

**RECORD OF PROCEEDINGS**  
Minutes of Bellbrook City Council Meeting  
October 14, 2019

**PRESENT:** Nick Edwards  
Forrest Greenwood  
Elaine Middlestetter  
Dona Seger-Lawson  
David Van Veldhuizen, PhD  
Mayor Mike Schweller

This is a summary of the City Council meeting held on Monday, October 14, 2019. Mayor Schweller called the meeting to order at 7:00 pm.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Mr. Edwards, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mrs. Seger-Lawson, yes; Dr. David Van Veldhuizen, yes; Mayor Schweller, yes.

Mr. Edwards made a motion to excuse Mr. McGill from the Council meeting. This was seconded by Mrs. Seger-Lawson. The Clerk called the roll. Mr. Edwards, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mrs. Seger-Lawson, yes; Dr. David Van Veldhuizen, yes; Mayor Schweller, yes. The motion passed 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 September 23, 2019 Mayor Schweller declared the minutes approved as written.

**MAYOR'S ANNOUNCEMENTS/SPECIAL GUEST** - none

**PUBLIC HEARING OF ORDINANCES**

Mr. Greenwood read **Ordinance No. 2019-15 An Ordinance Amending Section 1450.15 – “Demolition” of the Codified Ordinances of the City of Bellbrook**. He explained that the new language that Council had suggested at the previous meeting was added to this ordinance.

Mrs. Dodd pointed out that the permit now included the steps to be taken before demolition can commence.

Mr. Greenwood made a motion to adopt **Ordinance No. 2019-15 An Ordinance Amending Section 1450.15 – “Demolition” of the Codified Ordinances of the City of Bellbrook**. Mrs. Middlestetter seconded the motion. The Clerk called the roll. Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mr. Edwards, yes; Mrs. Seger-Lawson, yes; Dr. Van Veldhuizen, yes; Mayor Schweller, yes. The motion passed 7-0.

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Mrs. Middlestetter read **Ordinance No. 2019-16 An Ordinance Adding Section 412.07 – “Special Events” to the Codified Ordinances of the City of Bellbrook.**

The City Manager explained that the ordinance outlines what a special event is and the requirements. The permit ensures that all Department heads are aware of the event.

Mr. Greenwood added that the city invites citizens to host special events.

Mrs. Middlestetter made a motion to adopt **Ordinance No. 2019-16 An Ordinance Adding Section 412.07 – “Special Events” to the Codified Ordinances of the City of Bellbrook.** The motion was seconded by Mr. Greenwood. The Clerk called the roll. Mrs. Middlestetter, yes; Mr. Greenwood, yes; Mr. Edwards, yes; Mrs. Seger-Lawson, yes; Dr. Van Veldhuizen, yes; Mayor Schweller, yes. The motion passed 6-0.

Dr. Van Veldhuizen read **Ordinance No. 2019-17 An Ordinance Adding Chapter 1011 – “Sidewalks” to the Codified Ordinances of the City of Bellbrook.** Dr. Van Veldhuizen condensed the content of the ordinance to explain that the purpose is to define the standards for sidewalks since the City did not have any previously.

Mr. Greenwood added that these standards will be helpful when hiring a contractor to make repairs.

Mrs. Middlestetter commented that it is difficult to get a contractor to take on such a small job and suggested that maybe a group of property owners could join together to hire out the work. Maybe the City could look into this idea. Mrs. Middlestetter has heard of other areas that gather interested owners together and then add the cost to the person’s taxes.

Mayor Schweller asked if the City still did annual sidewalk assessments. Mrs. Dodd said they hadn’t done them in 2019.

Mr. Edwards asked if this was work that the City’s Service Department could do and then bill the property owner. Mrs. Dodd does not think that is something the Service Department has the time or staff to cover but she would talk with Supervisor Ryan Pasley about it.

Mrs. Seger-Lawson added that maybe it could be added to the City’s web page to assist property owners.

Dr. Van Veldhuizen made a motion to adopt **Ordinance No. 2019-17 An Ordinance Adding Chapter 1011 – “Sidewalks” to the Codified Ordinances of the City of Bellbrook.** Mrs. Seger-Lawson seconded the motion. The Clerk called the roll. Dr. Van Veldhuizen, yes; Mrs. Seger-Lawson, yes; Mr. Edwards, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 6-0.

