

**URBANA CITY COUNCIL
REGULAR SESSION MEETING**

July 18, 2023

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

Urbana City Council meetings are 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 be made in person. Due to this, the ability to comment on City Council Facebook streams will be disabled.

- **Call to Order**
- **Roll Call**
- **Pledge of Allegiance**
- **Approval of Minutes:** Urbana City Council Regular Meeting Minutes of June 20, 2023.
- **Communications:**
 1. Urbana Shade Tree Commission Minutes from May 18, 2023 (See Attached)
 2. Communication from the Ohio Division of Liquor Control dated June 15, 2023, regarding the transfer liquor permit application for Kavisha & Kush, LLC dba Sunoco Food Mart, 780 Scioto St. (See Attached)
 3. Communication from the Ohio Division of Liquor Control dated June 28, 2023, regarding the TREX liquor permit application for ALDI, Inc., Ohio, 741 Scioto St. (See Attached)
 4. Safety Committee Topics/Minutes from June 8, 2023 (See Attached)
- **Board of Control:**
 1. The Board of Control recommends Council increase purchase order number 30920 to Bricker Graydon in the amount of \$70,000.00 for legal services associated with the South High Street project. The purchase order was approved by Board of Control on April 5, 2023 for the amount of \$20,000.00, and charged to the General Fund – Miscellaneous Non-Departmental. **VOTE: 2-0**

Footnote – Purchase Orders \$2,501 - \$50,000 for May 2023 (see attached)

Citizen Comments: (In Person Only; Must Sign-in)

Ordinances and Resolutions

Old Business:

Third Reading: None

Second Reading: None

New Business:

First Reading:

Resolution 2669-23: A resolution confirming the appointment of a new member of the salary commission. (One reading required)

- **Department Liaison Reports:**
 - **Miscellaneous Business:**
 1. Council
 2. Administration
 3. Council Clerk
 - **Next Meeting:** Tuesday, August 1, 2023
 - **Adjourn**
-

**URBANA CITY COUNCIL
REGULAR SESSION MEETING
TUESDAY, JUNE 20, 2023**

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, Mayor Bill Bean, Director of Law Mark Feinstein, Community Development Manager Doug Crabill, and Fire Chief Dean Ortlieb.

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

Minutes

Mr. Thackery moved to put the minutes of May 16, 2023 on the floor for discussion and possible approval. Ms. Jumper seconded.

Mr. Thackery mentioned his name had been listed as both the movant and the second.

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

Communications: None

Administrative Reports – Board of Control: None

Citizen Comments: None

ORDINANCES AND RESOLUTIONS

Third Reading:

Ordinance 4429-23: An Ordinance adopting the tax budget of the City of Urbana, Ohio, for the fiscal year beginning January 1, 2024; Submitting the same to the County Auditor. (Three readings, public hearing required)

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

Ms. Boettcher reminded Council this is the annual tax budget and the City is estimating the revenues for 2024.

No comments/questions from Council.

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

Ordinance passes 7-0.

Second Reading: None

First Reading:

Resolution 2666-23: A resolution to approve a water tap-in for Jeff Martin Construction, LLC at 728 Childrens Home Road (Parcel #K41-11-11-18-00-007-04) as an extraterritorial customer and declaring an emergency. (Suspension of rules requested by utility services applicant) (One reading required)

Mrs. Bean moved to place the resolution on the floor for discussion and possible passage. Ms. Jumper seconded.

Mr. Crabill stated this property is located across the street from the City park. The developer that purchased this parcel came forth to ask that it be connected to water and sewer. Mr. Crabill stated the plan is to build a home on the property with the eventual application for annexation into the City. Mr. Crabill clarified that while the language in Section three may refer to both properties, there is only one property at issue in the resolution.

Mrs. Collier asked for clarified that this was for a home. Mr. Crabill confirmed, stating that while it is an undeveloped lot, if and when it gets annexed, it would be for residential.

Mr. Thackery moved to suspended the rules. Mrs. Collier seconded.

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

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

Resolution passes 7-0.

