



# 2025 Annual Review

## EMBRACING **change**

**Building on Momentum.  
Shaping a Stronger Urbana**



The 2025 Annual Review highlights the City of Urbana's continued commitment to innovation and community well-being

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Dear Citizens of Urbana,

2025 shall be remembered as a year of change and new opportunities; a year where we recognized the retirement of three dedicated individuals who collectively gave over 75 years to the citizens of Urbana. Kerry Brugger, former Director of Administration, Matt Lingrell, former Chief of Police, and Chris Boettcher, former Director of Finance: their continued efforts not only created a solid foundation to build upon, but established a legacy of excellence in our community.

Though change is rarely simple, our growth brings both opportunity and challenge. It is through these moments of transition that our staff demonstrates its resilience, creativity, and shared commitment to progress. As we continue through the year, our focus on infrastructure, housing, economic development, and public safety, may require difficult decisions and careful prioritization; however, they motivate us to innovate, collaborate, and improve how we serve the public.

It is important to understand that progress does not happen in isolation, it takes the efforts of a “team” – residents, businesses, community organizations, and city staff must work in tandem to identify solutions that balance the immediate need, as well as achieve long-term sustainability.

For 2026 and beyond, we remain committed to learning from our past and embracing our future with confidence on building a city that is adaptable, inclusive and prepared; a city that honors its values while embracing new possibilities.

As always, you are welcome to attend City Council sessions held every first and third Tuesday at 6pm either in person at the Municipal Building or in the comfort of your home by watching Facebook Live; full Council Packets are posted for public viewing here: <https://www.urbanaohio.com/city-council-agenda-packet.html>. With community engagement and a shared sense of purpose, we are confident in our ability to move forward together.

Thank you for your support.

Sincerely,

Bill Bean – Mayor

Spencer Michell – Director of Administration

*“Every new beginning comes from some other beginning’s end.” – Seneca*

**GRIMES FIELD**  
**URBANA MUNICIPAL AIRPORT**  
**Drake Huffman: Airport Manager**



**2025 Summary**

- For the first time, the Champaign County Balloon Festival partnered with Mid-Eastern Regional Fly-In and Car Show on August 16th. The event featured over 100 visiting aircraft, a record-breaking car show with 80+ vehicles, and a successful evening balloon glow and launch.
- On June 7th, the airport celebrated the 50th anniversary of the Flying Lab's 1975 visit to the Paris Airshow with historic tours and displays.
- The Champaign Aviation Museum reached a major milestone with the completion of a new hangar expansion. The official ribbon-cutting was held on October 25th.
- The 2nd Annual Fireworks Festival was held on July 5th, following the traditional Rotary Club chicken dinner on July 4th. The event featured live music, aircraft displays, food trucks, and much more.
- EAA Chapters 9 and 421 hosted multiple Young Eagles Days, providing free introductory flights to local youth. The Commemorative Air Force (CAF) also returned in June and July for historic warbird rides.
- The airport recorded over 23,000 aircraft operations. Fuel sales remained strong, ending the year up 12%. AVGAS demand continues to rise, while Jet A demand continued a slow downward trend seen since 2015.
- Following a formal interview process in July, Butler, Fairman & Seufert (BF&S) was selected as the airport's consultant for the next five-year cycle (2026–2030).
- Completed Projects:
  - Main Apron: A major crack repair project was completed to extend the service life of the pavement.
  - Grimes Hangar: Drainage improvements were finished around the building to protect the foundation.
  - Facility Upgrades: Incremental upgrades were made to the airport lobby, and the City began using a dedicated hangar for airport-related equipment storage.
- The airport successfully secured \$699,761 from ODOT Aviation and \$147,238 from the FAA for upcoming capital improvements to include a rotating beacon replacement and a runway/taxiway crack repair project.

## 2026 Planned Events

- Commemorative Air Force C-47 Rides: TBD
- RC Swap Meet and Workshops: March 7
- Champaign Aviation Museum 14<sup>th</sup> Annual Gala: May 2
- The Vietnam Wall Memorial: June 12 - 15
- Grimes Field Fireworks Festival, Urbana Rotary Club Chicken Dinner, and the Rotary Community Fireworks Display: July 3
- EAA Ch. 9 Young Eagles Day (Free flights for kids): July 11
- Mid-Eastern Regional Fly-In and Car Show (Featured: Military Appreciation Day): September 12
- Champaign County Aviation Heritage Week: September 12 – 19
- Champaign County Balloon Festival: September 18 – 19

## **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.

### **2025 Activity Summary:**

Along with assisting families with their pre-planning needs, the staff at Oak Dale Cemetery had the honor of serving 90 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, continued its accreditation as a Level I Arboretum by the ArbNet Accreditation Program and The Morton Arboretum.
- Beautification projects included planting of 4 new trees, landscaping the mausoleums, and filling of the annual planters.
- The Oak Dale Cemetery Board met in four (4) sessions. They continue to develop a documented history of the establishment of Oak Dale.
- Saturday, December 13<sup>th</sup> 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 1763 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: \$18,913.28
  - ✓ Revenue: \$96,007.47
  - ✓ General Fund Subsidy: \$130,000.00
  - ✓ Expense: \$235,394.07
  - ✓ Ending Fund Balance: \$9,526.68

805: Cemetery Trust Fund:

- Purpose - Accounts for the earnings and care of various trust accounts.
  - ✓ Beginning Balance: \$15,146.27
  - ✓ Revenue: \$26,814.88
  - ✓ Expense: \$3,900.00
  - ✓ Ending Fund Balance: \$38,061.15

835: Cemetery Mausoleum Trust:

- ✓ Beginning Balance: \$ 100,979.68
- ✓ Revenue: \$18,150.00
- ✓ Expense: \$42,271.40
- ✓ Ending Fund Balance: \$76,858.28

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

2025 Operating Totals

- ✓ Burials 90
- ✓ Saturday Burials 10
- ✓ Graves sold 48
- ✓ Mausoleum Niches Sold 08
- ✓ Mausoleum Crypts Sold 04

# **COMMUNITY DEVELOPMENT**

**Doug Crabill: Manager**



## **South High Street Improvements @ Final Completion**

- 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 6, 2025 and CRA Housing Council met on Monday, March 17, 2025. Furthermore, all required state reporting was filed with the State of Ohio by the required deadline of March 31, 2025.
- In response to a PY2024 CDBG Flexible grant application that was submitted to the Ohio Department of Development back in April through the Champaign County Commissioners, a \$250,000.00 grant was awarded in early June for the rehabilitation of the downtown building at 125 S. Main Street. In addition, in late June, the Ohio Department of Development also awarded an Ohio Historic Preservation Tax Credit for this project that is valued at \$153,543.00. This grant, private investment by the property owner, and historic tax credits (state and federal) will be utilized to extensively rehabilitate this building and to remodel the vacant second story space to create a new upstairs apartment.
- Finalized an amended CRA agreement with Navistar, Inc. now known as International Motors LLC dba International Motors USA, LLC; Phoenix BTS LLC; and Shippers Automotive Group LLC for the property/facility at 1155 Phoenix Drive. This amended CRA agreement modified the job creation/retention parameters of the original CRA agreement due to current market conditions while providing for additional compensation from these companies to Urbana City Schools and Ohio Hi-Point Career Center.
- On May 23, 2025, the annexation process for approximately 219.986 acres+/- in Urbana Township along United States Highway 68 South was finalized. The petitioners for this annexation were as follows: Urbana Health Facilities, LLC (Vancrest of Urbana); Governing Board of the Madison-Champaign Educational Service Center; Board of County Commissioners of Champaign County Ohio; and Organ Farms LLC. During the annexation process, zoning map and zoning code updates were made concurrently. The undeveloped, agricultural fields within this annexation territory are anticipated to be developed for industrial uses.
- In June of 2025, the Ohio Department of Transportation awarded an additional \$494,000.00 in grant funding to the City of Urbana through the Transportation Alternatives Program toward pedestrian and ADA focused upgrades as part of the traffic signal upgrade project along the city's east to west corridor (US 36). These grant funds are in addition to the \$2,000,000.00 in grant funds that were previously awarded to this project by the Ohio Department of Transportation in September of 2024. As of late 2025, survey and preliminary design work is underway for this project.

