

CITY COUNCIL AGENDA
May 1, 2017
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

IV. PETITIONS/COMMUNICATIONS FROM PUBLIC

V. COMMITTEE REPORTS; PUBLIC HEARINGS

VI. OLD BUSINESS

None

VII. NEW BUSINESS

1. First Reading – RESOLUTION NO. 2017-26
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO PURCHASE FURNITURE FOR THE NEW SAFETY SERVICE CENTER (Cavin)
2. First Reading – ORDINANCE NO. 2017-19
AN ORDINANCE AUTHORIZING THE ACCEPTANCE AND APPROPRIATION OF FORFEITED FUNDS INTO THE LAW ENFORCEMENT TRUST FUND, AND AUTHORITY FOR THE DIRECTOR OF ADMINISTRATION TO PURCHASE THE EQUIPMENT (Cavin)
3. First Reading – RESOLUTION NO. 2017-27
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A CONTRACT WITH POGGEMYER DESIGN GROUP FOR PROFESSIONAL ENGINEERING SERVICES RELATED TO PHASE II OF THE CITY'S PROPOSED BICYCLE TRAIL SYSTEM (Ulbright)
4. First Reading – RESOLUTION NO. 2017-28
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A CONTRACT TO PARTICIPATE IN THE ODOT COOPERATIVE PURCHASING PROGRAM, AND DECLARING AN EMERGENCY (Ulbright)
5. First Reading – RESOLUTION NO. 2017-29
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR REPLACEMENT OF THE PPM BUILDING ROOF, AND DECLARING AN EMERGENCY (Silvestri)
6. First Reading – RESOLUTION NO. 2017-30
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO PURCHASE VEHICLES AND/OR EQUIPMENT IN ACCORDANCE WITH THE CAPITAL PLAN FOR 2017; AND DECLARING AN EMERGENCY (Ulbright)

VIII. MISCELLANEOUS

IX. ADJOURNMENT



WOOSTER CITY COUNCIL MINUTES

April 17, 2017

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. All members of City Council were present. City Administration present: Mayor Bob Breneman, Finance Director Andrei Dordea, Director of Administration Joel Montgomery, Law Director Linda Applebaum, Development Coordinator Jonathan Millea, Chief Matt Fisher and City Engineer Roger Kobilarcsik.

II. APPROVAL OF MINUTES

Councilperson Silvestri moved to approve the minutes of the April 3, 2017, meeting, seconded by Councilperson Ansel. By voice vote, the motion passed unanimously.

III. COMMUNICATIONS FROM MAYOR/ADMINISTRATION

Mayor Breneman spoke on his attendance at the APCO and NENA meeting recently held in Sandusky. Sarah Miller, an employee of WARCOG, was recognized as the 2016 Telecommunicator of the Year.

The Mayor also informed council of the donation of approximately 10 acres from Dick and Judy Seaman to be used for a park and walking trails in the Venture Blvd. area. Mr. and Mrs. Seaman are also involved in the building of a new indoor tennis facility on a six-acre site.

Mayor Breneman invited city council members to a tour of the Safety Services Building on May 1st, possibly around 5 p.m. prior to the scheduled city council meeting.

Joel Montgomery will be presenting City highlights and accomplishments to City Council at the May 15th meeting. Andrei Dordea and Linda Applebaum will also be providing updates.

IV. PETITIONS/COMMUNICATIONS FROM PUBLIC

Linda Houston, 1823 Burbank Road, spoke on the medical marijuana moratorium. Greg Gehris, 347 N. Grant Street, spoke on Resolutions 2017-21 and 2017-22.

V. COMMITTEE REPORTS; PUBLIC HEARINGS – (None)

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)

Councilperson Knapic moved, seconded by Councilperson Sanders, to adopt. Upon roll call, motion to adopt carried 6-1 (Ansel-yes; Cavin-no; Knapic-yes; Myers-yes; Sanders-yes; Silvestri-yes; and Ulbright-yes).