Resolution 2667-23: A resolution to approve sanitary sewer tap-in for Jeff Martin Construction, LLC at 728 Childrens Home Road (Parcel #K41-11-11-18-00-007-04) as an extraterritorial customer and declaring an emergency. (Suspension of rules requested by utility services applicant) (One reading required)

Mr. Thackery moved to place the resolution on the floor for discussion, possible passage, and suspension of the rules. Ms. Truelove seconded.

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

Mr. Crabill stated this resolution is the same as the last resolution, but for the sewer services.

No comments/questions from Council.

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

Resolution passes 7-0.

Resolution 2668-23: A resolution authorizing the Director of Administration of the City of Urbana, Ohio to dispose of surplus real estate located on East Lawn Avenue (Parcel #K48-25-11-03-35-008-02) through the intergovernmental sale as outlined in Ohio Revised Code Section 721.03. (One reading required)

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

Mr. Thackery stated he believes the original intention of this property was to create another entrance to the park. This has been blocked by the creation of the dog park. The property no longer serves the public purpose. The Historical Society had been using it as overflow. The Historical Society had asked the property be donated, but due to the use of public funds in initially purchasing it, it was determined that the property could be sold, but not donated.

Ms. Truelove stated that while it may not be able to be donated, it would be nice to sell it at a lower price due to the asset that having the Historical Society is to the community. Mr. Feinstein stated the Ohio Revised Code only allows for disposal of property through very limited methods. The law only allows the deviation of fair market value by 20% for a public purpose.

Mr. Scott asked if the same rules apply for the County as the City when it comes to disposal of property. Mr. Feinstein stated he couldn't speak to that.

Mr. Paul asked if the Historical Society would continue to use this land in the same method as they had been. Mr. Gonzalez stated that the Society may expand in the direction of the new property, but this gives them options. The main purpose was to protect the property from anyone building close to the current property.

Mr. Thackery asked if the sale price would go into the general fund. Ms. Boettcher stated it would go into the Capital Improvement Fund.

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

Department Liaison Reports:

Mrs. Bean stated there is a Planning Commission meeting on Monday, June 26th.

Mrs. Collier stated there was a Safety Committee meeting on June 8th. Mr. Thackery stated he also attended and it was very informative.

Miscellaneous Business:

Ms. Jumper expressed concerns with the High Street project, specifically the loud noise complaints from early morning construction and the lack of accessibility to driveways and parking.

Ms. Jumper also informed Council she received a request for extra trash receptacles for Second Saturdays.

Mr. Scott thanked administration for not having any Board of Control items on the agenda.

Ms. Truelove expressed her desire for a City recycling day. Mr. Brugger stated it has been discussed but unfortunately it has not been a high priority lately.

Ms. Truelove also expressed concerns over a lack of progress with 405 Gwynne Street.

Mr. Thackery encouraged everyone to sign up for the Citizen's Police Academy. Mr. Thackery also asked how the North Main Street project was going. Mr. Crabill stated that there would be a meeting soon for staff regarding the North Main Street study.

Mrs. Bean thanked Mr. Cultice for being able to tour the grounds of the airport. She also gave kudos to the Police Division for participating in the torch run.

Mr. Paul has noticed that while vehicles have gotten bigger, streets have gotten smaller as there is not less room to pass. He also expressed concern due to these large vehicles with visibility in crossing streets. He wanted Council to think about parking along curbs close to intersections.

Mr. Crabill stated letters have gone out recently to residents along the South High Street project. The City has set up an open house and meeting on June 29th for residents. The City's contractor is scheduled to start on Monday, July 10th. All the work so far has been private utilities and their contractors.

Chief Ortlieb indicated UFD was involved with all phases of the Fourth of July fireworks, starting with a site visit.

Mayor Bean thanked Kalen Howell and the committee for the Black Heritage Festival. It went off really well and grew from the first year.

President Hess informed Council that former Council Clerk Charlotte Barker passed away. He stated she was one of the nicest ladies.

He also stated he has noticed trees hanging over streets. Mr. Brugger stated they typically go by complaints so make sure the street department knows where these trees are located.

Mr. Scott asked if the progress on Miami Street was running behind. Mr. Brugger stated the City anticipates paving coming in August but with the side streets the construction has been going in different areas. Mr. Crabill confirmed construction should be out of the way by the time paving is scheduled.

