

**URBANA CITY COUNCIL
REGULAR SESSION MEETING**

September 20, 2022

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

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

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

- **Call to Order**
- **Roll Call**
- **Pledge of Allegiance**
- **Approval of Minutes:** Urbana City Council Special Meeting Minutes of August 25, 2022 and Regular Meeting Minutes of September 6, 2022.
- **Communications:**
 1. Scrap Tire Recycling Event and Drive Thru Flu Vaccine Clinic Flyer (see attached)
 2. Affordable Gas and Electric Press Release dated September 9, 2022 (see attached)
 3. Urbana Shade Tree Commission Meeting Minutes from June 2022 and July 2022 (see attached)
 4. Ohio Auditor of State Award Press Release dated September 12, 2022 (see attached)
 5. ORBIS Groundbreaking Ceremony Invitation (e-mailed September 14, 2022)
 6. Cheryl Johnson Feral Cat concerns dated June 23, 2022 and September 3, 2022 (see attached)
- **Highland Real Estate General Overview regarding Dugan Place TIFs**
- **Board of Control:**
 1. The Board of Control recommends that City Council authorize the Director of Administration to enter into a contract with The Righter Co. Inc. in the amount of \$1,877,500.00 for the installation of a new water booster station at Melvin Miller Park and the replacement of the East Water Street water booster station. This bid was the lowest and best bid of two bids received (see attached). The engineer's estimate was \$1,975,000.00. This project will be paid through the Water and Wastewater Infrastructure Grant program, in which, the city was awarded \$2.847 million. **VOTE: 3-0**

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

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

Ordinances and Resolutions

Old Business:

Third Reading: None

Second Reading: None

New Business:

First Reading:

Resolution 2638-22: A resolution to participate in the Ohio Department of Transportation’s Municipal Bridge Inspection Program. (Requires one reading)

Resolution 2639-22: A resolution to approve a sanitary sewer tap-in for S&L Home Center, Inc. at 1711 East US Highway 36 (Parcels #K41-11-11-11-00-009-00 & K41-11-11-11-00-010-00) as an extraterritorial customer, and declaring an emergency. (Suspension of rules requested by utility services applicant) (Requires one reading)

Resolution 2640-22: A resolution to dedicate the public sanitary sewer manhole and related 8” sanitary sewer main/crossing that was installed in the public right of way by a contractor on behalf of Dwight E. Pence and Phyllis A. Pence between 1675 and 1693 East US Highway 36, and declaring an emergency. (Requires one reading)

• **Department Liaison Reports:**

• **Miscellaneous Business:**

1. Council
2. Administration
3. Council Clerk

• **Next Meeting:** Work Session Tuesday, September 27, 2022

• **Adjourn**

**URBANA CITY COUNCIL
SPECIAL MEETING
TUESDAY, AUGUST 25, 2022**

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

City Staff attending: Director of Administration Kerry Brugger, Director of Finance Chris Boettcher, Community Development Manager Doug Crabill, and Fire Chief Dean Ortlieb

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

Minutes: None

Communications: None

Administrative Reports – Board of Control: None

Citizen Comments: None

ORDINANCES AND RESOLUTIONS

Third Reading: None

Second Reading: None

First Reading:

Resolution 2636-22: A Resolution approving the execution of a community reinvestment area real property tax abatement agreement between the City of Urbana and Orbis Corporation of Wisconsin; approving a tax revenue sharing agreement; and declaring an emergency.

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

Mr. Crabill informed Council that this project has been in the works for the past several years but really came into fruition in the past few months. The real estate transaction was just completed this past Friday with ORBIS now being the property owner. ORBIS is seeking to build a 50,000 square foot addition. This CRA tax abatement agreement for ten years, seventy five percent abatement would cover the proposed addition. ORBIS would continue with the normal tax rate for the already existent property.

Lynn Hediger, the Vice President of Manufacturing and Product Engineering of ORBIS corporation spoke to Council on the details of the expansion project.

Mr. Scott asked if the new project was sitting in the flood plain. Mr. Hediger stated the retention pond is part of the 100-year flood plain. Mr. Crabill added that a flood plain development permit

will be issued. Mr. Scott asked if ORBIS brings in bulk material by rail. Mr. Hediger confirmed, informing Council that ORBIS brings in pellets and recycled materials.

President Pro Tempore Thackery called for a roll call on passage: Mr. Scott, aye; Mr. Paul, aye; Ms. Truelove, aye; Mr. Thackery, aye; Mrs. Collier, aye; Mrs. Bean, aye; and Ms. Jumper, aye.

Ordinance passes 7-0.

Resolution 2637-22: A Resolution in support of a rural industrial park loan application by Phoenix Ag, Ltd., for economic development benefit, and declaring an emergency.

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

Mr. Crabill informed Council that Phoenix Ag has been working on a warehouse project on Norwood Avenue. They have already completed the process through Planning Commission. In order to obtain capital for the project, they are looking into projects beyond traditional bank loans. This rural industrial park loan program requires a resolution of Council to show its support of the project.

Mr. Paul asked what the timeline for the project was after Council's resolution. CEP Director Rich Ebert indicated that this program is the last piece of funding required. Once everything is closed on Phoenix Ag's end in the next few weeks, they can start with the bulldozers once they hear back from the State.

President Pro Tempore Thackery called for a roll call on passage: Mr. Paul, aye; Ms. Truelove, aye; Mr. Thackery, aye; Mrs. Collier, aye; Mrs. Bean, aye; Ms. Jumper, aye; and Mr. Scott, aye.

Ordinance passes 7-0.

Department Liaison Reports: None

Miscellaneous Business

Ms. Truelove was curious how the tax figures recently published in the paper fits into our budget. Ms. Boettcher informed her that the local government fund was already taken into account with the tax budget that was recently passed.

Mr. Paul asked Ms. Boettcher what the projected bump in income tax revenue was that the City could expect from this expansion project. Ms. Boettcher stated around \$40,000 depending on the benefits.

Mrs. Bean stated that Washington Avenue looks good, while Mrs. Collier added that Eastview Drive also looks good.

Mr. Brugger thanked ORBIS and the Damewood family for their commitment to the community and also thanked Council for the special meeting and passing the resolution. Mr. Brugger was also pleased with all of the City paving projects and mentioned the City was about halfway through with all of the patches.

President Hess stated that it was amazing that a small town like Urbana had so many privately-owned large businesses.

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

ADJOURNED AT 6:36 p.m.

NEXT SCHEDULED MEETING
September 6, 2022, at 6:00 p.m.

Council Clerk

Council President

**URBANA CITY COUNCIL
REGULAR SESSION MEETING
TUESDAY, SEPTEMBER 6, 2022**

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

City Staff attending: Mayor Bill Bean, Director of Administration Kerry Brugger, Director of Law Mark Feinstein, Director of Finance Chris Boettcher, and City Engineer Tyler Bumbalough

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

Minutes

Mr. Thackery moved to put the minutes of August 16, 2022 on the floor for discussion and possible approval. Mr. Paul seconded.

Mrs. Collier noted a minor correction for the spelling of Janet Ebert. Mr. Paul noted a minor correction of an improper date.

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

Motion passed 7-0

Communications: None

Administrative Reports – Board of Control:

1. The Board of Control recommends Council authorize a purchase order to Columbia Gas of Ohio in the amount of \$19,175.98 for the extension of a natural gas service line to the newest ten (10) unit t-hangar at the Grimes Field Airport. This expense will be charged to Airport Fund - Other Capital Improvement and is not in the 2022 budget, but the City is being reimbursed by the Urbana Hangars, LLC – Hangar Group ‘C’ owners group. (See attached). **VOTE: 3-0**

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

Mr. Brugger indicated that the City was asked to add a heat hook up to the hanger. As the owner of the property, the City needs to contract with Columbia Gas, but will be reimbursed for the expenses.

No comments/questions from Council.

Voice vote on approval; all ayes, nays none.

2. The Board of Control recommends Council authorize a blanket purchase order to Purvis Brothers for \$130,000.00 for fuel to be sold at Grimes Field Airport. Earlier this year, Council approved a purchase order in the amount of \$175,000.00, which due to increased cost has been depleted. This expense will be charged to the Airport Fund and is not in the 2022 budget. **VOTE: 3-0**

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

Mrs. Boettcher informed Council that the airport has already worked through its purchase order for fuel due to the increased price. The City is expecting one more load of jet fuel and two loads of ag gas to get through the end of the year.

Mr. Thackery asked if this would be enough. Ms. Boettcher answered affirmatively, stating the price had leveled off.

Mr. Paul asked if the City was ahead in terms of amount of sales or this was solely just due to the price increase. Ms. Boettcher indicated that the amount of gallons had picked up.

President Hess confirmed that the City would get the money back anyway. Ms. Boettcher agreed, stating the City had to have it to sell it.

Voice vote on approval; all ayes, nays none.

In regards to the July purchase orders, Mr. Thackery asked if the vehicle for the sewer department was new or a replacement. Ms. Boettcher confirmed it was a replacement vehicle. He then asked if the fuel costs were about right for all departments. Ms. Boettcher explained that most blanket purchase orders get amended in October, and that because of the rise in fuel costs, it was needed earlier.

Ms. Truelove stated the cost of the new Chevy Silverado seemed high, and inquired if the City ever purchases used vehicles and how often it does so. Ms. Boettcher responded the City always purchases new vehicles and that the sewer department rotates vehicles every three to four years. Ms. Truelove inquired if the City puts out bids. Ms. Boettcher answered yes, but sometimes the City does not always get bids back because there are not always trucks on the lots. Ms. Truelove asked about the Nordictrack. Ms. Boettcher answered it was for the fitness room, through the police and fire trust with donations they received.

