

**URBANA CITY COUNCIL  
REGULAR SESSION MEETING AGENDA  
TUESDAY, APRIL 21, 2020, AT 6:00 P.M.**

**(The UCC Regular Session Meeting will be held in Training Room in the Municipal Building)**

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**Call to Order**

**Roll Call**

**Pledge of Allegiance**

**Approval of Minutes**

Urbana City Council Regular Session Meeting Minutes of March 17, 2020, and April 7, 2020.

**Communications**

1. Letter from Department of Commerce, Division of Liquor Control (See attached)
2. Board of Zoning Appeals Meeting Minutes of February 10, 2020 (See attached)

**Board of Control**

1. The Board of Control recommends Council authorize a purchase order to 3C Contracting in the amount of \$182,947.00 for material and installation of an 80' x 100' post frame building (structure only) for park maintenance and police property storage. This expense will be charged to the Capital Improvement Fund – Parks (\$91,473.50) and the Capital Improvement Police & Fire Tax Levy Fund (\$91,473.50) and is in the 2020 budget (see attached). **VOTE: 3-0**

\*\*\*\*\*Purchase Orders \$2,501.00 - \$50,000.00 for March, 2020. (see attached)\*\*\*\*\*

Footnotes: On January 27, 2020 the Parks & Recreation Board approved the release of up to \$15,000 from the Park Improvement Fund for flooring at the Deck Building located in Melvin Miller Park. In March, payments were issued to Columbus Epoxy Flooring (\$12,129) and Carpets of Urbana (\$1,125).

On March 3, 2020 the Parks & Recreation Board approved the release of \$10,000 to Valley Fencing from the Park Improvement Fund to remove/install outfield fencing from the first base dugout to the third base dugout. This project is funded by a generous donation in the amount of \$10,000 from Weidmann Group and a \$2,000 in-kind donation from Valley Fencing. Payment in the amount of \$10,000 was made on March 19th to Valley Fencing for the completion of the project.

**Citizen Comments**

## **Ordinances and Resolutions**

### **First Reading**

#### **Resolution No. 2449-20**

A Resolution authorizing the Director of Administration of the City of Urbana to participate in the Ohio Department of Transportation's (ODOT) Road Salt contracts awarded in 2020, and declaring it an emergency. (Rule Suspension Requested)

### **Second Reading**

### **Third Reading**

#### **Ordinance No. 4520-20**

An Ordinance to authorize and designate a Revitalization District within the City of Urbana pursuant to Ohio Revised Code Section 4301.81.

### **Miscellaneous Business**

### **Adjourn**

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**URBANA CITY COUNCIL  
PUBLIC HEARING  
TUESDAY, MARCH 17, 2020**

President Hess called the Public Hearing to order to discuss the proposed zoning text amendment to change the regulations for maximum height in the M-1 Manufacturing District. Mr. Crabill stated that this change would allow for example, a building 100 feet away from the road would be able to reach 100 feet in height. He also stated that there is safeguards in place for residential homes. He also advised this would basically be for the edge of town, unless there is a variance involved.

President Hess called the second Public Hearing to order to discuss the designation of a Revitalization District in downtown Urbana. Mr. Crabill discussed establishing a Revitalization District for the entire B-3 District as it is today. The B-3 District consists of 64.6 acres within the district and 1 D5L Liquor Permit for every 5 acres which would allow the City to have 12. Additionally he stated 1 D5 for every 2,000 residents is capped at 6. He spoke of the safeguards of the D5L's issued, one being it has to stay in the boundaries of the district. The City has received an application seeking the designation of a Revitalization District in downtown and Council has 75 days to act on the application. If Council approves the same, it then goes to the Liquor Control Department for consideration. He also stated that the City would have to have all of the D5's in use to get any D5L. Mr. Feinstein then stated that several members of Council had questions at the last Council meeting, to which he was not available for. He advised that he has reached out to a member of Taft Law and he would be seeking his legal colleague to attend the next Council meeting to discuss this matter further. He advised his legal colleague specializes in the aspect of law. Mr. Feinstein also suggested to Council to table this Ordinance so Council could be more educated about Revitalization Districts prior to passing any legislation.

President Hess declared the Public Hearings closed at 6:25 p.m.

**URBANA CITY COUNCIL  
REGULAR SESSION MEETING  
TUESDAY, MARCH 17, 2020**

President Hess called the City of Urbana Regular Session Meeting to order at 6:26 p.m. City staff attending: Mayor Bill Bean, Director of Administration Kerry Brugger, Director of Finance Chris Boettcher, Director of Law Mark Feinstein, City Engineer Tyler Bumbalough, and Community Development Director Doug Crabill.

