CITY OF MEDINA
AGENDA FOR COUNCIL MEETING

January 13, 2020
Medina City Hall
7:30 p.m.

Call to Order.

Roll Call.

Reading of minutes. (December 9, 2019 & January 7, 2020 Organizational)

Reports of standing committees.

Requests for council action.

Reports of municipal officers.

Motion by Council to authorize designee for public records training.

Motion to designate Clerk of Council, Kathy Patton to act as the Mayor and Council's designee to attend public records training as required by Sections 149.43 and 109.43 of the Ohio Revised Code.

Confirmation of Council appointments.

Audit Committee – Bert Humpal – Accounting Rep. (exp. 12/31/23)
Bruce Gold – Business Rep. (exp. 12/31/23)
NOACA – Patrick Patton (2020) Alternate
Robert Patrick (2020) Wadsworth
TID Representative – Patrick Patton (2020)
Nino Piccoli (2020) Alternate
MCDAC Board – Chief Ed Kinney (2020) Alternate

Strategic Plan Objectives – Goals – Jessica Hazeltine

Confirmation of Mayor's appointments.

Board of Building Code Appeals – Bill Stuchal (Engineer) – exp. 12/31/23

Notices, communications and petitions.

Liquor Permit:
Not to object to the issuance of a new D2 and D3 permit to Echelon Independent Living Operations, LLC, dba Echelon Independent Living, 629 N. Huntington Street.

Liquor Permit:
Not to object to the issuance of a new C1 and C2 permit to First Floor Exchange LLC, dba 1904 Brews, 320 S. Court St., Suite 101.

Unfinished business.

Introduction of visitors.
(speakers limited to 5 min.)

Introduction and consideration of ordinances and resolutions.
Ord. 1-20
An Ordinance amending Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio relative to the Recreation Center Aquatics Manager paygrade.

Ord. 2-20
An Ordinance amending Section 133.01 of the Codified Ordinances of the City of Medina, Ohio relative to the City of Medina Association Memberships.

Res. 3-20
A Resolution requesting the County Auditor to make tax advances during the year 2020 pursuant to Ohio Revised Code Section 321.34.
Ord. 4-20
An Ordinance authorizing the Mayor to advertise for competitive bids and to award a contract to the successful bidder for the 2020 Concrete Pavement General Services Program.

Ord. 5-20
An ordinance authorizing the Mayor to solicit Request for Proposals (RFP's) for consultant services and to award a contract for the creation of a new Comprehensive Plan for the City of Medina.

Res. 6-20
A Resolution authorizing the filing of an application for grant assistance from the Ohio History Connection for a Certified Local Government Grant.

Ord. 7-20
An Ordinance authorizing an expenditure not to exceed $66,500.00 to Epic Aviation LLC for the purchase of Jet-A Fuel at the Medina Municipal Airport.

Ord. 8-20
An Ordinance amending Section 31.07 of the Salaries and Benefits Code of the City of Medina, Ohio relative to accepting the revised job description for the Police Administrative Assistant.

Ord. 9-20
An Ordinance amending Section 153.01(c) of the Codified Ordinances of the City of Medina, Ohio relative to the Civil Service Commission.

Ord. 10-20
An Ordinance amending the Agreement with Lafayette Township Trustees for Community Policing Law Enforcement Services in its jurisdiction.

Ord. 11-20
An Ordinance amending Ordinance No. 105-19, passed July 8, 2019 relative to bidding and awarding a contract to the successful bidder for the South Broadway Street Reconstruction Project.
(emergency clause requested)

Ord. 12-20
An Ordinance authorizing the Mayor to execute a Memorandum of Understanding with the Medina County Board of Commissioners relative to the sanitary sewer construction on South Broadway Street in the City of Medina.

Council comments.

Adjournment.

MEDINA CITY COUNCIL
Monday, December 09, 2019

Public Hearing (7:30 p.m.)
To consider the rezoning of 1088 S. Court Street from R-3, High Density Urban Residential to C-1, Local Commercial. (Case P19-19).

Mr. Mendel explained this is a public hearing for the rezoning request by the applicant for the property located at 1088 S. Court Street to request rezoning from R-3 High Density Residential to C-1 Local Commercial. Presented to Planning Commission October 10th 2019, reviewed and did not recommend the requested rezoning to City Council. (1-4 vote) In the RCA, all the information was provided from the Planning Commission review process and it had gone to Finance committee on October 28th and then there was a 30 day minimum notice period for the public hearing that we are having this evening.

For: Justin Eddy from Tucker Ellis, representing Trillium Creek LLC. Mr. Eddy stated he is surprised they are here under the circumstances that they are. Last time he was here the vote was to recommend a C-3. Mr. Eddy reiterated some of the facts that have been discussed relative to the surrounding property such as some offices and Handles Ice Cream and to the south is Montville Township. Justin stated that zoning is designed to advance legitimate government purpose. He spoke of the neighboring residents and traffic concerns.

Justin stated that if rezoning the entire property to C-1 is not favorable, the applicant would consider a CS classification (Commercial Service – least intensive zoning district). Another solution that he feels would alleviate some of the resident's concerns related to the future development of the property, is to only rezone the front 1/3 of the property, which is necessary for this and the rest would remain as a residential classification.

Mr. Coyne asked for clarification if Justin was suggesting that he has two alternatives that they are willing to consider. Mr. Eddy replied yes, his client is willing to consider the two options mentioned. They just want to find a solution that works for everybody.

Mr. Coyne stated the options the applicant gave us are some viable options that may be considered. The discussion would have to be with Mr. Huber again, because it would be the same kind of agreement that would have to be entered into regarding those options.

Against: David Hoek resides at 28 Pinewood and is a member of the Pinewood Board of Trustees. Mr. Hoek stated they have appeared before council on earlier occasions to voice their strenuous objections to any rezoning that would result in a commercial, additional commercial driveway in the already narrow hazardous portion of South Court Street. Rezoning at 1088 for the proposed banking kiosk or any of the many commercial businesses allowed under C-1 zoning would result in an additional commercial drive about 100 ft. from Pinewood Drive. He spoke of sight limitations and speed limits in the area. Mr. Hoek asked council to recognize the dangerous impact an additional commercial driveway would have and urged council to vote against any rezoning at 1088 S. Court Street.

Patricia Ryan resides at 4254 Sharon Copley Rd. and is a frequent visitor to the Pinewood neighborhood. Patricia wanted clarification on the two options Justin Eddy discussed. Ms. Ryan stated that it is inevitable that this portion of South Court being as narrow as it is, will need at some point to be widened. The major underlying issue is the number of drivers and streets within this very short distance between Hartford and Sturbridge. Patricia spoke of what is permitted in a C-1

zoning district and asked if it is the best zoning classification for this property. Patricia respectfully requests council follow the recommendation of the Planning Commission, the Comprehensive Plan and the residents, and vote no on the C-1 rezoning.

