



BELLBROOK CITY COUNCIL AGENDA

January 10, 2022

7:00 pm-Regular Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of minutes
 - A. December 13, 2021 Regular Meeting
5. Mayor's Announcements and Special Guest - none
6. Public Hearing of Proposed Ordinances - none
7. Board Reports - none
8. Introduction of Ordinances
 - A. Ordinance 2022-O-1 AMENDING ORDINANCE 2021-10 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPESNES OF THE CITY OF BELLBROOK FOR THE PERIOD BEGINNING JANUARY 1, 2022, AND ENDING DECEMBER 31. (Havens)
9. Adoption of Resolutions
 - A. Resolution 2022-R-1 AUTHORIZING THE CITY MANAGER TO ENTER INTO A SERVICES AGREEMENT WITH GREENE COUNTY BOARD OF COUNTY COMMISSIONERS TO JOIN THE COUNTYWIDE PUBLIC SAFETY INFORMATION SHARING NETWORK (Middlestetter)
10. Reference of Legislative Proposals to Committees
11. City Manager's Report
12. Committee Reports:
 - A. Safety
 - B. Finance and Governmental Affairs
 - C. Service
 - D. Community Affairs
13. Bids - None
14. Old Business - None
15. New Business
 - A. Vacant Council Seat Appointment Process
 - B. Deputy Mayor
 - C. 2022 Committee Assignments
 - D. Council Rules

City of Bellbrook

15 East Franklin Street
Bellbrook, Ohio 45305

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16. Open Discussion
17. Public Comment
18. Dates of Future Committee Meetings
19. Adjournment

Future Agenda Items (dates are subject to change)

- Flood Map Update Ordinance
- 2021 Goals and Objectives Update and Project Implementation
- 2022 Goals Discussion

AGENDA ITEM INFORMATION REPORT



Meeting Type: City Council Meeting

Meeting Date: 1/10/2022

Department: Finance

Submitted By: Rob Schommer

AGENDA ITEM DESCRIPTION:

Ordinance

Introduction of Ordinance for Supplemental Appropriation

AMENDING ORDINANCE 2021-10 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPESNES OF THE CITY OF BELLBROOK FOR THE PERIOD BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022.

FISCAL IMPACT:

Cost: \$70,432 **Source of Funds:** Water Fund

Funds Currently Budgeted: No

Notes/Implications: Total funds were included in budget worksheet; however, converting to table within the Appropriations Ordinance, a section was unintentionally not included.

PURPOSE AND BACKGROUND:

The 2022 Budget worksheets included a new section of personnel expenses allocated from the Water Fund and one line within the CIP Fund. Within the master budget worksheet, these lines did not calculate in the section totals that created the table displayed on the Appropriations Ordinance document. As a result, these new lines were not included in the totals; however, were in the worksheets. When entering the budget into the accounting system, the double check systems for balancing revealed the omission. The originally intended funds are entered into the accounting system; however, the Appropriations Ordinance needs to reflect and authorize the omitted lines for the total appropriation.

