

**URBANA CITY COUNCIL
REGULAR SESSION MEETING
March 15, 2022**

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

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

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

- **Call to Order**

- **Roll Call**

- **Executive Session:** Pursuant to Ohio Revised Code section 121.22(G)(3) for conferencing with an attorney for the public body concerning disputes involving the public body that are subject of pending or imminent court action.

- **Pledge of Allegiance**

- **Approval of Minutes:**

Urbana City Council Regular Session Meeting Minutes of January 4, 2022 and March 1, 2022.

- **Communications**

1. Champaign Health District Annual Report for 2021 (See Attached)

- **Board of Control**

1. The Board of Control recommends Council authorize a purchase order to Insight Pipe Contracting LLC for the CIPP sanitary sewer lining in the amount of \$78,570.00. The sewer mains are located in Monument Square and one block in each direction. This expense will be charged to the Sewer Fund and is in the 2022 budget (see attached).
VOTE: 3-0

2. The Board of Control recommends Council authorize a purchase order to The Champaign Family YMCA in the amount of \$89,800.00 for the management of the Wendell Stokes Municipal Pool for the 2022 season (see attached). This expense will be charged to General Fund – Pool and is in the 2022 budget at \$70,000.00. **VOTE: 3-0**

Footnote – Purchase Orders \$2,501 - \$50,000 for February 2022 (see attached)

- **Citizen Comments:** (In Person Only; Must Sign-in)
- **Ordinances and Resolutions**

Old Business:

Third Reading:

Ordinance 4397-22: An ordinance establishing the salary and benefits for the Fire Chief for the City of Urbana (Three readings)

Ordinance 4398-22: An ordinance establishing the salary and benefits for Assistant Fire Chief for the City of Urbana (Three readings)

Ordinance 4399-22: An ordinance establishing the salary and benefits for the Central Staff Employees of the City of Urbana (Three readings)

Ordinance 4400-22: An ordinance establishing the salary and benefits for the Police Chief of the City of Urbana (Three readings)

Ordinance 4401-22: An ordinance establishing the salary and benefits for the Police Lieutenant of the City of Urbana (Three readings)

Ordinance 4405-22: An ordinance fixing salary and other benefits for the Director of Administration (Three readings)

Ordinance 4406-22: An ordinance fixing salary and other benefits for the Director of Finance (Three readings)

Ordinance 4407-22: An ordinance fixing salary and other benefits for the Director of Law (Three readings)

Second Reading:

Ordinance 4567-22: An ordinance determining to proceed with the improvement of South and North Main Street in the City of Urbana, County of Champaign, Ohio by constructing or repairing curbs, gutters, driveway approaches and appurtenances thereto on a section of South Main Street between State Route 55 and Market Street and on a section of North Main Street between Court Street and Washington Avenue/Gwynne Street, and declaring an emergency. (Three readings)

New Business:

First Reading:

Resolution 2629-22: A resolution to authorize preliminary approval between the City of Urbana, Champaign County, Ohio and Ohio Department of Transportation for pavement planing and resurfacing of United States Route 36 from the Western Corporation Limits

(SLM 14.04) to Walnut Street (SLM 14.88), Reference PID No: 108875, County/Route/Section: CHP US 36 14.04, and declaring it an emergency. (Passage on 1st Reading)

Resolution 2630-22: A ceremonial resolution in support of the Champaign Aviation Museum's efforts to expand their museum and to obtain additional grant funding from the State of Ohio Capital Budget through the State's Cultural Facilities Grant Program (Ceremonial Resolution – Passage on 1st Reading)

- **Committee/Department Liaison Updates:**
 - **Miscellaneous Business:**
 1. Council
 2. Administration
 3. Council Clerk
 - **Next Meeting:** Tuesday, April 5, 2022
 - **Adjourn**
-

**URBANA CITY COUNCIL
REGULAR SESSION MEETING
TUESDAY, JANUARY 4, 2022**

President Hess called the City of Urbana Regular Session Meeting to order at 6:00 pm.

Known City Staff attending: Mayor Bean, Director of Finance Chris Boettcher, Superintendent of Public Works Chad Hall, Director of Administration Kerry Brugger, City Engineer Tyler Bumbalough, Urbana Fire Chief Dean Ortleib, Director of Law Mark Feinstein

President Called Roll: Mr. Paul, present; Mr. Scott, present; Mr. Thackery, present; Ms. Collier, present.

Swearing-in of Re-elected & New Council Members

Mayor Bean swore in Ms. Collier and Mr. Paul for the re-elected terms of their council seats. Mayor Bean also swore in Mrs. Bean and Ms. Jumper for the start of their newly elected council terms.

Annual Organizational Items

President Pro Tempore: Mr. Paul informed Council it had been his honor serving as President Pro Temp for the past term. He then made a motion for Mr. Thackery to serve as President Pro Tempore for the 2022 Council year. Mr. Scott seconded. Voice vote on approval: all ayes, nays none.

Council Clerk: President Hess indicated this topic would be discussed later at executive session.

Council Representative for Tax Incentive Review Council (TIRC): President Hess indicated Mr. Fields had served as the TIRC council representative. Mr. Thackery nominated Mrs. Bean as the 2022 TIRC council representative. Mr. Scott seconded. Voice vote on approval: all ayes, nays none. Mrs. Bean accepted the representation.

Committees: President Hess indicated the committees would be determined at a later work session. Mr. Thackery stated he hoped to see better structure in committees for more efficiency.

Minutes: Mr. Thackery moved to put the minutes of the regular meeting for December 21, 2021 on the floor for discussion and possible approval. Ms. Collier seconded. Voice vote on approval of minutes: all ayes; nays, none.

Communications

1. Ohio Division of Liquor Control dated December 7, 2021, regarding the renewal of liquor permits for the two Urbana Speedway Locations

Mr. Paul indicated the request was basically shopkeeping more than anything else. Mr. Paul moved to accept the communication. Mr. Thackery seconded.

Voice vote on approval; all ayes, nays none.

Administrative Reports – Board of Control

1. Authorization of a purchase order to White's Ford in the amount of \$53,703.40 for the purchase of a 2021 Ford Utility Interceptor for the police division. This purchase is due to the loss of Car 36 in 2021 which was involved in a flood. The City was reimbursed \$56,790.94 from our insurance company for the vehicle and equipment.
VOTE: 3-0

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

Ms. Boettcher informed the City just got reimbursement for the loss of the vehicle from the insurance company. The entire insurance proceeds will be expensed after the costs of equipment for the vehicle is bought.

Mr. Paul asked how the vehicle was lost in a flood. Ms. Boettcher informed Council that the vehicle was lost in a flash flood in Reynoldsburg during a training session.

Voice vote on approval; all ayes, nays none.

2. Authorization of a purchase order to Southeastern Equipment in the amount of \$169,359.44 for a 2022 Case 621G Wheel Loader for the Water Reclamation Facility. This purchase will be financed over three years at 2.50% interest for an annual payment of approximately \$57,955.20. This expense will be charged to the Sewer Fund and is in the 2022 budget at \$57,000. VOTE: 2-0

Mr. Scott moved to put this request on the floor for further discussion and possible discussion.
Mrs. Bean seconded.

Mr. Hall indicated that a wheel loader needs to be replaced. The three-year lease seems to work out well.

Mr. Paul asked for clarification for the lease program. Mr. Hall clarified that after three years Urbana owns it in full.

Voice vote on approval; all ayes, nays none.

3. Authorization of the blanket purchase order list for 2022. All blanket purchase order amounts are in the 2022 budget. Vote 2-0

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

Ms. Boettcher stated there was a list of all departments for all blanket purchase orders that covers the year 2022.

Mr. Paul asked how close the city comes to the actual numbers. Ms. Boettcher stated the City had been right on track. Mr. Hall indicated there had been a couple increases with petroleum, which influenced numbers for this year.

Voice vote on approval; all ayes, nays none.

Citizen Comments: None

ORDINANCES AND RESOLUTIONS

Third Reading:

Ordinance 4390-21: An ordinance approving a collective bargaining agreement between the City of Urbana, Ohio and the City of Urbana Firefighters and the Urbana Firefighters Association, I.A.F.F. Local 595, and declaring it an emergency.

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

Mr. Brugger stated the summaries are the same from the last two meetings. The agreement was approved by the union back in November. Also, the Local number is returning to 595, which is what it was back in the day.

Council thanked the City for all of the hard work in reaching this agreement.

President Hess called for a roll call for passage. Mr. Scott, yes; Mr. Paul, yes; Mr. Thackery, yes; Mrs. Collier, yes; Mrs. Bean, yes; and Ms. Jumper, yes.

Ordinance passed 6-0.

Ordinance 4392-21: An ordinance approving a collective bargaining agreement between the City of Urbana, Ohio and the City of Urbana Fire Captains and the Urbana Firefighters Association, I.A.F.F. Local 595, and declaring it an emergency.

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

Mr. Brugger stated this is similar to the previous ordinance. It took place after three negotiation sessions.

No questions/comments by Council.

President Hess called for a roll call for passage. Mr. Paul, yes; Mr. Thackery, yes; Mrs. Collier, yes; Mrs. Bean, yes; Ms. Jumper, yes; and Mr. Scott, yes.

Ordinance passed 6-0.

Second Reading:

Ordinance 4395-22: An ordinance approving a collective bargaining agreement between the City of Urbana, Ohio and the City of Urbana Police Patrol Officers and the Fraternal Order of Police/Ohio Labor Council, Inc., and declaring it an emergency.

Mr. Brugger informed Council there is a summary of the proposed changes that was attached to the packet.

Mr. Paul asked about annual turnover, concerning mainly how our compensation stacks up. Mr. Brugger stated one of the main concerns here was starting pay. There was a focus on entry level to try and entice officers.

Ms. Jumper asked how many officers Urbana currently has. Mr. Brugger believes that number to be around seventeen.

President Hess declared this ordinance to have had its second reading.

Ordinance 4396-22: An ordinance approving a collective bargaining agreement between the City of Urbana, Ohio and the City of Urbana Police Sergeants and the Fraternal Order of Police/Ohio Labor Council, Inc., and declaring it an emergency.

Mr. Brugger stated the agreement was worked on together as the previous ordinance.

No questions/comments by Council.

President Hess declared this ordinance to have had its second reading.

New Business:

First Reading:

Resolution 2624-22: A resolution declaring the necessity of constructing or repairing sidewalks along South Main Street and portions of North Main Street, East Court Street, East Church Street and East Ward Street, and declaring it an emergency.

Mr. Bumbalough stated this is similar to previous legislation but focuses on Main Street and some surrounding areas for resurfacing. Letters had gone out in August to home owners. The second round of letters to those not signed up with the cities will go out in April. This resolution is a part that allows the City to assess the costs if the home owners are unable to pay the costs up front.

Mr. Paul asked and received confirmation that this was not installing new, only fixing existing. Mr. Scott asked how the City determines the legal owner. Mr. Bumbalough stated the City uses the Auditor's Office. They are reviewed immediately before sending the letters. Mr. Thackery asked if the City knows the ratios between home owners paying and needing it assessed. Ms. Boettcher indicated she would come up with the figures. Ms. Jumper asked if there had been any calls since the first letters. Mr. Bumbalough said about thirty homeowners have already completed and about thirty more have given the City the approval to complete it on their behalf.

Mr. Thackery motioned for the suspension of rules to allow the passage of this resolution tonight. Mr. Paul seconded. Roll call for suspension of rules: Mr. Paul, aye; Ms. Jumper, aye; Mr. Scott, aye; Mr. Thackery, aye; Ms. Collier, aye; and Mrs. Bean, aye.

Suspension passes 6-0.

Mr. Thackery motioned to place the resolution on the floor for passage. Mr. Scott seconded. Roll call for passage: Ms. Jumper, aye; Mr. Scott, aye; Mr. Thackery, aye; Mrs. Collier, aye; Ms. Bean, aye; and Mr. Paul, aye.

Committee Reports: None

Miscellaneous Business

Mr. Paul informed Council members not to be scared to be on committees since all meetings were recorded which made minutes easier to take. He also asked Chief Ortleib about fire department turnover. Chief Ortleib indicated that the raised entry pay is definitely a plus. Getting people to higher pay more quickly will help retention.

Mr. Thackery welcomed the new Council members. He also thanked Mr. Fields coming. Mr. Thackery also wanted to take a vote on the salary commission recommendations. The new Council members need to be up to date on those recommendations.

Chief Ortleib liked Mr. Thackery's ideas with the safety committee. He also indicated the NIMS class will be scheduled once he has had a full meeting with the County.

Mr. Hall indicated the City was starting to pick up Christmas trees.

Mr. Feinstein clarified that the Department of Liquor Control did need a formal answer whether Council required a hearing. This response needs to be returned to the Department. Council confirmed that no hearing was requested.

Mr. Brugger thanked Council for the support in the Firefighter contracts. He also appreciated Council stop kicking the can when it comes to sidewalks, etc. Mr. Brugger also described the cumbersome process of civil service applications when it comes to police and fire jobs.

Mayor Bean also welcomed the new Council members. He requested the newly elected members to sign the oath of office before they left.

Council proceeded to go into executive session.

REGULAR MEETING ADJOURNED AT 7:11 p.m.

NEXT SCHEDULED MEETING

January 18, 2022, at 6:00 p.m.

Council Clerk

Council President

**URBANA CITY COUNCIL
REGULAR SESSION MEETING
TUESDAY, MARCH 1, 2022**

President Hess called the City of Urbana Regular Session Meeting to order at 6:00 pm.

City Staff attending: Director of Administration Kerry Brugger, Director of Finance Chris Boettcher, Director of Law Mark Feinstein, Fire Chief Dean Ortleib, and Superintendent of Public Works Chad Hall

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

Champaign Aviation Museum Update

Dave Shiffer spoke to the status of the B17 restoration process and the expansion progress.

Restoration for the Champaign Lady B17 began in 2006. 99% of the workload is completed by volunteers. The Museum also has an independent Board comprised of members from around the region. Both the front and aft are both physically completed. They do need to be connected with all of the appropriate cable connections. When complete, the B17 will fly and serve as a memorial to World War II veterans.

