



## BELLBROOK CITY COUNCIL AGENDA

June 14, 2021

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

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

### REMOTE TELECONFERENCE MEETING\*\*

Due to COVID-19, this meeting will be held via Zoom webinar teleconferencing. Live streaming of the meeting is available on the City's YouTube channel (Bellbrook City Hall).

Should any member of the public wish to speak they may do so by logging in to Zoom as an attendee following links at the end of this agenda. You may also submit comments by emailing the Clerk of Council at [p.timmons@cityofbellbrook.org](mailto:p.timmons@cityofbellbrook.org) by 3 p.m. on 6/14/2021.

### 7:00 pm-Regular Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the minutes of the May 24 regular meeting
5. Mayor's Announcements and Special Guest
6. Public Hearing of Ordinances
  - **Ordinance 2021-7** An Ordinance Repealing Old Section 412.07, "Special Events" of the Bellbrook Municipal Code and Enacting a New Section 412.07 "Special Events" of the Bellbrook Municipal Code (**Middlestetter**)
7. Introduction of Ordinances
8. Resolutions
  - **Resolution 2021-N** A Resolution by the Council of the City of Bellbrook Requesting the County Auditor to Certify the Total Current Tax Valuation of the City of Bellbrook and the Dollar Amount of Revenue that Would be Generated by a Specified Number of Mills (**Havens**)
  - **Resolution 2021-O** A Resolution Authorizing the City Manager to Enter into an Agreement with Greene County for the Community Investment Grant Program (**Edwards**)
  - **Resolution 2021-P** A Resolution Accepting the Bid Submitted by L&T Painting for the 750,000 Gallon Spheroid Exterior Overcoat, Dry Interior Spot Repaint and Miscellaneous Repairs Project (**Greenwood**)
9. Old Business

10. New Business
  - Accepting the Resignation of Melissa Dodd as City Manager/Finance Director
11. City Manager Report
12. Committee Reports
  - A. Service
  - B. Safety
  - C. Finance/Audit
  - D. Community Affairs
13. Clerk's Update
14. Open Discussion
15. Public Comment
16. **Adjournment**

**Zoom Meeting Information**

**Webinar ID: 873 9154 1360**

**Password: 175167**

Future Agenda Items (dates are subject to change)

- June 28 – 6pm – Work Session to Review Article 14
- June 29 – Executive Session under 121.22 (G) (1) To consider the appointment of a public employee
- July 12 – Introduction of Article 14 Ordinance
- July 26 – Public Hearing of Article 14 Ordinance
- July 26 – Resolution to Proceed for General Fund Levy Renewal

**RECORD OF PROCEEDINGS**  
Minutes of Bellbrook City Council Regular Meeting  
May 24, 2021

Due to the COVID-19 pandemic the May 24, 2021 City Council Meeting was conducted using Zoom's remote webinar platform.

**PRESENT:** TJ Hoke  
Ernie Havens  
Dr. Van Veldhuizen  
Forrest Greenwood  
Elaine Middlestetter  
Mayor Mike Schweller

**ABSENT:** Nick Edwards

**ALSO PRESENT:** City Manager Melissa Dodd

**REGULAR MEETING**

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

**ROLL CALL**

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

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

**APPROVAL OF MINUTES**

Mayor Schweller asked if anyone had any comments or corrections to the minutes of May 10. Hearing none he declared the minutes approved.

**MAYOR'S ANNOUNCEMENTS**

- Ryan Cross Eagle Scout

Mayor Schweller welcomed Ryan Cross to the Council meeting.

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Ryan Cross explained that his Eagle Scout project was the removal of honeysuckle along a section of trail at Grant Park in Centerville. The project was conducted over the course of two days in August of 2019. It involved approximately 12 of his fellow scouts who helped to completely clear the designated area between the trail and the river. This greatly improved visibility in that area of the park.

Mr. Havens commented that Ryan had been a young scout when he had been Scout Master and is very happy to see him make it this far.

Council thanked and congratulated Mr. Cross on his project and achieving the rank of Eagle Scout.

**PUBLIC HEARING OF ORDINANCES**

Mr. Havens read **Ordinance 2021-5 An Ordinance Repealing Section 860 “Public Shows and Exhibitions” of the Bellbrook Municipal Code.**

The City Manager explained this section of code in Part 8 was found while researching something else. A new section has been added in Part 4 “Special Events” and this code is no longer needed.

Mr. Havens made a motion to adopt **Ordinance 2021-5 An Ordinance Repealing Section 860 “Public Shows and Exhibitions” of the Bellbrook Municipal Code.** Mr. Hoke seconded the motion. The Clerk called the roll. Mr. Havens, yes; Mr. Hoke, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes, Mayor Schweller, yes. The motion passed 6-0.

Mr. Greenwood read **Ordinance 2021-6 An Ordinance Repealing Old Section 1450.15 “Demolition” of the Bellbrook Municipal Code and Enacting a New Section 1450.15 “Demolition” of the Bellbrook Municipal Code.**

Mrs. Dodd explained the need for this change was discovered while preparing for the Village Review Board to hear a request for a demolition permit. It was discovered that a Certificate of Appropriateness was not included as required in a demolition plan. The County also requires one. Plus, the transferability of the permit is being added. The Municipal Attorney also recommended some changes.

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Mr. Greenwood made a motion to adopt **Ordinance 2021-6 An Ordinance Repealing Old Section 1450.15 “Demolition” of the Bellbrook Municipal Code and Enacting a New Section 1450.15 “Demolition” of the Bellbrook Municipal Code.** The motion was seconded by Mrs. Middlestetter. The Clerk called the roll. Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mr. Havens, yes; Mr. Hoke, yes; Dr. Van Veldhuizen, yes; Mayor Schweller, yes. The motion passed 6-0.

**INTRODUCTION OF ORDINANCES**

Mrs. Middlestetter read **Ordinance 2021-7 An Ordinance Repealing Old Section 412.07, “Special Events” of the Bellbrook Municipal Code and Enacting a New Section 412.07 “Special Events” of the Bellbrook Municipal Code.**

The City Manager explained that a spreadsheet was created to document the changes that were being made to the code.

Mr. Havens asked if this will effect the Lion’s Club festival. Mrs. Dodd answered that their coordinator has used successfully requested a permit in previous years and is aware of the process.

It was suggested that the City Manager send the new information to the schools and the parks district.