- The Champaign County Commissioners, on behalf of the City of Urbana, submitted two CDBG grant applications totaling \$602,000.00 to the Ohio Department of Development for the Phase 3 Water Replacement Project in the Grimes Neighborhood. In addition, the City of Urbana submitted a separate grant request for \$600,000.00 and a separate loan request for \$1,000,000.00 to the Ohio Public Works Commission for this same project. This proposed project involves the replacement of water mains, valves, hydrants, and water service lines due to extensive breakage history in the Grimes Subdivision/Neighborhood, which includes portions of Grimes Circle, Grimes Avenue, North Main Street, and connecting streets within this subdivision. These grant and loan applications were successful for both CDBG and OPWC funding. However, additional loan funding is anticipated to be required through the Ohio EPA DEFA and/or the Ohio Water Development Authority to move this project toward construction. This project is estimated to exceed \$3.0 million in construction costs, and the goal is to get this project to construction by October 2026 with completion by August 2027.
- A housing study and legal work was completed for the establishment of Community Reinvestment Area #2, and legislation was approved by Urbana City Council to formally establish this area. CRA Area #2 as approved includes existing developed areas within the city and undeveloped areas, including areas previously annexed to the city on the west, northwest, and south sides of the city. As noted within the legislation for CRA Area #2, “the remodeling of existing structures and the construction of new structures within the Community Reinvestment Area #2 will serve to encourage economic stability, maintain real property values, generate new employment opportunities, and constitutes a public purpose for which the City may grant real property tax exemptions”. On January 28, 2026, the Ohio Department of Development formally designated Community Reinvestment Area #2.
- In conjunction with the Champaign Economic Partnership and Dayton Development Coalition, local business, retention, and expansion visits to local manufacturing firms were completed in 2025. These visits are anticipated to continue in 2026 as they have proven successful in supporting existing businesses.
- Project closeout and final inspection were completed for the South High Street Improvements, including a ribbon cutting ceremony that was held on July 15, 2025. At completion, the South High Street Improvements (CHP-S. High Street) (ODOT PID #112019) represents a public investment of \$7,308,388.96 with federal, state, and local funding being utilized to make this project a reality. This project was designed to better serve the traveling needs of the public. Specifically, the completed project provides improved pedestrian and bicycle access, addresses traffic-safety related concerns, corrects inadequate stormwater control, and creates on-street parking where appropriate. Furthermore, this completed project reconstructed the roadway, replaced and added curb and sidewalk, installed a storm sewer system, added shared lane markings and traffic calming measures, and replaced water lines and sanitary sewer lines.
- In the fall of 2025, the Ohio Department of Transportation announced that the City of Urbana will be included as a local stop on a new intercity bus route operated by GoBus that will connect Toledo, Dayton, and Cincinnati with twice daily service in both directions. This new service is anticipated to start in the 1<sup>st</sup> Quarter of 2026, and the City of Urbana is partnering by providing the local bus stop location.

# ENGINEERING

Tyler Bumbalough: City Engineer

## Major Projects Completed

- 2025 Sidewalk, Curb and Gutter Replacement Program – The City contracted with DL Smith Concrete for \$883,101.00 after a competitive bid process to do sidewalk, curb and gutter piecemeal replacements where marked sections were not yet done along S. Walnut Street, Abbey Lane, W. Water Street, Hovey Street and Eichelberger Drive. In addition, they performed piecemeal sidewalk replacement and wholesale curb and gutter replacement along N. Main Street north of Washington Avenue/Gwynne Street. This completed the new curbing for all our major State and U.S. routes in town. The final invoiced amount was \$869,458.15, and also included curb ramps where needed. DL Smith Concrete finished the work in mid-August ahead of paving.
- Municipal Building-East Market Street Concrete Improvements – DL Smith Concrete was the low bidder for this work as well, at \$167,869.00. They replaced all the concrete along the Municipal Building’s northern frontage from S. Main Street through the drive approach to the rear City parking lot. This included sidewalk, curb and drive aprons for the Fire Department bays and Box 13 driveway. Additionally, a catch basin devoted to Fire Department wash water and protective bollards were installed. Finishing touches included a new bike rack and a relocated informational sign. Because we added some asphalt repair and the drive approach/curb into the rear City parking lot, the final invoiced amount was \$180,940.25.
- 2025 Crack Sealing Program – The crack sealing program bid in late March having a lowest and best bid price of \$49,240.00 (Scodeller Construction Inc.). Work was completed in August. Local streets that were crack sealed included the following: Lippencott Lane, Dellinger Road (shared with Salem Township), Washington Avenue, Crescent Drive, Ames Avenue, S. Rohrer Street, Norwood Avenue (S.R. 29), Hitt Street, Elbert Street, Elm Street/Ann Street, Gwynne Street, Mosgrove Street, U.S. 68
- South, E. Broadway Street, Wards Lane, Phoenix Drive, Wooddale Drive, Amherst Drive, Finch Street, Boyce Street, Fountain Circle, Diamond Court, N. Russell Street, Weidmann Way, Union Alley, Railroad Street, E. Powell Avenue and Taft Avenue. The final cost for the City of Urbana was \$48,446.34. This excluded the township cost of \$793.66.
- 2025 Asphalt Program – The asphalt program was bid in late-April with Barrett Paving Materials Inc. as the lowest and best bid received at \$325,825.00, which was about \$100,000 less than the Engineer’s Estimate. Street paving work took place (after the piecemeal curb and sidewalk was completed) beginning the first week in October. Local streets included for paving were at least sections of the following: S. Walnut Street, Abbey Lane, S. Russell Street, College Street, W. Water Street, Hovey Street, Eichelberger Drive and W. Broadway Street. Work included full depth asphalt repairs, milling, chip sealing as an interlayer, asphalt surfacing, manhole casting and water valve box adjustments and berm gravel. Due to the low bid amount we were able to add on Muzzy Road/College Way from South Edgewood Ave. to Dewey Ave. This was another \$190,906.30 onto the original contract, but another much needed chunk out of Urbana’s paving backlog. The total amount invoiced ended up being \$497,659.30.
- 2025 Striping Program – This year’s pavement marking (striping) project was bid as in years past by Miami Valley Communications Council for a group of cities. Three bidders participated and Urbana’s lowest and best bid was by A & A Safety at \$11,477.27. Streets that were at least partially restriped this year: S. Edgewood Avenue (including layout costs due to new chip and fog seal performed by Champaign County), U.S. 68 South, E. Powell Avenue, Washington Avenue and S.R. 54. Stop bars at East Lawn Avenue and E. Ward Street were removed as well as school symbols on roads no longer hosting an elementary school. The final invoice amount was \$11,893.98.

- The City contracted with the Champaign County Engineer’s Office to perform chip seal and fog seal on James Avenue (which was repaired in 2024) and S. Edgewood Avenue. Using the County through a force account agreement helps save the City money. Fog seal is a helpful treatment used by the County to seal stone in place after a chip seal. The overall cost of these two locations was \$41,524.65. Work took place in August.
- ODOT paving on N. Main Street (US 68), via a State paving contract with John R. Jurgensen Company, was completed in October. Paved areas were from Washington Avenue/Gwynne Street all the way to the Logan County line. Due to a curb and gutter installation issue at Poe, both the concrete and asphalt contractors had to return to rectify ponding water. John R. Jurgensen Company will have to return in the Spring due to continued standing water at Poe and a couple other punch list items. The entire paving contract was worth \$2,422,468.59, though the City’s 20% cost share was only on the portion of the project within the City limits (\$158,252.00).
- 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 implemented. The City opened bids in May 2023 with R.B. Jergens Contractors, Inc. as the only bidder at \$6,733,425.85. The final contract value was \$7,308,388.96 due to unforeseen utility issues primarily. 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. Although there was approximately \$2.3 million in OPWC loan funding at 0% interest available, only \$510,630.52 was utilized due to the extra grant received mid-project. A Ribbon Cutting Ceremony was held on July 15, 2025, to celebrate the completion of the project and to thank the community and neighbors for their patience during the project.



**South High Street/West Reynolds Street Intersection (June 2025)**

- Park Avenue Storm Sewer Project – The City made application to the Ohio Public Works Commission in July 2024 (~50% construction grant funding) for the Park Avenue Storm Sewer Project, which extended a storm main down the median of Park Avenue to the intersection of Park Avenue/S. Kenton Street. This accomplished three things: 1) helped the intersection drain with the addition of catch basins; 2) reduced runoff inundating the Henry Street/S. Kenton Street intersection; and 3) prepared a stormwater outlet location for any development at the northeast corner of E. Powell/S. Kenton. The contract was awarded to C. G. Construction & Utilities, Inc. for \$120,825, which was the lowest and best bid of eight received. The Bid Express platform was used for the very first time in soliciting and receiving bids on this project. Needless to say, bids were competitive; the Engineer’s Estimate was \$170,000 and all eight came in under.

