

## **CITY COUNCIL AGENDA**

**April 17, 2017**

**7:30p.m.**

**The meeting is held at City Hall, in Council Chambers, 1<sup>st</sup> Floor, 538 N. Market Street, Wooster, Ohio.**

### **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**

### **VI. OLD BUSINESS**

#### **1. Third Reading – RESOLUTION NO. 2017-16**

A RESOLUTION IMPOSING A MORATORIUM ON THE GRANTING OR PROCESSING OF PERMITS FOR ANY BUILDING, STRUCTURE, USE OR CHANGE OF USE THAT WOULD ENABLE CULTIVATION, PROCESSING, OR RETAIL SALE OF MEDICAL MARIJUANA WITHIN THE CITY OF WOOSTER FOR A PERIOD NOT TO EXCEED TWELVE MONTHS FROM THE EFFECTIVE DATE OF THIS RESOLUTION, AND DECLARING AN EMERGENCY (Knapic)

#### **2. Second Reading – RESOLUTION NO. 2017-19**

A RESOLUTION ADOPTING AN UPDATE TO THE CITY OF WOOSTER'S CITIZEN PARTICIPATION PLAN IN CONNECTION WITH COMMUNITY DEVELOPMENT BLOCK GRANT ACTIVITIES IN THE CITY OF WOOSTER, AND DECLARING AN EMERGENCY (Ansel)

### **VII. NEW BUSINESS**

#### **1. First Reading – RESOLUTION NO. 2017-21**

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO PURCHASE VEHICLES IN ACCORDANCE WITH THE CAPITAL PLAN FOR 2017 (Cavin)

#### **2. First Reading – AMENDED ORDINANCE NO. 2016-23**

AN ORDINANCE AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR RESURFACING AND PAVEMENT REPAIRS ON VARIOUS STREETS; AND APPROPRIATE FUNDS (Ulbright)

#### **3. First Reading – RESOLUTION NO. 2017-22**

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A PARTNERSHIP AGREEMENT WITH WAYNE COUNTY FOR MAKING AN APPLICATION TO THE OHIO DEVELOPMENT SERVICES AGENCY FOR A SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT FOR COMMUNITY HOUSING IMPACT AND PRESERVATION (CHIP) FUNDS, AND DECLARING AN EMERGENCY (Ansel)

#### **4. First Reading – RESOLUTION NO. 2017-23**

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE WAYNE METROPOLITAN HOUSING AUTHORITY FOR ADMINISTRATIVE CONSULTING SERVICES FOR A SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT FOR COMMUNITY HOUSING IMPACT AND PRESERVATION (CHIP) PROGRAM, AND DECLARING AN EMERGENCY. (Ansel)

5. First Reading – RESOLUTION NO. 2017-24  
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO PURCHASE ITEMS OF SPECIALIZED TECHNOLOGY, TO WIT: THE PURCHASE OF IFIX SOFTWARE SCADA PLATFORM TO OPERATE THE WATER TREATMENT PLANT, AND DECLARING AN EMERGENCY (Sanders)
  
6. First Reading – RESOLUTION NO. 2017-25  
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR REMOVING AND DISPOSING OF WATER TREATMENT PLANT AND WATER RESOURCE RECOVERY FACILITY RESIDUALS FROM STORAGE LAGOONS, AND DECLARING AN EMERGENCY (Sanders)

**VIII. MISCELLANEOUS**

**IX. ADJOURNMENT**

RESOLUTION NO. 2017-16

AN RESOLUTION IMPOSING A MORATORIUM ON THE GRANTING OR PROCESSING OF PERMITS FOR ANY BUILDING, STRUCTURE, USE OR CHANGE OF USE THAT WOULD ENABLE CULTIVATION, PROCESSING, OR RETAIL SALE OF MEDICAL MARIJUANA WITHIN THE CITY OF WOOSTER FOR A PERIOD NOT EXCEED TWELVE MONTHS FROM THE EFFECTIVE DATE OF THIS RESOLUTION, AND DECLARING AN EMERGENCY

WHEREAS, Substitute House Bill 523, legalizing the cultivating, processing, and dispensing of medical marijuana in the State of Ohio, became effective September 8, 2016; and