Mr. Paul asked about the catch basin casting. Mr. Bumbalough informed him it was the metal part of the catch basin. Mr. Paul then asked about the custom top windowsill. Mr. Brugger stated it was for the interior and was in the budget to move the office and refurbish it.

Citizen Comments: None

ORDINANCES AND RESOLUTIONS

Third Reading: None

Second Reading: None

First Reading:

Ordinance 4576-22: An ordinance levying special assessments for the purpose of constructing or repairing sidewalks, curbs and gutters, and declaring an emergency.

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

Mr. Bumbalough stated the three ordinances are all for levying assessments. This first ordinance is for the Eastview area. Letters were previously sent out to the homeowners. Owners that did not do the work themselves have the assessments added to their taxes. These need to be taken to the County auditor next Monday.

Mr. Scott asked if the City contractor completed the handicap ramp. Mr. Bumbalough stated yes. Mr. Scott believed the work was kind of shoddy. He also asked why there had to be three separate ordinances. Mr. Bumbalough stated that it could have been consolidated but typically the City has as many ordinances as resolutions of necessity that were previously passed.

Mr. Thackery inquired of Mr. Scott what he meant by shoddy. Mr. Thomas elaborated that the contractor took out a large portion of sidewalk with the intent to taper down to the handicap ramp. Instead it was just replaced the way it was. He was also concerned ADA compliance. Mr. Bumbalough added that they do have an inspector on scene. The contractor may have removed more than was necessary, but it was difficult to determine at the time how much was needed to take out.

Mr. Thackery asked if any of these addresses complained about the work. Mr. Bumbalough stated that none of these addresses were the handicap ramps. The other ones that issued complaints were addressed.

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

Ordinance passes 7-0.

Ordinance 4577-22: An ordinance levying special assessments for the purpose of constructing or repairing sidewalks, and declaring an emergency.

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

Mr. Bumbalough stated this was the second similar ordinance. This is very similar but for Main Street and surrounding areas.

Mr. Paul stated it did not seem like much payment was coming in prior to assessments. He inquired if the City did better on other projects. Mr. Bumbalough stated that this project had a return rate around 16%-17%. Years past had around 20%.

Mr. Scott stated that the City could have potentially received more back with the Section 913 route with financial penalties and percent fees added to assessments.

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

Ordinance passes 7-0.

Ordinance 4578-22: An ordinance levying special assessments for the purpose of constructing or repairing curbs, gutters, driveway approaches and appurtenances thereto on a section of South Main Street between State Route 55 and Market Street, and on a section of North Main Street between Court Street and Washington Avenue/Gwynne Street, and declaring an emergency.

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

Mr. Bumbalough stated this ordinance falls under ORC 727. It's a slightly different process with over 150 properties.

Mr. Paul stated that it seems to be a smoother process over the past couple of years. He asked if residents are still pushing back or is there more acceptance. Mr. Bumbalough stated that the City has already sent out Section 913 letters for next year. He stated that responses are not as angry as in the beginning. Citizens seem to know it is their responsibilities and are more concerned with knowing their options.

Mr. Thackery asked how the City is doing with the overall budget. Ms. Boettcher stated the City has billed 180 properties. So far, it has collected over \$97,000 with over \$440,000 still to be collected.

Mr. Thackery asked what the City's strategy was for the next few years. Mr. Bumbalough stated the plan is to hit the main roads first. Urban resurfacing will be coming to Miami Street. Then the City will head to the collector streets.

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

Ordinance passes 7-0.

Department Liaison Reports:

Mr. Thackery indicated he had met with Mr. Crabill to review community development projects. It appears the City is very busy.

Ms. Truelove is looking forward to the work session the 27th.

Ms. Jumper met with the Monument Square District. They finalized the car show on October 7th. She stated it was very easy to put together with the help of Mr. Brugger, Mr. Hall, and Mr. Feinstein. Also, the Oak Dale cemetery tour will be October 22nd.

Miscellaneous Business

Mr. Thackery stated there was recently a DORA meeting. A lot was accomplished and they are meeting again in on September 14th.

Mr. Paul stated that the catch basin at Lafayette and Locust appeared to be collapsing.

Mr. Scott asked if there was any update on the Aldi's demolition. Mr. Brugger stated they are working through the asbestos abatement with demolition likely in mid to late October.

Mrs. Collier stated that the Balloon Fest will be at the airport September 9th and 10th.

Mr. Bumbalough stated the paving programs are wrapping up for the year. Be on the look out for crack sealing in the next month.

Mr. Brugger thanked Mr. Steffan for his flexibility with the late additions to the Council packet. He stated that the Ohio Ethics law has a training in October at the County community center. There will be a 9/11 remembrance in the square. Also, he added there was recently a feral cat communication and any insight Council had could be a topic of discussion. Finally, he stated the next Council will include a talk with the Highland developers regarding Dugan Place and the TIF.

Mr. Bean stated the Chili Cookoff will be September 24th with a grand prize of \$1,000. The Hoopla Parade will also be on that date. He added that Sidney was having a Living History weekend on September 17th and 18th. They will have a great Civil War experience with a battle. Finally he stated that after speaking with Joe Braden at the Auditor's office, Ms. Boettcher and the finance department received another perfect audit.

Mr. Steffan asked Council if it could finalize the agenda for the work session. Council decided upon the condemned houses/land bank issue and violations for parking motor homes on dirt.

President Hess asked about the painting of street lights on Scioto Street. Mr. Brugger stated the lights are going from green to black and are staying behind the paving.

Mr. Bumbalough added that timing had been examined on the middle seven stoplights on Main Street. The City has 25 signal intersection with 24 controllers. They City is looking into a study to look at all of the systems. Replacing an intersection would cost around \$150,000 to \$200,000. The study would cost around \$75,000.

President Hess asked about the water tower maintenance program. Mr. Brugger stated the City was finishing up the east tower as we speak. Mr. Hess asked if the City will need a new tower with the new subdivision. Mr. Bumbalough stated the City is making it work with the new booster station. It was providing redundancy.

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

ADJOURNED AT 6:53 p.m.

NEXT SCHEDULED MEETING
September 20, 2022, at 6:00 p.m.

Council Clerk

Council President

CHAMPAIGN HEALTH DISTRICT

SCRAP TIRE RECYCLING EVENT AND DRIVE THRU FLU VACCINE CLINIC SATURDAY OCTOBER 15, 2022 9 A.M. TO 12 P.M.

Who?

SCRAP TIRE DRIVE: CHAMPAIGN COUNTY
RESIDENTS **ONLY!**

VACCINE CLINIC: **18 AND UP ONLY!**

WHAT?

CHAMPAIGN HEALTH DISTRICT IS
HOSTING OUR ANNUAL SCRAP
TIRE RECYCLING EVENT AND
DRIVE THRU FLU VACCINE CLINIC!

WHERE?

CHAMPAIGN COUNTY FAIRGROUNDS
384 PARK AVENUE
URBANA, OH 43078



TIRE COST & PAYMENT INFO: CASH OR CHECK ONLY

\$3/EACH

16.5" OR SMALLER TIRES:

\$8/EACH

17" TO 22.5" TRUCK TIRES

\$15/EACH

23" OR LARGER TIRES

FOR FURTHER INFORMATION OR IF YOU HAVE MORE
THAN 10 TIRES TO BRING IN, PLEASE CALL OUR
ENVIRONMENTAL DIVISION AT 937-484-1606.

YES ✓



TIRES
NO RIM

NO ✗



TIRES WITH
RIMS

DRIVE THRU FLU VACCINE CLINIC:

• **18 AND OLDER ONLY**

• **PHOTO ID**

• **INSURANCE CARD**

• **CASH OR CHECK FOR PAYMENT!**

FOR FURTHER INFORMATION ABOUT VACCINES, PLEASE
CALL OUR NURSING DIVISION AT 937-484-1667.



Contact Us: 937-484-1606
Hailie Davis, REHS 937-484-1587
Steve Moore, Env. Tech 937-484-1618

www.champaignhd.com
1512 S. U.S. Hwy 68, Suite Q-100
Urbana, OH 43078

Press Release

Date: September 9, 2022

For Immediate Release



Natural Gas Aggregation Program to Restart in October

<Urbana, OH – September 9, 2022> The City of Urbana is restarting its opt-out natural gas aggregation program ahead of the winter heating season.

IGS Energy was awarded the new contract following a bidding process administered by the City's consultant, Affordable Gas & Electric (AGE). The new opt-out aggregation contracts will begin this October and offers a fixed natural gas supply rate of \$0.799/ccf for period of 24 months.

Residents currently served through Columbia Gas of Ohio's Standard Choice Offer (SCO) have begun to receive Opt-Out letters from IGS Energy this week. Under the SCO program, residents are assigned to an approved supplier at a market-based rate that varies monthly and recently been north of \$1.00/ccf this summer. Market rates for natural gas are expected to remain increasing through this coming winter.

"Natural gas prices around the globe are at record highs," said Jordan Haarmann, VP of Procurement for AGE. "The City was able to find a good spot in the market to lock in a fixed rate offer for residents through IGS Energy to help alleviate some of the higher heating costs expected this winter."

Eligible residents in Urbana, which are those residents still served by the SCO offering currently, have started to receive opt-out letters from IGS Energy earlier this week. Residents who wish to participate in the new natural gas aggregation rates are advised to do nothing with these notices and they will automatically be enrolled on IGS Energy's aggregation rate for City residents. There is no penalty to opt-out of the program if a resident wants to stay on the SCO rates or choose a supplier of their own.

"Residents will remain in complete control of their gas bills this winter," said Haarmann. "The aggregation programs offer a stable rate through what is expected to be a volatile market this winter."

Residents who do not receive the opt-out letters can still participate by calling IGS Energy to opt-in to the program. AGE advises those residents to first check with their current natural gas supplier about contract status and early termination penalties before enrolling in the City's program.

