

**URBANA CITY COUNCIL
REGULAR SESSION MEETING MINUTES
TUESDAY, April 21, 2015 @ 7:00 p.m.**

President Marty Hess called the regular meeting of the Urbana City Council to order at 7:00 p.m. City staff attending: Mayor Bill Bean, Director of Administration Kerry Brugger, Director of Finance Chris Boettcher, Director of Law Breanne Parcels, and Community Development Director Doug Crabill.

PRESIDENT CALLED ROLL: Tony Pena, present; Doug Hoffman; present, Gene Fields; present, Al Evans; absent, Dwight Paul; present, Virginia Smith; present, and Pat Thackery, present. President Hess led those present in the Pledge of Allegiance.

MINUTES of the regular session meeting of April 7, 2015, were all approved as received with the exception of Mr. Paul requesting that regarding the All Phase Electric Supply Company request, that the amount that the City was saving be added to the minutes. Mr. Hoffman moved for the approval of the minutes and Mr. Pena seconded. Voice vote on approval: all ayes; nays, none. Motion carried without objection.

Mayor Bean read his "Arbor Day" Proclamation and turned the floor over to Elmo Layman of the Tree Commission. Mr. Layman stated that planting has already began this year and said that there was a lot more work to be done. He further mentioned that they were in need of help. He said that they wanted to get up to 100 trees planted this year. Mayor Bean stated that any volunteers should contact Mr. Crabill to arrange volunteer work. Mr. Crabill mentioned that they went to Bellefontaine on 4-14-15 to receive the Tree City USA award. President Hess thanked Mr. Layman and Earl Cottrell and other Tree Commission members for their work.

COMMUNICATIONS:

1. Memorandum from Community Development Director Doug Crabill referencing the observance of Arbor Day celebration dates. Mrs. Smith moved for the approval of this communication and Mr. Paul seconded. Voice vote on approval: all ayes; nays, none. Motion carried without objection.
2. Columbia Gas of Ohio's Harmon Avenue Natural Gas Pipeline Replacement Project customer information meeting, 4-29-15. Mr. Paul moved for the approval of this communication and Mrs. Smith seconded. Voice vote on approval: all ayes; nays, none. Motion carried without objection.
3. Quarterly Report supplied by administration. Mr. Paul moved for the approval of this communication and Mrs. Smith seconded. Voice vote on approval: all ayes; nays, none. Motion carried without objection.

4. Board of Zoning Appeal Minutes of March 23, 2015, Regular Meeting. Mr. Paul moved for the approval of this communication and Mrs. Smith seconded. Voice vote on approval: all ayes; nays, none. Motion carried without objection.

ADMINISTRATIVE REPORTS – BOARD OF CONTROL:

1. **All Phase Electric Supply - \$5,530.90 (Capital Improvements General Fund)**

Mr. Fields moved to authorize a purchase order to All Phase Electric Supply for the replacement of a street light in Monument Square that was damaged as a result of a hit-skip accident. The City filed an insurance claim with PERSO and has received full payment. Mr. Paul seconded. Ms. Boettcher explained what the insurance covered. Voice vote on approval: all ayes; nays, none. Motion carried without objection.

2. **Auditor of the State of Ohio - \$30,422.00 (Non-Departmental)**

Mr. Paul moved to authorize a purchase order to the Auditor of the State of Ohio, for the audit services for year ending December 31, 2014 for the City of Urbana. Mr. Fields seconded. Mrs. Boettcher said this cost is under the budgeted amount of \$34,000. Voice vote on approval: all ayes; nays, none. Motion carried without objection.

3. **218 Harmon Avenue real estate sale to Habitat for Humanity**

Mr. Paul moved to authorize the Director of Administration to complete the sale of surplus real estate to Habitat for Humanity of Champaign County for the sealed bid amount of \$5,300, which was more than the minimum bid of \$5,213.33. Habitat was the sole bid. The proceeds of the sale will be placed in the CDBG Program Income fund to be used as a local match for other projects, Mr. Crabill said. Mr. Fields seconded. Voice vote on approval: all ayes; nays, none. Motion carried without objection.

