

**URBANA CITY COUNCIL
REGULAR SESSION MEETING AGENDA
TUESDAY, NOVEMBER 12, 2019, AT 6:00 P.M.**

(The UCC Regular Session Meeting will be held in Council Chambers in the Municipal Building)

Call to Order

Roll Call

Pledge of Allegiance

Approval of Minutes

Urbana City Council Regular Session Meeting Minutes of October 15, 2019.

Communications

1. City of Urbana Shade Tree Commission Minutes of July 18, 2019, and September 12, 2019. (See attached)
2. Charter Review Meeting Minutes of October 2, 2019, in addition to October 16, 2019. (See attached)
3. Division Activities Report – July through September. (See attached)

Board of Control

Citizen Comments

Ordinances and Resolutions

First Reading

Resolution No. 2466-19

A Resolution authorizing the acceptance of the Victims of Crime Act (“VOCA”) Grant as administered by the Ohio Attorney General, and declaring an emergency. (Suspension of Rules Requested)

Resolution No. 2433-19

A Resolution to appropriate money for the several objects and purposes which the City of Urbana, Ohio must provide for the fiscal year ending December 31, 2020. (Requires three readings)

Second Reading

Resolution No. 2566-19

Resolution approving the 2019 Champaign County, Ohio Hazard Mitigation Plan. (Requires three readings)

Third Reading

Miscellaneous Business

Adjourn

Work Session

**URBANA CITY COUNCIL
REGULAR SESSION MEETING
TUESDAY, OCTOBER 15, 2019**

President Hess called the City of Urbana Regular Session Meeting to order at 6:00 p.m. City staff attending: Mayor Bill Bean, Director of Administration Kerry Brugger, Director of Finance Chris Boettcher, Director of Law Mark Feinstein, Fire Chief Dean Ortleib and City Engineer Tyler Bumbalough.

PRESIDENT CALLED ROLL: Mr. Fields, absent; Mr. Hoffman, absent; Mr. Paul, present; Mr. Scott, present; Mr. Thackery, absent; Mr. McKee, present; and Mr. Piper, present.

MAYOR BEAN – Award Presentation

Mayor Bean presented the Auditor of State award to Director of Finance Chris Boettcher. Mayor Bean stated that the Auditor of State’s office presents awards to public entities that meet specific criteria during their financial audit. He added that the West Regional Liaison for the Ohio Auditor of State, Joe Braden said, “Less than 8% of public entities in the state receive this award and the entities include school districts, townships, counties and municipalities.

MINUTES of the Regular Session Meeting Minutes of September 17, 2019 were presented for approval. Mr. Paul moved for the approval of said minutes and Mr. Scott seconded. Voice vote on approval: all ayes, nays, none.
Motion passed 4-0.

COMMUNICATIONS

1. Letter from Ohio Division of Liquor Control, regarding Clark Food Mart, 780 Scioto St., Urbana, Ohio
2. Charter Review Minutes of September 18, 2019
3. Ohio Auditor of State Award
4. A Walking History of Oak Dale Cemetery
5. Oak Dale Cemetery Board Meeting Minutes of July 18, 2019

Mr. Paul moved to accept all of the communications. Mr. Scott seconded. Voice vote on approval: all ayes, nays, none.
Motion passed 4-0.

ADMINISTRATIVE REPORTS – BOARD OF CONTROL

*****August, 2019, and September, 2019 Purchase Orders for \$2,501.00 - \$50,000.00*****

CITIZEN COMMENTS

Lin Casto – 242 Laurel Oak St., spoke of his concern with Lincoln and Main Restaurant. He stated that recently they were having a special event and it was incredibly too loud. He also stated that people were parking on private property and that a friend of his that lives in the 300 block of E. Church St., could hear the even from her residence as well. He also added that every Friday and Saturday night, the noise from the restaurant is too loud.

Dottie Landis – 221 N. Locust St., spoke on sidewalk repairs. She stated that there is a need to prioritize pedestrian safety for the citizens of Urbana. She stated that she would like to attend any upcoming Work Session so she may join the City Council to implement ways to ensure safe walkways within the City.

Judge G.S. Weithman spoke on the issue of where the City Council meeting would be held. He stated that he never said that he did not want City Council to hold their meeting where they do currently. He further stated that he was led to believe that City Council would be going upstairs to the training room to have their meetings. He further stated that he believed that City Council meetings being held where they are currently would be easier, for many reasons, to include it is handicap accessible.

Ordinances and Resolutions

First Reading

Ordinance No. 4514-19

An Ordinance to revise the Codified Ordinance by adopting current replacement pages. (May be passed on first reading)

President Hess stated this basically is a “Housekeeping” ordinance that is filed every year to update the green books.

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

President Hess called for a roll call for passage: Mr. Paul, yes; Mr. Scott, yes; Mr. McKee, yes; and Mr. Piper, yes.

Ordinance passes 4-0.

Resolution No. 2566-19

Resolution approving the 2019 Champaign County, Ohio Hazard Mitigation Plan. (Requires three readings)

Chief Ortlieb stated that the City would be able to apply for FEMA grant monies by putting this plan into place. He further mentioned that by putting this plan into effect, it would allow the City a link between counties. He described the plan as a play book for when there is catastrophe.

President Hess declared this Ordinance to have its first reading.

Resolution No. 2567-19

A Resolution to authorize preliminary approval and consent from the City of Urbana, Champaign County, Ohio to the Ohio Department of Transportation for Bridge Inspection Program Services, and declaring an emergency.

Mr. Bumbalough said with there being 11 bridges in town, allowing ODOT to do the bridge inspection would save him time from doing the same. He added that ODOT would charge to have the bridges inspected, but not only would it free up some of his time, ODOT is better equipped for the inspections.

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

President Hess called for a roll call for passage: Mr. Paul, yes; Mr. Scott, yes; Mr. McKee, yes; and Mr. Piper, yes.

Resolution passes 4-0.

Second Reading –

None

Third Reading –

None

MISCELLANEOUS BUSINESS/WORK SESSION

Chief Ortlieb stated that there has been a great turnout for “Coffee with Council”.

Mr. Bumbalough advised that the Roundabout Project was coming along nicely. He stated the paving would begin the week of October 28th, to which there would be night milling and paving. He also mention that pertaining to Hill St., the curbs, gutters, and sidewalks on the north side are complete and it is beginning on the south side, with the removal of the curbs and sidewalks.

Ms. Boettcher said there is a sign-up sheet circulating regarding Council’s attendance for the budget meetings.

Mayor Bean said that the past three to four weeks have been very busy. He added that the weather within that time period was great and there were a lot of people in the downtown area.

Mr. Paul thanked President Hess for being the MC at the Hoopla Parade. He also thanked Dottie Landis for coming in and speaking about the sidewalk issue. He added that the great equalizer in this would be

funding. He also stated that he has been getting a lot of complaints of people speeding up and down residential streets with little cars and big exhaust pipes.

President Hess said that he was glad to see all the hot air balloons got up and out ok at the festival. Mayor Bean added that he was told there were more cars at the festival this weekend than there were on July 4th. President Hess asked Mayor Bean if the gentleman was going to speak about "Home Rule" soon. Mayor Bean advise that he would speak with President Hess following the meeting.

Mr. Scott moved to excuse missing Council members, Mr. Fields, Mr. Hoffman and Mr. Thackery. Mr. Paul seconded. Voice vote on approval: all ayes, nays, none.

Motion passes 4-0.

Mr. Scott moved to adjourn and Mr. Paul seconded. Voice vote on approval: all ayes, nays none.

Motion passes 4-0.

ADJOURN AT 6:47 p.m.

NEXT SCHEDULED MEETING

October 3, 2019, at 6:00 p.m.

Council Clerk

Council President

City of Urbana Shade Tree Commission Minutes – July 18, 2019 at 7:00PM (152)

Roll Call and Introductions:

Present: Doug Crabill, Ward Lutz, Jim Lemon, John Kussman, Colin Stein, and Earl Cottrill

Reading and Approval of Minutes (6/13/2019)

Ward Lutz made a motion to approve the meeting minutes from 6/13/2019 as prepared. Earl Cottrill seconded the motion. All members in attendance voted (6-0) in favor of approving the minutes as prepared.

Old Business:

Possible Changes to Chapter 905 (Trees): During this meeting, members of the commission went through a draft version of the revisions to the tree ordinance section by section. As a result of this review process, Doug Crabill made notes and marked up the draft version so that an updated draft could be presented at the next regular meeting of the commission.

Tree & Stump Removal Update: Colin Stein reported that a city contractor was working to complete tree and stump removals throughout the city during the summer. He shared that the contractor was approximately 50% complete with the contracted work, and that the contractor had approximately twenty-three tree and stump removals to complete. Colin Stein stated that the contractor was slightly behind schedule due to the extensive rainfall during the month of June.

Maintenance and Trimming Projects: Doug Crabill reported that Ward Lutz and John Kussman helped him in late June with tree trimming work along Scioto Street, US 36 East, and East Water Street. Furthermore, Doug Crabill reported that additional tree trimming work will be required for the recent bareroot tree plantings citywide.

