



2024 ANNUAL REVIEW

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Dear Citizens of Urbana,

“When one door closes another door opens”, the quote attributed to Alexander Graham Bell, may well describe the transition from 2024 to 2025; that period where we evaluate and validate the previous year’s work, and set the stage for the year ahead.

Leading the news on the local front came in November, when Urbana was selected as one of *Ohio Magazine’s* Best Hometowns 2024-2025. Earning this recognition didn’t occur by happenstance, but rather through a created vision along with a collaborative effort by a cross-section of local organizations and individuals, spear-headed by the effort of the Champaign County Chamber of Commerce. We look forward to more local celebrations as we move through 2025.

Being named a Best Hometown may be the *crème de le crème*, however the behind the scenes nuts-and-bolts work is completed day-in and day-out by each division within the City’s organization, maintaining critical infrastructure, providing safety critical services and executing special projects, while planning and laying the foundation for the future. One can take comfort in knowing that every employee takes pride in serving our citizens of Urbana.

A quote attributed to the late Robert F. Kennedy reads, *“Our future may lie beyond our vision, but it is not completely beyond our control. It is the shaping impulse of America that neither fate nor nature nor the irresistible tides of history, but the work of our own hands, matched to reason and principle, that will determine our destiny. There is pride in that, even arrogance, but there is also experience and truth. In any event, it is the only way we can live.”*. As a City, we can stand aside and let outside forces drive our future, or we can take the initiative to establish a vision, develop a plan and prudently execute it. We choose the latter.

In the following pages of our Annual Review, each division will share their accomplishments from 2024, along with the new initiatives and challenges that lie ahead. Once you digest the information, I’m confident you will agree that 2024 was a pretty “dog-gone” good year no matter how you look at it.

In his March 3, 1993 speech accepting an *Excellence in Sports Performance Yearly (ESPY)* award, the late Jim Valvano, struggling through a diagnosis of terminal cancer, stood strong and closed his speech with, *“Don’t give up. Don’t ever give up. The important focus is to know where you start, where you are and where you’re going to be.”*. And so it goes.

2025 marks the 220th anniversary of the founding of Urbana by Colonel William Ward; he too had a vision as he worked with Joseph C. Vance to survey the land and platted the only town between Detroit and Springfield.

Looking ahead, challenges will continue from forces we can’t control, but this is the time to remember, as 2025 will be a year when the “bubbling” stops and projects that have been in-the-works will begin coming to fruition, and visions will become realities. We won’t give up; we won’t ever give up.

Thank you for your continued support.

Sincerely,

Bill

Bill Bean – Mayor

Kerry

Kerry Brugger – Director of Administration

“The first step towards getting somewhere is to decide that you are not going to stay where you are.” – J.P. Morgan

GRIMES FIELD URBANA MUNICIPAL AIRPORT

Drake Huffman: Airport Manager



2024 Summary

- Special visitors this year included the Commemorative Air Force selling rides in their C-47 “That’s All Brother”. Ageless Aviation Dream Flights with their Boeing Stearman giving away rides to Masonic Home veterans as a thank you to the Greatest Generation, and Mid America Flight Museum South with their Huey and Cobra helicopters giving rides to friends, family, and volunteers.
- Grimes Field was within the path of totality for the 2024 Solar Eclipse; on April 8th we saw hundreds of people gather at the airport to witness the spectacle.
- This year marked the first time a formal festival was held in the hours leading up to the Urbana Fireworks. The event was a great success, attracting thousands of attendees who came early to enjoy the festivities. The fireworks took place on July 6th, while the Rotary Club's chicken dinner was served on July 4th.
- The 58th Annual MERFI (Mid-Eastern Regional Fly-in) and Car Show by the local Pilots Association was successful. The EAA’s Pancake Breakfast had a lower-than-usual turnout, but the car show had a record number of cars.
- No Champaign County Balloon Festival was held in 2024.
- Fuel sales totaled over 42,000 gallons for the year, compared to 32,700 gallons in 2023. Its busiest month was October, with over 2,500 operations, and 8,000 gallons of fuel sold.
- The airport’s Taxilane Rehabilitation project surrounding the A and B T-hangars was completed in November. The project was estimated to be completed in the summer, but weather and ponding issues pushed the completion date back.
- The Grimes Hangar Roof Feasibility Study was completed in December, with next steps still being discussed.
- The airport’s dilapidated brick sign out front was replaced with a brand-new sign. The long-awaited project now advertises Grimes Field, the Airport Café, and the three on-site museums.
- The City has officially taken ownership of Building 1, previously known as the Damewood Building, effective April 24th. The building continues to be rented to Mid America Flight Museum.
- Urbana’s new flight school, Midwest Corporate Air, officially began flight instruction effective September 1st. The flight school has signed leases for the north end of the terminal building, as well as Hangar 6. In addition to smaller renovations, the flight school also received a new hydraulic hangar door for the north end of the terminal.

2025 Planned Events

- EAA Chapter 421 Young Eagles Day (free intro flights for children ages 8 to 17)
- EAA Chapter 9 Young Eagles Day (free intro flights for children ages 8 to 17)
- The Grimes Flying Lab 50th Anniversary celebration of its visit to Paris, France.
- Commemorative Air Force visit with the C-47 “That’s All Brother”
- The Champaign Aviation Museum Gala
- Rotary Club Chicken Dinner
- Fireworks Festival followed by the Urbana Fireworks
- MERFI (Mid-Eastern Regional Fly-in) Wings and Wheels Cruise-In, and Champaign County Balloon Festival

CEMETERY

Robert (Bob) Jumper: Supervisor

Formally dedicated on July 19, 1856, Oak Dale Cemetery, originally named Greenwood Cemetery, is owned and operated by the City of Urbana. Within its 70+ acres, Oak Dale is the final resting place for more than 23,000 people with memorials/headstones.

2024 Activity Summary:

Along with assisting families with their pre-planning needs, the staff at Oak Dale Cemetery had the honor of serving 100 families in providing final burial or committal services for their loved ones. Additionally, our staff assisted with inquiries for burial and genealogy records. In an effort to enhance the beauty of Oak Dale Cemetery, all the large urns, the cemetery entrance, and both Shepherd and Legacy mausoleums were planted and landscaped to enhance the aesthetic appeal of Oak Dale Cemetery. Additionally, four (4) new trees were planted throughout the cemetery to replace those that were removed.

Greenwood Arboretum, located within Oak Dale Cemetery, is accredited as a Level I Arboretum by the ArbNet Accreditation Program and The Morton Arboretum. A Marker Dedication Ceremony was held on Tuesday, December 3, 2024. Dedication ceremony included guests from the Champaign County Master Gardeners, ODNR Regional Forester, Kerns Family, Cemetery Board members, Tree Commission, Mayor and City Administrator. The Marker Dedication included recognition of the generous gift of Karen Kerns Dresser, establishing the funds to Greenwood Arboretum. A Colorado Blue Spruce was planted near the entrance to enhance the beauty of the Arboretum. Oak Dale Cemetery formally known as Greenwood Cemetery, has honored the original past by naming the Arboretum, Greenwood Arboretum.



Marker Dedication December 3, 2024

The Oak Dale Cemetery Board met in six (6) sessions. They continue to develop a documented history of the establishment of Oak Dale.

On Saturday, December 14th cemetery staff assisted the DAR in their seventh “Wreaths Across America” event, laying balsam Christmas Wreaths for veterans interred in Oak Dale. Our current records state we have 1757 military veterans, including six (6) Revolutionary War soldiers and the first Champaign County casualty of the Civil War.

215: Cemetery Operating Fund:

- Purpose - Cemetery operations
 - ✓ Beginning Balance: \$17,845.21
 - ✓ Revenue: \$87,261.80
 - ✓ General Fund Subsidy: \$130,000.00
 - ✓ Expense: \$216,193.73
 - ✓ Ending Fund Balance: \$18,913.28

805: Cemetery Trust Fund:

- Purpose - Accounts for the earnings and care of various trust accounts.
 - ✓ Beginning Balance: \$10,584.30
 - ✓ Revenue: \$8,211.97
 - ✓ Expense: \$3,650.00
 - ✓ Ending Fund Balance: \$15,146.27

835: Cemetery Mausoleum Trust:

- ✓ Beginning Balance: \$86,554.68
- ✓ Revenue: \$53,339.00
- ✓ Expense: \$38,914.00
- ✓ Ending Fund Balance: \$100,979.68

850: Cemetery Trust Principle:

- Purpose - Funds donated for perpetual care
 - ✓ Balance: \$88,381.62

840: Cemetery Improvement Trust:

- Purpose - Funds donated for capital improvements & purchases, or donor specified projects
 - ✓ Beginning Balance: \$8,501.00
 - ✓ Revenue: \$0.00
 - ✓ Expense: \$0.00
 - ✓ Ending Fund Balance: \$8,501.00

2024 Operating Totals

- ✓ Burials 100
- ✓ Saturday Burials 16
- ✓ Graves sold 38
- ✓ Mausoleum Niches Sold 25
- ✓ Mausoleum Crypts Sold 4

COMMUNITY DEVELOPMENT

Doug Crabill: Manager



Ohio Magazine Best Hometown Award November 9, 2024

- 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.
- Celebrated Arbor Day at Oak Dale Cemetery on Friday, April 26, 2024 which included the formal unveiling of Greenwood Arboretum at Oak Dale Cemetery which was formally designated by Urbana City Council through the passage Resolution #2590-20. Back in late 2017, the City of Urbana received a generous donation from the estate of Karen Kerns Dresser, in honor of her parents, Edmund H. Kerns and Kathryn Strapp Kerns, to be used solely for the purchase and planting of trees in Oak Dale Cemetery. Since this generous donation was made, thirty new trees have been planted at Oak Dale Cemetery. Furthermore, In appreciation of this generous gift and honoring the roots of its origin, the City of Urbana pursued and was awarded a Level 1 accreditation by the ArbNet Arboretum Accreditation Program and The Morton Arboretum. The ArbNet Arboretum Accreditation Program is the only global initiative to officially recognize arboreta at various levels of development, capacity and professionalism. Later in the year, on December 3, 2024, a permanent marker was unveiled to commemorate Greenwood Arboretum at Oak Dale Cemetery and to permanently acknowledge the generous donation from the estate of Karen Kerns Dresser.
- In early May 2024, in collaboration with the Champaign Economic Partnership, we hosted a team from JobsOhio, Dayton Development Coalition, and Insite Consulting as part of SiteOhio Wave 5 to garner feedback regarding future development prospects for the Phoenix Ag LTD. site on Norwood Avenue. While the site could not be authenticated at that time, participation in the process was valuable for the city, the CEP, the property owners, and the utility providers to learn more about the site selection process and how to make this site competitive for future development.
- Following the recommendation of the City of Urbana Planning Commission from May 28, 2024 to adopt/approve the North Main Street Corridor Plan, Urbana City Council formally adopted/approved this plan on August 6, 2024 with the passage of Ordinance #4609-24. The overall long-term goal of the plan is to guide future development and redevelopment opportunities along North Main Street from Gwynne Street/Washington Avenue to Grimes Circle. This plan outlines six goals: 1) Establish a mix of

uses appropriate for the area including retail shops, restaurants, professional services (medical offices, accountants, etc.), offices, manufacturing, and a variety of housing; 2) Attract and retain a variety of shops and services for residents and visitors; 3) Create an environment that is inviting and welcoming to residents and visitors; 4) Welcome visitors and residents by establishing the corridor as the northern “gateway” to the City of Urbana; 5) Encourage redevelopment or reuse of vacant parcels, buildings, and underutilized parking lots to attract new businesses and residents; and 6) Create a walkable and bikeable community that is accessible and easy to navigate for all people and transportation modes including walking, biking, and driving.

