

RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

May 11, 2026

Call to Order

Mayor Schweller called the meeting to order on Monday, May 11, 2026.

Pledge of Allegiance

Mayor Schweller led the Council in the Pledge of Allegiance.

Roll Call

- **Council Members Present:** Mr. Ashley, Mrs. Cyphers, Mr. Greenwood, Mr. Havens, Deputy Mayor Hoke, Mayor Schweller.
- **Council Members Absent:** Ms. Wright.

A motion was made to excuse Ms. Wright from the meeting. Motion made by Deputy Mayor Hoke, Seconded by Mr. Havens.

Voting Yea: Mr. Ashley, Mrs. Cyphers, Mr. Greenwood, Mr. Havens, Deputy Mayor Hoke, Mayor Schweller

Approval of Minutes

The minutes from the meeting on April 27, 2026, were presented. With no changes or corrections noted, the Mayor declared the minutes approved as submitted.

Mayor's Announcements and Special Guests

- Mayor Schweller reported that he and Deputy Mayor Hoke attended the Bellbrook-Sugarcreek Ministerial Association's National Day of Prayer ceremony on Thursday, May 7, 2026, at The Bellhop Cafe. He described it as a well-attended event and thanked the association for continuing the tradition.
- Deputy Mayor Hoke added that it was a pleasant morning and a positive opportunity for different parts of the community to come together to discuss topics affecting everyone.

Citizen Comments

- Jen LeClaire of 3408 Pavilion Lane addressed the council about establishing a new farmers market in Bellbrook. She cited past community interest and her background with Ohio State Extension, the Ohio Farmers Market Network, and Greene County Public Health. Her plan involves starting with pop-up markets in fall 2026, with a full market launch in 2027. Ms. LeClaire announced two informational meetings to gather community input: Saturday, May 23, 2026, at 10:00 a.m. at The Bellhop Cafe, and Wednesday, May 27, 2026, at 5:30 p.m. at the Bellbrook Brewing Company. She invited the council and public to attend, suggesting an evening market could complement the city's DORA.
- Brad Leonard of 1765 Sugar Maple Place expressed frustration about the installation of a large Alta Fiber junction box in his front yard in the Highview Terrace neighborhood. He stated the box was placed without regard for the homeowner, HOA, or the city. Mr. Leonard recounted his communications with Alta Fiber, who informed him the location was part of a master plan that

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did not require city approval and was within the 12-foot public utility easement. He reported that after his complaints, the company moved the box only about 18 inches. He argued the box's prominent placement devalues his property and cannot be hidden with landscaping. He presented photos and requested city guidance, feeling he had exhausted his options. He thanked the city for facilitating communication with company representatives.

City Manager's Report

The City Manager provided the following updates:

- **On-site Audit:** A recent on-site audit concluded successfully with no major issues found. Minor suggestions for management guidance were offered for future compliance. A previous financial advance will be clarified. The final report is pending state approval, which is anticipated to confirm another clean audit for the city.
- **Personnel:** Efforts continue to fill public safety positions, with background checks underway for candidates. An appointee to the planning board will be sworn in at a future meeting.
- **Designated Outdoor Refreshment Area (DORA) Application:** The City Manager presented the formal DORA application as requested by the Council.
 - The proposed area covers about 48 acres, primarily following the downtown B4 Central Business District zoning. The contiguous area includes Blueberry Plaza, Dots, runs along Walnut Street to include the park, and follows Franklin Street, including some residential addresses but mostly commercial properties and school district land intended for redevelopment.
 - The application meets the state requirement of having a minimum of two qualified permit holders, with Bellbrook having three (Blueberry, Macintosh's, and Bellbrook Brewing).
 - The process requires publishing a public notice for at least 30 days, followed by a public hearing scheduled for the June 22, 2026, meeting. Council approval would be by resolution, after which the State Liquor Department would be notified, and the city would implement safety, sanitation, and signage plans.
 - Proposed rules include the use of specific, city-approved DORA cups no larger than 20 ounces. Patrons cannot carry a DORA beverage from one licensed establishment into another.
 - Event F-permit holders, like the Lions Festival, would automatically receive DORA designation and be required to use the official cups.
 - It was also noted that the creation of the Community Entertainment District (CED) allows for five additional liquor licenses within that district.
- **DORA Discussion:**
 - Mr. Havens requested that 24 South Main be included in the DORA documentation, noting a previous property split of 22 South Main.
 - Mr. Greenwood inquired if non-alcohol-serving businesses could permit DORA beverages inside. The City Manager confirmed that individual businesses can set their own policies and will be provided with signs to indicate their choice.

