

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

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

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**Call to Order**

**Roll Call**

**Pledge of Allegiance**

**Approval of Minutes**

Urbana City Council Regular Session meeting minutes of February 19, 2019.

**Communications**

1. Design Review Board Meeting Minutes of January 28, 2019. (See attached)
2. Proclamation by Mayor Bill Bean regarding the American Red Cross. (See attached)

**Planning Commission**

**Champaign Economic Partnership**

**Board of Control**

**Citizen Comments**

**Ordinances and Resolutions**

**Third Reading**

**ORDINANCE NO. 4397-19**

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

**ORDINANCE NO. 4398-19**

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

**ORDINANCE NO. 4399-19**

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

**ORDINANCE NO. 4400-19**

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

**ORDINANCE NO. 4401-19**

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

**ORDINANCE NO. 4405-19**

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

**ORDINANCE NO. 4406-19**

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

**ORDINANCE NO. 4407-19**

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

**Second Reading**

**First Reading**

**ORDINANCE NO. 4504-19**

AN ORDINANCE TO MODIFY SECTION 521.08(D)(1) OF THE CODIFIED ORDINANCES TO INCLUDE LAWN CLIPPINGS IN THE DEFINITION OF "LITTER," AND DECLARING AN EMERGENCY. Sponsored by Councilman Ray Piper. (Requires 3 readings)

**Miscellaneous Business**

**Adjourn**

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**Work Session**

**URBANA CITY COUNCIL  
REGULAR SESSION MEETING  
TUESDAY, FEBRUARY 19, 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 Law Mark Feinstein, Community Development Director Doug Crabill, Water Superintendent Joe Sampson, and City Engineer Tyler Bumbalough.

**PRESIDENT CALLED ROLL:** Mr. Fields, present; Mr. Hoffman, absent; Mr. Paul, absent; 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 February 5, 2018, were presented for approval. Mr. Thackery moved for the approval of said minutes and Mr. Pena seconded. Voice vote on approval: all ayes, nays, none.  
Motion passed 5-0.

**COMMUNICATIONS**

1. Champaign Countywide Public Safety Communications Center Financial Report – 2018
2. City of Urbana, Ohio 2018 Curbside Recycling Report
3. Letter from Board of Elections regarding ballot language
4. Letter from Champaign Economic Partnership
5. South High Street Corridor Improvements Study

Mr. Thackery moved to accept all of the communications. Mr. Pena seconded. Voice vote on approval: all ayes, nays, none.  
Motion passed 5-0.

**ADMINISTRATIVE REPORTS – BOARD OF CONTROL**

1. **Utility Service Co., Inc. – Master Services Agreement - East Elevated Water Tower \$85,432.00 per year for years 1-5, \$45,177.00 for year 6, following year 6, subject to an adjustment of up to 5% per annum. (Water Fund)**  
Mr. Thackery moved to put this item on the floor for discussion and possible passage. Mr. Scott seconded. Voice vote on approval: all ayes, nays, none.  
Motion passed 5-0.
2. **Utility Service Co., Inc. – Master Services Agreement -West Elevated Water Tower \$2,500 for year 1, \$85,339.00 for years 2-6, \$46,776.00 year 7, following year 7, subject to an adjustment of up to 5% per annum.(Water Fund)**

Mr. Pena moved to put this item on the floor for discussion and possible passage. Mr. Thackery seconded. Voice vote on approval: all ayes, nays, none.  
Motion passed 5-0.

## **CITIZEN COMMENTS**

Russ Bartley – 510 East Church St. Mr. Bartley spoke about the recordings of Council's Regular Session Meetings and inquired as to the possibility of the recordings being put on the website.

## **ORDINANCES AND RESOLUTIONS:**

### **Third Reading –**

#### **ORDINANCE NO. 4385-19**

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

Mr. Thackery moved to put this ordinance on the floor for discussion and possible passage. Mr. Scott seconded. President Hess called for a roll call for passage: Mr. Scott, yes; Mr. Thackery, yes; Mr. Pena, yes; Mr. Piper, yes; and Mr. Fields, yes.

