



WOOSTER CITY COUNCIL
538 N. Market Street * P.O. Box 1128
Wooster, Ohio 44691-7082
Phone 330-263-5200 * www.woosteroh.com

April 12, 2016

LOCAL MEDIA

NOTICE OF COUNCIL MEETINGS

Wooster City Council will hear an annual report presentation from director of administration Joel Montgomery, and a presentation from police chief Matt Fisher, both on Monday, April 18, 2016 at 6:30 p.m. in the council chambers at Wooster City Hall, 538 N. Market Street in Wooster.

Wooster City Council will hold its next regularly scheduled meeting on Monday, April 18, 2016 at 7:30 p.m. in the council chambers of Wooster City Hall, 538 N. Market Street in Wooster.

All interested parties are welcome to attend and the opportunity to be heard will be afforded to any person interested. Further information and copy of said petition are available for public review in the office of the Clerk of Council.

Special auxiliary aids for disabled persons are available upon request. Requests must be made to Director of Administration Joel Montgomery (330-263-5242 – jmontgomery@woosteroh.com) during regular office hours.

Richard Benson
Law Director and
Acting Clerk of Council

CITY COUNCIL AGENDA

April 18, 2016

7:30 p.m.

All meetings are held in Council Chambers, 1st Floor, Wooster City Hall, 538 N. Market Street, Wooster

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. 2016-22, A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO PURCHASE VEHICLES IN ACCORDANCE WITH THE CAPITAL PLAN FOR 2016
2. First Reading - RESOLUTION NO. 2016-23, A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR CLEANING THE DETENTION BASIN AND REPLACING THE EMERGENCY OVERFLOW CULVERT ON OAKLEY ROAD
3. First Reading - RESOLUTION NO. 2016-24, 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 A PORTION OF THE WATER LINE SERVING NORTH STREET
4. First Reading - RESOLUTION NO. 2016-25, A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE PURCHASE AND INSTALLATION OF TRAFFIC SIGNALS AND RELATED EQUIPMENT
5. First Reading - ORDINANCE NO. 2016-12, AN ORDINANCE AMENDING THE ANNUAL APPROPRIATION ORDINANCE

VII. MISCELLANEOUS

IX. ADJOURNMENT

WOOSTER CITY COUNCIL MINUTES
April 4, 2016

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.

President Buytendyk introduced Dr. Michael Tefs, Wooster City Schools Superintendent, who shared information regarding school safety and security. Dr. Tefs recently received an e-mail from Homeland Security outlining the steps and security measures school districts need to implement and have in place. Dr. Tefs stated that Wooster City Schools comply and he believes exceeds the recommendations in large part due to the City of Wooster Police Department. Dr. Tefs witnessed firsthand this past week the uncanny ability of the officers to process the event and the thought and care they placed in keeping the students and community safe. He thanked the police force, Chief Fisher and Captain Rotolo for their service.

2015 Patrolman of the Year Award. Chief Fisher read the nomination letter written by Sergeant Clint Bartolic nominating Adam Anderson for patrolman of the year. Chief Fisher then presented the award to Patrolman Anderson.

II. APPROVAL OF MINUTES

Councilman Myers moved to approve the minutes of the March 21, 2016 meeting, seconded by Councilman Ansel. By voice vote the motion passed unanimously.

III. COMMUNICATIONS FROM MAYOR/ADMINISTRATION –

Mayor Breneman congratulated Patrolman Anderson on his award and thanked Chief Fisher and the police force for continued diligence. He also mentioned the situation that occurred near Kean Elementary and Wooster High School and that Sergeant Jewell was instrumental in preventing it from escalating.

The Mayor gave an update on WARCOG and stated they were moving forward with the hiring of 10 full-time and 4 part-time employees. Furniture is to be delivered on Tuesday, April 12th. Training of the new employees is to begin on May 16th. A going “live” date has not been set, but is anticipated to be in June.

