

**URBANA CITY COUNCIL
PUBLIC HEARING
TUESDAY, APRIL 16, 2024, AT 6:00 P.M.**

The Urbana City Council will hold a public hearing at 6:00 pm on Tuesday, April 16, 2024 in the City Municipal Building Council Chambers located at 205 South Main St. in Urbana, OH 43078 to consider the following proposals:

1. Extending the approval of the preliminary development plan and related plan exhibits for the planned unit development to be known as Dugan Place that was originally approved by Urbana City Council on May 17, 2022 with the passage of Ordinance 4572-22.

**URBANA CITY COUNCIL
REGULAR SESSION MEETING**

April 16, 2024

(To be held in the Training Room on the 3rd Floor of the Municipal Building)

Urbana City Council meetings are streamed via Facebook Live. These live streams can be found by visiting the City Council of Urbana, Ohio Facebook page via clicking on the link on the City Council's website: <https://www.urbanaohio.com/city-council.html>

All comments must be made in person. Due to this, the ability to comment on City Council Facebook streams will be disabled.

-
- Call to Order
 - Roll Call
 - Pledge of Allegiance
 - Swearing-in of New Council Member
 - Edwin Davis – 3rd Ward (Newly Elected for Vacated Term)
 - Mayoral Proclamation – Arbor Day
 - Approval of Minutes: Urbana City Council Regular Meeting Minutes of March 19, 2024.
 - Communications:
 1. City of Urbana Shade Tree Commission Minutes from October 12, 2023 (See Attached)
 2. Champaign County Hazard Mitigation Plan Update (E-mailed April 3rd)
 3. Division of Liquor Control Notice to Legislative Authorities Letter (See Attached)

4. **Oak Dale Cemetery Board Meeting Minutes from January 19, 2024 (See Attached)**
5. **Champaign Countywide Communications 911 Center 2024 1st Quarter Report (See Attached)**
6. **City of Urbana 2024 1st Quarter Division Activities Report (See Attached)**

- **Board of Control:**

1. The Board of Control recommends Council authorize a purchase order to White's Service Center in the amount of \$65,495.94 for the purchase of a 2024 Ford Utility Police vehicle for the Police Division. The expense will be charged to the Police & Fire Levy Capital Improvement Fund and is in the 2024 budget. (See attached). **VOTE: 3-0**
2. The Board of Control recommends Council authorize a purchase order to The Champaign Family YMCA in the amount of \$95,051.00 for the management of the Wendell Stokes Municipal Pool for the 2024 season (see attached). This expense will be charged to General Fund – Pool, and is in the 2024 budget at \$67,000.00. **VOTE: 3-0**
3. **The Board of Control recommends Council authorize the Director of Administration to enter in a contract with A & B Asphalt in the amount of \$599,866.85. This bid was the lowest and best bid of two bids received (see attached). The engineer's estimate was \$724,000.00. This expense will be charged to various funds and is in the 2024 budget. VOTE: 3-0**

Citizen Comments: (In Person Only; Must Sign-in)

Ordinances and Resolutions

Old Business:

Third Reading:

Ordinance 4606-24: An ordinance to amend Sections 1339.99 and 1149.03 of the Codified Ordinances. (Three readings required, public hearing required)

Second Reading: None

New Business:

Second Reading: None

First Reading:

Ordinance 4572-24: An ordinance to extend the approval of the preliminary development plan and related plan exhibits for the planned unit development to be known as Dugan Place that was originally approved by Urbana City Council on May 17, 2022 with the passage of Ordinance 4572-22. (Three readings required, public hearing required)

Resolution 2689-24: A resolution to amend resolution 2433-23 to modify or increase appropriations within various funds of the city of Urbana, Ohio for current expenses during the fiscal year ending December 31, 2024. (Supplemental appropriations) (suspension of rules requested for passage on First Reading)

Resolution 2690-24: A resolution authorizing the Director of Administration of the City of Urbana to prepare and submit application to participate in the FAA's FY2024 Airport Infrastructure Grant (AIG) Program and to execute contracts as required. (One reading required)

- **Department Liaison Reports:**
- **Miscellaneous Business:**
 1. Council
 2. Administration
 3. Council Clerk
- **Next Meeting:** Tuesday, May 7, 2024
- **Adjourn**

URBANA CITY COUNCIL WORK SESSION
April 16, 2024, Immediately following the Regular Session
In the 3rd Floor Training Room
Municipal Building

-
1. Potential Issues regarding the City's deer population
 2. Potential Communication with Citizens (Water Inserts, Newspaper, etc.)

***Items appearing in bold have been supplemented from the April 2nd Agenda**



March 23, 2024

CLERK OF URBANA CITY COUNCIL
205 S MAIN ST
URBANA, OHIO, 43078

**NOTICE TO LEGISLATIVE AUTHORITIES
Objecting to the Renewal of a Retail Liquor Permit**

Dear Clerk of Legislative Authority:

All Class C and D retail permits to sell alcoholic beverages in your political subdivision will expire on June 1, 2024. Every retail permit holder must file an online renewal application with the Division of Liquor Control to maintain permit privileges.

Ohio Revised Code Section 4303.271(B) gives the legislative authority the right to object to the annual renewal of a retail permit and to request a hearing. This will be your only opportunity to object to the renewal of retail liquor permit premises that might be a problem in your community.

To register a valid objection with the Division and request a hearing, the legislative authority must pass a resolution that specifies the problems at the liquor permit premises and the legal grounds for the objection as set forth in Ohio Revised Code Section 4303.292(A). We suggest that a separate resolution be passed for each permit premises. The Chief Legal Officer of your political subdivision must also submit a statement with the resolution that, in their opinion, the objection is based on substantial legal grounds within the meaning and intent of Ohio Revised Code Section 4303.29(A).

The resolution and Chief Legal Officer's statement must be sent by email (below) or mailed to the Division of Liquor Control, Attn: Legal Section, 6606 Tussing Road, P.O. Box 4005, Reynoldsburg, Ohio 43068-9005 and postmarked no later than May 2, 2024.

You may wish to contact your local law enforcement agency to determine if it has any information which will aid in your decision whether or not to object and request a hearing. You can find retail permit holders within your jurisdiction by going to com.ohio.gov/findapermitholder. Select your city/township name where asked and "issued" under "class issue status." For more resources on how to deal with problem establishments, go to com.ohio.gov/govhelp.

If you decide NOT to object to any permit premises within your jurisdiction, then no further action is needed. When those permit holders submit their renewal applications, we will process them as appropriate. If you have any questions, please contact your legal counsel or the Division's Legal Section at liquorlegal@com.ohio.gov. Sign up for our emails at com.ohio.gov/stayinformed.

Sincerely,

Licensing Section

Oak Dale Cemetery Board
Meeting Minutes Friday, January 19, 2024

Board Members Present: Wayne Smith, Stephanie Truelove and Tonya Barrett.
Others Present: Kerry Brugger

Wayne Smith called the meeting to order at 2:30 PM.

Minutes were reviewed from the September 23, 2023 meeting. Stephanie Truelove made a motion to approve the minutes, seconded by Tonya Barrett. Motion unanimously approved.

Old Business:

- Board discussed meeting dates for 2024. Meeting dates for 2024 will be as follows: January 19, March 15, May 17, July 19, September 20 and November 15. The Board decided to hold the March and November meeting in the training room at the City Building. The March, May, July and September meeting will be held at the Cemetery Office.
- Wayne Smith gave an update John Bry regarding the application status for the National Registry-he hopes to finalize it in the next couple of weeks. Kerry Brugger suggested John submit the application to council so they could put forth a resolution with support from the City.
- Hexagonal Building: Kerry Brugger updated the Board-he met with Sarah Mackert to review the concept for the site plan. Kerry Brugger reviewed the site plan with the Board. The Board agreed there is a lot of potential and excited to see the building renovated.
- Scattering Garden: The Board discussed the idea of a scattering garden east of the Sheppard Mausoleum. Wayne Smith suggested Board members go to David's Cemetery in Kettering to look at their scattering garden.

New Business:

- Arboretum: Kerry updated the board stating they are currently working on the kiosk area and plan to have a formal dedication in Spring 2024.

Updates from Kerry Brugger:

- 2023 there were a total of 100 burials
- Currently working on finalizing 2023 end of year data.

Comments:

- None

Next meeting will be at 2:30pm March 15, 2024 at the Training Room.

Stephanie Truelove made a motion to adjourn, seconded by Tonya Barrett.

Respectfully submitted,

A handwritten signature in black ink that reads "Tonya Barrett". The signature is written in a cursive, flowing style.

Tonya Barrett



Quarterly Report

March 27, 2024,
Volume 2 Issue 29

Champaign Countywide 9-1-1 Center

Mission Statement

At Champaign Countywide Communication Center, we strive to exceed expectations through dedication and commitment to the public and all agencies we serve. Responding with professionalism, integrity, and compassion to every 911 call, and other calls for service we receive, while efficiently dispatching law enforcement, fire, and emergency medical services to build a work environment where each person is valued and respected. A place: where the opportunity to grow personally and professionally is encouraged by utilizing new technology, training, and experience. We strive to continue to grow and serve Champaign County to the best of our ability.

CCCC Core Values

Collaboration with all agencies we serve by fostering teamwork and integrity

Compassion and courtesy for the citizens of Champaign County

Creative atmosphere for growth driven by innovation to build and inspire future possibilities for our 9-1-1 center

Culture of accountability and loyalty to peers, leaders, and citizens

Message from the Director

We are looking forward to completing the Locution project, training, and going live. It will bring efficiency and a quicker response while the Dispatcher provides pre-arrival instructions to the caller in need.

