

**URBANA CITY COUNCIL  
REGULAR SESSION MEETING  
TUESDAY, NOVEMBER 7, 2023**

President Hess called the City of Urbana Regular Session Meeting to order at 6:00 pm.

**City Staff attending:** Director of Administration Kerry Brugger, Mayor Bill Bean, Director of Director of Finance Chris Boettcher, Director of Law Mark Feinstein, Community Development Manager Doug Crabill, Grime Airport Manager Elton Cultice, Police Chief Matt Lingrell, and Fire Chief Dean Ortlieb

**President Called Roll:** Ms. Jumper, present; Mr. Scott, present; Mr. Paul, absent (arrived shortly thereafter); Ms. Truelove, present; Mr. Thackery, present; Mrs. Collier, absent; and Mrs. Bean, present.

**Minutes**

Mr. Thackery moved to put the minutes of October 17, 2023 on the floor for discussion and possible approval. Ms. Bean seconded.

No comments/corrections from Council.

Voice vote on approval of the minutes: all ayes; nays, none.

**Communications:**

1. City of Urbana Shade Tree Commission Minutes from June 8, 2023, August 17, 2023, and September 14, 2023. (See Attached)
2. City of Urbana 3<sup>rd</sup> Quarter 2023 Highlights (See Attached)
3. Letter from City of Urbana to Mr. Richard Cordle dated November 1, 2023 (See Attached)

Ms. Bean moved to place the communication on the floor for discussion and possible acceptance. Mr. Thackery seconded.

Mr. Thackery thanked the City for putting the quarterly highlights together. He likes to go back and refer to them throughout the year.

Ms. Bean and Mr. Thackery also thanked Mr. Brugger for the letter to Mr. Cordle. Ms. Truelove asked if Mr. Cordle responded. Mr. Brugger indicated that there has been no communication since the letter was sent.

Voice vote on acceptance of communications: All ayes, nays none.

**Administrative Reports – Board of Control:**

1. The Board of Control recommends Council authorize a purchase order to The Shelly Company in the amount of \$387,097.20 for the FAA Hangar Taxi-lane Pavement Rehabilitation project at Grimes Field Airport. The FAA eligible portion of the project, \$246,589.20, will have 90% FAA grant funding, 5% ODOT grant funding, and 5% local

funding. The remaining \$140,508.00 of the project will be paid from the Airport Fund reserves and is not in the 2023 budget. (See attached). **VOTE: 3-0**

Mr. Thackery moved to put this request on the floor for discussion and possible approval. Ms. Truelove seconded.

Mr. Brugger referred Council to the handout for the cost breakdown. While the amount is not specifically in the budget, the costs of the project is in the Airport Fund. The reasoning for not being in the budget was the City did not know what the costs would be at the time of the budget creation. The project will likely happen in the Spring of 2024.

Ms. Truelove asked for clarification that the money was in the reserves. Mr. Brugger confirmed that the City did have the money, it was just not specifically set aside per se.

Voice vote on approval; all ayes, nays none.

2. The Board of Control recommends Council authorize a purchase order to PFund Superior Sales in the amount of \$11,186.51 for the increased cost associated with the change from a 2022 to a 2023 Ford chassis for the Life Line EMS Vehicle for the Fire Division. City Council approved the EMS vehicle purchase on May 3, 2022 in the amount of \$276,925.00. The additional expense will be charged to the Police & Fire Capital Improvement Fund and is in the 2023 budget. **VOTE: 3-0**

Mr. Thackery moved to put this request on the floor for discussion and possible approval. Mr. Scott seconded.

Chief Ortlieb stated the Fire Department was able to find a chassis from a dealership in New Jersey that had been bought back unused for that year. He added that chassis are in such demand, which is why there is an increase. There still had not been a vin model assigned to us by Life Line. This purchase now puts UFD in the line.

Mr. Thackery asked which medic this would be replacing. Chief Ortlieb indicated Medic 2, which has been a problematic medic. The City is also going to place the cots out of Medic 2 and into the new medic, which saves \$80,000.

Mr. Paul asked if the 2022 was not available. Chief Ortlieb stated it was not available and added in October the City was told they would have to wait until 2024. Chief Ortlieb put word out to find alternative options via other chiefs. Mr. Paul asked if the old medic would be placed on Govdeals. Chief Ortlieb indicated that it would be traded in as part of this contract.

