

## **CITY COUNCIL AGENDA**

**November 20, 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**

Public Hearing - Noble Drive Rezoning (Reynolds)

### **VI. UNFINISHED BUSINESS**

1. Second Reading – ORDINANCE NO. 2023-26  
AN ORDINANCE AMENDING THE ANNUAL APPROPRIATION ORDINANCE (Sanders)
2. Second Reading - ORDINANCE NO. 2023-27  
AN ORDINANCE AMENDING THE ANNUAL APPROPRIATION ORDINANCE (Sanders)
3. Second Reading - RESOLUTION NO. 2023-68  
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 THE PURCHASE OF CERTAIN MATERIALS FOR THE WATER TREATMENT PLANT, AND ALLOWING FOR IMMEDIATE ENACTMENT (Ansel)
4. Second Reading - RESOLUTION NO. 2023-70  
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO CONTRACT TO PURCHASE REPLACEMENT PARTS AND IMPROVEMENTS FOR THE CITY'S ANAEROBIC DIGESTER SYSTEM AND BIOGAS GENERATOR, AND ALLOWING FOR IMMEDIATE ENACTMENT (Ansel)
5. Second Reading - RESOLUTION NO. 2023-71  
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO AN AGREEMENT FOR THE PURCHASE OF WATER METER REPLACEMENTS AND ALLOWING FOR IMMEDIATE ENACTMENT (Ansel)
6. Second Reading - RESOLUTION NO. 2023-72  
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO AN AGREEMENT FOR THE PURCHASE OF METER TRANSMITTING UNITS AND ALLOWING FOR IMMEDIATE ENACTMENT (Ansel)

### **VII. NEW BUSINESS**

1. First Reading – ORDINANCE 2023-28  
AN ORDINANCE APPROPRIATING FROM VARIOUS FUNDS TO INDIVIDUAL ACCOUNTS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE CITY OF WOOSTER FOR THE FISCAL YEAR ENDING DECEMBER 31, 2024, AND ALLOWING FOR IMMEDIATE ENACTMENT (Sanders)

2. First Reading – ORDINANCE 2023-29  
AN ORDINANCE AMENDING PART ELEVEN, ZONING, OF THE CODIFIED ORDINANCES OF THE CITY OF WOOSTER, OHIO, TO RE-ZONE LAND TO C-1 (OFFICE/INSTITUTIONAL) FOR PROPERTY LOCATED ON THE NORTHWEST CORNER OF THE INTERSECTION OF BENDEN DRIVE AND NOBLE DRIVE (Reynolds)
3. First Reading – RESOLUTION 2023-73  
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 INSTALLATION OF A NATURAL GAS GENERATOR FOR THE WATER TREATMENT PLANT AND ALLOWING FOR IMMEDIATE ENACTMENT (Ansel)
4. First Reading – RESOLUTION 2023-74  
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 INSTALLATION OF CITY HALL CHILLER EQUIPMENT AND ALLOWING FOR IMMEDIATE ENACTMENT (Knapic)
5. First Reading – ORDINANCE 2023-30  
AN ORDINANCE AMENDING CHAPTER 1705.02 RATE OF TAX, OF THE CODIFIED ORDINANCES OF THE CITY OF WOOSTER, OHIO (Sanders)
6. First Reading – RESOLUTION 2023-75  
A RESOLUTION AUTHORIZING AGREEMENTS WITH VARIOUS APPLICANTS FOR THE USE OF ECONOMIC DEVELOPMENT MONIES (Sanders)
7. First Reading – RESOLUTION 2023-76  
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO CONTRACT WITH SEIFERT TECHNOLOGY FOR NEW PROCESSORS FOR REMOTE SITES AND ALLOWING FOR IMMEDIATE ENACTMENT (Ansel)
8. First Reading – RESOLUTION 2023-77  
A RESOLUTION TO ADOPT THE 2023 WAYNE COUNTY HAZARD MITIGATION PLAN (Cavin)

**VIII. MISCELLANEOUS**

**IX. ADJOURNMENT**

ORDINANCE NO. 2023-26

AN ORDINANCE AMENDING THE ANNUAL APPROPRIATION  
ORDINANCE

WHEREAS, the Council of the City of Wooster adopted an Annual Appropriation Ordinance No. 2022-33 for Fiscal Year 2023, and from time-to-time it becomes necessary to amend that Ordinance; and

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

SECTION 1. That the amount of \$200,000 is hereby appropriated from the unappropriated balance in the Employee Benefits Fund (602).

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

SECTION 3. This Ordinance is hereby declared to be necessary to the immediate preservation of the public health, peace, safety and welfare of the City; wherefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

1st reading 11-6-2023 2nd reading \_\_\_\_\_ 3rd reading \_\_\_\_\_

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

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

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

Introduced by: Craig Sanders

# Memorandum

**To:** Wooster City Council  
**CC:** City Administration  
**From:** Andrei Dordea  
**Date:** 11/1/2023  
**Re:** 2023 Appropriation Amendment

Gentlepersons:

The City has a fund called the Employee Benefits Fund that pays health, dental and optical insurance premiums. This fund is an internal service fund that is funded monthly by each respective department as well as the employee portion of insurance costs. I am asking for an additional \$200,000 to pay health insurance premiums. This is approximately 4% more than what was budgeted. We have 4 plans of health insurance with related costs, they are:

<u>Plans</u>	<u>Annual Costs</u>
Single	\$ 9,828
Emp/Spouse	\$ 20,640
Emp/Child	\$ 17,700
Family	\$ 30,480

The reason more funds are needed is twofold. 1) We are at full employment which hasn't been the case in many years, and 2) we had thirteen employees change health plans because of life changes. Twelve of the thirteen changed plans from a lesser expensive plan to a more expensive plan. We should still end the year with approximately \$2.2 million fund balance, which equates to approximately 160-days in fund cash.

Even though this is the first time this has happened in my 21-year tenure, in order to prevent this from happening next year, I will budget 105% of premiums.

Please let me know if you have any questions.

ORDINANCE NO. 2023-27

AN ORDINANCE AMENDING THE ANNUAL APPROPRIATION  
ORDINANCE

WHEREAS, the Council of the City of Wooster adopted an Annual Appropriation Ordinance No. 2022-33 for Fiscal Year 2023, and from time-to-time it becomes necessary to amend that Ordinance; and

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

SECTION 1. The City was a participant in the OneOhio Opioid Settlement Fund.

SECTION 2. The City's share of the settlement funds have increased because of additional settlement participants.

SECTION 3. That the amount of \$35,000 is hereby appropriated from the unappropriated balance in the OneOhio Opioid Settlement Fund (126).

SECTION 4. 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 5. This Ordinance is hereby declared to be necessary to the immediate preservation of the public health, peace, safety and welfare of the City; wherefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

1st reading 11-6-2023      2nd reading \_\_\_\_\_      3rd reading \_\_\_\_\_

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

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

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

Introduced by: Craig Sanders

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2023-27

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### Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division Police	Meeting Date Requested November 6, 2023
Project Name Appropriation of Opioid Funds	Estimated Total Funds/Costs
Is Full Amount Budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, three readings NOT REQUIRED To be appropriated from unappropriated funds.	
If No, How is the Purchase to be Funded?	
<b>Description of Request</b> We request that some of these funds be used for the Specialty Health Lab Advanced Lab Panel for first responders. This blood panel is intended to identify insulin resistance, electrolyte and fluid balance, kidney and liver function, hereditary heart disease, inflammation, and thyroid function. Doctors do not usually run these tests during wellness checkups.	
<b>Justification / Benefits</b> Most police officers and firefighters in the training asked and showed interest in completing this blood test. Using the opioid funds in this manner is consistent with the guidelines that exist for the health and wellness of first responders.	
<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> The City could pay the costs of these test for first-responders at a significant cost. Alternatively, the City could not offer these tests and save the expense. However, these types of benefits can act as an incentive to help retain personnel.	
Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain The Circumstances:	
Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: Matthew Fisher	Date: 10/31/2023
Approved for Agenda <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

RESOLUTION NO. 2023-68

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 THE PURCHASE OF CERTAIN MATERIALS FOR THE WATER TREATMENT PLANT, AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, this is a request to authorize advertising and award a contract(s) to the lowest and best bidder(s) for the purchase of certain materials for the Water Treatment Plant, including carbon dioxide, pebble lime, phosphates and sodium hypochlorite the cost thereof is anticipated to be budgeted for 2024, and;

WHEREAS, the cost of such contract(s) will not exceed the amounts budgeted for this purpose for the years indicated herein.

