

**CITY COUNCIL AGENDA  
November 15, 2021  
7:30p.m.**

**The meeting convenes at City Hall, in Council Chambers, 1<sup>st</sup> Floor, 538 N. Market Street, Wooster, Ohio.**

**I. ROLL CALL & ORDERING OF AGENDA**

**II. APPROVAL OF MINUTES**

**III. COMMUNICATIONS FROM MAYOR/ADMINISTRATION**  
Community Reinvestment Area Housing Commission Appointee Request

**IV. PETITIONS/COMMUNICATIONS FROM PUBLIC**

**V. COMMITTEE REPORTS; PUBLIC HEARINGS**

**VI. UNFINISHED BUSINESS - NONE**

**VII. NEW BUSINESS**

1. **First Reading - RESOLUTION NO. 2021-62**  
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO CONTRACT WITH COMMUNITY ACTION OF WAYNE/MEDINA COUNTIES FOR THE PROVISION OF TRANSPORTATION SERVICES FOR QUALIFIED PARTICIPANTS AND ALLOWING FOR IMMEDIATE ENACTMENT (Myers)
2. **First Reading – ORDINANCE NO. 2021-37**  
AN ORDINANCE APPROPRIATING FROM VARIOUS FUNDS TO INDIVIDUAL ACCOUNTS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE CITY OF WOOSTER FOR THE FISCAL YEAR ENDING DECEMBER 31, 2022, AND ALLOWING FOR IMMEDIATE ENACTMENT (Ansel)
3. **First Reading – RESOLUTION NO. 2021-63**  
A RESOLUTION AUTHORIZING AGREEMENTS WITH VARIOUS APPLICANTS FOR THE USE OF ECONOMIC DEVELOPMENT MONIES (Ansel)
4. **First Reading – RESOLUTION NO. 2021-64**  
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER TO RENOVATE THE PUBLIC PROPERTIES MAINTENANCE FACILITY AND ALLOWING FOR IMMEDIATE ENACTMENT (Warden)

**VIII. MISCELLANEOUS**

**IX. ADJOURNMENT**

# Memo

**To:** Members of Wooster City Council

**From:** Mayor Bob Breneman

**Date:** November 10, 2021

**Re:** Boards and Commissions

*RFB*  
*11-10-2021*

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I am recommending Mr. Chuck Armbruster to serve on the Community Reinvestment Area Housing Commission. Mr. Armbruster currently sits on the Planning Commission and would be their appointed representative. Thank you for your consideration.

<u>CRA Housing Commission</u>	<u>Ward</u>	<u>Term-3 yrs.</u>
Chuck Armbruster      4428 Deer Creek Drive	3	1/1/2022 - 12/31/2024

RESOLUTION NO. 2021-62

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO CONTRACT WITH COMMUNITY ACTION OF WAYNE/MEDINA COUNTIES FOR THE PROVISION OF TRANSPORTATION SERVICES FOR QUALIFIED PARTICIPANTS AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, for more than ten years the municipal government has subsidized a program of transportation services for qualified participants; and

WHEREAS, the Community Action of Wayne/Medina Counties (CAW/M) has administered a program on behalf of the municipal government for transportation services for certain qualified City of Wooster residents; and

WHEREAS, this Council deems that prompt action is necessary to continue to afford this needed service to city residents; and the cost of such services is budgeted.

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

SECTION 1. The Director of Administration is authorized to contract with CAW/M for the provision of transportation services to qualified participants through the management and administration of the City's Taxi Pass Program.

SECTION 2. The cost of such contract will be included in the 2022 Appropriation budget.

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 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 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.

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

Passed: \_\_\_\_\_

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

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

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

Approved: \_\_\_\_\_, 2021

\_\_\_\_\_  
Mayor

Introduced by: Scott Myers

Res  
2021-62

#1

### Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

<b>Division</b> Recreation / Community Services	<b>Meeting Date Requested</b> 11/15/2021
<b>Project Name</b> Subsidized Transportation Progra	<b>Estimated Total Funds/Costs</b> \$600,000.00
<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>	
<b>Description of Request</b> Requesting a resolution authorizing the Director of Administration to contract with Community Action of Wayne/Medina Counties (CAW/M) for the provision of transportation services for qualified participants. This contract would be over \$50,000 and is a budgeted item for 2022. In an effort to promote transportation services in the City of Wooster, CAW/M would remain the administrator of the Transportation Pass Program for the residents of the City of Wooster. The Mobility Manager, a grant funded position through ODOT, operates through CAW/M and will oversee the program, grant funding available through the propose subside and partnerships with local agencies and transportation companies. The contract with CAW/M would be renewed and the City of Wooster would continue to subsidize the program, being billed monthly for transportation passes, administrative fees and transportation company grants.	
<b>Justification / Benefits</b> The proposed contract would include subsidizing: - Passes for low income, elderly, disabled and veteran residents - Passes for low income clients of social service agencies - Passes for wheelchair accessible transportation - Passes for employments and education to include day care stops - Passes for non-profit summer learning and after school programs - Mini-grants for transportation companies that would assist in bringing vehicles up to code in addition to proper training and licensing for employees	
<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> Full price transportation which is often times not affordable for the populations that are served through this program.	
<b>Is this a Sole Source Bid or Non-Bid Situation</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain The Circumstances: Community Action of Wayne/Medina holds the Mobility Manager grant through ODOT and is the overseeing organization of transportation in Wayne County.	
<b>Is there a need for Suspension of the Rules or a Time Frame when this must be passed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Note Reasons	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
<b>Manager Requesting:</b> Ashley Hershberger	<b>Date:</b> 11/1/2021

Approved for Agenda  Yes  No

ORDINANCE NO. 2021-37

AN ORDINANCE APPROPRIATING FROM VARIOUS FUNDS TO INDIVIDUAL ACCOUNTS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE CITY OF WOOSTER FOR THE FISCAL YEAR ENDING DECEMBER 31, 2022, AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, the Charter of the City of Wooster provides, at §6.04, that no later than the second regular meeting of November, the Mayor will prepare and present to the City Council for adoption an annual Appropriation Ordinance providing for the expenses of the municipal government for the coming fiscal year.

