

**BELLBROOK CITY COUNCIL AGENDA**  
**January 27, 2020**



**City of Bellbrook**  
15 E. Franklin Street  
Bellbrook, Ohio 45305

T (937) 848-4666  
F (937) 848-5190

[www.cityofbellbrook.org](http://www.cityofbellbrook.org)

**5:30 pm-Executive Session** to consider the purchase/sale of real property

**7:00 pm-Regular Meeting**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Formal Approval of the Executive Session and Regular Meeting Minutes of January 13, 2020
5. Mayor's Announcements/Special Guests
  - Oath of Office for Historical Museum Trustees Janis Stratis, Peter Wixted, and David Cassler
6. Public Hearing of Ordinances - none
7. Introduction of Ordinances - none
8. Resolutions
  - **Resolution 2020-C A Resolution Authorizing the City Manager to Enter into a Contract with Software Solutions for the Acquisition of Finance and Utility Billing Software for the City of Bellbrook and Waiving Competitive Bidding (Van Veldhuizen)**
9. City Manager Report
10. Committee Reports
  - A. Service
  - B. Safety
  - C. Finance/Audit
  - D. Community Affairs
    - a. Opening on the Village Review Board and the Board of Zoning Appeals/Property Review Commission
11. Old Business
  - Information concerning Little Sugarcreek Road slippage
12. New Business
13. Open Discussion
14. Adjourn



**RECORD OF PROCEEDINGS**  
Minutes of Bellbrook City Council Meeting  
January 13, 2020

**PRESENT:** Tim Taylor  
Ernie Havens  
Dave Van Veldhuizen  
Forrest Greenwood  
Nick Edwards  
Elaine Middlestetter  
Mayor Mike Schweller

Mayor Schweller called the meeting to order at 6:00 pm.

Mr. Edwards made a motion to enter into Executive Session to discuss the employment and compensation of a public employee and pending litigation. Mrs. Middlestetter seconded the motion. The Clerk called the roll. Mr. Edwards, yes; Mrs. Middlestetter, yes; Mr. Taylor, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mayor Schweller, yes. The motion carried 7-0.

At 7:00 PM Mayor Schweller called the regular session of the City Council to order. He welcomed Council to the 2020 year. He explained that he and newly-elected Council member Ernie Havens were sworn in by Judge Mike Murry before the end of the year. Judge Murry retired at the end of 2019 but always enjoyed administering oaths of office. Then as Mayor, he sworn Elaine Middlestetter and newly-elected council member Tim Taylor in. Bellbrook's charter requires Council members be sworn in before the first of the year.

**ROLL CALL**

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

**APPOINTMENT OF DEPUTY MAYOR**

The Mayor explained that according to the city charter, a Deputy Mayor is to be chosen at the first meeting of the year following an election and serves for a two-year term.

The Clerk explained the process. The Mayor asked Council for nominations. Mr. Havens nominated Mr. Edwards. Mr. Greenwood nominated himself. Each nominee spoke on their desire and qualification for the position.

Mr. Edwards explained that he has been involved with Bellbrook city government for 24 years including a leadership position on the Planning Board and the Charter Review Commission. He added that he has outside experience in leadership as the Board Chair of United Way. He concluded by stating that Bellbrook has been and will continue to be his home. He expressed that he would be honored to serve as Deputy Mayor.

Mr. Greenwood stated his qualifications including leadership in the military and U.S. civil service. He has served six years on City Council. He explained that he could guarantee a seamless transition while maintaining the citizens' confidence in our city. He listed his greatest qualities as loyalty, integrity, sound judgement, and heart. He expressed his belief that all of the Council members are qualified for this role and thanked them for considering him.

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Minutes of Bellbrook City Council Meeting  
January 13, 2020

The Mayor asked for the other council members to vote by show of hands. First for Mr. Edwards. By show of hands the votes were from Mr. Taylor, Mr. Havens, Dr. Van Veldhuizen, Mrs. Middlestetter, and Mayor Schweller. Mr. Edwards was named Deputy Mayor with all five votes.