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 the purchase of carbon dioxide, pebble lime, phosphates and sodium hypochlorite for the Water Treatment Plant.

SECTION 2. The cost of said materials 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, and for the further reason that prompt action is necessary in order to complete such purchases as it is a necessary material for operations; wherefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

1<sup>st</sup> Reading: 11-6-2023 2<sup>nd</sup> Reading: \_\_\_\_\_ 3<sup>rd</sup> Reading: \_\_\_\_\_

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

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

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

Introduced by: Jon Ansel

Request for Agenda Item

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2023-68

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Authorization for Bid

Purchase Capital Item

Non-Capital

Division <b>Utilities</b>	Meeting Date Requested <b>November 6, 2023</b>
Project Name <b>Water Production Chemicals</b>	Estimated Total Funds/Costs <b>\$648,000</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?	
<p><b>Description of Request</b></p> <p>To authorize the Director of Administration to enter into a contract with the lowest and best bidder for the purchase and delivery of chemicals for the treatment of drinking water.</p> <p>Chemicals are necessary to maintain water quality and ensure the safety of the drinking water.</p> <p>Carbon dioxide is used in the treatment process for reducing pH after softening and corrosion control. Cost: \$63,000</p> <p>Lime is used in the softening process to remove hardness and improve water aesthetics. Cost: \$390,000</p> <p>Phosphates are added to sequester hardness through the filter and prevent plating of the filter media. Cost: \$60,000</p> <p>Sodium hypochlorite is used in the treatment process for disinfection and to maintain a bacteria free water. Cost: 135,000</p>	
<p><b>Justification / Benefits</b></p> <p>Chemicals needed for the water treatment process.</p>	
<p>Will this Project affect the City's Operating Costs</p> <p><b>No</b></p>	
<p>What Alternatives Exist and what are the Implications of the Alternatives</p> <p><b>No alternatives</b></p>	
<p>Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes, Explain The Circumstances:</p>	
<p>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</p> <p>If Yes, Note Reasons</p> <p><b>It is necessary to start the bid process as soon as possible.</b></p>	
<p>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</p>	
Manager Requesting: <b>Mike Fritz</b>	Date: <b>10-31-23</b>

Approved for Agenda  Yes  No



RESOLUTION NO. 2023-70

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO CONTRACT TO PURCHASE REPLACEMENT PARTS AND IMPROVEMENTS FOR THE CITY'S ANAEROBIC DIGESTER SYSTEM AND BIOGAS GENERATOR, AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, Improvements are needed for the Anaerobic Digester System and Biogas Generator; and

WHEREAS, Digester facilities and equipment are at the end of their useful life and need replaced. In addition, gas covers on two of the three digesters have failed and need replaced. Additionally, the third gas cover is beyond design life.

WHEREAS, The following components all need replaced because of age and condition: digester mixers, biogas flare, gravity belt thickener, transfer pumps, heat exchangers, and CHP system improvements.

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

SECTION 1. The Director of Administration is authorized to enter into a contract with the lowest and best bidder to purchase the above-listed replacement parts.

SECTION 2. The cost of such purchase will not exceed the amount that will be 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, and for the further reason that prompt action is necessary in order to complete such purchases as it is a necessary material for operations; wherefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

1<sup>st</sup> Reading: 11-6-2023 2<sup>nd</sup> Reading: \_\_\_\_\_ 3<sup>rd</sup> Reading \_\_\_\_\_

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

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

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

Introduced by: Jon Ansel

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2023-70

### Request for Agenda Item

**Authorization for Bid**

**Purchase Capital Item**

**Non-Capital**

<b>Division</b> Utilities	<b>Meeting Date Requested</b> November 6, 2023
<b>Project Name</b> ADS Improvements	<b>Estimated Total Funds/Costs</b> \$4,750,000
<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> \$2,450,000 - G.O. Bond \$800,000 - ARPA Grant \$1,500,000 - 2024 Capital Funds	
<b>Description of Request</b> This is a request advertise and enter into a contract for construction of improvements to ADS & Digester Equipment of the wastewater treatment plant. This project was presented to council previously in June of 2022, in subsequent memos, and is part of the 10 year Infrastructure Strategic Plan included in the 2023 Budget.  The majority of these facilities and equipment were installed with the 2012 digester upgrades and are now at the end of their useful life. Recent failures in some of the system components have moved the needed replacements forward and necessitated a more comprehensive project.  Total project cost estimate for Digester, Feedstock, & Biogas Components for Phase 1 is just under \$5M  Originally budgeted \$2.2M in 2022 and \$2.3M in 2023, including \$800K in ARPA funds. We anticipate an additional 30% grant reimbursement from the IRA, or \$1.5M upon project completion.  This is the system & components that generated \$500K in revenue/year and reduced gas/electric usage.	
<b>Justification / Benefits</b> Most of the system is out of service because of unrepairable failures. Some of the improvements are needed for safety of operation. Improvements will allow facility to begin receiving high-strength waste for tipping revenue and increase biogas production.	
<b>Will this Project affect the City's Operating Costs</b>	
<b>What Alternatives Exist and what are the Implications of the Alternatives</b> Alternatives would not allow for revenue generation and therefore would be increasing operating costs.	
<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 Expedite bidding due to 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> 10-30-23

**Approved for Agenda**  Yes  No

RESOLUTION NO. 2023-71

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO AN AGREEMENT FOR THE PURCHASE OF WATER METER REPLACEMENTS AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, the City is in need of replacement of water meters, and those units must be provided by a proprietary source in order to be compatible with current equipment;

WHEREAS, through past competitive bidding the City has utilized Badger water meters and this is the preferred manufacturer;

WHEREAS, the cost is anticipated to be budgeted for 2024;

WHEREAS, the cost of such contract will not exceed the amounts budgeted for this purpose for the years indicated herein.

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

SECTION 1. In accordance with the estimated needs of the City of Wooster for the proper water billing in 2023 and 2024, the Director of Administration is authorized to enter into a contract with Badger Water Meters for the purchase of Water Meters Replacements.

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

SECTION 3. This purchase is exempt from the requirements of competitive bidding pursuant to section 160.03 of the Wooster Codified Ordinances because only a single sole source for the purchase exists.

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 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 prompt action is necessary in order to complete such purchases as it is a necessary for operations; 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 11-6-2023 2nd reading \_\_\_\_\_ 3rd reading \_\_\_\_\_

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

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

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

Introduced by: Jon Ansel

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Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division <b>Utilities</b>	Meeting Date Requested <b>November 6, 2023</b>
Project Name <b>Meter Replacements</b>	Estimated Total Funds/Costs <b>\$110,000.00</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?	
Description of Request A resolution authorizing the Director of Administration to purchase items of specialized technology and wavier of the competitive bidding process for Badger Water Meters.  Through past competitive bidding processes the department has utilized Badger water meters for replacement with our customers. Metering is used for billing and this is the preferred manufacturer due to related configurations and purchases related to the current models used.	
Justification / Benefits Request is to waive all competitive bidding requirements as justified with the special technology material for the business function of the department.	
Will this Project affect the City's Operating Costs <b>No</b>	
What Alternatives Exist and what are the Implications of the Alternatives <b>No other alternatives exist with out additional funds to change to another manufacturer.</b>	
Is this a Sole Source Bid or Non-Bid Situation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain The Circumstances: <b>We have to replace components in line with the past approved manufacturer.</b>	
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: <b>Mike Fritz</b>	Date: <b>10-30-23</b>

Approved for Agenda  Yes  No

RESOLUTION NO. 2023-72

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO AN AGREEMENT FOR THE PURCHASE OF METER TRANSMITTING UNITS AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, the City is in need of replacement of Meter Transmitting Units, and those units must be provided by a proprietary source in order to be compatible with current equipment;

WHEREAS, the cost of such contract will not exceed the amounts budgeted for this purpose for the years indicated herein.

