

CITY COUNCIL AGENDA

January 16, 2024

7:30 p.m.

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

I. ROLL CALL & ORDERING OF AGENDA

II. APPROVAL OF MINUTES

III. COMMUNICATIONS FROM MAYOR/ADMINISTRATION

IV. PETITIONS/COMMUNICATIONS FROM PUBLIC

V. COMMITTEE REPORTS; PUBLIC HEARINGS

VI. UNFINISHED BUSINESS

1. Third Reading - RESOLUTION 2023-86 A RESOLUTION IMPOSING A MORATORIUM ON THE GRANTING OR PROCESSING OF PERMITS FOR ANY BUILDING, STRUCTURE, USE OR CHANGE OF USE THAT WOULD ENABLE CULTIVATION, PROCESSING, OR RETAIL SALE OF MARIJUANA WITHIN THE CITY OF WOOSTER, AND ALLOWING FOR IMMEDIATE ENACTMENT (Knapic)

VII. NEW BUSINESS

1. First Reading – RESOLUTION NO. 2024-04 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 RESURFACING OF VARIOUS ROADS WITHIN THE CITY OF WOOSTER AND PROVIDING FOR IMMEDIATE ENACTMENT (Warden)
2. First Reading - RESOLUTION NO. 2024-05 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 THE WATERLINE ON BILLIAR STREET AND BILLIAR ALLEY AND ALLOWING FOR IMMEDIATE ENACTMENT (Malta)
3. First Reading - RESOLUTION NO. 2024-06 A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH JONES AND HENRY FOR ENGINEERING CONSTRUCTION SERVICES AND ALLOWING FOR IMMEDIATE ENACTMENT (Malta)
4. First Reading - RESOLUTION NO. 2024-07 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 IMPROVEMENT OF VARIOUS ROADS WITHIN THE CITY OF WOOSTER AND PROVIDING FOR IMMEDIATE ENACTMENT (Warden)
5. First Reading - RESOLUTION NO. 2024-08 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 THE WATERLINE ON

PALMER STREET, NORTH OF BOWMAN, AND ALLOWING FOR IMMEDIATE ENACTMENT (Malta)

6. First Reading - RESOLUTION NO. 2024-09 A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE PURCHASE AND INSTALLATION OF A TRAFFIC SIGNAL AND RELATED EQUIPMENT AT STATE ROUTE 585 AND STATE ROUTE 3 AND 83 NORTHBOUND RAMP, AND ALLOWING FOR IMMEDIATE ENACTMENT (Warden)
7. First Reading - RESOLUTION NO. 2024-10 A RESOLUTION APPROVING A NATURAL GAS AGGREGATION PLAN OF OPERATION AND GOVERNANCE, AND ALLOWING FOR IMMEDIATE ENACTMENT (Abernathy)
8. First Reading - RESOLUTION NO. 2024-11 A RESOLUTION APPROVING AN ELECTRIC POWER AGGREGATION PLAN OF OPERATION AND GOVERNANCE, AND ALLOWING FOR IMMEDIATE ENACTMENT (Abernathy)
9. First Reading - RESOLUTION NO. 2024-12 A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO PURCHASE THREE FORD EXPLORERS FOR USE AS POLICE CRUISERS AND ALLOWING FOR IMMEDIATE ENACTMENT (Gaffey)
10. First Reading - ORDINANCE NO. 2024-03 AN ORDINANCE AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A LEASE OF REAL ESTATE AND PROVIDING FOR IMMEDIATE ENACTMENT (Huszai)
11. First Reading - RESOLUTION NO. 2024-13 A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO PURCHASE A BUCKET TRUCK (Huszai)
12. First Reading - RESOLUTION NO. 2024-14 A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO PURCHASE TWO PICKUP TRUCKS (Huszai)
13. First Reading - RESOLUTION NO. 2024-15 A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR FUEL SERVICES FOR CITY VEHICLES AND ALLOWING FOR IMMEDIATE ENACTMENT (Huszai)

VIII. MISCELLANEOUS

IX. ADJOURNMENT

RESOLUTION NO. 2023-86

A RESOLUTION IMPOSING A MORATORIUM ON THE GRANTING OR PROCESSING OF PERMITS FOR ANY BUILDING, STRUCTURE, USE OR CHANGE OF USE THAT WOULD ENABLE CULTIVATION, PROCESSING, OR RETAIL SALE OF MARIJUANA WITHIN THE CITY OF WOOSTER, AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, Ohio voters approved State Issue 2 on November 7, 2023 adopting proposed legislation authorizing the cultivation, sale, and use of marijuana products for recreational purposes; and,

WHEREAS, pursuant to the operation of Article II, Section 1b of the Ohio Constitution, the proposed legislation now approved by Ohio voters will automatically be incorporated into the Ohio Revised Code as Sections 3780.01 through 3780.99 and become effective on December 7, 2023 with no further action required by the Ohio General Assembly (the "Act"); and,

WHEREAS, upon the passage of Issue 2, members of the Ohio General Assembly have already expressed an intention to amend the Act but have not yet clarified whether the Act will be repealed, modified, or materially altered; and,

WHEREAS, Section 3780.03 of the Act provides that a newly created "Division of Cannabis" shall adopt rules establishing standards and procedures for the implementation of the adult use marijuana program, including licensing requirements for cultivators, processors, and retailers; and

WHEREAS, the Act, as currently constituted, provides the Division of Cannabis a period of nine months after December 7, 2023 to implement rules and regulations regarding the adult-use marijuana program pursuant to Section 3780.28; and

WHEREAS, Council and the Mayor intend to adopt legislation that provides for the orderly implementation of adult use cannabis in the City consistent with State laws and regulations; and

WHEREAS, pursuant to the Ohio Constitution and local ordinances, City Council possesses the inherent power to enact appropriate planning, zoning, and business regulation laws that further the health, safety, welfare, comfort, and peace of its citizens, including restricting, prohibiting and/or regulating certain business uses; and

WHEREAS, at least until such time as regulations are adopted, the amendments to the Act are adopted, and the City has had an opportunity to study the foregoing, Council has determined it to be in the best interests of the community health, safety, and welfare to impose an immediate moratorium on any cultivation, processing, or retail dispensing of marijuana for adult use business purposes in any form within the City of Wooster, except as required by the Act; now, therefore

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

SECTION 1. Except as required by the Act, City Council hereby imposes an immediate moratorium on the issuance and processing of any permits for cultivators, processors, and retail dispensaries of adult-use marijuana as defined in Sections 3780.01 through 3780.99 of the Ohio Revised Code.

SECTION 2. The purpose of this moratorium is to allow the City Administration and Council to consider amendments to pertinent Codified Ordinances, including the Zoning Code, to prepare regulations which may be necessary, and to determine where and whether to allow, limit or prohibit cultivators, processors, and retail dispensaries in the City.

SECTION 3. Council and the Mayor hereby direct and order that no permits for cultivators, processors or retail dispensaries of adult-use marijuana shall be issued or processed by the City during the moratorium, except as may be required by the Act with respect to existing dispensaries of marijuana products for medical use.

SECTION 4. The moratorium shall be in effect for a period beginning from the effective date of this Resolution through the earlier of July 31, 2024, until changes are enacted to amend the Codified Ordinance of the City of Wooster to address these issues, or until Council approves legislation explicitly revoking this moratorium, whichever occurs first.

SECTION 5. 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 6. 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 to impose this moratorium in order to permit the City of Wooster to more fully study the problem and the need, if any, for the regulation thereof; wherefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of the Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

1st Reading 12-18-23 2nd Reading 1-2-24 3rd Reading _____

Passed: _____ Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2023
Mayor

Introduced by: Robert Reynolds

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division Law	Meeting Date Requested 12/18/23
Project Name Issue 2 Moratorium	Estimated Total Funds/Costs: None
Is Full Amount Budgeted? Not applicable	
<p>Description of Request: This is a request for a Moratorium on the issuance of any permits for businesses that would be allowed under R.C. 3780 to cultivate, process, and/or sell marijuana at retail. As the regulatory structure for the activities regulated in R.C. 3780 is not yet completed, and the legislation itself may be amended, a moratorium is prudent at this time pending the final regulations.</p> <p>The moratorium will allow the City to consider amendments to pertinent Codified Ordinances, including the Zoning Code, to prepare regulations which may be necessary, and to determine where and whether to allow, limit or prohibit cultivators, processors, and retail dispensaries in the City.</p>	
<p>Justification / Benefits: Passing this legislation will allow the City to make prudent and knowledgeable regulations once the</p>	
Will this Project affect the City's Operating Costs NO	
<p>What Alternatives Exist and what are the Implications of the Alternatives: We could take no action, but this would be imprudent because we do not know what the final regulatory structure will be.</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 If Yes, Note Reasons Immediate enactment is necessary since the current contract expires at the end of 2023.</p>	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: John Scavelli	Date: 12-12-23

Approved for Agenda <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

RESOLUTION NO. 2024-04

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 RESURFACING OF VARIOUS ROADS WITHIN THE CITY OF WOOSTER AND PROVIDING FOR IMMEDIATE ENACTMENT

WHEREAS, the Director of Administration, in consultation with the City Engineer, has determined that resurfacing and repairing pavement on Robin Hood Drive, Friar Tuck Circle, Little John Lane, Fairview Circle, and Allandale Drive and portions of Sherwood Drive, W. Henry Street, and Timken Road.

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 according to law and enter into a contract with the lowest and best bidder for resurfacing and repairing pavement on Robin Hood Drive, Friar Tuck Circle, Little John Lane, Fairview Circle, and Allandale Drive and portions of Sherwood Drive, W. Henry Street, and Timken Road, in accordance with final plans and specifications on file in the office of the Director of Administration.

SECTION 2. The cost of such contract is included in the 2024 Appropriation budget.

