

**URBANA CITY COUNCIL
REGULAR SESSION MEETING AGENDA
TUESDAY, MAY 5, 2020, AT 6:00 P.M.**

(The UCC Regular Session Meeting will be held in Training Room in the Municipal Building)

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Call to Order

Roll Call

Pledge of Allegiance

Mayoral Proclamation – National Day of Prayer, May 7, 2020

Approval of Minutes

Urbana City Council Regular Session Meeting Minutes of April 21, 2020.

Communications

1. Planning Commission Meeting Minutes of February 24, 2020. (See attached)
2. Oakdale Cemetery Board Meeting Minutes of January 17, 2020. (See attached)
3. Division Activities Report, January through March. (See attached)
4. Letter to ODNR, Division of Wildlife, from Director of Administration, terminating Fishing Agreement. (Emailed 4-30-20)

Board of Control

1. The Board of Control recommends Council authorize a purchase order to Terran Corporation in the amount of \$52,924.00 for the 2020 annual groundwater and residential home well sampling (including lab analytics and reporting). This expense will be charged to the Capital Improvement Fund – Landfill and is in the 2020 budget at \$40,000.00. VOTE: 3-0

Citizen Comments

Ordinances and Resolutions

First Reading

Resolution No. 2580-20

A Resolution to approve water tap-ins for Dwight E. Pence and Phyllis A. Pence at 1675 East US Highway 36 (Parcel #K41-11-11-11-00-007-00) and 1693 East US Highway 36 (Parcel #K41-11-11-11-00-008-00) as an extraterritorial customer (Suspension of rules requested by utility services applicant).

Resolution No. 2581-20

A Resolution to approve sanitary sewer tap-ins for Dwight E. Pence and Phyllis A. Pence at 1675 East US Highway 36 (Parcel #K41-11-11-11-00-007-00) and 1693 East US Highway 36 (Parcel #K48-11-11-11-00-008-00) as an extraterritorial customer (Suspension of rules requested by utility services applicant)

Resolution No. 2582-20

Declaring the necessity of constructing or repairing sidewalks, curbs and gutters, and declaring an emergency.

Second Reading

Third Reading

Miscellaneous Business

Adjourn



*Office of the Mayor
Urbana, Ohio*

PROCLAMATION

WHEREAS: Established in 1775 when the Continental Congress asked colonies to "...pray for wisdom in forming a nation"; and in 1952 declared by President Truman as an annual event; President Reagan, in 1988, permanently declared the first Thursday in May to hereby be observed as a "National Day of Prayer" and is now celebrated in all of our Nation's 50 states and many U.S. territories; and

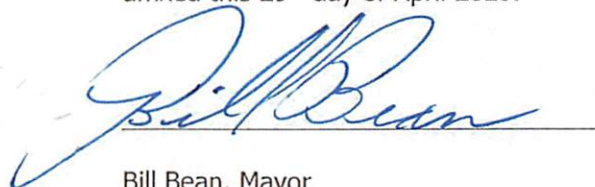
WHEREAS: this special day of humble reflection reminds us to seek the wisdom of God, as we face the many challenges in our lives; to honor and follow the footsteps of our forefathers, seeking grace upon us as a people and prudence for our nation's leaders; and

WHEREAS: even though many of our gatherings this year will not be in person, our spirits will be united as we recognize "God's Glory Across the Earth" – taking comfort in His presence and placing the burdens of this difficult time in His hands.

THEREFORE, I, Bill Bean, Mayor of the City of Urbana do hereby proclaim May 7, 2020 as the:

NATIONAL DAY OF PRAYER In the City of Urbana

IN WITNESS WHEREOF, I have set my hand and caused the seal of the City of Urbana, Ohio to be affixed this 29th day of April 2020.



Bill Bean, Mayor
City of Urbana

**URBANA CITY COUNCIL
REGULAR SESSION MEETING
TUESDAY, APRIL 21, 2020**

President Pro Tem Paul called the City of Urbana Regular Session Meeting to order at 6:00 p.m.
City staff attending: Director of Administration Kerry Brugger.

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

MINUTES

Urbana City Council Regular Session Meeting Minutes of March 10, 2020.

Mr. Fields moved to put these minutes on the floor for discussion and possible passage. Mr. Scott seconded. Voice vote on approval: all ayes; nays, none.

Motion passed 7-0.

Urbana City Council Regular Session Meeting Minutes of April 7, 2020.

Mr. Fields moved to put these minutes on the floor for discussion and possible passage. Mr. Ebert seconded. Voice vote on approval: all ayes; nays, none.

Motion passed 7-0.

COMMUNICATIONS

1. Letter from Department of Commerce, Division of Liquor Control.

Mr. Hoffman moved to accept this communication. Mr. Fields seconded. Voice vote on approval: all ayes; nays, none.

Motion passed 7-0.

2. Board of Zoning Appeals Meeting Minutes of February 10, 2020.

Mr. Ebert moved to accept this communication. Mr. Hoffman seconded. Voice vote on approval: all ayes; nays, none.

Motion passed 7-0.

ADMINISTRATIVE REPORTS – BOARD OF CONTROL

1. 3C Contracting - \$182,947.00 (Capital Improvement Find – Parks (\$91,473.50 and Capital Improvement Police & Fire Tax Levy Fund (\$91,473.50)

Mr. Brugger stated that three years ago, the City initiated a lease option agreement to sell the Armory. Currently, the police department uses the Motor Pool Building at the armory for their use. He added that footers for an old building are too expensive and building a pole barn in the south end of the soccer field is the better option. The plan would be that they get the building enclosed this year and next year, they would add the concrete floor and the interior. This building was in the budget and with 3C Contracting, the price is under the budgeted amount. He also added that this could not wait another year so the police department can get their property out of the Motor Pool Building. Further, he stated this building is a very big building and it would be splint in the middle with a divider wall. Mrs. Collier asked what kind of impact with Urbana University closing, would it have on the City and could the City afford this building. Mr. Brugger advised he wasn't sure what the impact on the City would be, but it would not impact for the spending of these funds. Mr. Hoffman added that it doesn't make sense to buy new footers for an old building. He said this will be a quality building and this needed to happen. Mr. Brugger added that this building will be secured.

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

Motion passed 6-0. (Members present)

President Pro Tem Paul asked if there were any questions on the Purchase Orders and/or the footnotes. No questions.

CITIZEN COMMENTS

Marcia Bailey of CEP spoke on the topic of Urbana University closing. She stated this is terrible news and this is just not one thing that has happened, it's a multitude of happenings. Further, she stated that she has been in touch with our State and Federal Representatives and Dr. Washington, who she states, has put his heart and soul into that campus. She stated that there were two boards involved with the university, the Franklin University Board and the Urbana University Board. The Urbana University Board is an advisory only board and the Franklin University Board had to make the decision to close. She said that she didn't want to put the cart before the horse, but maybe the Ohio State University may have some interest, but she will be waiting to hear from Franklin University before any further steps were sought.

Ordinances and Resolutions

First Reading –

Resolution No. 2449-20

A Resolution authorizing the Director of Administration of the City of Urbana to participate in the Ohio Department of Transportation's (ODOT) Road Salt contracts awarded in 2020, and declaring it an emergency. (Rule Suspension Requested)

Mr. Brugger stated the deadline for this is this coming Friday, and they were looking a bidding on 500 tons of salt for next year. He added that he imagined the price was going to be pretty low this year. He advised that the City is obligated to take 90% and that last year, the City bid on 800 tons. He added that he believed the City was in pretty good shape for salt.

Mr. Thackery moved to Suspend the Three Reading Rule and put this Resolution on the floor for discussion and possible passage, Mr. Ebert seconded.

President Pro Tem Paul called for a roll call for passage: Mr. Hoffman, yes; Mr. Paul, yes; Mr. Scott, yes; Mr. Thackery, yes; Mrs. Collier, yes; and Mr. Ebert, yes.

