

CITY COUNCIL AGENDA
February 7, 2022
7:30p.m.

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

- I. ROLL CALL & ORDERING OF AGENDA**
- II. APPROVAL OF MINUTES**
- III. COMMUNICATIONS FROM MAYOR/ADMINISTRATION**
- IV. PETITIONS/COMMUNICATIONS FROM PUBLIC**

Liquor Control – Cigar Vault LLC	Meijer Stores LP	Meijer Stores LP
601 Portage Rd	4845 Burbank Road	4905 Burbank Road
Wooster OH	Wooster OH	Wooster OH
- V. COMMITTEE REPORTS; PUBLIC HEARINGS**
- VI. UNFINISHED BUSINESS - NONE**
- VII. NEW BUSINESS**
 - 1. **First Reading – RESOLUTION NO. 2022-04**
A RESOLUTION APPROVING THE REPORT OF THE ASSESSMENT EQUALIZATION BOARD ON OBJECTIONS CONCERNING THE ESTIMATED SPECIAL ASSESSMENTS FOR THE MELROSE DRIVE RECONSTRUCTION PROJECT AND ALLOWING FOR IMMEDIATE ENACTMENT (Warden)
 - 2. **First Reading – ORDINANCE NO. 2022-01**
AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A PERMANENT EASEMENT FOR AN ENCROACHMENT UPON THE PUBLIC RIGHT-OF-WAY AND ALLOWING FOR IMMEDIATE ENACTMENT (Knapic)
 - 3. **First Reading – ORDINANCE NO. 2022-02**
ADOPTING THE OAK HILL TAX INCREMENTAL FINANCING INCENTIVE DISTRICT ECONOMIC DEVELOPMENT PLAN AS A GUIDE FOR FUTURE ECONOMIC DEVELOPMENT AND IN SUPPORT OF A TAX INCREMENT FINANCING DISTRICT AND ALLOWING FOR IMMEDIATE ENACTMENT (Reynolds)
 - 4. **First Reading – RESOLUTION NO. 2022-05**
A RESOLUTION AUTHORIZING THE DIRECTOR OF FINANCE TO ISSUE FOR PAYMENT TO THE WAYNE COUNTY COMMISSIONERS FOR THE PROSECUTION OF MUNICIPAL ORDINANCES BY THE WAYNE COUNTY PROSECUTOR AND ALLOWING FOR IMMEDIATE ENACTMENT (Sanders)
 - 5. **First Reading – RESOLUTION NO. 2022-06**
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 RECONSTRUCTION OF A PORTION OF MELROSE DRIVE AND ALLOWING FOR IMMEDIATE ENACTMENT (Warden)

6. **First Reading – RESOLUTION NO. 2022-07**

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 THE WATERLINE ON GIFFEN DRIVE AND ALLOWING FOR IMMEDIATE ENACTMENT (Silvestri)

7. **First Reading – RESOLUTION NO. 2022-08**

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO PURCHASE THREE FORD INTERCEPTORS FOR USE AS POLICE CRUISERS (Cavin)

VIII. MISCELLANEOUS

IX. ADJOURNMENT

**NOTICE TO LEGISLATIVE
AUTHORITY**

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

1485220		NEW	CIGAR VAULT LLC DBA THE CIGAR VAULT 601 PORTAGE RD WOOSTER OH 44691
PERMIT NUMBER		TYPE	
ISSUE DATE			
12 13 2021			
FILING DATE			
D3			
PERMIT CLASSES			
85	165	B	D24447
TAX DISTRICT			RECEIPT NO.

FROM **12/30/2021**

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



MAILED **12/30/2021**

RESPONSES MUST BE POSTMARKED NO LATER THAN.

01/31/2022

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 1485220

(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**

**NOTICE TO LEGISLATIVE
AUTHORITY**

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

58111440585 PERMIT NUMBER		NEW TYPE	MEIJER STORES LP DBA MEIJER STORE 330 4845 BURBANK RD WOOSTER OH 44691
ISSUE DATE 12 07 2021			
FILING DATE			
C1 C2 PERMIT CLASSES			
85 TAX DISTRICT	165 B	D24203 RECEIPT NO.	

