

**CITY COUNCIL AGENDA**  
**November 3, 2020**  
**Zoom Videoconference meeting**  
**7:30p.m.**

The council meeting will be conducted via Zoom Videoconferencing with public access through YouTube.

- I. ROLL CALL & ORDERING OF AGENDA**
- II. APPROVAL OF MINUTES**
- III. COMMUNICATIONS FROM MAYOR/ADMINISTRATION**
- IV. PETITIONS/COMMUNICATIONS FROM PUBLIC**  
Liquor Control – Wooster Local Roots  
140 S. Walnut  
Wooster, Ohio 44691
- V. COMMITTEE REPORTS; PUBLIC HEARINGS**
- VI. UNFINISHED BUSINESS**
  - 1. Second Reading – ORDINANCE NO. 2020-42  
AN ORDINANCE AMENDING ORDINANCE NO. 2004-33 BY EXPANDING THE BOUNDARIES OF THE WOOSTER COMMUNITY REINVESTMENT AREA #1 AND PERMITTING NEW CONSTRUCTION FOR RESIDENTIAL CRA TAX INCENTIVES, AND DECLARING AN EMERGENCY (Ansel)
- VII. NEW BUSINESS**
  - 1. First Reading – ORDINANCE NO. 2020-43  
AN ORDINANCE AMENDING THE ANNUAL APPROPRIATION ORDINANCE AND DECLARING AND EMERGENCY (Ansel)
  - 2. First Reading – RESOLUTION NO. 2020-54  
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR PAVEMENT RESURFACING AND REPAIRS, AND DECLARING AN EMERGENCY (Bostancic)
  - 3. First Reading – RESOLUTION NO. 2020-57  
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT(S) WITH THE LOWEST AND BEST BIDDER(S) FOR THE PURCHASE OF CERTAIN MATERIALS FOR THE WATER TREATMENT PLANT (Silvestri)
  - 4. First Reading – RESOLUTION NO. 2020-58  
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT(S) WITH THE LOWEST AND BEST BIDDER FOR THE PURCHASE OF CERTAIN MATERIALS FOR THE WASTE RECOVERY RESOURCE FACILITY(Silvestri)

5. First Reading – RESOLUTION NO. 2020-59  
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT(S) WITH THE LOWEST AND BEST BIDDER(S) FOR LIME AND BIOSOLIDS RESIDUAL MANAGEMENT(Silvestri)
  
6. First Reading – RESOLUTION NO. 2020-60  
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT(S) WITH THE LOWEST AND BEST BIDDER(S) FOR THE PURCHASE OF MAINTENANCE SERVICES AND IMPROVEMENTS FOR THE BIOGAS COMBINED HEAT AND POWER ENGINE AT THE WASTE RECOVERY RESOURCE FACILITY(Silvestri)

## **VIII. MISCELLANEOUS**

## **IX. ADJOURNMENT**

**NOTICE TO LEGISLATIVE  
AUTHORITY**

**OHIO DIVISION OF LIQUOR CONTROL**  
 8608 TUSSING ROAD, P.O. BOX 4005  
 REYNOLDSBURG, OHIO 43068-9005  
 (614)644-2360 FAX(614)644-3166

TO

9773544 PERMIT NUMBER		NEW TYPE	<b>WOOSTER LOCAL FOODS COOPERATIVE INC</b> <b>DBA LOCAL ROOTS MARKET &amp; CAFE</b> <b>140 S WALNUT ST</b> <b>WOOSTER OH 44691</b>
ISSUE DATE			
06 08 2020 FILING DATE			
C1 PERMIT CLASSES			
85 TAX DISTRICT	165 B	C73178 RECEIPT NO.	

FROM 10/19/2020

PERMIT NUMBER		TYPE
ISSUE DATE		
FILING DATE		
PERMIT CLASSES		
TAX DISTRICT		RECEIPT NO.



MAILED 10/19/2020

RESPONSES MUST BE POSTMARKED NO LATER THAN. 11/19/2020

**IMPORTANT NOTICE**

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL  
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES

**B NEW 9773544**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT  
 THE HEARING BE HELD  IN OUR COUNTY SEAT.  IN COLUMBUS.

WE DO NOT REQUEST A HEARING.

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)-  Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

**CLERK OF WOOSTER CITY COUNCIL**  
**538 N MARKET ST**  
**PO BOX 1128**  
**WOOSTER OHIO 44691**

ORDINANCE NO. 2020-42

AN ORDINANCE AMENDING ORDINANCE NO. 2004-33  
BY EXPANDING THE BOUNDARIES OF THE WOOSTER  
COMMUNITY REINVESTMENT AREA #1 AND  
PERMITTING NEW CONSTRUCTION FOR RESIDENTIAL  
CRA TAX INCENTIVES, AND DECLARING AN  
EMERGENCY

WHEREAS, this City Council, with the adoption of Ordinance No. 2004-33, created Wooster Community Reinvestment Area #1, in which qualified properties may be eligible for tax incentives for repair or reconstruction thereof; and

WHEREAS, the Wooster Community Reinvestment Area #1 is intended to support reinvestment of developed areas otherwise at risk of economic decline, the preservation and creation of new housing opportunities, and job retention and creation by firms producing goods and services provided outside of the region; and

WHEREAS, by the adoption of Ordinance No. 2006-1 and 2007-58 this Council amended the earlier Ordinance by expanding the boundaries of the Wooster Community Reinvestment Area #1; and by Ordinance No. 2008-02 expanding the boundaries and amending Section 4 with criteria for expedited agreements; and by Ordinance No. 2020-16 by permitting incentives for residential new construction; and

WHEREAS, this Council desires to once again expand the CRA described in the above-designated Ordinance in order to promote reinvestment in an area that is presently adjacent to the existing CRA, and also to promote basic sector job creation for the benefit of residents residing within and to eliminate from its boundaries areas to be protected from development.

