

**RITTMAN CITY COUNCIL – AGENDA  
REGULAR MEETING  
February 28, 2022 at 7:00 p.m.**

- 1. Invocation**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of Minutes**
  - a. February 14, 2022**
- 5. Workshop**
  - a. Shared Staffing with Sterling Fire Department.**
- 6. Citizens Forum**
- 7. Old Business**
  - a. Ord. No. 8267 An Ordinance of the Council of the City of Rittman, Wayne and Medina Counties and State of Ohio, Amending Section 735.06(b) License Issuance, Effective Period; Fee and 735.08 License Revocation of the Codified Ordinances of the City of Rittman. Third Reading.**
- 8. New Business**
  - a. Ord. No. 8277 An Ordinance of the Council of the City of Rittman, Wayne and Medina Counties and State of Ohio, Authorizing the Municipal Manager to Purchase a New Holland TS6, 110 Tractor and an Alamo Machete3 Boom Mower and Related Equipment from Akron Tractor and Equipment, Inc. of Akron, Ohio for a sum not to Exceed \$134,136.00 Pursuant to the Ohio Cooperative Purchasing Act and Declaring an Emergency. Three Readings.**
  - b. Res. No. 8278 A Resolution of the Council of the City of Rittman, Wayne and Medina Counties and State of Ohio, Declaring it Necessary to Improve Eastern Road from Gish Road to Rufener Street by Planing and Milling the Existing Surface, and Installing a New Asphalt Surface, all Together with the Necessary Appurtenances thereto and Declaring an Emergency. Three Readings.**
  - c. Ord. No. 8279 An Ordinance of the Council of the City of Rittman, Wayne and Medina Counties and State of Ohio, Authorizing the Municipal Manager to Solicit Bids for Street Improvement of Eastern Road from Gish Road to Rufener Street and Declaring an Emergency. Three Readings.**

- d. **Ord. No. 8280 An Ordinance of the Council of the City of Rittman, Wayne and Medina Counties and State of Ohio, Amending Section 107.02(a) Bidding Provisions and the Codified Ordinances of the City of Rittman and Declaring an Emergency. Three Readings.**

**9. City Manager's Remarks**

**10. Finance Director's Remarks**

**11. Council Remarks**

- a. **Motion to go into Executive Session to Consider the Compensation of a Public Employee.**

- b. **Motion to Come out of Executive Session.**

**12. Adjournment**

# RECORD OF PROCEEDINGS

Minutes of

Council

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held \_\_\_\_\_ February 14,

20 22

**Rittman City Council Met in a  
REGULAR MEETING  
Monday, February 14, 2022  
7:00 p.m.**

**Members Present:** Josh Carey, Chuck Wyatt, Ken Park, Amanda Nelson, Dave Williams and Melissa Shows

**Members Absent:** None

**Presiding:** Mayor William Robertson

The invocation was given by Dave Williams followed by the pledge of allegiance.

**Approval of Minutes – January 24, 2022**

Williams moved to approve, upon roll Williams – Yes, Park – Yes, Shows – Yes, Nelson – Abstain, Carey – Yes, Wyatt - Yes and **motion carried.**

**Citizens Forum**

None

**Old Business**

a. **Ord. No. 8267 An Ordinance of the Council of the City of Rittman, Wayne and Medina Counties and State of Ohio, Amending Section 735.06(b) License Issuance, Effective Period; Fee and 735.08 License Revocation of the Codified Ordinances of the City of Rittman. Second Reading.** Ord. No. 8267 was read on second reading. Shows moved to place on third, all Yeas on roll call and **motion carried.**

**New Business**

a. **Ord. No. 8274 An Ordinance of the Council of the City of Rittman, Wayne and Medina Counties and State of Ohio, Amending the Annual Appropriation Ordinance No. 8258, as Amended According to the Attached Sheet(s) and Declaring an Emergency. Three Readings.** Ord. No. 8274 was read on first reading. Shows moved to suspend the rules, all Yeas on roll call and **motion carried.** Carey moved to adopt all Yeas on roll call and **motion carried.**

b. **Ord. No. 8275 An Ordinance of the Council of the City of Rittman, Wayne and Medina Counties and State of Ohio, Authorizing all Actions Necessary to Accept Northeast Ohio Public Energy Council (NOPEC) 2022 Energized Community Grant and Declaring an Emergency. Three Readings.** Ord. No. 8275 was read on first reading. Nelson moved to suspend the rules, all Yeas on roll call and **motion carried.** Shows moved to adopt. Beshara stated because we are members of NOPEC they give out small grants. This is for energy uses, such as changing out LED lights, generators, anything electric. The amount is around \$3,300.00. All Yeas on roll call and **motion carried.**

