

CITY COUNCIL AGENDA
September 4, 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

IV. PETITIONS/COMMUNICATIONS FROM PUBLIC

V. COMMITTEE REPORTS; PUBLIC HEARINGS

VI. UNFINISHED BUSINESS

1. Second Reading – RESOLUTION NO. 2018-046
A RESOLUTION AUTHORIZING THE DIRECTOR OF FINANCE TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH THE ACCOUNTING FIRM CLARK, SHAEFER, HACKETT FOR AUDITING SERVICES, AND DECLARING AN EMERGENCY (Ansel)

VII. NEW BUSINESS

1. First Reading – RESOLUTION NO. 2018-049
A RESOLUTION AUTHORIZING THE DIRECTOR OF FINANCE TO ISSUE PAYMENT FOR SERVICES RENDERED UNDER CONTRACTS WITH VARIOUS VENDORS, AND DECLARING AN EMERGENCY (Ansel)
2. First Reading – RESOLUTION NO. 2018-050
A RESOLUTION AUTHORIZING THE MAYOR TO MAKE A GIFT TO THE GREATER WAYNE COUNTY FOUNDATION FOR THE BENEFIT OF THE WAYNE COUNTY FAIRGROUND IMPROVEMENT CAMPAIGN (Ansel)
3. First Reading – RESOLUTION NO. 2018-051
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO PURCHASE A VEHICLE IN ACCORDANCE WITH THE CAPITAL PLAN FOR 2018 (Silvestri)

VIII. MISCELLANEOUS

IX. ADJOURNMENT

RESOLUTION NO. 2018-046

A RESOLUTION AUTHORIZING THE DIRECTOR OF FINANCE TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH THE ACCOUNTING FIRM CLARK, SCHAEFER, HACKETT FOR AUDITING SERVICES, AND DECLARING AN EMERGENCY

WHEREAS, it is necessary to provide for the annual audit of the municipal government and hospital for fiscal years 2018 and 2019, and the Director of Finance, after obtaining guidance from the state auditor, has recommended that the City of Wooster enter into a two-year professional services contract with the accounting firm Clark, Schaefer, Hackett, a firm that is both qualified and approved by the auditor of state for such purposes, and the cost thereof will be included in the annual appropriation ordinance for each of those years; and

WHEREAS, this Council deems that prompt action is necessary in order to comply with state law requirements for auditing of governmental entities.

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

SECTION 1. That the Director of Finance is hereby authorized to enter into a two-year professional services contract with the accounting firm Clark, Schaefer, Hackett for auditing services for the municipal government and hospital for fiscal years 2018 and 2019.

SECTION 2. The cost of such contract will not exceed the amounts budgeted for this purpose in the Finance Department and Hospital operating budgets for the years indicated herein.

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 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 to meet state law requirements for auditing of governmental entities; 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.

1st reading 8-20-18 2nd reading _____ 3rd reading _____

Passed: _____, 2018 Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2018
Mayor

Introduced by: Jon Ansel

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division Finance	Meeting Date Requested August 20, 2018
Project Name Audit Services FY's 2018 & 2019	Estimated Total Funds/Costs \$ 177,475.00
Is Full Amount Budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, three readings NOT REQUIRED	
If No, How is the Purchase to be Funded? Will budget in each succeeding year (2019 for FY 2018 audit, and 2020 for FY 2019 audit).	
Description of Request Our 3-year contract with Clark, Schaefer, Hackett & Co. for audit services ended with the audit for the year ended December 31, 2017. The Auditor of State's Office informed me that they will NOT be conducting our financial audit for the years ended December 31, 2018 and 2019. I have two choices in the matter: 1) bid 2-year audit contract, or 2) Extend contract with Clark, Schaefer, Hackett & Co. Taking into consideration the shorter contract length and the fact that we are switching financial software programs during 2018, I elected to extend our contract with Clark, Schaefer, Hackett & Co. The audit services fee for FY2018 is \$88,350, an increase of 0.97% (\$850.00) over FY2017 audit services fee. The audit services fee for FY2019 is \$89,125, an increase of 0.88% (\$775.00) over FY2018 audit services fee. The Wooster Community Hospital's portion of audit fees is approximately 44% each year.	
Justification / Benefits Required by Ohio Revised Code and a best business practice to have an annual financial audit.	
Will this Project affect the City's Operating Costs Yes...see costs in the Description of Request section.	
What Alternatives Exist and what are the Implications of the Alternatives No alternatives...audit must be completed per ORC.	
Is this a Sole Source Bid or Non-Bid Situation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain The Circumstances: Non-bid. See my explanation in the Description of Request section.	
Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Note Reasons	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: Andrei A. Dordea Date: August 2, 2018	



#1 2018-044
~~2018-044~~ Res.