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

SECTION 1. That to provide for the current expenses and other expenditures of the City of Wooster for the Fiscal Year ending December 31, 2022, the following appropriations (detailed copy attached hereto) are hereby authorized.

SECTION 2. The budget approved by Council and the appropriation of funds to implement the budget represent the estimated expenditures needed to administer programs approved for the coming fiscal year. The budget is a work plan estimating the future needs for a given program as determined by Council when the budget is adopted.

In adopting the budget, Council recognizes that conditions may change during the fiscal year that may call for staff reductions or increases depending upon the facts in each instance.

In recognition of this fluid, constantly changing condition, the Mayor shall review requests for additional positions and for filling vacant positions within the limitations of the budget. After making a study of each request, he shall have the authority to approve, disallow or postpone such requests for additional personnel. In addition, he shall be responsible for resolving questions related to the staffing pattern of each department and division as determined by Council action on the annual budget.

Personnel requests in excess of the annual budget shall be studied and recommendations developed for the consideration of Council.

The Mayor shall be responsible for ascertaining that personnel requirements do not exceed those included or implied in the budget and/or Appropriation Ordinances.

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 law.



RESOLUTION NO. 2021-63

A RESOLUTION AUTHORIZING AGREEMENTS WITH VARIOUS APPLICANTS FOR THE USE OF ECONOMIC DEVELOPMENT MONIES

WHEREAS, economic development serves important community interests by providing commercial and industrial development, thus improving the municipal tax base; and

WHEREAS, in an effort to improve the tax base, this City Council dedicated a portion of the proceeds from the transient occupancy tax toward entities that would utilize the monies for economic development purposes; and

WHEREAS, after reviewing applications from interested parties, the Council hereby recommends that awards be made to three applicants, subject to the execution of agreements on the use of funds.

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

SECTION 1. That after deduction of the administrative charges provided in W.C.O. §1705.02(a) (3), the economic development funds are hereby appropriated and awarded for 2022 to the following entities, and in the following increments:

(a) Of the first \$50,000

Main Street Wooster	57.5%
Wooster Area Chamber of Commerce	37.5%
Wayne County Convention and Visitors Bureau	5.0%

(b) Of all funds over \$50,000

Main Street Wooster	50%
Wooster Area Chamber of Commerce	30%
Wayne County Convention and Visitors Bureau	20%

SECTION 2. Subject to the execution by each entity of an agreement on the use of funds and also to the availability of funds, the Director of Finance is hereby authorized to issue payment to each entity in the designated amount.

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 full force from and after the earliest date allowed by law.

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

Passed: \_\_\_\_\_, 2021

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

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

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

Approved: \_\_\_\_\_, 2021

\_\_\_\_\_  
Mayor

Introduced by: Jon Ansel

RESOLUTION NO. 2021-64

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER TO RENOVATE THE PUBLIC PROPERTIES MAINTENANCE FACILITY AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, it is necessary to renovate the Public Properties Maintenance Facility in order for the facility to run in the most efficient and cost-effective manner.

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

SECTION 1. The Director of Administration is authorized to advertise according to law and enter into a contract with the lowest and best bidder for the cost of renovating the Public Properties Maintenance Facility, in accordance with plans and specifications to be determined, with payment to originate from the Capital Improvements Fund, Fund 301.

SECTION 2. The cost of such renovation will not exceed the amount budgeted for 2021.

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 declared to be 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 Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Introduced: \_\_\_\_\_ Passed: \_\_\_\_\_ Vote: \_\_\_\_\_

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

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

Approved: \_\_\_\_\_, 2021

\_\_\_\_\_  
Mayor

Introduced by: Jennifer Warden



## Request for Agenda Item

**Authorization for Bid**



**Purchase Capital Item**



**Non-Capital**



<b>Division:</b> Engineering	<b>Meeting Date Requested</b> November 15, 2021
<b>Project Name</b> Public Properties Maintenance Facility Renovation Project	<b>Estimated Total Funds/Costs</b> \$250,000 Capital Fund
<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>	
<b>Description of Request</b> This is a request to authorize the advertisement for bids and to enter into a contract with the lowest and best bidder for the renovation of the Public Properties Maintenance Facility. This project involves the renovation of 4 offices, lunch room/conference room restrooms and locker room.	
<b>Justification / Benefits</b> The project will renovate the spaces built in 1973. This project is an expansion of the original project budgeted for 2021 and will use leftover funds from the original project as well as other 2021 budgeted projects to cover the costs.	
<b>Will this Project affect the City's Operating Costs</b> This project should lower the operation and maintenance costs because of the upgrading of the facility.	
<b>What Alternatives Exist and what are the Implications of the Alternatives</b> We could do nothing and continue to repair old outdated items.	
<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 necessary because we want to bid this project out this year.	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
<b>Manager Requesting:</b> Curt Denning	<b>Date:</b> November 10, 2021
<b>Approved for Agenda</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	