

**URBANA CITY COUNCIL
REGULAR SESSION MEETING AGENDA
TUESDAY, OCTOBER 15, 2019, AT 6:00 P.M.**

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

Call to Order

Roll Call

Pledge of Allegiance

Approval of Minutes

Urbana City Council Regular Session Meeting Minutes of September 17, 2019.

Communications

1. Letter from Ohio Division of Liquor Control, regarding Clark Food Mart, 780 Scioto St., Urbana, Ohio (See attached)
2. Charter Review Minutes of September 18, 2019 (See attached)
3. Ohio Auditor of State Award (See attached)
4. A Walking History of Oak Dale Cemetery (See attached)
5. Oak Dale Cemetery Board Meeting Minutes of July 18, 2019 (See attached)

Board of Control

*****August, 2019, and September, 2019 Purchase Orders for \$2,501.00 - \$50,000.00*****

Citizen Comments

Ordinances and Resolutions

First Reading

Ordinance No. 4514-19

An Ordinance to revise the Codified Ordinances by adopting current replacement pages.
(May be passed on first reading)

Resolution No. 2566-19

Resolution approving the 2019 Champaign County, Ohio Hazard Mitigation Plan.
(Requires three readings)

Resolution No. 2567-19

A Resolution to authorize preliminary approval and consent from the City of Urbana, Champaign County, Ohio to the Ohio Department of Transportation for Bridge Inspection Program Serves, and declaring an emergency.
(May be passed on first reading)

Second Reading

Third Reading

Miscellaneous Business

Adjourn

Work Session

**URBANA CITY COUNCIL
REGULAR SESSION MEETING
TUESDAY, SEPTEMBER 17, 2019**

President Hess called the City of Urbana Regular Session Meeting to order at 6:00 p.m. City staff attending: Mayor Bill Bean, Director of Administration Kerry Brugger, Director of Finance Chris Boettcher, Director of Law Mark Feinstein, and Community Development Manager Doug Crabill.

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

Gary Ledford spoke about the Champaign Transit System. He stated that the Springfield Urbana Connector is new and that they were hoping for a connector with Bellefontaine. He continued by asking if the City would like to go in with Champaign Transit for the purchase for a new vehicle. This new vehicle would get 21 miles per gallon instead of the 10 miles per gallon on their vehicles they currently use.

President Hess stated that they would look in the budget to see if there is anything the City could do to help.

MINUTES of the Regular Session Meeting Minutes of September 3, 2019 were presented for approval. Mr. Paul moved for the approval of said minutes and Mr. Thackery seconded. Voice vote on approval: all ayes, nays, none.
Motion passed 7-0.

COMMUNICATIONS

1. Letter from Greg Wagner, regarding Geese Management
2. Scrap Tire Disposal Day, October 12, 2019, 9:00 a.m. – 12:00 p.m.
3. Monument Square Roundabout Improvement Update
4. Charter Review Meeting Minutes of September 4, 2019

Mr. Thackery moved to accept all of the communications. Mr. Paul seconded. Voice vote on approval: all ayes, nays, none.
Motion passed 7-0.

ADMINISTRATIVE REPORTS – BOARD OF CONTROL

1. **Morrison Sign - \$20,368.00 (Capital Improvement Fund)**

Mr. Brugger began by stating that Ms. Boettcher presented a packet to Council some time ago, which provided a couple of options. He also stated that this is the time to put in the message center when the re-facing of the sign is done.

Ms. Boettcher also commented that the message center could be used like a power point.

Discussions with Council took place and it was agreed upon that this would solve the issue of communication with the citizens.

President Hess asked Ms. Boettcher where the money would be coming from in the budget. Ms. Boettcher advised that it was appropriated money. She also explained that the budget is a “living” document.

Voice vote on approval: all ayes, nays, none.

Motion passed 7-0.

CITIZEN COMMENTS

Mike Manoloff – 4172 Middle Urbana, Rd., owner of Oxner’s General Store, spoke about the construction with the Roundabout. He provided a handout and provided photos for Council and the audience to view regarding the construction. He gave his concerns of how the roundabout construction has effected the businesses in the square, including his own. He also spoke about the charm with the brick sidewalks is gone since it has been replaced with concrete. He also mentioned the trees being removed which was also a point of charm. His handout is attached hereto.

Stephanie Trulove – 707 N. Oakland St., spoke about the traffic around the area of the ongoing construction of the hotel. She stated that school, businesses, etc. are all getting off at the same time which causes a tremendous traffic backup in that area and wanted to know what the situation will be regarding the traffic issue.

ORDINANCES AND RESOLUTIONS:

First Reading –

Resolution No.: 2563-19

A Resolution expressing the City of Urbana’s support for, and intent to participate with, the Champaign County Complete County Committee, in preparation for the 2020 decennial census.

Mr. Crabill stated that the 2020 census was coming up. He further stated that the census is conducted every ten years per the constitution.

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

President Hess called for a roll call for passage: Mr. Hoffman, yes; Mr. Paul, yes; Mr. Scott, yes; Mr. Thackery, yes; Mr. McKee, yes; Mr. Piper, no; and Mr. Fields, yes.

Resolution passes 6-1, Mr. Piper saying no.

Resolution No.: 2564-19

A Resolution to authorize preliminary approval between the City of Urbana and the Ohio Department of Transportation for pavement planing and resurfacing of State Route 29 (PID No. 107427) from straight line mile 10.06 to straight line mile 18.55, more or less, with a portion in the City of Urbana, and declaring an emergency.

Mr. Crabill stated this was at no cost for the City to participate.

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

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

Resolution passes 7-0.

Resolution No.: 2565-19

A Resolution enacted by the City of Urbana, Champaign County, Ohio to authorize the Director of Administration to formally accept the awarded funds for the South High Street Corridor Improvements and to proceed with the project, and declaring an emergency.