Mrs. Middlestetter made a motion to introduce **Ordinance 2021-7 An Ordinance Repealing Old Section 412.07, “Special Events” of the Bellbrook Municipal Code and Enacting a New Section 412.07 “Special Events” of the Bellbrook Municipal Code.** Mr. Greenwood seconded the motion. The Clerk called the roll. Mrs. Middlestetter, yes; Mr. Greenwood, yes; Mr. Havens, yes; Mr. Hoke, yes; Dr. Van Veldhuizen, yes; Mayor Schweller, yes. The motion passed 6-0.

**RESOLUTIONS**

Mr. Hoke read **Resolution 2021-L A Resolution Authorizing the City Manager to Enter into an Agreement with the Bellbrook-Sugarcreek Local School District for School Security.**

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Mrs. Dodd explained that this is annual legislation to provide security at the schools for four hours a day for the 2021-2022 school year. The fee is the same as it has been for the last two years. The Police Chief suggested that next year the City consider a small increase.

Mr. Havens suggested possibly making this a three-year contract so that it does not need to be repeated every year.

Mr. Hoke made a motion to adopt **Resolution 2021-L A Resolution Authorizing the City Manager to Enter into an Agreement with the Bellbrook-Sugarcreek Local School District for School Security**. The motion was seconded by Dr. Van Veldhuizen. The Clerk called the roll. Mr. Hoke, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mr. Havens, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 6-0.

Dr. Van Veldhuizen read **Resolution 2021-M A Resolution Authorizing the City Manager to Enter into an Agreement with the Bellbrook-Sugarcreek Local School District for Security at Home Football Games**.

Mrs. Dodd pointed out that this is similar to the previous resolution but for security at home football games for three hours per game. If available, we provide three officers.

Mr. Havens asked if the Township also supplied officers. Mrs. Dodd did not know the answer.

Mr. Hoke asked if there is an additional fee for more games such as last year when the team made the playoffs. Mrs. Dodd answered that contract extends through all games.

Dr. Van Veldhuizen made a motion to adopt **Resolution 2021-M A Resolution Authorizing the City Manager to Enter into an Agreement with the Bellbrook-Sugarcreek Local School District for Security at Home Football Games**. Mr. Hoke seconded the motion. The Clerk called the roll. Dr. Van Veldhuizen, yes; Mr. Hoke, yes; Mr. Greenwood, yes; Mr. Havens, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 6-0.

**OLD BUSINESS** - none

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**NEW BUSINESS**

The City Manager informed Council that the new utility billing software is set for conversion the end of May. Utility bills will be delayed in going out due to the conversion. Since customers will be required to use a different online portal, we plan to waive late penalties for each bill cycle for their first billing with the new system to ensure folks are not penalized during the transition. This information is being announced in multiple places including the web page, e-newsletter, on the utility bills, and through emails. They can also send out a HyperReach call if necessary.

Dr. Van Veldhuizen made a motion to waive utility billing penalties for the months of June, July, and August 2021. Mrs. Middlestetter seconded the motion. The Clerk called the roll. Dr. Van Veldhuizen, yes; Mrs. Middlestetter, yes; Mr. Hoke, yes; Mr. Greenwood, yes; Mr. Havens, yes; Mayor Schweller, yes. The motion passed 6-0.

**CITY MANAGER REPORT**

Mrs. Dodd reported the following:

- Finance and Utility Billing Software conversion will take place on May 27 and will be live on the 4th of June. The bill pay portal and entire billing and finance system will be down as of May 27 until June 4th.
- Bellbrook TV is back on air showing a looped video that is airing on the cable channel with helpful information. Airing live meetings to cable is still an issue and will be worked on.
- Lt. Nartker and the Clerk have worked to be able to have the Council chamber cameras be able to go directly to YouTube for in-person meetings once we get to that point. We are unable to do a hybrid of online and in-person meetings though so each individual meeting will have to be either fully online or fully in person. Keep in mind that the online meeting provision currently expires at the end of June. This could be extended or made permanent which a current bill is making its way through the statehouse, but until something changes we are looking at the end of June.
- American Rescue Plan – Guidance was released on May 10th. We are still unsure as to exactly how much we will receive. I expect the first half of the funds to be released to us within the

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next month from the state. Once we know how much we are receiving we can start to discuss how we might be able to best spend it. We have until December 31, 2024 to spend it so there is no rush to make any decisions like the last funding. One bright spot is

- The rewrite of Article 14 has made it through Planning Board. Legal made some revisions which we took back to Planning Board for a second approval on May 20th. We plan to take this finalized version to VRB next for their review as a courtesy. After VRB review, Council will be able to review prior to bringing it in ordinance form.

**COMMITTEE REPORTS**

**Service** – Mr. Greenwood reported that the City is accepting bids for the painting of water tower #1 by Ron Keil Park. It was last painted 15 years ago. The tower will be inspected, any needed repairs will be made, and it will be painted. The recent hot weather has driven the City's water consumption up to 750,000-one million gallons of water a day.

**Safety** – Mr. Hoke reported that the Police Department continues to follow COVID-19 protocols and common sense. Only two of the 15 officers contracted COVID-19. The entire department completed Standing Orders training. The Fire Department is offering free blood pressure checks on Friday afternoons. If anyone knows of a homebound person who needs a COVID vaccine please contact the Fire Department.

**Finance** – none

**Community Affairs** – Mrs. Middlestetter announced that the Committee will be interviewing for the opening on the Village Review Board on Wednesday. She also announced the news that Glenn Costie will be moving out of state and this creates an opening on the Board of Zoning Appeals/Property Review Commission. Applications will be accepted through June 10 and are available on the City website.

**CLERK'S REPORT**

Mrs. Timmons reported June 7 will be the next Community Leaders Meeting.



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**COMMENTS**

Mr. Greenwood said he always enjoys seeing the congratulations posted to the high school graduates on the fire station marquee. All of Council congratulated all 2021 graduates.

Mr. Havens echoed that and also congratulated Eagle Scout Ryan Cross.

Dr. Van Veldhuizen added that the Service Committee will be participating in a walk around the City to look at the possible placement for proposed cross walks.

Mayor Schweller wished all of Bellbrook a safe Memorial Day holiday.

**PUBLIC COMMENT** - none

**ADJOURNMENT**

The Mayor announced that there was no further business at 8:01 PM.

