

CITY COUNCIL AGENDA

June 20, 2011

7:30 p.m.

All meetings are held in Council Chambers, 1st Floor, 538 N. Market Street

I. ROLL CALL & ORDERING OF AGENDA

II. APPROVAL OF MINUTES

III. COMMUNICATIONS FROM MAYOR/ADMINISTRATION

IV. PETITIONS/COMMUNICATIONS FROM PUBLIC

V. COMMITTEE REPORTS; PUBLIC HEARINGS

PUBLIC HEARING 2012 Tax Budget

VI. OLD BUSINESS

1. Second Reading - RESOLUTION NO. 2011-55 PROVIDING FOR THE ANNUAL TAX BUDGET FOR 2012 (Ansel)

2. Second Reading - RESOLUTION NO. 2011-56 AUTHORIZING THE DIRECTOR OF FINANCE TO ISSUE PAYMENT FOR SERVICES RENDERED UNDER CONTRACT(S) WITH VENDORS OR FOR SERVICES PROVIDED TO THE MUNICIPALITY, AND DECLARING AN EMERGENCY (Ansel)

VII. NEW BUSINESS

1. First Reading - ORDINANCE NO. 2011-18 VACATING AN ALLEY IN THE CITY OF WOOSTER (WEST OF LUCCA STREET) (Ulbright)

2. First Reading - RESOLUTION NO. 2011-57 AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A CONTRACT WITH ROMASTER CORPORATION FOR CLEANING SERVICES FOR THE MUNICIPAL BUILDING (Knapic)

3. First Reading - RESOLUTION NO. 2011-58 AUTHORIZING THE DIRECTOR OF FINANCE TO ISSUE PAYMENT FOR SERVICES RENDERED UNDER CONTRACT(S) WITH VENDORS OR FOR SERVICES PROVIDED TO THE MUNICIPALITY (Ansel)

4. First Reading - RESOLUTION NO. 2011-59 AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A CONTRACT WITH BURGESS & NIPLE OF PAINESVILLE, OHIO FOR PROFESSIONAL DESIGN SERVICES RELATED TO TRAFFIC SIGNAL DESIGN FOR TWO INTERSECTIONS IN THE CITY OF WOOSTER (Ulbright)

5. First Reading - RESOLUTION NO. 2011-60 AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE PURCHASE OF AN AIR COMPRESSOR CASCADE SYSTEM FOR THE FIRE DIVISION (Steiner)

6. First Reading - RESOLUTION NO. 2011-61 AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE PURCHASE OF POWER COTS FOR THE FIRE DIVISION (Steiner)

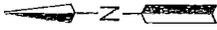
VIII. MISCELLANEOUS

IX. ADJOURNMENT

(alley to be vacated)

S.P.T. O.L.91

10' UNIMPROVED ALLEY



0' 15' 30' 60'
SCALE: 1" = 30'

S.P.T. LOT 1548

AREA LOT 6866 = 22442 SQ.FT.
AREA STRUCTURES = 3504 SQ.FT.
AREA DRIVEWAY = 4836 SQ.FT.

201.9'

W.P.T. LOT 1547

45'

SW.P.T. LOT 1547

100'

43.05'

30'

LOT 6866

70'

LOT 6865

110'

110'

LOT 5114

LOT 5118

LOT 5117

LUCCA ST. 30

MARK PURDY - SURVEYOR
1000 DALTON FOX LAKE RD.
DALTON, OHIO 41618
TEL (330) 828-8513 EMAIL: mpurdy@yahoo.com

TOPOGRAPHIC SURVEY

W.P.T. LOT 1547
& LOT 6866
840 REBECCA ST.
WOOSTER, OHIO



DRAWN m.purdy	CHECKED	SCALE 1"=30'	DATE 4-01-11
DWG NO: CHAD LEHMAN			JOB NO: c. Lehman
			SHEET 1 OF 2

**Request for Agenda Item
Non-Capital**

Division **Meeting Date Requested**

Project Name **Approved for Agenda**

Description (be as descriptive as possible, given space limitations)

Janitorial services for City Hall from Romaster Corporation for the sum of \$1,293.56 per month starting July 1, 2011 and last through December 31, 2014 (a period of 42 months).

Is there a need for rules suspension or time limitation when this must be passed?

Yes, the sheltered workshop will cease cleaning the building at the end of June.

Manager Requesting

Date

Approved for Agenda

RESOLUTION NO. 2011-58

A RESOLUTION AUTHORIZING THE DIRECTOR OF FINANCE TO ISSUE PAYMENT FOR SERVICES RENDERED UNDER CONTRACT(S) WITH VENDORS OR FOR SERVICES PROVIDED TO THE MUNICIPALITY

WHEREAS, the Director of Administration proposed to enter into contract(s) with vendors or others who have provided services essential to municipal operations; and

WHEREAS, Ohio law and local fiscal policy require that expenditures in excess of \$3,000.00 be accompanied by a fiscal officer's certification of the availability of funds issued at or before the time the contract is executed; and

WHEREAS, in the case below the purchase order failed to reflect that the obligation was for a three-year contract, such that the amount of the contract was well beyond the threshold requiring approval of Council, thus necessitating that this matter come to the legislative authority for authorization of the drawing of warrants in payment of amounts due upon the contract; and

WHEREAS, the funds for this obligation are budgeted and the contractor is performing services in accordance with the terms of the contract or otherwise provided services to the municipality, such that authorization of payment is appropriate.