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

SECTION 4. This Resolution is hereby declared to be 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, and for the further reason that prompt action is necessary to improve the pavement of City Streets for the safety of vehicular traffic; 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: _____, 2024 Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2024
Mayor

Introduced by: Jennifer Warden

2024-04

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division: Engineering	Meeting Date Requested January 16, 2024
Project Name 2024 Wooster Streets Resurfacing	Estimated Total Funds/Costs \$725,000
Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED	
If No, How is the Purchase to be Funded?	
Description of Request This is a request to authorize the advertisement for bids and to enter into a contract with the lowest and best bidder for the resurfacing of Robin Hood Drive, Friar Tuck Circle, Little John Lane, Fairview Circle, and Allandale Drive and portions of Sherwood Drive, W. Henry Street, and Timken Road.	
Justification / Benefits The pavement on these streets is in poor condition and is in need of resurfacing.	
Will this Project affect the City's Operating Costs It will reduce operating costs for fixing potholes on these streets.	
What Alternatives Exist and what are the Implications of the Alternatives We could do nothing and continue to let the pavement on these streets deteriorate.	
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 Earlier passage would allow the opportunity to bid this project as early as possible in order to obtain the best possible bids.	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: John Rice	Date: December 29, 2023
Approved for Agenda <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

RESOLUTION NO. 2024-05

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 THE WATERLINE ON BILLIAR STREET AND BILLIAR ALLEY AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS it is necessary to replace the waterlines on Billiar Street and Billiar Alley, and the cost thereof is budgeted for 2024; 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: _____, 2024

Mayor

Introduced by: Chris Malta

Res
2024-05

Request for Agenda Item

Authorization for Bid



Purchase Capital Item



Non-Capital



Division: Engineering	Meeting Date Requested January 16, 2024
Project Name Billiar Street & Billiar Alley Waterline Replacement	Estimated Total Funds/Costs \$300,000
Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED	
If No, How is the Purchase to be Funded?	
Description of Request This is a request to authorize the advertisement for bids and to enter into a contract with the lowest and best bidder for the replacement of the waterlines on Billiar Street and Billiar Alley. The existing 4" and 6" cast iron water mains will be replaced with an 8" ductile iron water main. Approximately 26 water services will be replaced.	
Justification / Benefits The water mains being replaced are old cast iron mains that have experienced numerous breaks and leaks.	
Will this Project affect the City's Operating Costs It will reduce operating costs for repairing breaks and leaks.	
What Alternatives Exist and what are the Implications of the Alternatives We could do nothing and continue to make repairs to the waterlines.	
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 Earlier passage would allow the opportunity to bid this project as early as possible in order to obtain the best possible bids.	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: John Rice	Date: December 29, 2023
Approved for Agenda <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

RESOLUTION NO. 2024-06

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

WHEREAS, it is necessary to procure engineering construction services of Jones and Henry for facility headworks improvement; and

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

WHEREAS, this expenditure is budgeted.

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

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

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

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

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

SECTION 5. This Resolution is hereby declared to be necessary to the immediate preservation of the public health, peace, safety and welfare of the City, or providing for the usual daily operation of a municipal department or division. Wherefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Introduced: _____ Passed: _____, 2024 Vote: _____

Attest: _____
Clerk of Council

President of Council

Approved: _____, 2024

Mayor

Introduced by: Chris Malta

Res
2024-06

3

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division: Engineering	Meeting Date Requested January 16, 2024
Project Name WRRF Headworks and VLR #1 and #2 Improvements (Engineering Construction Services)	Estimated Total Funds/Costs \$336,990
Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED	
If No, How is the Purchase to be Funded?	
Description of Request This is a request to enter into a professional services contract with Jones & Henry Engineers, Ltd. to provide engineering construction services during the construction of the WRRF Headworks and VLR #1 and #2 Improvement projects.	
Justification / Benefits Under this contract, Jones & Henry will provide engineering construction services (construction administration, shop drawing review, and construction inspection) for the \$7.7 million WRRF Headworks and VLR #1 and #2 projects.	
Will this Project affect the City's Operating Costs No.	
What Alternatives Exist and what are the Implications of the Alternatives Not involve Jones & Henry during construction of these projects and risk the projects not being carried out in accordance with their plans.	
Is this a Sole Source Bid or Non-Bid Situation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain The Circumstances: Jones & Henry provided the detailed design for these projects and are very familiar with the specifics of the project. Continuing to use them on these projects is in the best interest of the City.	
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: John Rice	Date: December 29, 2023
Approved for Agenda <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	



December 22, 2023

Mr. Michael Fritz PE
Utilities Manager
City of Wooster, Ohio

Subject: Proposal for Engineering Services
Headworks and VLR 1 & 2 projects Inspection services
Amendment 5

Dear Mr. Fritz:

We wish to offer part time as needed inspection for the Headworks and VLR 1&2 Improvement projects as was provided on the VLR 5 project. We propose a time and material arrangement for each day spent on the project site. Mileage at the Federal mileage rate is included in the proposal.

Depending on the work being performed we will send the appropriate engineering discipline including structural or electrical if necessary. At this time per your request we are planning one day a week of service for 18 months at a proposed fee of \$ \$104,400.

We expect some concentration of these days during the construction of the grit tank and VLR tank bypass chambers, modification of the screen channels, observation of the mid-wall removal in VLR tank 2, and initial masonry and equipment installations. Other weeks may be void of visits based on the construction activities.

We will perform this work as Amendment 5 to our current Engineering Services Agreement for the headworks improvements. Invoices for completed work will be based on actual labor hours and expenses consumed to complete the work. Detailed invoices outlining hours and expenses consumed will be provided for review and approval by the Owner.

We appreciate the opportunity to submit our proposal for your project. If you have questions, please contact me.

Sincerely,

JONES & HENRY ENGINEERS, LTD.

Bradley Lowery

Bradley Lowery PE
President

Daniel W. Miller

Daniel W. Miller, P.E.
Project Manager



Jones & Henry
ENGINEERS, LTD.

Fluid thinking®
3103 Executive Parkway, Suite 300, Toledo, OH 43606
Phone: 419.473.9611 JHeng.com

December 22, 2023

Mr. Michael Fritz PE
Utilities Manager
City of Wooster, Ohio

Subject: Proposal for Construction Administration
Wastewater Treatment Plant Headworks- Contract A
and VLR 1 & 2 Improvements-Contract B
Amendment 4

Dear Mr. Fritz:

Jones & Henry is please to present the following proposal for construction administration services for the Headworks and VLR 1 & 2 improvement projects.

These services will include preparing meeting agenda, meeting minutes and attending construction meetings. The projects are anticipated to be 12 and 18 months in duration. We anticipant 18 monthly meetings all of which to be conducted on site, a preliminary and final walk- through meeting and two equipment start-up meetings.

We will review and approve shop drawings, and operation and maintenance manuals; review change order claims and issue change orders if necessary, review and respond to RFI's; and utilize an electronic document system to transmit and store documents.

We will complete Record Documents based on contractor as-builts and information provide from our and the Owner's observations, and assist with startup. We will review Pay Applications for completeness and assume the City will review the Pay Applications for actual work completed and materials stored on site.

We will perform this work as Amendment 4 to our current Engineering Services Agreement for the headworks improvements. Our fee for the construction administration for the two projects is \$ 232,590. Invoices for completed work will be based on actual labor hours and expenses consumed to complete the work. Detailed invoices outlining hours and expenses consumed will be provided for review and approval by the Owner.

We appreciate the opportunity to submit our proposal for your project. If you have questions, please contact me.

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Sincerely,

JONES & HENRY ENGINEERS, LTD.

Bradley Lowery

Bradley Lowery PE
President

Daniel W. Miller

Daniel W. Miller, P.E.
Project Manager

Attachment: Fee Summary

RESOLUTION NO. 2024-07

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 IMPROVEMENT OF VARIOUS ROADS WITHIN THE CITY OF WOOSTER AND PROVIDING FOR IMMEDIATE ENACTMENT

WHEREAS, this project will complete the improvement of Oak Hill Road and continue improvements of W. Milltown Road to the west.

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 according to law and enter into a contract with the lowest and best bidder for improvements on Oak Hill Road (north of Oldman Road), W. Milltown Road (Oak Hill Road intersection area to Commerce Parkway), and construction of a roundabout at the Oak Hill Road and W. Milltown Road intersection, in accordance with final plans and specifications on file in the office of the Director of Administration.

SECTION 2. The cost of such contract is included in the 2024 Appropriation budget.

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

SECTION 4. This Resolution is hereby declared to be 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, and for the further reason that prompt action is necessary to improve City Streets for the safety of vehicular traffic; 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: _____, 2024 Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2024
Mayor

Introduced by: Jennifer Warden

Res
2024-07

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division: Engineering	Meeting Date Requested January 16, 2024
Project Name Oak Hill Road and Milltown Road Improvements	Estimated Total Funds/Costs \$4,500,000 (TIF Financing)
Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED	
If No, How is the Purchase to be Funded?	
Description of Request This is a request to authorize the advertisement for bids and to enter into a contract with the lowest and best bidder for the improvements on Oak Hill Road (north of Oldman Road), W. Milltown Road (Oak Hill Road intersection area to Commerce Parkway), and construction of a roundabout at the Oak Hill Road and W. Milltown Road intersection. Project will include new pavement, curb and gutter, sidewalk, multi-use path, storm sewers, and extension of sanitary sewer.	
Justification / Benefits This project will complete the improvement of Oak Hill Road and continue improvements of W. Milltown Road to the west. The roundabout will improve traffic flow at the intersection. The sidewalk and multi-use path will provide pedestrians, bicyclists, and other non-motorists a safer path between the high school and north end areas.	
Will this Project affect the City's Operating Costs No.	
What Alternatives Exist and what are the Implications of the Alternatives We could do nothing and continue to ignore the logical connection between the two already developed areas and improvements to the intersection that this project will provide.	
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 Earlier passage should result in lower bid prices for the City.	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: John Rice	Date: December 29, 2023
Approved for Agenda <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Res
2024-08

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division: Engineering	Meeting Date Requested January 16, 2024
Project Name Palmer Street Waterline Replacement	Estimated Total Funds/Costs \$850,000
Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED	
If No, How is the Purchase to be Funded?	
Description of Request This is a request to authorize the advertisement for bids and to enter into a contract with the lowest and best bidder for the replacement of the waterline on Palmer Street, north of Bowman Street. The existing 10" and 6" cast iron water mains will be replaced with 12" and 8" ductile iron water mains, respectively. Approximately 40 water services will be replaced.	
Justification / Benefits The water mains being replaced are old cast iron mains that have experienced numerous breaks and leaks.	
Will this Project affect the City's Operating Costs It will reduce operating costs for repairing breaks and leaks.	
What Alternatives Exist and what are the Implications of the Alternatives We could do nothing and continue to make repairs to the waterlines.	
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 Earlier passage would allow the opportunity to bid this project as early as possible in order to obtain the best possible bids.	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: John Rice	Date: December 29, 2023
Approved for Agenda <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

RESOLUTION NO. 2024-09

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE PURCHASE AND INSTALLATION OF A TRAFFIC SIGNAL AND RELATED EQUIPMENT AT STATE ROUTE 585 AND STATE ROUTE 3 AND 83 NORTHBOUND RAMP, AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, it is necessary to replace the traffic signal system at the intersection of Madison Avenue and State Route 83 and to update it according to current standards and technology, and the cost is included in the capital plan for 2024.

