

**CITY OF MEDINA
AGENDA FOR COUNCIL MEETING**

October 15, 2019 (Tuesday)
Medina City Hall
7:30 p.m.

Call to Order.

Roll Call.

Reading of minutes. (September 23, 2019)

Reports of standing committees.

Requests for council action.

Reports of municipal officers.

Notices, communications and petitions.

Introduction of visitors.

(speakers limited to 5 min.)

Stacy Maleckar – Superintendent, Medina County Board of Developmental Disabilities

Introduction and consideration of ordinances and resolutions.

Ord. 152-19

An Ordinance amending the Salary and Benefits Code Section 31.07 by adopting and accepting the revised job descriptions as approved and presented by the Civil Service Commission for the Police Department.

Ord. 153-19

An Ordinance authorizing the payment to Absolute Construction for the Private Home Rehabilitation at 1661 Dannley Drive, Brunswick, Ohio as a part of the PY18 CHIP Grant Program.
(emergency clause requested)

Ord. 154-19

An Ordinance amending Ordinance No. 131-19, passed September 9, 2019, relative to the payment to Jenmet Construction LLC for the Private Home Rehabilitation at 3877 Miller Drive, Brunswick as part of the PY18 CHIP Grant Program.
(emergency clause requested)

Ord. 155-19

An Ordinance of the Council of the City of Medina, Ohio, certifying that when a municipal obligation was incurred sums were lawfully appropriated in the funds to satisfy the obligation and sufficient sums currently exist to satisfy this obligation.

(emergency clause requested)

Ord. 156-19

An Ordinance authorizing the Finance Director to make certain Fund Advances and Returns.

Ord. 157-19

An Ordinance amending Ordinance No. 195-18, passed December 10, 2018. (Amendments to 2019 Budget)

Ord. 158-19

An Ordinance of the Council of the City of Medina, Ohio, certifying that when a municipal obligation was incurred sums were lawfully appropriated in the funds to satisfy the obligation and sufficient sums currently exist to satisfy this obligation.

(emergency clause requested)

Council comments.

Adjournment.

MEDINA CITY COUNCIL
Monday, September 23, 2019

Opening:

Medina City Council met in regular, open session on Monday, September 23, 2019. The meeting was called to order at 7:30 p.m. by President of Council John Coyne who led in the Pledge of Allegiance.

Roll Call:

The roll was called with the following members of Council present J. Shields, D. Simpson, B. Starcher J. Coyne, B. Lamb and P. Rose. Eric Heffinger was absent.

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

Minutes:

Mr. Shields moved that the minutes from the regular meeting on September 9, 2019 as prepared and submitted by the Clerk be approved. The roll was called and the motion passed by the yeas of D. Simpson, B. Starcher, J. Coyne, B. Lamb, P. Rose and J. Shields.

Reports of Standing Committees:

Finance Committee: Mr. Coyne stated the Finance Committee met prior to the Council meeting this evening and will meet again in two weeks.

Health, Safety & Sanitation Committee: Mr. Simpson had no report. There is a meeting of the Fire District Committee on October 22nd.

Public Properties Committee: Mr. Shields had no report.

Special Legislation Committee: Mr. Lamb reported he will be scheduling a short meeting on the Comprehensive Plan.

Streets & Sidewalks Committee: Mr. Heffinger was not in attendance.

Water & Utilities Committee: Mr. Starcher had no report.

Emerging Technologies Committee: Mr. Rose stated he has a meeting scheduled on September 24th following the budget meeting, beginning around 6:30 p.m.

Requests for Council Action:

Finance Committee

19-164-9/23 – Budget Amendments

19-165-9/23 – Modify Police Record Clerk & Parking Enforcement Attendant Job Descriptions

19-166-9/23 – PY18 CHIP Grant Payment – 1661 Dannley Dr. Brunswick

19-167-9/23 – PY18 CHIP Grant Payment – 3877 Miller Dr. Brunswick

19-168-9/23 – Then & Now – Trident Insurance Services – Law Dept.