## Sharing Our Vision for 2026 and Beyond

- CHP-Urbana Bike Trail Safety Improvements – The City obtained grant funding through ODOT starting in 2022 for the design and construction of two improved bike trail crossings. The affected crossings were the Miami Street and N. Main Street intersections with the Simon Kenton Trail. The objective on Miami Street was to add Rectangular Rapid Flashing Beacons (RRFBs) at the crosswalks like we have downtown while the objective at N. Main was 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. Bids were opened in late-February with Park Enterprise Construction Co., Inc. as the sole bidder at \$735,021.00. The engineer’s estimate for the project was \$658,145.06. The contractor completed most of the work in 2025. However, some items, such as the overhead RRFB mast arm on Miami and all the electrical connections, will have to be completed in early 2026. The bike trail and roadways were reopened in late October, although the RRFBs are not yet functional.
- 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). The project bid in March (one bid, greatly exceeding the Engineer’s Estimate) and then rebid in May (three bids, one of which was below the revised Engineer’s Estimate of \$781,998.80). Majors Enterprises Inc. was the lowest and best bid at a cost of \$682,468.02. Construction is stipulated for completion by July 31, 2026. Majors Enterprises will begin construction in Spring of 2026 under a 90-day closure.
- Tee pads at the 18-hole Urbana Hilltop Disc Golf Course will be replaced using a \$19,605 grant from ODNR NatureWorks. The other portions of the project cost will come from the Urbana Hilltop Disc Golf Club (\$9,000) and the City (\$1,047.82). The contractor, IntegrityContractors LLC of Houston, OH, will attempt to perform the work while the ground is frozen early this year. Their quote was chosen as the lowest and best at \$29,652.82. The previous asphalt tee pads had become worn and slick, hence the desire for new concrete tee pads with a heavy broom finish.
- Phase 3 Water Replacement Project – Grimes Neighborhood is a water main and service replacement project aimed at replacing aging infrastructure. The overall Engineer’s Estimate for the construction of the project is \$3.02 million. Financial burdens will be lessened by an in-house design. However, assistance is necessary to complete the construction. The City of Urbana plans to use \$600,000 in grant money from the Ohio Public Works Commission (OPWC), \$1,000,000 in 0% interest loan money from OPWC, \$602,000 in two different Community Development Block Grants (CDBG), local match money and DEFA loan funding through the Ohio EPA to cover the gap. All of Grimes Circle and Grimes Avenue as well as the connector street parallel to U.S. 68 will be affected. This project cannot start until fall 2026 at the earliest due to the timing of grant agreements.
- 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. An additional ODOT Transportation Alternatives Program (TAP) grant was awarded \$494,000 in June 2025 for additional pedestrian improvements, including connecting sidewalks and crosswalks at the east-side U.S. 36/S.R. 29 split. The project is expected to be constructed in 2028 and is currently in design by Compass Infrastructure Group.
- The Sidewalk, Curb and Gutter Program for 2026 is planned for at least portions of Bon Air Drive, Camelot Drive, Pine Tree Drive, Cambridge Drive, New Haven Drive, Parkway Boulevard, Players Court, Bentwood Court, Pro Circle and S. Jefferson Avenue (1 lot). The City plans to do piecemeal curb and sidewalk replacement on these streets, with much of the work started in 2025 by private contractors

on behalf of the owners. In addition, the City will add curb ramps along the portions of Parkway Boulevard with sidewalk. Lastly, catch basins will be repaired or replaced as identified beforehand. All this will prepare the roads to be paved. The 2026 Sidewalk, Curb and Gutter Program will be bid in February.

- The 2026 Asphalt Paving outlook will include at minimum portions of the following streets: Bon Air Drive, Camelot Drive, Pine Tree Drive, Cambridge Drive, New Haven Drive, Parkway Boulevard, Players Court, Bentwood Court and Pro Circle. ODOT Urban Resurfacing is planned for 2026 on S.R. 55 from S. Main Street (U.S. 68) to the western corporation limits. ODOT has received three bids for this project under the Engineer's Estimate. A & B Asphalt Corporation is the apparent low bidder at \$461,961.27.
- The 2026 Asphalt Maintenance Program is proposed to be crack sealing, striping, asphalt rejuvenator, chip seal and fog seal. 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. A test block of asphalt rejuvenator called Reclamite was applied to the surface of S. High Street between W. Market Street and W. Water Street in 2025. The aim will be to apply rejuvenator to the rest of S. High Street to extend the life of the pavement another 5-7 years. Though this technology has not been used in the City prior to now, it has proven very effective for Champaign County and other government agencies who have applied it 1 to 3 years after the asphalt surface goes down. Finally, a combination chip seal/fog seal is planned for Children's Home Road and East Lawn Avenue (north of Children's Home). The County Engineer's office has provided a cost estimate for this force account work, which will be split between the City and Urbana Township.

### **Miscellaneous Accomplishments**

- Private projects, such as Wawa, Marathon Gas Station (N. Main), Seth's Produce and Garden Center, Sutphen Parking Lot Addition, Orbis, Champaign Aviation Museum, Dugan Place, and a potential industrial site along South U.S. 68 garnered attention during 2025.
- The City applied for the LUC Regional Planning Commission's Surface Transportation Block Grant in October. Governmental entities in Champaign and Logan Counties were invited to apply. Since scoring looked favorable, Urbana could stand to receive over \$750,000 in grant dollars for engineering design, right-of-way services, right-of-way acquisition and construction for the aforementioned US 36 Signals project.
- Clay Miller, Engineer Technician, managed sidewalk, curb and gutter projects as his main task in 2025. This primarily consisted of inspection for the 2025 and 2026 City programs mentioned previously. He was also the primary inspector for the Municipal Building-East Market Street Concrete Improvements, Park Avenue Storm Project and our asphalt resurfacing and preservation programs.
- Alyssa Tomkins, Engineering Administrative Assistant, organized a searchable digital inventory of City easements/properties from paper records the City maintained. She was also extremely helpful in the administration of the Sidewalk, Curb and Gutter Program and sorting/digitizing old plan sets.
- Engineering completed inspections for 155 right-of-way permits issued. Most of these were related to the sidewalk, curb and gutter program, although one of the larger permits authorized AT&T to install fiberoptic cable underground within City right-of-way from the north corporation line to the south corporation line. This project is still ongoing.
- Just over 100 zoning permits, including Marathon (N. Main), All Aboard Storage and Dugan Place (mass grading and stormwater review), were reviewed by Engineering before being referred to Zoning.
- Five (5) 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.
- Six (6) new addresses were issued.

# **FINANCE**

**Matt Wellbaum: Director of Finance**

## **2025 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](http://www.urbanaohio.com). Please visit individual department web pages for information specific to each area.

### **Utility Billing**

Utility Billing has an employee headcount of 2 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:

- 78% Withholding Income Tax - Employer withholds tax from employee wages and submits to the city on a monthly or quarterly basis.
- 14% 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.
- 7% 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. We also have the ability to pay our vendors electronically via ACH if that is their preferred method.

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 also accountable to lead and oversee the annual city audit. In 2025 the City received the Ohio Auditor of State Award for excellence in financial reporting in accordance with Generally Accepted Accounting Principles (GAAP) and compliance with applicable laws for the fiscal year ended 2024.

Our cloud-based Accounting software 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 Flowmodule also allows for a more efficient payment process. All purchase orders/expenditures \$2,500 or over must be approved by the City's Board of Control. City Council approves all purchase orders/expenditures \$50,000 and over.

The following chart provides expenses by department from the originally appropriated budget for calendar year 2025.

<b>General Fund Actuals by Department</b>	<b>FY25 Actual Expenditures</b>	<b>% of Budget</b>
City Council	\$93,529	1.04%
Community Development	\$152,100	1.69%
Engineering	\$471,835	5.25%
Finance - All Departments	\$763,014	8.49%
Fire/Ambulance	\$2,488,784	27.68%
Law Department	\$351,751	3.91%
Mayor/Administration	\$391,134	4.35%
Misc. Non-Departmental	\$690,042	7.67%
Mulch/Compost	\$29,346	0.33%
Municipal Court	\$868,780	9.66%
Parks & Recreation - All Departments	\$381,634	4.24%
Police	\$1,968,519	21.89%
Public Works & Property	\$189,948	2.11%
Zoning Compliance	\$151,023	1.68%
<b>Grand Total</b>	<b>\$8,991,439</b>	

The following chart provides actual revenue breakdown by type of revenue for the calendar year 2025

<b>City of Urbana - General Fund</b>		
<b>FY2025 Actual Revenues</b>		
	<b>2025</b>	<b>% of</b>
	<b><u>Budget</u></b>	<b><u>Budget</u></b>
Local Taxes	\$747,417	7.8%
State-Shared Taxes	\$341,002	3.6%
Intergovernmental	\$235,016	2.5%
Recreation Collection	\$15,221	0.2%
Pool collections	\$68,437	0.7%
Charges for Services	\$1,563,574	16.3%
Licenses & Permits	\$21,877	0.2%
Court Collections	\$476,530	5.0%
Miscellaneous	\$289,340	3.0%
Reimbursements	\$1,036,134	10.8%
Municipal Income Tax	\$4,784,369	49.9%
<b>Total Revenue</b>	<b>\$9,578,916</b>	

# **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 is operational organized into three shifts, each consisting of 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 897 logged training hours in 2025. In addition, the following personnel have obtained individual certifications to help improve the division:

- Captain Croker: Fire Officer IV, from Bowling Green University
- Lieutenant Nitchman: Leadership in Supervision, from the Ohio Fire Academy

UFD is at full staffing with the addition of its newest Probationary Firefighter Dylan Newman. Additionally, during 2025 Firefighters Fulling and Lawton successfully completed their yearlong probationary training. Further, Firefighter Sidders was named firefighter of the year and Firefighter Perry received the division's fitness award.