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Michael W. Schweller, Mayor

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Pamela Timmons, Clerk of Council



# RECORD OF ORDINANCES

Ordinance No. 2021-7

June 14, 2021

## CITY OF BELLBROOK, OHIO

### ORDINANCE NO. 2021-7

#### **AN ORDINANCE REPEALING OLD SECTION 412.07, “SPECIAL EVENTS” OF THE BELLBROOK MUNICIPAL CODE AND ENACTING A NEW SECTION 412.07 “SPECIAL EVENTS” OF THE BELLBROOK MUNICIPAL CODE.**

WHEREAS, the Bellbrook Municipal Code includes Section 412.07 “Special Events,” which establishes procedures and outlines regulations for special events of a temporary nature in the City of Bellbrook; and

WHEREAS, the old Section 412.07 “Special Events” addressed special events held on public property and special events held on private property open to the public; and

WHEREAS, City Staff recommends revisions to Section 412.07 to remove provisions related to special events conducted on private property and to provide revised regulations concerning special events held on public property.

#### NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY ORDAINS:

Section 1. The old Section 412.07 “Special Events” of the Bellbrook Municipal Code is hereby repealed.

Section 2. A new Section 412.07 “Special Events” of the Bellbrook Municipal Code is hereby enacted as set forth in Exhibit A, which is attached hereto and incorporated herein by reference, with deletions shown by ~~strike through~~ and additions by *italics* and underlined.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including, but not limited to Section 121.22 of the Ohio Revised Code.

Section 4. This Ordinance shall take effect and be in force from and after the earliest period provided by law.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Nick Edwards, Deputy Mayor

ATTEST:

\_\_\_\_\_  
Pamela Timmons, Clerk of Council



## CHANGES to Ord 2021-7 Special Event Permits

|    |  | REASON  |                                |
|----|--|---|--------------------------------|
| 1  | (a) Purpose of chapter                   | CHANGED: <del>City-owned</del> to <u>public</u>   | Legal update                   |
| 2  |  | ADDED: <u>and open to the general public,</u>   | Clarification                  |
| 3  | (b) Definitions: Public property         | CHANGED: <del>City facilities</del> to <u>Public property</u>   | Legal update                   |
| 4  |  | ADDED: <u>parks, public school property, and any public right-of-way including but not limited to streets, sidewalks, and waterways .</u>   | Detail added                   |
| 5  | (b) Definitions: Temporary special event | DELETED: <del>that are most often produced in conjunction with community organizations.</del>   | Overly narrow                  |
| 6  |  | CHANGED: <del>public</del> private property open to the public-   | Clarification                  |
| 7  |  | CHANGED: characteristics to <u>activites</u>  | Clarification                  |
| 8  | (b) Definitions (1)                      | DELETED: <del>involving entertainment and/or amplified sound, food, beverage, merchandise sales or any activity</del>   | Overly narrow                  |
| 9  |  | ADDED: <u>fair, hobby, art/craft, parade, convention, concert</u>   | Detail added                   |
| 10 | (b) Definitions (2)                      | ADDED: <u>sidewalk</u>  | Detail added                   |
| 11 | (b) Definitions (3)                      | CHANGED: <del>City facilities</del> to <u>any public property situated in the City</u>  | Legal update                   |
| 12 | (b) Definitions (5)                      | REMOVED   | Reorganized elsewhere          |
| 13 | (b) Definitions: Temporary structures    | ADDED: <u>Temporary structures shall mean structures that include, but are not limited to, stages, tents, food trucks, booths, seating areas, and portable restrooms.</u>   | Detail added                   |
| 14 | (d) Applications (1)                     | ADDED: <u>entity, or organization ... an application for a Special Event Permit ... application. ... and all other application materials.</u>   | Legal update                   |
| 15 | (d) Applications (3)                     | DELETED: <del>Each applicant shall provide a letter of permission from the owner of the property on which the temporary special event is to be held.</del>  | Reorganized elsewhere          |
| 16 | (d) Applications (4)                     | DELETED: <del>Each application shall contain a description of the number and types of display units and/or temporary structures proposed in connection with the temporary special event.</del>  | Reorganized elsewhere          |
| 17 | (d) Applications (4)                     | ADDED: <u>layout and number of any</u>  | Detail added                   |
| 18 | (d) Applications (5)                     | ADDED: <u>or traffic flow</u>   | Detail added                   |
| 19 | (d) Applications (6)                     | ADDED: <u>If the event is to include the sale of alcohol, the requisite Temporary Permit must be obtained from the Ohio Department of Commerce, Division of Liquor Control in advance of the Special Event. When the Temporary Permit is received by the event organizer, a copy of the Temporary Permit must be delivered to the City of Bellbrook. It is the organizer's responsibility to ensure that alcoholic beverages will not be carried into public areas where underage citizens are present and to ensure that the event is in full compliance with all state and local laws and regulations concerning the sale and use of alcoholic beverages.</u> | Detail and Legal Clarification |

|    |  |  |                                      |
|----|--|--|--------------------------------------|
| 20 | (d) Applications (8)                   | ADDED: <u>All application fees and materials required by this section must be submitted contemporaneously to the City Manager. The City Manager will not consider any incomplete applications for a Special Event Permit</u>   | Clarification                        |
| 21 | (g) Regularly occurring events         | ADDED: <u>Any Special Event Permit granted for any regularly occurring event is only applicable to the specific type of regularly occurring event described in the application</u>   | Clarification                        |
| 22 | (h) Sidewalk obstructions              | CHANGED: <del>shall not be permitted without expressed permission from the City</del> <u>to be specifically outlined in the application with an alternate route for pedestrians of all abilities. The City Manager may deny any application for a Special Event Permit that unreasonably restrict or interferes with pedestrian traffic flow</u> | Detail added and legal clarification |
| 23 | (j) Permits, licenses, inspections     | CHANGED: <del>outside agencies and organizations</del> <u>to local, county and/or state laws and regulations</u>   | Detail added and legal clarification |
| 24 | (l) Signage                            | ADDED: <u>public</u>   | Detail added                         |
| 25 |  | ADDED: <u>without the private property owner's express, written consent</u>  | Reorganized                          |
| 26 | (l) Signage (2) Timeframe              | ADDED: <u>Temporary special event signage ... by the City Manager consistent with this section ... single occurrence</u>   | Detail added and legal clarification |
| 27 | (l) Signage (3) Signage without permit | ADDED: <u>and approval of the City Manager</u>   | Detail added                         |
| 28 | (n) Penalty (1)                        | CHANGED: <del>one hundred</del> <u>to two hundred fifty</u>  |                                      |
| 29 | (n) Penalty (2)                        | ADDED: <u>and to leave the public property in the same manner and condition in which it was found prior to the special event</u>   | Detail added                         |
| 30 |  | CHANGED: <del>sent to</del> <u>assessed against</u>  | Detail added                         |
| 31 |  | ADDED: <u>or the actual cost of any necessary repairs and clean up, whichever is higher</u>  | Detail added                         |
| 32 | (n) Penalty (3)                        | ADDED: <u>Organizers who have committed violations of this ordinance may not be eligible for approval of future Special Event Permits.</u>   | Detail added                         |
| 33 | (o) Exceptions                         | ADDED this new section   |                                      |