Emerging Technologies Committee

19-169-9/9 – Update Financial Software for City – Software Solutions

Reports of Municipal Officers:

Dennis Hanwell, Mayor, reported

- 1) Parking Deck - Construction of parking deck south of Medina City hall commenced the week of Labor Day. Long term lots will be available at the 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-thru; Municipal Court lot is available on weekends and evenings; 3 hour lots were established at open areas of lot between Sullys' and Porters as well as lot at the southeast corner of Elmwood and W. Liberty.
- 2) Utility drop boxes moved to Municipal Court lot; working on getting post office to move their box to Municipal Court lot too; mini library was placed at 3 hour lot at SE corner of Elmwood and W. Liberty; customer 15 min. parking is posted on W. Friendship adjacent to the Medina County Historical Society; handicap spots were established at City Hall, near corner of W. Friendship and N. Elmwood.
- 3) Farmers Market each Saturday on Square 9 a.m. to 1 p.m. until mid-October.
- 4) State of City was presented to the Medina Chamber of Commerce on Tuesday, September 3rd at Williams on the Lake and to Council on September 9th. It is now available on Medina TV, the City website, Facebook, and youtube.

Keith Dirham, Finance, Mr. Dirham reminded residents to support the renewal and increase levy for the Emergency Medical Services. The city splits this operation with the two townships of Medina Township and Montville Township and it is a partnership between them. We pay our city's share through this levy. The reason for the increase is this levy has not been increased in 20 years and with the property tax levy, we do not get inflationary increases on the collections and actually collections are less now than they were 20 years ago because the state has changed some things with the property tax. Costs have increased substantially for the Life Support Team, some of the equipment they use is a lot more expensive. He stated he hopes that all will support this levy.

Greg Huber, Law Director, had no report.

Chief Kinney, Police Department, had no report.

Kimberly Marshall, Economic Development Director, Mr. Coyne wished Kimberly a Happy Birthday! Kimberly stated the Made in Medina County Manufacturing Expo is set for Friday, October 4th taking place at the Medina County Fairgrounds Community Center at 8 a.m. – 2 p.m. with keynote presentation by John Ratzenburger. His topic will be the importance of manufacturing in today's economy. Register online at www.madeinmedinacounty.com tickets are for the keynote presentation by John which includes breakfast and the cost is \$40.

Jonathan Mendel, Planning Community Director, had no report.

Jansen Wehrley, Parks and Recreation Director, reported the Forestry Department will begin

tree planting the second week in October at various locations throughout town.

Dan Gladish, Building Official, reported update on Building Department activities.

The first 8 months of the year have been extremely busy with no foreseeable slow down, this includes both residential and commercial construction projects. In mid-August they were still issuing swimming pool permits. From January 1st, 2019 to August 31st, 2019 the department issued 1,247 construction permits. This is an increase from 2018. The month of August alone the reinvestment into the community includes \$1,030,000.00 in residential projects and \$4.4 million dollars in commercial projects. Both residential and commercial reinvestment for August 2019 was \$5,430,000.00.

Patrick Patton, City Engineer, reported that the South Elmwood Bridge Project is underway and to date they have been able to do their work without closing West Smith but that will end Monday, September 30th. They will try and limit the amount of time W. Smith is closed. At the last meeting, council passed a grant application for the FAA N-S taxiway and tonight they have the State of Ohio grant application for that on the agenda and that project has been bid and awarded. They had a preconstruction meeting last week and start date will be next week with completion within a month or so.

Nino Piccoli, Service Director, reported the first ordinance on the agenda will be about the annual city auction and if that passes the auction is scheduled for Saturday, October 12th, 2019 at the city garage.

Notices, Communications and Petitions

There are none.

Unfinished Business:

There is none.

Introduction of Visitors:

Pat Walker resides at 523 E. Friendship St. in Medina – Save your Courthouse Committee has started an Initiative Petition in order to get on the ballot a statement that the citizens of Medina would have a vote before the City paid any money for the Courthouse project. Tearing down a 1969 courthouse, the tearing down of the back of the 1841 courthouse, and then rebuilding of a courthouse that is roughly \$38 million dollars. There is a contract in place with the County Commissioners for the architects and that is for \$2.66 million. Unfortunately, they only had 6 days to collect signatures but in that 6 days they did get 690 valid voters of the City of Medina to sign the petition to say that they wanted to put this on the ballot. They filed in the Ohio Supreme Court to get 10 additional days for collecting signatures. The Ohio Supreme Court did not agree with that. The other item in the filing was the invalidation of Ordinance 98-19, which is the ordinance that Council passed for paying for part of the expenses for the architect and the construction services manager. The Supreme Court stated that they were not the court to hear that, they did not express any opinion on the validity of the ordinance. Pat has been asked if they wanted a countywide initiative and there is no ability in Ohio to have a countywide initiative unless you have a charter, and we do not have a charter in Medina County. Ms. Walker urged Council to look

at this issue. If you would like to hear more about what the project is, the Medina County Commissioners have set up a meeting on Thursday, October 3rd at 6:30 p.m. at the Buffalo Creek Retreat located at 8708 Hubbard Road in Seville.