Resolution passed 6-0. (Members present)

Second Reading –

None

Third Reading –

Ordinance No. 4520-20

An Ordinance to authorize and designate a Revitalization District within the City of Urbana pursuant to Ohio Revised Code Section 4301.81.

Mr. Brugger said that Doug Crabill shared with him today that this was basically an opportunity to free up some D5 licenses and they could have up to 12 D5L licenses within the district. It would be a good chance to expand opportunity around town.

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

President Pro Tem Paul called for a roll call for passage: Mr. Paul, yes; Mr. Scott, yes; Mr. Thackery, yes; Mrs. Collier, yes; Mr. Ebert, yes; Mr. Fields, yes; and Mr. Hoffman, yes.

Ordinance passed 7-0.

MISCELLANEOUS BUSINESS/WORK SESSION

Mr. Scott stated that the City may be going to have some rough roads ahead.

Mr. Ebert spoke about the camera that council voted to purchase at the last meeting. He advised that it may be a good idea not to purchase it quite yet with everything that was going on.

Mr. Thackery stated that the money being spent right now, should be a minimal and the City should not purchase things that are not absolutely necessary. He also added that an Economic Team is trying to be formed for Champaign County and the County Commissioners were very receptive to int. They are trying to move on it quickly for the benefit of not only the City but the County.

Mr. Hoffman spoke about the closing of Urbana University. He stated that he felt like Franklin University put in a lot of money into the campus, and with the COVID-19 issue, he felt that Franklin University saw an opportunity to bail and dump on the City of Urbana.

Mr. Brugger spoke about Legacy Place and that the closing of the same was a little behind now. The appraisal and the paperwork need to be completed and they will be requesting a 90-day extension. He added that nothing would be changing in the Agreement with the City though. He continued by speaking about the update with geese control out at the City Park. He stated that the City is in year 2 of the contract and was advised that the contractors had waded out to the island of the pond and found 10 nests and over 150 eggs. He also said that this would be the year that he feels the City will see the impact, by disrupting the geese cycle. Mr. Brugger then spoke about getting inquiries about the City's budget. He advised that all communities are in the same boat and that all are kind of guessing at this point. He advised that the City has frozen any unnecessary spending. Further, he stated there were 3 openings in the police department and 1 opening in the fire department, and the City will just be sitting on that issue until the impact is seen. He advised that May 1st is the beginning date for the nuisance involving tall grass. He also advised Council that there was a bright side to everything that is going on. The same being the BWC announced a rebate that would be coming to the City. He also mentioned there was still a lot of activity going on within the City and that this was a good thing for the City wouldn't have to play catch up. He also advised that he wasn't aware yet if in fact the City Pool would be opening this year.

Mr. Thackery thanked Mr. Brugger for all of his hard work. Mr. Thackery also mentioned there was a lot of good communication coming out of the Champaign County Health District.

Mr. Paul asked Mr. Brugger if there were any discussions with the school district about the East Elementary site. Mr. Brugger advised that if there is an interest of development, they were to go directly to the school district.

Mr. Fields moved to adjourn and Mr. Thackery seconded.
Voice vote on approval: 6 ayes; 1 nay, from Mr. Hoffman.

Motion passes 6-1.

ADJOURN AT 6:45 p.m.

NEXT SCHEDULED MEETING

May 5, 2020, at 6:00 p.m.

Council Clerk

Council President



Planning Commission

February 24, 2020, Meeting Minutes

Attendance

Members Present:	Eric Samuelsson (Chair); Kerry Brugger; Kimberly Gordon-Brooks; Jennifer Dunham Young; Richard Kerns; and Steve Brandeberry (Alternate).
Member(s) Absent:	Bill Bean; and Bill Kremer (Alternate).
Guests Present:	Adam Moore (Zoning & Compliance); Cat Tanujaya (Zoning & Compliance); Doug Crabill (Community Development); Marcia Bailey (3 Monument Sq. – CEP); and Eugene Fields (City Council – First Ward).

Call to Order and Pledge of Allegiance

Action: Eric Samuelsson called the meeting to order at 6:00 PM.

Reading of Rules of the Meeting

Action: Eric Samuelsson read the rules of the meeting.

Prior Meeting Minutes

Action: Steve Brandenberry made a motion to approve the meeting minutes from January 27, 2020. Kimberly Gordon-Brooks seconded the motion.

Discussion: None.

Vote: 6 (Yay) – 0 (Nay)
Motion passed.

New Business – Application(s)

Case # 1: PC-2020-001 – City of Urbana Zoning & Compliance Staff – M-1 Manufacturing District

Application, Staff Comments & Recommendations: Adam Moore presented the proposed wording for the M-1 height restriction ordinance:
The maximum height for any building or structure within 200 feet of a residential district or use is 50 feet. The maximum height for any building or structure not located within 200 feet of a residential district or use is the distance measured from the nearest adjoining right-of-way line and the closest point of the proposed building or structure. No difference between principal or accessory structure.

Testimony in Favor: None.

Testimony Against: None.

Discussion: Steve Brandenberry – What is the height of the Navistar building?

- Doug Crabill – Less than 50’ since no variance was required.
- Adam Moore – The new Cobblestone hotel up to the peak, excluding the cupola is 42.5’.

Kerry Brugger – Does the proposed language mean that, someone can build a 100’ high building as long as they are 100’ away from the adjoining Right-of-Way line?



- Mr. Moore – Yes, that is correct.

Marcia, is this something that you get questions from site selector?

- Marcia Bailey (3 Monument Sq. – CEP) – Yes, there have been a couple of times where manufacturers asked about this. If they are looking at an automated retrieval system, they definitely need something higher than 50'. The Rittal building for example required more than 50' and since they are not in a residential area, they are able to do so.
 - Mr. Brandeberry – If a manufacturer requests a height variance, we can always review it for approval.
- Ms. Bailey – After speaking with the manufacturers, this is change is something we should have.

Mr. Moore – We looked at other municipalities and realized that we are not as competitive as we could be. The proposed language matches with most other cities. This would be good practice to allow some flexibility while maintaining regulations so that someone can't built a skyscraper.

Eric Samuelsson – What is the maximum height allowed? Is it unlimited? It doesn't say anything about the height itself. We need to be competitive with the other communities.

- Mr. Moore – It's the distance between the building that is proposed to the road is the maximum height allowed for the building. If a manufacturer wants to build a new facility that is a 100' tall, they must be at least 100' away from the road.
- Mr. Crabill – If they have enough land, they can adjust based on their business need.
- Ms. Bailey – This is only applicable if they are in an industrial park not residential.
- Mr. Crabill – It is important to keep a safeguard for residential district since we have several manufacturers that abut residential districts.

Marcia Bailey – When we do the site selections, the existing language impedes us to be able to submit due to the height restriction, even if a variance can be requested/granted.

Action: Steve Brandeberry made a motion to **accept the recommendation.**
Kerry Brugger seconded the motion.

Vote: 6 (Yay) – 0 (Nay)
Motion passed.

Case # 2: **PC-2020-003 – Plan Adoption – South Main Street Corridor Plan**

Application, Staff Comments & Recommendations: Doug Crabill explained the study that was done by Burton Planning Services.

Testimony in Favor: None.

Testimony Against: None.

Discussion: Doug Crabill – City Council approved this study to be done. Since the last meeting, we received public comments. There were no changes to the draft. Mr. Crabill went to the Township to meet with the trustees. They haven't provided any formal comments or provided direct feedback on the plan. However, they had several questions and Mr. Crabill commented that it would be positive if they can adopt this plan as well if they are inclined to do so.

Public comments received –

- Concerned if there will be enough Right-of-Way on US State Route 68 for the proposed changes.
 - This was not part of the plan, if something were to be done it would have to be looked at closer to see what is the existing Right-of-Way are and what are their constraints.