## Equipment

In late 2025, Medic 1 was involved in an accident and is currently undergoing evaluation for repair. Additionally, UFD is in the process of replacing Engine 2, a 2004 Pierce fire engine and Truck 1, a 1997 Pierce bucket ladder truck. In 2025 the division secured \$4,785.14 in grant funding to purchase equipment that supports and enhances operational capabilities.

## 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.

UFD receives compensation for EMS incidents. In 2025, UFD updated its EMS billing policies by implementing a dynamic billing model based on usual and customary fees. Billing is processed through a third-party provider, and in 2025 the division received more than \$700,000 in EMS revenue.

In 2025, UFD responded to 69% 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>2025</u>
EMS	1431	1564	1885	2408	2524
Rescue	N/A	145	148	130	303
Fire	396	418	515	357	256
<b>Total Incidents</b>	<b>1827</b>	<b>2127</b>	<b>2548</b>	<b>2895</b>	<b>3083</b>

Table 2 presents a comparison of the division's EMS, rescue, and fire incidents between 2024 and 2025. In 2025, out of a total of 2,524 EMS incidents, 1,892 involved transports, representing over a 75% transport rate.

**Table 2 2024 to 2025 Division Incident Summary**

<u>Incident Type</u>	<u>Total Incidents</u>		<u>Percent of Total</u>		<u>Daily Average</u>	
<u>Year Comparison</u>	<u>2024</u>	<u>2025</u>	<u>2024</u>	<u>2025</u>	<u>2024</u>	<u>2025</u>
EMS	2438	2524	80%	82%	6.66	6.92
Rescue	303	303	10%	10%	.83	.83
Fire	291	256	10%	08%	.80	.70
<b>Total Incidents</b>	<b>3032</b>	<b>3083</b>	<b>100%</b>	<b>100%</b>	<b>8.29</b>	<b>8.45</b>
Multiple Incidents in Progress	570	594	19%	19%	1.56	1.63

## 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 17% of all the divisions incidents, and generated an additional \$471,683 in contract revenue. Table 3 compares the number of incidents in the townships from 2024 to 2025.

**Table 3 2024 to 2025 Township Incident Summary**

<u>Incident Type</u>	<u>Urbana Township</u>		<u>Salem Township</u>		<u>Concord Township</u>		<u>Total Townships</u>	
	2024	2025	2024	2025	2024	2025	2024	2025
EMS	403	360	44	39	16	24	463	423
Rescue	59	45	17	11	N/A	N/A	76	56
Fire	69	38	9	7	N/A	N/A	78	45
<b>Total Incidents</b>	<b>531</b>	<b>443</b>	<b>70</b>	<b>57</b>	<b>16</b>	<b>24</b>	<b>617</b>	<b>524</b>

## 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 2025 the division asked for and received mutual aid 103 times and provided mutual aid 73 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.
- Senior communities typically result in increased demand for services. With approximately 20% of the City's population either at or nearing the senior age group, EMS demands is expected to rise.
- The NFPA staffing standard to fight a residential structure fire safely is 17 firefighters available within the first 10 minutes. The division averaged 1.63 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 2025 Summary of EMS and Fire Risk Reduction Activities**

<u>Activity</u>	<u>Type</u>	<u>Amount</u>
CPR Cards Issued	EMS	99
Car Seats Installed	EMS	37
Community Paramedic Referrals	EMS	30
Safety Inspection	Fire	1769

## **Sharing Our Vision for 2026 and Beyond**

In 2026, UFD plans to submit specifications for a new fire engine 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 2025, Council met for 24 Regular Sessions. The Law Director attended meetings, and 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 2025, Council passed 24 Resolutions and 31 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 2025, 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 represented the City in lawsuits filed by the City 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.

#### **Public Records Retention Schedules**

The Law Director and his staff completed the overhaul of the Records Retention Schedules for each Department and Division of the City of Urbana in 2024. In January of 2025, the City’s updated Records Retention Schedules were approved and signed by the State Archives. Work continued in the form of assisting each Department and Division with maintenance of records. The records committee has their next meeting in February of 2026.

#### **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 2025 calendar year, the Law Director also assisted in enforcement of nuisance and zoning code violations in his capacity as Municipal Court Prosecutor.

### **Public Records Request Procedures**

Great strides were made in the efforts to standardize and streamline the process of fielding, addressing, and fulfilling public records requests sent to the various Departments and Divisions. A procedure for consistent Law Director review and assistance was implemented.

### **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 2025, the Law Department prosecuted approximately 2,936 cases, with a total of 3,790 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 North Lewisburg, and Mechanicsburg.

### **Victim Advocacy**

In September of 2025, Daysi Cusick joined our office as a victim advocate/legal assistant. Through utilization of the VOCA Grant, which was successfully secured, the Municipal Court Prosecutor's office Victim Advocacy Program continued to support individuals impacted by crime by ensuring their rights were upheld and their voices were heard throughout the legal process. Through close collaboration with court staff and Law enforcement, the program improved victim engagement.

### **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 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.

### **Diversion**

In 2025, 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

2025 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:

- Repair several Ballfield backstops around Melvin Miller Park to straighten and strengthen
- Complete extensive cleanup of Melvin Miller pond island area
- Continue bull pin clean up at old maintenance building
- Complete trimming street trees in 600 block of Scioto St.
- Ballfield preseason prep, rolling the fields and adding diamond mix as needed
- Continue maintenance building organizational and various preseason field equipment projects
- Layout and paint 4 spring season club soccer fields
- Freshen up Slow Pitch concession interior with new paint and replace 1<sup>st</sup> floor interior lighting
- Check over and complete annual preventative service of Park and Airport mowing equipment
- Complete field prep for baseball and softball season- adding 32 ton of diamond mix as needed
- Tree Commission along with park employees planted
  - 3 trees at Corner Kenton and Ward Streets
  - 4 trees in Melvin Miller Park in Hillside disc golf area- east of maintenance bldg.
- Continue to trim street trees around the city in addition to several Melvin Miller park trees
- Replace all swing saddles at Barbra Howell Park
- Repair exterior pool fencing and install privacy screening per request of YMCA
- Remove, repair and reinstall pond decorative fountain with new power lead
- Trim up many trees around park and bike path for better accessibility and clearance
- Edge sidewalks and curbs amongst different locations on city grounds properties
- Strain both park footbridges and pump station fence
- Completion of quad field parking lot paving project and complete backfill of final grade and sow seed
- Completion of sidewalk to entrance of pickleball area
- Multiple grass seed projects in park including Field 6 embankment wash out
- Park staff replaced 2 damaged memorial trees at Melvin Miller Park
- Continue daily responsibilities of the parks, nuisance/ city wide mowing, airport, roundabout and municipal buildings
- Construct planting bed at South of City around new placed welcome sign that was relocated thanks to Street department- installing appropriate plant material and mulch



## **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 2025 a total of 8 nests were destroyed, a sharp decline from previous years indicating successful results from this preventative program.
  - Goosebuster is contracted again through Mid-October of 2026 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; 2025 marked our 9<sup>th</sup> 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
- Host 2025 Champaign County Leadership class at Melvin Miller in Deck Building
- Senior service day held on April 24 at Melvin Miller Park where all the picnic tables were scraped and painted
- Hosted another Urbana High School Boys and Girls Tennis Season at the Melvin Miller Tennis Courts;
- Hosted Spring club soccer season
  - 3 soccer fields
  - 90 participants in total.
- Prepared and completed YMCA recreational baseball and softball season for children ages 3-15.
  - 298 participants in total.
- Prepared, scheduled and orchestrated club and travel baseball season for children 8-13 years of age
  - consisting of 6 teams with around 70-80 players.
- Hosted Champaign County Arts Counsel- Sounds of Summer on June 6<sup>th</sup> along with the Monument Square District’s- Rock the Monument 4 miler
- Annual Safety-town program for incoming Kindergarteners- held by Urbana police department in Deck Bldg.
- Host Barbara Howell Park for 4th annual Black Heritage Festival
- Hosted multiple tournament field rentals along with several Disc Golf events.
- Prepare Airport grounds for 4<sup>th</sup> of July and MERFI fly in events
- Pee wee tackle and flag football
  - 80 participants in total;
- Fall recreation and club soccer season
  - 11 soccer fields – ages 3-14
  - 230 participants in total
- Over 80 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 25<sup>th</sup>.

## Our Vision for 2026 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;



### Interim Chief Joshua A. Jacobs 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.”

#### 2025 Activities

**Staffing** – At the close of 2025, we remained three sworn officers short of full staffing. Our most recent individual hired in August graduated from the Ohio State Highway Patrol 153<sup>rd</sup> Basic Police Academy on January 16, 2026. He will soon begin his Field Training Program. During 2026, 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 13, 2025, 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 seventh 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 2024-25 school year – Officer Ervin handled 114 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 & Bobbers programs and then is assigned to fill in on police patrol shifts.