Julie Laribee resides at 36 Pinewood Drive. Ms. Laribee stated that any commercial use of that property will increase traffic congestion in that area where problems already exist. Julie spoke of driving experiences she has had recently through there. Julie states they provided council with 72 residential signatures who oppose this rezoning, you must represent those Medina residents who are voters and tax payers and decide each case fairly on its own merits. Ms. Laribee urged council to follow the comprehensive plan and recommendation of the Planning Commission and protect their residential property and quality of life.

The public hearing was closed at 7:53 p.m.

Opening:
Medina City Council met in regular, open session on Monday, December 9, 2019. The meeting was called to order at 8.03 p.m. by President of Council John Coyne. The Medina American Legion Post 202 celebrating 100 years led in the Pledge of Allegiance.

Roll Call:
The roll was called with the following members of Council present E. Heffinger, B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, and J. Hazeltine.

Also present were the following members of the Administration: Mayor Dennis Hanwell, Keith Dirham, Greg Huber, Patrick Patton, Nino Piccoli, Chief Kinney, Chief Painter, Dan Gladish, Jonathon Mendel, Jansen Wehrley, and Mike Wright.

Reading of Minutes:
Mr. Shields moved that the minutes from the regular meeting on November 25, 2019 as prepared and submitted by the Clerk be approved. The roll was called and the minutes were approved by the yea votes of B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, J. Hazeltine, and E. Heffinger.

Reports of Standing Committees:
Finance Committee: Mr. Coyne stated the Finance Committee met prior to this evening's Council meeting and will meet again in January 2020.

Health, Safety & Sanitation Committee: Mr. Simpson had no report but is planning on scheduling a meeting in January to get an update from the Police Chief, Fire Chief and Service Director.

Public Properties Committee: Mr. Shields had no report.

Special Legislation Committee: Mr. Lamb stated he is working on scheduling a meeting to begin a discussion on how to address the use of medical marijuana by city employees in a reasonable way.

Streets & Sidewalks Committee: Mr. Heffinger has no meetings scheduled, reported he is still working on trying to find ways to get lights onto Reagan Parkway. He stated they were just discussing this in the Finance Committee and trying to find some funding for that.

Water & Utilities Committee: There was no report.

Emerging Technologies Committee: Mr. Rose had no report or meeting scheduled.

Requests for Council Action:

Finance Committee
19-219-12/9 – Advance Requests
19-220-12/9 – Budget Amendments
19-221-12/9 – Amend Code 133.01 – Association Memberships – ED
19-222-12/9 – Increase Expenditure Pro Tech Security Sales – Police
19-223-12/9 – 2020 Concrete Pavement General Services Program
19-224-12/9 – RFP's Comprehensive Plan Update
19-225-12/9 – Grant Application – Certified Local Government FY 2020
19-226-12/9 – Increase Expenditure – Orion Equipment – Street Dept.
19-227-12/9 – Capital Bill Request FY 2021/2022
19-228-12/9 – Expenditure Over $25,000 – Jet-A Fuel
19-229-12/9 – Amend Code 133.01 – Association Memberships – Mayor
19-230-12/9 – Amend Ord. 119-18, Lafayette Twp. Policing Agreement
19-231-12/9 – Amend Job Description – Police Administrative Assistant
19-232-12/9 – Amend Ord. 105-19 – Bids for S. Broadway Reconstruction
19-233-12/9 – MOU with Medina County – Sanitary Sewer Replacement S. Broadway
19-234-12/9 – Amend 153.01(c) - Civil Service Commissioner Compensation
19-235-12/9 – Amend Aquatics Manager Pay Grade

Finance Committee

Reports of Municipal Officers:
Dennis Hanwell, Mayor, reported the following:

1) Parking Deck - Construction of parking deck south of Medina City hall has ceased for winter. Long term lots will be available at Castle Noel lot; Feckley lot on north side of Thyme2; County Courthouse parking deck; County Administration lot extension off E. Liberty Street; parking lot between W. Liberty and W. Washington with Huntington bank drive through; Municipal Court lot is available on weekends and evenings; 3 hour lots were established at open areas of lot between Sully's and Porters as well as lot at the southeast corner of Elmwood and W. Liberty. Customer parking along West Friendship adjacent to Medina County Historical Society. 2 handicap spaces outside northwest doors of Medina City Hall.
2) Utility drop boxes and post office mailbox moved to Municipal Court lot; mini library was placed at 3 hour lot at southeast corner of Elmwood and W. Liberty;
3) Healthy Business Council of Ohio awarded Healthy Ohio Worksite awards- <300- City

of Medina - Gold; Community Action Medina/Wayne- silver; Medina County Health Dept.- silver; 301-1000- CCF- Medina Hospital- silver; Somprema- Bronze; 1000+- Westfield- Gold. Congratulations to all award winners!

4) Proclamation for Medina Legion Post 202 - 100th Anniversary
5) Merry Christmas and Happy holidays to all!

Mayoral Proclamation – Medina American Legion Post 202, 100 Year Proclamation

Keith Dirham, Finance Director, Keith stated it is a little unusual to have a December Council meeting where we are not finalizing the budget, we already did it in November so all he wanted to say was Merry Christmas and Happy Holidays to everyone.

Greg Huber, Law Director, had no report.

Chief Kinney, Police Department, had no report.

Kimberly Marshall, Economic Development Director, was absent.

Jonathan Mendel, Planning Community Director, had no report.

Chief Painter, Fire Department, had no report.

Jansen Wehrley, Parks and Recreation Director, was absent.

Dan Gladish, Building Official, had no report.

Patrick Patton, City Engineer, reported they were able to finish construction on the bridge located on South Elmwood last week and they did open the intersection of Elmwood and Smith back up. There are some minor work items to still be completed but they can be done without closing traffic access.

Nino Piccoli, Service Director, stated this Friday, December 13th they will be ending the leaf program. The city appears to be in good shape with respect to leaf piles and low volumes, so if you have any leaves after this point you can bag them and set them out same time as your trash pickup day.

Mr. Piccoli stated that Jansen from Parks Department wanted him to mention that the Asplundh and Tree Experts Company has been contracted by Ohio Edison to perform vegetation management in the right-of-way throughout the city. They have secured proper permits through the Parks and Rec Department and will leave door hangers to the affected areas where work is performed. Work is anticipated to last for the next three months starting from December 2nd.

Mr. Piccoli acknowledged Mr. Bob Starcher for his work as a Councilman.

Confirmation of Mayor's appointments.

Airport Commission – Greg Huber, Expiring 12/31/2023
Archive Commission – Bob Thompson, Expiring 12/31/2022
Board of Zoning Appeals – Mark Williams & Sam Livingston, Expiring 12/31/2023
Business Development Committee – Bethany Dentler, Expiring 12/31/2023
Cemetery Commission – Linda Fenn & Virginia Jeandrevin, Expiring 12/31/2023
Historic Preservation Board – Paula Banks, Expiring 12/31/2023
Income Tax Review Board – Mike Jenks, Expiring 12/31/2022
JEDD Board – John Coyne, Expiring 12/31/2023
Shade Tree Commission – Virginia Jeandrevin, Expiring 12/31/2023
Uptown Park Advisory Committee – Robert Molnar, Expiring 12/31/2022

Mr. Shields moved to approve the Mayor's appointments, seconded by Mr. Simpson. Motion passes by the yea votes of P. Rose, J. Shields, D. Simpson, J. Coyne, J. Hazeltine, E. Heffinger, and B. Lamb.

