

## **CITY COUNCIL AGENDA**

**October 16, 2023**

**7:30 p.m.**

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

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

### **II. APPROVAL OF MINUTES**

### **III. COMMUNICATIONS FROM MAYOR/ADMINISTRATION**

### **IV. PETITIONS/COMMUNICATIONS FROM PUBLIC**

### **V. COMMITTEE REPORTS; PUBLIC HEARINGS**

### **VI. UNFINISHED BUSINESS**

1. Second Reading – ORDINANCE NO. 2023-24  
AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH 585 PARTNERS LLC FOR COMMUNITY REINVESTMENT AREA TAX INCENTIVES (Reynolds)

### **VII. NEW BUSINESS**

1. First Reading – ORDINANCE NO. 2023-25  
AN ORDINANCE AMENDING CHAPTER 162, MANAGEMENT BENEFITS, OF THE CODIFIED ORDINANCES OF THE CITY OF WOOSTER, OHIO, BY ADDING THE POSITION OF ASSISTANT INFORMATION SYSTEMS MANAGER (Reynolds)
2. First Reading – RESOLUTION NO. 2023-59  
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 A BOOSTER PUMP STATION SERVING THE LONG ROAD AREA AND ALLOWING FOR IMMEDIATE ENACTMENT (Ansel)
3. First Reading – RESOLUTION NO. 2023-60  
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT(S) WITH THE LOWEST AND BEST BIDDER(S) FOR LIME AND BIOSOLIDS RESIDUAL MANAGEMENT (Ansel)
4. First Reading – RESOLUTION NO. 2023-61  
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO EXPEND ADDITIONAL FUNDS FOR CONTROL AND COMMUNICATION IMPROVEMENTS AND SERVICES FROM SEIFERT TECHNOLOGIES FOR WATER AND WASTEWATER TREATMENT FACILITIES AND ALLOWING FOR IMMEDIATE ENACTMENT (Ansel)

### **VIII. MISCELLANEOUS**

### **IX. ADJOURNMENT**



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2023-

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### Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

<b>Division</b> Development	<b>Meeting Date Requested</b> October 2, 2023
<b>Project Name</b> 10-Yr, 50% CRA Request	<b>Estimated Total Funds/Costs</b> \$0.00
<b>Is Full Amount Budgeted?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, three readings NOT REQUIRED	
<b>If No, How is the Purchase to be Funded?</b> N/A - Exempts taxes on non-basic sector greenfield project. Forgo \$22K in direct revenue, offsets ~\$371K.	
<b>Description of Request</b> 585 Partners LLC (developer/landlord) have applied for a 10-year, 50% CRA for their planned 50,000-square foot retail facility along Akron Road. The project will enable room for a new Everything Surplus(with all new employees) in a larger facility with higher traffic volumes. (The former space at 1981 Portage Rd, also in the CRA, will be converted into a grocery store, by the current owner, with that site's existing employees.) Staff does not recommend CRA treatment when, in the absence of reinvestment, a project is a local population-driven effort with a finite market, and would provide a competitive disadvantage to other similar businesses in the CRA. For local population-driven businesses, job creation is determined by the market. Using tax incentives to advantage one business over others may shift, rather than create, jobs and tax revenue within the area. CRA is intended to support basic-sector job creation and enable redevelopment of challenged areas. Applicants affirm project won't forward without CRA, but this does not prove a need for CRA (unlike a rehab projects with costly remediation or basic-sector project with lower-tax out-of-state sites). CRA treatment is a costly DISCRETIONARY tool, and not an entitlement.	
<b>Justification / Benefits</b> Project did not receive a Wooster Growth recommendation. Other retailers competing for same local customers/spending may be disadvantaged. \$371,000 of the ~\$440,000 exemption is passed to ALL OTHER taxpayer in the taxing jurisdictions. May lower value of CRA for other areas and projects. Applicants affirm project won't move forward without CRA. Site would be attractive for other developers.	
<b>Will this Project affect the City's Operating Costs</b> City forgos \$22,050 in future revenues. (Taxpayers to cover \$370,000 (apportioned by value).)	
<b>What Alternatives Exist and what are the Implications of the Alternatives</b> Council is under no obligation to approve the request. CRA is discretionary. Location and local market conditions are the most compelling drivers for the development at the shovel-ready site.	
<b>Is this a Sole Source Bid or Non-Bid Situation</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances: N/A	
<b>Is there a need for Suspension of the Rules or a Time Frame when this must be passed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Note Reasons Doesn't meet expedited commitment criteria (wage, local competition, WG recommendation)	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
<b>Manager Requesting:</b> Jonathan Millea	<b>Date:</b> September 12, 2023

**Approved for Agenda**  Yes  No

## COMMUNITY REINVESTMENT AREA REQUEST SUMMARY



Prepared by the City of Wooster Department of Community Service and Development at the Request of:  
**SR 585 LLC** – Site: TBD Enterprise Parkway, Wooster, Ohio 44691 (Parcel 67-02030.002)  
 Application Date: August 23, 2023

**Project Summary:** 585 Partners LLC is requesting a **10-year, 50%** real estate tax exemption to construct a ~50,000 square foot mixed retail store at the intersection of Akron Road and Merit Drive, with access on Enterprise Parkway. The property is a greenfield and shovel-ready site. 585 Partners LLC’s proposed project is a new venture led by well-qualified local entrepreneurs who have performed previous developments, including the 91-home Spring Run housing development which was supported by the City and Wooster City School District \$1.9 MM in TIF support.