Mr. Crabill said that this Resolution was a formality to accept the monies awarded from the grant that the City applied for.

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

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

Resolution passes 7-0.

Second Reading –

None

Third Reading –

None

MISCELLANEOUS BUSINESS/WORK SESSION

Mr. Hoffman spoke about the Roundabout Project, making reference to Mr. Manoloff's discussion. He stated that the Council knows of the square's business' temporary discomfort. He added that the point of this project was mainly for the safety of the citizens.

Mr. Thackery mentioned that Coffee with Council was still ongoing and there is a lot of good dialogue going on.

Mr. McKee stated that it may be considered to make encouragements to citizens to do activities in the downtown area, and possibly put items on Facebook, as an example.

Mr. Crabill spoke of the location of the south end of the City and how they were scoping with the LUC, looking at the signal at the school with regard to the timing of the light.

Mayor Bean spoke about the DAR's program at Freedom Grove, for Constitution Day. He added that Judge Weithman was the speaker and thanked Judge Weithman for sharing his knowledge with regard to the constitution.

President Hess brought up the topic of Home Rule and said that if Council was still interested, Mayor Bean knew a gentleman that could come in and speak to Council about the same. Mayor Bean added that the gentleman was the Village Administrator for Obetz, Ohio, and is very knowledgeable about Home Rule and would be glad to attend a Work Session to speak about it.

Mr. Fields moved to adjourn and Mr. Thackery seconded. Voice vote on approval: all ayes, nays, one from Mr. Hoffman.

Motion passed 6-1.

ADJOURN AT 7:14 p.m.

NEXT SCHEDULED MEETING

October 3, 2019, at 6:00 p.m.

Council Clerk

Council President

To: Citizens of Champaign County
Fr: Mike Manoloff, owner of 'Oxner's General Store

The city of Urbana is the 'core' of Champaign County & the 'Downtown' is the focal point that everyone identifies with. When people come to Urbana to shop, they come downtown, dare I say like Tipp City, Troy & Bellefontaine.

My wife & I moved to Champaign County twelve (12) years ago. We both retired and found property that we could enjoy & embrace for a long time. We vote 'yes' for schools always and everything else for the benefit of our community. Three years ago, we started our business. We were fortunate to locate on the 'square'. We invested heavily as do all small business owners. We keep our corner clean all year round.... shovel snow, water the plants and power broom the debris ie. cigarette butts, dirt and pigeon feathers. We want to make maintain a clean/welcoming store front, again like many business owners. Our business was growing and I say 'was' because the construction that began in May is hurting us real bad. Our business is not alone in struggling. I think it ironic that Urbana has given tax incentives for construction of the new hotel and offered no assistance to the entrenched businesses who are paying the very taxes that support the governments 'incentive' to get the hotel constructed. Obviously, the new pipes & roundabout will improve the infrastructure downtown... we just hope we will be in business when this is all completed.

People tell me there were beautiful trees along the streets in the downtown. There were small brick areas as well that added some 'charm' to the multi colored concrete. Fact is, we tried to save the brick areas around our corner of the square as they were in great condition.

If it isn't broken...don't fix it. Well, the charm has been replaced with concrete. Now we have no trees, no nice brick work. We still have a planter out front which we take care of, not the city.

I have books on 'revitalizing' downtowns. The best is titled, "Building a Vibrant Community", by Quint Studer. Mr. Studer is nationally respected as an expert on this issue.

Here are some 'bullet' points from his book & lectures.

1. People want to live in places where they can SHOP, WORK & PLAY. People must come downtown on a regular basis, not just for special events.
2. The COMMUNITY must get the 'wealth' off the sidelines. Investment DOES return to the investor!
3. The 'CITY', our elected officials, need to STEP UP to the plan, if there is one, to make Urbana a great city to live, visit, and shop.
4. Compatible businesses & occupancies should be grouped together. Codes must be specific and ENFORCED fairly! Look around the 'square'... it is a 'blight'. There are LONG TIME VACANT buildings, & ugly facades to many. Neither are 'welcoming' to anyone... and it just continues!

The facts are undeniable, OUR city is way behind in revitalizing itself.

It is very important that the criteria for business placement be followed.

1. Street level should be reserved for Retail stores, clothing, restaurants, photography & art, hair styling, specialty businesses...you get the point.
2. Space for 'non retail' ie. Real estate, insurance etc. should NOT be on the first level. The rationale is obvious and it has always been obvious. So why does OUR city ignore this? Please don't deflect the facts. Remember, there is a 'zoning' board.

I'm looking out our front windows onto the 'square' as I write this. In another 7 or 8 weeks the construction will have ceased and we will have a new roundabout, pipes, lights and some green areas. The sidewalks will still be void of 'charm' and the vacancies and ugly facades will remain.

There are 'stake holders' in every community that need to recognize how important it is to work together. No elected city official has ever been in our store to introduce themselves or ask questions or discuss plans. Certainly, I wonder if they even care about we business owners. Seems like as long as we pay our taxes all is fine. Well, all is not fine. In our store, business has dropped nearly 70% and we have had one dealer leave from the decline. I have given incentives for dealers to stay and picked up the slack with my retirement money. My options for staying afloat are minimum now.

Building owners need to occupy them and keep or make their property attractive.

Business owners need to be appreciated for trying to sustain ourselves throughout the construction. We are receiving no compensation for the thousands of dollars lost in revenue. If there is a plan in the works to help us, we would like to know about it.

Mayor, Council & Audience, I'm a pretty 'laid back' person. If I have something important enough to speak about, I do it face to face...that's why I'm here. I appreciate your courtesy.

Michael Manoloff

Think About GM
Chrysler
&
FARMERS -

**NOTICE TO LEGISLATIVE
AUTHORITY**

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

4525897		TRFO	KAVISHA LLC	
PERMIT NUMBER		TYPE	DBA SUNOCO FOOD MART	
06	01	2019		
ISSUE DATE		780 SCIOTO ST		
09	18	2019		
FILING DATE		URBANA OH 43078		
C1 C2		PERMIT CLASSES		
11	066	A	F23074	
TAX DISTRICT		RECEIPT NO.		