Lynne DePaulo <ldepaulo@woosteroh.com>

legislation needed - PPM PO before invoice

1 message

Saralyn Lash <slash@woosteroh.com>

Thu, Aug 23, 2018 at 1:29 PM

To: Kevin Gibbons <kgibbons@woosteroh.com>, Joel Montgomery <jmontgomery@woosteroh.com>, Lynne DePaulo <ldepaulo@woosteroh.com>, Curt Denning <cdenning@woosteroh.com>, Grace Steiner <gstainer@woosteroh.com>

Good afternoon Everyone -

Curt and I chatted about this issue today; this email is being sent with his knowledge and understanding.

PPM had a glitch where a PO was missed and is dated after the invoice date and work completion date. The invoice amount is \$4,350 and will require Council approval to issue payment. A copy of the invoice and purchase orders in question are attached.

The legislation we need should have language as follows (borrowed and modified from Res 2017-32):

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;

SECTION 1. That the Director of Finance is authorized to make payment to Jarrett Bright, DBA Grand View Landscape Management LLC in the amount of \$4,350.

Please let me or Curt know if you need anything further.

And, of course, thank you for your assistance with this issue.

Saralyn

Saralyn Lash, MBA
Accounting Manager
City of Wooster - Finance Department
538 N Market Street, Wooster, OH 44691

P: 330.263.5222 F: 330.263.5262
slash@woosteroh.com



----- Forwarded message -----

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division Administration	Meeting Date Requested 9-4-2018
Project Name Fairground Improvement	Estimated Total Funds/Costs \$ 30,000.00
Is Full Amount Budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, three readings NOT REQUIRED Will be in the 2019 Budget	
If No, How is the Purchase to be Funded? Support Donation from General Fund.	
Description of Request John Crum, the Campaign Chair of the Wayne County Fair Fairgrounds Improvement Campaign has met with me about having the City be a part in the improvements (Event Center, Barn, Parking area, and Entrance) being planned at the Wayne County Fair Grounds. He has suggested it would be helpful to the Campaign if the City of Wooster would take a Gold Level or stronger pledge of support for this community improvement. After conferring with the Administrative Team and Community Partners Sanda Hall (Main Street Wooster) and Martha Starky (WC Convention & Visitor's Bureau), it was determined that this project will enhance our community and use of our Downtown, and support the youth of our area through the 4-H programs. I am requesting that City Council approve a one time donation to this project through the Wayne County Community Foundation. It will be budgeted in the 2019 Budget with funds being disbursed in 2019. It is our intention to use Bed Tax Funds for this donation.	
Justification / Benefits This facility will support the youth of our community and surrounding area, and will help with the Economic Benefit to our city through the year round usage of the new facility. Also, giving support for a Wayne County project should promote goodwill between the city and county organizations.	
Will this Project affect the City's Operating Costs No	
What Alternatives Exist and what are the Implications of the Alternatives None - not participate.	
Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances:	
Is there a need for Suspension of the Rules or a Time Frame when this must <u>be passed</u>? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Note Reasons	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: Bob Breneman Date: 8-30-18	

Wayne County Fair Fairgrounds Improvement Campaign Pledge Form

Donor Information (please print or type)

Company Name (or NA)		
Contact Name		
Billing Address		
City, State and Zip		
Phone (home or business)	Phone (cell)	
E-Mail		

Pledge Information

I (we) hereby contribute cash and/or assets to the Wayne County Fairgrounds Improvement Campaign (Make checks payable to (Wayne County Community Foundation)
Please place on the memo line of your check: Junior Fair Expansion Project.

I (we) pledge a total of \$ Amount enclosed \$ Remainder pledged \$

I (we) wish to have this donation spread over: 1 2 3 4 5 year(s)

I (we) wish to make an in-kind donation of goods and services: Please contact me to discuss.