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

SECTION 1. That the Director of Administration is authorized to advertise according to law and enter into a contract with the lowest and best bidder for the purchase and installation of a traffic signal and related equipment to be placed at State Route 585 at the northbound ram to State Route 3 and 83, in accordance with specifications on file in the office of the Director of Administration.

SECTION 2. The cost of such contract will not exceed the amount 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 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: _____, 2024
Mayor

Introduced by: Jennifer Warden

Res
2024-09

6

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division: Engineering	Meeting Date Requested January 16, 2024
Project Name SR585 and SR3/83 Northbound Ramp Traffic Signal Replacement	Estimated Total Funds/Costs \$260,000
Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED	
If No, How is the Purchase to be Funded?	
Description of Request This is a request to authorize the advertisement for bids and to enter into a contract with the lowest and best bidder for the replacement of the traffic signal at the SR585 and SR3/83 Northbound Ramp. This project is being funded with a \$55,000 grant from the ODOT Jobs and Commerce Economic Development Program.	
Justification / Benefits The traffic signal is beyond its useful life and is in need of replacement.	
Will this Project affect the City's Operating Costs It will reduce operating costs for repairing the existing traffic signal.	
What Alternatives Exist and what are the Implications of the Alternatives We could do nothing and continue to make repairs to the traffic signal and forfeit the \$55,000 grant funding.	
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 Earlier passage would allow the opportunity to bid this project as early as possible in order to obtain the best possible bids and to order materials.	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: John Rice	Date: December 29, 2023
Approved for Agenda <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

RESOLUTION 2024-10

A RESOLUTION APPROVING A NATURAL GAS AGGREGATION PLAN OF OPERATION AND GOVERNANCE, AND ALLOWING FOR IMMEDIATE ENACTMENT.

WHEREAS, On November 7, 2023, voters in the City of Wooster, Wayne County, Ohio approved a referendum that authorized the City of Wooster (the City) to pursue Automatic Governmental Aggregation:

WHEREAS, as a Governmental Aggregator, the city will be authorized to combine multiple retail natural gas customer loads within its geographic boundaries (the Aggregation) for the purpose of facilitating the purchase of natural gas in Ohio’s competitive retail natural gas market.

WHEREAS the City of Wooster anticipates that utilizing its aggregation authority will provide individual residential and small commercial consumers benefits such as price reductions that these consumers are typically unable to obtain since they lack the bargaining power, expertise and the economies of scale enjoyed by larger consumers; and

WHEREAS the City believes it is in the best interest of the City of Wooster, Ohio and the City citizens to approve the Natural Gas Aggregation Plan of Operation and Governance included in “Exhibit A.”

NOW THEREFORE, BE IT RESOLVED by the council of Wooster, Ohio:

SECTION 1: The City of Wooster approves the Natural Gas Aggregation Plan of Operation and Governance Plan.

SECTION 2: The Director of Administration is authorized to sign all documents related to the approval the Natural Gas Aggregation Plan of Operation and Governance Plan.

SECTION 3: That it is hereby found and determined that all formal actions of the Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4: This this Resolution is hereby declared to be necessary for the immediate preservation of the public peace, health and safety of the City of Wooster, Ohio for the reasons listed in the preamble and it expeditiously begins attempting to retain lower natural gas rates for the City of Wooster and its citizens.

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

Passed: _____, 2024

Vote: _____

Attest: _____
Clerk of Council

President of Council

Approved: _____, 2024

Mayor

Introduced by: Michael Abernathy, Jr.

Exhibit A

**City of Wooster,
Wayne County**

**Operation and
Governance Plan**

City of Wooster

Natural Gas Aggregation Program Plan of Operation and Governance

Approved _____, 2024

Purpose

The goal of this “opt-out” governmental aggregation program is to facilitate additional choices for the supply of natural gas for eligible residential and commercial consumers, pursuant to Ohio Revised Code section 4929.26.

The City of Wooster, Wayne County, Ohio Natural Gas Aggregation Program seeks to aggregate the retail natural gas loads of consumers located in the City to obtain the lowest price for the supply of natural gas. Participation in the City of Wooster aggregation program is limited to individuals who are not already under contract with an alternative CRNGS.

This program is voluntary. Every eligible customer has the opportunity to decline to be a member of the aggregation program and to remain with Columbia Gas of Ohio (COH) or to enter into a natural supply contract with any other competitive retail natural gas services provider (CRNGS).

Process

On November 7, 2023, the City of Wooster, Wayne County, Ohio voters approved the development of a form of natural gas government aggregation, known as opt-out aggregation. The City shall follow the process of governmental aggregation as set out in Ohio Revised Code section 4929.26 and the rules set out by the Public Utilities Commission of Ohio (PUCO).

These communities decided to utilize their aggregation jointly through City of Wooster, Wayne County, Ohio as permitted under Section 4929.26 of the Ohio Revised Code. A municipal corporation may automatically aggregate its residents after passage of an opt-out ordinance, approval by a majority of the voters and adoption of a Plan of Operation. The City has accomplished all of these requirements.

The process will entail selection of a Competitive Retail Natural Gas Supplier (CRNGS), mailing opt-out notices to eligible customers, generating a list of participants who did not opt out, then transferring the participants to the chosen CRNGS.

County of Clinton Aggregation Program

The purpose of the aggregation program is to reduce the amount consumers pay for natural gas. The City will not buy and resell the natural gas for the participants of the program. Instead, The City of Wooster and its energy consultant will competitively bid and negotiate a contract with a CRNGS to provide natural gas to the members of the aggregation program.

The City of Wooster will obtain the list of customers within its boundaries from Columbia Gas of Ohio (COH), either by zip code or by method provided by the utility. The City will have its CRNGS cleanse the data to ensure that it does not contain customers with alternate suppliers, PIPP customers, and any other excludable consumers, and only those who live within the jurisdictional boundary. The City will then have its CRNGS send an opt-out notice to each eligible customer which discloses the offered price for natural gas along with any applicable contract terms. The opt-out notice will clearly inform potential customers that they may opt-out of the program during the 21-day period following the mailing of the notification, along with instructions on how to opt-out. Customers who opt-out of the City's aggregation program during this initial notification period will remain with Columbia Gas of Ohio until the customer chooses an alternative CRNGS or chooses to opt-in to the aggregation program at a later date.

Operation

All necessary technical analysis, competitive procurement of services, regulatory approvals, accounting and fiscal management, contract maintenance, communications, program coordination and administrative support will be professionally provided by existing staff and an energy consultant, as well as the chosen CRNGS.

Funding

The primary expenses associated with operating this program are printing and mailing cost of the opt-out notices, and fees for an energy consultant. Instead of paying for these costs upfront, it shall be The City's goal to have the chosen CRNGS absorb these fees into their offered rates of the program participants.

Notification of Customers

All eligible customers in The City of Wooster will receive opt-out information in the mail. The City of Wooster will adhere to all eligibility requirements of R.C. 4929.26. Essentially, eligible customers cannot be under contract to buy natural gas from an alternate CRNGS or a mercantile customer.

The opt-out notice shall clearly inform customers of the offered rate, and that they have the right to opt-out of The City's aggregation program within twenty-one days after the mailing of the notice without paying a switching fee. The opt-out notice will fully describe how to opt-out. After the completion of the opt-out process, the residents who did not opt out will be included in The City's aggregation program.

Customer opt-out

Customers may opt-out of The City of Wooster aggregation program at no charge within the twenty-one day period following the mailing of the notice containing the rates and terms of the aggregation program. Customers who return the required opt-out notice will remain customers of Columbia Gas of Ohio. The City will offer the twenty-one day period during which customers can opt-out of the aggregation program without charge at least every two years pursuant state law.

Customer opt-in

The City of Wooster intends on having its supplier allow customers who move into or within The City of Wooster to opt into The City's aggregation program by calling and voluntarily signing up with the supplier. The City will strive to provide these new customers with a rate similar to those who had been in the pool from the beginning. Additionally, the City's supplier may obtain a refreshed customer list from Columbia Gas of Ohio approximately every six months. The City's supplier may then send aggregation information to those eligible customers identified on the refresher list. Whether this information is in opt-in or opt-out format will depend on the negotiated language of the supplier contract. If interim opt outs are to take place; a twenty-one day opt-out will occur in the manner described above.

Joining the Program at a later date

Residents of the City who initially chose to opt-out of the Program, for whatever reason, and wish to enroll at a later date, will be treated the same as a new resident. That is they will not automatically become part of the existing program, but will be given an opportunity to enroll. However, the City cannot guarantee that rates, terms and conditions to consumers enrolling in the Aggregation after the initial 21 day opt-out period, will match those of the initial enrollee.