- In early August, Ohio Magazine announced that Urbana was selected as a Best Hometown for 2024-2025 for Southwest Ohio. In addition to Urbana, other finalists in the state by geographic region are Hilliard, Bryan, Millersburg, and McConnelsville. Urbana was featured in the November/December 2024 edition of Ohio Magazine and will be featured again in the July/August 2025 issue of the magazine. A community celebration of this award was held on Saturday, November 9, 2024. Urbana last received this recognition back in 2010-2011.
- In September of 2024, the City of Urbana received word from the Ohio Department of Transportation that its grant application to ODOT’s Small City Program was approved in the amount of \$2,000,000.00 toward traffic signal upgrades along the city’s east to west corridor (US 36). Today, the existing signal system is nearing the end of its useful service life, and repair work to keep the system operating is becoming more commonplace. Furthermore, the interconnection and coordination between signals is no longer functional which results in increased congestion and delay along these routes. In addition, none of the existing vehicular signal heads are rigid-mounted and none include backplates. Lastly, the existing signal system does not meet current standards for pedestrian signal heads and pushbuttons and does not include audible and vibrotactile countdown, and some of the intersections require relocation of existing pushbuttons to pedestal foundations in order to be ADA compliant. The project application culminated from a traffic signal study completed at no cost to the city through the RTPO program of the Logan-Union-Champaign Regional Planning Commission. This approved grant application was later supplemented with a separate application to ODOT’s Transportation Alternatives Program to include pedestrian and ADA focused upgrades as part of the traffic signal upgrade project.
- Collaborated with numerous local partners, including Monument Square District and the Champaign County Chamber of Commerce and Visitors Bureau, to apply for Urbana to receive a Downtown Assessment Resource Team (D.A.R.T.) visit from Heritage Ohio. By participating in this nomination process, communities were eligible for a discounted cost for this assessment visit due to state grant funding. This program is designed to provide outside expertise to assess where a community may stand with its downtown revitalization strategy and to introduce the community to a comprehensive long-term program for downtown that focuses on four key tenets: operations, marketing, design, and economic vitality. Urbana was selected along with four other communities in Ohio, and a D.A.R.T. visit was held on October 8, 2024 and October 9, 2024. As a result of this D.A.R.T. visit, the local downtown non-profit, Monument Square District, Inc., is in the process of being revamped to operate under The Main Street Approach™ with a core group of stakeholders working to unite downtown efforts under the umbrella of this entity.

ENGINEERING

Tyler Bumbalough: City Engineer

Major Projects Completed

- 2024 Sidewalk, Curb and Gutter Replacement Program – The City contracted with DL Smith Concrete after a competitive bid process to do sidewalk, curb and gutter piecemeal replacements along Gwynne Street, Lincoln Place and Lafayette Avenue. The total contract value was \$288,895.00, and also included curb ramps. DL Smith Concrete finished the work in early July ahead of paving for a total of \$275,973.17. No wholesale curb and gutter replacement occurred in 2024.
- 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). Work was completed in May; local streets that were crack sealed included the following: 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 had a share of Childrens Home Road and East Lawn Avenue, the City bid Post Road crack sealing for them and it too was completed. The final payment amount for the City of Urbana was \$36,152.10. This excluded the township cost of \$6,883.24.
- 2024 Asphalt Program – The asphalt program bid in late-March, having an engineer’s estimate of \$724,000.00 and a lowest bid price of \$599,866.85 (A&B Asphalt, Corp). Street paving work took place in September; local streets paved were: Gwynne Street, Lafayette Avenue, Lincoln Place, Westview Drive, North Drive and two sections of Julia Street. There was also one alley north off Gwynne Street. No ODOT paving on State or US Routes was scheduled for 2024.
- 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 was 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, who completed the work in June. The final invoice amount was under the bid amount at \$11,559.33.
- The City contracted with the Champaign County Engineer’s Office to perform chip seal and fog seal over all of the Oak Dale Cemetery driveways and repair work (Durapatch, rolled-in cold mix, chip seal strips, crack fill) on James Avenue. Using the County through a force account agreement helped save the City money. Fog seal had not been used in the City prior to this year; it is a helpful treatment used by the County to seal stone in place after a chip seal. The overall cost of these two locations turned out to be \$55,393.34. Work took place in July and August.
- Railroad Street Storm Project – The Railroad Street Storm Project was 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 was the first one to fit the bill. The total as-bid project cost was \$1,335,034 (Tom’s Construction, Inc.), which was about \$30,000 under the Engineer’s Estimate. The contractor started in June and finished with seeding during the last week of August for a total project cost of \$1,297,878.92. Mitigating some flooding in the northwest neighborhood by eliminating a pinch-point in the current stormwater system was the project’s goal. Overall, 1,536’ of 48” round and equivalent elliptical pipe was installed to divert flow to a different, underutilized storm outfall. Clay Miller performed the inspection for this project.

- South High Street Improvements – This project improved 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 were also introduced into the project. 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 also used its ARPA grant funding in the amount of \$1.2 million for the utility portions of the project. There was also approximately \$2.3 million in OPWC loan funding at 0% interest available, although less than \$600,000 will be utilized due to the extra grant received mid-project. Construction began in July 2023 and continued all the way through 2024. An acceleration agreement was enacted in July 2024 in order to achieve substantial completion by December 31, 2024. The terms of that agreement were met with the following allowable items remaining for Spring 2025: surface course asphalt from W. Powell Avenue to SR 55, final pavement markings, final topsoil on the south end of the project, final seeding and mulching and normal cleanup and punch list items.



South High Street Progress (Spring 2024)

Sharing Our Vision for 2025 and Beyond

- West Court Street Bridge Replacement – Ohio Bridge Partnership Program funding (now included under the Municipal Bridge Program) 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 design engineering firm, Compass Infrastructure Group, issued a pre-bid estimate of \$622,359.05. The aforementioned grant was for \$379,500, so the City pursued additional grant dollars through the Logan-Champaign Rural Transportation Planning Organization (RTPO) during design. Urbana was awarded an additional \$261,642.40 for construction and construction inspection in the form of a Surface Transportation Block Grant (STBG). West Erie Realty Solutions performed the right-of-way acquisition services. The first advertisement for bids will be published in early February with a March 3, 2025 bid opening. Construction is stipulated for completion by August 29, 2025.
- Urbana Bike Trail Safety Improvements – 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 we added another \$50,000 to that grant total for right-of-way services and acquisition. 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, eliminate the first block of Laurel Oak Street and shift Fyffe Street northward away from the tracks. Urbana was also awarded an ODOT Systemic Safety Grant for construction, totaling \$542,000, and an STBG grant of \$18,140 through the aforementioned RTPO. The City hired LJB to perform the design work and right-of-way plans while Dunrobin was hired to perform real estate services. A pre-bid estimate of \$658,145.06 was issued by LJB. The first advertisement for bids will be in late January with a February 25, 2025 bid opening. Construction must be complete by August 29, 2025.
- Park Avenue Storm Sewer Project – The City made application to the Ohio Public Works Commission in July 2024 for the Park Avenue Storm Sewer Project, which would extend a storm main down the median of Park Avenue to the intersection of Park Avenue/S. Kenton Street. This would accomplish three things: 1) help the intersection drain with the addition of catch basins; 2) reduce runoff inundating the Henry Street/S. Kenton Street intersection; and 3) prepare a stormwater outlet location for possible

development of the northeast corner of E. Powell/S. Kenton. If awarded, an OPWC grant of \$87,500 would assist in making these improvements in late 2025 or early 2026.

- US 36 Signals (Traffic Signal Improvements Phase 1) – In September 2024, a \$2 million Small City Program grant was awarded through ODOT for the replacement of 7 signals along US 36 and 1 signal on SR 54. The project will skip the Scioto/Kenton signal due to a warranting issue. The project is expected to be constructed in 2028. An additional Transportation Alternatives Program (TAP) grant application was made in November 2024, requesting an additional \$493,988 be added to project to pay for the pedestrian features of the signal replacements as well a new sidewalk and crossing at the US 36/SR 29 split near the hospital.
- Municipal Building (E. Market Street) Concrete Improvements – The E. Market Street Municipal Building frontage will have a concrete facelift in 2025 as Engineering has finally completed design plans for this project. Work will include new walks, curbs and aprons from S. Main Street through the driveway for the Box 13 building. The Fire Department aprons are included and will be removed and replaced as part of this project. Bollards will be added along the front of the E. Market Street pull-in parking spots for added safety. Bid advertisements will go out sometime in February 2025 with work anticipated for Spring/Summer 2025.
- The Sidewalk, Curb and Gutter Program for 2025 is planned for at least portions of Abbey Lane, W. Water Street, S. Walnut Street, Hovey Street, Eichelberger Drive, Miami Street (1 lot), N. High Street (1 lot), Washington Avenue (1 lot), N. Jefferson Avenue (1 lot) and E. Water Street (1 lot). The City plans to do piecemeal curb and sidewalk replacement on these streets, with much of the work started in 2024 by private contractors on behalf of the owners. In addition, wholesale curb and gutter replacement alongside piecemeal sidewalk replacement is planned for N. Main Street from Gwynne Street/Washington Avenue to Dellinger Road. Locations with fully intact, full-height existing curb and gutter will not be replaced. Also, the portion of N. Main Street within the Urbana Bike Trail Safety Improvements above will not be touched by the Sidewalk, Curb and Gutter Program.
- The 2025 Asphalt Paving outlook will include at minimum portions of the following streets: Abbey Lane, S. Russell Street, W. Water Street, S. Walnut Street, College Street, Hovey Street, Eichelberger Drive and W. Broadway Street. ODOT Urban Resurfacing is planned for the second half of 2025 on N. Main Street (US 68) from Gwynne Street/Washington Avenue to the northern corporation limits. ODOT has extended this project to include the rest of US 68 up to the Champaign/Logan County line.
- The 2025 Asphalt Maintenance Program is proposed to be crack sealing and striping. Streets under consideration for crack seal are those which were paved or crack sealed 3-8 years ago. In addition, striping refreshes will occur on chosen collector or arterial streets. Striping removal has also been identified as necessary for locations near former schools and the removed E. Ward/East Lawn signal.

Miscellaneous Accomplishments

- Private projects, such as Starbucks, Mercy Health – Urbana Cancer Center, Sutphen Parking Lot Addition, Champaign Aviation Museum Expansion, Dugan Place, 1300 S. US Hwy. 68 (Howell), Dollar General (N. Main and Dellinger), Seth’s Produce and Garden Center, Huey’s Coffee, YMCA Childcare Addition, Willman Building and Skylight Lofts garnered attention during 2024.
- A couple studies were funded through LUC Regional Planning Commission’s rural transportation planning allocation that were significant for Urbana in 2024. They are as follows: 1) Traffic Signal Study [this proved beneficial in obtaining the aforementioned signal replacement grant]; 2) Urbana to Bellefontaine Simon Kenton Trail Assessment Study [this study is allowing Champaign and Logan Counties to apply for grant funding through ODOT for trail paving].

- Clay Miller, engineer technician, managed sidewalk, curb and gutter projects as his main task in 2024. This primarily consisted of inspection for the Lincoln Place, Lafayette Avenue and Gwynne Street Curb and Gutter Improvements and the marking of deficient concrete on N. Main Street, Abbey Lane, W. Water Street, S. Walnut Street, Hovey Street and Eichelberger Drive for 2025 (planned paving streets).
- Clay Miller also has been GPSing memorial trees and street signs in an effort to build our GIS inventory through mPower.
- Engineering completed inspections for 71 right-of-way permits issued. Most of these were related to the sidewalk, curb and gutter program.
- Approximately 100 zoning permits, including site plans for the YMCA Childcare Addition, Huey's Coffee, 1300 S. US Hwy. 68 (Howell) and the Champaign Aviation Museum Expansion were reviewed by Engineering before being approved by Zoning.
- Two (2) lot splits were reviewed by Engineering for zoning conformance.
- Four (4) tree permits were reviewed by Engineering for compliance with our right-of-way/tree ordinances.
- Two (2) new addresses were issued.
- Discussion continued on a large proposed subdivision behind Walmart, named Dugan Place, which proposes 513 total dwelling units distributed among four product types (single-family, patio homes, townhomes and apartments). Easement acquisition and preliminary engineering continued in 2024 for the developer. The next expected step will be the preliminary plat submission followed thereafter by construction plan review in the first half of 2025.