**PRESIDENT CALLED ROLL:** Mr. Fields, present; Mr. Hoffman, present; Mr. Paul, present; Mr. Scott, present; Mr. Thackery, present; Mrs. Collier, present; and Mr. Ebert, present.

**MINUTES** of the Regular Session Meeting Minutes of March 3, 2020, were presented for approval. Mr. Paul moved for the approval of said minutes and Mr. Scott seconded. Voice vote on approval: all ayes, nays, none.  
Motion passed 7-0.

## **COMMUNICATIONS**

### **ADMINISTRATIVE REPORTS – BOARD OF CONTROL**

#### **1. The Shelly Company - \$322,970.90 – 2020 Asphalt Program (Various City Funds)**

Mr. Bumbalough stated that the City hasn't worked with this company in a long time, but he is confident that they can do the work. He added that their bid was such a good bid, and it also included acceptance of additives 1, 2, and 3.

Mr. Paul asked about how much paving was going to be done. Mr. Bumbalough stated this project accounts for 13 or 14 blocks.

Mr. Fields moved to put this item on the floor for further discussion and possible passage. Mr. Paul seconded. Voice vote on approval: all ayes; nays, none.

Motion passed 7-0.

#### **2. Stantec Consulting Services, Inc. - \$87,200.00 (FAA AIP grants and Airport Fund)**

Mr. Brugger said these were punch-list items for this spring. He added that last year, the City applied for a 2019 grant to extend Taxiway 'C'. He stated that the bids received were too high and the City carried over the 2019 project and it is now a 2020 project that will commence in 2021. Mr. Brugger advised that this is an opportunity that would cost the City \$4,360.00 and the rest would be covered by the grants. He also stated that the City would like to get moving on this project and would be coming back to Council in April or May for permission to apply for the grant. He would like to get everything awarded in the fall and begin ground breaking in the spring of 2021.

Mr. Thackery moved to put this item on the floor for further discussion and possible passage. Mr. Paul seconded. Voice vote on approval: all ayes; nays, none.

Motion passed 7-0.

Mr. Brugger requested the third Board of Control item be pulled due to everything that is happening with the pandemic. He advised the Board of Control will bring it back at a later time.

## **CITIZEN COMMENTS**

### **Ordinances and Resolutions**

#### **First Reading –**

##### **Resolution No. 2576-20**

A Resolution accepting the report of the City of Urbana Tax Incentive Review Council (TIRC) on the status of the Enterprise Zone and Community Reinvestment Area Agreements, to accept the recommendations of the TIRC concerning those agreements.

Mr. Thacker moved to put this Resolution on the floor for discussion and possible passage, Mr. Ebert seconded.

President Hess called for a roll call for passage: Mr. Hoffman, yes; Mr. Paul, yes; Mr. Scott, yes; Mr. Thackery, yes; Mr. Ebert, yes; Mrs. Collier, yes; and Mr. Fields, yes.

Resolution passes 7-0.

##### **Resolution No. 2577-20**

A Resolution declaring the necessity of improving Crescent Drive in the City of Urbana, County of Champaign, Ohio by constructing or repairing sidewalks, curbs, driveway approaches and appurtenances thereto on parts or all of Crescent Drive between Finch Street and Ames Avenue, and declaring an emergency.

Mr. Bumbalough advised Council that Crescent Drive is part of the Phase II project. He added that the Water Department will pay the costs of repair of the work on the north side of the street. He stated that procedurally, this was the first step of the project.

Mr. Scott stated that he felt this was the best avenue to get this done.

Mr. Paul said that he liked doing it this way. He further stated that the City is going to do it, the City will bill you, you can pay it up front, or you can choose to have the assessment to your property tax. He stated that this is the way that it should be done in the future.

Mrs. Collier stated that she also like it better this way. She added that it would look more uniform.

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

President Hess called for a roll call for passage: Mr. Paul, yes; Mr. Scott, yes; Mr. Thackery, yes; Mr. Ebert, yes; Mrs. Collier, yes; Mr. Fields, yes; and Mr. Hoffman, yes.

Ordinance passes 7-0.

**Resolution No. 2578-20**

A Resolution authorizing the City of Urbana to participate in the Ohio Water Wastewater Agency Response Network Mutual Aid Agreement.

Mr. Brugger stated that the timing of this Resolution is perfect to understand the need. It allows the cities to reach out to neighboring communities for aid.

Mr. Paul said this was a great idea.

President Hess called for a roll call for passage: Mr. Scott, yes; Mr. Thackery, yes; Mr. Ebert, yes; Mrs. Collier, yes; Mr. Fields, yes; Mr. Hoffman, yes; and Mr. Paul, yes.