Disputes

The procedure for handling complaints will be in accordance with the rules set by the PUCO, and handled by the retail natural gas supplier. Dispute resolution provisions will also be in accordance with PUCO regulations. The opt-out package will contain the telephone numbers and websites for the PUCO and the Ohio Consumers Counsel, as well as the supplier's toll-free number.

The City of Wooster supplier will maintain this toll free number for all customer related questions and complaints. The City shall require that the personnel assigned to answer these calls be trained and provided the knowledge specific to The City's program.

Termination of natural gas supply program

The natural gas supply program may be terminated at the expiration of the supply contract without any extension, renewal or subsequent supply contract being negotiated.

In either event, the aggregation pool customers will return to Columbia Gas of Ohio unless and until they switch to an alternate supplier. Each individual customer receiving natural gas supply service under The City of Wooster aggregation program will receive notification of the termination of the program before termination.

Rates

The Department of Public Utilities shall receive proposals from CRNGS using a competitive selection process. Bidders will be requested to provide a fixed price, floating price, a percent off rate, or a combination of the above. If consumers will have the option of choosing between fixed and floating prices, the opt-out package will contain ample and easy to understand information to aid the consumer in deciding which option best suits their natural gas needs. The City will decide which pricing structure(s), to offer based on the bids received, and an analysis of the current and projected market status as well as the bids received.

Billing and Payment

The City of Wooster will continue to have Columbia Gas of Ohio bill customers monthly, using an itemized format approved by the PUCO. The City will not become involved in any payment delinquency issues and thus will not require any type of consumer credit or deposit. If The City's supplier wishes to pursue payment delinquency issues, details of the supplier's credit and deposit policies will be included in the opt-out package.

Columbia Gas of Ohio will continue to deliver the natural gas purchased on the City's aggregation program through its natural gas distribution system. Participants with questions or concerns regarding service delivery or safety, such as a natural gas outage or gas odor should continue to contact Columbia Gas of Ohio. Meter readings and other billing questions should also continue to be directed to Columbia Gas of Ohio.

Questions or concerns regarding the aggregation program should be directed to the CRNGS or the City of Wooster.

Question or Concern	Contact	Telephone Number
Gas Odor or leaks	Columbia Gas of Ohio	1-800-344-4077
Turn on or off gas service	Columbia Gas of Ohio	1-800-344-4077
Billing Disputes	Columbia Gas of Ohio	1-800-344-4077
Enroll or opt-out of program	CRNGS	1-800-XXX-XXXX
Program Questions or Concerns	CRNGS	1-800-XXX-XXXX
Unresolved Disputes	Public Utilities Commission of Ohio	1-800-686-7826 (voice) 1-800-686-1750 (TDD)
Unresolved Disputes	Ohio Consumers Council	1-877-742-5622 or occ@occ.state.oh.us

Liability

The City shall not be liable to Members in the Aggregation Group for any claims whatsoever arising out of the aggregation program or the provision of aggregation services by the City or the Provider. Aggregation Group members shall assert any such claims solely against the Provider pursuant to the Power Supply Agreement, under which such participants are express third-party beneficiaries.

Copies of Plan

Copies of this plan are available from the City of Wooster free of charge. Call The County at 330-263-5200, for a copy or for more information.

Consumer Right to Contact PUCO

Any natural gas customer, including any participant in The City of Wooster Natural Gas Aggregation Program, may contact the Public Utilities Commission of Ohio (PUCO) for information, or make a complaint against the Program, the Provider, or Columbia Gas of Ohio. The PUCO may be reached toll free at 1-800-686-7826. The PUCO may be reached at 1-800-686-1570 for all TDD/TYY calls. The Ohio Consumers' Counsel may be reached at 1-877-742-5622.

RESOLUTION NO. 2024-11

A RESOLUTION APPROVING AN ELECTRIC POWER AGGREGATION PLAN OF OPERATION AND GOVERNANCE, AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, On November 7th, 2023, voters in the City of Wooster, Wayne County, Ohio approved a referendum that authorized the City of Wooster (the city) to pursue Automatic Governmental Aggregation:

WHEREAS, as a Governmental Aggregator, the city will be authorized to combine multiple retail electric customer loads within its geographic boundaries (the Aggregation) for the purpose of facilitating the purchase of electric supply in Ohio’s competitive retail electric market.

WHEREAS the City of Wooster anticipates that utilizing its aggregation authority will provide individual residential and small commercial consumers benefits such as price reductions that these consumers are typically unable to obtain since they lack the bargaining power, expertise and the economies of scale enjoyed by larger consumers; and

WHEREAS the City believes it is in the best interest of the City of Wooster, Ohio, and the City citizens to approve the Electrical Power Aggregation Plan of Operation and Governance included in “Exhibit A.”

NOW THEREFORE, BE IT RESOLVED by the council of Wooster, Ohio:

SECTION 1: The City of Wooster approves the Electrical Power Aggregation Plan of Operation and Governance Plan.

SECTION 2: The Director of Administration is authorized to sign any and all documents related to the approval of the Electrical Power Aggregation Plan of Operation and Governance Plan.

SECTION 3: That it is hereby found and determined that all formal actions of the Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4: This this Resolution is hereby declared to be necessary for the immediate preservation of the public peace, health and safety of the City of Wooster, Ohio for the reasons listed in the preamble and it expeditiously begins attempting to retain lower electric rates for the City of Wooster and its citizens

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

Passed: _____, 2024

Vote: _____

Attest: _____
Clerk of Council

President of Council

Approved: _____, 2024

Mayor

Introduced by: Michael Abernathy, Jr.

Exhibit A

City of Wooster

Operation and Governance Plan

Electric Program

**City of Wooster,
Wayne County Ohio**

**Electric Power
Aggregation
Plan of Operation and
Governance**

Adopted _____, 2024

City of Wooster, Electric Power Aggregation Plan of Operation and Governance

I. INTRODUCTION

Amended Substitute Senate Bill 3 (“S.B. 3”) opened Ohio’s retail electric market as of January 1, 2001. S.B. authorizes customer choice in the selection of suppliers of retail electric generation and declares electric generation service, aggregation services, power marketing, and power brokering as competitive retail electric services. The legislation gave the Public Utilities Commission of Ohio (“PUCO”) authority to adopt rules regarding the development of a competitive retail electric market in Ohio and authority to promulgate rules on government aggregation.

Large industrial and commercial consumers with sophisticated electric operations use their size and expertise to obtain lower electric power rates. Individual residential and small commercial consumers are typically unable to obtain significant price reductions since they lack the bargaining power, expertise and the economies of scale enjoyed by larger consumers. Aggregation, the combining of multiple electric loads, provides the benefits of retail electric competition for consumers with lower electric demands.

Government aggregation, the combining of multiple electric loads by municipality, provides the means through which Wooster residential and small-commercial consumers may obtain the economic benefits of Ohio’s competitive retail electric market. The Wooster Aggregation Program combines the electric loads of residential and small commercial customers to form a buying group (“Aggregation Group”). The City of Wooster will act as Purchasing Agent for the Aggregation Group. This means that Wooster will be a Governmental Aggregator, as defined by Ohio law and the rules established by the PUCO, and shall act on behalf of AEP and/or Ohio Edison customers in the City to obtain the best electric generation rate for consumers who participate in the Aggregation Group.

II. PROCESS

On November 7, 2023, the voters of City of Wooster and the unincorporated areas approved the development of a form of government electric aggregation known as “opt-out” aggregation. Under the opt-out program, all eligible residential and small-commercial customers in the City are automatically included as participants in the Aggregation Program unless they opt-out of the program by providing written notice of their intention not to participate. As required by state law, the City Council passed an Ordinance, which authorized submitting the selection of opt-out aggregation to the City’s voters.

In addition to obtaining necessary City Council approvals, the City is also required to comply with various PUCO regulations. The City will file an application with the PUCO for certification as a Government Aggregator as soon as the City Approves the Plan, As required by regulations, the City developed this Aggregation Plan of Operation and Governance (“Plan”). The City advertised the public hearings dates to discuss the Plan in the Wooster Newspaper. As required by the PUCO’s regulations, two public hearings have been scheduled.

The Opt-out notice for the City's Program will be sent to all electric customers in the City upon approval of this Plan, setting forth the rates, terms and conditions of the program, and giving 21 days to opt out of the Program.

The City has decided to use an energy consultant to assist it in the establishment and implementation of its aggregation program. An RFP will be issued to select the best CRES supplier to provide electric power for the Wooster Aggregation Program. Under this program, AEP and/or Ohio Edison will still deliver the electricity purchased from the City's selected provider to customers of the program. Such customers will receive only one bill (from AEP and/or Ohio Edison), and all metering, repairs and emergency service will continue to be provided by AEP and/or Ohio Edison.

III. **DEFINITIONS.**

In order to clarify certain terminology, the following terms shall have the meanings set forth below:

"Aggregation Program" means the program developed by the City of Wooster, as a Government Aggregator under Section 4928.20 Ohio Revised Code, to provide AEP and/or Ohio Edison customers in the City with retail electric generation services.

"Government Aggregator" means the City and its legislative authority acting as an aggregator for the provision of a competitive retail electric service under the authority conferred under Section 4928.20 of the Ohio Revised Code.

"Member" means a person or consumer enrolled in the Wooster Government Aggregation Group for competitive retail electric services.

"Retail Electric Generation Provider" ("Provider") means an entity certified by the Public Utilities Commission of Ohio ("PUCO") to provide competitive retail electric service(s), and which is chosen by the City to be the entity responsible to provide the required service related to Government Aggregation as defined in Section 4928.20 of the Ohio Revised Code and applicable provisions of the rules of the PUCO.

"Competitive Retail Electric Service" ("CRES") means a component of electric retail service that is deemed competitive pursuant to the Ohio Revised Code or pursuant to an order of the PUCO.

