

CITY COUNCIL AGENDA

September 18, 2023

7:30 p.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 – Leroy's Place, Inc.
400 Palmer St. & Patio
Wooster, Ohio 44691

V. COMMITTEE REPORTS; PUBLIC HEARINGS

Public Health & Leisure Committee Report

VI. UNFINISHED BUSINESS

1. Second Reading – ORDINANCE NO. 2023-22

AN ORDINANCE AMENDING CHAPTER 160, BIDDING PROCEDURES AND CONTRACT REQUIREMENTS, OF THE CODIFIED ORDINANCES OF THE CITY OF WOOSTER, OHIO, BY INCREASING THE AMOUNT OF THE LIMIT FOR COMPETITIVE BIDDING (Sanders)

VII. NEW BUSINESS

1. First Reading – RESOLUTION NO. 2023-48

A RESOLUTION ACCEPTING A DONATION FOR THE CONSTRUCTION OF PICKLEBALL COURTS, AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE CONSTRUCTION OF PICKLEBALL COURTS, APPROPRIATING THE DONATED FUNDS, AND ALLOWING FOR IMMEDIATE ENACTMENT (Myers)

2. First Reading - RESOLUTION NO. 2023-49

A RESOLUTION AUTHORIZING THE MAYOR TO SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S), TO ACCEPT AND APPLY SUCH FUNDS, IF AWARDED, AND TO EXECUTE ANY NECESSARY DOCUMENTS IN CONNECTION THEREWITH, AND ALLOWING FOR IMMEDIATE ENACTMENT (Warden)

3. First Reading – RESOLUTION NO. 2023-50

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR SYSTEMATIC SIGN REPLACEMENTS ALONG US ROUTE 30 WITHIN THE CITY OF WOOSTER, AND ALLOWING FOR IMMEDIATE ENACTMENT (Warden)

4. First Reading – RESOLUTION NO. 2023-51

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR CONSTRUCTION SERVICES FOR THE DOWNTOWN STREETScape PHASE IV, AND ALLOWING FOR IMMEDIATE ENACTMENT (Warden)

5. First Reading – RESOLUTION NO. 2023-52

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 CONSTRUCTION OF CURB RAMPS, AND ALLOWING FOR IMMEDIATE ENACTMENT (Warden)

6. First Reading – RESOLUTION NO. 2023-53

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

7. First Reading – RESOLUTION NO. 2023-54

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A CONTRACT WITH FRANCES BUTCHER FOR THE PURCHASE OF REAL ESTATE, APPROPRIATING THE NECESSARY FUNDS AND ALLOWING FOR IMMEDIATE ENACTMENT (Sanders)

8. First Reading – RESOLUTION NO. 2023-55

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A CONTRACT WITH THE ESTATE OF SAVOY BYRD FOR THE PURCHASE OF REAL ESTATE, APPROPRIATING THE NECESSARY FUNDS AND ALLOWING FOR IMMEDIATE ENACTMENT (Sanders)

9. First Reading – RESOLUTION NO. 2023-56

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR IMPROVEMENTS TO THE HEADWORKS PORTION OF THE WASTEWATER TREATMENT PLANT (Ansel)

10. First Reading – RESOLUTION NO. 2023-57

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH JONES AND HENRY FOR DESIGN AND CONSULTING SERVICES AND ALLOWING FOR IMMEDIATE ENACTMENT (Ansel)

VIII. MISCELLANEOUS

IX. ADJOURNMENT

**NOTICE TO LEGISLATIVE
AUTHORITY**

OHIO DIVISION OF LIQUOR CONTROL
8606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

5139913		TRFO	LEROYS OF WOOSTER INC	
PERMIT NUMBER		TYPE	400 PALMER ST & PATIO	
02	01	2023		
ISSUE DATE				
08	18	2023		
FILING DATE				
D2	D2X	D3	D3A	
PERMIT CLASSES				
85	165	B	F29997	
TAX DISTRICT		RECEIPT NO.		

FROM 09/07/2023

5139783			LEROYS PLACE INC	
PERMIT NUMBER		TYPE	400 PALMER ST & PATIO	
02	01	2023		
ISSUE DATE				
08	18	2023		
FILING DATE				
D2	D2X	D3	D3A	
PERMIT CLASSES				
85	165			
TAX DISTRICT		RECEIPT NO.		



MAILED 09/07/2023

RESPONSES MUST BE POSTMARKED NO LATER THAN. 10/10/2023

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 TRFO 5139913**

(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. 2023-22

AN ORDINANCE AMENDING CHAPTER 160, BIDDING PROCEDURES AND CONTRACT REQUIREMENTS, OF THE CODIFIED ORDINANCES OF THE CITY OF WOOSTER, OHIO, BY INCREASING THE AMOUNT OF THE LIMIT FOR COMPETITIVE BIDDING

WHEREAS, the Director of Administration has recommend that the City's bidding ordinance be amended to bring it into conformity with Ohio law regarding the threshold at which municipalities are required to competitively bid certain types of contracts.

