

**URBANA CITY COUNCIL  
REGULAR SESSION MEETING  
MAY 18, 2021, AT 6:00 P.M.**

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**Please join meeting from your computer, tablet or smartphone.**

<https://zoom.us/j/2412774424?pwd=TzBqdXRid1ZQNfZrU113UDgvY1J0QT09>

Meeting ID: 241 277 4424  
Passcode: 43078

Dial by Phone: 1-646-558-8656

**PLEASE MUTE YOUR PHONES**

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**Call to Order**

**Roll Call**

**Pledge of Allegiance**

**Approval of Minutes**

Urbana City Council Regular Session Meeting Minutes of May 4, 2021.

**Communications**

**Board of Control**

1. The Board of Control recommends Council authorize the Director of Administration to enter in a contract with The Shelly Company in the amount of \$504,357.88, including the acceptance of Additive #1. This bid was the lowest and best bid of three bids received (see attached). The engineer's estimate for the base bid was \$526,000.00. This expense will be charged to various funds and is in the 2021 budget. **VOTE: 2-0**

\*\*\*Footnote – Purchase Orders \$2,501 - \$50,000 for April 2021 (attached)\*\*\*

**Citizen Comments**

## **Ordinances and Resolutions**

### **First Reading**

#### **Resolution No. 2609-21**

A Resolution supporting the creation of a County Land Bank/County Land Reutilization Corporation for Champaign County, and declaring an emergency. (May be passed on 1<sup>st</sup> reading)

#### **Resolution No. 2610-21**

A Resolution authorizing the Director of Administration of the City of Urbana, Ohio to enter into a partnership agreement for the PY 2021 Community Housing Impact and Preservation Program (CHIP), designating Champaign County to act as the official Grantee for said program, and declaring an emergency. (May be passed on 1<sup>st</sup> reading)

#### **Resolution No. 2611-21**

Declaring the necessity of constructing or repairing sidewalks, curbs and gutters along Washington Avenue, and declaring an emergency. (May be passed on 1<sup>st</sup> reading)

#### **Ordinance No. 4539-21**

An Ordinance to amend Chapter 929 of the Urbana Codified Ordinances for modifications to the Stormwater Utility. (Requires 3 readings)

### **Second Reading**

### **Third Reading**

#### **Ordinance No. 4541-21**

An Ordinance to authorize the Director of Finance to establish the “Neighborhood Curb, Gutter and Sidewalk Fund”, to transfer \$260,000 from the Supplemental Investment Fund to the new fund, and ordaining funds directed to the account be used only for the purpose of repair/replacement of curbs, gutters and sidewalks along streets of the City of Urbana, Champaign County, Ohio. (Sponsored by: Dwight Paul)

### **Committee Reports**

### **Miscellaneous Business**

### **Adjourn**

**URBANA CITY COUNCIL  
REGULAR SESSION MEETING  
TUESDAY, MAY 4, 2021**

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, Fire Chief Dean Ortleib, Community Development Manager Doug Crabill, Superintendent of Public Works Chad Hall, and Water Superintendent Joe Sampson.

**PRESIDENT HESS CALLED ROLL:** Mr. Fields, present; Mr. Hoffman, present; Mr. Paul, present; Mr. Scott, present; Mr. Thackery, present; Mrs. Collier, present; and Mr. Ebert, present.

**MINUTES**

Urbana City Council Regular Session Meeting Minutes of April 6, 2021, April 20, 2021, and Work Session Meeting Minutes of April 27, 2021.

Mr. Thackery moved to put all of the minutes on the floor for passage. Mrs. Collier seconded. Voice vote on approval: all ayes; nays, none

Motion passed 7-0.

**COMMUNICATIONS**

1. Letter from the Department of Commerce, Division of Liquor Control regarding permit renewal applications.

Mr. Paul moved to put the communication on the floor for further discussion and possible passage. Mr. Thackery seconded. Voice vote on approval: all ayes; nays, none.

Motion passed 7-0

**ADMINISTRATIVE REPORTS - BOARD OF CONTROL**

1. **Murphy Tractor & Equipment - \$121,918.00 (Capital Improvement Fund - Street)**

Mr. Hall stated this unit, 2021 John Deere 85G Excavator with buckets and hydraulic hammer, would replace the 11 year - old back hoe. He added that a hydraulic

hammer was included in this unit, which put the price over budget. He also stated that the hydraulic hammer the City has currently is attached to a skid loader. He also advised that they would be putting the currently owned 1981 John Deere on gov.deals.com, for sale. He added that it should easily bring in approximately \$10,000.

Mr. Thackery moved to put this item on the floor for further discussion and possible passage. Mr. Paul seconded. Voice vote on approval: all ayes; nays, none

Motion passed 7-0.

## **CITIZEN COMMENTS**

None

## **ORDINANCES AND RESOLUTIONS**

### **First Reading**

#### **Resolution No. 2608-21**

A Resolution authorizing the Director of Administration of the City of Urbana to submit an application to the Ohio Department of Natural Resources under the Round 27 Natureworks Program for park improvements and to sign the grant agreement and proceed with these improvements upon grant award.

Mr. Crabill stated that this Resolution was being declared an emergency and that the application is due June 1, 2021. He added the State provides funding for this program and Champaign County has an amount of \$49,666 available. He said that they have done multiple projects at the City Park, and if the City were to receive the grant, the City's cost would be \$16,555 due to the 75% - 25% split. He also advised that the grant fund would be used for paving and resurfacing access roads.