# RECORD OF ORDINANCES

Ordinance No. 2021-7

June 14, 2021

APPROVED AS TO FORM:  
Stephen M. McHugh, Municipal Attorney

## **EXHIBIT A**

### **Sec. 412.07. - Special events.**

(a) *Purpose of chapter.* The purpose of this chapter is to make provision for special events of a temporary nature which ~~may be~~ are held on ~~City-owned~~ public property within the Municipality and open to the general public, regardless of the zoning provisions generally applicable to such property. Any such special events shall be subject to the requirements of this chapter.

(b) *Definitions.* As used in this chapter:

~~City facilities~~ shall mean ~~City-owned parking lots, and City-owned buildings.~~

*City Manager* shall mean the City Manager or the Manager's designee.

~~City facilities~~ Public property shall mean City-owned parking lots, ~~and~~ City-owned buildings, parks, public school property, and any public right-of-way including but not limited to streets, sidewalks, and waterways.

*Temporary special event* shall mean any outdoor activity or series of outdoor activities open to the public specific to an identifiable time and place. ~~that are most often produced in conjunction with community organizations.~~ Temporary special events may be held on City-owned property; or events on public-private property ~~open to the public~~ regardless of zoning restrictions applicable to the property. Temporary special events include, but are not limited to, one or more of the following activities characteristics:

- 1) Any activity ~~involving entertainment and/or amplified sound, food, beverage, merchandise sales or any activity~~ such as a festival, fair, carnival/circus, ~~sports event, hobby/trade show, art/craft show, car show, public dance, parade, convention, concert or performance;~~
- 2) Any activity that may substantially increase or disrupt the normal flow of traffic on any sidewalk, street, or highway;
- 3) Any activity which involves the use of ~~City facilities~~ any public property situated in the City;
- 4) Any activity which ~~involves~~ requires the use of City services that would not otherwise be necessary in the absence of such an event; or
- 5) Any activity which includes ~~mobile food vehicles as part of the event.~~ For the purposes of this Code, a garage sale or other similar function that is contained solely on private property, shall not be considered a special event.

Temporary structures shall mean structures that include, but are not limited to, stages, tents, food trucks, booths, seating areas and portable restrooms.

# RECORD OF ORDINANCES

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June 14, 2021

(c) *Permit required.* No person or entity shall hold a temporary special event within the City of Bellbrook without a permit issued by the City Manager as required by this chapter.

(d) *Applications.*

(1) Any person, entity, or organization wanting to hold a temporary special event shall submit an application for a Special Event application Permit with the requisite application fee, and proof of insurance, and all other application materials required by this section to the City Manager no later than 30 days prior to the date of the requested event.

(a) Within 14 days of receiving a completed application with all required supporting documents and fees as outlined in this section, the City Manager shall either approve or deny the application. If the application is denied, the City Manager shall, in writing, state why the application was denied.

(2) A twenty-five dollar (\$25.00) non-refundable application fee is due at the time of application.

(3) Each application shall describe the type of event, the location, the proposed activity and the number of days on which it is to be held. ~~Each applicant shall provide a letter of permission from the owner of the property on which the temporary special event is to be held.~~

(4) ~~Each application shall contain a description of the number and types of display units and/or temporary structures proposed in connection with the temporary special event.~~ A site plan showing the proposed layout and number of any temporary structures must be included.

(5) Each application shall set forth any potential parking or traffic flow problems and the proposed resolution of the same.

(6) If the event is to include the sale of alcohol, the requisite Temporary Permit must be obtained from the Ohio Department of Commerce, Division of Liquor Control in advance of the Special Event. When the Temporary Permit is received by the event organizer, a copy of the Temporary Permit must be delivered to the City of Bellbrook. It is the organizer's responsibility to ensure that alcoholic beverages will not be carried into public areas where underage citizens are present and to ensure that the event is in full compliance with all state and local laws and regulations concerning the sale and use of alcoholic beverages.

(7) Any activity not expressly stated in an approved application shall be prohibited.

(8) All application fees and materials required by this section must be submitted contemporaneously to the City Manager. The City Manager will not consider any incomplete applications for a Special Event Permit.

(e) *Conflicts with previously scheduled events.* Each temporary special event date will be considered for approval on a first-come, first served basis, based on the date the application was submitted to the City Manager. No temporary special event will be permitted which would conflict with other civic or special events located in the same area, whether previously authorized by the City Manager or by other appropriate authorities. The application must include all required supporting materials, fees and insurance requirements before the City Manager will approve the requested event.



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(f) *Liability insurance.*

- (1) Each applicant for a temporary Special Event Permit shall provide proof of general liability insurance, in an amount not less than one million dollars (\$1,000,000.00), which shall indemnify and save harmless the City from any and all judgments, costs or expenses which the City may incur or suffer by permitting the temporary special event. The Certificate of General Liability Insurance must establish that the City is an additional insured. Additional insurance is required for fireworks and pyrotechnics.
- (2) The applicant also agrees and promises to defend, indemnify, and hold harmless the City of Bellbrook, Ohio, its officers, agents, employees, and volunteers from and against any liability for any equipment or supplies lost, stolen, or damaged that are stored or otherwise as a result of or in connection to this event.
- (3) The following language must be on the Certificate of General Liability insurance:

The following are additional insureds: the City of Bellbrook, Ohio and its elected and appointed officials, all employees, agents, volunteers, all boards, commissions and/or authorities and board members, including employees, agents and volunteers thereof. Coverage shall be primary to the additional insureds and not contributing with any other insurance or similar protection available to the additional insureds whether other available coverage be primary, contributing or excess.