Any questions about the City's electric or natural gas aggregation programs can be directed to the City's consultant, AGE, at 618-203-8328.

City of Urbana Shade Tree Commission Minutes – June 9, 2022 at 7:00PM (170)

Roll Call and Introductions:

Present: Jim Lemon, Cindy Dunham, Doug Crabill, Stephanie Truelove, Doug George, and Mark Muirhead (arrived at 7:15PM due to another meeting)

Absent: Charles Moody

Reading and Approval of Minutes (5/19/2022)

The minutes from the May 19, 2022 meeting were approved as prepared. Jim Lemon motioned to accept these minutes, and Doug George seconded this motion. This set of minutes was approved unanimously 5-0.

Old Business:

Memorial Tree Program Update (Update Listing & GPS/GIS Update): Doug Crabill reported that efforts continue to update all Memorial Tree records into the city's GPS/GIS system to include multiple database fields, including Latitude/Longitude coordinates.

Oak Dale Cemetery-Arboretum Update: Doug Crabill reported that he hoped to submit the accreditation application to ArbNet (Morton Arboretum) for certification of Oak Dale Cemetery as a Level 1 arboretum soon from the draft application that Kerry Brugger had put together.

Karen Kerns Dresser Donation (Naming & Sign): Doug Crabill stated that Kerry Brugger reported that proposals for a new sign at the Oak Dale Cemetery entrance for Greenwood Arboretum had been received and that the proposed sign would be similar in material and style to the existing sign for Oak Dale Cemetery. In addition, new landscaping was previously installed at the Oak Dale Cemetery entrance in the fall of 2021.

Policies and Procedures (Administrative Regulation): Doug Crabill explained that the Shade Tree Commission will need to continue to develop policies and procedures that will address items not specifically addressed by the tree ordinance. Wooster, OH has a great example of policies and procedures. Potential policies include removal, owner planted trees, road/right of way blockage, reasons to warrant removal, planting/site preparation, and tree canopy goals. Kerry Brugger previously provided a draft document for a process flow for tree removals based on tree inventory results for review/evaluation by the commission. Doug Crabill shared that he would be working with other city staff to develop a notification process to initiate tree removals where needed by property owners.

Mulching: Doug Crabill reported that mulch was purchased through Mad River Mulch and Topsoil to complete the mulching of the newly planted Memorial Trees that were not mulched last fall. In

addition, he reported that the remaining Memorial Trees were mulched prior to Memorial Day as planned.

Bareroot Trees: Doug Crabill mentioned that he had spoken to Scott Wiesler, SoilMoist sales representative, at the Tree City USA Awards in Mt. Vernon the prior week. Scott Wiesler suggested Schichtel's Nursery near Buffalo, NY for bareroot stock. Doug Crabill had requested an availability list, but he had not received any response. Jim Lemon offered to follow up regarding an availability list.

Fall 2021 Memorial Tree Program: Doug Crabill reported that all sixteen (16) markers were installed before Memorial Day on the Memorial Trees that were planted at the Melvin Miller Park and Oak Dale Cemetery in the fall of 2021. In addition, he noted that all donors were notified.

Dr. E.W.B. Curry-Memorial Tree & Bur Oak @ PreK-8 School: Doug Crabill reported that students at Urbana Junior High had spearheaded an effort to plant a Memorial Tree at Oak Dale Cemetery in memory of Dr. E.W.B. Curry near the family gravesite. He reported that a local donor had paid the application fee, and payment had been made for the tree at Oak Dale Cemetery. In addition, Doug Crabill shared that a Bur Oak from the Tree City USA awards in Mt. Vernon will be planted at the school campus in the fall.

New Business:

Summer Maintenance and Trimming Projects: Doug Crabill and Mark Muirhead shared that they were working with Alistair Reynolds, ODNR Central Ohio Regional Urban Forester, regarding a tree pruning workshop for city staff and neighboring communities. Mark Muirhead shared that limb clearance activities would continue throughout the year as needed. Some smaller, dead trees in commercial areas were noted to require removal, and some pruning was noted to be required on younger trees around the city.

Tree Watering (Summer 2022): Doug Crabill shared that rainfall would be monitored as hotter summer weather settles in to ensure adequate moisture for newer plantings.

Misc. Business: The next meeting was scheduled for July 14, 2022 at 7PM. No August meeting will be held due to the Champaign County Fair.

Meeting adjourned. Motion to adjourn, Jim Lemon; Stephanie Truelove, second; all in favor (6-0).

City of Urbana Shade Tree Commission Minutes – July 14, 2022 at 7:00PM (171)

Roll Call and Introductions:

Present: Jim Lemon, Cindy Dunham, Doug Crabill, Stephanie Truelove, and Doug George.

Absent: Charles Moody, Mark Muirhead

Reading and Approval of Minutes (6/9/2022)

The minutes from the June 9, 2022 meeting were not yet prepared, and no action was taken regarding approval of this set of minutes.

Old Business:

Memorial Tree Program Update (Update Listing & GPS/GIS Update): Doug Crabill reported that efforts continue to update all Memorial Tree records into the city's GPS/GIS system to include multiple database fields, including Latitude/Longitude coordinates. He also noted that these efforts are important for overall record keeping of the Memorial Tree plantings.

Oak Dale Cemetery-Arboretum Update: Doug Crabill reported that he hoped to submit the accreditation application to ArbNet (Morton Arboretum) for certification of Oak Dale Cemetery as a Level 1 arboretum soon from the draft application that Kerry Brugger had put together. In addition, Doug Crabill reported that the Oak Dale Cemetery Board would like an update regarding status. Stephanie Truelove shared that she is a member of the Oak Dale Cemetery Board, and she can serve as a liaison.

Karen Kerns Dresser Donation (Naming & Sign): Doug Crabill stated that Kerry Brugger reported that proposals for a new sign at the Oak Dale Cemetery entrance for Greenwood Arboretum had been received and that the proposed sign would be similar in material and style to the existing sign for Oak Dale Cemetery. In addition, new landscaping was previously installed at the Oak Dale Cemetery entrance in the fall of 2021.

Policies and Procedures (Administrative Regulation): Doug Crabill explained that the Shade Tree Commission will need to continue to develop policies and procedures that will address items not specifically addressed by the tree ordinance. Wooster, OH has a great example of policies and procedures. Potential policies include removal, owner planted trees, road/right of way blockage, reasons to warrant removal, planting/site preparation, and tree canopy goals. Kerry Brugger previously provided a draft document for a process flow for tree removals based on tree inventory results for review/evaluation by the commission. Doug Crabill shared that he would be working with other city staff to develop a notification process to initiate tree removals where needed by property owners.

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Dr. E.W.B. Curry-Memorial Tree & Bur Oak @ PreK-8 School: Doug Crabill reported that students at Urbana Junior High had spearheaded an effort to plant a Memorial Tree at Oak Dale Cemetery in memory of Dr. E.W.B. Curry near the family gravesite. He reported that a local donor had paid the application fee, and payment had been made for the tree at Oak Dale Cemetery. In addition, Doug Crabill shared that a Bur Oak from the Tree City USA awards in Mt. Vernon will be planted at the school campus in the fall.

Summer Maintenance and Trimming Projects: Doug Crabill and Mark Muirhead shared that they were working with Alistair Reynolds, ODNR Central Ohio Regional Urban Forester, regarding a tree pruning workshop for city staff and neighboring communities. Mark Muirhead shared that limb clearance activities would continue throughout the year as needed. Some smaller, dead trees in commercial areas were noted to require removal, and some pruning was noted to be required on younger trees around the city.

Tree Watering (Summer 2022): Doug Crabill shared that city staff had recently assisted with tree watering at Melvin Miller Park and Oak Dale Cemetery.

New Business:

No August meeting will be held due to the Champaign County Fair. Jim Lemon suggested that the Tricolor Beech be removed from the Memorial Tree application as this tree has not performed as well as other tree species.

Meeting adjourned. Motion to adjourn, Jim Lemon; Doug George, second; all in favor (5-0).



Press Releases · Ohio Auditor of State

Auditor Faber Announces Auditor of State Award Recipients

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Monday, September 12, 2022

Contact:

Marc Kovac

press@ohioauditor.gov

Columbus – Auditor of State Keith Faber is pleased to announce that the following entities received the Auditor of State Award for their clean audit reports.

- BORMA Employee Benefit Pool, Inc. (Defiance County)
- City of Tiffin (Seneca County)
- City of Waterville (Lucas County)
- Zanesville Metropolitan Housing Authority (Muskingum County)
- Adena Local School District (Ross County)
- Bexley Community Improvement Corporation (Franklin County)
- City of Cambridge (Guernsey County)
- City of Oberlin (Lorain County)
- City of Urbana (Champaign County)
- Cuyahoga Metropolitan Housing Authority (Cuyahoga County)
- East Clinton Local School District (Clinton County)
- Portage County Metropolitan Housing Authority (Portage County)
- Buckeye Joint County Insurance Council (Lawrence County)
- City of Union (Montgomery County)
- Powell Community Improvement Corporation (Delaware County)
- Cleveland-Cuyahoga County Port Authority (Cuyahoga County)
- Stark-Tuscarawas-Wayne Joint Solid Waste Management District (Tuscarawas County)
- Western Brown Local School District (Brown County)
- Summit County Land Reutilization Corporation (Summit County)
- Ashtabula County Port Authority (Ashtabula County)
- City of Willowick (Lake County)

- Summit/Akron Solid Waste Management Authority (Summit County)
- Twinsburg Community Improvement Corporation (Summit County)
- City of Lyndhurst (Cuyahoga County)
- City of the Village of Indian Hill (Hamilton County)
- Butler County Port Authority (Butler County)
- Delaware County Transportation Improvement District (Delaware County)
- Metropolitan Park District of the Toledo Area (Lucas County)
- South East Area Transit (Muskingum County)
- Northmor Local School District (Morrow County)
- City of Hudson (Summit County)
- City of Ontario (Richland County)
- City of Delphos (Allen County)
- Stark County Area Vocational School District (Stark County)
- Defiance County (Defiance County)
- Village of St. Bernard (Hamilton County)

The Auditor's office presents the Auditor of State Award to local governments and school districts upon the completion of a financial audit. Entities that receive the award meet the following criteria of a "clean" audit report:

- The entity must file financial reports with the Auditor of State's office by the statutory due date, without extension, via the Hinkle System and in accordance with GAAP (Generally Accepted Accounting Principles);
- The audit report does not contain any findings for recovery, material citations, material weakness, significant deficiencies, Uniform Guidance (Single Audit) findings or questioned costs;
- The entity's management letter contains no comment related to:
 - Ethics referrals
 - Questioned costs less than the threshold per the Uniform Guidance
 - Lack of timely annual financial report submission
 - Bank reconciliation issues
 - Failure to obtain a timely Single Audit in accordance with Uniform Guidance
 - Findings for recovery less than \$500
 - Public meetings or public records issues
- The entity has no other financial or other concerns

Full copies of these reports are available [online](#).