**FORMAL APPROVAL OF MINUTES**

After polling members of City Council, as there were no other corrections or additions to the regular meeting minutes of December 9, 2019 Mayor Schweller declared the minutes approved as written.

**MAYOR'S ANNOUNCEMENTS/SPECIAL GUEST**

- Oath of Office of Sgt. John Anthony Vetter

Chief Doherty asked Sgt. Vetter to join him at the podium. He reviewed the path that brought Sgt. Vetter to his place and rank within the Bellbrook Police Department. Sgt. Vetter was hired by Bellbrook as a part-time dispatcher in 1997. He proceeded to move up as a full-time dispatcher, then a part-time dispatcher and part-time officer, then a full-time officer. In 2016 he became a detective and has now become a Sergeant in his hometown.

Mayor Schweller swore Sgt. Vetter in. Sgt. Vetter's wife pinned his Sergeants badge on him. Sgt. Vetter thanked the Chief, the Mayor, and City Council.

- City of Beavercreek Proclamation

Mayor Schweller read a proclamation that the City of Beavercreek presented to the City of Bellbrook along with challenge coins for each member of council. The proclamation thanked the City of Bellbrook for their assistance following the tornado that hit their city in May 2019. Mayor Schweller asked Ryan Pasley, the Service Department Director to take the proclamation to show the Service Department employees and thank them for their acts of charity to their neighbors. The City Manager added that the city asked for no reimbursement from Beavercreek or FEMA.

**PUBLIC HEARING OF ORDINANCES** - none

**INTRODUCTION OF ORDINANCES** - none

**RESOLUTIONS**

Mr. Edwards read **Resolution 2020-A A Resolution Authorizing the City Manager/Finance Director to File with the Greene County Auditor Requests for Advances of Taxes Collected**. He explained that this legislation is enacted every year so that the city can access funds throughout the year, not just the two times that property taxes are collected. Mrs. Dodd added that because there is no income tax, the city only receives money through property taxes.

Mr. Edwards made a motion to adopt **Resolution 2020-A A Resolution Authorizing the City Manager/Finance Director to File with the Greene County Auditor Requests for Advances of Taxes Collected**. This was seconded by Dr. Van Veldhuizen. The Clerk called the roll. Mr. Edwards, yes; Dr.

# RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Meeting

January 13, 2020

Van Veldhuizen, yes; Mr. Taylor, yes; Mr. Havens, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 7-0.

Mrs. Middlestetter read **Resolution 2020-B A Resolution Authorizing Michael W. Schweller, Mayor of the City of Bellbrook, to Enter into and Amended Employment Agreement with Melissa J. Dodd, City Manager/Finance Director.**

Mrs. Middlestetter made a motion to adopt **Resolution 2020-B A Resolution Authorizing Michael W. Schweller, Mayor of the City of Bellbrook, to Enter into and Amended Employment Agreement with Melissa J. Dodd, City Manager/Finance Director.** Mr. Taylor seconded the motion. The Clerk called the roll. Mrs. Middlestetter, yes; Mr. Taylor, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mr. Edwards, yes; Mayor Schweller, yes. The motion passed 7-0.

## **CITY MANAGER REPORT**

Mrs. Dodd stated that she hopes everyone had happy holidays.

On January 26 Mrs. Dodd, Ryan Pasley Service Director, and a representative from the EPA will be meeting to create a formal wellfield protection plan. They may use a template or ask the EPA for suggestions. This is a preliminary conversation.

The City Manager explained that there might be an opening on the Bellbrook Sugarcreek Parks District Board in May of this year. This is a three-member commission that is appointed by a judge. The present board makeup does not include a Bellbrook resident and hasn't for the past seven years. The Parks District manages and maintains the two parks located within Bellbrook. The Council agreed that it would be good to recommend a Bellbrook resident for this board since the parks are funded by our tax dollars too.