FINANCE

Chris Boettcher: Director of Finance

2024 Annual Report for Utility Billing, Income Tax and Accounting

Overview

The Department of Finance is made up of Utility Billing, Income Tax and Accounting under direction of the Director of Finance. Office hours are 8:00 a.m. – Noon and 1:00pm- 4:30 p.m. Monday through Friday. Detailed information, frequently asked questions, forms, policies, procedures and rate schedules are available on the City of Urbana website at www.urbanaohio.com. Please visit individual department web pages for information specific to each area.

Utility Billing

Utility Billing has an employee headcount of 1.5 FTE who are responsible for servicing approximately 4,700 utility customers each month. The office processes billings and provides customer service for water, sewer, stormwater, and recycling. Utility bill printing and mailing are currently outsourced to a third-party processor. After registering, utility customers can view their bill online at the City of Urbana website.

Although a large number of customers still choose to pay their utility bill through the mail service or in person, they do have the option to pay online or by telephone. This service has been welcomed by our customers as evidenced by the number of transactions. The office receives well over 15,000 transactions via debit/credit card or e-check.

The following summarizes the Utility Billing Office activity in an average month:

- 4,700 utility customers billed
- 1,600 customers receive delinquent notices
- 250 customers receive shut off notices (via an automated telephone call)
- 40 customers have utility service disconnected

Income Tax

In October 2023, City Council passed an ordinance allowing the city to join the Regional Council of Governments. Starting February 1, 2024, the Regional Income Tax Agency (RITA) began administering the city's 1.4% income tax. Residents paying income tax to another municipality can receive a credit of up to 1%. RITA handles all aspects of income tax collection from businesses and individuals. 2024 marked the first year that residents were capable of filing their city income tax return electronically through RITA's website.

The General Fund receives 1% of the income tax and the Police and Fire Income Tax Fund receives .4%. By City Charter, each fund is required to use 75% of tax revenue for operating expenses and the remaining 25% earmarked for capital improvement.

Income tax revenue generates approximately 50% of the total revenue in the general fund. The following is a breakdown of the city's income tax revenues by source:

- 72% Withholding Income Tax - Employer withholds tax from employee wages and submits to the city on a monthly or quarterly basis.
- 20% Business Income Tax - Businesses located in the city or doing business in the city are required to file an annual tax return and pay city income tax on their net profit.
- 8% Individual Income Tax - Receipts from residents' filing an annual tax return with the city and paying the tax balance due (i.e. employer not withholding Urbana income tax).

Accounting

The Accounting office has an employee headcount of 3 FTE including the Director of Finance. The office prepares an annual budget, based on a fiscal calendar year, which includes operating revenues and expenditures and capital expenditures. An average of 2,500 checks is issued annually for authorized disbursements.

The Accounting office oversees the collection of all incoming revenues, the disbursement of authorized funds, the investment of available funds and the issuance of authorized debt instruments. They are accountable to lead and oversee the annual city audit.

During May 2024 the software conversion with Software Solutions was completed. The new software is cloud based and enables users to access and enter purchase requisitions directly, thus, eliminating paper forms and the duplication of work by department heads and office staff. The Work Flow module also allows for a more efficient payment process.

The following chart provides expenses by department from the originally appropriated budget for calendar year 2024.

General Fund Budget by Department	FY24 Budget	% of Budget
City Council	\$93,615	1.2%
Community Development	\$145,500	1.8%
Engineering	\$397,810	5.0%
Finance - All Departments	\$678,500	8.4%
Fire/Ambulance	\$2,156,105	26.8%
Law Department	\$302,600	3.8%
Mayor/Administration	\$303,500	3.8%
Misc. Non-Departmental	\$637,425	7.9%
Mulch/Compost	\$25,450	0.3%
Municipal Court	\$846,225	10.5%
Parks & Recreation - All Departments	\$307,015	3.8%
Police	\$1,826,750	22.7%
Public Works & Property	\$178,530	2.2%
Zoning Compliance	\$134,230	1.7%
Grand Total	\$8,033,255	

The following chart provides a revenue breakdown by type of revenue for the original tax revenue budget for 2024.

City of Urbana - General Fund		
Tax Revenue Budget		
	2024	% of
	<u>Budget</u>	<u>Budget</u>
Local Taxes	\$594,900	7.4%
State-Shared Taxes	\$330,000	4.1%
Intergovernmental	\$201,000	2.5%
Recreation Collection	\$6,000	0.1%
Pool collections	\$62,900	0.8%
Charges for Services	\$1,309,650	16.2%
Licenses & Permits	\$30,100	0.4%
Court Collections	\$508,900	6.3%
Miscellaneous	\$212,000	2.6%
Reimbursements	\$799,000	9.9%
Municipal Income Tax	\$4,018,750	49.8%
Total Revenue	\$8,073,200	

FIRE & EMS

Chief Dean Ortlieb



The Urbana Fire Division (UFD) is a 24-hour organization that responds to EMS, fire, and rescue emergencies. The division is led by a fire chief and staffed by a captain, lieutenant, and five firefighters. The captain is in charge of the crew's daily operations. The division serves the city of Urbana and surrounding areas, including all of Urbana Township and parts of Concord and Salem Townships. UFD is responsible for protecting a population of approximately 14,840 people and covering 74 square miles. At minimum manpower, the division maintains a staff of five people per day.

Mission

The mission of UFD is to establish a scalable framework that encourages excellence in fighting fires and saving lives, promotes the cultivation of intellectual and organizational profitability, maximizes individual and organizational performance, and supports continual individual and organizational growth to meet the needs of the community.

UFD aims to fulfill its mission through five dimensions of risk reduction, including minimizing negative economic impact, public education, emergency operations, safety engineering practices, and code enforcement. These efforts have resulted in an Insurance Service Office (ISO) rating of 3 out of 9, with 1 being the highest rating. ISO uses data and analytics to evaluate fire agencies, with lower scores indicating a higher ability to manage property and casualty risks. Insurance companies may use these scores to determine insurance premiums for residential and commercial properties. There are three main obstacles to further improve the division's ISO rating:

- Capacity of having the appropriate amount of trained personnel to respond to calls within 10 minutes
- The lack of reliability of our mutual aid partners
- Growing residential and industrial risks

Personnel

Training remains a high priority for UFD, with 4,105 logged training hours in 2024. In addition, the following personnel have obtained individual certifications to help improve the division:

- Fire Marshal Jones: Plans Review & Fire Alarm Systems at the National Fire Academy
- Captain Countryman: Live Fire Instructor
- Lieutenant Joyce: Fire and Emergency Services Instructor
- Lieutenant Nitchman: Fire Safety Inspector
- Firefighter Flora: Live Fire Instructor
- Firefighter Crain: Fire Officer I
- Firefighter Stevens: Fire Officer I and Live Fire Instructor

- Firefighter Sidders: Fire Officer I
- Firefighter Reid: Child Passenger Safety Technician

UFD is at full staffing and Firefighters Keeran and Perry successfully completed their yearlong probationary training. Further, Firefighter Vondenhuevel was named firefighter of the year and also received the division’s fitness award.

Equipment

In July 2024, UFD added a new EMS vehicle to its fleet, acquired from Life Line Ambulance. The new EMS vehicle replaced Medic 2, which was traded in as part of the purchase. While the division’s grant application for a new ladder truck, estimated at 1.6 million dollars was not approved, the division secured \$5,341.88 in grants for equipment and services during the year.

Operations

UFD divides its operations into three main categories and assigns each shift officer to oversee one of these areas. Captain Croker is responsible for EMS, Captain Beverly is responsible for rescue, and Captain Countryman is responsible for fire operations. On average, all three operational sectors take over 30 minutes per incident. However, some incidents may take several hours, while others may last a few minutes. To manage these incidents effectively, the division maintains minimum staffing levels of one shift officer in a command vehicle, two firefighters on EMS, and/or three firefighters on a fire apparatus.

In 2024, UFD responded to 66% more incidents than in 1992, the last time the division increased its manpower. Table 1 shows a summary of UFD’s operations since 1992. The population of the community served by the division has remained relatively constant over this period.

Table 1 Historic Operational Summary for the Urbana Fire Division

<u>Incident Type</u>	<u>1992</u>	<u>2000</u>	<u>2010</u>	<u>2020</u>	<u>2024</u>
EMS	1431	1564	1885	2408	2438
Rescue	N/A	145	148	130	303
Fire	396	418	515	357	291
Total Incidents	1827	2127	2548	2895	3032

Table 2 presents a comparison of the division’s EMS, rescue, and fire incidents between 2023 and 2024. In 2024, out of a total of 2,438 EMS incidents, 1,826 involved transports, representing over a 75% transport rate.

Table 2 2023 to 2024 Division Incident Summar

<u>Incident Type</u>	<u>Total Incidents</u>		<u>Percent of Total</u>		<u>Daily Average</u>	
<u>Year Comparison</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>	<u>2024</u>
EMS	2664	2438	84%	80%	7.30	6.66
Rescue	241	303	8%	10%	.66	.83
Fire	239	291	8%	10%	.65	.80
Total Incidents	3144	3032	100%	100%	8.61	8.29
Multiple Incidents in Progress	630	570	20%	19%	1.73	1.56

Townships

UFD has contracts with several township agencies to provide services to these communities. UFD uses a service fee calculator (SFC) to calculate fees in a fair and consistent manner. If a township only requests one of the services offered, the SFC is reduced by half. These contracts with the township agencies roughly increase the population served by the division by approximately 4,000 people, accounted for over 20% of all the divisions incidents, and generated an additional \$486,003 in contract revenue. Table 3 compares the number of incidents in the townships from 2023 to 2024.

Table 3 2023 to 2024 Township Incident Summary

<u>Incident Type</u>	<u>Urbana Township</u>		<u>Salem Township</u>		<u>Concord Township</u>		<u>Total Townships</u>	
	2023	2024	2023	2024	2023	2024	2023	2024
Year Comparison	2023	2024	2023	2024	2023	2024	2023	2024
EMS	521	403	71	44	32	16	624	463
Rescue	60	59	11	17	N/A	N/A	71	76
Fire	58	69	18	9	N/A	N/A	76	78
Total Incidents	639	531	100	70	32	16	771	617

Identified Risks Impacting Operational Capacity

UFD has identified several risks that may limit our ability to respond effectively with appropriately trained personnel and sufficient capacity during incidents:

- Urbana is experiencing upward trends in both industrial and housing growth, increasing demand on EMS, fire, and rescue resources.
- Staffing shortages of qualified personnel in mutual aid departments are reducing their reliability, which in turn increases delay in response and competency concerns upon their arrival. In 2024 the division asked for and received mutual aid 98 times and provided mutual aid 76 times.
- Current trends indicate that qualified personnel are becoming increasingly difficult to find. The division currently has five EMTs; it takes approximately 15 months to educate an EMT to become a paramedic. The trend could influence our EMS competency level or the care we provide on incidents.
- With approximately 20% of the City’s population either at or nearing the senior age group, EMS demands will increase.
- The NFPA staffing standard to fight a residential structure fire safely is 17 firefighters available within the first 10 minutes. The division averaged 1.56 multiple incidents in progress a day, with a minimum staffing level of just five personnel.

Risk Reduction

UFD employs various EMS and fire risk reduction measures to ensure the safety of our community. Some of these measures can be quantified and are listed in Table 4.