WHEREAS, this law, among other things, permits patients in Ohio to use medical marijuana on the recommendation of physicians, creates state regulatory oversight of the cultivation, processing, retail sale, use and physician recommendation of medical marijuana; authorizes the legislative authority of a city to adopt regulations to prohibit or limit the number of retail medical marijuana dispensaries; and prohibits a cultivator, processor, retail dispensary or laboratory from being located or relocating within 500 feet of a school, church, public library, public playground or public park; and

WHEREAS, as such, Council requires additional time to undertake a review of all applicable codes statewide and within the City in order to formulate a local response to House Bill 523; and to determine whether to limit or entirely prohibit the cultivation, processing, and/or retail dispensing of medical marijuana in accordance with Ohio Revised Code Section 3796.29; and

WHEREAS, it is immediately necessary to impose a temporary moratorium on the granting and processing of permits for medical marijuana-related businesses in the City in order to ensure the public health, peace, property, safety, and welfare; and

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

SECTION 1. Council of the City of Wooster imposes a twelve month moratorium on the granting of permits for any building, structure, use or change of use that would enable the cultivation, processing, or retail sale of medical marijuana for a period not to exceed twelve months from the effective date of this Resolution, in order to allow Council to review applicable Ohio statutes, criminal codes, and City of Wooster Zoning Code relative to such use.

SECTION 2. That for purposes of this Resolution, "medical marijuana" shall have the same meaning as that term is defined in Section 3796.01(A)(2) of the Ohio Revised Code, effective September 8, 2016.



RESOLUTION NO. 2017-19

A RESOLUTION ADOPTING AN UPDATE TO THE CITY OF  
WOOSTER'S CITIZEN PARTICIPATION PLAN IN CONNECTION  
WITH COMMUNITY DEVELOPMENT BLOCK GRANT ACTIVITIES  
IN THE CITY OF WOOSTER, AND DECLARING AN EMERGENCY

WHEREAS, on June 17, 2013 the State of Ohio Development Services Agency notified the City of Wooster that it is expected to adopt a Citizen Participation Plan prior to applying for future CDBG grants; and

WHEREAS, Citizen Participation Plans in connection with Community Development Block Grant Activities require renewal every five (5) years and the City of Wooster, Ohio Citizen Participation Plan, last renewed by Resolution 2013-64 on June 26, 2013, is due for a renewal.

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

SECTION 1. That the attached "City of Wooster Citizen Participation Plan" be adopted as the City of Wooster's policy for carrying out community development activities which affect low or moderate income households.

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 in compliance with law.

SECTION 3. This Resolution is declared to be an emergency measure necessary to the immediate preservation of the public health, peace, safety and welfare of the City, or providing for the usual daily operation of a municipal department or division; and, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of the Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

1st reading 4/3/17 2nd reading \_\_\_\_\_ 3rd reading \_\_\_\_\_

Passed: \_\_\_\_\_, 2017

Vote: \_\_\_\_\_

Attest: \_\_\_\_\_

Clerk of Council

\_\_\_\_\_  
President of Council

Approved: \_\_\_\_\_, 2017

\_\_\_\_\_  
Mayor

Introduced by: Jon Ansel

**Request for Agenda Item  
Non-Capital**

**Division**  **Meeting Date Requested**

**Project Name**   **Approved for Agenda**

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

Requested is Wooster City Council's authorization in adopting a 2017 Update to the City of Wooster's Citizen Participation Plan, which guides citizen engagement in connection with the City's Community Development Block Grant Activities.

The Ohio Development Services Agency, which partners with the City in multiple grant programs, requires that each local government receiving federal funds maintain a Citizen Participation Plan, and update or renew that plan at least once every five years. The purpose of the plan is to outline the City's process for engaging citizens and handling complaints.

Please find attached an updated 2017 City of Wooster Citizen Participation Plan, and a second sheet which highlights changes from the 2013 Citizen Participation Plan text. Council last passed an update to this plan in 2013 by way of Resolution 2013-67, signed on June 26, 2013. A current Citizen Participation Plan is necessary to meet the City's commitments to the State of Ohio and is also a required exhibit of most CDBG Grant Applications.

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

An emergency is preferred, but not required, so as to allow for earlier filing of 2017 grant applications with ODSA, as part of the usual daily operations for this municipal office of Economic Development.