Memorial Tree Program Update: Doug Crabill reported that one program application had already been received, and he advised that the Randall tree at Oakdale Cemetery was struggling to get established. He explained that he spoke to the donor and asked for a few years to allow the tree to begin to establish itself.

Karen Kerns Dresser-Tree Planting Update: Doug Crabill reported that the Tuliptree that was planted near the gazebo had not leafed out this spring and would require replacement this fall.

Oakdale Cemetery-Arboretum Update: Doug Crabill reported that his first focus was to get the tree ordinance revision completed before continuing work on the ArbNet application.

Bare Root Tree Planting (Spring 2019): Jim Lemon reported that the bareroot tree plantings appear to be doing well so far.

Arbor Day 2019: Doug Crabill reported that a tree planting ceremony will be held at the new PreK-8 school in observance of Arbor Day when school starts back up in the fall.

New Business:

-Watering: The commission members discussed recent rainfall and determined that watering efforts were not necessary at that time.

Misc. Business: Ward Lutz asked if the commission could assist in some fashion to get new trees planted at the Champaign County Fairgrounds. He offered to speak to a relative who had served on the Champaign County Fair Board for many years. Doug Crabill advised that the commission could help in an advisory capacity with new plantings at the fairgrounds.

Meeting adjourned. Motion to adjourn, Colin Stein; Jim Lemon, second; all in favor.

City of Urbana Shade Tree Commission Minutes – September 12, 2019 at 7:00PM (153)

Roll Call and Introductions:

Present: Doug Crabill, Ward Lutz, Jim Lemon, John Kussman, and Colin Stein

Absent: Earl Cottrill

Reading and Approval of Minutes (7/18/2019)

No action was taken to approve the minutes from 7/18/2019 because these minutes had not yet been prepared.

Old Business:

Possible Changes to Chapter 905 (Trees): During this meeting, members of the commission reviewed a revised draft version of the tree ordinance. This draft incorporated changes discussed during the July meeting on this topic. Minor revisions were suggested, and Jim Lemon offered to research how to determine a replacement value for trees that may be damaged by acts prohibited by the tree ordinance. The commission approved the most recent draft of the revision of the tree ordinance with a few additional minor revisions and authorized the legislative process to begin for the tree ordinance update. Jim Lemon made this motion, and John Kussman seconded this motion. All in favor (5-0).

Tree & Stump Removal Update: Colin Stein reported that a city contractor had completed all of the planned tree removals. However, he advised that the contractor had additional stump removals to complete and chips from stump grinding to remove.

Maintenance and Trimming Projects: Doug Crabill reported that additional tree trimming work will be required for the recent bareroot tree plantings citywide as time permits. He reported that the Persian Parrotia on US 36 East are struggling.

Memorial Tree Program Update: Doug Crabill reported that the application deadline for this year's program is September 16th. He advised that he had prepared a press release for the Urbana Daily Citizen that had recently run in the newspaper, and reported that this article had generated interest in this year's program.

Oakdale Cemetery-Arboretum Update: Doug Crabill reported that his first focus was to get the tree ordinance revision completed before continuing work on the ArbNet application.

Bare Root Tree Planting (Spring 2019): Jim Lemon reported minor mortality overall with deer damage on the hill at Melvin Miller Park.

Arbor Day 2019: Doug Crabill reported that a tree planting ceremony will be held at the new PreK-8 school in observance of Arbor Day when school starts back up in the fall. He further

reported that Bill Borland is organizing a larger tree planting effort for the campus this fall, and the Arbor Day event will be paired with this larger planting project.

New Business:

-Karen Kerns Dresser Tree Funding-Fall 2019 Plantings: Doug Crabill reported that Kerry Brugger and Bob Jumper were working to determine tree planting locations for this fall.

Misc. Business: Jim Lemon reported that street tree inventory efforts would be held off until the spring of 2020.

Meeting adjourned at 8:19PM. Motion to adjourn, Jim Lemon; John Kussman, second; all in favor (5-0).

**CITY OF URBANA
CHARTER REVIEW COMMITTEE MEETING MINUTES
OCTOBER 2, 2019**

Committee members in attendance were Charles Moody, Stephanie Trulove, Al Evans, Earl Evans, and Kim Brooks.

Mr. Feinstein brought the meeting to order at 6:00 p.m.

Discussion came about regarding the formation of a Salary Commission. It was agreed upon that the Director of Finance should be a member of the Salary Commission. It was also agreed upon that this should be added to the ballot for voter's approval. It was also decided to put aside one entire Charter Commission Meeting for the discussion of the formation of this.

Mr. Feinstein proceeded with Section 3.01, Qualification, Term. He discussed the four year term to begin on January 1, following the election. Ms. Truelove stated there should be a residency requirement, and Ms. Brooks added that the same should be at least two years residency. Ms. Truelove inquired as to an age limit. Mr. Al Evans stated that the candidate should at least be 18, and registered to vote. Further discussion on the qualification and term commenced. It was agreed upon that there should be a two year residency prior to election and the term for Mayor should remain at four years.

It was then discussed, the issue of the wages for the Mayor, and whether it should be a full-time or part-time position. Mr. Feinstein stated that it could be a double edge sword making it a full-time position, due to the fact that the wages for a full-time position should be considered for that the Mayor would have to survive, and at the current wages for the Mayor, at \$13,000.00 a year, that would be questionable. Ms. Truelove stated that a decent wage would have to be established for a full-time Mayor, so that they are not able to have another job. Mr. Feinstein added that regarding the current set up is extraordinary, in that Mayor Bean is realistically performing the duties of Mayor in a full-time manner, yet is on a part-time pay. Mr. Al Evans added that when Ruth Zerkle was Mayor, she was working in Columbus, but she had to survive. It was stated that the County Commissioners are considered part-time and they make approximately \$40,000.00 a year. Ms. Brooks stated that if the salary is set, things would fall into place. Mr. Earl Evans added that currently, the City has the best of both worlds, a full-time Mayor, but paying him a minimal wage. Mr. Al Evans said that if the Mayor is going to have to do all the duties that are listed in the Charter, the salary should compensate what he/she does. Mr. Moody added that he was in favor of a salary increase. Mr. Feinstein stated that forming the Salary Commission may be the way to fix this issue. He further said that let the voters decide.

Ms. Truelove began speaking of age limits. She stated that President Trump was a businessman with no experience with politics. She further stated that experience is important and that an age limit of 21 years is not much experience. Mr. Moody added that no one would hire anyone without experience. The matter was tabled.

Mr. Feinstein summarized what was still on the floor for discussion: Salary Commission – need to have a dialogue. Additionally, age limit, what age should it be? Mr. Al Evans stated they should have political experience. Ms. Truelove stated that the candidate should be at least 30 years old and have political experience. All issues tabled.

MEETING ADJOURNED – 7:00 p.m.

Next Meeting: October 16, 2019, at 6:00 p.m.

****Should you not be able to attend the meeting, please let us know****

Thank You!!!!

TO THE BALLOT – OF SUBSTANCE

Mandatory OMA Training for new Council Members
Requirement that (most) legislation be sponsored
Upon vacancy in Council seat, remains open until next general election
In the event of vacancy of Mayor, Council President fills until next election, not for duration of Mayor's term
President of Council to enforce Council Rules
Dormant period for failed legislation
Adding a Definition Section
Striking Section 2.21 Term Limits from the Charter
Adding the formation of a Salary Commission for Elected Officials
Mayoral Candidates must reside in the City at least two years prior to election

TO THE BALLOT – “CLEAN UP”

Removal of: “Council shall pass no ordinance or resolution which adopts a position contrary to a recommendation of the Planning Commission, made within the scope of its authority, except by a vote of majority.” (Section 2.09)

Removal of: “Council may enact ordinances that supersede state statutory provision with respect to acquisition and disposition of property upon a majority affirmative vote.” (Section 2.09)

Removal of: “unless any Council member requests the Clerk to read the Ordinance or Resolution in its entirety.” (Section 2.10)

Removal of: “Each emergency ordinance or resolution shall require the affirmative vote of at least two-thirds (2/3) of the members elected to Council for its enactment. If such emergency ordinance or resolution fails to receive the requisite two-thirds (2/3) affirmative vote, but receives the necessary majority for passage as a non-emergency ordinance or resolution, it shall take effect as a non-emergency ordinance or resolution.” (Section 2.11)

Removal of: “The failure or refusal of such officers to sign such ordinances or resolutions shall not invalidate an ordinance or resolution.” (Section 2.14)

Removal of: “or for improvements petitioned for by the owners of a majority of the adjacent property to be benefitted and especially assed therefore, unless a later date be specified therein.” (Section 2.15)

Adding: d to the end of an (and) in first paragraph”Legislation enacted and announce...” (Section 2.17)

Adding: and/or digital to”In a newspaper of general circulation and/or digital only once upon adoption for a legislation..... (Section 2.17)

**CITY OF URBANA
CHARTER REVIEW COMMITTEE MEETING MINUTES
OCTOBER 16, 2019**

Committee members in attendance were Charles Moody, Stephanie Truelove, Al Evans, Earl Evans, Kim Brooks, Audra Bean, Michelle Hefflin, Justin Weller and Cassie Cress.