Resolution passes 7-0.

**Resolution No. 2579-20**

A Resolution authorizing the transfer of an approved tax abatement at 1155 Phoenix Dr., Urbana, Ohio within a Community Reinvestment Area (CRA) from “Damewood Enterprises” to “Phoenix BTS, LLC” upon transfer for title.

Mrs. Bailey stated this action was similar to the transfer regarding Memorial Health. She added that it went from one owner to an LLC.

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

President Hess called for a roll call for passage: Mr. Thackery, yes; Mr. Ebert, yes; Mrs. Collier, yes; Mr. Fields, yes; Mr. Hoffman, yes; Mr. Paul, yes; and Mr. Scott, yes.

Resolution passes 7-0.

**Second Reading –**

**Ordinance No. 4520-20**

An Ordinance to authorize and designate a Revitalization District within the City of Urbana pursuant to Ohio Revised Code Section 4301.81.

Mr. Thackery moved to table this Ordinance. Mr. Paul seconded. Voice vote on approval: all ayes; nays, none.

Motion passed 7-0, Ordinance tabled.

**Ordinance No. 4521-20**

An Ordinance to amend Chapter 1126.09 of the Codified Ordinances of the City of Urbana.

Mr. Crabill stated that presently in the Manufacturing District, the maximum height. The idea is to propose a change that would allow a building to be built as tall as it is, distance wise from the road. He added that it is more of an open door for potential development.

President Hess declared this Ordinance to have its second reading.

**Third Reading –**

**MISCELLANEOUS BUSINESS/WORK SESSION**

Mr. Brugger spoke of his concern of skipping meetings, for it could be detrimental. He added that President Hess and Law Director Feinstein should discuss this issue.

Mayor Bean stated that the Attorney General had all the Law Directors together and they agreed some of the ORC that we go by, such as having to be in the room for voting, may be relaxed due to the pandemic. He added that what it was going to be, he was not aware of yet.

Mr. Thackery said that he feels that Council should continue to run the meetings.

Mr. Ebert stated that the State and the County has declared an emergency and wondered if the City needed to do this as well. Mr. Brugger said that more than likely, the City will put in place, a mechanism in Resolution form. He also added that the situation changes daily. Mayor Bean added that Law Director Feinstein is checking into this to see what the procedure is.

Mr. Paul asked Mrs. Bailey if she saw an impact in communication with regard to the pandemic. Mrs. Bailey stated that yes, and she believes it will come to a halt for a little bit. Further, Mr. Paul stated that he felt the Crescent Drive topic was an interesting one. He also spoke about the Council meetings being held in the training room and his preference to hold the meetings up here. President Hess stated that the meetings would continue to be held up here until further

notice. Mayor Bean added that he felt the meetings should also be held up here through the end of the pandemic.

Mr. Ebert advised he was still looking into accessing a camera for recording the meetings.

Mr. Paul spoke of some topics for the upcoming Work Session, stating that goals should really be talked about.

Mr. Brugger said that referencing the sidewalks, curbs and gutters, the City has been looking at a lot of past Ordinances in search of fair and equitable ways to bring a neighborhood up. He also spoke of the coronavirus situation and advised that a communication went out to all of the City employees. He added that the Fire Department and Police Department are doing everything they can to keep going. He also stated that Chad Hall has been adjusting shifts to keep people fresh in the Public Works Department. Further, he stated that the Market Street entrance to the Municipal Building will be permanently locked and only the door by the Court will be open. He also stated there is a phone in the lobby that will be available for use for people to contact people in the building. He also said that the City really does not have the technology to work from home. He also stated that cooperation has been tremendous. The Health Department has been good about getting information out.

Mayor Bean stated his concern for individuals over 65 years old. He added that everyone needed to be safe and to keep your distance, wash your hands and have some sanitizer. He also added that everyone needs to follow instructions from the Governor and Health Care.

President Hess stated to maintain what we can and for everyone to stay safe and healthy.

Mr. Thackery moved to adjourn and Mr. Scott seconded.

Voice vote on approval: 5 ayes; 2 nays, from Mr. Fields and Mr. Hoffman.

Motion passes 5-2.

**ADJOURN AT 7:44 p.m.**

**NEXT SCHEDULED MEETING**

April 7, 2020, at 6:00 p.m.

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Council Clerk

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Council President



**URBANA CITY COUNCIL  
REGULAR SESSION MEETING  
TUESDAY, APRIL 7, 2020**

President Pro Tem Paul called the City of Urbana Regular Session Meeting to order at 6:00 p.m. City staff attending: Director of Administration Kerry Brugger, and Community Development Director Doug Crabill.