**Manager Requesting**

**Date**

**Approved for Agenda**



*Robert F. Breneman, Mayor*

**CITY OF WOOSTER**  
538 N. Market Street  
P.O. Box 1128  
Wooster, Ohio 44691-7082

**Jonathan S. Millea, AICP**  
Development Coordinator  
Phone: (330) 263-5250  
Fax: (330) 263-5247  
Email: [jmillea@woosteroh.com](mailto:jmillea@woosteroh.com)

---

**City of Wooster Citizen Participation Plan**  
*Updated March 17, 2017*

The following policies shall constitute the efforts of the City of Wooster to encourage the widest possible participation of its citizens, particularly those of low or moderate income, in the planning of, access to, and evaluation of Community Development Block Grant (CDBG) activities:

- I. The City shall use the input of its elected representatives, its internal boards, and also other interested local organizations advocating for the interests of low-to-moderate income citizens and members of protected classes, to provide guidance in designing Community Development programs.
- II. The City shall provide all citizens timely and reasonable access to local meetings, information and records relating to the proposed use of funds, such access to be focused through the Community Service and Development Department.
- III. The City shall provide technical assistance to organizations representative of low and moderate income persons in developing funding proposals through the Community Service and Development Department.
- IV. The City shall provide for at least two public hearings to obtain citizen views and respond to proposals and questions at all stages of the Community Development program, including at a minimum, the development of needs, review of proposed activities and past performance. These hearings shall be held at convenient times and places after adequate notice has been given in accordance with Ohio Development Services Agency requirements, and also posted on the City of Wooster's website ([www.woosteroh.com](http://www.woosteroh.com)), and provisions made for the handicapped and hearing-impaired. Additionally, where appropriate, the City will coordinate with partnering organizations focused on improving the quality of life in low-to-moderate income persons in order to maximize its outreach efforts.
- V. The Development Coordinator shall receive and respond, in writing, within 15 working days where practicable, to written citizen complaints and grievances, and shall maintain records of such correspondence.
- VI. When the Development Coordinator determines that a significant number of non-English speaking residents can be reasonably expected to participate in hearings or discussions of Community Development activities, appropriate translation or interpretation will be provided to accommodate their needs.
- VII. The Department of Community Service and Development, and the Development Coordinator, will be located at City Hall at the contact information listed above.

RESOLUTION NO. 2013-64

A RESOLUTION ADOPTING AN UPDATE TO THE CITY OF WOOSTER'S CITIZEN PARTICIPATION PLAN IN CONNECTION WITH COMMUNITY DEVELOPMENT BLOCK GRANT ACTIVITIES IN THE CITY OF WOOSTER, AND DECLARING AN EMERGENCY

WHEREAS, on June 17, 2013 the State of Ohio Development Services Agency notified the City of Wooster that it is expected to adopt a Citizen Participation Plan prior to applying for future CDBG grants; and

WHEREAS, Citizen Participation Plans in connection with Community Development Block Grant Activities require renewal every five (5) years and the City of Wooster, Ohio Citizen Participation Plan is due for a renewal; and

WHEREAS, this Council deems that prompt action is necessary in order to submit the applications by the June 21, 2013 deadline.

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

SECTION 1. That the attached "City of Wooster Citizen Participation Plan" be adopted as the City of Wooster's policy for carrying out community development activities which affect low or moderate income households.

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 in compliance with law.

SECTION 3. This Resolution is hereby declared to be an emergency measure necessary to the immediate preservation of the public health, peace, safety and welfare of the City, or providing for the usual daily operation of a municipal department or division, and for the further reason that prompt action is necessary in order that the application to the State of Ohio Development Services Agency for a Small Cities Community Development Block Grant may be submitted by the June 21, 2013 deadline; wherefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of the Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

1st reading 6-17-13 2nd reading \_\_\_\_\_ 3rd reading 6-17-13

Passed: June 17, 2013

Vote: 7-0

Attest: Erin M. Hamilton  
Clerk of Council

Michael G. Byrd  
President of Council

Approved: June 26, 2013

R. J. Breese  
Mayor

Introduced by: Jon Ansel



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

Division Police Project Name Police Vehicles Requested Meeting Date 4/17/17

- Approved for Agenda  
 Full Amount is Budgeted

If not, how is purchase to be funded?

Description of Purchase

Purchase of two Ford Interceptor SUV's to replace two Chevrolet Caprice's.