The project proposes a unique retail experience offering “attractively priced merchandise in a new store concept shopping experience that will feature a wide-open floor plan with rotating goods and offerings for the consumer.” The project will hire at least 10 full-time positions and 10 part-time positions (15 FTE) with a *minimum* payroll of \$468,000.

**Project Impacts:** Though a thorough proposal compliant with zoning, staff is not able to recommend CRA tax incentives for greenfield retail developments, nor are the community’s incentives targeted toward retail establishments outside of building rehabilitation or Downtown rebuilding projects. Ordinance 2020-42 adds the CRA is intended to support “reinvestment in areas at risk of economic decline, preservation and creation of new housing opportunities, and job retention and creation by firms producing goods and services provided outside the region”, with Section 2 specifying that terms be negotiated on a case-by-case basis. Similarly, the State of Ohio incentives generally disallows incentives to point-of-sale projects. This follows a philosophy that retail is a function of, or result from, *basic-sector* jobs.

Exempting greenfield point-of-sale projects would place the City in the business of picking winners and losers, as other retailers in the area competing for the same finite local spending and hires would not have such tax advantages. In addition to creating competitive disadvantages for other businesses, exemptions impact other taxpayers. (In contrast, *basic-sector industry* utilizes national or international markets, and pays capital and employment costs from dollars gained from outside of the community, and creates/incentivizes the market for non-basic jobs such as retail.)

For the specific project, the applicant advises it cannot move forward with the investment without public support. Staff notes that no job relocation is proposed nor is there evidence that the project is committed. The project is permitted by zoning, though the C-3 zoning was not anticipated at the time the CRA was established at the site to incentivize industry. Projected payroll for employment is estimated below the threshold for City income-tax sharing.

### Project Site Image

Enterprise Parkway., Wooster Ohio (PN #67-02030.002)



Shown: Total Approximate 50,000 square foot facility and parking lot within parcel 67-02030.002. Not to scale.

**TABLE: Project Implication Matrix**

585 Partners LLC Estimated Tax Impacts (*Not all investments will impact valuation.*)

Current Val. <sup>1</sup> Enterprise Pkwy	Annual Tax Obligation <sup>1</sup>	Post Proj. Tax Value <sup>2</sup> ~\$60/\$90sf x 50ksf	Annual Tax Oblig. w/o Exemption <sup>2</sup>	Annual Tax Oblig. with 50% CRA	Applicant's Annual Savings <sup>3</sup>	Total New Property Tax Exempted after 10 Years <sup>4</sup>
\$119,760	\$3,072	Low> \$3,119,760	\$80,030	\$41,552	\$38,479	<b>\$384,788</b>
		High> \$4,119,760	\$105,683	\$60,791	\$44,892	<b>\$448,919</b>
<b>585 Partners LLC</b>	<i>Annual City Income Tax Retention</i> <sup>5</sup>		15 FTE (\$18,720	<i>Property Tax Increase with Exemption</i>		\$38,479 to \$57,719
	<i>Annual City Income Tax Creation</i> <sup>5</sup>		yrly)	<i>Site's Cumulative Additional Taxes</i>		\$384,791 to \$577,186
	<i>CRA Cumulative Income Tax</i>		See 4	<i>Post-Project Annual Property Increase</i>		\$76,958 to \$102,611

- \$119,760 is the Wayne County Auditor's 100 percent 2022 valuation for PPN 67-02030.002. (Annual Tax Obligation excludes special assessments.) A tax rate of 73.293455 mills is applied (8/23/2023). Property Records CAMA Database [Data file]. Retrieved from <http://www.waynecountyauditor.org/>
- All figures are estimated, with final valuation determined by the Wayne County Auditor. Low and High valuations assume a valuation of \$60 and \$80 per square foot. Based on area comparable, staff anticipates the lower-end of the range, while the higher end of the range are possible with the maximum investment. (2022 Auditor full property valuation as expression of built square feet on similar properties: 2222 Gateway: \$110sf - @ 9,900sf on 1.3 acres | 2249 Akron Rd.: \$94.62sf - @ 18,400sf on 2 acres | 1747 Akron Rd: \$62.24sf - 12,855 sf 2 acres | 1501 Akron Rd: \$71.76sf - 12,300sf @ 2.695 acres).
- Annual tax revenues exempted with a 50% exemption on building improvements.
- This amount is the anticipated revenue impact for local schools, county, and the city with a 50% CRA exemption.
- Min payroll of \$468,000 on 15 FTE (10 FT jobs and 10 PT jobs) amounts to \$15/hr and would generate \$18,720 in income taxes yearly. (City remits 50% of income taxes to impacted school districts after \$2MM in new employee wages.) As retail-oriented jobs serve a limited market with finite consumer spending, establishing new jobs at the site may either create new jobs within the market, instead retain jobs in a saturated market, affecting other retailers.