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)

Councilperson Ansel moved to suspend the rules and place on third and final reading, seconded by Councilperson Ulbright. Upon roll call, motion carried unanimously (Cavin-yes; Knapic-yes; Myers-yes; Sanders-yes; Silvestri-yes; Ulbright-yes; and Ansel - yes). Councilperson Ansel moved, seconded by Councilperson Meyers, to adopt. Upon roll call, motion to adopt carried unanimously (Cavin-yes; Knapic-yes; Myers-yes; Sanders-yes; Silvestri-yes; Ulbright-yes; and Ansel – yes).

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)

Cavin introduced the resolution and reminded that this appropriation is fully budgeted and included in the capital plan.

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

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)

Councilperson Ulbright introduced the amended ordinance and explained the need and reasoning behind the request. City Engineer, Roger Kobilarcsik, has already spoken with the contractor and the contractor is willing to do the extra paving and work at the prices quoted in December.

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

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)

Councilperson Ansel stated the ongoing CHIP program focuses on low and medium income households in need of home repairs, homeowner down payments, and residence rehabilitation. Wooster, Wayne County, and Orrville would be involved in the funding to receive a higher ranking from the state review board. Economic Development Coordinator, Jonathan Millea, spoke on the benefit of the CHIP program and that it is now open for residents to enroll by going to woosteroh.com/CHIPS.

Councilperson Ansel moved to suspend the rules and place on third and final reading, seconded by Councilperson Ulbright. Upon roll call, motion carried unanimously; (Sanders-yes; Silvestri-yes; Ulbright-yes; Ansel – yes; Cavin-yes; Knapic-yes; and Myers-yes). Councilperson Ansel moved, seconded by Councilperson Myers, to adopt. Upon roll call, motion to adopt carried unanimously (Sanders-yes; Silvestri-yes; Ulbright-yes; Ansel – yes; Cavin-yes; Knapic-yes; and Myers-yes).

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)

Councilperson Ansel moved to suspend the rules and place on third and final reading, seconded by Councilperson Sanders. Upon roll call, motion carried unanimously; (Silvestri-yes; Ulbright-yes; Ansel – yes; Cavin-yes; Knapic-yes; Myers-yes and Sanders-yes). Councilperson Ansel moved, seconded by Councilperson Silvestri, to adopt. Upon roll call, motion to adopt carried unanimously (Silvestri-yes; Ulbright-yes; Ansel – yes; Cavin-yes; Knapic-yes; Myers-yes and Sanders-yes)

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)

Councilperson Sanders introduced the resolution. Kevin Givins spoke on the need and the problems currently facing the plant and how the software will resolve the issue.

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

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)

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

VIII. MISCELLANEOUS

Various Councilpersons congratulated Sarah Miller for her award and thanked Seaman Corporation for their donation and commitment to the City. Councilperson Knapic thanked Roger Kobilarcsik for his diligence with the paving program. Councilperson Myers attended a conference on Ohio Afterschool Network - Ohio Municipal Summit on Afterschool and Summer Learning. He hopes to form a collaboration with non-profits on various programs.

IX. ADJOURNMENT

Councilperson Ulbright moved to adjourn, seconded by Councilperson Knapic. By voice vote, the motion passed unanimously.

Michael G. Buytendyk
President of Council

Lynne DePaulo
Clerk of Council

RESOLUTION NO. 2017-26

A RESOLUTION AUTHORIZING THE DIRECTOR OF
ADMINISTRATION TO PURCHASE FURNITURE FOR THE NEW
SAFETY SERVICE CENTER

WHEREAS, the Divisions of Police and Fire need to purchase and install furniture for class room, offices, and break room areas of the new Wooster Safety Service Center; and

WHEREAS, the anticipated expense is budgeted; and

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

SECTION 1. That the Director of Administration is authorized to purchase the furniture for the new Wooster Safety Service Center.