Justifications / Benefits

As part of regular cruiser replacement, replace a 2012 Chevrolet Caprice and a 2013 Chevrolet Caprice.  
2012 Caprice has 90,000miles and over 12,000hours  
2013 Caprice has 60,000miles and just under 10,00hours.  
I will use the 2013 Caprice to replace the 2008 Crown Victoria with 85,000miles currently being used by the School Resource Officer

How will this project effect the City's operating budget?

Budgeted Capital

What alternatives exist, and what are the implications of the alternatives?

- Sole Source Bid or Non-Bid Situation?

If Yes, explain the circumstances

Vehicles are being purchased below state bid through a local dealer.

- Requesting suspension of the rules?

If Yes, explain reasons.

Division Manager

Matt Fisher

Date

3/31/17

*AMENDED*  
ORDINANCE NO. 2016-23

A ORDINANCE AUTHORIZING THE DIRECTOR OF  
ADMINISTRATION TO ADVERTISE ACCORDING TO LAW  
AND ENTER INTO A CONTRACT WITH THE LOWEST AND  
BEST BIDDER FOR RESURFACING AND PAVEMENT  
REPAIRS ON VARIOUS STREETS; AND APPROPRIATE  
FUNDS

WHEREAS, it is necessary to resurface and repair the pavement on Old Airport Rd., Buckeye St. (from Liberty to Bowman), W. Henry St. (from Walnut to Market), Kurtz St., Winter St., Ihrig Ave., and Sherman Rd., and the cost is estimated not to exceed \$750,000.

WHEREAS, it is necessary to appropriate \$500,000 from the General Funds into the Capital Improvement Funds for this project.

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 resurfacing and repairing the pavement on Old Airport Rd., Buckeye St. (from Liberty to Bowman), W. Henry St. (from Walnut to Market), Kurtz St., Winter St., Ihrig Ave., and Sherman Rd., in accordance with specifications on file in the Office of the Director of Administration.

SECTION 2. The amount of \$500,000 is appropriated from the unappropriated balance in the General Fund for the purposes stated above; with a related transfer from the General Fund (interfund transfer cost center) to the Capital Improvements Fund.

SECTION 3. The cost of such contract/project will not exceed the amount appropriated.

SECTION 4. This Council finds and declares that all formal actions concerning and relating to the adoption of this ordinance occurred in an open meeting of this Council or its committees, in compliance with law.

SECTION 5. This ordinance 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: \_\_\_\_\_, 2016

\_\_\_\_\_  
Mayor

Introduced by: Jon E. Ulbright

*AMENDED*  
ORDINANCE NO. 2016-23

A ORDINANCE AUTHORIZING THE DIRECTOR OF  
ADMINISTRATION TO ADVERTISE ACCORDING TO LAW  
AND ENTER INTO A CONTRACT WITH THE LOWEST AND  
BEST BIDDER FOR RESURFACING AND PAVEMENT  
REPAIRS ON VARIOUS STREETS; AND APPROPRIATE  
FUNDS

WHEREAS, it is necessary to resurface and repair the pavement on Old Airport Rd., Buckeye St. (from Liberty to Bowman), W. Henry St. (from Walnut to Market), Kurtz St., Winter St., Ihrig Ave., and Sherman Rd., and the cost is estimated not to exceed ~~\$500,000~~ \$750,000.

WHEREAS, it is necessary to appropriate \$500,000 from the General Funds into the Capital Improvement Funds for this project.

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 resurfacing and repairing the pavement on Old Airport Rd., Buckeye St. (from Liberty to Bowman), W. Henry St. (from Walnut to Market), Kurtz St., Winter St., Ihrig Ave., and Sherman Rd., in accordance with specifications on file in the Office of the Director of Administration.

SECTION 2. The amount of \$500,000 is appropriated from the unappropriated balance in the General Fund for the purposes stated above; with a related transfer from the General Fund (interfund transfer cost center) to the Capital Improvements Fund.

SECTION 3. The cost of such contract/project will not exceed the amount appropriated.

SECTION 4. This Council finds and declares that all formal actions concerning and relating to the adoption of this ordinance occurred in an open meeting of this Council or its committees, in compliance with law.