FROM 09/20/2019

5529645			MARK 11 LLC	
PERMIT NUMBER		TYPE	DBA CLARK FOOD MART	
06	01	2019		
ISSUE DATE		780 SCIOTO ST		
09	18	2019		
FILING DATE		URBANA OH 43078		
C1 C2		PERMIT CLASSES		
11	066			
TAX DISTRICT		RECEIPT NO.		



MAILED 09/20/2019

RESPONSES MUST BE POSTMARKED NO LATER THAN. 10/21/2019

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.
REFER TO THIS NUMBER IN ALL INQUIRIES **A TRFO 4525897**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD IN OUR COUNTY SEAT. IN COLUMBUS.

WE DO NOT REQUEST A HEARING.

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

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

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D. C. 20535

CONFIDENTIAL

MEMORANDUM FOR THE DIRECTOR

DATE: 10/15/68

RE: [Illegible]

TO: [Illegible]

10/15/68

RE: [Illegible]

10/15/68

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

Commerce Division of Liquor Control : Web Database Search

OWNERSHIP DISCLOSURE INFORMATION

This online service will allow you to obtain ownership disclosure information for issued and pending retail liquor permit entities within the State of Ohio.

Searching Instructions

Enter the known information and click the "Search" button. **For best results, search only ONE criteria at a time.** If you try to put too much information and it does not match exactly, the search will return a message "No records to display".

The information is sorted based on the Permit Number in ascending order.

To do another search, click the "Reset" button.

SEARCH CRITERIA

Permit Number	<input type="text" value="4525897"/>
Permit Name / DBA	<input type="text"/>
Member / Officer Name	<input type="text"/>

[Search](#)[Reset](#)[Main Menu](#)

Member/Officer Name	Shares/Interest	Office Held
Permit Number: 4525897; Name: KAVISHA LLC; DBA: DBA SUNOCO FOOD MART; Address: 780 SCIOTO ST URBANA 43078		
SURESHKUMAR PATEL	MANAGE MEM	

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- [Ohio Department of Commerce](#)

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**CITY OF URBANA
CHARTER REVIEW COMMITTEE MEETING MINUTES
SEPTEMBER 18, 2019**

Committee members in attendance were Charles Moody, Stephanie Trulove, Justin Weller, Cassie Cress, Al Evans, and Kim Brooks.

Mr. Feinstein brought the meeting to order at 6:00 p.m.

Further discussion was held regarding removing the reference to the Planning Commission for Section 2.09. It was agreed to leave that language as it is.

Mr. Feinstein continued with Section 2.16, Public Notice before Final Enactment. Mr. Feinstein gave a summary of this Section stating what is included is legislation; authorizing the “surrender or joint exercise of” its powers; granting a franchise (because of the circumvention of a public hearing); enacting, amending, or repealing any zoning or building legislation; changing any Ward boundaries; authorizing any change in the boundaries of the City; title and summary must be published in a newspaper of general circulation with the City at least 7 days before enactment; actions requiring public hearing in the General laws shall require public hearing herein, “unless it is inconsistent with the provisions of this Charter to require public hearings.” The issue was raised as to how to proceed if there is no newspaper any longer. It was agreed upon that to add in the second paragraph of this section, “.....in a newspaper of general circulation, and/or digital, only once upon adoption.....” Mr. Feinstein also stated that maybe Section 2.16 should mirror Section 2.17 – Publication of Ordinances and Resolutions. Discussion went further on Section 2.17 and it was agreed that fixing the typo from an to “and announce that the full text may be provided by a digital or hard copy... (In the first paragraph of the section. Additionally, Discussion took place regarding the next section, Section 2.18 – Adoption by Reference of Technical Codes, it was all agreed upon that this section was to remain as it is.

Section 2.19 – Codification, was discussed and is to remain as is.

Section 2.20 – Council Relationship to Administrative Officers was discussed, and is to remain as is.

Section 2.21 – Term Limits

Ms. Cress asked if this is where the President of Council’s term limits should go. Mr. Feinstein stated it would be best to put the President’s term limits under Section 2.04 – President of Council. Mr. Al Evans said that the term limits were enacted in 2010 and he feels that this is a subject to be discussed. Further, he stated that the voters decide who their councilman is, they should decide the term limits. He also mentioned that this whole section should be stricken. Mr.

Weller added that this section is difficult because there are two sides to it. He continued by stating that we don't want to lose the good council members, but don't want to keep the bad ones. Ms. Brooks stated that she agreed with Mr. Al Evans, as she felt the section should also be stricken. Mr. Moody asked if it would have an effect on an empty Council seat, and Mr. Feinstein stated that he didn't think it would have any impact for the seat would stay open until the next general election. It was agreed upon that removing the term limits would go to the ballot.

It was the agreed upon by the committee that the term limits for Council President should also be taken off, (the committee once agreed upon to put on the ballot).

Mr. Feinstein gave a summary for the next meeting: Council Vacancy, The Mayor, Salaries, Part Time and Full Time Position, who sets the salaries, etc. A Salary Commission was discussed. Mr. Weller asked if there could be a list provided at the next meeting that would show salaries for Council, the Mayor, and the President of Council. Ms. Cress added that it would be interesting to know the same for "like cities".

MEETING ADJOURNED – 7:00 p.m.

Next Meeting: October 2, 2019, at 6:00 p.m.

****Should you not be able to attend the meeting, please let us know****

Thank You!!!!