The Museum is also part of the National Aviation Heritage Area. National Park passport holders can get their passports stamped. There is also a sign off I-70 directing people from the Dayton area to the museum. The museum also takes part in the Living History Flight Experience. The FAA allows people to take rides in the B25 Champaign Gal. No one else in Ohio is currently doing this. Rides have been given since 2017 and seven passengers are able to fly at one time. The next ride at Grimes Field will be on June 11th.

The Museum currently has an exhibit on Women Pilots of WWII, equipped with two listening stations. The Navy C-1A will fly this summer. The Museum also took part in the 2020 Salute to America, flying over the U.S. Capitol on July 4th.

The Museum is also beginning a capital campaign for a 20,400 square foot hangar addition. They have applied for \$950,000 in State capital grants. This is a two year process. The other half of the addition would consist of privately raised funds. Already, the Museum has raised \$200,000. This new expansion would allow for room not only for the B17, but also for the C1, A26, and other donated aircraft. The Museum needs more room so visitors can see all of the airplanes at once.

Minutes: Mr. Scott moved to put the minutes of the regular meeting for February 15, 2022 on the floor for discussion and possible approval. Mr. Paul seconded. Mr. Paul noted a dollar sign should be added to the 1,600 capacity fee. Voice vote on approval of minutes: all ayes; nays, none.

Communications

1. CCPSCS Council of Governments 2021 Financial Report (See Attached)
2. Melvin Miller Park Board – December 15, 2021 Meeting Minutes (See Attached)
3. Municipal Court Annual Report for 2021 (See Attached)
4. Champaign County Farm Bureau’s Policy Development Resource Meeting Invitation (See Attached)
5. Safety Committee Meeting Minutes – February 23, 2022 (See Attached)

Mr. Thackery moved to put the communications on the floor for further discussion and possible passage. Mr. Paul seconded.

Mr. Thackery asked how many employees the CCPSCS had. No one knew. Mr. Paul found it odd that the Municipal Court only had nine parking tickets for all of 2021.

Voice vote on approval; all ayes, nays none.

Administrative Reports – Board of Control

1. Authorization of the Director of Finance to enter into a contract with Clark Schafer Hackett for annual financial audits for the period January 1, 2021 through December 31, 2025 at a cost of \$142,375.00. Fiscal year 2021 expense of \$27,135.00 will be charged to Non-Departmental, Water and Sewer Divisions, and is in the 2022 budget (see attached). VOTE: 2-0

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

Ms. Boettcher stated that this would cover the annual audit for the next five years. The Audit can be conducted by either the State Auditor’s office or a third-party CPA firm. Due to State Auditor staff restraints, they could no longer handle our City audit themselves. It then went to third-party bids.

Mr. Paul asked who specifically chose this firm. Ms. Boettcher indicated the State did. Mr. Scott asked how many applicants there were. Ms. Boettcher informed Council it came down to two firms. At the end of the day, the State chose Clark Shafer Hackett. This is the first contract where the fees increase each year in the contract. Typically the audit services were \$25,000 a year.

Voice vote on approval; all ayes, nays none.

Citizen Comments: None

ORDINANCES AND RESOLUTIONS

Third Reading:

Ordinance 4564-22: An ordinance accepting the annexation of two tracts (Now combined into parcel #I30-09-12-19-00-008-00) totaling 2.030 acres, more or less, to the City of Urbana, Ohio. (Three readings)

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

Mr. Brugger informed Council these were the properties behind the old Walmart. They are being brought into the City and Council has already addressed the utilities.

No questions/comments by Council.

President Hess called for a roll call for passage. Mr. Scott, yes; Mr. Paul, yes; Mr. Thackery, yes; Mrs. Collier, yes; Mrs. Bean, yes; and Ms. Jumper, yes.

Ordinance passed 6-0.

Ordinance 4565-22: An ordinance repealing and replacing section 931.24 (Sanitary Sewer Capacity Fee) of the Urbana Codified Ordinances (Three readings, public hearing required)

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

Mr. Hall stated this is to cap the EDU at \$1,600. This also eliminates the flow guide that was used to develop what the cap should be. This is the process as the next ordinance.

Mr. Scott asked how this affects the average home owner. Mr. Hall stated it does not. It is only for new construction.

President Hess called for a roll call for passage. Mr. Paul, yes; Mr. Thackery, yes; Mrs. Collier, yes; Mrs. Bean, yes; Ms. Jumper, yes; and Mr. Scott, yes.

Ordinance passed 6-0.

Ordinance 4566-22: An ordinance repealing and replacing section 939.07 (Water Capacity Fee) of the Urbana Codified Ordinances (Three Readings, public hearing required)

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

Mr. Hall stated this ordinance is exactly the same process as the last ordinance.

No questions/comments by Council.

President Hess called for a roll call for passage. Mr. Thackery, yes; Mrs. Collier, yes; Mrs. Bean, yes; Ms. Jumper, yes; Mr. Scott, yes; and Mr. Paul, yes.

Ordinance passed 6-0.

Second Reading:

Ordinance 4397-22: An ordinance establishing the salary and benefits for the Fire Chief for the City of Urbana (Three readings)

Mr. Paul moved to put this Ordinance on the floor for discussion. Mr. Thackery seconded.

Mr. Brugger informed Council that all of the next ordinances are approving the ranges, not for specific salaries. These will be retroactive to January 1, 2022.

No questions/comments by Council.

President Hess declared this ordinance to have had its second reading.

Ordinance 4398-22: An ordinance establishing the salary and benefits for Assistant Fire Chief for the City of Urbana (Three readings)

Mr. Paul moved to put this Ordinance on the floor for discussion. Mr. Thackery seconded.

Mr. Brugger stated the City does not currently have an Assistant, but it's important to keep the ordinance current.

No questions/comments by Council.

President Hess declared this ordinance to have had its second reading.

Ordinance 4399-22: An ordinance establishing the salary and benefits for the Central Staff Employees of the City of Urbana (Three readings)

Mr. Thackery moved to put this Ordinance on the floor for discussion. Mrs. Bean seconded.

Mr. Brugger stated that a table of contents has been added for ease of reading. The Court staff is different because they fall under the guidance of Chapter 1903 of the Ohio Revised Code. This ordinance sets a 3.75% raise for each of the next three years for central staff. Prorated language was added for longevity payments for employees leaving in the middle of a year. Comp time max was also adjusted to match the Teamsters agreement. Juneteenth was added as a holiday. Finally, the educational incentive pay was also adjusted.

No questions/comments by Council.

President Hess declared this ordinance to have had its second reading.

Ordinance 4400-22: An ordinance establishing the salary and benefits for the Police Chief of the City of Urbana (Three readings)

Mr. Paul moved to put this Ordinance on the floor for discussion. Mr. Thackery seconded.

Mr. Brugger informed Council that this ordinance shifts the range for the Police Chief. It also added to the uniform allowance to the mirror the FOP contract.

No questions/comments by Council.

President Hess declared this ordinance to have had its second reading.

Ordinance 4401-22: An ordinance establishing the salary and benefits for the Police Lieutenant of the City of Urbana (Three readings)

Mr. Paul moved to put this Ordinance on the floor for discussion. Mrs. Bean seconded.

Mr. Brugger stated this is the same ordinance, but for the Lieutenant.

Mr. Thackery asked how often these ordinances get reviewed. Mr. Brugger stated every three years.

President Hess declared this ordinance to have had its second reading.

Ordinance 4405-22: An ordinance fixing salary and other benefits for the Director of Administration (Three readings)

Mrs. Bean moved to put this Ordinance on the floor for discussion. Mr. Thackery seconded.

Mr. Brugger stated the next three ordinances are for the City Directors. These only shift the salary ranges. Individual contracts go through the mayor.

No questions/comments by Council.

President Hess declared this ordinance to have had its second reading.

Ordinance 4406-22: An ordinance fixing salary and other benefits for the Director of Finance (Three readings)

Mr. Thackery moved to put this Ordinance on the floor for discussion. Mr. Paul seconded.

Mr. Brugger added that the rest of the benefits and the like come out of the central staff ordinance.

No questions/comments by Council.

President Hess declared this ordinance to have had its second reading.

Ordinance 4407-22: An ordinance fixing salary and other benefits for the Director of Law (Three readings)

Mrs. Bean moved to put this Ordinance on the floor for discussion. Mrs. Collier seconded.

Mr. Brugger stated the City left the “Whereas” language in place for tracking purposes in regards to the City audit.

No questions/comments by Council.

President Hess declared this ordinance to have had its second reading.

New Business:

First Reading:

Ordinance 4567-22: An ordinance determining to proceed with the improvement of South and North Main Street in the City of Urbana, County of Champaign, Ohio by constructing or repairing curbs, gutters, driveway approaches and appurtenances thereto on a section of South Main Street between State Route 55 and Market Street and on a section of North Main Street between Court Street and Washington Avenue/Gwynne Street, and declaring an emergency. (Three readings)

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

Mr. Brugger stated this ordinance is for the improvements on Main Street. It follows the same process as other areas of the City have gone through. The notice in the paper went out February 8th and there were no formal objections after fourteen days.

Bids are due on March 3rd. The ordinance would pass after the bids come in, but before a selection is made.

Mr. Scott was happy that there were no complaints and is hopeful that the bids come in lower than the estimates.

President Hess declared this ordinance to have had its first reading.

Ordinance 4568-22: An ordinance adopting a Statement of Services to be provided to one parcel consisting of approximately 1.104 Acres, more or less, in Salem Township proposed for

annexation to the City by the Petitioner Franklin S. Kendrick AKA Frank S. Kendrick, and declaring an emergency. (May be passed on 1st Reading)

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

Mr. Brugger informed Council that the City has previously passed a resolution for services to this property. As part of that agreement, the owner is required to file for annexation. Within twenty days of the petition, the City is required to pass legislation. Salem Township will then update their zoning map upon passage of legislation.

Mr. Paul stated this was basically housekeeping as the property is already plugged it.

President Hess called for a roll call for passage. Mrs. Collier, yes; Mrs. Bean, yes; Ms. Jumper, yes; Mr. Scott, yes; Mr. Paul, yes; and Mr. Thackery, yes.

Ordinance passed 6-0.

Ordinance 4569-22: An ordinance relating to land use and zoning buffers for one parcel consisting of approximately 1.104 Acres, more or less, in Salem Township proposed for annexation to the City by Petitioner Franklin S. Kendrick AKA Frank S. Kendrick, and declaring an emergency. (May be passed on 1st Reading)

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

Mr. Brugger stated this ordinance is the same procedure as the last one.

No comments/questions by Council.

President Hess called for a roll call for passage. Mrs. Bean, yes; Ms. Jumper, yes; Mr. Scott, yes; Mr. Paul, yes; Mr. Thackery, yes; and Mrs. Collier, yes.

Ordinance passed 6-0.

Committee Reports:

Mr. Thackery stated that for Community Development, he went to the Planning Commission meeting last night. There is a lot going on in the City and meeting minutes will be coming out soon.

Mrs. Bean has been working with Preston. She also attended the Planning Commission meeting and is glad she's on board.

Mrs. Collier met with Fire Chief Ortleib. They discussed the fireworks and will have more to come in the upcoming months.

Miscellaneous Business

Mrs. Bean loved the pace of tonight’s meeting.

Mr. Scott noted a lot of paper was being used for packets.

Ms. Jumper would potentially like to see binders come with the papers.

Chief Ortleib enjoyed the new committee. They went through a lot. The City already has some fireworks legislation on the books. He also participated with the County for emergency operation protocols. The City had great representation. He also appreciates Greg Harvey on the safety committee for weather updates. They helped with the latest snow/ice storm.

Mr. Hall advised that it is currently pothole season. There is a pothole request form on the City’s website.

Mr. Brugger added on to the Aviation Museum talk. The original hanger opened back in 2008. This would be a pretty big size bump. He also noted Save-A-Lot has been demolished and a new store will be coming in. The revised plan is due March 28th, so more details will be coming in.

Mr. Paul asked if there were any changing plans for Goodwill. Mr. Brugger stated that it’s still there, and he’s not sure of their lease agreement. Mr. Thackery added how the developer stated how easy the City of Urbana was to work with.

Mr. Steffan thanked Anna Kennedy for the January 4th audio and to expect those meeting minutes at the next Council meeting. Also, he spoke with Administration and any additional supplies will be taken care of with a reappropriation at the end of the year.

Mr. Scott moved to adjourn. Mrs. Collier seconded. Voice vote on approval: all ayes, nays none. Motion passes 6-0.

ADJOURNED AT 7:00 p.m.

NEXT SCHEDULED MEETING

March 15, 2021, at 6:00 p.m.

Council Clerk

Council President



Public Health
Prevent. Promote. Protect.

CHAMPAIGN HEALTH
DISTRICT



Board of Health

- Dave Vernon, President
- Max Coates, Vice President
- Ahsan Ullah, MD
- John Atkins
- Joshua Richards, MD

Medical Director

Joshua Richards, MD

Inside this issue:

Coroner's Report	2
Vital Statistics	2
2019 Financial Report	3
Environmental Health	4
Nursing and Personal Health Services	6
Emergency Preparedness and MRC	7
Mission Statement and Health District Staff	8

Champaign Health District Annual Report 2021

Volume I, Issue I

February 28, 2022

Essential Public Health

The Champaign Health District is charged with meeting the public health needs of all residents of Champaign County. In order to determine whether or not we are meeting these needs, we assess the services and/or programs that we provide based on the **Essential Public Health Services** as developed by the CDC to describe the public health activities that should be undertaken in all communities. The following list of the ten essential services is followed by the program and/or service that the Champaign Health District undertakes to meet the standard:

Monitor health status to identify and solve community health problems by:

Determine and monitor water quality; Offering Immunizations and HIV testing and counseling; Conducting food-borne illness investigations; Bio-emergency preparation and coordination; Screening for diabetes, high blood pressure and high blood sugar; Completing Community Health Needs Assessment; Conducting Child lead-poisoning surveillance.