Interviews for Law Director, Administrative Assistant/Council Clerk are in process and the Mayor is anticipating being able to present the candidates to city council at the next meeting for approval.

Each council person was given an envelope containing a USB flashdrive containing the City’s Annual Reports. Joel Montgomery asked whether council would be interested in a presentation summarizing the various divisions highlights from the annual report. Buytendyk asked if 45 minutes was enough, Joel said yes, the presentation will start at 6:30 p.m. prior to the next council meeting. Chief Fisher will do a presentation with a police unit beginning at 7:15 p.m.

IV. PETITIONS/COMMUNICATIONS FROM PUBLIC-

Beverly Theil, 2231 Cleveland Road – spoke on the low income housing issue.
Kristen Kidney, 104 Spink Street – spoke on the low income housing issue.
Doug Drushal, 225 N. Market – spoke on the low income housing issue.

V. COMMITTEE REPORTS; PUBLIC HEARINGS

VI. OLD BUSINESS

- 1. Tabled Item – ORDINANCE NO. 2016-07 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH MV AFFORDABLE HOUSING FOR COMMUNITY REINVESTMENT ARE TAX INCENTIVES, AND DECLARING AN EMERGENCY (Ansel)

Councilman Ansel moved to have the Ordinance moved off the table for the 3rd and final reading. Ulbright seconded. Upon roll call, motion carried unanimously (Ansel-yes; Cavin-yes; Myers-yes; Sanders-yes; Silvestri-yes; Knapic-yes and Ulbright-yes). Motion to adopt Ordinance passed 4-3 (Ansel-yes; Cavin-yes; Myers-yes; Sanders-no; Silvestri-no; Knapic-no and Ulbright-yes)

VII. NEW BUSINESS

- 1. First Reading – RESOLUTION NO. 2016-21 A RESOLUTION AUTHORIZING THE MAYOR TO ACCEPT AND APPLY GRANT MONIES FROM THE OHIO DEPARTMENT OF PUBLIC SAFETY, OFFICE OF CRIMINAL JUSTICE SERVICES, AND DECLARING AN EMERGENCY (Cavin)

Motion to suspend three readings Calvin, seconded by Silvestri. Motion to adopt Calvin, seconded by Ansel. Resolution passed unanimously (Ansel-yes; Cavin-yes; Myers-yes; Sanders-yes; Silvestri-yes; Knapic-yes and Ulbright-yes).

- 2. First Reading - ORDINANCE NO. 2016-10 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH NORTH POLE, LLC FOR COMMUNITY REINVESTMENT AREA TAX INCENTIVES, AND DECLARING AN EMERGENCY (Ansel)

Motion to suspend three readings Ansel, seconded by Calvin. Motion to adopt Ansel, seconded by Myers. Resolution passed unanimously (Ansel-yes; Cavin-yes; Myers-yes; Sanders-yes; Silvestri-yes; Knapic-yes and Ulbright-yes).

- 3. First Reading - ORDINANCE NO. 2016-11 AN ORDINANCE AUTHORIZING THE CITY OF WOOSTER TO ACCEPT A GIFT OF LAND FROM TROUTWATER, LLC (Silvestri)

Motion to suspend three readings Silvestri, seconded by Knapic . Motion to adopt Silvestri, seconded by Knapic. Resolution passed unanimously (Ansel-yes; Cavin-yes; Myers-yes; Sanders-yes; Silvestri-yes; Knapic-yes and Ulbright-yes).

VIII. MISCELLANEOUS – Clarification of presentation and police unit times, congratulations to police department and Officer Anderson.

IX. EXECUTIVE SESSION – Motion to move to Executive Session, Ansel, seconded Sanders. Unanimous vote to move to executive session. Motion to move out of Executive Session, Ansel, seconded Silvestri. Unanimous vote to move out of executive session.