Council presentation.
To outgoing Ward 1 Councilman Bob Starcher.
Plaque was awarded.

Mr. Simpson thanked Bob Starcher for his tenure on Council. Even though it may have been a short tenure, he hit the road running and became very involved. Dennie stated he has spoken to many Ward 1 residents that were very grateful to Bob, and said that he was very honest with them. On a personal note, Dennie had the privilege and honor of working with Lt. Bob, Sgt. Bob and Patrolman Bob for over 30 years. Dennie and his wife got to be good friends with Bob and his wife Chris spending time back in the day at Put-n-Bay and Cedar Point. He knows Bob's service to the community isn't going to stop, Bob has been involved for his entire career in Medina and since he retired from the Police Department with an exemplary service to the city.

Mr. Rose stated in the short time together on council, he learned a lot from Bob on how to get a few things done like the police do, and how to research on a few other things that he did not know were out there or available. He will miss Mr. Starcher but knows he will see him around a lot.

Mr. Shields stated he was sad to see Mr. Starcher leave the first time from the Police Department and it was nice having him back. He said he is sad to see him now leave council, but knows Bob will stay involved. He said he appreciates all the work Bob has done for the community and greater Medina area as well.

Mr. Heffinger stated that Bob was appointed just after him and it was good to have a buddy system going on over here for two people who weren't completely sure of what they were doing as they jumped through all the hoops. Eric stated it has been an honor to serve with Bob and he promises to take care of his little spider friend that lives in the camera box.

Notices, Communications and Petitions:

Introduction of Visitors:
Matt Wiederhold resides at 426 E. Liberty. Publically thanked the City of Medina again for their partnership in the Candle Light Walk, particularly the Parks and Service Departments for going above and far beyond the call of duty to help get things up and running.

Matt shared Main Street Medina's year in review with key notes being a record setting year of growth and achievements, 44 MSM sponsored events, and over 150,000 visitors to the district ultimately generating $1.5 million dollars of economic impact in our community.

Introduction and Consideration of Ordinances and Resolutions:

Ord. 192-19:
An Ordinance authorizing the payment of $30,000.00 to Main Street Medina for the City's 2020 Membership Renewal. Mr. Shields moved for the adoption of Ordinance/Resolution No. 192-19, seconded by Mr. Simpson. Mayor Hanwell stated 10 years ago when he took over as Mayor he challenged Matt to continue what Main Street Medina was doing but do more of it, more events, more activities and from the numbers he just quoted he and the MSM Board have taken it very seriously, so seriously that the City of Medina had to build public restrooms on the square to accommodate the crowds we were getting as well as to bring in our city staff sometimes on Saturdays and Sundays when we have the larger events. Mayor Hanwell respectfully asks council to approve this $30,000.00 payment to MSM.

John Coyne echoed the Mayor's comments on behalf of council that Matt works tirelessly on a lot of these different events and MSM through the efforts of not only him, but also his board members and volunteers that have shown that Medina is a beacon in North East Ohio.

Mr. Simpson echoed what the Mayor and President of Council said, stating the businesses love Matt and what he does and love the events. Council appreciates what Matt does.

Mr. Heffinger stated on top of everything else that has been stated so far about Main Street Medina, they are continuously striving to push the envelope and keep taking this further and further and building on the brand that we have created here as Medina. He feels that 2020 is going to be a banner year as we look towards south town and all the things that we have planned for the businesses that will be opening there. The roll was called and Ordinance/Resolution No. 192-19 passed by the yea votes of B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, J. Hazeltine, and E. Heffinger.

Ord. 193-19:
An Ordinance authorizing the Mayor to execute a Memorandum of Understanding with the Medina County Board of Commissioners to provide Fixed Route Public Transportation Services within the City of Medina for the period of January 1, 2020 through December 31, 2021. Mr. Shields moved for the adoption of Ordinance/Resolution No. 193-19, seconded by Mr. Simpson. Mayor Hanwell stated this is the Medina County Transit and is a two year agreement for

a grand total of $90,000.00 ($45,000.00 a year). A portion of it is paid with a CDBG Grant and the remainder from the General Fund. In 2020 they are projecting over 9,900 trips in the city using the fix loop and another 4,900 trips for city demand or ADA trips. The roll was called and Ordinance/Resolution No. 193-19 passed by the yea votes of J. Shields, D. Simpson, J. Coyne, J. Hazeltine, E. Heffinger, B. Lamb, and P. Rose.

Ord. 194-19:
An Ordinance authorizing the payment to GB Hawk Construction for the Private Home Rehabilitation at 1995 Hathaway Drive, Brunswick, Ohio as part of the PY18 CHIP Grant Program. Mr. Shields moved for the adoption of Ordinance/Resolution No. 194-19, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 194-19, seconded by Mr. Simpson. Mr. Mendel stated this is a project in their partnership program with the City of Brunswick for the CHIP Program. Requesting P.O. in the amount of $40,000 to cover potential change order increases. Emergency is needed to expedite payment to vendor so they may have capital to bid on other CHIP projects. The roll was called on adding the emergency clause and was approved by the yea votes of P. Rose, J. Shields, D. Simpson, J. Coyne, J. Hazeltine, E. Heffinger, and B. Lamb. The roll was called and Ordinance/Resolution No. 194-19 passed by the yea votes of D. Simpson, J. Coyne, J. Hazeltine, E. Heffinger, B. Lamb, P. Rose, and J. Shields.

Ord. 195-19:
An Ordinance authorizing the Mayor to enter into an Agreement with the Medina County Fair Housing Office to provide Fair Housing Services in conjunction with the PY19 Community Development Block Grant (CDBG) Program. Mr. Shields moved for the adoption of Ordinance/Resolution No. 195-19, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 195-19, seconded by Mr. Simpson. The cost is $6,500.00 to be paid to the Medina County Fair Housing consortium to provide fair housing services under this grant. Emergency requested to have the housing program and the consortium providing these services beginning December 31st, 2019. The roll was called on adding the emergency clause and was approved by the yea votes of J. Hazeltine, E. Heffinger, B. Lamb, P. Rose, J. Shields, D. Simpson, and J. Coyne. The roll was called and Ordinance/Resolution No. -19 passed by the yea votes of J. Coyne, J. Hazeltine, E. Heffinger, B. Lamb, P. Rose, J. Shields, and D. Simpson.

Ord. 196-19:
An Ordinance authorizing the Mayor to execute a Purchase and Sale Agreement between the Medina County Park District and the City of Medina for the purchase of three (3) acres of real property. Mr. Shields moved for the adoption of Ordinance/Resolution No. 196-19, seconded by Mr. Simpson. Mayor Hanwell stated that the Medina County Parks purchased a little over 8 acres adjacent to Sealy Mattress that was zoned industrial and it created an area to connect their parks from the east side of Lake Rd., to the west side of Lake Rd., then down through the Medina County University Center property. They asked the City of Medina if they would be interested in whatever property of that purchase that they didn't need, which turned out to be 3 acres and agreed to sell it to us at the same $7,000 per acre that they paid for it. This is immediately adjacent to the Sealy industrial properties and makes the most sense to keep it industrial zoned and have it available for Sealy or some other industrial purpose in the future and the Mayor respectfully

asks council for their authorization of the $27,000.00. The roll was called and Ordinance/Resolution No. 196-19 passed by the yea votes of E. Heffinger, B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, and J. Hazeltine.