Ordinance passed 5-0.

### **Second Reading –**

#### **ORDINANCE NO. 4397-19**

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

Mr. Brugger advised that the last time this and the following ordinance were addressed was in 2013, and at that time the only thing changed was the expiration date, for that was removed. Mr. Brugger gave a summary of the changes.

President Hess declared this ordinance to have its second reading.

#### **ORDINANCE NO. 4398-19**

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

Mr. Brugger gave a summary of the changes.

President Hess declared this ordinance to have its second reading.

#### **ORDINANCE NO. 4399-19**

AN ORDINANCE ESTABLISHING THE SALRY AND BENEFITS FOR THE CENTRAL STAFF EMPLOYEES OF THE CITY OF URBANA.

Mr. Brugger gave a summary of the changes as well as stated that the City was looking into job description process to match the pay with the responsibilities.

President Hess declared this ordinance to have its second reading.

**ORDINANCE NO. 4400-19**

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

Mr. Brugger gave a summary of the changes.

President Hess declared this ordinance to have its second reading.

**ORDINANCE NO. 4401-19**

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

Mr. Brugger gave a summary of the changes.

President Hess declared this ordinance to have its second reading.

**ORDINANCE NO. 4405-19**

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

Mr. Brugger gave a summary of the changes.

President Hess declared this ordinance to have its second reading.

**ORDINANCE NO. 4406-19**

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

Mr. Brugger gave a summary of the changes.

President Hess declared this ordinance to have its second reading.

**ORDINANCE NO. 4407-19**

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

Mr. Brugger gave a summary of the changes.

President Hess declared this ordinance to have its second reading.

**First Reading –**

**RESOLUTION NO. 2546-19**

A RESOLUTION ENACTED BY THE CITY OF URBANA, CHAMPAIGN COUNTY, OHIO, TO AUTHORIZE THE DIRECTOR OF ADMINISTRATION TO SIGN ALL DOCUMENTS REQUIRED FOR THE COMBINATION OF ODOT PID #100783 (URBAN PAVING PROGRAM) WITH ODOT PID #103793 (US 36/US68 INTERSECTION IMPROVEMENT-MONUMENT SQUARE ROUNDABOUT), AND DECLARING AN EMERGENCY.

Mr. Thackery moved to put this resolution on the floor for discussion and possible passage. Mr. Pena seconded. President Hess called for a roll call for passage: Mr. Scott, Mr. Thackery, yes; Mr. Pena, yes; Mr. Piper, no, Mr. Fields, yes.

Resolution passed 4-1.

**MISCELLANEOUS BUSINESS/WORK SESSION**

Mr. Fields asked for an update on the Senior Living Project. Mr. Crabill advised that it was still being worked on and that some information should be made available regarding the same in the near future.

Mr. Scott asked about the progress of the East Elementary Project. Mr. Brugger stated that he wasn't aware of anything on the project other than the demolition. Mr. Crabill added that the track and field would remain at East Elementary for the High School Band.

Mr. Thackery thanked Administration for the Yearly Report.

Mr. Pena asked if any sticks could be taken to the Compost. Mr. Brugger advised that he would have to check on that. Mr. Pena also spoke on the subject of condemned houses. Mr. Brugger stated that pertaining to vacant property, the process had to be played out.

Mr. Bumbalough handed out flyers that were mailed to the Central Business District and renters regarding the Roundabout Improvement Project. He stated that current information would be kept up to date on the website and Facebook. He also advised that the Curbs and Sidewalks project on N. Oakland has begun in addition to the Gwynne St. Bridge Project.

