

URBANA CITY COUNCIL
REGULAR SESSION MINUTES – DECEMBER 3, 2013

Council President Marty Hess called the Urbana City Council Regular Session Meeting of Tuesday, December 3, 2013, to order at 7:00PM in Court Chambers/ The Municipal Building.

Council Present – All Council Members were present with the exception of Mr. Doug Hoffman and Mr. Robert Thorpe. The Council Clerk was absent due to illness.

City Staff Attending – Mayor Bill Bean (arrived late to Meeting); Mr. Kerry Brugger, Director of Administration; Mr. Lee Williams, Finance Director; Mr. Doug Crabill, Assistant to the Director of Administration; Mr. Chad Hall; Fire Chief Mark Keller; Police Chief Matt Lingrell; Mr. Robert Munch; Assistant Municipal Prosecutor/Staff Attorney Breanne Parcels; Mr. Chris Stokes; Ms. Rhonda Ward (in audience/assumes role of Finance Director as of December 6, 2013)

Roll Call and Pledge of Allegiance

Approval of Minutes

Mr. Al Evans moved to approve the UCC Regular Session Minutes (November 19, 2013); Mr. Dwight Paul seconded. Motion carried without objection.

Communications

Mr. Evans moved to place the following Communications on file: The LUC Regional Planning Commission Executive Committee Meeting Minutes (November 21, 2013), The City of Urbana Design Review Board Minutes (July 24 & August 26, 2013), The City of Urbana Board of Zoning Appeals Minutes (August 26 & September 30, 2013), and The City of Urbana Planning Commission Minutes (October 28, 2013); Mr. Paul seconded. Motion carried without objection.

Administrative Reports – Board of Control

1. Mr. Eugene Fields moved to authorize a purchase order to Biometric Information Management in the amount of \$13,075 for the purchase of a Live Web Scan System for fingerprinting (This expense will be charged to the Police Dept., and will be funded by donations of \$7,000; Police Capital of \$5,000; and Police Trust Fund \$1,075. This expense is in the 2013 Budget); Mr. Evans seconded. Motion carried without objection.

Discussion -

Police Chief Matt Lingrell explained he sought suggestions for a project to assist Police Division, and arrived at Web Check. He pointed to history (2008), and noted the need to update the “messy” rolled ink fingerprinting process to this new version of scanning fingerprints and adding them to a web-based database. Criminal investigations and the background check process could be conducted more efficiently, and more quickly.

“Very happy to have local foundations that are willing to reach out and help,” said Chief Lingrell.

“I just think it’s a great opportunity to take advantage of,” Mr. Fields commented. “I’ll take it one step farther, Chief—can this be used for like, an Ident-A-Kid Program? To speed up that process?” asked Mr. Evans.

“Oh yes—yes,” replied Chief Lingrell. “The other thing we can use it for—is when we do fingerprints at a crime scene now . . . instead of sending them to a lab, we’re doing them online . . . we’re basically faxing it to them, and it’s going right

into the system...and it's reading millions and millions of prints that are already online...and it's telling you right now what the answer is...very quickly...while the people are still in the building...so...it's a win/win all the way around."

"How a...so (you're talking about) let's just say you're on a scene, and you pull prints...you're faxing the prints in?" asked Mr. Paul.

"Scan them in," replied Chief Lingrell.

"So you're scanning them on the scene?" asked Mr. Paul.

"Yeah," Chief Lingrell said.

"So this is a portable unit then?" asked Mr. Paul.

Chief Lingrell answered, "No—we lift them—we're still lifting them at the scene, but with powder and tape...and so then we scan them into the system, and we send them online."

Mr. Paul asked if this system is the same as what the Sheriff's Department has.

"I believe they have it, and I believe the Jail has it also," said Chief Lingrell.

"Are there annual costs associated with going to Web Check?" asked Mr. Paul.

Chief Lingrell indicated there is an annual cost of \$1,760 incurred for maintenance of the system, which kicks in 'Year Two.' He said that fees from conducting background checks for civilians should offset the annual cost.

"So basically the \$1,760 is going to be a wash at the end of the year anyway?" asked Mr. Paul.

"I believe so—yeah," Chief Lingrell replied.

"This just sounds like it's going to be really efficient, so it's a good idea," stated Mrs. Virginia Smith.

"It sounds like a great investment," commented Mrs. Amy White.

"Chief—do you know how much you're going to charge civilians—so they can know when they come to get their background checks?" asked Council President Hess.

Chief Lingrell responded, "When we do know—I'll announce it..."