Ms. Jumper moved to adjourn. Ms. Truelove seconded. Voice vote on approval: all ayes, nays none. Motion passes 7-0.

ADJOURNED AT 6:49 p.m.

NEXT SCHEDULED MEETING
July 18, 2023 at 6:00 p.m.

Council Clerk

Council President

City of Urbana Shade Tree Commission Minutes-May 18, 2023 at 4:30PM (176)

Roll Call and Introductions:

Present: Jim Lemon; Doug Crabill; Stephanie Truelove; Lynn Mintchell; Doug George; Cindy Dunham; and Deb Aksenczuk, City of Urbana Operations Coordinator (Public Works Representative)

Tracy Brock was introduced as a new candidate for the tree commission.

Reading and Approval of Minutes (April 13, 2023)

The minutes from the April 13, 2023 meeting were approved as prepared. Doug George motioned to accept these minutes as prepared, and Stephanie Truelove seconded this motion. This set of minutes was approved unanimously 7-0.

Old Business:

Memorial Tree Program: Doug Crabill has ordered the markers for the 4 memorial trees that were recently planted and the 1 that the YMCA planted on Arbor Day. Once they come in they will need to be placed by the trees. Jim Lemon has done some pruning of the trees at the park. It was suggested once the markers come in we will need to assist in placing them. Jim Lemon also suggested that it would be helpful if someone would volunteer to take on the job of keeping the markers cleaned and manage their placement at the park and cemetery.

*Listing Update (2020 forward) There is a State Champion Post Oak located on the south side of Oak Dale Cemetery that is declining and may need to be replaced. We also have several Amur Cork Trees at Oak Dale Cemetery that were previously designated as State Champions. Doug Crabill suggested that Jim Lemon reach out to Alistair Reynolds with ODNR for assistance with the status of previously listed State Champion trees.

*GPS/GIS Update: Deb Aksenczuk is helping get the location of trees updated and reconciled with the list in the system. She handed out the tree commission list with the trees and locations that were last updated in 2020. She stated that all the trees have not been listed with the GPS/GIS system yet but is a work in progress.

Oak Dale Cemetery Arboretum Update: Trees at Oak Dale will need to be inventoried and tagged. We are an official Green Arboretum (Level 1) and will announced to the public in June. Please keep this quiet until that time. There will be a sign to be placed at the cemetery and dedicated to Karen Dresser.

2022 Tree City USA Application/Award-Update/Recap: Doug stated he submitted the application on December 2nd. The requirements are as follows:

1. Must have a tree board/commission
2. Current tree ordinance which was last updated in 2020
3. \$2.00 per capita on urban forestry related activities
4. Yearly Arbor Day celebration

Doug stated that he went to Groveport on April 19th for the Tree City Award Ceremony for the Central Ohio Region and accepted the award for Urbana.

Memorial Trees (Fall 2022)- Marker installation: Will need to be done as soon as the markers come in.

Oak Dale Cemetery-Newer Tree Plantings-Mulching-We will coordinate the mulching and placement of markers. This needs to be soon and hoping to get it completed as soon as the markers come in.

Arbor Day-A celebration was held at the YMCA and a tree was planted. Jim Lemon suggested someone take over the Arbor Day Celebration organization and call around to potential places for next years celebration. Doug Crabill suggested Freedom Grove, the school and YMCA as possible locations to plant new trees. Doug also stated that possibly the Rotary Club would be willing to replace some of the trees that have been lost that were planted at the school.

Newer Tree Pruning: Jim Lemon stated that there was a tree by the dog park that was damaged, a tulip tree by the ditch that the deer have gotten to and the newly planted trees at the cemetery need to be looked at.

New Business:

Discuss Meeting Dates and Times for 2023/Schedule: It was decided that the meeting would remain the second Thursday of the month but will be held at the Deck located at the park and the time will be 4:30pm.

Open Commission Positions: Tracy Brock is guest tonight and is interested in a position. There are still positions open for alternates so if anyone knows of someone who would be interested please notify Jim Lemon or Doug Crabill with their name.

Plan for watering: Jim Lemon reminded us of the importance of watering the new trees and there are several that are need of watering. Doug Crabill stated that he reached out last year to the park maintenance team and they were willing to help keep the trees watered. We need to come up with a plan to make sure the trees get watered this year.