###

The Auditor of State's office, one of five independently elected statewide offices in Ohio is responsible for auditing more than 6,000 state and local government agencies. Under the direction of Auditor Keith Faber, the office also provides financial services to local governments, investigates and prevents fraud in public agencies, and promotes transparency in government.



THE STATE OF OHIO



KEITH FABER
OHIO AUDITOR OF STATE

OHIO AUDITOR OF STATE AWARD

Presented to

City of Urbana

This award is presented for excellence in financial reporting in accordance with Generally Accepted Accounting Principles (GAAP) and compliance with applicable laws for the fiscal year ended 2021.

The citizens you represent are well-served by your effective and accountable financial practices.



Keith Faber, Auditor of State

Deb Aksenczuk

From: Deb Aksenczuk
Sent: Thursday, June 23, 2022 2:24 PM
To: CJOHNSONME@HOTMAIL.COM
Subject: RE: New Form Entry: City Complaint Form

Cheryl –

Thank you for your message; this topic was addressed by City Council beginning December 19, 2017; Ordinance #4488-17 had its 2nd Reading on January 2, 2018 complete with a Public Hearing, at that time City Council tabled the decision; a 3rd Reading was held on January 16, 2018 and City Council voted the Ordinance down (0-6). The Ordinance decision can be found here: https://www.urbanaohio.com/uploads/1/2/4/6/124631710/01-16-2018_council_minutes.pdf. Please contact your local City Council Representative, Dwight Paul at 937-207-8736 or Dwight.paul@ci.urbana.oh.us with any further questions.

Regards,
Deb



Debra E. Aksenczuk (Deb) • Operations Coordinator
City of Urbana • 205 South Main Street • Urbana OH 43078
Office: 937-652-4304 • Fax: 937-652-4306 www.urbanaohio.com

From: no-reply@editmysite.com <no-reply@editmysite.com>
Sent: Thursday, June 23, 2022 9:52 AM
To: Deb Aksenczuk <Deb.Aksenczuk@ci.urbana.oh.us>
Subject: New Form Entry: City Complaint Form

You've just received a new submission to your City Complaint Form.
Mark as Spam

Submitted Information:

Name

CHERYL JOHNSON

Address

565 MAPLE TREE LANE

URBANA, OH CHAMPAIGN 43078

Email

CJOHNSONME@HOTMAIL.COM

Phone Number

937-652-4096

Complaint

FERAL /HOMELESS CATS

PROPERTY OWNER CHUCK BAUER

PROPERTY MGR JOYCE BOWMAN

I do not feed or leave water outside for any outside stray animals. The property owners on Maple Tree Lane only allowed an indoor pet, with the consent of the property owner first. I have lived on MTL for 16 years and the problem seems to worsen each passing year. I have family and friends on East Lawn, Smith and Twain Sts in Urbana and they have the same problem. My property mgr tells me she recently brought this problem to City Councils attention. My property owner has sent all renters a letter this month reminding us of no out door pets allowed or feeding feral cats out doors. It does not help that all property owners don't do the same with their renters and enforce it.

Is the city admin. working on this problem?

I don't dislike cats. I don't like the disease they carry, nor the mess & destruction they leave on my patio and in my flower/garden beds. The worse is, one attacked my son's French puppy last year & and it took weeks to heal. I have put moth balls out and bought over the counter sprays to detour them from my patio, with no avail.

They just keep having more and more kittens. It is very sad.

Please check the way(s) you prefer to be contacted regarding this complaint..Email

1

Please check the way(s) you prefer to be contacted regarding this complaint..Mail

1

Roger Steffan

From: Deb Aksenczuk
Sent: Tuesday, September 06, 2022 10:03 AM
To: cjohnsonme@hotmail.com
Cc: Dwight Paul; Roger Steffan
Subject: RE: New Form Entry: City Complaint Form
Attachments: 6-23-22 Feral Cat Issue_Johnson.pdf

Cheryl –

I remember replying to you on June 23 regarding your initial request for information (see attached); I am sorry you were unable to make a connection with your City Council Representative, Dwight Paul. I've copied Councilman Paul, and Council Clerk Roger Steffan on this communication to let them know you are still experiencing issues. City Council meets this evening (Tuesday, September 6) and you are welcome to attend and address the problem in person, if you wish.

Regards,
Deb



Debra E. Aksenczuk (Deb) • Operations Coordinator
City of Urbana • 205 South Main Street • Urbana OH 43078
Office: 937-652-4304 • Fax: 937-652-4306 www.urbanaohio.com

From: no-reply@editmysite.com <no-reply@editmysite.com>
Sent: Saturday, September 3, 2022 5:04 PM
To: Deb Aksenczuk <Deb.Aksenczuk@ci.urbana.oh.us>
Subject: New Form Entry: City Complaint Form

You've just received a new submission to your [City Complaint Form](#).

[Mark as Spam](#)

Submitted Information:

Name

Cheryl L Johnson Johnson

Address

565 MAPLE TREE LANE
URBANA, OH United States 43078

Email

cjohnsonme@hotmail.com

Phone Number

19376524096

Complaint

I sent a complaint form back at the beginning of June of this year concerning an over population of feral cats on Maple Tree Dr. This site indicates someone at counsel would reply to me. I have not received a response to date.

The property harboring and feeding the feral cats just had it another litter this week. The person feeding them is a very nice neighbor to me, however she has no sense of the damage she is causing by over populating our street with feral cats. One was ran over laying in our street last week. Another was found dead in a yard at the end of street a few weeks back. These cats take refuge in the tall grass on the east side of both our apartments. Poor little things.

Can the city send an animal protection person to our street and collect these cats or even possibly send out regular mail reminders not to feed them? My previous complaint has more details concerning this issue. I can send you a copy if needed.

Please help.

Thank you

Please check the way(s) you prefer to be contacted regarding this complaint..Email

1

Please check the way(s) you prefer to be contacted regarding this complaint..Mail

1



September 12, 2022

City of Urbana
205 South Main Street
Urbana, OH 43078

Attn: Chad Hall
Public Works Superintendent

Re: Booster Stations Project – Bid Analysis

Ladies and Gentlemen:

The bid opening for the above-referenced project was conducted at 11:00 a.m. on September 09, 2022.

Two (2) bids were submitted as follows:

- The Righter Co. Inc. \$1,877,500
- Doll Layman Ltd. \$1,977,000

The base bids ranged from nearly 5% under to less than 1% over the Engineer's estimate of \$1,975,000.

The Righter Co. has successfully completed work on similar projects in the past and we received favorable feedback from references that were contacted. Subject to your verification of an adequate Bid Bond and other contractual forms, award of this work to The Righter Co. appears to be appropriate. We recommend that the City Law Director review the contract forms for compliance with Federal funding requirements.

Please contact me with questions.

Sincerely,

Environmental Engineering Service



Steve Canter, P.E.

Attachments: Bid Tabulation
Bid Guaranty, Ohio Farmers Insurance Company

**CITY OF URBANA
BOOSTER STATIONS PROJECT**

The Righter Co., Inc.

BID OPENING SEPTEMBER 09, 2022

NO	ITEM	QTY	UNIT	MATERIALS	LABOR	UNIT PRICE	TOTAL	EXTENSION
1	Mobilization, Demobilization, Bonds and Insurance	1	LS	\$ -	\$ 80,000.00	\$	80,000.00	\$ 80,000.00
2	Construction Staking	1	LS	\$ 500.00	\$ 9,500.00	\$	10,000.00	\$ 10,000.00
3	Record Drawings	1	LS	\$ 1,000.00	\$ -	\$	1,000.00	\$ 1,000.00
4	Booster Pump Stations	1	LS	\$ 1,200,000.00	\$ 204,000.00	\$	1,404,000.00	\$ 1,404,000.00
5	Yard Piping/Valves	1	LS	\$ 100,000.00	\$ 100,000.00	\$	200,000.00	\$ 200,000.00
6	Demolition of Existing WS Booster	1	LS	\$ -	\$ 20,000.00	\$	20,000.00	\$ 20,000.00
7	Sitework	1	LS	\$ 30,000.00	\$ 70,000.00	\$	100,000.00	\$ 100,000.00
8	Electrical/I&C	1	LS	\$ 30,000.00	\$ 20,000.00	\$	50,000.00	\$ 50,000.00
9	System Integration Allowance							\$ 12,500.00
TOTAL BID:							\$	1,877,500.00

**CITY OF URBANA
BOOSTER STATIONS PROJECT**

Doll Layman, Ltd.