SECTION 5. This ordinance 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: \_\_\_\_\_, 2016

\_\_\_\_\_  
Mayor

Introduced by: Jon E. Ulbright

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

<b>Division</b> Engineering	<b>Meeting Date Requested</b> April 17, 2017
<b>Project Name</b> Extension of our 2017 Paving Project Contract A	<b>Approved for Agenda</b>
<b>Estimated Total Cost</b> \$250,000 (The salt dome is full containing approximately 5,500 tons of salt. Money was budgetted assuming a normal winter and therefore the use of more salt. As it turned out the winter was mild so less salt was used for snow and ice removal. This remaining money would have purchased more salt this winter).	
<b>Is Full Amount Budgeted</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If No, How Is The Purchase To Be Funded?</b> The remaining monies from the Public Properties Maintenance (PPM) operating and maintenance budget (Salt SCMR) for salt and snow removal to be transferred to the PPM's Street SCMR capital budget.	
<b>Description Of Purchase</b> This is a request to authorize the amendment of Ordinance No. 2016-23 to extend the City's current resurfacing project which was approved with that Ordinance for the resurfacing of Old Airport Road, Buckeye St. (South to Larwill), W. Henry St. (Walnut to Market), Kurtz St., Winter St., Ihrig Ave., and Sherman Rd. The additional funds will be used to extend the resurfacing of Buckeye St. from Larwill to Pearl and resurface Burbank Rd. from Elm to Highland. Like the original project the existing asphalt will be milled, manholes and valves boxes will be adjusted to grade and new asphalt and pavement markings will be placed. Engineering will coordinate the projects extension with the contractor and prepare any necessary construction plans.	
<b>Justification / Benefits</b> This amendment to the Ordinance will allow the City to extend its current resurfacing project.	
<b>Will This Project Effect the City's Operating Costs</b> This project will reduce maintenance costs by replacing the deteriorated asphalt.	
<b>What Alternatives Exist and What Are The Implications of The Alternatives</b> Do nothing, and return at a latter date to affect these repairs.	
<b>Is This A Sole Source Bid or Non-Bid Situation</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If Yes, Explain The Circumstances</b>	
<b>Are You Requesting Suspension Of The Rules</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If Yes, Note Reasons</b> Approval will allow Engineering to authorize the contractor to complete the proposed extra resurfacing.	
<b>Division Manager</b> Roger Kobilarcsik	<b>Date</b> April 11, 2017

RESOLUTION NO. 2017-22

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A PARTNERSHIP AGREEMENT WITH WAYNE COUNTY FOR MAKING AN APPLICATION TO THE OHIO DEVELOPMENT SERVICES AGENCY FOR A SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT FOR COMMUNITY HOUSING IMPACT AND PRESERVATION (CHIP) FUNDS, AND DECLARING AN EMERGENCY

WHEREAS, the State of Ohio Development Services Agency provides financial assistance to local governments for the purpose of addressing local housing needs for low and moderate income persons, and in conjunction with FY 2017/19, is urging cities and counties to partner for purposes of receiving and administering funds available under the Small Cities Community Development Block Grant Community Housing Impact and Preservation (CHIP) Program; and

WHEREAS, this City Council desires to renew a partnership agreement between the City of Wooster and Wayne County, and amended to include the City of Orrville as a partner, for purposes of making an application to the Ohio Development Services Agency for the purpose of receiving and administering such grant funds for FY 2017/19.

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

SECTION 1. That the Mayor is authorized to renew a partnership agreement with Wayne County for purposes of applying to the Ohio Development Services Agency for purposes of receiving and administering funds available under the Small Cities Community Development Block Grant Community Housing Impact and Preservation (CHIP) Program for FY 2017/19.

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 is hereby declared to be an emergency measure necessary to the immediate preservation of the public health, peace, safety and welfare of the City, or providing for the usual daily operation of a municipal department or division, and for the further reason that prompt action is necessary in order that the application to the State of Ohio Development Services Agency for a Small Cities Community Development Block Grant must be submitted by the May 5, 2017 deadline; wherefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of the Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

1st reading \_\_\_\_\_ 2nd reading \_\_\_\_\_ 3rd reading \_\_\_\_\_

Passed: \_\_\_\_\_, 2017

Vote: \_\_\_\_\_

Attest: \_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
President of Council

Approved: \_\_\_\_\_, 2017

\_\_\_\_\_  
Mayor

Introduced by: Jon Ansel

## Request for Agenda Item Non-Capital

**Division**  **Meeting Date Requested**

**Project Name**   **Approved for Agenda**

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

The Ohio Development Services Agency (ODSA), which administers the Community Housing Impact and Preservation (CHIP) Program, has informed the City of Wooster and Wayne County of an opportunity to apply for funding in 2017 through 2019 to assist low-to-moderate income residents needing aid with emergency home repair, homeowner housing rehabilitation projects, rental housing rehabilitation projects, and homeowner down-payment assistance.