Mr. Thackery moved to put this Resolution on the floor for further discussion and possible passage. Mr. Ebert seconded. Voice vote on approval: all ayes; nays, none.

Motion passed 7-0.

### **Second Reading**

#### **Ordinance No. 4541-21**

An Ordinance to authorize the Director of Finance to establish the "Neighborhood Curb, Gutter and Sidewalk Fund", to transfer \$260,000 from the Supplemental Investment Fund to the new

fund, and ordaining funds directed to the account be used only for the purpose of repair/replacement of curbs, gutters and sidewalks along streets of the City of Urbana, Champaign County, Ohio. (Sponsored by: Dwight Paul)

Mr. Paul stated that all that was trying to be accomplished was the establishment of the fund.

President Hess declared this Ordinance to have its second reading.

### **Third Reading**

None

### **COMMITTEE REPORTS**

None

### **MISCELLANEOUS BUSINESS/WORK SESSION**

Mr. Crabill advised that the Zoning Committee was meeting tomorrow at 5:00 p.m. with the Economic Development Committee meeting at 6:00 p.m. tomorrow.

Mr. Hall said that letters went out to residents on Crescent Drive regarding the project in their area. He added that they were now working on the north side of Crescent Drive, and once completed they would immediately begin on the south side. He added that driveways would be inaccessible. He advised that the project on Scioto Street was coming along and that Scioto Street would go down to one lane, with flaggers assigned.

Mrs. Collier asked Mr. Crabill the status of DORA. Mr. Crabill stated that a follow-up meeting was to be scheduled soon.

Mr. Thackery spoke about trees on the square and how to get this accomplished. Mr. Brugger advised that he would look into it for Mr. Thackery and get back to him.

Mr. Paul reminded everyone that taxes were due on May 17, 2021. He asked Mr. Sampson the status of the Automated Meter Reading Project. Mr. Sampson advised that the infrastructure for the system would be arriving next week, the meters have been ordered and they are shooting for June, for the project. Mr. Paul also advised that the Safety Committee meeting would be May 13, 2021, at 6:00 p.m. at Chief Ortlieb's office. Mr. Paul also asked Mayor Bill Bean about the timing of lifting all of the restrictions with regard to Covid. Mayor Bill Bean advised that everyone was just waiting on the Governor for his authorization.

Fire Chief Orlieb spoke of 2 new hires to the division that have been shadowing other division in the City and the County. They have been to the Police Division and the Public Works Division last week and also has worked with the County Health Department and the Emergency Room. He added that it was wonderful to see how we all can work together.

Mayor Bill Bean advised that tomorrow morning at 8:30 a.m., the Champaign County Community Collaboration Group would be having a meeting regarding landbanks.

President Hess asked about tearing down the tower in the Fire Department. Mr. Brugger stated that it was still being discussed with the Fire Chief.

Mr. Fields moved to adjourn. Mr. Thackery seconded.

Motion passed 7-0

**ADJOURNED AT 6:31 p.m.**

**NEXT SCHEDULED MEETING**

May 18, 2021, at 6:00 p.m.

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Council Clerk

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Council President

2021 Asphalt Program (#7780371)





Owner: Urbana OH, City of

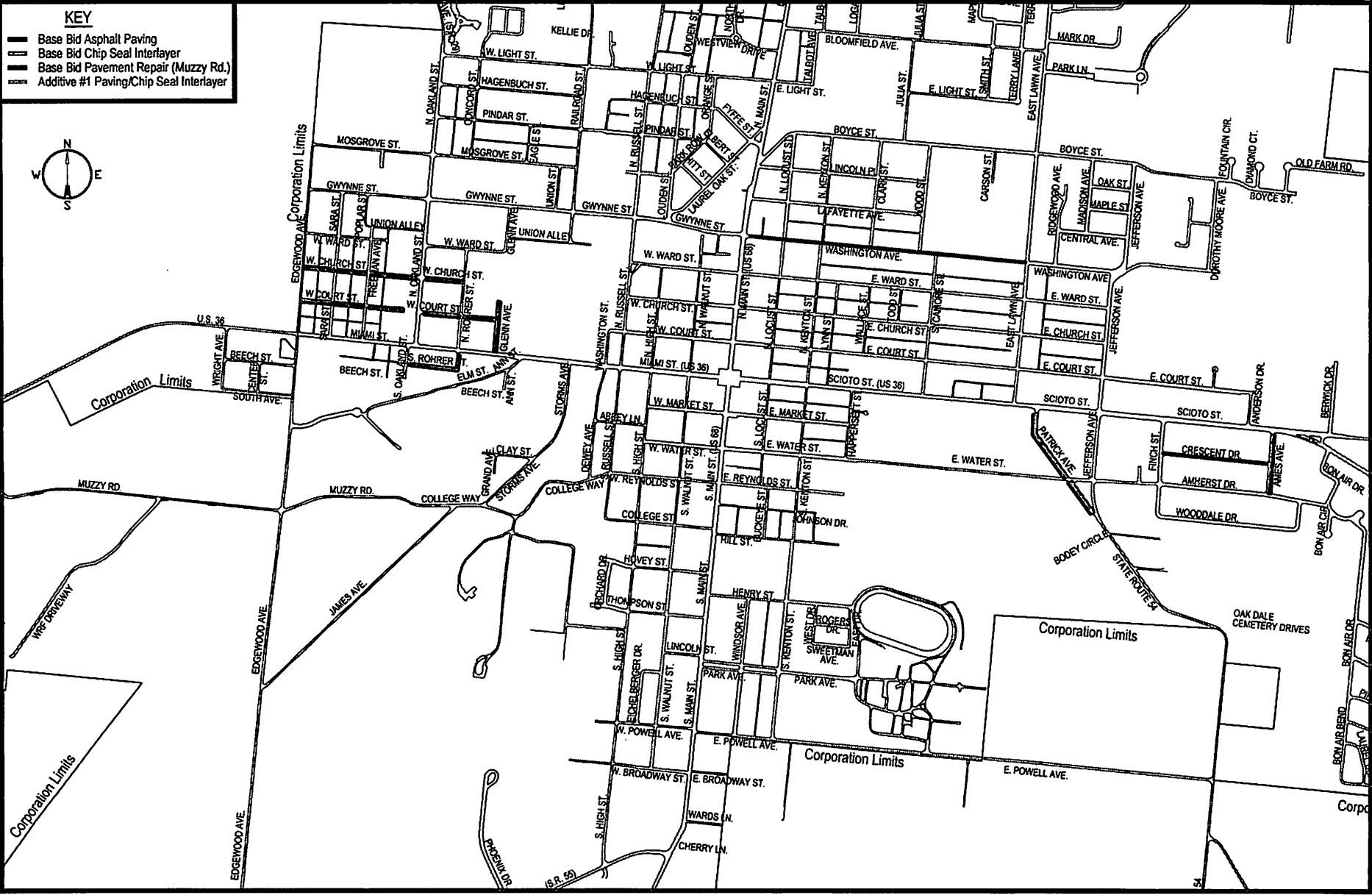
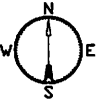
Solicitor: Urbana OH, City of