*Note: Notification to local school districts and a recommendation by the Wooster Growth Corporation are required before an application for a Community Reinvestment Area (CRA) abatement may be considered by the Wooster City Council. Community Reinvestment Area #169-86548-01 is governed by Ohio Revised Code Sections 3735.65 through 3735.70, as administered by the Ohio Development Services Agency, and City of Wooster Ordinances No. 2004-33. For questions on this application or the City of Wooster's CRA in general, please contact the City of Wooster Development Coordinator at 330.263.5250.*

## ESTIMATED Tax Impact Assumptions for School District Partners

Prepared by City of Wooster Office of Development

### PROJECT ASSUMPTIONS:

A new 50,000 square foot retail facility which will support 15 Full-time equivalent hires. Proposed 4-acre site is vacant land receiving and generating \$445 in annual revenue for the District today.

	Valuation	Price per Sq Ft
<b>LOW</b>	\$3,119,760	\$60.00
<b>HIGH</b>	\$4,119,760	\$90.00

Est. 2022 Rates	Effective Millage	Annual Tax %
<b>Total</b>	73.293455	2.6%
<b>WCSD</b>	55.199621	1.9%
<b>WCSCC</b>	2.723497	0.1%

### Total Tax Property Tax Impacts: All Districts Together

Current Val. <sup>1</sup> Enterprise Pkwy	Annual Tax Obligation <sup>1</sup>	Post Proj. Tax Value <sup>2</sup> ~\$60/\$90sf x 50ksf	Annual Tax Oblig. w/o Abatement <sup>2</sup>	Annual Tax Oblg. with 50% CRA	Applicant's Annual Savings <sup>3</sup>	Total New Property Tax Exempted after 10 Years
\$119,760	\$3,072	Low> \$3,119,760 High> \$4,119,760	\$80,030 \$105,683	\$41,552 \$60,791	\$38,479 \$44,892	\$384,788 \$448,919
<b>585 Partners LLC</b>	<i>Annual City Income Tax Retention</i>		15 FTE (\$18,720 yrly) See Note 4	<i>Property Tax Increase with Exemption</i>		\$38,479 to \$57,719
	<i>Annual City Income Tax Creation<sup>4</sup></i>			<i>Site's Cumulative Additional Taxes</i>		\$384,791 to \$577,186
	<i>CRA Cumulative Income Tax</i>			<i>Post-Project Annual Property Increase</i>		\$76,958 to \$102,611

### WCSD Direct Impacts

	Annual Gain 3.8 Inside Mills	Annual Cost 51.599 Outside Mills
Present Revenue:	\$2,314	\$0 - No Project
Revenue while Exempted:	\$31,294 to \$45,784	\$2,075 to \$28,980
Revenue after 10 Years:	\$60,273 to \$79,593	\$4,149 to \$5,479

Current Val. <sup>1</sup> Enterprise Pkwy	WCSD Revenue	Post Proj. Tax Value <sup>2</sup> ~\$60/\$90sf x 50ksf	Annual Tax Oblig. w/o Abatement <sup>2</sup>	Annual Tax Oblg. with 50% CRA	WCSD Amount Exempted <sup>3</sup>	Total WCSD Property Tax Exempted after 10 Years
\$119,760	\$2,314	Low> \$3,119,760 High> \$4,119,760	\$60,273 \$79,593	\$31,294 \$45,784	\$28,980 \$33,810	\$289,796 \$338,095
<b>585 Partners LLC</b>	<i>Annual City Income Tax Retention</i>		15 FTE (\$18,720 yrly) See Note 4	<i>Property Tax Increase with Exemption</i>		\$28,980 to \$43,470
	<i>Annual City Income Tax Creation<sup>4</sup></i>			<i>Site's Cumulative Additional Taxes</i>		\$289,798 to \$434,697
	<i>CRA Cumulative Income Tax</i>			<i>Post-Project Annual Property Increase</i>		\$57,959 to \$77,279

### WCSCC Direct Impacts

	Annual Gain 0 Inside Mills	Annual Cost 2.723497 Outside
Present Revenue:	\$86	\$0 - No Project
Revenue while Exempted:	\$1,701 to \$1,544	N/A
Revenue after 10 Years:	\$3,927 to \$2,974	N/A

Current Val. <sup>1</sup> Enterprise Pkwy	WCSCC Revenue	Post Proj. Tax Value <sup>2</sup> ~\$60/\$90sf x 50ksf	Annual Tax Oblig. w/o Abatement <sup>2</sup>	Annual Tax Oblg. with 50% CRA	WCSD Amount Exempted <sup>3</sup>	Total WCSD Property Tax Exempted after 10 Years
\$119,760	\$114	Low> \$3,119,760 High> \$4,119,760	\$2,974 \$3,927	\$1,544 \$1,701	\$1,430 \$2,226	\$14,298 \$22,258
<b>585 Partners LLC</b>	<i>Annual City Income Tax Retention</i>		15 FTE (\$18,720 yrly) See Note 4	<i>Property Tax Increase with Exemption</i>		\$1,430 to \$1,587
	<i>Annual City Income Tax Creation<sup>4</sup></i>			<i>Site's Cumulative Additional Taxes</i>		\$14,298 to \$15,871
	<i>CRA Cumulative Income Tax</i>			<i>Post-Project Annual Property Increase</i>		\$2,860 to \$3,813

**CRA Application: 585 Partners LLC**  
**Project Name: 585 & Merit Drive C-3 Property**  
**Project Address: Parcel 67-02030.002**  
**Authorized Representative: Mr. Justin Starlin, Project Manager**

**PROPOSED AGREEMENT** for Community Reinvestment Area Tax Incentives between the City of Wooster located in the County of Wayne and Company.