President Hess asked if all medics were Fords. Chief Ortlieb responded that high 90% are Fords but not all.

Voice vote on approval; all ayes, nays none.

3. The Board of Control recommends Council authorize a purchase order to 3C Industries in the amount of \$74,179.00 for the dorm restroom renovation in the Fire Division. This expense will be charged to the Police & Fire Capital Improvement Fund and is in the 2023 budget. (See attached). **VOTE: 3-0**

Mrs. Bean moved to put this request on the floor for discussion and possible approval. Ms. Jumper seconded.

Chief Ortlieb stated that this project started in January. One of the big requirements of the project was the fire department wanted a timeline of completion of about three weeks. Chief Ortlieb is also more than happy to give him tours to show that this project is a necessity.

Mr. Paul asked if the plan was to tear the restroom completely out at once. Chief Ortlieb confirmed it would be, adding that they will place a portable toilet in the bay for that time. Mr. Paul appreciated that the company was local. He asked when the project would start. Chief Ortlieb stated the company contacts him almost daily. He will call them back tomorrow and added that they are looking at a three-week window in December.

Mrs. Bean stated this request was nicely presented and thanked Chief Ortlieb for the layout.

Voice vote on approval; all ayes, nays none.

**\*\* Footnote:**

On September 25, 2023, the Park Board approved the release of \$10,110.00 from the Park & Recreation Trust Fund for the striping of the three pickleball courts located in Melvin Miller Park. The city issued a purchase order to Total Tennis Inc. in the amount of \$12,350.00 to complete the project. The difference, \$2,240.00, was paid from the Capital Improvement Fund – Parks.

Mr. Paul asked when the pickleball courts were actually finished. Ms. Boettcher indicated the striping was the last part of the project. Mr. Brugger responded that occurred approximately three weeks ago.

**Citizen Comments:** None

## **ORDINANCES AND RESOLUTIONS**

**Third Reading:** None

**Second Reading:** None

**First Reading:**

**Ordinance 4552-23:** An ordinance to revise the Codified Ordinances by adopting current replacement pages. (One reading required)

Mr. Paul moved to put this ordinance on the floor for discussion and possible passage. Mr. Scott seconded.

Mr. Feinstein stated this was the semi-annual ordinance from Walter Drane for adopting replacement changes for the Urbana Codified Ordinances due to changes in either State or Local law. He indicated that this set of changes only regarded changes to Ohio law. Council Clerk

Steffan added that this was a rather large updated and provided a brief summary of the substance of the changes in State law.

No comments/questions from Council

Roll call on passage: Mr. Scott, yes; Mr. Paul, yes; Ms. Truelove, yes; Mr. Thackery, yes; Mrs. Bean, yes; and Ms. Jumper, yes.

Ordinance passes 6-0.

**Resolution 2676-23:** A resolution amending Community Reinvestment Area agreements by and between the City of Urbana and the Ultra-Met Company. (One reading required)

Mr. Thackery moved to put this resolution on the floor for discussion and possible passage. Mr. Paul seconded.

Mr. Crabill stated with Ultra-met's two expansions Council passed two CRAs in 2020. Recently the County Auditor asked for the City to provide clarity over which parcels apply to which CRAs. Ultra-met has recently combined parcel numbers as well. The purpose of this resolution is to clarify for the County Auditor, essentially provide an administrative clean-up. Mr. Crabill added the fourteen-day notice to the school district has been completed.

Mr. Paul asked if the CRAs are going to still apply in pieces even though the parcels have been combined. Mr. Crabill confirmed they would, stating the two CRAs apply to the two different expansions, even though the parcels have now been combined.

Roll call on passage: Mr. Paul, yes; Ms. Truelove, yes; Mr. Thackery, yes; Mrs. Bean, yes; Ms. Jumper, yes; and Mr. Scott, yes.

Resolution passes 6-0.

**Resolution 2677-23:** A resolution authorizing the Director of Administration of the City of Urbana to execute the SFY2024 ODOT matching grand offer for the FY2023 Federal Aviation Administration (FAA) Airport Improvement Program (AIP), No. 3-39-0080-028-2023, at the Grimes Field Airport (I-74), and declaring an emergency. (One reading required)

Mr. Paul moved to put this resolution on the floor for discussion and possible passage. Mrs. Bean seconded.

Mr. Brugger stated the project has been in the works for a while. First applied for a grant in 2016. Mr. Brugger stated this resolution allows the City to sign the agreement to allow ODOT to give the City their share.