**PRESIDENT CALLED ROLL:** Mr. Fields, present; Mr. Hoffman, present; Mr. Paul, present; Mr. Scott, present; Mr. Thackery, present; Mrs. Collier, present; and Mr. Ebert, present.

**MINUTES**

None

**COMMUNICATIONS**

Mr. Ebert motioned to accept Mayor Bill Bean's Declaration of State of Emergency for the City. Mr. Thackery seconded. Voice vote on approval: all ayes; nays, none. Motion passed 7-0.

**ADMINISTRATIVE REPORTS – BOARD OF CONTROL**

**1. Public Entities Pool - \$159,608.00 (Departmental Insurance Accounts)**

Mr. Brugger stated this item is routine. He stated that periodically, the City has to review the hard assets. This year, there is an increase of 2.51% to the annual premium.

Mr. Thackery moved to put this item on the floor for further discussion and possible passage. Mr. Ebert seconded. Voice vote on approval: all ayes; nays, none.

Motion passed 7-0.

**2. Howell Buildings - \$105,577.00 (Sewer Fund)**

Mr. Brugger said this item was for new construction adjacent to the Vactor Building at the Water Reclamation Facility. He advised that Mr. Hall worked diligently on getting this project started and received four responses and one did not meet the requirement. He added that this building project was put on the budget for this year.

Mr. Thackery moved to put this item on the floor for further discussion and possible passage. Mr. Ebert seconded. Voice vote on approval: all ayes; nays, none.

Motion passed 7-0.

## **CITIZEN COMMENTS**

None

## **Ordinances and Resolutions**

### **First Reading –**

#### **Resolution No. 2580-20**

A Resolution authorizing the Director of Administration to apply for, accept, and enter into a cooperative agreement for the construction, maintenance, and operation of the Phase 2A Sanitary Sewer Replacement project between the City of Urbana and the Ohio Water Development Authority, and declaring an emergency.

Mr. Crabill stated that this was discussed with Council previously and recapped the project. He stated the sanitary part was brought in later in the project plan. He added it would include Scioto Street, from Jefferson Avenue to the 29-36 split. He added that this project should be done in November and the paving would be done by ODOT in the spring of next year. He further stated that the City would apply for a loan from the Ohio Water Development Authority (OWDA) to finance costs of the construction for approximately \$1,456,000.00. He added that sewer is 24% of this project. He also stated that the interest currently is at 2.17% and it would be for a term of 20 years. He advised that this Resolution authorizes the City to apply for the loan and move forward. He said that the goal is to have approval in June and begin the project in July.

Mr. Fields moved to put this Resolution on the floor for discussion and possible passage, Mr. Thackery seconded.

President Pro Tem Paul called for a roll call for passage: Mr. Hoffman, yes; Mr. Paul, yes; Mr. Scott, yes; Mr. Thackery, yes; Mr. Ebert, yes; Mrs. Collier, yes; and Mr. Fields, yes.

Resolution passes 7-0.

**Second Reading –**

**Ordinance No. 4520-20**

An Ordinance to authorize and designate a Revitalization District within the City of Urbana pursuant to Ohio Revised Code Section 4301.81. (Tabled at 3/17/20 meeting by Councilman Thackery)

Mr. Thackery moved to take this Ordinance off the table. Mr. Fields seconded. Voice vote on approval: all ayes; nays, none.

Motion passed 7-0, Ordinance off the table.

Mr. Crabill stated there was a conference call including Director of Administration Brugger, Law Director Feinstein, and Michael Ambrose, regarding the Revitalization District. He advised that Mr. Ambrose gave his opinion as what was proposed looks fine. Mr. Crabill advised Council that any Sunday sales of beer, wine and or liquor must go to the ballot for this must be followed. He added that once a Revitalization District is established, it could potentially have to be a district vote, not an individual one. Additionally, once the district is established, in cannot go on the ballot to make the district dry again. He also advised that there are 6 D5's in the district and all are in use. There would be 12 D5L's available, and if a D5 permit holder wishes to release their D5 and apply for the D5L, this could be done and there is a process for that. He added that any changes for this Ordinance that are made, it would have to go back for a second reading. Mr. Hoffman stated that when you head north in the City limits, there is some real estate and opportunities there, and wanted to make sure the City can add to this in the future. Mr. Scott said that in having the D5L, 75% of the business' profits must come from food sales.

President Pro Tem Paul declared this Ordinance to have its second reading.

**Third Reading –**

**Ordinance No. 4521-20**

An Ordinance to amend Chapter 1126.09 of the Codified Ordinances of the City of Urbana.

