

**URBANA CITY COUNCIL
REGULAR SESSION MEETING
TUESDAY, OCTOBER 18, 2022**

 APPROVED

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 Director of Finance Chris Boettcher, Director of Law Mark Feinstein, Community Development Manager Doug Crabill, Fire Chief Dean Ortlieb, and Zoning and Compliance Officer Preston Carter

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 October 4, 2022 on the floor for discussion and possible approval. Mr. Paul seconded.

No comments/questions from Council.

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

Motion passed 7-0

Communications:

1. Oak Dale Cemetery Board Meeting Minutes of May 20, 2022 and July 15, 2022.
2. Letter from Director of Administration Kerry Brugger regarding the City of Urbana's Community Reinvestment Area Housing Officer dated October 11, 2022
3. 3rd Quarter Staff Highlights
4. Downtown Urbana Designated Outdoor Refreshment Area (DORA) Plan

Mr. Scott moved to put the communications on the floor for discussion and possible acceptance. Mrs. Bean seconded.

Mr. Paul reaffirmed the statement from the July 15, 2022 Cemetery Board meeting minutes on how good the grounds looked.

In regards to the Housing Officer letter, Mr. Paul asked what changes were in effect with Mr. Crabill assigned. Mr. Brugger stated that the last ordinance had the community development manager acting as housing officer. Marcia Bailey had this role with the City. When she went to the CEP, she took that role with her. As the City reviewed the CRA ordinances, it found discrepancies that needed to be corrected. CRAs are city agreements and obligations. Therefore, the housing officer should be a city employee. Mr. Brugger felt it was important to have continuity in the position. Mr. Crabill added that one of the CRA changes involved residential remodeling. The Legacy Place remodeling was pending and has now started the process for abatement.

In regards to the Quarterly highlights, Ms. Truelove thanked sewer/water for working with other departments to save money on projects.

Mr. Thackery was impressed by the number of fire department inspections.

Mr. Scott mentioned that some departments appeared to be over budget and asked if they would run over. Ms. Boettcher answered that some departments may go over due to an increase in the cost of fuel. Some one-time expenses were made in the front of the year that might help department numbers come down.

Mr. Paul asked how the number of grass violations were in compared to other years. Mr. Carter responded they were about the same. Mr. Paul stated he was glad the fire department was full staff. Chief Ortlieb stated unfortunately the fire department is about to be down one member again. Mr. Paul added there was a lot of debris removed from the streets and was glad it was not going into the storm sewer. Mr. Paul asked how the Nova time implementations were going. Ms. Boettcher stated everything seems to be running smooth and the next pay period will be the second full period. The City will be moving to customer service status shortly. Mr. Paul asked what was on Govdeals. Mr. Brugger stated obsolete tools and furniture. He didn't believe there were any vehicles. Finally, Mr. Paul asked why the water department budget was running over. Ms. Boettcher stated they had paid debt payments in January and July and the number would therefore be slowing down.

Mr. Thackery stated that he had been involved with the DORA meetings and the City seems to be where it wanted to be. Mr. Crabill added that Council has now been provided with the plan. This communication is the first step of accepting receipt. The public notifications have been submitted to the newspaper and the plan will be posted on the City website. The City will consider the plan on November 1st. If approved, the City will file with the Ohio Division of Liquor Control and receive DORA designation from the State.

Mr. Scott stated there were a lot of rules and was curious if these were administrative or from the State of Ohio. Mr. Crabill stated most were directly required from the Ohio Revised Code. The City relied on existing DORAs from Wooster and Piqua. Mr. Feinstein added that the boundaries, safety plan, personnel, sanitation plan were all rules from the State. The only artistic license is how to treat violations of DORA.

Mr. Paul inquired into necessary bathrooms downtown. Mr. Feinstein stated that patrons will have to rely on the establishments that served the beverages.

President Hess inquired how many DORAs were in the State. Mr. Crabill stated about every county seat in Ohio has one.