Mr. Coyne stated to follow up some of Ms. Walker's comments, there has been ongoing meetings of course with respect to the architect and the design of the building and they are still working through a lot of these issues they don't have solved, in fact, there is a meeting here at City Hall with the various Historic Preservation Board, the CDC and others to discuss the courthouse and changes have been made to date regarding the esthetics of it. He believes everybody here on Council and everybody in the City of Medina of course does not want the square to be modified so that the look is different because we understand the importance of what we have and why we need the look to remain the same. Mr. Coyne stated the city's position is that there is only so much money, so our portion of it will of course be limited by the amount of money we have to put into it.

Introduction and Consideration of Ordinances and Resolutions:

Ord. 143-19:

An Ordinance authorizing the Mayor to advertise for the auction, sale or disposal of City Equipment and Vehicles no longer in use. Mr. Shields moved for the adoption of Ordinance/Resolution No. 143-19, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 143-19, seconded by Mr. Simpson. The City Auction is scheduled for Saturday, October 12th, 2019 at the City Garage. Emergency is requested due to auctioneer availability. The roll was called on adding the emergency clause and was approved by the yea votes of J. Coyne, B. Lamb, P. Rose, J. Shields, D. Simpson and B. Starcher. The roll was called and Ordinance/Resolution No. 143-19 passed by the yea votes of B. Starcher, J. Coyne, B. Lamb, P. Rose, J. Shields and D. Simpson.

Res. 144-19:

A Resolution proclaiming October 4, 2019 as "Made in Medina County Day". Mr. Coyne presented Kimberly Marshall with the resolution. Mr. Simpson added that Mr. Starcher, Mr. Rose and he had the pleasure of enjoying 6 different ribbon cuttings throughout the city and he just wanted to recognize Kimberly, Barb, the Chamber of Commerce, and Main Street Medina for the hard work they do. The Mayor does such an eloquent job and we get such support from the State with our local legislators and proclamations from State and even national office holders. Mr. Shields moved for the adoption of Ordinance/Resolution No. 144-19, seconded by Mr. Simpson. The roll was called and Ordinance/Resolution No. 144-19 passed by the yea votes of B. Lamb, P. Rose, J. Shields, D. Simpson, and B. Starcher.

Ord. 145-19:

An Ordinance authorizing the Mayor to solicit Requests for Proposals (RFP's) for Drug Screening and Associated Professional Services for the employees of the City of Medina. Mr. Shields moved for the adoption of Ordinance/Resolution No. 145-19, seconded by Mr. Simpson. Mayor Hanwell stated this is an annual bid just to see where we can get the best price. The roll was called and Ordinance/Resolution No. 145-19 passed by the yea votes of J. Shields, D.

Simpson, B. Starcher J. Coyne, B. Lamb and P. Rose.

Ord. 146-19:

An Ordinance authorizing the purchase of one (1) 2020 F150 with F-Series four Wheel Drive Cab and Chassis and Utility Bed from Montrose Ford for the Water Department. Nino stated this will replace a 2006 pickup truck that will be reassigned to the Public Buildings Department. Request for the second vehicle is a cabin chassis with a utility bed mounted on it. They are moving more towards the utility bodies as they seem to be efficient for the Service Department. This truck will replace a 2004 truck that will be decommissioned. Mr. Shields moved for the adoption of Ordinance/Resolution No. 146-19, seconded by Mr. Simpson. The roll was called and Ordinance/Resolution No. 146-19 passed by the yea votes of J. Shields, D. Simpson, B. Starcher J. Coyne, B. Lamb and P. Rose.

Res. 147-19:

A Resolution authorizing an application for grant assistance from the Ohio Department of Transportation – Office of Aviation for funding under the Ohio Airport Grant Program for the Extension of the North-South Taxiway at the Medina Municipal Airport. Mr. Shields moved for the adoption of Ordinance/Resolution No. 147-19, seconded by Mr. Simpson. Mr. Patton stated this is the state grant portion to pay for construction as well as construction administration. The FAA grant passed last meeting pays for 90% of that cost and the city picks up the other 5%. The roll was called and Ordinance/Resolution No. 147-19 passed by the yea votes of D. Simpson, B. Starcher, J. Coyne, B. Lamb, P. Rose and J. Shields.