Requested is Council's authorization to allow the Mayor to renew its CHIP Partnership Agreement with Wayne County, which is newly amended to include the City of Orrville. Additionally requested is that Council's authorization allowing the Mayor to submit an application to ODSA on behalf of said Partnership for the 2017-2019 CHIP funding cycle.

The City's latest CHIP application for 2016 was unsuccessful. Entrance into the CHIP Program is extremely competitive and consecutive CHIP awards, as our community has experienced in the past, are uncommon. Grant applications are scored on a myriad of criteria which changes from year to year. For the current funding cycle, ODSA continues to encourage communities to form partnerships when filing applications and has indicated it will score joint applications higher and award an additional \$50,000 each to partnering cities and partnering counties.

Wayne County and the City of Wooster have partnered in the past, while retaining their own Project Review Committees to determine the projects to be funded by CHIP and maintaining separate revolving loan fund accounts from income returned from grants. The Wayne Metropolitan Housing Authority is the proposed administrating consultant for this grant.

A partnership entails two or more communities coming together to file a single application, with one party being responsible for managing all of the paperwork and funds associated with the grant. As the lead, the City would apply to ODSA for an *estimated* \$962,500 in CHIP funds, \$450,000 of which would be allocated for use on qualified projects as Wayne County sees fit, while \$400,000 would be dedicated for projects within City limits. The remaining \$112,500 would be allocated to the City of Orrville, which is entering the partnership as a stand-alone member, but placing the management of its allocation in the care of the Wayne County Project review Committee. Allocations are flexible and can also be shared. As in prior years, the City would be involved in processing invoices and payments on behalf of its partners, while significantly increasing the prospects for winning a grant that would bring an additional \$50,000 to fund projects in Wooster and another \$162,500 to the region. A public hearing will be held on April 24, 2017 at noon at 428 W. Liberty Street to finalize the project goals.

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

CHIP Grant applications, with any related Partnership Agreements, are due to ODSA no later than May 5, 2017. A suspension of the rules is requested in order to allow sufficient time to coordinate and complete an application ahead of the deadline. We thank you for your consideration.

**Manager Requesting**

**Date**

**Approved for Agenda**

RESOLUTION NO. 2017-23

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE WAYNE METROPOLITAN HOUSING AUTHORITY FOR ADMINISTRATIVE CONSULTING SERVICES FOR A SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT FOR COMMUNITY HOUSING IMPACT AND PRESERVATION (CHIP) PROGRAM, AND DECLARING AN EMERGENCY

WHEREAS, the State of Ohio Development Services Agency provides financial assistance to local governments for the purpose of addressing local housing needs for low and moderate income person; and

WHEREAS, this City Council desires to authorize an agreement with the Wayne Metropolitan Housing Authority for administrative consulting services for the city's share of an application to be filed by Wooster for a Small Cities Community Development Block Grant Community Housing Impact and Preservation (CHIP) Program for PY 2017, such application being made on behalf of Wooster's partnership with Wayne County and the City of Orrville (as authorized by this Council's adoption of Res. 2017-22).

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

SECTION 1. That the Mayor is authorized to enter into an agreement on behalf of the City of Wooster with Wayne Metropolitan Housing Authority for administrative consulting services in connection with a grant application filed by Wooster, on behalf of its partnership with Wayne County and the City of Orrville, for a Small Cities Community Development Block Grant for the CHIP Program.

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 is declared to be an emergency measure necessary to the immediate preservation of the public health, peace, safety and welfare of the City, or providing for the usual daily operation of a municipal department or division, and for the further reason that prompt action is necessary in order that the application to the State of Ohio Development Services Agency for a Small Cities Community Development Block Grant must be submitted by the May 5, 2017, deadline; wherefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of the Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

1st reading \_\_\_\_\_ 2nd reading \_\_\_\_\_ 3rd reading \_\_\_\_\_

Passed: \_\_\_\_\_, 20167

Vote: \_\_\_\_\_

Attest: \_\_\_\_\_

Clerk of Council

President of Council

Approved: \_\_\_\_\_, 2017

Mayor

Introduced by: Jon Ansel

**Request for Agenda Item  
Non-Capital**

**Division**  **Meeting Date Requested**

**Project Name**   **Approved for Agenda**

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

Requested is Council's authorization allowing the Mayor to enter into an agreement with the Wayne Metropolitan Housing Authority (WMHA) for consulting services in administering a proposed \$962,500 Community Housing Impact and Preservation (CHIP) Program grant on behalf of a proposed Wooster-Wayne County-Orrville Partnership.