Voice vote on approval: all ayes, nays none.

Motion passed 7-0.

Administrative Reports – Board of Control:

1. The Board of Control recommends that Council authorize a purchase order to Software Solutions in the amount of \$116,600.00 for the software upgrade and data conversion from eGov to VIP Suite for the Finance Department. This expense will be charged to the General Fund and is not in the 2022 budget. **VOTE: 3-0**

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

Ms. Boettcher stated the finance software needed upgrading. It has been used since 2008. The new software would simplify finance procedures and allow department heads to manage their own budgets. Each head would see a live budget, and the system would not allow the department to go over budget unless authorized by Ms. Boettcher. This would also allow department heads to fill out purchase requisitions electronically. The entire system would take a lot of manual operation off of the finance department.

Mr. Thackery inquired if this was an upgrade, data conversion, or both. Ms. Boettcher indicated this was for both, as well as training. Mr. Thackery asked what the annual expense was. Ms. Boettcher stated the fee would be about \$19,000. The City currently spends about \$23,000 per year. There is not an upgrade available for income tax and the City saw no reason to upgrade utility billing. Ms. Truelove asked what the annual fee covered. Ms. Boettcher explained that it included online help and a cloud platform.

Mr. Paul stated this was truly not that expensive. He inquired when the program would be installed and active. Ms. Boettcher stated if approved, the City would sign the contract this week. The company would send questionnaires regarding usage the next two or three weeks. This would be followed by URL addresses to allow the City to practice using the software with current data. Finance would look to go fully live by 3rd Quarter 2023. Mr. Paul asked if there would be web-based reports residents could view. Ms. Boettcher answered affirmatively, probably without the live capabilities.

Voice vote on approval; all ayes, nays none.

Regarding the footnotes, Mr. Paul inquired about the stripper from Pioneer Athletics. Mr. Brugger explained the previous one was six or seven years old. It was more financially sound to replace instead of repair. The City may be reimbursed from the Park Board.

Citizen Comments:

Kim Snyder/Pat Detwiler – DAR

Ms. Snyder and Ms. Detwiler spoke about the Wreaths Across America. Last year went so well they were able to cover locations in Dayton as well. They passed out brochures and asked to send any donations to Ms. Detwiler by Thanksgiving, or by using the QR code to be sent directly to Oak Dale. Veterans in town cover every conflict from the American Revolution to the present day. Wreaths are \$15 and are starting to be placed this year on December 17th.

ORDINANCES AND RESOLUTIONS

Third Reading: None

Second Reading: None

First Reading:

Ordinance 4580-22: An ordinance to amend the City of Urbana's official zoning map by rezoning parcels in the area of Lionel Drive, Fulton Avenue and Railroad Street currently designated R-2 Medium Density Residential to R-3 High Density Residential.

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

Mr. Carter indicated the next four ordinances all involved City-initiated map updates. This ordinance affects three parcels. One parcel currently has fourteen apartments, while the other two are City owned along Railroad Street. This zoning change is to accommodate what exists today.

Mr. Paul inquired if there were any plans for the City owned lots. Mr. Brugger indicated there were not any plans currently. Previously plans with Habitat for Humanity fell through.

President Hess declared this Ordinance to have had its first reading.

Ordinance 4581-22: An ordinance to amend the City of Urbana's official zoning map by rezoning parcel K48-25-11-04-34-018-00 currently designated M-1 Manufacturing to R-2 Medium Density Residential.

Mr. Paul moved to place this ordinance on the floor for discussion. Mr. Scott seconded.

Mr. Carter stated this was a single parcel that is lightweight condos. This ordinance is to match the zoning with how the property is currently being used.

Mr. Paul inquired if any of the condos were split between zones. Mr. Carter answered no.

President Hess declared this Ordinance to have had its first reading.

Ordinance 4582-22: An ordinance to amend the City of Urbana's official zoning map by rezoning parcels in the area of Gwynne Street and North Russell Street currently designated M-1 Manufacturing to BR-1 Business Residential as well as parcels in the same area currently designated R-2 medium density residential to M-1 manufacturing.