05/10/2021 10:30 AM EDT

Line Item	Item Code	Item Description	UofM	Quantity	Shelly Company		Wagner Paving, Inc.		A&B Asphalt, Corp	
					Unit Price	Extension	Unit Price2	Extension3	Unit Price4	Extension5
<b>Base Bid</b>										
1	253	PAVEMENT REPAIR	S.Y.	125	\$160.00	\$20,000.00	\$95.00	\$11,875.00	\$205.00	\$25,625.00
2	254	PAVEMENT PLANING, ASPHALT CONCRETE, 1.5"-2"	S.Y.	29865	\$1.75	\$52,263.75	\$3.25	\$97,061.25	\$3.25	\$97,061.25
3	407	TACK COAT @ 0.08 GAL/SY	GAL.	1332	\$2.00	\$2,664.00	\$4.00	\$5,328.00	\$2.00	\$2,664.00
4	422	SINGLE CHIP SEAL, TYPE A	S.Y.	17765	\$2.26	\$40,148.90	\$2.08	\$36,951.20	\$3.00	\$53,295.00
5	448	1.5"-2" ASPHALT CONCRETE, SURFACE COURSE, TYPE 1, PG 64-22	C.Y.	1697	\$174.00	\$295,278.00	\$175.00	\$296,975.00	\$180.00	\$305,460.00
6	448	2" ASPHALT CONCRETE, PATCH, TYPE 1, PG 64-22	C.Y.	25	\$650.00	\$16,250.00	\$215.00	\$5,375.00	\$200.00	\$5,000.00
7	611	MANHOLE, ADJUSTED TO GRADE	EACH	30	\$850.00	\$25,500.00	\$900.00	\$27,000.00	\$1,250.00	\$37,500.00
8	614	MAINTAINING TRAFFIC	LUMP	1	\$18,000.00	\$18,000.00	\$6,500.00	\$6,500.00	\$15,000.00	\$15,000.00
9	624	MOBILIZATION	LUMP	1	\$5,000.00	\$5,000.00	\$3,500.00	\$3,500.00	\$13,250.00	\$13,250.00
10	638	WATER VALVE, ADJUSTED TO GRADE	EACH	29	\$30.00	\$870.00	\$75.00	\$2,175.00	\$50.00	\$1,450.00
11	644	SCHOOL SYMBOL MARKING, 96"	EACH	2	\$720.00	\$1,440.00	\$775.00	\$1,550.00	\$350.00	\$700.00
12	644	CROSSWALK LINE, 12"	FEET	783	\$3.30	\$2,583.90	\$3.50	\$2,740.50	\$4.00	\$3,132.00
13	644	STOP LINE, 24"	FEET	78	\$7.50	\$585.00	\$8.00	\$624.00	\$1.75	\$136.50
14	644	DOUBLE YELLOW CENTER LINE	FEET	3104	\$1.25	\$3,880.00	\$1.75	\$5,432.00	\$1.00	\$3,104.00
15	103.05	CONTRACT BOND	LUMP	1	\$2,500.00	\$2,500.00	\$3,500.00	\$3,500.00	\$3,250.00	\$3,250.00
<b>Base Bid Total:</b>						<b>\$486,963.55</b>		<b>\$506,586.95</b>		<b>\$566,627.75</b>
<b>Additive #1 - Paving Carson Street</b>										
16	254	PAVEMENT PLANING, ASPHALT CONCRETE, 1.5"	S.Y.	1088	\$1.75	\$1,904.00	\$3.25	\$3,536.00	\$4.00	\$4,352.00
17	422	SINGLE CHIP SEAL, TYPE A	S.Y.	1054	\$4.45	\$4,690.30	\$2.10	\$2,213.40	\$4.45	\$4,690.30
18	448	1.5" ASPHALT CONCRETE, SURFACE COURSE, TYPE 1, PG 64-22	C.Y.	47	\$174.00	\$8,178.00	\$175.00	\$8,225.00	\$185.00	\$8,695.00
19	448	2" ASPHALT CONCRETE, PATCH, TYPE 1, PG 64-22	C.Y.	2	\$650.00	\$1,300.00	\$215.00	\$430.00	\$300.00	\$600.00
20	614	MAINTAINING TRAFFIC	LUMP	1	\$500.00	\$500.00	\$750.00	\$750.00	\$3,359.10	\$3,359.10
21	624	MOBILIZATION	LUMP	1	\$500.00	\$500.00	\$850.00	\$850.00	\$1,007.73	\$1,007.73
22	638	WATER VALVE, ADJUSTED TO GRADE	EACH	1	\$30.63	\$30.63	\$75.00	\$75.00	\$50.00	\$50.00
23	644	CROSSWALK LINE, 12"	FEET	58	\$3.30	\$191.40	\$3.50	\$203.00	\$4.00	\$232.00
25	103.05	CONTRACT BOND	LUMP	1	\$100.00	\$100.00	\$115.00	\$115.00	\$335.91	\$335.91
<b>Additive #1 Total:</b>						<b>\$17,394.33</b>		<b>\$16,397.40</b>		<b>\$23,322.04</b>