FROM 12/22/2021

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



MAILED 12/22/2021

RESPONSES MUST BE POSTMARKED NO LATER THAN. 01/24/2022

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 5811144-0585

(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)

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(Date)

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Township Fiscal Officer

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**NOTICE TO LEGISLATIVE
AUTHORITY**

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

58111440580 <small>PERMIT NUMBER</small>		NEW <small>TYPE</small>	MEIJER STORES LP DBA MEIJER EXPRESS 330 4905 BURBANK RD WOOSTER OH 44691	
ISSUE DATE				
12 07 2021				
<small>FILING DATE</small>				
C1 C2 <small>PERMIT CLASSES</small>				
85	165	B	D24200	
<small>TAX DISTRICT</small>			<small>RECEIPT NO.</small>	

FROM 12/22/2021

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



MAILED 12/22/2021

RESPONSES MUST BE POSTMARKED NO LATER THAN. 01/24/2022

IMPORTANT NOTICE

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WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES B NEW 5811144-0580
(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

RESOLUTION NO. 2022-04

A RESOLUTION APPROVING THE REPORT OF THE ASSESSMENT EQUALIZATION BOARD ON OBJECTIONS CONCERNING THE ESTIMATED SPECIAL ASSESSMENTS FOR THE MELROSE DRIVE RECONSTRUCTION PROJECT AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, the Assessment Equalization Board appointed by Resolution No. 2021-69 to hear and determine all objections to the estimated special assessments for the improvement known as the Melrose Drive Reconstruction, the necessity for which was declared in Resolution No. 2021-68, has filed its report with this Council as to its determination of the objections;

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

SECTION 1. The report of the Assessment Equalization Board referred to in the preamble to this resolution is hereby approved. The estimated special assessments as reported and approved by that Board shall be filed in the office of the Clerk of Council.

SECTION 2. This Council finds and determines that all formal actions of this Council concerning and relating to the adoption of this resolution were taken in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

SECTION 3. This resolution is declared to be necessary for the immediate preservation of the public peace, health, welfare and safety of the City, and for the further reason that this resolution is required to be immediately effective in order to provide for the construction of the improvement, which is necessary to eliminate existing hazards to the traveling public and provide for adequate drainage and utility services to the residents of this City; wherefore, this resolution shall be in full force and effect immediately upon its adoption 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: _____, 2022

Vote: _____

Attest: _____
Clerk of Council

President of Council

Approved: _____, 2022

Mayor

Introduced by: Jennifer Warden

1

2022-04

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division: Engineering	Meeting Date Requested February 7, 2022
Project Name Melrose Drive Reconstruction – Equalization Board Report	Estimated Total Funds/Costs
Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED	
If No, How is the Purchase to be Funded?	
Description of Request This is a request to approve the report as presented by the Equalization Board assembled to hear objections to the estimated special assessment for the Melrose Drive Reconstruction Project.	
Justification / Benefits Council has already passed 3 pieces of legislation previously; authorizing an OPWC funding application, resolution of necessity and establishing an Equalization Board.	
Will this Project affect the City's Operating Costs This project will lower the City's operating costs by reducing maintenance costs of the existing road.	
What Alternatives Exist and what are the Implications of the Alternatives We can do nothing and continue to maintain the existing roadway and not use the OPWC funding.	
Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances:	
Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <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 bid this project as early as possible.	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: Roger Kobilarcsik	Date: January 25, 2022
Approved for Agenda <input type="checkbox"/> Yes <input type="checkbox"/> No	

REPORT OF ASSESSMENT EQUALIZATION BOARD
MELROSE DRIVE RECONSTRUCTION

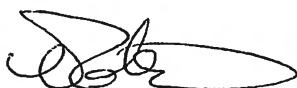
TO: The Council of the City of Wooster, Ohio

Gentlepersons:

We, the undersigned members of the Assessment Equalization Board appointed and acting pursuant to your Resolution 2021-69, passed December 6, 2021, to hear and determine objections to the estimated special assessments filed pursuant to Resolution No. 2021-68, with respect to the Melrose Drive Reconstruction, as described in that Resolution and the supporting documents thereto, respectfully report:

- 1) We met at the time and place established in Resolution 2021-69, and took an oath of office as provided by law; and
- 2) We considered all of the objections of the property owners who filed objections to the estimated special assessments, or to the amount and apportionment of those special assessments, and, except to the extent of the reductions recommended in this report, find that those objections are not well taken, and therefore overrule and deny them; and
- 3) A total of three objections were timely filed. The objections were considered individually by the Board. After careful consideration, we found the objections were without merit. As a consequence, no equalizations were made to the estimated assessments.
- 4) We also find that the estimated special assessments of this improvement, on file with the Clerk of Council, as so adjusted and equalized by this Board, are in accordance with the provisions of Resolution 2021-68; that they are limited, with respect to each lot and parcel of land to be assessed, to the special benefits conferred thereon by the improvement; and those estimated special assessments as so adjusted and equalized are therefore approved.
- 5) We have completed all hearings on the objections and have concluded our deliberations with the submission to you of this report; and
- 6) We find and determine that all formal actions of this Board concerning and relating to the rendering of this report were adopted in an open meeting of this Board, and all deliberations of this Board that resulted in those formal actions were conducted in compliance with the law.