1. a. Name of property owner, home or main office address, contact person, and telephone number (attach additional pages if multiple enterprise participants).

<u>585 Partners LLC</u> Enterprise Name	<u>Justin Starlin</u> Contact Person
<u>1825 Enterprise Parkway</u> <u>Wooster, Ohio 44691</u> Address	<u>330-465-4700</u> Telephone Number

- b. Project site:

<u>585 &amp; Merit Drive C-3 Property</u> Location Name	<u>Justin Starlin</u> Contact Person
<u>PPN: 67-02030.002</u> <u>Wooster, Ohio 44691</u> Address	<u>330-465-4700</u> Telephone Number

2. a. Nature of commercial/industrial activity (manufacturing, warehousing, wholesale or retail stores, or other) to be conducted at the site.

Wholesale and Retail Business – Open to the general public

- b. List primary 6 digit North American Industry Classification System (NAICS) # 4523129

Business may list other relevant SIC numbers. 5190, 5399, 5331, 5900

c. If a consolidation, what are the components of the consolidation? (must itemize the location, assets, and employment positions to be transferred: N/A – No consolidation)

- d. Form of business of enterprise (corporation, partnership, proprietorship, or other).

LLC & Partnership

3. Name of principal owner(s) or officers of the business.

Justin Starlin, Partner / Jason Carrick, Owner

**CRA Application: 585 Partners LLC**  
**Project Name: 585 & Merit Drive C-3 Property**  
**Project Address: Parcel 67-02030.002**  
**Authorized Representative: Mr. Justin Starlin, Project Manager**

4. a. State the enterprise's current employment level at the proposed project site:

0

b. Will the project involve the relocation of employment positions or assets from one Ohio location to another? Yes \_\_\_ No X.

c. If yes, state the locations from which employment positions or assets will be relocated and the location to where the employment positions or assets will be located:

N/A – No relocation

d. State the enterprise's current employment level in Ohio (itemized for full and part-time and permanent and temporary employees):

0 – Though Owner has 212 Employees in the State of Ohio, with most being located in Wooster/Wayne County.

e. State the enterprise's current employment level for each facility to be affected by the relocation of employment positions or assets:

N/A – No Relocation

f. What is the projected impact of the relocation, detailing the number and type of employees and/or assets to be relocated?

N/A – No Relocation

5. Does the Property Owner owe:

a. Any delinquent taxes to the State of Ohio or a political subdivision of the state?

Yes \_\_\_ No X

b. Any moneys to the State or a state agency for the administration or enforcement of any environmental laws of the State? Yes \_\_\_ No X

c. Any other moneys to the State, a state agency or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not?

Yes \_\_\_ No X

**CRA Application: 585 Partners LLC**  
**Project Name: 585 & Merit Drive C-3 Property**  
**Project Address: Parcel 67-02030.002**  
**Authorized Representative: Mr. Justin Starlin, Project Manager**

- d. If yes to any of the above, please provide details of each instance including but not limited to the location, amounts and/or case identification numbers (add additional sheets).
6. Project Description: See attached Exhibit for Project Description
7. Project will begin January, 2024, and be completed August, 2024 provided a tax exemption is provided.
8. a. Estimate the number of new employees the property owner will cause to be created at the facility that is the project site (job creation projection must be itemized by the name of the employer, full and part-time and permanent and temporary):
- 10 Full Time Employees and 10 Part Time Employees. Employer will be the Retail Operation. NOTE: Additional employees anticipate being created but conservative employee creation numbers are being presented at this time.
- b. State the time frame of this projected hiring: 1 Year – 12 Months yrs.
- c. State proposed schedule for hiring (itemize by full and part-time and permanent and temporary employees):
- Year 1 = 10 Full Time Employees and 10 Part Time Employees.
9. a. Estimate the amount of annual payroll such new employees will add \$312,000 – Permanent Full-Time; \$156,000 – Permanent Part Time; (new annual payroll must be itemized by full and part-time and permanent and temporary new employees).
- b. Indicate separately the amount of existing annual payroll relating to any job retention claim resulting from the project: \$ 0.00 – All New Job Creation
10. An estimate of the amount to be invested by the enterprise to establish, expand, renovate or occupy a facility:
- |  |  |
|--|--|
| A. Acquisition of Buildings:           | \$ <u>300,000 - Land</u>               |
| B. Additions/New Construction:         | \$ <u>3,500,000 – 4,500,000</u>        |
| C. Improvements to existing buildings: | \$ _____                               |
| D. Machinery & Equipment:              | \$ _____                               |
| E. Furniture & Fixtures:               | \$ <u>150,000</u>                      |
| F. Inventory:                          | \$ _____                               |
| <b>Total New Project Investment:</b>   | <b>\$ <u>3,950,000 – 4,950,000</u></b> |



**CRA Application: 585 Partners LLC**  
**Project Name: 585 & Merit Drive C-3 Property**  
**Project Address: Parcel 67-02030.002**  
**Authorized Representative: Mr. Justin Starlin, Project Manager**

11. a. Business requests the following tax exemption incentives: 50% for ten (10) years covering \$4,950,000 of real property as described above. Be specific as to the rate, and term.

b. Business's reasons for requesting tax incentives:

See attached Exhibit for reasons for requesting tax incentive.