## **COUNCIL COMMITTEE ASSIGNMENTS**

The Clerk explained that each Council member is part of two of the three-person committees. With the new Council members, the committee makeup is as follows:

Service: Chair Mr. Greenwood, Dr. Van Veldhuizen, and Mr. Taylor

Safety: Chair Mr. Taylor, Mr. Greenwood, and Mrs. Middlestetter

Finance/Audit: Chair Mr. Edwards, Dr. Van Veldhuizen, and Mr. Havens

Community Affairs: Chair Mrs. Middlestetter, Mr. Edwards, and Mr. Havens

## **COMMITTEE REPORTS**

**Service:** none

**Safety:** Mr. Greenwood wanted to relay that citizens have told him how much they appreciate all of the new and existing police officers.

**Finance/Audit:** none

# RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Meeting

January 13, 2020

**Community Affairs:** Mrs. Middlestetter reported that there are two board positions opening: one on the Village Review Board and one the Board of Zoning Appeals and Property Review Commission. According to the ordinances, the opening on the Village Review Board needs to be a business owner. Interested parties should submit an application. The posting is open for 30 days. If anyone who has previously submitted an application is interested, please contact the Clerk of Council.

**OLD BUSINESS** - none

**NEW BUSINESS** -

The Clerk, Mrs. Timmons explained that starting this year, Council members will also serve as liaisons to the city's boards and commissions. The liaison position does not have voting rights on the boards. Mr. Edwards and Mr. Havens will be the liaisons to the Board of Zoning Appeals and Property Review Commission.

Dr. Van Veldhuizen and Mr. Taylor will be the liaisons to the Planning Board.

Mr. Greenwood and Mr. Havens will be the liaisons to the Village Review Board.

Mrs. Middlestetter and Dr. Van Veldhuizen will be the liaisons to the Museum Board of Trustees

**OPEN DISCUSSION**

Mr. Taylor congratulated Sgt. Vetter. He thanked the citizens for voting for him and entrusting him with this duty.

Mr. Havens thanked the City manager for a good job. He thanked Sgt. Vetter. He also thanked the residents for their confidence in him.

Dr. Van Veldhuizen also congratulated Mrs. Dodd on a successful year as city manager. He is looking forward to the new year on Council.

Mr. Greenwood congratulated Sgt. Vetter. He welcomed Mr. Taylor and Mr. Havens to council and looks forward to more great things ahead.

Mr. Edwards echoed all of the previous congratulations. He also asked if there would soon be another of the Community Leaders meetings with Bellbrook, Sugar Creek Township, School Board and Parks District. Mrs. Dodd answered that there would be and that it is Bellbrook's turn to host the meeting.

Mrs. Middlestetter also congratulated Mrs. Dodd and Sgt. Vetter. She thanked the voters for electing her to her third term on City Council. She also mentioned that last week was Law Enforcement Appreciation Day and that we should all show our appreciation all year, not just one day.

Mayor Schweller also thanked the voters for electing him as Mayor. He recounted being involved with Bellbrook's government since 1986 and had hoped to become Mayor as the capstone to that career. He congratulated the other newly elected Council members. He added that he is glad to see Sgt. Vetter receive this promotion and thinks it is important to promote from within.

Steve Kircher, 3695 W Franklin Street, Magnetic Springs Ranch explained that he was representing the business he is planning to open called Bellbrook Mountain. He asked that City Council consider his request to buy or lease the city's land. He pointed out that the land is part of the well field. His plan

# RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Meeting

January 13, 2020

for the land would be to cap the contaminated abandoned wells on the land that are a risk to the city's water supply. He also plans to correct the large meander in the Little Sugar Creek. He added that the land has more liabilities than its value. He believes that Bellbrook Mountain will bring pride and joy to the city of Bellbrook and he has heard overwhelming support from the citizens. It will protect precious open space and attract visitors from around the state.

Mayor Schweller explained that this is a topic that City Council will be reviewed before the next council meeting.

Mr. Havens asked if Mr. Kircher if he planned to cap and fill the abandoned wells at his own expense whether the land is purchased or leased? Mr. Kircher answered that it was intention to do that. He added that correcting the meander will avoid further erosion of the land. He explained that the EPA explained that it is an area that qualifies for stabilization of a meander.