Ord. 197-19:
An Ordinance authorizing the Finance Director to make certain fund advances.
Mr. Shields moved for the adoption of Ordinance/Resolution No. 197-19, seconded by Mr. Simpson. Mr. Dirham stated there are two advances here, one is to cover a grant from the CDBG Fund and the other is to cover the County's portion of the project on South Broadway Street. The roll was called and Ordinance/Resolution No. 197-19 passed by the yea votes of B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, J. Hazeltine, and E. Heffinger.

Ord. 198-19:
An Ordinance amending Ordinance No. 195-18, passed December 10, 2018. (Amendments to 2019 Budget) Mr. Shields moved for the adoption of Ordinance/Resolution No. 198-19, seconded by Mr. Simpson. Mr. Dirham stated this will hopefully be the last appropriation adjustment to the year since this is the last meeting. The roll was called and Ordinance/Resolution No. 198-19 passed by the yea votes of P. Rose, J. Shields, D. Simpson, J. Coyne, J. Hazeltine, E. Heffinger, and B. Lamb.

Res. 199-19:
A Resolution authorizing the Mayor to submit an application for grant assistance to the State of Ohio for the FY 2021/2022 Capital Bill Funding Cycle; and to submit desired projects to the State for consideration. Mr. Shields moved for the adoption of Ordinance/Resolution No. 199-19, seconded by Mr. Simpson. Mayor Hanwell stated in the prior capital grants, the City of Medina applied for and was successful in getting monies to renovate the upstairs of the Firehouse that is on the square, replace some of the historic lights, and adding flashing LED's at the mid-block crosswalks. These were all paid with one capital grant and then the parking deck was supplemented with a $1 million dollars in the past capital grant request. We were contacted by our state legislators asking for items and in a discussion with finance a number of items that came through were more historic lights downtown, the expansion of the Mellert parking lot, adding lights on East Reagan Parkway from Larken's Way to North Court Street to tie into path, to plan to move the dog park from existing location over to Mellert Park, but need parking to make that happen. The roll was called and Ordinance/Resolution No. 199-19 passed by the yea votes of J. Shields, D. Simpson, J. Coyne, J. Hazeltine, E. Heffinger, B. Lamb, and P. Rose.

Council Comments:
Mr. Simpson congratulated Jessica Hazeltine on her new position on council and wished her well. Happy, Healthy Holidays to all. Remember those that are less fortunate and remember to be kind to everybody. Dennie thanked all the department heads and city employees for all their hard work this year.

Mr. Heffinger thanked everyone here that continuously works to make the city the way it is. It has been an honor to serve with you this year and Merry Christmas and Happy New Year to all.

Mr. Rose welcomed Jess and wished everyone a Merry Christmas. Expressed gratitude to city workers and administration.

Mrs. Hazeltine relayed that the local non-profit Out Support Medina is being honored on a state level this Thursday in large part due to the legislation that was passed by council. We are setting a good bar through Equality Ohio and it's nice to receive that recognition.

Mr. Lamb thanked the administration and all the city employees for the hard work they do day in and day out. Happy Holidays to all. Bill also recognized Girl Scout Troop #91646 for their efforts in reducing the single use plastic bags. They created a program working with some of the local grocery stores where they put up signs asking people to use reusable bags. Their work was recognized by the Girl Scout Council and the 9 Girl Scouts that were in this troop received their bronze award for their efforts to reduce single use plastic bags in the community.

Mr. Coyne thanked all the hard work and efforts of the members of council, he feels they work well with the administration. January 7th, 2020 at 6 p.m. Council will have their Organizational Meeting. Merry Christmas and Happy New Year, see you all next year.

Adjournment:

There being no further business before Council, the meeting adjourned at 8:35 p.m.

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Kathy Patton, CMC - Clerk of Council

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John M. Coyne, President of Council

MEDINA CITY COUNCIL
January 7, 2020, Tuesday
Special Session - Organizational Meeting

Opening:
After due notice according to law, Medina City Council met in special, open session Tuesday, January 7, 2020. The meeting was called to order at 6:00 p.m. by President of Council John Coyne who also led the pledge of allegiance.

Invocation:
The invocation was offered by Deacon Paul Kipfstuhl, St. Francis Xavier Church.

Oaths of Office:

John M. Coyne, III, President of Council by Jennifer Coyne, Bible held by children Jessica, Jacklyn and John IV.

Jessica Hazeltine, Ward 1 Councilwoman by Steven Hazeltine, Bible held by daughter Grace Anderson.

Dennie Simpson, Ward 2 Councilman by Phebe Simpson, Bible held by grandchildren Ella & Jayden, surrounded by children Nathan & Sara Simpson, Zach & Alysha Simpson, Nick Simpson, Aubrey & Pat Joyce, and grandchildren Noah, Aiden, Jurnee, Leo, Ava, Cam and Tabitha.

Eric M. Heffinger, Ward 3 Councilman by Ashley Heffinger, Bible held by children Brayden, Julia and Eleanor.

James A. Shields, Ward 4 Councilman by Retired Judge Judith Cross, Bible held by Mayor Dennis Hanwell.

William Clarke Lamb, At-Large Councilman by Former Medina County Prosecutor Dean Holman, Bible held by Pam Miller.

Roll Call:
President Coyne called for the roll call and the following members of Council were present: J. Coyne, J. Hazeltine, E. Heffinger, B. Lamb, P. Rose, J. Shields, and D. Simpson.

Confirmation of Council Committee Appointments by President of Council:

See Exhibit A

Mr. Shields moved to confirm the President of Council appointments as shown on Exhibit A, seconded by Mr. Simpson. The roll was called and the appointments were approved by the yea votes of J. Hazeltine, E. Heffinger, B. Lamb, P. Rose, J. Shields, D. Simpson, and J. Coyne.

Confirmation of Other Council Appointments:

President of Council Pro-Tem – James A. Shields (expiring 12/31/21)

Mr. Simpson moved to nominate Jim Shields as President of Council Pro-Tem, seconded by Mr. Rose. The roll was called and the nomination of Mr. Shields as President of Council Pro-Tem was approved by the yea votes of E. Heffinger, B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, and J. Hazeltine.

Audit Committee – Jim Shields (23)
Cable ACCESS – Jessica Hazeltine (20)
Firemen's Dependents Board – Paul Rose (22)

Mr. Shields moved to confirm the Council appointments as listed above, seconded by Mr. Simpson. The roll was called and the appointments were approved by the yea votes of B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, J. Hazeltine, and E. Heffinger.