TO THE BALLOT – OF SUBSTANCE

Mandatory OMA Training for new Council Members
Requirement that (most) legislation be sponsored
Upon vacancy in Council seat, remains open until next general election
In the event of vacancy of Mayor, Council President fills until next election, not for duration of Mayor's term
President of Council to enforce Council Rules
Dormant period for failed legislation
Adding a Definition Section
Striking Section 2.21 Term Limits from the Charter

TO THE BALLOT – “CLEAN UP”

Removal of: “Council shall pass no ordinance or resolution which adopts a position contrary to a recommendation of the Planning Commission, made within the scope of its authority, except by a vote of majority.” (Section 2.09)

Removal of: “Council may enact ordinances that supersede state statutory provision with respect to acquisition and disposition of property upon a majority affirmative vote.” (Section 2.09)

Removal of: “unless any Council member requests the Clerk to read the Ordinance or Resolution in its entirety.” (Section 2.10)

Removal of: “Each emergency ordinance or resolution shall require the affirmative vote of at least two-thirds (2/3) of the members elected to Council for its enactment. If such emergency ordinance or resolution fails to receive the requisite two-thirds (2/3) affirmative vote, but receives the necessary majority for passage as a non-emergency ordinance or resolution, it shall take effect as a non-emergency ordinance or resolution.” (Section 2.11)

Removal of: “The failure or refusal of such officers to sign such ordinances or resolutions shall not invalidate an ordinance or resolution.” (Section 2.14)

Removal of: “or for improvements petitioned for by the owners of a majority of the adjacent property to be benefitted and especially assed therefore, unless a later date be specified therein.” (Section 2.15)

Adding: d to the end of an (and) in first paragraph”Legislation enacted and announce...” (Section 2.17)

Adding: and/or digital to”In a newspaper of general circulation and/or digital only once upon adoption for a legislation..... (Section 2.17)



OFFICE OF THE AUDITOR
KEITH FABER

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 2018.

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



Keith Faber
Keith Faber, Auditor of State

The Oak Dale Cemetery Board
presents...

A WALKING HISTORY

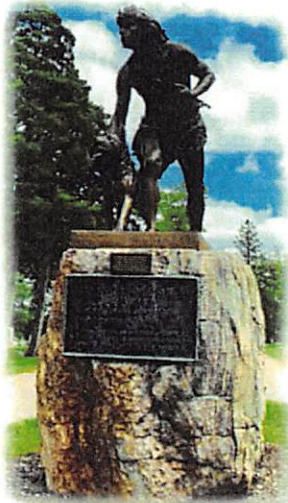
of

OAK DALE CEMETERY

Maintained by the City of Urbana
319 Patrick Avenue
Urbana, Ohio



Simon Kenton
1755-1836



John Quincy Adams Ward
1830-1910

Saturday, October 19, 2019

Tour Times:

4:00 p.m. - 4:45 p.m.

5:15 p.m. - 6:00 p.m.

6:30 p.m. - 7:15 p.m.

7:45 p.m. - 8:30 p.m.

Led by former Urbana resident John Bry, each tour will weave visitors through various areas of Oak Dale Cemetery (circa 1855) where historic burials, monuments and statues reside. Hear about the histories, locations and significance to Urbana and Champaign County.

John holds a Bachelor of Science degree in Historic Preservation from Southeast Missouri State University and a Master's of Science in Historic Preservation from Ball State University. He is a founder of the Champaign County Preservation Alliance and is an expert in historic cemeteries.

Oak Dale Cemetery Board

Wayne Smith, Chair

Bill Edwards

Lynn Reich

Tonya Barrett

Jo Frasure



Tours are free!

Contributions welcome.

Payable to the City of Urbana
Memo: Cemetery
Improvement Trust

Oak Dale Cemetery Board
Board Meeting Minutes July 18, 2019 3:00pm

COPY

Board Members:

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

Others Present: Bob Jumper

Wayne Smith called the meeting to order at 3:00pm.

Minutes were reviewed from the May meeting. Bill Edwards made a motion to approve the minutes. Tonya Barrett seconded the motion and it was unanimously approved.

New Business: None

Old Business

Committee Updates:

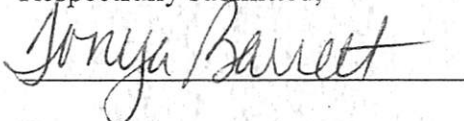
- Bill Edwards gave an update on Cemetery Tours with John Bry. The tour will be Saturday October 19th. He has secured a room for John at the Scioto Inn. Wayne Smith will consult with his wife on creating a flyer. Tonya Barrett offered to help with signage after a flyer/PDF is created. Once a flyer is created it will be sent to the Board for input/approval. Wayne also suggested utilizing the Chamber of Commerce calendar to promote the event. Wayne suggested we talk with John regarding National Registry.
- Jo Frasure gave an update on the flowers stating they are better than they were before. All agreed the flowers look good.

Bob Jumper gave some updates to the Board. There were 23 burials including 4 Saturday burials. He has been working with the mini excavator pulling shrubs and digging graves.

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

Meeting adjourned at 3:45 pm Next meeting will be September 19, 2019 at the Cemetery Office.