- What will the setback be in the multi-use or mix-use zoning.
 - We don't know that at this point and it would be developed later if there will be a multi-use or mix-use zoning put in place in certain areas. At that time, we would define what the setbacks will be and what the uses will be.
- Where will the rail housing or multi-family be placed? How will this effect drive way access?
 - There was a confusion about back-end access road and front-end access road which is only applicable to new developments. Nothing would change if it stays the way it is today.
- Joe Smith is a proponent of the BR-1 going up to Market Street and an updated BR-1 should be put in place.
- The City needs to have zoning that allows different types of developments.
 - A mix-use zoning can do that but will have to be define at a later time.
- A map was received as part of a comment regarding location of the roadways.
 - Steve Bradenberry – This is a concept and this isn't going to be done right away.
 - Mr. Crabill – That's correct. The roadways are not final, only conceptual.
 - Mr. Brandenberry – Seeing how the roadways are laid out on the concept, will that help with potential buyers? Will it make the property more or less valuable?
 - Marcia Bailey – Along US Route 68, some concept like this will help since there are several places that currently does not have access point to get to that land. This only shows potential.
 - Mr. Crabill – Discussed Figure 6.3.2: Proposed Transportation Network with Future Land Use Map from the Urbana South Main Street Corridor Plan and identified the different proposed land use based on what is currently being used as and any additional future use. This is not going to change where the BR-1 is currently located, but clarify as to what should be in BR-1.
- Concerns about the planning area beyond the City limits.
 - We are able to do extraterritorial planning on or around our boundaries as per the ORC.
- Fix the roads that we currently have and not build new roads.
 - New roads will be development driven and be placed when development occurs.
- Concerns about a lot more or heavy traffic and does not like roundabout. Take the traffic out of town. The truck traffic is bad.
- Why was income and education included in the study?
 - It's to build demographics data to help you understand what is going on in that area which is similar to the housing study which translated to what is our earning power as a community and what can be built here. Businesses will also look at that information to see if they want to locate here. Most of the franchises require a certain income within a certain radius to be met before locating there.
- What does it mean to adopt this plan?
 - Adopting the plan means that this becomes a strategy and goals that could potentially be implemented over the short term, long term or near term.
- Concerns on the cost of this moving forward.
 - This depends on transportation projects along the existing roads and there will be grant funding for that. If there are new roads built, the development will have to support that.
- Does not want to be annexed and currently have well and septic that is being maintained. Can't afford higher property tax.
- Question on the engagement process.
 - Instead of just a survey, in the future there will be a neighborhood meeting inviting everyone in the planning area.
- Feels that the US Route 68 and Edgewood Avenue bypass was poor planning.
- The City should effectively manage what is part of be City before annexing more into the City for more tax revenue. Hold people more accountable for their property and keeping it clean.
- What is the impact to farmlands within the corridor plan? Don't break up family farms.



- Farm lands will be impacted if the land is developed but it will only be impacted as development were to occur.
- The school should have been at a different site with sidewalks.
- We like it the way it is.
- Proponent of the bypass (Edgewood Avenue extension).
- Don't lengthen Windsor Avenue so that a street won't be in the back yard.
- Need a left turn lane into the school.
 - This is something that we are working on.
- Proponent on keeping the industrial land for job and opportunity.
- Why are there no roads in the back of the school?
 - This is part of the plan that can be implemented in the future.
- Proposing public or institutional use across the street from the school instead of residential or some other use.

Doug Crabill – The BR-1 zoning district is a broken zoning district. It's very restrictive and only allows for offices, residential and personal services. BR-1 should be allowed businesses that serves the community. A lot of people can't do much in the BR-1 district and would then move on. The Civista Bank is currently in a BR-1 and there's a deed restriction where another bank can't come into the space. That space is now just sitting there vacant. Deed restrictions are not uncommon and can be found in other places in the City.

- Ms. Bailey – Someone was interested in the space for a restaurant, but that can't be done because it's not properly zoned.

Kimberly Gordon-Brooks – If this plan is accepted, does that mean we accept the whole thing and once it is accepted, everything on the plan will be done?

- Mr. Crabill – There are plans in here that will not be implemented.
- Mr. Brandeberry – This is a concept and if there are any changes such as zoning, it will still have to go through the proper channels and process. This plan help drives development.
- Adam Moore – Any changes to zoning needs to come to the Planning Commission to recommend to City Council to make the change.
- Mr. Samuelsson – This is a guide for discussion. This is a big marketing piece for developers.
- Ms. Bailey – Developers don't wait and wants to have an economic development plan. Site selectors don't want to be near residential, school, church or senior housing.

Action: Kerry Brugger made a motion to **recommend adoption of the Urbana South Main Street Corridor Plan to City Council.**

Kimberly Gordon-Brooks seconded the motion.

Vote: 6 (Yay) – 0 (Nay)

Motion passed.

Miscellaneous Business

Discussion

Board Appointment:

- Steve Bradenberry is an alternate and can't hold the Vice Chair position. The board nominated Kimberly Gordon-Brooks as Vice Chair for 2020.
 - **Action:** Eric Samuelsson made a motion to approve the nomination as presented. Richard Kerns seconded the motion.
 - **Vote:** 5 (Yay) – 0 (Nay) Kimberly Gordon-Brooks abstained from the vote since she was nominated.



Adjournment

Action: Kimberly Gordon-Brooks made a motion to adjourn at 7:10 PM.
Kerry Brugger seconded the motion.

Vote: 6 (Yay) – 0 (Nay)
Motion passed.

Oak Dale Cemetery Board
Meeting Minutes Friday January 17, 2020

COPY

Board Members Present: Bill Edwards, Tonya Barrett, Patsy Thackery

Others Present: Bob Jumper, Kerry Brugger

Bill Edwards called the meeting to order at 2:30 PM

Minutes were reviewed from the December meeting. Bill Edwards made a motion to approve the minutes, seconded by Tonya Barrett. Motion unanimously approved.

New Business:

Tonya Barrett made a motion for Wayne Smith to serve as Chair, Bill Edwards as Vice Chair and Tonya Barrett as Secretary. Motion seconded by Patsy Thackery. Motion unanimously approved.

Old Business:

Section 69: Kerry Brugger let the Board know Greg Butcher would like to meet with the Board sooner rather than later to discuss his request. Kerry will let him know about the February meeting.

Open Positions: Open Board position filled by Patsy Thackery. Lynn Reich will be staying on the Board as an Alternate Member. The Board suggested adding an additional Alternate Member. Any suggestions, please forward to Bill Bean.

2020 Grave Pricing: The Board recommends increasing grave space from \$575 to \$600 with 50% of the increase going to the improvement fund. The Board also recommends increasing Saturday morning price from \$275 to \$300 and Saturday afternoon price from \$500 to \$600.


Updates from Bob Jumper: 7 Burials, no damage from recent storms. Bob is looking to purchase a 72inch mid mount mower-he will no longer need to utilize city park staff to help with mowing. He will be replacing the gator. Upcoming projects to include: putting an awning over the new ramp, painting the house and staining & sealing wood trim at Legacy Mausoleum.

Updates from Kerry Brugger: Reviewed budget with Board.

Tonya Barrett made a motion to adjourn the meeting. This was seconded by Bill Edwards and unanimously approved.

Meeting adjourned at 3:45pm. We will meet again on Friday February 21, 2020 at 2:30 pm at the City Building.

Respectfully submitted,



Tonya Barrett

TO Mayor Bill Bean and Members of Urbana City Council
FROM Staff
SUBJECT Division Activities Report
January - March

DATE: April 24, 2020



ADMINISTRATION

Like every city across the country, in early March, Urbana began dealing with the impact of the "Coronavirus" (COVID-19). Since Governor DeWine declared a State of Emergency on March 10th and Dr. Acton subsequently issuing her first "Stay at Home Order" on March 23rd, the day-to-day operation of every division within the City's organization changed. Working closely with the Champaign County Health District and the county EMA, our Police and Fire Divisions were instrumental in keeping abreast of the ever-changing dynamics thrown at them as First Responders. Our Public Works Division adjusted schedules and implemented specific protocols to maintain fully functional water and sewer service.