Diagnose and Investigate health problems and health hazards in the community through:

Epidemiology; Tuberculosis screening and case management; Investigation and evaluation of nuisance complaints

Inform, Educate, and Empower people about health issues with:

Health education and promotion; WIC educational programs

Mobilize community partnerships and action to identify and solve health problems by:

Bio-emergency regional collaborations; Community partnerships with law enforcement, social service agencies, private providers, and EMA. In addition to collaboration with WIC, public health nursing, advocate for emergency needs of special/functional needs population

Develop Policies and Plans that support individual and community health efforts with:

Board of Health rules/regulations; Monitoring, inspecting, and registering contractors and providers of Environmental Health programs; Community health planning; Strategic and performance planning; Establishment of procedures to deal with contaminated or high risk sites

Enforce laws and regulations that protect health and ensure safety by:

Hazardous materials and site inspections for safe disposal; Professional licensure and regulation; Food inspections; Tattoo inspections; Enforcement of local and state ordinances

Link people to needed personal health services and assure the provision of health care when otherwise unavailable by:

Case management for tuberculosis and children with Medical Handicaps; Newborn home Visits; WIC, Health education and promotion

Assure competent public and personal health care workforce with:

Food service worker safety courses; Regional bio-emergency meetings; Performance Evaluation; Continuing education for professional staff

Evaluate effectiveness, accessibility, and quality of personal and population-based health services with:

Data management; Quality improvement; Community health improvement plans

Research for new insights and innovative solutions to health problems by doing:

Community health needs assessment; Bio-emergency surveillance and data collection; Customer satisfaction surveys; Study of best practices in public health

Coroner's Report

Joshua Richards, M.D.

2021 Statistics

Population	Number
Urbana City	11,473
County excluding Urbana	27,612
Total	39,085
Total Deaths in 2018	342
Total Deaths investigated by Coroner's Department	68
Autopsies Performed	38 of 68
Total Deaths investigated	38 of 342

Investigated Deaths by Cause:

Natural Causes		38
Sudden Infant Death		0
Accidental		
Motor Vehicle:	Single Vehicle	3
	Multiple Vehicle	9
Farm Accident (fall related)		1
Plane Crash		1
Drug Overdose		10*
		0
		0
Suicide		
Gunshot wound to Head		2
Hanging by neck		1
Homicide:		0
Could Not Be Determined:		3+

- Alcohol or frugs of abuse involved in 3 of 12 deaths due to motor vehicle accident.

*Fentanyl present in 9 of 10 deaths due to drug overdose.

+on death due to sudden infant death due to either accident or natural cause.

Vital Statistics

Mary Collier Registrar

Cindy Cozad, Deputy Registrar

Champaign Health District issued 1490 birth certificates and 1207 death certificates in 2021 for a total of 2697 In Champaign County there were 9 home births and 342 deaths.

The Champaign Health District staff is able to issue birth certificates for anyone that was born in the State of Ohio. The access to Ohio births began in 2010 and has become a benefit for Champaign County residents in not having to travel outside the county to get a birth record. District staff assist residents with genealogical research and locating out of county birth and death certificates. Additionally, the Health District works closely with funeral directors, DJFS, the Board of Elections to assure voter fraud does not occur, and Social Security to assure no duplication of social security numbers. The registrar also works with Law Enforcement during an AMBER alert by notifying law enforcement if a birth certificate is requested for the missing child. Death information is shared with the Veteran's Administration so each serviceman or woman receives an American Flag to mark their final resting place.

Hours are 8:00 AM until 5:00 PM

Monday through Friday.

Certificates can be requested in

person or on the website or telephone

via credit card payment.

Statement of Activities – Cash Basis

Champaign Health District Champaign Statement of Activities - Modified Cash Basis For the Year Ended December 31, 2021				
	Cash Disbursements	Program Receipts		Net (Disbursements) Receipts and Changes in Net Assets
		Charges for Services and Sales	Operating Grants and Contributions	Governmental Activities
Governmental Activities				
Environmental Health				
Food Program	86,043	82,144		(3,899)
Solid Waste	4,594	11,472		6,878
Swimming Pools	3,068	2,366		(702)
Camps	0	634		634
Plumbing	76,176	44,998		(31,178)
Sewage	56,094	54,095		(1,999)
Other Environmental Health	101,045	34,263		(66,782)
Personal Health Services	62,633	73,644		11,011
Immunizations	49,445	41,851		(7,594)
Laboratory	14,430	9,947		(4,483)
Grants				
WIC	175,447		159,317	(16,130)
GVO	13,122		10,900	(2,222)
COVID	617,591		293,411	(324,180)
Public Health Emergency	76,661		57,055	(19,606)
Vital Statistics	23,541	49,162		25,621
Child Abuse Prevention	11,367	11,840		473
Administration/Other	71,750			(71,750)
Travel/Training	9,299			(9,299)
County Auditor/Treasurer Fee	5,860			(5,860)
Rent/Maintenance/Phones	41,992			(41,992)
Other Health	0	5,867	0	5,867
Total Governmental Activities	1,500,158	422,282	520,683	(557,193)
		General Receipts		
revenue	1,409,480	Levy		286,927
balance 12/31/2021 per auditor	1,396,203	Subdivisions		168,500
		State Subsidy		15,087
		Total General Receipts		470,514
		Change in Net Assets		(81,310)
		Net Position Beginning of Year		1,477,513
		Net Position End of Year		1,396,203

See accompanying notes to the basic financial statements

Environmental Health

Andy Russell, RS

Public health depends on providing clean water, safe and wholesome food, proper sewage disposal, safe indoor air quality and preventing the harborage of insects and rodents which carry disease. The Environmental Health (EH) Division provides numerous services to the community that assures a safe and healthy environment for its citizens. Each year, we perform hundreds of inspections and consultations with residents and businesses. Many of our programs are mandated by state law and others are simply programs that we provide to help protect the health of our community.

HOUSEHOLD SEWAGE TREATMENT SYSTEM & SEMI-PUBLIC SEWAGE DISPOSAL SYSTEMS

Household Sewage Treatment Systems (HSTS) are relied upon to properly treat and dispose of wastewater in areas that are not accessible to sanitary sewer. The Champaign Health District permits and inspects the installation of new household sewage treatment systems, registers sewage installers and haulers, conducts site evaluations of undeveloped property, and administers an operation and maintenance program for household sewage aeration systems. The following permits and inspections were performed for 2021

- 49 Sewage permits for new installations.
- 14 Replacement/Alteration sewage permits
- 80 Site Evaluations
- 50 Design Evaluations
- 95 Building Protection inspections
- 248 Annual residential aerator inspections

The Champaign Health District inspects all Semipublic Sewage Disposal Systems treating less than 25,000 gallons of wastewater per day in Champaign County for proper operation and maintenance. These systems service small businesses in areas where sanitary sewers are not available. This program is a contractual partnership between the Health District and the Ohio EPA. We currently permit and inspect 120 semi-public sewage disposal systems operating in our jurisdiction to assure that they are operating as designed.

FOOD

The Champaign Health District Food Protection Program aims to promote healthy people and healthy communities through safe and healthy food operations. The Champaign Health District accomplishes this through education, training and regulation of food operators.

In Champaign County there are 188 licensed operations including restaurants, groceries and mobile food service operations. The Champaign Health District also inspects

vending and temporary food operations. In 2021, the numbers of food inspections are as follows:

- 130 Food Establishment
- 221 Food Service Operation
- 31 Temporary Food Operation
- 17 Vending Operation
- 37 Mobile Food Operation

SCHOOLS

The Champaign Health District inspects all of our school buildings and associated grounds within our county to identify health and safety concerns.

Ten school inspections were performed in 2021.

PLUMBING

The Champaign Health District's State Certified Plumbing Inspector insures a safe water supply. The plumbing section provides inspection of both residential and commercial plumbing systems to assure compliance with the Ohio Plumbing Code.

In 2021, 102 plumbing permits were issued that included commercial and residential.

WATER SYSTEM

The Champaign Health District ensures that citizens have safe and healthy private water systems.

The Champaign Health District's Private Water Well Program prevents communicable disease and illness associated with drinking water from individual private water systems.

The EH Division issues permits for the development of new private water systems and for the alteration of existing systems.

For individual private well systems, the well location is reviewed, and the well installation must meet the Ohio Department of Health Standards for construction. New and replacement individual wells must be tested for water quality (coliform bacteria). Additionally, public health staff answer questions on water quality issues, how to disinfect water systems, protection of well source from surface activities, etc.

Fifty-two well permits were issued in 2021.

AIR QUALITY

Radon is naturally radioactive and decays into radioactive particles that can be inhaled. These particles can damage sensitive lung tissue. Radon is a known carcinogen and is recognized as the leading cause of lung can-

cer. In an effort to protect home owners from the deadly affects of radon, we registered residents for free radon kits to test their homes for radon in their homes in 2021.

ANIMAL BITE AND RABIES INVESTIGATION

The Champaign Health District investigates all reported animal bites within Champaign County to prevent and control the spread of the rabies virus.

Forty-seven investigations were conducted in 2021.

SOLID WASTE

The Champaign Health District protects our environment through its Solid and Infectious Waste Program.

The EH Division manages an approved solid waste program for the Ohio EPA.

The Champaign Health District inspected one class 3 composting facility for Ohio EPA in 2021.

Landfills are also inspected. Closed landfills are inspected to prevent groundwater pollution as well as safety issues related to methane gas production. One closed landfill has been referred to the OEPA for eventual cleanup.

MANUFACTURED HOME PARKS AND CAMPS

The Health District's Campground and Manufactured Home Park programs prevent disease, safety hazards and unsanitary conditions within these facilities.

Ten manufactured home parks were inspected in 2021 for the Ohio Manufactured Home Park Commission. Two Combined-RV camp were licensed and inspected in 2021.

NUISANCE ABATEMENT

In an effort to protect the health of the community, the EH Division responded to a large number of various public health nuisances in 2021. These nuisances included trash, sewage, housing, rodents, open burning, mold, food, and dead animals. In 2021, a minimum of 185 public health nuisances were investigated.

SOLID WASTE/SEPTAGE HAULERS

To prevent nuisance conditions associated with the hauling of solid waste and septage, the EH Division licenses and inspects all haulers in the county. The division, in 2021, inspected 13 solid waste and 5 septage hauler vehicles.

SUBSTANDARD HOUSING

The Champaign Health District in

accordance with the Housing Maintenance Regulation of the Champaign Health District assures safe and sanitary living conditions for residents of Champaign County.

SWIMMING POOLS

The swimming pool program assures the safety and health of swimmers. The Champaign Health District's Sanitarians inspect the water quality, maintenance of filtration and circulation equipment, the presence of safety equipment and warning signs, life guarding requirements, recordkeeping and overall facility operation.

Six swimming pools were licensed and Inspected in 2021.

TATTOO/BODY PIERCING

The Champaign Health District licenses all persons (practitioners) applying tattoos or body piercing(s). The EH Division conducts yearly inspections of facilities for general maintenance and cleanliness, as well as proper sterilization techniques.

Two tattoo establishments were licensed and inspected.

MOSQUITO ABATEMENT

In 2021, the Champaign Health District received a grant to determine and reduce the mosquito population in Champaign County. Focus on mosquitos resulted from concerns of the Zika virus. Our evaluation and activities efforts are to reduce the transmissions of any mosquito spread illnesses. We trapped mosquitos for evaluation of the type and population. Some of the grant money was used to pay for spraying in Urbana, North Lewisburg, Mechanicsburg, Goshen Park, and St. Paris. We also used grant money to have a used tire collection day at the fairgrounds for any Champaign County resident.

OFFICE HOURS 8:00AM-5:00PM
Monday through Friday

Nursing Division

Amanda Roll, BSN, RN

The Nursing Services division administers programs and services related to prevention of disease and promotion of health and healthy living. Services are provided by Public Health Nurses and Program Specialists to individuals and groups.

Public health nurses integrate community involvement and knowledge about the entire population with personal, clinical understandings of the health and illness experiences of individuals and families within the population. The focus of the Nursing Division in 2021 was the COVID-19 pandemic. Unfortunately many of the services provided by the Nursing Division were put on hold to focus on the pandemic. Many in person services were halted to mitigate the spread of the disease.

IMMUNIZATION CLINICS

Public Health Nurses conducted immunization clinics three days per week at the Champaign Health District. During the COVID-19 pandemic, immunization clinics were held 4-6 days a week at various locations around the county and 18,363 COVID-19 immunizations were administered. In order to make back-to-school immunizations as convenient as possible for parents, children, and educators, the Champaign Health District staff provided immunizations at school open houses, various health fairs, and other school related events. CHD (Champaign Health District) Immunization clinics provided a total of 889 immunizations in 2021. Other nursing services provided through the clinic include: blood pressure screenings, lice screening, and pregnancy tests, as well as general medical education on a variety of topics.

CHD is a part of the VFC (Vaccines for Children) program. This program supplies vaccine to Local Health Departments to use in immunization clinics at no cost through funding from CDC (Centers for Disease Control and Prevention) and ODH (Ohio Department of Health).

The CHD now schedules immunizations on Tuesdays 8:30-3:00, Wednesdays 8:30-3:00 and Thursdays 8:30-3:00 PM with two Public

Health Nurses providing immunizations. During back to school time and flu season, CHD offers extended hours for immunizations to meet the needs of the community.

TUBERCULOSIS SCREENING CLINICS

Public Health Nurses hold TB clinics every week. The test is administered on Tuesday and the clients return on Thursdays for results. A total of 34 TB tests were administered in 2021.

COMMUNICABLE DISEASE & EPIDEMIOLOGY

Communicable disease investigation and Epidemiology are crucial in monitoring and preventing the spread of disease in Champaign county. While our Communicable Disease Nurse investigates individual cases of reportable diseases and outbreaks in the county, the Epidemiologists studies the population-based patterns and trends within the community.

In 2021, the COVID-19 pandemic was the focus of all staff at CHD efforts. There were approximately 6,700 cases of COVID-19 in Champaign County in 2021.