620 Water Fund

				2018	2019	2020	2021	2022
				Actual	Actual	Actual	Amended Budget	Budget Request
Beginning Fund Balance				\$ 1,969,065	\$ 2,256,667	\$ 2,759,152	\$ 3,315,476	\$ 3,232,258
Revenue								
620	00	4241	Ohio BWC Grant	-	-	-	-	-
620	00	4243	OPWC Grant	600,000	-	-	-	-
620	00	4244	OPWC Loan	290,000	-	-	-	-
<i>Intergovernmental</i>				<i>890,000</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
620	00	4361	Water Fees	1,482,158	1,580,932	1,662,041	1,450,000	1,425,000
620	00	4362	Bulk Water	-	-	20	-	-
620	00	4363	Turn Off/On Fees	4,212	5,723	3,422	2,700	5,000
620	00	4364	Tap-in Fees	374,400	183,200	135,000	141,000	140,000
620	00	4365	Domestic Connection Fees	44,000	20,100	18,000	10,000	15,000
620	00	4366	Irrigation Connection Fees	6,000	2,400	2,800	3,000	3,000
620	00	4369	Return Check Fees	180	603	327	250	250
<i>Charges for Services</i>				<i>1,910,949</i>	<i>1,792,958</i>	<i>1,821,610</i>	<i>1,606,950</i>	<i>1,588,250</i>
620	00	4403	Special Assessments	1,044	1,759	137	250	250
<i>Special Assessments</i>				<i>1,044</i>	<i>1,759</i>	<i>137</i>	<i>250</i>	<i>250</i>
620	00	4721	Asset Sale	6,480	-	12,822	1,000	1,000
620	00	4731	Miscellaneous Reimbursements	6,918	-	-	1,000	1,000
620	00	4732	MVRMA Reimbursement	8,218	9,136	19,579	-	-
620	00	4791	Other Revenue	(3)	-	-	-	-
<i>Miscellaneous</i>				<i>21,613</i>	<i>9,136</i>	<i>32,401</i>	<i>2,000</i>	<i>2,000</i>
Total Revenue				2,823,606	1,803,852	1,854,149	1,609,200	1,590,500
Expenses								
620	12	5110	Admin Wages (FT)	155,880	135,147	134,122	160,000	149,200
620	12	5111	Admin Wages (PT)	8,739	1,281	3,667	4,000	10,492
620	12	5150	Overtime Wages (FT)	-	206	-	150	1,690
620	12	5162	Leave Pay-out/Severance	2,805	18,178	-	-	-
620	21	5140	Service Wages (FT)	316,027	315,758	338,338	349,007	358,123
620	21	5150	Overtime Wages (FT)	24,241	20,596	20,548	25,000	25,000
620	21	5161	Medical Insurance Reimbursement	4,824	4,675	4,961	6,000	-
620	21	5162	Leave Pay-out/Severance	29,108	5,207	-	-	5,000
<i>Wages & Compensation</i>				<i>541,623</i>	<i>501,048</i>	<i>501,635</i>	<i>544,157</i>	<i>549,504</i>
620	12	5211	Ohio Public Employees Retirement System					22,593
620	12	5213	Medicare					2,340
620	12	5220	Medical Insurance					30,321
620	12	5222	Dental Insurance					1,053
620	12	5224	HSA Contributions					4,125
620	21	5211	Ohio Public Employees Retirement Sys	70,450	63,304	69,166	75,000	53,637
620	21	5213	Medicare	7,189	6,998	7,087	7,500	5,555
620	21	5220	Medical Insurance	82,558	90,545	83,902	90,000	77,634

New Lines Added for 2022
Total: \$60,432

300 Capital Improvement Fund

			2018 Actual	2019 Actual	2020 Actual	2021 Amended Budget	2022 Proposed Budget
Beginning Fund Balance			\$ 936,909	\$ 891,958	\$ 835,330	\$ 658,821	\$ 559,744
30	00	4213 License Tax-County Levied	-	-	-	-	-
30	00	4230 Federal Grant	-	-	-	-	75,000
30	00	4240 State Grant	-	-	-	-	235,000
30	00	4241 Ohio BWC Grant	-	-	-	-	-
30	00	4251 Community Development Block Grant	3,083	-	35,200	-	-
		<i>Intergovernmental</i>	3,083	-	35,200	-	310,000
30	00	4721 Asset Sale	29,250	-	-	-	-
30	00	4731 Miscellaneous Reimbursements	-	-	-	-	-
		<i>Miscellaneous</i>	29,250	-	-	-	-
30	00	4901 Transfer-in	250,000	250,000	597,600	350,000	300,000
		<i>Transfer-in</i>	250,000	250,000	597,600	350,000	300,000
Total Revenue			282,333	250,000	632,800	350,000	610,000
<i>Administrative</i>							
							Line omitted from summary formula
300	12	5510 Infrastructure & Facilities	2,000	5,000		16,067	10,000
300	12	5520 Vehicles & Equipment	11,491	31,321	60,492	58,022	-
<i>Service</i>							
300	21	5510 Infrastructure & Facilities	163,801	123,441	549,723	231,618	500,000
300	21	5520 Vehicles & Equipment	-	28,902	25,655	-	37,500
<i>Police</i>							
300	23	5520 Vehicles & Equipment	93,131	1,040	16,876	137,870	15,500
<i>Fire</i>							
300	25	5510 Infrastructure & Facilities	17,809	36,999	15,986	5,500	
300	25	5520 Vehicles & Equipment	39,052	79,923	105,378	-	225,000
		<i>Capital Outlay</i>	327,284	306,627	774,109	449,077	788,000
Total Expenses			327,284	306,627	774,109	449,077	788,000
Ending Fund Balance			\$ 891,958	\$ 835,330	\$ 694,021	\$ 559,744	\$ 381,744
					<u>Less Medic Finance</u>		<u>(\$145,000)</u>
							<u>\$ 526,744</u>