Confirmation of Mayor's Director Appointment:

Gregory A. Huber, Director of Law (expiring 12/31/21)

Mr. Shields moved to confirm the Mayor's Director Appointment as presented, seconded by Mr. Simpson. The roll was called and the appointments were approved by the yea votes of P. Rose, J. Shields, D. Simpson, J. Coyne, J. Hazeltine, E. Heffinger, and B. Lamb.

Confirmation of Mayor's Appointment:

Historic Preservation Board – Leslie Traves (expiring 12/31/23)

Mr. Shields moved to confirm the rest of the Mayor's appointment as presented, seconded by Mr. Simpson. The roll was called and the appointment was approved by the yea votes of J. Shields, D. Simpson, J. Coyne, J. Hazeltine, E. Heffinger, B. Lamb, and P. Rose.

Consideration of Council Rules:

Mr. Shields moved for the re-adoption of Section 111.15 the Rules of Council as presented, seconded by Mr. Simpson. The role was called and the Council Rules were re-adopted as presented by the yea votes of D. Simpson, J. Coyne, J. Hazeltine, E. Heffinger, B. Lamb, P. Rose, and J. Shields.

Adjournment:

There being no further business, the meeting was adjourned at 6:17 p.m.

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Kathy Patton, Clerk of Council

_____
John M. Coyne, President of Council

January 7, 2020
Organizational Meeting

Exhibit A

2020 MEDINA CITY COUNCIL COMMITTEES by President of Council

FINANCE
John Coyne, Chairman (23)
Bill Lamb (23)
Jessica Hazeltine (21)
Jim Shields (23)
Paul Rose (21)
Dennie Simpson (23)
Eric Heffinger (21)

SPECIAL LEGISLATION
Bill Lamb, Chairman
Eric Heffinger
Paul Rose

HEALTH, SAFETY & SANITATION
Dennie Simpson, Chairman
Bill Lamb
Eric Heffinger

STREETS & SIDEWALKS
Eric Heffinger, Chairman
Paul Rose
Jessica Hazeltine

PUBLIC PROPERTIES
Jim Shields, Chairman
Bill Lamb
Dennie Simpson

WATER & UTILITIES
Jessica Hazeltine, Chairperson
Jim Shields
Dennie Simpson

EMERGING TECHNOLOGIES
Paul Rose, Chairman
Jessica Hazeltine
Jim Shields

Other Committee Appointments by President of Council:
Business Development Committee – John Coyne (23)
Cemetery Commission – Dennie Simpson (23)
CRA Housing Council – Paul Rose (21)
Economic Development – John Coyne (23)
Shade Tree Commission – Jessica Hazeltine (23)
Rail Commission – Bill Lamb (23)

NOTICE TO LEGISLATIVE AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

2876021 PERMIT NUMBER / NEW TYPE	ECHELON INDEPENDENT LIVING OPERATIONS LLC DBA ECHELON INDEPENDENT LIVING 629 N HUNTINGTON ST MEDINA OH 44256
ISSUE DATE	
12 10 2019 FILING DATE	
D2 D3 PERMIT CLASSES	
52 TAX DISTRICT / 077 C / C55307 RECEIPT NO.	

FROM 12/16/2019

PERMIT NUMBER / TYPE	
ISSUE DATE	
FILING DATE	
PERMIT CLASSES	
TAX DISTRICT / RECEIPT NO.	

MAILED 12/16/2019 RESPONSES MUST BE POSTMARKED NO LATER THAN. 01/16/2020

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES C NEW 2876021
(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.

WE DO NOT REQUEST A HEARING. ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature) (Title)- ☐ Clerk of County Commissioner (Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

CLERK OF MEDINA CITY COUNCIL
132 NORTH ELMWOOD AVENUE
MEDINA OHIO 44256

NOTICE TO LEGISLATIVE AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

2794822 PERMIT NUMBER / NEW TYPE ISSUE DATE 12 23 2019 FILING DATE C2 C1 PERMIT CLASSES 52 077 C C55769 TAX DISTRICT / RECEIPT NO.	FIRST FLOOR EXCHANGE LLC DBA 1904 BREWS 320 S COURT ST STE 101 MEDINA OH 44256

FROM 12/31/2019

PERMIT NUMBER / TYPE ISSUE DATE FILING DATE PERMIT CLASSES TAX DISTRICT / RECEIPT NO.	

MAILED 12/31/2019 RESPONSES MUST BE POSTMARKED NO LATER THAN. 01/31/2020

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES C NEW 2794822
(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.

WE DO NOT REQUEST A HEARING. ☐
DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature) (Title)- ☐ Clerk of County Commissioner (Date)
☐ Clerk of City Council
☐ Township Fiscal Officer

CLERK OF MEDINA CITY COUNCIL
132 NORTH ELMWOOD AVENUE
MEDINA OHIO 44256

ORDINANCE NO. 1-20

AN ORDINANCE AMENDING SECTION 31.05 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE RECREATION CENTER AQUATICS MANAGER PAYGRADE.

WHEREAS: Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio, pertaining to the Recreation Center presently reads as follows:

RECREATION CENTER

Number	Classification	Steps Authorized
1	Recreation Center Director	Pay Grade 112 (annual salary paid bi-weekly)
1	Recreation Center Aquatics **Manager****	13 A-F
1	Recreation Center Program **Manager****	11 A-F
1	Recreation Center Office Administrator	10 A-F
1	Recreation Center Financial Assistant	9 A-F
1	Recreation Center Program Specialist	7 A-F
1	Recreation Center Recreation Supervisor	8 A-F
	Part-time Employees*	Section 31.02(E)

* That the Recreation Center Director is responsible for notifying the Finance Director in writing when an employee is eligible to advance to the next pay step. The Finance Department shall process the pay increase to be effective the second pay period after proper notification.
** That Nita Justice (Program Manager) and Darlene Donkin (Aquatics Manager) shall continue to be paid $31.44 per hour until the hourly pay for pay grade 13F catches up. (Ord. 23-06, 171-10, 207-10, 134-11, 54-18)

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

SEC. 1: That Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio pertaining to the Recreation Center shall be amended to read as follows:

RECREATION CENTER

Number	Classification	Steps Authorized
1	Recreation Center Director	Pay Grade 112 (annual salary paid bi-weekly)
1	Recreation Center Aquatics **Manager** **	~~13 A-F~~ **11 A-F**
1	Recreation Center Program **Manager** **	11 A-F
1	Recreation Center Office Administrator	10 A-F
1	Recreation Center Financial Assistant	9 A-F
1	Recreation Center Program Specialist	7 A-F
1	Recreation Center Recreation Supervisor	8 A-F
	Part-time Employees*	Section 31.02(E)

* That the Recreation Center Director is responsible for notifying the Finance Director in writing when an employee is eligible to advance to the next pay step. The Finance Department shall process the pay increase to be effective the second pay period after proper notification.
~~** That Nita Justice (Program Manager) and Darlene Donkin (Aquatics Manager) shall continue to be paid $31.44 per hour until the hourly pay for pay grade 13F catches up.~~ (Ord. 23-06, 171-10, 207-10, 134-11, 54-18, **13-20**)

SEC. 2: That this Ordinance shall take effect February 16, 2020.

SEC. 3: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance 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 the law.

