

**URBANA CITY COUNCIL
REGULAR SESSION MEETING AGENDA
TUESDAY, FEBRUARY 5, 2019, at 6:00 P.M.**

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

Call to Order

Roll Call

Pledge of Allegiance

Approval of Minutes

Urbana City Council Regular Session meeting minutes of January 15, 2019.

Communications

1. Board of Zoning Appeals Meeting Minutes from 12-10-2018. (See attached)
2. Ohio Ethics Commission Filing Reminder. (See attached)
3. Letter from Champaign County Board of Elections. (See attached)
4. Design Review Board Meeting Minutes from 12-17-2018. (See attached)
5. Planning Commission Meeting Minutes from 11-26-2018. (See attached)
6. Oak Dale Cemetery Board Meeting Minutes from November 15, 2019. (See attached)
7. Park Board Meeting Notes from December 10, 2019. (See attached)
8. City Annual Review (To be handed out prior to Council Meeting)
9. Letter from Adam Moore, Zoning & Compliance Officer to Council regarding 861 S. Main St., Rezoning Application. (See attached)

Board of Control

1. The Board of Control recommends Council authorize the Director of Administration to enter into a unit price contract with McGuire Farm & Excavating LLC of Urbana for the 2019 Unit Price Concrete Work based on need. Respective city divisions will issue work orders and purchase orders in accordance with this contract. See attached. **VOTE: 3-0**

2. The Board of Control recommends Council authorize the Director of Administration to enter into a contract with J.R. Mason, Inc. in the amount of \$696,181.00 for the construction of the Belt Filter Press replacement project at the Water Reclamation Facility. The project is funded by the approved OWDA loan and debt payments will be included in subsequent budget years (see attached). **VOTE: 3-0**

Footnote - \$2,501 - \$50,000 Purchase Order list for December 2018 (see attached)

Citizen Comments

Ordinances and Resolutions

Third Reading

ORDINANCE NO. 4426-19

AN ORDINANCE TO REVISE THE CODIFIED ORDINANCES BY ADOPTING CURRENT REPLACEMENT PAGES.

Second Reading

ORDINANCE NO. 4385-19

AN ORDINANCE TO AMEND CHAPTER 141 OF THE URBANA, OHIO CODIFIED ORDINANCES CONCERNING AMBULANCE SERVICE RATES AND CHARGES. (Requires three readings)

First Reading

ORDINANCE NO. 4397-19

AN ORDINANCE ESTABLISHING THE SALARY AND BENEFITS FOR THE FIRE CHIEF OF THE CITY OF URBANA. (Required three readings)

ORDINANCE NO. 4398-19

AN ORDINANCE ESTABLISHING THE SALARY AND BENEFITS FOR THE ASSISTANT FIRE CHIEF OF THE CITY OF URBANA. (Requires three readings)

ORDINANCE NO. 4399-19

AN ORDINANCE ESTABLISHING THE SALARY AND BENEFITS FOR THE CENTRAL STAFF EMPLOYEES OF THE CITY OF URBANA. (Requires three readings)

ORDINANCE NO. 4400-19

AN ORDINANCE ESTABLISHING THE SALARY AND BENEFITS FOR THE POLICE CHIEF OF THE CITY OF URBANA. (Requires three readings)

ORDINANCE NO. 4401-19

AN ORDINANCE ESTABLISHING THE SALARY AND BENEFITS FOR THE POLICE LIEUTENANT OF THE CITY OF URBANA. (Requires three readings)

ORDINANCE NO. 4405-19

AN ORDINANCE FIXING SALARY AND OTHER BENEFITS FOR THE DIRECTOR OF ADMINISTRATION. (Requires three readings)

ORDINANCE NO. 4406-19

AN ORDINANCE FIXING SALARY AND OTHER BENEFITS FOR THE DIRECTOR OF FINANCE. (Requires three readings)

ORDINANCE NO. 4407-19

AN ORDINANCE FIXING SALARY AND OTHER BENEFITS FOR THE DIRECTOR OF LAW. (Requires three readings)

RESOLUTION NO. 2544-19

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO APPLY FOR, ACCEPT AND ENTER INTO A WATER SUPPLY REVOLVING LOAN ACCOUNT ON BEHALF OF THE CITY OF URABNA, OHIO FOR THE CONSTRCTION OF THE PHASE 2 WATER MAIN REPLACEMENT PROGRAM AND DESIGNATING A REPAYMENT SOURCE FOR THE LOAN, AND DECLARING AN EMERGENCY. (May be passed on first reading)

RESOLUTION NO. 2545-19

A RESOLUTION TO DEDICATE THE PUBLIC SANITARY SEWER MAIN, TURN LANE IMPROVEMENTS, TRAFFIC SIGNAL, FLASHING SCHOOL ZONE SIGNAGE, AND REALATED ROADWAY SIGNAGE THAT WAS CONSTRUCTED AND INSTALLED BY THE URBANA CITY SCHOOL DISCTRICK AND THE OHIO FACILITIES CONSTRUCTION COMMISSION UNDER A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF URBANA, OHIO, AS PART OF THE CONSTRUCTION OF THE NEW PREK-8 SCHOOL LOCATED AT 1673 US ROUTE 68 SOUTH, AND DECLARING AN EMERGENCY.

Miscellaneous Business

Adjourn

Work Session

**URBANA CITY COUNCIL
REGULAR SESSION MEETING
TUESDAY, JANUARY 22, 2019**

President Hess called the City of Urbana Regular Session Meeting to order at 6:00 p.m. City staff attending: Mayor Bill Bean, Director of Administration Kerry Brugger, Director of Finance Chris Boettcher, Community Development Director Doug Crabill, Water Superintendent Joe Sampson and Water Reclamation Facility Director Chad Hall.

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

President Hess led those present in the Pledge of Allegiance.

MINUTES of the Regular Session Meeting Minutes of January 8, 2018, were presented for approval. Mr. Paul moved for the approval of said minutes and Mr. Thackery seconded. Voice vote on approval: all ayes, nays, none.
Motion passed 7-0.

COMMUNICATIONS

None

CEP UPDATE – Marcia Bailey

Mrs. Bailey spoke about the Enterprise Zone Application regarding the hotel and advised that the letter was sent to the Urbana School District and the agreement was approved as written. She also stated that High Point has approved the agreement as well and if City Council approves the agreement then it will go onto the County Commissioners for their approval. She also advised that this would be a 54 room hotel with pool, breakfast bar, beer/wine bar, fitness room, guest laundry room and meeting room. She also stated that the final purchase of the property is going through a local bank, and is continuing forward. She stated that all investors are local and there were five options available for location, and this location was chosen.

ADMINISTRATIVE REPORTS – BOARD OF CONTROL

1. Ricart Ford - \$136,655.00 (Sewer Funds at \$125,000.00 with the remaining \$11,655.00 be paid from the Sewer Fund Reserves)
2. Ricart Ford - \$136,655.00 (Water Fund at \$40,000.00 with the remaining annual payments to be included in subsequent budget years)

Chad Hall said that they were starting to outgrow the current utility trucks. He also said that there would be additional uses for the crane.

Joe Sampson added that the Water Department has to make numerous trips to a site for they can't carry all of the equipment. He added that they just want to be more efficient.

Mrs. Boettcher added that they would finance this truck for 3 years

Mr. Paul moved to put this item on the floor for discussion and possible passage on both. Mr. Scott seconded. Voice vote on approval: all ayes; nays, none, for both.
Motion passed 7-0.

CITIZEN COMMENTS

Russ Bartley – 510 E. Church St. – Mr. Bartley thanked Council for putting the Council Packet online.

Steve Brune – 206 Scioto St. – Mr. Brune stated his opposition of the tax increase. He said that the City needed to raise the base instead of the rates. He spoke of an Accessory Dwelling Unit, to build or add to a property as a rental property for example. He said there would be no new hookups to put one of these units in your backyard. He also spoke about workforce housing incentives as well as promoting innovative thinking to solve these issues by finding young people, women and minorities that think outside of the box.

Brian Wonn – 788 Amherst Dr. read a letter from the Champaign County Ministerial Association and suggested a pause before the taxes are raised to do further study.

ORDINANCES AND RESOLUTIONS:

Third Reading –

ORDINANCE NO. 4486-19

AN ORDINANCE TO AMEND SECTION 171.013 OF THE CODIFIED ORDINANCES TO ADD AN ADDITIONAL SIX-TENTHS OF ONE-PERCENT (0.6%) TAX ON INCOME TO THE CURRENT ADDITIONAL FOUR-TENTHS (0.4%) TAX RATE, ESTABLISHING THE NEW ADDITIONAL TAX RATE AT ONE-PERCENT (1.0%) (Sponsored by Councilman Dwight Paul)

Mr. Brugger stated that the City does not want to into a situation as the City was in back in 2009/2010. He said that he understands everyone's position but the community must consider what kind of services are wanted. He stated that Workman's Compensation has decreased and the City is trying to be efficient. He also discussed the subject of repairs and replacement for the current buildings. He spoke about the security project upcoming. He spoke of the purchase of the 5th 3rd building and what the building could be used for. He stated there are a lot of options, but the City wants to use the building that would best serve the community. He also stated that the City are good stewards of the public money, and they were just trying to bring back people to serve the community. He also stated that everyone is trying to be as transparent as possible. He also reminded everyone that it has been almost 28 years since an adjustment has been made.

Mayor Bean said that in 1991 there were 24 police officers, and investigative unit which is now gone. Also an elderly unit and a juvenile unit is also gone. He added that it takes money to have what the City had before and he added that the City is doing the best that it can without the \$2.5 million dollars taken by the State. He stated that the City of Urbana needs this income tax increase.

Mr. Paul said that he sees infrastructure failing across the City and that it takes money to repair it. He further stated that this income tax increase is the mechanism that is felt that is most fair to the citizens. He also said that we will see in May what the voters decide.

Mr. Thackery spoke about expanding the base. He stated that what attracts people to a City is the question on how the community is being serviced. He stated that we had to start someplace and things take time.

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

President Hess called for a roll call for passage: Mr. Hoffman, yes; Mr. Paul, Yes; Mr. Scott, yes; Mr. Thackery, yes; Mr. Pena, yes; Mr. Piper, yes; and Mr. Fields, yes.
Ordinance passed 7-0.

Second Reading –

ORDINANCE NO. 4426-19

AN ORDINANCE TO REVISE THE CODIFIED ORDINANCES BY ADOPTING CURENT REPLACEMENT PAGES. (Requires three readings)

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

First Reading –

RESOLUTION NO. 2510-19

A RESOLUTUION DECLARING THE NECESSITY OF AN ELECTION ON THE QUESTION OF APPROVING AN AMENDMENT OF SECTION 171.013 OF THE CODIFIED ORDINANCE OF THE CITY OF URBANA, OHIO; PROVIDING FOR AN ADDITIONAL SIX TENTHS OF ONE-PERCENT (0.6%) TAX ON INCOME TO THE CURRENT ADDITIONAL FOUR-TENTHS (0.4%) TAX RATE AND FURTHER ESTABLISH THE NEW ADDITIONAL TAX RATE AT ONE PERCENT (1.0%); AND PROVIDEING THE EFFECTIVE DATE FOR SAID ORDINANCE.

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

President Hess called for a roll call for passage: Mr. Paul, yes; Mr. Scott, yes; Mr. Thackery, yes; Mr. Pena, ye; Mr. Piper, yes; Mr. Fields, yes; and Mr. Hoffman, yes.
Resolution passed 7-0.

RESOLUTION NO. 2541-19

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION OF THE CITY OF URBANA TO SIGN THE GRANT AGREEMENT (CHAM-017) WITH THE STATE OF OHIO, DEPARTMENT OF NATURAL RESOURCES, FOR THE NATUREWORKS PROGRAM FOR PARK IMPROVEMENTS AT MELVIN MILLER PARK.

Mr. Crabill said that the City received \$62,139.00 in grant funding and this resolution was to formally accept the grant. He stated that with this grant funding, 75% of the costs would be covered to repair/replace fencing around ball fields, a 9 hole disc golf course on level ground and the rehabilitation of the tennis court restrooms.

Mr. Fields inquired about shuffleboard. Mr. Brugger responded that if there was an interest, they could discuss it, but it would not tie in to this grant. He also added that this is a prime example how the City looks for funding, for this could not be done with the budget and without this grant, the repairs would not happen.

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

President Hess called for a roll call for passage: Mr. Scott, yes; Mr. Thackery, yes; Mr. Pena, yes; Mr. Piper, yes; Mr. Fields, yes; Mr. Hoffman, yes; and Mr. Paul, yes.
Resolution passed 7-0.

RESOLUTION NO. 2542-19

A RESOLUTION ENACTED BY THE CITY OF URBANA, CHAMPAIGN COUNTY, OHIO, TO AUTHORIZE THE DIRECTOR OF ADMINISTRATION TO MAKE APPLICATION TO THE OHIO DEPARTMENT OF TRANSPORTATION UNDER THE TRANSPORTATION ALTERNATIVES PROGRAM FOR IMPROVEMENTS TO SOUTH HIGH STREET, AND DECLARING AN EMERGENCY.

Mr. Crabill stated this study through LUC was at no cost to the City. These improvements would be for new curbs and gutters, sidewalks, improving where parking is on one side of the roadway, a dedicated bike lane and possible traffic circles, to slow traffic down. He said that residents wanted to see the street improved. He advised that the Stormwater will get improved as well. Further, he mentioned that the letter of interest is due by February 2, 2019, and the application was due on May 17, 2019. He also stated that the finalized cost estimate would be in by the end of the month. He also stated that 95% of the cost would be grant funded and without the grant funding, the project could not move forward. He also advised that the construction date would be in 2023.

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. Pena, yes; Mr. Piper, yes; Mr. Fields, yes; Mr. Hoffman, yes; Mr. Paul, yes; and Mr. Scott, yes.
Resolution passed 7-0.

RESOLUTION NO. 2543-19

RESOLUTION IN SUPPORT OF THE EZ AGREEMENT AND REAL PROPERTY TAX EXEMPTION SUBMITTED FROM URBANA HOTEL 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. Pena, yes; Mr. Piper, yes; Mr. Fields, yes; Mr. Hoffman, yes; Mr. Paul, yes; Mr. Scott, yes; and Mr. Thackery, yes.
Resolution passed 7-0.

ORDINANCE NO. 4385-19

AN ORDINANCE TO AMEND CHAPTER 141 OF THE URBANA, OHIO CODIFIED ORDINANCES CONCERNING AMBULANCE SERVICE RATES AND CHARGES.

Mrs. Boettcher stated that the billing rates will mirror what medicate and Medicaid will pay.

President Hess declared this ordinance to have its first reading.

RESOLUTION 2247-19

RESOLUTION OF COUNCIL OF THE CITY OF URBANA APPOINTING THE MEMBERSHIP OF THE URBANA CHARTER REVIEW BOARD AS REQUIRED BY SECTION 8.03 OF THE CHARTER OF THE CITY OF URBANA, OHIO.

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

President Hess called for a roll call for passage: Mr. Piper, yes; Mr. Fields, yes; Mr. Hoffman, yes; Mr. Paul, yes; Mr. Scott, yes; Mr. Thackery, yes; and Mr. Pena, yes.
Resolution passed 7-0.

MISCELLANEOUS BUSINESS/WORK SESSION

Mr. Fields said that the street crew did a great job with all of the snow we received, but inquired as to why no one cleans the sidewalks out at Walmart.

Mr. Hoffman spoke about Senior Housing and stated that this was an example that the City was trying to improve the base. He also asked by Uber/Taxi services within the City and asked if this was allowed. Mr. Crabill said that there would have to be new legislation put in place for this.

Mr. Paul asked about the status of the Roundabout. Mr. Crabill stated that there would be a flyer coming out in the near future to explain the progress of this project. He added that bids on the project are due February 7, 2019, and the City would be bringing a contract to Council soon for approval. He also added that the construction on this project should begin in late April to early May of this year.

Mr. Scott said that the City needed to get serious about utilizing empty space. He said it would be a good idea doing something for the downtown area but would probably need a form of funding stream.

Mr. Thackery stated that the City was increasing the base. He stated the hotel, Senior Housing are great examples of the City increasing the base.