CHILDREN WITH MEDICAL HANDICAPS (CMH)

This health care program is through the Ohio Department of Health and links families of children with special health care needs to a network of quality providers and helps with the expenses for services that their child needs. The public health nurse at CHD is a liaison between the families and the CMH program in Columbus. This program served approximated 130 families in Champaign County in 2021. The Public Health Nurse only visited 9 children in their homes this past year due to the COVID-19 Pandemic.

CRIBS FOR KIDS

Cribs for Kids is a grant funded program that provides portable cribs to qualifying families. CHD works in conjunction with Clark County Combined Health District on this grant in order to be able to provide this service to residents. In 2021, 22 portable cribs and educational materials were handed out to Champaign County families.

NEWBORN HOME VISITS

The Newborn Home Visiting Program, funded by the Mental Health Board of Champaign and Logan Counties, was put on hold due to the COVID-19 Pandemic. The primary purpose of the program is to assist new mothers of Champaign County with a range of concerns ranging from physical needs, early literacy, postpartum depression, and referral needs. CHD nursing staff are working to re-start this program to better serve the needs of Champaign County mothers.

DIABETES EDUCATION

Being newly diagnosed with diabetes can be a confusing and overwhelming time. Through a two part educational class taught by an RN and a Dietician, newly diagnosed patients are able to learn the basics in managing their disease to help prevent complications. Due to the COVID-19 Pandemic, we were only able to educate 1 patient in the classroom setting for general diabetes education, blood glucose meter distribution, insulin injection education or other diabetes related educations and screening materials.

WOMEN INFANTS AND CHILDREN

WIC is a nutrition education and supplemental food program for infants and children up to age 5, as well as for women who are pregnant, just had a baby, or breastfeeding. WIC had seen an average caseload of 125 participants per month in 2021. CHD WIC continues to house a Breastfeeding Peer Helper program as mandated by the State WIC Department in fall of 2010. WIC Breastfeeding Peer Helpers are moms who are experienced at breastfeeding. They are trained to provide counseling to encourage more women to breastfeed and to help solve breastfeeding concerns of breastfeeding mothers. The goal is to increase the number of babies who are initially breastfed and to increase the duration of breastfeeding to at least 12 months. In 2021, an average of 46% of WIC moms chose to initiate breast feeding with an average of 38% of mothers continuing to breastfeed at the six month check up. CHD WIC has one part-time peer helper who has consulted with 522 parents in 2021 in regards to making

breastfeeding a choice in their parenting experience.

COMMUNITY EDUCATION

The CHD educates the community through the CHD website, Facebook, Instagram, Twitter, bulletin boards, literature handed out at Health Fairs, newspaper articles, and communication with patients within the CHD. Presentations are offered to the community by Public Health Professionals.

FLU VACCINATIONS

The CHD Nursing Office extended their hours throughout flu season to accommodate those wishing to get a flu shot. CHD administered 162 Flu vaccines to the Community in 2021.

NURSING and WIC OFFICE HOURS

8:00am-4:00pm
Monday through Friday
937-484-1667

COMMUNITY HEALTH ASSESSMENT/ COMMUNITY HEALTH IMPROVEMENT PLAN

The overall goal of the Community Health Assessment is to improve the quality of public and private health services. This assessment provides insight as to the types of diseases and behavioral risk factors affecting those within our community, assesses broad community health issues, and monitors the impact of community health action plans and trends in behavioral risk modifications. It also provides a vehicle to discuss ways to improve community health. The Community Health Improvement Plan is an action-oriented plan that outlined the priority community health issues based on the community health assessment findings and on community member and local public health system partner input.

CHD has completed the new 2019 Community Health Assessment (CHA) and is in the process of creating the Community Health Improvement Plan (CHIP). The CHIP will be created with the help of community partners, stakeholders, related agencies, and the community as a whole. The CHIP will be active until 2022, when CHD will create a new CHA to check progress towards goals. The process will then start over based on those results.

EMERGENCY PREPAREDNESS (EP)

The Emergency Preparedness program is funded by a Public Health Emergency Preparedness Grant (PHEP). CHD is required to follow mandated deliverables to receive PHEP funds. CHD met all 2021 deliverables. CHD is one of 8 counties in West Central Ohio (WCO) Emergency Preparedness Region. WCO EP continued work on COVID-19 activities. CHD collaborated with Champaign County EMA, ODH, and other community stakeholders on COVID-19 Pandemic.

Champaign Health District Accredited June 11, 2019

CHD was awarded National Public Health Accreditation status on June 11, 2019. This was the result of hard work and dedication from all of our team members. We are very proud of this accomplishment! CHD is now required to submit an annual report demonstrating that we are maintaining accreditation standards while completing daily operations. In five years, we will be required to apply for reaccreditation.

Thirty-eight Ohio Health Departments are now accredited plus Ohio Department of Health.

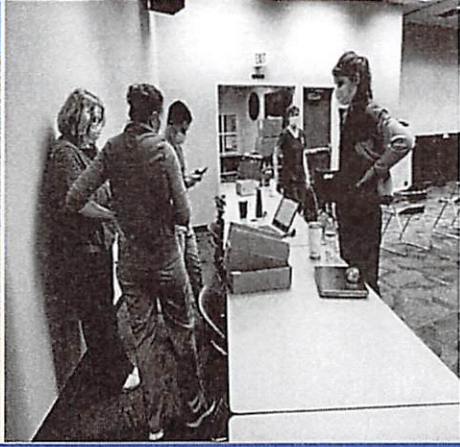
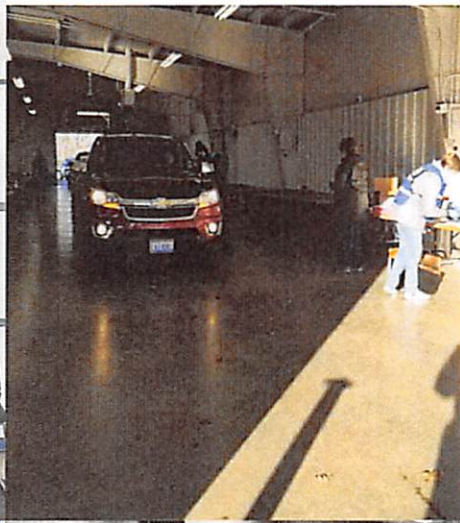


Medical Reserve Corp (MRC)

The Medical Reserve Corps is a network in the U.S. of community-based units initiated and established by local organizations to meet the public health needs of their communities. It is sponsored by the Office of the Assistant Secretary for Preparedness and Response. The MRC consists of medical and non-medical volunteers who contribute to local health initiatives, such as activities meeting the Surgeon General's priorities for public health, and supplement existing response capabilities in time of emergency. The MRC provides the structure necessary to pre-identify, credential, train, and activate medical and public health volunteers. During the COVID-19 pandemic the Champaign County MRC volunteers worked side by side with CHD as every clinic. Without them we would have not been able to stop the spread of COVID-19. Thank you to all of our volunteers!

The Champaign County Medical reserve Corp (MRC) is in need of medical and non-medical volunteers. Please email Trisha Foster at tfoster@champaignhd.com or call 937-484-1671.





Phone: 937.484.1605
Fax: 937.484.1622
Emergency: 937.869.6277
Website:

www.champaignhd.com

Champaign Health District
1512 S US Highway 68
Suite Q100
Urbana, OH 43078



MISSION STATEMENT:

THE MISSION OF THE CHAMPAIGN HEALTH DISTRICT IS TO PREVENT ILLNESS AND TO PROTECT THE COMMUNITY BY PROMOTING HEALTHFUL LIVING PRACTICES AND ASSURING PUBLIC HEALTH NEEDS ARE MET BY A SKILLED AND PREPARED WORKFORCE.

The Champaign Health District (CHD) is established to exercise the rights, privileges, and responsibilities conveyed to it by the constitution and laws of the State of Ohio. A five member Board of Health that appoints a Health Commissioner as its Executive Officer to direct the District. The District's services include communicable disease investigations, immunization clinics, inspections, public health nursing services, and the issuance of health-related licenses and permits. The District also acts upon various complaints made by the public concerning the health and welfare of the county. The district serves approximately 39,005 residents in Champaign County. The CHD was formed in 1947 when the Champaign County Health Department and the Urbana City Health Department combined.

The agency presently employs staff in the following four divisions: Administration, Nursing/Personal Health, Emergency Preparedness, and Environmental Health. The agency is a known leader in the community in providing progressive direction to improve the quality of life for its citizens. The challenge for all Health Districts is to provide high quality preventive health services to the public while staying within the restrictions imposed by limited, and in some cases shrinking funding. The current budget of the health district is slightly over one million dollars. Primary sources of funding for CHD include inside millage, grants, state and local support, licenses, permits, fees, and a 4/10 mil levy that increased the funding of the district by approximately \$264,000 in 2009 running through 2022.

**CITY OF URBANA
CIPP LINER PROJECT – RFQ #021122S**

SCOPE OF WORK

The selected contractor agrees to perform the requested work between April 11 – July 1, 2022. All submissions shall include proof of current General Liability and Worker's Comp Insurance.

DETAILS:

- Lining of 1670 LF of 8" diameter clay tile sanitary sewer
- Reinstatement of 82 service laterals
- Bypass pumping for lining of sewer segments, if needed
- Light cleaning of sanitary line segments prior to installation of CIPP
- Pre and Post CCTV of segments to be lined
- All work to be scheduled between the hours of 7:00PM – 7:00AM ET
- MINIMUM one (1) year warranty upon completion
- Ohio prevailing wage to be calculated / considered for contractor's employees

CITY OF URBANA SHALL PROVIDE:

- Any / all "heavy cleaning" required for the project
- All water necessary for project completion
- Dump location for debris if / as needed
- All traffic control as needed through completion

The proposer shall provide a brief plan relevant to availability; rain and / or weather delays.

LOCATOR MAPS OF SPECIFIC AREAS INCLUDED IN THIS PROJECT ARE ATTACHED.

BOB 3/9/22
KB 3/9/22
CB 3/9/22

BOC #2



2022 POOL MANAGEMENT AGREEMENT EXTENSION

This agreement is between the City of Urbana, an Ohio municipal corporation (the "City"), and the Champaign County Family YMCA, ("YMCA"), an Ohio non-profit institution, for the management and operation of the Wendell Stokes Municipal Pool ("the Pool"), located in the City's Melvin Miller Park.

This agreement is a one (1) year extension of the previous agreement between the parties, effective January 1, 2017, and terminating December 31, 2017. It is agreed that said Agreement is extended for an additional term, thru December 31, 2022.

This agreement extension incorporates the *original* Attachment A without altering any provisions of that document other than the effective date; the swim season opening date of May 28, 2022; swim season closing date of August 14, 2022; the YMCA's 2022 operating budget. (See Attachment B); and the Urbana City Pool Rates for 2022 (See Attachment C). No other modifications are made to any of the provisions regarding parties, premises, or responsibilities of the parties to this agreement.

This agreement may not be modified verbally or in any other manner other than by written agreement signed by authorized representatives of the parties or their respective successors in interest.

To evidence the parties' agreement to this Agreement, the parties have executed and delivered it on this date of _____, 2022, but in effect as of January 1, 2022.

For the City of Urbana

For the Champaign County Family YMCA

By: _____

By: _____

Kerry Brugger
Director of Administration

Paul Waldsmith, CEO

Approved as to form:

By: _____

By: _____

Mark Feinstein, Director of Law

Legal Counsel, YMCA



2022 POOL MANAGEMENT AGREEMENT EXTENSION

ATTACHMENT 'B'

DESCRIPTION	
SUMMARY	
CITY POOL MGMT SERVICES	\$ 27,500.00
CITY POOL PROGRAM SERVICES	\$ 62,300.00
Total	\$ 89,800.00
DETAIL	
WAGES - POOL MANAGER	\$ 7,000.00
WAGES - POOL ASST MGR	\$ 6,000.00
WAGES - LIFEGUARD	\$ 23,500.00
WAGES - LIFEGUARDS RENTAL	\$ 150.00
WAGES - CITY POOL MAINTENANCE	\$ 5,500.00
PROGRAM SUPPLIES	\$ 1,350.00
LICENSES/PERMITS	\$ 550.00
REPAIR - REPLACEMENT COSTS	\$ 500.00
TELEPHONE	\$ 0.00
POOL CHEMICALS/SUPPLIES	\$ 11,000.00
PAYROLL PROCESSING	\$ 6,750.00
Total Program Expenses	\$ 62,300.00
Management Fee	\$ 27,500.00

CHAMPAIGN FAMILY YMCA AGREES TO:

- Continue to provide all necessary signage, instruction and material necessary to follow the operating requirements listed under "Responsible RestartOhio Program."

Costs for such are covered under 'Program Supplies' listed above.