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- The City Manager confirmed the next step is to publish the public notice to begin the timeline for the June 22, 2026, council meeting.

Old Business

No old business was discussed.

New Business

Community Affairs/Administration

- Mr. Havens reported no new items from the committee.
- **Resolution 2026-R-17: “Appointing the Clerk of Council as a Designee of the Elected Officials of the City Council and Mayor for the Purposes of Public Records Law.”**
 - **Staff Report:** The City Manager explained that this resolution, identified during the recent audit, formalizes the designation of the Clerk of Council as the designee for public records training for elected officials, as permitted by law. This fulfills the legal requirement if officials do not take the training themselves.
 - **Council Discussion:** Mr. Ashley noted a scrivener’s error in section one, which the City Manager agreed to correct in the final version.
 - **Motion:** A motion was made to adopt Resolution 2026-R-17.
Motion made by Mr. Havens, Seconded by Mr. Ashley.
Voting Yea: Mr. Ashley, Mrs. Cyphers, Mr. Greenwood, Mr. Havens, Deputy Mayor Hoke, Mayor Schweller
 - **Vote:** Passed 6-0.

Finance

- Mrs. Cyphers reported no new items from the Finance committee.
- **Resolution 2026-R-18: “Authorizing and Ratifying Transfers and Advances Within Various Funds of the City of Bellbrook.”**
 - **Staff Report:** The City Manager described this as a housekeeping resolution from the audit. It clarifies the return of an advance related to a grant for repaving Franklin and Main streets. The resolution adjusts the amount being advanced back to the General Fund to \$427,000, leaving approximately \$13,000 in expenditures within the Capital fund for accurate accounting.
 - **Council Discussion:** Council acknowledged it as a necessary item for proper documentation.
 - **Motion:** A motion was made to Resolution 2026-R-18.
Motion made by Mrs. Cyphers, Seconded by Deputy Mayor Hoke.
Voting Yea: Mr. Ashley, Mrs. Cyphers, Mr. Greenwood, Mr. Havens, Deputy Mayor Hoke, Mayor Schweller
 - **Second:** Mr. Greenwood seconded the motion.

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- **Vote:** Passed 6-0.

Public Safety

- Mr. Ashley reported that the police department's hiring process is ongoing, with one candidate in the background check phase. Chief Carmen expressed thanks for the new security camera system and announced the "Click It or Ticket" campaign beginning May 21st. Chief Bizzarro thanked everyone who offered support to the fire department and those affected by the recent city fire.

Public Service

- Mr. Greenwood reported there was nothing to share from the Public Service committee.

City Official Comments

- **Mr. Greenwood:** Reported that the Chamber of Commerce is doing well and has many new members. He read a proclamation from the Mayor's office honoring Steve Laux for his 43 years of service as manager of Dot's Market upon his retirement in June, recognizing his community dedication and mentorship.
- **Mr. Havens:** Thanked Brad Leonard for his comments on utility issues. He commended Steve Lox for his 43 years of service. He suggested the farmers market organizers connect with Nick Moshos at Dot's Market and Three Trees Farm.
- **Deputy Mayor Hoke:** Shared information about the GoFundMe page for the Wheeler family, who were affected by a fire on May 3rd, noting it had raised over \$22,000. He thanked the fire department for their work.
- **Mayor Schweller:** Thanked the viewing audience and camera operator.

Adjournment

The meeting was adjourned. The next scheduled meeting is Tuesday, May 26, 2026.

Michael Schweller, Mayor

Robert Schommer, Clerk of Council