As the impact of the coronavirus threat expanded across the state, the offices and functions of Administration, Finance, Law and Municipal Court adjusted the way daily business was conducted by closing and/or restricting access to their respective offices. Flexibility in staffing and complying with the guidance of being prudent in daily activities, particularly with regard to regular and thorough sanitizing procedures and limiting unnecessary person-to-person contact quickly became the norm.

The Champaign County Health District has been in daily contact with the state office working to evaluate and prepare for the possibility of the coronavirus entering Champaign County. Working with multiple local agencies and first responders, the Health District aligned the appropriate resources and procedures to respond effectively as local cases were identified.

Over the past several months, our Technology Committee made a concerted effort to improve the City's website and launch a Facebook page, to encourage more citizen engagement, and the results have been significant. In just over eleven (11) months our site has had over 36,000 users resulting in excess of 56,000 different sessions and 103,000 page views. This averages about 3,200 visitors per month, with a high of 5,522 last July and a low of 2,711 in December.

Besides the home page, the most popular pages visited (listed in order) are:

2. Utility Billing
3. Job Opportunities
4. Income Tax
5. Calendar
6. Police
7. Forms & Documents
8. Airport – Grimes Field
9. Contact Us
10. Urbana Fire & EMS

HUMAN RESOURCES

- The City had two part-time new hires in January: Police Property Room Manager and a Probation Officer.
- The first week of March, for the first time since 2015, I scheduled Supervisor tours of the Airport, Water Reclamation Facility, Water facilities & well stations, Parks & Recreation, Street facilities and the Cemetery.
 - Labor Law Poster compliance and safety data sheet stations were identified.
 - Topic discussions included personal protection equipment, eye wash stations, identified two people task forces, lock out tag out, confined spaces, outsourcing, environmental and general housekeeping.

I am proud of the immense improvements witnessed in every area; such an abundance of accomplishments. I highly recommend City Council to consider visits, see for yourselves the ownership and pride displayed and the "neighborly" considerations paid to all of our residents.

- Safety Congress engaged participants in two training sessions online, as well as a General (online) Open Session. The guest speaker was NFL Hall of Famer Anthony Muñoz, who shared his favorite quote from Vince Lombardi: "Perfection is unattainable, but if you chase perfection, you'll catch Excellence."

COVID-19 IMPACTS

- Twenty-seven applications were received for the Patrol Officer Civil Service exam that was postponed until a later date when the COVID-19 orders are lifted.
- The Seasonal Safety Orientation has been postponed until a later date when we can slowly bring back the seasonal staff.
- Initial Title VI implementation is in progress. The first draft of written policy and documents have been placed on hold.
- Guidelines and employer’s responsibilities regarding FMLA Expansion, Emergency Paid Sick Leave and required postings were distributed.
- Supervisors were provided with information and tools from the CDC; regarding appropriate response guidelines when dealing with COVID-19 employee situations.
- We are tracking employees hours when working from home, departmental adjusted schedules, reduced hours, lay-offs and COVID-19 related absences. The required documentation and forms according to the Families First Coronavirus Response Act are being compiled. The supervision of each department continues to practice the processes needed to “Slow the Spread” & follow “Social Distancing” orders.

STREET DIVISION

- Salt usage down significantly from the previous year, due to mild winter conditions.
- Full-city “sweep” completed in early 2020.
- Grading and concrete work performed on North Main Street, by Grimes Circle.
- Approximately 25 tons of cold mix used to patch roads.
- New reach arm grinder already deployed to several rural righ-of-ways and City owned properties.

CEMETERY

Total Burials:	20
Including Saturday (a.m.):	4
Saturday (p.m.):	0
Total Graves Sold:	12
(Including)	
Shepherd Mausoleum:	1 (Niche)
Shepherd Mausoleum:	0 (Crypt)
Legacy Mausoleum:	1 (Niche)
Legacy Mausoleum:	4 (Crypt)
Misc. Sales:	2(Vases)

Notes: Spring Clean-up completed

COVID-19 IMPACTS

- All chairs removed from Shepherd Mausoleum; no committal services held in Chapel.
- Graveside services held; no tent sides erected; social distancing mandatory.

WATER RECLAMATION FACILITY (WRF)

- The WFCF has operated 678 consecutive days with no NPDES permit violations.
- The WPCF has operated for 390 consecutive days without a lost-time accident.
- The Plant treated 150 MG wastewater in the 1st quarter of 2020.

- The Septage Receiving Facility accepted 996,470 gallons of domestic septic tank waste in the 1st quarter of 2020. This is an increase of 9% compared to 1st quarter of 2019.
- The Plant recorded 12.89" of precipitation in the 1st quarter. This is an increase of 0.89" compared to the 1st quarter of 2019 and a 5.58" surplus compared to the 30-year average.
- During the 1st Quarter 2020, RG Trucking hauled 163 wet tons of bio-solids to Cherokee Run Landfill and 1,096 wet tons for land application.
- Preparing for the upcoming disinfection season. The WRF is required to disinfect effluent wastewater from May 1st to October 31st of each year.

COVID-19 IMPACTS

- "Social distancing" is now a common term, we look to maintain a minimum of 6 feet from another person to the best of our ability, while still performing required operation and maintenance tasks.
- According to the Water Environment Federation, the potential for wastewater operators to contract the virus is very low, provided they use their normal PPE when handling wastewater and properly wash their hands.
- We continue to monitor the developments of this virus will take necessary steps to protect the health and well-being of our staff.

ZONING & COMPLIANCE

- One of the department's primary functions is to issue permits for all new development in the City of Urbana. To date, the department issued 31 zoning permits (4-Sign, 12-Fence, 7-Principal Structure, 5-Accessory Structure, 2-Temporary Sign, and 1-Floodplain Development) resulting in more than \$2.52M in local investment (\$2.07M-Commercial, \$455,344-Residential)
- Contracted with Comcate to update the Nuisance & Code Enforcement Database. Cat Tanujaya worked diligently with Comcate to customize their software solutions to our processes. She is the main point of contact for Comcate during rollout and implementation. The system went "live" the first week of April and Cat has since manually uploaded our case data into the software program.
- Through March, the department opened 85 new cases and closed 219 cases. The majority of which were vacant building registrations (129), inoperative or unlicensed vehicles (76), and trash & debris (72)
- The department has representatives serving on the Monument Square District (MSD), the Champaign County Visitors Bureau (CVB), and the Logan-Union-Champaign (LUC) Regional Planning Commission
- Continue to work closely with Marcia Bailey, Champaign County Economic Partnership Director, to assist and direct developers and business owners to consider the City of Urbana. We work closely to identify potential development barriers and find solutions to development issues, ensuring dollars are being invested back into our City as opposed to elsewhere outside the County. The department worked with Marcia Bailey and identified a code change (M-1 Maximum Height) that will make Urbana more attractive to potential industrial development.
- Currently working on a comprehensive update to the City of Urbana Sign Code.
- Development Highlights
 - Ultra-Met Manufacturing Expansion
 - Zoning Permits for three (3) new residential structures

COVID-19 IMPACTS

- The Department of Zoning & Compliance has temporarily reduced its staffing from 2.5 to 2 FTE's as a result.
- Temporarily suspended inspection and enforcement activity, recently resumed this work; Continue accepting applications for permits, but have implemented a no-contact submittal policy.
- To reduce the risk of virus spread, Cat Tanujaya began working full time from home; Adam Moore split time working from the office and home (mornings in the office, afternoons at home).