IX. ADJOURNMENT

Councilman Ulbright moved to adjourn, seconded by Councilman Calvin. By voice vote the motion passed unanimously.

Michael G. Buytendyk
President of Council

Richard Benson
Acting Clerk of Council

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

Division Police Project Name Police Vehicles Requested Meeting Date 4/18/16

- Approved for Agenda
 Full Amount is Budgeted

If not, how is purchase to be funded?

Description of Purchase

Purchase of three Ford Interceptor SUV's to replace three 2012 Chevrolet Caprice's.
Car 8 - 104,200 (Over 10k hours)
Car 9 - 94,000 (Over 10k hours)
Car 12 - 93,000 (Over 10k hours)

Justifications / Benefits

The Caprice platform is scheduled to be removed from production in 2017. Despite my inquiries about the future of the Caprice, Chevrolet will not divulge whether the model will continue. On the other hand, Ford has confirmed that it will continue the Interceptor (Explorer) platform. In addition, adding three more SUV's to the fleet gives continued AWD capabilities for in-climate weather as well as increased interior capacity for the officers and equipment.
A small additional cost to these SUV's are ballistic doors. The addition of ballistic doors will give the officers a small measure of added protection. Sadly, in today's society where ambushes on police officer's are becoming more and more common, this seems like a necessary addition. Overall, the cost of the SUV's with equipment will be only approximately 500 dollars more than the Chevy Caprice.

2016 Police Vehicles with equipment and up fit	
Chevrolet Caprice	Ford Interceptor SUV
\$39,016.00	\$40,513.00

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 4/5/16

Rxs #22

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

Division Building Standards Division Project Name Replace two inspectors vehicles Requested Meeting Date 4/4/2016

- Approved for Agenda
 Full Amount is Budgeted

If not, how is purchase to be funded?

Description of Purchase

Requesting \$50,000 to replace two inspector vehicles:
1. 2000 Dodge Dakota and
2. Replace wrecked Dodge Ram truck that was totaled in an accident in 2015.

Justifications / Benefits

To provide inspection vehicles for two inspectors.

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

These vehicles will require less maintenance than a 16 year old truck and other older truck.

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

The Dodge Dakota is well past the useful life and cannot be driven safely much longer. We are currently sharing vehicles and this is not efficient.

Sole Source Bid or Non-Bid Situation?

If Yes, explain the circumstances

Vehicles will be purchased from State of Ohio Dept of Administrative Services contracts.

Requesting suspension of the rules?

If Yes, explain reasons.

These vehicles are needed as soon as possible.

Division Manager

Tim Monea

Date

3/31/2016

Res # 22

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

Division PPM Project Name Capital Truck Purchase Requested Meeting Date 3/18/16

- Approved for Agenda
 Full Amount is Budgeted

If not, how is purchase to be funded?

Description of Purchase

Purchase of a new dump truck to be used for road maintenance, leaf collection, as well as, snow and ice removal throughout the City. The new truck will be equipped with a dump bed, snow plow and salt spreader.

Capital Improvement Fund - 2016 Budget 580702-318401 Fully Funded
Approximate cost \$155,000.00

Justifications / Benefits

With a purchase of a new dump truck, our 1992 International dump truck will be taken off line and sold. The 1992 International dump truck will be sold using GovDeals.com once the new truck is delivered. The auction site that the truck will sold on is how many City vehicles and equipment have been sold in the past and historically brings the most value back to the City.

Currently, the 1992 International dump truck has many deficiencies that would need to be addressed in order to keep it in good operational standards. A few of the major deficiencies include; rusted through cab supports, rusted frame rails causing the dump bed to not rest evenly, a worn hydraulic pump in need of replacement and a new dump bed installed to eliminate debris from falling off the truck.

The new truck purchase would slightly decrease the age of the truck fleet from an average age of 2004 to an average age of 2005. Keeping the average age of our dump truck fleet between 8-10 years old decreases the amount of maintenance dollars and downtime we spend each year.