IV. **OPERATIONAL PLAN:**

A. **Aggregation Services**

1. Provider: Wooster will use a contractor ("Retail Electric Generation Provider") to perform and manage aggregation services for its members. The City will select a supplier following a Request for Proposal (RFP) process administered by its consultant. The selected supplier shall provide adequate, accurate, and understandable pricing terms and conditions of service, including any switching fees and the conditions under which a Member may rescind a contract without penalty. The selected supplier must provide the City or its authorized consultant, if requested, an electronic file containing the Members usage, and charges. Upon request this

information shall be sent to the City or its authorized consultant within 30 days. The selected supplier must have local and/or a toll-free number for Members to call.

2. Database: The Retail Electric Generation Provider will build and maintain a database of all Members. The database will include the name, address, AEP and/or Ohio Edison account number, and Retail Electric Generation Provider's account of the Member and other pertinent information such as rate code, rider code (if applicable), most recent 12 months of usage and demand, and meter read cycle. This database will be updated at least quarterly. Accordingly, the Retail Electric Generation Provider will develop a process to be implemented that will be able to accommodate at a minimum Members who: 1) leave the program due to relocation, opting out, etc.; 2) decide to enter the Program; 3) relocate within eligible areas within the City; and 4) move into the City and desire to enter the Program. This database shall also be able capable of eliminating PIPP customers, mercantile accounts, and commercial accounts using more than 700,000 KWh annually from the Program as well as those who have previously switched to an alternate supplier or previously opted out. The Retail Electric Generation Provider will use this database to perform bill audits for clerical and mathematical accuracy of Member bills.
3. Member Education: The Retail Electric Generation Provider will develop, with the assistance of the City and its authorized consultant, an educational program that generally explains the Aggregation Program to Members, provides updates and disclosures mandated by Ohio law and PUCO rules, and implements a process to deal with allowing any person enrolled in the Aggregation Program the opportunity to opt out of the program at least every three years, without paying a switching fee to the City or the Provider. See Appendix A for a detailed description of the Education Process.
4. Customer Service: The Retail Electric Generation Provider will develop and administer a customer service process that, at a minimum, will be able to accommodate: 1) Member inquiries and complaints about billing; and 2) answer questions regarding the Program in general. This process will include at a minimum, a description of how telephone inquiries will be handled, either internally or externally, how invoices will be prepared, how remittance of payment will be dealt with, and how collections for delinquent accounts will be addressed. See Appendix B for a detailed description of the Customer Service Plan.
5. Billing: Wooster will use the Retail Electric Generation Provider, or its designated agent, to provide billing services to each Member for the Competitive Retail Electric Services, with no additional administrative fee. At this time, AEP and/or Ohio Edison will render the billing statement, which should be consistent with all applicable guidelines issued by the PUCO. As this market develops, the Wooster may, at its option and in consultation with the Provider, change this function to the Retail Electric Generation Provider or a billing agency.
6. Compliance Process: The Retail Electric Generation Provider will develop internal controls and processes to ensure the City remains in good standing as a Government Aggregator that complies with all laws, rules and regulations surrounding the same, as they may be amended from time to time. It will be the Retail Electric Generation Provider's responsibility to deliver periodic reports that will include at a minimum 1) the number of Members participating in the Program; and 2) a savings estimate or increase from the previous year's baseline. The Retail Electric Generation Provider will also develop a process to monitor and provide notification of any changes in laws, rules or regulations.

7. Notification to AEP and/or Ohio Edison: Wooster's potential Aggregation consumers that do not opt-out of the City's Aggregation Group will be enrolled automatically in the Aggregation Program. Participants in the City's Aggregation Group will not be asked to take other affirmative steps in order to be included in the Group. To the extent that AEP and/or Ohio Edison requires notification of participation, the City and its consultant will coordinate with its Provider to provide such notice to AEP and/or Ohio Edison. The Provider will inform AEP and/or Ohio Edison of any individuals who may have been permitted to join the Aggregation Group after the expiration of the enrollment period.

B. Power Supply Agreement

The Power Supply Agreement will provide for the Provider to serve the City's Government Aggregation Group. Under the Agreement, the term for power supply to Members will be determined following the RFP process.

C. Wooster's Retail Electric Generation Provider

The selected Provider must satisfy each of the following requirements:

- Has a sufficient source of power to provide retail firm power to the residents and businesses of Wooster.
- Is a licensed Federal Power Marketer license with the Federal Energy Regulatory Commission.
- Is certified as a CRES by the PUCO.
- Is registered as a generation supplier with AEP and/or Ohio Edison.
- Has a Service Agreement for Network Integration Transmission Service under AEP and/or Ohio Edison's Open Access Transmission Tariff.
- Has the corporate structure to sell retail firm power to the AEP and/or Ohio Edison customers in the City.
- Its Electronic Data Interchange computer network is fully functional and capable of handling the AEP and/or Ohio Edison retail electric customers in Wooster.
- Has the marketing ability to reach all AEP and/or Ohio Edison retail electric customers to educate them on the City's Aggregation Program.
- Has a call center capable of handling the City's Aggregation Group customer calls.
- Has a toll-free number as required by the PUCO for customer service and potential complaints related to the City's Aggregation Program.
- Will hold the City financially harmless from any financial obligations arising from supplying power to the AEP retail electric customers in the City.
- Satisfies the State of Ohio's, AEP and/or Ohio Edison's and the City's credit requirements.
- Will execute the Power Supply Agreement.
- Will provide necessary information to the City's selected consultant and the City to allow for filing the quarterly and annual reports required by the PUCO and Sections 4805.10(A), 4911.18(A) and 4928.06(F) of the Ohio Revised Code.
- Will assist in developing a Consumer Education Plan.

D. Activation of Service

After a notice is sent out to all electric customers in the city providing 21 days to opt out of the Program, all customers who do not opt out will be automatically enrolled in the Program. Generation service activation will occur thereafter without consumer action beginning on the customer's normal meter read date within the month when power deliveries begin under the Aggregation Program.

E. Changes, Extension or Renewal of Service

The Agreement for power supply service with the selected Provider will provide service for the term agreed upon following the RFP process. If the Agreement is extended or renewed, Members will be notified as required by law and the rules of the PUCO, as to any change in rates or service conditions. At least every three years all AEP and/or Ohio Edison's customers in the City will be given an opportunity to opt into or out of the Program, and reasonable notice will be provided as required by law and PUCO rules. Participants will also be notified of their right to select an alternate generation supplier and of their ability to return to AEP and/or Ohio Edison's Standard Service Offer.

F. Termination of Service

In the event that the Power Supply Agreement is terminated prior to the end of the term, each individual Member of the Aggregation Group will receive written notification of the termination of the Program at least sixty (60) days prior to termination of service. If the Agreement is not extended or renewed, Members will be notified as required by law and the CRES rules of the PUCO in advance of the end of service. Members will also be notified of their right to select an alternate generation supplier and of their ability to return to Ohio Power's Standard Service Offer upon termination.

G. Opt-In Procedures

AEP and/or Ohio Edison customers will be automatically enrolled in the Program after a 21 day opt out period, unless they return the form to be provided, notifying the Provider that they do not want to participate. AEP and/or Ohio Edison consumers in the City may request to join the Aggregation Group after the expiration of the enrollment period by contacting the Provider, who shall determine whether to accept them into the Program, and, if so, at what rate, subject to written policies mutually agreed upon by the City and the Provider. The agreed upon policy in the Contract shall be consistent with the AEP and/or Ohio Edison's service activation requirements. Aggregation Group participants who move from one location to another within the corporate limits of the City shall retain their participant status.

H. Opt-out Procedures

AEP and/or Ohio Edison consumers may opt-out of the City's Aggregation Group at any time during the opt-out period without additional fees charged by the Provider or the City. Aggregation Group participants who switch to a different generation supplier after the expiration of the Opt-out period will be allowed to do so in correlation with the consumer's next scheduled meter read date but may be charged a switching fee in an amount and method determined by the Contract. Switching to a different generation supplier on the next meter read date, however, will occur when the next meter read date is twelve (12) business days or more

from the date of the consumer's notice of intent to opt-out of the Aggregation Group. Notification of intent to opt-out of the Aggregation Group may be made by contacting the Provider by telephone or in writing. Members who opt-out of the Aggregation Group will default to the AEP and/or Ohio Edison's Standard Service Offer, until the consumer selects an alternate generation supplier.

I. Rates

Residential and Commercial Rates:

Through the efforts of its consultant, the City will seek proposal from PUCO certified Retail Electric Generation Providers. The RFP shall require the suppliers to offer a generation charge for firm, full-requirements supply. The selected Provider may provide a fixed price per KWh or "percent-off" pricing structure by customer rate classification or customer class. The prices to be charged to consumers will be set through a formal bid process in which the City of Wooster will select a qualified supplier. Consumer will be notified of the rates and terms of the Program through a direct mailing sent to each eligible resident and business within the City limits. An opt-out notification will be sent to all eligible residents and business in accordance with PUCO guidelines.

J. Universal Service and Low-Income Customer Assistance

The Ohio Department of Development (ODOD), under the electric restructuring law, will provide one-stop shopping for low-income assistance programs. There are five low-income assistance programs: 1) Percentage of Income Payment Plan (PIPP); 2) The Home Energy Assistance Program; 3) The Home Weatherization Program. Ohio law allows the Director of the Ohio Department of development to aggregate consumers that participate in PIPP and to competitively auction the generation supply for PIPP customers. Accordingly, PIPP customers may be included in the State's PIPP customer aggregation. In the event that Ohio law and PUCO regulations are modified to allow PIPP participation, PIPP customers would be included in the City's aggregation program unless they choose to opt out.

