

RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Regular Meeting
September 28, 2020

Due to the COVID-19 pandemic the September 28, 2020 City Council Meeting was conducted using Zoom's remote webinar platform.

PRESENT: T.J. Hoke
Ernie Havens
David Van Veldhuizen
Forrest Greenwood
Elaine Middlestetter
Mayor Mike Schweller

ALSO PRESENT: City Manager Melissa Dodd and Municipal Attorney Stephen McHugh

WORK SESSION

Mayor Schweller called the work session to order at 6:30 pm.

Municipal Attorney Stephen McHugh presented introductory information on the formation of Community Improvement Corporations (CICs). The purpose of a CIC is the advancing, encouraging and promoting the industrial, economic, and civic development of a community.

Mr. McHugh explained that the committee would be made up of City representatives and others with appropriate knowledge and skills. He recommends a committee of five with three coming from the City.

Mrs. Middlestetter asked if this could incorporate a large area other than just a Bellbrook one, specifically including Sugarcreek Township. Mr. McHugh said that was possible, it would depend on what the parties want to accomplish.

Mr. Havens asked for clarification on the meaning of not having an overlap. So, if Greene County has a CIC would Bellbrook be able to have one? Mr. McHugh said that he would have to look at what the county has in place. But there could be joint cooperation.

Mrs. Middlestetter asked where the CIC gets its money and Mr. McHugh explained that it would usually come from the city's budget.

REGULAR MEETING

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

ROLL CALL

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

Mrs. Middlestetter made a motion to excuse Mr. Edwards from the Council meeting. Mr. Havens seconded the motion. The Clerk called the roll. Mrs. Middlestetter, yes; Mr. Havens, yes; Mr. Hoke, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, 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 September 14, 2020 Mayor Schweller declared the minutes approved.

MAYOR'S ANNOUNCEMENTS

- Trick or Treat – Mayor Schweller explained that the Ohio Department of Public Health has issued guidelines for safe Halloween celebrations including trick or treating. The City has made the decision to not cancel trick-or-treating, but to leave it up to parents and residents to choose if they want to participate this year. It has never been a City-sanctioned event, but a community event. We stand with other local communities in designating October 31 from 6:00 to 8:00 PM as trick-or-treat. The City asks that everyone take the proper precautions to stay safe.

- 2020 Beautification Awards presented by Rob Johnson

Mr. Johnson presented the beautification awards to Bellbrook property owners. He thanked the Committee members. He thanked the High School STEM classes for using their laser engraver to make the 2020 rock awards for the winners. He showed pictures of winning properties for the year. The City is split up into five sections with two winners per section. They also choose one business property winner.

PUBLIC HEARING OF ORDINANCES – none

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Mrs. Middlestetter read **Ordinance 2020-6 An Ordinance Adopting the Updated Comprehensive Plan for the City of Bellbrook.**

The City Manager explained that in the past the comprehensive plan had been adopted and amended by both resolution and ordinance. To be consistent, any amendment or adoption of a comprehensive plan will be done through ordinance. This takes care of that and includes language that makes the current plan precede any previous legislation where there may be inconsistencies. There was also a change to a map on page 22 which removed a multi-use path line in Highview Terrace.

Mrs. Middlestetter made a motion to adopt **Ordinance 2020-6 An Ordinance Adopting the Updated Comprehensive Plan for the City of Bellbrook.** Mr. Greenwood seconded the motion. The Clerk called the roll. Mrs. Middlestetter, yes; Mr. Greenwood, yes; Mr. Hoke, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mayor Schweller, yes. The motion passed 6-0.

INTRODUCTION OF ORDINANCES - none

RESOLUTIONS

Mr. Havens read Resolution **2020-X A Resolution Approving the Replat of Lots 27A and 26B of the Highview Terrace Subdivision, Section 4.**

Planning and Zoning Administrator Jessica Hansen reported that the Planning Board approved this replat on September 17, 2020 of the lots to correct the lot lines to encompass the existing driveway. The present owner owns both lots.

Mr. Havens made a motion to adopt **Resolution 2020-X A Resolution Approving the Replat of Lots 27A and 26B of the Highview Terrace Subdivision, Section 4.** Dr. Van Veldhuizen seconded the motion. The Clerk called the roll. Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Hoke, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 6-0.

Dr. Van Veldhuizen read **Resolution 2020-Y A Resolution Approving the Replat of Lots 1E, 3D, 4B, and Unplatted Lands Into Lots 1F, 4D, 4E, 4F, and 4G of Highview Terrace Subdivision, Sections 1 and 2.**

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Developer Rick Clemens explained that this replat is being done to clean up the lots. He has been working with Sugarcreek Township to pursue the annexation of the pieces of land to have all of the subdivision be included in Bellbrook.

The City Manager added that the annexation is progressing and will be complete in the next 90 days.

John Brumbaugh added that the Regional Planning Commission outlined the order of the steps to be taken and this is why the Bellbrook City Council is hearing this now before the annexation.

Planning and Zoning Administrator Jessica Hansen reported that the Planning Board approved this replat on September 17, 2020.

Mr. Havens asked what led to these changes. Mr. Clemens answered that it is due to the topography.