Ord. 148-19:

An Ordinance authorizing the Mayor to enter into Task Order #2 to the Agreement with Delta Airport Consultants, Inc. for professional services at the Medina Municipal Airport relative to the Extension of the North-South taxiway. Mr. Shields moved for the adoption of Ordinance/Resolution No. 148-19, seconded by Mr. Simpson. Mr. Patton stated this is regarding the same project the extension of the N-S Taxiway and this is the fees for Delta Airport Consultants to do the construction, administration and ALP Plan update and will pay for 95% of this cost. The roll was called and Ordinance/Resolution No. 148-19 passed by the yea votes of B. Starcher, J. Coyne, B. Lamb, P. Rose, J. Shields and D. Simpson.

Ord. 149-19:

An Ordinance the purchase of one (1) 2020 Chevrolet 5500HD LCF Diesel Dump Truck from National Auto Fleet Group to be used by the Parks Department. Mr. Shields moved for the adoption of Ordinance/Resolution No. 149-19, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 149-19, seconded by Mr. Simpson. Mr. Wehrley stated this is being purchased through the Sourcewell Contract that the city is a member of. This unit will replace a 2004 F-350 dump truck that was identified for replacement. Emergency is needed due to company quote only being good for 30 days. The roll was called on adding the emergency clause and was approved by the yea votes of J. Shields, D. Simpson, B. Starcher J. Coyne, B. Lamb and P. Rose. The roll was called and Ordinance/Resolution No. 149-19 passed by the yea votes of J. Coyne, B. Lamb, P. Rose, J. Shields, D. Simpson and B. Starcher.

Ord. 150-19:

An Ordinance authorizing the Mayor to execute a Right of Way Agreement with the Wheeling and Lake Erie Railway Company, relative to the South Elmwood Bridge Project. Mr. Shields moved for the adoption of Ordinance/Resolution No. 150-19, seconded by Mr. Simpson. Mr. Patton stated that the railroad has requested that we enter into this agreement with them. While we are not doing any work on any railroad facilities, a portion of this project does encroach into the railroads right away. The roll was called and Ordinance/Resolution No. 150-19 passed by the yea votes of B. Lamb, P. Rose, J. Shields, D. Simpson, B. Starcher, and J. Coyne

Ord. 151-19:

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. 151-19, seconded by Mr. Simpson. The roll was called and Ordinance/Resolution No. 151-19 passed by the yea votes of P. Rose, J. Shields, D. Simpson, B. Starcher, J. Coyne, and B. Lamb.

Council Comments:

Mr. Simpson reminded the public to register to vote. Reminder for the gentlemen running for reelection, this is a non-partisan office. Most of the people up here he could not tell if they are Democrat or Republican and that is the beauty of having a non-partisan office because of the decisions they make they are making for the better of the City of Medina. As always, be kind to one another.

Mr. Starcher followed up on Mr. Dirham's explanation of the LST Levy by saying we have the best ambulance service available and they are gold rated by the Cardiac Association. There has not been an increase in 20 years. He encouraged everyone to vote yes on the levy.

Mr. Shields reminded everyone that Tuesday, October 1st is the Ward meeting for Ward 3 & 4 held at Heritage Elementary School, 833 Guilford Blvd. and starts at 7 p.m.

Mr. Rose wished Kimberly Marshall a happy birthday and thanked her for everything she does for the city. He also stated there is an Emerging Technology meeting tomorrow immediately following the budget meeting. Armstrong has been invited and they will explain what they are doing with their fiber loop.

Mr. Coyne stated there are only 3 or 4 more budget meetings left, this year is flying by.

Adjournment:

There being no further business before Council, the meeting adjourned at 8:06 p.m.

Kathy Patton, CMC - Clerk of Council

John M. Coyne, President of Council

ORDINANCE NO. 152-19

AN ORDINANCE AMENDING THE SALARY AND BENEFITS CODE SECTION 31.07 BY ADOPTING AND ACCEPTING THE REVISED JOB DESCRIPTIONS AS APPROVED AND PRESENTED BY THE CIVIL SERVICE COMMISSION FOR THE POLICE DEPARTMENT.