Mr. Feinstein briefly summarized the previous meeting. He then went right into to Article III: The Mayor. He began by stating the qualification and the term for the Mayor by stating the Mayor is the City's CEO and shall be a qualified elector of the City. He also stated the people would elect the Mayor to a 4-year term and the term shall commence on January 1 of the year following his election.

Mr. Feinstein continued onto Section 3.02, General Powers. He listed the powers per ORC 705.79:

- a) See that the laws and ordinances are enforced;
- b) Recommend measures to the Council for adoption;
- c) Keep the Council fully advised of the financial condition and future needs of the municipal corporation;
- d) Prepare and submit to the Council such reports as are required by that body;
- e) Appoint competent, disinterested persons, not exceeding three in number, to examine without notice the affairs of any department, officer, or employee, and report the result of such examination to the Mayor, and such result shall also be transmitted by him to the Council without delay;
- f) Perform such other duties as the Council determines by ordinance or resolution.

Mr. Feinstein also stated that per ORC 705.85, the Mayor and head of the several departments of a municipal corporation organized under section 705.71 to 705.86, inclusive, of the Revised Code, shall have seats in the Council of the municipal corporation. The Mayor may introduce ordinances and take part in the proceedings and deliberations of Council on all questions, and the heads of departments may take part in its proceedings and deliberations on all questions relating to their departments, subject to such rules as the Council prescribes. Neither the Mayor nor the heads of the several departments shall have the right to vote in the Council.

Mr. Feinstein continued with Section 3.03, Specific Administrative Powers:

The Mayor shall be the chief executive of the City and shall have the responsibility for the general supervision and direction of the administrative branch of the City government. He shall appoint the Director of Administration, the Director of Law, and the Director of Finance who shall serve at his pleasure and may be removed by the Mayor without cause. The appointment of

the Director of Law and the Director of Finance shall be subject to confirmation by a majority vote of Council.

The Director of Administration, Director of Law, Director of Finance, or the head of any other department shall not appoint a head of any division who is in the unclassified service of the City unless the Mayor shall first approve of such appointment in writing. Disciplinary actions to dismiss, demote or suspend for more than three (3) days official and employees in the unclassified service of the City by heads of departments shall be taken only with the Mayor's prior written approval.

The removal of the Director of Law and Director of Finance without cause, was discussed. Mr. Al Evans stated that the Director of Administration is the right hand of the Mayor and that the other Directors should have more leeway. Mr. Feinstein stated that pertaining to the Directors, they must be confirmed to be hired by Council and asked should it be confirmed by Council to terminate Directors? It was further stated that the Director of Administration could be removed without cause, but the Directors for both Finance and Law should be confirmed by Council for both hire and termination. Ms. Cress asked why the Administrator is not confirmed by Council. Mr. Feinstein compared the position to the President and the Vice President.

Mr. Feinstein continued with 3.04, Veto Power.

Upon passage or adoption, every ordinance and resolution shall be presented to the Mayor by the Clerk of Council. If the Mayor approves such ordinance or resolution, he shall sign and return it, but if he does not approve it, he shall veto it and return it with a statement of his objections to the Council. This statement shall be recorded in Council's journal.

The Council shall reconsider the vote on the passage of an ordinance or resolution vetoed by the Mayor not later than at its next regular meeting. If, on reconsideration, it is approved by two-thirds of the members of Council, it shall become effective as provided in Section 2.15 of this Charter.

If any ordinance or resolution shall not be returned by the Mayor within 10 days after it was presented to him, it shall become effective in the same manner as if it had been signed by the Mayor on the last day of the 10-day period. The mayor may exercise item veto over appropriation ordinances or resolutions and item vetoes shall be subject to the other provisions in this Charter relating to the Mayor's veto power.

Ms. Truelove asked if the Mayor could veto for any reason and Mr. Feinstein stated that the Mayor could. Mr. Al Evans stated that a veto has happened in the past with Mayor Zerkle.

Mr. Feinstein continued onto Section 3.05, Vacancy.

In the event of a vacancy in the office of the Mayor, the President of Council shall succeed to the office of Mayor to serve the unexpired term. This was discussed and agreed upon that this should change to the President of Council shall succeed to the office of Mayor to serve until the next general election.

Mr. Feinstein began discussion regarding previous discussion about a Salary Commission. It was also discussed that the issue of a full-time Mayor or part-time Mayor needed to be decided. Mr. Feinstein stated that the Mayor oversees everything currently, for the wages of \$13,000.00 per year. Mr. Al Evans asked where the money would come from to give the Mayor and the City Council a raise. Mr. Feinstein stated that this is where a Salary Commission would be beneficial. Mr. Feinstein added that he is hearing from the Charter Committee, that the Mayor is a full-time job. It was agreed upon by the Committee that the Mayor is a full-time position and salary should be set by the Salary Commission. Ms. Brooks added that the Mayor's position should include benefits. Ms. Cress stated that benefits should be decided by the Salary Commission. Mr. Feinstein spoke about the term limits for the Mayor and it was agreed upon that there not being any term limits is acceptable.

Mr. Feinstein went onto Section 4.01, Director of Administration.

The Director of Administration shall be appointed by the Mayor on the basis of his demonstrated competence in public, commercial, organizational or industrial administration. The Director of Administration shall be responsible to the Mayor for the supervision and operation of all City administrative divisions, except for those within the Departments of Law and Finance. The Director of Administration shall have all powers conferred upon service directors and safety directors of cities by the laws of the State of Ohio to the extent that such powers are not inconsistent with the provisions of this Charter. He shall serve as purchasing agent, subject to the control and supervision of the Board of Control, and the personnel officer for all departments of the City. When requested by the Mayor he shall assist in the preparation of the yearly budget and appropriation ordinances or resolutions. He shall perform such other duties as may be specified by the Mayor, including directorship of another department or head of a division, other than serving as the Director of Law or Director of Finance. The Mayor may designate an individual who, during the absence or disability of, or during a vacancy in, the office of the Director of Administration, shall exercise the powers and discharge the duties and functions of the Director of Administration under the title of Acting Director of Administration.

Mr. Feinstein continued by stating that per ORC 705.82:

The department of public services shall be under the supervision of a director who shall be appointed by the Mayor. Such director shall be responsible for the care, management, construction, and improvement of:

- a) All utilities owned or operated by the municipal corporation;
- b) All public ways, grounds, cemeteries, buildings, sewers, and structures of every kind, except buildings and structures used in connection with the work to be performed under the direction of the director of public safety as provided by section 705.83 of the Revised Code;
- c) The making and preserving of survey maps, plans, drawings, and estimates relating to the public work under the supervision of the department;
- d) All matters in any way relative to or affecting the highways, footways, waterways, harbors, wharves, and docks within the municipal corporation. Such director shall exercise the powers formerly vested in the trustee of waterworks, park commissions, platting commissions, street commissions, city engineers, or other board of officers relating to the work committed to the care and management of the director of public service by this section.

Mr. Feinstein also added per ORC 705.83:

The department of public safety shall be under the supervision of a director who shall be appointed by the Mayor. The director shall have charge of the police, fire, health, charities, corrections, and building inspection of the municipal corporation. All powers and authority over such police, fire, health, charities, corrections, and building inspection are vested in the director. The director shall have charge of the administration of all infirmaries, and all charitable, correctional, and penal institutions. He shall make such rules as are necessary and proper, consistent with the minimum standards for jails in Ohio promulgated by the department of rehabilitation and correction, for the employment, discipline, instructions, education, reformation, and for the conditional release and return of all prisoners confined in any penal institution under his control.

Mr. Feinstein stated that the Charter mentions that the Director of Administration is the Purchasing Agent of the City, but is a member of the Board of Control. Mrs. Bean stated that this is something that should be researched and stated that she would like to know how other cities do this. Mr. Feinstein agreed that this should be investigated.

MEETING ADJOURNED – 7:00 p.m.

Next Meeting: November 13, 2019, at 6:00 p.m.

****Should you not be able to attend the meeting, please let us know****

Thank You!!!!

TO THE BALLOT – OF SUBSTANCE

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In the event of vacancy of Mayor, Council President fills until next election, not for duration of Mayor's term
President of Council to enforce Council Rules
Dormant period for failed legislation
Adding a Definition Section
Striking Section 2.21 Term Limits from the Charter
Adding the formation of a Salary Commission for Elected Officials
Mayoral Candidates must reside in the City at least two years prior to election
Termination of the Director of Finance and/or the Director of Law must be confirmed by Council
Vacancy of the office of Mayor, President of Council shall succeed until next general election.
Salary Commission formation
The position of the Mayor is considered a full-time position.

