

## **CITY COUNCIL AGENDA**

**November 6, 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. Third 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)
2. Second 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)

### **VII. NEW BUSINESS**

1. First Reading – RESOLUTION NO. 2023-62  
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO SEEK BIDS FROM NETWORK INFRASTRUCTURE VENDORS TO UPGRADE PRESENT NETWORK ROUTERS AND SWITCHES, AND ALLOWING FOR IMMEDIATE ENACTMENT (Sanders)
2. First Reading - RESOLUTION NO. 2023-63  
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A CONTRACT WITH ESRI, INC., OF GAHANNA, OHIO FOR A THREE-YEAR SUBSCRIPTION FOR PROVIDING THE PLATFORM AND SERVICES THE CITY'S GEOGRAPHIC INFORMATION SYSTEM (GIS), AND ALLOWING FOR IMMEDIATE ENACTMENT (Warden)
3. First Reading - RESOLUTION NO. 2023-64  
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR PAVEMENT REPAIRS ON CERTAIN CITY STREETS AND ALLOWING FOR IMMEDIATE ENACTMENT (Warden)
4. First Reading - RESOLUTION NO. 2023-65  
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE REPLACEMENT OF A STORM SEWERS ON WINKLER DRIVE, ALLOWING FOR IMMEDIATE ENACTMENT (Warden)

5. First Reading - RESOLUTION NO. 2023-66  
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A TECHNICAL SERVICES CONTRACT WITH MEDICOUNT OF CINCINNATI, OHIO FOR BILLING SERVICES RELATED TO THE CITY EMS SERVICE, AND ALLOWING FOR IMMEDIATE ENACTMENT (Cavin)
6. First Reading - RESOLUTION NO. 2023-67  
A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS TO REMOUNT AND REFURBISH A 2013 AMBULANCE ONTO A NEW CHASSIS, AND ALLOWING FOR IMMEDIATE ENACTMENT (Cavin)
7. First Reading – ORDINANCE NO. 2023-26  
AN ORDINANCE AMENDING THE ANNUAL APPROPRIATION ORDINANCE (Sanders)
8. First Reading – ORDINANCE NO. 2023-27  
AN ORDINANCE AMENDING THE ANNUAL APPROPRIATION ORDINANCE (Sanders)
9. First 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)
10. First Reading - RESOLUTION NO. 2023-69  
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR PRESS POLYMER FOR WASTE TREATMENT AND ALLOWING FOR IMMEDIATE ENACTMENT (Ansel)
11. First 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)
12. First 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)
13. First 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)

## **VIII. MISCELLANEOUS**

## **IX. ADJOURNMENT**

RESOLUTION NO. 2023-62

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO SEEK BIDS FROM NETWORK INFRASTRUCTURE VENDORS TO UPGRADE PRESENT NETWORK ROUTERS AND SWITCHES, AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, the Information Technology system is crucial to the secure and efficient operation of multiple City Departments and critical municipal infrastructure; and

WHEREAS, it is necessary to upgrade the Information Technology network routers and switches, for which the manufacturer is no longer providing additional security upgrades; and

WHEREAS, this Council believes that prompt action is necessary to make sure that the City's Information Technology system is sufficiently resistant to security breaches, and the cost thereof will not exceed funds already appropriated for such projects.

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 seek bids from network infrastructure vendors for the purpose of upgrading the existing network routers and switches; and personal services related thereto.

SECTION 2. The cost of said project shall not exceed the appropriated 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 is declared to be necessary for the immediate preservation of the public peace, health, welfare and safety of the City, and for the further reason that it would allow for the project to begin as early as possible; wherefore, this resolution shall be in full force and effect immediately upon its adoption and approval by the Mayor, provided it receives the affirmative vote of at least three-fourths of the members of the Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

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

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

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

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

\_\_\_\_\_  
Mayor

Introduced by: Craig Sanders

**Request for Agenda Item**

2023-62  
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**Authorization for Bid**

**Purchase Capital Item**

**Non-Capital**

<b>Division</b> Information Technology	<b>Meeting Date Requested</b> 11/6/2023
<b>Project Name</b> Network Infrastructure	<b>Estimated Total Funds/Costs</b> \$150K
<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 the City's current network routers and switches.	
<b>Justification / Benefits</b> The City Government's TCIP/IP network infrastructure is aging and a significant portion of it will be past the manufacturer's support life-cycle which means it will no longer be supported or receive security updates. This infrastructure is the backbone of the technology communications for all the City departments. The phones, computers, servers, SCADA systems, financial systems, and GIS all use and rely on this infrastructure to function.	
<b>Will this Project affect the City's Operating Costs</b>	
<b>What Alternatives Exist and what are the Implications of the Alternatives</b> We could continue to use the existing equipment and put this project off for another year, but since the manufacturer's won't be making any more security updates for this equipment, we would have an increased chance of a security breach.	
<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 To give us time to get and evaluate quotes before executing a 2023 PO.	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
<b>Manager Requesting:</b> Robert Eshelman	<b>Date:</b> 10/30/2023