PARKS AND RECREATION DIVISION

- "Stalk and Awe" Geese Management began their second year (of a three-year program) in mid-March; controlling the Canadian Goose population at Melvin Miller Park
 - Destroyed 10 nests (pond island); totaling >150 eggs
 - Should notice a significant reduction in the total population for 2020
- Completed the restoration and placement of 20 trash receptacles for the downtown business district.
- Started the restoration of the Park Deck building interior. This included new paint from top to bottom, new epoxy floor from wall to wall along with new cove base. The remainder of this project will continue into the 2nd quarter with both restrooms getting a slight makeover, including new grab rails, vanity light, mirror, faucets and restroom partitions.
- Finalized the fence project replacement of diamonds 6,11, and 12 included in the Nature Works 25 Grant
- Completed the clean-up and reorganization of the "bullpen" at the park maintenance building.
- Serviced & cleaned all park mowers, tractors, trucks, trailers, and other equipment in preparation for the upcoming spring season.
- Removal of 20 tree stumps in mainly the park disc golf/ Frontier Land area along with a couple others within the park; began trimming & clean-up of broken tree limbs from park pond island area
- Beginning March 1, hired Preston Carter full-time to assist with park and grounds, as well as janitorial responsibilities in the City Municipal Building common areas and restrooms.
- Completed phase one of the Gwynne St. Park project, in partnership with Weidmann Industries and Valley Fence – which included the replacement of outfield fencing from dugout to dugout
- Applied mulch as needed, to Municipal Building, City Business Office at 225 South Main Street and the Roundabout.

COVID-19 IMPACTS

- Monitoring the health and temperature of all our employees;
- Practicing social distancing whenever possible;
- Routinely sanitizing and disinfecting commonly used surfaces, wearing nitrile gloves and/or masks when necessary.

AIRPORT

- Represented Grimes Field at various meetings/organizations - Technical Review Committee, Chamber of Commerce Visitor's Bureau, National Aviation Heritage Area, National Museum of the United States Air Force, Ohio Aviation Association, Balloon Festival, MERFI Fly-In & Car Show.
- **2020 (Planned) Events**
- May 25th - Walter & Lewis Funeral Home 'First Responder's Appreciation Day' – Honor Field of American Flags will be set up in front of Hospital to recognize/thank/honor everyone who worked so hard during the coronavirus pandemic.
- June 29th & 30th – Ageless Aviation Dream Foundation Rides for Veterans from Ohio Masonic Homes (TBD).
- July 4th - Independence Day Celebration, Firecracker Auto Show, Rotary Chicken Dinner, Arts Council live entertainment (Shifferly Road Band), Rotary Fireworks (TBD).
- July 16th thru 20th – Vietnam Wall on site (TBD).
- Champaign Aviation Museum Gala with Col Mark Tillman (ret) – Moved to July 25th
- July 18th & 19th – Vietnam Military Appreciation Day (TBD).

- August 15th – EAA Chapter 421 Pancake Breakfast in the north end of the big Grimes Hangar! / Mid-Eastern Regional Fly-in Wings and Wheels Cruise-In (one of the longest running events in the United States).
- Sept 11th & 12th – Champaign County Hot Air Balloon Festival.
- Grimes Flying Lab Annual Fish Fry has been set for October 3, 2020; Fish Fry dinners from 4:30PM -7:00PM, Live Music from 6:00PM - 9:00PM

COVID-19 IMPACTS

- Covid-19 affected air traffic through the airport and café, which in turn cut fuel sales severely.
- Airport staff: reduced manpower by 1 temp summer associate as cost savings measure

FIRE DIVISION

News

- Continue to work with Mercy Urbana on their county community paramedic program
- Presented to Concord and Salem Township the same pricing calculator for service that Urbana Township adopted

Prevention

- 36 Inspections completed for the quarter

Operations

- MARCS radio equipment purchased from the grant awaiting for programming
- Firetruck specifications are complete waiting to go out for bid

Incidents:

EMS – 574

Fire – 85

Auto Accident – 32

Two runs in process – 128

Three runs in process – 9

Transports – 415

Mutual Aid Received – 18

Mutual Aid Given – 8

Training

- 3,304 Training hours for the quarter

Maintenance

- Seven hours of in house maintenance on vehicles

COVID-19 IMPACTS

- The COVID-19 pandemic is so dynamic that the Urbana Fire Division established temporary measures (ETM) in writing to address them.
- The measures are posted with any changes made in red. Our focus is eliminating single points of failure and creating the ability to scale up in the event of a surge. Our ETMs relate to operations, personnel, station and staffing procedures.

WATER DIVISION

Flow information:

January – 53.7720 Million Gallons

1.7346 Million Gallons Average Daily Flow

February – 45.3167 Million Gallons

1.5626 Million Gallons Average Daily Flow

March – 47.8428 Million Gallons

1.5433 Million Gallons Average Daily Flow

Total for the Quarter -146.9315 Million Gallons (Down 26.2213 Million Gallons from 1st Quarter 2019)
(All water treatment plants and distribution system are EPA compliant)

Revenue & Expense

As of 03/31/2020

Budget Amount \$2,588,400.97

Month to Date Expense \$141,962.04 (March)

Year to Date Expense \$888,271.67

Encumbered Balance \$365,201.56

Unencumbered Balance \$1,334,927.72

Water Department Personal completed the following for the first quarter:

- 4 hydrants repaired/replaced
- 884 OUPS tickets were called in and located for the quarter (down 358 Tickets)
- 7 water Main Breaks
- 10 Service Line Repaired or Replaced
- Removed all pipe insulation at the OTP facility
- Contingency plan updated
- Painted entire Booster Station pumps, piping and walls
- Ohio EPA inspection of Water Treatment facilities and distribution system
- Gwynne Street tower interior painted
- New flow meter at OTP
- Well 8 and 9 at OTP painted

Projects that we are working on:

- Valve Exercising
- West Tower exterior painting
- Locating all water Valves and Customer service valves (GPS/GIS Program)
- Water meter repair/replacement
- Asset Management Project
- South Kenton Street water line replacement (between E. Market and Water)
- Painting all pipes at OTP and the 29 water treatment plants

Upcoming Projects:

- Phase two water line replacements (Scioto Street area)
- Parts inventory reorganization
- Grimes Field well elimination
- Electrical component maintenance analysis
- Water Flow modeling program
- Well and Pump efficiency analysis

COVID-19 IMPACTS

- All employees are taking distancing precautions with not entering households or businesses unless absolutely necessary.
- Water services will not be shut off, except for a severe leak.
- Any higher risk employee is isolated from all other employees but still working.
- All other recommended precautions are taken as advised by the state.

ENGINEERING

- Projects ongoing from 2019:
 - Hill Street Improvements – A little bit of striping and pipe inspection work needs performed still. J&J Schlaegel, Inc. is the prime contractor.
 - US 36/US 68 Intersection Improvement – Paving and associated work is the main hold-up to finishing this job. This will likely happen in mid to late May. R.B. Jergens Contractors, Inc. is the prime.
- Projects bid so far in 2020:
 - 2020 Crack Sealing Program – Bituminous Pavement Systems was awarded the contract at \$44,665.25. My Engineer's Estimate was \$73,200.00. Streets impacted: Bloomfield, Fyffe, Main, N. Walnut, Lincoln, W. Powell, Phoenix, E. Light, Laurel Oak, S. Walnut, College, Julia, Dellinger, Childrens Home, East Lawn, Wards Lane, E. Broadway, W. Broadway, E. Powell, Thompson, Johnson, Railroad, E. Ward, N. Locust, N. Kenton, Lynn and N. Jefferson.