CCCC Staffing

Full Time: 11

Part Time: 7

LEADS

Warrant Entries:
288

Protection
Orders: **27**

CHL entries:
106 (Concealed
Handgun
License)



Summary of Calls Per Department

Champaign County Communication Center: 8,968

Champaign County Sheriff's Office: 4,306

Urbana Police Division: 3,967

St. Paris PD: 1,239

Mechanicsburg PD: 1,371

North Lewisburg PD: 518

Urbana Fire Division: 3967

St Paris Fire Dept.: 230

Mechanicsburg Fire Department: 741

NECCFD: 270

West Liberty Fire Department: 51

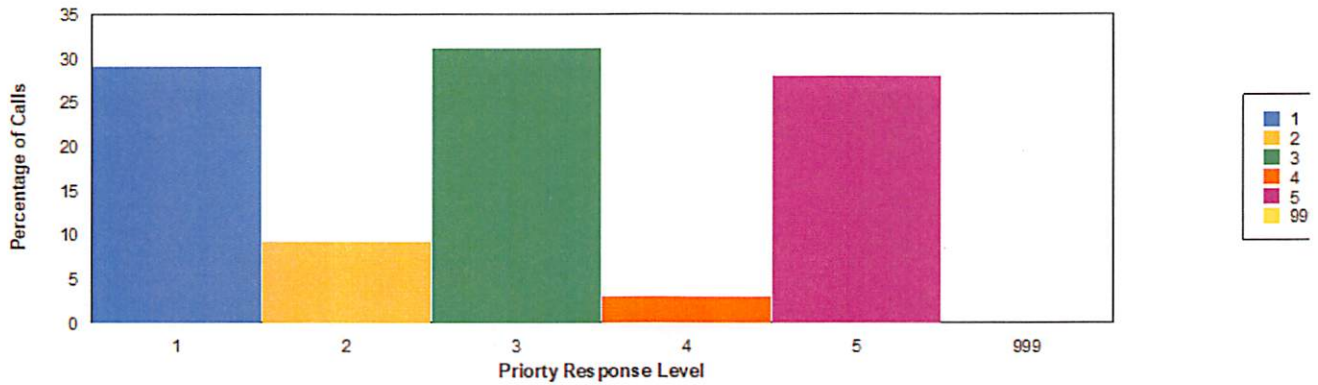
Machochee EMS: 59

German Township Fire Department: 35

**For period between 1/1/24-3/27/24. The totals are a reflection of CFS created in CMI CAD.*

Total Calls For Service (For CAD System)

For Reporting Period : 1/1/2024 until 3/27/2024



Total CFS Calls for Period: 12,317

9-1-1 Calls by Class of Service Champaign County, OH

Start Date: 2024-01-01 Shift Start: 07:00

End Date: 2024-03-27 Shift End: 24:00

Dispatch Groups: --

Class of Service	Answered Calls	Abandoned Calls	Total Calls	% of Total	% Wireless
BUSN	37	0	37	1.05%	
RESO	181	5	186	5.30%	
Unknown	1,533	22	1,555	44.31%	
VOIP	143	2	145	4.13%	
WDL1	0	1	1	0.03%	
WPH2	1,480	28	1,508	42.98%	42.98%
WRLS	53	24	77	2.19%	2.19%
Total	3,427	82	3,509	100.00%	45.17%

**Calls by Line Type
Champaign County, OH**

Start Date: 2024-01-01 Shift Start: 07:00

End Date: 2024-03-27 Shift End: 24:00

Dispatch Groups: -

	9-1-1 Voice	9-1-1 Text	7-Digit Emergency	Admin	Total
Calls Presented	3,509	0	0	12,382	15,891
Answer Time - Average	00:03.2	00:00.0	00:00.0	00:03.2	00:03.2
Answer Time - Median	00:03.0	00:00.0	00:00.0	00:03.0	00:03.0
Answer Time - Maximum	00:37.0	00:00.0	00:00.0	01:02.0	01:02.0
Calls Abandoned	82	0	0	71	153
% Abandoned	2.34%	0.00%	0.00%	0.57%	0.96%
Calls Answered	3,427	0	0	12,311	15,738
Agency Goal	90% - 15SEC	90% - 15SEC	90% - 10SEC	80% - 10SEC	
Within Goal	3,413	0	0	12,234	15,647
% Within Goal	99.59%	0.00%	0.00%	99.37%	99.42%
Longer Than Goal	14	0	0	77	91
Average Call Duration	01:19.9	00:00.0	00:00.0	01:36.1	01:32.6

9-1-1 and Phone System Summary

**9-1-1 Basics
Champaign County, OH**

Start Date: 2024-01-01 Shift Start: 07:00 User: -

End Date: 2024-03-27 Shift End: 24:00

Dispatch Groups: --

Number of Answered Calls:	3,427	
Average Answer Time:	00:03.2	MM:SS.s
Average Call Duration:	01:19.9	MM:SS.s

Calls Answered Within 10 Seconds Champaign County, OH

Start Date: 2024-01-01 Shift Start: 07:00 User: -
 End Date: 2024-03-27 Shift End: 24:00
 Dispatch Groups: -

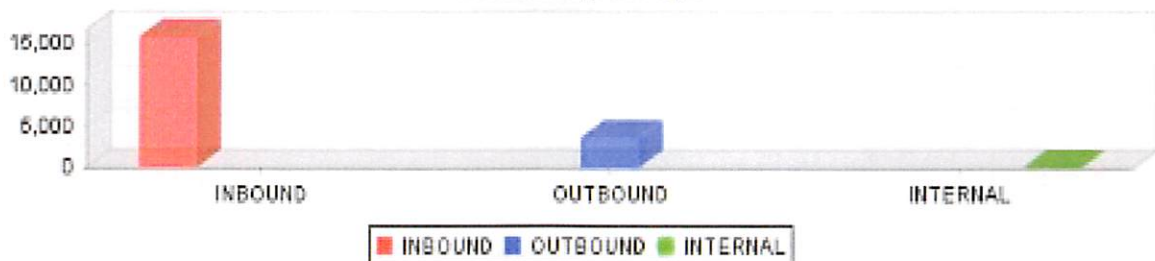
	9-1-1 Voice	9-1-1 Text	7-Digit Emergency	Admin
Answered Within 10	99.18%	0.00%	0.00%	99.37%
Average Answer Time	00:03.0	00:00:00	00:00:00	00:03.1
Median Answer Time	00:03.0	00:00:00	00:00:00	00:03.0
Average Call Duration	01:19.8	00:00:00	00:00:00	01:36.0
Median Call Duration	00:31.0	00:00:00	00:00:00	00:53.0

Calls by Call Type Champaign County, OH

Start Date: 2024-01-01 Shift Start: 07:00 User: -
 End Date: 2024-03-27 Shift End: 24:00
 Dispatch Groups: -

	Inbound		Outbound		Internal		Total	
	Calls	Avg Call Duration	Calls	Avg Call Duration	Calls	Avg Call Duration	Calls	Avg Call Duration
9-1-1 Voice	3,509	01:19.9	0	00:00.0	0	00:00.0	3,509	01:19.9
Admin	12,382	01:36.1	3,642	01:17.4	2	00:18.0	16,026	01:31.9
Total	15,891	01:32.6	3,642	01:17.4	2	00:18.0	19,535	01:29.8

Total Calls by Call Type



Calls per Trunk and Line Type Champaign County, OH

Start Date: 2024-01-01 Shift Start: 07:00

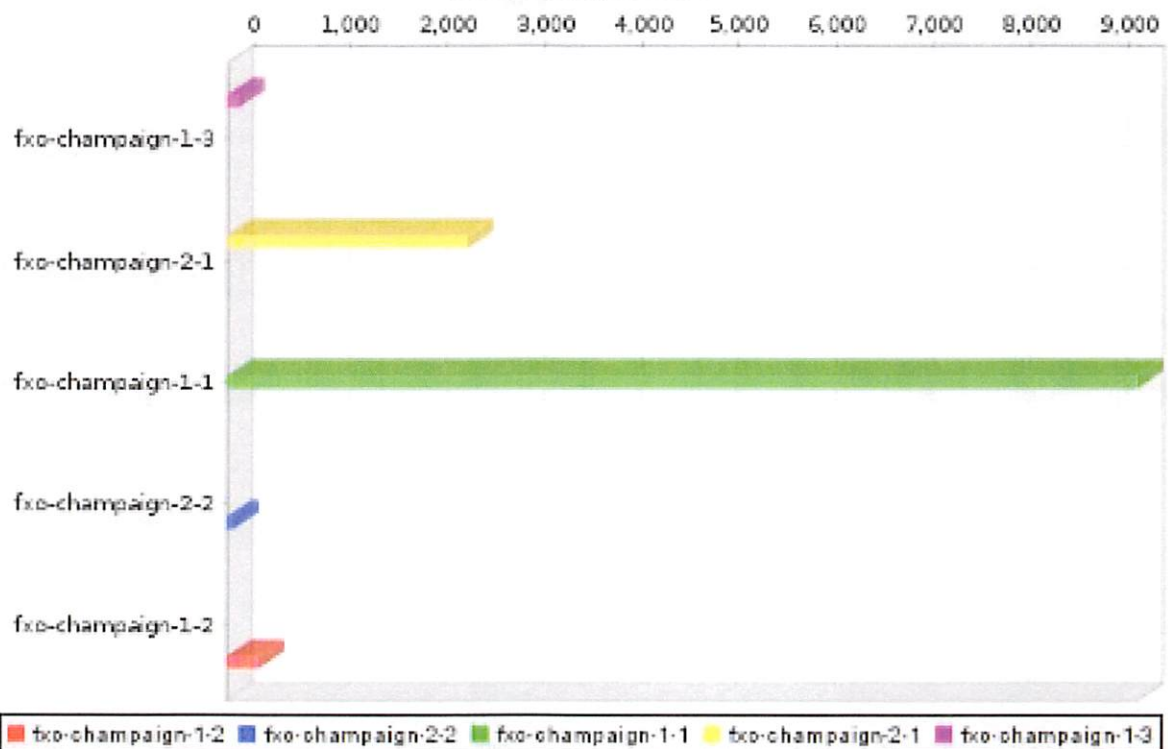
End Date: 2024-03-27 Shift End: 24:00

Dispatch Groups: -

Admin Calls per Trunk

Trunk ID	Description	Calls	% by Trunk
11	fxo-champaign-1-3	125	1.01 %
4	fxo-champaign-2-1	2,478	20.01 %
5	fxo-champaign-1-1	9,378	75.74 %
6	fxo-champaign-2-2	67	0.54 %
7	fxo-champaign-1-2	334	2.70 %
Total		12,382	100.00 %