BID OPENING SEPTEMBER 09, 2022

NO	ITEM	QTY	UNIT	MATERIALS	LABOR	UNIT PRICE	TOTAL	EXTENSION
1	Mobilization, Demobilization, Bonds and Insurance	1	LS	\$ 108,000.00	\$ 22,000.00	\$	130,000.00	\$ 130,000.00
2	Construction Staking	1	LS	\$ 2,000.00	\$ 3,000.00	\$	5,000.00	\$ 5,000.00
3	Record Drawings	1	LS	\$ 500.00	\$ 500.00	\$	1,000.00	\$ 1,000.00
4	Booster Pump Stations	1	LS	\$ 1,341,500.00	\$ 50,000.00	\$	1,391,500.00	\$ 1,391,500.00
5	Yard Piping/Valves	1	LS	\$ 160,000.00	\$ 50,000.00	\$	210,000.00	\$ 210,000.00
6	Demolition of Existing WS Booster	1	LS	\$ 14,000.00	\$ 28,000.00	\$	42,000.00	\$ 42,000.00
7	Sitework	1	LS	\$ 60,000.00	\$ 50,000.00	\$	110,000.00	\$ 110,000.00
8	Electrical/I&C	1	LS	\$ 35,000.00	\$ 40,000.00	\$	75,000.00	\$ 75,000.00
9	System Integration Allowance					\$	-	\$ 12,500.00
				TOTAL BID:				\$ 1,977,000.00

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

PURCHASE ORDER # :	VENDOR :	PURCHASE ORDER AMOUNT :	DEPARTMENT :	EXPLANATION :	BOC APPROVAL DATE & VOTE:
29882	SUPERIOR PAINTING	\$ 20,400.00	STREET	PAINTING (DECORATIVE LIGHTS, TRAFFIC SIGNAL POLES, SIGNAL HEADS)	BOC 8.10.2022 (2)
29883	PAR ASPHALT	\$ 10,395.00	STREET	CRACK FILL, SEAL COAT, RESTRIPE @ CITY REAR PARKING LOT, PUBLIC PARKING BEHIND CINEMA & BY PEOPLES SAVINGS BANK	BOC 8.10.2022 (2)
29884	PAR ASPHALT	\$ 8,240.00	AIRPORT	CRACK FILL, SEAL COAT, RESTRIPE @ AIRPORT TERMINAL LOT	BOC 8.10.2022 (2)
29885	SNYDER HEATING/COOLING	\$ 6,550.00	WRF	2 TON HEAT PUMP MINI SPLIT UNIT FOR BLOWER BUILDING MMC ROOM	BOC 8.10.2022 (2)
29886	DBT TRANSPORTATION SERVICES	\$ 3,222.00	AIRPORT	AWOS - PCA VOICE FUNCTION	BOC 8.10.2022 (2)
29925	DIGIMATION / DART RANGE	\$ 16,995.00	POLICE	DART RANGE SIMULATION SYSTEM FOR WEAPONS TRAINING PROGRAM	BOC 8.17.2022 (3)
29926	HERITAGE CO-OP	\$ 3,000.00	CEMETERY	FUEL EXPENSE AUGUST - DECEMBER 2022	BOC 8.17.2022 (3)
29927	CDW - GOV	\$ 2,939.98	POLICE	PANASONIC LAPTOP COMPUTER FOR NEW CRUISER	BOC 8.17.2022 (3)
29928	CHOICE MARKETING INC	\$ 2,585.45	POLICE	FULL COLOR PREMIUM TRADING CARDS FOR CHILDREN GIVEAWAYS	BOC 8.17.2022 (3)
29943	ADVANCE AUTO PARTS	\$ 3,000.00	STREET	AUGUST - DECEMBER 2022 BLANKET PURCHASE ORDER FOR PARTS	BOC 8.24.2022 (3)
29944	W PRODUCTIONS	\$ 3,420.00	STREET	WRAP FOR ENCLOSED TRAILER (MADE INTO SIGN/EVENT/DETOUR TRAILER)	BOC 8.24.2022 (3)
29945	BRIGHTLY SOFTWARE INC	\$ 16,047.55	VARIOUS	ASSET ESSENTIALS ENTERPRISE SOFTWARE AND IMPLEMENTATION	BOC 8.24.2022 (3)
29961	INTEGRITY DOOR SALES LLC	\$ 3,731.00	STREET	REPAIR AND MAINTENANCE OF ALL OVERHEAD DOORS AT TAFT AVE	BOC 8.31.2022 (3)

Chris Boettcher
Secretary

RESOLUTION NO. 2638-22

A RESOLUTION TO PARTICIPATE IN THE OHIO DEPARTMENT OF TRANSPORTATION'S MUNICIPAL BRIDGE INSPECTION PROGRAM. (Requires one reading)

Department Requesting: Engineering

Sponsor: Cledis Scott

WHEREAS, the City of Urbana of Champaign County, Ohio, hereinafter referred to as the Local Public Agency (LPA), qualifies to participate in the Municipal Bridge Inspection Program.

WHEREAS, the LPA has determined the need for the described project: Bridge Inspection Program Services, including, but not limited to routine inspections, element level inspections, critical findings report, fracture critical member inspections, load rating calculations and reports, weight limits posting sign recommendations, scour assessments, scour plan of actions, development of fracture critical plans, and underwater dive inspection reports if needed.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Urbana, County of Champaign and State of Ohio:

SECTION ONE:

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

SECTION TWO:

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

The State shall assume and bear 100% of all the cost for Bridge Inspection Program Services requested by the City and agreed to by the State. Eligible Bridge Inspection Services are described in the Consultant's Scope of Services Task Order Contract (Exhibit A).

The LPA agrees to pay 100% of the cost of those features which are not included in Exhibit A. Those features may include but not limited to the purchasing and erecting the recommended weight limits postings signs, the implementation of critical findings reports such as partial or total bridge closures, the implementation of the scour plan of actions. When recommendations affect public safety, ODOT expects full implementation by the municipality. As of October 2019, FHWA requires installing weight limits posting signs within 30 days from the official date of the approved recommendations. Timely implementation is essential to the success of this program.

SECTION THREE:

The LPA agrees that all right-of-way required for the described project will be made available in accordance with current State and Federal regulations.

SECTION FOUR:

The Project is based on the available funds provided by ODOT aimed at assisting the LPA in reaching compliance with State and Federal laws and policies for bridge inspection. The Project specifics (program duration, PID number, and consultant scope of services (Exhibit A)) shall be provided to the designated LPA Contractual Agent via email sent by ODOT Office of Structural Engineering (OSE).

ODOT will seek additional funds to renew the project in future years. If such funds are allocated, ODOT will send an email with the Project specifics to the designated LPA Contractual Agent seeking approval for the new Project. ODOT will not proceed with any Project that does not have written authorization via email from the designated LPA Contractual Agent.

SECTION FIVE:

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

SECTION SIX:

This ordinance shall become effective on October 4, 2022.

President, City of Urbana Council

PASSED: _____

ATTEST: _____
Clerk of Council

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

Mayor, City of Urbana



REVIEWED: Neil M. Puseer 9/15/2022
Director of Law Date

Jumper: _____ Yay _____ Nay _____ N/A
Scott: _____ Yay _____ Nay _____ N/A
Paul: _____ Yay _____ Nay _____ N/A
Truelove: _____ Yay _____ Nay _____ N/A

Thackery: ___ Yay ___ Nay ___ N/A

Collier: ___ Yay ___ Nay ___ N/A

Bean: ___ Yay ___ Nay ___ N/A

GENERAL ENGINEERING SERVICES Central Office, Office of Structural Engineering Scope of Services

The CONSULTANT may be required to perform the following services on a task order type basis for bridges designated by regulation or by agreement as City or Village inspection responsibility. Consultants must be prequalified for Level 1 Bridge Inspection services, which may include but are not limited to the following:

Task 1 - Scour Tasks

- Task 1A - Scour Critical Assessment
- Task 1B - Scour Plan-of-Action

Task 2 - Load Rating Tasks

- Task 2A - Field Measurements for Load Rating
- Task 2B - Load Rating Calculations

Task 3 – AssetWise Structure Inventory and Review, Including New SNBI Fields

Task 4 – Inspection Procedures

- Task 4A - Fracture Critical Plan
- Task 4B – Underwater Inspection Procedures

Task 5 - Bridge Inspection

- Task 5A – Routine Bridge Inspection
- Task 5B – Fracture Critical Inspection
- Task 5C – Underwater Dive Inspection

Services shall be conducted in accordance with the following:

- ODOT Manual of Bridge Inspection, Latest Version
- ODOT Bridge and Inventory Coding Guide, Latest Version
- ODOT Bridge Design Manual, Section 900), Latest Version
- Hydraulic Engineering Circulars 18, 20 and 23
- The Manual for Bridge Evaluation, Third Edition 2019 interim with revisions, AASHTO

Publication

- Bridge Inspector's Reference Manual, FHWA NHI Publication Number: 12-049,
 Publication Year: 2012
- Underwater Bridge Inspection, FHWA Publication Number: FHWA NHI-10-027,
 Publication Year: 2010

The CONSULTANT shall maintain a project cost accounting system that will segregate costs for individual task orders. The invoicing progress reports shall be detailed enough to show the breakdown of each assigned structure indicating the status of all subtasks. Completion of the individual subtasks in necessary for reimbursement credits.

The duration of the agreement will be twelve (12) months from the authorization date of the agreement.

The Department will be performing an annual Quality Assurance Review (QAR) for each selected consultant in accordance with Manual of Bridge Inspection to ensure accuracy and consistency of the inspection and documentation in AssetWise. This typically includes an office and field review.