V. MISCELLANEOUS GOVERNANCE GUIDELINES

- A. City Council shall approve through Resolution or Ordinance the Plan of Operation and Governance for the Aggregation program and any Amendments thereto.
- B. The City shall contract with only Retail Electric Generation Providers certified by the Public Utilities Commission of Ohio for the provision of Competitive Retail Electric Service to the Aggregation Program Members.
- C. The City will require any Provider to disclose any subcontractors that it uses in fulfillment of the services described above.
- D. The City will require the Provider to maintain either a toll-free telephone number, or a telephone number, that is local to City residents who are Members.
- E. All costs of the Aggregation Program development/administration will be paid through the inclusion of an adder that will be added to Member bills.

VI. LIABILITY

THE CITY SHALL NOT BE LIABLE TO PARTICIPANTS IN THE AGGREGATION GROUP FOR ANY CLAIMS, HOWEVER STYLED, ARISING OUT OF THE AGGREGATION PROGRAM OR THE PROVISION OF AGGREGATION SERVICES BY THE CITY OR THE PROVIDER. PARTICIPANTS IN THE AGGREGATION GROUP SHALL ASSERT ANY SUCH CLAIMS SOLELY AGAINST THE PROVIDER PURSUANT TO THE POWER SUPPLY AGREEMENT, UNDER WHICH SUCH PARTICIPANTS ARE EXPRESS THIRD-PARTY BENEFICIARIES.

VII. INFORMATION AND COMPLAINT NUMBERS

Potential participants can receive more information about the program or Copies of this Plan from the City free of charge by calling 330-263-5200.

Any electric customer, including any participant in the City's Aggregation Program, may contact the Public Utilities Commission of Ohio (PUCO) for information, or to make a complaint against the Program, the Provider or EDU. The PUCO may be reached toll free at 1-800-686-7826. The PUCO may be reached at 1-800-686-1570 for all TDD/TYY calls. The Ohio Consumers' Counsel may be reached at 1-877-742-5622.

Appendix A -- Education Process

The Provider will develop an educational program in conjunction with the City and its energy consultant. Its purpose will be to explain the aggregation program to its members, provide updates and disclosures as mandated by State law and the rules of the PUCO, and provide the opportunity for the members to opt out of the program. The following are the program components:

1. Each eligible consumer within the limits of the City will receive via U.S. Mail notification of: what government aggregation means, their membership in the government aggregation program, the procedure which must be followed in order to opt out of the program, the price that they can expect to receive as a member of the program, and the deadline for returning the opt out form. See the attached letter.
2. The Provider will work with the City to provide opportunities for educating residents in the City about the Program and their rights under the law, PUCO rules and this Program. In addition, the Provider and City will work to provide education about and other opportunities for energy efficiency measures to help consumers reduce energy consumption.
3. The Provider will provide updates and disclosures as mandated by State law and rules of the PUCO. See attached Terms and Conditions document.
4. The opt-out opportunity will be provided to the Members of the program at least every three years. Should conditions, suppliers, price, or any other component of the program change within the three-year period, participants will be given a notice of their opportunity to opt out of, or into the program.

Appendix B --- Customer Service Plan

A. Member Access:

1. Provider shall ensure Members reasonable access to their service representatives for inquiries, complaints, to discuss charges on Member bills, and transact any other business.
2. Telephone access shall be toll free and afford Members prompt answer times during normal business hours, as follows:

_____ **Corporation**
Address: _____
City: _____, _____
Toll-free telephone number: 1- _____
Hours: _____

3. Provider shall provide a 24-hour automated telephone message instructing callers to report any service interruptions or electrical emergencies to the EDU with appropriate phone numbers.

B. Member Complaints:

1. Provider shall investigate Member complaints (including complaints referred by EDU) and provide a status report within five calendar days following receipt of the complaint to:
 - a. The consumer, when the complaint is made directly to Provider; or
 - b. The consumer and The PUCO Staff (“Commission Staff”), when a complaint is referred to Provider by the Commission Staff.
2. If an investigation is not completed within 14 calendar days, Provider shall provide status reports to the consumer, the City and its consultant or, if applicable, to the consumer, the City, its consultant and the Commission Staff. Such status reports shall be provided at five-day intervals until the investigation is complete, unless the action that must be taken will require more than five days and the Member has been so notified.
3. The Provider shall inform the consumer, or the consumers, the City, its consultant, and the Commission Staff, of the results of the investigation, orally or in writing, no later than five calendar days after completion of the investigation. The consumer, the City, its consultant and the Commission Staff may request the report in writing.
4. If a residential consumer disputes the Provider report, it shall inform the consumer that the Commission Staff is available to help resolve informal complaints. Provider shall provide the consumer with the current address, local/toll free telephone numbers, and TDD/TTY telephone numbers of the Commission’s consumer services department.
5. Provider shall retain records of Member complaints, investigations, and complaint resolutions for one year after the occurrence of such complaints, and shall provide such records to the Commission Staff within five calendar days of request.

6. Provider shall make good faith efforts to resolve disputes.

C. Member Billing and Payments

1. The Provider shall arrange for AEP and/or Ohio Edison or its agent to bill Members for such services according to a tariff approved by the commission. Residential Member bills issued by or for the Provider shall be accurate and understandable, be rendered at intervals consistent with those of AEP and/or Ohio Edison, and contain sufficient information for Members to compute and compare the total cost of competitive retail electric service (s). Such bills shall also include:
 - a. The Member's name, billing address, service address, the Member's EDU account number, and if applicable, Provider account number;
 - b. The dates of service covered by the bill, an itemization of each type of competitive service covered by the bill, any related billing components, the charge for each type of service, and any other information the Member would need to recalculate the bill for accuracy;
 - c. The applicable billing determinants, including beginning meter reading, ending meter reading(s), demand meter reading(s), multipliers, consumption(s), and demands;
 - d. For Member-generators with net metering contracts, a statement of the net metered generation;
 - e. The unit price per kWh charged for competitive service, as calculated by dividing current-period competitive service charges by the current-period consumption;
 - f. An identification of the provider of each service appearing on the bill;
 - g. The amount billed for the current period, any unpaid amounts due from previous periods, any payments or credits applied to the Member's account during the current period, any late payment charges or gross and net charges, if applicable, and the total amount due and payable.

2. The due date for payment to keep the account current. Such due date shall be no less than:
 - a. Fourteen days after the postmark date on the bill for residential Member; and Twenty-one days after the postmark date on the bill for nonresidential Members;
 - b. Current balance of the account, if a residential Member is billed according to a budget plan;
 - c. Options and instructions on how Members may make their payments;
 - d. For each provider whose charges appear on the bill, a listing of the provider's toll-free telephone number and address for Member billing questions or complaints;
 - e. A listing of the toll-free consumer assistance telephone numbers and available hours for applicable state agencies, such as the commission, the Ohio Consumers' Counsel, and the Ohio Attorney General's office;
 - f. The OP and/or OE 24-hour local/toll-free telephone number for reporting service emergencies;
 - g. Identification of estimated bills or bills not based upon actual end-of-period meter readings for the period; and
 - h. An explanation of any codes and abbreviations used.

3. If applicable, the provider, upon request, provide Members with the name and street address/location of the nearest payment center and/or authorized payment agent.
4. If applicable, when a Member pays the bill at a payment center or to an authorized payment agent, such payment shall be credited to the Member's account as of the day such payment center or agent receives it.
4. The City and Provider shall establish policies and procedures for handling billing disputes and requests for payment arrangements.

D. Collections for delinquent accounts:

AEP and/or Ohio Edison's credit and collection policies will apply to Program Members and shall be administered by AEP and /or Ohio Edison. Neither the Governmental Aggregator, nor the Provider, will implement additional policies with respect to credit, deposits and collections. Failure to pay for Competitive Retail Electric Services may result in cancellation of the Member's contract with the Provider, and return the Member to AEP and/or Ohio Edison's Standard Service Offer.

RESOLUTION NO. 2024-12

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO PURCHASE THREE FORD EXPLORERS FOR USE AS POLICE CRUISERS AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, the City requires four new police cruisers to replace three marked cruisers and one Special Response Team (SRT) vehicle.

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

SECTION 1. The Director of Administration is authorized to purchase four new Ford Explorers for use as police cruisers and police cruiser equipment, up-fitting.

SECTION 2. 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 are more advantageous to the City.

SECTION 3. The cost of such purchase 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 4. This Resolution is hereby 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.

Introduced: _____ Passed: _____ Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2024
Mayor

Introduced by: Lukas Gaffey

Res
2024-12

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division Police	Meeting Date Requested 1-16-2024
Project Name Police	Estimated Total Funds/Costs NTE \$250,000
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? Budgeted Capital Item	
Description of Request Purchase four police vehicles. Three of the vehicles will be to replace three patrol units. One 2018 and two 2021's all in excess of 80k miles. Due to the age and body style changes for these vehicles, new interior equipment may be required. The fourth vehicle will be to replace a 2002 Van used by the SRT Team.	
Justification / Benefits	
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: Vehicles will be bought at or below state bid pricing.	
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 The 2024 Ford Explorer order bank will be closed on 1-18-2024.	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: Fisher	Date: 1-8-2024

Approved for Agenda Yes No

ORDINANCE NO. 2024-03

AN ORDINANCE AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A LEASE OF REAL ESTATE AND PROVIDING FOR IMMEDIATE ENACTMENT

WHEREAS, this City Council has determined that it is in the best interests of the municipal government and the community to lease a certain parcel of real estate located at 531 North Walnut Street, Wooster, Ohio, to Community Action Wayne/Medina in order to assist in the provision of affordable workforce housing; and

WHEREAS, the real estate is not currently being used by the City of Wooster; and

WHEREAS, the real estate, until such time as it is needed for a municipal purpose, can best be used to aid Community Action Wayne/Medina, in its endeavors to provide affordable workforce housing, and;

WHEREAS, Community Action Wayne/Medina will manage the property for the purpose of providing affordable workforce housing.

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

SECTION 1. The Director of Administration is authorized to negotiate and enter into a lease with Community Action Wayne/Medina for the use of real estate located at 531 North Walnut Street, Wooster, Ohio, as affordable workforce housing.