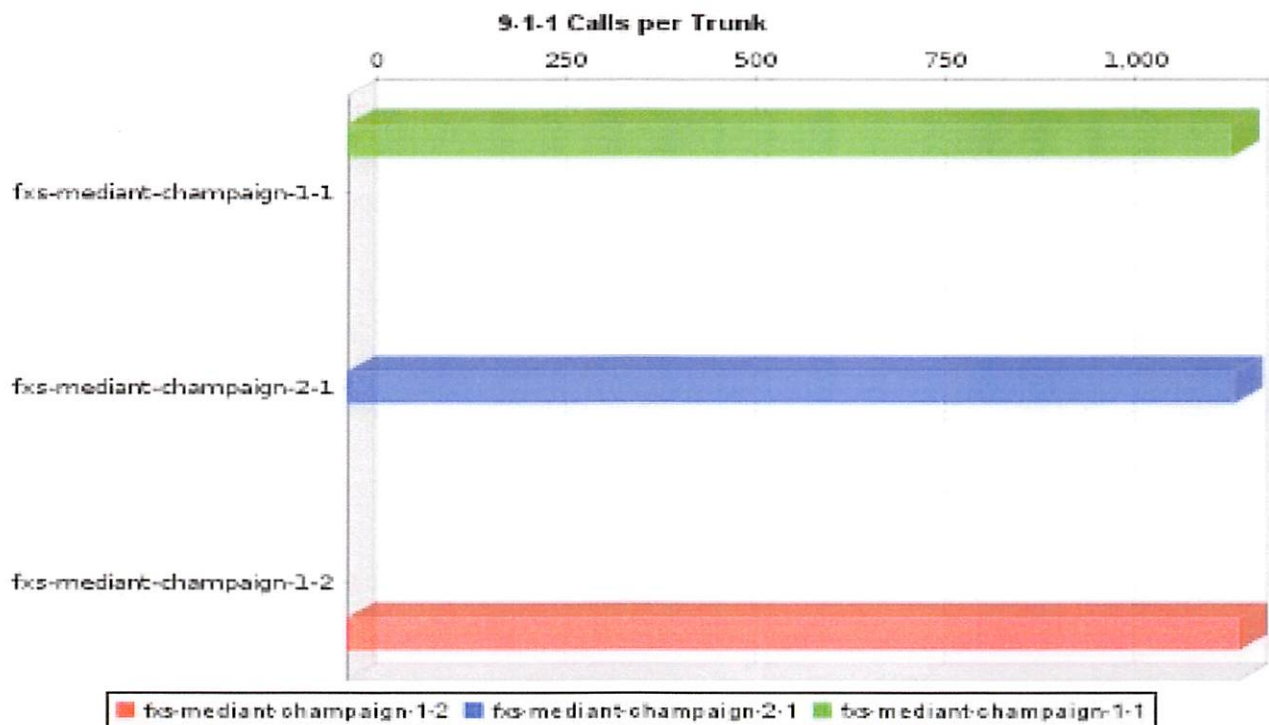
Admin Calls per Trunk



Calls per Trunk and Line Type
Champaign County, OH

9-1-1 Calls per Trunk

Trunk ID	Description	Calls	% by Trunk
1	fxs-mediant-champaign-1-1	1,164	33.17 %
2	fxs-mediant-champaign-2-1	1,169	33.31 %
3	fxs-mediant-champaign-1-2	1,176	33.51 %
Total		3,509	100.00 %



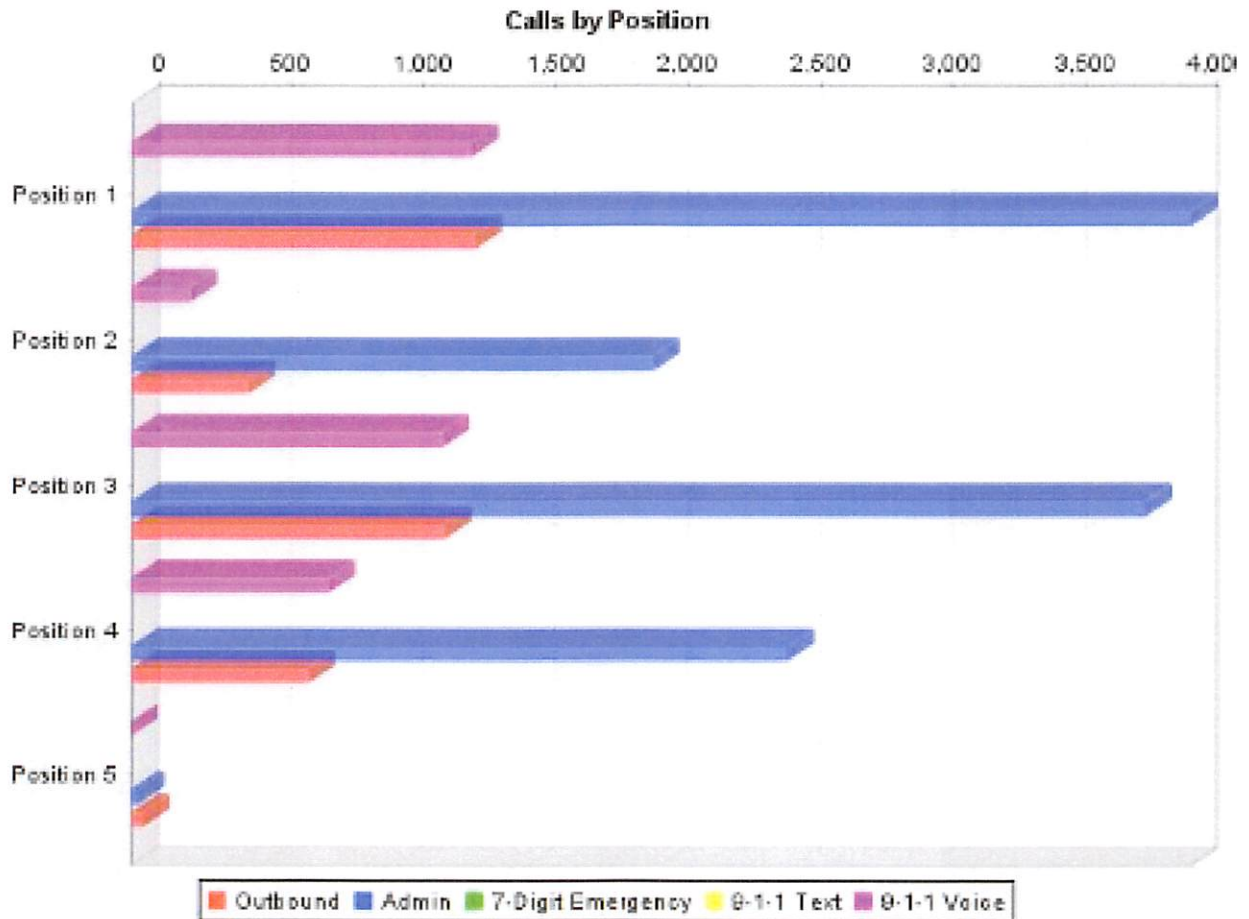
Calls by Position Champaign County, OH

Start Date: 2024-01-01 Shift Start: 07:00

End Date: 2024-03-27 Shift End: 24:00

Dispatch Groups: -

Position	9-1-1 Voice	9-1-1 Text	7-Digit	Admin	Outbound
1	1,263	0	0	4,001	1,298
2	222	0	0	1,970	443
3	1,175	0	0	3,632	1,162
4	746	0	0	2,481	672
5	1	0	0	27	47
Total	3,427	0	0	12,311	3,642



9-1-1 Call Answer Time Champaign County, OH

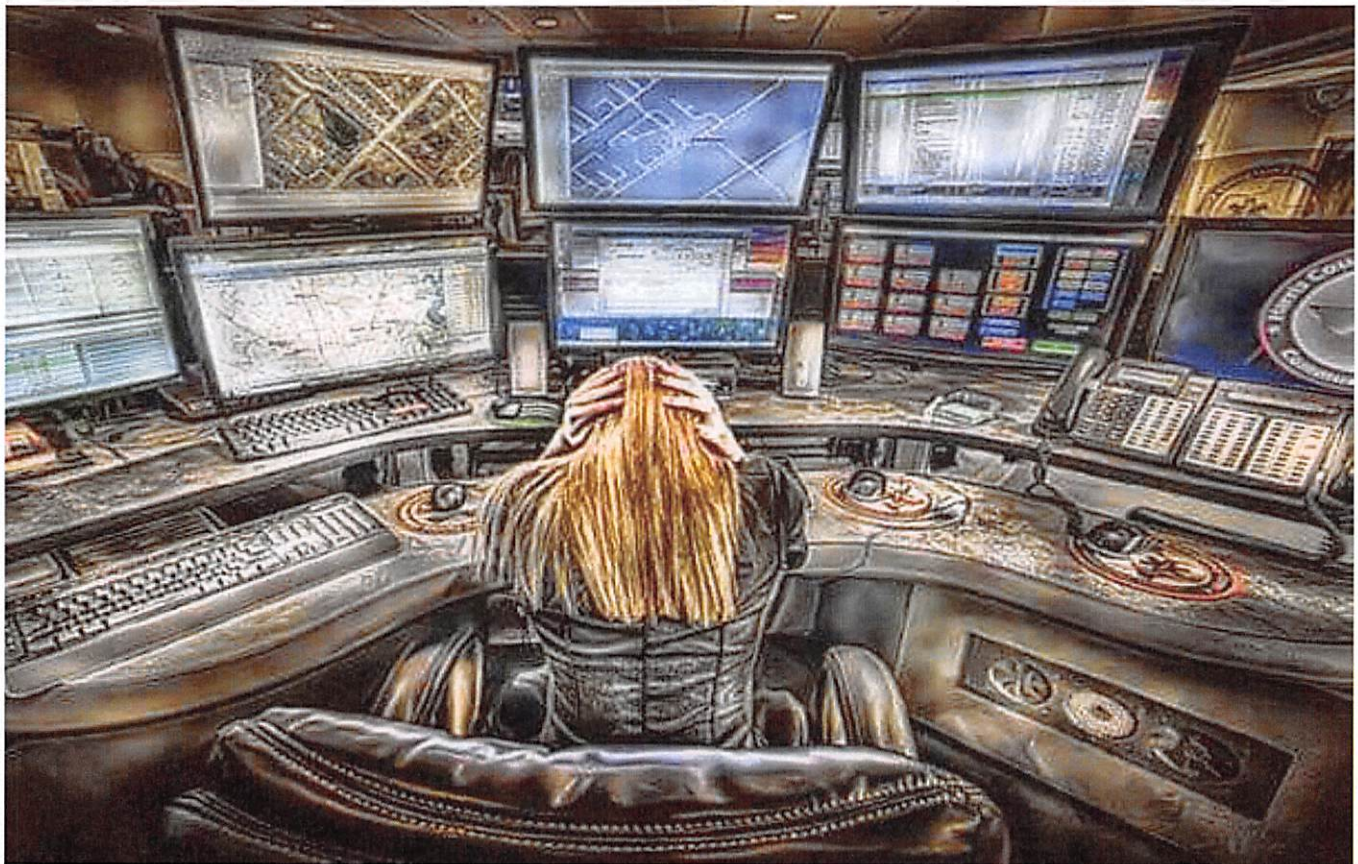
Start Date: 2024-01-01 Shift Start: 07:00 User: --