Table 4 2024 Summary of EMS and Fire Risk Reduction Activities

<u>Activity</u>	<u>Type</u>	<u>Amount</u>
CPR Cards Issued	EMS	100
Car Seats Installed	EMS	29
Community Paramedic Referrals	EMS	31
Safety Inspection	Fire	2236

Sharing Our Vision for 2025 and Beyond

In 2025, UFD plans to submit specifications for a new ambulance and ladder truck to update the age of our fleet and to enhance our operational capabilities.

Our vision for our personnel is to create and maintain a positive work environment where they take pride in their work and strive to exceed community expectations in their efforts to fight fires and save lives. Furthermore, we are actively developing and implementing contingency plans to ensure consistent core operations in EMS, fire, and rescue.

Law Office

Mark Feinstein: Director of Law

Law Director

City Council Meetings/Work Sessions

In 2024, Council met for 23 Regular Sessions, and also held 1 Work Session. The Law Director attended 22 of the 23 Regular Sessions, and attended the Work Session. He availed himself to the President and to all members of Council for any questions or concerns. He also worked with Administration and Council to assist them generally in matters involving the discharge of their duties and responsibilities as representatives of the City of Urbana, Ohio, and specifically in preparation for meetings of Council.

Ordinances and Resolutions

In 2024, Council passed 22 Resolutions and 15 Ordinances. The Law Director drafted and/or reviewed each of these. He reviewed them for compliance with all local, State and, if applicable, Federal laws. In addition to review for compliance and correctness, he reviewed them to assure that the underlying objective of the Legislation was met by the draft, and to assure that the legislation was properly worded. On occasion at the Regular Meetings, he spoke to the legislation as well.

Inter-Departmental Engagement/Litigation

During 2024, the Law Director worked with employees and/or heads of Divisions to assist with various legal matters, such as review of leases/contracts, correspondence to individuals affected by policy, and notice letters. He filed appropriations as needed in the Champaign County Common Pleas Court, and advised and counseled

regarding all other lawsuits threatened and/or filed during the year. He reviewed and approved “as to form” all contracts entered into by the many Divisions and by the Director of Administration. He worked hand-in-hand with numerous Departments including, but not limited to, Planning and Zoning, Community Development, Public Works, Airport, Police and Fire in fulfilling of public records requests. A fair amount of time was also spent reviewing requests for Body Worn Camera footage for the Police Division.

Public Records Retention Schedules

In 2024, the Law Director and his staff completed the overhaul of the Records Retention Schedules for each Department and Division of the City of Urbana. This plowed the way for the Records Commission to convene in 2025, and to send the finalized Schedules to the Ohio Historical Society and the Auditor of State for final approval.

Administrative Responsibilities

The Law Director met as needed with the Mayor and the Directors of Administration and Finance to coordinate and oversee the smooth, efficient and cohesive operation of the City of Urbana, Ohio.

Code Enforcement

Planning and Zoning, Administration, and the Law Director worked hand-in-hand to overhaul and update provisions of the Urbana Codified Ordinances, including the application of the Property Maintenance Code. Throughout the 2024 calendar year, the Law Director also assisted in enforcement of nuisance and zoning code violations in his capacity as Municipal Court Prosecutor.

Municipal Court Prosecutor

The fundamental responsibility of the Municipal Court Prosecutor is to represent the State of Ohio, the City of Urbana, and/or the Villages under the jurisdiction of the Champaign County Municipal Court, for all misdemeanors and for any felony cases filed in that Court.

Cases Prosecuted

In 2024, the Law Department prosecuted approximately 3,350 cases, with a total of 4,486 violations, through the Champaign County Municipal Court. This is all-inclusive, whether resolved by admission, plea, at pretrial, at a trial to the Bench, or by Jury Trial.

Case Reviews

In addition to prosecuting cases, the Municipal Court Prosecutor reviews fact patterns and evidence on behalf of law enforcement, to determine whether it would or would not be appropriate to file any charges in some cases. These cases require analysis of complex legal application of the law to the facts. They may also involve factors such as mental and/or physical impairment of suspects, and how diminished capacity might affect charges. The Municipal Court Prosecutor reviewed cases for members of the Urbana Police Division, the Champaign County Sheriff’s Office, and the Villages of St. Paris, North Lewisburg, and Mechanicsburg.

Victim Advocacy

In 2024, through utilization of the VOCA Grant, which was successfully secured, the Municipal Court Prosecutor’s office assisted several hundred victims of crime through the legal process. Sadly, our Advocate, Diana Carroll-Aghdam, passed away at the end of the year. Her kindness, compassion and professionalism will be profoundly missed.

Law Enforcement Training

The Law Director, in his role as Chief Legal Officer for the City of Urbana, conducted multiple training seminars to certify members of the Urbana Police Division, the Saint Paris Police Department, the Mechanicsburg Police Department, and the Champaign County Sheriff’s Office to administer oaths.

Contracts for Prosecution Services

The Municipal Court Prosecutor negotiated and renewed expiring contracts to provide prosecution services to Champaign County and the Villages of St. Paris, Mechanicsburg, and North Lewisburg. He further prosecuted, with the Assistant Prosecutor, any and all cases filed in the Champaign County Municipal Court by and for the County and each Village.

Diversions

In 2024, the Municipal Court Prosecutor continued to successfully operate the Champaign County Municipal Court Diversion Program, which allows offenders whom the Prosecutor believes will not re-offend, and who otherwise qualify, to enter a Diversion Program to avoid conviction of various offenses. The Diversion program provides counseling and other support services to such individuals, in an effort to minimize the risk of recidivism. In the event that the offender successfully completes the Diversion Program, the Prosecutor drafts and files a Motion to Dismiss the charge and to Seal the Record.

PARKS, GROUNDS & RECREATION

Ryan Lantz: Supervisor

Operations

2024 was a successful year for the Parks, Grounds & Recreation Division. With assistance from our seasonal employees, equipment and operators; and employees from Street, Water and Sewer Divisions, we were able to:

- Complete the 2023 Leadership Dugout project on diamond 4 at Melvin Miller Park
- Continue extensive cleanup of Melvin Miller pond island area
- Remove, repair and reinstall pond decorative fountain with new power line
- Repair several ballfield backstops and fencing around Melvin Miller Park to straighten and strengthen
- Continue bull pin clean up at old maintenance building
- Trim the street trees in the 500,600,700 block of Water St. along with east corridor of Scioto St. as needed
- Work toward maintenance building organizational and field equipment projects
- Freshen up Slow Pitch concession interior with new paint and replace 1st floor interior lighting
- Replace vandalized Barbara Howell Basketball backboards with new with help from the Facilities Dept
- Prepare Airport grounds for 4th of July and MERFI fly in events
- Continue working at cutting down and back trees and vegetation to Airport boundary fence
- Edge sidewalks and curbs at different locations on city grounds properties
- Trim a large number of trees and shrubs around park, city grounds and bike path for better accessibility and clearance
 - Including the front hedge along N. Rt 68 at Grimes Circle, twice this year
- With assistance from Street Division, remove retaining berm at Old Graveyard (corner of N. Kenton and E. Ward Streets) add thin layer to top soil, sow seed and straw
- Fill, sow seed and straw 15-20 large holes in Park Ave center tree lawn (old tree removal)
- Complete 2024 Champaign Co Leadership project- Sand Volleyball
 - New boundary railroad ties
 - Seal coat adjacent blacktop

- Complete seasonal responsibilities at Airport grounds with a slightly different approach
- Install new metal roof on McMath press box/concession building
- Apply fill, top soil and sow seed to hillside disc golf course (fairway of holes 17/18)
- Plant 2 memorial trees in Melvin Miller Park
- See thru the construction of phase 2 of the Inclusive Playground



Goose Control

- Thanks to the ongoing efforts of “Goosebuster” the goose population at Melvin Miller Park has improved during the months of March through September. Each year the city applies for permits through ODNR for the proper destruction of nests during the flock’s Spring season;
 - In 2024 a total of 20 nests were destroyed, eliminating more than 160 “future geese.”
 - Goosebuster is contracted again through September of 2025 engaging in various methods to discourage the goose presence at Melvin Miller Park.

Park Events

- With indoor facility rentals, fields, shelter house, and Special Event Requests, Melvin Miller Park continues to increase its service to the community; offering everything from a safe, peaceful place to stroll, to the challenge of multi-state league competition on our Hilltop Disc Golf Course.

Park Activities

- In recognizing a successful community effort; 2024 marked our 8th Anniversary working closely with the Champaign Family YMCA (CFYMCA) providing:
 - Management of the City’s municipal pool
 - Overseeing seasonal youth sports programs on the manicured baseball and soccer fields at Melvin Miller Park
 - On June 8th - for the 4th consecutive year, provided the perfect community venue, necessary assistance in planning and orchestrating of the CFYMCA Annual Healthy Kids Day at Melvin Park; this event included
 - Several recreation baseball and softball games
 - 30 vendors from around the surrounding area
 - Urbana Police Dept
 - Urbana Fire Dept
 - Fun race
 - Bounce House
- Prepared Barbara Howell Park for 3rd annual Juneteenth Celebration event;
- Hosted another Urbana High School Boys and Girls Tennis Season at the Melvin Miller Tennis Courts;

- Hosted Spring club soccer season
 - 4 soccer fields
 - 50 participants in total.
- Prepared and completed YMCA recreational baseball and softball season for children ages 3-15.
 - 258 participants in total.
- Prepared, scheduled and orchestrated club and travel baseball season for children 8-13 years of age
 - consisting of 8 teams with around 90-100 players.
- Hosted Champaign County Arts Counsel- Sounds of Summer on June 14th along with the Monument Square District's- Rock the Monument 4 miler
- Hosted multiple tournament field rentals along with several Disc Golf events.
- Pee wee tackle and flag football
 - 100 participants in total;
- Fall recreation and club soccer season
 - 11 soccer fields – ages 3-14
 - 215 participants in total
- Over 72 Deck building and Stage rentals for parties and meetings
- Multiple men's and coed slow pitch softball summer and fall leagues along with several tournaments;
- Multiple Disc golf tournaments
- Annual Trails and Treats Event held on October 28th.

Our Vision for 2025 and Beyond

- Continue our work with the Parks and Recreation Board on projects;
- Continue to build on working relationship with the Champaign Family YMCA and other local organizations;
- Increase community participation, engagement and collaboration;
- Continue the attention to detail needed which makes a difference on our City grounds and in our Park;
- Pursue available Nature work Grants to benefit our parks;
- Encourage placement of additional memorial benches and legacy trees;
- Continue service projects presented through various local groups;
- Work toward completing additional projects planned for Weidmann Park/ Gwynne St project, to include new concession/ restroom/ storage in the years to come;
- Additional Shelter house needs- Rotary Shelter
- Continue Geese Management Servicing Plan;
- Upgrades to Wendell B. Stokes Community Pool including surrounding fencing;
- Revitalize stadium lighting to both field #6 and field 9;



Chief Matthew D. Lingrell
Proudly Serving Our Community Since April 27, 1868

Mission: “We, the members of the Urbana Police Division, pledge to provide professional, quality service with integrity and teamwork, to keep Urbana a pleasant place to live, work and visit.”

2024 Activities

Louis Taylor Homicide case -- On January 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, Ohio Correctional Facility.