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

President Pro Tem Paul called for a roll call for passage: Mr. Paul, yes; Mr. Scott, yes; Mr. Thackery, yes; Mr. Ebert, yes; Mrs. Collier, yes; Mr. Fields, yes; and Mr. Hoffman, yes.

Ordinance passed 7-0.

## **MISCELLANEOUS BUSINESS/WORK SESSION**

Mr. Thackery stated that he was glad to see everyone working around the Corona Virus issue, and the he would hate to see the downtown stifle in growth. He also said that he was seeing sidewalks on Scioto Street being repaired.

Mr. Hoffman asked if Council was going to continue to have in person meetings during the Corona Virus issue. President Pro Tem Paul stated the Council Meetings were limited to 10 people in attendance. Should there be more than the 10 allotted, we would ask for volunteers from Council to go home. President Pro Tem Paul also stated that digital meetings were permissible. Mr. Brugger added that conference calls are now available. Mr. Crabill stated the key is trying to keep the City business going. Mr. Ebert stated that he took the initiative to look at places to purchase a camera to put the meetings on YouTube and on the website, and B&H had the best deal.

Mr. Ebert moved to purchase the camera and the equipment to make meetings available to the public by the City's website and YouTube. Mr. Fields seconded motion. Voice vote on approval: 5 ayes; 2 nays, from Mrs. Collier and Mr. Scott.

Motion passed 5-2.

Mr. Ebert spoke about the email from Lyndsay Evans, the 5G towers going up, and he wondered if there were any contractors working on this. Mr. Brugger advised that no one could do this without a permit and that he would be following up with Ms. Evans. Mr. Crabill added that the equipment is very small, and the City cannot forbid them going up.

Mr. Scott advised Council he had received a complaint about the Crescent Dr. curb, gutter, sidewalk project. He stated that he advised her that he wished he could help her, but she is going to have to pay for her portion of the project.

Mr. Thackery moved to adjourn and Mr. Scott seconded.  
Voice vote on approval: 6 ayes; 1 nay, from Mr. Hoffman.

Motion passes 6-1.

**ADJOURN AT 6:55 p.m.**

### **NEXT SCHEDULED MEETING**

April 21, 2020, at 6:00 p.m.

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Council Clerk

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Council President



Department  
of Commerce

Division of Liquor Control

Mike DeWine, Governor  
Sheryl Maxfield, Director

NOTICE TO LEGISLATIVE AUTHORITIES  
Objections to Renewal of a Liquor Permit

11-066

MARCH 13, 2020

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

Dear Clerk of Legislative Authority:

This is notice that all permits to sell alcoholic beverages in your political subdivision will expire on **June 1, 2020**. In order to maintain permit privileges, every permit holder must file a renewal application.

Ohio Revised Code Section 4303.271(B) provides the legislative authority with the right to object to the renewal of a permit and to request a hearing. The hearing may be held in the county seat of the county in which the permit premises is located if that request is made in writing. This will be your only opportunity to object to the renewal of a liquor permit premises which might be a problem in your community.

In order to register a valid objection with the Division of Liquor Control and request a hearing, the legislative authority must pass a resolution that specifies the problems at the liquor permit premises and the legal grounds for the objection as set forth in Ohio Revised Code Section 4303.292(A). It is suggested that a separate resolution be passed for each permit premises. The Chief Legal Officer of your political subdivision must also submit a statement with the resolution that, in the Chief Legal Officer's opinion, the objection is based upon substantial legal grounds within the meaning and intent of Ohio Revised Code Section 4303.292(A). The resolution and Chief Legal Officer's statement must be addressed to the Division of Liquor Control, Attn: Legal Section, 6606 Tussing Road, P.O. Box 4005, Reynoldsburg, Ohio 43068-9005 and postmarked no later than May 4, 2020.

For your convenience, you may access our brochure entitled "[How to Object to the Issuance or Renewal of a Liquor Permit](#)" from our website at [www.com.ohio.gov/liqr](http://www.com.ohio.gov/liqr) Under "Licensing" click on "Renewals" and under that mega menu please select the link "Object to the Issuance or Renewal of a Liquor Permit".

You may wish to contact the law enforcement agency for your jurisdiction to determine if it has any information which will aid in your decision whether or not to object and request a hearing. For your convenience you may obtain a [list of issued permit holders](#) in your jurisdiction from our website at the above link. Under "Liquor Control" click on "Look it up" and under that mega menu please select "Search Permit Holders" "Permit Applicant / Holder Information (types and status)". You will then enter the search criteria for your county / city / township to bring up the issued permits in your jurisdiction. If you do not have access to the internet, you may request a list from us by writing the Division at the below address.