End Date: 2024-03-27 Shift End: 24:00

Dispatch Groups: --

Answer Time (Seconds)	Calls	Sum	Percentage	Percentage
1	8	8	0.23 %	0.23 %
2	1,017	1,025	29.68 %	29.91 %
3	1,701	2,726	49.64 %	79.54 %
4	431	3,157	12.58 %	92.12 %
5	131	3,288	3.82 %	95.94 %
6	47	3,335	1.37 %	97.32 %
7	26	3,361	0.76 %	98.07 %
8	16	3,377	0.47 %	98.54 %
9	13	3,390	0.38 %	98.92 %
10	9	3,399	0.26 %	99.18 %
11	2	3,401	0.06 %	99.24 %
12	3	3,404	0.09 %	99.33 %
13	3	3,407	0.09 %	99.42 %
14	5	3,412	0.15 %	99.58 %
15	1	3,413	0.03 %	99.59 %
16	2	3,415	0.06 %	99.65 %
18	6	3,421	0.18 %	99.82 %
20	1	3,422	0.03 %	99.85 %
22	1	3,423	0.03 %	99.88 %
23	1	3,424	0.03 %	99.91 %
25	1	3,425	0.03 %	99.94 %
30	1	3,426	0.03 %	99.97 %
37	1	3,427	0.03 %	100.00 %
Total	3,427		100.00 %	

911 Call Takers. The stress is real. They are the first people you make contact with on your worst day. A tragic crash. Sudden collapse of a loved one. Baby choking. They hear your cries, your screams and at times they hear someone end their life. Your voices don't go away. They linger for months and years. Our 911 call-takers and dispatchers are often forgotten. Working 24/7/365 hidden from public view. Always there for you. Whatever your definition of a hero make them part of it. Please LIKE and SHARE to show them the respect they deserve. Thank you. #911



**National Public Safety
Telecommunicators Week
April 14-20, 2024**

TO Mayor Bill Bean and Members of Urbana City Council
FROM Staff
SUBJECT Division Activities Report
January - March

DATE: April 10, 2024



AIRPORT

- Elton Cultice retired in February. Drake Huffman has taken over the position as Airport Manager of Grimes Field.
- The Taxilane Rehabilitation schedule was received and approved for the taxilane work around both the A and B T-hangars. The Shelly Company will be the contractor for the work slated to begin June 10th. All work, including pavement markings, will be completed by the end of July.
- The final Agreement for Services was signed between Vector Airport Systems and the City of Urbana. This agreement will institute landing and parking fees at Grimes Field effective May 1st.
- The airport's T-hangar leases were re-evaluated. Rent was increased to fair market value for all T-hangars in addition to other minor lease updates.
- The airport has been preparing for a crowd of any size for the Eclipse event on April 8th. A special event emergency plan is working through the approval process between the airport and fire department. Port-a-johns will be available, the Flying Lab museum and Café will be open, and the main ramp will be closed and coned off for pedestrians to bring chairs and enjoy the event. Tickets will be sold to allow individuals onto the ramp. Crowd size will be directly correlated with weather.
- The owner of the flight school, Mad River Air, passed away in February. The space is expected to become vacant in May 2024 with potential businesses already showing interest in taking over the space.
- Parks, Recreation, and Grounds has taken control of supervision for the airport's mowing and landscaping.

Future Planned Events:

- Car show will be held on the main ramp September 28th 2024.
- The Vietnam Wall has been scheduled to return to Urbana in June 2026.
- 2024 Hot Air Balloon Festival is scheduled for September 13th and 14th.
- 2024 MERFI will be August 17th.
- Fireworks at the airport will be on July 6th with the intention to expand the event to include more activities.
- Ageless Aviation Dream Foundation flights to be held on June 25th.

Future Planned Projects:

- Building identification signs for all airport structures
- Building 1 (Damewood building) transfer
- Airport Beacon Replacement
- AWOS Replacement
- Grimes Hangar Roof & Siding evaluation and repair/replacement
- Airport Master Plan Update
- Terminal Building Maintenance & Development
- Runway Micro Surface & Markings
- Airfield Lighting Update

ZONING & COMPLIANCE

Overview

- Continued enforcement of the City Zoning and Nuisance Code.
- Reviewed and issued various permits including principal building additions, fences, signs, and accessory structures (17 total permits issued).
- Continued working with the County Health Department, Champaign County Building Regulations and the Urbana Police Division to address properties that pose significant risk to the health, safety and welfare of the community.
- With great support and assistance from Deb Aksenczuk, finalized and presented legislation to City Council adopting the International Property Maintenance Code as well as legislation creating uniformity for penalties of the Nuisance and Zoning Codes.
- Continue rewriting Chapter 1112 - City Center Heritage Overlay District.
- Restructure and enforce the City's Vacant Registration Program.
- Updating Chapter 1137 Urbana Sign Code.
- Working with various local developers on significant downtown renovation efforts.

CEMETERY

Total Burials:	22
Including Saturday (a.m.):	3
Saturday (p.m.):	1
Total Graves Sold:	8
(Including)	
Shepherd Mausoleum:	0 (Niche)
Shepherd Mausoleum:	0 (Crypt)
Legacy Mausoleum:	3 (Niche)
Legacy Mausoleum:	2 (Crypt)
Misc. Sales:	0 (Vases)

FIRE DIVISION

News

- Firefighter Chris Logan retired and Firefighter Jason Baughn has left the division.
- The division is working on creating a new certified list and extending our eligibility list six months for new firefighters.
- The division command vehicle is in service and our new medic final manufacturing inspection is scheduled for late April.
- Fire Marshal Jones participated in fire suppression review training at the national fire academy in Maryland.
- The division logged 789 hours of training for the quarter.
- The division participated in public outreach programs at the Urbana Schools.

Administrative

1st Quarter Inspections by Inspection Type	
	Amount
Building	287
Complaint	23
Day Care	1
Fire Alarm	51
Fire Protection	35
Food Truck/Festival	9
Foster Care	1
General	29
New Business	1
Occupancy	26
Plan Review	6
Pre & After School Programs	0
Re-inspection	366
Total	835

Operations

1st Quarter Incidents			
Incident Type	Amount	Daily Average	Daily Average Year to Date
EMS	617	6.78	6.78
Fire	68	.75	.75
Rescue	64	.70	.70
Totals	749	8.23	8.23
Multiple incidents in progress	145	1.59	1.59
Transports	469	5.15	5.15
Mutual aid received	19	.21	.21
Mutual aid given	16	.18	.18

EMS/Fire District Statistics

2024 Concord Township Incident Statistics								
Quarter	EMS	Avg	Fire	Avg	Rescue	Avg	Total	Avg
1st	6	0.1					6	0.1
2nd		0.0					0	0.0
3rd		0.0					0	0.0
4th		0.0					0	0.0
Total	6	0.1	0	0.0	0	0.0	6	0.1

2024 Salem Township Incident Statistics								
Quarter	EMS	Avg	Fire	Avg	Rescue	Avg	Total	Avg
1st	9	0.1	3	0.0	2	0.0	14	0.2
2nd		0.0		0.0		0.0	0	0.0
3rd		0.0		0.0		0.0	0	0.0
4th		0.0		0.0		0.0	0	0.0
Total	9	0.1	3	0.0	2	0.0	14	0.2

2024 Urbana Township Incident Statistics								
Quarter	EMS	Avg	Fire	Avg	Rescue	Avg	Total	Avg
1st	95	1.1	22	0.2	13	0.1	130	1.4
2nd		0.0		0.0		0.0	0	0.0
3rd		0.0		0.0		0.0	0	0.0
4th		0.0		0.0		0.0	0	0.0
Total	95	1.0	22	0.2	13	0.1	130	1.4

PUBLIC WORKS

WATER RECLAMATION FACILITY (WRF)

- The WRF operated 2,142 consecutive days with no NPDES violations.
- Operated for 1,852 consecutive days without a lost-time accident.
- The Plant treated 143.74 MG of wastewater in the 1st quarter of 2024. That is 0.52 MG more than the 1st quarter of 2023.
- Accepted 1.67 MG of domestic septic tank waste in the 1st quarter of 2024. 28% increase in septage receiving than the first quarter of 2023.
- Recorded 10.39" of precipitation in the 1st quarter of 2024. Currently this is 0.26" above the 30-year monthly average and 3.08" above the 30-year annual average.
- RG trucking hauled 44.15 dry tons of biosolids to Cherokee run landfill in the 1st quarter of 2024
- The WRF Pretreatment Program experienced (1) violation in 2024; Weidmann Electrical Technology exceeded their TSS discharge limit on January 27th 2024. No NPDES permit violations occurred for the WRF due to the incident.
- The OEPA conducted an NPDES inspection at the WRF on March 14, 2024. Urbana's WRF was "In Compliance" with no significant findings

Compost Facility

- Urbana's Compost Facility Officially opened on March 18th 2024.

WATER DIVISION

Flow information:

January – 54.4472 Million Gallons

1.8531 Million Gallons Average Daily Flow

February – 52.8804 Million Gallons

1.8235 Million Gallons Average Daily Flow

March – 52.1736 Million gallons

1.7391 Million Gallons Average Daily Flow

(All water treatment plants and distribution system are EPA compliant)

Revenue & Expense

As of 03/31/2024

Budget Amount \$2,917,144.77

Month to Date Expense \$83,812.78 (March)

Year to Date Expense \$813,351.69

Encumbered Balance \$246,808.72

Unencumbered Balance \$1,856,984.36

Water Division Personal completed the following for January-March:

- 2 hydrants repaired/replaced
- 10 water Main Breaks (7 in January)
- 7 Service Lines Repaired or Replaced
- High Street Project still ongoing
- High Service Pump #1 worked on
- Assisted Sewer with a huge dig on Boyce Street
- Assisted Streets with snow removal and salting
- Carbon Exchange at OTP
- Bag Filters all changed at OTP
- EPA sanitary survey was completed
- Pace Analytical sampled for the EPA UCMR5 finished
- New leak detection system put in place.

Projects that we are working on:

- Valve Exercising
- New booster station's project
- Locating all water Valves and Customer service valves (GPS/GIS Program)
- High street project
- New housing project behind Walmart

Upcoming Projects:

- Rail Road street storm project
- Lead line inventory
- Court street bridge repair
- hydrant flushing
- Water leak testing and locating
- small meter test to verify accuracy
- Hiring of new employee (replacement)

FACILITIES

- Staff continues to maintain the city's multiple locations.
- Responded to 139 work orders; average cost per W/O \$80.52. Total hours spent on W/O 207. These are non-preventative and preventative maintenance requests; continue to perform monthly PM's on the HVAC units, elevator; fire extinguishers; exit lights; garage doors and City vehicles.
- We are preparing for the upcoming pool season; as we replace a main valve and all joint caulking.
- Painted two dumpster enclosures at the Municipal Building and the Depot.
- Continue to replace multiple inside lights with new LED bulbs citywide.
- Replaced over 8 decorative light bulbs, 3 poles that were damaged from motor vehicle accidents, and several building wall pack lights at multiple City locations.
- Electrical contractor replaced the main service panel to the pool building and park pump station. This project was completed in early March.

Govdeals

- We have several items ready to sell and will be posted in the 2nd quarter 2024.