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

SECTION 1. In accordance with the estimated needs of the City of Wooster for proper water billing, the Director of Administration is authorized to enter into a contract with Aclara for the purchase of Meter Transmitting Units.

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

SECTION 3. This purchase is exempt from the requirements of competitive bidding pursuant to section 160.03 of the Wooster Codified Ordinances because only a single sole source for the purchase exists.

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 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 prompt action is necessary in order to complete such purchases as it is a necessary for operations; 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 11-6-2023 2nd reading \_\_\_\_\_ 3rd reading \_\_\_\_\_

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

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

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

Introduced by: Jon Ansel

As  
2023-72

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division <b>Utilities</b>	Meeting Date Requested <b>November 6, 2023</b>
Project Name <b>Meter Transmission Units</b>	Estimated Total Funds/Costs <b>\$85,000.00</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?	
Description of Request As part of the meter transmission unit replacement plan for the automated meter reading system (AMR), approximately 650 MTUs are purchased from Aclara each year to replace outdated units. Because the transmission units are a specialized technology, this is a sole source bid.	
Justification / Benefits The purchase of the meter transmission units is necessary to replace outdated units.	
Will this Project affect the City's Operating Costs <b>No</b>	
What Alternatives Exist and what are the Implications of the Alternatives	
Is this a Sole Source Bid or Non-Bid Situation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain The Circumstances: The units are provided by a proprietary source so that they are compatible with current equipment.	
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: <b>Mike Fritz</b>	Date: <b>10-30-23</b>

Approved for Agenda  Yes  No

ORDINANCE NO. 2023-28

AN ORDINANCE APPROPRIATING FROM VARIOUS FUNDS TO INDIVIDUAL ACCOUNTS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE CITY OF WOOSTER FOR THE FISCAL YEAR ENDING DECEMBER 31, 2024, AND ALLOWING FOR IMMEDIATE ENACTMENT

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

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

SECTION 1. That to provide for the current expenses and other expenditures of the City of Wooster for the Fiscal Year ending December 31, 2024, the following appropriations (detailed copy attached hereto) are hereby authorized.

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

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

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

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

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

SECTION 3. This Council finds and declares that all formal actions concerning and relating to the adoption of this Ordinance occurred in an open meeting of this

Council or its committees, in compliance with law.

SECTION 4. This Ordinance is hereby declared to be necessary to the immediate preservation of the public health, peace, safety, and welfare of the City; wherefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of 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



ORDINANCE NO. 2023-29

AN ORDINANCE AMENDING PART ELEVEN, ZONING, OF THE CODIFIED ORDINANCES OF THE CITY OF WOOSTER, OHIO, TO RE-ZONE LAND TO C-1 (OFFICE/INSTITUTIONAL) FOR PROPERTY LOCATED ON THE NORTHWEST CORNER OF THE INTERSECTION OF BENDEN DRIVE AND NOBLE DRIVE

WHEREAS, an application has been duly filed by Chad Knupp on behalf of the Village Network with the Planning Commission of the City of Wooster requesting the re-zoning of 10.25 acres of land known as Parcel Numbers 67-02982.003 and 67-02982.004, from I-1 (Office/Limited Industrial) to C-1 (Office/Institutional); and

WHEREAS, at its November 2, 2023, meeting, and after a public hearing in accordance with law, the Planning Commission voted seven to zero to recommend to the City Council that the proposed re-zoning of the property from I-1 (Office/Limited Industrial) to C-1 (Office/Institutional) be approved; and

WHEREAS notice of a public hearing by the City Council on this re-zoning has been duly given, and a public hearing has been held, all in accordance with law; and

WHEREAS, this City Council deems that the proposed zoning designation for the land should be approved.

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

SECTION 1. That Part Eleven, Planning and Zoning Code, of the Codified Ordinances of the City of Wooster, known as the Zoning Ordinance, is amended so as to re-zone land, 10.25 acres of land known as Parcel Numbers 67-02982.003 and 67-02982.004, from I-1 (Office/Limited Industrial) to C-1 (Office/Institutional); and as appears on the attached map.

SECTION 2. The Planning Division is directed to change the official zoning map to conform to the above-described amendment.

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 the law.

SECTION 4. This Ordinance shall take effect and be in full 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: Bob Reynolds

OND  
2023-29

### Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

<b>Division</b> Planning and Zoning	<b>Meeting Date Requested</b> Nov. 20, 2023
<b>Project Name</b> Benden/Noble Map Amendment	<b>Estimated Total Funds/Costs</b> NA
<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> The Village Network requesting a zoning map amendment from I-1 (Office/Limited Industrial) to C-3 (General Commercial) of 10.25 acres located on the northwest corner of the intersection of Benden Drive and Noble Drive.  The Planning Commission held a public hearing on application PC-23-29 on November 2, 2023 and voted 7-0 to recommend approval for a C-1 zoning classification to City Council. The recommendation is modified from the applicants request for a C-3 zoning designation.  A public hearing in front of City Council to be scheduled for November 20, 2023.	
<b>Justification / Benefits</b> Planning Commission members voted 7-0 to recommend approval to amending the zoning from I-1 to C-1 on approximately 10.25 acres located on the northwest corner of the intersection of Benden Drive and Noble Drive with parcel numbers 67-02982.003 and 67-02982.004 (2000 and 2020 Noble Drive). The recommendation is a modification of the applicants request for a C-3 zoning classification.	
<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> If no action is taken to establish zoning, the zoning classification will remain I-1 (Office/Limited Industrial).	
<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	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
<b>Manager Requesting:</b> Vince Marion	<b>Date:</b> November 6, 2023

Approved for Agenda  Yes  No



## PLANNING COMMISSION APPLICATION INFORMATION SHEET

**Application Number**

PC-23-29

**Scheduled Meeting Date**

November 2, 2023

**Application Type**

Zoning Amendment - Map

**Property Location**

2000 NOBLE DR

**Property Information**

Acreage: 4.75

Zoning: I-1

**Property Owner**

VILLAGE NETWORK THE

**Applicant**

Chad Knupp

**Applicant's Project Description**

The Village Network would like to change the zoning of our properties on Noble drive from an I-1 to C3. The C-3 zoning would allow us to provide mental health and associated services that are needed in our community at those locations.

**Agenda Text**

Chad Knupp, on behalf of The Village Network requesting an approval recommendation from the Planning Commission to City Council for a Zoning Map Amendment to change the zoning of 10.25 acres at 2000 and 2020 Noble Drive with parcel numbers 67-02982.003 and 67-02982.004 on the northwest corner of the intersection of Benden Drive and Noble Drive from I-1 (Office/Limited Industrial) Zoning District to C-3 (General Commercial) Zoning District.

**PC-23-29**

**Zoning Map Amendment of 2000 Noble Drive (parcel 67-02982.003) and 2020 Noble Drive (parcel 67-02982.004) located on the northwest corner of the intersection of Benden Dr. and Noble Dr.**

Property Owner: The Village Network  
Applicant: Chad Knupp  
Location: Northwest corner of the intersection of Benden Drive and Noble Drive with addresses of 2000 Noble Drive (parcel 67-02982.003) and 2020 Noble Drive (parcel 67-02982.004)  
Existing Zoning: I-1 (Office/Limited Industrial District)  
Proposed Zoning: C-3 (General Commercial District)  
Request: An approval recommendation from the Planning Commission to City Council for a Zoning Map Amendment to change the zoning from I-1 to C-3.

**LOCATION AND SURROUNDING USES**

The proposed site consists of 10.25 acres located on the northwest corner of the intersection of Benden Drive and Noble Drive. Adjacent properties include the following zoning classifications:

- **North** – (C-3) General Commercial
- **East** – (I-1) Office/Limited Industrial
- **South** – (I-1) Office/Limited Industrial
- **West** – (C-3) General Commercial



**PROPOSED APPLICATION/BACKGROUND**

The applicant is requesting that the above location(s) be rezoned from I-1 to C-3. The property at 2000 Noble Drive has previous uses for offices and counseling. The property at 2020 Noble Drive has previous use as offices. The area to the north and west is zoned C-3 and is developed. The area to the south and east is zoned I-1 and separated from the applicant's project area by Benden Drive on the south and Noble Drive on the east. The applicant states that the purpose of the request is to provide services that are permitted uses in the C-3 zoning district.

