

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 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.

- 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.

Michael W. Schweller, Mayor

Pamela Timmons, Clerk of Council