Respectfully submitted,



Tonya Barrett

AUGUST 2019
PURCHASE ORDERS \$2,501-\$50,000

PURCHASE ORDER # :	VENDOR :	PURCHASE ORDER AMOUNT :	DEPARTMENT :	EXPLANATION :	BOC APPROVAL DATE & VOTE:
26144	DMYTRYKA JACOBS ENGINEERS INC	\$12,500.00	WRP	SCADA SYSTEM MODIFICATIONS FOR SLUDGE HANDLING IMPROVEMENTS	BOC=8/01/19 (2)
26157	PREMIER PRINTING & SIGNS	\$2,460.00	COMPOST / RECYCLING PROGRAM	MAILING-MAGNET & STICKER (RECYCLING)	BOC=8/07/19 (3)
26158	SPRINGFIELD TRUCK	\$5,363.51	CAPITAL IMPROV-FIRE	AIR CONDITIONING & FUEL CELL REPAIR MEDIC 2	BOC=8/07/19 (3)
26159	BUSINESS EQUIPMENT COMPANY	\$10,028.00	CAPITAL IMPROV-ADMIN	DESKS & HUTCHES FOR 225 S MAIN ST	BOC=8/07/19 (3)
26176	STANTEC CONSULTING	\$8,625.85	AIRPORT-FAA GRANT	BIDDING & MISC SERVICES FOR AIP 2019	BOC=8/14/19 (3)
26177	BUSINESS EQUIPMENT COMPANY	\$4,212.00	CAPITAL IMPROV-ADMIN	OFFICE CHAIRS @225 S MAIN ST DELIVERY & INSTALL	BOC=8/14/19 (3)
26178	RG TRUCKING	\$3,018.75	WRP	HAULING OF BIO SOLIDS TO FIELD AND TO CHEROKEE LANDFILL 7/8-7/10 AND 7/15	BOC=8/14/19 (3)
26179	SECURITY FENCE GROUP	\$21,577.50	MISC NON DEPARTMENTAL	TRAFFIC SIGNAL REPAIR (MINUS SERVICE CALL-4/23/19)	BOC=8/14/19 (3)
26200	JEFF MARTIN CONSTRUCTION	\$8,100.00	CAPITAL IMPROV-ADMIN	REPLACE CONCRETE SIDEWALK AND DRIVE @ 225 S MAIN ST	BOC=8/21/19 (3)

Chris Boettcher
Secretary

SEPTEMBER 2019
PURCHASE ORDERS \$2,501-\$50,000

PURCHASE ORDER # :	VENDOR :	PURCHASE ORDER AMOUNT :	DEPARTMENT :	EXPLANATION :	BOC APPROVAL DATE & VOTE:
26247	PHOENIX SAFETY OUTFITTER	\$3,896.95	CAPITAL IMPROV-FIRE	1 SET OF UNIFORM AND TURNOUT GEAR	BOC=9/11/19 (3)
26248	ENVIRONMENTAL MANAGEMENT	\$3,000.00	WATER	BLANKET WATER TREATMENT CHEMICALS	BOC=9/11/19 (3)
26249	ACE TRUCK BODY INC	\$4,295.00	WATER	INSTALL 2 HYDRAULIC TOOL CIRCUITS	BOC=9/11/19 (3)
26250	ACE TRUCK BODY INC	\$4,295.00	SEWER MAINTENANCE	INSTALL 2 HYDRAULIC TOOL CIRCUITS	BOC=9/11/19 (3)
26251	ENVIROCORE INC	\$3,737.50	LANDFILL	INSTALL 1-6" GAS EXTRACTION WELL TO 35' DEEP AT LANDFILL	BOC=9/11/19 (3)
26258	JEFF MARTIN CONSTRUCTION	\$6,075.00	CAPITAL IMPROV-POOL	TEAR OUT APRON & 4 SIDEWALK SQUARES & CURBS & REPOUR CONCRETE	BOC=9/17/19 (3)
26259	DUKES ROOT CONTROL INC	\$8,509.74	SEWER MAINTENANCE	ROOT CONTROL FOAM 4845 FT OF 8INCH SANITARY LINE & JET POWER ii GREASE CONTROL 10 GALLONS	BOC=9/17/19 (3)
26260	JEREMY'S TREE SERVICE	\$4,000.00	CAPITAL IMPROV-CEMETERY	TREE REMOVAL & GRIND STUMPS	BOC=9/17/19 (3)
26280	MERCY HEALTH	\$ 2,868.00	FIRE	PRE EMPLOYMENT-NEW HIRES 4	BOC=9/25/19 (3)

Chris Boettcher
Secretary

ORDINANCE NO. 4514-19

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

WHEREAS, certain provisions within the Codified Ordinances should be amended to conform with current State law as required by the Ohio Constitution; and

WHEREAS, various ordinances of a general and permanent nature have been passed by Council which should be included in the Codified Ordinances; and

WHEREAS, the City has heretofore entered into a contract with the Walter H. Drane Company to prepare and publish such revision which is presently before Council;

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

SECTION ONE.

That the ordinances of the City of Urbana, Ohio, of a general and permanent nature, as revised, recodified, rearranged and consolidated into component codes, title, chapters and sections within the September 2019 Replacement Pages to the Codified Ordinances are hereby approved and adopted.

SECTION TWO.

That the following sections and chapters are hereby added, amended or repealed as respectively indicated in order to comply with current State law:

Traffic Code

- 301.04 Bicycle, Motorized Bicycle, Moped, Electric Bicycle. (Amended)
- 301.20 Motor Vehicle. (Amended)
- 301.251 Predicate Motor Vehicle Offense. (Amended)
- 301.361 Shared-Use Path. (Amended)
- 301.51 Vehicle. (Amended)
- 303.06 Freeway Use Restricted. (Amended)
- 313.09 Driver's Duties Upon Approaching Ambiguous Traffic Signal. (Amended)
- 331.03 Overtaking, Passing to Left; Driver's Duties. (Amended)
- 331.14 Signals Before Changing Course, Turning or Stopping. (Amended)
- 331.15 Hand and Arm Signals. (Amended)
- 333.03 Maximum Speed Limits. (Amended)

Traffic Code (Cont.)