Chief recognizes officers with awards during City Council meeting -- During a February 6, 2024, City Council meeting, Chief Lingrell recognized and honored individuals involved in the investigation and successful homicide prosecution of Josiah Mathews. Those recognized included: Sgt. John Purinton (ret. 2015), Ofc. Brian Cordial (ret. 2016), Sgt. Ed Burkhammer (ret. 2016), and current UPD Sgt. Shawn Schmidt, who Chief Lingrell presented with a UPD coffee mug and framed “*Chief’s Letter of Thanks*” which highlighted key dates of the case and the role each officer had in the investigation. Next to be recognized were Special Prosecutors from the Ohio Attorney General’s Office, including: Lead Prosecutor Anthony Pierson, and Assistant Special Prosecutors Chris Kinsler and Joel King. Chief Lingrell presented each with a *Chiefs Challenge Coin* and a *Memorial Plaque*, thanking them for their roles in helping to prepare and prosecute the case, securing a conviction. Finally, Chief Lingrell recognized Lt. Seth King (ret. 2016) and current Lt. Josh Jacobs, as the two men he felt were the most responsible for leading the investigative efforts in the case. Chief Lingrell inducted both King and Jacobs into *The American Police Hall of Fame*. Both received framed *Hall of Fame certificates as well as Honors Bars* that may be worn on their police uniform. The ceremony ended when Chief Lingrell, and those in attendance, raised a toast in remembrance of Mr. Louis Taylor and for the efforts of those responsible with finding and convicting his killer.

Staffing – At the close of 2024, we remained three sworn officers short of full staffing. We have selected our next two new officers and they will be starting in January and February of 2025. During 2025 we’ll continue with our efforts to recruit, select and hire new officers to fill any vacancies quickly.

Police host Triad High School’s Forensic Science Class -- On May 14, 2024, the Urbana Police Division hosted *Triad High School’s Forensic Science Class* for a day of learning and practical exercises with officers. Students learned about the various pieces of equipment and methods that we use to identify, develop, photograph and collect evidence, including latent prints and DNA from crime scenes, how to handle an impaired driver traffic stop and investigating a mock crime scene.

School Resource Officer (SRO) program - We completed our sixth year contracting our police services to the Urbana City School District with a full-time School Resource Officer, A.J. Ervin, handling those responsibilities. SRO Ervin handles SRO responsibilities at both school sites throughout the school day, which

occasionally poses a challenge during times when his services may be required at both sites at the same time. Officer Robbie Evans is also certified as a School Resource Officer but is only used to fill in for Ervin

during days that Ervin is off-duty. At the close of the 2023-24 school year – Officer Ervin handled 134 total incidents within the schools. The partnership between the Urbana City School District and the City of Urbana’s Police Division has been a tremendous asset to both organizations as we work together to provide a safe learning environment for the Urbana School District.

During the summer months while school is out, SRO Ervin handles our Safety Town and COPs and Bobbers Programs and then is assigned to fill in on police patrol shifts.

In-car and Body Worn Camera program – We completed our second year of having an In-car and Body Worn Camera program. It has proven to be beneficial for us in documenting officer-citizen contacts, especially during police activities including investigations, crime scene and interviews. It’s also helpful to us to review whenever a citizen feels a citizen/police contact was not properly handled.

Investigative Unit – In 2024 we reopened our Investigative Unit, which we’d been forced to discontinue due to low staffing issues in the patrol unit. Sergeant Jason Kizer, an eighteen-year veteran of the division, was selected to take over the responsibility of managing our Investigative Unit and Officer Robbie Evans, a nineteen-year veteran of the division, was assigned to work in the unit with Kizer. This unit helps the division in handling our more challenging, complex and long-term cases.

Drug Investigations

- Drug arrests stats:

<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
109	150	231	309	365	473	550	724	620
- Our **Drug Drop Box** took in **124.96 lbs.** of old, unused medications for disposal purposes.
- During our **Drug Take-back** day we took in 28.2 lbs. of old, unused medications for disposal purposes.
- We continued our partnership with the METRICH Drug Enforcement Unit.

VAPE Shops audit and covert drug investigation – After police were made aware of possible illegal sales of tobacco/nicotine and marijuana vaping products to underage juveniles, the police investigative unit conducted covert audits at local Vaping stores in Urbana. In October, using an undercover police officer, police made purchases of illegal products, including marijuana, from the Urbana Smoke Shop, 217 Lippencott Lane, which the store did not have license to sell. Police served a search warrant on the store resulting in the confiscation of numerous illegal products that were available for sale at the store. Police confiscated 9,464.67 grams of illegal marijuana, THC, Delta-9 and THC-A products, valued at \$15,993.03. Police also confiscated \$491.07 in cash from the store. This case remains under investigation at the close of 2024 and will likely be presented to a 2025 Champaign County Grand Jury for possible indictments.

Grand Jury Cases -- In 2024, Urbana police presented 55 criminal cases to the Champaign County Grand Jury resulting in 207 criminal indictments.

<u>Champaign County Grand Jury</u>	<u>Cases</u>	<u>Indictments</u>
Urbana Police Division	55	207
Champaign County Sheriff Dept.	74	205
Mechanicsburg Police Dept.	25	98
Saint Paris Police Dept.	2	3
North Lewisburg Police Dept.	2	2
Ohio State Patrol	1	6
Adult Parole Authority	<u>3</u>	<u>5</u>
Totals	163	524

Response to Resistance Reporting (RTR)

For each incident in which an officer(s) deals with a non-compliant subject where some force must be used to gain compliance, we require a Response to Resistance (RTR) report be completed. All RTR reports are reviewed after each incident by our administrative and supervisory staff and annually by the Chief of Police and City Law Director. Our goal always is to make certain that officers are responding to resistance as per Urbana Police Division Policy and Procedure and Standards of Conduct. If we find incidents whereby an officer acts outside of these doctrines, administrative action can be taken ranging from retraining to discipline.

Firearm’s Use Report (FUR)

A Firearms Use Report (FUR) is completed every time an officer withdraws a firearm and points it at a subject during an incident or whenever it is used on a critically injured animal (i.e. deer struck by a motor vehicle).

Response to Resistance (RTR) and Firearms Use Reports:

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Total # of RTR reports	9	8	17	19	28	32	24	22
Total # of FUR reports	14	8	12	12	15	12	8	11
# of incidents OC spray used	0	0	1	2	1	2	2	2
# of incidents ASP baton used	0	0	0	0	0	1	0	1
Flashbang	0	-	-	-	-	-	-	-
Less Lethal Shotgun	0	-	-	-	-	-	-	-
Pointed a Firearm at a person	2	-	-	-	-	-	-	-
Discharge a Firearm at an animal	12	-	-	-	-	-	-	-

Professional Responsibility Investigations (PRI)

Professional Responsibility Investigations (PRI) takes place when an officer is accused of violating a Policy and Procedure or the Standards of Conduct of the Urbana Police Division. After an internal investigation is completed, a *Conclusion of Fact* of: **Exonerated**--the allegation is true; however, the employee’s action and

conduct were proper and lawful. **Unfounded**--the allegation is false or not factual. **Policy Failure**--the allegation is true; however, the employee’s action and conduct resulted from an inadequate policy or procedure. **Not Sustained**--there is insufficient evidence to either prove or disprove the allegation. **Sustained**--the allegation is true and the employee’s actions and conduct were not proper or lawful. Discipline can range from Remedial Training, Supervisory Counsel session, Written Reprimand, Suspension, Demotion or Termination.

Professional Responsibility Investigations (PRI):

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total # of PRI’s	2	1	3	6	3	6	6
Total # resulting in Oral Reprimand	0	0	0	0	2	0	1
Total # resulting in Written Reprimand	0	0	0	1	0	1	0
Total # resulting in Suspension	1	1	1	0	1	1	2
Total # resulting in Termination/Resignation	1	0	1	3	0	0	1
Total # resulting in other Sanctions	0	0	0	0	0	1	0
Total # resulting in Unfounded or Exonerated	0	0	1	2	0	3	2

Outreach Efforts in 2024 - We believe that we must continue to meet the needs of our community in as many ways as possible by providing various outreach efforts that will help us to maintain and/or develop lasting partnerships that will help in strengthening professional relationships between the community and its police division. Throughout 2024, some of those efforts where we participated in outreach included:

- **Mascot “Officer Stanley”** – appearances at various community events and for presentations.
- **Alert, Lockdown, Inform, Counter, Evacuate (ALICE), or, Run, Hide, Fight (RHF)** – presentations for various schools, businesses or organizations.
- **FOP sponsored Easter Egg Hunt** -- The FOP and Lieutenant Josh Jacobs oversaw this outreach effort for us where over 2000 plastic eggs with treats inside were “hidden” and found by local youngsters. Students from the UHS National Honor Society and DECA assist us with hiding the eggs.
- **Safety Town** – In June we conducted two classes of Safety Town where we hosted forty-two kindergarten-to-be aged youngsters at our Safety Town (located inside Melvin Miller City Park). During Safety Town, the youngsters received information on various safety protocols including: Good Drugs / Bad Drugs, Fire Safety, Pedestrian Safety, Pool and Playground Safety, Seat Belt Safety, Storm Safety and Stranger Danger. Some of our daily presenters included: the Urbana Fire Division, the Urbana City Schools Bus Transportation, Urbana City Pool (YMCA), the Champaign County Jobs & Family Services, the Champaign County Sheriff’s Department Dog Warden and the 911 Countywide Communications Center. Urbana Officers who conducted Safety Town for us were School Resource Officer AJ Ervin and Investigator Robbie Evans.
- **Law Enforcement Torch Run** – In June, Officers Tristin Williams, Major Stratton and Tristen Ruef, Sergeant Logan Dunn and Chief Matt Lingrell participated in the annual Law Enforcement Torch Run, a 2.3 mile run from the Kroger parking lot to the Coffee Depot parking lot, and raised \$360 to benefit our Champaign County Special Olympians.
- **COPs & Bobbers** – In June, we held our second annual COPS & Bobbers fishing program for area youngsters to enjoy. Held at the city pond in Melvin Miller Park, 100 youngsters participated and received a free fishing pole to keep. This year we partnered with Urbana Mercy Health Hospital, the
-

- Urbana Fraternal Order of Police, Lodge 93, Vernon Funeral Homes, Walmart and the Kizer Electric Company. Those helping from the UPD included Sergeant Jason Kizer, Officers Robbie Evans, Tristin Williams and AJ Ervin, and, Chief Matt Lingrell. Helpers from Mercy Health Hospital included Tonya West, Mike Benton, Jamie Houseman, Bob Jenkins, Dick Huffman, Rebekah Piteo and Jeanee Kizer. The day was used to help connect kids with police officers by learning and participating in a fun day of fishing together.

2024 Citizens Police Academy – Beginning in September and running six consecutive Thursdays, from 6 – 9 p.m., we conducted our second Citizens Police Academy program. During these six weeks, our class of ten local citizens learned about the day-to-day operations of the police division. The Academy Commander for 2024, Sergeant Jason Kizer, oversaw the weekly classroom presentations, practical exercises, and field trips for the academy class. Many UPD officers along with Champaign County Prosecutor Kevin Talebi and the staff of the 911 Countywide Communications Center were presenters during the academy. Our off-site visits were to the Police Weapons Range and the 911 Communications Center.

The final night of the academy included cake and refreshments along with final remarks by Chief Lingrell and Sergeant Kizer before a class photo was taken and a formal presentation of certificates were made to each class member.



Graduation night of the 2024 UPD Citizens Police Academy

Back row (l-r): Officer Seth Lingrell, Dwight Paul, Officer Tristin Williams & Lieutenant Josh Jacobs

Third Row (l-r): Brenda Brunotte, Andrea Caldwell, Audra Bean & Mike Conrad

Second Row (l-r): Joe Tulleners, Mary Collier & Drake Huffman

Front row (l-r): Tara Jordan, Chief Matt Lingrell, Sergeant Jason Kizer & Amy Collins

- **Drug-Drop-box program** – We have a permanent Drug Drop-box program located inside the Municipal building for residents to drop off old, unused prescription medications safely and securely. In 2024, we collected and disposed of 124.96 pounds with this program. The Drug Enforcement Agency (DEA) disposes of our collected drugs for us safely. We also held one off-site Drug Take Back Day event where we collected another 28.2 pounds of drugs from citizens.
- **FOP Halloween Treats** – In October, the FOP handed out \$500 worth of candy to our trick or treaters who visited us at the police division.
- **FOP Community Christmas** – December – provided Christmas gifts for 11 families and 35 children this year. The FOP and Lieutenant Josh Jacobs oversee our efforts in making Christmas special for these families. This program is made special by having local citizens and organization assist the FOP with donations used for helping those in need.