(g) *Regularly occurring events.* Special events that will be occurring regularly, such as seasonal fairs or farmers markets, shall only be required to submit one application for a Special Event Permit per calendar year. Any Special Event Permit granted for any regularly occurring event is only applicable to the specific type of regularly occurring event described in the application.

(h) *Sidewalk obstructions.* Any proposed sidewalk obstructions for a temporary special event shall ~~not be permitted without expressed permission from the City~~ be specifically outlined in the application with an alternate route for pedestrians of all abilities. The City Manager may deny any application for a Special Event Permit that unreasonably restricts or interferes with pedestrian traffic flow.

(i) *City services.* The City shall invoice the applicant for City services provided to temporary special events at rates set by the City Manager. The City Manager or the Manager's designee reserves the right to determine the services and levels of services provided to any event.

(j) *Permits, licenses, inspections.* The applicant is responsible for obtaining all permits, licenses and/or inspections required by local, county and/or state laws and regulations ~~outside agencies and organizations.~~

(k) *Mobile food vehicles.* An applicant that plans to use mobile food vehicles must have all applicable permits/licenses as required by the Greene County Health Department.

(l) *Signage.* Special events are eligible to post event-related signage in the public right-of-way. To apply, the event sponsor must provide the desired sign placement locations via a map, number of signs desired and the sign's size to the City Manager or his or her designee. The City reserves the right to further limit the number of special event signs based on other event signage requests or other extenuating circumstances.

- (1) *Placement and size.* A maximum of four off-site signs are permitted to be installed for the approved event in the public right-of-way. Off-site signage requires a site plan showing

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Ordinance No. 2021-7

June 14, 2021

where the signs are proposed to go. Each off-site sign shall not exceed 32 square feet in overall sign area and six feet in overall height. In situations where the timing of approved special events overlap, the City reserves the right, at its sole discretion, to reduce the number of off-site signs allocated to each event in order to accommodate the signage needs of multiple events to the extent practical. Regardless of any limitation or reallocation of signage, the total number of sign positions will not exceed the maximum of four as outlined above. Only City Staff are permitted to install approved off-site signage in the City's right-of-way. Off-site signage, as approved via the Special Event Permit, shall be exempt from all signage requirements of set forth in the Bellbrook Zoning Code. All signage must be kept in good repair. Signage may not be installed by the event sponsor within the public right-of-way, on lampposts, utility poles, traffic signage, any location where the view of vehicle traffic would be obstructed, or on any private property without the private property owner's express, written consent.

- (2) Timeframe of signage. Temporary special event signage approved by the City Manager consistent with this section with this application, are permitted to may be placed up to 14 days before the proposed single occurrence event and must be taken down no later than ~~three~~ 3 days after the event's end. Signage for regular occurring events shall be approved by the City Manager on a case-by-case basis.
- (3) Signage without permit. All signage erected without first obtaining the Special Event Permit and approval of the City Manager are illegal and subject to removal.

(m) Additional conditions or requirements. The City Manager reserves the right with respect to all temporary special events to establish such additional conditions or requirements as the Manager, in his/her discretion, deems advisable. Any temporary special event or private event that does not comply with ~~abide by~~ the regulations set forth in this chapter or any other requirements established by the City Manager is subject to immediate cancellation by the City Manager.

(n) Penalty.

- (1) Whoever violates any of the provisions of this chapter shall be fined not more than two hundred fifty one hundred dollars (\$~~250~~100.00). A separate offense shall be deemed committed each day during or on which a violation occurs or continues.
- (2) It is the event organization's responsibility to clean up debris left over from the event and to leave the public property in the same manner and condition in which it was found prior to the special event. Failure to clean up following the event will result in a five hundred dollar (\$500.00) clean-up fee being ~~sent to~~ assessed against the person and/or organization responsible for the event or the actual cost of any necessary repairs and clean up, whichever is higher.
- (3) Organizers who have committed violations of this ordinance may not be eligible for approval of future Special Event Permits.

(o) Exceptions. The following shall be considered exempt from the requirements of this section:

- (1) Events held on public property and sponsored by the City of Bellbrook
- (2) Events held on public property and sponsored by the Bellbrook Sugarcreek Parks District
- (3) Events held on public property and sponsored by the Bellbrook Sugarcreek School District

# RECORD OF ORDINANCES

Ordinance No. 2021-7

June 14, 2021

(4) Sidewalk sales related to the abutting permitted principal business so long as the sales do not obstruct the flow of pedestrian traffic and are otherwise in compliance with all state and local laws.





# CITY OF BELLBROOK

## SPECIAL EVENT PERMIT

15 EAST FRANKLIN STREET, BELLBROOK, OHIO 45305

(937) 848-4666 [WWW.CITYOFBELLBROOK.ORG](http://WWW.CITYOFBELLBROOK.ORG)

### APPLICANT INFORMATION

NAME OF APPLICANT \_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

### EVENT INFORMATION

NAME OF EVENT \_\_\_\_\_

DATE(S) OF THE EVENT \_\_\_\_\_

TIME OF THE EVENT \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_ ALCOHOL SERVED:  Yes  No

BRIEF DESCRIPTION OF THE EVENT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STREETS OR PUBLIC AREAS REQUESTING TO CLOSE: \_\_\_\_\_

\_\_\_\_\_

#### PLEASE HIGHLIGHT/MARK THE EVENT AREA OR EVENT ROUTE ON A MAP

WILL SIGNS BE PLACED IN THE RIGHT-OF-WAY? Yes \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PROVIDE A MAP DETAILING WHERE THE SIGNS WILL BE PLACED AND THE SIZE OF THE SIGNS.

#### ADDITIONAL INFORMATION

**HOLD HARMLESS:** THE PERMITTEE WILL HOLD HARMLESS AND INDEMNIFY THE CITY OF BELLBROOK, ITS ELECTED OFFICIALS, OFFICERS, EMPLOYEES AND AGENTS FROM ANY DAMAGES WHICH MAY ARISE AS A RESULT OF THE CONDUCT OF THE PARADE OR ASSEMBLY FOR WHICH THE PERMIT IS SOUGHT BY PERSONS WHO WERE OR REASONABLY SHOULD HAVE BEEN UNDER THE CONTROL OF THE PERMITTEE.