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

SECTION 1. That Chapter 160, Bidding Procedures and Contract Requirements, of the Codified Ordinances of the City of Wooster, Ohio, be amended at Section 160.03, BIDDING PROCEDURES, to read as follows:

160.03 BIDDING PROCEDURES.

(a) The Director of Administration, or the Wooster Community Hospital Chief Executive Officer, or their designees, may make any contract, purchase supplies or material or provide labor for any work under the supervision of various departments and divisions and agencies of the City involving not more than **seventy-five thousand dollars (\$75,000)**. **This amount will automatically increase by three-percent (3%) effective January the first of each year beginning with the year 2025.**

(b) When an expenditure within the department, division or agency, other than compensation of persons employed therein, exceeds **seventy-five thousand dollars (\$75,000)**, such expenditure shall first be authorized and directed by ordinance or resolution of Council, or in the case of the Wooster Community Hospital, by resolution of the Board of Governors. **This amount will automatically increase by three-percent (3%) effective January the first of each year beginning with the year 2025.** When so authorized or directed, the Director of Administration or Hospital Administrator or their designees, shall make a written contract in the name of the City with the lowest and best bidder after advertisement for not less than two, nor more than four consecutive weeks in a newspaper of general circulation within the City.

(c) [No change]

(d) [No change]

SECTION 2. That Chapter 160, Bidding Procedures and Contract Requirements, of the Codified Ordinances of the City of Wooster, Ohio, be amended at Section 160.062, PROCEDURES, to read as follows:

160.062 PROCEDURES.

Notwithstanding the provisions of Ohio R.C. 9.33, 9.331, 9.332 and 153.65 through 153.71, inclusive, and any other provisions of the Ohio Revised Code which may conflict with or are inconsistent with the provisions of this section, the following provisions shall govern the selection and retention of professional design firms and construction managers by the City of Wooster and Wooster Community Hospital:

(a) All contracts for professional design firms and construction managers in the amount of **seventy-five thousand dollars (\$75,000)**, or more shall be awarded on the basis of the qualifications of the potential firm, including price, as determined by the Director of Administration or the Administrator of Wooster Community Hospital. **This amount will automatically increase by three percent (3%) effective January the first of each year beginning with the year 2025.** As needed, the City and the hospital will issue a public notice soliciting statements of qualifications from firms interested in being considered for design, design-build or construction management (including construction manager at-risk) projects. To be considered for a project, prospective firms must submit a statement of qualifications to the Director of Administration or the Administrator of the hospital in response to the notice. When it becomes necessary to hire a firm, the statements of qualifications will be reviewed and ranked by the Director of Administration or the Administrator of the hospital based upon the qualifications and experience of the contractor and other relevant factors (including, but not limited to, the number of such contracts already awarded to a firm or specific areas of expertise), as determined by the Director or the Administrator. Once ranked, the Director or the Administrator will select from the list no fewer than three firms standing highest on the list, and commence negotiations with the highest-ranking firm. In the event that fewer than three firms are ranked, the selection may be from those on the list, or another request for qualifications may be issued. If the Director or Administrator is unable to reach agreement with the highest-ranking firm, s/he shall notify the firm in writing of his/her intent to cease negotiations, and s/he may enter into negotiations with the next firm on the list. If negotiations with the next firm fail, s/he may follow the same procedure with the next firm on the list or s/he may request further proposals. In all cases, the Director or the Administrator reserves the right to reject any or all proposals. These procedures are not intended to be formal bidding requirements, but rather an informal procedure to determine the most qualified firm to which a contract should be awarded.

(b) [No change]

(c) [No change]

ORD
2023-22

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division Administration	Meeting Date Requested 9-5-23
Project Name Bid Limits	Estimated Total Funds/Costs n/a
Is Full Amount Budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED N/A	
If No, How is the Purchase to be Funded?	
Description of Request Requesting revision part of 160.03 of the codified ordinances, entitle "Bidding Procedures". As part of the recently passed State of Ohio Budget, statutory competitive bidding thresholds (RC Section 735.05) were increased from \$50,000 to \$75,000 with an escalation clause that increases the threshold by 3% every year beginning in 2025.	
Justification / Benefits Current City Ordinance language mimics the previous stat statute and requires bidding for all expenditures over \$50,000. The proposed language would mirror the current state language for bidding limits. The proposed language would raise the amount of expenditures requiring bidding and Council approval to \$75,000. Council would still approve the budget for all expenditures. This would save time and money on the bid process for smaller, regular budgeted items. This would also allow for responding in a timely manner to market opportunities and emergency situations.	
Will this Project affect the City's Operating Costs This should have little effect on the City's operating costs, but could save money and would definitely save time.	
What Alternatives Exist and what are the Implications of the Alternatives We could continue to bid projects in accordance with the current thresholds.	
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Note Reasons	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: Joel Montgomery	Date: 8/30/23
Approved for Agenda <input type="checkbox"/> Yes <input type="checkbox"/> No	

