

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Regular Meeting
September 13, 2021

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

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 August 4 and 9.
Hearing none he declared the minutes approved.

MAYOR'S ANNOUNCEMENTS AND SPECIAL GUESTS

Mayor Schweller began by expressing his condolences at the passing of David Hamilton. Mr. Hamilton was the first City Manager/Director of Finance for Bellbrook from 1977 until 2008. The City honored him in 2009 for his dedication and outstanding public service. His accomplishments included the establishment of the Bellbrook Fire Department, expansion of the City's water building and water system, management of the City during its growth. He was responsible for the remodeling and updating of the City administration building. In 2009 the Ohio City manager Association honored him for his career achievement. Mayor Schweller recounted first meeting Mr. Hamilton when he was buying a property in the City. Along the way Mr. Hamilton encouraged him to apply for the positions on the Board of Zoning Appeals, Planning Board and City Council. Mr. Hamilton managed the City during a period of rapid

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growth and expansion. He was liked by all and was slow to take credit for his accomplishments. Mayor Schweller sent his heart-felt sympathy to Mr. Hamilton's wife, Becky, and family.

Mr. Havens added that he had a long conversation with Mr. Hamilton recently and his passion for the City was evident.

Mrs. Middlestetter said that her and her husband, Robert, both worked with Mr. Hamilton and held him in high regard.

Mr. Greenwood recounted his first meeting with Mr. Hamilton when he needed a permit for a fence. He was a nice person and worked very hard and he will be missed.

Mayor Schweller read a proclamation naming the week of September 17 through 23 as **Constitution Week**.

Lynn Nischwitz from the Kleingers Group presented an update on the work being done on the Bellbrook Streetscape project. She reviewed the project goals and showed a base map that has been created. She explained that they reviewed the City's Comprehensive Plan and LJB's sidewalk inventory to ensure all needs were being met. The next steps include a public input open house on September 29. The location is still being determined. Ms. Nischwitz verified that the City is looking at a phased strategy over three years with cost estimates. The final plan should be done by early November.

Mr. Greenwood asked if the updates and changes to the utilities would be an issue. Ms. Nischwitz explained that their group would reach out to the utility companies and the City's engineers to start the conversation. Other items such as drainage and street trees will be planned with an emphasis on infrastructure and aesthetics.

Mr. Hoke said he had read that burying utilities could cost up to \$3 million per mile. Ms. Nischwitz explained that areas could be determined and prioritized. She added that items like traffic signal mast arms could address some of the overhead lines.

Mrs. Middlestetter recounted that previously the City attempted to add median plantings in two areas of downtown and that they quickly became problem areas for trash and were run over by large trucks.

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She asked if the City's streets were even wide enough for them. Ms. Nischwitz thanked her for the information and agreed that there were pros and cons.

Mr. Hoke added to this that the flow of heavy trucks through downtown is an issue.

Mr. Havens said he would welcome medians or any other strategies to limit the speed of downtown traffic. He also pointed to the many left turns as a problem causing back-ups. He asked how much influence the LJB reports had on the Kleingers' plan. Ms. Nischwitz explained that they did the majority of their work before looking at the LJB's. It was good to see that their conclusions were supported by the other work previously done.

Mr. Hoke asked about funding sources like Ohio Public Works Commission (OPWC). Ms. Nischwitz replied that they have special funding specialists who will work with the city and apply for grants at no charge. There are state and regional funding options. Mr. Schommer added that the increased safety element opens up certain funding options also.

Mr. Greenwood asked if other downtown streets and issues were being considered in addition to the Franklin and Main street thoroughfares. Ms. Nischwitz said that to an extent all streets that touch Franklin and Main could be affected.

Mr. Schommer concluded that the Kleingers Group will be the ones hosting the open house and it will be highly promoted in the entire area.

PUBLIC HEARING OF ORDINANCES - none

INTRODUCTION OF ORDINANCES

Dr. Van Veldhuizen read **Ordinance 2021-8 An Ordinance Amending Ordinance 2021-4 By Making Supplemental Appropriations To Adjust The City of Bellbrook Appropriations for 2021.**

Mr. Schommer explained that this supplemental request has been created primarily due to a couple of items. First, the City received some grant funding for the State Route 725 project and the Kleingers study. The funding comes from the County development grant, state funding, and ARPA money. There have also been some donations and a couple of capital projects that are being completed. These amendments to the appropriations reconcile the first half of the year.