New Equipment in 2024

- In 2024 we joined the nationwide FLOCK License Plate Reader system, and installed cameras at strategic locations throughout the city. These cameras helped us immediately with identifying the car and later the person responsible for a large theft case at a local laundromat in the spring of 2024. Using the system, we've had success in recovering multiple stolen vehicles, solved hit-skip crashes and located missing Alzheimer patients. The Flock system cost \$18,900.00.
- We purchased a new Police Ford Interceptor SUV for front line use by the Patrol Unit. The overall cost for this vehicle and upfitting it with a police package was \$65,495.94. While this new police SUV was ordered in 2024, we still had not received it at the close of 2024, but are hopeful to have it in the fleet in early 2025.
- We purchased a new Digital/Cellular surveillance system to be used in covert investigations at a cost of \$6,830.00. This system has helped tremendously in obtaining clear audio recordings without the interference and breakdowns we'd been experiencing while using our out-of-date LEA-Aid RF system that we'd been using for several years.
- In 2024 we purchased a new, state mandated and approved Intoximeter DMT, for use in conducting breath testing on OVI and/or alcohol related cases. It cost \$13,581.50 and replaced the UPD Datamaster breath testing machine, which has been in use here since 1999.
- Three new ballistic vests for officers were purchased in 2024 for new officers and as replacements for some officers (vests must be replaced every five years). The total cost for the vests was \$2,922.00; \$1,333.00 of this cost was reimbursed to us through grant money, making our final cost \$1,589.00.

Training 2024

Officers were able to maintain all required state certifications in weapons and tactics. Additionally, the following training was received:

- During 2024, the division received 24 hours of state-mandated Continuing Professional Training provided by the North Coast Polytechnic Institute. Topics covered included: ***Court Testimony, Crisis Mitigation De-Escalation, Legal Updates, Marsy's Law, NIBIN, Officer Safety, Responding to Mental Health Issues, Search & Seizure/Search Warrants, and, Team Building & Motivation.***
- In March, Sergeant Jason Kizer attended training to become a certified operator of the ***MX908 Drug Analysis machine.*** He is one of three UPD officers certified to use the machine in conducting drug analysis of confiscated drugs in drug case investigations.
- In May, the police division hosted the Ohio MADD organization who provided training to twenty local officers on "***Delivering a Death Notification.***" UPD Officers Luke Hiltibran, Seth Lingrell, Tristin Williams and Damion Williams received the training.
- During June & July – School Resource Officer AJ Ervin and Officer Robbie Evans attended 24-hours of training on topics surrounding ***School Safety issues*** while at the Annual 2024 Ohio SRO Conference in Sandusky, Ohio.
- In July, Sergeant Jason Kizer and Officer Robbie Evans attended the ***Ohio Narcotics Investigations Law Enforcement Drug Summit*** in Columbus.
- In September, Officers Seth Lingrell and Keith Hurst attended the ***2024 Midwest Crisis Hostage Negotiators Conference*** in Columbus.
- During 2024, Officer Keith Hurst attended multiple training program, to become a certified instructor for the division on the following topics: ***Subject Control Instructor*** (80 hours), ***Chemical Aerosol Spray Instructor*** (8 hours), and, ***Impact Weapons (ASP) Instructor*** (16 hours). Officer Hurst is now responsible for providing this training and certifying UPD officers annually. .

- In November, Sergeant Logan Dunn graduated from the three-week 2024 Fall Session of the *Supervisor Training and Education Program (STEP)*, which is provided by the Ohio Association of Chiefs of Police.

Urbana Police Division Activity Statistics for 2024

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Calls for Service	12,579	11,952	1,307	11,181	11,248	13,618	14,688	14,279	13,158
Arrests	1,085	1,201	1,125	1,179	1,460	1,704	2,000	2,116	1,835
Felonies	195	161	197	264	391	358	402	546	415
Misdemeanors	890	1,040	928	915	1,069	1,265	1,598	1,570	1,420
Offense Reports	1,230	1,403	1,436	1,573	1,741	2,103	2,288	2,271	2,123
Homicides	0	1	0	0	1	0	0	0	1
Robberies	2	2	1	3	1	5	1	5	
Burglaries	5	20	25	30	47	30	53	70	89
Rapes	12	10	12	10	10	16	15	6	5
Sexual Assaults	28	20	15	18	23	23	25	23	1
Assaults	80	88	124	107	119	114	181	149	150
Thefts	204	273	228	211	285	298	398	433	378
Auto Thefts	9	16	20	21	10	21	29	28	3
Forgery/Fraud	21	20	14	15	19	23	37	47	54
Vandalism/Crim. Damaging	73	103	124	104	167	131	152	167	217
Drug Offenses	109	132	221	309	319	473	404	529	417
Traffic Citations	849	748	597	434	539	891	1,265	989	945
OVI's	53	34	25	69	59	78	96	86	50
DUS's	123	121	106	97	99	183	231	165	179
Speed	36	92	58	94	36	78	165	80	72
Traffic Control Device	23	50	36	42	31	37	57	41	52
Parking Citations	8	15	16	6	3	11	37	25	18
Crash Reports	353	290	289	348	311	360	421	405	460
Fatal Crashes	0	2	1	0	0	1	0	0	1
Mental Health Complaints	151	370	270	186	151	131	52	69	64
Suicide (includes attempts)	8	6	6	16	20	22	36	23	17

Urbana Police Division Activity Statistics for 2024

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Curfew	9	4	4	9	6	17	39	20	38
Alarms	721	999	789	1,012	920	771	911	887	807
Dead Body (non-criminal)	6	13	7	3	6	16	17	10	14
Business/House Checks	1,305	454	161	141	120	611	1,046	1,562	1,221

Special Recognitions -- Throughout 2024, several officers or citizens were recognized for their special efforts and successes for the division and to the community. Those honored were:

In June, during the annual recognition luncheon of the Logan-Champaign Mental Health Drug and Alcohol Board, **UPD Officer Tristin Williams** was honored as the Champaign County Crisis Intervention Officer of the Year for his efforts in responding to and reporting on mental health incidents in Urbana.

During a November 2024 recognition luncheon, held in Columbus, of the Ohio Chapter of Mothers Against Drunk Driving (MADD), **UPD Officer Mike Cooper** was recognized for his 2023 efforts in enforcing OVI laws for Urbana.

Exceptional Duty Award

A citation award signifying commendation for a highly credible accomplishment, bringing public acclaim to the employee, the Division or the police profession as a result of training, devotion to duty or service to the public

Sergeant Shawn Schmidt (2x)	Sergeant Jason Kizer (3x)	Sergeant Logan Dunn (4x)
Officer Robbie Evans (3x)	Officer Luke Hiltibran (2x)	Officer Tristin Williams
Officer Ely Louck (2x)	Officer Major Stratton (2x)	Officer Tristen Ruef (2x)
Officer Lance Turner		

Meritorious Service Award

A citation award signifying commendation for a high degree of personal initiative, performed significantly above normal requirements in an exemplary manner which contributed significantly to the achievement of the Urbana Police Division's goals and mission.

Lieutenant Josh Jacobs	Sergeant Jason Kizer (2x)	Officer Robbie Evans (2x)
Officer Ely Louck	Officer Tristen Ruef	

Chief's Challenge Coin Award

A Medallion award representing the Urbana Police Division which is awarded either to show an appreciation to any person, reflecting goodwill for positive partnerships between them and the police division, or, for an act by a member of the Division of high achievement bringing acclaim to the Division and the Law Enforcement profession.

Sergeant Jason Kizer	Sergeant Logan Dunn (2x)	Officer Luke Hiltibran (2x)
Officer Seth Lingrell	Officer Keith Hurst	
Anthony Pierson	Chris Kinsler	Joel King

TOP Shot Award 2024

For scoring the highest on a Division wide range training competition that measures accuracy and timeliness on a challenging course utilizing division firearms. **Officer A.J. Ervin**

MADD Award 2024

Officer with the highest arrest totals of Drivers Operating a Motor Vehicle While Under the Influence of Alcohol and/or Drugs. **Sergeant Logan Dunn (11 arrests)**

Physical Fitness Award

A citation award signifying commendation for passing the annual physical fitness testing.

(14 officers passed the fitness testing with an overall division average of 76.33%)

Chief Matt Lingrell	Sergeant Jason Kizer	Sergeant Logan Dunn	Officer Robbie Evans
Officer Mike Cooper	Officer Luke Hiltibran	Officer AJ Ervin	Officer Seth Lingrell
Officer Keith Hurst	Officer Tristin Williams	Officer Damion Williams	
Officer Major Stratton	Officer Tristen Ruef	Officer Lance Turner	

Chief's Recognition

In special recognition to the following organizations whom were especially supportive of the Police Division throughout 2024

Mrs. Lilli Ann Johnson, and the Johnson's Welded Product's, Inc.

The Urbana Moose Club organization

The ORBIS Corporation

The Grimes Foundation

Urbana Mercy Health Hospital

Kizer Electric Company, LLC

Set N Stone - Vernon Monuments, LLC

The People's Savings Bank

Sharing our Vision for 2025 and Beyond

- We will be upgrading our duty handguns.
- We will begin using a new breath testing machine for use in OVI and/or alcohol related investigations, certifying all patrol officers to operate it.
- We will be upgrading our Crisis Negotiation communications equipment
- We will purchase and train select officers to be certified to operate a DRONE system for use during police incidents.
- We will continue to do our best to recruit and attract new officer candidates with high moral character and then develop them into becoming servant minded leaders who commit themselves to serving our wonderful community for many years.
- We will do our very best to meet our Mission: "We, the members of the Urbana Police Division, pledge to provide professional, quality service with integrity and teamwork, to keep Urbana a pleasant place to live, work and visit."

In closing, I'd like to thank Mayor Bean, Director Brugger, City Council, fellow Division leaders and city staff for the professional leadership, assistance and support you've provided for me and the Urbana Police Division throughout 2024. I'd also like to thank the community and those leaders and citizens who always seem to be there right there when we need them for support of our efforts in various community or police related challenges. It is truly an honor and a privilege for the members of your Urbana Police Division to represent and serve the great city of Urbana.

PUBLIC WORKS

Chad Hall: Superintendent

The American Public Works Association (APWA) defines Public Works as “...the combination of physical assets, management practices, policies, and personnel necessary for government to provide and sustain structures and services essential to the welfare and acceptable quality of life for its citizens.”

As superintendent, I am proud to be a part of an amazing group of individuals, who not only maintain the City’s infrastructure, but truly care about our residents. It is through their daily efforts that new projects and the ongoing maintenance of facilities, grounds, streets, water, sewer and wastewater are held to the highest level of excellence focused on the health, safety and general welfare of our community. The information below is a summary of the many accomplishments achieved in 2024.

Facilities Brad Yost: Supervisor

Our Facilities staff helps when and where necessary throughout various City Departments/Divisions; oversees the submission; sale and closure of Govdeals for select (no longer utilized equipment); performs multiple maintenance tasks at all city owned locations; teams up with contractors who specialize in HVAC, plumbing, roofing, and electric.