WHEREAS, the Wooster Growth Corporation has reviewed and recommended the areas shown in Exhibit A for inclusion in the CRA, recommended limiting housing incentives within the CRA North of 40°48'50"N to 50% within residentially zoned districts and has recommended a policy that CRA incentives to non-basic sector businesses outside of downtown be required to demonstrate a commitment of 10 jobs and an investment of at least \$1,000,000.

WHEREAS, the Wooster Economic Development Office has prepared a Housing Study to evaluate the level of real estate investment and distress within the community and identified areas of distress.

WHEREAS, the expansion of CRA into certain territory where the City is not otherwise able to extend Enterprise Zone incentives ensures that this City Council retains sufficient autonomy in its economic development affairs; and

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

SECTION 1. That Section 2 of Ordinance No. 2004-33 is hereby amended to read as follows:

The boundaries of the Wooster Community Reinvestment Area #1 shall be the area bounded-as depicted in the CRA Map, Exhibit A.

SECTION 2. That Section 4 of Ordinance No. 2004-33 is hereby amended to include the following to the specified rates and terms to real property tax abatement:

Within the Community Reinvestment Area, the percentage of the tax exemption on the increase in the assessed valuation resulting from improvements to commercial and industrial real property and the term of those exemptions shall be negotiated on a case-by-case basis in advance of construction or remodeling occurring, according to the rules outlined in the ORC Section 3765.67. The results of the negotiation as approved by this City Council will be set in writing in a Community Reinvestment Area Agreement as outlined in ORC Section 3735.671. For residential property, a tax exemption on the increase in the assessed valuation resulting from improvements as described in ORC Section 3735.67 shall be granted upon proper application by the property owner and certification thereof by the designated Housing Officer for the following periods. Residential applications must be filed with the Housing Officer no later than six months after construction completion.

The following rates and terms apply to real property tax abatement:

- (a) 100% abatement for ten (10) years, (term the same for all) for the remodeling of dwellings containing not more than two housing units, and upon which the cost of remodeling is at least \$2,500, as described in ORC Section 3735.67, when positioned south of 40°48'50"N. All other dwellings containing not more than two housing units are eligible to receive 50% abatement for ten (10) years when contained within a R-2 Zoning District as designated in the City of Wooster's 2019 zoning map amendment and the cost of remodeling is at least \$50,000.
- (b) Abatement can be up to 100% for up to (12) years (negotiated - up to 12 years) for existing commercial and industrial facilities and shall be negotiated on a case-by-case basis in advance of construction or remodeling occurring. Apartment complexes of three (3) or more units will be considered commercial structures for the CRA program. The cost of remodeling must be at least \$5,000, as described in ORC Section 3735.67.
- (c) Abatement can be up to 100% for up to (15) years (negotiated - up to 15 years) for new commercial or industrial facilities and shall be negotiated on a case-by-case basis in advance of construction occurring. Retail and other point-of-sale

businesses located outside of the C-4 shall have a minimum commitment of ten jobs and \$1,000,000 investment.

(d) Abatement can be up to 100% abatement for twelve (12) years, dependent upon the request of the applicant, for the new construction of residential single-family dwellings that are individually-platted when located south of 40°48'50"N, and upon which the cost of new construction is at least \$2,500, as described in ORC Section 3735.67. All other dwellings containing not more than two housing units are eligible to receive, dependent upon the request of the applicant, up to 50% abatement for ten (10) years when contained within a R-2 Zoning District as designated in the City of Wooster's 2019 zoning map amendment and the cost of new construction is at least \$50,000, except that the term may be extended an additional two years for a maximum of twelve (12) years with evidence of LEED (Leadership in Energy and Environmental Design) certification for the project.

If remodeling qualifies for an exemption, the exempted percentage of the dollar amount of the increase in market value of the structure during the period of the exemption shall be exempt from real property taxation. If new construction qualifies for an exemption, the exempted percentage of the structure shall not be considered to be an improvement on the land on which it is located for the purpose of real property taxation during the period of the exemption.

(e) Failure to fulfill the requirement of substantial positive impact during the abatement period and for one additional year for each year of abatement may cause all tax abatements received by the organization to be owed and payable to the City of Wooster upon demand. Upon receipt of these penalty payments the City shall cause distribution of said monies to the other affected taxing districts in their prorated share. Council reserves discretion to exempt commercial building rehabilitation projects from the one year for each year of abatement requirement on a case-by-case basis.

SECTION 3. This Council finds and declares that all formal actions concerning and relating to the adoption of this Ordinance occurred in an open meeting of this Council or its committees, in compliance with the law.