**KEY**

-  Base Bid Asphalt Paving
-  Base Bid Chip Seal Interlayer
-  Base Bid Pavement Repair (Muzzy Rd.)
-  Additive #1 Paving/Chip Seal Interlayer



**2021 Asphalt Program  
Street Paving Map**

**CITY OF URBANA**  
DIVISION OF ENGINEERING  
265 S. Main Street, Urbana, Ohio 43078  
Tel: (937) 852-4308  
Fax: (937) 852-4324  
CITY ENGINEER

CAD FILE	G:\Engineering\Urbana Map\Street Paving Map.dwg	REVISION DATE	—
DRAWN BY	TLB	ISSUE DATE	4-20-21
SCALE	1" = 1000'		

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APRIL 2021  
PURCHASE ORDERS \$2,501-\$50,000

PURCHASE ORDER # :	VENDOR :	PURCHASE ORDER AMOUNT :	DEPARTMENT :	EXPLANATION :	BOC APPROVAL DATE & VOTE:
28255	MCGUIRE FARM & EXCAVATING	\$ 25,000.00	WATER	2021 CONCRETE BLANKET	BOC= 4.7.2021 (3)
28256	MCGUIRE FARM & EXCAVATING	\$ 23,390.93	WATER	CONCRETE- CURRENT WORK COMPLETED VARIOUS LOCATIONS	BOC= 4.7.2021 (3)
28257	MCGUIRE FARM & EXCAVATING	\$ 20,000.00	WATER	WATER LINE REPLACEMENT WASHINGTON ST	BOC= 4.7.2021 (3)
28258	MCGUIRE FARM & EXCAVATING	\$ 4,372.50	PARK	NEW SIDEWALKS- PARK TENNIS COURTS	BOC= 4.7.2021 (3)
28260	SNYDERS HEATING & COOLING	\$ 13,230.00	NON-DEPT	INSTALL NEW 8.5 TON ROOFTOP UNIT (FIRE DORM AREA)	BOC= 4.7.2021 (3)
28272	THE CEDAR CHEST	\$ 9,154.95	FIRE	OFFICE FURNITURE FOR THE FIRE CHIEFS OFFICE	BOC=4.14.2021(3)
28288	MCGUIRE FARM & EXCAVATING	\$ 10,000.00	SEWER	2021 BLANKET- CONCRETE	BOC=4.21.2021(3)
28297	PATTERSON POOLS	\$ 2,680.00	POOL	CAT 4000 CHEMICAL CONTROLLER FOR CITY POOL	BOC=4.21.2021(3)
28298	DOLL LAYMAN, LTD	\$ 6,947.00	WRF	PRESSURE SWITCH (2) 4", (1) 6"	BOC=4.21.2021(3)
28299	SEDGWICK CLAIMS MNGMT SERV	\$ 2,655.00	NON-DEPT	PY2022 BWC GROUP RETRO ANNL CONTRACT	BOC=4.21.2021(3)
28300	TERRAN CORPORATION	\$ 49,004.00	NON-DEPT	2021 SEMI-ANNL SAMPLINGS SERV FOR LANDFILL GROUND WATER AND RESIDENTIAL WELL MOUNT	BOC=4.21.2021(3)
28305	BERRY DIGITAL SOLUTIONS	\$ 3,000.00	NON-DEPT	ANNUAL WEBSITE PACKAGE 3000	BOC= 4.28.2021

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Chris Boettcher  
Secretary

## RESOLUTION 2609-21

### ***A RESOLUTION SUPPORTING THE CREATION OF A COUNTY LAND BANK/COUNTY LAND REUTILIZATION CORPORATION FOR CHAMPAIGN COUNTY, AND DECLARING AN EMERGENCY.***

WHEREAS, as of September 29, 2015, the Ohio Revised Code no longer requires a minimum county population to form a land reutilization corporation, also known as a "land bank," to facilitate reutilization of vacant, nonproductive lands within the county; and,

WHEREAS, local economic conditions in the City of Urbana and the larger real estate market in Champaign County necessitate the creation of a land bank in accordance with the procedures set forth in Ohio Revised Code; and,