**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. In 2025, we were fortunate to be able to keep the Investigative Unit open. Sergeant Jason Kizer, a nineteen-year veteran of the division, continued to take the responsibility of managing our Investigative Unit and Officer Robbie Evans, a twenty-year veteran of the division, continues 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:            2025    2024    2023    2022    2021    2020    2019    2018    2017  
   **124**    109    150    231    309    365    473    550    724
- Our **Drug Drop Box** took in 116.0 lbs. of old, unused medications for disposal purposes.
- During our two **Drug Take-back** days, held in April and October, we took in 31.0 lbs. of old, unused medications for disposal purposes.
- We continued our partnership with the METRICH Drug Enforcement Unit.

**Grand Jury Cases** -- In 2025, Urbana police presented 5 criminal cases to the Champaign County Grand Jury resulting in 231 criminal indictments.

<u>Champaign County Grand Jury</u>	<u>Cases</u>	<u>Indictments</u>
Champaign County Sheriff Dept.	59	238
<b>Urbana Police Division</b>	<b>56</b>	<b>231</b>
Mechanicsburg Police Dept.	6	15
North Lewisburg Police Dept.	1	2
Ohio State Patrol	<u>1</u>	<u>2</u>
<b>Totals</b>	123	488

**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>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total # of RTR reports	12	9	8	17	19	28	32	24
Total # of FUR reports	17	14	8	12	12	15	12	8
# of incidents OC spray used	0	0	0	1	2	1	2	2
# of incidents ASP baton used	0	0	0	0	0	0	1	0
Flashbang	0	0	-	-	-	-	-	-
Less Lethal Shotgun	0	0	-	-	-	-	-	-
Pointed a Firearm at a person	5	2	-	-	-	-	-	-
Discharge a Firearm at an animal	12	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>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Total # of PRI’s	2	2	1	3	6	3	6
Total # resulting in Oral Reprimand	0	0	0	0	0	2	0
Total # resulting in Written Reprimand	0	0	0	0	1	0	1
Total # resulting in Suspension	1	1	1	1	0	1	1
Total # resulting in Termination/Resignation	0	1	0	1	3	0	0
Total # resulting in other Sanctions	0	0	0	0	0	0	1
Total # resulting in Unfounded or Exonerated	1	0	0	1	2	0	3

**Outreach Efforts in 2025** - 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 2025, 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 oversees this outreach effort for us where over 2000 plastic eggs with treats inside are “hidden” and found by local youngsters. Students from the UHS National Honor Society and DECA assist us with filling and hiding the eggs.

- **Safety Town** – In June we conducted two classes of Safety Town where we hosted 27 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, Officer Damion Williams, Officer David Findley, Sergeant Logan Dunn and Lieutenant Josh Jacobs participated in the annual Law Enforcement Torch Run, a 2.3 mile run from the Kroger parking lot to the Coffee Depot parking lot. Over the last six years that the Urbana Police Division has participated in this worthwhile cause, we have raised \$1,650 for the Ohio Special Olympics.
- **COPs & Bobbers** – In June, we held our third annual Cops & Bobbers fishing program for area youngsters to enjoy. Held at the ponds at Pointe North Nature Park, 35 youngsters participated and received a free fishing pole and tackle box with fishing equipment to keep. This year we partnered with Urbana Mercy Health Hospital. Those helping from the UPD included Sergeant Jason Kizer, Officer Robbie Evans, Officer Tristin Williams, Officer AJ Ervin, Officer David Findley, Officer Luke Hiltibran and Chief Matt Lingrell. The day was used to help connect kids with police officers by learning and participating in a fun day of fishing together.

**2025 Citizens Police Academy** – Beginning in September and running six consecutive Thursdays, from 6 – 9 p.m., we conducted our third Citizens Police Academy program. During these six weeks, our class of 12 local citizens learned about the day-to-day operations of the police division. The Academy Commander for 2025, Sergeant Jason Kizer, oversaw the weekly classroom presentations, practical exercises, and field trips for the academy class. Many UPD officers, along with Champaign County Municipal Judge Greg Harvey 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 2025 UPD Citizens Police Academy**

Back row (l-r): Sergeant Seth Lingrell, Mike Stewart, Chris Massie, John Hannah, Mark Towler, Officer Robbie Evans

Second Row (l-r): Officer David Findley, Mike Pelfrey, Carla Pelfrey, Angela Kearns, Leslie Massie, Lieutenant Josh Jacobs

Front Row (l-r): Chief Matt Lingrell, Krista Lingrell, Adam Angles, Margaret Mitterholzer, Eliah Smith, Sergeant Jason Kizer

**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 2025, we collected and disposed of 116.0 pounds with this program. The Drug Enforcement Agency (DEA) disposes of our collected drugs for us safely. We also held two off-site Drug Take Back Day events where we collected another 31.0 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** –The FOP oversees our efforts in making Christmas special for some Urbana families. This program is made special by having local citizens and organizations assist the FOP with donations used for helping those in need. In 2025, 39 children from 10 different families received a special gift or two.

### **New Equipment in 2025**

- 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 identify vehicles, and eventually suspects, who were involved in crimes in the City of Urbana. In 2025, we added two additional FLOCK cameras to the six cameras we originally bought in 2024. Using the system, we've had success in recovering multiple stolen vehicles, solved hit-skip crashes, and identified many vehicles used in other crimes. With the addition of the two cameras in 2025, The Flock system cost \$24,300.00 in 2025.
- We purchased a new Police Ford Interceptor SUV for front line use by the Patrol Unit. The overall cost for this vehicle and outfitting it with a police package was \$65,524.40.

- In 2025, we developed a Capital project that involved the replacement of the handguns that Urbana Police Officers carried on their person. The purpose of the project wasn't just to obtain new handguns. The main purpose of the project was to allow for officers to have better vision in low-light, tactical situations, along with improving accuracy when using their handguns. The project involved the purchase of new Glock Model 45 9 mm handguns, mini-flashlights that would attach to the new handguns and red dot laser sights. The total cost of the project was \$25,100.30. After trading in our Glock 17 handguns that we carried and 38 miscellaneous forfeited guns, the project's final cost was \$15,350.30. The new guns and accessories are expected to be received and put into use (after training and qualifications) in the first quarter of 2026.
- Near the end of 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. The new Intoximeter DMT machine arrived in the spring of 2025.
- Three new ballistic vests for officers were purchased in 2025 as replacements for some officers (vests must be replaced every five years). The total cost for the vests was \$4,823.00; \$3,617.00 of this cost was reimbursed to us through grant money, making our final cost \$1,206.00.

### **Training 2025**

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

- During 2025, the division received 24 hours of state-mandated Continuing Professional Training provided by the North Coast Polytechnic Institute. Topics covered included: ***Use of Force, Arrest, Search & Seizure, Legal Updates, Ethics Law, Officer Trauma and Wellness, Report Writing, Vehicle Dynamics, Leadership, and Domestic Violence.***
- In January, Officer Tristen Ruef and Officer Lance Turner attended a 40-hour course on ***Crisis Intervention Training (C.I.T.)***. All officers attend this training within their first year with the department so they can learn skills on how to deescalate situations with words and help those in mental health crisis.
- In February, Sergeant Jason Kizer and Sergeant Logan Dunn attend a 24-hour training course on ***Street Gang Investigations***. Even though Urbana doesn't have a gang problem, it is important to have a couple of officers who could recognize signs of street gangs if gangs did try to start in our city.
- In June, Sergeant Logan Dunn attended a 16-hour training on ***Background Investigations***. Sergeant Dunn will now be able to assist in the background hiring process of new officers.
- In June, School Resource Officer A.J. Ervin and Sergeant Seth Lingrell attend 16-hours of training for school safety issues at the ***Ohio School Safety Summit***.
- In 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 2025 Ohio SRO Conference in Sandusky, Ohio.
- In October, Sergeant Seth Lingrell attended a 32-hour ***First Line Supervision*** training hosted by OPOTA. This training provides new first line supervisors training on how to manage subordinates and deal with issues that affect Sergeants.
- In October, Officer Robbie Evans attended ***Finding Words***, a 40-hour forensic training course that enables investigators to be able to interview children that are victims of sexual and physical abuse.