SEWER DIVISION

- Sewer Maintenance recorded 17 calls/ backups and 4 sanitary digs.
- 400 OUPS tickets. Decrease of 5% over last year 1st quarter.
- Continue to perform sewer lateral camera inspections free of charge to city residents.
- Recorded 20 camera inspections for residents.
- Cleaned over 20,800 Feet of Sanitary and Storm Sewer mains. Increase of 120%
- Inspected over 3200 feet of Sanitary and Storm Sewer mains. Decrease of 70% (This decrease was due to our camera trailer being down for repairs for most of January and part of February.)
- Performed over 13 hydro excavations, total of 24-man hours for the Water Division.
- Continued maintaining the collection system and pump stations.
- Maintain the blower system at the closed landfill, staff checks the blowers daily and performs maintenance as necessary. Contractor monitors gas readings quarterly.
- We installed two additional sump pits and fixed two wells at the landfill.
- Completed the 1st quarter grease trap inspections.
- Replaced approximately 200 feet of 8in sewer main in the 700 block of Boyce street and replaced 6 service laterals. This was due to a structural failure of the old clay tile.
- Assisted the Street Division with multiple City utility asphalt repairs.
- Contractor Insight Pipe Lining completed two projects: Maple Tree Lane/ North Russell Street and Eichelberger Drive. These projects consisted of using a Cured in place Liner to line 3600 lineal feet of 8inch sanitary sewer main and reinstate 100 service laterals.
- Continue to pump water and haul from the Water Plant to the WWTP.
- Received all the materials to replace a pump/motor and discharge line at the Old Troy Pike Pump Station.
- Assisted RB Jergens Contractors, Inc. on multiple occasion's involving the S. High Street Sanitary and Storm Sewer portion of the project.
- Assisted Facilities with multiple projects throughout the City.
- Staff continues to attend monthly Continuing Education Training sessions required by OEPA.
- Sent two staff members to Indiana for a day training on Sewer Line inspection and cleaning.

STREET DIVISION

The City of Urbana Street Division is responsible for maintaining 134 lane miles of streets within the city limits; and assists all other Public Works Divisions as needed for the common goal of one unified team serving the citizens of Urbana. The Division's broad umbrella covers special events, tree trimming, snow and ice management/snow plowing and salting, storm clean-up, maintaining all signs and traffic light systems, asphalt repair program for all utility cuts, various degrees of "earth work" and street sweeping.

Employment

- Applications were received to fill several vacancies. Our Division has been operating without two team members both have been off work for 11 and 14 months respectively.
 - The hope is to offer a position to one candidate early in the 2nd quarter.
- Much appreciation goes out to our Water, Sewer and Facilities Divisions for stepping in with manpower to help offset this shortage.
 - It is both encouraging and exciting to see the "TEAM" building and atmosphere that's been built within all divisions in public works.

Street sweeper operations

- 45.46 tons of sweeper debris collected from city streets.
 - 104.5 hours total broom time was logged.
 - Disposal cost \$4803.30

Safety Study

- Following the safety study completed for Miami Street, all signage was installed, removed or relocated as recommended by the study.

Bulldozer Repair

- Major transmission and clutch repairs were completed on our 37-year-old John Deere bulldozer.

Maintenance and Service

- All heavy-duty trucks and heavy-duty equipment were brought in the shop for annual safety inspection, service and maintenance.

O.U.P.S. tickets for utility locates

- 1/1/2024 thru 3/31/24 responded to 400 tickets for locating underground utilities.
 - This is an average of 29 tickets per week.

Street light outages

- Reported and logged a total of 22 street light outages and/or issues to Miami Valley Lighting for repair.

Cross Training

- Three team members began cross training on operation of various pieces of heavy equipment.
 - This will make the department as a whole more versatile with additional heavy equipment operators.

Cold patching of pot holes

- 12 total tons of cold patch used to patch holes throughout the City of Urbana.

Chemical Application

- Following training and testing, Mark Muirhead successfully renewed his commercial applicators license.

Sewer, water and storm water divisions

- The Street Division logged a total of 548.5-man hours, 122 overtime hours and 643.5 equipment hours assisting these divisions with service digs and other projects.

Snow and Ice Management

- Recorded 18 regular hours, 180.5 overtime hours and spread 457 tons of salt on city streets.
- Four team members attended a LTAP training on salting, pre-treatment and deicing of roads.
- Put together a in depth power point training session for snow plowing and salting techniques and safety.
 - The goal of this training presentation will be to improve safety for public works team members and the public, lower our salt usage and become more skilled and uniform in all aspects of our snow and ice management operations.
 - This training will be held prior to the winter of 2024/25.

Performance Discussions

One-on-one meetings and individual team member questionnaires were completed. The common goal is to have very open and honest communication, identify key areas for improvement, acknowledge positive areas of each team member, discuss goals and accomplishments all which assist us in being a better, tighter, safer and more efficient team, working with and for the citizens of Urbana.

Conflict Monitor Testing

Security Fence performed our annual bench testing of all traffic light conflict monitors to ensure their proper operation.

Tree trimming

- The City's bucket truck has been repaired and back in service following a 14-month "rest/repair". We've logged 7 hours of tree trimming since its return on 3/14/24.

Looking Ahead into the 2nd Quarter 2024

- Areas along Dugan's Ditch will be worked on to eliminate sandbars and repair banking.
- Assist with special events downtown supplying electric and street closures.
- We are looking forward to a new hire in the 2nd quarter, getting us closer to full staff level.
- With the return of the bucket truck, visual inspections of all hanging signs and traffic lights looking for wear and damaged parts will begin.
- Tree trimming in various locations around town.
- Haul material to fill settling locations at the landfill.
- Yellow curb painting in residential areas.
- Chemical spraying and reach arm mowing will begin.
- Training in the areas of trench safety and hot asphalt repairs of service digs.
- Begin the process of eliminating the traffic signal at Ward Street and E. Lawn Avenue.
- Street sweeping will be ongoing.

PARKS, RECREATION AND GROUNDS DIVISION

- Service and complete preventive maintenance; clean all trucks and equipment.
- Completed the Leadership Champaign "Dugout Project" on diamond 4 at Melvin Miller Park.
- Began spring cleanup on City Parks, Roundabout, Municipal buildings and surroundings.
- Repaired several Ballfield backstops around Melvin Miller Park to straighten and strengthen.
- Continued extensive cleanup of Melvin Miller Park pond (island area).
- Bullpen clean-up at former maintenance building.
- Completed trimming street trees in 600 block of Scioto St.
- Ballfield preseason prep, rolling the fields and adding diamond mix as needed.
- Continue maintenance building organization and various preseason field equipment projects.
- Layout and paint 4 spring season club soccer fields.
- Reinstalled the Pickleball and Tennis nets for the upcoming season.
- Freshen up Slow Pitch concession interior with new paint and replace 1st floor interior lighting.
- Managed 10 Park building rentals.
- Began another season of Goose control with the team from Goosebusters.
- Inspected and serviced Grimes Airport mowing equipment as needed.

ENGINEERING

- Projects ongoing from 2023.
 - South High Street Improvements – This project improves the existing street from SR 55 to Miami Street via roadway, drainage, pedestrian and bicycle additions or alterations. Traffic calming and a cross-section of water and sanitary replacement are also designed. The City opened bids in May 2023 with R.B. Jergens Contractors, Inc. as the only bidder at \$6,733,425.85. This project was awarded approximately \$5.0 million through federal grants (\$1.9 million was added in early 2024 to the original \$3.1 million) and another \$600,000 through OPWC. The City will also use ARPA grant funding in the amount of \$1.2 million for the utility portions of the project. There is also approximately \$2.3 million in OPWC loan funding at 0% interest available, although the City hopes to use less than half of this. Construction continued with underground utility installation between Reynolds and the university entrance this past quarter. For the first three blocks north of Reynolds, the contractor is working to complete them, surface restorations included, within the next couple months.

- New projects in 2024.
 - 2024 Sidewalk, Curb and Gutter Replacement Program – The City is currently putting this work out to bid. Property owners have until 4/26/24 to complete concrete replacement work with their own contractor. Shortly after, the City anticipates assigning the remaining work along Gwynne Street, Lincoln Place and Lafayette Avenue to the contractor who wins the aforementioned bid. As of December 2023, the Engineer’s Estimate for this remaining work was \$285,864.
 - 2024 Asphalt Program – The asphalt program bid in late-March, having an engineer’s estimate of \$724,000 and a lowest bid price of \$599,866.85 (A&B Asphalt, Corp). Street paving work will take place sometime between mid-July and early October. Local streets that will be paved are as follows: Gwynne Street, Lafayette Avenue, Lincoln Place, Westview Drive, North Drive and two sections of Julia Street. There is also one alley north off Gwynne Street to pave. No ODOT paving is planned for this year.
 - 2024 Crack Sealing Program – The crack sealing program bid in mid-March, having an engineer’s estimate of \$49,000 and a lowest bid price of \$38,111.84 (Russell Standard Corporation). Crack sealing can commence as soon as award while the completion date is by late August. Local streets that will be crack sealed are as follows: Childrens Home Road, East Lawn Avenue, Bloomfield Avenue, Julia Street, E. Light Street, W. Light Street, Freeman Avenue, Scioto Street, S. Walnut Street, College Street, Thompson Street, Lincoln Street, W. Powell Avenue, E. Powell Avenue and W. Broadway Street. Additionally, since Urbana Township will have a share of Childrens Home Road and East Lawn Avenue, the City bid Post Road crack sealing for them and they do plan to accept the additive through this joint contract.
 - 2024 Striping Program – Repainting faded street markings along US 36 East, Scioto Street (SR 29 East), N. Oakland Street, Childrens Home Road and East Lawn Avenue is the goal of this program. Bidding occurred through Miami Valley Communication Council in a cooperative bidding process with 13 participating cities. The City of Urbana’s lowest and best price was from First Star Safety for \$13,680.58.
 - In addition to the above street maintenance projects, the City plans to contract with the Champaign County Engineer’s Office to perform chip seal and fog seal on James Avenue and all of the Oak Dale Cemetery driveways. Utilizing them through force accounting helps save the City money. Fog seal has not been used in the City before, but is a helpful treatment used by the County to seal stone in place after a chip seal. The overall cost of these two locations is estimated to be \$47,905.
 - Railroad Street Storm Project – The Railroad Street Storm Project has been awarded a CDBG Critical Infrastructure grant of \$470,000. The goal of the Stormwater Utility Committee upon initial formation was to have one large project every five (5) years or so, and this project will be the first major one. The total as-bid project cost is \$1,335,034 (Tom’s Construction, Inc.), which is about \$30,000 under the Engineer’s Estimate. The contractor anticipates starting in June to be able to wrap up by the end of August. Mitigating some flooding in the northwest neighborhood is goal of this project, eliminating a pinch-point in the current stormwater system.