URBANA CITY POOL RATES - 2022

ATTACHMENT 'C'

Individual Season Pass:

- Adults (age 18 to 59) \$80.00
- Children (age 3 to 17) \$70.00
- Senior (age 60 +) \$65.00

Family Season Pass:

- 2-3 persons \$150.00
 - 4 persons \$165.00
 - 5 persons \$175.00
 - 6 persons \$185.00
 - 7 persons \$195.00
 - Additional persons \$20.00 each
 - Babysitter/Babysat Child \$30.00 each
- ** Note: Replacement pass is \$5 per pass, if lost or stolen

Daily Admission:

- Children 2 and under Free
- Adult (age 18 to 59) \$6.00
- Child (age 3 to 17) \$5.00
- Senior (age 60 +) \$5.00

Swim Lesson Rates: (Swim Lesson Information Sheet Attached)

- 1st session is free, each additional session is \$10 per child (for season pass holders)
- \$25.00 per session per child for non-season pass holders
- Private lessons (Saturday mornings): \$25.00 for 3 one-half hour sessions

Pool Rental Rates: (Pool Rental Agreement Attached)

- \$100 per hour (includes lifeguards)
- ** Note: \$100 non-refundable deposit to reserve date

FEBRUARY 2022
PURCHASE ORDERS \$2,501-\$50,000

PURCHASE ORDER # :	VENDOR :	PURCHASE ORDER AMOUNT :	DEPARTMENT :	EXPLANATION :	BOC APPROVAL DATE & VOTE:
29287	DUKE'S ROOT CONTROL	\$ 9,699.08	SEWER	SANITARY SEWER ROOT CONTROL TREATMENT	BOC 2.2.2022 (2)
29288	CRAUN LIEBING CO	\$ 49,970.00	VARIOUS	4" GORMAN-RUPP PORTABLE DIESEL PUMP	BOC 2.2.2022 (2)
29289	CDW-GOV	\$ 11,130.74	NON-DEPT	MAILBOXES- EXCHANGE ONLINE	BOC 2.2.2022 (2)
29291	THE GOOSEBUSTER LLC	\$ 13,650.00	ADMIN/PARK	GOOSE CONTROL @ MELVIN MILLER PARK (MARCH-SEPT 2022)	BOC 2.2.2022 (2)
29293	JEFF WYLER COLUMBUS	\$ 46,453.00	WATER	2022 CHEVROLET 2500 HD WORK TRUCK W/ UTILITY BOX BED	BOC 2.2.2022 (2)
29298	J&J SCHLAEGEL	\$ 4,124.50	STORMWATER	CATCH BASIN REPLACEMENT AND RE-LOCATING AT 916 EAST LAWN AVE	BOC 2.9.2022 (2)
29299	DUSTIN HURST	\$ 6,500.00	ZONING	PROFESSIONAL SERVICES 1/2022 - 12/2022	BOC 2.9.2022 (2)
29331	STANTEC CONSULTING SERVICES	\$ 5,000.00	AIRPORT	2022 SERVICES AGREEMENT FOR GRIMES FIELD	BOC 2.16.2022(2)
29332	BERGREN ASSOCIATES	\$ 2,750.00	WRF	ELECTRIC DEVICE PROGRAMING VISIT & ELECTRONIC DIVISION REMOTE PROGRAMMING	BOC 2.16.2022(2)
29333	DOLL LAYMAN LTD	\$ 14,450.00	WRF	AERATION BLOWER INSTALL (CONSTRUCTION)	BOC 2.16.2022(2)
29334	KIZER ELECTRIC	\$ 8,536.80	WRF	AERATION BLOWER INSTALL (ELECTRIC)	BOC 2.16.2022(2)
29339	RC CHILDS CO	\$ 9,075.00	NON-DEPT	12' DECORATIVE LIGHTS (3) WITH FIXTURE- BLACK	BOC 2.23.2022(2)
29340	CUMMINS SALES & SERVICE	\$ 2,943.10	WRF	(4) 8D BATTERIES FOR GENERATOR (PLUS SERVICE, TRAVEL, DISPOSAL)	BOC 2.23.2022(2)
29356	ENVIRONMENTAL ENGINEERING SERV.	\$ 14,500.00	WRF	SEPTAGE PROJECT CONSTRUCTION SERVICES -OWDA	BOC 2.23.2022(2)

Chris Boettcher
Secretary

BOC Footnote

ORDINANCE NO. 4397-22

AN ORDINANCE ESTABLISHING THE SALARY AND BENEFITS FOR THE FIRE CHIEF OF THE CITY OF URBANA

WHEREAS, the City of Urbana has recently completed the labor negotiations for the five (5) bargaining units and is revising the Central Staff Ordinance; and

WHEREAS, the Fire Chief’s position generally follows the guidance of Central Staff Ordinance;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF URBANA, OHIO:

SECTION 1: Except as specifically addressed in this ordinance, the Fire Chief’s pay and benefits will follow those designated in the City’s Central Staff Ordinance.

SECTION 2: DEFINITIONS

Exempt Employees - City designated employees who are exempt from overtime and compensatory requirements of the Fair Labor Standards Act (FLSA) for the City of Urbana. The Fire Chief is included as an exempt employee of the City.

SECTION 3: POSITION, CLASSIFICATION & PAY RANGE

That effective **January 1, 2022 through December 31, 2024**, the Fire Chief shall be paid in accordance with the following annual pay range: **\$91,350.00 to \$108,150.00**. In addition, the Fire Chief is eligible for periodic merit increases within the pay range listed. The Director of Administration shall designate the salary of the Fire Chief (within the respective pay range).

SECTION 4: OVERTIME & COMPENSATORY TIME

As an exempt position, the Fire Chief is not eligible for overtime or the accrual of compensatory time.

SECTION 5: SICK LEAVE

Upon termination of employment, retirement, or for calculating pre-retirement cash-in, the Fire Chief may elect to be paid according to the following schedule:

Employees resigning in good standing with:

- Up to 10 Years of Service 1/4 of 120 Days at 12 Hour/Days
- After 10 Years of Service 1/3 of 150 Days at 12 Hour/Days
- After 20 Years of Service 1/3 of Accrued Sick Leave
- Employee's Estate 1/3 of Accrued Sick Leave

*Employee Terminated w/Cause 1/4 of 120 days at 12 hour/days

SECTION 6: UNIFORM ALLOWANCE

The Fire Chief is entitled to a uniform allowance of \$900 annually for the purpose of maintaining and/or replacing uniforms and equipment. Payment shall be made with the first pay in January of each qualifying year.

SECTION 7: INCONSISTENT ORDINANCES REPEALED

Any other ordinances or provisions thereof inconsistent with this ordinance are repealed.

SECTION 8: OPEN MEETING COMPLIANCE

Formal actions of this City Council concerning and relating to the passage of this ordinance were adopted in an open meeting in compliance with all legal requirements including O.R.C. §121.22 and Urbana Codified Ordinances §107.01.

SECTION 9: EMERGENCY DECLARATION

Council declares an emergency pursuant to Urbana City Charter §2.11 and this Ordinance shall take effect immediately upon passage to preserve public health, safety and welfare


President of City Council

Attest: _____

Date: _____

This Ordinance approved by me this ____ day of _____, 2022.

Mayor

Department requesting: Administration	Personnel: K. Brugger	Director of Law Review
Expenditure? (Y) N	Emergency? Y (N)	Public Hearing? Y (N) If yes, dates advertised: 
Readings required: 1 2 (3)		
First reading date: February 15, 2022	Second reading date: March 1, 2022	Third/Final reading date: March 15, 2022

Anticipated effective date if approved: March 15, 2022

ORDINANCE NO. 4398-22

AN ORDINANCE ESTABLISHING THE SALARY AND BENEFITS FOR THE ASSISTANT FIRE CHIEF OF THE CITY OF URBANA

WHEREAS, the City of Urbana has recently completed the labor negotiations for the five (5) bargaining units and is revising the Central Staff Ordinance; and

WHEREAS, the Assistant Fire Chief's position generally follows the guidance of Central Staff Ordinance;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF URBANA, OHIO:

SECTION 1: Except as specifically addressed in this ordinance, the Assistant Fire Chief's pay and benefits will follow those designated in the City's Central Staff Ordinance.

SECTION 2: DEFINITIONS

Exempt Employees - City designated employees who are exempt from overtime and compensatory requirements of the Fair Labor Standards Act (FLSA) for the City of Urbana. The Assistant Fire Chief is included as an exempt employee of the City.

SECTION 3: POSITION, CLASSIFICATION & PAY RANGE

That effective **January 1, 2022 through December 31, 2024**, the Assistant Fire Chief shall be paid in accordance with the following annual pay range: **\$87,000.00 to \$103,000.00**. In addition, the Assistant Fire Chief is eligible for periodic merit increases within the pay range listed. The Director of Administration shall designate the salary of the Assistant Fire Chief (within the respective pay range).

SECTION 4: OVERTIME & COMPENSATORY TIME

As an exempt position, the Assistant Fire Chief is not eligible for overtime or the accrual of compensatory time.

SECTION 5: SICK LEAVE

Upon termination of employment, retirement, or for calculating pre-retirement cash-in, the Assistant Fire Chief may elect to be paid according to the following schedule:

Employees resigning in good standing with:

- Up to 10 Years of Service 1/4 of 120 Days at 12 Hour/Days
- After 10 Years of Service 1/3 of 150 Days at 12 Hour/Days
- After 20 Years of Service 1/3 of Accrued Sick Leave
- Employee's Estate 1/3 of Accrued Sick Leave

*Employee Terminated w/Cause 1/4 of 120 days at 12 hour/days

SECTION 6: UNIFORM ALLOWANCE

The Assistant Fire Chief is entitled to a uniform allowance of \$900 annually for the purpose of maintaining and/or replacing uniforms and equipment. Payment shall be made with the first pay in January of each qualifying year.

SECTION 7: ACTING PAY

Whenever the Assistant Fire Chief performs as Acting Chief in the Fire Division for two or more consecutive working days because of a temporary absence or vacancy, he/she will receive an additional 5% of his/her regular pay.

SECTION 8: INCONSISTENT ORDINANCES REPEALED

Any other ordinances or provisions thereof inconsistent with this ordinance are repealed.

SECTION 9: OPEN MEETING COMPLIANCE

Formal actions of this City Council concerning and relating to the passage of this ordinance were adopted in an open meeting in compliance with all legal requirements including O.R.C. §121.22 and Urbana Codified Ordinances §107.01.

SECTION 10: EMERGENCY DECLARATION

Council declares an emergency pursuant to Urbana City Charter §2.11 and this Ordinance shall take effect immediately upon passage to preserve public health, safety and welfare.


President of City Council

Attest: _____

Date: _____

This Ordinance approved by me this ____ day of _____, 2022.

Mayor

Department requesting: Administration	Personnel: K. Brugger	Director of Law Review.
Expenditure? (Y) N	Emergency? Y (N)	
Readings required: 1 2 (3)	Public Hearing? Y (N) If yes, dates advertised:	
First reading date: February 15, 2022	Second reading date: March 1, 2022	Third/Final reading date: March 15, 2022

Anticipated effective date if approved: March 15, 2022

ORDINANCE NO. 4399-22

**AN ORDINANCE ESTABLISHING THE SALARY AND BENEFITS FOR THE
CENTRAL STAFF EMPLOYEES OF THE CITY OF URBANA**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF URBANA, OHIO:

TABLE OF CONTENTS

SECTION 1: DEFINITIONS
SECTION 2: POSITION, CLASSIFICATION & PAY RANGE
SECTION 3: LONGEVITY
SECTION 4: APPLICATION OF BENEFITS
SECTION 5: OVERTIME & COMPENSATORY TIME
SECTION 6: MEDICAL, HOSPITAL, LIFE, AND LIABILITY INSURANCE BENEFITS
SECTION 7: VACATION LEAVE
SECTION 8: SICK LEAVE
SECTION 9: HOLIDAYS
SECTION 10: PERSONAL DAYS
SECTION 11: JURY DUTY
SECTION 12: MILITARY LEAVE
SECTION 13: PERSONAL PROPERTY REPLACEMENT
SECTION 14: MUNICIPAL COURT
SECTION 15: EDUCATIONAL INCENTIVE PAY
SECTION 16: PROBATIONARY PERIOD
SECTION 17: INCONSISTENT ORDINANCES REPEALED
SECTION 18: OPEN MEETING COMPLIANCE
SECTION 19: EMERGENCY DECLARATION

SECTION 1: DEFINITIONS

Central Staff—for purposes of this Ordinance, Central Staff includes the following unclassified positions:

1. Administration, Finance, & Law Department Employees (excludes anyone covered under a collective bargaining unit, and those portions specifically stated within the respective ordinances of the Fire Chief, Assistant Fire Chief, Police Chief, Police Lieutenant, Director of Administration, Director of Finance, & Director of Law/Prosecutor).
2. Municipal Court Employees including Probation (as stated in Section 14).

Part-Time/Temporary Employee: an employee normally scheduled to work less than 28 hours per week and whose employment is not anticipated to exceed one year of continuous service. Part-Time/Temporary employees are excluded from all benefits defined by this ordinance.

Regular Part-Time Employee: an employee normally scheduled to work less than 28 hours per week and whose employment exceeds one year of continuous service.

sick leave in excess of three work days with a statement from a licensed physician. Employees who apply for sick leave for reasons not authorized by this Ordinance, exhibit patterns of sick leave use indicative of sick leave abuse, or otherwise misuse sick leave will be subject to progressive discipline. If the supervisor has reason to believe that an employee is abusing sick leave, he shall require the employee to submit to a medical examination and/or supply a physician's statement for each period of sick leave. In the event that the supervisor requires an employee to submit to an examination, the examination will be performed by a physician appointed by the Employer at the expense of the Employer.

Upon termination of employment or retirement, an employee may elect to be paid according to the following schedule:

Employees resigning in good standing with:

Up to 10 Years of Service	1/4 of 120 days
After 10 Years of Service	1/3 of 150 days
After 20 Years of Service	1/3 of 180 days
Employee's Estate	(Follow scale above)

Otherwise accrued and unused sick leave shall be deemed cancelled upon an employee's termination; provided, nevertheless that the accrued and unused sick leave for which no pay is received hereunder, shall be restored to that employee who is re-employed within ten (10) years of termination.

An employee who is terminated shall not be entitled to any payment for accumulated sick leave.

An employee with at least twenty-five (25) years of service with the City, and who has provided written notification to the city of their retirement within the succeeding twelve (12) months, may convert accumulated sick leave to cash payment.

Such regulation shall be limited as follows:

1. No employee may exchange sick leave for cash more than one (1) time in a calendar year.
2. No employee may exchange sick leave for cash at a rate higher than herein provided.
3. No employee may make such exchange unless he/she will be eligible for retirement pay of at least 50% of his/her current salary, within 24 months.
4. Sick leave so exchanged is cancelled.

