

CITY COUNCIL AGENDA

March 5, 2018

7:30p.m.

The meeting convenes at City Hall, in Council Chambers, 1st Floor, 538 N. Market Street, Wooster, Ohio.

I. ROLL CALL & ORDERING OF AGENDA

II. APPROVAL OF MINUTES

III. COMMUNICATIONS FROM MAYOR/ADMINISTRATION

Community Action Wayne Medina – Melissa Pierce

IV. PETITIONS/COMMUNICATIONS FROM PUBLIC

V. COMMITTEE REPORTS; PUBLIC HEARINGS

Law & Ordinance Committee

VI. OLD BUSINESS

1. Second Reading – ORDINANCE NO. 2018-006

AN ORDINANCE AMENDING PART ELEVEN, ZONING, OF THE CODIFIED ORDINANCES OF THE CITY OF WOOSTER, OHIO, SO AS TO RE-ZONE LAND TO A C-3 (COMMUNITY COMMERCIAL) DISTRICT FOR PROPERTY LOCATED AT 50 RIFFEL ROAD (Sanders)

VII. NEW BUSINESS

1. First Reading – RESOLUTION NO. 2018-018

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER TO RENOVATE THE COMMUNITY ROOM AT THE WOOSTER COMMUNITY CENTER IN ACCORDANCE WITH THE CAPITAL PLAN FOR 2018 (Myers)

2. First Reading – RESOLUTION NO. 2018-019

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A CONTRACT FOR RIGHT OF WAY ACQUISITION SERVICES RELATED TO THE WOOSTER LOOP PHASE 2 BIKE TRAIL PROJECT, AND DECLARING AN EMERGENCY (Bostancic)

3. First Reading – RESOLUTION NO. 2018-020

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 REPLACEMENT OF PART OF THE WATERLINE ON EAST WAYNE AVENUE (Warden)

VIII. MISCELLANEOUS

IX. ADJOURNMENT

ORDINANCE NO. 2018-006

AN ORDINANCE AMENDING PART ELEVEN, ZONING, OF THE CODIFIED ORDINANCES OF THE CITY OF WOOSTER, OHIO, SO AS TO RE-ZONE LAND TO A C-3 (COMMUNITY COMMERCIAL) DISTRICT FOR PROPERTY LOCATED AT 50 RIFFEL ROAD

WHEREAS, an application has been duly filed by Jason Miller of Randall, Miller and Associates, with the Planning Commission of the City of Wooster requesting the re-zoning of land, 9.175 acres of land with PPN 67-02849.002, currently owned by Ohio Greenbriar Associates, from a C-1 (Office/Institutional) district to a C-3 (Community Commercial) district; and

WHEREAS, at its January 24, 2018, meeting, and after a public hearing in accordance with law, the Planning Commission voted unanimously to recommend to the City Council that the proposed re-zoning of the property to a C-3 (Community Commercial) district be approved; and

WHEREAS notice of a public hearing by the City Council on this re-zoning has been duly given, and a public hearing has been held, all in accordance with law; and

WHEREAS, this City Council deems that the proposed zoning designation for the land should be approved.

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

SECTION 1. That Part Eleven, Planning and Zoning Code, of the Codified Ordinances of the City of Wooster, known as the Zoning Ordinance, is amended so as to re-zone land, 9.175 acres of land with PPN 67-02849.002, from a C-1 (Office/Institutional) district to a C-3 (Community Commercial) district for property located at 50 Riffel Road006s appears on the map attached.

SECTION 2. The Planning Division is directed to change the official zoning map to conform to the above-described amendment.

SECTION 3. 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 the law.

SECTION 4. This Ordinance shall take effect and be in full force from and after the earliest date allowed by law.

1st reading 2-20-18 2nd reading _____ 3rd reading _____

Passed: _____, 2018 Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2018
Mayor

Introduced by: Craig Sanders

**Request for Agenda Item
Non-Capital**

Division **Meeting Date Requested**

Project Name **Approved for Agenda**

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

Jason Miller of Randall, Miller and Assoc. requesting an approval recommendation from the Planning Commission to City Council for a zoning map amendment to change the zoning of 9.175 acres at 50 Riffel Road from C-1(Office/Institutional) to C-3 (Community Commercial).

At the 1-24-18 meeting of the City of Wooster Planning Commission, a motion was made to recommend approval of application PC-17-24 to change the zoning of the property from C-1 to C-3. The motion was unanimously approved by the Planning Commission, 6-0.

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

Manager Requesting

Date

Approved for Agenda

RESOLUTION NO. 2018-018

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER TO RENOVATE THE COMMUNITY ROOM AT THE WOOSTER COMMUNITY CENTER IN ACCORDANCE WITH THE CAPITAL PLAN FOR 2018

WHEREAS, this City Council, in Ordinance No. 2017-36, adopted an annual budget and capital plan for 2018, and such capital plan includes the renovation of the Community Room at the Wooster Community Center.

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

SECTION 1. That in accordance with the capital plan, adopted in Ordinance No. 2017-36, the Director of Administration is authorized to advertise according to law and enter into a contract with the lowest and best bidder for the cost of renovating the Community Room at the Wooster Community Center, in accordance with plans and specifications to be determined, with payment to originate from the Capital Improvement fund.