WHEREAS, a land bank could benefit Urbana and Champaign County by taking control of vacant, abandoned, and tax delinquent properties; by repurposing properties through demolition or rehabilitation; by facilitating the transfer of properties to qualified end-users; and by putting delinquent properties back into productive use and back onto the tax roll; and

WHEREAS, under Ohio Revised Code, if Champaign County elects to establish a county land bank, the Champaign County Treasurer shall be the incorporator of the county land reutilization corporation and the articles of incorporation of said corporation shall be approved by resolution of the board of county commissioners of the county; and

WHEREAS, the creation of a land bank will provide Urbana and the larger Champaign County community with a valuable tool in protecting public health, safety and welfare as vacant, nonproductive properties present problems, both direct and indirect, for the local safety forces as well as the local code enforcement and public works departments in addition to direct impacts on neighbors; and

WHEREAS, the creation of a land bank will also provide Urbana and Champaign County with another effective economic development tool to facilitate redevelopment of unproductive properties within the county; and

WHEREAS, the 2020 Champaign County Comprehensive Plan Update which was prepared by the Logan-Union-Champaign Regional Planning Commission and which was adopted by the Champaign County Commissioners, City of Urbana, and other local governmental entities in the county recommended "the exploration and support of policies to repurpose, redevelop, and reoccupy existing development", including consideration for the "creation of a land bank to tackle blighted, vacant, and tax-delinquent properties"; and

WHEREAS, the Comprehensive Housing Market Analysis for Champaign County, Ohio (December 2019) which was prepared by the Greater Ohio Policy Center on behalf of the Champaign Economic Partnership recommended the establishment of a county land bank to

**RESOLUTION 2609-21**

protect and prevent against a decline in the existing housing stock by providing a useful tool for "land assembly and preparation" and "blight mitigation"; and

WHEREAS, Logan County as a local county with similar demographics and economic characteristics to Champaign County has established the Logan County Land Reutilization Corporation with technical assistance from the Logan-Union-Champaign Regional Commission and the establishment of this corporation has proven to be an effective tool in Logan County to combat blight and to restore properties to productive use.

**NOW, THEREFORE, BE IT RESOLVED by the Urbana City Council:**

**SECTION 1:** In concert with other local government entities in Champaign County, the Urbana City Council hereby supports and requests the formal creation of a county land bank/county land reutilization corporation for Champaign County by the Champaign County Treasurer and the Champaign County Board of Commissioners.

**SECTION 2:** The Clerk of Council is hereby authorized and directed to transmit certified copies of this Resolution to the Champaign County Board of Commissioners and Champaign County Treasurer upon passage and approval by the Mayor.

**SECTION 3:** Formal actions relating to this resolution were adopted in an open meeting in compliance with O.R.C. §121.22 and Urbana Codified Ordinances §107.01.

**SECTION 4:** This Resolution shall take effect and be in force immediately upon its passage and approval by the Mayor to protect the public health, safety and welfare.

\_\_\_\_\_  
Marty Hess, Council President


Passed: \_\_\_\_\_

Attest: \_\_\_\_\_  
Amy Deere, Council Clerk

Date: \_\_\_\_\_

This resolution approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Bill Bean, Mayor

Department requesting: Community Development		Personnel: D. Crabill	Director of Law review 
Expenditure? Y (N)	Emergency? Y (N)	Public Hearing? Y (N)	
Readings required: (1) 2 3		If yes, dates advertised:	
First reading date: May 18, 2021	Second reading date:	Third/Final reading date:	

RESOLUTION NO. 2610-21

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION OF THE CITY OF URBANA, OHIO TO ENTER INTO A PARTNERSHIP AGREEMENT FOR THE PY 2021 COMMUNITY HOUSING IMPACT AND PRESERVATION PROGRAM (CHIP), DESIGNATING CHAMPAIGN COUNTY TO ACT AS THE OFFICIAL GRANTEE FOR SAID PROGRAM, AND DECLARING AN EMERGENCY.

WHEREAS, the Ohio Development Services Agency, Office of Community Development (OCD) is encouraging local eligible communities to form a partnership to apply for and administer the PY 2021 Community Housing Impact and Preservation Program (CHIP) grant; and

WHEREAS, the formulation of a partnership will enable the City of Urbana and Champaign County to be eligible to apply for \$700,000 in PY 2021 CHIP funds; and

WHEREAS, OCD is requiring that one entity of the partnership take the lead and be the official Grantee.

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

**Section 1:** The Director of Administration of the City of Urbana is authorized to enter into a partnership agreement with Champaign County which authorizes Champaign County and its consultant to prepare the application and administer the PY 2021 CHIP grant.

**Section 2:** The Council of the City of Urbana hereby designates Champaign County as the official Grantee for the PY 2021 CHIP program.

**Section 3:** The Director of Administration and the Director of Finance shall be authorized to commit local CDBG and HOME program income funds as required by the Ohio Development Services Agency, Office of Community Development in accordance with their policies and in order for said application to remain competitive.

**Section 4:** The formal actions and discussion of City Council concerning this legislation were conducted in open meetings in compliance with Ohio Revised Code 121.22 and Urbana Codified Ordinance 107.01.

**Section 5:** City Council declares an emergency. To protect public health, safety and welfare needs of City residents, this legislation shall take effect immediately after passage which will ensure timely submission of the grant application.