SEC. 4: That this Ordinance shall be in full force and effect at the earliest period allowed by law

PASSED: _____ **SIGNED:** _____
President of Council

ATTEST: _____ **APPROVED:** _____
Clerk of Council

SIGNED: _____
Mayor

Effective date: February 16, 2020

RCA 19-229-12/9
RCA 19-221-12/9

ORDINANCE NO. 2-20

AN ORDINANCE AMENDING SECTION 133.01 OF THE CODIFIED ORDINANCES OF THE CITY OF MEDINA, OHIO RELATIVE TO THE CITY OF MEDINA ASSOCIATION MEMBERSHIPS.

WHEREAS: Section 133.01 of the codified ordinances of the City of Medina, Ohio presently reads as follows pertaining to Association Memberships for the City:

City

The Ohio Municipal League
Medina County Economic Development Corporation
National League of Cities
Medina County Municipal Association
Ohio Conference of Community Development, Inc.
Wadsworth Chamber of Commerce
Institute for Sustainable Infrastructure
Community University Purchasing Association (CUE)
MEC (Metropolitan Educational Council) Health & Wellness Alliance
Greater Medina Chamber of Commerce
Heritage Ohio
National Joint Powers Alliance

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

SEC. 1: That Section 133.01 of the codified ordinances of the City of Medina, Ohio pertaining to Association Memberships for the City shall be amended as follows:

City

The Ohio Municipal League
Medina County Economic Development Corporation
National League of Cities
Medina County Municipal Association
Ohio Conference of Community Development, Inc.
Wadsworth Chamber of Commerce
Institute for Sustainable Infrastructure
Community University Purchasing Association (CUE)
MEC (Metropolitan Educational Council) Health & Wellness Alliance
Greater Medina Chamber of Commerce
Heritage Ohio
National Joint Powers Alliance
The Ohio Aviation Association
Healthy Business Council of Ohio

SEC. 2: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance 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 the law.

SEC. 3: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: _____ **SIGNED:** _____
President of Council

ATTEST: _____ **APPROVED:** _____
Clerk of Council

SIGNED: _____
Mayor

Healthy Business Council of Ohio

Application for Regional HBCO Representation

Please send completed forms to:

Healthy Business Council of Ohio c/o Debbie Wallace Ohio Department of Health
246 North High Street
Columbus, OH 43215
FAX: 614-564-2409
E-mail: debbie.wallace@odh.ohio.gov (for more information)

Please provide the following information (please print or type)

Name of company City of Medina		
Type of business Municipal Government		Size of company/# of employees 344
Address 132 North Elmwood Avenue	City Medina	ZIP 44256
Region of state (per map) Northeast Region		
Did the business apply for a Healthy Worksite Award? ☒ Yes ☐ No	What year? 2019	
Award received? ☒ Yes ☐ No	Level of Award ☒ Gold ☐ Silver ☐ Bronze	
Name and title of contact person Mayor Dennis Hanwell		
Name and title of secondary contact person Laureen Wilson, Civil Service Secretary		
Business phone (330) 725-8861	E-mail dhanwell@medinaoh.org	
Business phone (330) 725-8861	E-mail lwilson@medina.org	

Describe your company's worksite wellness efforts for **your employees**:

☒ Biometric screenings/Health Risk Assessments

☒ Healthy nutrition initiatives (healthy vending, café, meals at meetings)

☒ Opportunity for physical activity (fitness center, stair program, walking path, etc.)

☒ Tobacco free campus

☒ Educational opportunities (lunch & learns, cooking demo, disease management program, etc.)

☒ Other; please describe:

Healthy Medina is a collaboration between the City of Medina, Medina City Schools and Medina Hospital, a Cleveland Clinic Hospital

RESOLUTION NO. 3-20

A RESOLUTION REQUESTING THE COUNTY AUDITOR TO MAKE TAX ADVANCES DURING THE YEAR 2020 PURSUANT TO OHIO REVISED CODE SECTION 321.34.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That the County Auditor is hereby requested to draw and the County Treasurer to pay on such draft, to the Director of Finance of the City of Medina, Ohio such money as may be in the county treasury from time to time during the year 2020, to the account of the City of Medina, Ohio and lawfully applicable to the purpose of the current fiscal year in which such request is made. Such payments are to be made from time to time as the Director of Finance may request.

SEC. 2: That the Clerk of Council is hereby directed to transmit a certified copy of this resolution to the Medina County Auditor.

SEC. 3: That it is found and determined that all formal actions of this Council concerning and relating to the passage 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 the law.

SEC. 4: That this Resolution shall be in full force and effect at the earliest period allowed by law.

PASSED: January 14, 2019

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: January 15, 2019

SIGNED: Dennis Hanwell
Mayor

ORDINANCE NO. 4-20

AN ORDINANCE AUTHORIZING THE MAYOR TO ADVERTISE FOR COMPETITIVE BIDS AND TO AWARD A CONTRACT TO THE SUCCESSFUL BIDDER FOR THE 2020 CONCRETE PAVEMENT GENERAL SERVICES PROGRAM.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That the Mayor is hereby authorized and directed to advertise for competitive bids and to award a contract to the successful bidder for the 2020 Concrete Pavement General Services Program in accordance with specifications on file in the office of the Mayor.

SEC. 2: That the estimated cost of the contract, in the amount of $100,000.00, is available as in Account No. 108-0610-54411.

SEC. 3: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance 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 the law.

SEC. 4: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: _____ **SIGNED:** _____
President of Council

ATTEST: _____ **APPROVED:** _____
Clerk of Council

SIGNED: _____
Mayor

ORDINANCE NO. 5-20

AN ORDINANCE AUTHORIZING THE MAYOR TO SOLICIT REQUEST FOR PROPOSALS (RFP'S) FOR CONSULTANT SERVICES AND TO AWARD A CONTRACT FOR THE CREATION OF A NEW COMPREHENSIVE PLAN FOR THE CITY OF MEDINA.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That the Mayor is hereby authorized and directed to solicit Request for Proposals (RFP's) for consultant services, and to award RFP to the successful bidder for the creation of a new Comprehensive Plan for the City of Medina.

SEC. 2: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance 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 the law.

SEC. 3: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason that the current Comprehensive Plan is 12 years old; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: _____ **SIGNED:** _____
President of Council

ATTEST: _____ **APPROVED:** _____
Clerk of Council

SIGNED: _____
Mayor

RESOLUTION NO. 6-20

A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR GRANT ASSISTANCE FROM THE OHIO HISTORY CONNECTION FOR A CERTIFIED LOCAL GOVERNMENT GRANT.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That the Mayor is hereby authorized and directed to file an application with the Ohio History Connection for a Certified Local Government Grant for funding a portion of an Old House Fair located within the City of Medina, Ohio in June 2020.

SEC. 2: That if the Grant is awarded to the City, the Mayor is authorized to accept the grant and complete all documentation necessary for the implementation and administration of the grant.

SEC. 3: That it is found and determined that all formal actions of this Council concerning and relating to the passage 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 the law.

SEC. 4: That this Resolution shall be in full force and effect at the earliest period allowed by law.