2. Mr. Paul moved to authorize a purchase order to the Auditor of State in the amount of not to exceed \$30,340 for the 2014 audit services for the City of Urbana (This expense will be charged to Non-Departmental, Water and Sewer Divisions, and is in the 2013 / 2014 Budget); Mr. Fields seconded. Motion carried without objection.

Discussion –

"This is the annual Audit fee, for the Auditor of State's Office...I know Mr. Fields will probably ask, so I'll tell him ahead of time...this is the same as last year, and in the contract that's written it's not to exceed," stated Mr. Lee Williams. "So unless there's an anomaly in their audit routine that they find that requires special investigation...the fees will not exceed \$30,340."

"I think this is my 11th one...so...it's the same old thing," said Mr. Evans. "We just can't say, 'Hey we don't want to be audited this year.'"

"That's absolutely correct," said Mr. Williams.

3. Mr. Paul moved to authorize a purchase order to the Ohio EPA SW District in the amount of \$9,950 for the review fee for the Phase 1 Water Line Replacement Project (This expense will be charged to Water Division, and is not in the 2013 Budget); Mr. Evans seconded. Motion carried without objection.

Discussion –

“If you could remove the word ‘not’ in the last sentence—it IS in the 2013 Budget,” said Mr. Robert Munch. “The wrong box got x-ed...sorry. This is a review fee, so that (in fact) the EPA can review all water and sewer system improvements to ensure that all proposed improvements meet Ohio EPA/US EPA guidelines and adhere to the 10 state standards that are applicable. Failure to pay the review fee will result in no review of the project, effectively killing Phase 1, the Water Replacement Project...especially since we are asking EPA to fund said project.”

“The cost of doing business,” Mr. Paul interjected.

“Give it to the EPA,” said Mr. Fields.

4. Mrs. Smith moved to authorize a purchase order to Ferguson Water Works in the amount of \$10,770 for the purchase of 6 fire hydrants (This expense will be charged to Water Division, and is in the 2013 Budget); Mr. Paul seconded. Motion carried without objection.

Discussion –

Mr. Munch tried to defer explanation to the Fire Department, but went on to explain, “We have no fire hydrants left in stock, so it’s time to buy a few...so we have some in stock in case drunk drivers (or somebody else) rams into them, and we have to replace them...so you get a slight break if you buy 6 or more, so I’m asking to buy 6.”

“Typically—when one of those drivers take one out, we get insurance—right?” asked Mr. Evans.

“Typically, if they’re caught...yeah,” said Mr. Munch.

“For the record, I agree with you Mr. Munch...always have,” said Council President Hess.

Citizen Comments

No citizens came forward

Ordinances and Resolutions

Third Reading –

There were no Third Readings.

Second Reading –

Council President Hess read RESOLUTION NO. 2404, RESOLUTION NO. 2405, ORDINANCE NO. 4409, and ORDINANCE NO. 4410. (*Please see files or previous Minutes for complete copy of readings) All were declared to have had a Second Reading. RESOLUTION NO. 2404 Discussion –

Mr. Doug Crabill explained the Resolution again.

Mr. Evans questioned the term ‘corporation limit,’ “Which will be the...new corporation limit?”

“Well actually, I believe it’s on the a...it’s on the west side of the road, the west side of So. 68...it’s all the way (almost) to the Dance Studio, so that’s actually where the line will stop with the paving...but the city’s portion will be from the new...on the other side...Olde Towne...” Mr. Crabill said.

“Thanks for taking the time the other day, Doug, to walk through that,” said Mr. Paul.

RESOLUTION NO. 2405 Discussion –

Mr. Crabill explained the Resolution again.

“There are a few parcels along that corridor that are in Urbana Township,” stated Mr. Crabill. “Last night—Kerry, Tyler, and I went to the Urbana Township Trustee Meeting and spoke with them again about the project...and we are requesting that the Township pay their local share on the project for the parcels that are still in Urbana Township in that corridor. So we had good conversation with them...we’re going to go back on the 16th, and follow up with them again...so this will essentially be a Second Reading, and...we will eventually bring back a contract amount for you to peruse, and understand...so...we have gone back and taken a closer look at the numbers, and the number that we have now is less than what we had originally for the Township...so they seem pretty receptive, but we are going to follow up on the 16th...and go from there.”

ORDINANCE NO. 4409 Discussion –

No discussion.

ORDINANCE NO. 4410 Discussion –

Mr. Kerry Brugger explained the Ordinance again, making reference to the Work Sheet and statistics provided at the First Reading.