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

- SEC. 1:** That the job descriptions as approved and presented by the Civil Service Commission for the Police Record Clerk and Parking Enforcement Attendant for the City of Medina Police Department are hereby amended and adopted.
- SEC. 2:** That the amended job descriptions are marked Exhibit A and Exhibit B, attached hereto and incorporated herein.
- SEC. 3:** That the Civil Service Commission will provide employees copies of their new job descriptions and will sign-off on receiving such.
- 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: _____
Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor

THE CITY OF MEDINA
JOB DESCRIPTION

ORD. 152-19 IV-605
EXH. A

TITLE: Police Records Clerk
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 performs a wide variety of clerical, computer and typing tasks. It is a responsible administrative position requiring excellent skills for the above-mentioned duties, as well as good judgment in the application of prescribed procedures and methods to routine matters. The employee in this classification must be able to handle contact with the general public, the media, insurance companies, law offices, municipal courts and law enforcement officers both over the telephone and in person. Depending upon the nature of the assignment, work performed by this individual may be done under general supervision and checked by another step in a clerical process or by an immediate supervisor. The position also includes various administrative functions for the detective bureau, the Deputy Clerk of Courts and other miscellaneous duties as assigned. An employee in this classification may be required to serve as a notary public.

ESSENTIAL JOB FUNCTIONS:

Types correspondence from rough drafts and personally composes routine replies to inquiries received.

Types forms, invoices, purchase orders, memoranda, vouchers, reports, requisitions, statistical material, form letters, complaints, warrants, summonses, citations and other business forms.

Answers the telephone and disseminates information in response to inquiries received from the public, law enforcement personnel or government officials.

Cross-indexes and files documents and correspondence alphabetically, numerically or into other classification as instructed.

Locates filed material.

Operates adding machine, calculator, fax machine, copier and other office equipment and fills machines with appropriate supplies when needed.

Assembles data from office records for incorporation into various reports.

Maintains clerical and accounting records.

Opens, reviews, distributes, stamps and delivers mail daily.

Receives reports and complaints via phone, personal contact and other sources.

- Greets Department visitors.
- Issues warrants, summons, jail commitments and various permits and licenses.
- Receives and records bonds, waivers, court payments and parking tickets.
- Makes copies of audio and video recordings.
- Transcribes interviews.
- Performs deputy clerk duties of Medina Municipal Court.
- Files, maintains and conducts searches of various files.
- Furnishes authorized data to city, state and federal officials.
- Records and delivers subpoenas to Department personnel.
- Enters traffic citations, arrests, trespass notices and other pertinent information into appropriate records storage system.
- Conducts complete records checks including background checks.
- Maintains reports from Child Services.
- Scans statements and associated documents into appropriate records storage systems.
- Handles requests to void parking violations.
- Receives and completes reports for Police, Fire and LST received by phone, fax or walk-in visitors.
- Assists citizens with filing of reports (lost/found items, child visitation disputes).
- Stocks and supplies all necessary forms.
- Testifies in court as required.
- Screens telephone calls for Department personnel.
- Maintains regular and consistent attendance.
- 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 office experience, including clerical duties at an entry-level and at least two years previous work experience in a public sector environment.

Considerable experience in computer operations including various applications and programs.

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

No criminal record other than minor traffic violations.

~~Will need to maintain a commission as a Deputy Clerk of Courts for the Medina Municipal Court.~~

~~Certification:~~

~~Must be certified in Law Enforcement Automated Data System (L.E.A.D.S) within the first two months of employment.~~

QUALIFICATIONS:

Knowledge of:

- Office terminology, procedures and equipment;
- Business arithmetic, English and elementary bookkeeping; and
- Public records laws.

Skilled in:

- Maintaining complex clerical records and preparing reports from such records; and
- Microsoft Windows operating system including Word and Excel software.

Ability to:

- Read and write reports, correspondence, instructions and other business documents;
- Exercise good judgment and have the ability to deal with the general public in a professional manner;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public;
- Make minor decisions in accordance with laws, ordinances, regulations and established policies;
- Maintain confidentiality;
- Understand and follow complex oral and written instructions; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend a large portion of the working day at a desk or computer station. The position includes a high incidence of interaction with citizens, government 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:

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: _____

THE CITY OF MEDINA
JOB DESCRIPTION

ORD 152-19
Ekn. B

IV-650

TITLE: Parking Enforcement Attendant
REPORTS TO: Chief of Police or Lieutenant
DEPARTMENT/DIVISION: Police Department
CIVIL SERVICES STATUS: Unclassified
JOB STATUS: Part-time
EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The employee in this classification maintains visibility in the downtown shopping area to assist the public and businesses with information, directions and any other assistance deemed necessary. The employee is responsible for enforcing the parking ordinances within the downtown area and issues parking violations when necessary. During adverse weather conditions the employee may perform various incidental and necessary duties within the Police Department.