If you determine that there are no permit premises within your jurisdiction that you wish to object to, you do not need to take any action. The renewal applications for those premises will be submitted by the permit holders and will be processed by the Division and issued as appropriate.

If you have any questions, please contact the Legal Section at (614) 644-2489.

Very truly yours,  
  
Cassandra L. Hicks  
Deputy Superintendent & Chief Of Licensing



## Board of Zoning Appeals

February 10, 2020, Meeting Minutes

### Attendance

- Members Present:** Bryant Heflin; Marty Hess (Vice Chair); Charlie Zerkle; Lisa Haulman; and Skip Mintchell (Alternate).
- Member(s) Absent:** Vince Gonzalez (Chair).
- Guests Present:** Cat Tanujaya (Zoning & Compliance); Doug Crabill (Community Development); and Luke Putterbaugh (Urbana Hotel LLC).

### Call to Order and Pledge of Allegiance

**Action:** Marty Hess called the meeting to order at 6:10 PM.

### Reading of Rules of the Meeting and Swearing-In of Witnesses

**Action:** Mary Hess read the rules of the meeting and swore in all witnesses at the meeting.

### Prior Meeting Minutes

**Action:** Skip Mintchell made a motion to approve the meeting minutes from December 9, 2019.  
Lisa Haulman seconded the motion.

**Discussion:** None.

**Vote:** 5 (Yay) – 0 (Nay)  
**Motion passed.**

### New Business – Application(s)

#### BZA-2020-001 – 170 State Route 55 – Urbana Hotel LLC

**Case # 1:** Variance from the Urbana Corridor Overlay Sign Standards to allow the applicant to place three wall signs on the structure, which is one more than allowed by code.

**Application:** Lisa Haulman read the application to the Board.

**Staff Comments & Recommendations:** Cat Tanujaya provided the background and read the staff report to the Board.

**Testimony in Favor:** Luke Putterbaugh (Urbana Hotel LLC) – Since the hotel is on a corner lot, on an angle, it's imperative to have sign visibility in all directions.

**Testimony Against:** None.

**Discussion:** Bryant Heflin – No issue or questions with the request. Mr. Heflin understood the need for the additional sign since the hotel is at an angle. The sign is also within the code requirement.

Charlie Zerkle – One of the sides is blocked by the dentist office and that limits visibility. Is it necessary to have a sign on that side? When you drive past the dentist office, you're able to see the entire hotel. There



was a case with Wendy's where they made a similar request to have three wall signs.

Skip Mintchell – The position and placement of the hotel is ideal for visibility from all three areas. The side towards US Highway 68 is also in a good position where it doesn't affect the neighborhood, which was a main concern.

Lisa Haulman – Agrees with Skip and was concern with the intensity of the light affecting the surrounding houses and apartments. It doesn't seem like that would be a problem. It is similar to the request from Wendy's, however in this regards, it wouldn't look right without the third sign.

Doug Crabill mentioned that the difference with Wendy's is that there's a monument sign already present and they wanted to add wall signs, while the only sign the Cobblestone will have is the 3 wall signs on the cupola. Luke Putterbaugh (Urbana Hotel LLC) explained that the height and size of the sign will not look very big or out of proposition since it will be in the distance. Ms. Haulman agreed that at first, an 8'x6' sign is very big, however when it's set on the cupola, it will look fine.

Marty Hess –

- What is the maximum face allowed on the wall sign?
  - Mr. Heflin – The maximum area per sign face is 75 square feet. The three wall signs would total about less than 150 square feet which is still below the 225 square feet allowed. Mr. Heflin also agrees that the distance and the height are reasonable for the sign of that size.
  - Mr. Crabill – The minimum area per sign face is 25 square feet. Typically there's a maximum allowed per site and this request is well below the maximum limit.

Charlie Zerkle –

- Is there a possibility that in the future there will be a request for a monument sign?
  - Mr. Putterbaugh – Is unable to answer that question.
  - Mr. Crabill – Clarified that during the planning process that question was raised and there is no intention for a monument sign. The only signage will be on the cupola.
- What happens if that request does come through in the future?
  - Mr. Crabill – They will be allowed to have a monument sign without the BZA approval as long as it meets the sign code requirements for monument sign.

Marty Hess –

- How bright will the signs be?
  - Mr. Putterbaugh – For the size, height and distance of the sign, it won't be any different than a parking lot light. The signs will be very high up that they will not be any brighter than other signs seen around Urbana.
  - Mr. Mintchell – The only sign in the area is the Erin Patton State Farm sign but there are no other sign in the area for comparison.
  - Mr. Crabill – Explained that the signs will be internally lit and it will look like it glows instead of shining out.