As with previous CHIP applications, a resolution authorizing a service contract, along with a copy of a service contract itself which takes effect if the grant is awarded, is required as part of the documentation for filing the PY 2017 CHIP Application. The maximum total cost of these services is anticipated to be \$101,100, completely reimbursed through the grant, and will cover the cost for general administration activities, including project management, counseling program participants, monitoring, marketing, environmental reviews, legal work, and monitoring, among other performing other CHIP-required tasks.

The City of Wooster and Wayne County have historically contracted with the non-profit Wayne Metropolitan Housing Authority to administer the CHIP program, which has been repeatedly cited as a very high-performing consultant in reviews by ODSA.

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

A suspension of rules is *necessary* in order to allow adequate time to process the application and meet the May 5, 2017 CHIP Grant application deadline. Thank you for your consideration.

**Manager Requesting**

**Date**

**Approved for Agenda**



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

Division Utilities

Project Name Replace Water Plant SCADA Software

Requested Meeting Date 4/17/2017

Approved for Agenda

Full Amount is Budgeted

If not, how is purchase to be funded?

Description of Purchase

Requesting Authorization for the purchase and implementation of iFix software SCADA platform to operate the Water Treatment Plant.

Justifications / Benefits

The Water Treatment Plant SCADA software package (Iconics) needs to be updated or replaced as the current version is no longer supported by the supplier. The software monitors the plant, pump stations and water storage tanks throughout the City. In the past, the City has had difficulty finding integrators that have used the Iconics platform making it challenging to make changes in the system. The proposed iFix software was developed by General Electric and is used in many applications around the world. Switching the software would also allow both the water and wastewater facilities to be standardized on the same system, as the wastewater plant currently uses iFix. The estimated cost of the project is \$55,000

How will this project effect the City's operating budget?

What alternatives exist, and what are the implications of the alternatives?

The Division could continue to use the current system, but if/when it fails damage to the facility/system could occur. Also, we would be forced to upgrade to the newer version or a similar replacement.

Sole Source Bid or Non-Bid Situation?

If Yes, explain the circumstances

The Division currently uses Status, Integration and Control, Inc to troubleshoot, repair and upgrade our facilities. We have a great history of their work and they are already familiar with the City systems. Their familiarity should allow for a quick transition to the new system.

Requesting suspension of the rules?

If Yes, explain reasons.

Division Manager

Kevin P Givins

Date

4/10/2017



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

Division Utilities Project Name Sludge Hauling and Disposal (Lime & BioSolids) Requested Meeting Date 4/3/2017

- Approved for Agenda  
 Full Amount is Budgeted

If not, how is purchase to be funded?

Description of Purchase

Seeking authorization to award contract(s) for the purpose of removing Water Treatment Plant (WTP) and Water Resource Recovery Facility (WRRF) residuals from storage lagoons and disposal through land application or other means. The removal process has been handled by Quasar Energy Group since 2014. Historically, costs have been between \$450,000 and \$550,000 per year previous to the quasar contract.

Justifications / Benefits

Through the treatment process of both City owned facilities, residual waste products are formed by chemical or biological treatment of water. The water treatment residuals consist mainly of spent lime and soda ash from softening potable water. The WRRF biosolids are the material remaining after the anaerobic treatment of sewage sludge and third party feedstocks. This material is stored in three storage lagoons located behind the WRRF with a total storage capacity of 4 million gallons.

How will this project effect the City's operating budget?

This cost is part of the approved O&M Budget for 2017 for both facilities.

What alternatives exist, and what are the implications of the alternatives?

None. Material must be removed to make space for continuous residuals from treatment processes.

Sole Source Bid or Non-Bid Situation?

If Yes, explain the circumstances

Requesting suspension of the rules?

If Yes, explain reasons.

Division Manager

Kevin P Givins

Date

3/28/2017