

WOOSTER CITY COUNCIL MINUTES
9/18/2023

I. ROLL CALL & ORDERING OF AGENDA

President Pro Tempore Craig Sanders called the regular meeting of Wooster City Council to order at 7:30 p.m. Clerk Amy Hamilton called roll with the following members present: Jon Ansel, Mark Cavin, Barb Knapic, Scott Myers, Craig Sanders, and Jen Warden. Mike Buytendyk and Bob Reynolds were absent.

City Administration present: Mayor Bob Breneman, Director of Administration Joel Montgomery, Finance Director Andrei Dordea, and Law Director John Scavelli.

II. APPROVAL OF MINUTES

Mr. Cavin moved to approve the minutes of the September 5, 2023 regular meeting, seconded by Mr. Myers. Upon voice vote, the minutes were approved.

III. COMMUNICATIONS FROM MAYOR/ADMINISTRATION

Mayor Breneman thanked the Wayne County Fair Board and the County for putting on one of the state's premier fairs. He also thanked the citizens who attended the Public Health and Leisure Committee meeting to discuss pickleball and tennis courts. He announced the City will be building six new pickleball courts at Christmas Run Park. Mayor Breneman also thanked Jack and Deb Miller for their \$50,000 donation for the construction of new pickleball courts.

Director Dordea reported the Wooster Growth Corporation received the Auditor of State award for excellence in financial reporting for 2022.

IV. PETITIONS/COMMUNICATIONS FROM PUBLIC

Mr. Ansel moved to waive the hearing for the Liquor Control permit for Leroy's Place, Inc., 400 Palmer St. & Patio; seconded by Mr. Cavin.

Mr. Ansel moved to adopt, seconded by Mr. Cavin. Upon roll call, motion to adopt passed 6-0. (Ansel – yes, Cavin – yes, Knapic – yes, Myers – yes, Sanders – yes, and Warden – yes)

V. COMMITTEE REPORTS; PUBLIC HEARINGS

Mr. Myers reported on the Public Health & Leisure Committee meeting held earlier in the evening and stated the solutions for pickleball and tennis courts put forth by City Administration seemed to be satisfactory to those who attended the meeting. He also noted the existing pickleball courts at Christmas Run Park will be repaired by the end of 2023 and the tennis courts will be repaired in 2024. He thanked the public for their input and attendance.

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)

Mr. Sanders said the state is suggesting the city go from \$50,000 to \$75,000 threshold for competitive bidding as well as adding language that will increase the bid limit by three percent (3%) each year beginning in 2025. He opened the floor to other council members for input and discussion.

Mr. Myers said the state has a much larger budget than the city, and he does not believe the city needs to increase the bidding limit. He stated he does not believe making this change would affect many city projects.

Ms. Knapic asked how long the limit has been at \$50,000. Director Montgomery replied it has been at that level for about 10 years, which was done to copy what the state did. He said the state has already made this change to adjust for inflation and it applies to public entities other than charter cities or counties. Ms. Knapic said she was not comfortable with an annual three percent increase without a limit. Director Montgomery said they could strike the three percent phrase and see how prices go over the next few years.

Mr. Myers said the current threshold seems to be working and departments do not seem to be overwhelmed with paperwork, so council could revisit the issue later. Director Montgomery said there are not a lot of purchases that would be affected by changing the limit, but it would provide flexibility to the departments for equipment purchases.

Mr. Sanders thanked everyone for the conversation and will consider the legislation to have had its second reading.

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)

Mr. Myers thanked Jack and Deb Miller for their donation and this resolution will authorize the city to accept the donation and put it toward the courts that were discussed earlier.

Mr. Myers moved to suspend the rules, seconded by Ms. Knapic. Upon roll call, motion to suspend passed 6-0. (Ansel – yes, Cavin – yes, Knapic – yes, Myers – yes, Sanders – yes, and Warden – yes)

Mr. Myers moved to adopt, seconded by Ms. Knapic. Upon roll call, motion to adopt passed 6-0. (Ansel – yes, Cavin – yes, Knapic – yes, Myers – yes, Sanders – yes, and Warden – yes)

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)

Ms. Warden briefly explained the subject of the legislation and introduced John Rice, the new City Engineer. Mr. Sanders asked how many feet of sanitary sewer would be lined in this project. Mr. Rice replied approximately 10,000 to 12,000 linear feet would be lined and would focus on the worst areas.

Ms. Warden moved to suspend the rules, seconded by Mr. Cavin. Upon roll call, motion to suspend passed 6-0. (Ansel – yes, Cavin – yes, Knapic – yes, Myers – yes, Sanders – yes, and Warden – yes)

Ms. Warden moved to adopt, seconded by Mr. Cavin. Upon roll call, motion to adopt passed 6-0. (Ansel – yes, Cavin – yes, Knapic – yes, Myers – yes, Sanders – yes, and Warden – yes)

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)

Ms. Warden stated ODOT plans to replace signage along US Route 30 next summer and requires permission from the city to replace the signs located within the city limits. There is no cost to the city for this project unless the city requests changes to the signage. Ms. Warden said Mr. Rice informed her that it is very unlikely the city would make any requests. Ms. Warden also stated ODOT would reimburse the city for any utility relocation costs that might be incurred.