Mr. Brugger said that the Annual Report was available on the City's website. He gave a lot of credit to Mr. Bumbalough and Mr. Crabill for keeping the ball moving on the Roundabout Project. He said that they have spent a lot of time on this and making changes that does not sacrifice the performance of the Roundabout. He also stated that beginning March 12st, there would be a lot of activity at the Park. He said that the City has signed an agreement with Geese management Service and Phase 1 will begin then. He also mentioned that there would be a link on the website to refer to this project. He also mentioned that it would be approximately a three year cycle to rid the Park of geese. He said that there would be more information as it comes available and that this would cost approximately \$7,000.00 per year to accomplish the removal. He also spoke of the upcoming Work Session scheduled for 2-26-19, and said that some items up for discussion would be Q3 Project updates, Phase 2 Water Project, Lodging Tax, and Community Revitalization.

Mayor Bean gave thanks to Mr. Bumbalough and Mr. Crabill for their efforts on the Roundabout Project. He spoke about how it has taken 4 years to get to this point. He also mentioned how a pedestrian was injured and the necessity of the project to get going. He spoke of the High Street Project and how that will begin in 2023. He made the point that it takes time to get this projects up and running. He also thanked Mr. Sampson for his work on the Water Towers.

President Hess spoke about the Charter Review Committee and advised he would be meeting with Mr. Feinstein regarding the same and was in hopes to get the first meeting together for nest month. He also asked about a speed limit sign being put on Reynolds St. He also inquired as to any ideas for the 5<sup>th</sup> 3<sup>rd</sup> building. Mr. Brugger advised that a plan has been started about what the building will be used for.

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

Motion passed.

Mr. Fields moved to adjourn. Mr. Thackery seconded. Voice vote on approval: all ayes; nays, none.  
Motion passed 5-0.

**ADJOURN AT 7:13 p.m.**

**NEXT SCHEDULED MEETING**

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

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Council Clerk

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Council President



**Design Review Board**  
January 28, 2019 Meeting Minutes

**Attendance**

**Members Present:** Patrick Trenor (Chair); Rich Colvin; Lin Giampetro; Bill Gibson; Brandon Shockey; and Kurt Heintz (Alternate).

**Member(s) Absent:** Judy Tullis (Vice Chair); Steve Brandeberry; and Lydia Hess (Alternate).

**Guests Present:** Adam Moore (Zoning & Compliance); Catherine Tanujaya (Zoning & Compliance); Barry Roberts (202 Scioto St. – Sideline Sports); and Joyce and Rob Cummins (114 Scioto St. – Montego Designs Unlimited).

**Call to Order and Pledge of Allegiance**

**Action:** Patrick Trenor called the meeting to order at 7:00 PM.

**Prior Meeting Minutes**

**Action:** Bill Gibson made a motion to approve the meeting minutes from December 17, 2018. Kurt Heintz seconded the motion.

**Discussion:** None.

**Vote:** 6-0, motion passed.

**New Business – Application(s)**

**Case # 1:** DRB-2019-001 – 114 Scioto Street – Joyce Cummins (Montego Designs Unlimited)  
Vinyl Window Signs

**Application:** Adam Moore read the application to the Board.

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

**Testimony in Favor:** None.

**Testimony Against:** None.

**Discussion:** Patrick Trenor inquired if the three windows above will have the vinyl sign applied. Joyce Cummins (114 Scioto St. – Montego Designs Unlimited) replied that there will not be any signs on the three windows above. Lin Giampetro asked if the signs will be blue as per the rendering. Ms. Cummins confirmed that it will be in that color with a black outline around the design. Kurtz Heintz asked if the gray box on the rendering is part of the sign. Ms. Cummins stated that it is not.

**Action:** Rich Colvin made a motion to **approve the application as presented**. Lin Giampetro seconded the motion.

**Vote:** 6-0, motion passed.



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**Case # 2:****DRB-2019-003 – 202 Scioto Street – Barry Roberts (Sideline Sports)****Wall Sign****Application:** Adam Moore read the application to the Board.**Staff Comments  
&  
Recommendations:** Adam Moore provided background and read the staff report to the Board.**Testimony in Favor:** None.**Testimony Against:** None.**Discussion:** Barry Roberts (202 Scioto St. – Sideline Sports) explained that the sign is now going to be white with blue lettering instead of blue with white lettering. The barbershop sign has been removed and the new sign for Sideline Sports will be put in its place, using the pre-existing hole from the barbershop sign. The proposed sign is also made of the same material as the barbershop sign. Kurt Heintz stated that he likes the sign and the design; however Mr. Heintz likes the blue sign with the white lettering as proposed on the application because it is unique. Brandon Shockey agreed. Mr. Heintz suggested that the arrow pointing to the store location should be a little bit bigger. Rich Colvin agreed. Lin Giampetro also likes the style of the sign.