4. **Purvis Brothers - \$15,500.00 (Airport)**

Mr. Paul moved to authorize the Director of Administration to enter into a contract with Purvis Brothers to supply Grimes Field with a FuelMaster self-service point of sale machine. This upgrade will expand credit card options at the fuel pump, from major credit cards (MasterCard, Visa, etc.) to include the Phillips 66 cards. The cost including installation (\$15,500.00) will be recovered by a five cent (\$0.05) surcharge on fuel, with no up-front capital investment required by the City, and payoff at any time with no penalty. Mrs. Smith seconded. Voice vote on approval: all ayes; nays, none. Motion carried without objection. Mr. Brugger said two benefits of this project are that the City will not pay a processing fee on Phillips credit card transactions, and eliminating “house accounts” while still allowing customers zero-interest payments.

CITIZEN COMMENTS: None

ORDINANCES AND RESOLUTIONS:

Third Reading – None

Second Reading –

RESOLUTION NO. 2411-15

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION OF THE CITY OF URBANA, TO PREPARE AND SUBMIT FINAL APPLICATION TO PARTICIPATE IN THE FEDERAL AVIATION ADMINISTRATION AIRPORT IMPROVEMENT PROGRAM AND TO EXECUTE CONTRACTS AS REQUIRED, AND DECLAINING AN EMERGENCY. President Hess declared this resolution to have a second reading.

RESOLUTION NO. 2444-15

A RESOLUTION TO AUTHORIZE THE DIRECTOR OF ADMINISTRATION OF THE CITY OF URBANA TO PREPARE AND SUBMIT AN APPLICATION FOR THE US ROUTE 36 EAST (STORM WATER/STORM SEWER) IMPROVEMENTS AND TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION (OPWC) STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT GRANT PROGRAM(S); TO AUTHORIZE THE MAYOR TO EXECUTE CONTRACTS AS REQUIRED; AND TO AUTHORIZE THE DIRECTOR OF FINANCE TO COMMIT AND APPROPRIATE LOCAL MATCH FUNDING FOR THIS PROJECT.

President Hess declared this resolution to have a second reading. Mr. Crabill said this project is expected to be about \$400,000, with a local match of about \$60,000, and the state required re-application as it moved the project date from 2016 to 2017. Mr. Fields inquired as to why the Mayor is given the contract authority rather than Director of Administration, and Mr. Crabill responded that the OPWC specifies the signatory.

RESOLUTION NO. 2445-15

A RESOLUTION TO AUTHORIZE THE DIRECTOR OF ADMINISTRATION OF THE CITY OF URBANA TO PREPARE AND SUBMIT AN APPLICATION FOR THE POWELL AVENUE/CEMETERY SANITARY SEWER PROJECT AND TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION (OPWC) STATE CAPITAL IMPROVEMENT GRANT AND LOAN PROGRAMS; TO AUTHORIZE THE MAYOR TO EXECUTE CONTRACTS AS REQUIRED; TO AUTHORIZE THE DIRECTOR OF FINANCE TO COMMIT AND APPROPRIATE LOCAL MATCH FUNDING FOR THIS PROJECT; AND TO FURTHER AUTHORIZE THE DIRECTOR OF FINANCE TO MAKE THE NECESSARY ASSURANCES FOR THIS LOAN AS REQUIRED.

President Hess declared this resolution to have a second reading. Mr. Crabill said this project could be approximately \$700,000, but it is difficult to forecast availability of state funding or a local match percentage other than the \$400,000 that the City returned to OPWC last year for repayment of a prior project. This sewer line would alleviate the load on the Amherst Drive main, which currently is used for most of the city's east side, by building a new line across the

field at Oak Dale Cemetery, down State Route 54 and Powell Avenue to the interceptor on the south side of town, and those plans are on file for anyone who wants to review them, he said.