Request for Agenda Item

2023-48

Authorization for Bid

Purchase Capital Item

Non-Capital

Division PPM	Meeting Date Requested 9/18/2023										
Project Name New Pickleball Courts	Estimated Total Funds/Costs \$200,000.00										
Is Full Amount Budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, three readings NOT REQUIRED											
If No, How is the Purchase to be Funded? \$150,000 of existing, budgeted funds will be combined with a \$50,000 donation to fully fund the project.											
Description of Request Authorization to <i>accept and appropriate donated funds</i> , and to <i>advertise and award a contract</i> to construct 6 new Pickleball Courts that include: Surface, Lines, Fencing, Posts, Nets, and appurtenances. The funding sources for the project: <table style="margin-left: 40px; width: 60%;"> <tr> <td>New Pickleball Courts Project:</td> <td style="text-align: right;">\$ 200,000.00</td> </tr> <tr> <td>FY23 Pickleball Budget (O&M, Capital):</td> <td style="text-align: right;">- \$ 70,000.00</td> </tr> <tr> <td>Transfer of FY23 Unused Funds:</td> <td style="text-align: right;">- \$ 80,000.00</td> </tr> <tr> <td>Donation:</td> <td style="text-align: right;">- \$ 50,000.00</td> </tr> <tr> <td style="text-align: right;">Balance</td> <td style="text-align: right;">-0-</td> </tr> </table>		New Pickleball Courts Project:	\$ 200,000.00	FY23 Pickleball Budget (O&M, Capital):	- \$ 70,000.00	Transfer of FY23 Unused Funds:	- \$ 80,000.00	Donation:	- \$ 50,000.00	Balance	-0-
New Pickleball Courts Project:	\$ 200,000.00										
FY23 Pickleball Budget (O&M, Capital):	- \$ 70,000.00										
Transfer of FY23 Unused Funds:	- \$ 80,000.00										
Donation:	- \$ 50,000.00										
Balance	-0-										
Justification / Benefits With the addition of six (6) Pickleball Courts to Christmas Run Park will provide adequate courts for the ever increasing numbers of players in our community. Our estimation is that there are approximately 150 players from 80 years old down to 5 years old playing the sport. As you're aware there is limited availability for all to play. So, with the additional Pickleball Courts enhances our overall park system. Benefits of Pickleball: accessible for all ages, supports cardiovascular health, can reduce stress, burns calories, can decrease obesity, improves flexibility and balance, develops motor skills, improves instincts, build stronger muscles, it's a social activity, sportsmanship developed and friendships built. Families will now have an increased accessibility with the construction of the additional courts for recreational play. The Pickleball Courts will be constructed with the finest materials. Existing pickleball courts are scheduled for resurfacing this fall, and the existing tennis courts will be budgeted and scheduled for resurfacing next spring.											
Will this Project affect the City's Operating Costs There will be an increase in maintenance and repairs over the life of the Pickleball Courts.											
What Alternatives Exist and what are the Implications of the Alternatives A \$50,000 donation is slated to be received to assist in constructing 6 new Pickleball Courts.											
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons: Suspension of the rules is not required, but passage would allow us to accept the donated funds and begin the process of design, advertising, and award to facilitate an early spring contractor schedule. Contractor scheduling and material contracts have been a challenge this summer.											
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.											
Manager Requesting: Curt Denning	Date: 9/13/2023										

Approved for Agenda <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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RESOLUTION NO. 2023-49

A RESOLUTION AUTHORIZING THE MAYOR TO SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S), TO ACCEPT AND APPLY SUCH FUNDS, IF AWARDED, AND TO EXECUTE ANY NECESSARY DOCUMENTS IN CONNECTION THEREWITH, AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, the Ohio Public Works Commission ("OPWC"), through the State Capital Improvement Program, provides financial assistance to political subdivisions for capital improvements to public infrastructure, and

WHEREAS, the City of Wooster is planning a project to replace sanitary sewer linings in 2024, with the total cost of the projects estimated to be \$700,000.00, of which the OPWC would fund approximately \$500,000.00 and

WHEREAS, the infrastructure improvement project hereinabove described is considered to be a priority need for the community and is a qualified project under the OPWC programs

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

SECTION 1. That the Mayor, is hereby authorized to apply to the OPWC for grant monies as described above, and if such funds are awarded, to appropriate and apply the funds as indicated.

SECTION 2. The City, by its Mayor, is further authorized to execute any necessary documents in connection therewith for obtaining this financial assistance.

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, and for the further reason that time is of the essence in making a timely application for the funds described above; 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 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: _____, 2023 Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2023
Mayor

Introduced by: Jennifer Warden

fed 2023-49

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division: Engineering	Meeting Date Requested September 18, 2023
Project Name 2024 Sanitary Sewer Lining OPWC Application	Estimated Total Funds/Costs \$700,000. If approved, OPWC would fund up to \$500,000 with grant/loan funds.
Is Full Amount Budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, three readings NOT REQUIRED	
If No, How is the Purchase to be Funded? If approved and awarded OPWC funding, the design would be done by the City's Engineering Division and construction would be included in the 2024 budget.	
Description of Request This is a request to authorize the application for and acceptance of grant and/or loan funds from the Ohio Public Works Commission for lining sanitary sewers throughout the City.	
Justification / Benefits This request is to apply for OPWC grant/loan funding.	
Will this Project affect the City's Operating Costs Once constructed, this project will reduce the operating costs by reducing infiltration and inflow into the City's sanitary sewer system.	
What Alternatives Exist and what are the Implications of the Alternatives We could do nothing and not apply for the OPWC grant/loan funds.	
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 legislation to be provided by the application deadline for Wayne County.	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: John Rice	Date: August 29, 2023
Approved for Agenda <input type="checkbox"/> Yes <input type="checkbox"/> No	

RESOLUTION NO. 2023-50

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR SYSTEMATIC SIGN REPLACEMENTS ALONG US ROUTE 30 WITHIN THE CITY OF WOOSTER, AND ALLOWING FOR IMMEDIATE ENACTMENT

CONSENT LEGISLATION

Ordinance/Resolution No. 2023-50

PID No. 98525

Project Name D03 SYSSIGN FY2024(B)

The following Res No. 2023-50 enacted by the City of Wooster of Wayne County, Ohio,
(Ordinance/Resolution)
hereinafter referred to as the City, in the matter of the stated described project.

SECTION I - Project Description

WHEREAS, the State has identified the need for the described project:

To perform Systematic sign replacements on the following routes: WAY US Route 0030 from SLM 09.35 (West Corporation Limit) to SLM 10.92 (East Corporation Limit) in the City of Wooster of Wayne County.

This project is currently scheduled to be constructed in the summer of 2024.

NOW THEREFORE, be it ordained by the City of Wooster of Wayne County, Ohio.