He pointed to the transparency and routine reporting of the Administration.

Mr. Williams added:

“Back when we talked about raising this limit—I reminded Administration during those discussions (that was Bill, Kerry, myself, and Skipp) that when we did this the last time we basically tripled it from \$2,500 to \$7,500 to play catch up...I know it’s been several years since we did that...I recommended at that time a number higher than this...I recommended \$15,000, and I still think (if Council wants to consider that) that would be a prudent decision based on the fact that our Budget is just over \$15mil. If you do the math--\$15,000 is one-tenth of one percent. That level of scrutiny certainly would allow Council to see even the smallest ticket items. It would also help eliminate an additional 21 Board of Control items...instead of having 13 over a year, you’d have (in essence) 34. The nice thing about that is you eliminate just over 1 Board of Control item a meeting, as opposed to less than 1...about a half of 1 a meeting...so...up to Council, but I just thought I’d throw that out there that that was the recommendation...”

First Reading –

ORDINANCE NO. 4412 –

AN ORDINANCE AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO AN INDIGENT DEFENSE AGREEMENT WITH THE CHAMPAIGN COUNTY COMMISSIONERS TO ALLOW THE CITY AND COUNTY TO RECEIVE PARTIAL REIMBURSEMENT FROM THE OHIO PUBLIC DEFENDER COMMISSION FOR THE INDIGENT DEFENSE EXPENSES IN THE CHAMPAIGN COUNTY MUNICIPAL COURT

(*Read and declared a First Reading)

Discussion –

Mr. Brugger defined this Ordinance as ‘an annual activity that replaces Ordinance No. 4388 that occurred last year.’

Mr. Paul asked, “So just to clarify it for everyone...if we said we didn’t want to do this, and we shoot it down...what happens?”

Mr. Brugger deferred to Staff Attorney Breanne Parcels who provided background regarding the Public Defender Commission push to standardize Indigent Defense Arrangements ‘in counties like ours, where there is court appointed counsel.’

“Some counties have a county-wide Public Defender...others have a Commission that appoints counsel,” stated Staff Attorney Breanne Parcels. “What the arrangement has been for a number of years now is that the Public Defender Commission pays part of the reimbursements while the County and the City have to reimburse the Public Defenders...every indigent defendant that’s charged with a jailable offense is entitled to appointed counsel, so if we were to not to have an agreement for reimbursement...the City would be taking on the entire expense of representing those indigent defendants.” “I would be shocked if we didn’t pass this—I was just curious,” said Mr. Paul. Council President Hess asked, “If there’s an established fee (on an hourly basis) do you know what that is?”

“Whatever’s in the contract—I don’t know if it’s actually been published yet,” replied Mr. Brugger.

“Oh okay—when will it be?” asked Council President Hess.

Mr. Brugger answered, “I don’t know, but I’ll find out for you.”

“Okay—good enough,” said Council President Hess.

Miscellaneous Business

- Mr. Fields - Moved to excuse Councilman Doug Hoffman and Councilman Robert Thorpe from this Meeting; Mr. Evans seconded. Motion carried without objection.
- Mr. Evans - Mentioned the sight of Christmas in downtown Urbana, and encouraged everyone to support local merchants; Discussed the 3-\$50 Program, and said, “Bring your children down to see Santa!”
- Mr. Paul - Nothing at this time
- Mrs. Smith - Also encouraged everyone to drop by downtown, and participate in the various activities; Said adults can visit Santa, and sit on his lap too
- Mrs. White - Nothing at this time
- Mr. Chris Stokes –
Publicly acknowledged the loss of a 17 year Parks Dept. employee (Ned Davis)
“Seventeen years he gave to the City, and I’m proud to call him my friend and co-worker—thanks,” Mr. Stokes said.
- Mr. Crabill - Announced Dellinger Rd. ‘will open soon—I don’t have an exact date’ He said, “It is opening without the final asphalt down. It will have the base asphalt down, and we’ll put the surface coat on in the Spring...and also some clean up and seeding work will get done in the Spring as well. The sewer work took longer than anticipated due to the depth of the sewer, so they were able to get the base asphalt down today...and I don’t know if they’re back in tomorrow to finish that or not...but once they get the sewer work finished (which is on the roadside now), then we’ll be opening it back up for the Winter months.”
- Fire Chief Mark Keller –
Nothing at this time
- Mr. Munch - Nothing at this time
- Mr. Chad Hall - Announced the Third Shift Operator (that was hired back in April) received word that he scored an 88 on his EPA exam, and is waiting now to see if he potentially made high score

