



APPROVED

**URBANA CITY COUNCIL
REGULAR SESSION MEETING
TUESDAY, APRIL 1, 2025**

President Pro Tempore Bean called the City of Urbana Regular Session Meeting to order at 6:00 pm. President Paul absent.

City Staff attending: Director of Administration Kerry Brugger, Director of Finance Chris Boettcher, Director of Law Mark Feinstein, Mayor Bill Bean, Zoning and Compliance Officer Preston Carter, City Engineer Tyler Bumbalough, Community Development Manager Doug Crabill, Fire Chief Dean Ortlieb, and Police Chief Matt Lingrell

President Called Roll: Ms. Jumper, present; Mr. Scott, present; Mr. Davis, present; Ms. Truelove, present; Mr. Thackery, present; Mrs. Collier, present; and Mrs. Bean, present.

Minutes

Mr. Scott moved to put the minutes of March 18, 2025 on the floor for discussion and possible approval. Ms. Jumper seconded.

No comments/questions from Council regarding the minutes.

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

Communications:

1. Letter from Ohio Division of Liquor Control dated March 12, 2025 (See Attached)
2. 2025 NCO Household Hazardous Waste Disposal Drop-Off Letter (See Attached)
3. Shade Tree Commission Minutes from November 2024 (See Attached)

Council did not move to remove any communications from the consent agenda.

Administrative Reports – Board of Control:

1. The Board of Control recommends Council authorize the Director of Administration to enter into a contract with D.L. Smith Concrete LLC for the Municipal Building – East Market Street Concrete Improvements in an amount up to \$184,656.00 (bid amount \$167,869.00 plus 10% contingency \$16,787.00). The engineer’s estimate for this project was \$186,000.00. This expense will be divided among the Capital Improvement Fund and the Police & Fire Capital Improvement Fund and is in the 2025 budget (see attached).
VOTE: 2-0

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

Mr. Bumbalough stated this item was for the concrete work in front of the City building. He stated the project goes from Main Street to the start of the side parking lot entrance. He added that D.L. Smith installed the concrete in front of the City building as well.

No comments/questions from Council.

Roll call on approval: Mr. Scott, yes; Mr. Davis, yes; Ms. Truelove, yes; Mr. Thackery, yes; Mrs. Collier, yes; Mrs. Bean, yes; and Ms. Jumper, yes.

Board of Control Item #1 approved 7-0

2. The Board of Control recommends Council authorize the Director of Administration to enter into a contract with D.L. Smith Concrete LLC in the amount of \$927,256.00 (bid amount \$883,101.00 plus 5% contingency \$44,155.00) for the North Main Street Curb and Gutter Improvements (see attached). The Engineer's estimate for this project was \$942,600.00. **VOTE: 3-0**

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

Mr. Bumbalough stated this project was for the Work on N. Main St. He informed Council that bids came in \$60,000 under estimate, which also includes the piecemeal work on S. Walnut, etc. He added that D.L. Smith was once again the low bidder. Mr. Bumbalough stated that this item is contingent on the legislation also being approved.

Mr. Thackery asked how often does the City actually need to get into the contingencies. Mr. Bumbalough stated he was doubtful the City would get into the contingency for this item. He added that the bid is for the full amount private contractors have already started to do pieces of work.

Roll call on approval: Mr. Davis, yes; Ms. Truelove, yes; Mr. Thackery, yes; Mrs. Collier, yes; Mrs. Bean, yes; Ms. Jumper, yes; and Mr. Scott, yes.

Board of Control Item #2 approved 7-0

Citizen Comments:

Lynn Mintchell (904 S. High St.) – Ms. Mintchell expressed her concerns with the sitting water situation on S. High St. She stated that she does not believe the street is leveled out. She expressed her desire to have somebody take a look in order to make sure that the water won't approach their properties. She added that her driveway always has water right at the street at the end of the incline.