2024 Projects

- Responded to over 585 service call requests by city staff; in most cases we were able to handle the repairs internally. Average cost of \$152 and average 3 hours per work order. Over 1758 hours spent on work orders. This was an increase of 700 hours over 2023.
- Completed in-house bi-annual maintenance on all HVAC units and boiler systems
- We began servicing all overhead doors quarterly and have decreased costs with PM’s tremendously.
- Removed and replaced the Grimes Airport Main sign. This has greatly impacted the appearance of the Grimes Municipal Airport.
- Completed roof inspections on all buildings at the airport
- Pool: Electrical contractor replaced service panel to the pool building and park sanitary sewer pump station.
- Assisted with Municipal Pool operations including: seasonal pool opening; general operations; and end of season closing. We began preparations for inside water line replacement and plans to renovate the concession area.
- Painted the new dumpster enclosure at the Airport.
- Completed the way finding sign at the Cemetery.
- Replaced all exterior lighting at the Business office.
- Installed 4 new cameras to the business office.
- Added an additional office space for HR in the business office. All work was completed in house.
- Responsible for maintenance on decorative lighting citywide; Replaced over 25 Decorative light bulbs and 3 entire light poles.
- **Govdeals** – 25 City assets sold online; net sales: \$30,165; average \$1,206.60 per item sold. We have increased the items sold over the last 5 years and have steadily increased net sales every year.

Sharing Our Vision for 2025 and Beyond

- Weidmann Park/Gwynne Street ball field renovations.
- Continue to build our work order- asset management system.
- Continue to convert City offices and buildings to LED lights. We have LED bulbs in approximately 50% of the light fixtures Citywide.
- Replace two remaining sections of roofing at the municipal building.
- Replacing our outdated 2012 GMC van with a truck in 2025.

Water Kerry Quinn: Superintendent



New Booster Station; Childrens Home Road

City of Urbana Water Department is committed to the safe and efficient production, storage, and distribution of the public water supply. The protection of public health and safety is paramount while ensuring public funds are used in the most fiscally responsible manner possible.

Operations Summary:

The Water Department is responsible for the production and delivery of water required for consumption, fire protection and industrial use. This includes about 77 miles of water main, 726 fire hydrants, 2 water treatment plants, 5 production wells, 4 water towers totaling 2.25 million gallons of elevated storage, a booster pumping station, and roughly 5000 service connections. The following information reflects usage per year up to 2024.

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Million Gallons Pumped/yr.	555.032 MG	579.619 MG	581.166 MG	623.168 MG	644.966 MG
Million Gallons per Day	1.884 MG	1.779 MG	1.516 MG	1.689 MG	1.767 MG
Population of Urbana	11,233	11,450	11,116	11,107	11,115
Gallons per Person	133 Gal/Day	138 Gal/Day	141 Gal/Day	153 Gal/Day	159 Gal/Day

Distribution Repair Digs

<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
50	58	42	38	43	56

2024 Accomplishments

- Flow tested all wells for efficiency and production
- Maintenance completed on emergency generators
- Clearwell tank inspected
- Old Troy Pike treatment plant maintenance taken over by Water Department
- Children's Home Booster station nearing completion
- 1,224 OUPS water line locate requests
- Valve exercise program continued with several broken valves replaced
- Hydrant flushing program completed by water staff
- 8 hydrants repaired/replaced
- 19 main breaks repaired
- 29 service line leaks repaired/replaced
- New supervisor truck
- New supervisor in training
- "Get the Lead Out" Initiative began aid to Urbana with the Service Line Inventory and Lead Service Line Replacement Plan among other EPA related projects

Note: These are just a few of the highlights of 2024 and do not reflect all projects completed or in the process of completion

Sharing Our Vision for 2025 and Beyond:

- Capital Improvement goals for 2025 include but are not limited to:
 - GPS/GIS locations continuing for the distribution system
 - Carbon Exchange for Old Troy Pike WTP
 - Complete VOC aeration removal feasibility study
 - Completion of new booster stations
 - West Court Bridge repair and water line replacement
 - Continue expanding in-house leak detection
 - RR Street Storm line project to start (possible water line work)
 - Replace water department utility vehicle
 - New Employee in the spring
 - Continue to develop GPS/GIS system for greater asset management functionality
 - Replace several more valves as part of the valve exercise program
 - New staffing rules for Water Treatment Plants from EPA
 - Compete water Tower location study
- Long Term Goals include:
 - Continuous analysis of water loss in distribution system
 - Lead service line inventory for replacement
 - Water line replacement in critical areas with severe past break history
 - Additional water tower added to east end after development studies are complete
 - Water Modeling Study incorporated into GPS/GIS system
 - Implement work order program and integration with GIS
 - State Route 29 WTP Iron/Manganese Filter Discharge to sanitary system

2024 saw the end of Joe Sampson's tenure as Water Superintendent. Urbana was very fortunate having such a knowledgeable, kind, and true public servant that they had in Joe. He never let a stuffy room remain that way for long. His disarming manner often helped people to relax which facilitated real communication. Urbana wishes to thank Joe for his hard work and that his retirement is a fitting reward for such dedication.

Water Reclamation Facility (WRF) Zachary Herrmann: Supervisor



Muzzy Road Control Station

The City of Urbana currently operates a 4.5 million Gallon per Day (MGD) Water Reclamation Facility, NPDES Permit No. 1PD00011*PD, effective December 1, 2020, and treats the municipal wastewater from the City and parts of Champaign County. The Plant is responsible for protecting the waters of the State of Ohio from pollution and is defined as a Publicly Owned Treatment Works (POTW). The NPDES Permit also requires the City to collect, sample, and treat all wastewater to very stringent standards. The City is also required to manage, monitor, and enforce an Industrial Pretreatment Program for all industries that discharge wastewater into the City's sanitary sewer system. The City of Urbana had 5 Industrial Users permitted under the Pretreatment Program in 2024. The IU's currently accounts for approximately 35% of Urbana's total daily flow. Urbana's WRF also accepts domestic septic waste trucked in from Champaign and surrounding counties. In addition to protecting waters of the State, the City of Urbana is regulated by the State of Ohio to protect public health.

2024 Year in Review

- Treated 602.58 million gallons of wastewater, with an average daily flow of 1.648 MGD.
- Recorded a total of 43.08" of precipitation in 2024. This was only a .021 % increase and 0.09" difference from 2023. 2024 was 3.08" above the 30-year average.
- As a by-product of domestic and industrial wastewater treatment, the City of Urbana land applied 300.76 dry tons of bio-solids throughout 2024.
- The City of Urbana operates and maintains a Septage Receiving Facility with (18) registered haulers. In 2024, we accepted 8.5 million gallons of septic tank waste originating from Champaign and surrounding counties. This was a 2.2-million-gallon increase from 2023. The increase was largely due to other facilities that accepted hauled septic waste within the Miami Valley terminating their receiving stations due to a variety of reasons.
- The City of Urbana's WRF and Champaign County Health Department held an annual training event for septic system haulers and installers to acquire continuing education credits for their license. In 2024 there were 60 attendees with 7 speakers, including an equipment demo and tour of the WRF.
- (2) of the WRF Influent screw pumps upper and lower bearings were replaced in 2024.
- Both of the WRF digestors were drained and cleaned in 2024.
- OEPA conducted a compliance evaluation inspection of the Urbana WRF in March of 2024. As a result of the inspection no major findings were recorded.
- OEPA conducted a pretreatment audit inspection of the City of Urbana's Pretreatment Program in May of 2024; results of the audit, no major findings were recorded.
- Urbana's industrial pretreatment group conducted (2) sampling events and an annual inspection for each of the (5) industrial users in the pretreatment program. In 2024, there were no significant noncompliance violations that occurred. A total of (3) notice of violations (NOV) were issued.

- The City of Urbana currently has (3) staff members that hold State of Ohio operator certification Class III wastewater licenses, (2) staff members with class I wastewater license, and (3) staff members with a class I collections license.
- The WRF operated for 1,572 days without any lost-time accidents.

Staff also oversees the Ohio EPA regulated Compost Facility located on Muzzy Rd. In 2024, the compost facility was managed from April-December, and received an estimated 11,386 cu/yds of yard and tree waste.

2025 and Beyond

- Assist staff with professional development goals
- Continued plant maintenance and modifications for equipment longevity, and operational efficiency
 - Large projects to include:
 - (1) Screw pump upper and lower bearings replacement
 - (1) Screw pump gearbox replacement
 - (1) Digester recirculatory pump replacement
 - Replace grit auger wear plate
- Begin plans for sludge storage building expansion to provide more storage of biosolids to eliminate landfill disposal expense.
- Establish new/updated pretreatment wastewater contribution permits for industrial users for 2026
- Prepare for new NPDES permit for the WRF to take effect in 2026

The City of Urbana WRF staff is dedicated to serving the citizens of Urbana, while improving water quality and protecting the recreational uses of the Mad River.

Sewer Brad Yost: Supervisor



Vac Truck; Ready for its next hydro excavation

The City of Urbana maintains 77 miles of sanitary sewer; 87 miles of storm sewer infrastructure; 4 major lift stations located at the Vancrest Nursing Home, Melvin Miller Park, The Woodruff Farm and Old Troy Pike; and 2 blower systems at the closed City landfill.

- Received 55 sewer calls due to potential back-ups
- Completed 37 sanitary sewer digs; increase of 13 over 2023.
- Completed 4 Storm Sewer digs.
- Completed 52 camera inspections of sewer laterals; a free service offered by the City to the citizens of Urbana.
- Performed 58 hydro excavations. Totaling 135-man hours.
- Performed 3,797 OUPS locates for the year averaging 316 tickets per month; decrease of 1,461 tickets from 2023. 2022 was the highest year for tickets and 2023 comes in second over the 10-year average.
- Cleaned 81,900 feet (15 miles) of sanitary and storm mains. This completed 1st ward cleaning

- Inspected 64,420 feet (12.25 miles) of sanitary and storm mains. This completed 1st ward inspections.
- The Urbana Sewer staff coordinates the gas monitoring of the closed landfill located at Children’s Home Rd. including quarterly gas monitoring. We maintain the blower systems including daily operations.
- Hauled 150,000 gallons of back flush water from old Troy pike and State Route 29 water plants to the WRF.
- 49 manholes were replaced during paving projects, completed by contractors.
- Continued to maintain 4 sanitary pump stations. We rebuilt the Old Troy Pump Station including new pumps, valves, piping and electric.
- Used Cured in Place pipe liner (CIPP) to line 1324 feet of sanitary main and reinstatement of 45 service laterals on Eichelberger Drive.
- Adopted Lift Station specifications to City Standards.

Sharing Our Vision for 2025 and Beyond

- Staff to begin cleaning and camera inspection of sanitary sewer 2nd ward. This will be the third round of cleaning and inspecting since implementing a routine cleaning and inspection rotation in 2018.
- Replace Sanitary force main that services Trutec on Upper Valley Pike.
- Replace Skid Steer in 2025
- Replacing our 2016 Ford F250 in 2025.
- Start exploring options for new Vac Truck, replacement in 2026.
- Our goal is to repair and or replace 70 manholes this year.
- Tear down old Gwynne street pump station building.
- Use CIPP liner to line 1500-2000 feet of Sanitary main per year.
- Upsizing pipe in various locations in town for future use and expansion. North Oakland and Boyce.

Street Mark Muirhead: Supervisor



New Salt Barn

Activity Summary:

- Street Maintenance
 - Responsible for over 134 lane miles of roadway within the corporation limits.
 - Street sweeper spent 349.5 hours cleaning the main routes, secondary streets, and many side streets throughout town.
 - Collected 111.15 tons of debris over the year with a disposal cost of \$11,744.11.