**Approved for Agenda**  Yes  No

RESOLUTION NO. 2023-63

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A CONTRACT WITH ESRI, INC., OF GAHANNA, OHIO FOR A THREE-YEAR SUBSCRIPTION FOR PROVIDING THE PLATFORM AND SERVICES THE CITY'S GEOGRAPHIC INFORMATION SYSTEM (GIS), AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, the City Engineer has recommended that the City renew its contract for the City's current geographic information system (GIS); and

WHEREAS, ESRI, Inc. of Gahanna, Ohio possesses the professional expertise to provide the engineering services necessary for this project, and has performed similar services for the city of Wooster in the past; and

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

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

SECTION 1. That the Director of Administration is hereby authorized to enter into a three-year subscription services contract with ESRI, Inc. of Gahanna, Ohio for engineering services related to the ongoing use of the City's GIS.

SECTION 2. The cost of said project shall not exceed the appropriated 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 is declared to be necessary for the immediate preservation of the public peace, health, welfare and safety of the City, and for the further reason that it would allow for the project to begin as early as possible; wherefore, this resolution shall be in full force and effect immediately upon its adoption and approval by the Mayor, provided it receives the affirmative vote of at least three-fourths of the members of the Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

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

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

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

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

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Mayor

Introduced by: Jen Warden

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2023-63

### Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

<b>Division:</b> Engineering	<b>Meeting Date Requested</b> November 6, 2023
<b>Project Name</b> ESRI Small Government Department Platform Program 3-Year Annual Subscription	<b>Estimated Total Funds/Costs</b> \$51,000 Capital Funds (\$17,000 per year)
<b>Is Full Amount Budgeted?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If YES, three readings NOT REQUIRED</b>	
<b>If No, How is the Purchase to be Funded?</b>	
<b>Description of Request</b> This is a request to enter into a 3-year annual subscription agreement with ESRI for providing the platform and services for the City's geographical information system (GIS).	
<b>Justification / Benefits</b> This contract is required to continue offering the City's GIS. The GIS is used daily by City staff as well as contractors, developers, and residents.	
<b>Will this Project affect the City's Operating Costs</b> This project should have little or no effect on the City's operating budget.	
<b>What Alternatives Exist and what are the Implications of the Alternatives</b> N/A	
<b>Is this a Sole Source Bid or Non-Bid Situation</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If Yes, Explain The Circumstances:</b> ESRI has provided this service in the past for the City. Given the nature of the system and the necessity to maintain uniformity and consistency, it is in the City's best interest to continue contracting with ESRI for this service.	
<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 <b>If Yes, Note Reasons</b>	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
<b>Manager Requesting:</b> John Rice	<b>Date:</b> October 13, 2023
<b>Approved for Agenda</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

RESOLUTION NO. 2023-64

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR PAVEMENT REPAIRS ON CERTAIN CITY STREETS AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, the City of Wooster requires repairs to be made and resurfacing performed on Palmer Street (north of Bowman), Oak Hill Road (south of Wayne), and concrete pavement replacements on the portion of W. Liberty Street between W. Bowman and Oak Hill Road; and

WHEREAS, this project will be included in the appropriations budget for 2024.

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 repairs and resurfacing of Palmer Street (north of Bowman), Oak Hill Road (south of Wayne), and concrete pavement replacements on the portion of W. Liberty Street between W. Bowman and Oak Hill Road.

SECTION 2. The cost of such contract 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 the law.