By replacing some of our older year dump trucks in our fleet at a consistent rate allows the City to budget at a more regular bases.

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

N/A

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

Continue to operate with an aging fleet that will require additional maintenance and potentially more frequent downtimes.

- Sole Source Bid or Non-Bid Situation?

If Yes, explain the circumstances

We will use State Bid Vendors to receive the best pricing available.

- Requesting suspension of the rules?

If Yes, explain reasons.

We would like to move forward on the purchase of the truck because the lead time is around 6-7 months before it would be delivered.

Division Manager

Curt Denning

Date

4/12/2016

Res #22

PPM Dump Truck Inventory

Truck #	Year	Make and Model	Color	License		Mileage		Plow		Leaf		Repairs Needed
				#				Route	Route	Box		
M-27	1992	International 4700 Dump	Green	OU 4626		112,535	Spare	Secondary	x		supports rusted through	
M-22	1996	International 4900 Dump	Green	OR 2487		116,447	2	Secondary	x		Hydraulic Pump Work	
M-26	1996	International 4900 Dump	Green	174 YEJ		114,221	6	Secondary	x		Hydraulic Pump Work	
M-21	1998	International 4900 Dump	Green	OR 2451		59,782	1	Secondary			repaired \$700	
M-24	1997	Chevrolet 7500 Dump	Green	OR 2444		64,934	5	Secondary	x		Need to repair headache rack, tailgate, frame rails	
M-27A	1998	International 4900 Dump	Green	OR 2457		37,822	x				salting	
M-20	2005	International 7400 Dump	White	OY 3347		62,228	3	Secondary	x			
M-29	2005	International 7400 Dump	White	OU 5339		65,291	4	Primary	x			
M-23	2006	International 7400 Dump	White	OV 7190		59,023	5	Primary	x			
M-28	2006	International 7400 Dump	White	OV 7189		54,609	6	Primary	x			
M-19	2013	International 7400 Dump	White	747YNT		10,081	2	Primary			New Leaf Box to be built	
M-30	2014	International 7400 Dump	White	090YPN		4,214	3	Primary			New Leaf Box to be built	
M-35	2015	International 7400 Dump	White	480YTW		1,780	1	Primary			New Leaf Box to be built	
M-25	2017	International 7400 Dump	White			200	4	Secondary				

2004 Average Truck Year

RESOLUTION NO. 2016-23

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR CLEANING THE DETENTION BASIN AND REPLACING THE EMERGENCY OVERFLOW CULVERT ON OAKLEY ROAD

WHEREAS, it is necessary to the maintenance of the storm water run-off system to clean the detention basin at the intersection of Oakley Road and Brookside Drive by collecting and removing sediment that has accumulated in the basin in order to improve its water storage capacity, and replacing the emergency overflow culvert at that location; and the cost thereof is included in the capital plan for 2016; and

WHEREAS, this City Council deems that prompt action is necessary to complete the project to improve the safe and efficient collection and distribution of storm water within the area.

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 the cleaning of the detention basin and the replacement of the emergency overflow culvert at the intersection of Oakley Road and Brookside Drive, in accordance with plans and specifications on file in the office of the director.

SECTION 2. The cost of such contract shall not exceed the amount appropriated.

SECTION 3. Resolution No. 2014-47, adopted on July 7, 2014, is hereby vacated and held for naught, the original project having been postponed due to other more pressing infrastructure needs.