Bare Root planting: This is still a concern and we are still looking for a resource that is affordable and carry the bare root trees.

Outreach-article for Citizen: Jim Lemon said that the Urban Forestry website has templates and he will find links for members to view.

Tree Condition Report (Update Excel Sheet)-Street Trees: We have the data base of city street trees that was done in 2020. There is a need to walk the streets and view the condition of current trees and document any damage or trimming that needs to be done or stumps that need removed. There is a process to notify home owners of dead trees, damaged and other tree issues that need to be taken care of that follows the tree ordinance that was established 4 years ago.

Misc. Business:

Meeting adjourned: Motion to adjourn made by Stephanie Truelove and seconded by Doug Crabill. All in favor 7-0.

**NOTICE TO LEGISLATIVE
AUTHORITY**

OHIO DIVISION OF LIQUOR CONTROL
8606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

4525899		TRFO		KAVISHA & KUSH LLC DBA SUNOCO FOOD MART 780 SCIOTO ST URBANA OH 43078
PERMIT NUMBER TYPE				
06	01	2023		
ISSUE DATE				
05	30	2023		
FILING DATE				
C1 C2				
PERMIT CLASSES				
11	066	A	F29697	
TAX DISTRICT			RECEIPT NO.	

FROM **06/15/2023**

4525897				KAVISHA LLC DBA SUNOCO FOOD MART 780 SCIOTO ST URBANA OH 43078
PERMIT NUMBER TYPE				
06	01	2023		
ISSUE DATE				
05	30	2023		
FILING DATE				
C1 C2				
PERMIT CLASSES				
11	066			
TAX DISTRICT			RECEIPT NO.	



MAILED **06/15/2023**

RESPONSES MUST BE POSTMARKED NO LATER THAN. **07/17/2023**

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.
REFER TO THIS NUMBER IN ALL INQUIRIES **A TRFO 4525899**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD IN OUR COUNTY SEAT. IN COLUMBUS.

WE DO NOT REQUEST A HEARING.

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

**CLERK OF URBANA CITY COUNCIL
205 S MAIN ST
URBANA OHIO 43078**

**NOTICE TO LEGISLATIVE
AUTHORITY**

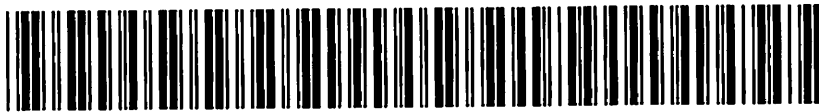
OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2380 FAX(614)644-3186

TO

01007781076		TREX	ALDI INC OHIO	
PERMIT NUMBER		TYPE	741 SCIOTO ST	
06	01	2023		
ISSUE DATE				
06	26	2023		
FILING DATE				
C1	C2	D6		
PERMIT CLASSES				
11	066	A	F29760	
TAX DISTRICT			RECEIPT NO.	

FROM 06/28/2023

01007781075			ALDI INC OHIO	
PERMIT NUMBER		TYPE	DBA ALDI 59	
06	01	2023		
ISSUE DATE				
06	26	2023		
FILING DATE				
C1	C2	D6		
PERMIT CLASSES				
13	944			
TAX DISTRICT			RECEIPT NO.	



MAILED 06/28/2023

RESPONSES MUST BE POSTMARKED NO LATER THAN. 07/31/2023

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.
REFER TO THIS NUMBER IN ALL INQUIRIES

A TREX 0100778-1076

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
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WE DO NOT REQUEST A HEARING.

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PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

CLERK OF URBANA CITY COUNCIL
205 S MAIN ST
URBANA OHIO 43078



Urbana Fire Division

Safety Committee
May 11, 2023

UFD Risk Reduction Plan

- Economic
- Education
- Enforcement
- Engineering
- Emergency Operations

Zoning: Zoning laws regulate the use and development of all land within a jurisdiction. Compliance with these laws is a prerequisite for all building permits. (Engineers Office)

Occupancy Permit: Ohio Building Code states that no building or structure, in whole or in part, shall be used or occupied until the building official has issued an approval in the form of a certificate of occupancy. The certificate of occupancy shall indicate the conditions under which the building shall be used. (County Building Department)