Submission of this application expressly authorizes City of Wooster to contact the Ohio Environmental Protection Agency to confirm statements contained within this application including item # 5 and to review applicable confidential records. As part of this application, the property owner may also be required to directly request from the Ohio Department of Taxation, or complete a waiver form allowing the Department of Taxation to release specific tax records to the local jurisdiction considering the request.

The Applicant agrees to supply additional information upon request.

The Applicant affirmatively covenants that the information contained in and submitted with this application is complete and correct and is aware of the ORC Sections 9.66(C) (1) and 2921.13(D) (1) penalties for falsification which could result in the forfeiture of all current and future economic development assistance benefits as well as a fine of not more than \$1,000 and/or a term of imprisonment of not more than six months.

Justin Starlin, Managing Partner  
Name of Property Owner

08-22-23  
Date

  
Signature

Justin Starlin, Partner  
Typed Name and Title

\* A copy of this proposal must be forwarded by the local governments to the affected Board of Education along with notice of the meeting date on which the local government will review the proposal. Notice must be given a minimum of fourteen (14) days prior to the scheduled meeting to permit the Board of Education to appear and/or comment before the legislative authorities considering the request.

\*\* Attach to Final Community Reinvestment Area Agreement as Exhibit A

Please note that copies of this proposal must be included in the finalized Community Reinvestment Area Agreement and be forwarded to the Ohio Department of Taxation and the Ohio Development Services Agency within fifteen (15) days of final approval.

# 585 PARTNERS PROPOSED RETAIL FACILITY

City of Wooster - Community Reinvestment Area – Project Information

August 21, 2023

## Project Overview (CRA Application #6.)

585 Partners LLC is excited to submit a CRA application for the support of a proposed new 50,000 square foot mixed retail facility at the corner of 585 and Merit Drive. This facility, if supported through a baseline CRA tax incentive, will create a unique retail experience for not only Wooster residents but visitors throughout the region/state. This retail facility will offer attractively priced merchandise in a new concept shopping experience, that will feature a wide-open floor plan with rotating goods and offerings for the consumer.

Completely owned and operated locally, this retail store will source its goods, services, and employment from the Wooster area, all while attracting visitors from a 50+ mile radius to visit the store, and community as well. The operator of the proposed project has a successful track record in the retail and wholesale markets, and the addition of the proposed retail facility will further expand the company's commitment to the Wooster market and community.

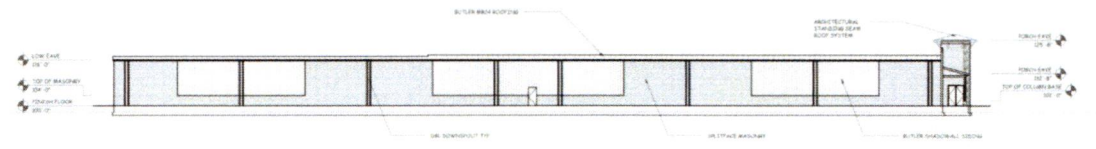
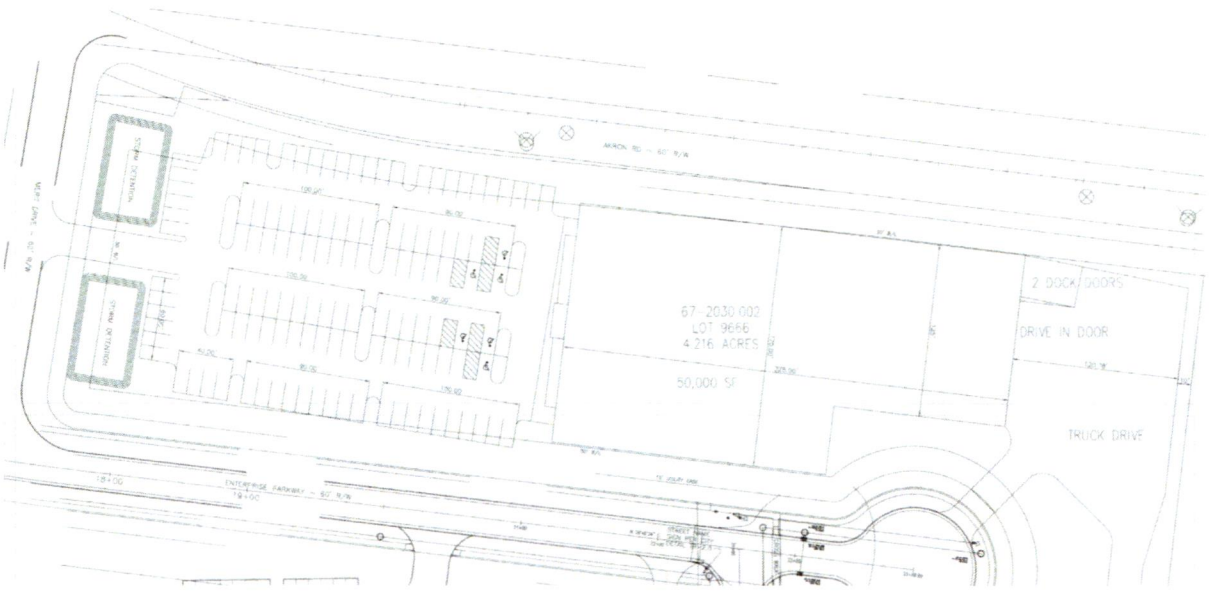
## Site, Facility and Investment

**The Site (photos below)** – Proposed development of a ~4.2 Acre site (PPN: 67-02030.002) at the corner of 585 (Akron Road) and Merit Drive, in Wooster. This site was purchased and subsequently developed by Chesterland Estates in 2007, and since has been undeveloped. Zoned C-3 General Commercial, this site is a prime location for the proposed use.