2022 Financial Summary (Budget)

Fund	Beginning Balance 1/1/2022	Budget Revenue	Budget Expenses	Net Difference	Ending Balance 12/31/2022
Property Tax Supported Funds					
General	\$ 1,876,682	\$ 1,314,362	\$ 1,020,000	\$ 294,362	\$ 2,171,044
Police	\$ 327,590	\$ 1,861,332	\$ 1,860,334	\$ 998	\$ 328,588
Police Pension	\$ 24,861	\$ 64,890	\$ 64,890	\$ -	\$ 24,861
Fire	\$ 312,478	\$ 1,492,785	\$ 1,485,884	\$ 6,901	\$ 319,379
Capital Improvement	\$ 559,744	\$ 610,000	\$ 788,000	\$ (178,000)	\$ 381,744
Subtotal	\$ 3,101,355	\$ 5,343,369	\$ 5,219,108	\$ 124,261	\$ 3,225,616
Transportation Related Funds					
Street	\$ 114,671	\$ 423,500	\$ 407,167	\$ 16,333	\$ 131,004
State Highway	\$ 77,973	\$ 33,000	\$ 19,800	\$ 13,200	\$ 91,173
Motor Vehicle	\$ 282,169	\$ 57,050	\$ 28,850	\$ 28,200	\$ 310,369
Subtotal	\$ 474,813	\$ 513,550	\$ 455,817	\$ 57,733	\$ 532,546
Water Related Funds					
Water	\$ 3,232,258	\$ 1,590,500	\$ 1,448,879	\$ 141,621	\$ 3,373,879
Subtotal	\$ 3,232,258	\$ 1,590,500	\$ 1,448,879	\$ 141,621	\$ 3,373,879
Other Funds					
Cornona Virus Relief					
Local Fiscal Recovery	\$ 384,646	\$ 384,646	\$ 384,646	\$ (0)	\$ 384,646
Waste	\$ 109,135	\$ 525,000	\$ 510,378	\$ 14,622	\$ 123,757
Fuel System	\$ 6,983	\$ 1,400	\$ 1,200	\$ 200	\$ 7,183
Performance Bond	\$ 4,905	\$ 6,000	\$ 10,000	\$ (4,000)	\$ 905
<i>Less Transfers</i>		\$ (460,000)	\$ (460,000)		
Grand Total - All Funds	\$ 7,314,095	\$ 7,904,465	\$ 7,570,029	\$ 334,436	\$ 7,648,531

RECORD OF ORDINANCES

Ordinance No. 2022-O-1

January 10, 2022

City of Bellbrook

Ordinance No. 2022-O-1

AMENDING ORDINANCE 2021-10 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPESNES OF THE CITY OF BELLBROOK FOR THE PERIOD BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022.

WHEREAS, the City of Bellbrook adopted the 2022 annual budget based on the best information available at the time; and

WHEREAS, additional costs and/or adjustments will occur in various 2022 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 2022 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	\$43,085	\$ -	\$ -	\$ -	\$43,085
-Administrative	\$880,908	\$ -	\$ -	\$ -	\$880,908
-Library	\$2,100	\$ -	\$ -	\$ -	\$2,100
-Museum	\$25,465	\$ -	\$ -	\$ -	\$25,465
-Community	\$68,442	\$ -	\$ -	\$ -	\$68,442
Total General Fund	\$1,020,000	\$ -	\$ -	\$ -	\$1,020,000
Police Fund	\$1,860,334	\$ -	\$ -	\$ -	\$1,860,334
Police Pension Fund	\$64,890	\$ -	\$ -	\$ -	\$64,890
Fire Fund	\$1,485,884	\$ -	\$ -	\$ -	\$1,485,884
Street Fund	\$407,167	\$ -	\$ -	\$ -	\$407,167
State Highway Fund	\$19,800	\$ -	\$ -	\$ -	\$19,800
Motor Vehicle Fund	\$28,850	\$ -	\$ -	\$ -	\$28,850
Coronavirus Relief Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Local Fiscal Recovery	\$384,646	\$ -	\$ -	\$ -	\$384,646
Fuel System Fund	\$1,200	\$ -	\$ -	\$ -	\$1,200
Waste Fund	\$510,378	\$ -	\$ -	\$ -	\$510,738
Water Fund	\$1,388,447	\$60,432	\$ -	\$60,432	\$1,448,879
Capital Improvement Fund	\$778,000	\$ -	\$10,000	\$10,000	\$788,000
Performance Bond Fund	\$10,000	\$ -	\$ -	\$ -	\$15,000
Grand Total - All Funds	\$7,959,597	\$60,432	\$10,000	\$70,432	\$8,030,029

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 these corrections are needed to balance the appropriations based on the 2022 budget; therefore, this Ordinance shall take full force and effect immediately upon its adoption by Council

RECORD OF ORDINANCES

Ordinance No. 2022-O-1

January 10, 2022

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 10th day of January, 2022.