- 2020 Microsurfacing Program – Strawser Construction, Inc. was awarded the contract at \$130,037.63. My Engineer’s Estimate was \$165,500.00. Streets impacted: East Lawn and E. Water.
- 2020 Unit Price Concrete Work – McGuire Farm and Excavating LLC was awarded the contract for unit price concrete work. Contract covers City dig-related work as in years past but also covers this year’s Sidewalk, Curb and Gutter program for owners who choose not to complete their own work. Street impacted by the Sidewalk, Curb and Gutter program: Hitt, Elbert, E. Water, East Lawn, S. Kenton, Scioto, Finch and Ames.
- 2020 Asphalt Program – Shelly Company was awarded the contract at \$322,970.90. My Engineer’s Estimate was \$353,915.00. Streets impacted: Elm, Ann, Gwynne, Mosgrove, W. Light, Elbert, Hitt, Cherry, WRF Driveway, two alleys, S. Kenton, Boyce and W. Ward. In addition, Freeman Avenue would be a standalone CDBG project for curb, sidewalk and paving work later in the year.
- Projects bidding currently:
 - Phase 2A Water and Sanitary Replacement – Choice One Engineering completed the design and so far a good number of bidders (>10) are interested. Engineer’s Estimate is \$1,918,820.00. Streets impacted: Scioto, Crescent, Ames and Finch. The project will be paid via OWDA and DEFA loans from the Ohio EPA.
- Projects to be bid:
 - Powell to Bon Air Sanitary Sewer – Designed in-house and will plan to bid in the May/June timeframe. My Engineer’s Estimate is \$1,195,000.00. Streets impacted: E. Powell, SR 54, Oak Dale Cemetery drives in the new section and Bon Air Drive. The project will be paid via an OPWC grant, OPWC loan and local sewer capital.
- Continued inspections for sidewalk, curb and gutter are taking place; plans are being prepared. Engineering Tech, Clay Miller will handle the oversight of this project.
- Design time has been at a premium for the Powell to Bon Air Sanitary Sewer but it has finally been completed. Permits from multiple agencies now must be requested.
- Designs for later this year include: Freeman Avenue Improvements mentioned previously (CDBG award), curbing along Scioto Street, Railroad Street Storm and a few other projects.
- South High Street Improvements – The City will be going out for design Request for Proposals soon to select an ODOT prequalified designer.

COVID-19 IMPACTS

- Tyler is working in the morning from the office; and at home in the afternoon.
- Clay is generally outside performing inspections and contractor oversight, working a full day. When permits are needed, he coordinates that transaction in the field with the contractor or owner.

COMMUNITY DEVELOPMENT

- Facilitated public bidding and contracting for the following city programs: 2020 Unit Price Concrete Work, 2020 Asphalt Program, 2020 Microsurfacing Program, and 2020 Crack Sealing Program.
- Assisted in the preparation of a loan application to Ohio EPA, DEFA for the Phase 2A Water Main Replacement Project and prepared documents for this project to go out to bid in early April with bids due in early May. This project also includes a sanitary sewer replacement portion to be funded by a loan through OWDA. The water main replacement and the sanitary sewer replacement is planned on Scioto Street from Jefferson Avenue to the 36/29 split with construction planned for July 2020-November 2020 on this part of the project. On Crescent Drive, Finch Street, and Ames Avenue, only water main replacement is planned with construction planned from December 2020-June 2021. The estimated construction cost for the water main replacement work is \$1,456,866.52, and the estimated construction cost for the sanitary sewer replacement work is \$461,953.48.
- Worked with the owners of a downtown building on the formal process to establish a Revitalization District within downtown Urbana. Pending passage by council and approval by the Ohio Department of Commerce, Ohio Division of Liquor Control, up to twelve (12) D5-L liquor licenses will be able to be issued within the district. Without establishment of a revitalization district, Urbana had met its state mandated quota of six (6) D5 licenses based on population (1 license for every 2,000 residents). In Ohio, Revitalization Districts have already been established in Bellefontaine, Sidney, Wooster, and Medina. D5-L licenses are for the

owner or operator of a retail food establishment or food service operation that derives seventy-five percent of its gross annual receipts from the sale of food and meals.

- Worked to continue efforts in support of the Champaign County Census 2020 Complete Count Committee to promote the 2020 Census within Urbana and Champaign County. Furthermore, due to the COVID-19 crisis, the committee efforts have been coordinated electronically vs. during in-person meetings. The Champaign County Commissioners provided some funding in support of this effort for radio advertising on 106.9 the Bull. In addition, the Champaign County Commissioners funded digital billboard advertising on the new digital billboard on US 36 East. In addition, the committee has worked to get messaging out locally through other means such as weekly social media postings, utility bill messages, news stories, press releases, etc.
- Held a well-attended public meeting in regards to the South Main Street Corridor Plan in early 2020. Planning Commission approved this plan at their meeting in February 2020. The final adoption of this plan by council is anticipated during the 2nd Quarter of 2020.
- Facilitated bi-weekly conference calls with the developer of Legacy Place to continue to move this project toward closing and construction. The developer has received bids for the construction of this project, and they are working to finalize their financing with construction is anticipated to start in the summer of 2020.
- Continued to work with the city's partners in the redevelopment efforts at the former Q3JMC site. The submittal of no further action (NFA) letters (one for the west side and one for the east side) are still anticipated to occur in 2020. The transfer of the east side of the property to True Inspection Services, the city's development partner in this project, is anticipated to occur in May of 2020. Furthermore, in May of 2020, the NFA letter for the east side is anticipated to be submitted to Ohio EPA. Lastly, redevelopment of the west side is beginning to progress with a potential end user.

FACILITIES

Staff continues to perform routine maintenance throughout the city's multiple locations.

- Remodeled and moved the Law Director's office to the top floor.
 - Installed a new door, trim and fresh paint on the walls.
- Started remodeling the former engineering office; future home to the Prosecutor's office. Work to be completed early May.
- Staff along with Easton Water installed a new Soft water system in the municipal building.
- Solidifying plans to start updating the restroom located by the tennis courts at Melvin Miller park (last leg of NatureWorks Grant #25).

COVID-19 IMPACTS

- Reduced manpower by one part-time position; as a result, several projects have been put on hold; limited number of contractors entering any City Building.

Ad.

FINANCE

2020 Department Operating Budgets & YTD Expenses

Department	2020 Budget	YTD 03/31/20 Expenses	Budget %
CITY COUNCIL	\$91,170	\$23,506	25.78%
COMMUNITY DEV	\$123,850	\$71,994	58.13%
ENGINEERING	\$242,500	\$57,035	23.52%
FINANCE - ACCOUNTING	\$273,400	\$65,636	24.01%
FINANCE - INCOME TAX	\$109,650	\$26,279	23.97%
FINANCE - UTILITY BILING	\$140,400	\$36,170	25.76%
FIRE	\$2,720,755	\$597,578	21.96%
LAW	\$235,850	\$70,837	30.03%
MAYOR/ADMIN	\$303,200	\$71,833	23.69%
MISC-NON DEPARTMENTAL	\$463,500	\$149,735	32.31%
MULCH/COMPOST	\$23,075	\$834	3.61%
MUNICIPAL COURT	\$753,425	\$176,923	23.48%
PARKS/RECREATION/POOL	\$290,150	\$42,792	14.75%
POLICE	\$2,455,090	\$532,074	21.67%
PUBLIC WORKS & PROPERTY	\$162,150	\$29,082	17.94%
ZONING COMPLIANCE	\$130,275	\$40,993	31.47%
AIRPORT	\$358,800	\$72,685	20.26%
STREET	\$797,550	\$226,458	28.39%
OAKDALE CEMETERY	\$152,335	\$27,197	17.85%
WATER	\$2,515,200	\$888,272	35.32%
SEWER	\$3,870,350	\$1,259,224	32.54%
STORMWATER - OPERATING	\$81,000	\$5,178	6.39%
STORMWATER - CAPITAL	\$189,000	\$12,429	6.58%
	\$16,482,675	\$4,484,742	27.21%

Fund Number	Fund Name	2020 Expected Revenue	YTD 03/31/20 Revenue	Expected Revenue %
100	General	\$7,039,000	\$1,782,614	25%
200	Airport	\$358,800	\$61,977	17%
205	Street	\$886,000	\$222,872	25%
215	Cemetery	\$156,500	\$29,388	19%
275	P & F Tax Levy	\$1,411,358	\$359,793	25%
401	Capital Improvement	\$1,314,298	\$293,656	22%
402	P & F Tax - Cap Imp	\$470,453	\$103,268	22%
605	Water	\$2,348,500	\$596,621	25%
610	Sewer	\$3,774,500	\$909,255	24%
620	Stormwater - Oper	\$81,000	\$21,235	26%
625	Stormwater - Cap Imp	\$189,000	\$49,537	26%
	TOTAL	\$18,029,409	\$4,430,215	25%