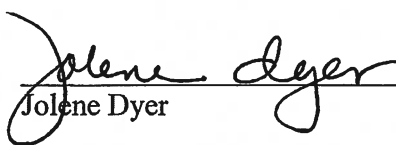
Respectfully submitted,



Rob Kastner, Chair

1/19/2022

Date



Jolene Dyer

19 Jan 2022

Date



Jennifer Reynolds

19 January 2022

Date

I certify that: (i) the foregoing is a true and correct copy of the Report of the Assessment Equalization Board; (ii) the Report is filed with me as Clerk of Council on January 20, 2022; (iii) the total amount of the estimated special assessments has been reduced per Item 4 above.

Dated: 1-20, 2022



Lynne DePaulo
Clerk of Council
City of Wooster, Ohio

ORDINANCE NO. 2022-01

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE
A PERMANENT EASEMENT FOR AN ENCROACHMENT
UPON THE PUBLIC RIGHT-OF-WAY AND ALLOWING FOR
IMMEDIATE ENACTMENT

WHEREAS, the owner of the E&H Hardware, located at 115 S. Market Street, desires to construct a propane cage, and the structure, as planned, will encroach no more than three (3) feet onto the public right of way (an alley, as appears on the drawing attached hereto as Exhibit A); and

WHEREAS, the easement of three (3) feet from the existing building line would leave sufficient room for the passage of pedestrians and would be consistent with all other encroachments along the alley within this block; and

WHEREAS, the Engineering Division has examined the location and determined that the encroachment will not interfere with any current municipal interest.

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

SECTION 1. That the Mayor is hereby authorized to grant a permanent easement for encroachment of a commercial structure located at 115 S. Market Street upon the public right-of-way (an alley), being no more than a three (3) foot wide easement parallel and adjacent to the east property line. This easement is subject to the following limitations: (1) that it will be dissolved immediately upon the destruction, dismantling or removal of the permanent structure located at 115 S. Market Street; or (2) that it will be dissolved at such time as the City of Wooster, in its sole discretion, shall require the use of the right-of-way for improvements to the infrastructure located in proximity thereto and (3) that the property owner assumes all responsibility and liability for that which it owns, erects or otherwise places upon the easement, and for damage occurring to persons or property attributable to such.

SECTION 2. 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.

SECTION 3. This Ordinance 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; and for the further reason that time is of the essence in enabling the property owner to fully establish the boundaries of the easement 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: _____, 2022 Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2022
Mayor

Introduced by: Barb Knapic

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division Administration	Meeting Date Requested 2-7-22
Project Name Encroachment Easement 115 S. Market – E&H Hardware	Estimated Total Funds/Costs N/A
Is Full Amount Budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED	
If No, How is the Purchase to be Funded?	
Description of Request E&H Hardware is requesting a propane re-sale cage to be placed in the south alley. Wooster Fire has completed an inspection of the area and reviewed the fire code requirements with the owner. There is no requirement for any Building or Fire Permits. An easement is required due to encroachment in the public right of way. It will not hinder pedestrian traffic or vehicular traffic. The tank cage will be to the east of the south entry stair in the south alley between the hardware store and the Gift Corner.	
Justification / Benefits	
Will this Project affect the City's Operating Costs N/A	
What Alternatives Exist and what are the Implications of the Alternatives	
Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain The Circumstances:	
Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: Joel Montgomery	Date: 1/24/2022

Approved for Agenda <input type="checkbox"/> Yes <input type="checkbox"/> No

QUINBY BUILDING

3.65'

ENTRY STAIRS

19.4 ft.