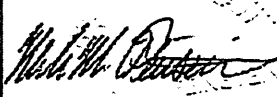
\_\_\_\_\_  
Council President

Passed: \_\_\_\_\_

Attest: \_\_\_\_\_

This Resolution approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor

Department requesting:	Community Development	Personnel: Doug Crabill	<i>Director of Law review</i> 
Expenditure? Y (N)	Emergency? (Y) N	Public Hearing? Y (N)	
Readings required:	(1) 2 3	Dates advertised: NA	
First reading date:	Second reading date(s):	Third/final reading date:	
5-18-2021	NA	NA	

Anticipated effective date if approved: 5-18-2021

**PROGRAM YEAR 2021  
COMMUNITY HOUSING IMPACT AND PRESERVATION (CHIP) PROGRAM  
PARTNERSHIP AGREEMENT**

This Partnership Agreement (hereinafter) "Agreement" is made and entered into by and between Champaign County, located at 1512 US 68 South, Suite 100A, Urbana, OH 43078 (hereinafter) "Applicant", and City of Urbana, 205 S. Main Street, Urbana, OH 43078 (hereinafter) "Partner" this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**BACKGROUND INFORMATION**

- A. The Ohio Development Services Agency – Office of Community Development has CHIP funds available through CDBG, HOME and OHTF Federal and State allocations for Program Year 2021 to be offered through a competitive application process.
- B. Funding thresholds are set by the State for CHIP assistance based on partnering status and population of Cities within the partnering jurisdiction.
- C. It has been agreed upon and binding through execution of this Agreement, that Champaign County will be the Applicant and City of Urbana will be the Partner, responsibilities outlined herein this Agreement for purposes of applying for and implementing the PY 2021 CHIP grant, if funded.

**RESPONSIBILITIES OF APPLICANT**

1. Applicant will be responsible for the overall management of the PY 2021 CHIP grant in accordance with the terms and conditions, as outlined in the grant agreement with the Ohio Development Services Agency. Applicant also is compliant with OCD 20-02, Procurement Requirements for Federally Funded OCD Programs.
2. Applicant will be responsible for administrative duties relating to the overall oversight, management and implementation of the following:
  - Citizen Participation
  - Grant application Pre-Planning Process
  - Grant application preparation, approval and submission
  - Grant agreement execution with the State of Ohio
  - Awarding and ownership of contracts
  - Financial Management including; preparation and approval of all drawdown of funds requests/reports and payment of expenses directly to all vendors

- **Environmental Review Record preparation, certification and compliance**
- **Determination of allowable costs and maintenance of records and source documentation for State monitoring purposes for at least three (3) years from the final closeout of the PY 2021 CHIP grant**
- **Management of Affordability Periods/Resale Provisions**
- **Filing all mortgages on properties and managing mortgages**
- **Determination of conflict of interest**
- **Approval of program Policies & Guidelines and CHIP performance manual(s)**
- **Real and personal property management and disposition**
- **Certification of program Status and Final Performance Reports**
- **Management of Citizen Complaint Procedures**
- **Implementation of Fair Housing Program**
- **Client intake and file management**
- **Housing Inspection and Management**
- **Approval of Change Orders, Final Payments and Final Completion of all Units**
- **Procurement and oversight of Lead-Based Risk Assessment Services and CHIP Administrator**
- **Local Representative for all CHIP funded activities.**

**RESPONSIBILITIES OF PARTNER**

1. **Partner will be responsible for selecting CHIP project activities in conjunction with Champaign County Commissioners.**
2. **Partner will be responsible to enter into this Partnership Agreement with Applicant.**
3. **Partner will be responsible to pass legislation authorizing Champaign County as the CHIP Applicant.**
4. **Partner agrees to Applicant utilizing Applicant's adopted Policy & Procedure Manual and Performance Manual for execution of the CHIP Program.**
5. **Partner agrees to provide any program related information to the Applicant as needed for reporting purposes.**
6. **Partner agrees to be compliant with Program Policy Notice: OCD 20-02, Procurement Requirements for Federally Funded OCD Programs.**

**AVAILABLE FUNDING**

1. Applicant and Partner grant ceiling amounts as determined by the State of Ohio are as follows:

- Applicant County.....\$400,000
- Partnering City .....\$300,000

**Total Maximum Grant Request:      \$700,000**

It is hereby understood that the total \$700,000 allocation outlined above will be spent on the following activities. It is also understood that while the funds represent \$400,000 for Champaign County and \$300,000 for Urbana, the funds may be spent anywhere in Champaign County and that the following breakdown is only a goal and that the actual expenditures may vary from the proposed budget. The County will report the grant status to Urbana on a quarterly basis.

	Champaign County	Urbana	Total
Owner Home Repair	\$90,000 6 Units @ \$15,000	\$120,000 8 Units @ \$15,000	\$210,000 14 Units @ \$15,000
Owner Rehabilitation	\$235,000 5 Units @ \$47,000	\$141,000 3 Units @ \$47,000	\$376,000 8 Units @ \$47,000
Habitat – New Construction	\$30,000 1 Unit	0	\$30,000 1 Unit @ \$30,000
Administration/Fair Housing	\$45,000	\$39,000	\$84,000
<b>Total</b>	<b>\$400,000</b>	<b>\$300,000</b>	<b>\$700,000</b>

**PROGRAM INCOME**

1. It is understood the Applicant will account for and manage all Program Income received as a result of recapture of program funds. The Applicant will account for program income received from both Applicant and Partner jurisdictions and will authorize eligible expenses of Program Income in the jurisdiction where the Program Income was generated.
2. The Applicant will prepare and approve Housing Program Income Reports, as required by the State of Ohio.