No comments/questions from Council.

Roll call on passage: Ms. Truelove, yes; Mr. Thackery, yes; Mrs. Bean, yes; Ms. Jumper, yes; Mr. Scott, yes; and Mr. Paul, yes.

Resolution passes 6-0.

**Resolution 2678-23:** A resolution approving the execution of a community reinvestment area real property tax abatement agreement between the City of Urbana and Willman Sellman Improvements LLC; approving a school donation agreement; and declaring an emergency. (One reading required)

Mr. Thackery moved to put this resolution on the floor for discussion and possible passage. Mr. Paul seconded.

Mr. Crabill stated Council previously passed a resolution for Council support for grant programs. Both applications were successful. Mr. Crabill stated this project creates nine apartments and a co-working space. Due to the multi-use, the City decided to go forward with the CRA agreement. Due to change in Ohio state law, Mr. Crabill stated an applicant can request 15 year, 75% without school approval. If the request goes above 75%, the proposed CRA would need school approval. Mr. Crabill explained that this CRA includes a decreasing abatement over fifteen years with a donation agreement to both UCS and hi-point.

Jamon Sellman commented that Willman Furniture served a tremendous purpose for a number of years but he is finding that footprint of large open space for a singular store is not sustainable going forward. Mr. Sellman said he was faced with the issue of how to repurpose this space. Due to the issuance of the grant, the State of Ohio feels strongly in co-working space. Mr. Sellman stated the total cost is \$2.9 million. After grant money, the costs is down to \$1.5 million. He explained that the CRA gets the project back into sustainability.

Ms. Jumper asked about off-street parking for tenants of the apartments. Mr. Sellman stated that as of now, it does not have any, but he said it is an issue he is working on.

Mr. Thackery stated that these types of projects gets complicated, taking multiple financing options. He added that this is really creative.

Ms. Truelove stated that while she was not necessarily in favor of the 100% abatement, she was not going to stand in the way of progress.

Mr. Paul asked for an explanation of the numbers. Mr. Crabill stated during year one, there was 100% abatement. Year two the abatement remained the same. Year three the abatement dips to 95%, with a 5% donation to the school district. Mr. Crabill explained the CRA remains in a sliding scale to year 15, when it reaches 75%.

Mr. Paul asked if Mr. Sellman had an idea for rent for small businesses. Mr. Sellman stated he was simply the developer. The Mackerts are actually going to be the owner and operators.

Mr. Scott asked if the co-working space would be up for rent individual spaces or offices within that space. Mr. Sellman stated it would be a bit of a mixture, with some tenants will having full-blown office while others would have open spaces that can be business friendly with the potential to reserved spaces

Roll call on passage: Mr. Thackery, yes; Mrs. Bean, yes; Ms. Jumper, yes; Mr. Scott, yes; Mr. Paul, yes; and Ms. Truelove, yes.

Resolution passes 6-0.

**Resolution 2679-23:** A resolution to authorize the Director of Administration of the City of Urbana to prepare and submit a supplemental loan application and/or amendment to the project agreement with the Ohio Public Works Commission (OPWC) for the South High Street Improvements (CHP-South High Street-000, ODOT PID #112019) for additional loan funding through the OPWC loan program; to authorize the Mayor to execute contracts or contract amendments as required; and to further authorize the Director of Finance to make the necessary assurances for this supplemental loan as required, and declaring an emergency. (One reading required)

Mr. Thackery moved to put this resolution on the floor for discussion and possible passage. Mr. Paul seconded.

Mr. Crabill stated the City started construction of South High Street in July. This week the project will be putting in curbs and gutters from Miami to Reynold. Mr. Crabill added that some utility issues have had to be readjusted. He stated that additional loan funding is available for projects already having agreements. Originally, the City had a \$600,000 grant and an existing loan of approximately \$1.3 million. Mr. Crabill stated this opportunity allows the City to add to loan for 0% interest. He added the City still has all other funding sources. This added loan builds contingency. Finally, he stated the loan will be paid back from the departments using the portions of the loan. Ms. Boettcher added Sewer fund was not involved in original loan. This fund can be applied for sewer issues already arising as opposed to dipping into the reserves.

Mr. Paul asked for clarification that this does not necessarily mean that we're borrowing \$2.3 million. Ms. Boettcher stated at the very least, it would include \$400,000 to \$500,000 for the sewer. She added if the opportunity arises for the complete million, it is there to take.