PASSED: _____ **SIGNED:** _____
President of Council

ATTEST: _____ **APPROVED:** _____
Clerk of Council

SIGNED: _____
Mayor

ORDINANCE NO. 7-20

AN ORDINANCE AUTHORIZING AN EXPENDITURE NOT TO EXCEED $66,500.00 TO EPIC AVIATION LLC FOR THE PURCHASE OF JET-A FUEL AT THE MEDINA MUNICIPAL AIRPORT.

WHEREAS: This Ordinance will provide for the efficient and lawful certifications to provide Municipal Services; and

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

SEC. 1: That in accordance with Ohio Revised Code §5705.41(D), at the time that the contract or order was made and at the time of execution of the Finance Director's certificate, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance.

SEC. 2: That the expenditure of not to exceed $66,500.00 is hereby authorized to Epic Aviation LLC for the purchase of Jet-A fuel at the Medina Municipal Airport.

SEC. 3: That the funds to cover this expenditure are available in Account No. 547-0650-53314.

SEC. 4: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance 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 the law.

SEC. 5: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: _____ **SIGNED:** _____
President of Council

ATTEST: _____ **APPROVED:** _____
Clerk of Council

SIGNED: _____
Mayor

ORDINANCE NO. 8-20

AN ORDINANCE AMENDING SECTION 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO ACCEPTING THE REVISED JOB DESCRIPTION FOR THE POLICE ADMINISTRATIVE ASSISTANT.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: In accordance with Section 31.07 of the Salaries and Benefits Code of the City of Medina, Ohio the job description for the position of Police Administrative Assistant is hereby approved, marked Exhibit A, attached hereto and incorporated herein.

SEC. 2: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance 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 the law.

SEC. 3: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: _____ **SIGNED:** _____
President of Council

ATTEST: _____ **APPROVED:** _____
Clerk of Council

SIGNED: _____
Mayor

THE CITY OF MEDINA
JOB DESCRIPTION

TITLE: Administrative Assistant

REPORTS TO: Police Chief

DEPARTMENT/DIVISION: Police

CIVIL SERVICES STATUS: Classified/Unclassified

JOB STATUS: Full-time/Part-Time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification provides highly skilled administrative support to the Chief of Police and other Police Department administrators. Duties performed require excellent skills in clerical services, computer use, typing and other general office tasks. The individual in this classification must interact with City officials and employees, the public and employees of other City agencies, often in regard to confidential and sensitive issues. The Police Department Administrative Assistant must perform a variety of administrative office duties with minimal supervision, and must possess the ability to prioritize work with an emphasis on multi-tasking. Work is performed under the general supervision of the Police Chief.

ESSENTIAL JOB FUNCTIONS:

Performs a wide variety of complex and confidential administrative tasks for Police Department administration.

Schedules and coordinates appointment calendars for Department administration.

Responds to sensitive requests for information and assistance.

Coordinates the flow of paperwork, including periodic and special reports between divisions within the Department, as well as between the Department and other City departments.

Composes and types directives, bulletins, schedules, **memos** and agendas.

Records meeting minutes.

Orders equipment and maintains equipment tracking databases.

Assists in the coordination of staff training.

Develops budget projections, appropriations, process payables, appropriations adjustments and budget maintenance.

Maintains clerical and accounting records.

Drafts requisitions, statistical material and municipal legislative documents.

Makes arrangements for meetings and notifies participants.

Maintains and oversees Department administrative files.

Speaks with citizens who are making complaints or requesting service in person or by telephone, providing necessary information or referrals and follows through to resolve problems.

Keeps Department administration informed of details affecting office management.

Issues instructions or directions on behalf of Department administration.

Reviews incoming mail and correspondence for Department administration, disseminating mail to proper recipients and drafts responses on matters for which authority has been delegated.

Demonstrates continuous effort to improve operations, decreases turnaround time and streamlines work processes.

Maintains regular and consistent attendance.

Operates a variety of office equipment required for performing administrative and clerical duties.

Makes travel arrangements for Department administrative personnel.

Able to perform physical demands that include but are not limited to being able to sit continuously at a computer terminal, desk or work station. Able to spend time walking, standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching throughout the day.

EDUCATION, TRAINING AND EXPERIENCE:

Considerable **administrative, clerical and budgeting** experience including familiarity with various computer applications and programs.

High school diploma or GED, preferably supplemented by business school or college courses in computer operation and general office skills, or any equivalent combination of experience and training that would provide the required knowledge, skills and abilities.

No criminal record other than minor traffic offenses.

QUALIFICATIONS:

Knowledge of:

- Office terminology, procedures, and equipment;
- Business arithmetic, English, bookkeeping, budgeting and statistic gathering and reporting for Department activities;
- Positions within the City and the responsibilities of various City offices for proper referrals;
- Law enforcement terminology and operating procedures and policies; and
- **Public records laws.**

Skilled in:

- Maintaining complex administrative records and preparing reports from such records;
- Maintaining confidentiality of sensitive information;
- Entering data into a terminal, personal computer or other keyboard device;
- Producing written documents with clearly organized thoughts, proper sentence structure, punctuation and grammar;
- **Microsoft Windows operating system as well as Word and Excel;**
- **Electronic document filing systems;**
- **Maintaining, projecting and developing departmental budgets; and**
- **Processing accounts payable and receivable.**

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;
- **Exercise good judgement and have the ability to deal with the general public in a professional manner;**
- Understand and follow complex oral and written instructions;
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers;
- Read and write reports, correspondence, instructions and other business documents; and
- **Maintain confidentiality.**

ENVIRONMENTAL ELEMENTS:
This position requires the employee to spend a large portion of the day at a desk or computer station, with much of that time spent on the telephone. The position includes a high incidence of interaction with citizens, governmental officials, and other municipal employees, occasionally under stressful conditions.

WORKING CONDITIONS:
May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED:
Typewriter, personal computer, fax and copy machines, paging software, **telephone, cellular phone,** voice-mail, Calculator, **camera** and other commonly used office equipment.

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____

ORDINANCE NO. 9-20

AN ORDINANCE AMENDING SECTION 153.01(c) OF THE CODIFIED ORDINANCES OF THE CITY OF MEDINA, OHIO RELATIVE TO THE CIVIL SERVICE COMMISSION.

WHEREAS: Section 153.01(c) of the codified ordinances of the City of Medina, Ohio presently reads as follows:

(c) Each member of the Commission shall receive a yearly fee **of five hundred dollars ($500.00)** payable semi-annually from the General Fund.

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

SEC. 1: That Section 153.01(c) of the codified ordinances of the City of Medina, Ohio shall be amended to read as follows:

(c) Each member of the Commission shall receive a yearly fee **of six hundred fifty dollars ($650.00)** payable semi-annually from the General Fund.

SEC. 2: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: _____ **SIGNED:** _____
President of Council

ATTEST: _____ **APPROVED:** _____
Clerk of Council

SIGNED: _____
Mayor

ORDINANCE NO. 10-20

AN ORDINANCE AMENDING THE AGREEMENT WITH LAFAYETTE TOWNSHIP TRUSTEES FOR COMMUNITY POLICING LAW ENFORCEMENT SERVICES IN ITS JURISDICTION.