SECTION 4. This Ordinance 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; wherefore, this Ordinance 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 the Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

1st reading 10-19-20 2nd reading \_\_\_\_\_ 3rd reading \_\_\_\_\_

Passed: \_\_\_\_\_, 2020

Vote: \_\_\_\_\_

Attest: \_\_\_\_\_  
Clerk of Council

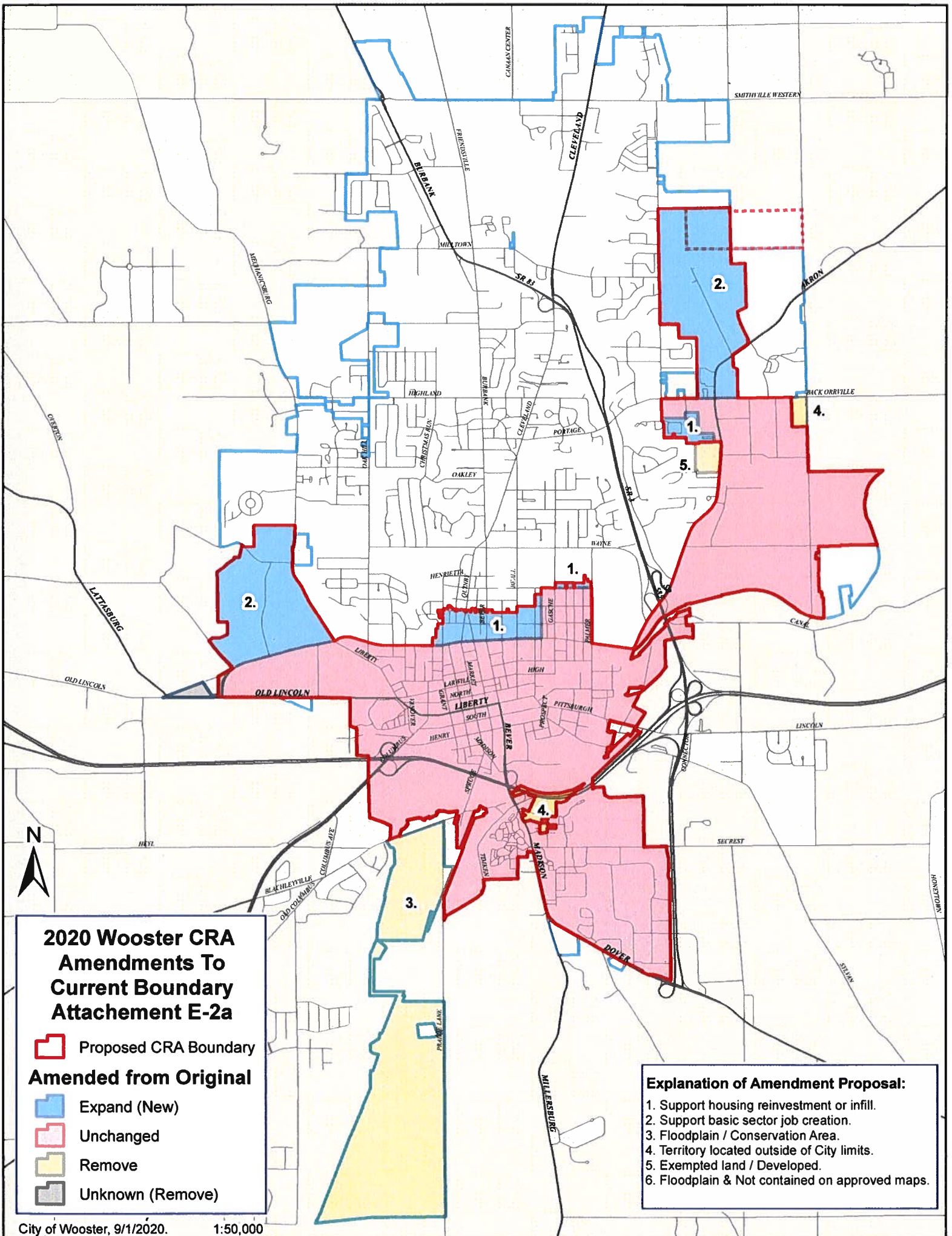
\_\_\_\_\_  
President of Council

Approved: \_\_\_\_\_, 2020






\_\_\_\_\_  
Mayor

Introduced by: Jon Ansel





**2020 Wooster CRA  
Amendments To  
Current Boundary  
Attachement E-2a**

-  Proposed CRA Boundary
- Amended from Original**
-  Expand (New)
-  Unchanged
-  Remove
-  Unknown (Remove)

- Explanation of Amendment Proposal:**
1. Support housing reinvestment or infill.
  2. Support basic sector job creation.
  3. Floodplain / Conservation Area.
  4. Territory located outside of City limits.
  5. Exempted land / Developed.
  6. Floodplain & Not contained on approved maps.