## **ADJOURN**

Being no further business to come before the Bellbrook City Council, Mayor Schweller declared the regular meeting adjourned at 7:56 PM.

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Michael W. Schweller, Mayor

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Pamela Timmons, Clerk of Council



# RECORD OF RESOLUTIONS

Resolution No. 2020-C

January 27, 2020

## City of Bellbrook

### Resolution No. 2020-C

#### **A Resolution Authorizing the City Manager to Enter into a Contract with Software Solutions for the Acquisition of Finance and Utility Billing Software for the City of Bellbrook and Waiving Competitive Bidding.**

WHEREAS, the City of Bellbrook currently uses a software vendor for financial transactions and utility billing transactions that does not sufficiently meet the needs of the City; and

WHEREAS, the City of Bellbrook included the replacement of the finance and utility billing software in the 2020 Annual Budget; and

WHEREAS, the City of Bellbrook has identified a finance and utility billing software option that will sufficiently meet the needs of the City that Software Solutions provides and is widely used and recognized in the State of Ohio; and

WHEREAS, the software needed is specialized in nature and therefore the City Council has determined that its normal competitive bidding procedure is not practical in this case.

#### **Now, Therefore, the City of Bellbrook Hereby Resolves:**

Section 1. That the City Manager be authorized to enter into a contract with Software Solutions for the acquisition of finance and utility billing software in the total amount of \$56,500.

Section 2. That the City Manager is hereby authorized to do all things necessary to execute the contract with the Software Solutions.

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

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Michael W. Schweller, Mayor

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Pamela Timmons, Clerk of Council



**Visual Intelligence Portfolio**

# Quote

**Prepared For:**
**Bellbrook, City of**

 Melissa Dodd  
 15 E. Franklin St.  
 Bellbrook, OH 45305

 P: (937) 310-3222  
 E: m.dodd@cityofbellbrook.org

**Prepared by:**
**Software Solutions**

 Rick Fortman  
 8534 Yankee Street, Suite 2B  
 Dayton, OH 45458

 P: (800) 686-9578  
 E: rfortman@mysoftwaresolutions.com

**Date Issued:**
**12.20.2019**
**Expires:**
**03.20.2020**

Software & Implementation	Price	Qty	Ext. Price
<b>VIP Accounting Suite</b>			
<b>VIP Accounting License</b>	\$20,000.00	1	\$20,000.00
<b>VIP Core System Implementation Services for Accounting</b>	\$10,000.00	1	\$10,000.00
<b>Data Conversion for Accounting</b> Conversion of current year data plus 1 year history included. Conversion is dependent on SSI being able to get the data in desired format. This cost could increase as scope of services change based on review of Springbrook software.	\$0.00	1	\$0.00
<b>VIP Enterprise Workflows</b> Includes Purchasing, Payment and Budget Transfer Request Workflow	\$7,000.00	1	\$7,000.00
<b>Small Site Discount</b>	(\$7,000.00)	1	(\$7,000.00)
<b>VIP Enterprise Workflow Services</b>	\$3,000.00	1	\$3,000.00
<b>Local Customer Discount</b>	(\$5,000.00)	1	(\$5,000.00)
<b>Subtotal VIP Accounting Suite</b>			<b>\$28,000.00</b>
<b>VIP Utility Billing</b>			
<b>VIP Utility Billing</b>	\$20,000.00	1	\$20,000.00
<b>VIP Work Orders - Included</b>	\$0.00	1	\$0.00
<b>Hand Held Interface - Included</b>	\$0.00	1	\$0.00
<b>Smartbill File - Included</b>	\$0.00	1	\$0.00
<b>VIP Web Portal Medium - Included (IC Agreement Required)</b>	\$0.00	1	\$0.00
<b>VIP Implementation &amp; Conversion Services for Utility Billing and Hand Held Interface</b>	\$11,000.00	1	\$11,000.00
<b>Data Conversion for Utility</b> Conversion of current year data plus 1 year history included. Conversion is dependent on SSI being able to get the data in desired format. This cost could increase as scope of services change based on review of Springbrook software.	\$0.00	1	\$0.00
<b>Local Customer Discount</b>	(\$5,000.00)	1	(\$5,000.00)
<b>Subtotal VIP Utility Billing</b>			<b>\$26,000.00</b>
<b>Other Products and Services</b>			
<b>VIP Concurrent User Licenses</b> Up to four (4) concurrent VIP users are included in this project.	\$0.00	4	\$0.00