The project will be divided into four (4) sub-projects (SP). A CONSULTANT will be selected for each sub-project. Municipalities opted into the previous inspection program will have the option to renew their legislation. Municipalities with population greater than 50,000 people are excluded from the program. The sub-projects have the following general geographic areas, category characteristics, and maximum contract values for the municipalities with municipal inspection responsibility obtained from AssetWise data as of July 2022.

Project: SP01 - District (1, 2, &3), Total Structures = 485*

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
Single Span	192	178	26	0	396
Multi-Span	24	20	31	14	89
Culvert	119	29	1	0	149
Truss	0	1	3	0	4
Fracture Critical Inspection	0	0	2	0	2
Underwater Inspection	0	0	0	0	0
Load Rating**	108	99	29	7	243

* Level 1 Bridge Inspection structures

** Tasked as budget allows w/priority for NBI bridges with many BrR updates

General Engineering Services Scope of Services
Central Office, Office of Structural Engineering
PID No. 117554

Project: SP02 - District (4, 11, &12), Total Structures = 392*

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
Single Span	127	126	35	0	288
Multi-Span	22	25	37	20	104
Culvert	84	40	1	0	125
Truss	1	2	6	0	9
Fracture Critical Inspection	0	0	3	0	3
Underwater Inspection	0	0	0	0	0
Load Rating**	75	76	36	10	197

* Level 1 Bridge Inspection structures

** Tasked as budget allows w/priority for NBI bridges with many BrR updates

Project: SP03 - District (5, 6, &10), Total Structures = 515*

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
Single Span	189	206	40	0	435
Multi-Span	11	11	37	21	80
Culvert	111	87	4	0	202
Truss	0	0	7	0	7
Fracture Critical Inspection	0	0	7	1	8
Underwater Inspection	0	0	0	0	0
Load Rating**	80	87	31	8	259

* Level 1 bridge inspection structures

** Tasked as budget allows w/priority for NBI bridges with many BrR updates

Project: SP04 - District (7, 8 &9), Total Structures = 508*

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
Single Span	177	157	36	1	371
Multi-Span	29	45	49	14	137
Culvert	126	85	3	0	214
Truss	0	0	7	1	8
Fracture Critical Inspection	0	1	4	1	6
Underwater Inspection	0	0	0	0	0
Load Rating	103	101	43	8	255

* Level 1 bridge inspection structures

** Tasked as budget allows w/priority for NBI bridges with many BrR updates

**General Engineering Services Scope of Services
Central Office, Office of Structural Engineering
PID No. 117554**

Please note that the total number of structure types is estimated based on current AssetWise data queries, and it may be adjusted when tasks are assigned in the future which may include newly found orphan bridges. The estimated annual contract price value for each sub-project is as follows:

SP01 \$560,000
SP02 \$530,000
SP03 \$570,000
SP04 \$590,000

DBE Participation:

Project	Goal
SP01	10%
SP02	0%
SP03	0%
SP04	0%

CONSULTANT shall clearly designate in the letter of intent the SP(s) they wish to be considered for.

Three (3) copies of the letter of intent shall be submitted. The letter of intent shall demonstrate that the CONSULTANT has a clear understanding of the scope of services.

Price Proposal Due Date: **//****

UNDERSTANDING

1. Inspections shall be completed by firm's full-time staff prequalified with ODOT for Level 1 bridge inspection according to the Manual of Bridge Inspection.
2. Task order are intended for maintaining compliance with the FHWA 23-Mertics, Ohio Revised Code, and ODOT policy manuals. Deadlines set by the task orders shall be respected.
3. All reports and records compiled under this agreement shall become the property of the City or Village and shall be housed in the City or Village. ODOT shall receive an electronic copy of plans, analysis files, reports and other items mentioned below.
 - a) CONSULTANT shall perform all applicable updates to ASSETWISE with new or revised information for structure inventory and appraisal data, inspections, scour, fracture critical members, and load ratings.
 - b) CONSULTANT shall submit copies of all reports and calculations electronically, or in hard copies when requested, to the City or Village for inclusion in their bridge records.
 - c) This includes, as applicable, a printed copy of the inspection report, Scour Plan-of-Action, Fracture Critical Plan, load rating report, gusset plate analysis, inspection procedures, and field measurement notes, digital pictures as well as a reproducible digital data file (.pdf, .doc, .xml, and .xls formats).
4. Copies of all transmittal letters and emails related to this Task Order shall be submitted to Central Office, Office of Structural Engineering.
 - a) When required, CONSULTANTS shall locate the original construction plans, as-built, and shop drawings from archive locations specified by the municipality and upload them onto ASSETWISE.

Services to be furnished by CONSULTANT may include:

TASK 1 - SCOUR TASKS

Task 1A – Scour Critical Susceptibility NBIS Item 113) - The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection. Deliverables include field notes, a completed Scour Critical Assessment Checklist as per Appendix I of the 2014 Manual of Bridge Inspection, and any other reference material needed for the bridge owner to properly maintain their bridge files. Channel photos or cross sections maybe tasked under this item if assigned. Please use the latest scour assessment form.

Task 1B - Scour Plan-of-Action - The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection Appendix H for the scope of this task. Deliverables include a completed Scour Plan-of-Action, field notes, calculations, and any other reference material needed by bridge owner to maintain bridge files.

TASK 2 – LOAD RATING TASKS

Task 2A - Field Measurements for Load Rating - Should no plans exist or if additional information is required, each main member shall be field measured for load rating. The condition of the member should be noted on the field documentation. All measurements shall be included in the load rating report.

Task 2B - Load Rating Calculations – A bridge carrying vehicular traffic shall be rated to determine the safe load carrying capacity. The CONSULTANT shall review existing bridge plans and inspection reports and other inspection information such as photographs and estimates of section loss for bridge members and connections. The analysis for existing structures shall be performed for AASHTO HS20-44 [MS 18] (truck, lane, & military) loading for both inventory and operating levels, and for the four Ohio Legal Loads including the special hauling vehicles (2F1, 3F1, 4F1, and 5C1, SU4, SU5, SU6, SU7, Type 3, Type 3S2, Type 3-3, NRL, EV2, and EV3) at operating level. The CONSULTANT shall try to complete the load rating analysis utilizing BrR (Virtis) at first. Hand-calculations or Spreadsheets if BrR is not applicable. The BrR analysis file, other load rating files, and the latest BR100 shall be included with the submittal to OSE.

The inventory and operating ratings shall be coded as per the most recent version of the ODOT Bridge Inventory Coding Guide. Update ASSETWISE Inventory with the load rating results and upload BR100 pdf file.

The electronic deliverable shall include if applicable an Excel spreadsheet or other files used for analysis for each bridge which shall include the member areas, member capacities both with and without section loss, influence lines (can be the ordinates or graph of the lines), dead loads and dead load stresses in members, live loads and live load stresses in members for all truck loadings and the load ratings of the members. Truck loadings to be used for the ratings are specified in BDM Section 900.

The Load Rating Report shall be prepared by a registered or non-registered engineer, and it shall be checked, signed, sealed and dated by an Ohio Registered Professional Engineer.

The Load Rating Report shall explain the method used to calculate the load rating of each bridge.

AASHTO Load Factor Rating (LFR) shall be utilized for all bridges not designed by Load and Resistance Factor Design. AASHTO Load and Resistance Factor Rating (LRFR) shall be utilized for all structures designed for HL93 loading starting October 2010.

Load Rating Report Submittal to the City or Village shall include:

- a. Two (2) printed copies and one electronic pdf copy of the Load Rating Report for each bridge.
- b. Final summary of inventory and operating ratings for each member and the overall ratings of the structure shall be presented for each live load truck. An acceptable format is ODOT form BR-100.
- c. Analysis program input files. Both input and output files shall be submitted when programs other than BrR or spreadsheets are used.
- d. All calculations related to the load rating.
- e. If applicable, the weight limits posting recommendations including a copy of the standard posting sign; such as R12-1 (24" x 30"), R12-H5 (30" x 48"), and R12-H7 (30" x 30").

TASK 3 – ASSETWISE STRUCTURE INVENTORY AND REVIEW

The scope of this task includes a limited review of the structure inventory data in the ODOT ASSETWISE. In general, the CONSULTANT shall review specific existing ODOT bridge inventory records (as provided by the City and approved by ODOT) of the designated bridge. The CONSULTANT may download the inventory report, which contains inventory data for each bridge on file with ODOT from the ODOT website. The CONSULTANT shall verify this data and determine if the ODOT ASSETWISE structure file information needs to be updated on the system. If no changes are necessary, then no ASSETWISE inventory needs to be filled out. If changes are necessary, the scope of this task shall also include completing and filing inventory updates (and supplements, as needed) in ASSETWISE. The CONSULTANT shall refer to the ODOT Office of Structural Engineering Inventory and Coding Guide of ASSETWISE for inventory coding details. In 2023, ODOT will start the transition toward SNBI, the consultants shall fill out all empty fields for this purposes as communicated by OSE.

TASK 4 – INSPECTION PROCEDURES

Task 4A – Fracture Critical Plan – A Fracture Critical Member Plan and inspection procedure shall be developed and updated. For more details, refer to Chapter 4: Inspection Types in the Manual of Bridge Inspection. It shall include:

1. Sketches of the superstructure with locations of all fatigue and fracture prone details identified.
 - a. Use framing plan or schematic with detail locations labeled and a legend explaining each labeled item on the scheme.
 - b. Use an elevation view for trusses.

- c. Classify similar fatigue/fracture prone details as types (e.g. end of partial cover plate).
2. A table or location of important structural details indicating:
 - a. Type of detail (e.g. end of partial cover plate, short web gap, etc.)
 - b. Location of each occurrence of detail
 - c. AASHTO Fatigue Category of detail
 - d. Identify retrofits previously installed
3. Risk Factors Influencing the inspector access.