WHEREAS: Ordinance 99-18, passed June 25, 2018, authorized the Mayor to enter into an Agreement with Lafayette Township Trustees for Community Policing Law Enforcement Services in its jurisdiction; and

WHEREAS: Ordinance 119-18, passed August 27, 2018 amended the agreement by adding additional language to Section 6 of the Terms regarding 2018 payments; and

WHEREAS: Ord. 104-19, passed July 8, 2019, amended the agreement by adding additional language pertaining to the Community Resource Officer; and

WHEREAS: The parties involved agreed to amending language in Section 1 as set forth in the attached amendment pertaining to Township Police District Levy proceeds.

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

SEC. 1: That the Agreement with the Lafayette Township Trustees for Community Policing Law Enforcement Services is hereby amended to include the attached amendment to the agreement, marked Exhibit A, attached hereto and incorporated herein.

SEC. 2: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance 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 the law.

SEC. 3: That this Ordinance shall be considered in full force and effect at the earliest period allowed by law.

PASSED: _____ **SIGNED:** _____
President of Council

ATTEST: _____ **APPROVED:** _____
Clerk of Council

SIGNED: _____
Mayor

EXH. A
ORD 10-30

AMENDMENT TWO TO AGREEMENT FOR COMMUNITY LAW ENFORCEMENT SERVICES BY AND BETWEEN MEDINA CITY AND THE BOARD OF TRUSTEES OF LAFAYETTE TOWNSHIP

AMEND wording in section 1:

"In return for said services the full proceeds of the Township Police District Levy will be passed through to the City of Medina"

to

"In return for said services the full **net** proceeds of the Township Police District Levy will be passed through to the City of Medina. **Net proceeds will be transferred to the City within 30 days of receipt. The Township will supply documentation for all amounts remitted.**"

For Lafayette Township Board of Trustees

_____

_____

_____

Dated_____

For the City of Medina

_____

_____

_____

Dated_____

ORDINANCE NO. 11-20

AN ORDINANCE AMENDING ORDINANCE NO. 105-19, PASSED JULY 8, 2019 RELATIVE TO BIDDING AND AWARDING A CONTRACT TO THE SUCCESSFUL BIDDER FOR THE SOUTH BROADWAY STREET RECONSTRUCTION PROJECT, AND DECLARING AN EMERGENCY.

WHEREAS: Ordinance No. 105-19, passed July 8, 2019, authorized the Mayor to advertise for competitive bids and to award a contract to the successful bidder for the South Broadway Street Reconstruction Project (City Job #992) in the amount of $1,245,500.00 paid as follows: $767,500.00 in Account No. 108-0686-54414 and $478,000.00 in Account No. 380-0686-54414.

WHEREAS: This request is asking for authorization to modify Ordinance 105-19 by increasing the amount authorized to $1,340,500.00, to include the replacement of all sanitary sewers within the project limits, as requested by the Medina County Sanitary Engineers.

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

SEC. 1: That the Account Numbers set forth in Sec. 2 of Ordinance 105-19, passed July 8, 2019 is hereby be amended to read as follows: That the estimated cost of the project, in the amount of $1,340,400.00 is available as follows: $746,631.00 in Account No. 108-0686-54414, $478,000.00 in Account No. 380-0686-54414, and $115,869.00 in Account No. 108-0686-54414 (Medina County).

SEC. 2: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance 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 the law.

SEC. 3: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason to get the bid process started as soon as possible to begin construction in late winter/early spring; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: _____ **SIGNED:** _____
President of Council

ATTEST: _____ **APPROVED:** _____
Clerk of Council

SIGNED: _____
Mayor

ORDINANCE NO. 12-20

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE MEDINA COUNTY BOARD OF COMMISSIONERS RELATIVE TO THE SANITARY SEWER CONSTRUCTION ON SOUTH BROADWAY STREET IN THE CITY OF MEDINA.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That the Mayor is hereby authorized and directed to execute a Memorandum of Understanding with the Medina County Board of Commissioners relative to the sanitary sewer construction on South Broadway Street in the City of Medina.

SEC. 2: That in accordance with Ohio Revised Code §5705.41(D), at the time that the contract or order was made and at the time of execution of the Finance Director's certificate, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance.

SEC. 3: That a copy of the Memorandum of Understanding is marked Exhibit A, attached hereto and incorporated herein and is subject to the Law Director's final approval.

SEC. 4: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance 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 the law.

SEC. 5: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: _____ **SIGNED:** _____
President of Council

ATTEST: _____ **APPROVED:** _____
Clerk of Council

SIGNED: _____
Mayor

MEMORANDUM OF UNDERSTANDING

SANITARY SEWER CONSTRUCTION on SOUTH BROADWAY STREET in the CITY OF MEDINA

Terms to be contained in a Memorandum of Understanding ("MOU') between the MEDINA COUNTY COMMISSIONERS (County), and the CITY OF MEDINA (CITY).

Section 1: Project Description

The CITY will be completing a reconstruction and replacement of South Broadway Street between Lafayette Road and Grant Avenue in the City of Medina.

The Medina County Sanitary Engineers (MCSE), under an agreement with the City entered into in 1972, operates and maintains a City owned sanitary sewer that extends through the project limits of this project.

MCSE has requested that the CITY replace the existing sanitary sewer and appurtenances with a new sewer and appurtenances as part of the CITY's South Broadway Street Reconstruction project.

Construction is tentatively scheduled to begin in the spring of 2020.

Section II – Consent Statement

Being in the public interest, the COUNTY gives consent to the CITY to complete the replacement of the sanitary sewer in conjunction with the South Broadway Street improvement project.

Section III - Cooperation Statement

The CITY and the COUNTY shall cooperate as follows:

1. The CITY agrees to assume and bear one hundred percent (100%) of the engineering, inspection and project administration costs for this project.
2. The CITY shall submit the completed construction plans to the COUNTY for review and approval prior to commencing this project.
3. The CITY shall modify the plans as requested by the COUNTY with regards to the final sanitary sewer design.
4. The COUNTY agrees to assume and bear one hundred percent (100%) of the construction costs for the sanitary sewer line replacement.
5. The preliminary construction cost estimate for the COUNTY's share of this project is $115,869.
6. The actual final total share shall be calculated by the CITY upon completion of the project.

7. The CITY shall use the contract unit prices and the final approved contract unit price quantities to calculate the final total share due by the COUNTY.
8. The COUNTY shall submit payment for the final total share due to the CITY within sixty (60) days after receiving the invoice from the CITY.

Section IV – Maintenance

The City shall require the contractor to post a one-year maintenance bond to become effective upon completion and acceptance of the project. The County shall, in accordance with the 1972 agreement between the County and the City, assume responsibility for the maintenance of the sanitary sewer and appurtenances installed as part of this project upon the expiration of the contractor's maintenance bond.

MEDINA COUNTY COMMISSIONERS	CITY OF MEDINA, OHIO
By (signature): _____	By (signature): _____
Printed Name: _____	Printed Name: _____
Title: _____	Title: _____
Date: _____	Date: _____