TO THE BALLOT – “CLEAN UP”

Removal of: “Council shall pass no ordinance or resolution which adopts a position contrary to a recommendation of the Planning Commission, made within the scope of its authority, except by a vote of majority.” (Section 2.09)

Removal of: “Council may enact ordinances that supersede state statutory provision with respect to acquisition and disposition of property upon a majority affirmative vote.” (Section 2.09)

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affirmative vote, but receives the necessary majority for passage as a non-emergency ordinance or resolution, it shall take effect as a non-emergency ordinance or resolution.” (Section 2.11)

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TO Mayor Bill Bean and Members of Urbana City Council

FROM Staff

SUBJECT Division Activities Report
July - September

DATE: November 1, 2019

SEWER MAINTENANCE DIVISION

- Sewer Maintenance recorded 6 backup calls, 6 digs, 1,310 OUPS tickets, and 12 hydro excavations.
- Staff continues to perform sewer lateral camera inspections free of charge to city residents. We have recorded 17 camera inspections for residents, which have identified several potential problems that were corrected.
- Sewer Maintenance staff continues to: maintain the collection system and pump stations; the blower system at the closed landfill, and monitor the gas readings every Wednesday.
- Department remains in compliance with OEPA, and buried all air system piping at the City landfill.
- Continue to clean and camera the 3rd Ward sanitary mains.
- We are still awaiting delivery of our Manhole Saw.
- Staff also completed the 3rd quarter grease trap inspections in early September.
- Staff continued to help with the former 5/3 building renovation project.
- Received the delivery of our new crane truck. Staff organized the truck with new/ old tools. We've already this truck on a few digs and appreciate all of its present and potential uses.

CEMETERY

Total Burials:	25
Including Saturday (a.m.):	2
Saturday (p.m.):	1
Total Graves Sold:	6
(Including)	
Shepherd Mausoleum:	1 (Niche)
Shepherd Mausoleum:	0 (Crypt)
Legacy Mausoleum:	2 (Niche)
Legacy Mausoleum:	2 (Crypt)
Misc. Sales:	10 (Vases)
	4 (Emblems)
Disinterment:	1

Notes: 4th Quarter activities planned include: Fall Clean-up; tree removal; Oak Dale Walking Tour; Wreathes Across America; Veterans Day Celebration

WATER DIVISION

Flow information:
July– 56.7 Million Gallons
1.8 Million Gallons Average Daily Flow

August – 53.3 Million Gallons
1.7 Million Gallons Average Daily Flow

September – 49.4 Million Gallons
1.6 Million Gallons Average Daily Flow

Total for the Quarter -159.4 Million Gallons (Down 5.4 Million Gallons from 2nd Quarter 2019)
(All water treatment plants and distribution system are EPA compliant)

Revenue & Expense

As of 09/30/2019

Budget Amount \$2,572,194.19

Month to Date Expense \$146,134.33

Year to Date Expense \$1,999,984.25

Encumbered Balance \$327,453.92 - Unencumbered Balance \$244,756.02

Water Department Personal completed the following for the third quarter:

- 1) 2 hydrants repaired/replaced
- 2) 1423 OUPS tickets were called in and located for the quarter (down 358 Tickets)
- 3) 1 water Main Break and 3 inline valves installed
- 4) 11 Service Line Repaired or Replaced
- 5) Lead and Copper sampling completed
- 6) East Water Tower painted
- 7) Pumps replaced at Booster Station
- 8) All valves and check valves replaced at Booster Station (producing almost a 100% better efficiency)
- 9) All out dated equipment removed from Booster Station
- 10) Fence taken down at the Old Troy Pike (OTP) facility and replaced with cameras.
- 11) Well house 8 and 9 at OTP painted
- 12) 2 new employees hired to replace 1 retirement; 1 disability

Projects that we are working on:

- 1) Valve Exercising
- 2) Hydrant Repair /Replace
- 3) Locating all water Valves and Customer service valves (GPS/GIS Program)
- 4) Water meter repair/replacement
- 5) Asset Management Project
- 6) Round-a-bout assistance to the contractor
- 7) Assisting with Landfill Closure
- 8) Pump and Motor maintenance program
- 9) Electric equipment maintenance program
- 10) SCADA upgrades

Upcoming Projects:

- 1) Phase two water line replacements (Scioto Street area)
- 2) Parts inventory reorganization
- 3) Office renovation
- 4) Third party asset management assistance
- 5) Water Flow modeling program
- 6) Booster station electric upgrade

Note: These are only highlights and do not reflect day to day accomplishments. There are many other projects and programs that have been completed and others that are in the process of completion.

WATER RECLAMATION FACILITY

- The WFCF operated 481 consecutive days with no NPDES permit violations.
- The WPCF operated for 193 consecutive days without a lost-time accident.
- The Plant treated 201 MG wastewater in the 3rd quarter of 2019.
* WRF treated 41.6 MG more water than Water Division processed due to servicing non-connected industrial users.
- The Septage Receiving Facility accepted 1,193,677 (1.2 million) gallons of non-residential domestic septic tank waste in the 3rd quarter of 2019.
- The Plant recorded 10.72" of precipitation in the 3rd quarter of 2019. This is a deficit of 3.86" compared to the 3rd quarter of 2018 and a 0.93" deficit compared to the 3rd quarter 30-year average.

- During the 3rd Quarter 2019, RG Trucking hauled 102 wet tons of bio-solids to Cherokee Run Landfill and RG Trucking/Dowden Farms hauled 468 wet tons for land application. Land Application efforts have been limited this year due to abnormally high precipitation totals.
- The Sludge Handling Improvements project is now complete. The screw press started up on August 5th and is operating very well. The plant operators have done a great job learning the operation and maintenance of the press and how to maximize efficiency. We are averaging a cake solids output of 23% compared to approximately 16% from the belt filter press. This was a 180 day project that includes modifications to the primary clarifier, new pumps in the digester building and new submersible pumps for secondary sludge pumping. The new Screw Press replaced our 27-year old Belt Filter Press that has extended its useful life.
- The City of Urbana WRF laboratory participated in, and passed, DMR-QA study 39. This is a required test administered by 3rd party USEPA-approved testing companies to verify the proficiency of municipal and independent laboratories.

AIRPORT

- Construction of New 10 Bay T-Hangar building completed; ground-work, including grass seeding has been completed; tree planting on new earthen mound to commence when weather permits in early November.
- Hosted 53rd Annual MERFI (Mid Eastern Regional Fly-in) at the airport, EAA (Experimental Aviation Association) cooked pancake breakfast for large crowd; several Antique and Military Show aircraft on site (i.e. Yankee Air Museum C-47).
- Assisted Chamber of Commerce in annual dinner planning and execution held at the Champaign Aviation Museum; represented Visitor's Bureau at Chili Festival.
- Represented Grimes Airport at multiple Ohio Aviation Association and National Aviation Heritage Area meetings and functions.
- Collaborating with National Museum of the United States Air Force on future events.
- Maintenance staff completed painting the exterior of the building (yet to apply trim coat).
- Addressed the Grimes Quarter Century Club with highlights of Grimes Airport during a recent meeting.
- Elton accepted position on the Ohio Aviation Association Board of Directors.

FIRE DIVISION

News

- Firefighter Thad Davis left the division to work for Allan Township.

Prevention

- Participated in "Touch a Truck at the Patrick Plaza for the Champaign County Board of Developmental Disabilities.
- Reviewed emergency operation plans at Graceworks.
- Safety talk presentation with YMCA camp.
- Working with Mercy Hospital on a Community Paramedic Grant through State of Ohio.
- Conducted a Fire Drill at CRSI.
- Presented car seat safety at CRSI Health Fair.

Operations

- Created and implemented emergency operation plans for the July 4th fireworks and the fair.
- Working on \$50,000 grant for new MARCS radios.

- In process of hiring two FF/EMT personnel and interviewing an additional two to fill vacancies.
- Repurposed iPads to Parks and Rec, Cemetery, Airport, Finance & Engineering

Incidents for the Quarter

- Fire – 85
- EMS – 576
- Auto Accident – 41
- Two runs in process – 130
- Three runs in process – 28

Training

- 3175 hours of internal and external training logged since beginning of year.
- Placed fire training center into operations

Maintenance

- Completed 20 hours of in house maintenance on vehicles

STREET DIVISION

- Completed street sweeping for the year; prepping trucks for leaf pickup; begin preparations for winter snow removal.
- Perdue Tree Service completed tree and stump removal for 2019.
- New street signage in the City is now 95% complete.
- Assisted in various preparations for seasonal festivals.
- Continue to assist all departments with repairs, nuisance, and equipment needs – including, but not limited to: water and sewer digs, parks and cemetery projects; and assisting Engineering with various sign placements during construction.