PROPANE CAGE
(PROPOSED)
44"W x 30"D



4.00'

← 73.8' →

HANDICAP RAMP

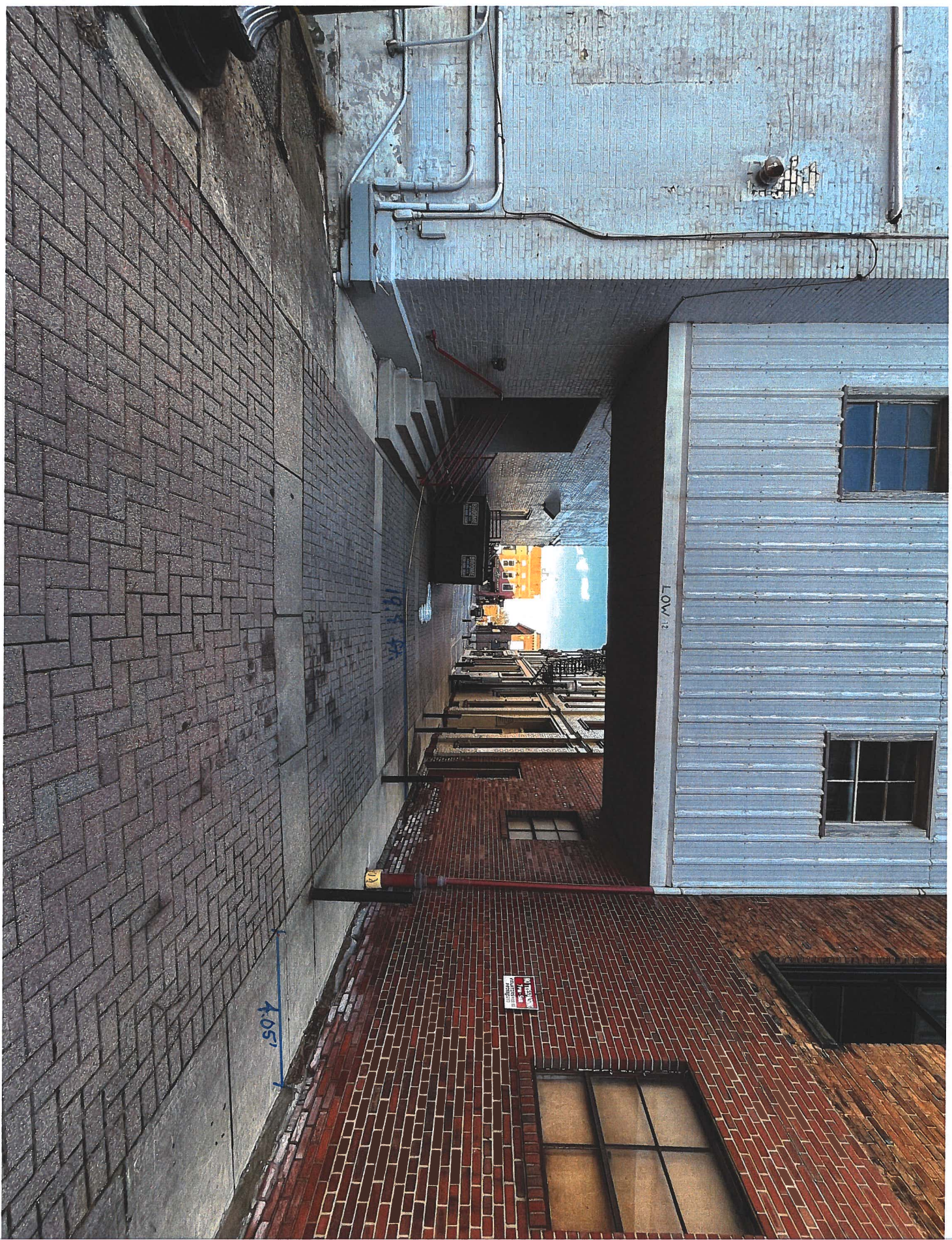
19.1 ft.

SOUTH ALLEY

MCCLURE BUILDING

ALLEY LOOKING EAST TOWARDS WINDY ST.