_____ 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: 1/10/2022

Department: Safety

Submitted By: Rob Schommer

AGENDA ITEM DESCRIPTION:

Resolution

AUTHORIZING THE CITY MANAGER TO ENTER INTO A SERVICES AGREEMENT WITH GREENE COUNTY BOARD OF COUNTY COMMISSIONERS TO JOIN THE COUNTYWIDE PUBLIC SAFETY INFORMATION SHARING NETWORK

FISCAL IMPACT:

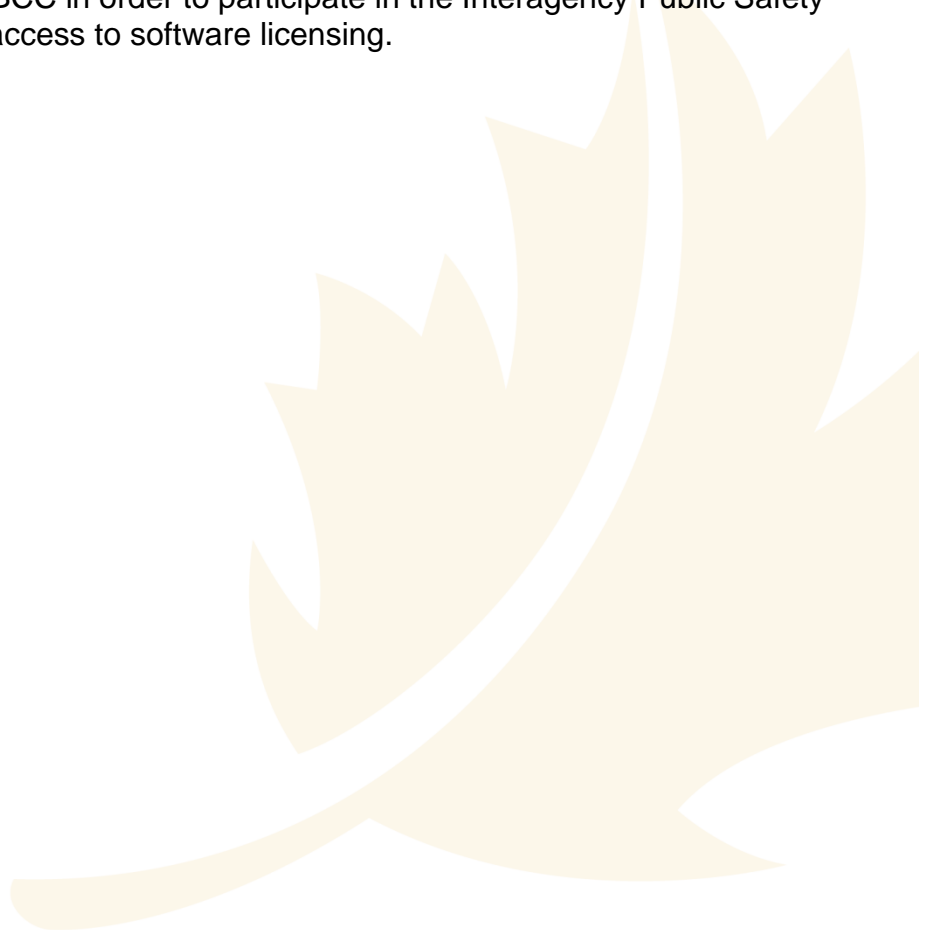
Cost: N/A **Source of Funds:** Other

Funds Currently Budgeted: No

Notes/Implications: [Click or tap here to enter text.](#)

PURPOSE AND BACKGROUND:

City Council approved the upgrade and implementation of police and fire mobile reporting and computer aided dispatch connectivity. That project has begun, and the City of Bellbrook will need to execute a Services Agreement with GCBCC in order to participate in the Interagency Public Safety Information Sharing Network and have access to software licensing.



RECORD OF RESOLUTIONS

Resolution No. 2022-R-1

January 10, 2022

City of Bellbrook State of Ohio

Resolution No. 2022-R-1

AUTHORIZING THE CITY MANAGER TO ENTER INTO A SERVICES AGREEMENT WITH GREENE COUNTY BOARD OF COUNTY COMMISSIONERS TO JOIN THE COUNTYWIDE PUBLIC SAFETY INFORMATION SHARING NETWORK

WHEREAS, City Council has determined it is in the best interest for the City to have all public safety forces connected to and operate within a County wide Public Safety Information Sharing Network; and

WHEREAS, joining the interagency agreement allows the Greene County Sheriff to add the City of Bellbrook on as a user of the Public Safety Information Sharing Network

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY RESOLVES:

Section 1. The City Manager is hereby authorized to take all actions necessary to enter into a Services Agreement with the Greene County Board of County Commissioners as substantially set forth in Exhibit A.

Section 2. That it is found and determined that all formal actions of the City Council relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including §121.22 of the Revised Code of the State of Ohio.