SECTION 2. The cost of such renovation will not exceed the amount budgeted.

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 the 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: _____, 2018

Mayor

Introduced by: Scott Myers

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

Division Recreation

Project Name Community Center Room Renovation

Requested Meeting Date 3/5/2018

Approved for Agenda

Full Amount is Budgeted

If not, how is purchase to be funded?

Description of Purchase

Renovation to Community Room at the Wooster Community Center. The Community Room has not been updated since 1976. Renovation will include; all new electrical, ceiling fans, ceiling tiles, walls, acoustical wall coverings, LED lighting, flooring, windows, window treatments and audio-visual.

Justifications / Benefits

After renovation, room will be able to be rented out to businesses and other groups for a variety of activities.

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

This project is a capital budgeted item for 2018. The amount budgeted for this project is \$90,000.00

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

None

Sole Source Bid or Non-Bid Situation?

If Yes, explain the circumstances

No

Requesting suspension of the rules?

If Yes, explain reasons.

No

Division Manager

Jeff Battig

Date

2/13/2018

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

Division Engineering	Meeting Date Requested March 5, 2018
Project Name Wooster Loop Phase 2 Bike Trail Project	Approved for Agenda
Estimated Total Funds/Cost \$101,950.00	
Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If No, How Is The Purchase To Be Funded?	
<p>Description Of Request This is a request to enter into a contract with O.R. Colan Associates for professional services related to the Wooster Loop Phase 2 Bike Trail Project. This contract will be for Right-of-Way Acquisition Services for the 24 properties affected by this project. O.R. Colan is pre-qualified by ODOT to perform R/W services and has already completed all the title research for this project.</p> <p>Council has previously passed Resolution 2017-27 on May 1, 2017 authorizing the Director of Administration to enter into a contract for Engineering design services.</p>	
<p>Justification / Benefits This project is scheduled to begin construction in 2019 and it will take at least 6-12 months to complete negotiations. We have a schedule to meet to use ODOT funds for construction and need to begin R/W acquisition process as soon as possible.</p>	
<p>Will This Project Effect the City's Operating Costs This will be a onetime capital expense and will not affect the City's operating costs.</p>	
<p>What Alternatives Exist and What Are The Implications of The Alternatives Since this project has funding from the ODOT a very specific process needs to be followed when negotiating for Right-of-Way. This process is best completed by a pre-qualified consultant. R/W acquisition requires at least 15 distinct steps/tasks.</p>	
<p>Is This A Sole Source Bid or Non-Bid Situation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If Yes, Explain The Circumstances This is an Engineering services request and O.R. Colan is one of the top five ranked firms in the Engineering Services registry who performs these services. They have performed these types of services for the City in the past.</p>	
<p>Are You Requesting Suspension Of The Rules <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, Note Reasons While suspension of the rules is not necessary, earlier passage would allow the opportunity to start the acquisition process.</p>	
Division Manager Roger Kobilarcsik	Date February 26, 2018

RESOLUTION NO. 2018-020

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 REPLACEMENT OF PART OF THE WATERLINE ON EAST WAYNE AVENUE

WHEREAS, it is necessary to replace approximately 1,000 linear feet of the waterline on E. Wayne Avenue in the City of Wooster, and the costs for such replacement are budgeted for 2018.

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

SECTION 1. That the Director of Administration is authorized to advertise according to law and enter into a contract with the lowest and best bidder for the above-referenced project, which includes the replacement of approximately 1,000 linear feet of a 6" waterline on E. Wayne Avenue.

SECTION 2. The cost of the contract will not exceed the amount budgeted.

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 the 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: _____, 2018
Mayor

Introduced by: Jennifer Warden

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

Division Engineering	Meeting Date Requested March 5, 2018
Project Name East Wayne Avenue W/L Replacement	Approved for Agenda
Estimated Total Funds/Cost \$210,000.00 (Water Fund)	
Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If No, How Is The Purchase To Be Funded?	
Description Of Request This is a request to authorize advertisement and award of a contract to the lowest and best bidder for the replacement of the W/L on East Wayne Avenue from Bever Street to Beall Avenue. This project involves the replacement of approximately 1,000 linear feet of 6" Cast Iron W/L with a history of breaks. The replacement pipe shall be 12" Ductile Iron. The project includes replacing 3 water services and 3 fire hydrants. Construction of the waterlines will allow for scheduled roadway resurfacing improvements in 2019.	
Justification / Benefits This project will replace an aging waterline with a history of breaks.	
Will This Project Effect the City's Operating Costs This project should lower operation and maintenance costs.	
What Alternatives Exist and What Are The Implications of The Alternatives We could postpone the project, which could result in possible emergency repairs.	
Is This A Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
If Yes, Explain The Circumstances	
Are You Requesting Suspension Of The Rules <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, Note Reasons While suspension of the rules is not necessary, earlier passage would allow the opportunity to advertise and bid this project as early as possible in order to obtain the best possible bids.	
Division Manager Roger Kobilarcsik	Date March 1, 2018