MS-5995.jpg



ALLEY LOOKING WEST



<u>Date/Time</u> 1/4/2022 10:45 Am	WOOSTER FIRE 510 NORTH MARKET ST WOOSTER, OHIO 44691 (330)263-5266 Facility Activity Report	<u>Occupancy</u> M
Approved		
<u>Facility Type</u> Mercantile		<u>Activity Type</u> Propane Cage
ACE HARDWARE S 115 MARKET WOOSTER, OH 44691		
<u>Days of Operation:</u> Sun.-Sat.		<u>Hours of Operation:</u> 8am-8pm
<u>Rep:</u> Christopher Buehler	<u>Phone:</u>	
<u>Address:</u> 115 S.MARKET ST. WOOSTER, OH 44691	<u>E_mail:</u> Cbuehler@ehhardware.com	
<u>Sprinkler System</u>		
<u>Alarm System</u>		
<u>Hood System</u>		
<u>Extinguishers</u>		
<u>Occupancy</u> PROPANE CAGE	SEE COMMENTS BELOW	
<p>CHRIS BUEHLER HAD CALLED AND ASKED THE WOOSTER FIRE DEPARTMENT TO LOOK AT THE SPACE IN THE ALLEY WHERE HE WOULD LIKE TO PUT A PROPANE RE-SALE CAGE. I STOPPED DOWN AND MET WITH MIKE BRILMYER. WE DISCUSSED THE EXACT LOCATION THE PROPANE CAGE WILL SIT AND I HAVE APPROVED THAT LOCATION. CAGE WILL BE LOCATED BETWEEN THE 2 STAIRWELLS FOUND IN THE SOUTH ALLEY. PER NFPA 58, THESE TYPES OF CAGES DO NOT REQUIRE VEHICLE PROTECTION OR BOLLARDS. THE FIRE CODE REQUIRES SIGNS ON THE ENTRANCE DOORS THAT STATE "DO NOT BRING PROPANE CYLINDERS INSIDE THE BUILDING". IF THE CAGE SHOWS UP WITH NO PLACARDS OR NO SMOKING SIGNS, THOSE SHALL BE ADDED TO THE CAGE AS WELL. THERE IS NO FIRE DEPARTMENT OR BUILDING DEPARTMENT PERMIT REQUIRED FOR THESE CAGES. THE CAGE WILL ALSO BE LOCATED AT LEAST 5' FROM ANY EXIT DOOR. IF THE CAGE EVER BECOMES AN ISSUE IN THE ALLEY WE CAN LOOK AT MOVING IT TO ANOTHER LOCATION. AS ALWAYS, THANKS FOR CHECKING WITH US PRIOR TO INSTALLATION!</p>		
Inspector(s)		Business Owner
Berry		Christopher Buehler

ORDINANCE NO. 2022-02

ADOPTING THE OAK HILL TAX INCREMENTAL FINANCING
INCENTIVE DISTRICT ECONOMIC DEVELOPMENT PLAN AS A
GUIDE FOR FUTURE ECONOMIC DEVELOPMENT AND IN
SUPPORT OF A TAX INCREMENT FINANCING DISTRICT AND
ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, Section 5709.40(C) of the Ohio Revised Code authorizes the legislative authority of a municipal corporation to create, by Ordinance, an incentive district and declare improvements within that district to be of public purpose; and

WHEREAS, Section 5709.40(A) of the Ohio Revised Code requires an incentive district to have one or more distress characteristics, which may be defined as inadequate public infrastructure serving the district as evidenced by a written economic development plan for the district; and

WHEREAS, the City's Office of Economic Development has studied the Oak Hill area in the vicinity of the Wooster City School District's High School Campus and prepared the Oak Hill Tax Incremental Financing Incentive District Economic Development Plan dated January 19, 2022; and

WHEREAS, the Oak Hill Tax Incremental Financing Incentive District Economic Development Plan address issues such as inadequate public infrastructure to meet development needs and improvements to enhance traffic safety;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Wooster, County of Wayne, Ohio, that:

SECTION 1. The Oak Hill Tax Incremental Financing Incentive District Economic Development Plan is hereby adopted by this Council and may hereafter proceed to establish the Incentive District under Section 5709.40(C) of the Ohio Revised Code.

SECTION 2. The Office of Economic Development and all other offices and departments of the City are hereby authorized and directed to use the Oak Hill Tax Incremental Financing Incentive District Economic Development Plan to initiate projects that will implement the provisions of the plan, including the establishment of a tax increment financing district to provide financing to public infrastructure improvements.

SECTION 3. Copies of the Oak Hill Tax Incremental Financing Incentive District Economic Development Plan shall be kept on file in the Office of Economic Development.

SECTION 4. This Council finds and determines that all formal actions of this Council and of any of its committees concerning and relating to the passage of this Ordinance were taken in open meetings of this Council or committees and that all deliberations of this Council and of any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law.