Mr. Scott moved to place this ordinance on the floor for discussion. Ms. Jumper seconded.

Mr. Carter indicated that property moving to BR-1 is adjacent to Honeywell. It has been both apartments and a commercial space in the past. The other part is where the current zoning map splits in half. The City is taking all of the property and cleaning it up to meet where the parcel lines are.

Mr. Paul asked if the properties are contiguous. Mr. Carter indicated they were contiguous diagonally, but not as blatant as other spot zoning issues.

President Hess declared this Ordinance to have had its first reading.

Ordinance 4583-22: An ordinance to amend the City of Urbana’s official zoning map by rezoning parcels in the area of Dellinger Road currently designated R-3 high density residential to R-1 low density residential as well as establish zoning for newly annexed parcels in the same area as R-1 low density residential.

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

Mr. Carter stated the north side was the properties that were most recently annexed into the City. This establishes zoning for those properties. The four properties on the south side currently have three single family homes and a large barn. This zoning change matches what is already there.

Council did not have any questions/comments.

President Hess declared this Ordinance to have had its first reading.

Ordinance 4552-22: An ordinance to revise the Codified Ordinances by adopting current replacement pages.

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

Mr. Feinstein stated this was purely a housekeeping issue. The Urbana Codified Ordinances would be amended to mirror the changes already in affect from the Ohio Revised Code. Mr. Paul asked what the specific changes were. Mr. Feinstein stated while the ordinance states the sections amended, he could not specific what was specifically being changed.

Mr. Paul moved to table Ordinance 4552-22 until the next meeting to be able to see the specific changes to the Urbana Codified Ordinances. Mr. Thackery seconded.

Voice vote on tabling: all ayes, nays none.

Ordinance 4552-22 will be brought up again at the next meeting.

Department Liaison Reports:

Ms. Jumper inquired that since Ms. Truelove sat on the Cemetery Board, whether it was necessary for her to still attend meetings. Mr. Feinstein clarified that Ms. Jumper serves as a liaison. She doesn’t necessarily have to go to cemetery board meetings as long as she is able to become informed and update Council as to what is going on.

Miscellaneous Business

Ms. Truelove indicated the property across the street from her was now under the care of the bank. She expressed concern on how to keep in touch with them to ensure the property keeps up to code.

Mr. Crabill indicated he saw a truck and trailer were at the property recently, so he is hopeful that they are getting it ready for sale.

Mr. Thackery indicated he was still concerned with electric bicycles and scooters on sidewalks. Mr. Crabill added that it appeared to be a mini-motorcycle.

Mrs. Bean thanked Mr. Crabill and Ms. Boettcher regarding their work on the TIF.

Ms. Boettcher reminded Council she sent e-mails to talk about department budgets.

Mr. Brugger indicated that the road work on South Main Street was wrapping up. He was also glad to get the quarterly highlights out beforehand to allow them in the packet so Council could digest them prior to the meeting.

Mr. Feinstein stated he was working on updating all of the City's records retention schedules. He is meeting with President Hess regarding City Council's schedule this Friday.

Mayor Bean stated there was an opening for the Shade Tree Commission. Anyone who has interested should contact Mr. Crabill. Mr. Crabill added that it is for the first ward.

President Hess spoke as to the scheduled Executive Session. Mr. Thackery moved to enter into Executive Session. Mrs. Bean seconded. Voice vote on approval: all ayes, nays none. Adjourned to Executive Session at 7:08 pm.

Mr. Thackery moved to reconvene the regular session. Mrs. Bean seconded. Voice vote on approval: all ayes, nays none. Regular meeting reconvened at 7:29 pm.

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

ADJOURNED AT 7:29 p.m.

NEXT SCHEDULED MEETING
November 1, 2022, at 6:00 p.m.





Council Clerk



Council President