Dr. Van Veldhuizen made a motion to adopt **Resolution 2020-Y A Resolution Approving the Replat of Lots 1E, 3D, 4B, and Unplatted Lands Into Lots 1F, 4D, 4E, 4F, and 4G of Highview Terrace Subdivision, Sections 1 and 2.** Mr. Hoke seconded the motion. The Clerk called the roll. Dr. Van Veldhuizen, yes; Mr. Hoke, yes; Mr. Havens, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 6-0.

CITY MANAGER REPORT

The City Manager reported working with Service Director Ryan Pasley on identifying additional crosswalks needed in the city. There are currently only four crosswalks in the entire city which are all along Franklin Street. There are no crosswalks on Main Street. Additional crosswalks would make a more walkable, pedestrian-friendly community which is a goal identified in the Comprehensive Plan. Grant funding will be pursued but if no grants are received, money can be earmarked annually in the capital budget.

Mrs. Dodd said the application for the Electric Vehicle Charging Grant is complete and is set to be submitted on September 28. Grant awards should be announced in mid-January. She thanked Ryan Pasley and Jessica Hansen for their work on this project. If approved, the City is looking at placing one at the City building and one at Winters Library.

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House Bill 614 is awaiting the Governor's signature explained Mrs. Dodd. This bill extends timelines for use and return of Coronavirus Relief funds. The new date for encumbering funds will be November 20th instead of October 15th. This gives an extra month to commit the expenditure of our funds.

While on the topic of Coronavirus Relief Funds, Mrs. Dodd investigated the cost of setting up public Wi-Fi hotspots for use by community members in need of internet access. The cost to install one on the City building was very reasonable at \$1,300 with no additional monthly costs. This will cover a range of a one block radius. She approved this expenditure from the relief funds.

The Annual Lead and Copper Testing for Water was completed. Each year 20 homes are sampled for lead and copper. Since the addition of phosphates into our water in 2017, lead levels within the homes tested have consistently been reduced. The phosphates microscopically coat the interior plumbing inside homes. This could qualify us this year for testing every three years versus annually which will save us time and money.

Construction is finally in full swing on the N. Belleview Drive culvert. The footers have been poured and the concrete arch is set to be delivered on October 2.

Mrs. Dodd explained that the Fire Chief Search and Hiring Timeline has been determined. With the impending retirement of Chief Jim Neidhard on December 31, we will follow the below proposed timeline:

October 12 Post position

October 12-23 Application acceptance period

October 26 -30 Review application and schedule interviews

November 16-20 Interviews held

November 30-Dec 2 Possible 2nd Interviews

December 4 Target to make offer and announce new Chief

December 14 Honor Jim Neidhard

The City Manager informed Council that the 2021 budget discussions will be scheduled for two work sessions with ordinance presentations for planning purposes:

October 26 – 6pm Work Session with Council – Administration and Service Departments

November 9 – 6pm Work Session with Council – Police, Fire and Capital

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November 23 – Introduction of Budget Ordinance

December 14 - Public Hearing of Budget Ordinance

OLD BUSINESS

Kelsey Hurlburt from the Family Resource Center reported on how the CARES Fund money received from the City has been utilized. The Center used a survey to identify recipients. They have given out \$10,800 of the \$20,000 received. This leaves money for people who are still being adversely affected by the pandemic. Six families received \$1,000, three families received \$1,500, and one family received \$300. The recipients signed a contract outlining how the funds were to be used. The feedback has been overwhelmingly positive and appreciative.

Ms. Hurlburt reported how busy they have been and updates they have made. First is a new name. They will now be the Bellbrook Sugarcreek Community Support Center. They were able to make changes to their space to create a classroom where they will begin offering nutrition classes and support groups. She also reported that the food pantry has been serving 30 families a week. She again expressed their thanks.

NEW BUSINESS -

The City Manager presented the draft of the updated Personnel Manual for Council's approval. She explained that she combined the Personnel Manual and the Administrative Policies into one document. The most important changes are the addition of parental leave and removal of the award of personal days for having no sick leave. This is very important considering the current health crisis. Another update was to the language under Employee Conduct to state a zero-tolerance clause under Discrimination and Sexual Harassment.

COMMITTEE REPORTS

Service – Mr. Greenwood announced that fire hydrant flushing will be taking place next Monday through Friday between 8:30 AM and 3:30 PM. Residents need to be aware that this can cause the water to be unclear until you run water through your pipes. He also mentioned the water testing that the City Manager reported.

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Safety – none

Finance – none

Community Affairs – none

CLERK’S REPORT

Mrs. Timmons announced that future items for October include fire station consolidation. She also listed several Ordinances and Resolutions that are being written.

COMMENTS

Mayor Schweller thanked Ms. Hurlburt for the great work the Family Resources Center is doing.

PUBLIC COMMENT

Corey Collins, 1981 Cabernet Way, wanted to explain that he and other residents in the Vineyards neighborhood would be interested in the addition of a crosswalk that would connect residents on the west side of Little Sugarcreek Road to downtown. He hopes the discussion will continue.

ADJOURN

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



Michael W. Schweller, Mayor



Pamela Timmons, Clerk of Council