ESSENTIAL JOB FUNCTIONS:

Walks the City-owned parking lots and downtown shopping area several times a shift.

Provides assistance to the public and local businesses.

Issues parking citations to vehicles violating the City parking ordinances.

~~Voids written citations for specific acceptable reasons after submission in writing on Department forms.~~

Appears for hearings on contested citations when required.

Maintains regular and consistent attendance.

Performs various office related duties as requested.

Able to perform physical demands that include but are not limited to having the strength and endurance to be able to stand or walk for extended periods of time, along with being able to spend time bending, stooping, crawling, squatting, lifting, kneeling and reaching throughout the work day.

EDUCATION, TRAINING AND EXPERIENCE:

High School diploma or GED

QUALIFICATIONS:

Knowledge of:

- The City's Parking Ordinances; and
- General Department operations including procedures for contesting citations.

Skilled in:

- Making accurate and legally defensible determinations; and
- Reading and writing citations, correspondence, instructions and other data.

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;
- Work with the public often under stressful situations;
- Understand and follow complex oral and written instructions;
- Provide administrative and professional leadership and direction to Department personnel; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

ENVIRONMENTAL ELEMENTS:

This individual works mostly outdoors sometimes in adverse weather conditions.

WORKING CONDITIONS:

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

EQUIPMENT USED:

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: _____

353.04 PARKING VIOLATIONS BUREAU.

A Parking Violations Bureau is hereby established pursuant to Ohio R.C. 4521.04.

(a) The Bureau shall be a division within the Medina Police Department. The Bureau has jurisdiction over each parking infraction that occurs within the City. Notwithstanding any other provision of law to the contrary, each parking infraction that occurs within the City of Medina and the enforcement of such parking infraction shall be handled pursuant to and governed by this chapter.

(b) The operating costs of the Parking Violations Bureau shall be paid by the City of Medina. The Mayor shall appoint a Violations Clerk, necessary clerical employees and hearing examiners. No person shall be employed as a hearing examiner unless such person is an attorney admitted to the practice of law in the State of Ohio or is a former law enforcement officer.

(c) The fines, penalties, fees and costs established for a parking infraction shall be collected, retained and disbursed by the Violations Clerk. The Clerk shall issue tickets for law enforcement officers for the City of Medina and shall describe conditions for issuance and accounting procedures.

(d) The Mayor may contract with any non-governmental entity to provide services in processing, collecting and enforcing parking tickets issued by law enforcement officers and civil judgments and default civil judgments entered pursuant to this chapter.

(Ord. 63-07. Passed 4-23-07.)

353.05 ANSWERS TO CHARGE; JUDGMENTS.

(a) A person who is personally or constructively served with a parking ticket charging the commission of a parking infraction may answer the charge by appearing personally before the Traffic Violations Bureau or by mail. An answer shall be made within ten (10) days from the date of the infraction and shall be in one of the following forms:

(1) An admission that the person committed the parking infraction by payment of any fine arising out of the infraction;

(2) An admission that the person committed the parking infraction, with an explanation of the circumstances surrounding the parking infraction; or

(3) A denial that the person committed the parking infraction and a request for a hearing relative to the infraction. If the person desires the presence, at the hearing, of the law enforcement officer who issued the parking ticket, the person must request the officer's presence in his or her answer.

(b) A person who admits that he or she committed a parking infraction shall, and a person who admits that he or she committed a parking infraction with explanation may, when he or she makes his or her answer, pay the fine arising out of the infraction admitted to the Violations Clerk.

(c) A person who admits that he or she committed a parking infraction with explanation shall submit evidence to the Parking Violations Bureau that explains the circumstances surrounding the parking infraction. The evidence may be submitted in person or, to avoid the necessity of personal appearance may be sent as affidavits and other documentary evidence by mail. The Bureau, when it receives an answer admitting that a person committed a parking infraction with explanation, shall promptly determine whether or not the explanation mitigates the fact that the person committed the parking infraction and shall notify the person, in writing, of its determination.