538 N. Market Street P.O. Box 1128  
Wooster, Ohio 44691-3406

**Jonathan S. Millea, AICP, CECD**  
Development Coordinator  
Phone : (330) 263-5250  
Fax: (330) 263-5247  
Email: [jmillea@woosteroh.com](mailto:jmillea@woosteroh.com)

## MEMO

**To:** Wooster City Council, City Administration  
**From:** Jonathan Millea AICP CECD, Development Coordinator  
**CC:** Dr. Michael Tefs, Wooster City School District; Mr. Nathan Schindewolf, Triway Local School District; Mr. Tom Pukys, Wayne Economic Development Council; Ms. Shannon Waller, Main Street Wooster; Ms. Samira Zimmerly, Wooster Area Chamber of Commerce  
**Date:** 10/15/2020  
**Re:** **Wooster CRA #1 Boundary and Policy Amendments**

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Dear Members of Wooster City Council,

We are pleased to present recommendations to the CRA Boundary and policies for your upcoming meeting on October 19, 2020. Separately, we will be sending you a copy of the completed CRA Housing Study, required for the filing of the CRA boundary amendments with the State of Ohio.

The Wooster Growth Corporation has reviewed citywide data on housing, evaluated the impacts of real estate incentives for residential projects, historic rehabilitation and reinvestment in older buildings, and projects involving job creation. The organization was aided with a subcommittee containing representation from Wooster City Council. In doing so, the Wooster Growth Corporation has provided the following recommendations (see MAP attached) which are incorporated into the proposed legislation:

1. Extend CRA #1 to the Cornerstone neighborhood (vicinity of Pearl St.) and to the vicinity of Williams Way, to support housing reinvestment and infill.
2. Extend CRA #1 to all industrial zones in the Wooster City School District to aid job creation.
3. Remove CRA #1 from Wooster's water well-field south of Columbus Rd.
4. Remove unincorporated areas from existing boundary.
5. Limit the level of residential incentives to 50% for 10 years for new home construction projects north of Long Road with a minimum investment of \$50,000 (or 12 years for LEED-certified projects.)
6. Allow projects involving building rehabilitation to be exempted from the two year for every one year of abatement performance requirement.
7. As a matter of policy (not specified in the legislation), require a minimum of 10 jobs and \$1MM investment from retail businesses when projects are evaluated at Long Road.
8. As a matter of policy (not specified in the legislation), limit CRA incentives to the maximum offered Enterprise Zone incentives of 75% for 10 years.

As proposed in the legislation, Council along with the Board of Educations of partner school districts will continue to retain *discretion* for all projects with terms of up to 15 years and 100%.

Staff has additionally added a clarification on new construction of residential homes, in addition to clarifying that the CRA boundary does not include the City of Wooster's northern wells.

Please feel free to contact us with any questions or requests for additional information.

*Jonathan Millea, AICP, CECD*  
Development Coordinator

ORDINANCE NO. 2020-43

AN ORDINANCE AMENDING THE ANNUAL APPROPRIATION ORDINANCE AND DECLARING AND EMERGENCY

WHEREAS, the Council of the City of Wooster adopted an Annual Appropriation Ordinance No. 2019-22 for Fiscal Year 2020, and from time-to-time it becomes necessary to amend that Ordinance; and

WHEREAS, The Finance Director currently estimates the interest to be approximately \$900 for fiscal year 2020

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

SECTION 1. Pursuant to Resolution No. 2020-36 the City requested their portion of the County's Coronavirus Relief Distribution Fund and has received \$2,143,236.28 year-to-date;

SECTION 2. Coronavirus Relief funds have been on deposit in an interest-bearing account and will be so until fully expended or returned;

SECTION 3. That any interest accumulated is hereby appropriated from the unappropriated balance in the CARES ACT Fund (Fund No. 124).

SECTION 4. 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 5. This Ordinance 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; wherefore, this Ordinance 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 the Council; otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

1st reading \_\_\_\_\_ 2nd reading \_\_\_\_\_ 3rd reading \_\_\_\_\_

Passed: \_\_\_\_\_, 2020 Vote: \_\_\_\_\_

Attest: \_\_\_\_\_ Clerk of Council \_\_\_\_\_ President of Council

Approved: \_\_\_\_\_, 2020 \_\_\_\_\_ Mayor

Introduced by: Jon Ansel

RESOLUTION NO. 2020-54

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR PAVEMENT RESURFACING AND REPAIRS, AND DECLARING AN EMERGENCY

WHEREAS, the Director of Administration, in consultation with the City Engineer, has recommended resurfacing and repairs to Old Mansfield Road, West Bowman Street (Mechanicsburg to Quinby), and Grant Street (Henry to Larwill), for the safety of vehicular traffic traveling through that area, and;

WHEREAS, this City Council has determined that prompt action is necessary to begin the process of bidding and that the cost thereof will be included in the 2021 Appropriations Budget.

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

SECTION 1. The Director of Administration is hereby authorized to advertise according to law and enter into a contract with the lowest and best bidder for pavement resurfacing and repairs to Old Mansfield Road, West Bowman Street (Mechanicsburg to Quinby), and Grant Street (Henry to Larwill), in accordance with final plans and specifications on file in the office of the Director of Administration.

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

SECTION 3. This Council finds and declares that all formal actions concerning and relating to the adoption of this Resolution occurred in an open meeting of this Council or its committees, in compliance with the law.