Mrs. Seger-Lawson read **Ordinance No. 2019-18 An Ordinance Amending Section 1450.31 (c) “Sidewalks and Driveways” of the Property Maintenance Code.** This ordinance adds the sidewalk requirements from the previous ordinance to the Property Maintenance Code.

Mrs. Seger-Lawson made a motion to adopt **Ordinance No. 2019-18 An Ordinance Amending Section 1450.31 (c) “Sidewalks and Driveways” of the Property Maintenance Code.** The motion was seconded by Mrs. Middlestetter. The Clerk called the roll. Mrs. Seger-Lawson, yes; Mrs.

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Middlestetter, yes; Mr. Edwards, yes; Mr. Greenwood, yes; Dr. Van Veldhuizen, yes; Mayor Schweller, yes. The motion passed 6-0.

**INTRODUCTION OF ORDINANCES**

Mr. Edwards read **Ordinance 2019-19 An Ordinance Repealing Ordinance 2019-14 and Adopting new Ordinance 2019-19 to Adjust the City of Bellbrook Appropriations for 2019**. He explained that this is just revising the starting and ending amounts that were wrong in Ordinance 2019-14.

City Manager Melissa Dodd explained that this was due to a clerical error. The revisions themselves stayed the same.

Mr. Edwards made a motion to Introduce **Ordinance 2019-19 An Ordinance Repealing Ordinance 2019-14 and Adopting new Ordinance 2019-19 to Adjust the City of Bellbrook Appropriations for 2019**. Mrs. Seger-Lawson seconded the motion. The Clerk called the roll. Mr. Edwards, yes; Mrs. Seger-Lawson, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Dr. Van Veldhuizen, yes; Mayor Schweller, yes. The motion passed 6-0.

**RESOLUTIONS**

Mrs. Middlestetter read **Resolution 2019-DD Combination of Lots 51 and 52 of Section 3 Phase 1 of Highview Terrace**.

Mrs. Dodd explained that this lot combination was approved by the Planning Board on October 10. Due to the steep slope of these lots, the combining of them gives a better build site for the house.

Mrs. Seger-Lawson asked if this request affects the walking path on the adjacent lot that is under question. Mrs. Dodd answered that this does not affect the walking path at all.

Dr. Van Veldhuizen stated that the Planning Board had looked at this when he was on it. The combination of lots can have an effect on expected property taxes.

Mrs. Middlestetter made a motion to adopt **Resolution 2019-DD Combination of Lots 51 and 52 of Section 3 Phase 1 of Highview Terrace**. This was seconded by Dr. Van Veldhuizen. The Clerk called the roll. Mrs. Middlestetter, yes; Dr. Van Veldhuizen, yes; Mr. Edwards, yes; Mr. Greenwood, yes; Mrs. Seger-Lawson, yes; Mayor Schweller, yes. The motion passed 6-0.

**CITY MANAGER'S REPORT**

City Manager Melissa Dodd reported that on the 9th staff and a few council members took a tour of available spaces around downtown and talked with development officials from Greene County and the Dayton Development Coalition. They toured and talked about a few larger properties downtown and their potential.

Mrs. Dodd announced that she was coordinating an event called Bellbrook Open for Business. This will be an open house type event for entrepreneurs interested in possibly locating in Bellbrook to view some available spaces and speak with property owners. There would be contact information and specs

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available. This is schedules for two different sessions on Saturday, November 2 from 9-11 am and Wednesday, November 13 from 6-8 pm. This is a creative idea that doesn't cost the city money.

Mrs. Seger-Lawson asked if the lack of income tax would be highlighted as a benefit to business. Mrs. Dodd answered that this is included in the brochure that was being created.

Mayor Schweller asked if the Coalition or Greene County would be involved as a resource. Mrs. Dodd said they have a database that could list our vacant properties that could possibly link them to potential business owners.

The City Manager asked Council about hosting a community open house in January to present to the public a year in review of accomplishments and projects and get input for the coming year. This would be similar to the Visioning meeting that we had as part of the Comprehensive Plan where we have different stations and topics. We would have one for each major department and staff on hand to talk with the public. We have tentatively set this for the evening of January 29th.

