

CITY COUNCIL AGENDA

September 4, 2012

7:30 p.m.

The meeting will be held 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

VII. NEW BUSINESS

1. First Reading - RESOLUTION NO. 2012-83 AUTHORIZING THE DIRECTOR OF FINANCE TO ISSUE PAYMENT FOR SERVICES RENDERED UNDER CONTRACT(S) WITH VENDORS OR FOR SERVICES PROVIDED TO THE MUNICIPALITY (Ansel)

2. First Reading - RESOLUTION NO. 2012-84 AUTHORIZING THE PUBLIC WORKS ADMINISTRATOR TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE CONSTRUCTION OF SIDEWALKS AND CROSSWALK IMPROVEMENTS ON MELROSE DRIVE (Ulbright)

3. First Reading - RESOLUTION NO. 2012-85 AUTHORIZING THE PUBLIC WORKS ADMINISTRATOR TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE PURCHASE WATER METERS FOR THE UTILITIES DIVISION (Sanders)

4. First Reading - RESOLUTION NO. 2012-86 AUTHORIZING THE PUBLIC WORKS ADMINISTRATOR TO ENTER INTO A CONTRACT(S) WITH THE LOWEST AND BEST BIDDER(S) FOR THE CONSTRUCTION OF VARIOUS COMPONENTS OF THE IMPROVEMENTS IN THE IMMEDIATE VICINITY OF THE MERCHANT'S BLOCK DEVELOPMENT, AND DECLARING AN EMERGENCY (Sanders)

VIII. MISCELLANEOUS

IX. ADJOURNMENT

RESOLUTION NO. 2012-83

A RESOLUTION AUTHORIZING THE DIRECTOR OF FINANCE TO
ISSUE PAYMENT FOR SERVICES RENDERED UNDER
CONTRACT(S) WITH VENDORS OR FOR SERVICES PROVIDED TO
THE MUNICIPALITY

WHEREAS, the city, in cooperation with Main Street Wooster, has established a fund known as the Downtown Beautification Fund, by which monies are donated for the beautification of the downtown area with plantings and the maintenance thereof; and

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; and

WHEREAS, in the case below neither the purchase order nor the fiscal officer's certification were issued at the time performance of the contract or service commenced, thus necessitating that this matter come to the legislative authority for authorization of the drawing of warrants in payment of amounts due upon the contract; and

WHEREAS, the contractor has performed services in accordance with the terms of the contract or otherwise provided services to the municipality, such that authorization of payment is appropriate; and the funds for this purchase order are budgeted.

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 draw a warrant for the payment of the following purchase order: Buchwalter Greenhouse, in the amount of \$11,500.00, payable from the General Fund (Public Properties Maintenance Division cost center), for the purchase of downtowns hanging baskets and related gardening services.

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 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: _____, 2012

Mayor

Introduced by: Jon Ansel

V

CITY OF WOOSTER BILL TO: Accounts Payable 538 N. Market Street PO Box 1128 Wooster, OH 44691 Phone: (330) 263-5200 FAX: (330) 263-5262	PURCHASE ORDER TO: Vendor No.: 341814535 BUCHWALTER GREENHOUSE 6554 BACK ORVILLE RD WOOSTER, OH 44691 Vendor Phone: Vendor FAX: City is Sales TAX EXEMPT TERMS:	PURCHASE ORDER NO.: A27263 Page 1 of 1 DATE: 07/18/12 P.O. number must be shown on invoice, packing list, statements and correspondence. INVOICE NUMBER: 14182, 14183, 14184 INVOICE DATE: 7-5-12 PAYMENT DUE DATE: 8-24-12 TOTAL AMOUNT DUE: \$7869.12 P
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Item No.	DESCRIPTION	Quantity	Price	Extension
0001 JC 7.13.12 14182-6741.00 14183-428.12 14184-1200.00 251401-2330	SUPER BLANKET PO FOR DOWNTOWN HANGING BASKETS, PLANTS FOR PLANTERS, ETC. LABOR & FERTILIZER FOR 22 WEEKS 11,500.00	1	11,500.00 1869.12 3030.88	11,500.00