SECTION 4. This Resolution 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 improve the pavement of City Streets for the safety of vehicular traffic; 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 \_\_\_\_\_ 2nd reading \_\_\_\_\_ 3rd reading \_\_\_\_\_

Passed: \_\_\_\_\_, 2020 Vote: \_\_\_\_\_

Attest: \_\_\_\_\_  
Clerk of Council President of Council

Approved: \_\_\_\_\_, 2020  
Mayor

Introduced by: Bill Bostancic

#  
2

Res 2020-54

### Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

<b>Division:</b> Engineering	<b>Meeting Date Requested</b> November 2, 2020
<b>Project Name</b> Old Mansfield Road, W. Bowman Street and Grant Street Resurfacing Project PID 111450	<b>Estimated Total Funds/Costs</b> \$743,241 (ODOT Large City Funds \$428,241)(Local Funds \$315,000)
<b>Is Full Amount Budgeted?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, three readings NOT REQUIRED	
<b>If No, How is the Purchase to be Funded?</b> Funding for this project will be included in the 2021 Appropriation Budget	
<b>Description of Request</b> This is a request to authorize advertisement and award of a contract with the lowest and best bidder for resurfacing and repairing pavement on Old Mansfield Road, W. Bowman Street from Mechanicsburg Road to Quinby Avenue, and Grant Street from Henry Street to Larwill Street. The project will mill the existing surface, adjust manholes and water valve boxes to grade, and place new asphalt and pavement markings. All of the engineering design, construction administration and inspection will be performed in-house by the engineering staff.	
Council has already passed the cooperative agreement with ODOT for this project (Resolution 2020-02)	
<b>Justification / Benefits</b> These roads have been scheduled for resurfacing in 2021. This legislation will allow the City to remain on ODOT's schedule.	
<b>Will this Project affect the City's Operating Costs</b> This project should reduce maintenance costs by repairing deteriorating roads.	
<b>What Alternatives Exist and what are the Implications of the Alternatives</b> Do nothing and continue to patch holes as best as possible.	
<b>Is this a Sole Source Bid or Non-Bid Situation</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances:	
<b>Is there a need for Suspension of the Rules or a Time Frame when this must be passed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons Suspension of the rules is not necessary but earlier passage would allow the opportunity to advertise and bid this project as early as possible in order to obtain the best possible bids.	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
<b>Manager Requesting:</b> Roger Kobilarcsik	<b>Date:</b> October 21, 2020
<b>Approved for Agenda</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	





2020-57

### Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

<b>Division</b> Utilities / Water Production	<b>Meeting Date Requested</b> 11/2/2020
<b>Project Name</b> Water Plant Soda Ash Contract	<b>Estimated Total Funds/Costs</b> \$146,760
<b>Is Full Amount Budgeted?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If YES, three readings NOT REQUIRED</b>	
<b>If No, How is the Purchase to be Funded?</b> Funding will be included in the 2021 & 2022 Appropriations Budget	
<b>Description of Request</b> To authorize the Director of Administration to enter into a contract with lowest and best bidder for purchase and delivery of soda ash. The estimate for the two year contract (2021 and 2022) is \$146,760. Chemicals are necessary to maintain water quality and ensure a consistent quality of drinking water. Soda ash is used in the treatment process to remove elements that cause non-carbonate hardness (anions of sulfate) in the softening process to and improve water aesthetics. 2019 expense totaled \$67,155 and 2020 expense expected \$73,380. Based on current trends the two year budget is expected to be \$146,760 with an expected cost savings with a two year contract.  The contract term will be January 1, 2021 to December 31, 2022.	
<b>Justification / Benefits</b> Chemicals needed for the water treatment process.	
<b>Will this Project affect the City's Operating Costs</b> No	
<b>What Alternatives Exist and what are the Implications of the Alternatives</b> No alternatives	
<b>Is this a Sole Source Bid or Non-Bid Situation</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If Yes, Explain The Circumstances:</b>	
<b>Is there a need for Suspension of the Rules or a Time Frame when this must be passed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If Yes, Note Reasons</b> Suspension of the rules is not necessary, but earlier passage would allow the opportunity to advertise and bid as early as possible.	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
<b>Manager Requesting:</b> Nathan W. Coey	<b>Date:</b> 10-27-20

Approved for Agenda  Yes  No

### Request for Agenda Item

**Authorization for Bid**



**Purchase Capital Item**



**Non-Capital**



<b>Division</b> Utilities / Water Production	<b>Meeting Date Requested</b> 11/2/2020
<b>Project Name</b> Sodium Hypochlorite Contract	<b>Estimated Total Funds/Costs</b> \$54,190
<b>Is Full Amount Budgeted?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, three readings NOT REQUIRED	
<b>If No, How is the Purchase to be Funded?</b> Funding will be included in the 2021 & 2022 Appropriations Budget	
<b>Description of Request</b> To authorize the Director of Administration to enter into a contract with lowest and best bidder for purchase and delivery of sodium hypochlorite. The estimate for the two year contract (2021 and 2022) is \$54,190. Chemicals are necessary to maintain water quality and ensure a consistent quality of drinking water. Sodium hypochlorite is used in the treatment process for disinfection and to maintain a bacteria free water. 2019 expense totaled \$33,674 and 2020 expense expected \$27,095. Based on current trends the two year budget is expected to be \$54,190 with an expected cost savings with a two year contract.  The contract term will be January 1, 2021 to December 31, 2022.	
<b>Justification / Benefits</b> Chemicals needed for the water treatment process.	
<b>Will this Project affect the City's Operating Costs</b> No	
<b>What Alternatives Exist and what are the Implications of the Alternatives</b> No alternatives	
<b>Is this a Sole Source Bid or Non-Bid Situation</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances:	
<b>Is there a need for Suspension of the Rules or a Time Frame when this must be passed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons Suspension of the rules is not necessary but earlier passage would allow the opportunity to advertise and bid this project as early as possible.	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
<b>Manager Requesting:</b> Nathan W. Coey	<b>Date:</b> 10-27-20