SECTION 5. This Ordinance is 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 acceptance is necessary to approve the Oak Hill Tax Incremental Financing Incentive District Economic Development Plan, which is necessary to enable the City to implement tax increment financing, which is needed to finance upgrades to inadequate public infrastructure and to eliminate existing and potential hazards to vehicular and pedestrian traffic in the City; wherefore, this Ordinance shall be in full force and effect immediately upon 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 be in full force and effect from and after the earliest period allowed by law.

1st reading _____ 2nd reading _____ 3rd reading _____

Passed: _____, 2022

Vote: _____

Attest: _____
Clerk of Council

President of Council

Approved: _____, 2022

Mayor

Introduced by: Bob Reynolds

000
2022-02

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division Development	Meeting Date Requested February 7, 2022
Project Name Oak Hill TIF ED Plan	Estimated Total Funds/Costs 0
Is Full Amount Budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED	
If No, How is the Purchase to be Funded? N/A - Adoption of Economic Development Plan	
Description of Request Requested is Council's adoption of the Oak Hill Tax Incremental Financing Incentive District Economic Development Plan (Ref: January 19 Memo from Econ. Dev.) as guidance for future economic development and in support of a tax increment financing district. With adoption, the City will proceed to formally establish a tax incremental financing district in partnership with the Wooster City School District and Wayne County Commissioners to potentially fund a new roundabout at Oak Hill and Oldman (\$2.1 MM), Oak Hill and W. Milltown with reconstruction of each road (\$4.6 MM), and extension of sanitary sewer with the creation of two lift stations (1.9 MM). TIF creates funding by enabling new real estate development and redirecting the newly created property tax obligation to an infrastructure fund for a period. Current revenues for City, school district, county, and other taxing districts are NOT impacted, and may continue to appreciate. This project is in connection with a proposed housing development and other potential projects in the vicinity.	
Justification / Benefits The EDP will enable programming and create NEW funding to support \$8.6 MM in new public infrastructure to enhance safety and support anticipated future development, including sanitary sewer extension, the reconstruction of Oak Hill and W. Milltown, and the installation of two roundabouts to enhance safety and support anticipated future development.	
Will this Project affect the City's Operating Costs N/A, however, subsequent use of TIF is expected to CREATE funding for future projects.	
What Alternatives Exist and what are the Implications of the Alternatives No adoption - City would not pursue proposed projects until funding from developers, grants, or appropriations from current revenues, could be committed. Such would stall or prevent new development.	
Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances: N/A	
Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons A suspension of rules permits the project provides for earlier consideration from WCSD.	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: Jonathan Millea	Date: 2 February 2022

Approved for Agenda Yes No

**City of Wooster, Ohio
Oak Hill TIF
Schedule of Events**

<u>Event</u>	<u>Earliest Dates</u>	<u>Status</u>
City Council Approval of Economic Development Plan and finalize incentive district map(s) [as emergency]	TBD	
Deliver Property Owner Notice (<i>must be delivered at least 30 days prior to public hearing</i>)	By February 18	
Deliver County Notice (<i>must be delivered at least 45 business days prior to passage of TIF ordinance</i>)	By February 25	
Deliver School District Notices (<i>must be delivered at least 45 business days prior to passage of TIF ordinance unless waived</i>)	By February 25	
School Board approval (<i>Note – Must occur prior to Passage of TIF Ordinance</i>)	TBD	
Spring Run Development Agreement [immediate enactment] (<i>Note – To occur prior to Sanitary Sewer Bid-Award Authorization.</i>)	TBD	
First reading of the TIF Ordinance and Public Hearing (<i>first reading can occur prior to March 21 – public hearing must be at least 30 days after property owner notice</i>)	March 21, City Council Meeting	
Second reading of the TIF Ordinance	April 4, City Council Meeting	
Sanitary Sewer Authorization to Bid/Award [immediate enactment] (<i>Note – Concurrent or after authorization of a Development Agreement for Spring Run Project.</i>)	April 4 or 18 City Council Meeting	
Passage of TIF Ordinance [immediate enactment] (<i>Note – Council must wait at least 30 days after the public hearing on March 21st before voting on the TIF Ordinance, therefore the TIF Ordinance should not be voted on the City Council Meeting on April 18th</i>)	May 2, City Council Meeting	
TIF Ordinance filed with Ohio Department of Development	By May 17	



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

MEMO

To: Wooster City Council, Wooster Administration
From: Jonathan Millea, Development Coordinator
Date: 1/19/2022
Re: Oak Hill TIF Incentive District

Dear Members of Wooster City Council,

Following up on our earlier memos for the proposed Oak Hill TIF Incentive District, please find attached our *draft* Economic Development Plan, which is the first official step to commence the project.