Mr. Hall spoke about the pre-construction bid for the Screw Press Project. He stated that the bid opens on January 25, 2019, and the contractor bid should be in front of Council on the February 5th, 2019, meeting. He stated that they have 9 active bidders for this project. He also mentioned that due to the upcoming snow, should the County be on a Level 3 Emergency, the City has a snow emergency route and all citizens should park in their driveways.

Mr. Brugger spoke of the traffic signals at Gwynne and Russel streets. He stated the traffic light will be removed. He said that the light at Pindar will be replaced with a two way stop sign, the same for Railroad and Gwynne Streets and East Lawn and East Ward.

Mayor Bean invited everyone to the Martin Luther King Celebration at Urbana University, Sara Landis Room.

President Hess reminded Council that the Ethic forms were to be filled out, for they are soon due. He also mentioned the idea of working on the downtown buildings, and getting something going on this idea.

Mr. Fields moved to adjourn. Mr. Paul seconded. Voice vote on approval: all ayes, nays, none. Motion passed 7-0.

ADJOURN AT 7:55 p.m.

NEXT SCHEDULED MEETING

February 5, 2019, at 6:00 p.m.

Council Clerk

Council President



◆ 205 S. Main St. ◆ Urbana, OH 43078 ◆ www.urbanahio.com ◆ 937.652.4322 ◆

↑ BOARD OF ZONING APPEALS ↑
Meeting Minutes from 12-10-2018

Attendance

Members Present: Vince Gonzalez (Chair); Marty Hess (Vice Chair); Bryant Heflin; Lisa Haulman; and Skip Mintchell (Alternate).

Member(s) Absent: Charlie Zerkle.

Guests Present: Doug Crabill (Community Development Manager); Adam Moore (Zoning & Compliance Officer); Matt and Morgan Fox (723 Fountain Circle).

Call to Order & Pledge of Allegiance

Action: Vince Gonzalez called the meeting to order at 6:00 PM.

Reading of Rules of the Meeting & Swearing in of any Witnesses

Action: Vince Gonzalez read the rules of the meeting and swore in all witnesses at the meeting.

Prior Meeting Minutes

Action: Bryant Heflin made a motion to approve the meeting minutes from November 12, 2018. Lisa Haulman seconded the motion.

Discussion: None.

Vote: Motion passed 5-0.

New Business – Application(s)

Case: BZA-2018-031 – 723 Fountain Circle – Matt & Morgan Fox – Variance from Chapter 1120.08 (a) of the Codified Ordinances of the City of Urbana. The variance would allow the applicant to construct a home addition located 13 feet from the rear yard lot line, which is 17 feet less than required by code.

Application: Lisa Haulman read the application to the Board.

Staff Comments & Recommendation: Adam Moore provided background and read the staff report to the Board.

Testimony in Favor: Matthew Fox (723 Fountain Circle) explained that they have been looking for another home a little over two years, but they have not found the right one. They love their place, but they have unfortunately outgrown it. Furthermore, they feel that the addition is a great solution for their home.

Testimony Against: None.

Discussion: Lisa Haulman did not have any issue with the request. Adam Moore clarified that the addition will be a two-story addition. The height will be 26' which is well below the zoning maximum height allowance of 30'. The first floor will be 487 sq. ft. and the second story 442 sq. ft.

Skip Mintchell viewed the property and didn't feel that the addition will infringe upon anyone else's property. He had no problem with the request.

Marty Hess agreed that there are some lots that are more difficult to build on. Mr. Hess inquired if a survey had been done and Mr. Fox confirmed that one had been done. Mr. Hess felt that the 13' will be close and was not in favor of it. However, Mr. Hess didn't feel that it will infringe upon any neighbors. Mr. Hess mentioned that he would like to see a drawing of what it would look like, but it's not necessary.

Bryant Heflin did not have a problem with the request. However, Mr. Heflin agreed with Mr. Hess that 13' feet is a little too close. Mr. Heflin also felt that regardless of that concern, the addition will not infringe upon any neighbors.

Vince Gonzalez asked if the house will have the same footprint with the decks being removed for the two-story addition. Mr. & Mrs. Fox confirmed that is correct. Mr. Gonzalez had no problem with the request.

Mr. Moore explained that the house was built in 1988 and the Zoning Code was enforced at that time and based on the survey that's provided, the existing house is already less than the 30' required by law.

Action: Skip Mintchell made a motion to *approve the application as submitted*. Bryant Heflin seconded the motion.

Vote: Motion passed 5-0.

Miscellaneous Business

Board Reappointment: The chair and the secretary position were up for reappointment for 2019.

Action: Marty Hess made a motion to keep the 2018 Board nominations from 2018 for 2019. Skip Mintchell seconded the motion.

Vote: Motion passed 5-0.

Public Awareness: Adam Moore explained that the Zoning Department is still working on the information for the flyer. Contractors will also receive an informational packet with the required zoning permits and other zoning requirements for the City.

Administrative Variances: Adam Moore explained that the request and draft has been provided to the Administrator, Mayor, and the Law Director.

Zoning Permit Discussion: If work is started within one year after a Zoning Permit is issued, Adam Moore explained that a Zoning Permit is still considered valid. In addition, the project must be completed within two and a half years.

The Responsibility of the BZA Discussion: Vince Gonzalez expressed that based on last month's meeting with the Administrator, it is important to remember to render decisions based on the Zoning Code and the intent of the application. Doug Crabill mentioned that decisions can be tabled and revisited at the next meeting.

Order of Business Discussion: Marty Hess suggested that the prior meeting minutes and old business should be addressed at the end of the meeting as opposed to the beginning of the meeting. That way, the new business can be handled prior to the past business/prior meeting minutes. Doug Crabill suggested that the minutes can be adopted prior to adjournment.

Adjourn

Action: Skip Mintchell made a motion to adjourn the meeting at 7:34 PM. Lisa Haulman seconded the motion.

Discussion: None.

Vote: Motion passed 5-0.



Ohio Ethics Commission Filing Reminder

2018 Financial Disclosure Statement to be Filed in 2019

Dear City Official,

You are receiving this letter because you are currently serving or have served at some point in 2018 or 2019 in a city elected office. Ohio law **requires** that all individuals serving for any amount of time in **2018** or **2019** in such positions file a calendar year 2018 financial disclosure statement.

The filing deadline is **WEDNESDAY, MAY 15, 2019**, unless you are filing for any of the following reasons:

If you were appointed to an unexpired term in 2019, you are required to file a 2018 financial disclosure statement within **fifteen** days of being sworn in.

If you will also be a candidate in 2019 for the same office or any other elected office which would require you to file a calendar year 2018 financial disclosure statement and are certified to the ballot prior to May 15, 2019, you are required to file 30 days (20 days for write-in candidates) before the first primary, special, or general election when your name will appear on a ballot. If you are not certified to the ballot prior to May 15, 2019 the May 15, 2019 deadline applies.

CANDIDATE FILING DEADLINES:

ELECTION	ELECTION DATE	CANDIDATE FILING DEADLINE	WRITE-IN CANDIDATE FILING DEADLINE
Primary	Tuesday, May 7, 2019	Monday, April 8, 2019	Wednesday, April 17, 2019
General	Tuesday, November 5, 2019	Monday, October 7, 2019	Wednesday, October 16, 2019
Special		30 days before election	20 days before election

HOW TO FILE OR OBTAIN A STATEMENT TO COMPLETE:

You may file electronically at <http://disclosure.ethics.ohio.gov>. Alternatively, blank calendar year 2018 financial disclosure statements are available for download on the Commission's website at <http://ethics.ohio.gov>.

If you have any questions regarding financial disclosure, please feel free to contact me at (614) 721-8670.

Regards,

Jen Boger
Financial Disclosure Coordinator

Republican Members

ROGER L. TERRY
STEVE A. MOORE

Director

MEREDITH L. BODEY

Champaign County



Board of Elections

1512 S. US Highway 68, Ste L100
Urbana, Ohio, 43078
Phone: 937-484-1575 Fax: 937-484-1578

Democratic Members

KAREN F. WARD
Chairperson
LYNN R. MINTCHELL

Deputy Director

JODI L. FLORA

January 15, 2019

City of Urbana
Amy Deere, Clerk of Council
205 S. Main Street
Urbana, OH 43078

Dear Amy, Council members:

Enclosed you will find a Special/Primary Election quote based upon filing only the proposed Income Tax levy. As of right now, the only ones who have picked/up returned petitions for City Council are incumbents so we would not need to have partisan ballots created. The cost would go up if someone does file to run against any council member in the Primary creating the need for extra ballots.

If you have any questions or concerns please call, the Board of Elections at (937) 484-1575.
Thank you!

Sincerely,

Meredith L. Bodey
Director

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**Champaign County
Urbana City
Special/Primary Election Quote**

Software Support	
3 days of support @ \$1,575.00/each day	\$4,725.00
1 day coding & 1 day Official support@ \$1,575.00	\$3,150.00
Poll Workers	
8 precincts	
24 poll workers @ \$101.50	\$2,436.00
8 poll workers @ \$119.50 mileage/pu and del.	\$852.00
Poll Worker Training	
32 poll workers @ \$15.00/ea.	\$480.00
Election Night Help at Board of Elections	\$300.00
Ballots	
7573 ballots @ \$0.45	\$3,407.85
Quote Total	\$15,350.85



◆ 205 S. Main St. ◆ Urbana, OH 43078 ◆ www.urbaohio.com ◆ 937.652.4322 ◆

↑ DESIGN REVIEW BOARD ↑
Meeting Minutes from 12-17-2018

Attendance

Members Present: Lin Giampetro; Bill Gibson; Kurt Heintz (Alternate); and Lydia Hess (Alternate).

Member(s) Absent: Patrick Trenor (Chair); Judy Tullis (Vice Chair); Rich Colvin; Brandon Shockey; and Steve Brandeberry.

Guest(s) Present: Adam Moore (Zoning), Doug Crabill (Community Development) and John Doss (property owner of 115 South Main Street).

Pledge of Allegiance

Action: Lin Giampetro called the meeting to order at 7:00 PM.

Prior Meeting Minutes

Action: Kurt Heintz made a motion to approve the meeting minutes from November 26, 2018. Lydia Hess seconded the motion.

Discussion: Doug Crabill suggested minor typo corrections.

Vote: 4-0.

New Business – Application(s)

DRB-2018-015 – 115 South Main Street – John Doss – Exterior Facade Review

Staff Comments & Recommendation: Adam Moore read the staff report to the Board.

Discussion: John Doss explained the proposed work for 115 South Main Street, which includes:

- East elevation
 - Removing the entire porch structure including roof, deck, railings, columns, framing members as required to install an entirely new deck system.
 - Removing existing steel stairs and railing.
 - Installation of a new steel staircase.

- East elevation – first floor
 - Removing the existing door, frame, sill and all associated hardware.
 - Removing existing masonry and concrete landing and cut opening in existing all for new door.
 - Installing new insulated metal door and HM Frame in existing opening.

- East elevation – second floor
 - Removing the existing window, cabinet, and wall infill to extend of original window opening.
 - Restoring the original masonry opening and installing new windows.

- Removing two existing doors, steps, and threshold.
 - Installing new wood/composite deck as close to existing interior floor level as allowed by existing roof structure.
 - Installation of new 4x4 columns wrapped with paintable PVC.
 - Installation of PVC railing with 2x2 spindles and 1x4 trim top and bottom.
 - Installing new metal deck roof.
- West elevation – first floor
 - Removing existing brick as required to restore period relevant wood paneling.
 - Restore glazing at all windows. Replacing cracked panes and existing infill panels with new glass to match existing.
 - Removing existing brick and restore wood panel below windows.
 - West elevation – second floor
 - Removing the existing signage.

Mr. Doss explained that as the project progresses, there will be changes to the original proposal. The Ohio Historic Preservation Office has approved the proposed plan except for the paint colors and the windows and doors which will be presented to the State of Ohio Historic Preservation Office towards the end of the project. Mr. Crabill explained that Mr. Doss received a state historic tax credit for the building which is why the Ohio Historic Preservation Office has to review and approve the plans prior to work being done. The first story of the building will be used for business purposes and the second floor will be apartments. The intention of the project is to open up the space and bring in tenants. At this point in time, the paint colors have not been determined. Mr. Crabill explained that the paint colors will need to be presented to the board at a later date.

Mr. Crabill inquired about the color of the proposed metal roof and Mr. Doss answered that the brown metal roof will remain as it is today. If the roof is replaced, the color of the new metal roof will be presented to the board at a later date. The materials that are being considered for the stairs are anodized aluminum or pre-engineered steel.

Action: Lydia Hess made a motion to *approve the application with conditions* that the Department of Zoning and Compliance stay in contact with John Doss during the project and that any substantial modifications to the approved proposal should be brought back before the board for approval. Furthermore, the final paint colors and doors and windows should be considered by the board a later date. Bill Gibson seconded the motion.

Vote: 4-0.

Adjourn

Action: Kurt Heintz made a motion to adjourn the meeting at 7:40 PM. Lin Giampetro seconded the motion.

Vote: Motion passed 4-0.



◆ 205 S. Main St. ◆ Urbana, OH 43078 ◆ www.urbanaohio.com ◆ 937. 652. 4322 ◆

↑ PLANNING COMMISSION ↑
Meeting Minutes from 11-26-2018

Attendance

Members Present: Rich Ebert (Chair), Bill Bean, Kerry Brugger, Richard Kerns, and Eric Samuelsson.

Member(s) Absent: Steve Brandeberry (Vice Chair) and Bill Kremer (Alternate).

Guests Present: Doug Crabill (Community Development); Adam Moore (Zoning); Marcia Bailey (CEP, 3 Monument Sq.); and Michael Lentz (Mannik and Smith Group 1160 Dublin Rd. Ste 100, Columbus, OH 43215).

Call to Order & Pledge of Allegiance

Action: Rich Ebert called the meeting to order at 6:00 PM.

Prior Meeting Minutes

Action: Bill Bean made a motion to approve the meeting minutes from October 22, 2018. Eric Samuelsson seconded the motion.

Discussion: None.

Vote: Motion passed 5-0.

New Business – Application(s)

Case #1: PC-2018-031 – Parcel ID: #K48-25-11-02-28-013-00 – AVCAP Urbana LLC on behalf of Mario Kiezi – Rezone 9.217 AC of the parcel from Planned Unit Development (PUD) to B-2 General Business District.

Staff Comments & Recommendation: Adam Moore read the staff report to the Board and Doug Crabill clarified that the whole development as it stands today is already B-2 with the exception of the grassy lot along East Water Street. This grassy lot is currently R-3 within the PUD, and this lot will be B-2 if the rezoning as proposed is approved. Furthermore, this rezoning process will not affect applicability of the corridor overlay standards for this location. The staff made a recommendation to approve the request to rezone the proposed area as well as the separate lot that contains the building for Tim Hortons. The lot that contains the building Tim Hortons is also currently part of the existing PUD.

Testimony in Favor: Michael Lentz of the Mannik and Smith Group stated that the rezoning application is required since his client intends to split the property into four parcels in order for the lot to be contiguous with similar setbacks and rules and regulations.

Testimony Against: None.

Discussion: Doug Crabill explained that once the rezoning is complete and if the existing parcel is split into multiple parcels, there may be multiple owners and redevelopment in the area. Michael Lentz confirmed that the intent of the lot splits will be as follows: 1) grassy lot; 2) Taco Bell; 3) CVS, which then may be divided into East and West; 4) and strip center that contains the former Big Lots. The rezoning will not affect the apartment building on Finch Street, which is currently zoned as R-3 and will remain R-3.

As for the grassy area on Water Street, it is currently zoned as R-3 based on previous zoning documents relating to the existing PUD. Bill Bean confirmed that at the time that the grassy area was zoned, it was decided it should be zoned as R-3 with the intention that it will be used for multi-family residential. Marcia Bailey stated that the grassy lot was a site that was considered as part of the hotel feasibility study and if that would have been the site, it would have had to go through rezoning to B-2 as well.

Action: Kerry Brugger made a motion to *approve* the application as presented to rezone the parcel from PUD to B-2 including the Tim Hortons parcel and the existing R-3 grassy area. Eric Samuelsson seconded the motion.

Vote: Motion passed 5-0.

Case #2: PC-2018-032 – 955 North Main Street – Jim White/Habitat Restore – Wall Sign Review

Staff Comments & Recommendation: Adam Moore read the staff report to the Board and made a recommendation to approve the application.