Mr. Shockey suggested in doubling the size of the arrows. Bill Gibson suggested putting the 'Cards & Memorabilia' up and having a long arrow beneath it similar to the barbershop arrow. Patrick Trenor suggested a simple frame or border to add depth to the sign. Mr. Heintz also suggested of possibly adding a hanging arrow on the bottom of the sign with two hooks from the main sign. The hanging arrow will create dimension and the arrow can be reverse in color of the main sign e.i. sign with blue background and white border will have the arrow with white background and blue border, vice versa. Mr. Shockey agreed because it will make the arrow pop out as well. Mr. Heintz requested that if the design will be modified based on the suggestions, Mr. Roberts should submit the final design to the DRB.

**Action:** Lin Giampetro made a motion to **approve the application as presented.**  
Brandon Shockey seconded the motion.**Vote:** 6-0, motion passed.**Case # 3:****DRB-2019-002 – 21 Monument Square – Michele Adams (21 Square Circle)****Wall Sign****Application:** Adam Moore read the application to the Board.**Staff Comments  
&  
Recommendations:** Adam Moore provided background and read the staff report to the Board.**Testimony in Favor:** None.**Testimony Against:** None.**Discussion:** Brandon Shockey commented that Mr. Shockey likes the border and dimension of the wall sign, but dislike the sign design since it does not represent the business. Adam Moore explained that unfortunately the sign has been installed without the DRB approval and a sign permit. Rich Colvin stated that the sign is within what is allowable by code. Lin Giampetro commented that the business owner was probably trying to capture the 60's or 70's vintage look since that's consistent with the items being sold in the store.

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Mr. Colvin stated that the blue paint in the front of the store was never approved as well. Ms. Giampetro commented that instead of the border on the door and middle glass partition painted blue, it will be better to have it painted black, which will match the current wall sign. Patrick Trenor suggested that the DRB can table the decision due to the fact that the applicant is not present during the meeting. Mr. Trenor also stated that at that time, the DRB can discuss the color scheme and sign for the store front with the business owner's input.

Bill Gibson reiterated that the wall sign does not identify the purpose of the business. Ms. Giampetro stated that the wall sign design does go with the vibe of the shop; however the name of the store does not identify the type of business. Mr. Heintz stated that some historical colors on the sign and the front of the building would be much better suited and palatable for the downtown district. Mr. Colvin remarked that the sign does follow the code. DRB is not responsible for the branding and name of the business, only what is allowable by code.

**Action:** Rich Colvin made a motion to **table the application** until the business owner is able to be present at the next DRB meeting.  
Brandon Shockey seconded the motion.

**Vote:** 6-0, motion passed.

## Miscellaneous Business

### Appoint Officers for 2019

**Discussion:** The DRB will have to appoint 2019 officers. Patrick Trenor is the Chair and Judy Tullis is the Vice Chair for the DRB in 2018.

**Action:** Rich Colvin made a motion to **reappoint Patrick Trenor as the Chair and Judy Tullis as the Vice Chair for 2019**, contingent on if Judy Tullis accepts the reappointment. Should Judy Tullis decline the reappointment, Lin Giampetro will be the Vice Chair for 2019.  
Kurt Heintz seconded the motion.