SECTION 2. The property is not currently needed for a municipal purpose.

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 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 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 the Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

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

Passed: _____, 2024

Vote: _____

Attest: _____
Clerk of Council

President of Council

Approved: _____, 2024

Mayor

Introduced by: Steve Huszai



538 N. Market Street * P.O. Box 1128
Wooster, Ohio 44691-3406



Joel Montgomery, PE, ICMA-CM
Director of Administration
Phone (330) 263-5244
Fax: (330) 263-5247
Email: jmontgomery@woosteroh.com

MEMO

To: City Council
From: Joel Montgomery, Director of Administration
CC: Mayor, Finance Director, Law Director, Chief Building Official, Dep. Dir. of Admin.
Date: 1-08-2024
Re: CAWM Workforce Program Housing Proposal

Dear Councilpersons,

As you are aware, the Housing Coalition and partner entities have been working together to provide transitional and workforce housing opportunities for families for many years. The City has coordinated with some of these entities on various programs, including leasing the City-owned house on Buckeye Street to One-Eighty for the past 3 years for transitional housing.

Other initiatives have included the expansion of shelter availability, additional homeless counts, and the establishment of a land bank. The lease with OneEighty for the Buckeye Street house was renewed this past year and continues to provide needed, transitional housing. There is an ongoing need, however, for both transitional and workforce housing in our community.

Both OneEighty and Community Action were contacted about the possible lease of the City-owned property on North Walnut Street to provide these housing services. They both agreed that the CAWM Workforce Housing Program would be a great fit for this house. This program would be for families involved in Head Start/JFS programming who are demonstrating interest and desire to move beyond generational poverty. The CAWM sublease/program contract includes financial literacy, employment, and a matched saving component to work toward transitioning to home ownership or market-rate rental. The focus of the program is the mission of self-sufficiency and how to move families beyond the generational poverty cycle.

Attached is the proposal from CAWM for the use of the City-owned house at 531 North Walnut Street. This proposal, and the associated lease agreement, would be very similar to the current OneEighty lease for use of the Buckeye Street house. The house and program would be managed by CAWM with the same policies and requirements as their other program houses in Wooster/Wayne County. CAWM will provide all case management internally through our Family Support Service specialists, in partnership with OneEighty for adjunct services as needed. This would not be a homeless shelter, but rather an affordable, transitional/program home for 2 to 3 years until the City has other uses for the property.

The proposed ordinance is requesting authorization for the Director of Administration to enter into a lease with Community Action including executing any associated agreements for their temporary use of the house.

Please let me know if you have additional questions or need further information.

Sincerely,

Joel Montgomery, PE, ICMA-CM
Director of Administration



Community Action Wayne/Medina

Administrative Offices: 905 Pittsburgh Avenue, Wooster Ohio 44691 330.264.8677 FAX 330.264.5170

Medina Office: 799 North Court Street, Medina Ohio 44256

330.723.2229 FAX 330.723.5418

The Walnut Street House is a program house with supportive service support for working families seeking to transition to market rate rental or home ownership. The property, owned by the City of Wooster and sub-leased and managed by Community Action Wayne/Medina "CAWM", is made available to qualifying clients. A monthly fee is charged for this program and will be paid to CAWM at 905 Pittsburgh Avenue, Wooster, Ohio 44691. A portion of the monthly fee will be placed into a matched savings account to be transferred to the client upon achieving the identified goals. The Social Service Manager and Family Support Specialist at CAWM provide supportive services to the residents of the program house. Services are designed to provide individuals with the opportunity to develop skills for self-sufficiency and housing stabilization.

The following contract explains the services provided by CAWM and outlines the responsibilities of all parties involved.

IF YOU FEEL YOU CANNOT ACCEPT OR FOLLOW THESE GUIDELINES THIS PROGRAM HOUSE MAY NOT BE FOR YOU!

CAWM AGREES TO PROVIDE THE FOLLOWING SUPPORTIVE SERVICES

1. A Family Support Specialist will be available to meet with the resident(s) to establish and work on personal goals and budgeting. CAWM staff will direct residents to resources that will assist them in their journey to reaching self-sufficiency. Program goals will be set to keep focus on self-sufficiency and what each resident hopes to achieve while residing in our program house. The resident(s) are required to meet with the Family Support Specialist at least one time per month.
2. Monthly Financial and Household Management classes will be made available to residents at CAWM at no charge.
3. Monthly maintenance inspections may also occur at any time. Resident(s) must allow CAWM maintenance staff to enter the home at pre-arranged date and time.

RESIDENTS OF WALNUT STREET HOUSE AGREE

TO ADHERE TO THE FOLLOWING PROGRAM GUIDELINES

1. No use of drugs, (including synthetic drugs), or any other mind-altering substances. No drug paraphernalia is allowed in the house or on the property. Any grounds for suspicion will

result in a thorough search from either CAWM staff and/or outside authorities. Should suspicion arise, residents may be required to complete a drug test. Drug-testing by CAWM will be available at no cost to the resident or the resident may choose drug-testing at a facility of their choice at the resident's expense.

2. You agree to report if you are arrested or charged with any crimes, or any violation of probation if you are on probation. You are required to report any such incident to the CAWM Family Support Specialist or Social Service Manager as soon as possible.
3. The home is a non-smoking facility, which includes the use of vapor and electronic devices.
4. Resident(s) will be accountable for their personal self-sufficiency plan and are required to meet with their Family Support Specialist monthly. This meeting may occur in person or via phone per the direction of CAWM. You agree to sign all releases necessary for the Housing Case Manager to coordinate services with other agencies.
5. Notify CAWM if you become unemployed or lose any income or benefits. Any other alternative payment schedules must be discussed with your Family Support Specialist or the Social Service Manager.
6. Rental fees charged for the Walnut Street House program house must be paid in full on your scheduled day of each month as outlined in the Rental Fees section below. If you are unable to pay your fees, a written reason must be submitted to the Family Support Specialist for review. Any further incidents of non-payment of fees may result in removal from the program house.
7. Follow all local, state, and federal laws and regulations. Noise will be kept to a non-distracting level. Be respectful of your neighbors.
8. Resident(s) will be provided with a set of keys to the house. If you lose your keys, you will be responsible for a \$5.00 per key replacement cost.
9. Residents are required to establish and maintain telephone service (cell or LAN line). This is considered essential for communication and safety purposes. All residents are expected to reply promptly to text and/or voicemail messages from CAWM's staff. A response is expected within 48 hours of a text or voicemail message.
10. Residents are not permitted to modify the facility without permission of CAWM. This includes, but is not limited to, changing locks, removing furniture, painting, removing carpet, etc.
11. Residents are required to keep the property free and clear of debris.

12. Resident(s) will establish and cover the cost of utilities (electric, gas, water and weekly trash pickup).

NOTE: These guidelines may be changed at the discretion of CAWM at any time with or without prior notice.

RULES FOR GUESTS

1. Resident(s) is responsible for the conduct of his or her guest(s).
2. You need to be with your guest(s) at **ALL** times. Your guest(s) **should not** be in the house if you are not home.
3. **OVERNIGHT GUEST(S) ARE NOT PERMITTED WITHOUT PRIOR APPROVAL FROM CAWM.** This does not include children that have been approved for overnight visitation.
4. Friends and family are welcome, but **PLEASE BE RESPECTFUL AND SET LIMITS ON THE AMOUNT OF TIME/DAYS YOUR VISITOR(S) SPEND AT THE HOUSE.**
5. No guests actively using illegal drugs or alcohol are allowed on the property including those considered as "social users". **THIS INCLUDES THE YARD.**

OBLIGATIONS OF CAWM AS PROPERTY OWNER

1. CAWM, Inc. shall comply with the requirements set forth in Ohio Revised Code 5321.04, including, but not limited to the requirement to provide all repairs necessary to keep the Premises in a fit and hospitable condition.
2. CAWM will maintain all supplied appliances to include, kitchen applicanes, washer/dryer, furnace, and hot water tank. CAWM is not responsible for gas grill, window air conditioners or other property brought in by residents.
3. CAWM will be responsible for all major household repairs and maintenance.
4. CAWM will do its best to provide notice before entering the premises by placing notification on the door, calling the residents or by knocking before entering. Prior notice shall be given whenever possible, but there may be times it is not possible or warranted.

OBLIGATIONS OF WALNUT STREET HOUSE RESIDENTS

Each Resident shall:

1. Keep the Premises safe, clean, and sanitary, including the removal of ice and snow from the driveway and walks (if any) on and surrounding the premises.
2. Dispose of all rubbish, garbage, and other waste in a clean, safe, and sanitary manner by properly bagging all trash and putting it out for weekly trash pickup.
3. Keep clean all plumbing fixtures and appliances in the dwelling unit.
4. Use and operate all electrical and plumbing fixtures properly.
5. Personally refrain and forbid any other person who is on the Premises with Resident's permission, from intentionally or negligently destroying, defacing, damaging, or removing any fixture, appliance, or other part of the Premises.
6. Maintain in good working order and condition any appliances or personal property supplied by CAWM.
7. Pay and provide for any maintenance and repair caused or made necessary by the acts of Resident or any of Resident's guests.
8. Pay and provide for routine maintenance and repair, including but not limited to, providing cleaning products for cleaning walls, ceilings, and floors, scrubbing carpets. You are responsible for upkeep of the property.
9. Not allow unlicensed vehicles, rubbish, or other unsightly conditions to exist on the Premises, including the driveway to the garage.
10. Not have any unapproved pets (yours or non-occupants) on the Premises.
11. Not remove any fixtures or appliances from the Premises. If items are hung on the wall, self-adhesive hooks/strips are to be used in place of nails or screws. No alterations, including painting, are to be made without CAWM's consent.
12. Not change or install locks on the Premises without CAWM's prior written consent.
13. Not use a kerosene or space heater of any kind without prior approval from CAWM.
14. Not leave personal items (furniture, boxes, etc.) on Premises at time of vacating the Premises. Any expense involved in removing Resident's discarded items may be deducted from Resident's deposit or any refund of program fees.
15. Not permit anyone other than approved residents to reside in the Premises.