- Major designs in progress.
 - Ohio Bridge Partnership Program funding was obtained in 2021 for the W. Court Street Bridge Replacement project. The project will replace a 100-year-old plus structure with new 96" piping. The engineer's estimate for this 2025 construction project is \$561,497. The initial grant was for \$379,500, but an additional grant has been added to this through the federal STBG program and LUC for \$168,570. Compass Infrastructure Group has completed Stage 2 (of 3) design with Stage 3 design due soon. The right-of-way acquisition process is now underway with title work and appraisals happening first.
 - The City obtained a grant in 2022 for engineering design services on two bike trail crossings in Urbana; this grant totaled \$44,900. In 2023 and 2024 we added another \$68,140 to that grant total for right-of-way services, acquisition and construction. The affected crossings are the Simon Kenton Trail's intersection with Miami Street and with N. Main Street. The objective at Miami will be to add RRFBs at the crosswalks like we have downtown while the objective at N. Main is to add the same, move the trail crossing further north away from the railroad, reduce the crossing distance and eliminate the first block of Laurel Oak Street. Urbana was also awarded an ODOT Systemic Safety Grant in 2022 for the construction end of this project, totaling \$542,000. The City has LJB performing the design work and right-of-way plans; they will submit Stage 3 plans in early-July. Right-of-way acquisition has begun, with Dunrobin selected to perform real estate services on behalf of the City.
 - Concrete replacement for the fire aprons and municipal building frontage along E. Market Street is scheduled for design and bid in the second quarter.
- Miscellaneous
 - Private projects, such as Dollar General (N. Main and Dellinger), Seth's Produce and Garden Center, Champaign Aviation Museum, YMCA Childcare Addition, Champaign County Historical Society Expansion, Starbucks, Hueys Coffee, Willman Building, Skylight Lofts and 1300 S. US Hwy. 68 (Howell), garnered attention during the first quarter.
 - Multiple studies either have been or will be funded through LUC Regional Planning Commission's rural transportation planning allocation. They are as follows: 1) North Main Street Safety Study for Striping and Signage [complete and currently progressing through the Environmental Review process with ODOT]; 5) Traffic Signal Study [completed counts had us reduce focus to the east/west signalized corridor of Urbana where structural analyses of the existing poles and mast arms are taking place along with inventorying of the signal boxes]. Burgess and Niple looks to complete the latter before our June application deadline for the Small Cities Grant program (ODOT).

Clay Miller, engineer technician, continued managing sidewalk, curb and gutter projects. This primarily consisted of Lincoln Place, Lafayette Avenue and Gwynne Street where paving will occur later this year. Clay also began looking at concrete and documenting addresses for streets in the first ward where our 2025 paving program

COMMUNITY DEVELOPMENT

- Completed the state required tax incentive review process for all active CRA and Enterprise Zone Agreements within the City of Urbana. The Tax Incentive Review Council met on Thursday, March 7, 2024 and CRA Housing Council met on Monday, March 18, 2024. Furthermore, all required state reporting was filed with the State of Ohio by the required deadline of March 31, 2024.
- Burton Planning Services continued with the community/land use planning process for the development of the North Main Street Corridor Plan. The overall goal of the plan is to guide future development and redevelopment opportunities along North Main Street from Gwynne Street/Washington Avenue to Grimes Circle. Furthermore, the plan will be based on input from residents, local businesses, and other community stakeholders. This planning process will result in recommendations for future land use, zoning code updates or revisions, and infrastructure improvements to support investment and reinvestment within this corridor. A community open house was held on Thursday, January 18, 2024 to gather public input regarding the draft vision statement, goal statements, and action steps. In conjunction with this community open house, a related online survey was available for public input from January 4, 2024-February 5, 2024. As of early April 2024, a draft of the North Main Street Corridor Plan has been prepared by Burton Planning Services with adoption of a final version by Planning Commission and Urbana City Council to follow by mid-summer.

- Prepared and submitted three grant applications in January of 2024: Ohio Department of Development Water and Wastewater Grant for the Upper Valley Pike & State Route 29 Sanitary Sewer Force Main Project, Ohio EPA Chloride Reduction for the new Salt Storage Facility, LUC Regional Transportation Improvement Program (RTIP) Grant for additional funding for the Urbana Bike Trail Crossing Safety Improvements-PID #115978 and CHP Court Street Bridge-PID #115394. In addition, worked with the county's consultant to finalize local properties being submitted as part of the county's application to the Ohio Department of Development Building Demolition and Site Revitalization Program's latest funding cycle.
- Completed the following sealed bid processes during the quarter: Railroad Street Storm Project-Union Alley to Pindar Street (PY2022 CDBG-Critical Infrastructure), 2024 Crack Sealing Program, and 2024 Asphalt Program.

POLICE DIVISION

January Highlights

- 1/4/2024 – Josiah Mathews, the killer convicted of the 2011 homicide of Urbana resident, 87-year old Mr. Louis Taylor, was sentenced to life in prison. He is currently serving his time in the Marion Correctional Facility.
- 1/9-12/2024 -- Sergeants Todd Pratt & Logan Dunn attended *1st Line Supervision* training from the Ohio Peace Officers Training Academy held at Clark State College.
- 1/23/2024 – New officer Kyle Myers was sworn in and has begun his 12-week field training program with the division. Myers, 27, is a Springfield resident and a 2018 graduate of the Clark State College Basic Police Academy. He has previous work experience in law enforcement.
- 1/31/2024 -- Working with the ORBIS company we were able to obtain ten new large bins that were graciously donated to the UPD to be used in our Property Control System for storing property and/or evidence, and, for us to use at larger type crime scenes collecting/carrying evidence in.

February Highlights

- 2/6/2024 – During a City Council meeting, Chief Lingrell recognized and honored several individuals involved in the investigation and successful prosecution of Josiah Mathews, convicted for the 2011 homicide of 87-year old Mr. Louis Taylor. Chief Lingrell recognized Sgt. John Purinton (ret. 2015), Ofc. Brian Cordial (ret. 2016), Sgt. Ed Burkhammer (ret. 2016), and, current UPD Sgt. Shawn Schmidt by presenting them with framed "Chief's Letter of Thanks" which highlighted key dates of the case and the role each officer had in the investigation. These officers also received a UPD coffee mug. Next, Special Prosecutors from the Ohio Attorney General's Office, Anthony Pierson (lead prosecutor), Chris Kinsler and Joel King were presented with Memorial Plaques, thanking them for their roles in preparing the case, prosecuting the case and securing a conviction. The prosecutors also received a Chief's Challenge Coin. Finally, Chief Lingrell recognized Lt. Seth King (ret. 2016) and current UPD Lt. Josh Jacobs, as the two men most responsible for leading the investigative efforts in the case. Chief Lingrell had both King and Jacobs formally inducted into the American Police Hall of Fame and presented them with framed Hall of Fame Certificates as well as Honors Bars that may be worn on their police uniform.
- 2/7/2024 – SRO AJ Ervin represented the division during Urbana High School's "*Mental Health Awareness Day*" where he manned a table with information surrounding the UPD's role in handling mental health matters and the various agency's that help us in these types of incidents.
- 2/15/2024 – The UPD hosted the 2023-24 Leadership Champaign County group, provided them with a welcome from Lt. Josh Jacobs and a tour of the police facility mixed in with opportunities for the group members to complete practical exercises involving the use of police equipment as directed by our Investigative Unit, Sgt. Jason Kizer and Ofc. Robbie Evans.
- 2/17/2024 – Lt. Jacobs, Sgt. Kizer and Officers Evans, AJ Ervin and Keith Hurst participated in a fundraiser basketball game for our local *Special Olympics* program.
- 2/19/2024 – During a Division meeting, officers received training of various topics presented by Chief Lingrell, City Prosecutor Mark Feinstein, Sergeants Jason Kizer and Logan Dunn, and, Officers Robbie Evans and Luke Hiltibran. A review of 2023 was completed, Division awards were presented to officers and goals and objectives for 2024 were reviewed. The day ended with our School Resource Officer, AJ Ervin, providing a walk-through tour of the two city school sites to help our younger officers to become more familiar with the layouts of each building.

March Highlights

- 3/5-6/2024 – Officers Major Stratton, Tristen Ruef & Lance Turner attended training through the Ohio Department of Health to become certified to operate our breath testing equipment that we use in alcohol and/or OVI cases.
- 3/5/2024 – Sergeant Jason Kizer and Officer Robbie Evans represented the police division at “Discovery Days” held at the Champaign County Library for select student from the countywide schools to attend to learn more about various careers. After this presentation we were asked if a student from Triad, who desires to have a career in law enforcement, could participate in a ride-along with an Urbana Officer. She was able to ride with Officer Keith Hurst during a dayshift tour and experienced him handling police calls throughout the day.
- 3/13/2024 – Chief Lingrell attended the annual *Fatality Review Board* meeting where 2023 overdose and suicide deaths were reviewed for Champaign County. Of the 19 cases reviewed, ten were cases that were investigated by the UPD.
- 3/28/2024 – School Resource Officer AJ Ervin, Investigator Robbie Evans, and Patrol Officer Seth Lingrell were judges for the Urbana Junior High School’s “House” program’s Pinewood Derby garage and car design competition.
- 3/30/2024 – The Urbana Fraternal Order of Police, Lodge 93, held its annual *Easter Egg Hunt* at Urbana High School for youngsters to enjoy.