Testimony in Favor: None.

Testimony Against: None.

Discussion: Adam Moore states the corridor overlay does not allow internally illuminated box signs, however the proposed signs on the North and South sides of the building are not illuminated. Doug Crabill confirmed that they are not illuminated and two wall signs are allowed since it is on a corner lot.

Action: Eric Samuelsson made a motion to *approve* the application as presented. Bill Bean seconded the motion.

Vote: Motion passed 5-0.

Miscellaneous Business

2019 Board Reappointment and Changes

Eric Samuelsson's term ends in 2018 and he is up for re-appointment for another 4 years term. Steve Brandeberry is also moving out of Ward 1 and will need to be replaced.

Adjourn

Action: Eric Samuelsson made a motion to adjourn the meeting at 6:30 PM. Bill Bean seconded the motion.

Discussion: None.

Vote: Motion passed 5-0.

Oak Dale Cemetery Board
Board Meeting Minutes: November 15, 2018
3:00 pm

COPY

Board Members:

Present: Bill Edwards, Jo Frasure, Wayne Smith, Tonya Barrett, Nora McCain

Others Present: Bob Jumper, Kerry Brugger

Bill Edwards called the meeting to order at 3:00pm.

Minutes were reviewed from the October meeting. Wayne Smith made a motion to approve the minutes. Nora McCain seconded the motion and it was unanimously approved.

Bob Jumper advised fall clean-up has been completed. All head stones have been put back. There have been 4 burials. The new garage is coming along. There will be a lot of clean up from today's ice storm.

Kerry Brugger advised Wreaths across America will be installing wreaths on Dec 15th. They will need volunteers. The Re-dedication of the Indian Hunter statue went well. There will a Dedication Ceremony on Friday Nov 30th at 1pm for memorial trees for the Kerns Family. The tree commission purchased a tree jaw to help with the planting of trees. It will be kept at the cemetery but can be used wherever needed.

Kerry advised the 2019 Budget has had a first reading. They are currently reviewing the Administrative Regulations.

Wayne Smith talked about the entry sign at the main entrance. Unable to clean it with D2. Suggested removing sign and taking it to Roby's for cleaning. Cost would be around \$150.

The group discussed broken monuments and what could be done. Families would need to be notified first of repairs needing to be done. Must have permission before repairing any monuments. May look to identify a few in need of repair as a pilot program before trying to tackle entire cemetery.

Jo Frasure questioned if people have planted things at gravesites and if so, what is done. Bob advised if something has been planted he will call the family to explain the rules and ask for it to be removed. If family does not remove it, he will remove it. Jo Frasure commented how terrible the urn plantings were this summer. Everyone agreed they looked bad. Discussed possible other options for vendors such as master gardeners. Kerry advised he had approached the group in the past and they were not interested. The group questioned who maintained the flowers at the fairgrounds. Kerry offered to look into it.

Motion made by Nora McCain to adjourn the meeting. The motion was seconded by Jo Frasure and it was unanimously approved.

Meeting adjourned at 3:25 pm Next meeting will be January 17, 2019

Respectfully submitted,



Tonya Barrett

Deb Aksenczuk

From: Chris Endres <endres_chris@yahoo.com>
Sent: Monday, December 10, 2018 8:15 PM
To: Deb Aksenczuk; Ryan Lantz
Subject: Park Board Meeting Notes

Meeting Time 5:35

In attendance: Krista Lingrell, Tyler Haines, Chris Endres

Discussion:

The park board discussed how to reach out for community partners involvement on the inclusion playground equipment.

Plan:

Meet at the Gloria with playground equipment company and community partners for donations and naming rights.

Suggestions were given about compiling a list of donors to attend meeting.

Form letter.

Food Donation-Paul Poppel?

Tyler Approved Close of Meeting at 6:03
Second by Krista Lingeral

 Chris ENDRES, Pres

 Greg Howe, Sec.



Department of Zoning and Compliance

205 South Main Street • Urbana, Ohio 43078 • <http://www.urbanaohio.com> • (937) 652-4300

January 31, 2019

Urbana City Council
205 S. Main St.
Urbana, OH 43078

RE: 861 S. Main St. Rezoning Application

Dear Councilmembers,

On December 6, 2018, the Department of Zoning & Compliance received an application from Linda Rivera requesting her parcel located at 861 S. Main St. be rezoned from R-2 Medium Density Residential District to B-2 General Business District.

On January 28, 2019, the Planning Commission, by a 4-1 vote, recommended the proposed amendment be *denied*. The rezoning application and the Department of Zoning & Compliance Staff Report are attached for your review.

Respectfully,

Adam Moore
Department of Zoning & Compliance Officer



ZONING MAP AMENDMENT (REZONING) APPLICATION			
APPLICANT INFORMATION			
Name:	LINDA RIVERA		
Address:	861 S. Main St. Urbana, OH (P.O. Box 164)		
City:	Urbana	State:	OHIO
Phone:	937-408-11059	Email:	worshipper1962@gmail.com
Property:	<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Tenant	<input type="checkbox"/> Agent
ZIP Code:	43078		
PROJECT / PROPOSAL			
GENERAL INFORMATION			
Address(es):	861 S. Main St. Urbana, OH 43078		
Parcel ID(s):	K48-25-00-02-25-021 Residential		
Present Zoning District:	R-2 Medium Dens	Present Use:	
Proposed Zoning District:	B-2	Proposed Use:	Bed & Breakfast, Cafe, Spa
STANDARDS FOR ZONING MAP AMENDMENTS (REZONING)			
Prior to making a recommendation to City Council on a proposed rezoning, the Planning Commission shall consider whether the following conditions exist:			
THERE HAS BEEN A CHANGE IN DEMAND FOR LAND WHICH ALTERS THE INFORMATION UPON WHICH THE OFFICIAL ZONING MAP IS BASED.			
If so, please explain.	I would like to convert from residential rental to bed & breakfast and hopefully a little cafe and spa too.		
A STUDY INDICATES THAT THERE HAS BEEN AN INCREASE IN THE DEMAND FOR LAND IN THE REQUESTED ZONING DISTRICT, AND AS A RESULT, THE SUPPLY OF LAND WITHIN THE CITY IS INADEQUATE TO MEET THE DEMANDS FOR SUCH DEVELOPMENT.			
If so, please explain.	N/A		
PROPOSED USES CANNOT BE ACCOMMODATED BY SITES ALREADY ZONED IN THE CITY			
If so, please explain.	N/A		
THERE IS AN ERROR IN THE OFFICIAL ZONING MAP			
If so, please explain	N/A		



FINDINGS OF FACT

In addition the findings required above, findings shall be made by the Planning Commission on each of the following matters based on the evidence provided:

COMPLIANCE WITH ADOPTED PLANS, GOALS, AND POLICIES

Please explain how the proposed zoning map amendment would comply with or deviate from the City's adopted plans, goals, and policies.

What if any proposing will NOT deviate from the adopted plans, goals and policies.

SUITABILITY

Is the proposed use permitted within the proposed zoning district?

Yes Bed & Breakfast

Partiality - yes Cafe,

ADEQUACY OF PUBLIC FACILITIES

Please explain how the proposed use would access public facilities such as transportation, utilities, and any other required public services.

Yes

SURROUNDING USES

Please explain the anticipated effect of the proposal on the surrounding uses.

Increased traffic a little.

ECONOMIC VIABILITY

Please explain the anticipated effect of the proposal on the economic viability of existing developed and vacant land within the City.

Increase income, some more income taxes off of the properties.



APPLICANT SIGNATURE	
AFFIDAVIT	
I certify that I have the authority to file this application, have read the application in its entirety, and that all information and attachments are true and correct to the best of my knowledge. I understand that submittal of an application does not constitute acceptance for processing until the Planning & Zoning Department reviews the application for accuracy and completeness.	
Applicant Signature: <u>Linda M. Rivera</u>	Date: <u>12-6-18</u>

FOR OFFICE USE ONLY																	
PLANNING & ZONING STAFF																	
Date Received: <u>12-07-18</u>	Fee Paid: <u>\$200</u>																
Case Number: <u>PC-2019-003</u>	Public Hearing Date: <u>01-28-19</u>																
<i>This application has been reviewed and is found to be complete</i>																	
Zoning Officer Signature: <u>[Signature]</u>	Date: <u>01-24-19</u>																
PLANNING COMMISSION																	
Motion to: (Check One)	<input type="checkbox"/> Recommend Approval <input checked="" type="checkbox"/> Recommend Denial <input type="checkbox"/> Recommend Approval with Conditions <input type="checkbox"/> Table																
Motion Made By: <u>Kerry Brugger</u>	Motion Seconded By: <u>Bill Bean</u>																
Roll Call:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Steve Brandeberry</td> <td><u>-</u></td> <td>Eric Samuelsson</td> <td><u>-</u></td> <td>Richard Kerns</td> <td><u>N</u></td> <td>Rich Ebert</td> <td><u>Y</u></td> </tr> <tr> <td>Bill Kremer</td> <td><u>Y</u></td> <td>Kerry Brugger</td> <td><u>Y</u></td> <td>Bill Bean</td> <td><u>Y</u></td> <td></td> <td></td> </tr> </table>	Steve Brandeberry	<u>-</u>	Eric Samuelsson	<u>-</u>	Richard Kerns	<u>N</u>	Rich Ebert	<u>Y</u>	Bill Kremer	<u>Y</u>	Kerry Brugger	<u>Y</u>	Bill Bean	<u>Y</u>		
Steve Brandeberry	<u>-</u>	Eric Samuelsson	<u>-</u>	Richard Kerns	<u>N</u>	Rich Ebert	<u>Y</u>										
Bill Kremer	<u>Y</u>	Kerry Brugger	<u>Y</u>	Bill Bean	<u>Y</u>												
If Approved with Conditions, please state the specific conditions for approval:																	
PC Chairperson Signature: <u>[Signature]</u>	Date: <u>1-28-19</u>																



Department of Zoning and Compliance

205 South Main Street • Urbana, Ohio 43078 • <http://www.urbanaohio.com> • (937) 652-4300

STAFF REPORT

CITY OF URBANA PLANNING COMMISSION JANUARY 28, 2019

Project Case No.: PC-2019-003
Staff: Adam Moore – Zoning & Compliance Officer
Applicant: Linda Rivera
Property Address: 861 S. Main St.
Property Size: 9,250 sf / 0.21 ac
Current Zoning: R-2 Medium Density Residential District
Proposed Zoning: B-2 General Business District

Request Summary:

The applicant submitted an application to rezone the parcel located at 861 S. Main St. from R-2 Medium Density Residential District to B-2 General Business District in order to legally operate a bed & breakfast establishment, a café, and a spa.

Key Issue Summary:

- 2017 rezoning application for properties in the same neighborhood was denied by City Council.
- Chapter 1113.08(b) STANDARDS FOR ZONING MAP AMENDMENTS, states that “No residentially zoned district shall be recommended by Planning Commission to be rezoned to a non-residential district unless such proposed rezoning site is contiguous to land in the proposed zoning district classification.”
- Are the proposed uses in compliance with our adopted goals or plans?
- Is the property suited for the proposed uses or any uses in the proposed district?
- Are public facilities such as transportation, utilities, emergency services, access, etc. adequate enough to serve the proposed uses or any uses in the proposed district?
- What is the effect of the proposed rezoning on the surrounding uses?
- Will the zoning change have an effect on the economic viability of any existing or vacant land within the City?

Preliminary Staff Recommendation:

The initial recommendation of the staff, made with the information available at the time, is for DENIAL of this application. This recommendation does not include considerations of public input or applicant responses to the staff report.

Existing Property Summary:

Land Use:	Residential
Site Features:	The site includes a residential structure, roughly 1,889 sf in area with a 260 sf open frame porch.
Flood Hazards:	Property is <u>not</u> located within the Special Flood Hazard Area.
Vehicle Access:	The property can be accessed currently using the curb cut along South Main St. The property also has an alley abutting the rear property boundary.

Surrounding Land Uses:

Direction	Zoning:	Land Use:
North:	R-2 Medium Density Residential District	Residential
South:	BR-1 Business Residential District	Clark's Market
East:	R-2 Medium Density Residential District	Residential
West:	R-2 Medium Density Residential District	Residential

Zoning District Summary (Existing / Proposed)

	R-2 Medium Density Residential	B-2 General Business
Purpose	The purpose of the R-2 Medium Density Residential District is to permit the establishment of medium density single-family dwellings. This district is designed to permit multi-family dwellings as a conditional use and the conversion of large, older houses to multi-family units as a conditional use.	It is the purpose of the B-2 General Business District to provide for the needs for both convenience goods and the more common and often recurring shopping goods, personal and household services for a population larger than that served by the BR-1 Business Residential District.
Principal Uses	<ul style="list-style-type: none"> • Single family detached dwellings. 	<ul style="list-style-type: none"> • Commercial Recreation • Retail Business • Personal Services • Offices • Drinking and Eating Establishments • Restaurants • Automotive Filling Stations • Hotel or Motel
Conditional Uses	<ul style="list-style-type: none"> • Non-commercial Recreation 	<ul style="list-style-type: none"> • Shopping Centers

	<ul style="list-style-type: none"> • Home Occupations • Bed and Breakfast Establishments • Child Day Care Facility • Public and Quasi-public Uses • Educational Institutions • Religious Places of Worship • Agricultural • Family Care Home • Multi-Family Dwellings 	<ul style="list-style-type: none"> • Automotive Repair • Bed and Breakfast Establishments • Child Day Care Facility • Clubs • Public Service Facility • Public and Quasi-Public Uses • Educational Institutions • Hospitals • Food Processing • Transport Terminals • Printing and Publishing • Personal Storage Facility • Adult Entertainment Facility.
Setbacks	<p>Front Yard Setback:</p> <ul style="list-style-type: none"> • 25' <p>Side Yard Setback:</p> <ul style="list-style-type: none"> • 6' Principal / 5' Accessory <p>Rear Yard Setback:</p> <ul style="list-style-type: none"> • 30' Principal / 10' Accessory 	<p>Front Yard Setback:</p> <ul style="list-style-type: none"> • 40' <p>Side Yard Setback:</p> <ul style="list-style-type: none"> • None <p>Rear Yard Setback:</p> <ul style="list-style-type: none"> • 30'
Height Restrictions	35' Principal / 20' Accessory	40' Principal / 20' Accessory
Minimum Floor Area	850 Square Feet	None
Maximum Lot Occupancy	30%	40%
Minimum Lot Area / Width	7,000 sf / 60 lf	10,000 sf / 60 lf

Interdepartmental Review:

Engineering Dept.	No comments as of 01/25/19
Community Development	<ol style="list-style-type: none"> 1. In regards to the proposed rezoning from R-2 Medium Density Residential to B-2 General Business District, I would recommend denial in accordance with Chapter 1113.08 (b) (Standards for Zoning Map Amendments) which states, "No residentially zoned district shall be recommended by Planning Commission to be rezoned to a non-residential district unless such proposed rezoning site is contiguous to land in the proposed zoning district classification". Furthermore, a planning study is currently underway for this corridor of this city. As of this date, there is no recent, completed study that "indicates that there has been an increase in the demand for land in the requested zoning district, and as a result, the supply of land within the City mapped as such on the Zoning Map, is inadequate to meet the demands for such development" as

	<p>required by Chapter 1113.08 (a)(2).</p> <p>2. In regards to the proposed uses, a bed and breakfast can be legally operated in the R-2 Medium Density Residential if the Board of Zoning Appeals were to grant conditional use approval for this use at this site. Furthermore, the services that are proposed to be provided by the potential spa are not spelled out in the application which makes consideration of this specific portion of the request incomplete.</p> <p>3. In regards to all of the proposed uses, the property itself does not appear to be suitable for the proposed uses in accordance with Chapter 1113.08(c)(2). To this date, no building plans have been submitted to Champaign County Building Regulations for any of these proposed uses, and the applicant has not provided any architectural or engineered drawings to indicate how any of these proposed uses would be accommodated within the existing structure if this property were to be rezoned.</p>
Economic Development	No comments as of 01/25/19
Public Works	No comments as of 01/25/19
Police Dept.	No comments as of 01/25/19
Fire Dept.	No concern with rezoning.