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

PASSED BY City Council this ____ day of _____, 2022.

____ Yeas; ____ Nays.

AUTHENTICATION:

Michael W. Schweller, Mayor

Robert Schommer, Clerk of Council

Exhibit A

SERVICES AGREEMENT

THIS AGREEMENT is between the Bellbrook City, Greene County, Ohio, 15 East Franklin Street, Bellbrook, OH 45305 ("City"), Greene County Board of County Commissioners, 35 Greene Street, Xenia, Ohio 45385 ("BOCC"), and the Greene County Sheriff ("Sheriff"), 120 E. Main Street, Xenia, OH 45385.

WHEREAS, the BOCC and Greene County Sheriff executed a contract with Tyler Technologies (fka New World Systems), a Michigan corporation for the purchase and installation of certain software for the Countywide Public Safety Information Sharing Network in or around April, 2008;

WHEREAS, the BOCC, Greene County Sheriff, City of Xenia, City of Fairborn, City of Beavercreek, Beavercreek Township, Sugarcreek Township, and the Village of Yellow Springs jointly purchased and continue to operate a Countywide Public Safety Information Sharing Network;

WHEREAS, the BOCC, Greene County Sheriff, City of Xenia, City of Fairborn, City of Beavercreek, Beavercreek Township, Sugarcreek Township, and the Village of Yellow Springs established a Public Safety Information Sharing Network Board to administer the day to day oversight of the Countywide Public Safety Information Sharing Network through an executed Interagency Agreement;

WHEREAS, the executed Interagency Agreement allows the Greene County Sheriff to enter into agreements with political subdivisions to add the political subdivision on as a user of the Public Safety Information Sharing Network ("PSISN"), with the BOCC as a party to the negotiations;

WHEREAS, Ohio Revised Code 307.15 provides that a board of county commissioners may enter into an agreement with the legislative authority of any municipal corporation, township, port authority, water or sewer district, school district, library district, health district, park district, soil and water conservation district, water conservancy district, or other taxing district, or with the board of any other county, and such legislative authorities may enter into agreements with the board of county commissioners, whereby the board undertakes, and is authorized by the contracting subdivision, to exercise any power, perform any function, or render any service, on behalf of the contracting subdivision or its legislative authority, that such subdivision or legislative authority may exercise, perform or render;

WHEREAS, the City now wishes to begin to utilize the Tyler Technologies (fka New World) PSISN software and system;

NOW THEREFORE, pursuant to the authority granted by the Ohio Revised Code and the PSISN Interagency Agreement to each party to this Agreement, the City, the Sheriff and the BOCC agree as follows:

1. The City shall pay \$7,500.00 (\$5,000 Police and \$2,500 Fire) annually for Law Enforcement and Fire access to the PSISN. Annual payment shall be remitted to the PSISN Annual Maintenance Fund by April 15, 2022.
2. The City shall be granted the same level of user access as other, established users of the Countywide Public Safety Information Sharing Network;
3. The City shall cause all of their users of the Public Safety Information Sharing Network to sign the user policy adopted by the Public Safety Information Sharing Network Board;
4. The term of this agreement shall continue through May 31, 2023.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be effective on the date last signed.

GREENE COUNTY BOARD OF COMMISSIONERS

Brandon Huddleson, County Administrator	Date

GREENE COUNTY SHERIFF

Scott Anger, Sheriff	Date

CITY OF BELLBROOK

Rob Schommer, City Manager	Date

AGENDA ITEM INFORMATION REPORT



Meeting Type: City Council Meeting

Meeting Date: 1/10/2022

Department: Administration

Submitted By: Rob Schommer

AGENDA ITEM DESCRIPTION:

City Manager Report

Various Updates and 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:

A/V and Other Technical Upgrades:

All equipment for A/V upgrade in Council Chambers has been ordered and all but one piece shipped. It is expected within 30-45 days to have the upgrade installed and operational. This upgrade will provide new digital cameras and video feed to meet modern screen and streaming formats. In addition, a new presentation monitor will be installed which will have multiple uses and benefits.

A new streaming solution for public meetings will be brought online within the same time period. This system will provide direct streaming through the City's website and will index and store the videos in a more controlled application. Viewers will be able to better search the videos including time stamping directly related to the agenda items.

The agenda will be transitioned to an online indexed style integrating it into the website and the streaming. Managing the public meetings will be done through this module to allow direct integration of minutes, legislation, agenda information and video recording to provide direct access and ease of search and archiving.

The City will be implementing new and stronger email filtering and archiving. Currently, the email system is not archived, and the new module will allow for searching and storing of emails for better records retention and search. In addition, a redundant data backup and storage system will be implemented.