ORDINANCES AND RESOLUTIONS

Third Reading:

Ordinance 4615-25: An ordinance to amend Chapter 141 of the Codified Ordinances. (Three readings required, public hearing required)

Mr. Thackery moved to put this ordinance on the floor for discussion and possible passage. Mrs. Collier seconded.

Chief Ortlieb stated that the first amendment would be to 141.03, regarding the indemnity of EMTs, which had not been updated since 1984. He stated it removes Box 13 from the ordinance, which is a separate non-profit that is not affiliated with the City.

Chief Ortlieb stated the second amendment involved billing, which was last updated in 2019. Previously, it was based on percentage increases by the billing company at the time. Chief Ortlieb explained that the new billing company showed a loss of potential revenue. This amendment would implement a dynamic fee structure. He added that the City would like to develop the amount to be maximized by billing company, which would commonly be adjusted annually.

Chief Ortlieb also stated this would add the ability to send non-resident delinquent accounts to the Attorney General. He anticipates a 10-15% billing increase by end of the year.

Council did not have any comments/questions.

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

Ordinance passes 7-0.

Ordinance 4616-25: An ordinance to amend Chapter 1307 of the Codified Ordinances. (Three readings required, public hearing required)

Mr. Thackery moved to put this ordinance on the floor for discussion and possible passage. Mrs. Collier seconded.

Mr. Feinstein stated the main take away of this ordinance is to add a stop-work order as a potential remedy against contractors not following regulations.

Council did not have any comments/questions.

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

Ordinance passes 7-0.

Ordinance 4617-25: An ordinance determining to proceed with the improvement of North Main Street between Washington Avenue/Gwynne Street and Dellinger Road in the City of Urbana, County of Champaign, Ohio by constructing or repairing curbs, gutters, driveway approaches, and declaring an emergency. (Three readings required)

Mr. Thackery moved to put this ordinance on the floor for discussion and possible passage. Ms. Jumper seconded.

Mr. Bumbalough stated this ordinance goes along with board of control. He informed Council that they have previously adopted the resolution of necessity and this is the corresponding ordinance to proceed with the improvement.

Council did not have any comments/questions.

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

Ordinance passes 7-0.

Second Reading: None

First Reading:

Ordinance 4423-25: An ordinance to add Section 111.05, "Council Clerk Compensation" to the Codified Ordinances. (Three readings required, public hearing required)

Mr. Thackery moved to put this ordinance on the floor for discussion. Mr. Scott seconded.

Mr. Feinstein stated he was asked by Mr. Thackery to prepare this ordinance as Council has repeatedly had questions about council clerk salary. Mr. Feinstein stated that this ordinance changes the Council rules. He added that there are already rules for compensation for the Council President and members. Mr. Feinstein stated that this ordinance effectively mirrors the central staff ordinances for the council clerk. He added that the range has been set to contemplate the range of what the current council clerk salary would be throughout the current central staff ordinance.

Ms. Truelove thanked Mr. Feinstein for his consideration.

President Pro Tempore Bean declared this ordinance to have had its first reading.

Ordinance 4618-25: An ordinance to approve the final development plan and related plan exhibits for the planned unit development to be known as Dugan Place that was originally approved by Urbana City Council on May 17, 2022 with the passage of Ordinance 4572-22 and later extended for one additional year on May 21, 2024 with the passage of Ordinance 4572-24. (Three readings required, public hearing required)

Mr. Thackery moved to put this ordinance on the floor for discussion. Mrs. Collier seconded.

Mr. Crabill stated the process started in 2022 with the preliminary development plan. He added that it was extended for one year in 2024. Mr. Crabill informed Council that this is the final development plan and it was brought before Planning Commission last month. He stated that the final plan is pretty similar to the preliminary plan, with some changes to the townhome section. He added that there are still the same number of units throughout.

Mr. Thackery thanked Mr. Crabill for the final copy.
Mrs. Bean stated that Mr. Thackery and herself went to the meeting and it was very thorough.

President Pro Tempore Bean declared this ordinance to have had its first reading.