ORDERING DEPT: Janeli Cooper The following conditions and guarantees are a material part of the contract and acceptance of this order will be an acceptance of the conditions and guarantees. You must comply with all applicable federal, state, or local laws and regulations such as equal opportunity employment, prevailing wage, etc. F.O.B. delivered address unless otherwise specified. If unable to ship material when and as promised, please advise when shipment can be made. The right is reserved to cancel all or any part if not shipped as specified. Substitutions or alterations of this order not allowed. Faxed invoices will be accepted but invoices in lead pencil or carbon will not. Seller guarantees that the goods furnished on this order are first class as to material and workmanship and suitable for the purpose for which they are bought.	TOTAL APPROVED AMOUNT \$ 11,500.00 Services/Goods Received: Date: Validation: Andrei A. Dordca, Saralyn Lash, Darrell Moser, Stacey L. Thomas  Finance Officer This validation certifies availability of funds. Purchase order is invalid without Finance Officer's Signature
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Pos # 83

RESOLUTION NO. 2012-84

A RESOLUTION AUTHORIZING THE PUBLIC WORKS ADMINISTRATOR TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE CONSTRUCTION OF SIDEWALKS AND CROSSWALK IMPROVEMENTS ON MELROSE DRIVE

WHEREAS, in accordance with the Melrose Drive Improvement Project the city received grant approval from the Safe Routes to Schools program for the construction of sidewalks in the vicinity of Melrose Elementary School in order to provide for the safety of school children en route to and from school, as well as pedestrian and vehicular traffic in such areas; and

WHEREAS, ninety percent (90%) of the costs of this project will be provided by the grant funds, with the remaining ten percent (10%) being assessed to the owners of the parcels of land bounding and abutting on the proposed improvements; and the entire project is included in the budget for 2012.

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

SECTION 1. That the Public Works Administrator is hereby authorized to advertise according to law and enter into a contract with the lowest and best bidder for the construction of sidewalks and crosswalk improvements on Melrose Drive, from Portage Road to Sunset Lane, in accordance with final plans and specifications on file in the office of the Public Works Administrator.

SECTION 2. The cost of said project shall not exceed the amount appropriated for this purpose in the 2012 Appropriation Ordinance adopted by this Council in Ordinance No. 2011-33.

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: _____, 2012
Mayor

Introduced by: Jon E. Ulbright

**REQUEST FOR AGENDA ITEM
AUTHORIZATION FOR BID & CONTRACT**

Division: **Engineering**

Meeting Date Requested: **September 4, 2012**

Project Name: **Melrose Safe Routes to Schools; ODOT PID 90935** Approved for Agenda:
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1. Estimated Total Cost: **\$129,400. ODOT Grant = \$116,400 (90%), Local Funds = \$13,000 (10%)**
2. Is the full amount budgeted? **YES**. If no, how is the purchase to be funded?

This is a request advertise for bids and enter into a contract with the lowest and best bidder for the construction of sidewalk and crosswalk improvements on Melrose Drive from Portage Road to Sunset. The City's portion of the project is budgeted from the Capital Improvements Fund, but these costs will be assessed to the adjacent property owners as part of the Melrose project. ODOT is funding 90% of construction and construction engineering costs, or \$129,400. All of the construction engineering, contract management and inspection will be performed in-house by the engineering division staff. ODOT will also reimburse 90% of these costs back to the City.

4. Justification\Benefits: **The Ohio Department of Transportation has committed to funding 90% of the construction costs for this project in FY2012. Council has already authorized the funding agreement with ODOT for these funds.**

These projects were the highest priority on the ODOT approved, Wooster School Travel Plan. This plan and the projects therein were selected based on student and parent surveys, and school officials and teacher input.

5. Will this project affect the city's operating costs? **This is new construction; therefore maintenance costs should be minimal.**
6. What alternatives exist and what are the implications of the alternatives. **We could do nothing, and turn down the grant funds. We could proceed with the project using other interest accruing financing methods.**
7. Is this a sole source request? **NO** If yes, explain the circumstances:
8. Are you requesting suspension of the rules and passage on one reading? If yes, note reasons. **No. However, earlier passage would allow for easier coordination of the work currently taking place, and allow the opportunity to advertise and bid this project as soon as possible in order to obtain the best possible bids.**

Joel Montgomery
Public Works Administrator

Date: August 30, 2012

Res #84

**REQUEST FOR AGENDA ITEM
AUTHORIZATION FOR CONTRACT**

Division: **Distribution & Collection/Utilities**

Meeting Date Requested: **September 4, 2012**

Project Name: **Water Meter Replacement** Approved for Agenda:

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1. Estimated Total Cost: **Estimated cost is \$50,000 for 300, 5/8 inch meters and 100, 1" & 2" meters.**

2. Is the full amount budgeted? **YES** or NO. If no, how is the purchase to be funded? **Funds are available in the Water Fund.**

3. Description of Purchase: **Request to advertise for bids and enter into a contract for the purchase of residential and small commercial water meters. replacement of a portion of the aging, smaller water meters which are beyond their useful life and have been failing**

4. Justification\Benefits: **The City has traditionally experienced approximately 30% unaccounted for water loss. This primarily attributed to water breaks/leaks in pipes and uncalibrated water meters, but is also contributed to by aging, failing meters which are beyond their useful life. The City averaged approximately \$200,000/year in lost revenue between 2008 and 2010. The City is actively seeking to reduce the unaccounted for water by locating leaks, calibrating large meters, and now by requesting to replace a portion of these smaller meters.**

Ultimately, we will need to replace significantly more meters, as well as all of the Meter Transmitting Units, as they reach the end of useful life. MTU's are failing at an alarming rate, and a replacement schedule should have been initiated 3 years ago. We are currently observing a 10% to 20% meter failure in addition to the MTU failure. We will be budgeting for these replacements in the 2013 budget. If MTUs and meters are not replaced, water usage will not be able to metered and transmitted for billing, resulting in estimated bills, customer service disruption, and lost revenue.

5. Will this project affect the city's operating costs? **Individual meters are an operating expense, however, replacements will be performed by in house staff, greatly reducing operating costs as compared to contracted installation services (more than \$90,000 savings).**

6. What alternatives exist and what are the implications of the alternatives. **The only alternative would be to stop replacing meters and MTUs, and return to manual meter reading or all estimated usage.**

7. Is this a sole source request? **NO** If yes, explain the circumstances:

8. Are you requesting suspension of the rules and passage on one reading? If yes, note reasons. **No, however, meters are experiencing a significant failure rate and need to be replaced as soon as possible to avoid revenue loss and maintain a feasible work load for the meter technicians.**

Joel Montgomery
Public Works Administrator

Date: August 30, 2012

Res #85

**REQUEST FOR AGENDA ITEM
AUTHORIZATION FOR BID & CONTRACT**

Division: **Engineering**

Meeting Date Requested: **September 4, 2012**

Project Name: **Liberty & Walnut Signal & Streetscape Project** Approved for Agenda:

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1. Estimated Total Cost: **\$234,000**

2. Is the full amount budgeted? **YES**. If no, how is the purchase to be funded? **The costs for this project will be paid from OPWC funds (\$73,000), Permissive Tax (\$65,000), CDBG (\$75,000), and Capital Improvement Fund (\$21,000).**

3. Description of Purchase: **This is a request to authorize entering into a contract for constructing the various components of the streetscape, traffic signals, sidewalk and landscaping in the Liberty and Walnut Streets area. These improvements comprise Contracts D,E, F & G of this project, will provide a new traffic signal, streetscape on Walnut Street, and landscaping along Liberty, Walnut and the parking lot for the existing and proposed development in the area, including Chase Bank, County Courthouse, downtown retail and restaurants, and Merchants Block.**

4. Justification\Benefits: **The majority of this work is being funded by grants or other non-city funds. The previous streetscape and parking were removed during the demolition of the former Freedlander's building. This project will replace and improve downtown parking and pedestrian access to businesses. Council previously approved contracts A, B and C, which included streetscape on Liberty, parking lot construction, utilities, and electrical for street and parking lot lighting. This would complete the City's obligation for improvements in this area.**

5. Will this project affect the city's operating costs? **This is new construction; therefore maintenance costs should be minimal.**

6. What alternatives exist and what are the implications of the alternatives. **None.**

7. Is this a sole source request? **NO** If yes, explain the circumstances:

8. Are you requesting suspension of the rules and passage on one reading? If yes, note reasons. **No. However, earlier passage would allow for easier coordination of the work currently taking place, and allow the opportunity to advertise and bid this project as soon as possible in order to obtain the best possible bids.**

Joel Montgomery
Public Works Administrator

Date: August 30, 2012

Handwritten initials