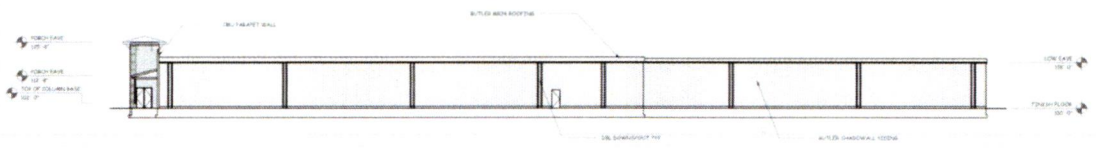
**The Facility (photos below)** – Proposed is the construction of a ~50,000 square foot retail facility with associated infrastructure. The facility aims to be aesthetically pleasing to the neighboring parcels, taking into consideration and adherence to Planning & Zoning design elements, such as brick façade/accents facing 585 and residential properties. Focused on utilizing local trades and materials, this project will employ many local companies throughout its construction.

Project Investment: Overall project investment ranges from \$3.95MM to \$4.95MM.

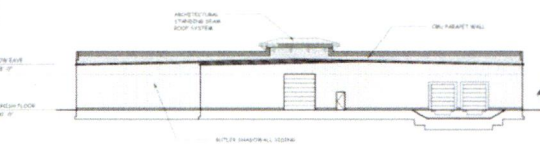




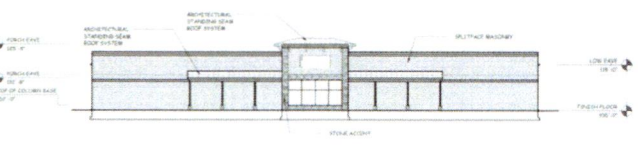
1 WEST ELEVATION  
SCALE 1/8" = 1'-0"



2 EAST ELEVATION  
SCALE 1/8" = 1'-0"



3 NORTH ELEVATION  
SCALE 1/8" = 1'-0"



4 SOUTH ELEVATION  
SCALE 1/8" = 1'-0"

### Operation and Employment

The proposed retail operation will be operated seven (7) days a week and will feature a new format retail floor plan. Open concept with rotating stock, wholesale priced merchandise and heavily discounted goods, this operation will be a unique consumer retail experience. Based on past retail successes/operations by the owner/operator this site will attract customers from throughout the region to the Wooster area.

New full-time and part-time employment positions will be created with this project. All jobs will be new, with no relocation or loss of jobs occurring. The proposed project will commit to the creation of 10 full-time and 10 part-time positions, though it is anticipated that additional jobs beyond the committed amount will be created.

### 585 Partners – Proposed Retail Operation – Employment Numbers

<b>Full Time Employees</b>	Committed to creating 10 Full-Time Employees <i>With additional FTE's to be created</i>
<b>Part Time Employees</b>	Committed to creating 10 Part-Time Employees <i>With additional PTE's to be created</i>
<b>New Employee Payroll</b>	\$468,000.00 of new payroll committed <i>With additional payroll to be created</i>

### Business Reasons for Requesting Tax Incentive (CRA APPLICATION #11.B)

This proposed project seeks CRA tax incentive support to assist with significant costs related to the construction of a new facility within the corporation limits of the City of Wooster and the Wooster City School District.

School District:	Annual Real Estate Tax: @ \$4MM in value without abatement
Wooster City	\$102,610.84
Triway Local	\$72,377.56
Green Local	\$74,536.06

While proposed by strong community supporter(s), the project is expensive to be undertaken in the Corporation limits and CRA incentive will offset comparable costs for undertaking the project within the County or even neighboring municipalities. Additionally, design and aesthetic elements required for the project (i.e. brick façades, entryway design) along with more strict development standards within the City of Wooster will increase overall projects cost(s) in comparison to other communities.

Upon considering sites for the proposed project, the availability and eligibility of the CRA program was taken into pre-project financial evaluation, concluding that CRA incentive would make the project viable. Further, review of the City of Wooster CRA program rates and terms (as outlined in Ordinance No. 2020-42 and past ordinances: 2020-16; 2008-02; 2007-58; 2004-33), support the projects CRA application and pre-approval in terms of location, zoning, capital investment, job creation and incentive request. Listed below are the standard requirements for the City of Wooster CRA program outlined in ordinance 2020-16:

Item	City of Wooster CRA program rates/terms	Project Specifics
Capital Investment	\$1,000,000 or more	\$3,900,000 - \$4,900,000
Job Creation/Retention	10 FTE's	10 FTE's & 10 PT
Abatement Request	Up to 100% and 15 years	50% - 10 year <i>Below school board approval level</i>

This request does not seek to exceed the standard tax incentive request of 50% - 10 years and will not require formal acceptance vote from the Wooster City School Board.

We welcome any questions that you and your team might have with the attached information and are hopeful that we can secure support from the City Administration team.