PARKS AND RECREATION DIVISION

- Completed installation of Melvin Miller Park Rules and Regulation signage at five (5) drives and/or entrances.
- Received donations, and performed assembly and placement of two (2) "Leave a Legacy" Benches in Melvin Miller Park.
- Power washed and cleaned the exterior of Melvin Miller Park residence.
- Performed various repairs, cleanup and/or tear down associated with the completion of another baseball, softball and pool season at Melvin Miller Park, including: plan and orchestrate the relining of parking spaces used by soccer participants; and demolish and remove fencing to baseball fields 6, 11, and 12 leading up to installation of the Nature Works Grant #25 fence project.
- Prepared Melvin Miller Park for the 2nd Annual SummerFest 2019.
- Applied 25-30 yards of fresh mulch to the Hillside playground at Melvin Miller Park.
- Planned and setup ten (10) soccer and three (3) football fields for the fall youth sport season.
- Planned and completed the revitalization of the 225 Business Office landscape/ property and reseeded the turf in construction areas.
- Throughout the 3rd quarter the Parks and Recreation Department worked daily to stay on top of the various responsibilities of city grounds, nuisance and park mowing; sports field lining and preparation; equipment maintenance; and park building repairs.

FINANCE**THIRD-QUARTER SNAPSHOT OF DIVISION BUDGETS & YTD EXPENSES**

2019 Department Operating Budgets & YTD Expenses

Department	2019 Budget	YTD 09/30/19 Expenses	Budget %
CITY COUNCIL	\$92,390	\$65,876	71%
CODE ENFORCEMENT	\$203,330	\$193,059	95%
ENGINEERING	\$228,095	\$159,926	70%
FINANCE-ACCOUNTING	\$250,156	\$185,857	74%
FINANCE-INCOME TAX	\$100,890	\$69,898	69%
FINANCE-UTILITY BILLING	\$133,890	\$87,755	66%
FIRE	\$2,720,070	\$2,000,387	74%
LAW DEPARTMENT	\$204,015	\$175,856	86%
MAYOR/ADMINISTRATION	\$289,320	\$214,294	74%
MISC-NON-DEPARTMENTAL	\$452,275	\$393,409	87%
MULCH/COMPOST	\$24,125	\$16,124	67%
MUNICIPAL COURT	\$712,225	\$538,179	76%
PARKS/RECREATION/POOL	\$280,705	\$240,214	86%
POLICE	\$2,213,530	1605246.36	73%
PUBLIC WORKS & PROPERTY	\$153,320	113472.92	74%
AIRPORT	\$373,310	\$230,624	62%
STREET	\$708,690	\$557,446	79%
OAKDALE CEMETERY	\$150,295	\$124,357	83%
WATER	\$2,558,855	\$1,999,984	78%
SEWER	\$3,727,755	\$3,035,344	81%
STORMWATER - OPERATING	\$81,000	\$33,329	41%
STORMWATER - CAPITAL	\$192,000	\$34,827	18%
	\$15,850,241	\$12,075,464	76%

Fund Number	Fund Name	2019 Expected Revenue	2019 Revenue	Expected Revenue %
100	General	\$6,607,150	\$5,339,564	81%
200	Airport	\$382,165	\$243,753	64%
205	Street	\$709,000	\$482,208	68%
215	Cemetery	\$155,500	\$115,533	74%
275	P & F Tax Levy	\$1,370,250	\$1,129,252	82%
401	Capital Improvement	\$1,268,250	\$974,560	77%
402	P & F Tax - Cap Imp	\$456,750	\$332,605	73%
605	Water	\$2,440,300	\$1,708,002	70%
610	Sewer	\$3,766,500	\$2,814,695	75%
620	Stormwater - Oper	\$81,000	\$63,487	78%
625	Stormwater - Cap Imp	\$189,000	\$147,496	78%
	TOTAL	\$17,425,865	\$13,351,155	77%

COMMUNITY DEVELOPMENT

- Assisted the consultant that was hired by Flaherty and Collins, the developers of Legacy Place, with the passage of required resolutions of Urbana City Council and the Urbana City Board of Education for a grant application to the Affordable Housing Program of the Federal Home Loan Bank of Cincinnati. In addition, linked several community service partners with the developers and secured agreements with those partners in order to maximize the points that could be received for the AHP grant application. Grant awards for the Affordable Housing Program will be announced by mid-November, and the preliminary scoring that was completed by Flaherty and Collins' consultant was favorable. In addition, the project is anticipated to go before the multi-family committee and board of the Ohio Housing Finance Agency in November for final underwriting by OHFA for its portion of the project funding. Coordinated the replacement of the water service line for the Douglas Inn, the new fire line for the Douglas Inn, and the replacement of the sewer lateral prior to the concrete and roadway improvements being made on Miami Street to minimize future disruption. If all funding is secured, Flaherty and Collins anticipates that they will close on the project on or before April 30, 2020.
- In partnership with the Champaign County Commissioners and their grant consultant, CDC of Ohio, the City of Urbana and Champaign County were awarded \$700,000.00 in federal grant funding (CDBG and HOME) through the Ohio Development Services Agency to fund the next two year cycle of the local CHIP program. Every two years since 1999, this program has been available to benefit our community. Locally \$300,000.00 of the \$700,000.00 budget is planned to be spent in Urbana. Within Urbana, a minimum of six (6), owner occupied housing units will benefit from home repair grant funds. In addition, a minimum of four (4), owner occupied housing units will benefit from home rehabilitation funds.
- Continued to work with the city's partners in the redevelopment efforts at the former Q3JMC site. The submittal of no further action (NFA) letters (one for the west side and one for the east side) has been delayed until additional soil gas monitoring/testing efforts are completed. NFA submittals for both sides of the property are now anticipated to occur during the first half of 2020.
- Continued to participate in several local planning efforts, including the Champaign County Comprehensive Plan and the Champaign County Housing Market Study.
- Worked with a partnership specialist from the United States Census Bureau and numerous local partners to form the Champaign County Census 2020 Complete Count Committee. Over the next six months, this committee will develop and implement community outreach efforts to improve the local response rate to the 2020 Census.
- At the city's request, an ODOT consultant conducted a safety study of the existing bike trail crossings on Miami Street at the Depot and on North Main Street at the railroad crossing, and this study recommended short-term and long-term countermeasures for these crossing locations. This study was provided by ODOT's Safety Program at no cost to the city. Staff is continuing to work with ODOT on potential project scopes to implement the short term countermeasure on Miami Street and the long term countermeasure on North Main Street, including possible funding options.
- In cooperation with the City Engineer, the Community Development Manager prepared and submitted a grant application to the ODOT Municipal Bridge Program for the West Court Street Bridge Replacement. In addition, the City Engineer and Community Development Manager presented an overview of this project to an ODOT committee at ODOT Central Office in Columbus on September 16, 2019. The number of grant applications statewide for this funding round exceeds the funds available, and the city is anticipating having a response back from ODOT on its funding request for this bridge replacement in November. If this funding request is unsuccessful, the city will plan to reapply again in August of 2020.
- Secured grants totaling \$3,098,163.00 to improve South High Street within the City of Urbana between Miami Street (United States Route 36) and Lewis B. Moore Drive (State Route 55). In response to grant requests submitted to ODOT by city staff earlier this year for these competitive grant programs, ODOT awarded \$1,348,163.00 through the Small City Program, \$750,000.00 through the Transportation Alternatives Program; and \$1,000,000.00 through the Safety Program. These grant programs require local cash matches of either 5% or 10% depending on the program. In addition, the City of Urbana will need to secure an additional grant of approximately \$960,000.00 for new stormwater infrastructure on South High Street through the Ohio Public Works Commission in 2021. The total estimated construction cost to improve South High Street is \$4,320,000.00, and approximately 90% of the total construction cost is anticipated to be paid by state and federal grants. Construction is planned for calendar year 2023.

- Continued work on the South Main Street Corridor Plan with assistance from Burton Planning Services with a draft plan anticipated to be released in November of 2019 with a public meeting and a public comment period to follow.
- Prepared and mailed information packets for lodging establishments within the city limits and developed content for a city lodging tax webpage, including the applicable forms. Collection of the city's 3% lodging tax by the city instead of the county commenced on October 1, 2019, and these lodging establishments are required to file their first lodging tax return on or before November 15, 2019.
- Continued to assist with contract administration and public information efforts for the Monument Square Roundabout Project.