The Ohio Fire Code: is a set of rules that establish the minimum standards for fire safety in the State of Ohio. (Fire Division)



MAY 2023
PURCHASE ORDERS \$2,501-\$50,000

PURCHASE ORDER #	VENDOR	PURCHASE ORDER	DEPARTMENT	EXPLANATION	BOC APPROVAL DATE & VOTE
30980	A&B ASPHALT	\$ 23,000.00	STREET	DEEP REPAIR ASPHALT FOR MIAMI ST PRIOR TO ODOT PAVING	BOC 5.3.2023 (2)
30981	PAR II, LLC	\$ 16,345.00	VARIOUS	FILLING, SEAL & STRIPE AT PARK/POOL LOT, DEPOT LOT, BUSINESS OFFICE, & WATER PLANT (ROUTE 29)	BOC 5.3.2023 (2)
30982	A&B ASPHALT	\$ 25,000.00	VARIOUS	ASPHALT REPAIRS FOR UTILITY DIGS	BOC 5.3.2023 (2)
31010	STUDEBAKER ELECTRIC	\$ 7,175.00	WWTP	SEPTAGE EQ TANK DISCONNECTS	BOC 5.10.2023(3)
31011	NORTH COAST POLYTECHNIC INSTITUTE	\$ 3,060.00	POLICE	CPT TRAINING FOR OFFICERS PER STATE REGULATIONS	BOC 5.10.2023(3)
31016	RD HOLDER OIL CO.	\$ 6,500.00	STREET	2023 BLANKET - OFF ROAD FUEL FOR EQUIPMENT	BOC 5.17.2023(3)
31017	BUCKEYE POWER SALES	\$ 5,470.88	WWTP	SERVICE GENERATOR, 4 HOUR LOAD BANK, & TROUBLESHOOT BLOCK HEATER ISSUES	BOC 5.17.2023(3)
31019	PAR II, LLC	\$ 3,870.00	PARK TRUST	ASPHALT FOR GWYNNE ST BASKETBALL COURT, & ASPHALT, SEAL, & STRIPE BASKETBALL COURT AT MELVIN MILLER PARK	BOC 5.17.2023(3)
31035	MCGUIRE EXCAVATING	\$ 7,500.00	CEMETERY	2023 FOUNDATIONS (SPRING & FALL)	BOC 5.24.2023(3)

Chris Boettcher, Secretary

RESOLUTION NO. 2669-23

A RESOLUTION CONFIRMING THE APPOINTMENT OF A NEW MEMBER OF THE SALARY COMMISSION (One (1) reading, no public hearing required)

Department Requesting: Mayor

Sponsor: Dwight Paul

WHEREAS, Section 4.06(k) of the Charter of the City of Urbana, Ohio creates a Salary Commission, which shall consist of five members who are registered electors of the City appointed by the Mayor subject to the confirmation by Council by resolution; and

WHEREAS, Mayor Bill Bean has declared the appointment of the following person, who is a registered elector of the City of Urbana, Ohio, to serve as a member of the Salary Commission:

Ward 4: Brian Baltimore, to complete the term of Stephanie Truelove.

NOW, THEREFORE, the COUNCIL OF THE CITY OF URBANA, OHIO does hereby CONFIRM this appointment.

SECTION ONE:

It is found and determined that all formal actions of this City Council concerning and relating to the passage of this resolution were adopted in an open meeting of this City Council in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION TWO:

All actions of City Council and the Planning Commission related to this legislation were conducted in open meetings pursuant to Urbana Codified Ordinance 107.01 and Ohio Revised Code 121.22.

SECTION THREE:

This ordinance shall become effective at the earliest time allowed by law.

President, City of Urbana Council

PASSED: _____

ATTEST: _____
Clerk of Council

This Ordinance approved by me this _____ day of _____, 2023.

Mayor, City of Urbana

REVIEWED:



7/5/23

Director of Law

Date

Jumper: Yay Nay N/A

Scott: Yay Nay N/A

Paul: Yay Nay N/A

Truelove: Yay Nay N/A

Thackery: Yay Nay N/A

Collier: Yay Nay N/A

Bean: Yay Nay N/A