

CITY COUNCIL MINUTES
September 4, 2012

I. ROLL CALL & ORDERING OF AGENDA

President Mike Buytendyk called the regular meeting of Wooster City Council to order at 7:30 p.m. in council chambers by asking everyone to rise and join in the Pledge of Allegiance. The following members were present: Jon Ansel, Mark Cavin, Barbara Knapic, Craig Sanders, David Silvestri, Jeff Steiner and Jon Ulbright.

II. APPROVAL OF MINUTES

Mr. Steiner moved, seconded by Mr. Ansel, to approve the August 20, 2012 meeting minutes. Upon voice vote, motion carried unanimously.

III. COMMUNICATIONS FROM MAYOR/ADMINISTRATION

Mayor Breneman updated council on various activities in the city: 1) The Ohio State University Board of Trustees held their board meeting at the OARDC on August 29, 2012 in the Shishler Center. They toured the OARDC campus and BioHio Research Park. 2) Lee Shirey, representative from the Economic Development Agency, was in Wooster on August 30, 2012 to tour BioHio Research Park and discuss possible future development. 3) Police Office Ken Saal was promoted to the rank of sergeant, to replace a retiring officer. 4) Mayor Breneman congratulated Alice Noble Ice Arena for celebrating their 10th anniversary and The First Baptist Church, located at the corner of Larwill and Market, on their 200th anniversary. 5) Finance Director Andrei Dordea updated council on two financial issues. A performance audit status meeting was held on August 28th and the performance audit should be completed in approximately 6 weeks. The post audit conference was held on August 29th and the FY 2011 audit is anticipated to be completed soon.

IV. PETITIONS/COMMUNICATIONS FROM PUBLIC (none)

V. COMMITTEE REPORTS; PUBLIC HEARINGS

The Public Utilities Committee held a meeting at 6:30 p.m. prior to the council meeting. Mr. Sanders reported that the potential improvements to the Waste Water Treatment facility were discussed, as well as information on the treatment options for bio-solids, which are currently the primary culprit of what needs to be modified at the facility. Mr. Sanders said all committee members and council members were in attendance, along with representatives from URS and Attorney Stephen Samuels from Ice Miller, LLP.

VI. OLD BUSINESS

VII. NEW BUSINESS

1. First Reading - RESOLUTION NO. 2012-83 AUTHORIZING THE DIRECTOR OF FINANCE TO ISSUE PAYMENT FOR SERVICES RENDERED UNDER CONTRACT(S) WITH VENDORS OR FOR SERVICES PROVIDED TO THE MUNICIPALITY (Ansel)

Mr. Ansel said in cooperation with Main Street Wooster, the Downtown Beautification Fund was established, where the Wayne County Community Foundation receives donations for flower plantings and maintenance in the downtown area. Mr. Ansel said this year's fund receipts totaled \$6250, expenses through our contractor Buchwalter Greenhouse were \$7869, with a negative variance of \$1619. Because the total expenditure exceeded \$3000 and a purchase order was not issued at the time of the service, council's approval was needed for payment.

Mr. Ansel moved, seconded by Ms. Knapic, to adopt. Upon roll call, motion to adopt carried unanimously (Ansel-yes; Cavin-yes; Knapic-yes; Sanders-yes; Silvestri-yes; Steiner-yes and Ulbright-yes).

2. First Reading - RESOLUTION NO. 2012-84 AUTHORIZING THE PUBLIC WORKS ADMINISTRATOR TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE CONSTRUCTION OF SIDEWALKS AND CROSSWALK IMPROVEMENTS ON MELROSE DRIVE (Ulbright)

Mr. Ulbright said the Melrose Drive portion of the Safe Routes to School project is ready to bid out for contract. The estimated total cost of the project is \$129,400, with the ODOT grant funding 90% (\$116,400) and local funds 10% (\$13,000). The 10% cost will be assessed to the adjacent property owners for the construction of sidewalk and crosswalk improvements on Melrose Drive from Portage Road to Sunset. All the construction engineering, contract management and inspection will be performed in-house by the engineering division staff and ODOT will reimburse 90% of those costs back to the city. Mr. Ulbright said the largest part of the Safe Routes project is the Melrose Drive portion, so it will be done first, with the remaining areas to begin thereafter.