SECTION II - Consent Statement

Being in the public interest, the City gives consent to the Director of Transportation to complete the above described project.

SECTION III - Cooperation Statement

The City shall cooperate with the Director of Transportation in the above described project as follows:

- 1) The City gives consent for the above improvement,
- 2) No funds are required from the City except that the City agrees to assume and bear one hundred percent (100%) of the total cost for added construction items requested by the City and not necessary for the improvement as determined by the State and the Federal Highway Administration.

SECTION IV - Maintenance

Upon completion of the described Project, and unless otherwise agreed, the City shall:

- 1) Provide adequate maintenance for the described Project in accordance with all applicable state and federal law;
- 2) Provide ample financial provisions, as necessary, for the maintenance of the described project;
- 3) Maintain the right-of-way, keeping it free of obstructions; and hold said right-of-way inviolate for public highway purposes.

SECTION V – Utilities and Right-of-Way Statement

If City owned utilities, within a corporation limit or in a private easement outside corporation limits, need to be relocated due to this ODOT project, the City will be reimbursed for any relocation work; ODOT will perform the coordination, relocation, and reimbursement which shall comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

If other public and private utilities need to be relocated due to this ODOT project they will not be reimbursed for relocation; with exceptions due to an easement, etc.

SECTION VI - Authority to Sign

The Director of Administration of said City of Wooster is hereby empowered on behalf
(Contractual Agent)

of the City of Wooster to enter into contracts with the Director of Transportation
necessary to complete the above described project.

Passed: _____, 2023

Vote: _____

Attest: _____
Clerk of Council

President of Council

Approved: _____, 2023

Mayor

This Res No. 2023-50 is hereby declared to be an emergency measure to expedite the highway
(Ordinance/Resolution)
project and to promote highway safety. Following appropriate legislative action, it shall take
effect and be in force immediately upon its passage and approval, otherwise it shall take effect
and be in force from and after the earliest period allowed by law.

PID No. 98525
Project Name D03 SYSSIGN FY2024(B)

CERTIFICATE OF COPY
STATE OF OHIO
City of Wooster of Wayne County, Ohio

I, _____, as Clerk of the City of Wooster of Wayne County, Ohio,

Do hereby certify that the foregoing is a true and correct copy of Res No. 2023-50 adopted by
(Ordinance/Resolution)
the legislative Authority of the said City of Wooster on this _____ day of _____, 2023,

that the publication of such Res No. 2023-50 has been made and certified of record according to
(Ordinance/Resolution)

law; that no proceedings looking to a referendum upon such Res No. 2023-50 have been taken;
(Ordinance/Resolution)

and that such Res No. 2023-50 and certificate of publication thereof are of record in
(Ordinance/Resolution)

Res No. 2023-50.
(Ordinance/Resolution)

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official
seal, if applicable, this _____ day of _____, 2023,

(SEAL)
(If Applicable)

Clerk Signature
City of Wooster of Wayne County, Ohio.

The foregoing is accepted as a basis for proceeding with the project herein described.

For the City of Wooster of Wayne County, Ohio

Attest: _____, Date _____
Contractual Officer

Res
2023-56

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division: Engineering **Meeting Date Requested** September 18, 2023

Project Name D03 SYSSIGN FY2024(B) **Estimated Total Funds/Costs** \$0

Is Full Amount Budgeted? Yes No
If YES, three readings NOT REQUIRED

If No, How is the Purchase to be Funded? Not applicable, no cost to the City.

Description of Request This is a request to give consent to ODOT so they can perform systematic sign replacements on US Route 30 in the City of Wooster. ODOT has provided the Consent Legislation document.

Justification / Benefits ODOT is requesting the City's consent; the work will be done at no cost to the City.

Will this Project affect the City's Operating Costs This project will have no effect on the City's operating costs.

What Alternatives Exist and what are the Implications of the Alternatives We could not give consent and not allow ODOT to replace the signs.

Is this a Sole Source Bid or Non-Bid Situation Yes No
If Yes, Explain The Circumstances:

Is there a need for Suspension of the Rules or a Time Frame when this must be passed? Yes No
If Yes, Note Reasons Suspension of the rules is not necessary but earlier passage would allow ODOT to proceed with this project sooner.

NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.

Manager Requesting: John Rice **Date:** August 29, 2023

Approved for Agenda Yes No

RESOLUTION NO. 2023-51

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR CONSTRUCTION SERVICES FOR THE DOWNTOWN STREETScape PHASE IV, AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, in accordance with a recent update to the 2014 Comprehensive Plan, it is necessary to develop a plan for improvements for a streetscape project along W. Liberty Street (from the PNC Bank drive to Walnut Street) and south from W. Liberty Street along the east side of S. Walnut Street to the first alley, and the cost thereof is budgeted; and

WHEREAS, this City Council hereby determines that prompt action is necessary to begin the process of implementing this improvement.

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 for bids and enter into a contract with the lowest and best bidder for the above-described improvements.