Comprehensive Plan Considerations:

City of Urbana Ohio Comprehensive Plan, Phase 1 – February 1974

- **Land Use Plan Commercial:** The second large area proposed in the southeast quadrant of the intersection of Powell Avenue and U.S. 68. A shopping center at this location would serve the entire south side of the city and rural areas toward Springfield.

Urbana / Champaign County Comprehensive Plan Update – June 1993

- **Commercial and Industrial Land Use:** New development should occur in the existing commercial districts in eastern or southern Urbana or land should be preserved in the suburban residential growth area to the east of Urbana to accommodate this need.

Planning Considerations:

- Please keep in mind the Comprehensive Plans referenced above are severely outdated, with the latest update in 1993.
- The City of Urbana has commissioned a planning firm to complete a neighborhood study / plan which includes the area from Powell Ave. southward. The Planning Commission should consider whether any rezoning would be premature, and if we should wait until the new plan is finalized before any rezoning takes place.
- Rezoning only this parcel to B-2 would create an island of General Business District which is not contiguous to any other primarily business district. In most cases, this would be considered "spot-zoning", which is the opposite of good land use planning practices.
- This parcel is 50' x 185', or 9,250 square feet and sits approximately 15' from the South Main St. right-of-way. Rezoning the parcel increases non-conformities against the following B-2 Zoning District Standards: Minimum Lot Size and Area, and Front Yard Setback.
- While not listed in the comprehensive plan, it is our belief that the BR-1 District was placed south of this property to decrease commercial creep northward into the established residential neighborhood.

-
- It is our belief that: more B-2 District land is needed within the City of Urbana to satisfy the commercial growth pressure we have felt over the past few years. However, the comprehensive plan is very specific and encourages commercial development to happen within established growth centers in the City, and not haphazardly throughout other districts.

Decision Criteria:

All recommendations by Planning Commission for Official Zoning Map amendments shall be consistent with the City's adopted plans, goals, and policies, and the following:

- a) Prior to making a recommendation to City Council on a proposed rezoning, the Planning Commission shall consider whether the following conditions exist:
 1. There has been a change in demand for land which alters the information upon which the Official Zoning Map is based.
 2. A study indicates that there has been an increase in the demand for land in the requested zoning district, and as a result, the supply of land within the City mapped as such on the Zoning Map, is inadequate to meet the demands for such development.
 3. Proposed uses cannot be accommodated by sites already zoned in the City due to lack of transportation or utilities or other development constraints, or the market to be served by the proposed use cannot be effectively served by the location of the existing zoning district.
 4. There is an error in the text of this Part or the Official Zoning Map as enacted.
- b) No residentially zoned district shall be recommended by Planning Commission to be rezoned to a non-residential district unless such proposed rezoning site is contiguous to land in the proposed zoning district classification.
- c) In addition to the findings required to be made, findings shall be made by the Planning Commission on each of the following matters based on the evidence presented.
 1. The extent to which the proposed amendment and proposed use are in compliance with and deviate from adopted plans, goals and policies.
 2. The suitability of the property in question for the uses permitted under the proposed zoning.
 3. The adequacy of public facilities such as transportation, utilities, and other required public services to serve the proposed use.
 4. The effect of the proposed rezoning on surrounding uses.
 5. The effect of the proposed rezoning on the economic viability of existing developed and vacant land within the City

Planning Commission Options:

Within sixty (60) days from the receipt of the proposed amendment, the Planning Commission shall transmit its recommendation to Council. The Planning Commission may recommend that the amendment be granted as requested, or it may recommend a modification of the amendment requested, or it may recommend that the amendment be denied.

Site Maps:





861 S. Main St.

Looking east

Legend



Google Earth

©2018 Google

©2019 Google

10 ft



• 205 S. Main Street • Urbana, Ohio 43078 • 937-652-4324 • <http://www.urbanaohio.com> •

January 29, 2019

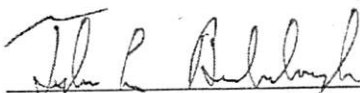
Urbana City Council
205 S. Main St.
Urbana, Ohio 43078

RE: 2019 Unit Price Concrete Work

Urbana City Council,

On Monday, January 14, 2019 bids were accepted for the yearly 2019 Unit Price Concrete Work. Two unit price bids were read aloud, one from J & J Schlaegel, Inc. and one from McGuire Farm and Excavating, LLC. Based on the work orders issued last year, the contractor who had the apparent low bid was McGuire Farm and Excavating, LLC (see attached forecast). Generally from 2018 to 2019, prices rose by less than a dollar per unit although a few actually dropped or stayed the same.

McGuire Farm and Excavating has little experience in the public sector. With this being the first City contract where they are the apparent low, four references were checked and all gave very positive feedback about their timeliness and quality of work. Therefore, I recommend to Council that we accept McGuire Farm and Excavating's lowest and best unit price bid. See attached.


Tyler L. Bumbalough, P.E. 1/29/19
Urbana City Engineer Date

BB 1/30/19
KOB 1/30/19
UB 01-30-19

BID TABULATION
2019 Unit Price Concrete Work

January 14, 2019

	<u>Contractor:</u>	<u>McGuire</u> <u>Excavating LLC</u>	<u>J&J Schlaegel</u>
Straight Curb & Gutter, Type 1	Feet		
	Under 50'	\$24.00	\$23.45
	Over 50'	\$23.00	\$23.00
Straight Curb & Gutter, Type 2	Feet		
	Under 50'	\$24.00	\$23.45
	Over 50'	\$23.00	\$23.00
Straight Curb & Gutter, Type 6	Feet		
	Under 50'	\$22.00	\$21.00
	Over 50'	\$21.00	\$20.50
Radial Curb & Gutter, Type 1	Feet		
	Under 50'	\$25.00	\$24.00
	Over 50'	\$24.00	\$23.50
Radial Curb & Gutter, Type 2	Feet		
	Under 50'	\$25.00	\$24.00
	Over 50'	\$24.00	\$23.50
Radial Curb & Gutter, Type 6	Feet		
	Under 50'	\$22.00	\$21.00
	Over 50'	\$21.00	\$20.50
4" Sidewalk	S.F.		
	Under 80 sf	\$8.40	\$8.15
	Over 80 sf	\$8.00	\$7.75
6" Drive Approach	S.F.		
	Under 80 sf	\$9.00	\$9.95
	Over 80 sf	\$8.60	\$9.50
Concrete Removal per Inch Over Allowed Thickness	S.F.	\$0.75	\$0.50
Street Openings, 6" Thick (ODOT Class QC 1)	S.F.	\$9.00	\$9.75
Street Openings, 8" Thick (ODOT Class QC FS)	S.F.	\$10.45	\$13.75
Cemetery Headstone Foundation, 24" Thick	S.F.	\$30.00	\$35.00
Catch Basin Replacement 0' to 4' depth	Each	\$1,540.00	\$1,650.00
Catch Basin Replacement 4' to 6' depth	Each	\$1,620.00	\$1,850.00

January 14, 2019

	<u>Contractor:</u>	<u>McGuire</u>	<u>J&J Schlaegel</u>
Water Valve Box - Raise 0" to 6"	Each	\$230.00	\$250.00
Water Valve Box - Raise 6" to 12"	Each	\$240.00	\$265.00
Curb Ramp, Type 1	Each	\$400.00	\$495.00
Curb Ramp, Type 2	Each	\$500.00	\$410.00
Curb Ramp, Type 3	Each	\$900.00	\$910.00
4" Topsoil, Seed, and Mulch	S.F.	\$6.00	\$6.00

Bids will be referred to City Engineer, Tyler Bumbalough for recommendation.

2019 Concrete Percentages - Contractor Comparison Forecast

2018 Concrete Work Done

Month Given to Contractor	Curb & Gutter	Sidewalk	Street Opening (Non-St./US)	Street Opening (St./US)	Valve Box	Headstone Foundation*	Driveway	Topsoil/Seed	Catch Basins	
Number of Concrete Repairs, Jan. 2018 - Dec. 2018	Jan.	3	1	7	0	3	4	1	6	0
	Feb.	2	0	3	1	0	4	0	6	2
	Mar.	1	0	4	0	0	4	1	2	0
	Apr.	1	1	2	0	0	4	0	2	1
	May	0	0	2	1	1	4	0	0	0
	Jun.	0	2	1	0	0	4	2	5	0
	Jul.	0	0	0	0	0	4	0	0	0
	Aug.	2	2	2	3	1	4	2	4	0
	Sep.	3	1	3	0	1	4	0	2	0
	Oct.	1	1	1	1	1	4	0	2	0
	Nov.	0	0	1	0	0	4	1	0	0
	Dec.	0	0	0	0	0	4	0	0	0
	Totals:	13	8	26	6	7	48	7	29	3

Total Jobs: 147

*Total number of jobs in each category were evenly distributed throughout the months for ease.

	Job Percent	Associated Line Items	Ave. Price on 2019 Bid		Unit	Ave. Quantity per Job	Est. Total Quant. 2019	Tot. Est. Price for 2019	
			McGuire	J&J				McGuire	J&J
Street Openings	18%	1	\$9.00	\$9.75	S.F.	89	2314	\$20,826.00	\$22,561.50
St. Opening (St./US)	4%	1	\$10.45	\$13.75	S.F.	184	1104	\$11,536.80	\$15,180.00
Curb and Gutter	9%	12	\$23.17	\$22.58	Feet	6	78	\$1,807.00	\$1,760.85
Headstone Found.	33%	1	\$30.00	\$35.00	S.F.	2.4	115.2	\$3,456.00	\$4,032.00
Sidewalk	5%	2	\$8.20	\$7.95	S.F.	67	536	\$4,395.20	\$4,261.20
Topsoil/Seed	20%	1	\$6.00	\$6.00	S.F.	32	928	\$5,568.00	\$5,568.00
Water Valve Box	5%	2	\$235.00	\$257.50	Each	1	7	\$1,645.00	\$1,802.50
Driveways	5%	2	\$8.80	\$9.73	S.F.	57	399	\$3,511.20	\$3,880.28
Catch Basin Replace	2%	2	\$1,580.00	\$1,750.00	Each	1	1	\$1,580.00	\$1,750.00
	100%							\$52,745.20	\$59,046.33

Other things not constructed to consider:

						(Theoretical for 2019)			
Conc. Removals (over allowed)		1	\$0.75	\$0.50	S.F.	50	50	\$37.50	\$25.00
Curb Ramps		3	\$600.00	\$605.00	Each	1	1	\$600.00	\$605.00
								\$637.50	\$630.00

Sewer	Cemetery	Water	Street
12 street (52%)	48 headstns. (100%)	15 street (23.5%)	1 Sidewalk (10%)
1 street-St./US (4%)		5 street-St./US (7.5%)	3 Top Soil (30%)
4 C & G (18%)		5 C & G (7.5%)	3 C & G (30%)
1 Sidewalk (4%)		5 sidewalk (7.5%)	3 Catch Basins (30%)
1 Driveways (4%)		7 valve boxes (11%)	
4 TopSoil (18%)		6 driveways (9%)	
		22 topsoil/seed (34%)	

Engineering Total: \$53,382.70 \$59,676.33

2019 Unit Price Recommendation:
McGuire Farm and Excavating, LLC

BOC # 2



Public Works Division

1263 Muzzy Rd. • Urbana, Ohio 43078 • <http://www.urbanaohio.com> • 937-652-4331

January 30, 2019

Board of Control,

On March 20, 2018, City Council passed Resolution 2525-18 authorizing the application to OWDA for purchase and construction of the Belt Filter Press replacement project. On June 19, 2018, City Council approved the direct purchase of the Schwing Bioset Screw Press that was funded under the OWDA Phase 1 portion of the loan. On January 25, 2019, the bid opening for construction was held and J.R. Mason, Inc. was the low bid of \$696,181.00, 6% under the engineer's estimate, which also includes 2 allowances for contingency and alternate sludge handling. Environmental Engineering Services has contacted multiple references and has received positive and favorable responses and they find it appropriate to recommend J.R. Mason, Inc. as the contractor.

See attached bid tabulation.

Please feel free to contact me with any further questions.

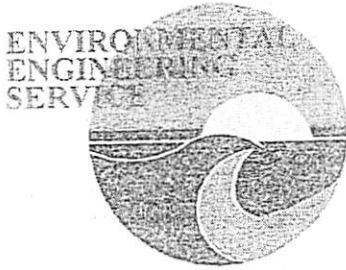
Thank you,

Chad Hall
Public Works Superintendent

BB 1/30/19

KB 1/30/19

CB 01-30-19



January 29, 2019

City of Urbana
205 South Main Street
Urbana, OH 43078

Attn: Chad Hall
Wastewater Plant Superintendent

Re: WRF Sludge Handling Improvements
Project – Bid Analysis

Ladies and Gentlemen:

The bid opening for the above-referenced project was conducted at 12:00 Noon on January 25, 2019.

Three (3) bids were submitted as follows:

- J. R. Mason, Inc. \$ 696,181.00
- R. G. Zachrich \$ 788,600.00
- Kirk Bros. Co. Inc. \$ 939,000.00

J. R. Mason's apparent low bid of \$696,181.00 was 6% below the Engineer's estimate of \$740,000. In addition, they offered \$10,000 of deductive alternates which will be evaluated for suitability.

Multiple references were contacted. All were positive and favorable. J. R. Mason has also successfully completed work at the WRF in the past. Subject to your verification of an adequate Bid Bond, award of this work to J. R. Mason, Inc. appears to be appropriate.

If you concur, please execute the Notice-of-Award, attached hereto, and return to our office. We will then prepare and issue the appropriate Contract Documents for final execution and a prompt Notice-to-Proceed.

Please call with questions.

Sincerely,

Environmental Engineering Service

James C. Found, P.E.
Engineering Manager

Attachments: Bid Tabulation
Notice-of-Award
Bid Guaranty & Erie Insurance Statement

PLANNING - DESIGN - OPERATIONS
3575 Columbia Road Lebanon, Ohio 45036
(513) 934-1512 FAX (513) 934-1515
A Division of Ohio Valley Environmental Engineering, Inc.

**CITY OF URBANA - WRF SLUDGE HANDLING IMPROVEMENTS PROJECT
 BID TABULATION**

BID OPENING JANUARY 25, 2019

J.R.MASON, INC.