Respectfully submitted,



Justin Starlin

Partner

cc: Jason Carrick, Owner     Doug Drushal, Counsel

ORDINANCE NO. 2023-25

AN ORDINANCE AMENDING CHAPTER 162, MANAGEMENT BENEFITS, OF THE CODIFIED ORDINANCES OF THE CITY OF WOOSTER, OHIO, BY ADDING THE POSITION OF ASSISTANT INFORMATION SYSTEMS MANAGER

WHEREAS, the creation of the position of Assistant Information Systems Manager is necessary for the efficient functioning of the Information Systems Department as well as for providing flexibility when replacing vacancies and succession planning.

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

SECTION 1. That Chapter 162, Management Benefits, of the Codified Ordinances of the City of Wooster, Ohio, be amended at Section 162.09, Management Positions, to read as follows:

**162.09 MANAGEMENT POSITIONS.**

(a) In accordance with Article V, Section 5.03 of the Charter of the City of Wooster, and Section 162.01 above, the following management positions are hereby identified and authorized:

POSITION	STATUS
Accountant I	Unclassified
Accountant II	Unclassified
Administrative Assistant	Unclassified
Assistant City Engineer	Unclassified
Assistant Fire Chief	Classified
Assistant Police Chief	Classified
Building Standards Manager	Unclassified
City Planner	Unclassified
Community Service and Development Administrator	Unclassified
Deputy Director of Administration	Unclassified
Deputy Director of Finance	Unclassified
Director of Administration	Unclassified
Director of Finance	Unclassified
Director of Law	Unclassified
Development Coordinator	Unclassified

Engineering Manager	Unclassified
Finance Manager	Unclassified
Fire Chief	Classified
Human Resources Manager	Unclassified
Human Resources Specialist	Unclassified
Human Resources Coordinator	Unclassified
Information Systems Manager	Unclassified
Assistant Information Systems Manager	Unclassified
Planning and Zoning Manager	Unclassified
Police Captain	Classified
Police Chief	Classified
Project Manager	Unclassified
Public Properties Maintenance Manager	Unclassified
Public Properties Maintenance Assistant Manager	Unclassified

POSITION	STATUS
Public Properties Maintenance Supervisor	Classified
Public Works Administrator	Unclassified
Recreation/Community Center Manager	Unclassified
Recreation Supervisor	Unclassified
Safety Administrative Supervisor	Classified
Staff Engineer	Unclassified
Utilities Manager	Unclassified
Utilities Assistant Manager	Unclassified
Utilities Supervisor	Classified

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

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

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

Passed: \_\_\_\_\_, 2023

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

Attest: \_\_\_\_\_

Clerk of Council

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

Approved: \_\_\_\_\_, 2023

\_\_\_\_\_  
Mayor

Introduced by: Robert Reynolds

## Request for Agenda Item

**Authorization for Bid**

**Purchase Capital Item**

**Non-Capital**

<b>Division</b> Administration	<b>Meeting Date Requested</b> 10/16/2023
<b>Project Name</b> Chapter 162.09 Management Positions	<b>Estimated Total Funds/Costs</b>
<b>Is Full Amount Budgeted?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED <span style="margin-left: 100px;">N/A</span>	
<b>If No, How is the Purchase to be Funded?</b>  This is not a request for an increase in headcount or additional costs.	
<b>Description</b>  This is a request to modify the management positions ordinance to include the option for an Assistant Information Systems Manager position. This is in effort to provide flexibility in hiring staff to replace expected retirements and succession planning.  The City is anticipating retirements in the Information Systems Department. We have advertised for a year a Union position, which is currently the only option we have, and have not received any viable candidates.	
<b>Justification / Benefits</b> Assistant Information System Manager allows for flexibility in benefits and salary options to recruit candidates, and allows for planning and ensuring continuity in the Information Systems department.	
<b>Will this Project affect the City's Operating Costs</b>	
<b>What Alternatives Exist and what are the Implications of the Alternatives</b> Leave the ordinance the same and the City will only have the option to hire an Information System Manager and Union staff. This will limit the City's ability for succession planning and will limit the candidates for replacement of Information System staff as they retire.	
<b>Is this a Sole Source Bid or Non-Bid Situation</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances:	
<b>Is there a need for Suspension of the Rules or a Time Frame when this must be passed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Note Reasons Immediate passage is not needed, but approving now would allow the recruiting process to continue and to prepare for future retirements.	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
<b>Manager Requesting:</b> Joel Montgomery	<b>Date:</b>
<b>Approved for Agenda</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	



RESOLUTION NO. 2023-59

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 A BOOSTER PUMP STATION SERVING THE LONG ROAD AREA AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, it is necessary to replace a booster pumping station due to age, condition and inadequate capacity, and the cost thereof is included in the capital plan for 2023.

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

SECTION 1. That 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 replacement of a booster pumping station in the Long Road area, in accordance with specifications now on file in his office.

SECTION 2. The cost of such contract/project will not exceed the amount budgeted.