SECTION 9: HOLIDAYS

Paid holidays will be observed as follows:

	2022	2023	2024
New Year’s Day	Mon. 01/03	Mon. 01/02	Mon. 01/01
Martin Luther King	Mon. 01/17	Mon. 01/16	Mon. 01/15
Memorial Day	Mon. 05/30	Mon. 05/29	Mon. 05/27
Juneteenth	Mon. 06/20	Mon. 06/19	Wed. 06/19
Independence Day	Mon. 07/04	Tue. 07/04	Thu. 07/04
Labor Day	Mon. 09/05	Mon. 09/04	Mon. 09/02
Veterans Day (day after Thanksgiving)	Fri. 11/25	Fri. 11/24	Fri. 11/29
Thanksgiving	Thu. 11/24	Thu. 11/23	Thu. 11/28
Christmas Eve	Fri. 12/23	Fri. 12/22	Tue. 12/24
Christmas Day	Mon. 12/26	Mon. 12/25	Wed. 12/25
New Year’s Eve	Fri. 12/30	Fri. 12/29	Tue. 12/31
Employee’s Birthday (Floating; employee’s birthday must occur while employee is on active roster in their first year of employment.)			

The Director of Administration may designate alternate dates for any of the above holidays.

If any paid holiday falls on a Sunday, the succeeding Monday is the holiday. If any paid holiday falls on a Saturday, the preceding Friday is the holiday.

An employee shall not receive holiday pay if:

1. He/she is not on active pay status on the holiday (or designated holiday).
2. He/she has an unauthorized absence on his regularly scheduled working day immediately preceding or following a holiday (or designated holiday).
3. Having been scheduled and required to work on a holiday, he/she fails to report for work without a justifiable reason.

Non-exempt full-time permanent employees, who are required to work a holiday, will receive compensation at a rate of one and a half (1.5) times for such time worked; in addition to the paid holiday benefit (compensatory time or overtime pay, whichever one is applicable).

SECTION 10: PERSONAL DAYS

Any full-time permanent employee who does not use sick leave during a consecutive ninety (90) day period shall receive one (1) personal day. Funeral Leave and Sick Leave due to an on-the-job injury shall not be used when calculating personal days. Upon termination of employment, personal days will be cashed-in under the same procedure as accrued vacation time. An employee’s personal leave balance may not exceed twelve (12) days.

Additionally, employees who do not use sick leave in a twelve (12) month calendar period with the calendar year being January 1st through December 31st of each year of contract shall receive an additional personal day which may also be used in the same manner as vacation.

SECTION 11: JURY DUTY

Whenever an employee is required to serve on a jury of any municipal, county, state, or federal court, the employee shall be compensated at his/her regular rate of pay for the time lost during his/her regular work schedule, less any payment from the court. The Director of Administration may establish regulations implementing jury duty payment.

SECTION 12: MILITARY LEAVE

Military leave shall be granted and applied pursuant to applicable state and federal laws.

SECTION 13: PERSONAL PROPERTY REPLACEMENT

The Employer shall replace or repair all personal property of the employee, commonly worn or used while working, which is damaged or lost while the employee is on duty; unless such damage or loss is due to the negligence of the employee, in which case the employee shall bear the cost.

The maximum benefit is \$250 per incident unless approved otherwise by the Director of Administration for special circumstances.

SECTION 14: MUNICIPAL COURT

The Municipal Court Judge may establish the work schedule for the Municipal Court employees, including holidays. The Municipal Court Judge may establish the salary for the Municipal Court employees per Chapter 1901 of the Ohio Revised Code. Full-time Municipal Court employees are eligible for City benefits offered to the Central Staff employees.

SECTION 15: EDUCATIONAL INCENTIVE PAY

An employee is eligible to receive one of the below incentives for educational achievement in a field directly related to his/her duties.

OEPA Licenses: (Incorporated in bi-weekly salary)

Compensation for the OEPA Licenses shall be as follows:

All Water and Sewer personnel must have an appropriate OEPA license within thirty-six (36) months of their date of hire. Any employee who holds a valid OEPA license shall maintain such license as a condition of employment.

Certification for OEPA Class 1 License	\$1.25 Per Hour
Certification for OEPA Class 2 License	\$2.50 Per Hour
Certification for OEPA Class 3 License	\$3.50 Per Hour

Employees shall be forwarded to a higher Class, on the next full payroll, when they present a valid certification to the Department Head.

College Degree:

Employees shall be eligible for the following college educational incentive pay:

Associates degree	\$600.00 Annually
Bachelor's degree	\$900.00 Annually
Master's degree or above	\$1,200.00 Annually

Determination as to the relevance of the educational training and the accreditation of the institution shall be at the discretion of the Director of Administration.

Payment shall be made on the first pay of December of each year unless the employee shall retire or terminate during the course of the year, in which event a pro-rated payment shall be made within thirty (30) days of retirement or termination.

SECTION 16: PROBATIONARY PERIOD

All new employees will be on probation for one hundred eighty (180) calendar days. The respective Director may extend the probationary period for up to another ninety (90) calendar days when necessary for, or as a result of, remedial training, counseling, or disciplinary action. A probationer may be dismissed without cause at any time within the probationary period.

Whenever a probationary employee is granted a leave of absence, sick leave or is laid off, suspended for disciplinary purposes or is otherwise absent from work, the length of the probationary period shall be extended the length of such absence. On return to duty following such absence, such employee shall be required to serve the unexpired portion of the probationary period.

SECTION 17: INCONSISTENT ORDINANCES REPEALED

Any previously adopted legislation, or part thereof, not consistent with this ordinance, is hereby repealed.

SECTION 18: OPEN MEETING COMPLIANCE

Formal actions of this City Council concerning and relating to the passage of this ordinance were adopted in an open meeting in compliance with all legal requirements including O.R.C. §121.22 and Urbana Codified Ordinances §107.01.

SECTION 19: EMERGENCY DECLARATION

Council declares an emergency pursuant to Urbana City Charter §2.11 and this Ordinance shall take effect immediately upon passage to preserve public health, safety and welfare.


President of City Council

Attest: _____

Date: _____

This Ordinance approved by me this ____ day of _____, 2022.

Mayor

Department requesting: Administration	Personnel: K. Brugger	Director of Law Review
Expenditure? (Y) N	Emergency? Y (N)	Public Hearing? Y (N) If yes, dates advertised:
Readings required: 1 2 (3)		
First reading date: February 15, 2022	Second reading date: March 1, 2022	Third/Final reading date: March 15, 2022

Anticipated effective date if approved: March 15, 2022

MEMORANDUM

To: Mayor Bill Bean
 Chris Boettcher, Director of Finance
 Mark Feinstein, Director of Law
 Cat Jones, HR Manager
 Urbana City Council Members

From: Kerry Brugger

Date: February 10, 2022

Subject: Summary of the Central Staff Ordinance, 4399-22

The City of Urbana’s Central Staff Ordinance (4399-19) was last modified in 2019.

Ordinance 4399-22 has been reviewed and modified, and is being presented to City Council for authorization to implement. Following is a brief description of the pertinent changes in each section (Items in bold are the Sections in which substantive changes were made):

Section Number	Title of Section	Pertinent Changes
Table of Contents		NEW
1	Definitions	Clarified the Central Staff exclusions related to #2, i.e. Court & Probation.
2	Position, Classification & Pay Range	> Revised effective dates and identified a 3.75%, 3.75%, 3.75% base wage increase in each respective year. > Added table (former Appendix A) within Section 2
3	Longevity	> Consolidated eligibility schedule, shifting from five (5) tiers to one (1). > Added “pro-rated” language to allow for employees leaving during the year.
4	Application of Benefits	Left as current language
5	Overtime & Compensatory Time	Changed comp-time max from 120 to 160 hrs. to match Teamster and FOP
7	Vacation Leave	Modified the accrual schedule to allow employees to reach accrual thresholds sooner in tiers 2, 3, and 4.

8	Sick Leave	Left as current language
9	Holidays	Added Juneteenth to the list of paid holidays & added a more detailed table.
10	Personal Days	Left as current language.
11	Jury Duty	Left as current language.
12	Military Duty	Left as current language.
13	Personal Property Replacement	Left as current language.
14	Municipal Court	Left as current language.
15	Educational Incentive Pay	<p>> Adjusted Educational Incentive to align with Teamsters Labor Agreement.</p> <p>> Increased OEPA License compensation by \$0.50/hr. for Class 1 (\$1.25/hr.), Class 2, (\$2.50) and Class 3 (\$3.50/hr.)</p>
16	Probationary Period	Left as current language.
17	Inconsistent Ordinances Repealed	Left as current language.
18	Open Meeting Compliance	Left as current language.
19	Emergency Declaration	Left as current language.
Appendix A	Central Staff Classification & Pay Range	Eliminated Appendix and included table within Section 2

Regular Full-Time Employees: an employee normally scheduled to work more than 35 hours per week and whose employment exceeds one year of continuous service.

Exempt Employees: City designated employees who are exempt from overtime and compensatory requirements of the Fair Labor Standards Act (FLSA)—for the City of Urbana, the exempt employees include all Department and Division Heads (does not preclude additional positions being classified as exempt in the future).

SECTION 2: POSITION, CLASSIFICATION & PAY RANGE

That effective **January 1, 2022, through December 31, 2024**, Central Staff employees shall receive an increase in their base wage at a rate of 3.75% in each of the respective years, and will be paid in accordance with the base salary range schedule. Central Staff employees are eligible for periodic merit increases within the pay range listed.

For Pay Grades 1 – 9, the Director of Administration shall assign employees to their respective position and classification (Pay Grade #) and shall designate the salary of the employee (within the respective pay range), except that such assignment and step shall be with the concurrence of the Director of Finance or Director of Law for employees under the authority of such Directors. In the event the Director of, Administration and the Director to whom the employee is assigned cannot reach an agreement upon the position, classification, or salary, the Mayor shall make the final determination.

Central Staff Classification and Pay Range		
<u>Pay Grade</u>	<u>Begin</u>	<u>Top</u>
Part-Time/Seasonal	\$12.50/hr.	\$22.50/hr.
1	\$ 31,200	\$ 41,600
2	\$ 34,320	\$ 44,616
3	\$ 37,752	\$ 49,078
4	\$ 41,527	\$ 53,985
5	\$ 45,680	\$ 59,384
6	\$ 52,532	\$ 68,291
7	\$ 60,412	\$ 78,535
8	\$ 69,473	\$ 90,315
9	\$ 79,894	\$ 103,863

SECTION 3: LONGEVITY

Regular Full-time Employees with five (5) or more years of service, shall receive longevity pay of \$50 per year of service.

Longevity pay is based upon the employee’s highest number of completed years during that calendar year. Payments will be made on the last pay of November of each year unless the employee shall retire or terminate during the course of the year, in which event a pro-rated payment shall be made within thirty (30) days of retirement or termination.

SECTION 4: APPLICATION OF BENEFITS

All employees are eligible for workers compensation and pension benefits.

SECTION 5: OVERTIME & COMPENSATORY TIME

Non-exempt employees shall earn compensatory time on the basis of one and a half (1.5) times the period of time worked in excess of forty (40) hours per week or eight (8) hours per day. Nothing in this section shall preclude special scheduling, by mutual agreement of the employee and the City, in which the daily schedule exceeds eight (8) hours, but the weekly schedule remains at forty (40) hours or less per week. Where such schedules are established, compensatory time shall commence with time worked in excess of the 40-hour work week.

That employees who are normally scheduled to work less than forty (40) hours per week or eight (8) hours per day, shall accumulate compensatory time at a rate of one (1) hour for each hour worked up to forty (40) hours per week or eight (8) hours per day.

Compensatory time balance shall not exceed 160 hours.

Accrued, but unused compensatory time may be paid out with written notice to and approval by the Supervisor requesting same prior to the end of the pay period. This request to cash out comp time can be up to the total amount of accrued, but unused comp time on record at the time of the request.

Upon termination of employment, compensatory time will be cashed-in under the same procedure as accrued vacation time.

Work Day & Work Week - For the purposes of overtime compensation, a work day is defined as the twenty-four-hour period between 12:00AM to 11:59PM. A work week is defined as the seven-day period from Sunday through Saturday.

For purposes of this section, accrued time off shall be assumed to be time worked for the number of hours of the employee's work week.

Each Department Director may designate employees of his/her department which are in Pay grades 1 – 4, who may be paid overtime compensation, in lieu of compensatory time, in the manner described below:

- A. Compensation - Any time worked in excess of eight (8) hours per day and any time worked in excess of forty (40) hours per week shall be considered overtime. Employees shall be compensated for overtime worked by payment at the rate of one and one-half times the employee's hourly rate of pay for each hour of overtime worked.
- B. Overtime Compensation - Overtime shall be computed to the nearest fifteen minutes. Minor periods of time normally occurring at the beginning or end of the shift shall not be considered overtime for the purpose of overtime pay.
- C. Federal Fair Labor Standards Act (FSLA) - If any wording in this overtime section is determined to be in violation of the FSLA, the FSLA will prevail.

SECTION 6: MEDICAL, HOSPITAL, LIFE, AND LIABILITY INSURANCE BENEFITS

The City shall furnish medical, hospitalization and major medical insurance for each eligible employee in accordance with the terms of the City's group health care plan. Commencing with the effective date of this Ordinance, the City shall pay ninety percent (90%) of the monthly premiums, and each employee who opts to participate in the City-furnished coverage shall pay the remaining ten percent (10%) of the monthly premiums by payroll deduction, for medical, hospitalization and major medical insurance for each employee and the eligible dependents of each employee.

The City shall make dental and vision insurance coverage available to each eligible employee. Commencing with the effective date of this Ordinance, the City shall pay ninety percent (90%) of the premiums, and each employee who opts to participate in the coverage shall pay the remaining ten percent (10%) of the premiums for single or family vision and dental insurance. Employee contributions shall be paid by payroll deduction.

The City shall additionally furnish and pay the premium for group life insurance. Said insurance shall be in the amount of \$35,000 term and the amount of \$35,000 accidental death and dismemberment coverage in accordance with the terms of the City's group life plan. If consistent with the City's group life insurance policy then in effect, each employee shall also be permitted to purchase, through payroll deduction, additional life insurance coverage through the City's group life insurance carrier at cost for the additional coverage.

Option to Decline Insurance Coverage. Employees who are able to obtain insurance through a spouse or other source may choose to decline coverage under the City's group health insurance plan and its dental and vision insurance plans. Each eligible employee who elects to decline all city-supplied, single and family insurance coverage will receive \$5,000 per year from the City. The City will issue payment for one-half of the opt-out incentive on the second pay date in March, and one-half of the opt-out incentive on the second pay date in September.