BASE BID	ITEM	QTY	UNIT	MATERIALS	LABOR	UNIT PRICE TOTAL	EXTENSION
1.	Mobilization, Demobilization, Bonds and Insurance	1	LS	\$ 11,200.00	\$ 3,500.00	\$ 14,700.00	\$ 14,700.00
2.	a. All Construction Staking	1	LS	\$ 50.00	\$ 50.00	\$ 100.00	\$ 100.00
	b. Record Drawings	1	LS	\$ 50.00	\$ 500.00	\$ 550.00	\$ 550.00
	c. Modification of Existing Primary Clarifier Scum Discharge	1	LS	\$ 1,560.00	\$ 8,340.00	\$ 9,900.00	\$ 9,900.00
	d. Demolition	1	LS	\$ 4,000.00	\$ 58,600.00	\$ 62,600.00	\$ 62,600.00
	e. Installation of Owner-furnished Equipment	1	LS	\$ 9,700.00	\$ 38,700.00	\$ 48,400.00	\$ 48,400.00
	f. Installation of New Equipment	1	LS	\$ 59,000.00	\$ 26,700.00	\$ 85,700.00	\$ 85,700.00
	g. Construction of New Room	1	LS	\$ 28,600.00	\$ 52,100.00	\$ 80,700.00	\$ 80,700.00
	h. Removal of Existing Primary Sludge Pumps/ Installation of New Pumps	1	LS	\$ 41,200.00	\$ 14,800.00	\$ 56,000.00	\$ 56,000.00
	i. Removal of Existing WAS Submersible Pumps/ Installation of New Pumps	1	LS	\$ 30,500.00	\$ 8,500.00	\$ 39,000.00	\$ 39,000.00
	j. Installation of New Trench Drain/Discharge Piping	1	LS	\$ 3,200.00	\$ 14,200.00	\$ 17,400.00	\$ 17,400.00
	k. Miscellaneous Modifications	1	LS	\$ 4,200.00	\$ 8,700.00	\$ 12,900.00	\$ 12,900.00
3.	Electrical Work	1	LS	\$ 56,231.00	\$ 77,000.00	\$ 133,231.00	\$ 133,231.00
						SUB-TOTAL BASE BID:	\$ 561,181.00
4.	Construction Contingency Allowance						\$ 60,000.00
5.	Alternate Sludge Handling Allowance						\$ 75,000.00
							TOTAL CONTRACT BID: \$ 696,181.00
DEDUCTIVE ALTERNATES SUGGESTED BY CONTRACTOR:							
1.	Miscellaneous Metal - Access Walkway (See Sheet 2)	1	LS	\$ 3,000.00	\$ 1,000.00	\$ 4,000.00	\$ 4,000.00
2.	Option on Trusses (See Sheet 1)	1	LS	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00
3.	Option on Layout (See Sheets 1 - 3)	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00	\$ 4,000.00
						TOTAL DEDUCTIVE ALTERNATES BID:	\$ 10,000.00
							TOTAL CONTRACT BID WITH DEDUCTIVE ALTERNATES: \$ 686,181.00

**CITY OF URBANA - WRF SLUDGE HANDLING IMPROVEMENTS PROJECT
BID TABULATION**

BID OPENING JANUARY 25, 2019

R. G. ZACHRICH CONSTRUCTION

BASE BID		QTY	UNIT	MATERIALS	LABOR	UNIT PRICE TOTAL	EXTENSION	
NO	ITEM							
1.	Mobilization, Demobilization, Bonds and Insurance	1	LS	\$ 60,700.00	\$ 8,000.00	\$ 68,700.00	\$ 68,700.00	
2.	a. All Construction Staking	1	LS	\$ 400.00	\$ 2,000.00	\$ 2,400.00	\$ 2,400.00	
	b. Record Drawings	1	LS	\$ 900.00	\$ 6,000.00	\$ 6,900.00	\$ 6,900.00	
	c. Modification of Existing Primary Clarifier Scum Discharge	1	LS	\$ 6,000.00	\$ 10,700.00	\$ 16,700.00	\$ 16,700.00	
	d. Demolition	1	LS	\$ 16,900.00	\$ 35,000.00	\$ 51,900.00	\$ 51,900.00	
	e. Installation of Owner-furnished Equipment	1	LS	\$ 11,300.00	\$ 20,000.00	\$ 31,300.00	\$ 31,300.00	
	f. Installation of New Equipment	1	LS	\$ 95,500.00	\$ 25,000.00	\$ 120,500.00	\$ 120,500.00	
	g. Construction of New Room	1	LS	\$ 28,500.00	\$ 41,000.00	\$ 69,500.00	\$ 69,500.00	
	h. Removal of Existing Primary Sludge Pumps/ Installation of New Pumps	1	LS	\$ 77,400.00	\$ 22,000.00	\$ 99,400.00	\$ 99,400.00	
	i. Removal of Existing WAS Submersible Pumps/ Installation of New Pumps	1	LS	\$ 33,000.00	\$ 6,000.00	\$ 39,000.00	\$ 39,000.00	
	j. Installation of New Trench Drain/Discharge Piping	1	LS	\$ 9,100.00	\$ 9,000.00	\$ 18,100.00	\$ 18,100.00	
	k. Miscellaneous Modifications	1	LS	\$ 10,800.00	\$ 15,000.00	\$ 25,800.00	\$ 25,800.00	
3.	Electrical Work	1	LS	\$ 63,400.00	\$ 40,000.00	\$ 103,400.00	\$ 103,400.00	
						SUB-TOTAL BASE BID:	\$ 653,600.00	
4.	Construction Contingency Allowance						\$	60,000.00
5.	Alternate Sludge Handling Allowance						\$	75,000.00
						TOTAL CONTRACT BID:	\$ 788,600.00	

DEDUCTIVE ALTERNATES SUGGESTED BY CONTRACTOR:

TOTAL DEDUCTIVE ALTERNATES BID: \$ 00.00

**CITY OF URBANA - WRF SLUDGE HANDLING IMPROVEMENTS PROJECT
BID TABULATION**

BID OPENING JANUARY 25, 2019

KIRK BROS. CO., INC.

BASE BID		QTY	UNIT	MATERIALS	LABOR	UNIT PRICE TOTAL	EXTENSION	
1.	Mobilization, Demobilization, Bonds and Insurance	1	LS	\$ 7,500.00	\$ 7,500.00	\$ 15,000.00	\$ 15,000.00	
2.	a. All Construction Staking	1	LS	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	
	b. Record Drawings	1	LS	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	
	c. Modification of Existing Primary Clarifier Scum Discharge	1	LS	\$ 10,000.00	\$ 11,000.00	\$ 21,000.00	\$ 21,000.00	
	d. Demolition	1	LS	\$ 9,000.00	\$ 47,000.00	\$ 56,000.00	\$ 56,000.00	
	e. Installation of Owner-furnished Equipment	1	LS	\$ 4,000.00	\$ 19,000.00	\$ 23,000.00	\$ 23,000.00	
	f. Installation of New Equipment	1	LS	\$ 59,000.00	\$ 21,000.00	\$ 80,000.00	\$ 80,000.00	
	g. Construction of New Room	1	LS	\$ 33,000.00	\$ 52,000.00	\$ 85,000.00	\$ 85,000.00	
	h. Removal of Existing Primary Sludge Pumps/ Installation of New Pumps	1	LS	\$ 90,000.00	\$ 10,000.00	\$ 100,000.00	\$ 100,000.00	
	i. Removal of Existing WAS Submersible Pumps/ Installation of New Pumps	1	LS	\$ 48,000.00	\$ 7,000.00	\$ 55,000.00	\$ 55,000.00	
	j. Installation of New Trench/Drain/Discharge Piping	1	LS	\$ 11,000.00	\$ 9,000.00	\$ 20,000.00	\$ 20,000.00	
	k. Miscellaneous Modifications	1	LS	\$ 189,000.00	\$ 58,000.00	\$ 247,000.00	\$ 247,000.00	
3.	Electrical Work	1	LS	\$ 60,000.00	\$ 40,000.00	\$ 100,000.00	\$ 100,000.00	
						SUB-TOTAL BASE BID:	\$ 804,000.00	
4.	Construction Contingency Allowance						\$	\$ 60,000.00
5.	Alternate Sludge Handling Allowance						\$	\$ 75,000.00
						TOTAL CONTRACT BID:	\$ 939,000.00	

DEDUCTIVE ALTERNATES SUGGESTED BY CONTRACTOR:

TOTAL DEDUCTIVE ALTERNATES BID: \$ 00.00

DECEMBER 2018
\$2,501.00-\$50,000.00 PURCHASE ORDER LIST

PRESENT: BILL BEAN, MAYOR

KERRY BRUGGER, DIRECTOR OF ADMINISTRATION

CHRIS BOETTCHER, DIRECTOR OF FINANCE

1. The Board approved P.O. 25223 to SNF Polydyne in the amount of \$2,760.00 for Waste Water Treatment Plant for Polymer tote for Belt Filter Press
APPROVED: 12/10/18 VOTE: 3-0
2. The Board approved P.O. 25224 to Southeastern Emergency Equipment in the amount of \$3,986.52 for Fire Department for various training Equipment.
APPROVED: 12/10/18 VOTE: 3-0.
3. The Board approved P.O. 25237 to Cherokee Run Landfill in the amount of \$4,700.00 for Waste Water Treatment Plant for Biosolids Landfill Cost.
APPROVED: 12/12/18 VOTE: 3-0.
4. The Board approved P.O. 25244 to Emergency Networking in the amount of \$5,625.80 for Fire Department for EMS Electronic Reports
APPROVED: 12/14/18 VOTE: 3-0.
5. The Board approved P.O. 25245 to Reliable Transmission in the amount of \$8,532.94 for Capital Improvement - Fire for Repairs to Ladder 1.
APPROVED: 12/21/18 VOTE: 3-0.

Chris Boettcher
Secretary

ORDINANCE NO. 4397-19

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

WHEREAS, the City of Urbana has not substantively revised the Salary Ordinance for the Fire Chief since 2011; and

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, 2019 through December 31, 2021**, the Fire Chief shall be paid in accordance with the following annual pay range: **\$83,446.00 to \$95,366.00**. 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 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 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: 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 7: 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 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: _____

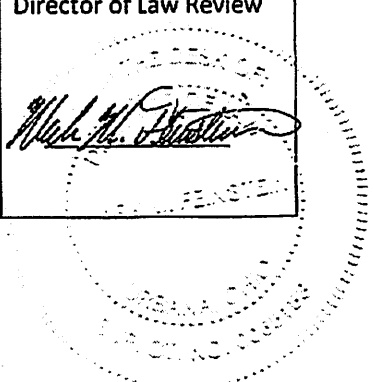
Date: _____

This Ordinance approved by me this ____ day of _____, 2019.

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 5, 2019	Second reading date: February 19, 2019	Third/Final reading date: March 5, 2019	

Anticipated effective date if approved: March 6, 2019



ORDINANCE NO. 4398-19

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

WHEREAS, the City of Urbana has not substantively revised the Salary Ordinance for the Assistant Fire Chief since 2011; and

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, 2019 through December 31, 2021**, the Assistant Fire Chief shall be paid in accordance with the following annual pay range: **\$79,472.00 to \$90,826.00**. 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 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 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 7: 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 8: 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. The Acting Chief may not receive Acting Pay when overtime or compensatory time is being earned.

SECTION 9: INCONSISTENT ORDINANCES REPEALED

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

SECTION 10: 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 11: 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 _____, 2019.

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 5, 2019	Second reading date: February 19, 2019	Third/Final reading date: March 5, 2019

Anticipated effective date if approved: March 6, 2019

ORDINANCE NO. 4399-19

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:

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.

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.

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, 2019, through December 31, 2021**, Central Staff employees shall receive an increase in their base wage at a rate of 2.25%, 2.25% and 2.50% in each of the respective years, and will be paid in accordance with the base salary range schedule (see Appendix A). Central Staff employees are eligible for periodic merit increases within the pay range listed.

For Pay Grades 1 – 7, 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.

SECTION 3: LONGEVITY

Regular Full-time Employees shall receive longevity pay per the following schedule:

5 thru 9 years	\$30 per year of service
10 thru 14 years	\$35 per year of service
15 thru 19 years	\$40 per year of service
20 thru 24 years	\$45 per year of service
25 plus years	\$50 per year of service

Longevity pay will be paid on the last pay of November of each year and it will be based upon the employee's highest number of completed years during that calendar year.

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 1.5 times the period of time worked in excess of 40 hours per week or eight 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 hours, but the weekly schedule remains at 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 hour for each hour worked up to forty (40) hours per week or eight (8) hours per day.

Compensatory time balance shall not exceed 120 hours.

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.

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

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 \$2400 per year from the City. The City will make this payment in March.

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 \$800 per year from the City. The City will make these payments in \$400 increments at intervals of approximately six (6) months.

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 \$900 per year from the City. The City will make these payments in \$450 increments at intervals of approximately six (6)

months. 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 Seven (7) Years of Service | 3 Weeks of Vacation Leave |
| 3. After Fourteen (14) Years of Service | 4 Weeks of Vacation Leave |
| 4. After Twenty (20) 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 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:

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 are as follows:

- | | |
|---------------------------|-------------------------------------|
| 1. New Year's Day | January 1st |
| 2. Martin Luther King Day | The third Monday in January |
| 3. Memorial Day | The fourth Monday in May |
| 4. Independence Day | July 4th |
| 5. Labor Day | The first Monday in September |
| 6. Veteran's Day | Shall be the day after Thanksgiving |
| 7. Thanksgiving Day | The fourth Thursday in November |
| 8. Christmas Eve | December 24th |
| 9. Christmas Day | December 25th |
| 10. New Year's Eve | December 31st |
| 11. *Employee's Birthday | Floating Holiday |

*Note: 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 1½ 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 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	\$0.75 Per Hour
Certification for OEPA Class 2 License	\$2.00 Per Hour
Certification for OEPA Class 3 License	\$2.50 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 hired prior to January 1, 2003 shall be eligible for the following college educational incentive pay:

Associates degree	\$480.00 Annually
Bachelor's degree	\$960.00 Annually
Master's degree or above	\$1,440.00 Annually

Employees hired after January 1, 2003 shall be eligible for the following college educational incentive pay:

Associates degree	\$300.00 Annually
Bachelor's degree	\$600.00 Annually
Master's degree or above	\$900.00 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.

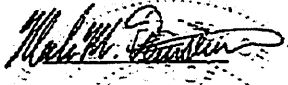
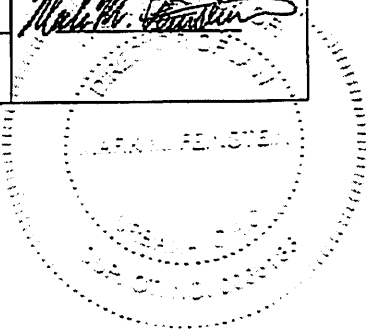
President of City Council

Attest: _____

Date: _____

This Ordinance approved by me this ____ day of _____, 2019.

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)	Third/Final reading date: March 5, 2019	
First reading date: February 5, 2019	Second reading date: February 19, 2019	

Anticipated effective date if approved: March 6, 2019

Central Staff Classification & Pay Range Appendix A

Job titles within any of the pay grade classifications listed below are not meant to be an all-inclusive list of the Central Staff positions. An employee's specific pay grade classification is shown on their individual position/job descriptions.

(Effective 01-01-19)

	<u>Begin</u>	<u>Top</u>
PAY GRADE 1	\$8.50/hr.	\$19.00/hr.
PAY GRADE 2	\$24,516	\$40,393
PAY GRADE 3	\$26,823	\$45,580
PAY GRADE 4	\$32,730	\$50,178
PAY GRADE 5	\$39,697	\$61,541
PAY GRADE 6	\$44,151	\$70,991
PAY GRADE 7 (Exempt)	\$59,964	\$91,959

ORDINANCE NO. 4400-19

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

WHEREAS, the City of Urbana has not substantively revised the Salary Ordinance for the Police Chief since 2011; and

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, 2019 through December 31, 2021**, the Police Chief shall be paid in accordance with the following annual pay range: **\$83,446.00 to \$95,366.00**. 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: 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 7: UNIFORM ALLOWANCE

The Police 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 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 _____, 2019.

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 5, 2019	Second reading date: February 19, 2019	Third/Final reading date: March 5, 2019

Anticipated effective date if approved: March 6, 2019

ORDINANCE NO. 4401-19

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

WHEREAS, the City of Urbana has not substantively revised the Salary Ordinance for the Police Lieutenant since 2011; and

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, 2019 through December 31, 2021**, the Police Lieutenant shall be paid in accordance with the following annual pay range: **\$79,472.00 to \$90,826.00**. 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 5: OVERTIME & COMPENSATORY TIME

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

SECTION 8: 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 9: UNIFORM ALLOWANCE

The Police Lieutenant 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 10: 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. The Acting Chief may not receive Acting Pay when overtime or compensatory time is being earned.

SECTION 11: INCONSISTENT ORDINANCES REPEALED

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

SECTION 12: 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 13: 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: _____

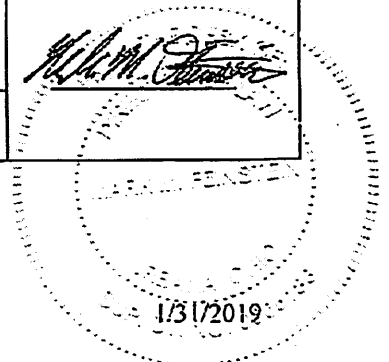
Date: _____

This Ordinance approved by me this ____ day of _____, 2019.

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 5, 2019	Second reading date: February 19, 2019	Third/Final reading date: March 5, 2019	

Anticipated effective date if approved: March 6, 2019



ORDINANCE NO. 4405-19

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, 2019 through December 31, 2021** there is hereby established the following annual pay range for the Director of Administration: \$89,475 to \$111,844.

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, 2019**.

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: _____

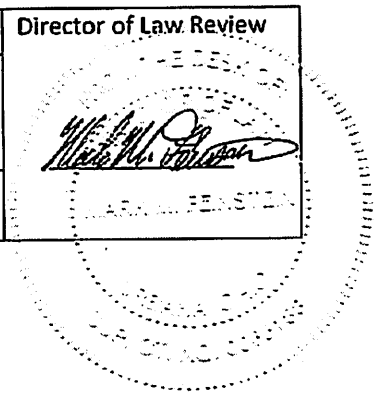
Date: _____

This Ordinance is approved by me this _____ day of _____, 2019.