Software & Implementation	Price	Qty	Ext. Price
<b>Server Setup Assistance</b>	\$1,000.00	1	\$1,000.00
<b>Post Live Training</b>	\$1,500.00	1	\$1,500.00
<b>Subtotal Other Products and Services</b>			<b>\$2,500.00</b>
Subtotal:			<b>\$56,500.00</b>

Quote Summary	Amount
Software & Implementation	\$56,500.00
Total:	<b>\$56,500.00</b>

### Notes

Software prices quoted are valid for 90 days.

Software requires a Windows Server running SQL. See Technical Requirements document.

Applications include electronic banking capabilities as part of the applications. These include such things as ACH, Direct Deposit, EFT, etc.

10% is due at the time of order placement.

Data conversions consist of a test conversion and a live conversion. This proposal provides for current year plus 1 year historical year data to be converted as part of the project for Accounting and Utility.

Software has a 3 month warranty. After that time, annual software assurance support and hardware help desk is \$17,535 annually.

### Acceptance

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Purchase Date: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

**To:** Mayor & City Council  
**From:** Melissa Dodd, City Manager  
**Date:** January 24, 2020  
**Subject:** January 27<sup>th</sup> City Council Meeting

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- **Executive Session – 5:30pm – For the purpose of discussions related to the sale or lease of land**
- **Mayor’s Announcements and Special Guests**
- **Introduction of Ordinances - None**
- **Public Hearing of Ordinances – None**
- **Resolutions**
  - **2020-C A Resolution Authorizing the City Manager to Enter into a Contract for Finance and Utility Billing and Waiving Competitive Bidding**

This was appropriated as part of the 2020 Annual Budget. With the amount being over my spending threshold, Council must pass this resolution as a matter of course.
- **Old Business**
  - **Little Sugarcreek Road**

Ryan, Jerry and I met with a company called Channel Maintenance to discuss the issues we are having with Little Sugarcreek. The company was referred to us by the Greene County Engineer’s office who has used them with success. They are in the process of writing a proposal for us as they believe that they can assist us in correcting the issue on Little Sugarcreek naturally by redirecting the creek with natural materials to stabilize the hill that the road is sitting on and stop the erosion. Materials are provided in the packet regarding this company and what they do.
- **Updates**
  - **Wellfield Protection Plan**– Ryan and I had a meeting on the 22<sup>nd</sup> with an EPA representative to discuss creating a wellfield protection plan. It was a productive

meeting and we have a clear path forward. The last plan is dated 1992 and is extremely out of date and obsolete. We are in the process of forming a committee that is currently comprised of staff. We would like a councilmember to be on the committee so if anyone is interested, please let me know. Our goal is to do the work ourselves with guidance by the EPA and their assistance for updating the assessment which will be at no cost to the city other than staff time. We hope to have this complete by year end.

- **Community Video for HGTV Contest** – HGTV has opened a contest for a community of under 40,000 people to win a Hometown Takeover. The concept is to give a community a makeover of a downtown for the purpose of assisting a community in revitalization efforts. For Bellbrook By Bellbrook and Bellbrook By Design are coordinating the effort. They would like for a community gathering to occur at the main intersection of town on Saturday, February 1 for drone footage for the video. They are requesting that the intersection be closed from 9:45 am to 10:15 am with the video being shot at 10am. With Council’s permission, I will facilitate the detours needed for that morning. If Council is opposed to this, we can discuss other options at the meeting to get the shot. For more information on the contest you can visit the following website:  
<https://hgtvhometowntakeover.com/>
- **4<sup>th</sup> Quarter Financials** – The 4<sup>th</sup> quarter financials will be delayed one meeting due to year end finalization. We are still working to close purchase orders and ensure all postings to the system are complete. Council will be provided the financials at the February 10<sup>th</sup> meeting.