Ordinance 4619-25: An ordinance accepting the annexation of parcels (territory) consisting of approximately 219.986 acres, more or less, in Urbana Township as petitioned by Andrew Wecker, attorney-at-law, appointed as agent by the petitioners: Urbana Health Facilities, LLC, an Ohio limited liability company; governing board of the Madison-Champaign Educational Service Center; Board of County Commissioners of Champaign County, Ohio; and Organ Farms, LLC, an Ohio limited liability company. (Three readings required)

Mr. Scott moved to put this ordinance on the floor for discussion. Ms. Jumper seconded.

Mr. Crabill stated the annexation was filed on December 3, 2024 and involves nine parcels. He added Council passed legislation regarding services and land use back in December. Mr. Crabill stated the County Commissioners acted on January 14. The annexation has now sat for the required sixty days before coming back for formal acceptance.

Council did not have any comments/questions.

President Pro Tempore Bean declared this ordinance to have had its first reading.

Ordinance 4620-25: An ordinance to amend Chapter 1102 of the Codified Ordinances. (Three readings required, public hearing required)

Mr. Scott moved to put this ordinance on the floor for discussion. Mr. Thackery seconded.

Mr. Carter stated this was the definitions chapter. This ordinance adds the definition for computing infrastructure providers, includes automobile and dog wash, and further expands transport terminals.

Council did not have any comments/questions.

President Pro Tempore Bean declared this ordinance to have had its first reading.

Ordinance 4621-25: An ordinance to amend Chapter 1126 of the Codified Ordinances. (Three readings required, public hearing required)

Mr. Thackery moved to put this ordinance on the floor for discussion. Mrs. Collier seconded.

Mr. Carter stated this ordinance covered the manufacturing district chapter. He stated this ordinance updates the general purpose and further describes permissive uses. Mr. Carter added that while typically there are more stringent height restrictions if a parcel is next to a residential

area, this ordinance gives flexibility to larger parcels. Mr. Carter also said that this ordinance also removes the land use intensity requirement.

Council did not have any comments/questions.

President Pro Tempore Bean declared this ordinance to have had its first reading.

Ordinance 4622-25: An ordinance to amend Chapter 1124 of the Codified Ordinances. (Three readings required, public hearing required)

Mr. Thackery moved to put this ordinance on the floor for discussion. Ms. Jumper seconded.

Mr. Carter stated this ordinance covered the chapter for the B2 general business district. This ordinance clarifies the lot occupation calculation and land use intensity.

Council did not have any comments/questions.

President Pro Tempore Bean declared this ordinance to have had its first reading.

Ordinance 4623-25: An ordinance to amend Chapter 1129 of the Codified Ordinances. (Three readings required, public hearing required)

Mr. Thackery moved to put this ordinance on the floor for discussion. Ms. Jumper seconded.

Mr. Carter stated this ordinance covered the chapter for supplemental regulations. Mr. Carter described this chapter as the catchall for things that don't clearly fit anywhere else. In regards to fencing, the proposal changes the language to allow for up to an 8-foot fence in front of a structure in an M1 manufacturing zone.

Council did not have any comments/questions.

President Pro Tempore Bean declared this ordinance to have had its first reading.

Ordinance 4624-25: An ordinance to amend Chapter 1133 of the Codified Ordinances. (Three readings required, public hearing required)

Mr. Davis moved to put this ordinance on the floor for discussion. Ms. Jumper seconded.

Mr. Carter stated this ordinance covered the chapter for off-street parking and loading. He stated it included the required parking formula for the new use involving data centers.

Council did not have any comments/questions.

President Pro Tempore Bean declared this ordinance to have had its first reading.

Ordinance 4625-25: An ordinance to update the City of Urbana's Official Zoning Map to establish City designated zoning classifications for nine parcels that were petitioned for annexation to the City of Urbana on December 3, 2024 and are anticipated to be annexed into the City of Urbana corporation limits on or after May 23, 2025. (Three readings required, public hearing required)

Mr. Thackery moved to put this ordinance on the floor for discussion. Ms. Jumper seconded.