Mayor

Department requesting:	Administration	Personnel: Mayor Bean	Director of Law Review  ASHLEY FENSTERMAKER
Expenditure? (Y) N	Emergency? Y (N)	Public Hearing? Y (N) If yes, dates advertised:	
Readings required:	1 2 (3)		
First reading date: February 5, 2019	Second reading date: February 19, 2019	Third/Final reading date: March 5, 2019	

Anticipated effective date if approved: March 6, 2019



ORDINANCE NO. 4406-19

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, 2019 through December 31, 2021** there is hereby established the following annual pay range for the Director of Finance: \$75,347 to \$94,184.

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, 2019**.

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.

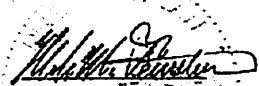
President of City Council

Attest: _____

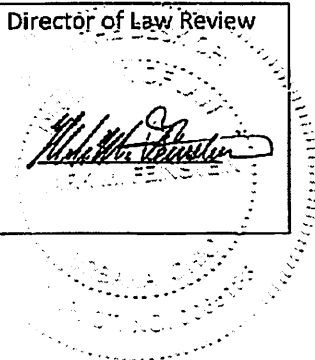
Date: _____

This Ordinance is approved by me this _____ day of _____, 2019.

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)		
First reading date: February 5, 2019	Second reading date: February 19, 2019	

Anticipated effective date if approved: March 6, 2019



ORDINANCE NO. 4407-19

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, 2018 through December 31, 2021** there is hereby established the following annual pay range for the Director of Law: \$72,425 to \$108,554.

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, 2018**.

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: _____

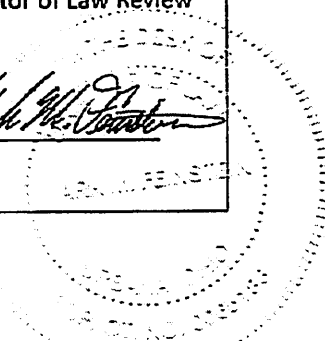
Date: _____

This Ordinance is approved by me this _____ day of _____, 2019.

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 5, 2019	Second reading date: February 19, 2019	Third/Final reading date: March 5, 2019	

Anticipated effective date if approved: March 6, 2019



Resolution # 2544-19

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO APPLY FOR, ACCEPT, AND ENTER INTO A WATER SUPPLY REVOLVING LOAN ACCOUNT ON BEHALF OF THE CITY OF URBANA, OHIO FOR THE CONSTRUCTION OF THE PHASE 2 WATER MAIN REPLACEMENT PROGRAM AND DESIGNATING A REPAYMENT SOURCE FOR THE LOAN, AND DECLARING AN EMERGENCY.

WHEREAS, in 2011, the City of Urbana developed a planned, systematic approach to the replacement of the City of Urbana's water main and transmission infrastructure; and

WHEREAS, a portion of this infrastructure is beyond its existing useful life; and

WHEREAS, a portion of this infrastructure is in need of replacement or upgrade due to its deteriorating and failing condition; and

WHEREAS, a multi-phase approach for the replacement of water mains for the rectification of this ongoing issue was determined to be the most reasonable solution to this issue; and

WHEREAS, the Phase 1 Water Main Replacement Program was started in 2014 and completed in 2015; and

WHEREAS, the City of Urbana planned to complete a new phase of this program every five years; and

WHEREAS, funding is necessary to complete the Phase 2 Water Main Replacement Program and nominations to the WSRLA program are for projects scheduled to start construction by June 30, 2020; and

WHEREAS, the City of Urbana, Ohio intends to apply for Water Supply Revolving Loan Account (WSRLA) funds through the Ohio Environmental Protection Agency.

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

SECTION ONE: That the Director of Administration or his or her designated representative is hereby authorized to make application for the said program in accordance with the procedures prescribed by the Ohio Environmental Protection Agency.

SECTION TWO: That the Director of Administration may sign all necessary documents related thereto and make necessary assurances contained in the application.

SECTION THREE: That the Director of Administration may sign all necessary documents for and enter into a Water Supply Revolving Loan Account (WSRLA) for construction of said project.

SECTION FOUR: That the dedicated source of repayment will be Water User Rates and/or Water Special Assessment.

SECTION FIVE: This resolution is hereby declared to be an emergency measure to take effect and be in force immediately upon passage to protect and promote public welfare and safety by

promoting the timely submission of the WSRLA project nomination application to the Ohio EPA by the March 1, 2019.


Passed: _____

Council President

Attest: _____
Council Clerk

This Resolution approved by me this ____ day of _____, 20__.

Mayor

Department requesting: Community Development		Personnel: D. Crabill	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 5, 2019	Second reading date:	Third/Final reading date:	

Anticipated effective date if approved: February 5, 2019

RESOLUTION 2545-19

A RESOLUTION TO DEDICATE THE PUBLIC SANITARY SEWER MAIN, TURN LANE IMPROVEMENTS, TRAFFIC SIGNAL, FLASHING SCHOOL ZONE SIGNAGE, AND RELATED ROADWAY SIGNAGE THAT WAS CONSTRUCTED AND INSTALLED BY THE URBANA CITY SCHOOL DISTRICT AND THE OHIO FACILITIES CONSTRUCTION COMMISSION UNDER A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF URBANA, OHIO, AS PART OF THE CONSTRUCTION OF THE NEW PREK-8 SCHOOL LOCATED AT 1673 US ROUTE 68 SOUTH, AND DECLARING AN EMERGENCY.

WHEREAS, the Urbana City School District and the Ohio Facilities Construction Commission constructed and installed a public sanitary sewer main, turn lanes, a traffic signal, and flashing school zone signage as part of the construction of the new PreK-8 school located at 1673 US Route 68 South; and

WHEREAS, these improvements were constructed under a memorandum of understanding authorized by Urbana City Council Resolution #2517-17 between the Urbana City School District, the Ohio Facilities Construction Commission, and the City of Urbana, Ohio; and

WHEREAS, the new PreK-8 school officially opened to students on September 11, 2018; and

WHEREAS, the Construction Manager at Risk, Gilbane Building Company, for the Urbana City School District and the Ohio Facilities Construction Commission, completed these improvements under GMP Amendment 5; and

WHEREAS, Gilbane Building Company's contractors and subcontractors have completed these improvements in accordance with the approved project plans, testing requirements, and punch list items identified by the Urbana City Engineer; and

WHEREAS, the memorandum of understanding requires that the City of Urbana shall formally accept these improvement by separate resolution of Urbana City Council at its next regularly scheduled meeting, and such acceptance shall not be withheld; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Urbana, State of Ohio:

SECTION ONE: That the newly installed 12" public sanitary sewer main that runs along the western side of US Route 68 South, including manhole #5 and excluding the bore under US Route 68 within the right of way/utility easement and as shown in the as-built drawings that are attached to this resolution and

labeled as "Exhibit A" is hereby accepted and dedicated for forever public operation and maintenance.

SECTION TWO: That the newly constructed roadway/turn lane improvements on US Route 68 South within the right of way/roadway easement and as shown in the plan drawings that are attached to this resolution and labeled as "Exhibit B" is hereby accepted and dedicated for forever public operation and maintenance.

SECTION THREE: That the newly installed traffic signal, as shown in the plan drawings that are attached to this resolution and labeled as "Exhibit C" is hereby accepted and dedicated for forever public operation and maintenance.

SECTION FOUR: That the flashing school zone signage installed as part of these improvements is hereby accepted and dedicated for forever public operation and maintenance with the Urbana City School District being responsible for the timing and programming of this flashing school zone signage.

SECTION FIVE:

That this resolution shall take effect immediately upon passage in order to preserve public health, safety, and welfare as this dedication will provide formally accept public sanitary sewer, turn lane improvements, the new traffic signal, and flashing school signage and formally place this infrastructure into city maintenance and operation.

Council President

Passed: _____

Attest: _____

This resolution approved by me this _____ day of _____, 2019

Mayor

Department requesting: Community Development		Personnel: D. Crabill	Director of Law review <i>Mark W. Peers</i>
Expenditure? Y (N)	Emergency? (Y) N	Public Hearing? Y (N)	
Readings required:	(1) 2 3	If yes, dates advertised:	
First reading date: February 5, 2019	Second reading date:	Third/Final reading date:	

Anticipated effective date if approved: February 5, 2019

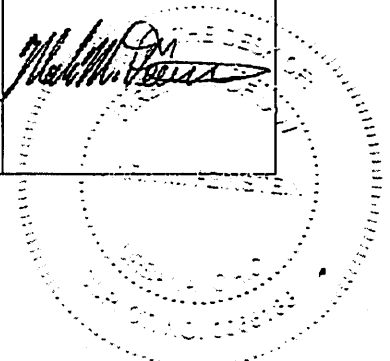
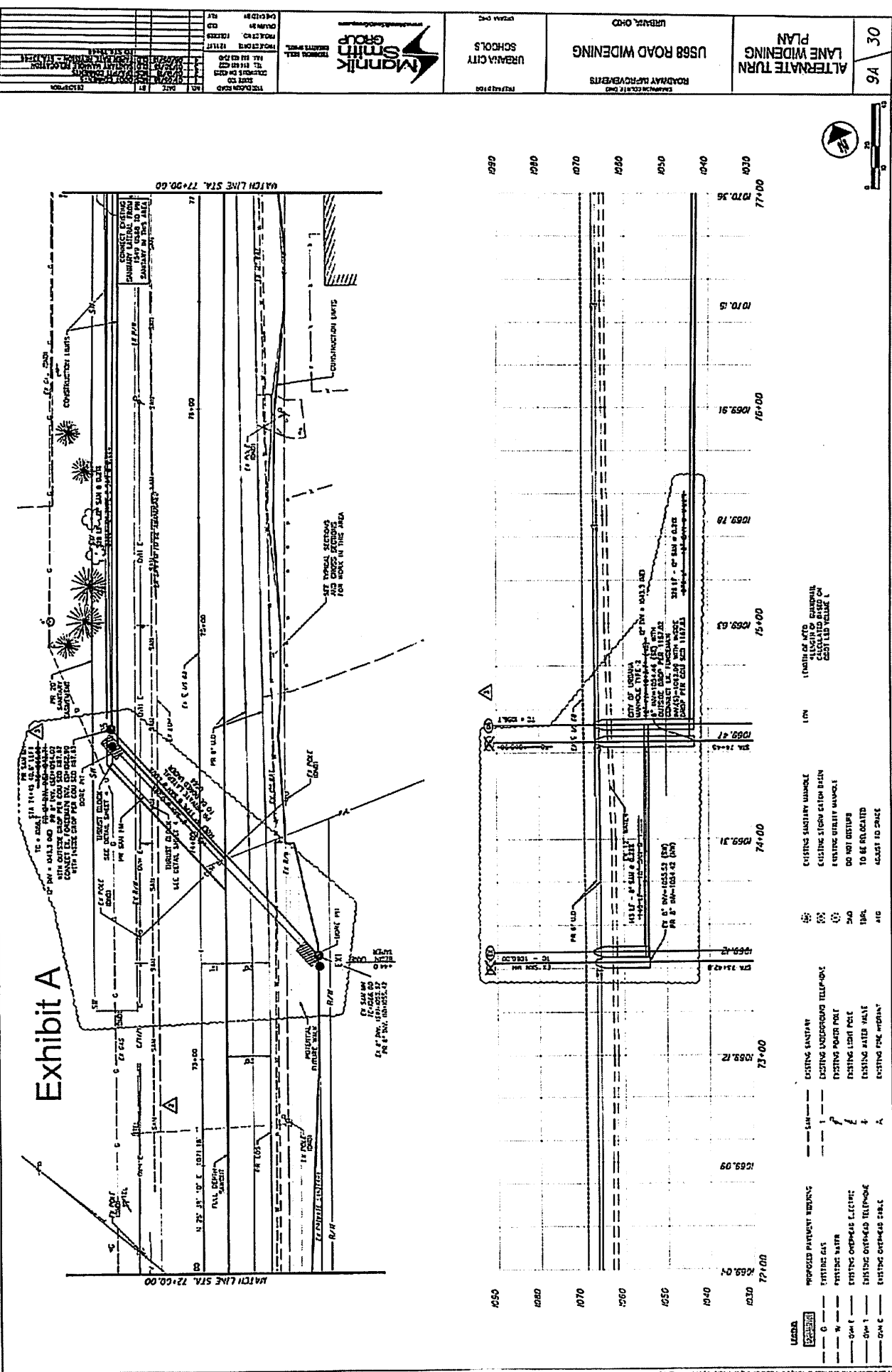
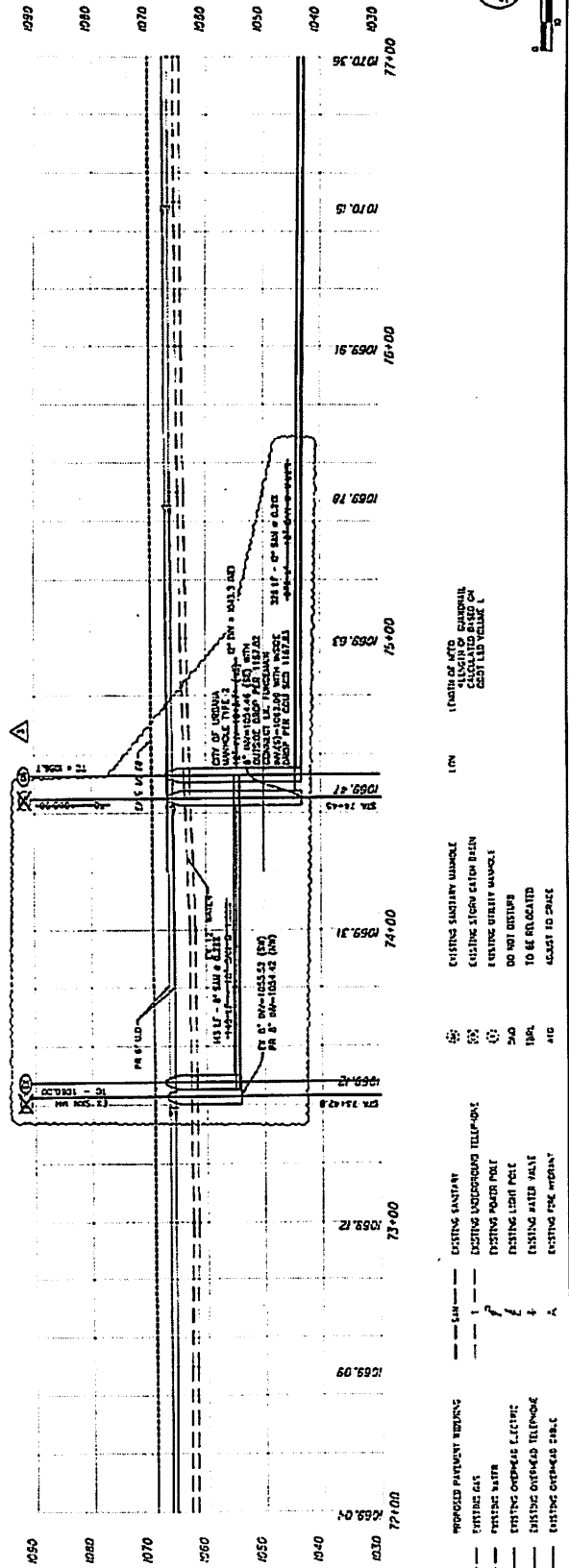


Exhibit A



LEGEND

Proposed Sanitary	Existing Sanitary
Proposed Water Pole	Existing Water Pole
Proposed Light Pole	Existing Light Pole
Proposed Water Valve	Existing Water Valve
Proposed Telephone	Existing Telephone
Proposed Street	Existing Street