ENGINEERING

- State Route 54 (South Jefferson Avenue/Patrick Avenue) was paved at the end of fall, 2018. However, A&B Asphalt came back to fix substantial segregation and smoothness issues present within the top course of asphalt before the final striping went down in early August.
- The Hill Street Improvements and 2019 Asphalt Program were awarded to J & J Schlaegel, Inc. The project installed a new storm system on Hill Street and brand new sidewalks, curbs and gutters the full length of the street. The Water Reclamation Facility driveway also received its second phase of asphalt. Remaining substantial work includes patching, milling and paving of Hill Street and S. Kenton Street between Market and Hill. The total bid cost for these improvements was \$548,851.78, to be paid from a combination of Capital, Stormwater and Sewer.
- The 2018 Asphalt Program, partially carried over from last year, was completed in August of this year due to the delay in the curb, gutter and sidewalk program. The contractor was A&B Asphalt, which paved Miller Drive, Rue St. Clair, Rue Royale, Rue St. Charles, a portion of Bon Air Drive and Anderson Drive.
- Engineering has taken a break from design for the Powell Avenue to Bon Air Drive Sanitary Sewer Extension Project, which will hopefully still bid in late 2019, if not deeper into the winter. With the busyness of the construction season, it has taken a temporary backseat. CT Communications, though, completed relocation of their lines along the western side of S.R. 54 to make room for the City's new sewer main. They benefit by reducing to only one fiber line from the existing dual copper lines they currently have in place. ODOT and Champaign County will both have to allow use of their right-of-way for this project to proceed.
- Improvements to the roundabout and one block in each direction began in May. R.B. Jergens was awarded the project at a price of \$1,808,913.09. The project proceeded through its first four phases (center island and north, east and south legs) and is onto the fifth (west leg). The paving operation (phase 6) will occur October 27th and after. True Inspection Services continues to provide construction inspection while I function as the CPE (Construction Project Engineer) and Kerry Brugger functions as the PRC (Person in Responsible Charge). The City personnel act as primary decision makers and invoice/change order approval authorities in accordance with the state process. This is taking much more time than anticipated because of the complexity of the project. Clay Miller, engineer technician, has been taking as-built GPS shots on the new water main and services as the job progresses.
- Columbia Gas honored the request to extend their project to Hill Street and further north up South Kenton Street. Their gas installations and final restorations were completed in August. Clay Miller worked with the restoration crew, marking and inspecting their work as they went. Columbia Gas then discovered an additional emergency project needing done nearby in the 300 block of E. Market, the 200 block of Happersett and the 100-200 blocks of S. Kenton. Unfortunately, their timing has pushed back paving till early November for the 2019 Asphalt Program (200 block of S. Kenton Street) but engineering is working to accommodate both.
- Engineering learned in late August that the S. High Street Improvements Project was awarded grant funding through ODOT's Small Cities Program, Highway Safety Program and Transportation Alternatives Program amounting to \$3,098,163. The project looks to install sidewalks, curbs, gutters, bicycle friendly treatments, storm line improvements and traffic calming features through the entire S. High Street corridor. In order for this to work, we will need to obtain one additional stormwater grant from OPWC. The project would be constructed in 2023.

- The County's two-year cycle for CDBG program funding came around again for application in late-April. This time, the City was the only applicant for the money in Champaign County and stands to receive approximately \$136,000 for a curb, gutter, ADA ramp and paving project along Freeman Avenue next year. The total project cost (whole length of Freeman) is estimated to be \$216,000.
- The Phase 2 Water WSRLA project has a final plan submission deadline of 11/13/19. Engineering is managing a design consultant contract for Choice One Engineering, who was chosen based on qualifications. Originally their contract included water main replacement design for Scioto Street (between Jefferson and the 29/36 split), Finch Street (100-200 blocks), Crescent Drive and Ames Avenue. The original scope also included design of a storm system for Crescent Drive. However, the sewer department has since learned that deterioration of sanitary sewer mains on Scioto Street is past the point of lining and will need replaced. This was added to Choice One's contract.
- Engineering technician Clay Miller's duties this quarter revolved around right-of-way inspections, project monitoring (2019 Asphalt Program and Hill Street Improvements) and the use of the new GPS/GIS system for utility locations. He is also logging next year's sidewalk and curb replacement locations on Scioto Street.
- Eighteen (18) right-of-way permits were issued during this quarter.
- W. Court Street Bridge was posted for 45% legal load. Knowing that, the City made application to ODOT through their municipal bridge program and are waiting to hear on whether the grant will be awarded. The program was very competitive this year.
- Regarding Urbana's eleven bridges for which we have inspection and maintenance responsibility, ODOT's consultant will now be taking over inspections and load ratings free of charge to the City. This will free up two weeks of the average year for Engineering to focus on other items.

POLICE DIVISION

July Highlights

- Police conducted numerous covert drug investigations leading to the service of three tactical search warrant raids and the arrests and indictments of several individuals for drug crimes including trafficking in methamphetamines. Those indicted include: Anthony Snouffer – Trafficking Drugs (Fentanyl) and other drug related crimes, Patrick Kloeker -- three counts of Aggravated Trafficking Drugs (methamphetamine) and other drug related crimes, Sheldon Pearson – Two counts of Trafficking drugs (methamphetamine) and other drug related crimes, Summer Weider – Aggravated Possession of Drugs (Methamphetamine, Travis Brooks – Four counts of Trafficking Drugs, Aaron Cole – Three counts of Trafficking Drugs (Methamphetamine) with a firearm spec., Jaclyn Silvus – Two counts of Aggravated Trafficking Drugs (Methamphetamine) with a firearm spec., Bryer Ratcliff—Two counts of Aggravated Trafficking Drugs (Methamphetamine), Jack Cook – Four counts of Trafficking Drugs (Methamphetamine) and other drug related crimes, Christina Ulmer—Trafficking Drugs (Methamphetamine) and other drug crimes, Douglas Lawson – Trafficking Drugs and other drug related crimes. From these cases, Urbana police recovered a large amount of drugs, drug paraphernalia, weapons and cash.
- July 4: Police Auction brought in \$1,436.50.
- July 5: Fatal Crash (victim died 10 days after the crash from her injuries) @ intersection of Lewis B. Moore Drive and S. High Street.
- July 13: Officer Pratt assigned to Safety Town and a static display of police equipment during the City Park sponsored Summerfest.
- July 16-18: Ofc. Seth Lingrell attended the REID Method of Interview & Interrogation training in Columbus.
- July 19: Ofc. Keith Hurst participated in a Touch a Truck program at Patrick Plaza; we gave the Caring Kitchen boxes of food and clothing collected and donated by Urbana police employees over the past 3 months; Ofc. Todd Pratt attended a week of training in Columbus on Criminal Investigations.
- July 26: Officers conducted tactical raid of 400 E. Court Street, #C as part of a covert drug investigation with a search warrant. Jack Cook, 53, and Christina Ulmer, 47 as arrested for felony Trafficking in Drugs (Methamphetamine) and other drug related offenses.

- July 30: Police dealt with a barricaded suspect with outstanding warrants inside an apartment at 1060 S. High Street, which several officers responded to. This incident lasted a few hours and was ended when police conducted tactical raid with a court ordered search warrant and took the suspect, Brandon Chapman into custody on the warrant and taken to jail. A female, Alyce Burchnell was also arrested for obstructing police and was also taken to jail. An infant of Burchnell's was found safe inside the apartment and was turned over to a responsible family member to care for.

August Highlights

- August 5: During this month's Champaign County Grand Jury the Urbana Police Division presented twenty-three (23) of the thirty-seven cases from Champaign County law enforcement agencies. We were responsible for seventy-nine (79) of the 117 indictments issued in this grand jury.
- August 12: Sgt. Shawn Schmidt was reassigned from the Patrol Unit and placed into our Investigative Unit, which was reopened after a 3 year hiatus. Schmidt will oversee the more difficult, time consuming cases and will work with all patrol shifts to help meet the needs of the patrol unit and their investigations. Sgt. Jason Kizer, who had been our floating sergeant who covered the other three sergeants days off, has been moved to the Patrol Unit that had been managed by Schmidt, and will now oversee the overnight shift (10p – 6a). Both sergeants were easy choices for these positions and were very excited to get started with their new roles; Division completed annual range re-qualifications with the police rifle.
- August 12-16: Ofc. Luke Hitibran attended Field Training Officer schooling and is now certified to be an FTO for the division.
- August 20: We began our 7-week Application Period where we are accepting applications for the October 12, 2019, entry level testing, hoping to fill two vacancies.
- August 21: The police division prepared and served the Community Meal (spaghetti, rolls, salad, dessert 7 drinks) at the Urbana Episcopal Church. We've done these meals twice a year for three years.
- August 27-29: Ofc. Brandon McCain attended training at the Ohio Peace Officer's Training Academy (OPOTA) to become an instructor on Conducting Building Searches; Officers Robbie Evans, Casey Evans & Kerrie Kimpel attended training at OPOTA on Conducting Sexual Assault Investigations.

September Highlights

- September 7: Officers AJ Ervin & Luke Hiltibran along with Lt. Josh Jacobs & Chief Lingrell ran in the 2019 Alicia Titus Peace memorial 5K through the city, helping to raise money and awareness for this cause. Several other officers assisted with traffic control throughout the race route.
- September 12: Seven officers from the overnight shift and dayshift attended a breakfast in honor of law enforcement held at the Urbana Place Senior Living Home. We enjoyed a great meal and fellowship with the staff and some residents there.
- September 26: Division meeting and our final range of the year was held. TOP Shot winner this year was AJ Ervin. Annual awards were presented to various officers for outstanding work including one Meritorious Service Award, six Exceptional Duty Awards, fifteen Physical Fitness Awards, and six Chief's Challenge Coin Awards. We also received training from representatives of P & R Communications on our new radio communications system.
- September 28: Our newest officer, Chris Bourque completed his 12-week FTO program with the division and is now assigned as a solo officer, working the 2p – 10p Shift.
- September 30: Sergeants Schmidt & Kizer along with Ofc. Ervin attended training in Columbus on Finding Words which deals with child interviews of sexual assault victims.

