

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Meeting
April 22, 2019

PRESENT: Forrest Greenwood
Darryl McGill
Elaine Middlestetter
Dona Seger-Lawson
Mike Schweller
Mayor Robert Baird

ABSENT: Nick Edwards

GUESTS: Annastacia Shupe
Michaela Grant

CALL TO ORDER Mayor Baird called the City Council meeting to order at 7:00 pm.

ROLL CALL

Mr. Greenwood, yes; Mr. McGill, yes; Mrs. Middlestetter, yes; Mrs. Seger-Lawson, yes; Deputy Mayor Schweller, yes; Mayor Baird, yes.

Mr. McGill made a motion to excuse Nick Edwards from the meeting. The motion was seconded by Mrs. Middlestetter. The Clerk called the roll. Mr. McGill, yes; Mrs. Middlestetter, yes; Mr. Greenwood, yes; Mrs. Seger-Lawson, yes; Mr. Schweller, yes; Mayor Baird, yes. The motion carried 6-0.

FORMAL APPROVAL OF MINUTES

After polling members of City Council, as there were no corrections or additions to the regular meeting minutes of April 8, 2019 Mayor Baird declared the minutes approved as written.

MAYOR'S ANNOUNCEMENTS/SPECIAL GUEST

Mayor Baird welcomed Mrs. Shupe who is the 2019 Sugar Maple Festival Chairperson. Mrs. Shupe began by thanking Officer Salyers for leading a training for volunteers who will be serving alcohol at the festival. The festival is full this year with all spaces for crafts and food being occupied. Mr. Baird added that the Dog Show is at 6:30 PM on Friday.

Mayor Baird read **Proclamation: May- Motorcycle Awareness Month**, at the request of ABATE of Ohio. Mr. Baird opined that this is a very important issue and warned motorists to look twice and be aware of motorcycles on the roads.

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Meeting
April 22, 2019

PUBLIC HEARTING OF ORDINANCES

Mr. McGill read **Ordinance 2019-9 An Ordinance Amending Section 220.01 “Rules of Council” of the Municipal Code of the City of Bellbrook, Ohio.**

Mayor Baird opened the topic up for public discussion, seeing none closed the hearing. Mr. McGill made a motion to adopt **Ordinance 2019-9 An Ordinance Amending Section 220.01 “Rules of Council” of the Municipal Code of the City of Bellbrook, Ohio.** Mr. Schweller seconded the motion. The Clerk called the roll. Mr. McGill, yes; Mr. Schweller, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mrs. Seger-Lawson, yes; Mr. Baird, yes. The motion passed 6-0.

INTRODUCTION OF ORDINANCES

Mrs. Seger-Lawson read **Ordinance 2019-10 An Ordinance Amending Section 14.15 “Bellbrook Village Plan: Review Procedure”.** Mrs. Seger-Lawson restated the changes that pertain to the approval process.

City Manager, Melissa Dodd, reported that the current code included a provision for the Village Review Board to approve sign requests by electronic means. This is in violation of Ohio Open Meeting laws. The proposed change would leave that approval to the Zoning Assistant if the request meets zoning requirements. The other change is to extend the timing for review from 14 days to 30 days which is a more reasonable amount of time.

Mrs. Seger-Lawson made a motion to introduce **Ordinance 2019-10 An Ordinance Amending Section 14.15 “Bellbrook Village Plan: Review Procedure”.** The motion was seconded by Mrs. Middlestetter. The Clerk called the roll. Mrs. Seger-Lawson, yes; Mrs. Middlestetter, yes; Mr. Greenwood, yes; Mr. McGill, yes; Mr. Schweller, yes; Mr. Baird, yes.

Mr. Greenwood read **Ordinance 2019-11 An Ordinance Adopting the Revised City of Bellbrook Personnel Manual.**

The City Manager explained that eight sections of the manual required revision. The section detailing Vacations is being changed. Previously vacation time was earned as a lump sum at the completion of the first year. There is a long time for employees to work without taking any time off. The new policy will have vacation time to accrue per pay period. Another change is the amount of compensatory time that can be carried over into the next year from 120 to 80 hours.

Mr. Schweller asked if the manual included any provisions pertaining to social media. Mrs. Dodd explained that there is a Personnel Policies manual and an Administrative Policies manual. Social media would be addressed in the Administrative manual. Mrs. Dodd said she would research this item.

RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Meeting

April 22, 2019

Mr. Greenwood made a motion to introduce **Ordinance 2019-11 An Ordinance Adopting the Revised City of Bellbrook Personnel Manual**. Mr. McGill seconded the motion. The Clerk called the roll. Mr. Greenwood, yes; Mr. McGill, yes; Mrs. Middlestetter, yes; Mrs. Seger-Lawson, yes; Mrs. Middlestetter, yes; Mr. Schweller, yes; Mayor Baird, yes. The motion passed 6-0.