- Supported all other public works divisions with various projects requiring heavy equipment needs. The trained operators and the heavy equipment were furnished by the Street Division.
 - Totals for work done assisting other departments are;
 - ✓ Manhours logged 2024
 - ✓ Overtime hours logged 178.5
 - ✓ Equipment hours logged 2044
- Welcomed new hire, Spencer Edwards in the 4th quarter of 2024 replacing a probationary employee.
 - Spencer brings numerous important skills to the department such as having a mechanic's background, commercial driver's license with many hours of truck and machinery operating skills and has been a big asset to the department.
- Repaired 7 catch basins throughout Urbana to improve our storm water collections system.
- Traffic Signals
 - Doug Crabill, Tyler Bumbalough and Mark Muirhead were successful in receiving an ODOT Small Cities grant of up to \$2,000,000 which will assist us in upgrading all traffic lights on the cities east/west corridor, including S. Jefferson and Water Street intersection.
 - Other funding is being sought for pedestrian crossing improvements at various intersections, such as Rt.29/36 split by the hospital during the project.
 - Received at no cost 5 traffic signal controllers from ODOT which they replaced with new controllers. These will be used to replace our old controllers when they fail.
 - Signal at E. Lawn Avenue and E. Ward Street was removed following the safety study.
- Many regulatory signs that were old and faded were replaced and many signs no longer needed or warranted have been removed.
- Asset Essentials Work Order Program has been implemented in the street department for work orders and inventory purposes.
- 2024 recorded a total of 9 snow events in January, February and December resulting in 10.07 inches of measurable snow.
 - This requiring 45.5 regular man-hours with 199.6 overtime hours to salt and plow streets. When plowing streets is required it takes all members of public works to accomplish this task in a timely manner.
 - 497 tons of salt spread to clear city streets at a salt cost of \$36,867.46.
- Hot Mix Program continued in its 3rd year in 2024
 - 61 utility service dig locations in the streets were restored.
 - Several other areas throughout the City of Urbana were milled down and re-asphalted to repair bad sections on streets.
 - Twenty-two locations for 12" full depth reclamation work was saw cut on N. Main Street for rebuilding the base of the road ahead of the 2025 paving plan.
 - ✓ Roughly 50% of this work was completed in 2024.
 - Special thanks to Facilities, Water and Sewer Divisions for their assistance with this program.
- Reported a total of 35 street light outages to Miami Valley Lighting for repair.
- Melvin Miller Park parking lot repair
 - Due to major deterioration caused by a high amount of ground water, a roughly 7020 square feet portion of parking lot was excavated and removed, stabilization fabric and asphalt grindings were used to reconstruct the parking lot.

- Held or attended various training meetings for public works members to improve our knowledge, services and improve safety.
 - All supervisors met at length to discuss the extremely deep and dangerous Boyce Street sewer dig which took place in early 2024. The purpose was to review current practices, safety, equipment and supervisory roles during these more dangerous excavations; reminding us all to continue to stay aware of our surroundings and remain focused on the task at hand.
 - Conducted an in-depth Snow and Ice Management Workshop covering street salting, plowing techniques and safety practices.
 - EJ Precott employees held a basic trench safety and shoring training session.
 - Jim Marszel with Flexible Pavements of Ohio covered basic training on various asphalt techniques and products.
 - Four members of the Street Division attended Ohio LTAP snow and Ice Management Training put on by ODOT.
- Responded to a total of 3060 OUPS tickets received for locating of underground electric for decorative lighting and traffic signals.
- There was a total of 53 special events in 2024. (Up from 51 in 2023) Many of these involved some form of assistance from the Street Division.
- New Street and Water Facility Planning
 - Met with an architect to discuss options for design work in 2025.
- New 80' X 53' Salt Barn was erected
 - 50'x 30' concrete apron was poured on the end with the catch basin in the center.
 - Street and sewer personnel extended the sanitary sewer line to Taft Avenue facility an additional 356' including two manholes and one catch basin.
 - ✓ Required by the EPA, all run-off must go to the sanitary sewer system.
- Leaf pick-up began early on 9/11/24 and leaf machines completed pick-up on 12/17/24.
 - Those who raked after completion of leaf pick-up had their leaves collected using loaders and shovels.
- The Street Division both sold and received various trucks and pieces of equipment in 2024.
 - A 2004 International dump truck was sold on GovDeals website.
 - Purchased a 2024 Freightliner dump truck to replace 2004 unit that was sold.
 - The 1987 John Deere bulldozer was sold on GovDeals website.
 - Replaced our 2011 shop truck with a current 2019 pick-up This truck will have a utility body and lift gate installed in 2025 and outfitted similar to a service truck.
 - ✓ Replaced shop truck will be handed down to the Parks & Rec. Dep't.
 - Purchased a new pick-up.
- Street Division Meetings
 - Held regular meetings covering a variety of topics, focusing on improving our services to the citizens of Urbana.
 - Members of the division were tasked to bring forth a different topic each session relating to safety; these topics were discussed in open forum resulting in a team-effort of overall awareness and team building.

Sharing Our Vision for 2025 and Beyond

- Inspection of all hanging signs and traffic signals for wear and condition remains on our list again for 2025.
- Reach arm mowing around fields at Pointe North when frozen solid.
- New and updated “Trucks must use state routes” with weight limits signs were purchased and will be installed at all eleven entry points into the city.
- Begin planning the design of a new Taft Avenue facility.
- Continue training on various topics which will improve our knowledge, skills and safety.
- Intensify and improve our sign inventory system with the use of Asset Essentials.
- Hot Mix Asphalt program will be completing work on N. Main Street ahead of the paving program, as well as utility dig locations and many other problem areas throughout town.
- Plans to list 1993 International dump truck for sale on GovDeals should take place during the first quarter of 2025.
- Annual traffic signal conflict monitoring devices will be tested in the first quarter 2025.
- Work at Pointe North clearing and mowing down overgrown growth along field edges and ditches has begun now that the ground is frozen which allows access with machinery.
- Slope the south side of city pond banks to eliminate the “drop-off” and define the outlet side swale leading to the control structure for both safety of mowing and more appealing to the eye.

TECHNOLOGY

CCTSS Seth Markin: CEO

CCTSS LLC, continues to successfully administer full technology support to the City of Urbana. Their processes and vision to keep the City offices current in the latest trends while maintaining budgetary limits, are integral in allowing all of our departments to deliver the best service possible to our residents.

Completed Projects 2024

- Admin Wifi Project Install/Replacement
 - Centralized Management
 - Admin
 - Zoning
 - Engineering
 - Law
 - Fire Training RM
- Water Dept SCADA Radio Project to VPN
 - Route 29
 - Old Troy Pike
 - Taft
- Finance Office NVR Replacement
 - Upgrade from 8 channel to 16
- Door Access Upgrade Project
 - HR Office Addition
- Airport Camera Replacement

Sharing Our Vision for 2025 and Beyond

- N-able Cove Cloud Backup
- Qnap Storage Upgrade
 - Hypervisor Centralized Storage Upgrade
- Data Center B Hyper V (From Xen)
- Switch Upgrades
 - Fire - 1
 - Police - 3
 - Admin - 4
 - Engineering - 1
 - Finance - 1
 - Water Dept – 1
- Wifi Addition
 - Water Dept - 2
 - Water Reclamation - 2
 - Finance – 1
 - Court – 2
 - Fire – 3

ZONING & COMPLIANCE

Preston Carter: Zoning Officer

Overview

The Department of Zoning & Compliance is tasked with administering and enforcing the City of Urbana’s Zoning Code, Nuisance Code, Vacant Building Registration Program, Property Maintenance Code, as well as miscellaneous codes including, but not limited to, Floodplain Regulations, Weed Control, and Health, Safety, & Sanitation Codes.

Zoning Boards & Commission

There are three zoning boards & commissions the city uses for secondary review and recommendations for development proposals and code or map updates. Department staff accepts applications from the public to these boards, creates agendas, minutes, staff reports, and packets.

Planning Commission: The Planning Commission is responsible for reviewing all site plans, exterior modifications to structures in the Commercial Corridor Overlay District, and all proposed amendments to the City of Urbana Zoning Map or Code.

In 2024, the Planning Commission reviewed 13 proposals including:

- Various Site Plan Reviews for new commercial developments
- Adoption of the International Property Maintenance Code
- Adoption of the North Main Corridor Study
- Richmond Street Vacation
- Multiple zoning map updates
- Multiple sign proposals

Design Review Board: The Design Review Board evaluates development activity and exterior modifications in the City Center Heritage Overlay District (Downtown).

In 2024, the Design Review Board reviewed 6 proposals including:

- Multiple façade renovations
- Multiple signs

Board of Zoning Appeals: The Board of Zoning Appeals hears and decides on appeals regarding any alleged error in determinations made by the Zoning & Compliance Officer. The Board also authorizes variances to the zoning code not be contrary to the public interest. Finally, they review applications for conditional uses and make determinations on acceptance or rejection of the requests.

In 2024, the Board of Zoning Appeals heard 10 cases. The variances requested included:

- Front, rear and side setbacks
- Maximum number of accessory buildings allowed
- Paving requirements for parking areas and driveways
- Maximum lot occupation
- Prohibited signs

The Conditional Use requests included:

- Multifamily dwellings in an R-2 District
- Single Family Dwelling in a B-3 District

Permits

In 2024, the department issued 107 zoning related permits:

- 10 Principal Structure Permits
- 29 Accessory Permits
- 48 Fence Permits
- 13 Sign Permits
- 2 Flood Plain Permits

Nuisance

The primary function of the nuisance code is to eradicate situations that pose a threat to the public health, safety, or welfare of the City of Urbana. In total, 161 code violations were issued in 2024. These violations included:

- Accumulation of trash and debris
- Indoor furniture stored outdoors
- Inoperative and/or unlicensed vehicle
- Accumulation of earth, rubbish or other material
- Campers, recreational trailers, utility and commercial trailers being parked on unapproved surfaces
- Commercial, recreational and motor vehicles being parked on unapproved surfaces
- Building materials in excess of thirty days
- Fence without permit
- Tree/plant/bush/shrub obstruction traffic
- Semi-trailers and commercial trailers shall not be parked, kept or stored in residentially zoned areas
- Structure without permit
- Overgrown shrubbery onto sidewalk
- Fence construction and maintenance
- Fence material
- No occupancy of a camper, travel trailer, or motor home allowed for greater than 72 hours
- Hazardous falling or likely to fall tree/branch

Weed Control

Between the months of May and October, property owners, or persons in charge of a property, are required to cut down and remove any weeds, grass, or vines that are in excess of ten inches in height. Failure to comply with this ordinance will result in the City abating the issue and charging the property owner a fee as designated by the Board of Control.

In 2024, there were 107 violations issued. The City's Parks and Recreation Department, on behalf of the Zoning & Compliance Division completed 52 grass/weed abatements.

Lodging Tax

The Zoning Division assists the Finance Department with the Lodging Tax Ordinance by making sure that every lodging establishment within the City has been registered and follows the requirements set forth in the ordinance. In 2024, 12 entities registered with the city to collect lodging tax.

Communications

The number of communications received from the public is directly correlated to our output. These communications come in many forms including, phone calls, and emails. Much of our time is dedicated to handling, processing, and returning communications, in addition to researching questions received from the public.

General Accomplishments

- Continued monthly group meetings with UFD Fire Inspector, Champaign County Health Department and Champaign County Building Regulations regarding a number of nuisance properties
- In conjunction with Administration and the City Law Director, made significant updates to the nuisance and zoning ordinances to ensure uniformity in enforcement
- Assisted in the adoption of the International Property Maintenance Code and started rolling out enforcement
- Worked on overhauling Chapter 1137, the City of Urbana Sign Code
- Assisted in the overhaul of Chapter 1339, the city's nuisance code, which included the expansion of definitions and updates to notification procedures.
- Working on overhauling Chapter 1112 which establishes the City Center Heritage Overlay District as well as the associated Design Review Board Guidelines.

Sharing Our Vision for 2025 and Beyond

- Simplify city processes, forms, applications, etc. to be more customer-friendly and easy to understand for the public.
- Continue to update and/or rewrite outdated ordinances to address current issues.
- Continue to establish strong relationships with citizens and setting clear expectations and providing high-level customer service.
- Continue to implement process improvement wherever possible.
- Establish and launch a program to turn vacant/nuisance properties back into productive use.