Finance software enhancements have begun which will include an analytics module directly integrated into the accounting software and payroll. This will eliminate the third party process and vendor. In addition, employees will be able to directly enter leave time and schedule information making the payroll processing more accurate and efficient.

All equipment has arrived for installation and implementation of the public safety information sharing system.

2021 Goals and Objectives:

A formal update on the 2021 G&O is scheduled for January 24 meeting. Two remaining projects that are ready to implement as a result of the work completed on the 2021 Goals includes: Severe Weather Warning System, and CIC. These projects will be brought for Council deliberation on the January 24th meeting. Subsequent schedule of review/update for 2022 Goals will be scheduled.

AGENDA ITEM INFORMATION REPORT



Meeting Type: City Council Meeting

Meeting Date: 1/10/2022

Department: Legislative

Submitted By: Rob Schommer

AGENDA ITEM DESCRIPTION:

New Business

Various Items of New Business for Discussion as noted below

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:

Vacant Council Seat Appointment:

Notice has been sent out seeking resumes for qualified electors of the City to be appointed to the seat. Deadline for submissions is January 28th. Interviews by Council will be conducted the first and/or second week of February with a planned appointment date of the council position on February 14.

Deputy Mayor:

Section 4.05. - Deputy-Mayor.

The Council shall, at the first regular meeting in January following its election, and every two years thereafter, choose by majority vote of all members of Council, one of its willing members as a Deputy-Mayor who shall act as Mayor during the absence of the Mayor. In the event the Mayor is recalled, forfeits his or her office or resigns, or if the Mayor's office is otherwise vacated, the Deputy-Mayor shall immediately take on the duties of Mayor.

2022 Committee Assignments:

Mayor Schweller will discuss and seek assignments to the standing committees of Council.

Council Rules:

The existing Council Rules are attached as referenced by Section 220.01, Discussion planned to have Council review existing rules to determine if any modifications are needed.

Sec. 220.01. - Rules of Council.

- (a) *Rule I—General provisions.* No provision or section of these Rules which conflicts with or restricts those rights provided by the Constitution of the United States, the Constitution of the State, the general law or the City Charter shall have any force or effect.
- (b) *Rule II—Meetings.*
- (1) *Regular meetings.* Meetings will be held on the second and fourth Monday of each month at 7:00 p.m., or as otherwise agreed upon by a majority of Council, and recessed or adjourned at approximately 10:30 p.m. Whenever the date of a regular meeting falls on a legal holiday, Council may, by majority vote, change the day and hour.
 - (2) *Special meetings.* See Charter Section 4.08.
 - (3) *Closed sessions.* See Charter Section 4.08.
- (c) *Rule III—The Chair; powers and duties.*
- (1) *Call to order; roll call; agenda; minutes.* The Mayor shall take the Chair at the hour appointed for Council to meet and shall immediately call Council to order. The roll call shall then be taken by the Clerk. The agenda for each meeting, which is prepared by the Mayor, may, by a majority vote of Council, be amended. The Clerk shall not be required to read the minutes during the meeting unless a motion is made to direct him or her to do so. Council shall be polled for any addition and/or correction.
 - (2) *Temporary Chairperson.* In the absence of the Mayor, the Deputy Mayor shall preside and shall have the same power to vote as other Council members. In the absence of both the Mayor and the Deputy Mayor, the senior Council member shall preside as if Deputy Mayor. If two or more members have equal Council seniority, the oldest member shall preside.
 - (3) *Conduct of meetings.* The Chair shall preserve decorum and conduct the meetings according to Rule V of these Rules. The meetings shall be conducted under Robert's Rules of Order, except when such Rules conflict with the Charter or these Rules of Council.
 - (4) *Appeals from decisions of the Chair.* If any member transgresses any of these rules of Council, the Chair shall, or any member may, call him or her to order and, in the latter instance, the Chair shall render a decision as to the point of order. In the case of an appeal from a ruling of the Chair, the question shall be: "Shall the decision of the Chair stand and be the decision of Council?" The ruling of the Chair shall be sustained unless overruled by a majority vote of the members of Council present. Should the Chair transgress any of these rules of Council, a point-of-order call shall be made by any member of Council. If the point of order is not resolved in the ensuing discussion, a majority vote of members of Council present shall decide the issue.
 - (5) *Votes.* The Clerk shall call the roll at all times. The order of the vote shall be taken in an order

as predetermined by a majority vote of City Council, with the Mayor voting last. The Clerk shall announce the number of votes on each side. It shall not be in order for members to explain their votes while a vote is being taken.

(d) *Rule IV—Members; duties and privileges.*

- (1) *Addressing the Chair.* Any member about to speak on a question or make a motion shall address the Chair as Mr. Mayor or Ms. Mayor, or as Mr. Chairperson or Ms. Chairperson if a member other than the Mayor is presiding. In response, the Chair shall pronounce the name of the member entitled to the floor.