Payment Information

I (we) plan to make this contribution in the form of: Cash Check Other: For a contribution of Month & Year of First Installment

Acknowledgement Information

Please use the following name(s) in all acknowledgements:

I (we) wish to have our gift remain anonymous.

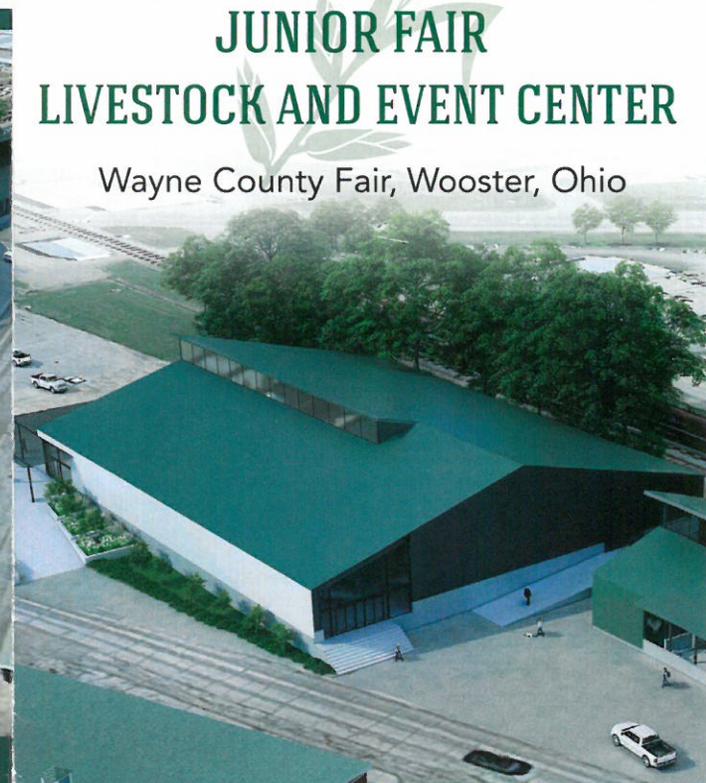
Signature(s)
Date

Please make checks, corporate matches, or other gifts payable to: **Wayne County Community Foundation**

The Wayne County Community Foundation is a 501(c)3 Corporation and your gift is tax deductible.
Please place on the memo line of your check: Junior Fair Expansion Project.

Please mail to: **Wayne County Community Foundation 517 North Market Street, Wooster, Ohio 44691**

If you have any questions, please contact Matt Martin at 330/262/8001
or email: waynecountyfair@yahoo.com



JUNIOR FAIR LIVESTOCK AND EVENT CENTER

Wayne County Fair, Wooster, Ohio

Dear Supporters of the Wayne County Fair,

There are over 90 fairs in Ohio. There are 21 of us on the Wayne County Fair Board and like the hundreds of other fair leaders that have led our Fair for generations, we have strived to be known as one of Ohio's foremost agricultural fairs.

The economic impact of our fair here in our county is significant not just for the 6 days of the fair but throughout the year. In addition to the agricultural education for the youth of Wayne County, the fairgrounds are a year round hub of community activities.

We have enjoyed steady growth in our 4H and FFA programs. More kids than ever are joining local clubs and learning wonderful life lessons regarding organizational skills, developing a consistent work ethic and designing a plan and sticking with it! They wake up with responsibility and go to bed with responsibility.

One of the many testimonials about the wholesomeness and effectiveness of FFA and 4H programs throughout Ohio came from Juvenile Judge Ray Leisy, he said "in the 30 years as a Judge and Prosecutor I can't remember seeing a 4H or FFA kid in my court. For the last ten years I have been part of the green recycle team for the Fair and found the work of the 4H/FFA on this project to be exceptional, my respect for these two groups has grown.