PRIOR TO THE BEGINNING OF THE EVENT, IT IS IMPORTANT THAT ALL PARTICIPANTS BE ADVISED TO OBEY PEDESTRIAN REGULATIONS AND CROSS ONLY AT INTERSECTIONS OR AS DIRECTED BY THE POLICE.

YOUR ORGANIZATION WILL HAVE TO ARRANGE FOR PAYMENT FOR THE USE OF SERVICES (WATER, ELECTRIC, TRASH PICK-UP) WHETHER PROVIDED BY A PRIVATE OWNER OR PUBLIC ENTITY. EXTRAORDINARY PUBLIC SAFETY SERVICES (EXCESSIVE OVERTIME) MAY ALSO NEED TO BE PAID FOR AT THE DETERMINATION OF THE CITY MANAGER.

IT IS THE EVENT ORGANIZATION'S RESPONSIBILITY TO CLEAN UP DEBRIS LEFT OVER FROM THE EVENT. FAILURE TO CLEAN UP FOLLOWING THE EVENT WILL REST IN A \$500 CLEAN-UP FEE BEING SENT TO THE PERSON AND/OR ORGANIZATION RESPONSIBLE FOR THE EVENT.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

REQUIRED ATTACHMENTS:

\_\_\_\_\_ EVENT LAYOUT MAP WITH ANY ROAD CLOSURES NOTED

\_\_\_\_\_ SIGN LAYOUT MAP (IF DISPLAYING TEMPORARY SIGNS)

\_\_\_\_\_ CERTIFICATE OF LIABILITY INSURANCE

\_\_\_\_\_ COPY OF LIQUOR LICENSE (IF APPLICABLE)

\_\_\_\_\_ FEE

| OFFICE USE ONLY   |  |               |
|---|--|---------------|
| PERMIT FEE  | PAYMENT TYPE   | PERMIT NUMBER |
| \$ _____  | CASH <input type="checkbox"/> CHECK <input type="checkbox"/> # _____ | _____         |
| APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> | STAFF SIGNATURE _____ DATE ____/____/____                            |               |

# RECORD OF RESOLUTIONS

Resolution No. 2021-N

June 14, 2021

## City of Bellbrook

### Resolution No. 2021-N

#### **A Resolution by the Council of the City of Bellbrook Requesting the County Auditor to Certify the Total Current Tax Valuation of the City of Bellbrook and the Dollar Amount of Revenue that Would be Generated by a Specified Number of Mills.**

WHEREAS, the Council of the City of Bellbrook, Ohio, desires to request the voters to approve a 1.30 mill five-year renewal general fund levy in excess of the ten-mill limitation for the purpose of providing current operating expenses; and

WHEREAS, pursuant to Section 5705.03 of the Revised Code, Council is required to certify to the County Auditor a resolution requesting the total current tax valuation of the City of Bellbrook and the dollar amount of revenue that would be generated by a specified number of mills.

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

Section 1. That pursuant to the provisions of Section 5705.19 of the Revised Code, it is necessary that a renewal tax be levied in excess of the ten-mill limitation for the benefit of the City of Bellbrook for the purpose of providing current operating expenses of the general fund at a rate not exceeding 1.30 mills for each dollar of valuation, which amounts to 13.0 cents for each \$100.00 of valuation, for a five-year period of time.

Section 2. That the question of the passage of said renewal tax levy would be submitted to the electors of the City at an election to be held on November 2, 2021. If a majority of the voters voting on this renewal levy vote in favor thereof, that tax levy will be first placed on the tax list and duplicate for the tax year 2022, for collection in calendar year 2023.

Section 3. That pursuant to Section 5705.03 of the Revised Code, the County Auditor is hereby requested to certify to the City of Bellbrook the total current tax valuation of the City and the dollar amount of revenue that would be generated by the number of mills specified in Section 1 hereof, and the Clerk of Council is hereby directed to certify forthwith a copy of this resolution to the County Auditor upon its passage.

Section 4. That this resolution shall take effect and be in force forthwith.

---

Michael W. Schweller, Mayor

ATTEST:

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Pamela Timmons, Clerk of Council





# RECORD OF RESOLUTIONS

Resolution No. 2021-O

June 14, 2021

## City of Bellbrook

### Resolution No. 2021-O

#### **A Resolution Authorizing the City Manager to Enter into an Agreement with Greene County for the Community Investment Grant Program.**

WHEREAS, the City of Bellbrook authorized the City Manager to submit an application to Greene County Board of County Commissioners for their municipal grant program also referred to as the Community Investment Grant Program, with Resolution 2021-K on April 12, 2021; and

WHEREAS, the grant application was a request in the amount of \$26,625, a 75% match of the Downtown Streetscape Design Plan costs; and

WHEREAS, the Board of County Commissioners approved the grant request for the full amount during their April 29, 2021 meeting.

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY RESOLVES:

Section 1. The City Manager is hereby authorized to enter into an agreement with Greene County for the Community Investment Grant Program.

Section 2. That this resolution shall take effect and be in force immediately upon adoption.

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Michael W. Schweller, Mayor

ATTEST:

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Pamela Timmons, Clerk of Council



## AGREEMENT FOR COMMUNITY INVESTMENT GRANT PROGRAM

This GRANT AGREEMENT ("AGREEMENT") is entered into by and between the Board of County Commissioners of Greene County, Ohio ("GRANTOR") and *City of Bellbrook* ("GRANTEE"), with a mailing address of 15 East Franklin Street, Bellbrook, Ohio 45305. GRANTOR and GRANTEE are sometimes collectively referred to in this AGREEMENT as "PARTIES."