**Approved for Agenda**  Yes  No

### Request for Agenda Item

**Authorization for Bid**



**Purchase Capital Item**



**Non-Capital**



<b>Division</b> Utilities / Water Production	<b>Meeting Date Requested</b> 11/2/2020
<b>Project Name</b> Gas Carbon Dioxide Contract	<b>Estimated Total Funds/Costs</b> \$47,790
<b>Is Full Amount Budgeted?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED	
<b>If No, How is the Purchase to be Funded?</b> Funding will be included in the 2021 & 2022 Appropriations Budget	
<b>Description of Request</b> To authorize the Director of Administration to enter into a contract with lowest and best bidder for purchase and delivery of carbon dioxide gas. The estimate for the two year contract (2021 and 2022) is \$47,790. Chemicals are necessary to maintain water quality and ensure a consistent quality of drinking water. Carbon dioxide is used in the treatment process for reducing pH after softening and corrosion control. 2019 expense totaled \$30,868 and 2020 expense expected \$23,895. Based on current trends the two year budget is expected to be \$47,790 with an expected cost savings with a two year contract.  The contract term will be January 1, 2021 to December 31, 2022.	
<b>Justification / Benefits</b> Chemicals needed for the water treatment process.	
<b>Will this Project affect the City's Operating Costs</b> No	
<b>What Alternatives Exist and what are the Implications of the Alternatives</b> No alternatives	
<b>Is this a Sole Source Bid or Non-Bid Situation</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances:	
<b>Is there a need for Suspension of the Rules or a Time Frame when this must be passed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons Suspension of the rules is not necessary but earlier passage would allow the opportunity to advertise and bid this project as early as possible.	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
<b>Manager Requesting: Nathan W. Coey</b> <span style="float: right;"><b>Date: 10-27-20</b></span>	

**Approved for Agenda**  Yes  No

### Request for Agenda Item

**Authorization for Bid**



**Purchase Capital Item**



**Non-Capital**



<b>Division</b> Utilities / Water Production	<b>Meeting Date Requested</b> 11/2/2020
<b>Project Name</b> Pebble Lime Contract	<b>Estimated Total Funds/Costs</b> \$393,080
<b>Is Full Amount Budgeted?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, three readings NOT REQUIRED	
<b>If No, How is the Purchase to be Funded?</b> Funding will be included in the 2021 & 2022 Appropriations Budget	
<b>Description of Request</b> To authorize the Director of Administration to enter into a contract with lowest and best bidder for purchase and delivery of pebble lime. The estimate for the two year contract (2021 and 2022) is \$393,080. Chemicals are necessary to maintain water quality and ensure a consistent quality of drinking water. Lime is used in the treatment process for the softening process. 2019 expense totaled \$196,129 and 2020 expense expected \$196,540. Based on current trends the two year budget is expected to be \$393,080 with an expected cost savings with a two year contract.  The contract term will be January 1, 2021 to December 31, 2022.	
<b>Justification / Benefits</b> Chemicals needed for the water treatment process.	
<b>Will this Project affect the City's Operating Costs</b> No	
<b>What Alternatives Exist and what are the Implications of the Alternatives</b> No alternatives	
<b>Is this a Sole Source Bid or Non-Bid Situation</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances:	
<b>Is there a need for Suspension of the Rules or a Time Frame when this must be passed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons Suspension of the rules is not necessary but earlier passage would allow the opportunity to advertise and bid this project as early as possible.	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
<b>Manager Requesting:</b> Nathan W. Coey	<b>Date:</b> 10-27-20

**Approved for Agenda**  Yes  No

RESOLUTION NO. 2020-58

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT(S) WITH THE LOWEST AND BEST BIDDER FOR THE PURCHASE OF CERTAIN MATERIALS FOR THE WASTE RECOVERY RESOURCE FACILITY

WHEREAS, this is a request to authorize advertising and award a contract(s) to the lowest and best bidder for the purchase of emulsion polymer for the Waste Recovery Resource Facility, the cost thereof is anticipated to be budgeted for 2021 and 2022, and;

WHEREAS, the cost of such contract will not exceed the amounts budgeted for this purpose for the years indicated herein.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WOOSTER:

SECTION 1. In accordance with the estimated needs of the City of Wooster for the proper treatment of waste in 2021 and 2022, the Director of Administration is authorized to advertise according to law and enter into a contract(s) with the lowest and best bidder for the purchase of emulsion polymer for the Waste Recovery Resource Facility.

SECTION 2. The cost of said materials shall not exceed the amount that will be 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 or its committees, in compliance with the law.