**ZONING DISTRICT INTENT**

The I-1 District is established as follows, per Section 1107.05(f) (6) (A):

The I-1 Office/Limited Industrial District is established to provide for office and industrial uses in areas suitable for such development by reason of location, topography, soil conditions and the availability of adequate utilities and transportation systems. The intent is to permit office and other uses such as limited light industrial and warehouse activities that are office-like in physical appearance, service requirements, and operational characteristics; uses that can be carried on wholly within enclosed buildings and subject to those regulations necessary to reduce congestion and for the protection of adjacent residential and business activities. This district also permits accessory retail and service uses to serve as support services for the adjacent office/industrial uses. The uses allowed are those that because of their normally unobjectionable characteristics can be operated in relatively close proximity to residential districts.

The C-3 District is established as follows, per Section 1107.05(e) (4) (C.):

The C-3 General Commercial District is established to accommodate a broad range of commercial services and activities in locations adequately served by major streets and other facilities and to provide a wide range of goods and services to a large consumer population from the larger regional area.

**PERMITTED USES AND STANDARDS**

**Uses**

Table 1109-1 includes a list of all Permitted (P), Permitted with Standards (PS), Conditional (C), and Prohibited (X or not included in the table) principal uses in all zoning districts. An abbreviated Table 1109-1 has been included indicating uses in the R-T and I-3 zoning districts.

TABLE 1109-1: PERMITTED PRINCIPAL USES			
P = Permitted	PS = Permitted with Standards	C = Conditional Use	X = Prohibited
Use Type	I-1	C-3	
<b>Agricultural Uses</b>			
Agriculture (Raising of Crops)	P	P	
Agriculture (Livestock)	X	X	
Community Gardens	PS	PS	
Greenhouses and Nurseries	X	P	



Use Type	3	1
<b>Residential Uses</b>		
Cluster Residential Development	X	X
Convent, Monastery, or Other Housing for Places of Worship	X	X
Dormitories	X	X
Dwellings, Multi-Family	C	X
Dwellings, Single-Family Attached	X	X
Dwellings, Single-Family Detached	X	X
Dwellings, Two-Family	X	X
Dwellings, Two-Family Conversion from a Single-Family Dwelling	X	X
Fraternities and Sororities	X	X
Group Homes or Residential Facilities		X
Manufactured Home	X	X
Mobile Home	X	X
Skilled Nursing or Personal Care Facilities	PS	X
Transitional Housing	C	X
<b>Commercial and Offices Uses</b>		
Adult Uses	X	X
Agriculture/Farm Supplies and Sales	X	X
Animal Day Care/Animal Grooming	P	X
Assembly Halls, Membership Clubs, and Conference Centers	PS	X
Automated Teller Machine (Stand-Alone)	C	X
Automotive Fuel Sales	P	C
Automotive Repair (Heavy)	C	PS
Automotive Sales and Leasing	C	X
Automotive Service Station and Parts Sales	PS	PS
Bars and Taverns	P	C
Bed and Breakfast Establishments	X	X
Business and Professional Offices	P	P
Business Service Establishments	P	P
Campgrounds	X	X
Financial Institutions	P	X
Funeral Homes and Mortuaries	P	X
Hotels or Motels	P	X
Kennels/Animal Boarding	PS	C
Live/Work Units	PS	X
Medical or Dental Clinics/Offices and 24- Hour Urgent Care	P	X
Medical Marijuana Dispensaries	C	X
Microbrewery, Microdistillery, or Microwinery	P	X
Mixed Use Building (with Residential Uses)	P	X
Mobile Home, Commercial Truck, and Recreational Vehicle Sales, Leasing, Service, or Storage	X	X
Parking Garages	X	X

Use Type	C-3	I-1
Parking Lots (Principal Use)	X	X
Personal Service Establishments	P	X
Recreation Facilities	C	C
Restaurants	P	X
Retail Commercial Uses	P	X
Service Commercial Uses	P	X
Theaters	PS	X
Vehicle Washing Establishment	PS	C
Veterinarian Offices/Animal Hospital	P	P
<b>Industrial Uses</b>		
Bulk Storage of Liquids or Grain	X	X
Contractor Offices	X	P
Crematorium	X	X
Data Center	X	P
Machinery and Heavy Equipment Sales, Leasing, and Storage	X	X
Manufacturing and Production (Heavy or Outdoors)	X	X
Manufacturing and Production (Indoors)	X	P
Medical Marijuana Testing and Processing	X	C
Outdoor Storage and Bulk Sales	X	X
Printing and Publishing	X	P
Radio and Television Stations	X	X
Recycling Collection/Processing Facilities	X	X
Research and Development Facilities	X	P
Self-Storage Facilities	X	C
Soil and Mineral Extraction Activities	X	X
Warehouses	X	P
Wholesale Sales and Distribution Centers (Indoors)	X	P
Wholesale Sales and Distribution Centers (Outdoors)	X	X
<b>Public and Institutional Uses</b>		
Active Recreational Uses	P	P
Cemeteries	X	X
Colleges and Higher Educational Institutions	C	PS
Community Recreation Facility	X	X
Cultural Facilities and Structures	PS	X
Educational Institutions (K-12)	P	X
Essential Services		
Government Facilities	P	P
Government Offices	P	P
Hospitals	C	C
Nursery Schools or Day Care Centers (Children or Adults)	P	X
Passive Parks, Open Space, and Natural Areas	P	P
Places of Worship	PS	PS
Utility Facilities and Buildings	P	P
Wireless Telecommunication Facilities		

### **Planning Considerations**

The parcels in question are contiguous on the north and west to parcels zoned C-3. The property on the north is developed as multi-family through a conditional use certificate. A portion of the property to the west is developed as condominiums. The I-1 that will be remaining, if approved, is separated by Benden Drive to the south and Noble Drive to the east.

### **REVIEW CRITERIA**

Recommendations and decisions on zoning map amendment applications shall be based on consideration of the following review criteria. Not all criteria may be applicable in each case, and each case shall be determined on its own facts.

- A. The proposed amendment is consistent with the comprehensive plan, other adopted City plans, and the stated purposes of this code;
- B. The proposed amendment is necessary or desirable because of changing conditions, new planning concepts, or other social or economic conditions;
- C. The proposed amendment will promote public health, safety, and general welfare;
- D. The uses that would be permitted on the property if it were reclassified would be compatible with the uses permitted on other property in the immediate vicinity;
- E. The proposed amendment follows lot lines or the centerlines of streets, railroads, or other rights-of-way;
- F. Adequate utility, sewer, and water facilities, and all other needed public services exist or can be provided to serve the uses that would be permitted on a property if it were reclassified;
- G. The proposed amendment is not likely to result in significant adverse impacts upon the natural environment, including air, water, noise, stormwater management, wildlife, and vegetation, or such impacts will be substantially mitigated;
- H. The proposed amendment will not constitute an instance where special treatment is given to a particular property or property owner that would not be applicable to a similar property, under the same circumstances;
- I. The proposed amendment is not likely to result in significant adverse impacts upon other property in the vicinity of the subject tract; and
- J. The proposed amendment would correct an error in the application of this Planning and Zoning Code as applied to the subject property.

### **PLANNING AND ZONING DIVISION STAFF RECOMMENDATION**

Staff supports recommending approval of application PC-23-29 to amend the zoning of property on the northwest corner of Benden Drive and Noble Drive with addresses of 2000 Noble Drive (parcel 67-02982.003) and 2020 Noble Drive (parcel 67-02982.004).

The staff's recommendation is based on the appropriateness of the proposed zoning classification for the property in relation to the subject review criteria and does not consider any specific use or plan for the site. It is the staff's assessment that:





Planning Commission  
November 2, 2023

- The application is consistent with the objectives of the C-3 zoning district, as the property is developed as offices.



## **CITY OF WOOSTER**

*Planning and Zoning Division*

538 North Market Street Wooster, OH 44691

Phone: 330-263-5238

October 19, 2023

Dear Property Owner,

You are receiving this notice because you are an owner of property within 200 ft. of an application submitted to the City of Wooster Planning Commission. The Commission will hold a public hearing at their next regular meeting regarding the application described below at 6:30 p.m. on November 2, 2023. The meeting will be held at City Hall, 1<sup>st</sup> floor Council Chambers, 538 North Market Street, Wooster, Ohio.