**TERMINATION**

Applicant and Partner agree that this Agreement will remain in effect until the PY 2021 CHIP funds are fully expended and the funded activities are complete and closed out. Furthermore, neither Applicant nor Partner can terminate or withdraw from this Agreement while it remains in effect as outlined in the Agreement Timing.

**AGREEMENT TIMING**

The term of this Agreement will commence the date of execution by both the Applicant and Partner and remain in effect, until April 30, 2024, provided the CHIP grant is funded. If the CHIP grant is denied funding, this agreement will become null and void the date of the letter from the State to the Applicant of non-funding.

**SIGNATURE:** Each of the parties has caused this Partnership Agreement to be executed by its authorized representatives as of the dates set forth below their respective signatures effective as of the Effective Date:

**Applicant:**  
Champaign County

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: President \_\_\_\_\_

Date: \_\_\_\_\_

**Partner:**  
City of Urbana

By: \_\_\_\_\_

Printed Name: Kerry Brugger \_\_\_\_\_

Title: Director of Administration \_\_\_\_\_

Date: \_\_\_\_\_



**PARTNERSHIP STRUCTURE NARRATIVE**

Champaign County and the City of Urbana have executed a Partnership Agreement for the PY 2021 CHIP. They have agreed that Champaign County will be the "Applicant." As the Applicant, Champaign County will be responsible for the administration, implementation and overall management of the PY 2021 CHIP program.

Champaign County has procured CDC of Ohio, Inc. to administer and implement the program. CDC of Ohio will provide a Grant Administrator, Case Processor and Housing Rehabilitation Specialist. Champaign County has also procured for the lead risk assessments. These agencies will provide the services for the entire CHIP grant, just as they have for Champaign County's and Urbana's previous CHIPs. Champaign County and Urbana have adopted Champaign County's Policies and Procedures Manual.

Champaign County is applying for a total of \$700,000 in PY 2021 CHIP funding. This amount is based on \$400,000 for Champaign County and \$300,000 for the City of Urbana. The proposed budget and projected outcomes are as follows:

	Champaign County	Urbana	Total
Owner Home Repair	\$90,000 6 Units @ \$15,000	\$120,000 8 Units @ \$15,000	\$210,000 14 Units @ \$15,000
Owner Rehabilitation	\$235,000 5 Units @ \$47,000	\$141,000 3 Units @ \$47,000	\$376,000 8 Units @ \$47,000
Habitat -- New Construction	\$30,000 1 Unit	0	\$30,000 1 Unit @ \$30,000
Administration/Fair Housing	\$45,000	\$39,000	\$84,000
<b>Total</b>	<b>\$400,000</b>	<b>\$300,000</b>	<b>\$700,000</b>

Champaign County will actively market the CHIP program in Urbana and throughout the County and will assist applicants with the intent on meeting the above goals. Quarterly reports will be sent to the County and City that update the status of the CHIP and any gaps between the projected and actual outcomes. Historically, an adequate supply of applicants has been available in both the city and county. If applicants are lacking in either the city or county, the quarterly reports will document this and additional marketing will be undertaken to obtain additional applicants. However, the Ohio Development Services Agency has set deadlines throughout the PY 2021 CHIP grant period that must be met in order to remain in good standing and be eligible for the maximum amount of future CHIP funds. These deadlines primarily pertain to the private-owner rehabilitation and Habitat activities. The deadlines are as follows:

- |                   |   |                              |
|-------------------|---|------------------------------|
| May 31, 2023      | - | 50% of HOME Funds Committed  |
| November 30, 2023 | - | 100% of HOME Funds Committed |
| February 28, 2024 | - | 100% of Work Completed       |

As each of these deadlines approaches, if there are not enough county and/or city applicants to meet the required benchmarks, applicants will be assisted on a first-come, first-served basis, regardless of location, in order to insure the overall outcomes of the program are met and the funds are expended.

## **Resolution #2611-21**

### ***DECLARING THE NECESSITY OF CONSTRUCTING OR REPAIRING SIDEWALKS, CURBS AND GUTTERS ALONG WASHINGTON AVENUE, AND DECLARING AN EMERGENCY.***

WHEREAS, Section 729.01 of the Ohio Revised Code grants this Council the special power to require the construction or repair of sidewalks, curbs or gutters by the owners of lots or lands abutting thereon and to prescribe the time in which such construction or repair must be completed; and

WHEREAS, Section 729.02 of the Ohio Revised Code states that when it is deemed necessary by this Council to require the construction or repair of sidewalks, curbs or gutters within the City, it shall cause plans, specifications and an estimate of the cost of such construction or repair to be prepared and filed in the office of the Clerk; and

WHEREAS, in accordance with Section 729.01 of the Ohio Revised Code, this Council finds it necessary to require the construction or repair of sidewalks, curbs or gutters within the City; and

WHEREAS, the plans, specifications and estimate of cost have been filed with the Clerk of Council, as required by Section 729.02 of the Ohio Revised Code; and

WHEREAS, Section 729.02 of the Ohio Revised Code further states that upon such filing, this Council may declare the necessity for the construction or repair of such sidewalks, curbs or gutters by the passage of a resolution.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Urbana, Ohio, a majority of the members of Council present concurring, that:

Section 1. It is hereby declared necessary for the preservation of the public health, safety and welfare of the City of Urbana, Ohio, to construct or repair certain sidewalks, curbs and/or gutters in the City of Urbana at the following locations:

- a) Washington Avenue, from Wood Street to East Lawn Avenue;

And it is hereby declared necessary for the preservation of the public health, safety and welfare of the City of Urbana, Ohio, to construct or repair certain sidewalks in the City of Urbana at the following locations:

- a) Washington Avenue, from N. Main Street to Wood Street.