16. Allow CAWM access to the property at any time to maintain and make necessary repairs. Attempts will be to give advance warning but are not guaranteed.
17. Resident(s) are required to mow and trim the lawn. Lawn mower will be provided by CAWM as needed.

RENTAL FEES

1. Resident(s) agree to pay a \$400.00 deposit and \$400.00 a month **on the first of each month to CAWM, Inc.** for their stay. Partial month stays will be pro-rated. If the monthly fee is not received by the end of the month, a \$25 late charge may be assessed. If a resident is more than 30 days late on his fee agreement, he/she may be asked to speak to the Social Service Manager and/or CEO about this and may be asked to leave the program house.
2. CAWM will transfer \$50.00 per month to a matched savings account established by the resident. The purpose of this savings account is to provide support for program goals and emergencies. Upon program plan completion, CAWM will match the balance of the savings account up to \$2,000.
3. Residents are required to give a 30-day written notice before leaving the premises, unless CAWM issues an immediate dismissal notice. To receive a full refund of the deposit and any unused portion of the monthly fee, residents must:
 - a. Provide a 30-day written notice before leaving the Premises. You are responsible for the removal all trash and to clean your designated bedroom area. Failure to follow this procedure may result in part or all of your deposit being forfeited.
 - b. Call CAWM for an inspection prior to exiting the facility.
 - c. Return all issued keys and/or lockbox to the Family Support Specialist.
4. All CAWM supportive services are included in the monthly rental fee. Any Head Start or other program services through CAWM are not part of this service and will be billed separately.
5. Resident may make payments over the phone or in person at the CAWM's office in Wooster, by credit or debit card, cash, or check. Resident will receive a receipt for their payment(s). Only staff at the main desk at CAWM offices in Wooster are authorized to take payments from clients. No other staff may take money from a client for any reason.

SECURITY DEPOSIT FOR PROGRAM

A deposit in the amount of \$400.00, was paid on this _____ day of _____, 20____.

If the security deposit was paid by someone else or another organization, please indicate the name and address below. If a refund of the deposit is warranted, the refund will be returned to the person/agency that deposited the funds.

NAME: _____

ADDRESS: _____

CONTACT PHONE: _____

GOOD NEIGHBOR POLICY

It is the policy of CAWM, to be a “good neighbor” to people that live near our program house locations. We expect all our residents and staff to conduct themselves in a friendly and courteous manner and to be responsive to our neighbor’s needs. Common courtesy rules include, but are not limited to:

- No loud or disturbing noises or music
- 10:00 PM to 8:00 AM is considered quiet time in and around our locations
- Smoking is permitted outside the house only, and disposal of cigarette butts in appropriate containers only. Do not litter on or around our properties, or neighbor’s properties (including streets and alley ways).
- Keep yard and outside porches and overhangs clear and free of clutter and trash
- Yards must be well maintained, and sidewalks and walkways clear from ice and snow.

Failure of residents to adhere to these courtesy rules could result in dismissal from CAWM, Inc. program housing.

Neighborhood Complaint Procedure

Since we strive to be a good neighbor, CAWM takes any neighbor complaint seriously, and once notified, CAWM will work to resolve issues in a mutually fair and balanced manner. If either a resident or worker hears of a neighbor complaint, you must:

- Listen carefully to what the actual complaint is and do not argue with the neighbor
- Take notes as to what the complaint is and try to get the name, address, and contact information of the person giving the complaint.
- Give the neighbor CAWM designated Social Service Manager or Family Support Specialist contact information and ask them to contact that person
- Notify appropriate CAWM supervisor of the complaint.

AGREEMENT

I have read and understand all rules and regulations of the Walnut Street House Program House. I agree to abide by these rules and regulations and understand that failure to do so will result in being discharged from the house. **NOTE: These guidelines may be changed at the discretion of CAWM at any time with or without prior notice.**

CAWM reserves the right to enforce whatever consequences deemed necessary should you fail to follow the policies outlined. Failure to comply with the policies will result in consequences and may include expulsion from the house. Determination of consequences and expulsion will be based on the resident's program compliance, the nature of the offenses and any and all considerations in attempt to assure fair, unbiased and appropriate resolution, and our assessment of the resident's desire to continue in the program and future compliance necessary to maintain your resident status.

I have received a copy of the CAWM welcome packet. This packet contains my rights, along with a grievance procedure.

Initial here *

Resident Printed Name

Resident Signature

Supportive Services Coordinator

Contact Phone No.

Date

Date

CONTACT INFORMATION

If you have issues regarding the facility and maintenance, please contact CAWM, 905 Pittsburgh Avenue, Wooster or 330-264-8677.

If you have issues pertaining to your stay in our program house or the program rules, please contact Family Support Specialist, _____, 905 Pittsburgh Avenue, Wooster at 330-264-8677.

Vehicle Information: Make: _____ Model: _____

License Plate #: _____

Emergency Contact: _____ Relationship: _____

Emergency Contact's Phone Number: _____

Client signature _____

RESOLUTION NO. 2024-13

A RESOLUTION AUTHORIZING THE DIRECTOR OF
ADMINISTRATION TO PURCHASE A BUCKET TRUCK

WHEREAS, the City is in need of a new bucket truck for traffic signal maintenance throughout the City.

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

SECTION 1. The Director of Administration is authorized to purchase a new bucket truck for traffic signal maintenance, with payment to originate from the Capital Improvements Fund, Fund 301.

With respect to such purchase, 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 is included in the 2024 Appropriations Budget.

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

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

Introduced: _____ Passed: _____ Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2024
Mayor

Introduced by: Steven Huszai

Res
2024-13

13

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division	PPM	Meeting Date Requested	1/16/2024
Project Name	Bucket Truck	Estimated Total Funds/Costs	\$250,000.00
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 Purchase new bucket which will used primarily to maintain and repair the 58 signalized intersections throughout the City. As technology improves detection devises used to monitor vehicular traffic are being mounted higher than in the past. Being place higher allows for a better angle and wider view of the intersection as well as prevents snow and ice building up on the lens and sun glare is reduced.</p> <p>The working height of the new truck will be 45 feet which is slight increase from the existing bucket truck working height of 40 feet.</p>			
<p>Justification / Benefits The working height of the new truck will improve our reach and to work more safely when working on traffic signals. The older truck will be used to perform some of the street tree maintenance work like: tree pruning and tree removals which are typically outsourced. All large tree removals will continue to be bid to vendors with proper skills and equipment.</p>			
Will this Project affect the City's Operating Costs No			
<p>What Alternatives Exist and what are the Implications of the Alternatives Continue operating the existing bucket truck and outsource work that could be done with PPM staff.</p>			
<p>Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Note Reasons</p>			
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.			
Manager Requesting: Curt Denning		Date: 1/8/2024	

Approved for Agenda Yes No

RESOLUTION NO. 2024-14

A RESOLUTION AUTHORIZING THE DIRECTOR OF
ADMINISTRATION TO PURCHASE TWO PICKUP
TRUCKS

WHEREAS, the City is in need of two new pickup trucks for maintenance throughout the City.

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

SECTION 1. The Director of Administration is authorized to purchase two new pickup trucks for general maintenance, with payment to originate from the Capital Improvements Fund, Fund 301.

With respect to such purchase, 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 is included in the 2024 Appropriations Budget.

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

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

Introduced: _____ Passed: _____ Vote: _____

Attest: _____
Clerk of Council

President of Council

Approved: _____, 2024

Mayor

Introduced by: Steven Huszai

Res
2024-14

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division PPM	Meeting Date Requested 1/16/2024
Project Name Two Pickup Trucks	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 These trucks will be replacing a 2008 Chevrolet Colorado pickup and a 1999 Ford F250. Both of the new trucks will be utilized daily throughout the year in maintaining the City streets.	
Justification / Benefits The existing trucks have many diffencienies and they are becoming costly to maintain and repair.	
Will this Project affect the City's Operating Costs	
What Alternatives Exist and what are the Implications of the Alternatives Continue to operate with an aging fleet will require additional maintenance and potentially more frequent down times.	
Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances:	
Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Note Reasons	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: Curt Denning	Date: 1/5/2024

Approved for Agenda Yes No

RESOLUTION NO. 2024-15

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR FUEL SERVICES FOR CITY VEHICLES AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, because the municipal government does not maintain fueling facilities, it is necessary to provide for fuel services for city vehicles, and the cost thereof is anticipated to be in the budgets for 2024.

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

SECTION 1. That in accordance with the estimated needs of the City of Wooster for 2024, 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. That the cost of such fuel services shall not exceed the amount appropriated in the operating budgets of the various city departments and divisions.

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 Ordinance 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 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 the Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Introduced: _____ Passed: _____ Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2024 _____
Mayor

Introduced by: Steven Huszai

Red 2024-15

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

Division PPM	Meeting Date Requested 1/16/2024
Project Name City Fuel Purchase Contract	Estimated Total Funds/Costs \$300,000.00
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 Authorization to the Director of Administration to enter into an agreement for City Fuel Purchase Contract FY24 with Red Rover, LLC for one year. Red Rover's rate is based on the OPIS Akron/Canton Daily Average + .17 cents per gallon.	
Justification / Benefits This will allow the City's fleet of vehicles and equipment in all Divisions to operate for this year.	
Will this Project affect the City's Operating Costs No, the fuel costs have been budgeted for FY24.	
What Alternatives Exist and what are the Implications of the Alternatives None	
Is this a Sole Source Bid or Non-Bid Situation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain The Circumstances: Red Rover is the only vendor located in the City that offers 24/7/365 purchasing with the use of Fuel Purchasing Cards authorized to each employee needing one.	
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 To purchase fuel for all City vehicles, fleet and equipment for FY24.	
NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE.	
Manager Requesting: Curt Denning	Date: 1/8/2024

Approved for Agenda Yes No