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

SECTION 1. That the Director of Administration is hereby authorized to approve a three-year contract with the Perry Corporation of Lima, Ohio, for managed print services, at a cost not to exceed \$15,000.00 per year; and the Director of Finance is hereby authorized to draw a warrant for the payment of purchase orders made in favor of the Perry Corporation, payable from the IT operating budget.

SECTION 2. This Council finds and declares that all formal actions concerning and relating to the adoption of this resolution occurred in an open meeting of this Council or its committees, in compliance with law.

SECTION 3. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

Introduced: _____ Passed: _____ Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2011
Mayor

Introduced by: Jon Ansel

**Request for Agenda Item
Authorization for Bid or Purchase of Capital Item**

Division Engineering	Meeting Date Requested June 20, 2011
Project Name Traffic Signal Design Engineering	Approved for Agenda
Estimated Total Cost \$24,600 (\$12,300 each for two separate projects)	
Is Full Amount Budgeted <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If No, How Is The Purchase To Be Funded? The design work is budgeted in SCMR and Capital Improvement Funds.	
Description Of Purchase This is a request to enter into contracts with Burgess & Niple of Painesville to provide design services for traffic signal design at two intersections; Liberty and Walnut Streets Intersection and the Friendsville and SR83 Intersection. This will be a complete replacement of each signal system in accordance with current standards and technology. This will be two separate projects and contracts.	
Justification / Benefits The Liberty and Walnut Street signal replacement is part of the South Street area improvement project, and will be partially funded through an OPWC grant. This signal is deteriorating and the pole and mast arms are structurally deficient. The Friendsville and SR83 signal replacement will upgrade the existing wire and hanging signal heads to the current pole and mast arm design, and will facilitate the Friendsville Road improvement project scheduled for next year. Burgess & Niple is ODOT prequalified and was selected through the City's professional services process after requesting and reviewing statements of qualifications.	
Will This Project Effect the City's Operating Costs This project should have little or no effect on the City's operating costs. Signal maintenance should be reduced after the project is completed.	
What Alternatives Exist and What Are The Implications of The Alternatives We could do nothing and forfeit the OPWC funds. The traffic signals will continue to deteriorate and require increased maintenance.	
Is This A Sole Source Bid or Non-Bid Situation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, Explain The Circumstances This is an Engineering services request and Burgess & Niple has exhibited the appropriate qualifications and expertise for the work required. The City Engineering Division has already completed most of the field work for this project. Burgess & Niple is ranked in the top three of the current engineering services registry for traffic design, and was selected based on the current engineering services selection policy.	
Are You Requesting Suspension Of The Rules <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Yes, Note Reasons Authorizing the contract as soon as possible would facilitate meeting the funding timelines.	
Division Manager Joel Montgomery	Date June 14, 2011

RESOLUTION NO. 2011-60

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE PURCHASE OF AN AIR COMPRESSOR CASCADE SYSTEM FOR THE FIRE DIVISION

WHEREAS, the director of administration, in consultation with the fire chief, has recommended the purchase of an air compressor cascade system for the filling of air tanks for the use of firefighters, and the cost of such project is included in the capital plan for 2011; and

WHEREAS, this City Council deems that prompt action is necessary to complete the purchase for the safety of fire personnel.

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

SECTION 1. That the Director of Administration is hereby authorized to advertise according to law and enter into a contract with the lowest and best bidder for the purchase of an air compressor cascade system, in accordance with specifications now on file in his office.

SECTION 2. The cost of such contract will not exceed the amount appropriated for this purpose in Resolution No. 2011-24.

SECTION 3. This Council finds and declares that all formal actions concerning and relating to the adoption of this Resolution occurred in an open meeting of this Council or its committees, in compliance with law.

SECTION 4. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

Introduced: _____ Passed: _____ Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2011
Mayor

Introduced by: Jeffrey A. Steiner

**Request for Agenda Item
Non-Capital**

Division **Meeting Date Requested**

Project Name **Approved for Agenda**

Description (be as descriptive as possible, given space limitations)

As per city Ordinance, I would like to request that the Director of Administration put out for bid the purchase of several pieces of equipment related to the FEMA safety grant as approved in Resolution 2011-24. The described equipment has been researched and will cost in excess of \$25,000.

I would also like to request the approval to transfer the related funds to cover the cost of the equipment as received from the granting authority and the matching amount to be transferred from the Fire Division operating budget to the interfund transfer cost center (general fund), and then to the capital improvements fund, where it is appropriated for this project.

1. Air Compressor Cascade System – Estimated at \$40,000
Federal Share - \$36,000
City Share – \$4,000
Used to fill Self Contained Breather Air Tanks within the fire division

2. Power Cots – Estimated Cost \$36,000
Federal Share - \$32,400
City Share - \$3,600
Battery operated EMS cots that will all assistance with lifting of patients
All costs are based on estimates. Bids received and approved will determine price.

Is there a need for rules suspension or time limitation when this must be passed?

Manager Requesting

Date

Approved for Agenda

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Federal Share - \$36,000

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Federal Share - \$32,400

City Share - \$3,600

Battery operated EMS cots that will all assistance with lifting of patients

All costs are based on estimates. Bids received and approved will determine price.

Is there a need for rules suspension or time limitation when this must be passed?

No

Manager Requesting

Date

Approved for Agenda