LAW OFFICE

Law Director

- Drafted and/or reviewed and approved each piece of legislation presented to Council;
- Approved “as to form” a number of legal-binding instruments, such as contracts and land use agreements;
- Drafted a number of easements;
- Served as liaison to outside counsel as to a variety of legal matters involving the City of Urbana;
- Attended City Council regular and executive session meetings;
- Worked with incoming Council President Paul to implement changes to the rules of Council;
- Assisted Administration and Zoning in the creation of a Property Maintenance Code for the City of Urbana;
- Assisted Zoning in making uniform the penalty sections of the Nuisance, Zoning, and Property Maintenance Codes for the City of Urbana;
- Assisted Zoning in the pursuit of various nuisance and zoning violations within the City of Urbana;
- Worked with Administration to effectuate new electric and gas aggregation contracts;
- Negotiated and entered into Prosecution Contracts with the villages of Saint Paris, Mechanicsburg, and North Lewisburg;
- Negotiated and entered into a Prosecution Contract with the County Commissioners to prosecute cases in the unincorporated territories of Champaign County;
- Reviewed, corrected and/or approved various service agreements for Human Resources;
- Dealt with various properties subject to bankruptcies having been filed (utility billing, etc.);
- Worked with Community Development on a number of matters including, but not limited to, a trail lease extension with WESTCO, annexations, appropriations, and various pieces of legislation;
- Attended all Civil Service meetings;
- Reviewed and/or responded to requests for public records submitted to a number of Divisions;
- Worked with Administration and Engineering on matters involving various construction projects underway in the City;
- Worked with the new Airport Manager on a number of airport-related issues and documents;
- Continued work with Zoning as to a new receivership program;
- Certified a number of officers to administer oaths and acknowledge complaints in the course of their official duties;
- Met with representatives of the Champaign County Department of Job and Family Services to draft and sign a countywide, multi-agency Memorandum of Understanding as to Mandatory Reporter requirements for cases involving abuse; and
- Oversaw the work of the members of the Law Department;

Municipal Court Prosecutor

- Prosecuted almost 800 cases in the Champaign County Municipal Court, with the assistance of the Assistant Prosecutor This includes all matters, whether resolved by admission, plea, at pretrial, at a trial to the Bench, or by Jury Trial;
- Prepared and presented an educational seminar to the Urbana Police Division as to the new adult recreational marijuana laws;
- Coordinated case management with the Champaign County Prosecutor as to felonies charged in the Champaign County Municipal Court;
- Worked with the several law enforcement communities to foster and create more symbiotic inter-agency work;
- Reviewed a number of cases for potential charges for all law enforcement agencies within Champaign County;
- Spoke with numerous members of various law enforcement agencies while on-scene afterhours, to answer questions regarding charging decision; and
- Provided guidance and services to numerous victims of crimes prosecuted in the Champaign County Municipal Court including, but not limited to, representation in the actual case, and direction as to what Countywide agencies may provide food and clothing, shelter, medical and mental health counseling, transportation, and/or support for victims of domestic violence.

FINANCE

2024 Expected Revenue & YTD Revenue by Fund

Fund Number	Fund Name	2024 Expected Revenue	YTD 03/31/24 Revenue	Expected Revenue %
100	General	\$8,073,200.00	\$1,642,783.72	20%
200	Airport	\$396,300.00	\$85,630.38	22%
205	Street	\$972,000.00	\$181,175.21	19%
215	Cemetery	\$195,500.00	\$42,889.20	22%
275	P & F Tax Levy	\$1,631,250.00	\$245,672.97	15%
401	Capital Improvement	\$1,548,750.00	\$311,418.70	20%
402	P & F Tax - Cap Imp	\$543,750.00	\$84,466.94	16%
605	Water	\$2,669,000.00	\$693,841.85	26%
610	Sewer	\$3,684,400.00	\$893,174.23	24%
620	Stormwater - Oper	\$92,000.00	\$23,664.92	26%
625	Stormwater - Cap Imp	\$216,000.00	\$55,218.16	26%
TOTAL		\$20,022,150.00	\$4,259,936.28	21%

2024 Department Operating Budgets & YTD Expenses

Department	2024 Budget	YTD 03/31/24 Expenses	Budget %
CITY COUNCIL	\$93,615.00	\$22,426.78	24%
ENGINEERING	\$397,810.00	\$102,865.04	26%
FIRE	\$3,187,930.00	\$858,288.41	27%
MULCH/COMPOST	\$25,450.00	\$970.32	4%
MUNICIPAL COURT	\$846,225.00	\$234,022.15	28%
POLICE	\$2,905,825.00	\$772,980.44	27%
POOL	\$85,870.00	\$6,351.77	7%
MAYOR/ADMIN	\$303,500.00	\$80,484.38	27%
COMMUNITY DEV	\$145,500.00	\$41,632.74	29%
REC-ADMIN	\$221,145.00	\$53,051.32	24%
PUBLIC WKS	\$178,530.00	\$73,503.61	41%
MISC-NON-DEPT	\$637,425.00	\$185,367.90	29%
FINANCE-ACCTG	\$349,725.00	\$90,549.59	26%
FINANCE-INC TAX/HR	\$123,825.00	\$26,956.50	22%
FINANCE-UTIL BILL	\$204,950.00	\$52,950.99	26%
LAW DEPT	\$302,600.00	\$91,590.21	30%
ZONING COMPLIANCE	\$134,230.00	\$34,955.85	26%
AIRPORT	\$403,265.00	\$92,953.82	23%
CEMETERY	\$190,415.00	\$57,609.65	30%
STREET	\$940,755.00	\$210,018.10	22%
POLICE & FIRE LEVY	\$135,000.00	\$85,286.26	63%
SEWER (WRF/MAINT)	\$4,184,980.00	\$1,515,054.44	36%
STORMWATER-OPER	\$84,950.00	\$2,708.69	3%
STORMWATER-CAP IMP	\$638,000.00	\$11,719.04	2%
WATER	\$2,874,245.00	\$813,276.69	28%
TOTAL	\$19,595,765.00	\$5,517,574.69	28%

A & B Asphalt Corp. Purchase Requisition

<u>Line</u>	<u>Description</u>	<u>Account Number</u>	<u>Amount</u>
1	2024 Asphalt - Capital	401-120-555-201	\$205,061.85
2	2024 Asphalt - General Fund - <i>supplemental resolution</i>	100-115-555-201	\$350,000.00
3	2024 Asphalt - Sewer Maint - 27 manholes adjusted to grade	610-136-558-205	\$29,160.00
4	2024 Asphalt - Stormwater - 14 manholes adjusted to grade	620-145-529-209	\$15,120.00
5	2024 Asphalt - Water - 15 water valves adjusted to grade	605-130-557-203	\$525.00
			<u>\$599,866.85</u>

- Streets:
Gwynne Street
Alley north off Gwynne
Lafayette Avenue
Lincoln place
Westview Drive
North Drive
Julia Street (2 sections)

BOC #3

2024 Asphalt Program (#8992854)

Owner: Urbana OH, City of

Solicitor: Urbana OH, City of

03/29/2024 01:00 PM EDT

Line	Item Code	Item Description	UofM	Quantity	A&B Asphalt, Corp		Shelly Company	
					Unit Price2	Extension3	Unit Price4	Extension5
Base Bid - Streets								
1	253	PAVEMENT REPAIR	S.Y.	934	\$66.00	\$61,644.00	\$115.00	\$107,410.00
2	254	PAVEMENT PLANING, ASPHALT CONCRETE, 1.5"-2"	S.Y.	24773	\$2.25	\$55,739.25	\$2.00	\$49,546.00
3	407	TACK COAT @ 0.08 GAL/SY	GAL.	141	\$3.00	\$423.00	\$2.50	\$352.50
4	411	STABILIZED CRUSHED AGGREGATE	C.Y.	42	\$100.00	\$4,200.00	\$200.00	\$8,400.00
5	422	SINGLE CHIP SEAL, TYPE A	S.Y.	28834	\$3.43	\$98,900.62	\$3.43	\$98,900.62
6	441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (448), PG 64-22	C.Y.	1404	\$213.23	\$299,374.92	\$200.00	\$280,800.00
7	611	MANHOLE, ADJUSTED TO GRADE	EACH	41	\$1,080.00	\$44,280.00	\$1,075.00	\$44,075.00
8	614	MAINTAINING TRAFFIC	LUMP	1	\$16,880.42	\$16,880.42	\$46,000.00	\$46,000.00
9	624	MOBILIZATION	LUMP	1	\$8,755.13	\$8,755.13	\$25,000.00	\$25,000.00
10	638	VALVE BOX, ADJUSTED TO GRADE	EACH	15	\$35.00	\$525.00	\$75.00	\$1,125.00
11	644	STOP LINE, 24"	FEET	46	\$8.90	\$409.40	\$16.00	\$736.00
12	644	SCHOOL SYMBOL MARKING, 96"	EACH	5	\$775.00	\$3,875.00	\$450.00	\$2,250.00
13	644	DOUBLE YELLOW CENTER LINE	FEET	1570	\$1.80	\$2,826.00	\$2.10	\$3,297.00
14	103.05	CONTRACT BOND	LUMP	1	\$2,034.11	\$2,034.11	\$2,500.00	\$2,500.00
Base Bid Total:						\$599,866.85		\$670,392.12

RESOLUTION 2689-24

A RESOLUTION TO AMEND RESOLUTION 2433-23 TO MODIFY OR INCREASE APPROPRIATIONS WITHIN VARIOUS FUNDS OF THE CITY OF URBANA, OHIO FOR CURRENT EXPENSES DURING THE FISCAL YEAR ENDING DECEMBER 31, 2024. (SUPPLEMENTAL APPROPRIATIONS) (Two (2) readings required (SUSPENSION OF RULES REQUESTED)). No Public Hearing required.

Department Requesting: Finance

Sponsor: Councilman Edwin Davis

WHEREAS, the Director of Finance has determined that expenses will exceed current appropriations in various line items as approved by Resolution 2433-23 for the fiscal year ending December 31, 2024, and that sufficient unencumbered funds are available for supplemental appropriations; and

WHEREAS, Ohio Revised Code §5705.41(B) prohibits the expenditure of money unless it has been appropriated; and

WHEREAS the Ohio Revised Code §705.18 permits municipalities to amend appropriations for a fiscal year as needed;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Urbana, County of Champaign and State of Ohio:

SECTION ONE: That there is hereby a modification to the appropriated balances within the various funds of the City of Urbana the following sums:

GENERAL FUND

100-115	MISC-NON-DEPARTMENTAL		
	Supplies, Materials, Other	<u>\$350,000</u>	
	Total	<u><u>\$350,000</u></u>	
	GENERAL FUND Total	<table border="1"><tr><td>\$350,000</td></tr></table>	\$350,000
\$350,000			

SECTION TWO:

That the Clerk of Council is hereby directed to certify a copy of this Resolution to the Budget Commission of Champaign County, Ohio.

SECTION THREE:

That this Resolution shall take effect and be in force upon signature by the Mayor under the provisions of Urbana City Charter §2.15.

President, City of Urbana Council

PASSED: _____

ATTEST: _____
Clerk of Council

This Ordinance approved by me this ____ day of _____, 2024.

Mayor, City of Urbana

REVIEWED: *W. M. Pennington* 4/10/2024
Director of Law Date

Jumper: ____ Yay ____ Nay ____ N/A

Scott: ____ Yay ____ Nay ____ N/A

Davis: ____ Yay ____ Nay ____ N/A

Truelove: ____ Yay ____ Nay ____ N/A

Thackery: ____ Yay ____ Nay ____ N/A

Collier: ____ Yay ____ Nay ____ N/A

Bean: ____ Yay ____ Nay ____ N/A

RESOLUTION NO. 2690-24

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION OF THE CITY OF URBANA TO PREPARE AND SUBMIT APPLICATION TO PARTICIPATE IN THE FAA’S FY2024 AIRPORT INFRASTRUCTURE GRANT (AIG) PROGRAM AND TO EXECUTE CONTRACTS AS REQUIRED. (One (1) reading required. No public hearing required).