POLICE DIVISION

January Highlights

- 1/3/2020 – Police investigated the homicide of Pamela Combs (66), found dead inside her Lionel Drive home. Her son, Robert Stevenson (29), was arrested at the home, and charged with her murder. He has since been ruled mentally incompetent to stand trial due to his mental health issues. He will continue to be held in a mental health facility until the time he is cleared to face criminal justice for his mother's murder.
- 1/9/2020 – Mike Hughes (a 2018 retiree of the UPD) was hired as a part-time Property Room Clerk, overseeing the daily activity involving the intake and outtake of various property and evidence placed into the UPD Property Control System. On average, the UPD logs in 1600 new items per year and returns or disposes of 1200 items. Having Mike take on this job in a part-time basis has freed up the time we'd been using a full-time sworn officer to handle these duties in the past.
- 1/30/2020 – Third shift officers on patrol, Sergeant Jason Kizer and Officer Robbie Evans, discovered a burglary-in-progress to the Delta Armory gun store, 1100 N. Main Street at 0132 hours. Three Dayton men, Jermaine Jackson (21), Samuel Chancellor (20), and L'Dontae Head (19), were taken into custody. Two of the men have since pled guilty to Grand Theft of Firearms and Possessing Criminal Tools, and are awaiting sentencing. The third is awaiting trial in April.

February Highlights

- 2/9/2020 – Members of the UPD participated in their annual basketball game versus our local Champaign County Special Olympians basketball team, held at Urbana high school. The UPD also participates every June in the Law Enforcement Torch Run, where members run for the cause and raise money to help our local athletes to compete in the state games. This year's LE Torch Run has been cancelled due to the COVID-19.
- 2/15/2020 – Officers Luke Hiltbran and Seth Lingrell went to the Columbus International Airport where they met the plane carrying US Army Specialist and former Urbana High School graduate, Cameron Logwood, killed in a tragic crash while serving in Alaska, to escort him back to Urbana for his funeral viewing and services.
- 2/19/2020 – The Urbana Police Division became a test site, in partnership with the Ohio Bureau of Criminal Investigations Crime Lab, to have our confiscated drugs tested here, on-site, by BCI specialists. The hope is that by having BCI come and complete presumptive testing here locally, it will help expedite UPD cases into the court system, and, save both the UPD and BCI the time needed to transport and test our drug evidence at the London, Ohio crime lab. This was a program sought out first by Champaign County Prosecutor Kevin Talebi.

March Highlights

- 3/8/2020 – 23-year veteran officer, Todd Pratt, was selected to become our next Sergeant, filling the position vacated when Chris Snyder retired at the end of last year. After a week of in-service training, Todd took over the 2nd Shift (1400 – 2200 hours). We are currently three officers below our authorized strength of 21 officers but have upcoming entry level testing (temporarily put on hold as we deal with the COVID-19 restrictions from the Governor), where we are planning to fill those shortages.

COVID-19 IMPACTS

- 3/12/2020 -- The police division began implementing new officer safety protocols pertaining to COVID-19. Weekly, sometimes daily, we are adding new protocols, using the latest information available to us for "best practice" procedures.
- COVID-19 has brought to us unexpected and unplanned shortages in Personal Protective Gear (PPE) for our officers. Currently we are doing our best to protect our officers and our small supply of PPE gear.

- While officers have faced new and dangerous challenges in how we can use best practice protocols in providing law enforcement services throughout the community during COVID-19, we've witnessed the BEST in how this community has embraced our challenges and have done their part cooperate with the Governor's statewide restrictions.
- As we've put in new protocols changing how we handle various calls for service and deploy our officers we've found many members of this community have (as they always do) come to our aid in different types of ways – all of which are tremendously appreciated by members of the Urbana Police Division, such as donating or making PPE gear, sending cards or emails of best wishes, and providing on-duty folks with lunches or dinners.

LAW OFFICE

City Council Meetings/Work Sessions

In the 1st Quarter, the Law Director attended regular City Council Meetings and Work Sessions, to provide guidance on procedure and to answer any legal questions that may arise. He also availed himself to all members of Administration and Council for legal advice and representation as pertains to any matter involving the discharge of their duties and responsibilities as representatives of the City of Urbana, Ohio, and as to any matters which arise during those meetings.

Ordinances and Resolutions

In the 1st Quarter, the Law Director reviewed and approved several pieces of Legislation for presentation to Council, and advised Council as to the appropriate procedure for enacting same.

Charter Review Committee

The Charter Review Committee continued its work in the 1st Quarter of 2020. The Committee anticipates that proposed Legislation will be drafted and presented to Council for approval in June, 2020.

Code Enforcement

Planning and Zoning, Administration, and the Law Director work hand-in-hand to assure that all provisions of the Urbana Codified Ordinances, and specifically, those provisions pertaining to nuisances and zoning violations, are being adequately enforced.

Throughout the 1st Quarter of 2020, the Law Director orchestrated the filing of multiple Nuisance and/or Zoning Violation cases, filed in the Champaign County Municipal Court as minor misdemeanor offenses. Each of these cases resolved in abatement.

Contract/Legal Document Review/Modification

Numerous City projects requiring complex legal documentation and process including, but not limited to, the roundabout project. Bidding contracts, construction and remediation projects, interaction with the Townships and Champaign County, issues involving the Historical society, Community Development, and so forth were brought forth. Each involves the office of the Law Director, some merely for review, others for more detailed participation.

Easements, Appropriations, and Other Civil Matters

The Law Director represents the City in matters of easements, appropriations, takings, and/or civil cases. He also appeared in Court for any suits regarding unpaid utility bills.

Municipal Court Prosecutor

The fundamental responsibility of the Municipal Court Prosecutor is to represent the State of Ohio, the City of Urbana, and/or the Villages in Champaign County, in the Champaign County Municipal Court, for all misdemeanors and for any felony cases filed in that Court.

Cases Prosecuted

In the 1st Quarter of 2020, the Prosecutor's office processed approximately 800 cases. This includes all matters, whether resolved by admission, plea, at pretrial, at a trial to the Bench, or by Jury Trial.

Case Reviews

In addition to prosecuting cases, the Municipal Court Prosecutor reviewed close to 75 "Prosecution Packets", which contain fact patterns and evidence gathered by law enforcement, to determine whether it would or would not be appropriate to file any charges in a particular case. Generally, the Prosecutor is approached to review cases which require analysis of complex legal application of the law to the facts. They may also involve other issues, such as mental and/or physical impairment of suspects, and how diminished capacity might affect charges.

Victim Advocacy

Through the Municipal Court Prosecutor's Victim's Advocate program, multiple victims of crime were provided guidance and services in the 1st quarter of 2020. The vast majority of these were either victims of assault, domestic violence, and theft.

Diversion

4 Defendants were accepted into the Municipal Court's Diversion Program during the 1st quarter of 2020. All of them successfully completed the Program.

COVID-19 IMPACTS

- The law offices remained open, and staff worked their regular shifts to assure that no person was denied access to justice as a result of the COVID-19 pandemic.
- The office complied with any and all accommodations requested by the Courts including, but not limited to, attendance at certain hearing by telephone rather than in person, and strict compliance with all social distancing requirements.

SEWER MAINTENANCE

- Sewer Maintenance recorded 14 calls and 3 sanitary digs; increase over 1st quarter last year.
 - 884 OUPS tickets; increase of 71 over last year 1st quarter.
 - Staff continues to perform sewer lateral camera inspections free of charge to city residents. We have recorded 14 camera inspections for residents.
 - Staff inspected over 1200 feet of sanitary and storm sewer mains.
 - Staff also performed over 20 hydro excavations for the Water Division.
 - Staff continues to maintain the blower system at the closed landfill; checking blowers daily and performing maintenance as necessary, monitoring gas readings quarterly.
 - Preparing to start our manhole replacement program by ordering supplies and new equipment. We are expecting our Manhole saw in April/May. We are also expecting the delivery of our new skid loader trailer late April.
 - Staff also completed the 1st quarter grease trap inspections in early March.
 - Staff went to the WWETT show in February. This was an opportunity to talk with sales representatives, talk with other municipalities from all over the country and see new equipment.
- ### **COVID-19 IMPACTS**
- Staff is instructed not to enter a resident's house unless it is deemed an emergency. We have been issued a limited number of N95 masks and taking every precaution the Ohio Department of Health has issued.