# CHANNEL

MAINTENANCE  
SYSTEMS  
EST. 1984

“Let the river do the work.”

## Specialists.

Channel Maintenance Systems uses the Palmiter Method of stream bank erosion control and remediation, based in a large part on the findings of river restoration methods developed and studied by the US Army Corps of Engineers.

## Ohio Founded. Ohio Experienced.

Founded by Dayton Region residents Bill Holdren and Ron Wine in 1984. Both formerly worked for the Ohio Department of Natural Resources managing and working along the Little Miami Scenic River.

## Proven, natural, lasting and cost effective.

In contrast to recent trends in watershed management favoring man-made structural approaches to erosion control, we make use of sound, cost effective strategies and techniques to manage waterways that provide a natural, lasting solution to mitigate problem erosion areas and flow obstructions. These techniques have been developed, refined, and proven effective in a multitude of projects in Ohio, Michigan, Tennessee, and North Carolina.

**Our central theme is:  
Let the river do the work.**

## CMS Technique

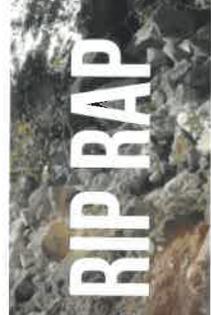
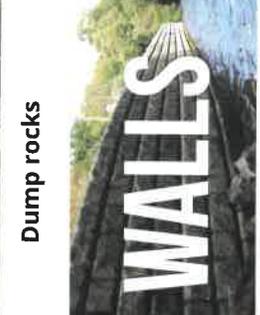
- Remove Log Jams
- Protect Eroded Banks
- Remove Sand and Gravel Bars
- Vegetation
- Remove Obstructions
- Maintenance

📍 1401 Halstead Circle,  
Dayton, OH 45458

📞 937.620.2554

✉ info@channelmaint.com

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<p><b>ORGANIC</b></p> <p><b>CHANNEL</b> MAINTENANCE SYSTEMS EST. 1984</p>		<p><b>Clear debris</b></p>  <p><b>Simple work plan</b></p> 	<p><b>CHAINSaws</b></p>  <p><b>Tools</b></p> 	<p><b>CONCRETE</b></p>  <p><b>Material costs</b></p>	<p><b>RIP RAP</b></p>  <p><b>Bury deadmen</b></p>  <p><b>Dump rocks</b></p>  <p><b>WALLS</b></p> 	<p><b>ARTIFICIAL</b></p> <p><b>CHANNEL</b> MAINTENANCE SYSTEMS EST. 1984</p> <p><b>VS</b></p> <p><b>CONVENTIONAL METHODS</b></p> <p><b>RED TAPE</b></p>
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**Time is money. Let the River do the work.**

# CHANNEL

MAINTENANCE SYSTEMS  
EST. 1984

"Let the river do the work."

## CMS Technique

- Remove Log Jams
- Protect Eroded Banks
- Remove Sand and Gravel Bars
- Restore natural stream banks
- Remove Obstructions
- Maintenance

### Specialists.

With over 30 years of successful experience in a variety of rivers and streams, CMS uses natural methods of stream-bank erosion control and remediation, based in large part on findings of the U.S. Army Corps of Engineers study of the Palmiter methods of river restoration.

### Proven, natural, lasting and cost effective.

We make use of sound, cost effective strategies and techniques to manage waterways that provide a natural, lasting solution to mitigate problem erosion areas and flow obstructions. These techniques have been developed, refined, and proven effective. Streamlined permits and approvals, no material costs, an all eco-friendly and green solution that looks like nature intended.

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Dayton, OH 45458

937.620.2554

info@channelmaint.com

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