Mr. Paul asked if there were any other projects the City is not going to be able to do because of this project. Ms. Boettcher stated she did not foresee it being the case. Mr. Crabill reminded Council that it will approve each expenditure from that loan amount. Mr. Paul commented that due to the amount already contributed, the City will have to finish the project since it has already started.

Roll call on passage: Mrs. Bean, yes; Ms. Jumper, yes; Mr. Scott, yes; Mr. Paul, yes; Ms. Truelove, yes; and Mr. Thackery, yes.

Resolution passes 6-0.

#### **Department Liaison Reports:**

Ms. Truelove indicated she was going to meet with Council Clerk Steffan about communications on Thursday. She asked where does money come from for City projects when more is needed. Ms. Boettcher indicated that when creating the beginning budget, the City has a beginning fund

balance. The City does not dip into the reserves. Ms. Truelove asked how many projects has the City needed to distribute additional funds. Ms. Boettcher stated she can look into this.

Ms. Truelove also asked how often City Engineer Bumbalough visits the High Street project. Mr. Brugger stated Mr. Bumbalough has a site visit walk every week and also visits the project as needed. He states he believes Mr. Bumbalough is probably out there daily. He added there are a lot of moving parts that have to work together.

**Miscellaneous Business:**

Ms. Jumper stated she appreciates Mr. Bumbalough, who has responded almost immediately regarding S. High Street issues.

Mr. Paul wished good luck to anyone up for election tonight. He also asked how the North Main Street open house went. Mr. Crabill stated it went well. He added they pretty much had the whole crowd of approximately 25-30 people at 6 pm. He added there were 155 responses to the survey and the final community meeting will be in March.

Mr. Paul noted he also saw the Lincoln and Lafayette activity and the curbs were being done piecemeal. He asked if those were in the plan to get paved. Mr. Brugger stated the plan is to get curbing done now in order to include paving for next year.

Finally, Mr. Paul noted an issue with vehicles being too large to go both ways on these side streets. He asked if there were any consideration to making some of these roads one way. He stated he is concerned with visibility and said it is something to kick around.

Ms. Boettcher stated the transition to RITA is going well. Finance is able to upload data for RITA to start creating a database. Ms. Boettcher mentioned she will have some income tax ordinances due to state law coming up for the next meeting. She added the next meeting will include the 2024 appropriations ordinance.

Mr. Crabill stated one of the topics for the work session was going to be about TIFs. He indicated he would still like to talk to Council whenever Council wants to talk about that. TIF legislation would probably be introduced in early 2024.

Chief Ortlieb indicated the test was administered on Friday with 26 applicants, 23 of which showed up. Results will be sent out tomorrow morning and the physical agility practice is this Saturday.

Mr. Brugger commented that leaf pickup continues as long as leaves are falling. He also has a call upcoming with the FAA for 2024 projects and updating capital improvement plans.

Mayor Bean thanked Jamon Sellman for being a visionary for downtown Urbana.

Mr. Paul stated December 16<sup>th</sup> will be Mr. Cultice's last day. He thanked him for the work he has done during the past 7 ½ years. He also stated he would like to discuss other potential uses for airport with him whenever he has free time.

Council Clerk Steffan stated 2024 calendar will be distributed shortly. Dates will remain the first and third Tuesday of each month with potential work sessions to be held on the fourth Tuesday of

each month. There will not be potential work session date in December 2024 due to Christmas Eve and New Year's Eve.

President Hess congratulated Mayor Bean, Councilman (President-elect) Paul, and Councilman Thackery for their unopposed election victories this evening.

Mr. Thackery moved to enter Executive Session pursuant to Ohio Revised Code section 121.22(G)(2) to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code. Mr. Paul seconded. Voice vote on entering Executive Session: all ayes, nays none.

Council entered Executive Session.

Mr. Thackery moved to return to normal session at 7:39 pm. Mr. Scott seconded. Voice vote on return: all ayes, nays none.

Ms. Jumper moved to adjourn. Ms. Truelove seconded. Voice vote on approval: five ayes, nays Mr. Thackery. Motion passes 5-1.

**ADJOURNED AT 7:39 p.m.**

**NEXT SCHEDULED MEETING**  
November 21, 2023 at 6:00 p.m.



  
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Council Clerk

  
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Council President