- 337.27 Drivers and Passengers Required to Wear Seat Belts. (Amended)
- 373.01 Code Application to Bicycles. (Amended)
- 373.02 Riding Upon Seats. (Amended)
- 373.03 Attaching Bicycle to Vehicle. (Amended)
- 373.04 Riding Bicycles and Motorcycles Abreast. (Amended)
- 373.05 Signal Device on Bicycle. (Amended)
- 373.06 Lights and Reflector on Bicycle. (Amended)
- 373.07 Riding Bicycle on Right Side of Roadway. (Amended)
- 373.08 Reckless Operation. (Amended)
- 373.09 Parking of Bicycle. (Amended)
- 373.10 Motorized Bicycle Operation. (Amended)
- 373.13 Electric Bicycles. (Added)

General Offenses Code

- 509.03 Disorderly Conduct. (Amended)
- 529.07 Open Container Prohibited. (Amended)
- 533.04 Sexual Imposition. (Amended)
- 533.07 Public Indecency. (Amended)
- 533.19 Dissemination of Private Sexual Images. (Added)

SECTION THREE.

That the complete text of the Traffic and General Offenses Codes sections listed above are set forth in full in the current Replacement Pages to the Codified Ordinances which are hereby attached to this ordinance as Exhibit A.

SECTION FOUR.

That pursuant to Section 2.19 of the Charter, notice of the proposed revision shall be published one time in a newspaper of general circulation in the City at least seven days prior to its final approval and no other publication thereof shall be required.

President

PASSED:

ATTEST:

Approved by me this _____ day of _____, 2019.

Mayor

RESOLUTION NO. 2566-19

RESOLUTION APPROVING THE 2019 CHAMPAIGN COUNTY, OHIO HAZARD MITIGATION PLAN

WHEREAS, the Urbana City Council recognizes the threat that natural hazards pose to people and property in Urbana and Champaign County; and

WHEREAS, the City of Urbana participated in preparing the 2019 Champaign County Hazard Mitigation Plan in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, the 2019 Champaign County Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property and has recently been approved by the Federal Emergency Management Agency (FEMA); and

WHEREAS, the 2019 Champaign County Hazard Mitigation Plan was developed collaboratively with other jurisdictions and agencies in Champaign County; and

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

SECTION 1: The City Council of Urbana hereby adopts the 2019 Champaign County Hazard Mitigation Plan.

SECTION 2: A copy of said Plan is on file with the Council Clerk [O:\City Ordinances & Resolutions\Scanned Ordinance-Resolution](#). Attached and marked as "Exhibit A" is a copy of the Plan's Cover Page, Table of Contents, Executive Summary, Board of Champaign County Commissioners Resolution adopting the plan, FEMA's letter of approval, and Champaign County's EMA confirmation letter.

SECTION 3: That it is found and determined that all formal actions of this City Council concerning and relating to the passage of this resolution were adopted in an open meeting of this City Council in compliance with all legal requirements including Ohio Revised Code Section 121.22.

SECTION 4: That this Resolution shall take effect on the earliest date allowed by law.

Council President

Passed: _____

Attest: _____

This Resolution approved by me this ____ day of _____, 2019

Mayor, City of Urbana

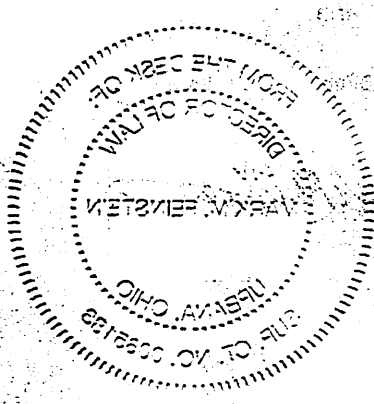
Department requesting: Administration		Personnel: Kerry Brugger	Director of Law Review <i>Wade M. Houston</i>
Expenditure? <u>Y</u> N	Emergency? Y <u>N</u>	Public Hearing? Y <u>N</u> If yes, dates advertised:	
Readings required: 1 2 <u>3</u>			
First reading date: 10/15/19	Second reading date: 11/12/19	Third/Final reading date: 11/19/19	

Anticipated effective date if approved: 12-1-19



CONFIDENTIAL

[Faint, mostly illegible typed text, possibly a memorandum or report]



2019

Hazard Mitigation Plan

Champaign County Emergency Management Agency

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EXECUTIVE SUMMARY

The 2019 Champaign County Hazard Mitigation Plan was developed using a whole community approach to assessing hazards, risks, and vulnerabilities; developing mitigation goals and strategies; and planning for implementation of mitigation efforts. Through a series of countywide and jurisdiction work sessions, communities and officials across the county assessed their current risks and identified sustainable solutions to reduce vulnerabilities. Throughout the process, they considered various regional, county, and local plans and documents that guide community and economic development.

The planning process aligns with the mitigation planning guidance established by the Federal Emergency Management Agency in March 2013 and involved stakeholders from across Champaign County. This broad participation was achieved by seeking input and participation from jurisdictions, county officials, community agencies, residents, and other partners and is evidenced by documentation of meetings and work sessions included in the plan.

The hazard mitigation plan provides a comprehensive review of communities and mitigation needs. It is one opportunity for Champaign County and its jurisdictions to increase their resilience to catastrophic incidents. The mitigation strategies are intended to help community leaders implement projects and develop policies that make the county more resistant to damage from disasters and facilitate rapid recovery when disasters do occur. The plan is also a tool for community development so that growth across the county can be implemented in ways that do not increase the county's vulnerability to hazards.



JAMES D. FREEMAN
DIRECTOR

**EMERGENCY MANAGEMENT AGENCY
OFFICE OF HOMELAND SECURITY
CHAMPAIGN COUNTY, OHIO**

DAVID M. TORSELL, JR.
DEPUTY DIRECTOR

September 23, 2019

Dear Champaign County Elected Officials:

On September 4, 2019, FEMA granted "final approval" status for the Champaign County All-Hazard Mitigation Plan. The Champaign County EMA has worked with all of you to develop this plan over the past nine months, and it has been found to be a comprehensive plan developed through extensive stakeholder involvement. Approval was granted in a fairly short time frame which speaks to the quality of the plan and your generous participation. This approval will be valid through September 4, 2024.


For all of your assistance in accomplishing this goal, we thank you.