c. **Res. No. 8276 A Resolution authorizing the Municipal Manager to Apply for Accept and Enter into a Water Supply Revolving Loan Account (WSRLA) Agreement on Behalf of the City of Rittman for Planning, Design and/or Construction of the Sterling Avenue, Erie Street and Walnut Street Water Lines/ and Designating a Dedicated Repayment Source for the Loan. Three Readings.** Res. No. 8276 was read on first reading. Park moved to suspend the rules, all Yeas on roll call and **motion carried.** Shows moved to adopt. Beshara stated that is a loan through the Ohio EPA for Sterling and the other roads listed. The loan is scheduled to be awarded on April 28, 2022 we will submit

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the loan application by March 1, 2022. This is another step to make sure that we get that loan for the waterline. All Yeas on roll call and **motion carried**.

**d. Motion to Approve the Placement of Farmland in an Agricultural District for Parcel No. 63-03085.000 Located within the City of Rittman and owned by Dean and Julia Ramsier.** Park so moved, all Yeas on roll call and **motion carried**.

## City Manager's Remarks

**Nature Preserve:** We were informed that the Army Corp of Engineers will be signing our Nationwide permit very soon giving us authority to complete the driveway off of Route 57. As the property is still owned by Morton Salt, Matt S. and I have been communicating and working with Morton to finalize our purchase agreement. Our deadline to proceed with the completion of the Nature Preserve is June 30, 2022 as we were given an extension on the final phase of the project by OPWC. The WJR ribbon cutting ceremony preparations are being managed by Garrick and his staff. We will give Council adequate notice of this ceremony as your presence would be greatly appreciated.

The WJR Nature Preserve is now part of the Wayne County Winter Hike Challenge sponsored by Local Roots Market & Café. We will have this information available on the WJR Nature Preserve Facebook page, our website as well as copies of the brochure at the Rec Center. What a fun way to get fit and be out in nature during the winter months!

**Solar Panel Project:** If you have been out by our Waste Water Treatment Plant, you will see all the work that has been done on the solar panel project. The installation of the panels continues and we are hopeful that this work will be completed this spring. Mike Brown has been doing a great job working with the Verde Solutions representatives as questions and concerns arise.

**BWC updates:** Matt and I met with our TPA (Third Party Administrator) Mark Milano who assists us with our BWC options for discounts and to also go over our claims' history over the last several years. The city has done very well, in regards to claims and lost time due to accidents, which is a testament to our staff. Matt and I will continue assessing BWC programs and grant opportunities as they arise.

**Legislation:** I will ask Council to consider this evening adopting Ordinance 8275 which will allow the city to accept the 2022 Energized Community grant and also Resolution 8276 which will allow the city to apply for a revolving loan for our water line replacement project of Sterling, Erie and Walnut Streets, as a requirement of the Ohio EPA who administers this loan.

**THANK YOU!** Another storm and more great work by our plow crew, police and fire. It was quite a snow event and everyone did an amazing job so even though words aren't enough, we truly appreciate their hard work and dedication to the citizenry of Rittman.

## Finance Director's Remarks

First, I'd like to address that at some point in the near future we are going to be moving away from Payment Service Network or PSN which is who we use to process our online payment options as well as our physical credit card swipes at the Rec Center. We will be moving to a new company for those services called PAYA. We don't have an exact timeline as of yet for that transition. Any residents who had accounts set up with PSN will have to make a new account through PAYA to continue paying that way. It shouldn't be a harsh process but it's a thing that we will have to do. We would like to push for more residents to use the recurring ACH Payments through us directly. The reason for that is the online services charge for each transaction. ACH is completely free. Currently there are less than 15% of residents using this option. We would like to promote this option so more residents utilize it. Second, I'd like to discuss the format of our annual financial report going