<p>MANICK ENGINEERING GROUP</p> <p>1000 W. MAIN ST. SUITE 100 URBANA, OHIO 43085</p> <p>PHONE: 740-325-1111 FAX: 740-325-1112 WWW.MANICKGROUP.COM</p>	<p>PROJECT NO. 12117</p> <p>DATE: 11/11/11</p> <p>SCALE: AS SHOWN</p> <p>PROJECT: US68 ROAD WIDENING</p> <p>DRAWN BY: [Name]</p> <p>CHECKED BY: [Name]</p> <p>DATE: 11/11/11</p>	<p>URBANA CITY SCHOOLS</p> <p>URBANA, OHIO</p> <p>ROADWAY IMPROVEMENTS</p> <p>US68 ROAD WIDENING</p> <p>LANE WIDENING PLAN</p>	<p>9A 30</p>
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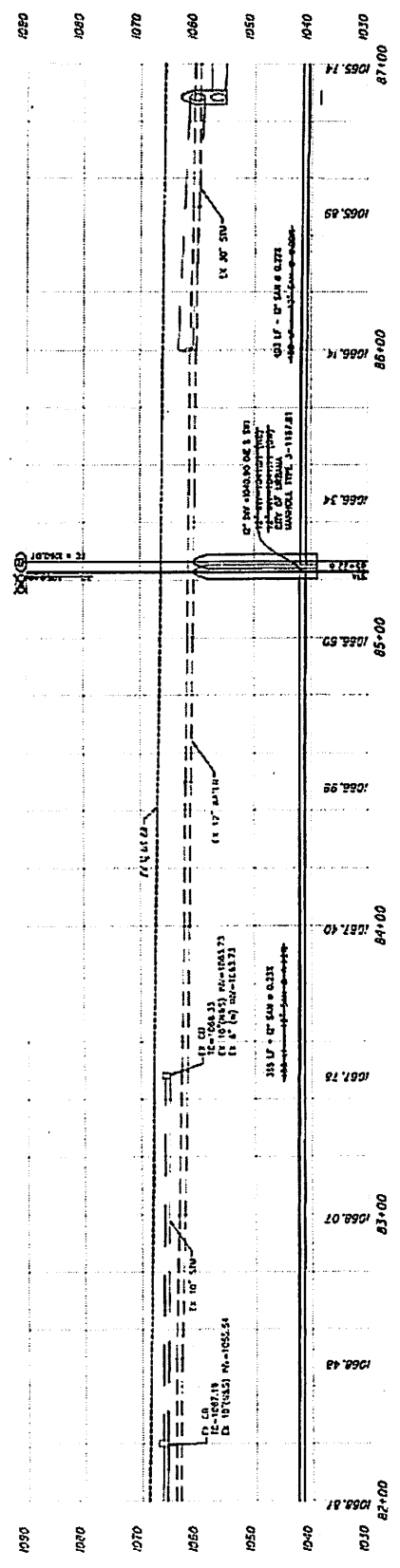
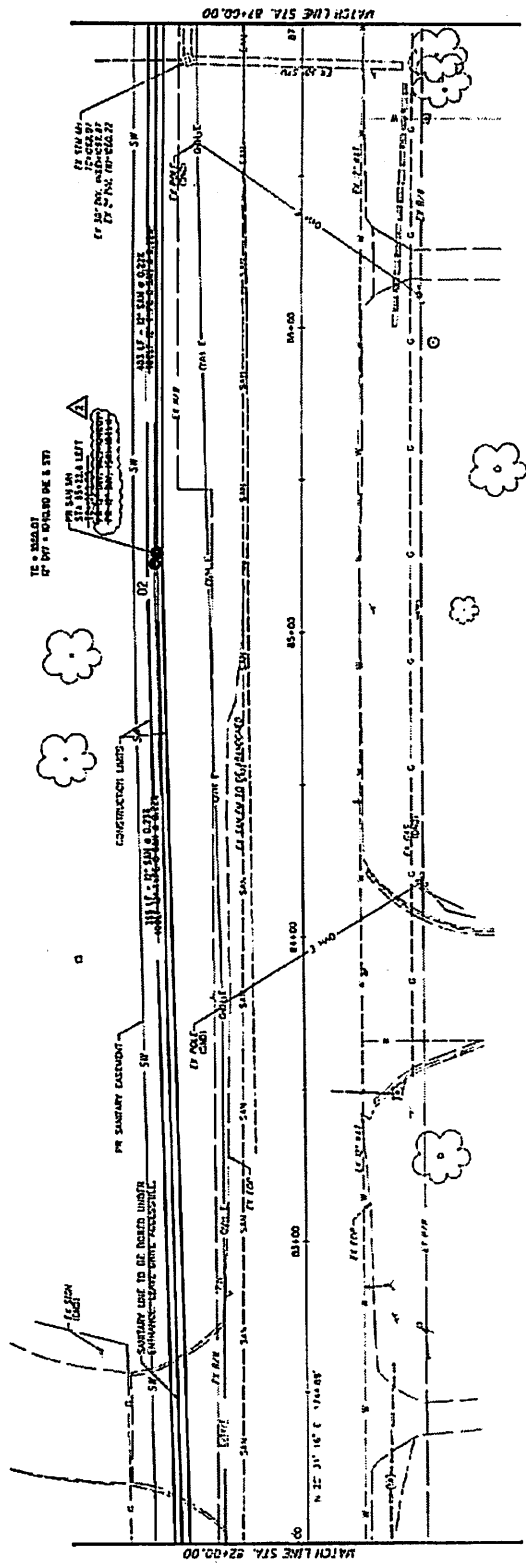
ALTERNATE
SANITARY
EXTENSION PLAN
AND PROFILE

US68 ROAD WIDENING
ROADWAY IMPROVEMENTS
URBANA, ILLINOIS

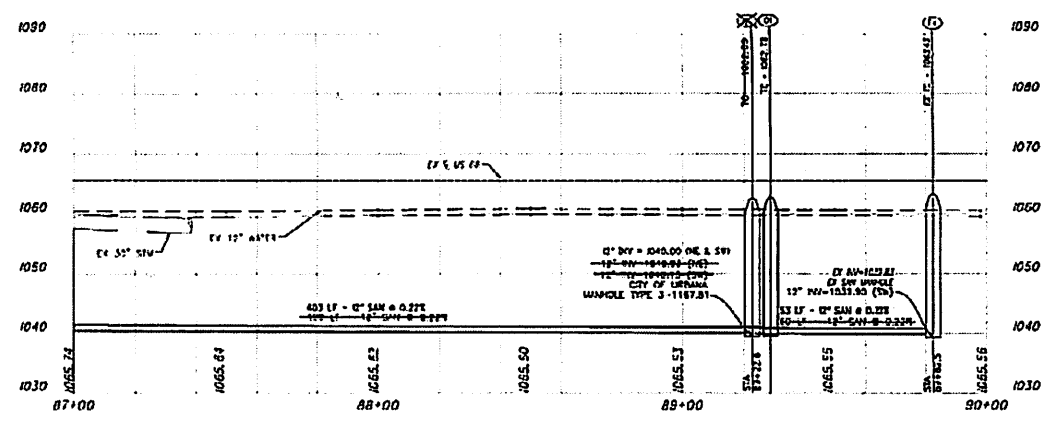
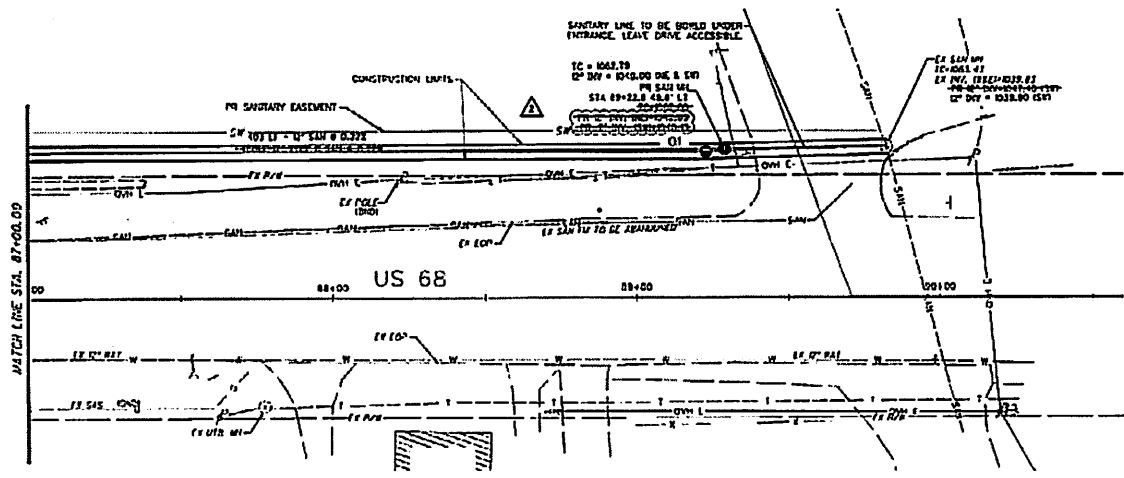
SCHOOLS
URBANA CITY
URBANA, ILLINOIS



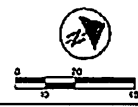
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1	11/15/11	ISSUED FOR PERMITTING
2	11/15/11	ISSUED FOR PERMITTING
3	11/15/11	ISSUED FOR PERMITTING
4	11/15/11	ISSUED FOR PERMITTING
5	11/15/11	ISSUED FOR PERMITTING
6	11/15/11	ISSUED FOR PERMITTING
7	11/15/11	ISSUED FOR PERMITTING
8	11/15/11	ISSUED FOR PERMITTING
9	11/15/11	ISSUED FOR PERMITTING
10	11/15/11	ISSUED FOR PERMITTING



PROPOSED	EXISTING	REMARKS	DATE	BY
12" DIA. 15' SPAN	12" DIA. 15' SPAN	EXISTING SANITARY MANHOLE	11/15/11	JM
12" DIA. 15' SPAN	12" DIA. 15' SPAN	EXISTING STORM GUTTER	11/15/11	JM
12" DIA. 15' SPAN	12" DIA. 15' SPAN	EXISTING UTILITY MANHOLE	11/15/11	JM
12" DIA. 15' SPAN	12" DIA. 15' SPAN	DO NOT DISTURB	11/15/11	JM
12" DIA. 15' SPAN	12" DIA. 15' SPAN	TO BE RELOCATED	11/15/11	JM
12" DIA. 15' SPAN	12" DIA. 15' SPAN	ADJUST TO GRADE	11/15/11	JM



LEGEND		EXISTING SANITARY		EXISTING SANITARY MANHOLE		LENGTH OF NEED	
	PROPOSED PAVEMENT WIDENING		EXISTING SANITARY		EXISTING SANITARY MANHOLE		LENGTH OF NEED
	EXISTING GAS		EXISTING UNDERGROUND TELEPHONE		EXISTING STORM CATCH BASIN		LENGTH OF GUARDED CALCULATED ROAD ON 0.007 LBS VOLUME L
	EXISTING WATER		EXISTING POWER POLE		EXISTING UTILITY MANHOLE		DO NOT DISTURB
	EXISTING OVERHEAD TELEPHONE		EXISTING LIGHT POLE		TO BE RELOCATED		AGAINST TO GRADE
	EXISTING OVERHEAD TELEPHONE		EXISTING WATER VALVE		AGAINST TO GRADE		
	EXISTING OVERHEAD CABLE		EXISTING FIRE HYDRANT		AGAINST TO GRADE		



PROJECT NO. 15-000000-0000
 SHEET NO. 12A
 DATE 08/11/15
 DRAWN BY J. SMITH
 CHECKED BY M. SMITH
 APPROVED BY M. SMITH
 PROJECT TITLE
 PROJECT NO.
 SHEET NO.
 DATE
 DRAWN BY
 CHECKED BY
 APPROVED BY

TRANSPORTATION
 DIVISION OF HIGHWAYS
 1500 WEST WASHINGTON
 DES MOINES, IOWA 50319

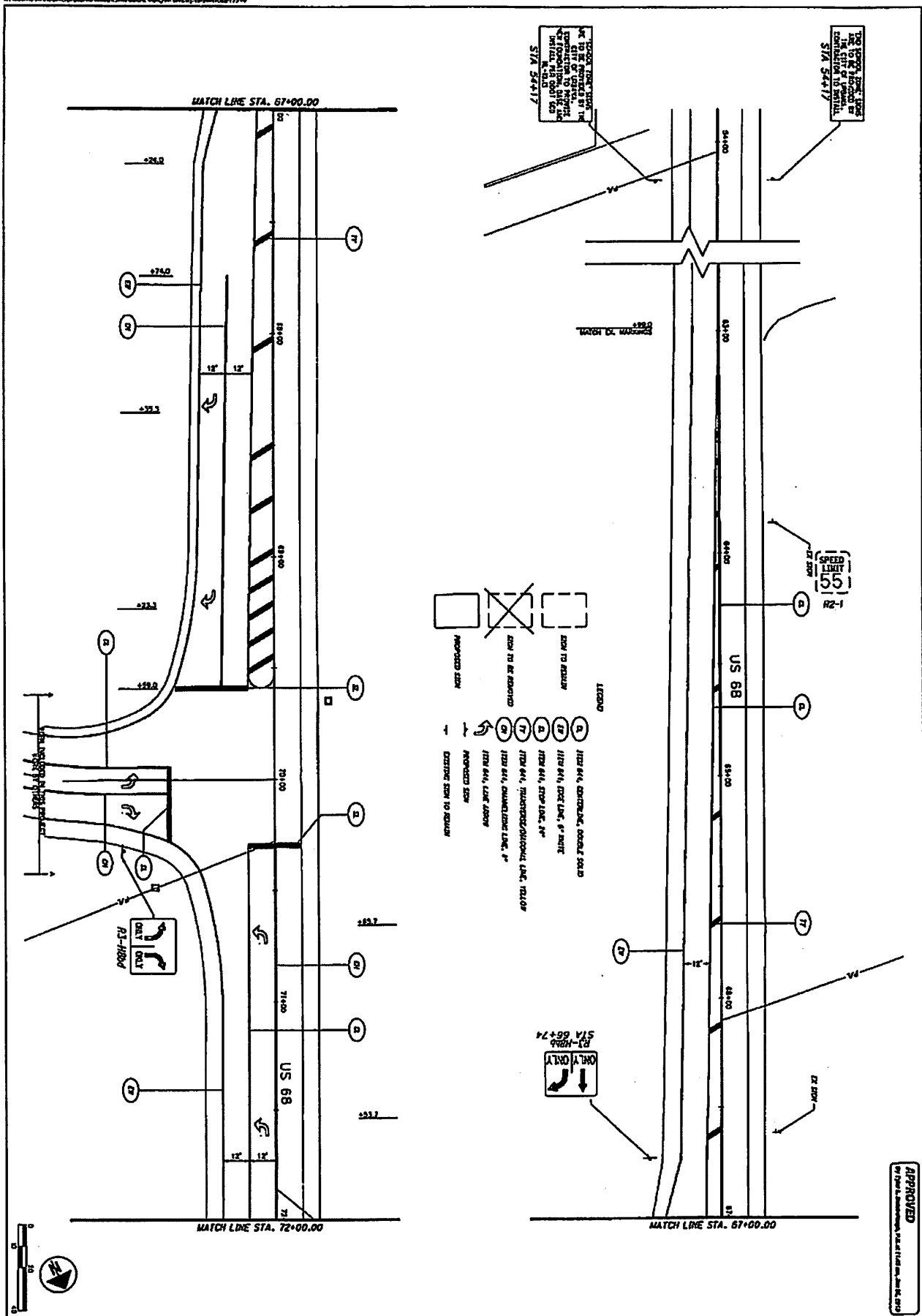
MORGAN SMITH GROUP
 1000 WEST WASHINGTON
 DES MOINES, IOWA 50319

PROJECT FOR
 URBANA CITY SCHOOLS
 US 68, IOWA

PROJECT TITLE
 US68 ROAD WIDENING
 URBANA, IOWA

ALTERNATE SANITARY EXTENSION PLAN AND PROFILE

12A 30



TOP OF ROAD, EXISTING, SEE SIA 54+17 FOR LOCATION TO BE WIDENED TO BEWELL. STA 54+17

- LEGEND
- EXISTING LANE
 - LANE TO BE REMOVED
 - PROPOSED LANE
 - 1120' 64', CENTERLINE, DOUBLE SOLID
 - 1120' 64', EDGE LINE, 6" SPACED
 - 1120' 64', EDGE LINE, 4"
 - 1120' 64', THROUGH/OPPOSITE LANE, 122.00'
 - 1120' 64', THROUGH/OPPOSITE LANE, 4"
 - 1120' 64', LANE WIDTH
 - PROPOSED SIGN
 - EXISTING SIGN TO REMAIN