As an alternative, an otherwise-eligible employee may elect to decline participation in the City's group health insurance plan, but continue to participate in the City's dental and/or vision plans. In the event that an otherwise-eligible employee opts to decline participation in the City's group health insurance coverage, but chooses to maintain participation in both the dental and vision plans, the employee will receive \$2,000 per year from the City. The City will issue payment for one-half of the opt-out incentive on the second pay date in March, and one-half of the opt-out incentive on the second pay date in September.

In the event that an otherwise-eligible employee opts to decline participation in the City's group health insurance coverage but chooses to maintain participation in either the dental or vision plan, but not both, the employee will receive \$2,250 per year from the City. The City will issue payment for one-half of the opt-out incentive on the second pay date in March, and one-half of the opt-out incentive on the second pay date in September. All of the cash in-lieu-of insurance coverage options require that the employee decline both single and family coverage for the insurance in question.

In order to be eligible to exercise any of the cash in-lieu-of insurance options enumerated above, an employee must provide the City with a completed, signed request and waiver form identifying the type or types of city-supplied insurance that the employee has elected to decline (limited to the options enumerated above). The employee must include a written statement indicating that the employee has an alternative source of health insurance coverage. The City will provide employees with a request and waiver form for these purposes. An eligible employee wishing to exercise the option to receive cash in-lieu-of insurance coverage must submit the completed form during the annual enrollment period. Employees who fail to meet these requirements must wait until the next enrollment period to exercise a cash in-lieu-of insurance coverage option.

An employee, who separates from city employment, voluntarily or involuntarily, must repay to the City on a pro rata basis cash received in-lieu-of insurance coverage corresponding to the period of time following the employee's separation date. The City will automatically withhold this sum from

the employee's final paycheck. An employee's obligation to repay this sum is not extinguished in the event that his or her final paycheck is not large enough to completely repay the amount owed to the City. This Section in no way affects employees' eligibility for city-supplied life insurance coverage.

An Insurance Committee was formed to address the insurance coverage provided by the City of Urbana to its bargaining unit and non-bargaining unit employees. This Insurance Committee shall continue to operate throughout the term of this Ordinance. The Committee shall consist of representatives from the following bargaining units: Firefighters (1), Fire Captains (1), Police Officers (1), Police Sergeants (1), and Teamsters (2). Additionally, the Committee shall include 2 non-bargaining unit representatives (Court Staff & Central Staff), the City's Director of Administration or designee, and may include an attorney designated by the City. The bargaining units and other employee groups may choose to have an employee, and/or a non-employee (e.g., an attorney, union official or other advisor) to serve as their representative on the Committee or to be present as an advisor or observer.

The Committee shall meet on a quarterly basis, the schedule for which will be determined at the initial committee meeting and thereafter as required. The Insurance Committee's actions and recommendation shall have no force and effect unless a quorum of committee members (a majority of committee members) is present and participates in the committee's determinations regarding recommendations. The Committee shall be responsible for exploring ways in which the City of Urbana can improve the City's insurance offerings and to control insurance costs. The Committee will make recommendations to the City Administrator and City Council regarding the selection of insurance coverage and contracts. The City will review the Committee's recommendation(s) prior to entering into new contracts for insurance coverage, and will endeavor to adhere to the Committee's recommendation(s) unless there is a documented business reason for opting to deviate from the Committee's recommendation(s). In the latter case, the City will provide the Committee with a written explanation of the City's reason for declining to follow the Committee's recommendation.

SECTION 7: VACATION LEAVE

After completing six (6) months of service, employees will have accrued one week of vacation for use. After the completion of 6 months of service, the employee will accrue vacation leave bi-weekly according to the following schedule, on a pro-rated basis for each hour worked:

- | | |
|--|---------------------------|
| 1. After One (1) Year of Service | 2 Weeks of Vacation Leave |
| 2. After Five (5) Years of Service | 3 Weeks of Vacation Leave |
| 3. After Ten (10) Years of Service | 4 Weeks of Vacation Leave |
| 4. After Fifteen (15) Years of Service | 5 Weeks of Vacation Leave |

A week is determined by your normal work week; e.g., 40 hours, 37.5 hours, or 35 hours.

Vacations shall be scheduled with due regard for seniority, employee preference and the needs of the City.

Extension of annual leave by deferment and combination of not more than three years' entitlement shall be allowed upon approval of the Director of Administration.

An employee, who is nearing their vacation cap, may request payment (Provide form) for up to two weeks of unused vacation; if said employee is unable to use his/her vacation due to the

operational needs of the Division as determined by the Department Head. Such payment shall be made to the employee's Deferred Compensation Account or Health Savings Account.

That upon termination, unused accrued vacation leave may be exchanged for cash payment at the rate of one-hour cash payment for each hour of accrued vacation leave at the employee's current rate of pay at termination.

That upon the death, regardless of cause, of an eligible employee, the employee's estate shall receive, in cash, payment for all of the employee's accrued vacation leave, based on the same rate of exchange that the employee would be entitled to on termination. The cash payment shall be in addition to any and all other compensation paid to the employee's estate as a result of the employee's death.

SECTION 8: SICK LEAVE

Sick leave shall be accumulated without limit by employees at the rate of .0575 per hour for each hour of service with the City.

Sick leave shall be granted to an employee, upon approval by the Employer, for the following reasons:

- A. Illness, injury, or pregnancy-related condition of the employee.
- B. Exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of other employees.
- C. Examination of the employee, including medical, psychological, dental, or optical examination, by an appropriate practitioner.
- D. Death of a member of the employee's immediate family (Bereavement). Such usage shall be limited to a reasonably necessary time, not to exceed five work (5) days; One (1) of the days must be the date of the funeral.
- E. Illness, injury, or pregnancy-related condition of a member of the employee's immediate family where the employee's presence is reasonably necessary for the health and welfare of the employee or affected family member.
- F. Examination including medical, psychological, dental, or optical examination of a member of the employee's immediate family by an appropriate practitioner where the employee's presence is reasonably necessary.

Immediate family shall include the grandparents, parents, brother, sister, spouse, child, stepchild, stepparent, step-grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, sister-in-law, brother-in-law, son-in-law, and legal guardian or other person who stands in the place of a parent (in loco parentis). Other immediate family members may be included as determined by the Director of Administration or his designee.

Each employee using sick leave must furnish a satisfactory written signed statement to justify the use of sick leave. If medical attention is required, a signed statement stating the nature of the illness or injury, from a licensed physician, is required. Employees shall be required to justify the use of

ORDINANCE NO. 4400-22

AN ORDINANCE ESTABLISHING THE SALARY AND BENEFITS FOR THE POLICE CHIEF OF THE CITY OF URBANA

WHEREAS, the City of Urbana has recently completed the labor negotiations for the five (5) bargaining units and is revising the Central Staff Ordinance; and

WHEREAS, the Police Chief's position generally follows the guidance of Central Staff Ordinance;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF URBANA, OHIO:

SECTION 1: Except as specifically addressed in this ordinance, the Police Chief's pay and benefits will follow those designated in the City's Central Staff Ordinance.

SECTION 2: DEFINITIONS

Exempt Employees - City designated employees who are exempt from overtime and compensatory requirements of the Fair Labor Standards Act (FLSA) for the City of Urbana. The Police Chief is included as an exempt employee of the City.

SECTION 3: POSITION, CLASSIFICATION & PAY RANGE

That effective **January 1, 2022 through December 31, 2024**, the Police Chief shall be paid in accordance with the following annual pay range: **\$91,350.00 to \$108,150.00**. In addition, the Police Chief is eligible for periodic merit increases within the pay range listed. The Director of Administration shall designate the salary of the Police Chief (within the respective pay range).

SECTION 4: OVERTIME & COMPENSATORY TIME

As an exempt position, the Police Chief is not eligible for overtime or the accrual of compensatory time.

SECTION 5: SICK LEAVE

Upon termination of employment, retirement, or for calculating pre-retirement cash-in, the Police Chief may elect to be paid according to the following schedule:

Employees resigning in good standing with:

- Up to 10 Years of Service 1/4 of 120 Days at 8 Hour/Days
- After 10 Years of Service 1/3 of 150 Days at 8 Hour/Days
- After 20 Years of Service 1/3 of Accrued Sick Leave
- Employee's Estate 1/3 of Accrued Sick Leave

*Employee Terminated w/Cause 1/4 of 120 days at 8 hour/days

SECTION 6: UNIFORM ALLOWANCE

The Police Chief is entitled to a uniform allowance of \$1,000 annually for the purpose of maintaining and/or replacing uniforms and equipment. Payment shall be made with the first pay in January of each qualifying year.

SECTION 7: INCONSISTENT ORDINANCES REPEALED

Any other ordinances or provisions thereof inconsistent with this ordinance are repealed.

SECTION 8: OPEN MEETING COMPLIANCE

Formal actions of this City Council concerning and relating to the passage of this ordinance were adopted in an open meeting in compliance with all legal requirements including O.R.C. §121.22 and Urbana Codified Ordinances §107.01.

SECTION 9: EMERGENCY DECLARATION

Council declares an emergency pursuant to Urbana City Charter §2.11 and this Ordinance shall take effect immediately upon passage to preserve public health, safety and welfare.


President of City Council

Attest: _____

Date: _____

This Ordinance approved by me this ____ day of _____, 2022.

Mayor

Department requesting:	Administration	Personnel: K. Brugger	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: February 15, 2022	Second reading date: March 1, 2022	Third/Final reading date: March 15, 2022	

Anticipated effective date if approved: March 15, 2022

ORDINANCE NO. 4401-22

AN ORDINANCE ESTABLISHING THE SALARY AND BENEFITS FOR THE POLICE LIEUTENANT OF THE CITY OF URBANA

WHEREAS, the City of Urbana has recently completed the labor negotiations for the five (5) bargaining units and is revising the Central Staff Ordinance; and

WHEREAS, the Police Lieutenant's position generally follows the guidance of Central Staff Ordinance;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF URBANA, OHIO:

SECTION 1: Except as specifically addressed in this ordinance, the Police Lieutenant's pay and benefits will follow those designated in the City's Central Staff Ordinance.

SECTION 2: DEFINITIONS

Exempt Employees - City designated employees who are exempt from overtime and compensatory requirements of the Fair Labor Standards Act (FLSA) for the City of Urbana. The Police Lieutenant is included as an exempt employee of the City.

SECTION 3: POSITION, CLASSIFICATION & PAY RANGE

That effective **January 1, 2022 through December 31, 2024**, the Police Lieutenant shall be paid in accordance with the following annual pay range: **\$87,000.00 to \$103,000.00**. In addition, the Police Lieutenant is eligible for periodic merit increases within the pay range. The Director of Administration shall designate the salary of the Police Lieutenant (within the respective pay range).

SECTION 4: OVERTIME & COMPENSATORY TIME

As an exempt position, the Police Lieutenant is not eligible for overtime or the accrual of compensatory time.

SECTION 5: SICK LEAVE

Upon termination of employment, retirement, or for calculating pre-retirement cash-in, the Lieutenant may elect to be paid according to the following schedule:

Employees resigning in good standing with:

- Up to 10 Years of Service 1/4 of 120 Days at 8 Hour/Days
- After 10 Years of Service 1/3 of 150 Days at 8 Hour/Days
- After 20 Years of Service 1/3 of Accrued Sick Leave
- Employee's Estate 1/3 of Accrued Sick Leave

*Employee Terminated w/Cause 1/4 of 120 days at 8 hour/days

SECTION 6: UNIFORM ALLOWANCE

The Police Lieutenant is entitled to a uniform allowance of \$1,000 annually for the purpose of maintaining and/or replacing uniforms and equipment. Payment shall be

made with the first pay in January of each qualifying year.

SECTION 7: ACTING PAY

Whenever the Lieutenant performs as Acting Chief in the Police Division for two or more consecutive working days because of a temporary absence or vacancy, he/she will receive an additional 5% of his/her regular pay.

SECTION 8: INCONSISTENT ORDINANCES REPEALED

Any other ordinances or provisions thereof inconsistent with this ordinance are repealed.

SECTION 9: OPEN MEETING COMPLIANCE

Formal actions of this City Council concerning and relating to the passage of this ordinance were adopted in an open meeting in compliance with all legal requirements including O.R.C. §121.22 and Urbana Codified Ordinances §107.01.

SECTION 10: EMERGENCY DECLARATION

Council declares an emergency pursuant to Urbana City Charter §2.11 and this Ordinance shall take effect immediately upon passage to preserve public health, safety and welfare.


President of City Council

Attest: _____

Date: _____

This Ordinance approved by me this ____ day of _____, 2022.

Mayor

Department requesting: Administration	Personnel: K. Brugger	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: February 15, 2022	Second reading date: March 1, 2022	

Anticipated effective date if approved: March 15, 2022

ORDINANCE NO. 4405-22

AN ORDINANCE FIXING SALARY AND OTHER BENEFITS FOR THE DIRECTOR OF ADMINISTRATION.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF URBANA, OHIO:

SECTION ONE: That effective **January 1, 2022 through December 31, 2024** there is hereby established the following annual pay range for the Director of Administration: \$94,000 to \$122,500.

SECTION TWO: That the Mayor shall assign the Director of Administration the annual pay range listed above.

SECTION THREE: That the Mayor may enter into contractual agreement with the Director of Administration, but not with tenure in excess of the compensation levels provided for herein.

SECTION FOUR: That the Director of Administration shall be entitled to all benefits and rights accorded other salaried employees of the City (other than Police, Fire, and Municipal Court employees) by ordinance effective **January 1, 2022**.

SECTION FIVE: That any other ordinances or provisions thereof inconsistent with their ordinance are repealed.

SECTION SIX: Formal actions of this City Council concerning and relating to the passage of this ordinance were adopted in an open meeting in compliance with all legal requirements including O.R.C. §121.22 and Urbana Codified Ordinances §107.01.

SECTION SEVEN: Council declares an emergency pursuant to Urbana City Charter §2.11 and this Ordinance shall take effect immediately upon passage to preserve public health, safety and welfare.