Ms. Warden moved to suspend the rules, seconded by Mr. Ansel. Upon roll call, motion to suspend passed 6-0. (Ansel – yes, Cavin – yes, Knapic – yes, Myers – yes, Sanders – yes, and Warden – yes)

Ms. Warden moved to adopt, seconded by Mr. Cavin. Upon roll call, motion to adopt passed 6-0. (Ansel – yes, Cavin – yes, Knapic – yes, Myers – yes, Sanders – yes, and Warden – yes)

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)

Ms. Warden explained the project would begin at the alley on W. Liberty Street next to the PNC Bank and extend west to the intersection of S. Walnut Street, and then south along S. Walnut Street to the first alley just before Local Roots. Ms. Warden said a portion of the project cost would be funded through assessments to the property owners. Mr. Rice said the assessments will be calculated at a rate of \$270.83 per front foot. Mr. Ansel asked about the timeline for the project. Mr. Rice replied the project would be bid in 2023 with construction to begin in the spring of 2024.

Mr. Myers asked why the project will stop at the alley on S. Walnut Street instead of continuing down to W. South Street. Mr. Rice said the current Comprehensive Plan process is considering the rest of the sidewalk as part of an Arts District focus area and may be part of a future phase of streetscape improvements.

Ms. Warden moved to adopt, seconded by Mr. Cavin. Upon roll call, motion to adopt passed 5-1. (Ansel – yes, Cavin – yes, Knapic – yes, Myers – no, Sanders – yes, and Warden – yes)

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)

Ms. Warden stated this resolution will allow the city to construct curb ramps along Oak Hill Road in anticipation of next year's paving project.

Ms. Warden moved to adopt, seconded by Mr. Cavin. Upon roll call, motion to adopt passed 6-0. (Ansel – yes, Cavin – yes, Knapic – yes, Myers – yes, Sanders – yes, and Warden – yes)

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)

Ms. Warden noted this legislation would allow the city to replace the traffic signals at the intersections of Quinby Avenue and W. Bowman Street and also at Quinby and Wayne Avenues.

Ms. Warden moved to adopt, seconded by Mr. Cavin. Upon roll call, motion to adopt passed 6-0. (Ansel – yes, Cavin – yes, Knapic – yes, Myers – yes, Sanders – yes, and Warden – yes)

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)

Mr. Sanders stated this resolution would allow the city to purchase a property directly to the west of City Hall and adjacent to the public alley that runs between Fire Station 1 and City Hall. Purchasing the property would provide the possibility of expanding the parking lot.

Mr. Millea said the property owner would like to sell the property and approached the city with an offer to sell it. He noted the language regarding a lease is to provide the seller adequate time to secure an apartment and vacate the property.

Ms. Knapic asked Mr. Millea what he expected the closing costs to be. Mr. Millea replied the closing costs should be around \$5,000.00 and that the city is using Wayne County Title to handle the transaction.

Ms. Warden asked about the future use and the condition of the property. Mr. Millea said he has been through the house and believes it is in decent enough shape to be used by a social service agency.

Mr. Sanders moved to suspend the rules, seconded by Mr. Myers. Upon roll call, motion to suspend passed 6-0. (Ansel – yes, Cavin – yes, Knapic – yes, Myers – yes, Sanders – yes, and Warden – yes)

Mr. Sanders moved to adopt, seconded by Mr. Myers. Upon roll call, motion to adopt passed 6-0. (Ansel – yes, Cavin – yes, Knapic – yes, Myers – yes, Sanders – yes, and Warden – yes)

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)

Mr. Sanders said this involves a piece of property on North Street that lies between two city-owned properties. Mr. Millea said the house on this property and the one to the west are in extremely poor condition and not suitable for habitation. He said the city would have both buildings demolished at the same time, should the resolution pass.

Mr. Sanders moved to suspend the rules, seconded by Ms. Knapic. Upon roll call, motion to suspend passed 6-0. (Ansel – yes, Cavin – yes, Knapic – yes, Myers – yes, Sanders – yes, and Warden – yes)

Mr. Sanders moved to adopt, seconded by Mr. Cavin. Upon roll call, motion to adopt passed 6-0. (Ansel – yes, Cavin – yes, Knapic – yes, Myers – yes, Sanders – yes, and Warden – yes)

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)

Mr. Ansel said this project was initially presented in 2022 and included in the 2023 budget. He noted part of the system dates back to 1937 and the other pieces of equipment are 20 to 26 years old. The project will be funded through two grants and by issuing bonds.

Ms. Warden asked Mr. Fritz about the expected useful life of the equipment to be replaced. Mr. Fritz said most of the equipment would have about 20 years of useful life while other portions, such as concrete, could see as much as 100 years of useful life.

Mr. Ansel moved to adopt, seconded by Ms. Warden. Upon roll call, motion to adopt passed 6-0. (Ansel – yes, Cavin – yes, Knapic – yes, Myers – yes, Sanders – yes, and Warden – yes)

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)

Mr. Ansel stated Jones and Henry have extensive experience with the city's UV system and have been selected to design the plans for an updated UV system.

Mr. Ansel moved to adopt, seconded by Mr. Myers. Upon roll call, motion to adopt passed 6-0. (Ansel – yes, Cavin – yes, Knapic – yes, Myers – yes, Sanders – yes, and Warden – yes)

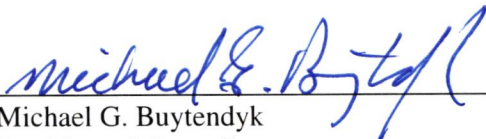
VIII. MISCELLANEOUS

Several council members encouraged residents to reach out to council members or city administration if they have suggestions about trick-or-treating.

Mr. Myers and Ms. Knapic thanked the Jack and Deb Miller Foundation for their donation to the pickleball courts.

IX. ADJOURNMENT

Mr. Ansel moved to adjourn, seconded by Mr. Myers. Upon voice vote, the motion passed. The meeting adjourned at 8:26 p.m.



Michael G. Buytendyk
President of Council



Amy Hamilton
Clerk of Council