**Urbana Police Division Activity Statistics for 2025**

	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Calls for Service	11,782	12,579	11,952	1,307	11,181	11,248	13,618	14,688	14,279
Arrests	824	1,085	1,201	1,125	1,179	1,460	1,704	2,000	2,116
Felonies	143	195	161	197	264	391	358	402	546
Misdemeanors	681	890	1,040	928	915	1,069	1,265	1,598	1,570
Offense Reports	1,045	1,230	1,403	1,436	1,573	1,741	2,103	2,288	2,271
Homicides	0	0	1	0	0	1	0	0	0
Robberies	0	2	2	1	3	1	5	1	5
Burglaries	15	5	20	25	30	47	30	53	70
Rapes	10	12	10	12	10	10	16	15	6
Sexual Assaults	13	28	20	15	18	23	23	25	23
Assaults	69	80	88	124	107	119	114	181	149
Thefts	184	204	273	228	211	285	298	398	433
Auto Thefts	7	9	16	20	21	10	21	29	28
Forgery/Fraud	12	21	20	14	15	19	23	37	47
Vandalism/Crim. Damaging	64	73	103	124	104	167	131	152	167
Drug Offenses	124	109	132	221	309	319	473	404	529
Traffic Citations	806	849	748	597	434	539	891	1,265	989
OVI's	39	53	34	25	69	59	78	96	86
DUS's	137	123	121	106	97	99	183	231	165
Speed	32	36	92	58	94	36	78	165	80

**Urbana Police Division Activity Statistics for 2025**

	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Traffic Control Device	20	23	50	36	42	31	37	57	41
Parking Citations	4	8	15	16	6	3	11	37	25
Crash Reports	327	353	290	289	348	311	360	421	405
Fatal Crashes	1	0	2	1	0	0	1	0	0
Mental Health Complaints	163	151	370	270	186	151	131	52	69
Suicide (includes attempts)	12	8	6	6	16	20	22	36	23
Curfew	3	9	4	4	9	6	17	39	20
Alarms	726	721	999	789	1,012	920	771	911	887
Dead Body (non-criminal)	9	6	13	7	3	6	16	17	10
Business/House Checks	892	1,305	454	161	141	120	611	1,046	1,562

### **Special Recognitions**

Throughout 2025, several officers or citizens were recognized for their special efforts and successes for the division and to the community. Those honored were:

In January, during the annual recognition luncheon of the Logan-Champaign Mental Health Drug and Alcohol Board, **UPD Officer Tristin Ruef** 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 2025 recognition luncheon, held in Columbus, of the Ohio Chapter of Mothers Against Drunk Driving (MADD), **UPD Sergeant Logan Dunn** was recognized for his 2024 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 Jason Kizer      Officer Robbie Evans      Officer Damion Williams      Officer Major Stratton**  
**Officer Tristin Williams      Officer David Findley**

### 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 (3x)      Sergeant Logan Dunn      Sergeant Seth Lingrell**  
**Officer Robbie Evans(2x)      Officer Mike Cooper      Officer Luke Hiltibran      Officer Keith Hurst**  
**Officer Tristin Williams      Officer Damion Williams      Officer Major Stratton      Officer Tristen Ruef**  
**Officer David Findley(2x)      Officer Hunter Quick**

### Distinguished Duty Award

A citation award for: (1) an individual or unit signifying high commendation for efforts to carry out safely, or, improve a police patrol or tactical operation, or, (2) demonstrated a high degree of personal initiative by contributing significantly to achievement of law enforcements goals, or, community policing program which benefits both the public and the division.

**Sergeant Seth Lingrell      Officer Luke Hiltibran      Officer A.J. Ervin      Officer Hunter Quick**

### 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                                      Sergeant Seth Lingrell**  
**Officer Robbie Evans                                      Officer Luke Hiltibran                                      Officer A.J. Ervin**  
**Officer Tristin Williams                                      Officer Damion Williams                                      Officer David Findley**

### Life Saving Award

An award signifying commendation for an act performed in the line of duty, which, through disregard of personal safety or prompt and alert action, results in the saving of a life.

**Sergeant Jason Kizer      Officer Robbie Evans      Officer Luke Hiltibran      Officer David Findley**

TOP Shot Award 2025

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 2025

Officer with the highest arrest totals of Drivers Operating a Motor Vehicle While Under the Influence of Alcohol and/or Drugs.

**Sergeant Todd Pratt and Officer David Findley (9 OVI arrests each)**

American Police Hall of Fame

A national award that recognize law enforcement officers for exceptional bravery, valor, and service. These awards honor actions ranging from life-saving, on-duty courage to career-long dedication.

**Chief Matt Lingrell      Sergeant Shawn Schmidt**

Physical Fitness Award

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

(16 officers passed the fitness testing with an overall division average of 80.24%)

<b>Chief Matt Lingrell</b>	<b>Lieutenant Josh Jacobs</b>	<b>Sergeant Jason Kizer</b>	<b>Sergeant Logan Dunn</b>
<b>Sergeant Seth Lingrell</b>	<b>Officer Robbie Evans</b>	<b>Officer Mike Cooper</b>	<b>Officer Luke Hiltibran</b>
<b>Officer A.J. Ervin</b>	<b>Officer Keith Hurst</b>	<b>Officer Tristin Williams</b>	<b>Officer Damion Williams</b>
<b>Officer Major Stratton</b>	<b>Officer Tristen Ruef</b>	<b>Officer Lance Turner</b>	<b>Officer Hunter Quick</b>

**Sharing our Vision for 2026 and Beyond**

- For the first time in 14 years, we will be under the direction and guidance of a new Chief of Police.
- We will purchase and train select officers to be certified to operate a DRONE system for use during police incidents.
- We will send many of our officers to different trainings to improve their law enforcement abilities and leadership abilities, to better enhance the service that the police division provides the City of Urbana.
- 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 want to thank Chief Lingrell for his dedication, leadership and love that he provided, not only to the men and women of the Urbana Police Division throughout his 41+ year career, but to the City of Urbana as a whole. Your guidance and wisdom will be missed. We wish you the best in your retirement.

I would like to thank Mayor Bean, retired Director Brugger, Director Mitchell, 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 2025. I’d also like to thank the community and those leaders and citizens who always seem to be there right 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

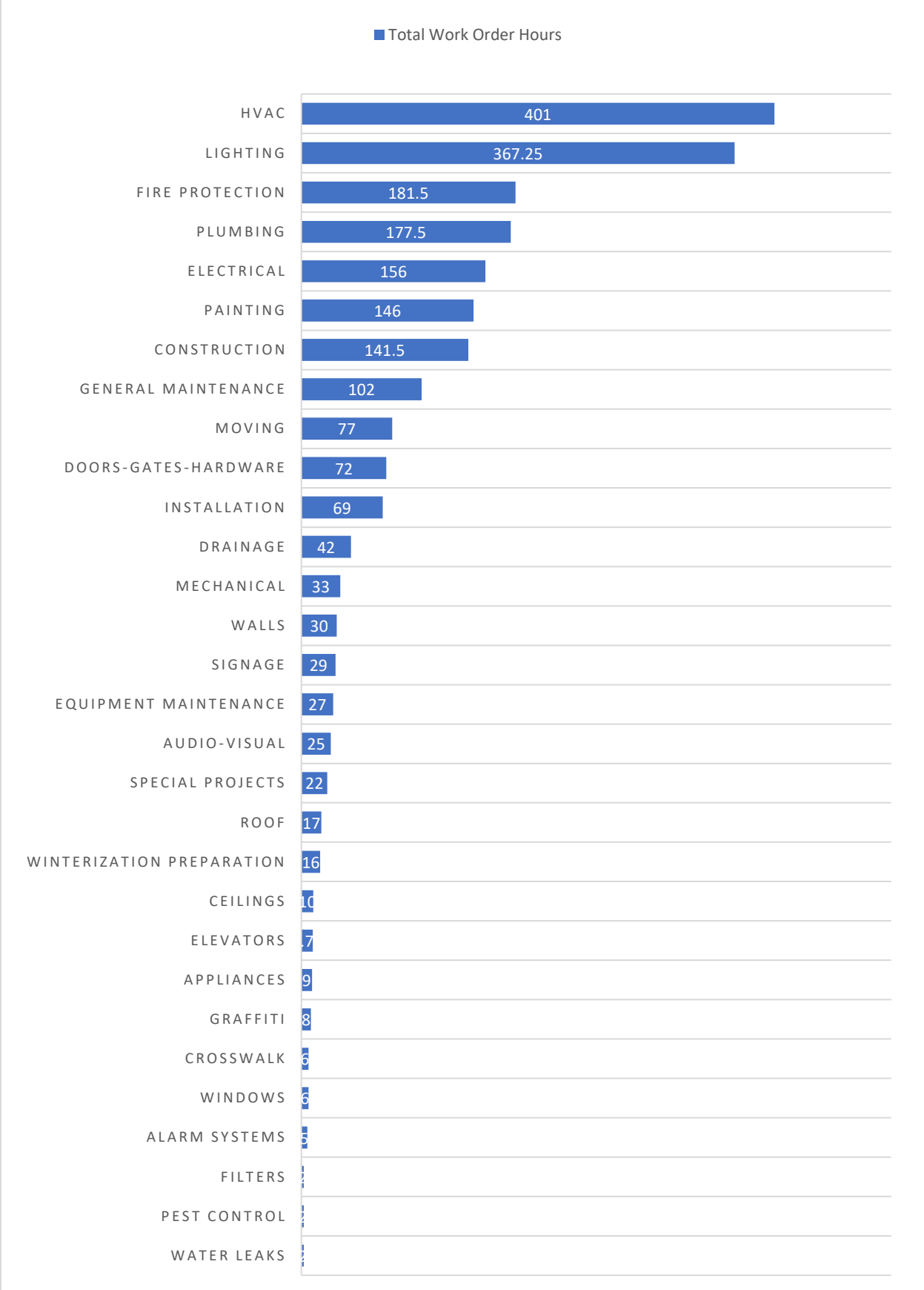
Described by the “National League of Cities” , a public works division is “...the backbone of essential services...” As superintendent, I am once again privileged to be a part of an amazing group of individuals, who not only maintain the City’s infrastructure, but truly care about our residents. They are our “boots on the ground” overseeing facilities, grounds, streets, water, sewer and wastewater; providing safe and cost-effective services held to the highest level of excellence. The information below is a summary of the many accomplishments achieved in 2025.