**PC-23-29 - Chad Knupp, on behalf of The Village Network requesting an approval recommendation from the Planning Commission to City Council for a Zoning Map Amendment to change the zoning of 10.25 acres at 2000 and 2020 Noble Drive with parcel numbers 67-02982.003 and 67-02982.004 on the northwest corner of the intersection of Benden Drive and Noble Drive from I-1 (Office/Limited Industrial) Zoning District to C-3 (General Commercial) Zoning District.**

All interested parties are welcome to attend and will be given the opportunity to address the Commission during the public hearing portion of the meeting and submit evidence and written comments with respect to the application.

For further information, to submit written comments prior to the meeting, please contact:

City of Wooster, Planning and Zoning Division  
538 North Market Street, Wooster, Ohio  
vmarion@woosteroh.com  
(330) 263-5238

<u>Parcel</u>	<u>Owner</u>	<u>Address</u>	<u>City</u>
67-02687.043	1877 EAGLE PASS LLC	P.O. BOX 1445	WOOSTER OHIO 44691
67-02687.018	AKERS DICK & GLENDA SUE S/T	2095 EAGLE PASS	WOOSTER OHIO 44691
67-02982.006	BLACK DIAMOND APARTMENTS LLC	1643 BRENTWOOD DRIVE	WOOSTER OHIO 44691
67-02987.000	DONALD & ALICE NOBLE FOUNDATION INC THE	121 N MARKET STREET	WOOSTER OHIO 44691
67-02687.044	EAI DEVELOPMENT LLC	1935 EAGLE PASS	WOOSTER OHIO 44691
67-02687.024	FETZER ARLENE SUE	P.O. BOX 93	CRESTON OHIO 44217
67-02687.034	FLICKINGER LISA	2059 EAGLE PASS	WOOSTER OHIO 44691
67-02687.027	HERNANDEZ LAURA EVANGELINA AHEDO	1208 LAKE MANOR DRIVE	FOREST VIRGINIA 24551
67-02687.004	HOWMAN ROCIO	1409 HUNT CLUB DRIVE	WOOSTER OHIO 44691
67-02687.017	IMHOFF HANNAH M	2093 EAGLE PASS	WOOSTER OHIO 44691
67-02687.028	JOC INVESTMENTS LTD	4149 ZUERCHER ROAD	APPLE CREEK OHIO 44606
67-02687.025	MARTIN PRISCILLA F	2075 EAGLE PASS	WOOSTER OHIO 44691
67-02687.020	MAST KENNETH R & NANCY A S/T	2099 EAGLE PASS	WOOSTER OHIO 44691
67-02687.003	MIDLAND COUNCIL OF GOVERNMENTS	2125 EAGLE PASS	WOOSTER OHIO 44691
67-02687.019	MILLER GARY A	1349 DOVER ROAD	APPLE CREEK OHIO 44606
67-02687.031	MILLER STACEY & CHERRONDA	5610 S CARR ROAD	APPLE CREEK OHIO 44606
67-02687.033	MOSER NORMAN R	2057 EAGLE PASS	WOOSTER OHIO 44691
67-02987.003	ONEEIGHTY INC	104 SPINK STREET	WOOSTER OHIO 44691
67-02687.052	SIMMS SCOTT & CATHY S/T	1609 WEDGEWOOD DRIVE	WOOSTER OHIO 44691
67-02687.021	SLOAN DOUGLAS P & SHERRIE K TRUSTEES	2065 EAGLE PASS	WOOSTER OHIO 44691
67-02687.023	SWYSGOOD CHARLES G & DOROTHY L S/T	2069 EAGLE PASS	WOOSTER OHIO 44691
67-02687.032	TSH RENTALS LLC	2542 BARRINGTON WAY UNIT 443	WOOSTER OHIO 44691
67-02982.003	VILLAGE NETWORK THE	2000 NOBLE DRIVE	WOOSTER OHIO 44691
67-02687.000	WEAVER ADA MAE TRUSTEE	105 HERITAGE GREEN LANE	DALTON OHIO 44618
67-02687.026	WEAVER JOHN MICHAEL	2695 MECHANICSBURG ROAD	WOOSTER OHIO 44691
67-02982.002	WESTERN RESERVE MUTUAL CASUALTY COMPANY	2845 BENDEN DRIVE	WOOSTER OHIO 44691
67-02687.014	YODER ROY E & KATY J S/T	6506 TOWNSHIP ROAD 603	MILLERSBURG OHIO 44654



## **CITY OF WOOSTER**

*Planning and Zoning Division*

538 North Market Street Wooster, OH 44691  
Phone: 330-263-5235 Fax: 330-263-5274

October 18, 2023

### **DAILY RECORD**

**PLEASE PUBLISH October 22, 2023**

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The City of Wooster will hold regular meetings of the Planning Commission and Board of Building and Zoning Appeals on Thursday, November 2, 2023. The meetings will be held at City Hall, 1<sup>st</sup> floor Council Chambers, 538 North Market Street, Wooster, Ohio.

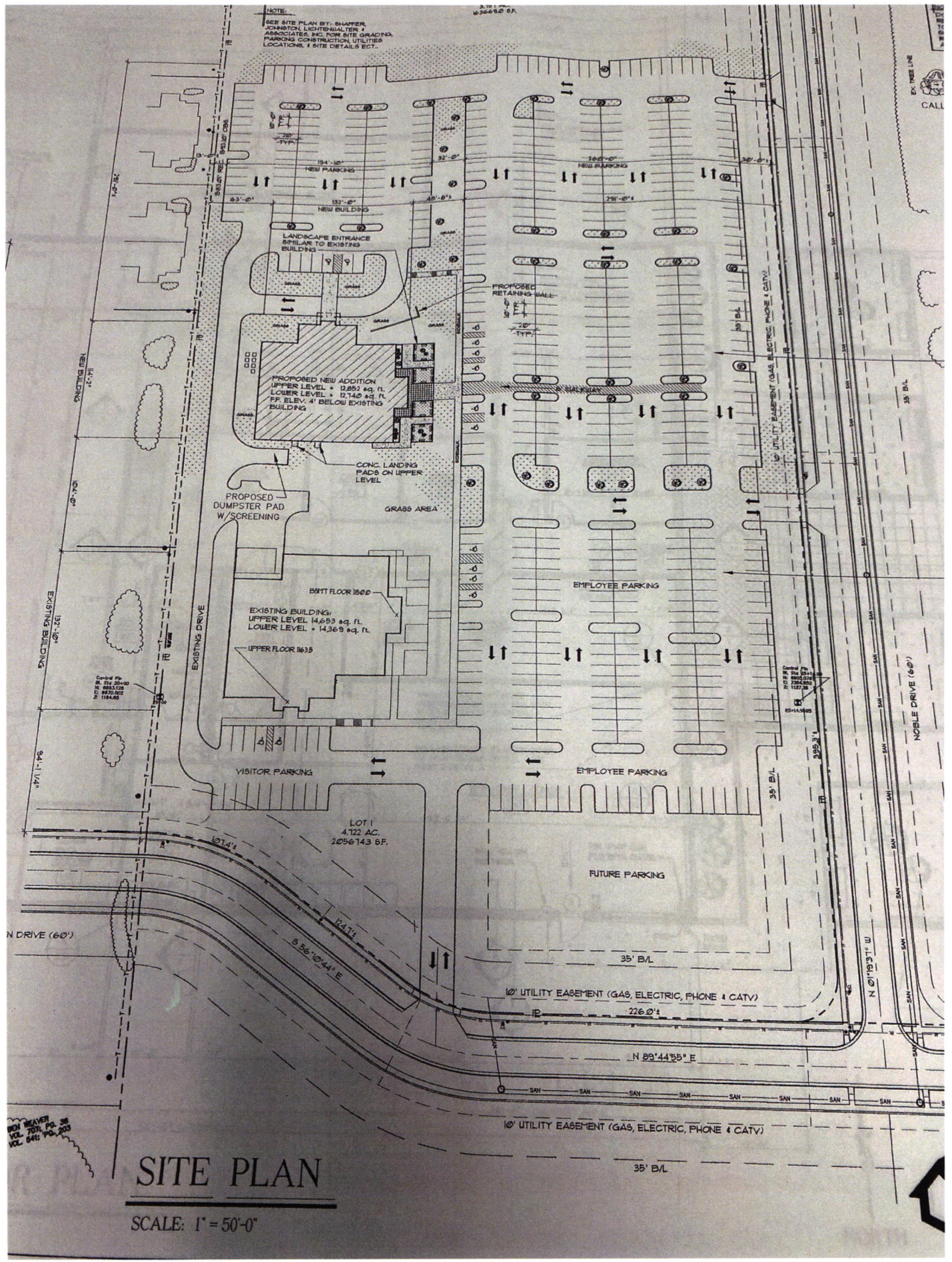
The Planning Commission will hold public hearings for the following applications at their meeting, which will begin at 6:30 pm: Chad Knupp, on behalf of The Village Network, requesting an approval recommendation from the Planning Commission to City Council for a Zoning Map Amendment to change the zoning of 10.25 acres at 2000 and 2020 Noble Drive with parcel numbers 67-02982.003 and 67-02982.004 on the northwest corner of the intersection of Benden Drive and Noble Drive from I-1 (Office/Limited Industrial) Zoning District to C-3 (General Commercial) Zoning District.