RESOLUTIONS

Mr. Schweller read **Resolution 2019-J A Resolution Authorizing the City Manager to Submit an Application for a Federal Grant Through the Community Development Block Grant Program (CDBG)**. He added that the request has been updated since the packet was created.

Mrs. Dodd explained the deadline is tomorrow April 23. The staff even worked on the Friday holiday to create the proposal. The Community Development Block Grant normally covers sidewalks but due to Bellbrook's area we are not strictly eligible to receive money for them. The schematic shows where we would put ADA-compliant domes and ramps on N. West Street where there is no sidewalk currently. Pedestrians have no protection along this street. The plan would add curbs, sidewalks, ramps, and an apron into the Marathon as station located there. A crosswalk would also be marked. This proposal was created by the engineers to create a safe way for pedestrians to access the Plaza. The estimated cost of the full project is \$107,457. With a 20% contingency buffer built into the estimate. The amount that would be eligible is \$35,177. Mrs. Dodd presented four options. The first is to request funds for the full project, of which the city's portion would be \$72,280. Option 2 would leave off the Franklin Street section making the City's cost between \$52,000 and \$57,000. Option 3 is to apply for only the CDBG eligible portion which is the ramps and domes for \$35,177. Option 4 is not applying for anything this year. There will be between \$180,000 and \$250,000 available for grants. It is competitive so the higher the match the more likely we are to be awarded money. This would be used in 2020.

The City Manager added that she spoke with the Service Supervisor Mr. Pasley about the money that will be coming in from the new gas tax. This will add \$170,000 to our Streets Fund. She would like for Council to allocate an additional \$50,000 to paving which will take the total to \$200,000 annually. This would leave \$120,000 for other improvements. Mrs. Dodd reminded Council that \$50,000 needs to be set aside each year for the Franklin Street bridge project that begins in five years. This leaves approximately \$50,000 for other projects. The tax money will begin July of 2019 and isn't included in this year's budget. Mrs. Dodd and Mr. Pasley agree that this N. West Street project is a good place to start.

Mr. McGill asked if this was in line with the Comprehensive Plan and Mrs. Dodd answered that it is, which is one of the reasons this project was chosen for the grant request.

Mrs. Dodd added that if Council does not want to proceed with a request for CDBG money, we could wait and apply for Transportation Alternatives money next year. But those grant monies are not available for five years. She also has concerns that Bellbrook would not be awarded money two years in a row.

Mr. Schweller asked about the going with option 2 which leaves off the Franklin Street portion and if the city could do the remaining work at a later date. He wanted to know if matching the grant funds could help persuade the grant decision makers. Mrs. Dodd explained that the match should help

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Meeting
April 22, 2019

considering how competitive the process is. Bellbrook will be putting in at least 50% which shows commitment to the project. The typical contribution percentage is around 25%. Mrs. Dodd believes this gives us a good chance of being awarded the grant.

Mrs. Seger-Lawson asked about bids for the project as it seems to be very costly. Mrs. Dodd explained that if we received a grant, Greene County handles the entire project including getting bids. The actual cost of the project could be different. The grant application only requires an engineer's estimate.

Mayor Baird suggested going with option 2, leave out the Franklin Street section, and budget the \$50,000 we will have next year to possibly complete the second part of the project.

Mr. Greenwood asked what responsibility property owners and businesses have for maintaining sidewalks and curbs. Mrs. Dodd answered that she does not know how these issues have been handled historically by Bellbrook. The City can cite property owners concerning maintenance issues requiring the owner to pay. Another strategy is for the City to make the repairs and assess the owner's taxes. Mr. Baird replied that in the past the property owner was financially responsible for all repairs. Mrs. Dodd explained that this situation is different because there never has been a sidewalk or curbs on West Street. They would be newly constructed with this project.

Mr. Schweller made a motion to adopt **Resolution 2019-J A Resolution Authorizing the City Manager to Submit an Application for a Federal Grant Through the Community Development Block Grant Program (CDBG)** using option two. Mrs. Seger-Lawson seconded the motion. The Clerk called the roll. Mr. Schweller, yes; Mrs. Seger-Lawson, yes; Mr. Greenwood, yes; Mr. McGill, yes; Mrs. Middlestetter, yes; Mr. Baird, yes. The motion passed 6-0.

Mrs. Middlestetter read **Resolution 2019-K A Resolution Approving the Consolidation of Lots 185 and 186 of Winter Haven Block "F" Subdivision into Lot 185A.**

Mrs. Dodd reported that the two lots are owned by the same person. The homeowner wants to put an addition onto the house.