### **Facilities: Brandon Pryor**

- Facilities continues to maintain the city’s multiple locations.
- **Facilities was able to hire a second full time employee due to the ever-growing work load. Andy Myers transferred from sewer maintenance to facilities on June 15<sup>th</sup>.**
- Pool renovations were completed for start of pool season.
  - Installed new waterlines and paint in pool locker rooms
  - Concession demo and rebuild, including new countertop
- Converted three municipal administrative office’s to LED lighting for a total of 50 new bulbs.
- Converted street department cold storage building lights to LED. 36 total bulbs were installed.
- Converted 65 bulbs to LED in court offices.
- Converted 49 bulbs to LED in engineering offices.
- Converted 16 bulbs to LED in admin. Printer room.
- Converted 12 bulbs to LED in police conference room.
- Converted 9 bulbs to LED in director of finance office.
- Replaced 41 decorative light bulbs.
- Installed new Downtown decorative island light pole on South East corner of square.
- Found broken wires underground on St. Rt. 36 causing the north side lights not to work, pulled 720’ of new wire to fix issue.
- Assisted in the installation of the new welcome sign by Urbana city schools.
- Installed two new flock camera poles for the police department.
- Moved offices and furniture around to accommodate the new municipal administrative offices renovation’s which consisted of new flooring and paint.
- Converted police department conference room light’s over to L.E.D. bulbs. Four light fixtures were converted and a total of 16 bulbs were used.
- Removed lights fixtures, data wire, electrical wire and grounding wire from fire department training tower for removal.
- Installed new wall at finance building that separates utility billing and accounting.
- Hydro excavated 5 holes and installed new speed limit signs for the police department.
- Framed and finished wall in main lobby of airport for new advertisement T.V.
- Stripped, primed, painted and set information sign in front of Market Street entrance.
- Contracted Snyder’s Heating & Cooling to install new rooftop unit for police department.
- Installed two new batteries for municipal building generator.
- Remolded old community development office for new administrative printer room.
- Installed new unit heater for Midwest Corporate Air, LLC at flight school hanger.
- Removed roll up curtain, framed and finished wall for new information/advertisement wall.

## Completion Results

Site	Facilities
Year Completed	2025
# Created	617
# Completed	617
% Completed	100.0%
Total Work Order Hours	2,191.50
Cost	\$170,120.39
Avg Days Originated to Assigned	0
Avg Days Assigned to Completed	3
Avg Days Between Date Completed	-4
# Reactive WOs Completed	282
% RM Completed in Week	96%
# PM WOs Completed	335
% PM Completed in Month	99%
# WO Completed on Time	303
On Time Completion %	90%



## **Water Kerry Quinn: Superintendent**

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, 2 booster pumping stations, and roughly 5000 service connections. The following information reflects usage per year up to 2026.

	2021	2022	2023	2024	2025
Million Gallons per Year	579.619	581.166	623.168	644.966	666.474
Million Gallons per Day	1.779	1.516	1.689	1.767	1.826
Population	11,450	11,116	11,107	11,115	11,211
Gallons per Person	138 Gal/Day	141 Gal/Day	153 Gal/Day	159 Gal/Day	163 Gal/Day
<b>Distribution Repair Digs</b>					
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Main Breaks	28	26	14	20	14
Service Line Repairs	33	39	29	26	31
Other Repairs	14	13	26	19	11



### **2025 Accomplishments**

- Flow tested all wells for efficiency and production analysis
- Maintenance completed on emergency generators
- East Lawn Tower inspected and cleaned
- West Tower inspected and cleaned
- All other tanks inspected
- Gwynne Tower SCADA/radio issue resolved by connection to private internet network
- Old Troy Pike treatment plant maintenance taken over by Water Department
- Carbon change-out process completed
- Children’s Home and Water Street Boosters completed
- 1,294 OUPS water line locate requests
- Valve exercise program continued with several broken valves replaced
- Hydrant flushing program completed by water staff
- New hire Cody Minor trained on inventory, Sentryx, GIS, and Backflow coordination
- 14 main breaks repaired
- 31 service line leaks repaired/replaced

- 11 other equipment repairs made
- “Get the Lead Out” Initiative continues aid to Urbana with the Service Line Inventory and Lead Service Line Replacement Plan among other EPA related projects
- Arcadis completed Service Line Inventory potholing and system modeling

**Note: These are just a few of the highlights of 2025 and do not reflect all projects completed or in the process of completion**

**Sharing Our Vision for 2026 and Beyond:**

- Capital Improvement goals for 2026 include but are not limited to:
  - GPS/GIS locations continuing for the distribution system
  - Analysis of PLC and SCADA components for replacement
  - Grimes water main replacement project
  - Carbon Exchange for Old Troy Pike WTP
  - Completion of new loop for Dugan Road
  - 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)
  - New Employee in February
  - 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
  - Incorporate private network into every remote site that operates on SCADA

**Water Reclamation Facility (WRF) Zac Herrmann: Supervisor**

WRF staff is dedicated to serving the citizens of Urbana, while improving water quality and protecting the recreational uses of the Mad River, also maintains the Ohio EPA regulated Compost Facility April-December; received an estimated 11,386 cu/yds of yard and tree waste. 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 2025. 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.

## 2025 Accomplishments

- The WRF treated 659.29 million gallons of wastewater, with an average daily flow of 1.81 MGD in 2025. This is a 9% increase from 2024
- The WRF Recorded a total of 44.98” of precipitation in 2025. This was a 4% increase and 1.9” difference from 2024. 2025 was 4.98” above the 30-year average.
- As a by-product of domestic and industrial wastewater treatment, the City of Urbana land applied 562.93 dry tons of bio-solids throughout 2025.
- The City of Urbana operates and maintains a Septage Receiving Facility with (18) registered haulers. In 2025, we accepted 10.27 million gallons of septic tank waste originating from Champaign and surrounding counties. This was a 1.8 million-gallon increase from 2024.
- 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 202 there were 60 attendees with 6 speakers and equipment demonstrations.
- The final influent screw pumps upper and lower bearings were replaced in 2025
- The WRF south digester recirculatory pump housing was replaced in 2025
- OEPA conducted a compliance evaluation inspection of the Urbana WRF in August of 2025; no major findings were recorded.
- OEPA conducted a pretreatment compliance inspection of the City of Urbana’s Pretreatment Program in September of 2025. As a result of the audit; no major findings were recorded.
- In May of 2025 the WRF submitted an application for an NPDES permit renewal. The current NPDES permit expires November 30, 2025. The WRF will operate under the expired NPDES permit until the new finalized NPDES permit is received.
- 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 2025, there were no significant noncompliance violations that occurred. A total of (3) notice of violations (NOV) were issued.
- Industrial users received draft copies of their pretreatment wastewater contribution permits that go into effect January 1<sup>st</sup>, 2026
- The WRF purchased (2) John Deere Gator UTV for facility maintenance and operations
- The WRF seal coated the facility’s driveways and parking lots in 2025
- The WRF completed a mandatory upgrade to their PC software and hardware to Windows11 operating systems.
- The City of Urbana currently has (3) staff members that hold State of Ohio operator certification Class III wastewater licenses, (1) staff members with class I wastewater license, (2) staff members with a class I collections license, and (1) staff member with a class II collections license.
- The WRF has operated for 1,909 days without any lost-time accidents.



## 2026 and Beyond

- Continue to assist staff with professional development, plant maintenance and modifications for equipment longevity, and operational efficiency
- Begin plans for additional sludge storage, to eliminate landfill disposal expense
- Prepare for a new NPDES permit for the WRF

## **Sewer Collections Tyler Ohnmeiss: Supervisor**



### **F550 Service Truck ready for the next Sewer Call**

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 1<sup>st</sup> ward cleaning
- Inspected 64,420 feet (12.25 miles) of sanitary and storm mains. This completed 1<sup>st</sup> 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 2026 and Beyond**

- Staff to begin cleaning and camera inspection of sanitary sewer 3<sup>rd</sup> ward. This will be the third round of cleaning and inspecting since implementing a routine cleaning and inspection rotation in 2018.
- Replace and upsize Sanitary force main that services Trutec on Upper Valley Pike/St. Rt 29
- Replace Skid Steer in 2026
- Take delivery of our new Vaccon Vac truck in February 2026.
- Our goal is to repair and or replace 70 manholes this year.
- Update Old Troy Pike pump station panel and install software for scadata.
- 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 St and Boyce St.