The Board of Building and Zoning Appeals will hold public hearings for the following applications at their meeting, which will begin at 7:30 pm: Justin Starlin requesting Area Variances from Planning and Zoning Code Section 1117.02 to allow reductions to the previously established wetland buffer area, riparian setbacks, and relief from the required signage identifying the riparian setback within the Spring Run development primarily on a property with parcel number 67-02914.060 and several contiguous parcels located on the south side of Kadas Lane, west side of Stella Court and north side of Jesse Owens Drive in an R-2 (Single-Family Residential) zoning district.

All interested parties are welcome to attend and will be given the opportunity to address the Commission and Board during the public hearing portion of the meetings and submit evidence and written comments with respect to the applications. Special auxiliary aids for disabled persons are available upon request with at least five days notice prior to the meeting. For further information, to submit written comments prior to the meeting, or to request special auxiliary aids, please contact Vincent Marion, Planning and Zoning Manager, at [vmarion@woosteroh.com](mailto:vmarion@woosteroh.com), (330) 263-5238 or 538 North Market Street, Wooster, Ohio.



NOTE:  
SEE SITE PLAN BY SHAFER,  
CANNON, LICHTENHALTER &  
ASSOCIATES, INC. FOR SITE GRADING,  
PARKING CONSTRUCTION UTILITIES  
LOCATIONS & SITE DETAILS ETC.



# SITE PLAN

SCALE: 1" = 50'-0"

SEE SHEET  
VOL. 709, PG. 38  
VOL. 641, PG. 203

CALL

Parcel	Address	Owner	Appraised
67-02982.004 447 - OFFICE BLDG.1 & 2 STORIES	2020 NOBLE DR WOOSTER OH 44691 KILLBUCK TWP	VILLAGE NETWORK THE SOLD: 9/19/2023 \$945,000.00	\$1,500,590.00 ACRES: 5.5000

Sketches

01	PAVCC	160200 sqft
A1	PORCHENC	52 sqft
A2	CNPV3	52 sqft
A3	OFFICE/PORCHCOM	384 sqft
B1	OFFICE	12440 sqft

EagleView Mini Map

OBJECTID: 35847

CLICK TO INTERACT

MAP

LOCATION VALUATION LEGAL NOTES RESIDENTIAL AGRICULTURAL COMMERCIAL SALES LAND IMPROVEMENTS TAX
PRC

Parcel	Address	Owner	Appraised
67-02982.003 680 - CHARITABLE EXEMPTIONS	2000 NOBLE DR WOOSTER OH 44691 KILLBUCK TWP	VILLAGE NETWORK THE SOLD: 8/17/2014 \$3,985,000.00	\$3,690,820.00 ACRES: 4.7500

Sketches

05	PAVA 5	82000 sqft
06	FENCECL	800 sqft
A3	PORCHCM	372 sqft
A4	PORCHCM	33 sqft
B1	OFFICE	14324 sqft

EagleView Mini Map

OBJECTID: 35511

© 2015 Eagleview

CLICK TO INTERACT

MAP

LOCATION VALUATION LEGAL NOTES RESIDENTIAL AGRICULTURAL COMMERCIAL SALES LAND IMPROVEMENTS TAX
PRC



## CITY OF WOOSTER

Planning and Zoning Division

538 North Market Street, Wooster, OH 44691

Phone: 330-263-5235 Fax: 330-263-5274

November 3, 2023

Dear Chad Knupp,

At the November 2, 2023 meeting of the City of Wooster Planning Commission, a motion was made to recommend approval of application PC-23-29, Chad Knupp, on behalf of The Village Network requesting an approval recommendation from the Planning Commission to City Council for a Zoning Map Amendment to change the zoning of 10.25 acres at 2000 and 2020 Noble Drive with parcel numbers 67-02982.003 and 67-02982.004 on the northwest corner of the intersection of Benden Drive and Noble Drive from I-1 (Office/Limited Industrial) Zoning District to C-1 (Office/Institutional) Zoning District., to City Council.

The motion received the necessary votes and the application will be forwarded to City Council with a recommendation of approval from the Planning Commission.

Please feel free to contact me at (330) 263-5238 or [vmarion@woosteroh.com](mailto:vmarion@woosteroh.com) if you have any questions or need any further information.

Sincerely,

A handwritten signature in black ink, appearing to read "Vince Marion". The signature is fluid and cursive.

Vince Marion  
Planning and Zoning Manager



RESOLUTION NO. 2023-73

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 INSTALLATION OF A NATURAL GAS GENERATOR FOR THE WELL S-3 AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, the City of Wooster wishes to ensure the continued production of water during prolonged power outages; and

WHEREAS, a gas-powered backup generator is the only method to ensure continued production during a prolonged power outage.

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 installation of a gas-powered backup generator for the Well S-3.

SECTION 2. The cost of such a contract 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 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

11-20-23-73

3

### Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division Utilities	Meeting Date Requested November 20, 2023
Project Name Well S3 Generator	Estimated Total Funds/Costs \$175,000
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?	
<b>Description of Request</b> Install natural gas-fired backup electric generator for Well S3 with automatic transfer switch in order to maintain design production at water treatment plant during extended power outages.	
<b>Justification / Benefits</b> Water production can be maintained during power outage to keep system pressure and fire flow at design levels.	
<b>Will this Project affect the City's Operating Costs</b> Minimal operating cost increase to cover generator operation & maintenance (\$1,500/year)	
<b>What Alternatives Exist and what are the Implications of the Alternatives</b> No other alternatives for generating power on site.	
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 In order to expedite bidding before end of year.	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: Mike Fritz	Date: 11-9-23

Approved for Agenda  Yes  No

RESOLUTION NO. 2023-74

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 INSTALLATION OF CITY HALL CHILLER EQUIPMENT AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, the City Hall chiller equipment is past its useful life and needs to be replaced;  
and

WHEREAS, a replacement will lower costs due to increased efficiency.

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 installation of City Hall chiller equipment.