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forward. Currently we contract with Rea and Associates to help construct an Annual Certified Financial Report or ACFR. This report ticks all the boxes we need with the State and for audit purposes for our annual report. Theirs also goes above and beyond that, it's much, much longer. It fulfils the requirements to submit the report but the Governmental Compliance Officers Association will get a certificate. Which is really nice to have but it is also costs the City much more than basic financial statements would be to put together. My proposal is starting next year for the 2022 report, my proposal is to drop down to basic financial statements. It's going to save the city around \$5,500.00 to \$6,500.00 per year. That is my proposal, but nothing has been done yet. I just wanted everyone to be aware. Carey inquired if this would have any negative impact on obtaining grants? Bulp responded no. And lastly, is our CIVICA CMI software for our finance department to function. It is also used currently for utility billing. We are on a client server version of the software which the city has been using for at least 24 years. It hasn't had any major updates in that time. Support for it is ending in July of 2023. We are going to have to do something. I just wanted there to be an awareness of this. That is going to be a big process.

a. **Approval of Financial Report for January, 2022.** Wyatt moved to approve, all Yeas on roll call and **motion carried.**

## **Council Remarks**

Williams – I want to thank the city services, the street and water departments and the first responders, I appreciate it's cold out and they are out there. I do appreciate the hard work they do. Cliff, thanks, for coming out tonight. I would like to know what our feedback has been about switching over to RITA? Beshara responded she hasn't had any complaints. Bulp stated Shelley gets some calls here and there. The last thing I had was thanks to "Mugs", who passed away recently, for his service to the city. Just how much he will be missed by the city staff. He was a good guy.

Park – nothing tonight.

Carey – nothing tonight.

Wyatt – I want to reiterate; I really appreciate the guys out there working all night in snow storms. I was really impressed with the way the streets were cleared.

Nelson – nothing tonight.

Shows – I want to reiterate thanking everybody, all of our workers that have done such a phenomenal job through this time. And to remind you they are still looking for volunteers for the OH Huddle at the school. The information is on the website, it is basically mentoring one of our local students from within the elementary school and middle school and high school, there are two different versions of it. We are trying all of our schools and many schools in Wayne County are doing it also.

Mayor – I want to thank Cliff for being here and thanks for the around, Rittman POD cast. I think people are listening in on that. Good to get information out there.

a. **Approval of Voucher #'s 15224 thru 15311 and Memo Expense #'s M12201 thru M12223.** Nelson moved to approve, upon roll Park – Yes, Nelson -Yes, Shows – Abstain, Williams – Yes, Carey – Yes, Wyatt – Yes and **motion carried.**

**Adjourn: 7:27 p.m.** Williams moved to adjourn, all Yeas on roll call and **motion carried.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk of Council

# RECORD OF ORDINANCES

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Ordinance No. 8277

Passed: \_\_\_\_\_, 2022

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## **ORDINANCE NO. 8277**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF RITTMAN, WAYNE AND MEDINA COUNTIES AND STATE OF OHIO, AUTHORIZING THE MUNICIPAL MANAGER TO PURCHASE A NEW HOLLAND TS6, 110 TRACTOR AND AN ALAMO MACHETE3 BOOM MOWER AND RELATED EQUIPMENT FROM AKRON TRACTOR AND EQUIPMENT, INC. OF AKRON, OHIO FOR A SUM NOT TO EXCEED \$134,136.00 PURSUANT TO THE OHIO COOPERATIVE PURCHASING ACT AND DECLARING AN EMERGENCY.**

WHEREAS, the City, pursuant to Resolution No. 6075, did agree to participate in state contracts in accordance with the Ohio's Cooperative Purchasing Act as set forth in Ohio Revised Code §125.04; and

WHEREAS, the City is able to purchase through that program tractors and related equipment at a favorable cost; and

NOW THEREFORE, be it ordained by the Council of the city of Rittman, Counties of Wayne and Medina and State of Ohio, two-thirds of all members elected and appointed thereto concurring:

### **SECTION ONE.**

That the Municipal Manager be and is hereby authorized to purchase from Akron Tractor and Equipment, Inc. of Akron, Ohio a New Holland TS6, 110 Tractor and Alamo

# RECORD OF ORDINANCES

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Ordinance No. 8277

Passed: \_\_\_\_\_, 2022

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Machete3 Boom Mower and related equipment for a sum not to exceed \$134,136.00 pursuant to Ohio's Cooperative Purchasing Act.

## SECTION TWO.

That the Municipal Manager is hereby authorized to pay said sum plus interest according to the lease amortization agreement to be determined from Account No. 400.700.55400.

## SECTION THREE.

That because of the immediate need to purchase a New Holland TS6, 110 Tractor and an Alamo Machete3 Boom Mower and related equipment, this Ordinance is hereby declared to be an emergency measure necessary for the public peace, health and safety and shall go into immediate force and effect upon its passage.