## Street Mark Muirhead: Supervisor



### New Freightliner Dump Truck Put into Service

#### Activity Summary:

- Street Maintenance
  - Responsible for over 134 lane miles of roadway within the corporation limits.
  - Street sweeper spent 359 hours cleaning the main routes, secondary streets, and many side streets throughout town.
    - Collected 116.52 tons of debris over the year with a disposal cost of \$12,263.72
  - Supported all other public works divisions with various projects requiring heavy equipment needs. The trained operators and the heavy equipment were furnished and operated by the Street Division.
    - Totals for work done assisting other departments are;
      - ✓ Manhours logged 1684.75
      - ✓ Overtime hours logged 132
      - ✓ Equipment hours logged 2009.75
  - Welcomed Owen Harrison who transferred from the water division in the 4<sup>th</sup> quarter of 2025. This was a much-needed manpower addition to the street division
  - Repaired or replaced 7 catch basins throughout Urbana to improve our storm water collections system.
    - One additional catch basin was added at the fire department to capture wash water when washing fire equipment
  - Traffic Signals
    - Signal at Miami Street and Oakland was damaged by a semi requiring a temporary pole to be set
    - New pole is estimated to be received late March 2026
    - Repair cost is \$61,025.53 which the city will get reimbursed by trucking companies insurance company
    - A total of \$21,042.75 was spent on annual maintenance and repairs to our aging traffic light signals in 2025.

- All regulatory signs requiring trucks to use state routes were updated, purchased and installed on every roadway entering the city limits.
- Responded to 1216 OUPS tickets for locating of underground power and electric for decorative lights and traffic signals.
- 2025 recorded a total of 14 snow events in January, February, March and December resulting in 15.56 inches of measurable snow.
  - This requiring 188.5 regular man-hours with 581.26 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.
  - 985 tons of salt spread to clear city streets at a salt cost of \$71,953.38
- Installed nearly 900' of storm sewer line at the cemetery, including installation of 7 new catch basin structures to eliminate erosion taking place along two of the roads in the cemetery.
  - Performed the asphalt restorations as well as created a swale along the roads to carry the rainwater to the catch basins. All disturbed dirt area received seeding and straw blankets to hold the dirt in place until the grass was established.
- Hot Mix/Asphalt Program continued in its 4th year in 2025
  - 68 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.
  - Hundreds of feet of large cracks in the tarmac at Grimes field were milled and resurfaced with asphalt with AC seal applied to the joints.
  - Special thanks to the Water and Sewer Divisions for their assistance by providing additional manpower for this program.
  - Roughly 26 tons of cold patch was used throughout the year patching pot holes
- Team Building
  - The street department continually relies on various other city divisions throughout the year for various projects. In return, the street division works hard to assist other divisions in times of need.
  - With our police and fire divisions, the benefits of these efforts have proven to be a positive effort for all involved and it is our goal to continue to promote and enhance this type of working relationship.
- Reported a total of 29 street light outages to Miami Valley Lighting for repair.
- Tree trimming and maintenance
  - 142 trees were trimmed or cut resulting in 148.5 man-hours and 240 equipment hours in 2025.
- Held or attended various training sessions and meetings for public works members to improve our knowledge, services and improve safety.
- Responded to a total of 1292 OUPS tickets received for locating of underground electric for decorative lighting and traffic signals.
- Multiple Special Event Requests are reviewed by the street division annually.
  - Numerous of these events require much time, effort and coordination with many other city divisions in planning and implementing a safe and smooth event for everyone involved.
- Pointe North road maintenance was performed doing extensive grading and topping many sections of roadways with reclaimed asphalt grindings from our paving program.
- New Street and Water Facility Planning
  - We have had many high-level discussions regarding the need for a new street and water facility and what the options may be and what it may look like if we were able to move forward

- Leaf pick-up began early on 9/13/25 and leaf machines completed pick-up on 12/17/25.
  - Those who raked after completion of leaf pick-up had their leaves collected using loaders and shovels which was completed on 12/29/25.
- The Street Division both sold and purchased or received various trucks and pieces of equipment in 2025.
  - A 1993 International dump truck was sold on GovDeals website.
  - Our new 2024 Freightliner dump truck was put into service in January 2025. (Purchased late 2024)
  - The John Deere Gator and our Grasshopper zero turn lawnmowers were sold on GovDeals website.
    - ✓ A used Gator was obtained by the street division from the Water Reclamation Facility and a used Toro zero turn mower was obtained from our parks and recreation division
  - A utility bed and lift gate was installed on our existing 2019 pick-up truck in our efforts to have a versatile shop and service truck.
  - Purchased a Ford F-350 pick-up.
    - ✓ The truck this replaced was transferred to our parks and recreation department for their use.
- 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 a different safety topic to each meeting. These topics were discussed in open forum resulting in a team-effort of overall awareness, safety 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 2026.
- Reach arm mowing around fields at Pointe North when frozen solid.
- Continue thinking and planning for a new water and street facility.
- Continue training on various topics which will improve our knowledge, skills and safety.
- Hot Mix Asphalt program of utility dig locations and many other problem areas throughout town will kick off after winter.
- Our goal is to obtain a new one-ton dump truck with a salter and plow to replace a 2005 model as well as a used bulldozer which would replace the 38-year-old dozer sold two summers ago.
- Annual traffic signal conflict monitoring devices will be tested in the first quarter 2026.
- 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.
- Continue reach arm mowing at the landfill to allow better access for mowing.
- Repair work to a 24” concrete outlet pipe in Camelot holding pond. This will entail a possible half headwall system. Once completed, final grade work of the holding pond bottom can be performed.
- Continue working with Compass Infrastructure Group on design and final plans for our traffic light upgrade to the east/west corridor or Urbana. This includes the signal at Water Street and SR 54.

# **TECHNOLOGY**

**CCTSS Seth Markin: CEOCCTSS 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 2025**

- N-able Cove Cloud Backup
- Qnap Storage Upgrade
  - Hypervisor Centralized Storage Upgrade
- Data Center A & B - Hyper V Upgrade
- Switch Upgrades
- Wifi Addition
- Watchguard EPDR Deployment
- Firewall Replacements
  - Airport
  - Cemetery
  - Park
  - WWTP
  - Street Department
  - Route 29
- Scada Network Project
- Multifactor Auth Integration

## **Sharing Our Vision for 2026 and Beyond**

- Endpoint Management - Ninja One Deployment
- Email Security – Mimecast Deployment
- Data Center A & B – Firewall Upgrades
- POE Switch Upgrade/Replacement
- Windows 11 PC Upgrade/Replacement Project
- Server VM OS Upgrades – Windows Server 2025
- High Availability Replication Project – N-Able
  - SVR-DC1
  - SVR-DC2
  - SVR-Apputil2
  - SVR-WWTP
  - SVR-FILEPRT2
  - SVR-CMI1
  - SVR-POL2
- Mobile VPN Upgrade

# **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 2025, the Planning Commission reviewed 18 proposals including:

- Various Site Plan Reviews for new commercial developments
- Multiple Zoning Code Updates
- Adoption of the Northeast Area Plan
- 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 2025, the Design Review Board reviewed 7 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 2025, the Board of Zoning Appeals heard 32 cases. The variances requested included:

- Front, rear and side setbacks
- Requirement to install sidewalks
- Paving requirements for parking areas and driveways
- Accessory structure with no principal structure
- Maximum fence height

The Conditional Use requests included:

- Multifamily dwellings in an R-2 District
- Single Family Dwelling in a B-3 District
- Multiple auto oriented uses

## **Permits**

In 2025, the department issued 117 zoning related permits:

- 14 Principal Structure Permits
- 31 Accessory Permits
- 56 Fence Permits
- 13 Sign Permits
- 2 Flood Plain Permits
- 1 Mural Permit

## **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, 232 code violations were issued in 2025. 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 2025, there were 95 violations issued. The City's Parks and Recreation Department, on behalf of the Zoning & Compliance Division completed 23 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 2025, 17 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**

- Developed updates to various zoning code chapters including 1124 B-2 General Business District, 1126 M-1 Manufacturing District, 1102 Definitions, 1133 Off-Street Parking and Loading, and 1129 Supplemental Regulations
- Updated and consolidated the city's sign code to make it easier to follow
  
- Continued monthly group meetings with UFD Fire Inspector, Champaign County Health Department and Champaign County Building Regulations regarding a number of nuisance properties
- Worked closely with property owners to significantly reduce the frequency of city performed nuisance abatements
- 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 2026 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