SECTION 2. The cost of such contract 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 declared to be necessary to the immediate preservation of the public health, peace, safety and welfare of the City, or providing for the usual daily operation of a municipal department or division; wherefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

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

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

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

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

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

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

\_\_\_\_\_  
Mayor

Introduced by: Barb Knapic

Res 2023-74

### Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

<b>Division</b> Building Standards	<b>Meeting Date Requested</b> November 20, 2023
<b>Project Name</b> City Hall Chiller Replacement	<b>Estimated Total Funds/Costs</b> \$259,000 Capital Imp
<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> Funding for this project will be included in the 2024 Appropriations Budget	
<b>Description of Request</b> This is a request to authorize the advertisement for bids and to enter into a contract with the lowest and best bidder for the replacement of the City Hall chiller equipment.	
<b>Justification / Benefits</b> The existing equipment is used to cool City Hall and is over 20 years old. This equipment has required increased maintenance and is past it's useful life.	
<b>Will this Project affect the City's Operating Costs</b> Utility Bills will be lower due to increased efficiency of the new system.	
<b>What Alternatives Exist and what are the Implications of the Alternatives</b> We could continue to use the current equipment until it fails. This will mean increasing maintenance costs and the building will be unusable with failure until new equipment is installed. This process takes several months plus equipment lead time.	
<b>Is this a Sole Source Bid or Non-Bid Situation</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances:	
<b>Is there a need for Suspension of the Rules or a Time Frame when this must be passed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons Suspension of the rules is not necessary but earlier passage would allow the opportunity to bid this project as early as possible in order to obtain the best bids	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
<b>Manager Requesting:</b> Tim Monea	<b>Date:</b> 11/3/2023

Approved for Agenda  Yes  No

ORDINANCE NO. 2023-30

AN ORDINANCE AMENDING CHAPTER 1705.02 RATE OF TAX, OF THE CODIFIED ORDINANCES OF THE CITY OF WOOSTER, OHIO

WHEREAS, the City desire to change the allocation of bed tax money in order to better promote economic development.

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

SECTION 1. That Chapter 1705.02, Rate of Tax, of the Codified Ordinances of the City of Wooster, Ohio is hereby amended to read as follows

**1705.02 RATE OF TAX.**

(a) Commencing on July 1, 1997, or as soon thereafter as permitted by law, there is levied a tax of three percent (3%) on all rents received by a hotel for lodging furnished to transient guests, with total receipts applied as follows:

(1) ~~Four~~ **Two** percent ~~(4%)~~ **(2%)** of the funds received shall be charged as an administrative-collection fee and retained in the general fund to defray costs associated with the imposition and administration of the tax.

~~(2) One half of the remaining balance of such tax receipts shall be deposited in the general fund;~~

~~(3)~~ **(2)** The remaining ~~one half~~ **ninety-eight percent (98%)** of such balance of tax receipts shall be deposited in a fund designated for promoting economic development.

(b) This tax constitutes a debt owed by the transient guest to the City which is extinguished only by payment to the operator as trustee for the City, or to the City. The transient guest shall pay the tax to the operator of the hotel at the time the rent is paid. If the rent is paid in installments, a proportionate share of the tax shall be paid with each installment. The unpaid tax shall be due upon the transient guest ceasing to occupy space in the hotel.

If for any reason the tax due is not paid to the operator of the hotel, the Director may require that the tax be paid directly to the Director.

SECTION 4. 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 the law.

SECTION 5. This Ordinance shall take effect and be in full 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: Craig Sanders

Ord 2023-29

**1705.02 RATE OF TAX.**

(a) Commencing on July 1, 1997, or as soon thereafter as permitted by law, there is levied a tax of three percent (3%) on all rents received by a hotel for lodging furnished to transient guests, with total receipts applied as follows:

(1) ~~Four~~ **Two** percent ~~(4%)~~ **(2%)** of the funds received shall be charged as an administrative-collection fee and retained in the general fund to defray costs associated with the imposition and administration of the tax.

~~(2) One-half of the remaining balance of such tax receipts shall be deposited in the general fund;~~

(3) The remaining ~~one-half ninety-eight percent (98%) of such balance~~ of tax receipts shall be deposited in a fund designated for promoting economic development.

(b) This tax constitutes a debt owed by the transient guest to the City which is extinguished only by payment to the operator as trustee for the City, or to the City. The transient guest shall pay the tax to the operator of the hotel at the time the rent is paid. If the rent is paid in installments, a proportionate share of the tax shall be paid with each installment. The unpaid tax shall be due upon the transient guest ceasing to occupy space in the hotel.

If for any reason the tax due is not paid to the operator of the hotel, the Director may require that the tax be paid directly to the Director.

(Ord. 1997-24. Passed 6-2-97.)

RESOLUTION NO. 2023-75

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

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

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

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

SECTION 1. That after deduction of the administrative charges provided in W.C.O. §1705.02(a) (1), the economic development funds are hereby appropriated and awarded for 2024 and 2025 to the following entities and program, and in the following increments:

(a) Direct Fund Allocation

Main Street Wooster	26.53%
Wayne Economic Development Council	18.37%
Wooster Area Chamber of Commerce	16.33%
Wayne County Convention and Visitors Bureau	8.02%
The Wooster Growth Corporation	7.70%

(b) Grant Allocation

Competitive Grants	16.27%
Direct Fund Projects	6.78%

SECTION 2. The Director of Finance is hereby authorized to issue payments to each entity in the designated amount.

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Mayor

Introduced by: Craig Sanders

	Projected 2024		Actual 2022	Actual 2018
<b>Partners &amp; Program</b>				
98.0%	\$ 368,764	\$ 376,290		
WEDC	\$ 67,742	18.37%	\$ -	\$ -
Main Street Wooster	\$ 97,833	26.53%	\$ 92,230	\$ 69,463
Chamber	\$ 60,219	16.33%	\$ 56,838	\$ 43,178
WCCVB	\$ 29,575	8.02%	\$ 27,892	\$ 18,785
WGC	\$ 28,395	7.70%	\$ -	\$ -
Subtotal	\$ 283,764	76.95%	\$ 176,960	\$ 131,426
Competitive Grants	\$ 59,998	16.27%	\$ -	\$ -
Direct Fund Projects	\$ 25,002	6.78%	\$ -	\$ -
Subtotal	\$ 85,000	23.05%	\$ -	\$ -
Partners & Program Total	\$ 368,764	100%		
<b>City</b>				
2.0%	\$ 7,526		\$ 191,708	\$ 142,379
Total Bed Tax Receipts	\$ 376,290		\$ 368,668	\$ 273,805



RESOLUTION NO. 2023-76

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO CONTRACT WITH SEIFERT TECHNOLOGY FOR NEW PROCESSORS FOR REMOTE SITES AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, this City Council adopted an annual budget for 2023, and such budget includes processor purchases for the water and wastewater treatment facilities.

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

SECTION 1. In accordance with the capital plan, the Director of Administration is authorized to contract with Seifert Technology for processors for utility remote sites.

SECTION 2. This contract is exempt from the requirements of competitive bidding pursuant to section 160.03 of the Wooster Codified Ordinances because only a single sole source for the service exists.

SECTION 3. The cost of such contract will not exceed the amount budgeted.

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.

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

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

Clerk of Council

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

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

\_\_\_\_\_  
Mayor

Introduced by: Jon Ansel

Nov 2023-76

### Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

<b>Division</b> Utilities	<b>Meeting Date Requested</b> November 20, 2023
<b>Project Name</b> Upgrade 7 Remote Sites to New Processors	<b>Estimated Total Funds/Costs</b> \$75,000
<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> Project will include work to update remote sites with new processors in advance of new fiber optic network for communications. Existing processors are 15-20 years old and have exceeded design life by 5-10 years. The 7 remote sites include:  North Wellfield Wells S1, S2 and S3 Madison Booster Station Mechanicsburg Booster Station Buckeye Booster Station	
<b>Justification / Benefits</b>  Benefits are better functioning processors with manufacturer support and fiber optic network ready. Justified due to age and obsolete processors.	
<b>Will this Project affect the City's Operating Costs</b>  Will not affect operating cost.	
<b>What Alternatives Exist and what are the Implications of the Alternatives</b>  New processors are direct replacement of existing original Allen Bradley processors. Alternative manufacturer would not be direct fit in existing panel and cost significantly more to install.	
<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:  Sole source to single automation contractor, Seifert Technology, due to their experience with our system and Allen Bradley processors.	
<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  Expedited approval is requested because of limited time to issue PO before end of year.	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
<b>Manager Requesting:</b> Mike Fritz	<b>Date:</b> November 14, 2023

Approved for Agenda  Yes  No

RESOLUTION NO. 2023-77

A RESOLUTION TO ADOPT THE 2023 WAYNE COUNTY  
HAZARD MITIGATION PLAN

WHEREAS the Wooster City Council recognizes the threat that natural hazards pose to people and property within the City of Wooster; and

WHEREAS the City of Wooster has prepared a multi-hazard mitigation plan, hereby known as the 2023 Wayne County Hazard Mitigation Plan in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS the 2023 Wayne County Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the City of Wooster from the impacts of future hazards and disasters; and

WHEREAS adoption by the Wooster City Council demonstrates their commitment to the hazard mitigation and achieving the goals outlined in the 2023 Wayne County Hazard Mitigation Plan.