Photos and sketches shall be properly referenced. The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection for additional details on the scope of this task.

Task 4B – Underwater Inspection Procedures – An underwater inspection procedure shall be developed. For more details, refer to Chapter 4: Underwater Inspections in the Manual of Bridge Inspection. Please note that ODOT has recently revised the format of the procedures file. The diving team shall fill out or update the latest form and upload it on ASSETWISE prior to performing the actual dives. Please contact OSE for a copy of a blank form if not uploaded on ASSETWISE at the time.

TASK 5 – BRIDGE INSPECTION

Task 5A – Routine Bridge Inspection (ASSETWISE Input) - Perform a routine field inspection of the structure to determine the general condition. The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection for additional details on the scope of this task. Section 1111 of the Moving Ahead for Progress in the 21st Century Act (MAP-21) modified 23 U.S.C.144, requires Ohio to report bridge element level data for NBIS bridges on the National Highway System (NHS) to FHWA. A condition rating or element level inspection will be assigned. This task includes Condition Rating Inspection for non-NBI structures, Condition Rating Inspection for NBI structures, and Element Level Inspection for NBI classified as NHS. The consultant shall probe the channel around the footing in water to determine depth of scour and report the date in AssetWise.

Task 5B – Fracture Critical Inspection - Perform a fracture critical field inspection of fracture critical items. The CONSULTANT shall update the FCM inspection procedure with current photos and descriptions. The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection for additional details on the scope of this task.

Task 5C – Underwater Dive Inspection – Perform Underwater/ In-Water inspection of substructure units according to the cycle shown in ASSETWISE. Emergency underwater inspection may arise for specific structures over the duration of the contract period. Work shall be done in accordance with the reference manuals and inspection procedure. Scour risk shall be evaluated after field and data collection.

RESOLUTION NO. 2639-22

A RESOLUTION TO APPROVE A SANITARY SEWER TAP-IN FOR S&L HOME CENTER, INC. AT 1711 EAST US HIGHWAY 36 (PARCELS #K41-11-11-11-00-009-00 & K41-11-11-11-00-010-00) AS AN EXTRATERRITORIAL CUSTOMER, AND DECLARING AN EMERGENCY (*Suspension of rules requested by utility services applicant*). (Requires one reading)

Department Requesting: Community Development Sponsor: Councilman Pat Thackery

WHEREAS, the City of Urbana has received an application from S&L Home Center, Inc. to tap-in to City sanitary sewer service for unincorporated parcels (K41-11-11-11-00-009-00) & (K41-11-11-11-010-00) located at 1711 East US Highway 36, which are located outside and directly adjacent to the city limits; and

WHEREAS, pursuant to Urbana Codified Ordinance 939.06, no new water main taps shall be permitted beyond City limits nor existing water main taps enlarged without the approval of City Council; and

WHEREAS, pursuant to Urbana Codified Ordinance 927.03, no extension of water shall be made unless a sanitary sewer is extended at the same time nor shall a sanitary sewer be extended without a similar extension of water; and

WHEREAS, pursuant to Urbana Codified Ordinance 931.15(e), all utility users outside the City limits shall pay two hundred percent (200%) of the total service fees for operation, maintenance, and replacement; and

WHEREAS, pursuant to Urbana Codified Ordinance 931.24, upon issuance of a new sewer connection permit for a property located outside of the City limits, the owner of the property shall file an annexation petition within sixty (60) days of the time that property becomes contiguous to the City of Urbana, and “the failure of any such non-resident sanitary sewer customer to comply with this condition shall be grounds for immediate termination of sanitary sewer service to the property” but this provision may be waived by the Director of Administration only with the concurrence of City Council, upon a finding of the existence of a specific necessity,

NOW, THEREFORE, BE IT RESOLVED by the City of Urbana, County of Champaign, State of Ohio, that:

Section One.

That Council approves the requested tap-in to City sanitary sewer service as requested by S&L Home Center, Inc. to the property described as Permanent Parcel No. K41-11-11-11-00-009-00 and Permanent Parcel No. K41-11-11-11-00-010-00 and located at 1711 East US Highway 36.

Section Two.

That Council hereby waives the requirement for the water tap-in to occur at the same time that sanitary sewer is extended to said property with the understanding that the property be connected to city water service when any of the following situations occur: sale of the property, change of use of the property from its current retail use, or site redevelopment of the property for other uses.

Section Three.

That Council authorizes such extension and tap-in with the understanding that all construction costs related to said sanitary sewer extension and tap-in shall be borne entirely by the applicant.

Section Four.

That Council authorizes such extension and tap-in with the applicant being required to pay all applicable fees, including any required sanitary sewer tap-in (connection) fee and sanitary sewer capacity fee.

Section Five.

That Council authorizes the Director of Administration to issue a termination order for sanitary sewer service upon failure of the property owner to initiate annexation within 60 days of the sanitary sewer tap-in permit being issued or for failure to connect to city water service as required under Section Two of this legislation.

Section Six.

That this resolution shall take effect immediately upon passage in order to promote public health and welfare as this sanitary sewer extension and tap-in will provide improved sanitary sewer service for the applicant at the subject property.

President, City of Urbana Council

PASSED: _____

ATTEST: _____
Clerk of Council

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

Mayor, City of Urbana

REVIEWED: *Michael P. Lewis* 9/15/2022
Director of Law Date

Jumper: _____ Yay _____ Nay _____ N/A

Scott: _____ Yay _____ Nay _____ N/A

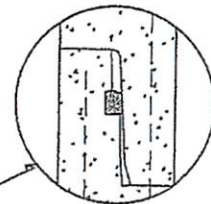
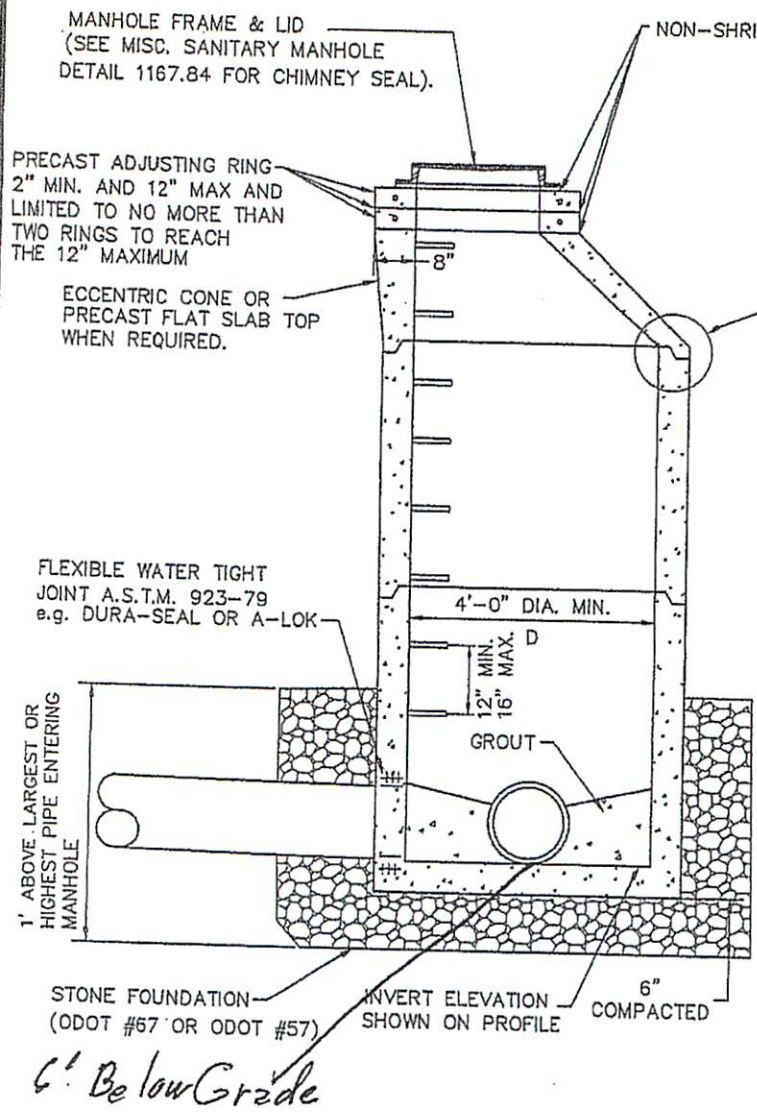
Paul: _____ Yay _____ Nay _____ N/A

Truelove: _____ Yay _____ Nay _____ N/A

Thackery: _____ Yay _____ Nay _____ N/A

Collier: _____ Yay _____ Nay _____ N/A

Bean: _____ Yay _____ Nay _____ N/A

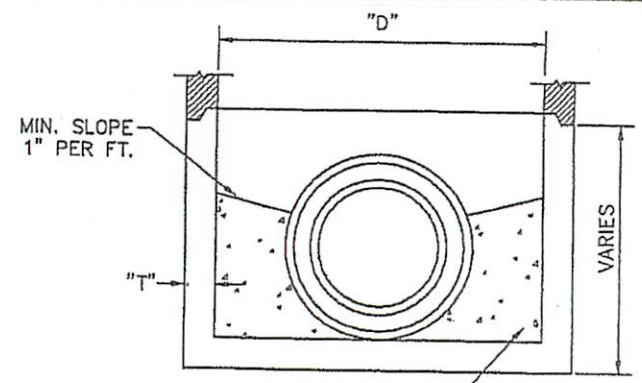


O-RING JOINT DETAIL
(MEETING ASTM SPEC. 443)

JOINTS MUST BE KEPT TO A MINIMUM.