SECTION 2. 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, 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: _____, 2023

Mayor

Introduced by: Jennifer Warden

Res 2023-51

4

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division: Engineering	Meeting Date Requested September 18, 2023
Project Name Downtown Streetscape Phase 4	Estimated Total Funds/Costs \$350,000 (\$302,240 Capital funds, \$47,760 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 authorize the advertisement for bids and to enter into a contract with the lowest and best bidder for a streetscape project along W. Liberty Street (from the PNC Bank drive to Walnut Street) and south from W. Liberty Street along the east side of S. Walnut Street to the first alley.	
Justification / Benefits This project continues the multi-phase, downtown streetscape renewal plans initiated in the comprehensive plan and detailed in the downtown strategic plan.	
Will this Project affect the City's Operating Costs This project should reduce the City's operating budget by reducing ongoing maintenance of the streetscape features.	
What Alternatives Exist and what are the Implications of the Alternatives We could do nothing and continue maintaining the existing streetscape features.	
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 and to order materials.	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: John Rice	Date: August 29, 2023
Approved for Agenda <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Res
2023-52

5

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division: Engineering	Meeting Date Requested September 18, 2023
Project Name Oak Hill Road Curb Ramp Replacements	Estimated Total Funds/Costs \$125,000
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 curb ramps along Oak Hill Road, between W. Liberty Street and Wayne Avenue.	
Justification / Benefits This is an ODOT requirement in order to use the City's ODOT Large Cities funds to pave this portion of Oak Hill Road next year.	
Will this Project affect the City's Operating Costs No.	
What Alternatives Exist and what are the Implications of the Alternatives We could do nothing and not be able to use the ODOT funds for improvements to Oak Hill Road.	
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 and to order materials.	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: John Rice	Date: August 29, 2023
Approved for Agenda <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

RESOLUTION NO. 2023-53

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

WHEREAS, it is necessary to provide for the replacement of traffic signals serving Quinby Avenue and Bowman Street and the Quinby Avenue and Wayne Avenue intersections, and such expense has been budgeted for 2023.

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

SECTION 2. The cost of such contract will not exceed the amount appropriated for this purpose.

SECTION 3. This Council finds and declares that all formal actions concerning and relating to the adoption of this Resolution occurred in an open meeting of this Council or its committees, in compliance with 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 the 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: _____, 2023

Mayor

Introduced by: Jennifer Warden

Res. 2023-53

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division: Engineering	Meeting Date Requested September 18, 2023
Project Name Quinby-Bowman and Quinby-Wayne Traffic Signal Replacements	Estimated Total Funds/Costs \$417,000
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 to replace the traffic signals at the Quinby Avenue and Bowman Street and the Quinby Avenue and Wayne Avenue intersections.	
Justification / Benefits This project will replace existing traffic signals that are near or past their useful life.	
Will this Project affect the City's Operating Costs This project should reduce the City's operating budget by reducing ongoing maintenance of the traffic signals.	
What Alternatives Exist and what are the Implications of the Alternatives We could do nothing and continue maintaining the existing traffic signals.	
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 and to order materials.	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: John Rice	Date: August 29, 2023
Approved for Agenda <input type="checkbox"/> Yes <input type="checkbox"/> No	

RESOLUTION NO. 2023-54

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A CONTRACT WITH FRANCES BUTCHER FOR THE PURCHASE OF REAL ESTATE, APPROPRIATING THE NECESSARY FUNDS AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, it is necessary to enter into an agreement with Frances Butcher for the acquisition of one parcel of land comprising of Parcel Number 64-00605.000, for the sum of \$135,000.00 for future municipal development; and

WHEREAS, the amount necessary to purchase the property was not included in the 2023 annual appropriations budget, the necessary funds must be appropriated; and

WHEREAS, this purchase allows for the continued expansion and success of the City of Wooster's City Hall and Fire Station 1 Campus on North Market Street; and

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

SECTION 1. That the amount of \$140,000 is appropriated from the unappropriated General Fund (100) balance to the Interfund Cost Center, with a related transfer to the Capital Improvements Fund (301), where it is hereby appropriated.

SECTION 2. The Director of Administration is hereby authorized to enter into a contract for the purchase of Parcel 64-00605.000 for the sum of \$135,000.00 and closing costs and any other fees and expenses related to closing.

SECTION 3. The Director of Administration is hereby authorized to enter into a six-month triple net lease, with the ability to renew such lease, as part of the purchase of Parcel 64-00605.000, to lease Parcel 64-00605.000 with all improvements to Frances Butcher, as to allow the seller time to relocate.

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 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.

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

Passed: _____, 2023 Vote: _____

Attest: _____
 Clerk of Council President of Council

Approved: _____, 2023 Mayor

Introduced by: Craig Sanders

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division Development	Meeting Date Requested September 18, 2023
Project Name 531 N. Walnut St. Purchase	Estimated Total Funds/Costs Up To \$140,000
Is Full Amount Budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, three readings NOT REQUIRED	
If No, How is the Purchase to be Funded? Unappropriated General Fund (100) to the Capital Improvements Fund (301).	
Description of Request Requested is Wooster City Council's Authorization to enter into a contract with Frances Butcher for the \$135,000 purchase (plus closing costs) of Wayne County Parcel 64-02258.000, also known as 531 N. Walnut Street, presently an owner-occupied single-family house adjacent to the City Hall / Fire Station 1 campus. The 2-Story house was built 1930, measures 1,528 sqft with 3 beds and 2 full baths, and rests on 0.2066 acres. The owner, now seeking to move after 30 years, approached the City to ask if there was interest before formally listing the home for sale. The \$135,000 purchase price, a counter from the owner, is within the fair market range based area comparable sales and is easily within the range of what staff would expect the property to sell for if traditionally-listed. With 50 feet of frontage on N. Walnut St., and adjacent to a 20-foot public alley leading into the City Hall campus, acquisition of this property enables a thoughtful expansion in the future. The City owns a 42-foot-wide parcel further north along N. Walnut, separated from the subject property by another owner-occupied home. Immediate opportunities would include space for parking, or maintenance costs may be offset by leasing to social service partner.	
Justification / Benefits This project thoughtfully permits the expansion of the City Hall / Fire Station 1 campus. The proposed December 1, 2023 closing date would allow the owner time to move. In the near-term, the property may aid in new parking and traffic safety, and/or may potentially be leased and maintained by one of social service partners in the interim to save on maintenance/carrying costs.	
Will this Project affect the City's Operating Costs Approximately \$140,000, is required to execute this acquisition and cover closing costs.	
What Alternatives Exist and what are the Implications of the Alternatives The City may forgo the acquisition, but this would limit the ability to expand the parking lot at a time when new development and expansion is limiting space.	
Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances: This is a direct purchase of real estate with a seller.	
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 provides Seller time for planning. A September 18th deadline exists to retain terms.	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: Jonathan Millea	Date: September 18, 2023