WHEREAS, the City of Wooster is vulnerable to an array of natural hazards that can cause loss of life and damages to public and private property; and

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

SECTION 1. This Council adopts the 2023 Wayne County Mitigation Plan and agrees to take such official action as may be reasonably necessary to carry out the proposed actions of the Plan.

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 the law.

SECTION 3. This Resolution 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: Mark Cavin

NO 2023-77

## Plan Update

### Preparing the 2023 Hazard Mitigation Plan Update

Hazard mitigation plans must be updated every five years to remain eligible for federal mitigation funding. To prepare the 2023 Wayne County Hazard Mitigation Plan Update, Stantec was hired as the consultant to provide professional mitigation planning services. Ben Schattschneider from Stantec was the project manager, while Andy Dobson and Rebecca Leitschuh were the planners for this project, and Abby Glover and Haley Dahl provided project support.

Per the contractual scope of work, the consultant team followed the mitigation planning process recommended by FEMA Local Mitigation Plan Review Guide (April 2022). The Local Mitigation Plan Review Tool, found in Appendix E, provides a detailed summary of FEMA's current minimum standards of acceptability for compliance with DMA 2000 and notes the location where each requirement is met within this Plan. These standards are based upon FEMA's Final Rule as published in the Federal Register in Part 201 of the Code of Federal Regulations (CFR). The planning team used FEMA's Local Mitigation Plan Review Guide (April 2022) for reference as they completed the Plan.

It was the focus of the Wayne County EMA to expand the Core Committee to include all jurisdictions within Wayne County and additional Wayne County Agencies. In addition to the Wayne County Emergency Management being the lead agency, input has been requested from the following county agencies: Building, Planning, Engineers Office, Jobs and Family Services, and Public Health. All these partners will play a role in any major disaster and the combined knowledge will result in a stronger plan. Wayne County EMA worked with all the jurisdictions to identify appropriate individuals to serve on the Core Committee for the 2023 update. The selected individuals were invited to all mitigation planning meetings to support the development of the hazard mitigation plan. Table 2 lists representatives from the county and local jurisdictions who participated in the update. The Core Committee includes at least one representative from each local jurisdiction and Wayne County.

Table 2 Core Committee Representatives

Community	Name	Title
Village of Apple Creek	Rodney Mackey	Mayor
Village of Apple Creek	Matt Estacion	Police Chief
Village of Burbank	Anna Dickson	Council Member
Village of Burbank	Brandon Smith	Fire Chief
Village of Congress	Deidra Pettry	Council Member
Village of Creston	Brandon Smith	Fire Chief
Village of Dalton	Ryan Pearson	Police Chief
Village of Dalton	Dave Reynolds	Street Superintendent

Community	Name	Title
Village of Doylestown	Casey Tester	Police Chief
Village of Fredericksburg	Joe Arthur	BPA Team
Village of Fredericksburg	Shawn McKelvey	Assistant Fire Chief
Village of Marshallville	Tom Rocker	Police Chief
Village of Mount Eaton	Todd Lendon	Fire Chief
City of Orrville	Chris Bishop	Fire Chief
City of Orrville	Kristen Endsley	Planning & Community Development Manager
City of Rittman	Don Sweigert	Fire Chief
Village of Shreve	Scott Ervin	Fire Chief
Village of Smithville	Larry Allen	Council Member
Village of West Salem	Rick Witucki	Village Administrator
Wayne County EMA	Dave Freeman	Director
Wayne County EMA	Barb Pittard	Deputy Director
Wayne County	Andy Jones	Assistant Engineer
City of Wooster	Barry Saley	Fire Chief
Wayne County Health Dept	Jordan Tschiegg	Emergency Preparedness Coordinator

### Plan Development Meetings

The preparation of this Plan required a series of meetings and open houses for facilitating discussion, gaining consensus, and initiating data collection efforts with local government staff, community officials, and other identified stakeholders. More importantly, the meetings and workshops prompted continuous input and feedback from relevant participants throughout the drafting stages of the Plan. The following is a summary of the key meetings and community workshops held during the development of the plan update. Six virtual meetings were conducted:

1. Core Committee Kick-off and Risk Identification Meeting
2. Core Committee Risk Assessment Meeting
3. Public Risk Assessment Open House
4. Core Committee Mitigation Strategy Meeting
5. Core Committee Plan Review Meeting
6. Public Plan Review Open House



Amy Hamilton &lt;ahamilton@woosteroh.com&gt;

## Fwd: Adopt Updated Hazard Mitigation Plan

**Joel Montgomery** <jmontgomery@woosteroh.com>

Tue, Nov 14, 2023 at 2:08 PM

To: Amy Hamilton <ahamilton@woosteroh.com>, John Scavelli <jscavelli@woosteroh.com>

Cc: Barry Saley <bsaley@woosteroh.com>

One more piece of legislation.

I believe we did this in the not-so-distant past.

**Joel Montgomery, PE, ICMA-CM**  
**Director of Administration/City Manager**  
**City of Wooster**  
 330-263-5244 (office)  
 330-201-3497 (cell)



*Ohio Magazine: "Best Hometown 2017/2018"*  
*Money Magazine: "37th Best Place to Live in America"*  
*Site Selection Magazine: Top 100 Micropolitan 2022*  
*Policom Corp: #7 Micropolitan in US for Economic Strength*

**"The pessimist complains about the wind. The optimist expects it to change. The leader adjusts the sails."**  
**John C. Maxwell**

----- Forwarded message -----

From: **Barbara Pittard** <bpittard@wcemaoh.org>

Date: Mon, Nov 13, 2023 at 11:12 AM

Subject: Adopt Updated Hazard Mitigation Plan

To: WC Mayors <mayors@wcemaoh.org>

Cc: Anna Dickson <annafd8094@gmail.com>, Brandon Smith <canaantwp.fd@gmail.com>, Deidra Pettry (deidra.pettry@yahoo.com) <deidra.pettry@yahoo.com>, Ryan Pearson <ryan.pearson@daltonohio.gov>, Casey Tester <chieftester@doylestown.com>, Joe Arthur Fredericksburg Rep <skipjarthur6593@gmail.com>, Shawn McKelvey <southcentralfire@gmail.com>, Todd Lendon <painttwpfd@sssnet.com>, Chris Bishop <cbishop@orrville.com>, kendsley@orrville.com <kendsley@orrville.com>, Don Sweigert <dsweigert@rittman.com>, Scott Ervin <servin@clintontownshipfire.com>, Larry Allen <larryallen.smithville.oh@gmail.com>, Rick Witucki <rwitucki@westsailemville.com>, Barry Saley <bsaley@woosteroh.com>

All,

As most of you know, we have been working over the past year to perform the FEMA-required 5-year update to our county-wide Hazard Mitigation Plan. The plan has been approved by Ohio EMA and is currently sitting at FEMA Region 5 awaiting their comments. It is required that ALL jurisdictions formally adopt this plan. I will take care of preparing a resolution for Wayne County to adopt the plan, however I need you to prepare a resolution to adopt it for your jurisdiction preferably at your next council meeting.

I have attached sample resolution language that you may use if you like. You are certainly welcome to adjust it to the format that you normally use, however please be sure all of the language elements are included so FEMA is happy. Please insert your jurisdiction's name, or governing body, where the words are highlighted in red font.

I will forward a link where you can view the entire plan; it is too large to send via email. It will come later this week. The contractor is putting some finishing touches on it. I just wanted to get the resolution process moving since we are nearing year end.

Thank you and let me know if you have any questions.

Respectfully,

*Barbara Pittard*, Director

**Wayne County EMA**

LEPC Information Coordinator

201 West North St

Wooster, Ohio 44691

Ph: (330) 262-9817

Fax: (330) 262-2686

[bpittard@wcemaoh.org](mailto:bpittard@wcemaoh.org)

[WWW.WCEMAOH.ORG](http://WWW.WCEMAOH.ORG)



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**2 attachments**



**2023 Hazard Mitigation Plan Update Committee.pdf**

1299K



**Example Adoption Resolution Language.docx**

26K