SECTION 4. This Resolution is declared to be an emergency measure 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: Jennifer Warden

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2023-64

### Request for Agenda Item

**Authorization for Bid**

**Purchase Capital Item**

**Non-Capital**

<b>Division:</b> Engineering	<b>Meeting Date Requested</b> November 6, 2023
<b>Project Name</b> WAY-VAR Wooster Streets FY 24 Resurfacing	<b>Estimated Total Funds/Costs</b> \$910,000 (\$513,559 ODOT Large Cities, \$396,441 Capital Improvement Fund)
<b>Is Full Amount Budgeted?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If YES, three readings NOT REQUIRED</b>	
<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 resurfacing of Palmer Street (north of Bowman), Oak Hill Road (south of Wayne), and concrete pavement replacements on the portion of W. Liberty Street between W. Bowman and Oak Hill Road.	
<b>Justification / Benefits</b> This project is being funded in part by ODOT Large Cities money. The agreement with ODOT for this project was authorized by Council on January 17, 2023.	
<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> We could do nothing and continue to patch and repair these streets as needed.	
<b>Is this a Sole Source Bid or Non-Bid Situation</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If Yes, Explain The Circumstances:</b>	
<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 <b>If Yes, Note Reasons</b> Suspension of the rules is not necessary but earlier passage would allow the opportunity to bid this project as early as possible in order to obtain the best possible bids and to stay on track with the ODOT schedule for the project.	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
<b>Manager Requesting:</b> John Rice	<b>Date:</b> October 13, 2023
<b>Approved for Agenda</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	



RESOLUTION NO. 2023-65

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE REPLACEMENT OF A STORM SEWERS ON WINKLER DRIVE, ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS it is necessary to replace a storm sewer on Winkler Drive, and the cost thereof is budgeted for 2023; and

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

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

SECTION 1. The Director of Administration is hereby authorized to advertise for bids and enter into a contract with the lowest and best bidder for the above-described improvements.

SECTION 2. Such contract will not exceed the amount appropriated.

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

SECTION 4. This Resolution is declared to be necessary to the immediate preservation of the public health, peace, safety and welfare of the City, or providing for the usual daily operation of a municipal department or division; wherefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

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

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

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

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

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Mayor

Introduced by: Jen Warden

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### Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

<b>Division:</b> Engineering	<b>Meeting Date Requested</b> November 6, 2023
<b>Project Name</b> Winkler Drive Storm Sewer Replacement	<b>Estimated Total Funds/Costs</b> \$70,000 (Storm Sewer Fund)
<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> 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 a storm sewer on Winkler Drive.	
<b>Justification / Benefits</b> This project will replace an existing 36" corrugated metal storm sewer that conveys water from the Winkler Drive and Tori Circle intersection to a natural drainage channel. The corrugated metal storm sewer is in bad condition and there have been sinkholes developing over top of it.	
<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> We could do nothing and continue to allow the storm sewer to deteriorate.	
<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> John Rice	<b>Date:</b> October 13, 2023
<b>Approved for Agenda</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	



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2023-66

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### Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division Fire Division	Meeting Date Requested 11-6-2023
Project Name EMS Billing Contract	Estimated Total Funds/Costs \$55,000 - \$60,000
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?	
<p>Description of Request</p> <p>The Fire Division had entered into an auto renew contract for EMS billing in 2017 for 6% of our gross amount collected for EMS transport billing.</p> <p>In 2023, due to increased EMS call volume and transports. Our gross billed amount is increasing resulting in the potential to exceed the \$50,000 threshold.</p> <p>We are requesting Council's approval of the EMS Billing contract with Medicount management Inc. for the terms within the auto renewal language (6% of gross billing fees).</p>	
<p>Justification / Benefits</p> <p>Our EMS transports are increasing, resulting in additional revenue. As revenue increases, the fees for billing service increase.</p>	
<p>Will this Project affect the City's Operating Costs</p> <p>No. Covered within the O&amp;M budget with corresponding revenue increases.</p>	
<p>What Alternatives Exist and what are the Implications of the Alternatives</p> <p>Terminate contract and go out for a RFP. Which may result in a more expensive or worse service from the vendor.</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>Budgeted</p>	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: B. Saley	Date: 10-19-2023

Approved for Agenda  Yes  No

RESOLUTION NO. 2023-67

A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS TO REMOUNT AND REFURBISH A 2013 AMBULANCE ONTO A NEW CHASSIS, AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, the Division of Fire seeks to extend the useful life of an ambulance originally purchased in 2013; and

WHEREAS, this option allows the Division of Fire to effectively replace the ambulance in a much shorter time than a new one could be purchased; and

WHEREAS, it is now necessary to seek legislative authority to exceed the \$50,000 threshold, which will come from budgeted funds.

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

SECTION 1. That the City is authorized to exceed the \$50,000 threshold for reconditioning and remounting an existing Horton Ambulance unit (current Unit a 2013 model) onto a new chassis.