Specifically, the plan outlines a path to performing and funding the following public improvements:

- Public sanitary sewer extension (**\$1.9 MM**)
 - Serves multiple sites, no improvements are internal to any single development.
 - Supports Wooster City School District (WCSD)'s Follis Field and the adjacent ice arena, and possible future facilities.
 - Enables the proposed 91-home Spring Run (earlier named Wakefield) subdivision project
 - Project will financially guarantee a portion of the total public infrastructure costs.
 - Provides sanitary sewer access to 62 additional vacant developable acres, lowers the access burden for 49 additional acres in the vicinity, creating additional opportunities to welcome new housing in support of Wooster's business community.
- New roundabout at Oldman and Oak Hill to enhance safety (**\$2.1 MM**)
- Roundabout at W. Milltown and Oak Hill plus road reconstruction to enhance safety (**\$4.6 MM**)
 - Currently the sole responsibility of Wayne County and Wayne Township.
 - City recently partnered with Wayne County on a grant to improve this intersection, but not enough funds were available, or will be for the foreseeable future.

The plan proposes the creation of an approximate 275-acre district under Ohio Revised Code 5709.40(C), in which future tax revenues from new construction will be redirected into a special fund to reimburse or finance public infrastructure. TIF **does not** impact or reduce existing tax revenues.

Next Steps: Once this has been reviewed by legal counsel, we look forward to presenting it to you at your **February 7th 2022** meeting. In conjunction with this plan, we also anticipate a petition for annexation of 73 acres surrounding the intersection of Oak Hill Road and W. Milltown. After Council would adopt the plan, the proposal would advance to the Wooster City School District for its approval by way of a revenue-sharing agreement. Following this and annexation processes, Council would be permitted to formally establish the TIF Incentive District. Separately, a development agreement, guaranteeing a minimum annual service fee, would be required for private developers seeking to access the new infrastructure.

Please let me know if I may answer any questions. Thank you for your consideration!

Sincerely,

Jonathan Millea, AICP, CEcD

Development Coordinator

RESOLUTION NO. 2022-05

A RESOLUTION AUTHORIZING THE DIRECTOR OF FINANCE TO ISSUE FOR PAYMENT TO THE WAYNE COUNTY COMMISSIONERS FOR THE PROSECUTION OF MUNICIPAL ORDINANCES BY THE WAYNE COUNTY PROSECUTOR AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, it is necessary to provide for the prosecution of ordinance or state code violations occurring within the municipality; and

WHEREAS, the City of Wooster has, since 1976, contracted with the Wayne County Commissioners to provide such services through the office of the Wayne County Prosecuting Attorney; and

WHEREAS, this Council finds that prompt action is necessary in order to maintain the continuity of services.

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

SECTION 1. The Director of Administration entered into a two-year agreement with the Board of County Commissioners of Wayne County for the prosecution of ordinances and state code violations within the municipality in 2021; this is year two and payment is hereby authorized for 2022.

SECTION 2. The cost of the contract is budgeted in the Law Department Fund for FY 2022.

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: _____, 2022
Mayor

Introduced by: Craig Sanders

RESOLUTION NO. 2022-06

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 RECONSTRUCTION OF A PORTION OF MELROSE DRIVE AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, it is necessary to reconstruct a portion of Melrose Drive, from just north of Milltown Road to Smithville-Western Road, and such project is included in the capital plan for 2022.

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 the reconstruction of a portion of Melrose Drive, from just north of Milltown Road to Smithville-Western Road, in accordance with specifications on file in the office of the director.

SECTION 2. The cost of such contract will not exceed the amount 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 law.

SECTION 4. This resolution is declared to be necessary for the immediate preservation of the public peace, health, welfare and safety of the City, and for the further reason that it would allow for the project to begin as early as possible; wherefore, this resolution shall be in full force and effect immediately upon its adoption 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. 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: _____, 2022
Mayor