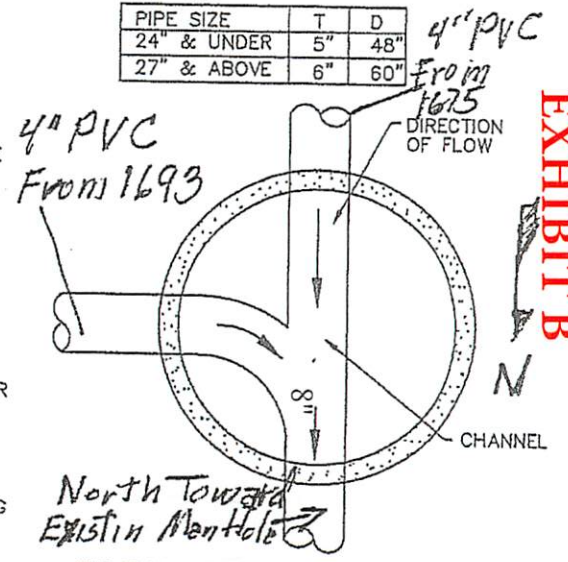
NOTES

- A. SANITARY MANHOLE FRAMES AND COVERS SHALL BE EQUAL TO NEENAH NO. R-1767 OR EAST JORDAN IRON WORKS NO. 1600. LID SHALL BE SANITARY LETTERED SOLID NON-VENTED, SELF-SEALING AND NON-BOLTED LIDS. NO LATERALS SHALL PROTRUDE INTO THE INTERIOR MANHOLE.
- B. TO CONNECT INTO EXISTING MANHOLE, THE MANHOLE SHALL BE CORED AND AN A-LOK XP SERIES FLEXIBLE CONNECTOR OR EQUIVALENT SHALL BE INSTALLED PER MANUFACTURER'S RECOMMENDATIONS. NON-SHRINK GROUT ALTERNATIVE MAY BE USED IN SPECIAL CIRCUMSTANCES WHEN PREVIOUSLY APPROVED BY CITY.
- C. MATERIALS FOR BASES, RISERS, AND OTHER PRECAST SECTIONS, INCLUDING REINFORCEMENTS SHALL COMPLY WITH ASTM C-478.
- D. MAXIMUM SANITARY MANHOLE SPACING SHALL BE 350' FOR LESS THAN 15", 400' FOR 15" AND GREATER.
- E. LOCATE THE CENTERLINE OF MANHOLE COVERS OVER THE CENTERLINE OF THE MAIN SEWER WHENEVER POSSIBLE.
- F. CUT PIPE SHALL NOT EXTEND BEYOND THE INSIDE FACE OF THE MANHOLE WALL.
- G. CONCRETE PLACED INSIDE THE MANHOLE SHALL NOT BE PLACED BETWEEN THE PIPE AND THE OPENING SO AS TO INTERFERE IN ANY WAY WITH THE FLEXIBILITY OF THE JOINT.
- H. (4) 3/4" DIA. STAINLESS STEEL ANCHOR BOLTS AND NUTS TO FASTEN MANHOLE FRAME TO MANHOLE CONE OR FLAT LID SECTION WHEN REQUIRED BY THE CITY ENGINEER.



PRECAST BASE SECTION

PIPE SIZE	T	D
24" & UNDER	5"	48"
27" & ABOVE	6"	60"



THE FLOW CHANNEL THROUGH MANHOLES SHALL BE MADE TO CONFORM IN SHAPE, SLOPE AND SMOOTHNESS TO THAT OF THE SEWERS.

STANDARD INVERT CHANNEL

ALL INVERTS TO BE CHANNELLED FOR OPTIMUM FLOW.

EXHIBIT B

CITY OF URBANA

TYPE 3 SANITARY MANHOLE

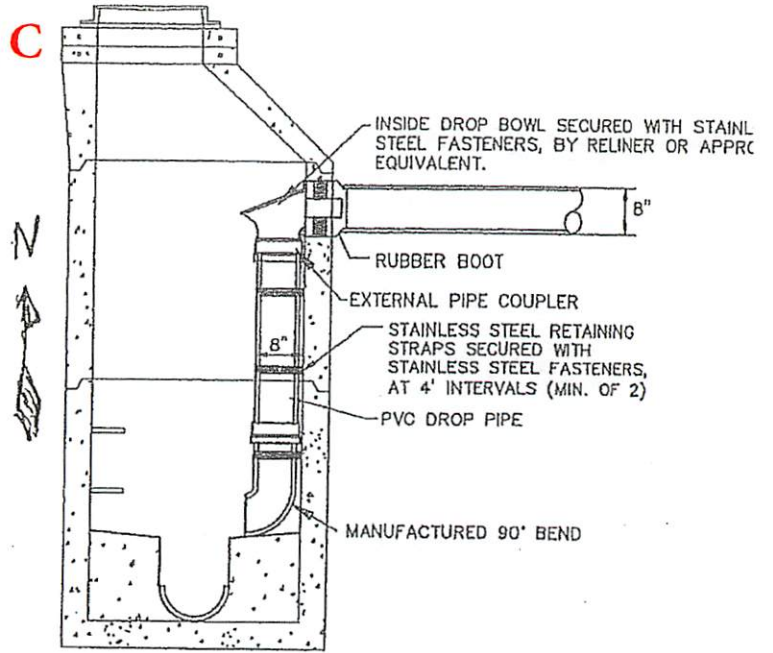
REVISIONS:
04-10-19

DATE APPROVED:
01-13-06

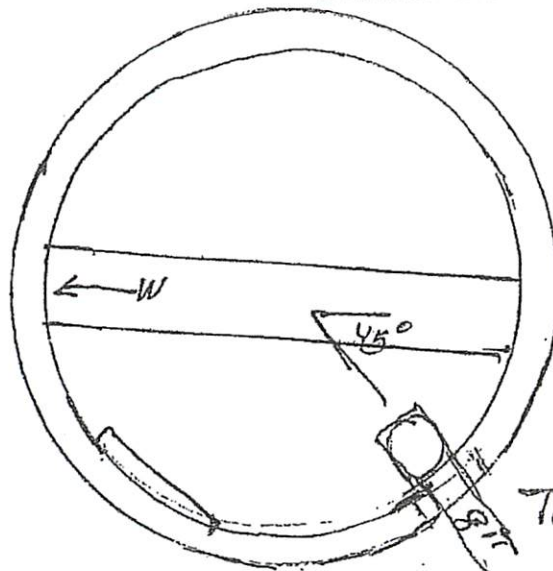
PAGE No.

1167.81

EXHIBIT C



TYPE 2



To Avoid Letter Interference
Existing Manhole
North Side of RT 36

RESOLUTION NO. 2640-22

A RESOLUTION TO DEDICATE THE PUBLIC SANITARY SEWER MANHOLE AND RELATED 8” SANITARY SEWER MAIN/CROSSING THAT WAS INSTALLED IN THE PUBLIC RIGHT OF WAY BY A CONTRACTOR ON BEHALF OF DWIGHT E. PENCE AND PHYLLIS A. PENCE BETWEEN 1675 AND 1693 EAST US HIGHWAY 36, AND DECLARING AN EMERGENCY. (One reading required)

Department Requesting: Community Development Sponsor: Councilman Pat Thackery

WHEREAS, in order to provide sanitary sewer service to two properties owned or previously owned by Dwight E. Pence and Phyllis A. Pence at 1675 East US Hwy 36 and 1693 East US Highway 36, a new sanitary sewer manhole was installed privately in the right of way on the south side of East US Highway 36 and a related 8” sanitary sewer main was installed by boring from the existing sanitary sewer main on the north side of the roadway over to the new manhole on the south side of the roadway; and

WHEREAS, the contractor, Wiseman and Sons, Inc., obtained a city right of way permit for this work in October of 2020 (permit #2020-257) to complete this work on behalf of Dwight E. Pence and Phyllis A. Pence; and

WHEREAS, this work was completed in March of 2021, and the properties at 1675 and 1693 East US Highway 36 were connected to city sanitary sewer service; and

WHEREAS, S&L Home Center, Inc. at 1711 East US Highway 36 has made application to the City of Urbana for city sanitary sewer service and will be required to connect into the new manhole within the right of way on the south side of the roadway in order to be served by the city’s sanitary sewer system; and

WHEREAS, the City of Urbana desires to accept this new manhole and related 8” sanitary sewer main in order to provide continued sanitary sewer service to 1675, 1693, and 1711 East US Highway 36.

NOW, THEREFORE, BE IT RESOLVED by the City of Urbana, County of Champaign, State of Ohio, that:

Section One.

That the new sanitary sewer manhole that was privately installed in the right of way on the south side of East US Highway 36 between 1675 and 1693 East US Highway 36 is hereby accepted and dedicated forever for public operation and maintenance.

Section Two.

That the new 8" sanitary main that was bored under and crosses under East US Highway 36 between the existing manhole on the north side of the roadway and newly installed manhole on the south side of the roadway is hereby accepted and dedicated forever for public operation and maintenance.

Section Three.

That Exhibits A & B & C shall provide documentation of the infrastructure being referenced in Sections One and Two of this legislation.

Section Four.

That this resolution shall take effect immediately upon passage in order to preserve public health, safety, and welfare as this dedication of public infrastructure will ensure continued sanitary sewer service and will formally place this infrastructure into city maintenance and operation.

President, City of Urbana Council

PASSED: _____

ATTEST: _____
Clerk of Council

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

Mayor, City of Urbana

REVIEWED:  9/15/2022
Director of Law Date



Jumper: _____ Yay _____ Nay _____ N/A

Scott: _____ Yay _____ Nay _____ N/A

Paul: _____ Yay _____ Nay _____ N/A

Truelove: _____ Yay _____ Nay _____ N/A

Thackery: _____ Yay _____ Nay _____ N/A

Collier: _____ Yay _____ Nay _____ N/A

Bean: _____ Yay _____ Nay _____ N/A