Bryant Heflin –

- Is the third wall sign request for the one facing US Highway 68?
  - Mr. Putterbaugh – Is unable to answer that question because the plan he received is to have three wall signs installed and does not know which one is the extra one.
  - Mr. Heflin – According to the application the west facing sign is good for visibility on State Route 55, so that extra sign is on the left side. If you look at the hotel placement, it makes sense.



Marty Hess –

- Does every Cobblestone have this signage?
  - Mr. Putterbaugh – Yes, he believes that it's the standard.

**Action:**

Skip Mintchell made a motion to **approve the application as presented.**  
Bryant Heflin seconded the motion.

**Vote:**

5 (Yay) – 0 (Nay)  
**Motion passed.**

### Miscellaneous Business

**Discussion:**

- Doug Crabill discussed possible training for Fair Housing with LUC in March.
- Bryant Heflin discussed presenting to council that a newly built home should be built to a similar design, specs and/or standard as the surrounding property as to not to devalue the neighborhood. Sidewalk and the needs for sidewalks were also discussed.

### Adjournment

**Action:**

Skip Mintchell made a motion to adjourn at 6:35 PM.  
Bryant Heflin seconded the motion.

**Vote:**

5 (Yay) – 0 (Nay)  
**Motion passed.**



## Park Building

Contractor	Building Manuf.	Meets Requirements	RFQ Price	Alternates	Deduct	Final Price	Comments
T. Howell Constr.	Lester	Yes	\$202,631.00			\$202,631.00	*Roof and sidewalls 28Ga. metal
Walter Buildings	Walters	Yes	\$203,707.00	\$6,670.00		\$210,377.00	*Concrete post upgrade as the alternate to meet requirements. *Roof and sidewalls 28 Ga. metal
3C Contracting	Delmarva	Yes	\$182,947.00			\$182,947.00	* Roof metal 26 Ga. and side metal 29 Ga.
MQS Structures	MQS	No	\$210,000.00			\$210,000.00	* No concrete or post protection as required * Roof and sidewalls 29 Ga. Same as interior walls

MARCH 2020  
PURCHASE ORDERS \$2,501-\$50,000

PURCHASE ORDER # :	VENDOR :	PURCHASE ORDER AMOUNT :	DEPARTMENT :	EXPLANATION :	BOC APPROVAL DATE & VOTE:
27014	SNYDERS HEATING & COOLING	\$ 9,720.00	CAPITAL IMPROV-POLICE & CAPITAL IMPROV-FIRE	REPLACE DISPATCH OFFICE AREA HVAC	BOC=3/4/20 (3)
27015	WHITES AUTO GROUP	\$ 29,148.28	SEWER MAINTENANCE	2020 FORD F150 4X4 EXTENDED CAB	BOC=3/4/20 (3)
27017	NUOVE ENGERIE USA INC	\$ 5,760.00	WWTP	REPLACEMENT DISK SEALS FOR TERTIARY FILTER	BOC=3/4/20 (3)
27018	CARPETS OF URBANA	\$ 3,543.40	CAPITAL IMPROV-ADMIN	CARPET TILE INSTALL (IN OLD ENGINEERING OFFICE)	BOC=3/4/20 (3)
27019	SNYDERS HEATING & COOLING	\$ 4,680.00	PUBLIC WORKS	BLANKET PO FOR SPRING / FALL PM HVAC MUNICIPAL BUILDING	BOC=3/4/20 (3)
27032	FISHEL DOWNEY ALBRECHT & RIEPENHOFF	\$ 4,180.00	LAW	WORKERS COMP CASE	BOC=3/11/20 (3)
27033	D&L SERVICES PIQUA	\$ 5,443.70	LAW & FIRE	DOOR ACCESS EQUIP-FIRE KITCHEN EXT DOOR & LAW ACCESS EQUIP LAW OFFICE & LAW DIRECTOR OFFICE	BOC=3/11/20 (3)
27034	STREAMLINE DESIGN & PAINT	\$ 6,957.15	NON	5 CITY ENTRY SIGNS	BOC=3/11/20 (3)
27035	CCTSS LLC	\$ 5,998.03	WATER	ONSITE LABOR FOR SCADA NETWORK, LABOR TO UPGRADE PHONE SYSTEM & EQUIPMENT UPGRADE	BOC=3/11/20 (3)
27045	VALLEY FENCING	\$ 10,000.00	PARK/RECREATION	REPLACE OUTFIELD FENCING AT GWYNNE ST BALL PARK	BOC=3/18/20 (3)
27046	HACH	\$ 4,431.75	WATER	REPLACEMENT OF CHLORINE ANALYZER	BOC=3/18/20 (3)
27047	C&S SOLUTIONS	\$ 4,390.90	WATER	LOCATING TOOL WITH TRANSMITTER	BOC=3/18/20 (3)
27048	COMPTON POWER EQUIPMENT	\$ 11,200.00	AIRPORT	GRASSHOPPER 725DT FROUNT MOUNT MOWER	BOC=3/18/20 (3)
27049	MOTOROLA	\$ 48,069.30	FIRE	MARCS RADIO GRANT	BOC=3/18/20 (3)
27058	ENVIRONMENTAL MGMT & DEVELOPMENT	\$ 10,000.00	WATER	BLANKET PO FOR WTP CHEMICALS	BOC=3/25/20 (3)