SECTION 4. 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 5. 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: _____, 2016
Mayor _____

Introduced by: Craig Sanders

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

Division Engineering	Meeting Date Requested April 18, 2016
Project Name Oakley Road Detention Basin Cleaning and Emergency Overflow Culvert Replacement	Approved for Agenda
Estimated Total Cost \$300,000 (Storm Sewer 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 Purchase This is a request to authorize advertisement and award of a contract to the lowest and best bidder for cleaning sediment from the detention basin at Oakley Road and Brookside Drive intersection and replacing the basin's outlet structure. The project will also replace the emergency overflow culvert which is an existing corrugated metal culvert past its useful life and close to failure.	
Justification / Benefits Sediment has built up over time reducing the storm water storage capacity of the detention basin. This project will restore some storage capacity and replace the outlet structure.	
Will This Project Effect the City's Operating Costs This project will reduce maintenance costs associated with maintaining the basin.	
What Alternatives Exist and What Are The Implications of The Alternatives Do nothing, and continue to build up sediment within the basin which will continue to reduce storage. Future road closures are possible if the emergency overflow culvert fails.	
Is This A Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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 soon as possible in order to schedule the work later this summer or early fall.	
Division Manager Roger Kobilarcsik	Date April 11, 2016

Res #23

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

Division Engineering	Meeting Date Requested April 18, 2016
Project Name North Street W/L Replacement	Approved for Agenda
Estimated Total Cost \$ 75,000 (Water Fund)	
Is Full Amount Budgeted <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If No, How Is The Purchase To Be Funded? The funds for this project are included in the 2016 Appropriation Budget.	
Description Of Purchase 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 North Street between Buckeye Street and the first alley east of Buckeye. This project involves the replacement of approximately 470 linear feet of 4" C.I. W/L having a history of breaks with a 6" ductile iron W/L and completing a loop. The project includes replacing 1 water service and 1 fire hydrant.	
Justification / Benefits This project will replace an aging waterline with a history of breaks as well as being undersized.	
Will This Project Effect the City's Operating Costs This project should reduce maintenance and operating 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 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 April 11, 2016

Res # 24

RESOLUTION NO. 2016-25

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE PURCHASE AND INSTALLATION OF TRAFFIC SIGNALS AND RELATED EQUIPMENT

WHEREAS, it is necessary to provide for the replacement of traffic signals serving North Street at its intersections with Grant, Walnut, Market and Bever Streets, and such expense has been budgeted for 2016.

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 the purchase and installation of traffic signals and related equipment, in accordance with specifications on file in the office of the Director of Administration.

SECTION 2. The cost of such contract will not exceed the amount appropriated 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: _____, 2016

Mayor

Introduced by: Jon E. Ulbright

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

Division Engineering	Meeting Date Requested April 18, 2016
Project Name North Street Traffic Signal Bids	Approved for Agenda
Estimated Total Cost \$650,000 (\$284,500 Capital Funds) (\$365,500 CDBG/Critical Infrastructure Funds)	
Is Full Amount Budgeted <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If No, How Is The Purchase To Be Funded? The construction is budgeted in the Capital Improvement and CDBG Funds .	
Description Of Purchase This is a request to authorize advertisement and award of a contract to the lowest and best bidder for the replacement of the traffic signals along North Street at Grant, Walnut, Market and Bever Street intersections. This will be a complete replacement of the signal systems in accordance with current standards and technology.	
Justification / Benefits These signals are among the top signals to be replaced from a survey completed on all the City's signals.	
Will This Project Effect the City's Operating Costs This project should have little or no effect on the City's operating costs. Signal maintenance should be reduced after the project is completed.	
What Alternatives Exist and What Are The Implications of The Alternatives Do nothing, and the traffic signals will continue to deteriorate and require increased maintenance.	
Is This A Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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 Yes, a suspension of the rules is necessary so we can proceed with the project.	
Division Manager Roger Kobilarcsik	Date April 11, 2016

Ros #25

**Request for Agenda Item
Non-Capital**

Division **Meeting Date Requested**

Project Name **Approved for Agenda**

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

\$75,000 for code enforcement:
Demo houses, mowing, debris clean up and software upgrades

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

Yes, two houses have gone through the legal process and are ready for demo. The South St. property has been set on fire and is a hazard.

Manager Requesting

Date

Approved for Agenda

Ord #12