Approved for Agenda Yes No



2023-55

Request for Agenda Item

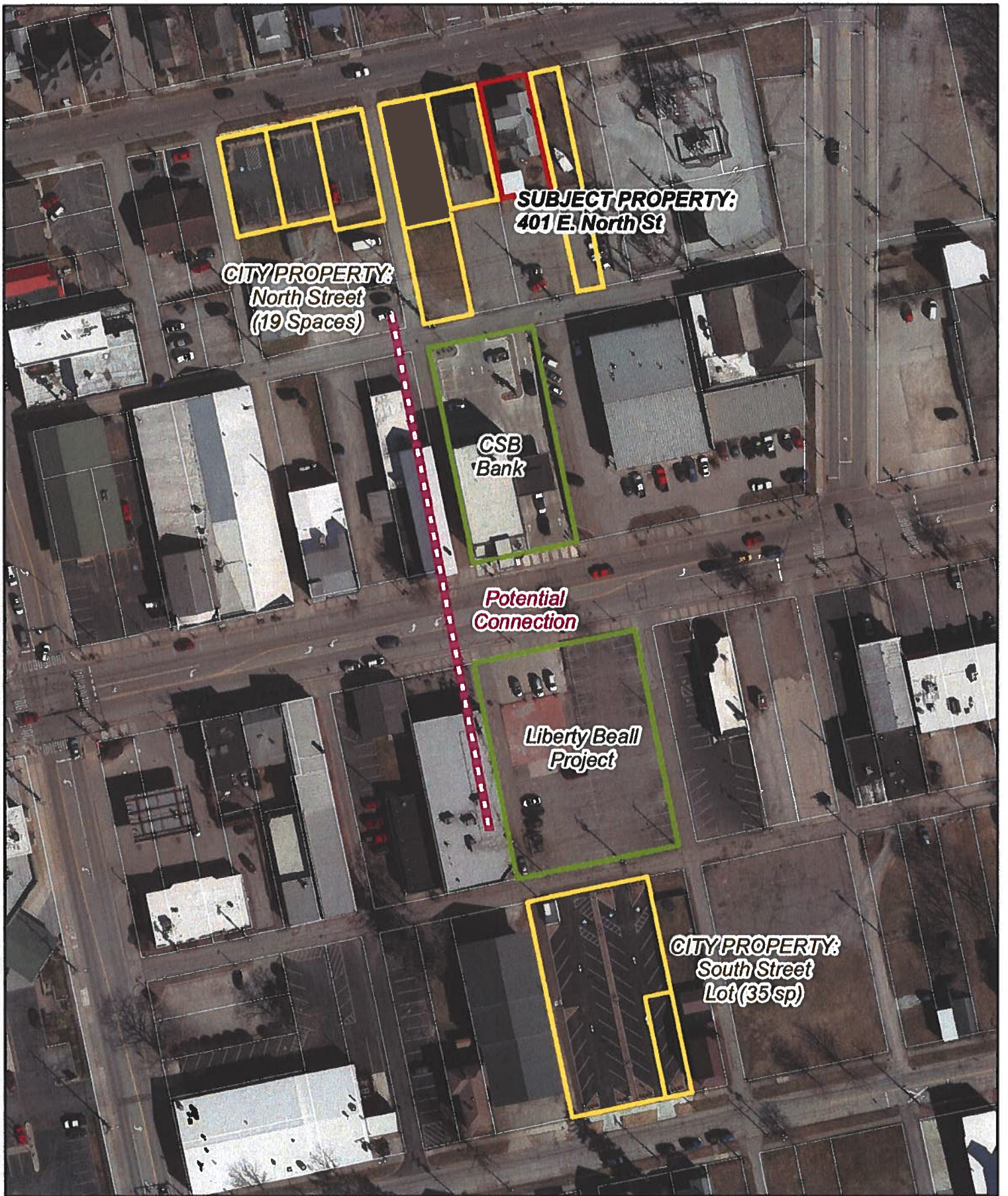
Authorization for Bid

Purchase Capital Item

Non-Capital

Division Development	Meeting Date Requested September 18, 2023
Project Name 401 E. North St. Purchase	Estimated Total Funds/Costs \$70,000.00
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? Economic Development funds	
Description of Request Requested is Wooster City Council's Authorization to enter into a contract with the estate of Savoy Byrd \$65,000 purchase (plus closing costs) of Wayne County Parcel 64-00564.000, also known at 401 E. North Street, a vacant two-unit house between two City of Wooster properties reserved for future expansion of the North Street Parking lot. Negotiations started in 2019. To the immediate west of the property is the City of Wooster's North Street Public Parking Lot, a paved 19-spot public daily parking lot. Over the years, the existing parking lot has actively supported downtown businesses. As additional downtown development occurs in the immediate vicinity, including the recent CSB Bank building and the planned mixed-use Liberty Beall project, expansion of this lot will be important to encouraging business growth and overall downtown access. Acquisition of this property enables a thoughtful expansion of this lot in the future. The opportunity exists to establish a pedestrian walkway link across Liberty Street to connect the new South Street Parking Lot to an expanded North Street Parking.	
Justification / Benefits This project enables the expansion of the City's North Street Parking Lot to support ongoing development along E. Liberty. The acquisition price is reasonable given current market conditions. Based on the condition, and the need to expand the North Street Parking Lot, demolition in 2024 would be the recommended course of action.	
Will this Project affect the City's Operating Costs Approximately \$70,000 is required to execute this acquisition and cover closing costs.	
What Alternatives Exist and what are the Implications of the Alternatives The City may forgo the acquisition, but this would limit the ability to expand the parking lot at a time when new development is underway, leave certain land unused, and later acquisition would be costlier.	
Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances: This is a direct purchase of real estate with an estate.	
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 provides Seller time for planning. Time is of the essence.	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: Jonathan Millea	Date: September 11, 2023

Approved for Agenda Yes No



SUBJECT PROPERTY:
401 E. North St

CITY PROPERTY:
North Street
(19 Spaces)

CSB
Bank

Potential
Connection

Liberty Beall
Project

CITY PROPERTY:
South Street
Lot (35 sp)



City of Wooster
Economic Development

Proposal: 401 E. North Street Acquisition
September 12, 2023



SUBJECT: 401 E. North (Sept. 11, 2023)

PN	Miscaddr	Saledate	Auditor Val	Saleamount	Explanation
64-00564.000	401 403 E NORTH ST, WOOSTER OH 44691	1/1/1987	\$40,060		Duplex, Built 1910, 4 beds, 2 full baths, 2,192 sqft, 0.0992 acres.