Introduced by: Jennifer Warden

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2022-06

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division: Engineering	Meeting Date Requested February 7, 2022
Project Name Melrose Drive Reconstruction – Notice to Proceed	Estimated Total Funds/Costs \$3,860,000 (\$500,000 OPWC)(\$200,000 Water)(\$360,000 Sanitary)(\$850,000 Storm)(\$1,393,286 Capital Improvements Fund)(\$556,714 Assessments)
Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED	
If No, How is the Purchase to be Funded?	
Description of Request This is a request to advertise and enter into a contract with the lowest and best bidder for the reconstruction of Melrose Drive from just north of Milltown Road to Smithville-Western Road, as described in Resolution of Necessity, 2021-68.	
Justification / Benefits The need for this project has been previously established and ratified by council. All necessary rights of way have been obtained and all assessments calculated.	
Will this Project affect the City's Operating Costs This should lower the City's operating costs by reducing maintenance costs of the existing road.	
What Alternatives Exist and what are the Implications of the Alternatives We can do nothing and forfeit the OPWC funding, continue maintenance of the existing road, and not address the safety issues resulting from the narrow lanes and ditches.	
Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances:	
Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <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 bid this project as early as possible.	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: Roger Kobilarcsik	Date: January 25, 2022
Approved for Agenda <input type="checkbox"/> Yes <input type="checkbox"/> No	

Request for Agenda Item

Authorization for Bid



Purchase Capital Item



Non-Capital



Division: Engineering	Meeting Date Requested February 7, 2022
Project Name Giffen Drive Waterline Replacement Project	Estimated Total Funds/Costs \$200,000 Water Fund
Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED	
If No, How is the Purchase to be Funded?	
Description of Request This is a request to authorize the advertisement for bids and to enter into a contract with the lowest and best bidder for the replacement of the waterline on Giffen Drive. This project involves the replacement of approximately 1,000 linear feet of 2" galvanized W/L with a history of breaks. The replacement pipe shall be 8" ductile iron pipe. The project includes replacing 9 water services and 2 fire hydrants. All of the engineering design, construction administration and inspection will be performed in-house by the engineering staff.	
Justification / Benefits The project will replace an aging 2" private waterline with a history of breaks and help to improve the overall water quality in the area.	
Will this Project affect the City's Operating Costs This project should have no effect on the operation and maintenance costs.	
What Alternatives Exist and what are the Implications of the Alternatives We could do nothing and continue to allow the 2" galvanized private waterline.	
Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances:	
Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <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 bid this project as early as possible in order to obtain the best possible bids.	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: Roger Kobilarcsik	Date: January 25, 2022
Approved for Agenda <input type="checkbox"/> Yes <input type="checkbox"/> No	

RESOLUTION NO. 2022-08

A RESOLUTION AUTHORIZING THE DIRECTOR OF
ADMINISTRATION TO PURCHASE THREE FORD
INTERCEPTORS FOR USE AS POLICE CRUISERS

WHEREAS, the City requires three new police cruisers to replace two marked cruisers and one unmarked vehicle.

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

SECTION 1. The Director of Administration is authorized to purchase three new Ford Interceptors for use as marked and unmarked police cruisers and police cruiser equipment, up-fitting.

SECTION 2. The Director of Administration will advertise according to law and enter into a purchase contract with the lowest and best bidder, except that if the item is available through a state-sponsored cooperative purchasing program or can be accomplished through a vendor upon equivalent terms, conditions and specifications, but at a price which is equal to or lower than that which is available from the state-sponsored program, s/he may make such purchase therefrom if s/he determines that the price and availability are more advantageous to the City.

SECTION 3. The cost of such purchase is included in the 2022 Appropriations Budget.

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 or its committees, in compliance with the 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: _____, 2022
Mayor

Introduced by: Mark Cavin

#7 Res. 2022-08

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division Police	Meeting Date Requested February 7, 2022
Project Name Police Cruiser Replacement	Estimated Total Funds/Costs 147,500
Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED	
If No, How is the Purchase to be Funded? Budgeted Capital Expense	
Description of Request Purchase of 3 Ford Interceptor SUV's including equipment, upfitting, and graphics/decals. These cars will replace Cars 1, and 4, and 1 unmarked vehicle all of which will be near or above 100k miles at the time they are replaced. In addition, the new body style of the Explorer will require the purchase of some new interior equipment as the existing equipment won't fit. The three used vehicle will be sold on Gov deals.	
Justification / Benefits	
Will this Project affect the City's Operating Costs	
What Alternatives Exist and what are the Implications of the Alternatives	
Is this a Sole Source Bid or Non-Bid Situation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain The Circumstances: Vehicles will be purchased at or below state bid pricing through a local vendor.	
Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Note Reasons	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: Fisher	Date: 1-27-2022

Approved for Agenda Yes No