On Tuesday the 8th the City Manager received a call from Judge O'Diam of the Greene County Probate Court commending Chief Doherty. Chief Doherty spoke at a hearing and Judge O'Diam commended him for going above and beyond to assist an elderly woman in the community. Judge O'Diam stated that Chief left a positive impression far beyond the City that day and he wanted me to pass this along to Council.

Mrs. Dodd updated Council on the Police Department Hiring for two positions. This week the Police Department will be interviewing for the Administrative Assistant and Police Officer positions. These are both full-time. We had 45 applicants for the Administrative Assistant position and 6 for the Police Officer position. We are hopeful to get great candidates from the applications received.

Small Business Revolution is a television series that works with small towns to revitalize them by assisting their small businesses. Nominations for their fifth season are open until October 22. Mrs. Dodd encouraged everyone to nominate Bellbrook. The link is on our Facebook page and has also been emailed to Council and a number of community members to nominate.

Mr. Greenwood wanted to add that the process to renovate a business property can be expensive and take time. He asked if there was a way for the City to waive property taxes for a period as an incentive to renovate some of the older properties in the City.

Mayor Schweller added that an owner can get a reassessment done by Greene County. He also suggested working with Greene County Economic Development.

Mrs. Seger-Lawson asked for an update on the group that formed from the revitalization efforts. Mrs. Dodd responded that the group being led by Tony Cali has a name which is Bellbrook By Design. They have seven board members and meet every Thursday. It is an all volunteer organization. He will be making quarterly updates.

## **COMMITTEE REPORTS**

**Service:** Mrs. Seger-Lawson reminded residents not to put their leaves into the street. The City does not have leaf pick-up. Everyone is welcome to mulch the leaves or bag them and throw them away with garbage pickup.

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**Safety:** Mr. Greenwood reported that the Fire Department held an Open House on October 8. It was well attended. Lieutenant Nartker donated a car that was used in a demonstration. They performed a stove fire drill. The bedroom remodel inside the Fire house is complete. It included noise cancellation system, positive air pressure system, CO2 detection and new lighting. The project came in under budget.

**Finance/Audit:** none

**Community Affairs:** Mrs. Middlestetter reminded everyone that Halloween in the Park is coming up on October 26 which is a very fun event. She announced that the Committee recommends Mr. Timothy Tuttle to fill the vacancy on the Planning Board.

Mrs. Middlestetter made a motion to appoint Timothy Tuttle to the Planning Board. This was seconded by Dr. Van Veldhuizen. The Clerk called the roll. Mrs. Middlestetter, yes; Dr. Van Veldhuizen, yes; Mr. Edwards, yes; Mr. Greenwood, yes; Mrs. Seger-Lawson, yes; Mayor Schweller, yes. The motion carried 6-0.

**OLD BUSINESS** - none

**NEW BUSINESS**

Greene County Master Trail Plan Support Request

Mrs. Dodd explained that this is the follow up from the meeting she attended a couple of months ago. Greene County Parks and Trails and Greene County Regional Planning are partnering to create a master plan for trails for the county. Bellbrook's main connection point in terms of Greene County is Spring Valley. They are asking each municipality to support the plan by letting them know if we would contribute \$1,250 by to go toward the cost of creating the plan. If Council is in favor, this will be included in the 2020 budget.

Mr. Edwards asked how many other municipalities and the county are contributing. And Mrs. Seger-Lawson asked if Sugarcreek Township is included. Mrs. Dodd answered that she did not know yet, but would find out before the next meeting.

Mr. Edwards also asked about the long-term financial commitment and who actually pays for the trail to be built. According to Mrs. Dodd this part of the project is just creating the plan.

Dr. Van Veldhuizen said he thought the scope and timeline seems reasonable.

**OPEN DISCUSSION**

Mrs. Seger-Lawson reminds the public that Beggar's Night is always on Halloween, October 31 from 6 to 8 PM rain or shine.

Mayor Schweller commended Chief Doherty on his remarkable work. He also congratulated the Fire Department on their Open House.

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**ADJOURN**

Being no further business to come before the Bellbrook City Council, Mayor Schweller declared the regular meeting adjourned at 8:02PM.

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Michael W. Schweller, Mayor

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Pamela Timmons, Clerk of Council