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

### Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

<b>Division</b> Utilities	<b>Meeting Date Requested</b> October 16, 2023
<b>Project Name</b> Replace Long Rd. Booster Sta	<b>Estimated Total Funds/Costs</b> \$750,000
<b>Is Full Amount Budgeted?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED	
<b>If No, How is the Purchase to be Funded?</b>  	
<b>Description of Request</b> Replace Long Road booster due to age, condition and inadequate capacity. New booster station will be larger and include adequate space for three 750gpm booster pumps. The new station will be equipped with a backup power generator and auto transfer switch and will also include a complete control and monitoring system.	
<b>Justification / Benefits</b> The age and size of the existing booster station do not allow for an upgrade or increase in capacity. The new size and capacity will allow redundancy for the Buckeye Booster Station.	
<b>Will this Project affect the City's Operating Costs</b> No	
<b>What Alternatives Exist and what are the Implications of the Alternatives</b> Alternative would be improvements to the existing station, but this would be difficult to accomplish because of the size of the station.	
<b>Is this a Sole Source Bid or Non-Bid Situation</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances:	
<b>Is there a need for Suspension of the Rules or a Time Frame when this must be passed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons Need to expedite bidding because of long lead times for equipment.	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
<b>Manager Requesting:</b> Mike Fritz	<b>Date:</b>

Approved for Agenda  Yes  No

RESOLUTION NO. 2023-60

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

WHEREAS, this is a request to authorize advertising and award a contract(s) to the lowest and best bidder(s) for lime and biosolids residual management, and;

WHEREAS, the cost of such contract(s) will not exceed the amounts budgeted.

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

SECTION 1. In accordance with the estimated needs of the City of Wooster for the proper treatment of water in 2024, the Director of Administration is authorized to advertise according to law and enter into a contract(s) with the lowest and best bidder(s) for lime and biosolids residual management.

SECTION 2. The cost of said services shall not exceed the amount that will be appropriated.

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

SECTION 4. This Resolution 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: Jon Ansel

### Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division <b>Utilities</b>	Meeting Date Requested <b>October 16, 2023</b>
Project Name <b>Lime &amp; Biosolids Residual Mngm</b>	Estimated Total Funds/Costs <b>\$900,000</b>
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?  	
<b>Description of Request</b> To authorize the Director of Administration to enter into a contract with lowest and best bidder for lime and biosolids residual management. The solids are removed from the lagoon or storage tank and hauled away to be used for application on fields.	
<b>Justification / Benefits</b> Solids management is necessary for the proper function of the Water Production and Water Recovery processes.	
Will this Project affect the City's Operating Costs No	
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 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 It is necessary to initiate the bid process as soon as possible so that a contract can be in place by the first of the year.	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
Manager Requesting: <b>Mike Fritz</b>	Date:

Approved for Agenda  Yes  No

RESOLUTION NO. 2023-61

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO EXPEND ADDITIONAL FUNDS FOR CONTROL AND COMMUNICATION IMPROVEMENTS AND SERVICES FROM SEIFERT TECHNOLOGIES FOR WATER AND WASTEWATER TREATMENT FACILITIES AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, this City Council adopted an annual budget for 2023, and such budget includes control and communication improvements, services, and purchases for the water and wastewater treatment facilities;

WHEREAS, the required control and communications improvements, services, and purchases have been provided by two vendors in the past, allowing for the expenditures to be below the \$50,000.00 bid limit;

WHEREAS, Seifert Technologies is now the sole source for the above-referenced services, but when the original expenditures were budgeted, two sources existed;

WHEREAS, the consolidation of sources for the above-referenced services will cause the City to exceed the \$50,000.00 bid limit.

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

SECTION 1. The Director of Administration is authorized to exceed the \$50,000.00 bid limit in its expenditures with Seifert Technologies.

SECTION 2. The cost of such expenditures will not exceed the amount budgeted.

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

SECTION 4. This Resolution is hereby declared to be 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: Jon Ansel

### Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

<b>Division</b> Utilities	<b>Meeting Date Requested</b> October 16, 2023
<b>Project Name</b> Seifert Technologies	<b>Estimated Total Funds/Costs</b> \$100,000
<b>Is Full Amount Budgeted?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED	
<b>If No, How is the Purchase to be Funded?</b>	
<b>Description of Request</b> Request to exceed \$50,000 limit to Seifert Technologies to approximately \$100,000 between Water and Sewer funds.  Water Production completed 8 projects totaling \$26,962 and include: upgrading IFIX SCADA software and programming for plant and booster stations, program flow meters, controller for CO2 feed, level transmitters and distribution system radio network programming.  Water Production projects still to be completed total 2 at \$16,000 and include: 5 storage tank control & communication improvements and troubleshooting miscellaneous communication issues.  Water Recovery completed 11 projects totaling \$25,281 and include: programming new lift station controls, raw pumping controls, return pumping controls, aeration controls, program effluent & post air pumps and calibration of probes and effluent flow meter.  Water Recovery projects still to be completed number 4 at \$33,000 and include: 1 lift station control and communication improvement, waste pump programming, aeration tank programming and influent pump controls.	
<b>Justification / Benefits</b> Seifert has replaced two other vendors (ProTech & SCI) for control and communication improvements.	
<b>Will this Project affect the City's Operating Costs</b>	
<b>What Alternatives Exist and what are the Implications of the Alternatives</b>	
<b>Is this a Sole Source Bid or Non-Bid Situation</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain The Circumstances: Alternative vendors have proven to be unreliable due to staffing issues.	
<b>Is there a need for Suspension of the Rules or a Time Frame when this must be passed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons Current projects need to be expedited for effective operations.	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
<b>Manager Requesting:</b> Mike Fritz	<b>Date:</b>

Approved for Agenda  Yes  No