

RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

July 13, 2026

CALL TO ORDER

- Mayor called the meeting to order at the meeting date and time.

PLEDGE OF ALLEGIANCE

- Mayor led the meeting in the Pledge of Allegiance.

ROLL CALL

- Council Members Present:
 - Mr. Ashley
 - Mrs. Cyphers
 - Mr. Greenwood
 - Mr. Havens
 - Mrs. Wright
 - Mayor Schweller
- Council Members Absent:
 - Deputy Mayor Hoke (excused)
- Motion to excuse Deputy Mayor Hoke:
 - Motion: Made by Mrs. Wright
 - Second: Mr. Greenwood
 - Vote: Passed 6-0

APPROVAL OF MINUTES

- Approval of the previous meeting's minutes (June 22, 2026):
 - Motion: Made by Mr. Havens
 - Second: Made by an Mrs. Wright
 - Vote: Passed 6-0

MAYOR'S ANNOUNCEMENTS AND SPECIAL GUESTS

- Retirement Ceremony for Fire Lieutenant Greg Nartker:
 - Speakers: Mayor Schweller; Fire Chief Bizzaro; Lieutenant Nartker
 - Summary:
 - Mayor Schweller presented a plaque recognizing 34 years of service and highlighted contributions in public safety, community outreach, fire safety education, and business inspections.
 - Fire Chief Mazur summarized Lieutenant Nartker's career milestones, including full-time hire in 1995, promotion to lieutenant in 2004, work on the 24/48 staffing model, leadership in community fundraising, and mentorship within the department. A departmental plaque was presented.
 - Lieutenant Nartker thanked the city, reflected on his tenure and community education efforts, and led a fire safety pledge.
- Promotion Recognition for Sergeant Rourke:
 - Speakers: Mayor Schweller; Police Chief Carmin
 - Summary:

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- The Mayor congratulated Officer Rourke on promotion to Sergeant, noting service since September 2024 and contributions to departmental processes.
- Police Chief Carmin emphasized internal promotion values and expressed confidence in leadership qualities. Sergeant Rourke declined to address the audience.
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- Eagle Scout Project Presentation:
 - Speakers: Greg Sparks (Lions Club); Gabe Paris (Troop 516)
 - Summary:
 - Presentation on refurbishing four city entry signs, including sanding, painting, hardware replacement, and updates to attached signage reflecting organizational name changes. Site-specific plans for western, eastern, southern, and northern signs were outlined, including safety measures and adult supervision of certain tools. Labor to be provided by Troop 516 with tentative work dates on August 8, August 9, and August 15. Council expressed appreciation and anticipated completion by end of summer.
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CITIZEN COMMENTS

- Steve Temple (2088 Sheffield Drive):
 - Topic: Reported suspicious activity in his neighborhood and commended the Police Department for a prompt response. The Mayor indicated the comments would be shared with the Police Department.
- No additional citizen comments were recorded.
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CITY MANAGER'S REPORT

- Mr. Schommer:
 - Designated Outdoor Refreshment Area (DORA):
 - State notice issued to three permit holders. Local implementation proceeding under previously approved rules. Signs ordered; rollout planned upon sign posting and business notification.
 - Letter of Support for 675/Wilmington Project:
 - Request received for interjurisdictional support due to regional traffic impacts. Absent council objection, staff to issue a letter on behalf of Council supporting continued funding through the TRAC program and ODOT.
 - Fiber Installation Projects:
 - Active companies include Altafiber and AT&T. Altafiber has a construction website and phone contact; AT&T provides phone inquiries and weekly updates under permit requirements.
 - A city “clearinghouse” web page will consolidate contacts, schedules, and updates; this does not replace company notification obligations.
 - New permit condition requires conspicuous notice no more than 72 hours prior to construction start.
 - City staff monitor construction daily for safety, access, and compliance; traffic control required where road impacts are planned.
 - Utility strikes occurred, including a gas line; responses were adequate. Oversight

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- increased to ensure preventive procedures and contractor performance.
- Restoration continues in affected neighborhoods, with conditions generally normalized within weeks. Some areas require sidewalk block removal due to underlying utilities.
- State law limits the city's ability to restrict utilities in the public right-of-way; the city ensures compliance and advocates if work appears outside permitted areas.
- Construction/restoration process includes initial boring and construction, technical installation, final restoration, and monitoring for settling; equipment may remain temporarily connected to maintain safety and alignments.
- Service-specific issues will be referred to providers; the city will assist residents with contacts and emphasizes improved notification to reduce frustration.
- Timeline summaries requested from providers; projected timelines will be added to the city's web page when available.
- The city is evaluating legal frameworks for managing cumulative utility density and potential routing specifications to protect existing infrastructure; detailed underground regulation would require significant engineering data.
- Utility Relocation and Development:
 - Utility relocation may be required for driveways or infrastructure changes; requests proceed through utility companies and can be cost prohibitive, with costs typically borne by the requester.
 - Few undeveloped areas in the city reduce future utility conflicts. Water lines are placed to anticipate needs in the absence of formal development plans.
- Website updates related to fiber installation were acknowledged as beneficial.

OLD BUSINESS

- No items were presented.