VALUATION:					
			\$40,060		< Wayne County Auditor Valuation
			\$52,362		< 77% Over Wayne County Auditor Valuation (Avg. Diff)
			\$94,256		< \$43.52 Sale Valuation Per Square Foot

COMPARABLES (Single Structure, Valid Sale, Land Use Code 520 (Duplex, single-structure only), Year Built 1890-1940, City of Wooster, All between 9/30/2022 and 9/10/2023)

PN	Miscaddr	Saledate	Auditor Val	Saleamount	Explanation	Sale/sf	Sale/sqft	Differential between Auditor and Sales value
64-00138.000	E BOWMAN ST WOOSTER OH 44691	6/23/2023	\$85,840	\$267,000	Duplex, 5 beds, 3 full baths, 2250 sqft, on 0.117 acres.	\$118.67	\$53,400	32%
64-00176.000	330 330 1/2 SPRING ST WOOSTER OH 44691	3/21/2023	\$80,390	\$79,304	Duplex, 3 beds, 2 full baths, 1484 sqft, on 0.1322 acres.	\$53.44	\$26,435	101%
64-00424.000	217 E LARWILL ST WOOSTER OH 44691	8/18/2023	\$79,580	\$112,000	Duplex, 2 beds, 2 full baths, 1830 sqft, on 0.149 acres.	\$61.20	\$56,000	71%
64-00541.000	349 349 1/2 N BUCKEYE ST WOOSTER OH 44691	3/17/2023	\$96,620	\$125,000	Duplex, 6 beds, 2 full baths, 2872 sqft, on 0.2277 acres.	\$43.52	\$20,833	77%
64-00551.000	348 348 1/2 N BEVER ST WOOSTER OH 44691	8/25/2023	\$150,270	\$210,000	Duplex, 4 beds, 2 full baths, 2014 sqft, on 0.2525 acres.	\$104.27	\$52,500	72%
64-01355.000	348 348 1/2 LARWILL ST WOOSTER OH 44691	10/25/2022	\$104,910	\$130,000	Duplex, 4 beds, 2 full baths, 1800 sqft, on 0.1488 acres.	\$72.22	\$32,500	81%
64-01460.000	305 315 N GRANT ST WOOSTER OH 44691	4/25/2023	\$146,620	\$175,000	Duplex, 4 beds, 2 full baths, 2406 sqft, on 0.1377 acres.	\$72.73	\$43,750	84%
64-01475.000	131 E BOWMAN ST WOOSTER OH 44691	10/14/2022	\$152,480	\$200,000	Duplex, 7 beds, 2 full baths, 1904 sqft, on 0.0634 acres.	\$105.04	\$28,571	76%
64-01870.000	541 E NORTH ST WOOSTER OH 44691	1/6/2023	\$61,150	\$100,000	Duplex, 2 beds, 2 full baths, 2040 sqft, on 0.2066 acres.	\$49.02	\$50,000	61%
64-02555.000	355 W LARWILL ST WOOSTER OH 44691	12/13/2022	\$81,340	\$135,000	Duplex, 5 beds, 2 full baths, 1550 sqft, on 0.2617 acres.	\$87.10	\$27,000	60%
65-00991.000	736 736 1/2 SPINK ST WOOSTER OH 44691	12/28/2022	\$76,860	\$100,000	Duplex, 4 beds, 2 full baths, 1424 sqft, on 0.3122 acres.	\$70.22	\$25,000	77%
67-01826.000	552 552 1/2 KIEFFER ST WOOSTER OH 44691	6/21/2023	\$123,100	\$97,500	Duplex, 4 beds, 2 full baths, 1768 sqft, on 0.3333 acres.	\$55.15	\$24,375	126%
68-01518.000	1030 QUINBY AVE WOOSTER OH 44691	5/23/2023	\$125,170	\$165,000	Duplex, 5 beds, 2 full baths, 2732 sqft, on 0.2204 acres.	\$60.40	\$33,000	76%
68-01808.000	1626 BEALL AVE WOOSTER OH 44691	8/24/2023	\$252,600	\$330,000	Duplex, 6 beds, 6 full baths, 3103 sqft, on 0.4545 acres.	\$106.35	\$55,000	77%
AVERAGES >>						\$76	\$37,740	77%

RESOLUTION NO. 2023-56

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR IMPROVEMENTS TO THE HEADWORKS PORTION OF THE WASTEWATER TREATMENT PLANT

WHEREAS, it is necessary to contract for construction of improvements to the headworks portion of the wastewater treatment plant, and such expense has been budgeted for 2023;

WHEREAS, many of the structural components are at the end of their service life.

