

With the passage of Issue 5 renewal, the 2022 budget will remain as estimated. We are very grateful the residents of Bellbrook have entrusted us again to deliver quality services and improve upon the needs of the community. As we will incorporate the revenue generated from the renewal (estimated to be \$225,000), we will remain focused on enhancing the priority services the residents have identified including; public safety, interior street paving and repair, and storm water system maintenance and improvement.

DOWNTOWN STREETScape:

As revealed last meeting, the input has been incorporated and the final document will be completed in the coming week. The study will be broken down into project categories so we can identify next steps and incorporate them into the various capital projects and other priorities of the City. A presentation/discussion of those next steps will be scheduled for a work session discussion prior to the December 13 Regular Council meeting.

2022 BUDGET:

We continue to balance and reconcile various elements of the 2021 budget that have been delayed in order to create an accurate account of revenue and expenditure estimated for the 2022 budget. With Capital being the last discussion component, the final budget will be prepared for the first reading November 22.