SECTION 4. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

1<sup>st</sup> Reading: \_\_\_\_\_ 2<sup>nd</sup> Reading: \_\_\_\_\_ 3<sup>rd</sup> Reading: \_\_\_\_\_

Attest: \_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
President of Council

Approved: \_\_\_\_\_, 2020

\_\_\_\_\_  
Mayor

Introduced by: David Silvestri



2020-58

### Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

<b>Division</b> Utilities / Water Recovery	<b>Meeting Date Requested</b> 11/2/2020
<b>Project Name</b> Press Polymer Contract	<b>Estimated Total Funds/Costs</b> \$148,270
<b>Is Full Amount Budgeted?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If YES, three readings NOT REQUIRED</b>	
<b>If No, How is the Purchase to be Funded?</b> Funding for this project will be included in the 2021 & 2022 Appropriations Budget	
<b>Description of Request</b> To authorize the Director of Administration to enter into a contract with lowest and best bidder for purchase and delivery of emulsion polymer. The estimate for the two year contract (2021 and 2022) is \$148,270. Polymer is used for the belt press to thicken waste sludge to 6-8% solids prior to entry to the digester system. 2019 expense totaled \$62,142 and 2020 expense expected \$74,135. Based on current trends the two year budget is expected to be \$148,270 with an expected cost savings with a two year contract.  The contract term will be January 1, 2021 to December 31, 2022.	
<b>Justification / Benefits</b> Chemicals needed for the biosolids treatment process.	
<b>Will this Project affect the City's Operating Costs</b> No	
<b>What Alternatives Exist and what are the Implications of the Alternatives</b> No alternatives	
<b>Is this a Sole Source Bid or Non-Bid Situation</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If Yes, Explain The Circumstances:</b>	
<b>Is there a need for Suspension of the Rules or a Time Frame when this must be passed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If Yes, Note Reasons</b> Suspension of the rules is not necessary but earlier passage would allow the opportunity to advertise and bid this project as early as possible.	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
<b>Manager Requesting:</b> Nathan W. Coey	<b>Date:</b> 10-27-20

Approved for Agenda  Yes  No

RESOLUTION NO. 2020-59

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT(S) WITH THE LOWEST AND BEST BIDDER(S) FOR LIME AND BIOSOLIDS RESIDUAL MANAGEMENT

WHEREAS, this is a request to authorize advertising and award a contract(s) to the lowest and best bidder(s) for lime and biosolids residual management, the costs of which will be budgeted for 2021, 2022, and 2023, and;

WHEREAS, the cost of such contract(s) will not exceed the amounts budgeted for this purpose for the years indicated herein.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WOOSTER:

SECTION 1. In accordance with the estimated needs of the City of Wooster for the proper treatment of water in 2021, 2022, and 2023, the Director of Administration is authorized to advertise according to law and enter into a contract(s) with the lowest and best bidder(s) for lime and biosolids residual management.

SECTION 2. The cost of said services shall not exceed the amount that will be 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 or its committees, in compliance with the law.

SECTION 4. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

1<sup>st</sup> Reading: \_\_\_\_\_ 2<sup>nd</sup> Reading: \_\_\_\_\_ 3<sup>rd</sup> Reading: \_\_\_\_\_

Attest: \_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
President of Council

Approved: \_\_\_\_\_, 2020

\_\_\_\_\_  
Mayor

Introduced by: David Silvestri

2020-59

### Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

<b>Division</b> Utilities / Water Recovery	<b>Meeting Date Requested</b> 11/2/2020
<b>Project Name</b> Biosolids Solids Removal	<b>Estimated Total Funds/Costs</b> \$2,997,849
<b>Is Full Amount Budgeted?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED	
<b>If No, How is the Purchase to be Funded?</b> Funding will be included in the 2021, 2022 & 2023 Appropriations Budget	
<b>Description of Request</b> Authorize the Director of Administration to enter into a contract with lowest and best bidder for biosolids residual management.  The contract will commence January 1, 2021 and end December 31, 2023.  The 2019 expense was \$724,237 and a 2020 expected expenditures to end at \$999,283.  The expected annual quantities is estimated at 20,000,000 gallons with an estimated annual expense of \$999,283. Estimates for a three year totals 60,000,000 gallons at \$2,997,849. It is expected to realize a cost reduction with a multi year contract.  2021 expense will include the partial use of lagoons for hauling. Once the tank is completed and in service, a significant cost savings should be reality in contractual cost with ease of loading operations.	
<b>Justification / Benefits</b> Solids management for the wastewater facility are required to ensure proper treatment goals. The residuals require off site hauling and beneficial reuse.	
<b>Will this Project affect the City's Operating Costs</b> No	
<b>What Alternatives Exist and what are the Implications of the Alternatives</b> No alternatives	
<b>Is this a Sole Source Bid or Non-Bid Situation</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances:	
<b>Is there a need for Suspension of the Rules or a Time Frame when this must be passed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons Suspension of the rules is not necessary but earlier passage would allow the opportunity to advertise and bid this project as early as possible.	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
<b>Manager Requesting:</b> Nathan W. Coey	<b>Date:</b> 10-27-20

<b>Approved for Agenda</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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### Request for Agenda Item