Resolution No. 2580-20

A RESOLUTION TO APPROVE WATER TAP-INS FOR DWIGHT E. PENCE AND PHYLLIS A. PENCE AT 1675 EAST US HIGHWAY 36 (PARCEL #K41-11-11-11-00-007-00) AND 1693 EAST US HIGHWAY 36 (PARCEL #K41-11-11-11-00-008-00) AS AN EXTRATERRITORIAL CUSTOMER (Suspension of rules requested by utility services applicant).

WHEREAS, the City of Urbana has received applications from Dwight E. Pence and Phyllis A. Pence to tap-in to City water service to an unincorporated parcel (K41-11-11-11-00-007-00) located at 1675 East US Highway 36 and to an unincorporated parcel (K41-11-11-11-00-008-00) located at 1693 East US Highway 36, which is located outside and directly adjacent to the city limits; and

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

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

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

WHEREAS, pursuant to Urbana Codified Ordinance 939.07, upon issuance of a new water connection permit for a property located outside of the City limits, the owner of the property shall file an annexation petition within sixty (60) days of the time that property becomes contiguous to the City of Urbana, and "the failure of any such non-resident water customer to comply with this condition shall be grounds for immediate termination of water service to the property" but this provision may be waived by the Director of

Administration only with the concurrence of City Council, upon a finding of the existence of a specific necessity,

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

Section 1: That Council approves the requested tap-in to City water service as requested by Dwight E. and Phyllis A. Pence to the property described as Permanent Parcel No. K41-11-11-11-00-007-00 and located at 1675 East US Highway 36.

Section 2: That Council approves the requested tap-in to City water service as requested by Dwight E. and Phyllis A. Pence to the property described as Permanent Parcel No. K41-11-11-11-00-008-00 and located at 1693 East US Highway 36.

Section 3: That Council hereby requires sewer tap-ins for both properties to occur at the same time that water service is extended to said properties since existing sewer mains are currently located within relative proximity to this property.

Section 4: That Council authorizes such extensions and tap-ins with the understanding that all construction costs related to said water extensions and tap-ins shall be borne entirely by the applicant.

Section 5: That Council authorizes such extensions and tap-ins with the applicant being required to pay all applicable fees, including any required water tap-in (connection) fees, water capacity fees, water meter fees, and water tapping fees.

Section 6: That Council authorizes the Director of Administration to issue a termination order for water service upon failure of the property owner to initiate annexation within 60 days of each water tap-in permit being issued.

Section 7: That this resolution shall take effect immediately upon passage in order to promote public health and welfare as these water extensions and tap-ins will provide improved water service for the applicant at the subject properties.

Marty Hess, Council President


Passed: _____

Attest: _____

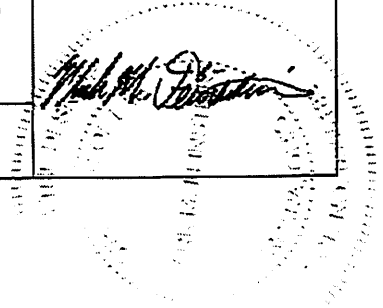
Amy Deere, Council Clerk

This Resolution approved by me this ____ day of _____, 2020.

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: 5/5/20	Second reading date:	Third/Final reading date:	

Anticipated effective date if approved: 5/19/20



Resolution No. 2581-20

A RESOLUTION TO APPROVE SANITARY SEWER TAP-INS FOR DWIGHT E. PENCE AND PHYLLIS A. PENCE AT 1675 EAST US HIGHWAY 36 (PARCEL #K41-11-11-11-00-007-00) AND 1693 EAST US HIGHWAY 36 (PARCEL #K48-11-11-11-00-008-00) AS AN EXTRATERRITORIAL CUSTOMER (Suspension of rules requested by utility services applicant).

WHEREAS, the City of Urbana has received applications from Dwight E. Pence and Phyllis A. Pence to tap-in to City sanitary sewer service to an unincorporated parcel (K41-11-11-11-00-007-00) located at 1675 East US Highway 36 and to an unincorporated parcel (K41-11-11-11-00-008-00) located at 1693 East US Highway 36, which is located outside and directly adjacent to the city limits; and

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

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

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

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

be waived by the Director of Administration only with the concurrence of City Council, upon a finding of the existence of a specific necessity,

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

Section 1: That Council approves the requested tap-in to City sanitary sewer service as requested by Dwight E. Pence and Phyllis A. Pence to the property described as Permanent Parcel No. K41-11-11-11-00-007-00 and located at 1675 East US Highway 36.

Section 2: That Council approves the requested tap-in to City sanitary sewer service as requested by Dwight E. Pence and Phyllis A. Pence to the property described as Permanent Parcel No. K41-11-11-11-00-008-00 and located at 1693 East US Highway 36.

Section 3: That Council hereby requires water tap-ins to occur at the same time that sanitary sewer is extended to said property since existing water mains are currently located within relative proximity to this property.

Section 4: That Council authorizes such extensions and tap-ins with the understanding that all construction costs related to said sanitary sewer extensions and tap-ins shall be borne entirely by the applicant.

Section 5: That Council authorizes such extensions and tap-ins with the applicant being required to pay all applicable fees, including any required sanitary sewer tap-in (connection) fees and sanitary sewer capacity fees.

Section 6: That Council authorizes the Director of Administration to issue a termination order for sanitary sewer service upon failure of the property owner to initiate annexation within 60 days of each sanitary sewer tap-in permit being issued.

Section 7: That this resolution shall take effect immediately upon passage in order to promote public health and welfare as these sanitary sewer extensions and tap-ins will provide improved sanitary sewer service for the applicant at the subject properties.

Marty Hess, Council President


Passed: _____

Attest: _____

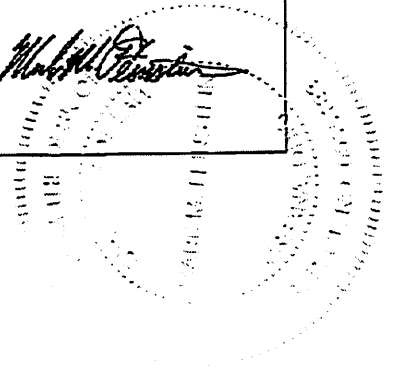
Amy Deere, Council Clerk

This Resolution approved by me this ____ day of _____, 2020.

Bill Bean, Mayor

Department requesting: Community Development		Personnel: D. Crabill	Director of Law review 
Expenditure? Y (N)	Emergency? Y (N)	Public Hearing? Y (N) If yes, dates advertised:	
Readings required: (1) 2 3			
First reading date: 5/5/20	Second reading date:	Third/Final reading date:	

Anticipated effective date if approved: 5/19/20



Resolution #2582-20

DECLARING THE NECESSITY OF CONSTRUCTING OR REPAIRING SIDEWALKS, CURBS AND GUTTERS, 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) Scioto Street, from Locust Street to the E. US Highway 36/E. SR 29 split
- b) East Lawn Avenue, from Scioto Street to Bloomfield Avenue/Mark Drive
- c) Finch Street, from Scioto Street to E. Water Street/Amherst Drive
- d) Ames Avenue, from Scioto Street to Amherst Drive
- e) East Water Street, from South Main Street to Finch Street
- f) South Kenton Street, from Scioto Street to East Market 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 8, 2020.

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 _____, 2020.

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: 5/5/2020	Second reading date: NA	Third/Final reading date: NA	

Anticipated effective date if passed: 5/5/2020