APPROVED
BY: [Signature]

23 30	PAVEMENT MARKING AND SIGNAGE PLAN US68 ROAD WIDENING URBANA, OHIO	CHAMPION COUNTY, OHIO ROADWAY IMPROVEMENTS	REQUESTOR URBANA CITY SCHOOLS USMAIL OHIO	 TYPICAL SCALE CHECKED BY:	THIS DRAWING IS THE PROPERTY OF MANN SMITH GROUP. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON.	NO. _____ DATE _____ BY _____ DESCRIPTION _____
					PROJECT NO.: 041811 PROJECTED BY: EXP 003 DRAWN BY: CJD CHECKED BY: QLT	

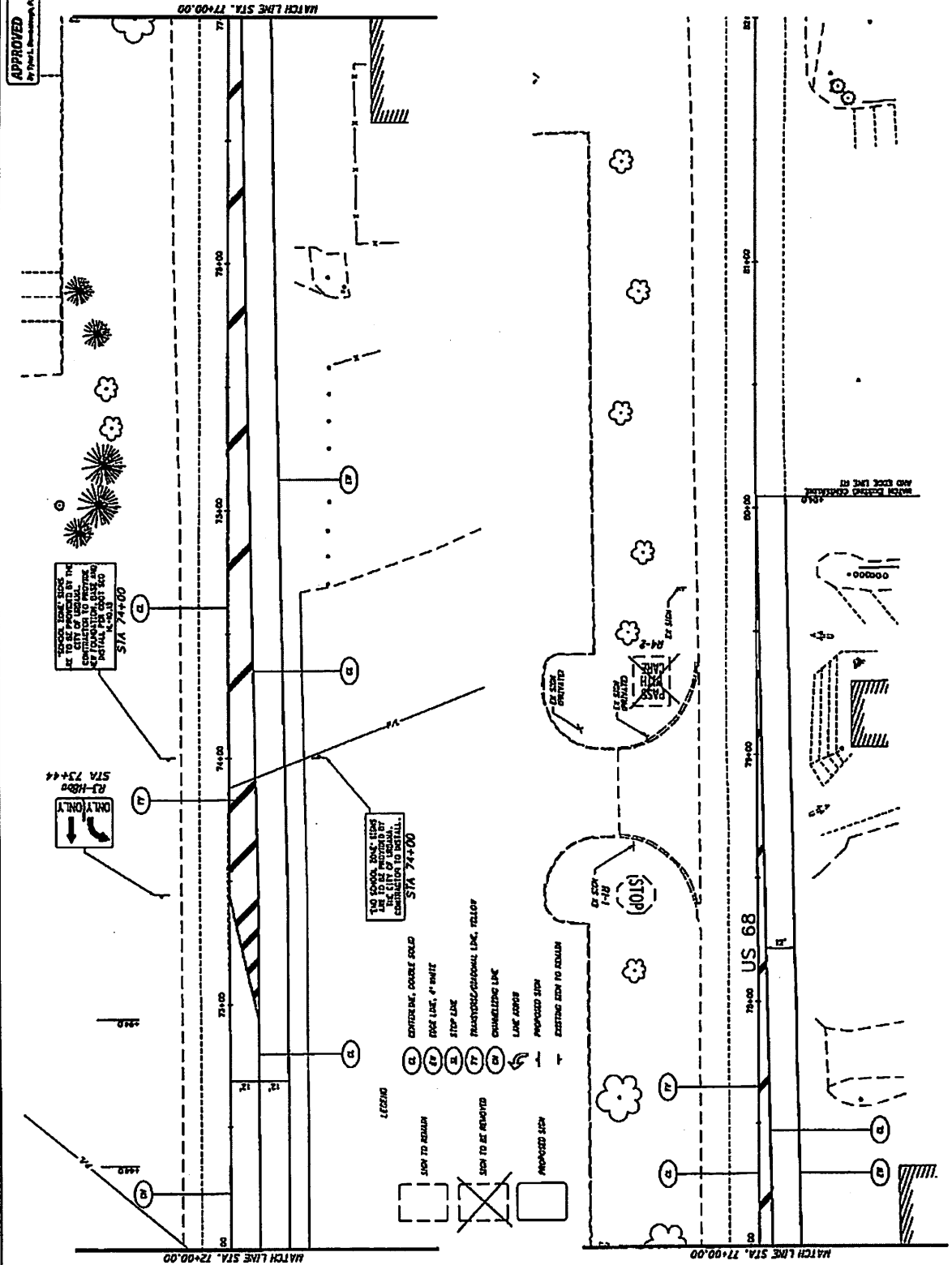
PAVEMENT MARKING AND SIGNAGE PLAN

ROADWAY IMPROVEMENTS
US88 ROAD WIDENING
LANSING, OHIO

URBANA CITY SCHOOLS
SCHOOLS
URBANA, OHIO



DESIGNED BY:	DATE:
DRAWN BY:	DATE:
CHECKED BY:	DATE:
PROJECT NO.:	DATE:
DATE:	DATE:
DATE:	DATE:
DATE:	DATE:
DATE:	DATE:
DATE:	DATE:
DATE:	DATE:
DATE:	DATE:



APPROVED
By: [Signature]
Date: 11/21/2011

VIS
STATION 76+74+00
SIGN SHALL BE PLACED AT THE END OF THE ROADWAY TO INDICATE THE END OF THE ROADWAY AND TO PROVIDE A WARNING TO DRIVERS.
SEE PLAN FOR SIGN LOCATION.

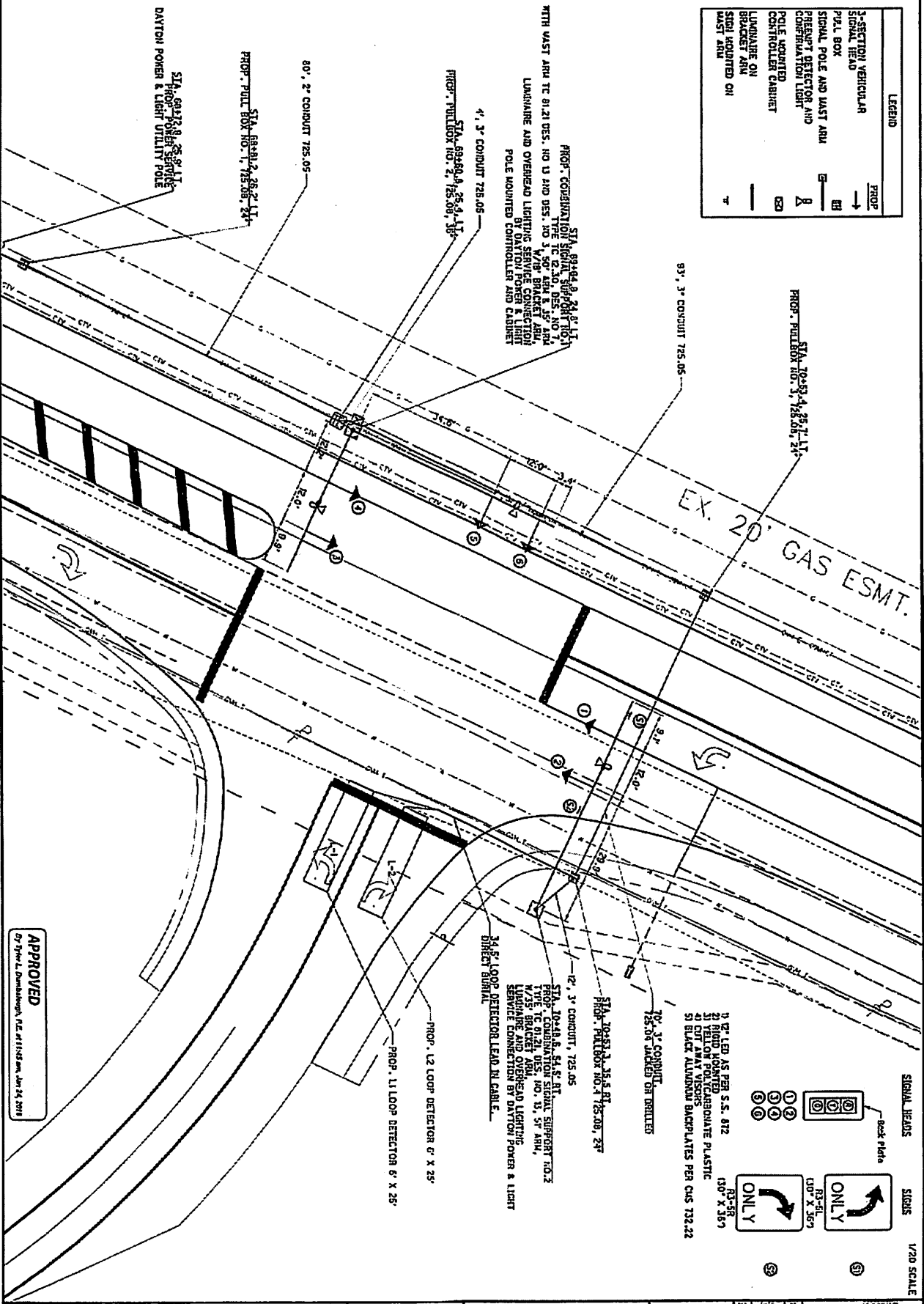
DAILY ONLY
STATION 76+73+44

ALL SIGNAGE TO BE INSTALLED BY THE CITY OF URBANA, OHIO.

- LEGEND**
- CONVEXITY CORNER SLOW
 - STOP SIGN
 - PROPOSED SIGN
 - EXISTING SIGN TO REMAIN
 - 4" X 6" SIGN
 - STOP SIGN
 - PROPOSED SIGN
 - EXISTING SIGN TO REMAIN
 - CONVEXITY CORNER SLOW
 - STOP SIGN
 - PROPOSED SIGN
 - EXISTING SIGN TO REMAIN

Exhibit C

LEGEND	PROP.
SECTION VERTICAL SIGNAL HEAD	→
PULL BOX	⊞
SIGNAL POLE AND LAMP ARM	⊞
PREEMPT DETECTOR AND CONTRADICTION LIGHT	⊞
POLE MOUNTED CONTROLLER CABINET	⊞
LUMINAIRE ON BRACKET ARM	⊞
SIGNAL MOUNTED ON LAMP ARM	⊞



APPROVED
By: [Signature] L. Dumbough, P.E. 01/18/08, Jan 24, 2008

28	SIGNAL LAYOUT	US68 ROAD WIDENING URBANA, OHIO	URBANA CITY SCHOOLS	Mannik Smith GROUP www.MannikSmithGroup.com	PROJECT NO.: 12000 DATE: 12/22/07 DRAWN BY: [Name] CHECKED BY: [Name]
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FIELD WIRING SCHEDULE CHART

SIGNAL HEAD	INDICATION	FIELD TERMINAL	FLASH
1	R	532	Y
2	Y	457	Y
3	G	458	Y
4	R	459	Y
5	Y	460	Y
6	G	461	Y
7	R	462	Y
8	Y	463	Y
9	G	464	Y
10	R	465	Y
LS = LOAD SWITCH			

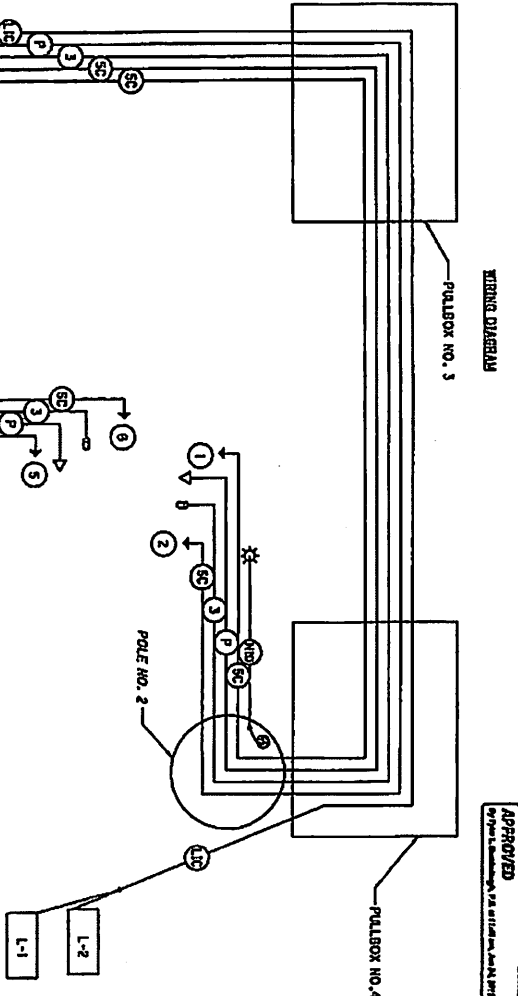
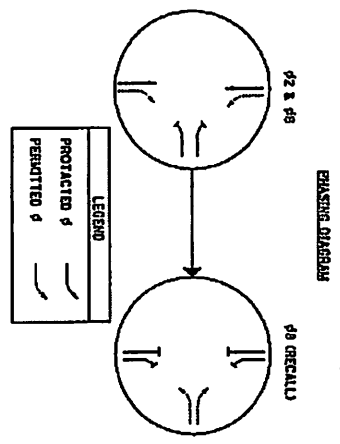
SIGNAL TIMING CHART

INTERSECTION: 5868 + URBANA P+8 SCHOOL DRIVEWAY
 MAINTAINING AGENCY: CITY OF URBANA

START UP	DUAL ENTRY	Y
TIME FOR FLASH ON ALL REDS	RESET IN RED	Y
FIRST PHASES:	OVERLAP	Y
COLOR DISPLAYED:	PHASES	2 + 6
INTERVAL OR FEATURE	CONTROLLED MOVEMENT NO.	2
INTERSECTOR MOVEMENT PHASES	2	6
DIRECTION	NO	58
MINIMUM GREEN (INITIAL)	SEC. 1	20
PASSAGE TIME (PRESENT GAP)	SEC. 2	20
MINIMUM GREEN 1	SEC. 3	30.0
YELLOW CHANGE	SEC. 4	3.0
ALL RED CLEARANCE	SEC. 5	3.0
RECALL	MANUAL (ON/OFF)	ON
	URGENT (ON/OFF)	OFF
	URGENT (ON/OFF)	OFF
	URGENT (ON/OFF)	OFF

TRAFFIC SIGNAL DETECTOR CHART

LOOP DESIGNATION	LOOP CONFIGURATION	SIZE (L)	PULSE OR PRESENCE	DELAY (SEC.)	EXTENSION (SEC.)	CONNECT TO DETECTOR UNIT (UNIT-CHANNEL)	ASSOCIATED CONTROLLER PHASE
L-1	P	8 X 25	PRESENCE	0	3	K	4B
L-2	P	8 X 25	PRESENCE	10	3	X	4B



APPROVED
 By: [Signature]
 Date: 7/17/2017

NOTE:
 FOR LIGHTING PROVIDE 2 AID FROM LUMINAIRE TO BE PROVIDED BY OTHERS TO POLE WITH 5' CONNECTION. CAPPED AND COILED WITH INSULATED CONNECTION.

LEGEND

1	INTERCONNECT CABLE 6 PAIR, NO. 19 AWG	→	SIGNAL
2	SIGNAL CABLE, 5 CONDUCTOR, NO. 14 AWG	→	PREDEPT DETECTOR
3	POWER CABLE, 2 CONDUCTOR, NO. 4 AWG	→	PREDEPT CONFIGURATION LIGHT
4	SERVICE CABLE, 3 CONDUCTOR, NO. 4 AWG	→	LUMINAIRE
5	SIGNAL DISCONNECT SWITCH	⊠	LOOP
6	METER BASE	⊠	SPLICE
7	2/C NO. 14 AWG LEAD-IN CABLE	→	NO. 4 AWG DISTRIBUTION CABLE
8	NO. 10 AWG POLE AND BRACKET CABLE	→	3/C 9/4 AWG
9	PREDEPT DETECTOR CABLE	→	

29 / 30	WIRING DIAGRAM	SIGNAL IMPROVEMENT	URBANA CITY SCHOOLS	Mannik Smith GROUP	PROJECT NO.:	DATE:	BY:
		US88 ROAD WIDENING			URBANA, OHIO	PROJECT NO.:	DATE:

