

# RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Executive Session and Regular Meeting

August 10, 2020

Due to the COVID-19 pandemic the August 10, 2020 City Council Meeting was conducted using Zoom's remote webinar platform.

**PRESENT:** Ernie Havens  
Dr. David Van Veldhuizen  
Forrest Greenwood  
Elaine Middlestetter  
Nick Edwards  
Mayor Mike Schweller

**ALSO PRESENT:** City Manager Melissa Dodd and Police Chief Doug Doherty.

## **EXECUTIVE SESSION:**

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

Mr. Edwards made a motion to enter into Executive Session to discuss the mid-year review and goal setting for the City Manager. Mr. Havens seconded the motion. The Clerk called the roll. Mr. Edwards, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 6-0.

## **REGULAR MEETING**

Mayor Schweller called the regular meeting to order at 7:00 pm.

## **ROLL CALL**

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

Mr. Edwards made a motion to excuse Mr. Hoke from tonight's meeting. Mr. Havens seconded the motion. The Clerk called the roll. Mr. Edwards, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 6-0.

## **APPROVAL OF MINUTES**

After polling the members of City Council about the regular meeting minutes of July 27, 2020 Mayor Schweller declared the minutes approved.

**MAYOR'S ANNOUNCEMENTS** - none

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## PUBLIC HEARING OF ORDINANCES

### RESOLUTIONS

Dr. Van Veldhuizen read **Resolution 2020-Q - A Resolution Authorizing the City Manager to Adjust the Pay Scales of City Positions not Covered by a Collective Bargaining Agreement.**

The City Manager explained that this included a 2% across the board increase along with the previously proposed service department adjustments. It was also discovered that the part time fire, police and administrative positions have not been adjusted in recent years so increases were added to those and will add those into the yearly rotation. As presented, these increases will cost the City \$48,221 for the 31 employees that are not part of bargaining units.

Mrs. Dodd also reported that the new pay scale includes changing Lieutenant Carmin's title to Captain. The reason is that the title of Captain better describes his role as the second in command. There is no associated pay increase.

Chief Doherty explained that the change in title for Lieutenant Carmin was not a change in the job description, but the title of Captain is better suited to his role within the department. A lieutenant is typically more of a supervisor role as opposed to the second in command.

Mr. Havens asked if the title change could affect the pay scales in the future. Mrs. Dodd said that would not be the case.

Dr. Van Veldhuizen made a motion to adopt **Resolution 2020-Q - A Resolution Authorizing the City Manager to Adjust the Pay Scales of City Positions not Covered by a Collective Bargaining Agreement.** Mrs. Middlestetter seconded the motion. The Clerk called the roll. Dr. Van Veldhuizen, yes; Mrs. Middlestetter, yes; Mr. Havens, yes; Mr. Greenwood, yes; Mr. Edwards, yes; Mayor Schweller, yes. The motion passed 6-0.

Mr. Havens read **Resolution 2020-R A Resolution Authorizing the City Manager to Enter into an Extension of the Electric Generation Supply Agreement with DPL Energy Resources (DPLER) for Municipal Accounts.**

Mrs. Dodd explained this is a renewal of a program that the City has been a part of since 2011.

Mr. Havens made a motion to adopt **Resolution 2020-R - A Resolution Authorizing the City Manager to Enter into an Extension of the Electric Generation Supply Agreement with DPL Energy Resources (DPLER) for Municipal Accounts.** The motion was seconded by Mr. Greenwood. The Clerk called the roll. Mr. Havens, yes; Mr. Greenwood, yes; Dr. Van Veldhuizen, yes; Mrs. Middlestetter, yes; Mr. Edwards, yes; Mayor Schweller, yes. The motion passed 6-0.

## CITY MANAGER REPORT

# RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Executive Session and Regular Meeting

August 10, 2020

The City Manager reported that she has been busy with negotiations for two collective bargaining agreements.

Bellbrook-Sugarcreek Parks District Commissioner search has yielded nine applicants who have interviews scheduled this week. She will update the Council when this is complete.

The Ohio Public Works Commission (OPWC) project agreement was signed and executed on Friday. Sturm Construction is ready to start the project, so the delay actually worked out fine.

The ramps and sidewalks along the east side of N. West Street had received a Community Development Block Grant (CDBG). This project is managed by Greene County. The bid was awarded last week. The city's portion of the project is \$19,000. The grant brought it down from the total cost of \$45,000.

## **OLD BUSINESS**

### 2020 Paving Project

The City Manager stated that the City just heard from Jergenson Construction that the milling of the Bellbrook streets that we identified will begin this Thursday. The Council must decide whether to pave the two optional streets that were put on hold: Lynlee Drive and Justin Court. The City Manager and Service Director recommend paving the two additional streets. Mrs. Dodd added that they had recently received a citizen complaint about the condition of Lynlee Drive.

Mayor Schweller agreed that the City's finances are doing well, and it is a good idea to stay on track with the street paving. Council agreed.

## **NEW BUSINESS**

### **CARES Act Funds Discussion**

Mrs. Dodd reported that she and the Department Supervisors have been discussing plans for the money the City has received. Some PPE and cleaning supplies have been purchased along with several iPads, dividers for Council chamber, and the equipment that will allow for meetings to be streamed to the internet. The public restrooms in the administration building and the library will be upgraded to make them "touchless" with automatic toilets, sinks, and paper towel dispensers. They know that some money will be allowed to be dedicated to first responder personnel but the guidelines from the state level are evolving.

Mrs. Dodd met with Kelsey Hurlburt from the Family Resource Center to discuss ways that the CARES Act funds could be used to help residents affected by the Covid-19 pandemic. The City Manager is asking if Council would like to allocate \$15,000 to \$20,000 to the center.

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August 10, 2020

Mayor Schweller added that the Family Resource Center is the only organization specifically assisting residents of Bellbrook and Sugarcreek Township. He asked if the Township would be allocating money for their residents who are being served. Mrs. Dodd said she has been speaking with their administrator about it. The state office of Budget Management did respond that it is an allowable use of the funds.

Kelsey Hulburt explained that the Family Resource Center has seen a large increase in the number of families that they have been assisting in the last several months. Previously they were serving up to four families per week. That has increased to 15 to 30 families per week. They have been able to provide food. Now they are able to give out clothing by appointment. She was excited about the Summer Fun Box program they created for children this summer. They recently started a Birthday Box program which has a \$15.00 to \$20.00 limit. The Resource Center has been busy updating their policies and organizing. They have been able to hire a person who had been a recipient to be an assistant as a fellow with a grant from St. Francis of Assisi. The goal is to have her employed in the community and then start the process over with another person.

Ms. Hulbert explained that they created a survey of the community to ask how people had been negatively financially impacted by Covid-19. There were 58 respondents and 85 percent have been personally impacted. Eighty percent are struggling to pay their rent, mortgage, or utilities and 14 of them are from Bellbrook. Forty percent have a chance of being evicted or having their utilities shut off. Fifteen of those families are residents of Bellbrook. The need is great.

Mr. Havens asked if there were other paths for assistance for those families because \$20,000 will only go so far. Ms. Hulburt said they have an advisor who reaches out to the families weekly to try to make suggestions and connections for additional assistance.

Mr. Greenwood asked if some of the money could be used for air purifying systems like some other localities are putting in place. Mrs. Dodd added that each of the departments is looking to purchase the purification foggers for their spaces and the public spaces. These cost approximately \$1,600 each. Mr. Havens asked if it was possible to purchase one of these for each of the city's restaurants. Mrs. Dodd answered that she would look into this.

Mr. Greenwood asked if there were any special needs that school children have such as the need for internet access. Ms. Hulburt said they did a distribution of school supplies to 70 children this past week. This CARES money could help families get the needed internet access.

The Mayor suggested the city allocate \$20,000 to the Family Resource Center. The other Council members agreed, and the City Manager was directed to make that happen. Ms. Hulburt thanked them all and will report back on the Center's work in the future.

### COMMITTEE REPORTS

# RECORD OF PROCEEDINGS

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August 10, 2020

**Service** – Mr. Greenwood reported that one Service Department employee completed a backflow prevention training.

**Safety** – Mr. Greenwood announced that the October National Night Out has been canceled for this year.

**Finance** – Mr. Edwards reported on the 2<sup>nd</sup> quarter financials. Everything looks good for the first half of the year. Expenses are down. Everything is on track.

Mr. Edwards made a motion to accept the 2<sup>nd</sup> quarter financials. Mr. Havens seconded the motion. The Clerk called the roll. Mr. Edwards, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 6-0.

**Community Affairs** – none

## **COMMENTS**

Mr. Edwards commented that a neighbor came to his door that day asking about door-to-door solicitors who do not wear masks. Mrs. Dodd said that the solicitation licenses were being reinstated since the Covid-19 restrictions had been lifted. She said she would speak to the Police Chief. Mr. Edwards opined that citations should be given out to solicitors who do not follow the rules. Mr. Havens suggested adding a warning on the permit application.

Mr. Greenwood reported attending a Miami Valley Regional Planning commission meeting. One item discussed was funding that was available for charging stations for electric vehicles. The city is working on this currently and have recommended placing one at the library. He also reported that the commission is considering a resolution identifying racism as a public health emergency. The commission put the vote on hold for 60 days so that members can study it. Mr. Greenwood also mentioned that August 14 is the national day to recognize the Navajo Code Talkers.

Dr. Van Veldhuizen echoed the thoughts on the Family Resource Center. He also stated that it is nice to see residents out around town.

Mr. Havens stated he thought supporting the Family Resource Center is a great idea. He is also glad to see the N. Belleview Drive repair starting.

Mrs. Middlestetter also commented that she is very happy that the city can assist the Family Resource Center. She also asked if they could look into helping the Open Arms Clinic in Bellbrook.

**PUBLIC COMMENT** - none

**EXECUTIVE SESSION** to review the negotiations of two collective bargaining units.

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August 10, 2020

Mrs. Middlestetter made a motion to enter into executive session. This was seconded by Mr. Edwards. The Clerk called the roll. Mrs. Middlestetter, yes; Mr. Edwards, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mayor Schweller, yes. The motion carried 6-0.

Mrs. Middlestetter made a motion to exit the executive session. This was seconded by Mr. Edwards. The Clerk called the roll. Mrs. Middlestetter, yes; Mr. Edwards, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mayor Schweller, yes. The motion carried 6-0.

## **ADJOURN**

Being no further business to come before the Bellbrook City Council, Mayor Schweller declared the regular meeting adjourned at 8:30 PM.

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Michael W. Schweller, Mayor

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Pamela Timmons, Clerk of Council