With respect to such purchase(s), the Director of Administration will advertise according to law and enter into a purchase contract with the lowest and best bidder, except that if the item is available through a state-sponsored cooperative purchasing program, or can be accomplished through a vendor upon equivalent terms, conditions and specifications, but at a price which is equal to or lower than that which is available from the state sponsored program, s/he may make such purchase therefrom if s/he determines that the price and availability is more advantageous to the City.

SECTION 2. Such contract will not exceed the amounts budgeted for this purpose.

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: _____, 2017
Mayor

Introduced by: Mark Cavin

Request for Agenda Item Non-Capital

Division

Meeting Date Requested

Project Name

☐ **Approved for Agenda**

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

I am requesting authorization to purchase furniture for the new Wooster Safety Service Center. (This encompasses both Police and Fire at a total of over thirty four thousand square feet.) Furniture is being purchased at state bid pricing at a total savings of \$150,975 (below list price) This furniture will be installed in nearly 25 rooms including many new rooms like the class room areas, offices, and break room.

Total cost for the furniture is approximately 94,000+/- . This is an anticipated expense and it is in the current budget.

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

Yes. Due to the time limits to order this furniture, I am requesting a suspension of the rules to ensure the furniture is completed so it can be installed once the building is completed.

Manager Requesting

Date

Approved for Agenda

ORDINANCE NO. 2017-19

AN ORDINANCE AUTHORIZING THE ACCEPTANCE
AND APPROPRIATION OF FORFEITED FUNDS INTO
THE LAW ENFORCEMENT TRUST FUND, AND
AUTHORITY FOR THE DIRECTOR OF
ADMINISTRATION TO PURCHASE THE EQUIPMENT

WHEREAS, a portion of forfeited funds, \$62,979, seized during a gambling investigation, represents the City of Wooster's proportion share of the forfeited funds; and

WHEREAS, it is necessary to accept and appropriate such funds into the Law Enforcement Trust Fund; and

WHEREAS, it is necessary to authorize the purchase of equipment with said funds.

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

SECTION 1. That the amount of \$62,979 is accepted and appropriated to the Law Enforcement Trust Fund.

SECTION 2. That the Director of Administration is authorized to purchase equipment with the funds appropriated for the new Wooster Safety Service Center.

With respect to such purchase(s), the Director of Administration will advertise according to law and enter into a purchase contract with the lowest and best bidder, except that if the item is available through a state-sponsored cooperative purchasing program, or can be accomplished through a vendor upon equivalent terms, conditions and specifications, but at a price which is equal to or lower than that which is available from the state-sponsored program, s/he may make such purchase therefrom if s/he determines that the price and availability is more advantageous to the City.

SECTION 2. 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 3. This Ordinance shall take effect and be in full force from and after the earliest date allowed by law.

Request for Agenda Item Non-Capital

Division

Meeting Date Requested

Project Name

☐ **Approved for Agenda**

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

Accept and appropriate a forfeiture amount of \$62, 979 from a gambling investigation into the Law Enforcement Trust Fund.

Authorize an expenditure from the Law Enforcement Trust fund for the purchase of weight room equipment in the new Wooster Safety Service Center.

Total cost for weight room equipment will be approximately 69,000+/-.

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

Yes. Due to the time limits to order this equipment, I am requesting a suspension of the rules to expedite the order so that the equipment can be installed near the completion of the building. (Lead times are around twelve weeks).

Manager Requesting

Date

Approved for Agenda

RESOLUTION NO. 2017-27

A RESOLUTION AUTHORIZING THE DIRECTOR OF
ADMINISTRATION TO ENTER INTO A CONTRACT
WITH POGGEMEYER DESIGN GROUP FOR
PROFESSIONAL ENGINEERING SERVICES
RELATED TO PHASE II OF THE CITY'S PROPOSED
BICYCLE TRAIL SYSTEM

WHEREAS, in accordance with the 2014 Comprehensive Plan it is necessary to develop alternative transportation routes, including the creation of a bicycle trail system, and this cost is budgeted for 2017; and

WHEREAS, Poggemeyer Design Group possesses the professional expertise to provide the engineering services necessary for this project, and has performed engineering services for the city of Wooster in the past; and

WHEREAS, this City Council has determined that prompt action is necessary to begin the process of implementing this improvement.