Police Chief Matt Lingrell –

Nothing at this time

Assistant Prosecutor/Staff Attorney Breanne Parcels –

Nothing at this time

Mr. Williams - Said, “Due to a change in the Finance Management Leadership later this month (actually later this week), there may be a need to re...re-appropriate 2013. If there is, that will come to Council on the 17th (your last meeting of the year). We moved everything up 30 days to accommodate the transition, and(in doing that) we missed about 2-3 weeks of purchasing activity that we may have to re appropriate... so there might be a small incremental value brought to Council on the 17th. I just didn’t want you to wonder why you were getting hit with a second reappropriation in a calendar year. We normally don’t do that, but (because of the change) we did it earlier...so...”

Mr. Brugger - Announced the final round of leaf pick up is underway; Trucks will be switched over for salt/snowplow; Truck replacement is due
Discussed public commendation for Mr. Williams’ service as Finance Director for the City and community; Noted he has worked ‘well with everyone throughout all levels’; Thanked Mr. Williams for his 5 years of service

Mayor Bill Bean – (*Entered the Meeting at this point)

“I’d just like to say I just came from the MacCauley Center, and there was a ton of people there! Everybody seemed to be having a good time and the parade is still going on,” Mayor Bean said, also commending everyone involved.

Expressed appreciation to Mr. Williams for his service, and said,
“We couldn’t ask anything more of an individual. It is my heartfelt hurrah for Lee Williams...he did a great job!”

(*There was a standing ovation with applause and whistles for Mr. Williams)

“Thank you, Lee,” said Council President Hess.

Council President Hess –

“On the Administrative Reports—Water Pollution Control treated five ...I guess this is five hundred sixty-nine million gallons of wastewater. We used to get a report that said how many we pumped too...can we get that? I mean you can’t do that, but maybe Mr. Munch could...I’m not asking for it right now...just (in the future) could we do that? Because that’s how we found quite a few leaks in the past...” said Council President Hess.

“The two aren’t direct correlations of leaks...we have a leak locator that comes in once a year...he found numerous leaks that we’re fixing,” replied Mr. Munch. “Yes—I do include that as part of the Annual Report which comes out in January or February sometime.”

“Now I see the leak detection was completed—you mentioned that—can you determine how much leakage we have?” asked Council President Hess.

“Yes, I have that—it will be part of the Annual Report,” replied Mr. Munch.

“Okay, and you have that also monthly—so if I come over, I can peruse that?” asked Council President Hess.

“Yes!” Mr. Munch answered.

“Okay,” said Council President Hess.

To Chief Lingrell, Council President Hess noted publicly that Officer Shawn Schmidt ‘was graded out as the best shot in town.’

“Congratulations to him—I think that’s great!” said Council President Hess.

Mr. Hall noted the discrepancy between he and Mr. Munch regarding The Paper Mill; Noted greater discharge
Council President Hess cited previous confusion about gallons pumped, and gallons treated (on the monthly reports, and discrepancies were mentioned)

Noted the Fire Dept. is looking for better storage for records
“Are they down in the dungeon also—with Council’s?” he asked.
“No—they are—they’re going to be going down into the basement of the Fire Dept.,” Fire Chief Keller replied. “We had some issues with walls down there leaking, so we haven’t put anything down there...we cleared it out...once that’s taken care of we’ll be moving records to that location.”

“The basement where Council records are stored...is that secure?...as far as water goes...as far as any flooding we may (or may not) have again?” asked Council President Hess.

Mr. Brugger invited Council President Hess to come into the build-on Thursday or Friday to visit the location ‘and show me what you are talking about.’

“I don’t think anybody can predict when the next flood may (or may not) come,” stated Mr. Brugger. “So let’s just take a walk, and look at it.”

“Okay—great!” Council President Hess said.

Council President Hess asked Mr. Crabill about Dugan Run, and ‘The Hydrologic and Hydraulic Study of Dugan Run’

Mr. Crabill outlined the improvements that will potentially help the flood plain of the city, and the RFP (carryover into next year)

Council President Hess noted a man told him about reading in the newspaper a notice about having Sunday meetings; Mr. Brugger said, “I’d like to see that, and I’d like to check with the paper to make sure that we retract that...because I don’t plan on being here on Sundays.”

Adjournment

Mr. Fields moved to adjourn this UCC Regular Session Meeting at approximately 7:45PM; Mr. Evans seconded. Motion carried without objection.

Council Clerk

Council President