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Mr. Schommer detailed the main items including items from the General Fund for the Kleingers Group, an increase in some legal fees, an increase to the flat fee for the prosecution service of Greene County. There have also been some extended costs from the financial software conversion and I.T. support. The Museum is likely to receive a grant to make needed repairs to the building and the steps to preserve and protect them.

The Police Fund received a donation from Edna Keiter's estate and a \$1,000 donation. The Street Fund shows the engineering costs for the Franklin Street bridge pedestrian update which will likely begin next year. The majority of those funds will be returned once the grant from Miami Valley Regional Planning (MVRPC) and the result of the Ohio Public Works Commission (OPWC) grant application for matching funds are known. Mr. Schommer is confident in succeeding in being awarded at least some of those funds.

Mr. Hoke asked if the probability of an award increase if we coordinate with other surrounding jurisdictions. Mr. Schommer responded that it does especially in cases of thoroughfare and transportation projects like in this case and in others the City will be applying for such as the Little Sugarcreek Road project. The Franklin Street bridge is a project being managed by ODOT.

Mr. Schommer explained that there is a Capital Improvement Fund appropriation for the purchase and installation of the programming and video equipment replacement for broadcast television. There are a few other items listed where estimates were used and now the actual costs are known.

There are still \$1,888 of Coronavirus Relief Funds that had not been appropriated before now. The Local Fiscal Recovery Fund which is has been renamed the American Rescue Plan Act (ARPA) has receive the first half of the money the City is due to receive. There has been a detailed discussion to develop a plan for the use of this money. The ARPA monies can be used differently than before. These can be used and sustained through 2025. The purpose it to establish programs that help incentivize and continue the recovery of the local economy. These funds are being appropriated to ensure the budgeting and use is transparent to the community. They have been divided up as a starting point. Twenty five percent is allotted for personnel services that includes the services used to monitor and manage the situation. Some money can be used for small business assistance and other services.

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This is the third appropriation for the year to finalize the differences between the budget and the actual amounts. The City's financials are healthy and stable and it is a legally balanced budget.

Dr. Van Veldhuizen made a motion to introduce **Ordinance 2021-8 An Ordinance Amending Ordinance 2021-4 By Making Supplemental Appropriations To Adjust The City of Bellbrook Appropriations for 2021.** Mr. Hoke seconded the motion. The Clerk called the roll. Dr. Van Veldhuizen, yes; Mr. Hoke, yes; Mr. Havens, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 6-0.

RESOLUTIONS

Mr. Havens read **RESOLUTION 2021-BB A Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor .**

Mr. Schommer explained that this is the ordinance that allows the County Auditor to levy the property taxes. This is the first step to building the 2022 budget.

Mr. Havens made a motion to adopt **RESOLUTION 2021-BB A Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor.** Mrs. Middlestetter seconded the motion. The Clerk called the roll. Mr. Havens, yes; Mrs. Middlestetter, yes Mr. Hoke, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mayor Schweller, yes. The motion passed 6-0.

OLD BUSINESS – none

NEW BUSINESS

The City Manager explained that the City had received notification from the Ohio Division of Liquor Control of an Application for Change of Corporate Stock Ownership for Dot's Bellbrook Market Inc. The City has no issues and recommends approval.

Mrs. Middlestetter made a motion not to oppose the transfer of the liquor license for Dot's Bellbrook Market. Mr. Greenwood seconded the motion. The Clerk called the roll. Mrs. Middlestetter, yes; Mr.

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Greenwood, yes; Mr. Hoke, yes; Mr. Havens, abstain; Dr. Van Veldhuizen, yes; Mayor Schweller, yes. The motion passed 5-0 with one abstention.

CITY MANAGER REPORT

Mr. Schommer introduced Fire Department Chief Anthony Bizzarro.

Chief Bizzarro explained that Fire Department sends a Satisfaction Survey for every incident that is generated. This includes EMS and Fire calls. The Fire Department sends these surveys once a month. They get approximately 30 percent returned. The survey includes seven questions with a scale of one through five as the highest value. The questions include the courtesy of the 911 operator, speed of response, professionalism of the responders, were actions explained, how clean did they leave the premises, and their overall satisfaction. Of the responses received the Department was rated a five by over 90 percent. Any response of a three or less receives a follow-up call from the Chief. Comments are then included in the Department's annual report. Once a month all responses are shared with the City Manager and the rest of the Fire Department.

Mr. Schommer shared a letter that was received recognizing several members of staff for superior service. The letter including Michaela Grant, Jerry Burgan, and Ryan Pasley for providing exceptional service to a resident who sent a detailed thank you note. Their example of service and leadership should stand as an example for all.