Any member of the audience desiring to address Council shall be recognized by the Chair, shall state his or her name and address in an audible tone for the record and shall limit his or her remarks to the question under discussion.

- (2) *Limitation of debate.* Members addressing Council shall confine themselves to the question under discussion and avoid personalities. No member shall be allowed to speak more than once upon any subject until every member choosing to speak has had an opportunity to be heard for a time not longer than five minutes, without leave of Council upon a majority vote. Additional comments shall include only new information. Material previously expressed shall not be rediscussed. This paragraph shall pertain to both the audience and members of Council.

- (3) *Voting.* See subsection (c)(5) hereof and Charter Subsection 4.08(c).

(e) *Rule V—Order of business.* The order of business of Council shall be as follows:

- (1) Call to order;
- (2) Pledge of Allegiance to the Flag;
- (3) Roll call;
 - A. A motion to excuse absentees for reason;
- (4) Minutes of previous meetings;
 - A. Approval of previous minutes;
- (5) Special guests;
 - A. Announcements;
- (6) Public hearings on proposed ordinances;
- (7) Board reports;
- (8) Introduction of ordinances;
- (9) Adoption of resolutions;
- (10) Reference of legislative proposals to committees;
- (11) City Manager's report;

- (12) Committee reports:
 - A. Safety;
 - B. Finance and governmental affairs;
 - C. Service;
 - D. Community affairs;
- (13) Bids;
- (14) Unfinished business;
- (15) New business;
- (16) General floor discussion;
- (17) Dates of future committee meetings; and
- (18) Adjournment.

(f) *Rule VI—Committees.*

- (1) *Standing committees.* The standing committees are Finance/Audit, Safety, Service, and Community Affairs. Other necessary committees are hereby authorized. Appointment of all committee members shall be made by vote of Council at a regular or special meeting.
- (2) *Committee of the whole.* The Mayor shall preside when Council resolves itself into the Committee of the Whole.
- (3) *Meetings.* Committees shall meet on call of the Chairperson. All meetings shall be open to the public to the same extent as meetings of the entire Council when dealing with matters of the same general type of subject matter. The Clerk shall publish a schedule of meetings by the fifth day of each month. Such schedule shall include all meetings scheduled for the month as of that day.
- (4) *Quorum.* A majority of members of a committee shall constitute a quorum.
- (5) *Temporary Chairperson.* In the absence of the Chairperson, the member named next shall act as temporary Chairperson.
- (6) *Reports.* Reports of committees shall be agreed to by a majority thereof. All documents referred shall be returned to Council with the report of the committee. Upon motion, and by a majority vote, Council may relieve a committee of further consideration of any question and order the question to be placed on the agenda. When any matter is referred to a committee with instruction to report at a time named in the order of reference, failure to report at such time shall be considered as a report without recommendation, unless the time for report is extended by Council. If no such extension is granted, the committee shall immediately return to the Clerk the documents pertaining thereto, and the matter shall take its appropriate place on the agenda.

(g) *Rule VII—Ordinances and resolutions.* (See Article V of the Charter.)

(1) *Pre-introduction of ordinances and resolutions.*

- A. An exact copy of an ordinance which has been approved as to form, or a resolution to be introduced, shall be delivered to the Clerk of Council not later than 8:00 p.m. on the Thursday before the regular Monday Council meeting. In the case of a special Council meeting, the ordinance or resolution shall be delivered to the Clerk of Council not less than 48 hours before the special meeting.
- B. Emergency ordinances shall be held exempt from the 48-hour time requirement if the subject of the emergency ordinance is the reason for calling the special Council meeting. However, emergency ordinances to be introduced at a regular Council meeting shall be subject to the 48-hour time requirement.
- C. The Clerk of Council shall notify each member of Council not later than 24 hours prior to the Council meeting and make a copy of the ordinance or resolution available as of that time.

(2) *Passage of resolutions.* Resolutions shall be read in their entirety before Council unless such reading is waived by a majority of Council, in which case a synopsis will be presented and, after a properly seconded motion to accept and after discussion, voted upon. (See Sec. 220.01(h) Rule VIII-Motions.)

(3) *Introduction of proposed ordinances.* Ordinances may be introduced by a reading of the title and a synopsis of the proposed ordinance. Six copies of all ordinances being introduced shall be made available in their entirety for perusal by the public during the meeting. The Chair shall require their return to the Clerk at the close of the meeting for re-use at the hearing. An ordinance shall be accepted for introduction after a majority vote on a properly seconded motion to accept for introduction and discussion. (See Sec. 220.01(h) Rule VIII-Motions.) After acceptance, the Chair shall establish a date for the public hearing.