Mrs. Middlestetter made a motion to adopt **Resolution 2019-K A Resolution Approving the Consolidation of Lots 185 and 186 of Winter Haven Block "F" Subdivision into Lot 185A.** The motion was seconded by Mrs. Seger-Lawson. The Clerk called the roll. Mrs. Middlestetter, yes; Mrs. Seger-Lawson, yes; Mr. Greenwood, yes; Mr. McGill, yes; Mr. Schweller, yes; Mr. Baird, yes. The motion passed 6-0.

CITY MANAGER REPORT

City Manager Dodd reported that the boring reports on Little Sugarcreek Road are being completed and more information will be coming soon.

Bench and bike rack installation has been started. The goal is to have them all be in place by the Sugar Maple Festival. The plaques designating the donors will be ready tomorrow so that they can be placed on the benches and bike racks.

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Meeting
April 22, 2019

Mrs. Dodd explained that she has been working with the Service Director on a possible GIS project. It will take the infrastructure we have latitude and longitude coordinates for and incorporate them into our own GIS database. We have some outdated equipment that had previously been used and some that had never been used. If this equipment is sold, we can use the proceeds to purchase new equipment that is less expensive and more user friendly. We already have the locations of fire hydrants and street signs but need to collect others like valves and water mains. More information on the project will be forthcoming.

The City's Moody's Bond Rating was upgraded from A1 to Aa3. Mrs. Dodd was interviewed, and the City's debt was recalculated to determine the new rating. This gives the City an addition \$250,000 worth of debt should a bond need to be taken out. Mrs. Dodd recounted that the last time the City took out a bond it was for remodeling of the City Administration building. Mayor Baird added that it was also done for the Water Department.

COMMITTEE REPORTS

Service: Mrs. Seger-Lawson had nothing to report, but she did say that on her walk to the Council meeting she noticed that the ADA compliance dome on S. West Street is peeling up. She asked if that is something the Service Department could fix before the Sugar Maple Festival. Mrs. Dodd said she would pass it along to the Service Director.

Safety: none

Finance/Audit: Mr. Schweller reported that the first quarter financials are ready to be accepted by Council. Revenue is on track with last year and the current year's budget. EMS receipts are up slightly. Water tap in revenue is down which was expected. Last year at this point the fees totaled \$227,000. This year we are at \$12,000. Expenses are at 26% spent through the first quarter. Capital projects that have been completed were done under budget. Plus, projects that are not yet complete are on track to come in under budget also.

Mr. Schweller made a motion to accept the first quarter financials. Mr. McGill seconded the motion. The Clerk called the roll. Mr. Schweller, yes; Mr. McGill, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mrs. Seger-Lawson, yes; Mayor Baird, yes. The motion passed 6-0.

Community Affairs: Mrs. Middlestetter reminded people of the Sugar Maple Festival this weekend.

OLD BUSINESS - none

NEW BUSINESS

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Meeting
April 22, 2019

Mrs. Middlestetter made a motion to waive the sign ordinance for during the Community Garage Sale, May 16-18. This was seconded by Mrs. Seger-Lawson. The Clerk called the roll. Mrs. Middlestetter, yes; Mrs. Seger-Lawson, yes;

OPEN DISCUSSION

Mr. Greenwood reported that Sugarcreek Township has reported the Tom's Mulch has put in a request for a variance to build a 7,000 square foot dry storage structure for top soil. Bellbrook is notified when requests are submitted that affect the well field. He added that the Township would like to work with Bellbrook to identify areas that potentially require special consideration. Mr. Greenwood requested that Zoning Assistant Jeff Green and Service Director Ryan Pasley be contacted also.

Mr. Greenwood stated that he attended the Wednesday morning Business Leaders breakfast at the Bellhop Café from 8:00 until 9:00 am. He opined that he was impressed by the group. Each person had a chance to speak and there was good discussion. The City Manager said she tries to go every week. Mayor Baird agreed that it is a good event. Mr. Greenwood said he knew Melissa Dodd helped start it.

Mrs. Middlestetter reported that she has been approached by the Senior Center in the Education building. They would like to have a sign out by road to direct people to them since many people do not know where they are located. They indicated that there was an issue with the ordinance. Mrs. Dodd answered that they should speak with Zoning Assistant Jeff Green.

Mrs. Seger-Lawson thanked Mrs. Shupe and the rest of the Sugar Maple Festival committee for their work. She invited the public to come to the festival. Mr. Baird added that the forecast was calling for good weather. Mrs. Seger-Lawson opined that the weather would be good since the football moms are selling umbrellas this year.

ADJOURN

Being no further business to come before this regular session of the Bellbrook City Council, Mayor Baird declared the meeting adjourned at 7:49 pm.

Robert L. Baird, Mayor

Pamela Timmons, Clerk of Council