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

SECTION 1. That the Director of Administration is authorized to enter into a professional services contract with Poggemeyer Design Group for engineering services related to Phase II of the proposed bicycle trail system.

SECTION 2. Such contract will not exceed the amount appropriated.

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, 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: _____, 2017 _____
Mayor

Introduced by: Jon E. Ulbright

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

Division Engineering	Meeting Date Requested May 1, 2017
Project Name Wooster Loop Phase 2 Engineering	Approved for Agenda
Estimated Total Cost \$97,000	
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 Purchase This is a request to enter into a professional contract with Poggemeyer Design Group to design Phase 2 of the Wooster Loop Bike Trail System, from the intersection of SR 585 and Portage Road to Melrose Drive, from the drive to the Oldman water tank to Burbank Road, from the intersection of Burbank Road and Oldman Road to the intersection of Burbank Road and Friendsville Road and from the intersection of Burbank Road and Friendsville Road to just north of the Health Point drive. The estimated construction cost is currently \$805,000 of which ODOT has committed to \$717,000. The remainder will be funded from the City's capital fund. All of the construction engineering will be performed in-house by the engineering division staff.</p> <p>This project is Phase 2 of a five phase project to complete a bike route around the City. Construction of this phase is scheduled for 2019.</p>	
<p>Justification / Benefits This project is the culmination of planning efforts including the City's most recent 2014 Comprehensive Plan where public meetings and surveys demonstrated our community's hopes for encouraging alternative modes of transportation. This trail will connect already existing trails at the Oak Hill Park and along the south side of Oldman Road to the proposed trails along Beall Avenue and Burbank Road from Bloomington to Oldman Road.</p>	
<p>Will This Project Effect the City's Operating Costs This project should have little or no effect on the City's operating costs.</p>	
<p>What Alternatives Exist and What Are The Implications of The Alternatives We could do nothing and forfeit the ODOT funds.</p>	
<p>Is This A Sole Source Bid or Non-Bid Situation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If Yes, Explain The Circumstances This is an Engineering services request and Poggemeyer Design Group is ranked in the top of the current engineering services registry, and was selected based on the current engineering services selection policy.</p>	
<p>Are You Requesting Suspension Of The Rules <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If Yes, Note Reasons Authorizing the contract this year would facilitate meeting the funding timelines for construction in 2019.</p>	
Division Manager Roger Kobilarcsik	Date April 25, 2017

RESOLUTION 2017-28

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A CONTRACT TO PARTICIPATE IN THE ODOT COOPERATIVE PURCHASING PROGRAM, AND DECLARING AN EMERGENCY

WHEREAS, the City of Wooster (referred to as the “Political Subdivision”) submits this written agreement to participate in the Ohio Department of Transportation’s (ODOT) annual winter road salt bid in accordance with Ohio Revised Code 5513.01(B) and agrees to all of the following terms and conditions in its participation of the ODOT winter road salt contract:

- a. The Political Subdivision agrees to be bound by all terms and conditions established by ODOT in the winter road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision acknowledges that upon the Director of ODOT’s signing of the winter road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
- c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT winter road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Political Subdivision’s participation in the winter road salt contract; and
- d. The Political Subdivision requests through this participation agreement a total of 4,000 tons of Sodium Chloride (Road Salt) in 2018, in order to maintain sufficient reserves depleted throughout the winter season, of which the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- e. The Political Subdivision agrees to purchase a minimum of 90% of its above-requested salt quantities from its awarded salt supplier during the contract’s effective period of October 1, 2017 through April 30, 2018; and
- f. The Political Subdivision agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT winter salt contract; and
- g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Thursday, June 1, 2017. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision’s participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision’s

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 PPM Division anticipates the need to purchase approximately 4000 ton of salt in 2018 to maintain sufficient reserves depleted throughout the winter season. The funding for the salt to be purchased in 2018 is not funded, but will be requested in the 2018 Budget.