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

SECTION 2. The cost of such purchase(s) will not exceed the amount(s) 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 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: Mark Cavin

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2023-67

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### Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division <b>Fire</b>	Meeting Date Requested <b>11-6-2023</b>
Project Name <b>Medic Unit Remount</b>	Estimated Total Funds/Costs <b>\$210,000</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>Transfer 2023 funds for cardiac monitors to remount Medic and rebudget for monitors in FY24.</b>	
Description of Request <b>Request to remount and refurbish our 2013 Horton ambulance on to a new chassis.</b>  <b>This project will allow us to update our EMS fleet in the most cost &amp; time effective manner.</b>  <b>The remount will repair, replace and eliminate any mechanical, structural, or cosmetic issues on the ambulance and allow us to have it returned to service approx. 1 year sooner than purchasing new.</b>	
Justification / Benefits <b>This option allows us to replace the ambulance sooner than a new one could be produced and will allow us to save approx. \$150,000. Utilizing currently encumbered funds from a captial project that is unable to be completed in 2023, allows us to maximize our budgets in 2023 &amp; 2024.</b>	
Will this Project affect the City's Operating Costs <b>No- Same number of units in service. May help reduce PM cost.</b>	
What Alternatives Exist and what are the Implications of the Alternatives <b>Not replace the ambulance. Wait till next year and have additional % cost increases.</b>	
Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances:	
Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons	
<b>NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.</b>	
Manager Requesting: <b>Barry Saley</b>	Date: <b>10-23-2023</b>

Approved for Agenda  Yes  No



# 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.





Old  
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.	
<b>Is this a Sole Source Bid or Non-Bid Situation</b> <input type="checkbox"/> Yes <input 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 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: \_\_\_\_\_ 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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2023-68

### 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>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>Description of Request</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>Justification / Benefits</p> <p><b>Chemicals needed for the water treatment process.</b></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>	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: <b>Mike Fritz</b>	Date: <b>10-31-23</b>

Approved for Agenda  Yes  No

RESOLUTION NO. 2023-69

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR PRESS POLYMER FOR WASTE TREATMENT AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, this City Council will adopt an annual budget and capital plan for 2024, and such capital plan will include the purchase of polymer for wastewater treatment.

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 polymer for wastewater treatment.

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

Passed: \_\_\_\_\_

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

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

Clerk of Council

President of Council

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

Mayor

Introduced by: Jon Ansel

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2023-69

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### Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division	Utilities/Water Resource Recovery	Meeting Date Requested	November 6, 2023
Project Name	Press Polymer Contract	Estimated Total Funds/Costs	\$60,000.00
Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IF YES, three readings NOT REQUIRED			
If No, How is the Purchase to be Funded?			
<p>Description of Request</p> <p>To authorize the Director of Administration to enter into a contract with lowest and best bidder for purchase and delivery of emulsion polymer.</p> <p>Polymer is used for the belt press to thicken waste sludge to 6-8% solids prior to entry to the digester system.</p> <p>The contract term will be January 1, 2024 through December 31, 2024.</p>			
<p>Justification / Benefits</p> <p>Chemicals needed for the biosolids treatment process.</p>			
<p>Will this Project affect the City's Operating Costs</p> <p>No</p>			
<p>What Alternatives Exist and what are the Implications of the Alternatives</p> <p>No alternatives</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>It is necessary to start the bid process as soon as possible.</p>			
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.			
Manager Requesting: Mike Fritz		Date: 10-30-23	

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: \_\_\_\_\_ 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	
<p><b>Description of Request</b> This is a request advertise and enter into a contract for construction of improvements to ADS &amp; 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.</p> <p>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.</p> <p>Total project cost estimate for Digester, Feedstock, &amp; Biogas Components for Phase 1 is just under \$5M</p> <p>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.</p> <p>This is the system &amp; components that generated \$500K in revenue/year and reduced gas/electric usage.</p>	
<p><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.</p>	
<b>Will this Project affect the City's Operating Costs</b>	
<p><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.</p>	
<p><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:</p>	
<p><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.</p>	
<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 \_\_\_\_\_ 2nd reading \_\_\_\_\_ 3rd reading \_\_\_\_\_

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

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

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

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

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

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Mayor

Introduced by: Jon Ansel

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2023-71

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Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division	Utilities	Meeting Date Requested	November 6, 2023
Project Name	Meter Replacements	Estimated Total Funds/Costs	\$110,000.00
Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IF YES, three readings NOT REQUIRED			
If No, How is the Purchase to be Funded?			
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 No			
What Alternatives Exist and what are the Implications of the Alternatives No other alternatives exist with out additional funds to change to another manufacturer.			
Is this a Sole Source Bid or Non-Bid Situation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain The Circumstances: We have to replace components in line with the past approved manufacturer.			
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: Mike Fritz		Date: 10-30-23	

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 \_\_\_\_\_ 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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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 No	
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