Mr. Crabill stated that this ordinance goes in conjuncture with the annexation process. He indicated the City can establish zoning at the same time. He stated that four of the parcels are R-3 (educational and group care) with the other five being proposed as M1 manufacturing.

Council did not have any comments/questions.

President Pro Tempore Bean declared this ordinance to have had its first reading.

Resolution 2633-25: A resolution to authorize the Director of Finance to transfer \$600,000.00 from the Perpetual Investment Fund to the Neighborhood Curb, Gutter, and Sidewalk Fund, for the purpose of repair/replacement of curbs, gutters, and sidewalks along streets of the City of Urbana, Champaign County, Ohio. (Suspension of rules requested for passage on first reading)

Mr. Thackery moved to suspend the rules to allow passage on the first reading. Ms. Jumper seconded.

Roll call on suspension of the rules: Mrs. Bean, yes; Ms. Jumper, yes; Mr. Scott, yes; Mr. Davis, yes; Ms. Truelove, yes; Mr. Thackery, yes; and Mrs. Collier, yes.

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

Ms. Boettcher stated that Council has already approved the project and the City has the bid ready to go. She stated finance needs to transfer money to cover the expenses.

Mr. Scott asked if the plan is to reimburse the Perpetual Investment Fund as money accumulates. Ms. Boettcher stated that this is the last large wholesale project. She added that over the next five years, as money comes in from assessments, it will go back into the Perpetual Investment Fund.

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

Resolution passes 7-0.

Resolution 2710-25: A resolution to support a program year 2024 CDBG flexible grant application by the Champaign County Commissioners for the rehabilitation of the Quality Meats

building at 125 South Main Street, including certification of slum and blight national objective, CDBG program income match, and adherence to Secretary of the Interior's rehabilitation standards during the grant period, and declaring an emergency. (One reading required)

Mr. Scott moved to put this resolution on the floor for discussion and possible passage. Ms. Jumper seconded.

Mr. Crabill stated that a CDBG program must either benefit low to moderate income or address the elimination or prevention of slum and blight. He added that Nancy Martin, the property owner, was present. He informed Council that this Grant is an opportunity to bridge the gap with federal grants and bring the project forward. He also added that if the grant is successful, it would be worth up to \$250,000.

Mr. Thackery pointed out a typo of the word "slim" instead of "slum".

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

Resolution passes 7-0.

Department Liaison Reports: None

Miscellaneous Business:

Mr. Thackery talked about the recent Planning Commission meeting. He stated that Highland was there and they complimented the City on its progress and cooperation.

Ms. Jumper thanked Mr. Carter for his hard work. She also added that in regards to S. High St., she has taken photos and they will be given to Mr. Bumbalough.

Mr. Bumbalough stated that water currently stands in low points, which is why the project was designed to have catch basins in those areas. He added that until project has 70% grass seed established, the bags are supposed to remain covering those areas. Mr. Bumbalough stated that flooding is more important, and he has authorized twenty filter bags to come off prior to the next rain event.

Chief Ortlieb stated the City received its preliminary ISO rating of 3, which is the same as 2018. He added that he will present data at the next safety meeting.

Mr. Bumbalough stated that asphalt bids were released today and will be back in a few weeks. He also stated that crack sealing bids were open today. There were four bidders and the low bid is \$10,000 to \$11,000 under the engineer's estimate.

Mr. Brugger stated there have been a lot of moving parts in the last few months. He gave a shout out to all the work done behind the scenes. Mr. Brugger appreciates Council support and Highland patience.

Mr. Brugger also stated that the recent curb projects is really showing all the pride within the community.

Mayor Bean thanked Nancy for what she is doing with her building. He also encouraged Highland with "let's keep moving".

Council Clerk Steffan reminded Council that City Council will meet on Tuesday, April 22nd.

Ms. Jumper moved to adjourn. Ms. Truelove seconded. Voice vote on approval: all ayes, nays none.

ADJOURNED AT 6:54 p.m.

NEXT SCHEDULED MEETING

April 15, 2025 at 6:00 p.m.





Council Clerk



Council President