Passed: \_\_\_\_\_, 2022

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Clerk of Council

# RECORD OF ORDINANCES

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Ordinance No. 8278

Passed: \_\_\_\_\_, 2022

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## RESOLUTION NO. 8278

**A RESOLUTION OF THE COUNCIL OF THE CITY OF RITTMAN, WAYNE AND MEDINA COUNTIES AND STATE OF OHIO, DECLARING IT NECESSARY TO IMPROVE EASTERN ROAD FROM GISH ROAD TO RUFENER STREET BY PLANING AND MILLING THE EXISTING SURFACE, AND INSTALLING A NEW ASPHALT SURFACE, ALL TOGETHER WITH THE NECESSARY APPURTENANCES THERETO AND DECLARING AN EMERGENCY.**

NOW, THEREFORE, be it resolved by the Council of the City of Rittman, Counties of Wayne and Medina and State of Ohio, two-thirds of all members elected and appointed thereto concurring:

### SECTION ONE.

That it is declared necessary to improve Eastern Road from Gish Road to Rufener Street.

### SECTION TWO.

That the plans, specifications, profiles and estimate of cost of the improvement prepared by the City's Service Director/City Engineer and on file in the office of the Clerk of Council are approved. The improvement shall be made in accordance with the plans, specifications and profiles for the improvement.

### SECTION THREE.

That this Council finds and determines that (I) the improvement is conducive to the public health, convenience and welfare of this City and the inhabitants thereof and (II) the lots and lands to be assessed as described in Section Four hereof are specially benefited by the improvement.



## RECORD OF ORDINANCES

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Ordinance No. 8278

Passed: \_\_\_\_\_, 2022

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### SECTION FOUR.

That the City shall assume and pay as its local share of the cost of the improvement fifty percent (50%) of the cost and the remainder fifty percent (50%) shall be paid by the residents based upon the lineal foot.

### SECTION FIVE.

That the cost of the improvement shall include the cost of preliminary and other surveys, plans, specifications, profiles and estimates and other surveys, plans specifications, profiles and estimates and of printing, serving and publishing notices, resolutions and ordinances, the amount of any damages resulting from the improvement and the interest thereon, the cost incurred in connection with the preparation, levy and collection of the special assessments, the cost of purchasing, appropriating and otherwise acquiring any real estate or interest therein required for the improvement, expenses of legal services including obtaining approving legal opinions, costs of labor and material, and interest on bonds and notes which may be issued in anticipation of the levy and collection of the special assessments, together with all other necessary expenditures.

### SECTION SIX.

That the City's Service Director/City Engineer is authorized and directed to prepare and file in the office of the Clerk of Council the estimated special assessments of the costs of the improvement described in this Resolution. Those estimated Special assessments shall be based upon the estimate of cost of the improvement now on file in the office of the Clerk of Council and shall be prepared pursuant to the to the provisions of this Resolution. When the estimated special assessments have been so filed, the Clerk of Council shall cause notice of the adoption of this Resolution and the filing of the estimated special

## RECORD OF ORDINANCES

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Ordinance No. 8278

Passed: \_\_\_\_\_, 2022

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assessments to be served in the manner provided by law and the owners of all lots and the lands to be assessed.

### SECTION SEVEN.

That special assessments to be levied shall be paid in five (5) annual installments, with interest on the principal amount of each special assessment at the same rate as shall be borne by the bonds or notes to be issued in anticipation of the collection of the total of the unpaid special assessments, or the prevailing interest rate upon notes if no bonds or notes are issued; provided, that the owner of any property assessed may pay the special assessment in cash within thirty (30) days after passage of the assessing ordinance.

### SECTION EIGHT.

That bonds of the City may be issued in anticipation of the collection in annual installments of the special assessments, and notes of the City may be issued in anticipation of the issuance of those bonds and levy of the special assessments. The remainder of the entire cost of the improvement, after application of the special assessments, may be paid by the issuance of bonds in the manner provided by law or from other funds available for that purpose.

### SECTION NINE.

That this Council finds and determines that all formal actions of this 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 of any of its committees that resulted in those formal actions were in meeting open to the public in compliance with the law.

### SECTION TEN.

That this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety in said City, and for further reason that this Resolution

## RECORD OF ORDINANCES

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Ordinance No. 8278

Passed: \_\_\_\_\_, 2022

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is required to be immediately effective to provide for the construction of the improvement which is needed to eliminate existing hazards to pedestrian and vehicular traffic, for which reason and other reasons manifest to this Council this Resolution is hereby declared to be an emergency Resolution and shall be in full force and effect immediately upon its adoption.