RESOLUTION NO. 2449-15

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION OF THE CITY OF URBANA TO PARTICIPATE IN THE OHIO DEPARTMENT OF TRANSPORTATION'S COOPERATIVE PURCHASING PROGRAM FOR SUMMER (418-16) AND/OR WINTER (418-16) CONTRACTS FOR ROAD SALT, AND DECLARING AN EMERGENCY.

President Hess declared this resolution to have a second reading. Mr. Brugger said the bid happens in May and the City paid \$118/ton for road salt last season, so this may result in savings.

First Reading –

RESOLUTION NO. 2450-15

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION OF THE CITY OF URBANA, TO PREPARE AND SUBMIT FINAL APPLICATION TO PARTICIPATE IN THE OHIO DEPARTMENT OF TRANSPORTATION'S FISCAL YEAR 2016 OHIO AIRPORT GRANT PROGRAM AND TO EXECUTE CONTRACTS AS REQUIRED.

Mr. Brugger stated that the application is due in May and that it will pay for seeding of a grass runway, with reimbursement up to 90 percent of the cost under \$10,000. Mr. Paul recommended that Council may want to review the legislation procedure to allow administration to proceed with some routine grant applications due to deadlines. "Our normal process is 10 weeks when you go three readings and have 30 days to wait for something to take effect after Council and Mayor approval," he said. "Perhaps we should look at blanket approval for applying." Mr. Brugger noted that after grant application, Council sees follow-up legislation for permission to expend any funds received. President Hess declared this resolution to have a first reading.

MISCELLANEOUS BUSINESS:

Mr. Hoffman stated that presently, a lot of infrastructure projects are going on within the City. He asked citizens to try to be patient as those finished projects "would be well worth the wait" even though torn-up streets are frustrating for everyone.

Mr. Paul moved to excuse Mr. Evans from the meeting. Mr. Fields seconded. Voice vote on approval: ayes five; nays, one. Motion carried. He also mentioned that during the work session scheduled for April 28, 2015, he would like to discuss the issue of upcoming retirement eligibility, especially police officers, and the City being prepared for this issue in addition to looking at the act of allowing administration to apply for grants in a more expedient fashion for deadline purposes.

Mr. Crabill gave an update on the Phase 1 Water Project on Church Street and Court Street and looks for a completion date to be around November for that area. On Amherst Drive, the water main has been installed and next on the list for completion is Wooddale Drive.

Mr. Brugger mentioned that communities around the state are feeling the pinch on finances. He stated that the City should look into the budget to prepare for the future. He said that the City was fairly solid and not needing to dig into the reserves, but should be prepared for that possibility. He continued with the need to re-visit the ordinance involving the sale of the 517 S. Main Street property, as it failed to receive any sealed bids and the ordinance set a minimum bid of \$10,000. Mr. Brugger said the wastewater plant project is moving forward and anyone who wishes to stop out to take a look should contact Chad Hall and make an appointment for a tour. On April 22, 2015, he and other City representatives will be meeting with Urbana City Schools officials to discuss school construction.

Mayor Bean stated that the 150th anniversary of the Lincoln Funeral Train will be recognized on April 29 at 6 p.m. on North Main Street by the railroad tracks. He also recognized the Simon Kenton Pathfinders celebrating the extension of the trail north to the City of Bellefontaine on May 15, 2015, at 3:00 p.m.

President Hess stated that paper packets will no longer be printed or delivered to City Council, as the agendas, minutes and other documents will be sent by email for use with Council's tablets. He further stated that the LAC has recommended Council meetings will be available soon on Youtube.com on the Urbana Ohio LAC channel. Additionally, he stated that when Habitat of Humanity purchases property in the City, sometimes the lot is too small to build without permission of the BZA, which is a \$120 fee each time. He stated that he would like to discuss this issue in the near future, possibly at the June work session. He also stated that referencing the infrastructure, the City does as much as they can, but volunteers would be most appreciated.

Mr. Fields motioned to adjourn, Mr. Paul seconded. Voice vote on approval: all ayes; nays, none. Motion carried without objection.

ADJOURN at 8:14 p.m.

NEXT SCHEDULED MEETING

May 5, 2015, at 7:00 p.m.



Council Clerk



Council President