### RECITALS:

- A. The purpose of the Community Investment Grant Program ("GRANT") is to allow the GRANTOR to provide financial assistance to jurisdictions in Greene County, Ohio for the development of sites and infrastructure designed to attract and sustain businesses.
- B. GRANTOR desires to award grants for strategic economic development projects and community-based projects that improve the quality of life for Greene County residents.
- C. GRANTOR passed Resolution No. 21-1-28-7 on January 21, 2021, approving the GRANT to replace the Municipal Grant program and to supplement the Economic Development Incentive Program ("EDIP").
- D. GRANTOR has tasked the Greene County Department of Development ("DEPARTMENT") with the administration of the GRANT, which includes the solicitation and review of applications (along with the Greene County Community Improvement Corporation ("CIC")), the distribution of grant funds to approved projects, and follow up activities to ensure grantees comply with the requirements and obligations of the grant award.
- E. The GRANTEE has submitted an application ("APPLICATION") for a \$26,625.00 match for a Downtown Streetscape Plan ("PROJECT"), which was recommended by the DEPARTMENT and CIC, and approved by GRANTOR by Resolution No. 21-4-29-10 on April 23, 2021.
- F. In accordance with the terms and conditions of this AGREEMENT, GRANTOR desires to disburse to GRANTEE a one-time payment in the amount of \$26,625.00 ("GRANT FUNDS") for GRANTEE to apply toward the Project.

THEREFORE, for and in consideration of the mutual covenants, promises, and agreements by and between the PARTIES herein set forth, the PARTIES agree as follows:

1. GRANTOR hereby awards to GRANTEE, GRANT FUNDS in the amount of \$26,625.00 (PO # 21-0005688, Grant # 21-4-29-10.2) for the PROJECT. The specific use(s) for the GRANT FUNDS are detailed in the APPLICATION, which is attached hereto as Exhibit A and incorporated herein by reference.

2. GRANTEE warrants and represents by accepting the GRANT FUNDS, at the time it submitted its APPLICATION, it met the eligibility requirements of the GRANT set forth in Exhibit B, attached hereto and incorporated herein by reference. If at any time, it is determined that GRANTEE did not meet the eligibility requirements at the time it submitted its APPLICATION, all of the GRANT FUNDS shall be immediately repaid to the GRANTOR by GRANTEE.
3. GRANTEE understands and agrees that the GRANT FUNDS provided to the GRANTEE shall be used for only the PROJECT identified in the APPLICATION. Any other use of GRANT FUNDS, without prior written approval of GRANTOR, shall be considered a non-allowable expenditure. If, at any time, it is determined that GRANT FUNDS were used to pay for any non-allowable expenditure, all or a part of the GRANT FUNDS shall be immediately repaid to GRANTOR by GRANTEE.
4. GRANTEE understands and agrees that it has twelve (12) months from the final signature on this AGREEMENT to verify that the GRANT FUNDS have been encumbered for the intended purpose of the PROJECT. If GRANTEE fails to provide verification that the GRANT FUNDS have been encumbered as described, all or a part of the GRANT FUNDS shall be immediately repaid to GRANTOR by GRANTEE.
5. GRANTEE understands and agrees that it has twenty-four (24) months from the date the GRANT FUNDS are awarded to spend the GRANT FUNDS on the Project. If GRANTEE fails to spend all of the GRANT FUNDS on the Project by the final day of the 24-month time frame, all unused GRANT FUNDS shall be immediately repaid to GRANTOR by GRANTEE.
6. GRANTEE understands and agrees that it is ineligible for applying for another GRANT until the GRANT FUNDS under this AGREEMENT have been encumbered.
7. GRANTEE warrants and represents that all statements, records and information submitted to the DEPARTMENT in relation to this GRANT are true and accurate. GRANTEE understands and agrees that, if at any time, it is determined that such statements, records, and information were not true and accurate, all of the GRANT FUNDS shall be immediately repaid to GRANTOR by GRANTEE.
8. GRANTEE agrees to submit to the DEPARTMENT a Project Compliance Report ("REPORT"), attached hereto as Exhibit C and incorporated herein by reference, upon completion of the PROJECT. GRANTEE will provide said REPORT within thirty (30) days of completion.
9. GRANTEE shall keep all documentation and records, financial or otherwise, and all other evidence relating to use of GRANT FUNDS received pursuant to this AGREEMENT for at least five (5) calendar years following receipt of such funds. GRANTOR and DEPARTMENT shall at any reasonable time have the right of access to and right to review or audit any and all such records pertinent to the

administration and operation of the GRANT and said records shall be maintained in a manner to facilitate such reviews and audits.

10. GRANTEE may, at any time after execution of this AGREEMENT, terminate the GRANT upon written notification to the DEPARTMENT. In the event of such termination, any GRANT FUNDS that have not been used to reimburse expenditures in a manner provided for herein shall be immediately repaid to GRANTOR by GRANTEE.
11. GRANTEE certifies it is an equal opportunity employer and shall remain in compliance with state and federal civil rights and nondiscrimination laws and regulations including, but not limited to, Title VI, and Title VII of the Civil Rights Act of 1964 as amended; the Rehabilitation Act of 1973; the Americans with Disabilities Act; the Age Discrimination Act of 1975; the Age Discrimination in Employment Act, as amended; and the Ohio Civil Rights Law.
12. GRANTEE agrees to comply with all pertinent provisions of the Drug Free Workplace Act.
13. GRANTEE shall comply with the requirements of all applicable federal, state, and local laws and regulations governing the performance of its duties under this AGREEMENT.
14. GRANTEE represents that there is no litigation or administrative action or proceeding pending or, to the best of its knowledge, threatened against GRANTEE, wherein a result adverse to the GRANTEE could reasonably be expected to have a materially adverse effect on the ability of the GRANTEE to meet its obligations under this AGREEMENT.
15. GRANTEE represents that no judgment or consent order has been rendered against GRANTEE, and GRANTEE is not a party to any AGREEMENT, which imposes, will impose, or has imposed any fines or monetary penalties upon GRANTEE for the violation of any federal, state, or local law, ordinance, or regulation which fines or monetary penalties have not heretofore been paid in full.
16. GRANTEE expressly agrees that this AGREEMENT shall not be assigned without the prior written approval of GRANTOR.
17. This AGREEMENT shall be interpreted in its entirety in accordance with the laws of the State of Ohio.
18. This AGREEMENT, including all exhibits, is a complete and exclusive statement of the mutual understanding of the PARTIES and supersedes and cancels all previous and contemporaneous written and oral agreements and communications relating to the subject matter of this AGREEMENT.