The Champaign County Commissioners have formally adopted the plan by resolution, and all municipalities now must officially adopt the plan to be granted the benefits of approval, i.e. eligibility for federal mitigation funding to support local projects. The City of Urbana and the Villages of Christiansburg, Mechanicsburg, Mutual, North Lewisburg, St. Paris and Woodstock must each pass a local resolution/ordinance that adopts this plan. I have attached some sample resolutions to this letter for your use in developing your municipal document. Townships do not have to adopt the plan; the county resolution stands on their behalf.

I ask that all municipalities complete legislative action to adopt the mitigation plan no later than October 31, 2019. Please submit a copy of your adoption resolution/ordinance to me so I can forward it to FEMA for documentation. If municipalities do not adopt this plan, they will NOT be eligible for federal mitigation grants, such as the Pre-Disaster Mitigation Grant Program, Hazard Mitigation Grant Program, and Flood Mitigation Assistance funding, and all other mitigation funding that may be available during the next five years.

The approved plan can be viewed at www.consultrsa.com for the next few months. We will make an electronic copy of the plan available for each municipality and township. The federally-approved plan will be uploaded into the State Hazard Analysis Resource and Planning Portal for public access (<https://sharpp.dps.ohio.gov/ohiosharpp/>) in the coming weeks, and you will also be able to view it there.

Thank you for your prompt attention to this matter. If you have any questions, please contact me at 937-484-1642 or by email at jfreeman@co.champaign.oh.us.

A handwritten signature in black ink, consisting of a stylized 'JF' followed by a long horizontal line extending to the right.

James Freeman
Director, Champaign County EMA

Champaign County Commissioners

COMMISSIONERS

DAVID E. FAULKNER
BOB E. CORBETT
STEVEN R. HESS



CLERK/Administrator

ANDREA MILLICE

1512 SOUTH U.S. HIGHWAY 68
SUITE A100
URBANA, OHIO 43078
(937) 484-1611

RECEPTIONIST/BOOKKEEPER

ROBIN FERRYMAN

August 2, 2019

EMERGENCY MANAGEMENT AGENCY – CHAMPAIGN COUNTY HAZARD MITIGATION PLAN - APPROVED

THE BOARD OF COMMISSIONERS of Champaign County met in regular session on July 30, 2019, with the following present:

Dave Faulkner
Bob Corbett
Steve Hess

Mr. Hess moved for the adoption of the following Resolution:

A RESOLUTION OF THE BOARD OF CHAMPAIGN COUNTY COMMISSIONERS ADOPTING THE FEDERALLY APPROVED CHAMPAIGN COUNTY HAZARD MITIGATION PLAN

WHEREAS, the Board of CHAMPAIGN County Commissioners recognize the threat that natural, human-caused, and technological hazards pose to people and property within CHAMPAIGN County; and

WHEREAS, CHAMPAIGN County has prepared a multi-hazard mitigation plan, hereby known as CHAMPAIGN COUNTY HAZARD MITIGATION PLAN of July 11, 2019, in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, the CHAMPAIGN COUNTY HAZARD MITIGATION PLAN identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in CHAMPAIGN County from the impacts of future hazards and disasters; and

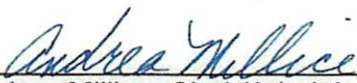
WHEREAS, adoption by the Board of CHAMPAIGN County Commissioners demonstrates their commitment to the hazard mitigation and achieving the goals outlined in the CHAMPAIGN COUNTY HAZARD MITIGATION PLAN of July 11, 2019, and

WHEREAS the plan has been approved by the Federal Emergency Management Agency;

NOW THEREFORE, BE IT RESOLVED BY THE Board of CHAMPAIGN County Commissioners, Champaign County, Ohio, that the Board of CHAMPAIGN County Commissioners adopt the CHAMPAIGN COUNTY HAZARD MITIGATION PLAN.

Mr. Corbett seconded the motion and the result of the vote was:
Mr. Faulkner, yes; Mr. Corbett, yes; Mr. Hess, yes.

I, Andrea Millice, Clerk/Administrator of the Board of Commissioners of Champaign County, certify this to be a true and correct statement as taken from the minutes of the Commissioners Journal, Volume 63, under the date of July 30, 2019.



Andrea Millice, Clerk/Administrator
Board of Commissioners
Champaign County, Ohio

cc: Emergency Management Agency

U.S. Department of Homeland Security
FEMA Region V
536 South Clark Street, Floor 6
Chicago, IL 60605



FEMA

SEP 04 2019

Mr. Steve Ferryman
Mitigation and Recovery Branch Chief
Ohio Emergency Management Agency
2855 W. Dublin-Granville Road
Columbus, Ohio 43235-2206

Dear Mr. Ferryman:

Thank you for submitting adoption documentation for the Champaign County Hazard Mitigation Plan. The plan was reviewed based on the local plan criteria contained in 44 CFR Part 201, as authorized by the Disaster Mitigation Act of 2000. The Champaign County plan met the required criteria for a multi-jurisdictional hazard mitigation plan and the plan is now approved for Champaign County. Please submit adoption resolutions for any remaining jurisdictions who participated in the planning process.

The approval of this plan ensures continued availability of the full complement of Hazard Mitigation Assistance (HMA) Grants. All requests for funding, however, will be evaluated individually according to the specific eligibility and other requirements of the program under which the application is submitted.

We encourage the participating jurisdictions to work with Champaign County to follow the plan's schedule for monitoring and updating the plan, and to continue their efforts to implement the mitigation measures. The expiration date of the Champaign County Hazard Mitigation Plan is five years from the date of this letter. To continue project grant eligibility, the plan must be reviewed, revised as appropriate, resubmitted and approved no later than the expiration date.

Please pass on our congratulations to Champaign County for completing this significant action. If you or the participating jurisdictions have any questions, please contact Steve Greene at (312) 408-5343 or Steven.Greene@fema.dhs.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Julia McCarthy".