In an unstable salt market it is difficult to predict and budget from year to year what the price of salt will be. So, partnering with the Ohio Department of Transportation (ODOT) will allow the City to purchase a total of 4000 ton of salt and minimize the risk of paying higher prices. The bidding process that ODOT uses keeps the salt vendors prices very competitive.

The reason this request is coming to Council in such short notice is because the City just recently was notified by ODOT that the City could join them in the Winter Fill Salt Contract (018-18).

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

Council will need to suspend the rules and pass this resolution in its final reading because of time constraints. The ODOT contract agreement for the Winter Fill Contract needs to be submitted by May 10, 2017.

Manager Requesting

Date

Approved for Agenda

RESOLUTION NO. 2017-29

A RESOLUTION AUTHORIZING THE DIRECTOR OF
ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND
ENTER INTO A CONTRACT WITH THE LOWEST AND BEST
BIDDER FOR REPLACEMENT OF THE PPM BUILDING ROOF,
AND DECLARING AN EMERGENCY

WHEREAS, the existing roof on the PPM Building was installed back in 1973, during original construction of the building, and is now in need of repair and/or replacement; and

Because the PPM facility is the central hub to the City's operations, this Council deems that prompt action is necessary at the earliest possible time in order to continue to operate efficiently and keep PPM equipment in good condition.

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 construction/ replacement of a roof for the PPM Building, in accordance with specifications now on file in his office.

SECTION 2. The cost of such 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 law.

SECTION 4. 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 to continue to operate efficiently and keep City equipment in safe condition; 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 Council; otherwise it 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: _____, 2017
Mayor

Introduced by: David Silvestri

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

Division	PPM	Project Name	PPM Roof Replacement	Requested Meeting Date	5/1/17
<input type="checkbox"/> Approved for Agenda <input checked="" type="checkbox"/> Full Amount is Budgeted					
If not, how is purchase to be funded?					
Description of Purchase	<p>Replace the existing roof on PPM Building that was installed when it was originally built in 1973. The new steel roof will be an overlay of the existing steel roof and insulation will be add between the layers to increase the overall R-value of the roof system. By overlaying the existing roof it will not disrupt the normal operations of the Division as well as save thousands of dollars not removing the original steel panels. The specifications for the new steel roof will reflect what the industry standards are currently.</p> <p>To allow for an alternative roofing system to be bid, such as a polyester fabric, there will be option to submit a bid for this type of system as well.</p> <p>The PPM Roof Replacement would be a fully funded capital expense in the 2017 Budget. General Ledger 580702 Approximate Cost \$250,000.00</p>				
Justifications / Benefits	<p>Many leaks have occurred and have been repaired over the years to the existing roof. Because of the original roof being 43 years old and much past its useful life it is imperative that a replacement occurs soon. The PPM facility is our central hub to the operations. As the Maintenance Division the facility houses many City trucks and equipment including the fleet maintenance and repairs to 260 vehicles and equipment. To continue to operate efficiently and keep our equipment in good condition we rely on this facility to be able to help us fulfill all our responsibilities.</p>				
How will this project effect the City's operating budget?	N/A				
What alternatives exist, and what are the implications of the alternatives?	<p>By not replacing the roof will cause more problems like water damage to the insulation and thus cost additional monies to the City.</p> <p style="text-align: center;"><input type="checkbox"/> Sole Source Bid or Non-Bid Situation?</p>				
If Yes, explain the circumstances	<p>The PPM Roof Replacement Project will be advertised and will be open to the public for sealed bid proposals.</p> <p style="text-align: center;"><input type="checkbox"/> Requesting suspension of the rules?</p>				
If Yes, explain reasons.					
Division Manager	Curt Denning		Date	4/25/17	