Mr. Ulbright moved, seconded by Mr. Steiner, to adopt. Upon roll call, motion to adopt carried unanimously (Ansel-yes; Cavin-yes; Knapic-yes; Sanders-yes; Silvestri-yes; Steiner-yes and Ulbright-yes).

3. First Reading - RESOLUTION NO. 2012-85 AUTHORIZING THE PUBLIC WORKS ADMINISTRATOR TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE PURCHASE WATER METERS FOR THE UTILITIES DIVISION (Sanders)

Mr. Sanders explained that earlier in the year council authorized the purchase of replacement MTU's (Meter Transmitting Units) which are the electrical portion of residential water meters that relay water usage data. Mr. Sanders said in the process of replacing the MTU's, the water division found that the actual water meters are failing as well and also need to be replaced. The water meter inventory has been used and more meters need to be purchased. Mr. Sanders said it is imperative to get these units replaced so the correct amount of water usage can be recorded and billed. Mr. Montgomery said these meters were put in over 10 years ago and their useful life is approximately 10 years. A progressive replacement of the meters should have begun 2 to 3 years ago but didn't and Mr. Montgomery said now they are all failing at the same time.

Mr. Sanders moved, seconded by Mr. Ulbright, to adopt. Upon roll call, motion to adopt carried unanimously (Ansel-yes; Cavin-yes; Knapic-yes; Sanders-yes; Silvestri-yes; Steiner-yes and Ulbright-yes).

4. First Reading - RESOLUTION NO. 2012-86 AUTHORIZING THE PUBLIC WORKS ADMINISTRATOR TO ENTER INTO A CONTRACT(S) WITH THE LOWEST AND BEST BIDDER(S) FOR THE CONSTRUCTION OF VARIOUS COMPONENTS OF THE IMPROVEMENTS IN THE IMMEDIATE VICINITY OF THE MERCHANT'S BLOCK DEVELOPMENT, AND DECLARING AN EMERGENCY (Sanders)

Mr. Sanders said this contract is for the construction of various components in the Liberty and Walnut Street area that are directly related to the Merchants Block project. A new traffic signal and streetscape will be provided on Walnut Street, landscaping along Liberty and Walnut, and the parking lot for the development area, including Chase Bank, Wayne County Courthouse, downtown retail area and Merchants Block itself. This will complete the city's obligation for improvements in this area. The majority of the work is being funded by grants or other non-city funds. Total estimated cost is \$234,000 of which costs will be paid from OPWC funds (\$73,000), Permissive Tax (\$65,000), CDBG (\$75,000), and Capital Improvement Fund (\$21,000). Council members expressed their excitement and approval of the Merchants Block development and believe it will enhance the viability of downtown Wooster.

Mr. Sanders moved, seconded by Mr. Ulbright, to adopt. Upon roll call, motion to adopt carried unanimously (Ansel-yes; Cavin-yes; Knapic-yes; Sanders-yes; Silvestri-yes; Steiner-yes and Ulbright-yes).

VIII. MISCELLANEOUS

Mr. Ansel congratulated Police Officer Ken Saal on his promotion to sergeant. Mr. Ansel set a Finance Committee meeting for October 15, 2012 at 6:30 p.m. to review the 2nd quarter financials. He told council members an electronic copy of the financial summary will be forwarded to them so they will have time to evaluate the information and develop questions before the committee meeting.

IX. ADJOURNMENT

Mr. Ulbright moved, seconded by Mr. Sanders to adjourn. Motion carried and meeting so adjourned at 8:25 p.m.

Michael G. Buytendyk
President of Council

Cheryl K. Collins
Clerk of Council