NEW BUSINESS

- **COMMUNITY AFFAIRS/ADMINISTRATION**
- **Board of Zoning Appeals/Property Review Commission Vacancy**
 - Presentation/Staff Report:
 - A vacancy exists on the Board of Zoning Appeals/Property Review Commission. The role is volunteer, with meetings typically once per month on an as-needed basis and an estimated time commitment of approximately 40 hours per year. The body functions in a semi-judicial capacity and seeks candidates with professionalism and a service-oriented mindset. At least one applicant has expressed interest.
 - Council Discussion:
 - Council acknowledged the vacancy and encouraged qualified applicants.
 - Motions:
 - None.
- **FINANCE**
- **Resolution 2026-R-21 Accepting the Amounts and Rates as Determined by the Budget**

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Commission and Authorizing Necessary Tax Levies and Certifying Them to the County Auditor

- Presentation/Staff Report:
 - The Budget Commission did not require a formal tax budget submission this year; rates must still be certified. Staff prepared an internal tax budget to support the 2027 budgeting process. Accounting presentation changes separate rollbacks and homestead amounts into intergovernmental revenues. Revenue estimates include slight variations due to a GDP-based reduction factor on inside millage and a 1% increase in delinquency estimates by the County Auditor. Outside millage for the Public Safety Fund shows a slight reduction; inside millage (including the Police Pension Fund) shows minor growth. Fund summaries cover enterprise funds (water), street, and state highway funds, with performance bond and agency funds noted. Timing challenges persist because settlements occur in arrears. Adoption was requested to certify rates and proceed with appropriations and the full budget process.
- Council Discussion:
 - Brief discussion on revaluation impacts expected to affect 2027 values paid in 2028; no definitive update from the Auditor was available.
- Motion:
 - Motion to adopt Resolution 2026-R-21.
 - Motion: Mrs. Cyphers
 - Second: Mrs. Wright
 - Vote: Passed 6-0 (Mr. Ashley—Yea; Mrs. Cyphers—Yea; Mr. Greenwood—Yes; Mr. Havens—Yes; Mrs. Wright—Yes; Mayor Schweller—Yes)
- **Ordinance 2026-O-07 Amending Ordinance 2025-O-15 by Making Supplemental Appropriations for Expenses in the City of Bellbrook for the Period Beginning January 1, 2026, Ending December 31, 2026 and Declaring an Emergency**
 - Presentation/Staff Report:
 - Supplemental appropriations were needed in the Fire Fund to fund payouts associated with a retiring lieutenant's banked earned time, in accordance with applicable laws, policies, and agreements. Emergency designation was requested to address obligations timely and because appropriations are not subject to referendum.
 - Council Discussion:
 - Council expressed general support; no additional concerns were noted.
 - Motion:
 - Motion to adopt Ordinance 2026-O-07 at introduction.
 - Motion: Mrs. Cyphers
 - Second: Mr. Ashley
 - Vote: Passed 6-0 (Mr. Ashley—Yea; Mrs. Cyphers—Yea; Mr. Greenwood—Yes; Mr. Havens—Yes; Mrs. Wright—Yes; Mayor

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Schweller—Yes)

- **PUBLIC SAFETY**

- **Department Staffing Update**

- Presentation/Staff Report (Mr. Ashley):
 - The Fire Department was hiring three part-time firefighters, one full-time firefighter, and selecting a new lieutenant, with the goal of full staffing. The Police Department had three openings; two candidates were in process, potentially leaving one vacancy.
- Council Discussion:
 - Council noted positive progress in staffing.
- Motions:
 - None.

- **PUBLIC SERVICE**

- **Water Usage Update**

- Presentation/Staff Report (Mr. Greenwood):
 - Prior to recent rain, water pumping exceeded one million gallons per day, largely due to irrigation demand. Overall operations were proceeding well.
- Council Discussion:
 - None.
- Motions:
 - None.

CITY OFFICIAL COMMENTS

- Mr. Ashley:
 - Recognized local boys and girls lacrosse teams for recent tournament results and noted personal team success.
- Mrs. Cyphers:
 - No comments.
- Mr. Greenwood:
 - No comments.
- Mr. Havens:
 - No comments.
- Mrs. Wright:
 - Congratulated the retiring lieutenant, noted strong employee retention, and acknowledged ongoing hiring needs in public safety with long-term retention among those hired.
- Mayor Schweller:
 - Complimented staff efforts on DORA and expressed positive expectations for community benefit.
 - Announced entry into executive session, with any subsequent business to be conducted in open session.

ADJOURNMENT

- Executive Session:
 - Motion to enter executive session for:

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- Consideration of the purchase of property for public purposes.
 - Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning compensation or other terms and conditions of employment.
- Motion: Made and seconded
- Vote: Passed 6-0 (Mr. Ashley—Yea; Mrs. Cyphers—Yea; Mr. Greenwood—Yes; Mr. Havens—Yes; Mrs. Wright—Yes; Mayor Schweller—Yes)
- Motion to exit executive session:
 - Motion: Mr. Havens
 - Seconded: Mr. Ashley
 - Vote: Passed (individual responses recorded; final outcome affirmative)
- Meeting concluded: Time not provided in the recording.
- Next scheduled meeting date: July 27, 2026.

Michael Schweller, Mayor

Robert Schommer, Clerk of Council