Passed: \_\_\_\_\_, 2022

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Clerk of Council

# RECORD OF ORDINANCES

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Ordinance No. 8279

Passed: \_\_\_\_\_, 2022

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## ORDINANCE NO. 8279

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF RITTMAN, WAYNE AND MEDINA COUNTIES AND STATE OF OHIO, AUTHORIZING THE MUNICIPAL MANAGER TO SOLICIT BIDS FOR STREET IMPROVEMENT OF EASTERN ROAD FROM GISH ROAD TO RUFENER STREET AND DECLARING AN EMERGENCY.**

WHEREAS, the proposed improvement is within the planned schedule for improving the streets of the City of Rittman;

NOW THEREFORE, be it ordained by the Council of the City of Rittman Counties of Wayne and Medina and State of Ohio, two thirds of all members elected or appointed thereto concurring:

### **SECTION ONE.**

That the Municipal Manager be and is hereby authorized and directed to solicit bids for the street improvement of Eastern Road from Gish Road to Rufener Street.

### **SECTION TWO.**

That the Municipal Manager be and is hereby authorized to award a contract for the Eastern Road Improvement Project to the lowest and best bidder.

### **SECTION THREE.**

That in order to remain on schedule of improving Eastern Road, this Ordinance is hereby declared to be an emergency measure necessary for the public peace health and safety and shall go into immediate force and effect upon its passage.

# RECORD OF ORDINANCES

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Ordinance No. 8279

Passed: \_\_\_\_\_, 2022

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Passed: \_\_\_\_\_, 2022

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Mayor

Attest:

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Clerk of Council

# RECORD OF ORDINANCES

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Ordinance No. 8267

Passed: \_\_\_\_\_, 2022

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## ORDINANCE NO. 8267

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF RITTMAN, WAYNE AND MEDINA COUNTIES AND STATE OF OHIO, AMENDING SECTION 735.06(b) LICENSE ISSUANCE; EFFECTIVE PERIOD; FEE AND 735.08 LICENSE REVOCATION OF THE CODIFIED ORDINANCES OF THE CITY OF RITTMAN.**

NOW THEREFORE, be it ordained by the Council of the City of Rittman, Counties of Wayne and Medina and State of Ohio, two-thirds of all members elected and appointed thereto concurring:

### **SECTION ONE.**

That section 735.06(b) License Issuance; Effective Period; Fee be amended as follows:

(b) A fee of one hundred dollars (\$100.00) per machine per month has been paid. If payment is not received by the stated due date, an additional fee equal to ten percent (10%) of the original amount due shall be added to the amount due and owing.

### **SECTION TWO**

That Section 735.08 License Revocation be amended to add the following:

(f) Fails to pay any fee described in section 735.06 within ten days after the due date.

### **SECTION THREE.**

That this Ordinance shall be effective March 1, 2022

## RECORD OF ORDINANCES

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Ordinance No. 8267

Passed: \_\_\_\_\_, 2022

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Passed: \_\_\_\_\_, 2022

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Mayor

Attest:

\_\_\_\_\_  
Clerk of Council

**RECORD OF ORDINANCES**

Ordinance No. 8280

Passed: \_\_\_\_\_, 2022

**ORDINANCE NO. 8280**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF RITTMAN, WAYNE AND MEDINA COUNTIES AND STATE OF OHIO, AMENDING SECTION 107.02(a) BIDDING PROVISIONS OF THE CODIFIED ORDINANCES OF THE CITY OF RITTMAN AND DECLARING AN EMERGENCY.**

NOW THEREFORE, be it ordained by the Council of the City of Rittman, Counties of Wayne and Medina and State of Ohio, two-thirds of all members elected and appointed thereto concurring:

**SECTION ONE.**

That section 107.02(a) Bidding Provisions be amended to read: “Every advertisement for bids for any purchase, work, or construction shall specify the place where bids will be received and the day and time when the same will be opened and read aloud or opened and posted online in a manner viewable by the public.”

**SECTION TWO.** This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the City and for the reason that new bidding and award systems are available and in use; wherefore, this Ordinance shall be in full force and effect immediately upon its adoption.

Passed: \_\_\_\_\_, 2022

\_\_\_\_\_  
Mayor

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