ZONING & COMPLIANCE

- One of the department's primary functions is to issue permits for all new development in the City of Urbana. In Q3 2019, the department issued 46 zoning permits (6-Sign, 16-Fence, 7-Principal Structure, 12-Accessory Structure, and 5-Temporary Sign, resulting in more than \$500,000 in local investment (\$112,480-Commercial, \$413,625-Residential)
- Quarter 3 brought an end to our grass/tall weeds enforcement program. In total, the Zoning & Compliance Department opened 147 cases, resulting in over \$25,000 in special assessments.
- In Quarter 3 of 2019, the department received or made 659 phone calls compared to 343 in the same period of 2018 (92% increase).
- The department has representatives serving on the Monument Square District (MSD), the Champaign County Visitors Bureau (CVB), and the Logan-Union-Champaign (LUC) Regional Planning Commission
 - Adam Moore, Zoning Officer, serves as the Monument Square Districts treasurer. In Q3 2019, the MSD held their annual Art Affair on the Square and the Simon Kenton Chili Cook-off and Hoopla Parade.
 - Adam Moore also serves on The Champaign County Visitors Bureau. In addition, he serves on the CVB Marketing subcommittee. In Q3, the Visitors Bureau unveiled a new logo and are closing in on finalizing the 2020 Visitors Guide.
 - Adam Moore serves on the LUC Executive Committee.
- The department continues to participate in the development of both the LUC Champaign County Comprehensive Plan and the South Main St. Corridor Study. Adam Moore served on the LUC Zoning & Land Use subcommittee.
- The department is supporting the creation of a Special Improvement District in Downtown Urbana. Adam Moore is serving on the SID Committee as the treasurer.
- The department is also participating in the Champaign County Housing Needs Study commissioned by Marcia Bailey and the Champaign County Commissioners. Adam Moore is serving on both the advisory and steering committee for this project.
- The Zoning & Compliance Department is responsible for facilitating the Planning Commission, Design Review Board, Board of Nuisance Appeals, and Board of Zoning Appeals meetings. Our work consists of accepting applications, producing staff reports, transcribing previous meeting minutes, and compiling and distributing meeting packets.
 - Planning Commission – 9 Applications in Q3 2019
 - Design Review Board – 1 Applications in Q3 2019
 - Board of Zoning Appeals – 6 Applications in Q3 2019
 - Board of Nuisance Appeals – 0 Applications in Q3 2019

LAW OFFICE

City Council Meetings/Work Sessions

In the 3rd Quarter, the Law Director attended regular City Council Meetings and Work Sessions, to provide guidance on procedure and to answer any legal questions that may arise. He also availed himself to all members of Administration and Council for legal advice and representation as pertains to any matter involving the discharge of their duties and responsibilities as representatives of the City of Urbana, Ohio, and as to any matters which arise during those meetings.

Ordinances and Resolutions

In the 3rd Quarter, the Law Director has reviewed and approved several piece of Legislation for presentation to Council, and has advised Council as to the appropriate procedure for enacting same.

Charter Review Committee

The Charter Review Committee continued its work. In the 3rd Quarter, the Committee has moved into individual evaluations of each Article. The Law Director and his Executive Legal Secretary, Amy Deere, have organized and facilitated the meetings of the Committee, and shall so continue to facilitate these meetings. As of the end of the 3rd Quarter, the Committee completed its review of the first two Articles.

Code Enforcement

Planning and Zoning, Administration, and the Law Director work hand-in-hand to assure that all provisions of the Urbana Codified Ordinances, and specifically, those provisions pertaining to nuisances and zoning violations, are being adequately enforced.

Throughout the 3rd Quarter of 2019, the Law Director orchestrating the filing of 26 Nuisance and/or Zoning Violation cases, filed in the Champaign County Municipal Court as minor misdemeanor offenses. Each of these cases resolved in abatement.

Contract/Legal Document Review/Modification

Numerous City projects requiring complex legal documentation and process including, but not limited to, the roundabout project. Bidding contracts, construction and remediation projects, interaction with the Townships and Champaign County, issues involving the Historical society, Community Development, and so forth were brought forth. Each involves the office of the Law Director, some merely for review, others for more detailed participation.

Easements, Appropriations, and Other Civil Matters

The Law Director represents the City in matters of easements, appropriations, takings, and/or civil cases. He also appeared in Court for multiple suits regarding unpaid utility bills.

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 in Champaign County, in the Champaign County Municipal Court, for all misdemeanors and for any felony cases filed in that Court.

Cases Prosecuted

In the 3rd Quarter of 2019, the Prosecutor's office processed 1123 cases, included the aforementioned 26 nuisance/zoning cases.

This includes all matters, 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 reviewed numerous "Prosecution Packets", which contain fact patterns and evidence gathered by law enforcement, to determine whether it would or would not be appropriate to file any charges in a particular case. Generally, the Prosecutor is approached to review cases which require analysis of complex legal application of the law to the facts. They may also involve other issues, such as mental and/or physical impairment of suspects, and how diminished capacity might affect charges.

Victim Advocacy

Through the Municipal Court Prosecutor's Victim's Advocate program, 123 victims of crime were provided guidance and services in the 3rd quarter of 2019. The vast majority of these were either victims of assault or domestic violence.

Diversion

14 Defendants were accepted into the Municipal Court's Diversion Program during the 3rd quarter of 2019. 9 successfully completed the Program, and 11 currently remain in the program.

RESOLUTION NO. 2466-19

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE VICTIMS OF CRIME ACT ("VOCA") GRANT AS ADMINISTERED BY THE OHIO ATTORNEY GENERAL, AND DECLARING AN EMERGENCY.

WHEREAS, \$45,960.16 in federal funds have been awarded to the City of Urbana through the Ohio Attorney General pursuant to the federal Victims of Crime Act ("VOCA") to support services to crime victims and witnesses in the jurisdiction of the Champaign county Municipal Court; and

WHEREAS, the City of Urbana has received and administered VOCA grants since 2000 through the Department of Law for victim advocate personnel wages, benefits and related equipment; and

WHEREAS, the grant requires a local match of 20 percent of funds or in-kind contributions; and

WHEREAS, the grant award was announced October 7, 2019, and requires prompt acceptance by the City to preserve public safety and welfare due to the nature of victim services.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF URBANA, OHIO:

SECTION ONE: The Director of Law is hereby authorized to accept the amount awarded on behalf of the City of Urbana, and to re-apply for subsequent VOCA grants annually.

SECTION TWO: The Director of Law and Director of Finance are hereby authorized to take all necessary actions to comply with applicable legal requirements upon award of VOCA grant funds to provide services to victims of crime in the local community.

SECTION THREE: The City of Urbana agrees to appropriate the local match funds and in-kind contributions required to remain eligible for reimbursement under the terms of the VOCA grant.

SECTION FOUR: By reason of the emergency set forth in the Preamble, this Resolution shall take effect immediately upon passage by Council and approval by the Mayor.

Marty Hess, Council President

Passed: _____

Attest: *Amy Deere*
Amy Deere, Council Clerk

This resolution approved by me this _____ day of November 2019.

Bill Bean, Mayor

Department requesting: <u>Law</u>	Personnel: <u>Mark Feinsrein</u>	Director of Law review <u><i>Mark Feinsrein</i></u>	
Expenditure? <input checked="" type="radio"/> Y <input type="radio"/> N	Emergency? <input checked="" type="radio"/> Y <input type="radio"/> N		Public Hearing? Y <input checked="" type="radio"/> N
Readings required: <u>1</u> / <u>2</u> 3 <u>Rule suspension requested</u>	If yes, dates advertised:		
First reading date: <u>11/12/19</u>	Second reading date:		Third/Final reading date:

Anticipated effective date if approved: 11/13/19

A RESOLUTION TO APPROPRIATE MONEY FOR THE SEVERAL OBJECTS AND PURPOSES WHICH THE CITY OF URBANA, OHIO MUST PROVIDE FOR THE FISCAL YEAR ENDING DECEMBER 31, 2020.

WHEREAS, it is the determination of the City Council that the annual appropriation resolution for the full fiscal year 2020 should be enacted immediately in order to be effective January 1, 2020, and the Official Certificate of the Budget Commission as to estimated available revenue having been furnished, which fact and the necessity of providing for the usual daily operations of the municipal departments cause this resolution to take effect and be in force from and after the earliest period allowed by law.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF URBANA, OHIO:

SECTION ONE:

That from and out of the monies and balances known to be in various funds of the City of Urbana, Ohio and from all monies anticipated to come into said funds during the 12-month period ending December 31, 2020, there shall be and there hereby are appropriated to the use of the several departments and offices of the City and for the objects and purposes for which said City must provide the following sums for use during the fiscal year ending on December 31, 2020.