**Vote:** 6-0, motion passed.

## Adjournment

**Action:** Bill Gibson made a motion to adjourn at 7:52 PM.  
Brandon Shockey seconded the motion.

**Vote:** 6-0, motion passed.



**Office of the Mayor  
Urbana, Ohio**

## **PROCLAMATION**

**Whereas:** more than 137 years ago, the American Red Cross was established as a humanitarian organization, guided by seven fundamental principles—including humanity, impartiality and independence—to provide services to those in need regardless of race, religion, gender, sexual orientation or citizenship status. Today, the American Red Cross is one of the largest humanitarian organizations in the world, and delivers its mission every day to prevent and alleviate human suffering in the face of emergencies; and,

**Whereas:** every year, the American Red Cross responds to an average of more than 62,000 disasters across the country, from small home fires to devastating massive disasters. Last year's large crises included mudslides in California, a volcano in Hawaii, wildfires in Colorado and California, destructive hurricanes in Florida and the Carolinas, and a devastating typhoon in U.S. territories. Thousands of American Red Cross volunteers provided around-the-clock shelter for disaster victims, served millions of meals and snacks with partners, and distributed millions of relief items; and,

**Whereas:** in our community, the Red Cross has a long history of helping our neighbors in need. The Northern Miami Valley Ohio Chapter assisted with one-hundred and thirty-eight families with local disasters in the past year alone and helped save seven lives through our Home Fire Campaign. Since the campaign launched in October 2014, our local Northern Miami Valley Ohio Chapter volunteers have worked with community partners to install over six-thousand smoke alarms and make countless households safer. Meanwhile, in our area, the Red Cross handles an average of three hundred and twenty-five emergency military calls every year and collects an average of 3700 units of blood from our generous blood donors; and,

**Whereas:** March is Red Cross Month, a special time to recognize and thank the Red Cross volunteers and donors who give of their time and resources to help members of the community. The Red Cross depends on these local heroes to deliver help and hope during a disaster. We applaud our heroes here who give of themselves to assist their neighbors when they need a helping hand; and,

**Whereas:** The American Red Cross shelters, feeds and provides emotional support to victims of disasters; supplies about 40 percent of the nation's blood; teaches skills that save lives; provides international humanitarian aid; and supports military members and their families; and,

**Whereas:** we dedicate the month of March to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies. Our community depends on the American Red Cross, which relies on volunteers and the generosity of the public to perform its mission.

**NOW, THEREFORE,** by virtue of the authority vested in me by the Constitution and laws of the City of Urbana, do hereby proclaim March 2019 as Red Cross Month. I encourage all Americans to support this organization and its noble humanitarian mission.

**IN WITNESS WHEREOF, I** have set my hand and caused the seal of the City of Urbana, Ohio to be affixed this 1<sup>st</sup> day of March 2019.

Bill Bean, Mayor  
City of Urbana

ORDINANCE NO 4504-19

Sponsored by Councilman Ray Piper

AN ORDINANCE TO MODIFY SECTION 521.08(d)(1) OF THE URBANA CODIFIED ORDINANCES TO INCLUDE LAWN CLIPPINGS IN THE DEFINITION OF "LITTER," AND DECLARING AN EMERGENCY.

WHEREAS, Council recognizes that the presence of lawn clippings on public roadways is causing a risk of harm to persons and property; and

WHEREAS, The Urbana Codified Ordinances seek to address the disposition of various items in particular fashion to preserve the ambiance of the community, and also to ensure the health, safety, and welfare of its citizenry;

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

SECTION ONE: That Section 521.08(d)(1) is hereby modified to read:

"As used in this section:

- (1) "Litter" means garbage, trash, waste, rubbish, ashes, cans, bottles, wire, paper, cartons, boxes, automobile parts, furniture, glass, lawn clippings, or anything else of an unsightly or unsanitary nature.

SECTION TWO: That this Ordinance is hereby declared to be an emergency measure for the reason that the public peace, health, safety or welfare of the are protected by the passage of same.

Mr. Marty Hess, Council President

PASSED: \_\_\_\_\_

ATTEST: Ms. Amy Deere, Council Clerk

This ordinance approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Mr. Bill Bean, Mayor

Table with 3 columns: Department requesting, Personnel, Director of Law Review. Rows include Expenditure/Emergency status, Readings required, and First/Second/Third reading dates.

Anticipated effective date if approved: April 3, 2019