(4) *Public hearing on proposed ordinances.* Six copies of the proposed ordinance shall be made available in their entirety for perusal by the public during the hearing. After the opening of the hearing, the title and a synopsis shall be read. The Chair shall then call for questions of clarification of the proposed ordinance. Comments for the proposed ordinance and then comments opposed to the proposed ordinance, from the general public, shall be heard. Comments from Council shall be heard next. After Council comments, a motion for, against, or to take up the matter again at a future specified date, shall be in order. A seconded motion shall be voted upon as specified in Sec. 220.01(h)(5) Rule III and the Charter. The procedure described in this subsection shall apply to both regular and emergency ordinances.

(5) *Emergency ordinances.* Emergency ordinances shall be accepted as described in subsection (g)(4) hereof.

(h) *Rule VIII—Motions.* When a motion is made, it shall be restated by the Clerk before voting and

shall be listed in the minutes of the Council. A motion shall not be withdrawn by the movant without the consent of Council if it has been seconded. Unless otherwise required by law, a motion shall be deemed passed if it receives the affirmative vote of a majority of the members present. Upon the Mayor's ordering of the roll call vote, it is the duty of every member who has an opinion on the question to express it by his or her vote, but he or she cannot be compelled to do so by any rule and may, therefore, abstain from voting.

- (i) *Rule IX—Legislative proposals.* The Clerk shall keep a docket of legislative proposals referred to each of the standing committees. If Council is unable to agree upon the committee to which any particular legislative proposal should be referred, then the reference may be made by the Chair. References to committees shall be made only at regular or special Council meetings and a synopsis of the measure shall be read at the time of reference.
- (j) *Rule X—Miscellaneous.*
 - (1) *Amending Council rules.* These rules may be amended or altered, or new rules may be adopted, by resolution, after review by the Governmental Affairs Committee and the Municipal Attorney.
 - (2) *Enforcement of Council rules.* Any action taken by Council which is not in accordance with the Rules of Council shall be voided if a written protest is filed with the Clerk by any Council member within three days of the infraction. Such protest shall state the section(s) and paragraph(s) violated. The matter in question shall then be made the subject of a special meeting to be held not more than seven days after the date the protest was filed.
 - (3) *Quorum.* A majority of all members elected to Council shall constitute a quorum. If a quorum is not present, the Chair may instruct the Sergeant-at-Arms to escort any unexcused member(s) in the City to the meeting.
 - (4) *Election of the Deputy-Mayor.* No person shall be considered a candidate for the office of Deputy-Mayor until he or she has been nominated by a member and a secret ballot has been taken. No person shall be declared elected unless he or she receives a majority vote of Council. The Clerk and the Mayor shall count the votes in the presence of Council. After the Mayor announces the winner, the ballots shall be destroyed. No entry of votes shall be entered into the minutes. Only the name of the winning candidate shall be so entered. If no one member receives a majority vote, a second ballot shall be taken, the candidates being limited to the two receiving the most votes on the first ballot.
 - (5) *Municipal Attorney.* The Municipal Attorney shall, when requested by the Mayor or a member of Council, give a verbal opinion on any question of law concerning Bellbrook Municipal affairs in open Council. If he or she deems the matter of greater importance, he or she may

take a reasonable time to submit his or her opinion in writing. He or she shall be required to frame all ordinances into proper legal form. He or she shall not be required to draw any resolution, except upon a majority vote of Council.

- (6) *Sergeant-at-Arms*. The Police Chief or his or her duly appointed representative, when requested, may be called upon to maintain order at the discretion of the Chair.
- (7) *Return of documents*. Upon expiration of a Council member's term of office, he or she shall submit to the Clerk of Council the following documents, if he or she is not re-elected:
 - a. The Zoning Code;
 - b. The Comprehensive Plan;
 - c. The Municipal Code; and
 - d. Other City property.
- (8) *Temporary modification*. Council may temporarily modify these rules at any time by a majority vote of Council.
- (9) *Motions to table*. Motions to table, after being seconded, may be debated by members of Council. Each member shall be afforded the opportunity to speak and the Chair shall strictly limit such discussion to three minutes for each member.

After Council discussion, members from the audience may address the Chair, but must contain their comments to a three-minute time limit.

Discussion shall be limited to the question to table.

(Res. 77-M, passed 10-10-77; Res. 78-J, passed 3-13-78; Res. 80-T, passed 8-25-80; Res. 97-L, passed 10-13-97; Res. 2003-G, passed 3-17-03; Res. 80-4, passed 8-25-80; Ord. No. 2019-9, § 1, 4-22-2019)