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 improvements to the headworks portion of the wastewater treatment plant, in accordance with specifications on file in the office of the Director of Administration.

SECTION 2. The cost of such contract will not exceed the amount appropriated for this purpose.

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

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

Introduced: _____ Passed: _____ Vote: _____

Attest: _____
Clerk of Council

President of Council

Approved: _____, 2023

Mayor

Introduced by: Jon Ansel

2023-56

9

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division Utilities	Meeting Date Requested 9/18/2023
Project Name Headworks Update	Estimated Total Funds/Costs \$5,492,000
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? This project is being funded utilizing \$4,000,000 in Bonds; \$760k DOD Grant; \$500K from OPWC Grant	
Description of Request This is a request advertise and enter into a contract for construction of improvements to the headworks portion of the wastewater treatment plant. This project was presented to council previously in June of 2022, in subsequent memo's, and is part of the 10 year Infrastructure Strategic Plan included in the 2023 Budget. Council previously authorized design contracts and application for OPWC funds in Sept. of last year. The improvements to the Headworks facility will include: -Four influent pumps will be replace in kind with new pumps to return the pumping capacity back to original design specifications -Three influent storm pumps will have 30hp motors and VFD's replaced with 50hp units to increase their pumping capacity -The influent screening structure will be modified to install two new influent screens which will each be able to handle the max design flow of 27 MGD, effectively doubling the facilities current screening capacity. -A new grit structure will be built between the influent screening building and the influent pumping well to remove grit before reaching the influent pumps to avoid excessive wear and prevent grit buildup in the aeration tanks during storm events. -Piping will be added between the influent screening structure, new grit unit and existing influent pump well to allow for future service to these units while maintaining operation. -The DAF tank which is currently used for grit removal will be demolished. Some of the equipment was installed with the 2003-2005 plant upgrades, with some pumps installed in 1997 and 2000, and some concrete being original 1937 construction. These components are at or beyond their useful life. Recent failures in the system have moved the needed replacements forward necessitating a more comprehensive project.	
Justification / Benefits The equipment being replaced ranges from 26 to 20 years , and structural compnents more than 85 years old, and are at the end of their service life. The installation of two new screens capable of handling the peak capacity of 27 MGD each offers redundancy during mainanance. Each screen will have a dedicated auger system for more reliability than the current system which shares a common auger between both of the screens.	
Will this Project affect the City's Operating Costs N/A	
What Alternatives Exist and what are the Implications of the Alternatives Alternatives were examined during design, this was the most cost effective and reliable operation available	
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Note Reasons	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting:	Date:

Approved for Agenda Yes No

RESOLUTION NO. 2023-57

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH JONES AND HENRY FOR DESIGN AND CONSULTING SERVICES AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, it is necessary to procure the design services of Jones and Henry for a complete Facilities plan for disinfection including a review of the disinfection study completed by Verdantas and completing detailed plans for replacing in pipe UV system with new open trough UV system; and

WHEREAS, Jones and Henry possesses the expertise to provide such engineering services; and

WHEREAS, this expenditure is budgeted.

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

SECTION 1. The Director of Administration is hereby authorized to enter into a professional engineering services contract with Jones and Henry for design and consulting services.

SECTION 2. This Council finds and declares that all formal actions concerning and relating to the adoption of this Resolution occurred in an open meeting of this Council or its committees, in compliance with law.

SECTION 3. This Council finds that competitive bidding is not necessary as the Director of Administration has complied with WCO 160.03(c)(3)

SECTION 4. The costs of this project will not exceed the amount budgeted.

SECTION 5. 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.

Introduced: _____ Passed: _____, 2023 Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2023
Mayor

Introduced by: Jon Ansel

2023-57

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division Utilities	Meeting Date Requested 9/18/2023
Project Name UV Disinfection Design	Estimated Total Funds/Costs \$139,540
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 enter into an engineering contract for a complete Facilities plan for disinfection, including a review of the disinfection study completed by Verdantas and completing detailed plans for replacing in pipe UV system with new open trough UV system. This project is part of our 10 year Infrastructure Strategic Plan included in the 2023 Budget. Construction is planned for 2024, and will be included in the budget for next year.	
Justification / Benefits The current unit is at the end of its design life. The new system will reduce power consumption during operation and is easier to service will less down time. The new unit will be more reliable and ensure compliance with the NPDES permit.	
Will this Project affect the City's Operating Costs The new unit will reduced power usage and maintenance cost from the current system	
What Alternatives Exist and what are the Implications of the Alternatives PAA, PAA with UV, Hypochlorite are other options reviewed in the study. UV was the simplest most cost effective option for the design life of the system	
Is this a Sole Source Bid or Non-Bid Situation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain The Circumstances: We are utilizing Jones and Henry due to their experience with their previous plant design. They were selected using the current consultant review process, and are currently the top firm on the list for this type of work.	
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:	Date:

Approved for Agenda Yes No