Julia McCarthy
Chief, Risk Analysis Branch
Mitigation Division

PRELIMINARY LEGISLATION

Consent

Rev. 6/26/00

Resolution #: 2567-19

PID No.: 109334

County/Route/Section: STATEWIDE

The following is a RESOLUTION enacted by the CITY OF URBANA of CHAMPAIGN County, Ohio, hereinafter
(Ordinance/Resolution) (Local Public Agency)
referred to as the Local Public Agency (LPA).

SECTION I – Project Description

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 reports, 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 CITY OF URBANA of CHAMPAIGN County, Ohio.
(LPA)

SECTION II – Consent Statement

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

SECTION III – Cooperation Statement

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 of 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 LPA. Starting in 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 IV – Utilities and Right-of-Way Statement

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 V Authority to Sign

I, the DIRECTOR OF ADMINISTRATION of said CITY OF URBANA, am hereby empowered on behalf of the
 (Contractual Agent) (LPA)
 CITY OF URBANA to enter into contracts with the Director of Transportation which is necessary to complete the
 (LPA)
 above described project.

Passed: _____, 2_____.
 (Date)


Attested: _____
 (Clerk)


 (Contractual Agent of LPA – Director of Administration)

Attested: _____
 (Mayor)

 (President of Council)

The RESOLUTION is hereby declared to be an emergency measure to expedite the highway project and to promote
 (Ordinance/Resolution)
 highway safety. Following appropriate legislative action, it shall take effect and be in force immediately upon its
 passage and approval, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Department requesting: Engineering	Personnel: Tyler Bumbalough	<p><i>Director of Law review</i></p> 	
Expenditure? Y <input checked="" type="radio"/> N	Emergency? <input checked="" type="radio"/> Y N		Public Hearing? Y <input checked="" type="radio"/> N
Readings required: <input checked="" type="radio"/> 1 2 3	Dates advertised: NA		
First reading date: 10-15-2019	Second reading date(s): NA		Third/final reading date: NA

Anticipated effective date if approved: 10-15-2019

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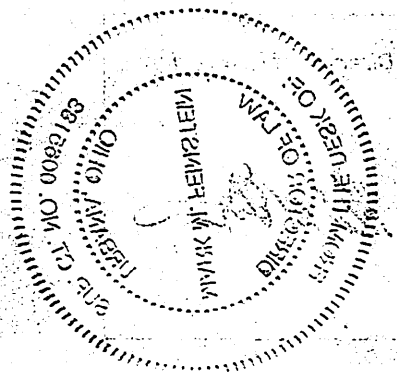
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Exhibit A

Approved Final Scope of Services Minutes Date: _____

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. Tasks 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 1C – Scour Analysis

Task 2 - Load Rating Tasks

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

Task 3 – SMS Structure Inventory and Review

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 SMS 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, Second Edition 2013 interim with revisions, AASHTO

**General Engineering Services Scope of Services
Central Office, Office of Structural Engineering
PID No. 109334**

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 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 SMS. 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 SMS data as of March 2019.

Project: SP01 - District (1, 2, &3), Total Structures = 435*

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
Single Span	170	158	24	0	352
Multi-Span	21	18	29	15	83
Culvert	156	45	0	0	201
Truss	0	0	2	0	2
Underwater Inspection	0	0	0	0	0
Fracture Critical Inspection	0	4	0	0	4
Load Rating**	149	75	16	10	250

* Level 1 bridge inspection structures

** Tasked as budget allows w/priority for NBI bridges

**General Engineering Services Scope of Services
Central Office, Office of Structural Engineering
PID No. 109334**

Project: SP02 - District (4, 11, &12), Total Structures = 270*

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
Single Span	86	86	25	0	197
Multi-Span	16	14	27	16	73
Culvert	82	36	0	0	118
Truss	1	1	5	0	7
Underwater Inspection	0	0	0	1	1
Fracture Critical Inspection	0	1	5	0	6
Load Rating**	67	35	16	5	123

* Level 1 Bridge Inspection structures

** Tasked as budget allows w/priority for NBI bridges

Project: SP03 - District (5, 6, &10), Total Structures = 355*

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
Single Span	132	126	29	0	287
Multi-Span	7	8	35	18	68
Culvert	108	62	4	0	174
Truss	0	0	8	0	8
Underwater Inspection	0	0	1	1	2
Fracture Critical Inspection	0	0	8	1	9
Load Rating**	141	73	20	8	242

* Level 1 bridge inspection structures

** Tasked as budget allows w/priority for NBI bridges

Project: SP04 - District (7, 8 &9), Total Structures = 426*

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
Single Span	150	125	29	0	304
Multi-Span	27	42	41	12	122
Culvert	135	93	30		231
Truss	0	1	5	1	7
Underwater Inspection	0	0	1	1	2
Fracture Critical Inspection	0	2	4	1	7
Load Rating	180	81	27	2	290

* Level 1 bridge inspection structures

** Tasked as budget allows w/priority for NBI bridges

Please note that the total number of structure types is estimated based on current SMS data query, and it may be adjusted when tasks are assigned in the future.

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 SMS 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 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 SMS.

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.

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, 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 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 SMS 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 – SMS STRUCTURE INVENTORY AND REVIEW

The scope of this task includes a limited review of the structure inventory data in the ODOT SMS. 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 SMS structure file information needs changing. If no changes are necessary, then no SMS 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 SMS. The CONSULTANT shall refer to the ODOT Office of Structural Engineering Inventory and Coding Guide of SMS for inventory coding details.

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 Appendix F of the inspection manual. The diving team shall fill out or update the new form and upload it on SMS prior to performing the actual dives. Please contact OSE for a copy of a blank form if not uploaded on SMS at the time.

TASK 5 – BRIDGE INSPECTION

Task 5A – Routine Bridge Inspection (SMS 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.

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 SMS. 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.