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Chris Boettcher  
Secretary

## **RESOLUTION NO. 2449-20**

**A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION OF THE CITY OF URBANA TO PARTICIPATE IN THE OHIO DEPARTMENT OF TRANSPORTATION'S (ODOT) ROAD SALT CONTRACTS AWARDED IN 2020, AND DECLARING IT AN EMERGENCY. (Rule Suspension Requested)**

**WHEREAS**, it is the responsibility of the City of Urbana to maintain and operate the roadways within the City's corporation limits for the safety of the community; and

**WHEREAS**, Section 5513.01 (B) of the Ohio Revised Code provides the opportunity for Counties, Townships, Municipal Corporations, Conservancy Districts, Township Park Districts, Park Districts created under Chapter 1545 of the Revised Code, Port Authorities, Regional Transit Authorities, Regional Airport Authorities, Regional Water and Sewer Districts, County Transit Boards, State Universities or Colleges to participate in contracts of the Ohio Department of Transportation for the purchase of machinery, material, supplies or other articles.; and

**WHEREAS**, the City of Urbana (hereinafter referred to as the "Political Subdivision") hereby submits this written agreement to participate in the Ohio Department of Transportation's (ODOT) annual road salt bid in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT road salt contract:

a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and

b. The Political Subdivision hereby acknowledges that upon the Director of ODOT's signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and

c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Political Subdivision's participation in the road salt contract; and

d. The Political Subdivision's electronic order for 500 tons of Sodium Chloride (Road Salt) will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and

e. The Political Subdivision hereby agrees to purchase a minimum of 90% of its above-requested salt quantities from its awarded salt supplier during the contract's effective period; and

f. The Political Subdivision hereby agrees to place orders with directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and

g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than **Friday, April 24 by 12:00 p.m.** The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: [Contracts.Purchasing@dot.ohio.gov](mailto:Contracts.Purchasing@dot.ohio.gov) by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision's participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision's participation agreement and/or a Political Subdivision's request to rescind its participation agreement.

**NOW, THEREFORE,** be it resolved by the COUNCIL OF THE CITY OF URBANA, OHIO that this participation agreement for the ODOT road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT salt contract:

**Section One:**

That the director of Administration is hereby authorized to participate in the Ohio Department of Transportation's Annual Road Salt Bid (018-21) in accordance with Ohio Revised Code 5513.01(B) and agrees to all of the terms and conditions in its participation of the ODOT winter road salt contracts.

**Section Two:**

That the Director of Administration may sign all necessary documents related thereto and to be bound by all terms and conditions as the Director of Transportation prescribes.

**Section Three:**

That the Director of Administration is hereby authorized to agree in the name of the City of Urbana to directly pay vendors, under each contract of the Ohio Department of Transportation in which the City of Urbana participates, for items it receives pursuant to the contract.

**Section Four:**

That 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 Five:**

That this resolution shall be declared an emergency to protect public safety and take effect immediately after passage to ensure timely participation in the Ohio Department of Transportation's Annual Winter Road Salt Bid (018-21).

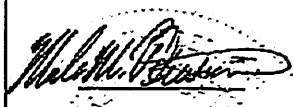
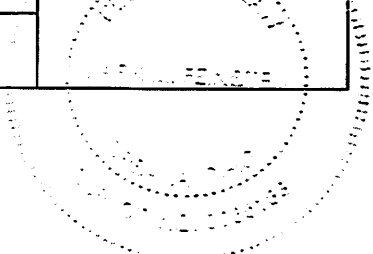
\_\_\_\_\_  
President of City Council

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

This resolution approved by me this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

Department requesting: Administration / Street		Personnel: Kerry 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: 4/21/20	Second reading date: NA	Third/Final reading date: NA	

Anticipated effective date if approved: \_\_4/21/20\_\_