19. This AGREEMENT may be amended at any time, or any provision hereof may be waived, by written consent of the GRANTOR and GRANTEE, as evidenced by a written addendum hereto.
20. GRANTEE must provide DEPARTMENT its Form W-9 at the time this AGREEMENT is returned.
21. GRANTEE shall sign and return this AGREEMENT within thirty (30) calendar days of receipt or the GRANT FUNDS will be forfeited.
22. If any term or provision of this AGREEMENT or the application thereof to any person or circumstance shall, to any extent be invalid and unenforceable, the remainder of the AGREEMENT or the application of such terms or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.
23. Each party agrees to be responsible for any negligent acts or negligent omissions by or through itself or its officers, employees, agents and contracted servants, and each party further agrees to defend itself and themselves and pay any judgments and costs arising out of such negligent acts or negligent omissions, and nothing in this Agreement shall impute or transfer any such responsibility from one to the other.

**IN WITNESS WHEREOF**, this AGREEMENT is effective upon the date of the last signature.

**GRANTEE**

By: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**GRANTOR**

By: \_\_\_\_\_ Print Name: Brandon Huddleson

Title: County Administrator Date Signed: \_\_\_\_\_

# RECORD OF RESOLUTIONS

Resolution No. 2021-P

June 14, 2021

## City of Bellbrook

### Resolution No. 2021-P

#### **A Resolution Accepting the Bid Submitted by L&T Painting for the 750,000 Gallon Spheroid Exterior Overcoat, Dry Interior Spot Repaint and Miscellaneous Repairs Project.**

WHEREAS, the City of Bellbrook advertised for bids for the 750,000 Gallon Spheroid Exterior Overcoat, Dry Spot Interior Repaint and Miscellaneous Repairs Project according to specifications prepared by the City's engineer; and

WHEREAS, L&T Painting was the lowest and best bidder for the project.

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

Section 1. That the bid submitted by L&T Painting (Shelby Township, Michigan) for the 750,000 Gallon Spheroid Exterior Overcoat, Dry Spot Interior Repaint, and Miscellaneous Repairs Project with a bid price of \$99,340 is hereby accepted.

Section 2. That the City Manager is hereby authorized to do all things necessary to execute a contract with L&T Painting as stated above.

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

---

Michael W. Schweller, Mayor

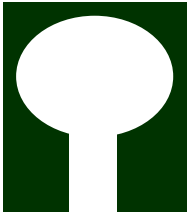
ATTEST:

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Pamela Timmons, Clerk of Council







# DIXON

**ENGINEERING & INSPECTION SERVICES  
FOR THE COATING INDUSTRY**

1104 Third Ave  
Lake Odessa,  
Michigan 48849  
Telephone: (502) 708-5369  
Fax: (330) 725-0512

June 7, 2021

Mr. Ryan Pasley  
City of Bellbrook  
15 E. Franklin St.  
Bellbrook OH, 45305

Subject: 750,000 Gallon Spheroid (Tank#1) Elevated Tank Repair and Painting –  
Contractor Recommendation

Dear Mr. Pasley:

I have reviewed the bid totals for the 750,000 gallon spheroid (Tank #1) repair and painting project. Dixon Engineering recommends L&T Painting Company, Inc. in the amount of \$99,340 and is below the Engineers Estimate of \$107,000.

L&T Painting is a contractor with whom Dixon Engineering, Inc. has experience with. They have completed similar projects in Wisconsin and Michigan.

If you have any questions regarding the recommendation, please contact me at (502) 708-5369.

FOR DIXON ENGINEERING, INC.,

Project Manager  
NACE Certified Coatings Inspector Level 3  
Cert No. 24715

**Members: Society of Protective Coatings • American Water Works Association  
Consulting Engineers Council**



**To:** Mayor & City Council  
**From:** Melissa Dodd, City Manager  
**Date:** June 11, 2021  
**Subject:** City Manager Update

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- **Planning and Zoning** – Our Planning and Zoning Assistant departed rather abruptly on Tuesday the 8<sup>th</sup>. Staff is working to fill in the gaps and pick up where things have been left. I ask for patience from the community as we try to address several unresolved issues related to permitting, property maintenance and general inquiries. I have a system in place to move forward in the meantime. I will leave the decisions for the future of that position with the new City Manager.
- **PFAS Testing Update** – Since the initial testing through OEPA on August 8, 2020, when PFAS was first detected, our water system has been tested 4 times since. Our most recent sample was taken on May 13<sup>th</sup> and our results were below the detectable level. The OEPA will continue to routinely test and we are hopeful our levels remain undetectable. It should be noted that we have not changed anything related to our water system since these samples have been taken since there were no changes we could make to affect the outcome.
- **Finance and Utility Billing Software Conversion** – Our finance and utility billing software conversion were completed on Friday, June 4<sup>th</sup>. We have been working diligently to verify data and monitoring those processes are working well. We have run into some bugs that have needed addressed, as expected with any type of conversion. Utility bills went out on June 7<sup>th</sup>. This was past the normal timeline of bills going out on the 1<sup>st</sup> but Council waived penalties for the next three months. Customers will need to use a new website to pay their bills. We are also able to take payments over the phone now as well which is nice. All of the details are on our website.
- **Streetscape Plan Update** – On Monday the 7<sup>th</sup>, Service Director Ryan Pasley and I met with Kleingers Group staff who are working on our streetscape plan. We walked the project area and talked about several of the areas of opportunity in detail. It also gave them an opportunity to ask questions to better understand our downtown and some of its characteristics. They have a lot of great ideas that they will work to refine in the coming weeks to present some preliminary information. The plan will continue to be refined over the course of the next few months.
- **Future Annexation** – There is a property located at 3760 Terrace Creek in Highview Terrace which will require a lot combination and annexation. The property is two individual parcels/lots. One lot is in the city and one is in the Township. They are building a pool on the Township parcel and extending their outdoor living area. This is going to require the lot

combination and annexation. The Township is approving the pool permit with the condition that they petition for a type 1 annexation within 30 days.

- **Bellbrook TV Update** – We are waiting for the installation of a new communications line to be able to install the new hardware to broadcast again. We were told it would be several weeks. I will keep Council updated as I know more.
- **American Rescue Plan** – We have yet to receive any American Rescue Plan funds. With the issue of townships being included or not included is likely what is holding up distributions. Once we receive the funds I will inform Council.
- **Article 14** – The rewrite of Article 14 will be reviewed by VRB next as a courtesy on June 22. Council will have a work session to review followed by it being brought in ordinance format.
- **Goals Update** – I plan to meet with each Council Committee in July to review the status of the goals so all are aware as we transition and move forward. If Council as a whole would like a full goal review I can do so at my final Council meeting on July 26.