The position of Planning and Zoning Administrator has been posted. The cutoff for applications is September 24.

Mr. Schommer is planning for discussions for 2022 to include drainage and stormwater management including funding resources.

Mr. Greenwood recalled that years ago the City Manager had a summer work program where seasonal workers were brought on to tackle projects around the City.

Mr. Hoke asked if there might be a way to coordinate with the schools where the students could complete community service hours. Mr. Schommer said that is an idea to explore but would have to include age restrictions and liability.

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Dr. Van Veldhuizen asked the City Manager about the increased litigations costs. Mr. Schommer answered that this is due to several factors including the recent opioid legislations and a property maintenance violation from the previous year.

COMMITTEE REPORTS

Service – Mr. Greenwood reported that the Service Department is ready for winter with a full salt barn and prepared equipment. He also explained to residents who have large water usage for irrigation or pools there is the opportunity to have a meter installed which would remove the sewer cost to be removed from those usages. The cost of a meter is approximately \$400.00 which could pay for itself over the course of several years. An irrigation meter also requires a backflow preventer.

Safety – Mr. Hoke recounted that some of Council took a tour of the Greene County dispatch center on August 18. It was very informative included a discussion on the many factors that go into operating and funding the continued service. He commended the service and skill level provided by the people who man that facility around the clock. He reported that the Fire Department is continuing to monitor the COVID situation and address any risks. The Department raised \$5,000 on Labor Day with their Fill the Boot MDA fundraiser. He also reported that the Brooks Mill 10 k race through town went very well.

Finance – none

Community Affairs – Mrs. Middlestetter reported that the Committee has recommendations to fill the two board positions that have been open.

Mrs. Middlestetter made a motion to appoint Kyle Boehmer to the Board of Zoning Appeals/Property Review Commission. Mayor Schweller seconded the motion. The Clerk called the roll. Mrs. Middlestetter, yes; Mayor Schweller, yes; Mr. Hoke, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes. The motion passed 6-0.

Mrs. Middlestetter made a motion to appoint LaKisha Taylor to the Village Review Board. Mayor Schweller seconded the motion. The Clerk called the roll. Mrs. Middlestetter, yes; Mayor Schweller, yes; Mr. Hoke, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes. The motion passed 6-0.

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CLERK'S REPORT

Mrs. Timmons announced that due to a lack of cases the Planning Board would not meet on Thursday. She also listed the upcoming scheduling items:

- October 11 – 6pm Budget Work Session– Administration & Service Departments
- October 25 - 6pm Budget Work Session– Police & Fire Departments
- November 8 – 6pm Budget Work Session– Capital Improvement Plan
- November 22 – Introduction of 2022 Budget Ordinance
- December 13 - Public Hearing of 2022 Budget Ordinance

COMMENTS

Mr. Greenwood commented that on April 12, 2017, the City hosted a walkability community workshop that had a lot of participation. That started the downtown project we are continuing to pursue with the Kleingers Group.

Mr. Havens welcomed Kyle and LaKisha to the City boards and thanked them for joining the team. He announced that the Ohio Fusion Soccer Classic will take place the weekend of September 25 and 26. This brings approximately 20,000 to 30,000 people to Bellbrook. This is a great opportunity for Bellbrook businesses or organizations wishing to hold a fundraiser. He thanked Fire Chief Bizzarro for supporting a back-to-school activity this past month by opening the Fire House. The participating businesses provided school supplies and one gave over 50 free haircuts.

Dr. Van Veldhuizen – asked if the City could provide dedicated City email addresses for the Boards so that those members would not have to use their personal email accounts when conducting City business.

Mr. Schommer said he would look at this idea.

Mayor Schweller thanked Chief Bizzarro for the great work they do. He said he spoke at the last Optimist Club meeting. He encouraged residents to participate in their Avenue of Flags program. For a yearly fee of \$50.00 or \$60.00 they place a flag on your property for all of the Federal holidays.

PUBLIC COMMENT

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Louie Schatzberg, 4293 Alex Trail, Sugarcreek Township expressed his sadness in hearing of Dave Hamilton's passing. He said Mr. Hamilton was instrumental in encouraging him to apply to become the City's camera operator. He believes Mr. Hamilton was the reason the City was run and continues to run as smoothly as it does.

ADJOURNMENT

The Mayor announced that there was no further business and adjourned the meeting at 8:28 PM.

Michael W. Schweller, Mayor

Pamela Timmons, Clerk of Council