2020 Appropriation Resolution

100-101 Council	
Personal Services	\$86,120
Supplies, Materials, & Other	\$5,050
Total	<u>\$91,170</u>
100-102 Mayor-Administrator	
Personal Services	\$286,200
Supplies, Materials, & Other	\$17,000
Total	<u>\$303,200</u>
100-103 Municipal Court	
Personal Services	\$658,800
Supplies, Materials, & Other	\$94,625
Total	<u>\$753,425</u>
100-104 Engineering	
Personal Services	\$226,500
Supplies, Materials, & Other	\$16,000
Total	<u>\$242,500</u>
100-105 Code Enforcement	
Personal Services	\$71,025
Supplies, Materials, & Other	\$52,825
Total	<u>\$123,850</u>
100-106 Police	
Personal Services	\$1,618,440
Supplies, Materials, & Other	\$119,700
Total	<u>\$1,738,140</u>
100-108 Fire	
Personal Services	\$1,772,500
Supplies, Materials, & Other	\$148,655
Total	<u>\$1,921,155</u>

100-110 Parks & Recreation-Administration	
Personal Services	\$135,200
Supplies, Materials, & Other	\$67,900
Total	<u>\$203,100</u>
100-112 Recreation-Pool	
Personal Services	\$0
Supplies, Materials; & Other	\$87,050
Total	<u>\$87,050</u>
100-114 Public Works & Properties	
Personal Services	\$12,450
Supplies, Materials, & Other	\$149,700
Total	<u>\$162,150</u>
100-115 Non-Departmental	
Personal Services	\$0
Supplies, Materials, & Other	\$463,500
Total	<u>\$463,500</u>
100-116 Compost/Mulch	
Personal Services	\$20,575
Supplies, Materials, & Other	\$2,500
Total	<u>\$23,075</u>
100-118 Zoning Compliance	
Personal Services	\$110,550
Supplies, Materials, & Other	\$19,725
Total	<u>\$130,275</u>
100-200 Finance-Accounting	
Personal Services	\$250,650
Supplies, Materials, & Other	\$22,750
Total	<u>\$273,400</u>
100-201 Finance-Income Tax	
Personal Services	\$89,050
Supplies, Materials, & Other	\$20,600
Total	<u>\$109,650</u>
100-202 Finance-Utility Billing	
Personal Services	\$82,850
Supplies, Materials, & Other	\$57,550
Total	<u>\$140,400</u>
100-300 Law Department	
Personal Services	\$221,600
Supplies, Materials, & Other	\$14,250
Total	<u>\$235,850</u>
TOTAL GENERAL FUND	<u><u>\$7,001,890</u></u>
200 Airport Operation and Maintenance	
Personal Services	\$55,200
Supplies, Materials, and Other	\$303,600
Total	<u>\$358,800</u>

205 Street Maintenance & Repair	
Personal Services	\$584,050
Supplies, Materials, & Other	\$213,500
Total	<u>\$797,550</u>
210 State Highway	
Personal Services	
Supplies, Materials, & Other	\$61,000
Total	<u>\$61,000</u>
215 Oak Dale Cemetery	
Personal Services	\$92,635
Supplies, Materials, & Other	\$59,700
Total	<u>\$152,335</u>
225 Police & Fire Pension	
Supplies, Materials, & Other	\$115,000
Total	<u>\$115,000</u>
230 Supplemental Investment	
Supplies, Materials, & Other	\$0
Total	<u>\$0</u>
235 Community Development Program Income	
Supplies, Materials, & Other	\$0
Total	<u>\$0</u>
275 Police & Fire Tax Levy Fund	
Personal Services	\$1,516,550
Supplies, Materials, & Other	\$0
Total	<u>\$1,516,550</u>
401 Capital Improvements	
Personal Services	
Supplies, Materials, & Other	\$1,314,300
Total	<u>\$1,314,300</u>
402 Police & Fire Capital Imp.	
Personal Services	\$0
Supplies, Materials, & Other	\$916,400
Total	<u>\$916,400</u>
605 Water Plant	
Personal Services	\$501,100
Supplies, Materials, & Other	\$2,014,100
Total	<u>\$2,515,200</u>
610 Wastewater Treatment Plant	
Personal Services	\$898,250
Supplies, Materials, & Other	\$2,972,100
Total	<u>\$3,870,350</u>
615 Recycling Fund	
Supplies, Materials, & Other	\$160,000
Total	<u>\$160,000</u>
620 Stormwater - Operating	

Supplies, Materials, & Other	\$81,000
	<u>\$81,000</u>
625 Stormwater - Capital	
Supplies, Materials, & Other	\$189,000
	<u>\$189,000</u>
805 Cemetery Trust Income Fund	
Supplies, Materials, & Other	\$4,000
Total	<u>\$4,000</u>
810 Fire Donation Trust	
Supplies, Materials, & Other	\$15,000
Total	<u>\$15,000</u>
815 Police Donation Trust	
Supplies, Materials, & Other	\$5,000
Total	<u>\$5,000</u>
820 City Beautification	
Supplies, Materials, and Other	\$500
Total	<u>\$500</u>
825 Parks & Recreation Trust Fund	
Supplies, Materials, and Other	\$5,000
Total	<u>\$5,000</u>
840 Cemetery Improvement Fund	
Supplies, Materials, and Other	\$500
Total	<u>\$500</u>
GRAND TOTAL	<u><u>\$19,079,375</u></u>

SECTION TWO:

That there is hereby deemed appropriated and exempt from the budgetary process in accordance with Urbana Codified Ordinance 133.07 to an amount equal to beginning balance plus the greater of estimated or actual receipts as follows:

	Expected 2020		Total
	as of 11/01/20	Receipts	
Fund #236 - CDBG Home Repair	\$4,995	\$0	\$4,995
Fund #240 - FAA Master Plan	\$109,765	\$100,000	\$209,765
Fund #250 - Law Enforcement	\$58,174	\$18,000	\$76,174
Fund #255 - Mandatory Drug Fine	\$13,220	\$2,000	\$15,220
Fund #257 - Diversion Program Fund	\$5,276	\$7,000	\$12,276
Fund #260 - Indigent Alcohol	\$42,519	\$15,000	\$57,519
Fund #265 - Probation Office	\$99,497	\$65,000	\$164,497
Fund #270 - Victim Assistance Grant	\$0	\$45,960	\$45,960
Fund #280 - Probation Grant	\$21,832	\$87,326	\$109,158
Fund #403 - Court Improvement	\$233,540	\$124,650	\$358,190
Fund #835 - Mausoleum Trust	\$37,693	\$40,000	\$77,693

SECTION THREE:

That all expenditures against the appropriations hereinbefore authorized shall be made in accordance with the authorized items of appropriations which may be amended from time to time by the City Council with the exception that the Board of Control may authorize a reallocation of appropriations between the

items of appropriation for Personal Services and for Supplies, Materials, & Other within each individual department or division designated in this resolution.

SECTION FOUR:

That the Director of Finance shall be authorized to make transfers, as needed, from the General Fund to the General Fund subsidy accounts for Street and Cemetery Divisions, provided that appropriations for such transfers have been established by resolution of the City Council.

SECTION FIVE:

That the Director of Finance shall be authorized to make transfers, from time to time, of the balance in the Income Tax Fund to the General and Capital Improvement Funds of the City. Twenty-five percent of such transfers shall be credited annually to the Capital Improvement Fund and the balance to the General Fund.

SECTION SIX:

That the Supplemental Investment Fund will be used for emergency, capital improvement, or investment needs of the City and until further notice, all money currently available and all money received in the future in the Supplemental Investment Fund will remain in the Supplemental Investment Fund for the above listed purposes. As a minimum, unless otherwise stated by Council by ordinance or resolution, \$150,000.00 will remain in the Supplemental Investment Fund for investment income purposes.

SECTION SEVEN:

When financially feasible, the City of Urbana will maintain a General Fund Operating reserve of 15% as indicated by the year-end fund balance. When financially feasible, the City of Urbana will maintain a Police & Fire Operating Fund reserve of 15% as indicated by the year-end fund balance.

SECTION EIGHT:

That this resolution shall take effect and be in force from and after the earliest period allowed by law.

SECTION NINE:

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

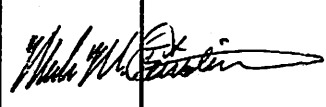
President

ATTEST: _____

PASSED: _____

This resolution approved by me this _____ day of _____, _____.

Mayor

Department requesting: FINANCE		Personnel:	Director of Law review 
Expenditure? (Y) N	Emergency? Y N	Public Hearing? Y N	
Readings required: 1 2 (3)		If yes, dates advertised:	
First reading date: 11/12/19	Second reading date: 11/19/19	Third reading date: 12/03/19	
Anticipated effective date if approved:			