Department Requesting: Grimes Municipal Airport **Sponsor:** Councilwoman Amy Jumper

WHEREAS, the Federal Aviation Administration (FAA) provides grants to public agencies for public use airports in the form of the Airport Infrastructure Grants (AIG); and

WHEREAS, the City of Urbana has developed a long-range plan for the continued improvement of the city-owned general aviation airport, Grimes Municipal Airport; and

WHEREAS, grant funds are available through the FAA’s AIG for 90% of eligible project costs contained in the plan for Grimes Municipal Airport; and

WHEREAS, grant funds are available through the ODOT’s Airport Fund for 5% of eligible project costs contained in the 2024 project.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Urbana, County of Champaign County and State of Ohio:

SECTION ONE:

That the Director of Administration is hereby authorized to apply to the FAA for FY2024 AIG funds to complete the scope of work required to complete the Grimes Hangar Roof Replacement Feasibility Study.

The estimated cost of the project is \$82,500.00, with the FAA AIG covering 90% of the eligible costs (\$74,250.00), the State covering 5% of the eligible costs (\$4,125.00), and the remaining 5% of the eligible costs (\$4,125.00) being covered by the Airport Fund.

SECTION TWO:

That the Director of Administration is further authorized to contract for any engineering and consulting services for the above-named project as be necessary for the application and administration of above noted grant program.

SECTION THREE:

That the Director of Administration and City of Urbana, Ohio shall agree to abide by the terms and conditions of accepting FAA Airport Infrastructure Grants (and subsequent updates). These terms and conditions may be unilaterally amended by the FAA, by notification in writing, and such amendment will only apply to grants accepted after notification.

SECTION FOUR:

That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of its committees, if any, which resulted in formal action were taken in meetings open to the public, in full compliance of all applicable legal requirements, including ORC Section 121.22

SECTION FIVE:

This resolution shall be in full force and effect from and immediately upon its adoption.

President, City of Urbana Council

PASSED: _____

ATTEST: _____
Clerk of Council

This Resolution is approved by me this ____ day of _____, 2024.

Mayor, City of Urbana

REVIEWED: *Mark M. Pender* 4/10/2024
Director of Law Date

Jumper:	_____ Yay	_____ Nay	_____ N/A
Scott:	_____ Yay	_____ Nay	_____ N/A
Davis:	_____ Yay	_____ Nay	_____ N/A
Truelove:	_____ Yay	_____ Nay	_____ N/A
Thackery:	_____ Yay	_____ Nay	_____ N/A
Collier:	_____ Yay	_____ Nay	_____ N/A
Bean:	_____ Yay	_____ Nay	_____ N/A



Administration • 205 S. Main Street • Urbana, Ohio 43078 • <http://www.urbanaohio.com> • 937-652-4302

January 23, 2024

Mr. Geoffrey Nelson
Program Manager
Federal Aviation Administration
Detroit Airports District Office
11677 South Wayne Road, Suite 107
Romulus, Michigan 48174

Dear Mr. Nelson:

Subject: Grimes Field – Urbana, Ohio
FY 2024 Airport Infrastructure Grant Pre-Application

In anticipation of submitting a FY2024 Airport Infrastructure Grant application, enclosed please find a Pre-Application for the following project at Urbana - Grimes Field:

Grimes Hangar Roof Replacement Feasibility Study

The following items are enclosed for each of the above projects:

- ✓ Federal Assistance Request Checklist
- ✓ Standard Form 424 - Application for Federal Assistance
- ✓ Detailed Project Information Sheet/Project Narrative
- ✓ Project Cost Estimates
- ✓ Project Sketch
- ✓ Project Schedule
- ✓ Statement of Public Hearing
- ✓ Identification of DBE Requirements

Based on the attached schedule, we will be submitting an FY2024 Airport Infrastructure Grant application by June 2024. The project and funding estimates are consistent with the project previously discussed with the Airports District Office.

Sincerely,

CITY OF URBANA

Mr. Kerry Brugger,
Director of Administration



FAA
Detroit Airports District Office

Federal Assistance Request Checklist

Directions - Complete the Federal Assistance Request checklist with your pre-application and application and submit a completed package.

Airport Name: Urbana - Grimes Field

Airport Sponsor: City of Urbana

Location (city, state): Urbana, Ohio

Date of Application: January 23, 2024

Type of Application (circle one): Pre-Application Application

Cover Letter

- X Projects identified. Any changes from previous meetings/discussions should be discussed prior to submission.
- X If pre-application, proposed application date identified.
- N/A If application, any changes to requested amount are identified and reasons provided.
- N/A If application, identify if any changes have taken place on the Exhibit "A" property map since the last grant.
- N/A If application, identify if any changes have taken place on Exhibit "C" Title Opinion since the last grant.

Pre-Application

- X Standard Form 424 - Application for Federal Assistance
- X Federal Assistance Request Checklist
- X Project Narrative
- X Project Cost Estimate
- X Project Sketch
- X Project Schedule
- N/A Identification of environmental requirements
- X Statement of public hearing
- N/A Preliminary sponsor scope of work for all planning/environmental projects
- N/A Identification of DBE requirements, if any.

Application for Federal Assistance SF-424

*1. Type of Submission: <input checked="" type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application * If Revision, select appropriate letter(s): <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation * Other (Specify) <input type="checkbox"/> Revision
---	---

*3. Date Received: 01/23/2024	4. Applicant Identifier: 174
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5a. Federal Entity Identifier: 3-39-0080-029-2024	5b. Federal Award Identifier:
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State Use Only:

6. Date Received by State:	7. State Application Identifier:
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8. APPLICANT INFORMATION:

*a. Legal Name: Grimes Field	
*b. Employer/Taxpayer Identification Number (EIN/TIN): 34-6401492	*c. UEI: WMJPJLYNMWH5

d. Address:

*Street 1:	205 South Main Street
Street 2:	
*City:	Urbana
County/Parish:	Champaign
*State: Province:	OH
*Country:	USA: United States
*Zip / Postal Code	43078-2113

e. Organizational Unit:

Department Name: City of Urbana	Division Name:
------------------------------------	----------------

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr.	*First Name: Kerry
Middle Name:	
*Last Name: Brugger	
Suffix:	
Title: Director of Amination	
Organizational Affiliation: City of Urbana	
*Telephone Number: (937) 652-4302	Fax Number: (937) 652-4306
*Email: kerry.brugger@ci.urbana.oh.us	

Application for Federal Assistance SF-424

***9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Pick an applicant type

Type of Applicant 3: Select Applicant Type:

Pick an applicant type

*Other (Specify)

***10. Name of Federal Agency:**

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Infrastructure Grant

***12. Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

***15. Descriptive Title of Applicant's Project:**

Grimes Hangar Roof Replacement Feasibility Study

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
*a. Applicant: 4th	*b. Program/Project: 4th
Attach an additional list of Program/Project Congressional Districts if needed.	
17. Proposed Project:	
*a. Start Date: 06/01/2024	*b. End Date: 12/31/2024
18. Estimated Funding (\$):	
*a. Federal	\$ 74,250
*b. Applicant	\$ 4,125
*c. State	\$ 4,125
*d. Local	\$ 0
*e. Other	\$ 0
*f. Program Income	
*g. TOTAL	\$ 82,500
*19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____ . <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
*20. Is the Applicant Delinquent On Any Federal Debt?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", explain:	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001) <input checked="" type="checkbox"/> ** I AGREE ** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: Mr.	*First Name: Kerry
Middle Name:	
*Last Name: Brugger	
Suffix:	
*Title: Director of Administration	
*Telephone Number: (937) 652-4302	Fax Number: (937) 652-4306
* Email: kerry.brugger@ci.urbana.oh.us	
*Signature of Authorized Representative:	*Date Signed:

Detailed Project Information Sheet
 Airport Improvement Program
 Grant Application

Airport: Grimes Field

City, ST: Urbana, OH

Project Description: Grimes Hangar Roof Replacement Feasibility Study

Project Justification: The City of Urbana will conduct a feasibility study to identify the repairs required to salvage the deteriorating roof of a historic hangar.

Special Circumstances: None

Project Cost Information:

Total Cost	FAA Share (90%)	State (5%)	Local (5%)
\$82,500	\$79,500	\$4,125	\$4,125

Type of Funding Proposed	
BIL AIG FY 2022	\$79,500

Alternate Funding Plan: None

FAA CONSTRUCTION PROJECT SCHEDULE
Grimes Hangar Roof Replacement Feasibility Study

Airport: Grimes Field

Location: Urbana, Ohio

FAA AIG#: 3-39-0080-029-2024

	ITEM	DATE
1.	Consultant Selection	March-24
2.	Project Scope Identification	April-24
3.	Independent Fee Estimate	April-24
4.	Engineering Contract Executed by Sponsor	April-24
5.	Advertise for Bids	N/A
6.	Submit bid tabulation, copy of low bidder's proposal, request for FAA concurrence in award (allow two weeks for concurrence)	N/A
7.	Bid Expiration	N/A
8.	Submit FAA Grant Application for Construction Funding	June-24
9.	Accept FAA Grant Offer	August-24
10.	Complete Feasibility Study	December-24

**COST ESTIMATE
BASED ON F.Y. 23 DOLLARS**

AIRPORT: Grimes Field Airport

DEVELOPMENT ITEM: Grimes Hangar Roof Replacement Feasibility Study

WORK ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	PRICE	AMOUNT
Hangar Roof Feasibility Study	1	L.S.	\$ 65,000.00	\$ 65,000.00
Section 106 Coordination	1	L.S.	\$ 7,500.00	\$ 7,500.00
Government Apps	1	L.S.	\$ 7,000.00	\$ 7,000.00
			Subtotal	\$ 79,500.00

ENGINEERING	<u>\$79,500.00</u>
ADMINISTRATION	<u>\$3,000.00</u>
TOTAL	<u>\$82,500.00</u>

GRIMES FIELD

FAA PRE-APPLICATION FY2024



Environmental Determination Documentation Statement

During the annual planning call, the FAA environmental specialist indicated that this project would be covered by a FAA memo to file.

Statement of Public Hearing

The City of Urbana conducts meetings on the same days and times each week of each month. The meeting dates and times are published in the local newspaper. All normal meetings of the City of Urbana are open to the public. All decisions regarding the proposed project items have been discussed in open session at normal meetings of the City of Urbana. No negative comments regarding the proposed project items have been received through the date of our pre-application submittal.

Identification of DBE Requirements

The City of Urbana does not have an approved DBE program. DBE goals will be established for each year in which we expect to receive \$250,000 or more in federal funding. Since the estimated grant amount will not exceed \$250,000, a DBE Goal will not be established for this grant this year with the FAA Civil Rights Office.