Section 2. The plans, specifications and estimate of cost of the proposed construction or repair, now on file in the office of the Clerk, are hereby approved.

Section 3. The owner(s) of each lot and parcel of land bounding and abutting on such sidewalks, curbs and/or gutters shall construct or repair that portion of the sidewalks,

curbs and/or gutters which abut his or her property, in accordance with the plans and specifications on file in the office of the Clerk of Council.

Section 4. Such sidewalks, curbs and/or gutters shall be constructed or repaired by the owner(s) of the lots and lands abutting thereon no later than June 21, 2021.

Section 5. In the event any such abutting property owner does not complete the required construction or repair of that portion of such sidewalks, curbs and/or gutters which abut his or her property in accordance with the plans and specifications and within the time prescribed by this Resolution, this Council will cause the construction or repair to be done and will assess the cost thereof against the lots and lands abutting thereon.

Section 6. The Clerk of Council, or his or her designee, is hereby directed to serve notice of the passage of this Resolution on the owners of the lots and lands abutting on the sidewalks, curbs and/or gutters to be constructed or repaired in accordance with Ohio Revised Code Section 729.03.

Section 7. It is found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 8. This Resolution is hereby declared an emergency measure as it relates to addressing public health, safety and welfare and shall become effective immediately upon its passage.

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

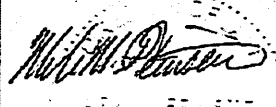
\_\_\_\_\_  
Council President

ATTEST: \_\_\_\_\_

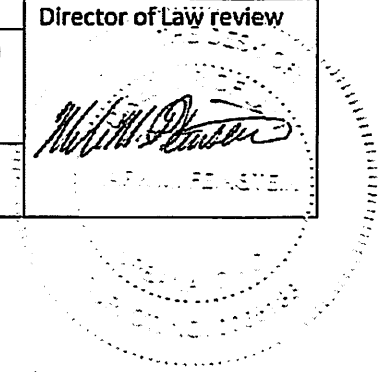
Clerk of Council

This resolution approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor

Department requesting: Engineering		Personnel: T. Bumbalough	Director of Law review 
Expenditure? Y (N)	Emergency? (Y) N	Public Hearing? Y (N)	
Readings required: (1) 2 3		If yes, dates advertised:	
First reading date: 5/18/2021	Second reading date: NA	Third/Final reading date: NA	

Anticipated effective date if passed: 5/18/2021



## **ORDINANCE 4539-21**

### ***AN ORDINANCE TO AMEND CHAPTER 929 OF THE URBANA CODIFIED ORDINANCES FOR MODIFICATIONS TO THE STORMWATER UTILITY.***

WHEREAS, Chapters 929.04 of the Urbana Codified Ordinances establishes a Stormwater Review Committee to convene every five years for review of the stormwater utility structure and rates, and make recommendations to City Council; and

WHEREAS, the Stormwater Review Committee has met and recommendations are included herein;

**NOW, THEREFORE, BE IT ORDAINED by the City Council of Urbana, Ohio:**

#### **SECTION ONE:**

**Amend: 929.01 CREATION OF STORMWATER UTILITY**

The stormwater infrastructure system of the City, including all existing and future stormwater drainage infrastructure, is determined to be a public utility. A stormwater utility fee shall be collected for the operation, construction, maintenance and repair of stormwater facilities; stormwater system planning; and surface water quality management. The Director of Finance shall establish the utility as an enterprise fund in the City's budget, with no more than 30 percent of the fund revenues allocated to operations and the balance allocated to capital. **This fund may incur debt to cover capital outlays.**

#### **SECTION TWO:**

**Amend: 929.03 UTILITY FEE AND COLLECTION section (a)**

- a) The Director of Finance shall add a flat rate of \$5.00 per month per meter for storm water utility services and infrastructure to all utility bills, regardless of location. **The rate shall change to \$5.50 on March 1, 2022, first payable on the April 2022 utility bill, and be effective until otherwise changed.**

#### **SECTION THREE:**

All actions of Council and the Stormwater Review Committee related to this legislation were conducted in open meetings pursuant to Urbana Codified Ordinance 107.01.

#### **SECTION FOUR:**

This ordinance shall become effective at the earliest time provided by law.

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President of Council

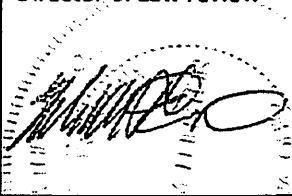
# ORDINANCE 4539-21

ATTEST: \_\_\_\_\_  
                     Council Clerk

DATE: \_\_\_\_\_

This Ordinance approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
 Mayor

Department requesting: Engineering		Personnel: T. Bumbalough	Director of Law review 
Expenditure? Y (N)	Emergency? Y (N)	Public Hearing? Y (N)	
Readings required:        1        2        (3)		If yes, dates advertised:	
First reading date: 5/18/2021	Second reading date: 6/1/2021	Third/Final reading date: 6/15/2021	

Anticipated effective date if passed: 6/29/2021