President of City Council

Attest: _____

Date: _____

This Ordinance is approved by me this _____ day of _____, 2022.

Mayor

Department requesting: Administration		Personnel: Mayor Bean	Director of Law Review 
Expenditure? (Y) N	Emergency? Y (N)	Public Hearing? Y (N) If yes, dates advertised:	
Readings required: 1 2 (3)		Third/Final reading date: March 15, 2022	
First reading date: February 15, 2022	Second reading date: March 1, 2022		

Anticipated effective date if approved: March 15, 2022



ORDINANCE NO. 4406-22

AN ORDINANCE FIXING SALARY AND OTHER BENEFITS FOR THE DIRECTOR OF FINANCE.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF URBANA, OHIO:

SECTION ONE: That effective **January 1, 2022 through December 31, 2024** there is hereby established the following annual pay range for the Director of Finance: \$83,000 to \$109,500.

SECTION TWO: That the Mayor shall assign the Director of Finance the annual pay range listed above.

SECTION THREE: That the Mayor may enter into contractual agreement with the Director of Finance, but not with tenure in excess of the compensation levels provided for herein.

SECTION FOUR: That the Director of Finance shall be entitled to all benefits and rights accorded other salaried employees of the City (other than Police, Fire, and Municipal Court employees) by ordinance effective **January 1, 2022**.

SECTION FIVE: That any other ordinances or provisions thereof inconsistent with their ordinance are repealed.

SECTION SIX: Formal actions of this City Council concerning and relating to the passage of this ordinance were adopted in an open meeting in compliance with all legal requirements including O.R.C. §121.22 and Urbana Codified Ordinances §107.01.

SECTION SEVEN: Council declares an emergency pursuant to Urbana City Charter §2.11 and this Ordinance shall take effect immediately upon passage to preserve public health, safety and welfare.


President of City Council

Attest: _____

Date: _____

This Ordinance is approved by me this _____ day of _____, 2022.

Mayor

Department requesting: Administration	Personnel: Mayor Bean	Director of Law Review
Expenditure? (Y) N	Emergency? Y (N)	
Readings required: 1 2 (3)	Public Hearing? Y (N) If yes, dates advertised:	
First reading date: February 15, 2022	Second reading date: March 1, 2022	Third/Final reading date: March 15, 2022

Anticipated effective date if approved: March 15, 2022

ORDINANCE NO. 4407-22

AN ORDINANCE FIXING SALARY AND OTHER BENEFITS FOR THE DIRECTOR OF LAW.

WHEREAS, the City of Urbana finalized a contract with Champaign County under which the Law Director will prosecute cases on behalf of the County for \$33,000.00, which now goes into the General Fund; and

WHEREAS, it is equitable to \$33,000.00 to the salary range of the Law Director;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF URBANA, OHIO:

SECTION ONE: That effective **January 1, 2022 through December 31, 2024** there is hereby established the following annual pay range for the Director of Law: \$83,000 to \$109,500.

SECTION TWO: That the Mayor shall assign the Director of Law the annual pay range listed above.

SECTION THREE: That the Mayor may enter into contractual agreement with the Director of Law, but not with tenure in excess of the compensation levels provided for herein.

SECTION FOUR: That the Director of Law shall be entitled to all benefits and rights accorded other salaried employees of the City (other than Police, Fire, and Municipal Court employees) by ordinance effective **January 1, 2022**.

SECTION FIVE: That any other ordinances or provisions thereof inconsistent with their ordinance are repealed.

SECTION SIX: Formal actions of this City Council concerning and relating to the passage of this ordinance were adopted in an open meeting in compliance with all legal requirements including O.R.C. §121.22 and Urbana Codified Ordinances §107.01.

SECTION SEVEN: Council declares an emergency pursuant to Urbana City Charter §2.11 and this Ordinance shall take effect immediately upon passage to preserve public health, safety and welfare.


President of City Council

Attest: _____

Date: _____

This Ordinance is approved by me this _____ day of _____, 2022.

Mayor

Department requesting: Administration	Personnel: K. Brugger	Director of Law Review  TOM FEINSTEIN
Expenditure? (Y) N Emergency? Y (N)	Public Hearing? Y (N) If yes, dates advertised:	
Readings required: 1 2 (3)		
First reading date: February 15, 2022	Second reading date: March 1, 2022	

Anticipated effective date if approved: March 15, 2022

ORDINANCE 4567-22

AN ORDINANCE DETERMINING TO PROCEED WITH THE IMPROVEMENT OF SOUTH AND NORTH MAIN STREET IN THE CITY OF URBANA, COUNTY OF CHAMPAIGN, OHIO BY CONSTRUCTING OR REPAIRING CURBS, GUTTERS, DRIVEWAY APPROACHES AND APPURTENANCES THERETO ON A SECTION OF SOUTH MAIN STREET BETWEEN STATE ROUTE 55 AND MARKET STREET AND ON A SECTION OF NORTH MAIN STREET BETWEEN COURT STREET AND WASHINGTON AVENUE/GWYNNE STREET, AND DECLARING AN EMERGENCY.

WHEREAS, Council on February 1, 2022 adopted Resolution #2627-22 under section 727.12 of the Ohio Revised Code declaring the necessity of constructing curbs, gutters, driveway approaches and appurtenances thereto, and the notice of passage of such Resolution of Necessity, in accordance with Ohio Revised Code Section 727.13, was given to affected property owners as required by law; and

WHEREAS, a list of the estimated assessments of the total cost of said construction was prepared and placed on file in the office of the clerk of the Urbana City Council; and

WHEREAS, the Council has duly reviewed and considered all objections filed under Ohio Revised Code Section 727.15, if any, with respect to said estimated assessments and has made such changes and corrections thereto as it determines to be proper;

WHEREAS, the Council has duly reviewed all claims for damages filed under Ohio Revised Code Section 727.18, if any, and shall take appropriate action;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Urbana, Ohio, a majority of the members of Council present concurring, that:

Section 1. It is hereby determined to proceed with the improvement in accordance with the provisions of the Resolution of Necessity for improving a section of South Main Street between State Route 55 and Market Street and on a section of North Main Street between Court Street and Washington Avenue/Gwynne Street in the City of Urbana, Ohio, by the construction and installation of curbs, gutters, driveway approaches and appurtenances thereto.

Section 2. The estimated assessments prepared and filed in accordance with the resolution of necessity are hereby adopted, inclusive of modifications, if any, proposed upon the consideration of properly filed objections.

Section 3. Claims for damages, if any, shall be judicially inquired after completing the proposed improvement.

Section 4. It is found that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 5. This Ordinance is hereby declared an emergency measure as it relates to addressing public health, safety and welfare and shall become effective immediately upon its passage.

PASSED: _____


Council President

ATTEST: _____

Clerk of Council

This ordinance approved by me this _____ day of _____, 2022.

Mayor

Department requesting: Engineering		Personnel: T. Bumbalough	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: 3/1/2022	Second reading date: 3/15/2022	Third/Final reading date: 4/5/2022	

Anticipated effective date if passed: 4/5/2022

RESOLUTION 2629-22

A RESOLUTION TO AUTHORIZE PRELIMINARY APPROVAL BETWEEN THE CITY OF URBANA, CHAMPAIGN COUNTY, OHIO AND OHIO DEPARTMENT OF TRANSPORTATION FOR PAVEMENT PLANING AND RESURFACING OF UNITED STATES ROUTE 36 FROM THE WESTERN CORPORATION LIMITS (SLM 14.04) TO WALNUT STREET (SLM 14.88), Reference PID No.: 108875, County/Route/Section: CHP US 36 14.04, AND DECLARING AN EMERGENCY.

SECTION I – Project Description

WHEREAS, the City of Urbana, hereinafter referred to as the LPA, and the State of Ohio have determined the need for the described project:

The project consists of resurfacing the existing roadway of US 36 from the west corporation limit (SLM 14.04) to Walnut St. (SLM 14.88) in the City Urbana, Champaign County, Ohio.

NOW THEREFORE, be it ordained by the City of Urbana of Champaign County, Ohio that:

SECTION II – Consent Statement

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project.

SECTION II – Cooperation Statement

The LPA shall cooperate with the Director of Transportation in the above described project as follows:

The LPA agrees to participate in the cost of the project. The LPA further agrees to pay 100% of the cost of those features requested by the LPA which are determined by the State and Federal Highway Administration to be unnecessary for the Project.

The LPA further agrees that change orders and extra work contracts required to fulfill the construction contracts shall be processed as needed. The State shall not approve a change order or extra work contract until it first gives notice, in writing, to the LPA. The LPA shall contribute its share of the cost of these items in accordance with other sections herein.

The LPA further agrees to pay 100% of the cost to install and/or repair curb ramps at all necessary intersections to ensure compliance with the Americans with Disabilities Act.

SECTION IV – Utilities and Right-of-Way Statement

The LPA agrees to acquire and/or make available to ODOT, in accordance with current State and Federal regulations, all necessary right-of-way required for the described Project. The LPA also understands that right-of-way includes eligible utility costs.

The LPA agrees to be responsible for all utility accommodation, relocation and reimbursement and agrees that such accommodation, relocations, and reimbursements shall comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

SECTION V – Maintenance

Upon completion of the Project, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance for the Project in accordance with all applicable State and Federal law, including, but not limited to, Title 23, U.S.C., Section 116; (2) provide ample financial provisions, as necessary, for the maintenance of the Project; (3) maintain the right-of-way, keeping it free of obstructions; and (4) hold said right-of-way inviolate for public highway purposes.

SECTION VI – Authority to Sign

The LPA hereby authorizes the DIRECTOR OF ADMINISTRATION of said CITY OF URBANA to enter into and execute contracts with the Director of Transportation which are necessary to develop plans for and to complete the above-described project; and to execute contracts with ODOT pre-qualified consultants for the preliminary engineering phase of the Project.

Upon request of ODOT, the DIRECTOR OF ADMINISTRATION is also empowered to execute any appropriate documents to affect the assignment of all rights, title, and interests of the CITY OF URBANA to ODOT arising from any agreement with its consultant in order to allow ODOT to direct additional or corrective work, recover damages due to errors or omissions, and to exercise all other contractual rights and remedies afforded by law or equity.

The LPA agrees that if Federal Funds are used to pay the cost of any consultant contract, the LPA shall comply with 23 CFR 172 in the selection of its consultant and administration of the consultant contract. Further the LPA agrees to incorporate ODOT's "Specifications for Consulting Services" as a contract document in all of its consultant contracts. The LPA agrees to require, as a scope of services clause, that all plans prepared by the consultant must conform to ODOT's current design standards and that the consultant shall be responsible for ongoing consultant involvement during the construction phase of the Project. The LPA agrees to include

a completion schedule acceptable to ODOT and to assist ODOT in rating the consultant's performance through ODOT's Consultant Evaluation System.

SECTION VII – Emergency measure

The RESOLUTION is hereby declared to be an emergency measure to expedite the highway project and to promote highway safety. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after the earliest period allowed by law.


President of City Council

Attest: _____
Council Clerk

Date: _____

This Resolution approved by me this ____ day of _____, 2022.

Mayor

Department requesting:	Engineering	Personnel: Tyler Bumbalough	<i>Director of Law review</i> 
Expenditure? Y (N)	Emergency? (Y) N	Public Hearing? Y (N)	
Readings required:	(1) 2 3	Dates advertised: NA	
First reading date:	Second reading date(s):	Third/final reading date:	
3-15-2022	NA	NA	

Anticipated effective date if approved: 3-15-2022

RESOLUTION 2630-22

A CEREMONIAL RESOLUTION IN SUPPORT OF THE CHAMPAIGN AVIATION MUSEUM'S EFFORTS TO EXPAND THEIR MUSEUM AND TO OBTAIN ADDITIONAL GRANT FUNDING FROM THE STATE OF OHIO CAPITAL BUDGET THROUGH THE STATE'S CULTURAL FACILITIES GRANT PROGRAM (Ceremonial Resolution - one reading required).

WHEREAS, in 2008, the City of Urbana entered into an agreement with Champaign Aviation Museum, Inc. for the construction and operation of the museum's initial hangar structure at the Urbana Municipal Airport, Grimes Field I-74, 1652 North Main Street, Urbana, Ohio 43078; and

WHEREAS, the Champaign Aviation Museum, home of the "Champaign Gal", a North American B-25 Mitchell bomber, draws volunteers from around Ohio, and visitors from around the country to view and participate in the restoration of a historic WWII B-17 Flying Fortress, the "Champaign Lady", view the educational exhibit dedicated to the Women Airforce Service Pilots in WWII, along with the numerous other exhibits; and

WHEREAS, during previous State of Ohio Capital Budget cycles, the Champaign Aviation Museum was awarded grant funding, with its last expansion being completed in 2018; and

WHEREAS, local historical facilities that are operated by registered non-profit organizations and are owned by local government are eligible for cultural facilities grant funding through the State of Ohio; and

WHEREAS, in the spring of 2022, the Ohio legislature will be considering cultural facilities projects that have been submitted for consideration for state funding through the State of Ohio Capital Budget; and

WHEREAS, the Champaign Aviation Museum is planning to request \$950,000.00 in grant funding in the State of Ohio Capital Budget through the State of Ohio Cultural Facilities Grant Program, for its next expansion phase; the construction of a 20,400 square foot hangar to house additional historic aircraft, including an A-26 Invader, C-45 Expeditor, Fairchild F-24, and associated personal artifacts.

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

Section One: The Urbana City Council supports the Champaign Aviation Museum's efforts to obtain additional grant funding through the State of Ohio Cultural Facilities Grant Program for their planned building project.

Section Two: This resolution may be adopted after one reading pursuant to Urbana City Charter Section 2.10 and shall take effect at the earliest time allowed by law.

Passed: _____


Council President

Attest: _____
Council Clerk

This Resolution approved by me this ____ day of _____, 2022.

Mayor

Resolution 2630-22

Department requesting: Airport		Personnel: Elton Cultice	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: 3/15/22	Second reading date:	Third/Final reading date:	

Anticipated effective date if approved: 3/29/2022