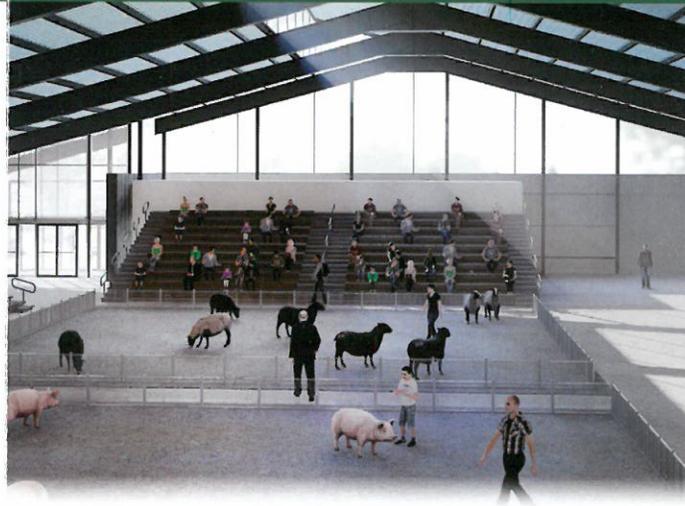
With that growth in mind and years of fair traditions, the board of the Wayne County Fair has announced their first major capital campaign since 1936 to construct a 26,100 square foot Junior Fair Livestock and Event Center. Depending on fundraising, the building can be heated and air-conditioned, will have large overhead doors and clear span space that can seat up to 1800 for a meeting or a meal. An adjacent 14,400 pole barn will provide additional space. Since introducing the idea this past December, the community's response highly suggested we add a multi-purpose feature to meet not only the needs of our kids, but to address the shrinking inventory of county-wide community space.

In addition to the 21-member Wayne County Fair Board and our friends at the Wayne County Community Foundation we have enlisted the help of two very well-known community leaders to serve as Co-Chairman. Mr. John Crum, CEO and President of Seaman Corporation and Mr. Harley Gerber of Gerber Feed have agreed to help in the promotion of this campaign to benefit kids, agriculture and community gatherings.

If you have questions regarding the Wayne County Fair's campaign please do not hesitate to contact the Fair office at 330-262-8001.

Thank you in advance for all that you do to make our community a great place to live and work!

Wayne County Fair Board



Important Facts about the campaign to construct The Junior Fair Livestock and Event Center

- Featured building is 26,100 square feet
- Adjacent pole building is 14,400 square feet
- Depending on fundraising main building will be heated and air-conditioned
- Clear span construction allows for 1800 for a meeting or a meal
- Campaign runs through the 2018 Fair
- Gifts of construction/building related materials are welcomed
- Tax deductible pledges can be made up to a 5-year period
- Wayne County Agricultural Society is running the campaign
- Deferred/Estate gifts are welcome, gifts of land, stock, life insurance

- Gifts of grain, corn, beans can be made and are also tax friendly

- All gifts are important

- If enough money is raised the removal of 5 buildings and the construction of 2 new buildings will begin within weeks of the 2018 Fair

- There are naming opportunities and giving categories

- The Wayne County Fair has pledged \$250,000

- The Wayne County Fair Board (21) have all pledged as individuals

- County-wide participation is expected from the Ag community, the business community, foundations, individuals

- The property at the Wayne County Fairgrounds are owned by Wayne County

- Every building on the Wayne County Fairgrounds is owned by the Wayne County Agricultural Society doing business as the Wayne County Fair



Donor Levels

Leadership Level

Gifts of \$100,000 and over

Platinum Level

Gifts of \$50,000 and over

Gold Level

Gifts of \$25,000 and over

Silver Level

Gifts of \$10,000 and over

Bronze Level

Gifts of \$1,000 and over

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division PPM	Meeting Date Requested 9/4/2018
Project Name Mechanical Street Sweeper	Estimated Total Funds/Costs \$ 260,000.00
Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED	
If No, How is the Purchase to be Funded?	
Description of Request Purchase of a new mechanical street sweeper to be used to clean the street gutters by removing trash and debris from entering the storm water system and drainage ways throughout the City. Capital Improvement Fund - 2018 Budget 731502-321557 Fully Funded Approximate cost \$260,000.00	
Justification / Benefits The existing 2000 Athey Mobile M9D Sweeper has just over 5000 hours. This machine endures many hard operational hours. These machines are expensive to maintain and wear-out over time. This machine has surpassed it's useful life and it will be traded-in or sold using GovDeals.com whichever brings best dollar value.	
Will this Project affect the City's Operating Costs	
What Alternatives Exist and what are the Implications of the Alternatives	
Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances:	
Is there a need for Suspension of the Rules or a Time Frame when this must <u>be passed</u>? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Note Reasons	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: Curt Denning	Date: 8/30/2018