RESOLUTION NO. 2017-30

A RESOLUTION AUTHORIZING THE DIRECTOR OF
ADMINISTRATION TO PURCHASE VEHICLES AND/OR
EQUIPMENT IN ACCORDANCE WITH THE CAPITAL PLAN
FOR 2017; AND DECLARING AN EMERGENCY

WHEREAS, this City Council adopted an annual budget and capital plan for 2017, and such capital plan includes the purchase of new vehicles and equipment for the various divisions of municipal service.

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

SECTION 1. That in accordance with the 2017 capital plan, the Director of Administration is authorized to purchase the following vehicle and equipment, with payment to originate from the fund indicated:

CAPITAL IMPROVEMENTS FUND:

Public Properties Maintenance Division: 1 new High Lift Platform Truck

With respect to each purchase, the Director of Administration will advertise according to law and enter into a purchase contract with the lowest and best bidder, except that if the item is available through either the Ohio Department of Administrative Services Cooperative Purchasing Program or the Ohio Department of Transportation Purchasing Program, s/he may make such purchase therefrom if s/he determines that the price and availability is more advantageous to the City.

SECTION 2. The cost of each purchase will not exceed the amount budgeted for each in the funds designated above.

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 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 to complete such purchases and put the equipment into service for the improved efficiency of the respective divisions; 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 Council; otherwise it 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: _____, 2017
Mayor

Introduced by: Jon Ulbright

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

Division	PPM	Project Name	High Lift Platform Truck	Requested Meeting Date	5/1/17
<input type="checkbox"/> Approved for Agenda <input checked="" type="checkbox"/> Full Amount is Budgeted					
If not, how is purchase to be funded?					
Description of Purchase	<p>A new High Lift Platform Truck will be a replacement of a 2000 Ford F-350 Chassis with a high lift platform and utility box. The major use of this truck will be used to perform aerial work on electrical and traffic signals maintenance and repairs. This truck will also be used to hang Christmas decorations, banners and hanging planter baskets downtown. By being equipped with a utility box the truck stores many supplies and tools that are needed to perform the maintenance and repairs at each job site.</p> <p>This purchase would be a fully funded capital expense in the 2017 Budget. General Ledger 580702 Approximate Cost \$149,500.00</p>				
Justifications / Benefits	<p>The current 2000 Ford F-350 chassis is need of major utility box repairs. Welding repairs have been performed on the platform lift in recent years to keep the truck in safe operational condition. The platform lift is past its useful life according to industry standards. PPM is in jeopardy of the truck not passing its annual safety inspection in the near future.</p> <p>The 2000 Ford F-350 truck will be sold using GovDeals.com after the new high lift platform truck is delivered. This auction site that the 2000 Ford truck will sold on is how many City vehicles and equipment have been sold in the past and historically brings the most value returned to the City.</p> <p>A High Lift Platform Truck has been on the PPM list for replacement since 2014.</p>				
How will this project effect the City's operating budget?	N/A				
What alternatives exist, and what are the implications of the alternatives?	<p>By not replacing the current 2000 Ford F-350 chassis now will result in additional monies spent to do major repairs just to keep it in proper operational conditions.</p> <p style="text-align: center;"><input type="checkbox"/> Sole Source Bid or Non-Bid Situation?</p>				
If Yes, explain the circumstances	<p>We will use State Bid Vendors if available. If not, the chassis and aerial lift with utility box will be put out for bid.</p> <p style="text-align: center;"><input checked="" type="checkbox"/> Requesting suspension of the rules?</p>				
If Yes, explain reasons.	<p>Preferred, but not necessary.</p>				
Division Manager	Curt Denning		Date	4/25/17	