**Authorization for Bid**

**Purchase Capital Item**

**Non-Capital**

<b>Division</b> Utilities / Water <del>Production</del> <i>Recovery</i>	<b>Meeting Date Requested</b> 11/2/2020
<b>Project Name</b> Lime Solids Removal	<b>Estimated Total Funds/Costs</b> \$1,031,910
<b>Is Full Amount Budgeted?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, three readings NOT REQUIRED	
<b>If No, How is the Purchase to be Funded?</b> Funding will be included in the 2021, 2022 & 2023 Appropriations Budget.	
<b>Description of Request</b> Authorize the Director of Administration to enter into a contract with lowest and best bidder for lime residual management. The contract will commence January 1, 2021 and end December 31, 2023.  The 2019 expense was \$133,646 (low due to contractor losing a disposal outlet) with a rebound in 2020 expected expenditures to end at \$343,970.  The expected annual quantities is estimated at 2,100 dry tons with an estimated annual expense of \$343,970. Estimates for a three year totals 6,300 dry tons at \$1,031,910. It is expected to realize a cost reduction with a multi year contract.	
<b>Justification / Benefits</b> Solids management for the water facilities are required to ensure proper treatment goals. The residuals require off site hauling and beneficial reuse.	
<b>Will this Project affect the City's Operating Costs</b> No	
<b>What Alternatives Exist and what are the Implications of the Alternatives</b> No alternatives	
<b>Is this a Sole Source Bid or Non-Bid Situation</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances:	
<b>Is there a need for Suspension of the Rules or a Time Frame when this must be passed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons Suspension of the rules is not necessary but earlier passage would allow the opportunity to advertise and bid this project as early as possible.	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
<b>Manager Requesting:</b> Nathan W. Coey	<b>Date:</b> 10-27-20

**Approved for Agenda**  Yes  No

RESOLUTION NO. 2020-60

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT(S) WITH THE LOWEST AND BEST BIDDER(S) FOR THE PURCHASE OF MAINTENANCE SERVICES AND IMPROVEMENTS FOR THE BIOGAS COMBINED HEAT AND POWER ENGINE AT THE WASTE RECOVERY RESOURCE FACILITY

WHEREAS, this is a request to authorize advertising and award a contract(s) to the lowest and best bidder(s) for providing maintenance service and improvements to the biogas combined heat and power engine at the Waste Recovery Resource Facility, the cost thereof is anticipated to be budgeted for 2021 and 2022.

WHEREAS, the cost of such contract(s) will not exceed the amounts budgeted for this purpose for the years indicated herein.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WOOSTER:

SECTION 1. In accordance with the estimated needs of the City of Wooster for the proper treatment of waste in 2021 and 2022, the Director of Administration is authorized to advertise according to law and enter into a contract with the lowest and best bidder(s) for providing maintenance, service, and improvements to the biogas combined heat and power engine at the Waste Recovery Resource Facility.

SECTION 2. The cost of said materials shall not exceed the amount that will be 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 or its committees, in compliance with the law.

SECTION 4. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

1<sup>st</sup> Reading: \_\_\_\_\_ 2<sup>nd</sup> Reading: \_\_\_\_\_ 3<sup>rd</sup> Reading: \_\_\_\_\_

Attest: \_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
President of Council

Approved: \_\_\_\_\_, 2020

\_\_\_\_\_  
Mayor

Introduced by: David Silvestri



### Request for Agenda Item

**Authorization for Bid**



**Purchase Capital Item**



**Non-Capital**



<b>Division</b> Utilities / Water Recovery	<b>Meeting Date Requested</b> 11/2/2020
<b>Project Name</b> Combined Heat and Power Unit	<b>Estimated Total Funds/Costs</b> \$600,000 Sanitary Sewer Fund
<b>Is Full Amount Budgeted?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, three readings NOT REQUIRED	
<b>If No, How is the Purchase to be Funded?</b> Funding will be included in the 2021 and 2022 Appropriations Budget.	
<b>Description of Request</b> Authorize the Director of Administration to enter into a contract with lowest and best bidder for biogas combined heat and power engine maintenance.  The contract will commence January 1, 2021 and end December 31, 2022. This will be a two year contract with year one focus for total overhaul then remaining term for continual preventive and predictive maintenance. The 2021 budget includes provisions for total engine overhaul (\$250,000), general maintenance and capital purchase of a gas scrubber system (\$150,000). Year two of the contract will include predictive and preventative maintenance for continual operation.  This is the first concept of this type of approach to the unit. Due to the past two years of multi month machine down time, this effort is to better control the output. For example the 2019 expense on the unit was \$164,826 and a 2020 expected expenditures to end at \$106,000. The repairs to date have been efforts to keep the machine operating. The unit is at the point of a total overhaul based on manufactures recommendations.  Estimates are as follows: \$250,000 for total overhaul, \$150,000 for a gas scrubber system and \$200,000 for ongoing maintenance after rebuild.	
<b>Justification / Benefits</b> Two year maintenance program with equipment improvements to ensure consistent operation of the CHP and power generation.	
<b>Will this Project affect the City's Operating Costs</b> No	
<b>What Alternatives Exist and what are the Implications of the Alternatives</b> No alternatives	
<b>Is this a Sole Source Bid or Non-Bid Situation</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances:	
<b>Is there a need for Suspension of the Rules or a Time Frame when this must be passed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons Suspension of the rules is not necessary but earlier passage would allow the opportunity to advertise and bid this project as early as possible.	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
<b>Manager Requesting:</b> Nathan W. Coey	<b>Date:</b> 10-27-20

**Approved for Agenda**  Yes  No