If the Bureau determines that the explanation mitigates the fact that the person committed the parking infraction, the Bureau shall eliminate or reduce the amount of the fine arising out of the parking infraction. If the fine is eliminated or reduced and the person has previously paid the fine, the amount paid in excess of the revised fine shall be returned to the person. If the fine is eliminated or reduced and the person has not previously paid the fine, the person shall pay only the amount of the revised fine.

If the Bureau determines that the explanation does not mitigate the fact that the person committed the parking infraction, the person owes the entire amount of the fine arising out of the parking infraction, and if the person has not previously paid the fine, the person shall pay the entire amount of the fine. If a person admits that he or she committed a parking infraction with explanation and the person fails to pay the amount of the fine due within ten (10) days after receiving notice of the Bureau's determination the amount of the fine due shall be considered a judgment and shall be treated as if it were a judgment rendered subsequent to a hearing held pursuant to Section 353.07.

(d) A person who denies that he or she committed a parking infraction shall be granted a hearing concerning the infraction. The Bureau shall set a date for the hearing and notify the person, in writing, of the date, time and place of the hearing. The hearing shall be conducted by a hearing examiner of the Parking Violations Bureau in accordance with Section 353.07.

(e) If a person who is personally or constructively served with a parking ticket charging the commission of a parking infraction fails to timely answer the charge, as provided in division (a) of this section, the

Parking Violations Bureau shall issue the proper notification of infraction, pursuant to Section 353.06 and proceed according to such section. Failure to timely answer a charge may result in the imposition of an additional penalty of five dollars (\$5.00).

(f) The issuance of a parking ticket; the filing of or failure to file an answer by a person personally or constructively served with the ticket; the substance of an answer; the payment of any fine, penalty, fee or cost; and any other relevant information shall be entered in the records of the Parking Violations Bureau.

(Ord. 63-07. Passed 4-23-07.)

ORDINANCE NO. 153-19

AN ORDINANCE AUTHORIZING THE PAYMENT TO ABSOLUTE CONSTRUCTION FOR THE PRIVATE HOME REHABILITATION AT 1661 DANNLEY DRIVE, BRUNSWICK, OHIO AS PART OF THE PY18 CHIP GRANT PROGRAM, AND DECLARING AN EMERGENCY.

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

SEC. 1: That the payment of \$40,000.00 is hereby authorized to Absolute Construction for the private home rehabilitation at 1661 Dannley Drive, Brunswick, Ohio as part of the PY18 CHIP Grant Program, Activity #AC-18-06.

SEC. 2: That the funds to cover this payment in the amount of \$40,000.00 are available in Account No. 139-0458-52215.

SEC. 3: 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. 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 considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason to not delay payment to the contractor; 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. 154-19

AN ORDINANCE AMENDING ORDINANCE NO. 131-19, PASSED SEPTEMBER 9, 2019, RELATIVE TO THE PAYMENT TO JENMET CONSTRUCTION LLC FOR THE PRIVATE HOME REHABILITATION AT 3877 MILLER DRIVE, BRUNSWICK AS PART OF THE PY18 CHIP GRANT PROGRAM, AND DECLARING AN EMERGENCY.

WHEREAS: Ordinance No. 100-19, passed July 8, 2019, authorized the payment of \$25,545.00 to Jenmet Construction LLC for the private home rehabilitation at 3877 Miller Drive, Brunswick as part of the PY18 CHIP Grant Program; and

WHEREAS: Ordinance No. 131-19, passed September 9, 2019, authorized the increase of Purchase Order #2019001412 to Jenmet Construction LLC to \$40,000.00; and

WHEREAS: That another change order has necessitated the need to increase the Purchase Order to \$45,000.

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

SEC. 1: That the contract amount authorized in Ordinance No. 131-19, passed September 9, 2019, is hereby amended from \$40,000.00 to \$45,000.00 for the private home rehabilitation at 3877 Miller Drive, Brunswick.

SEC. 2: That the funds to cover these change orders in the amount of \$5,000.00 are available in Account No. 139-0458-52215

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 considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason that payment is expected as soon as possible; 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. 155-19

AN ORDINANCE OF THE COUNCIL OF THE CITY OF MEDINA, OHIO, CERTIFYING THAT WHEN A MUNICIPAL OBLIGATION WAS INCURRED SUMS WERE LAWFULLY APPROPRIATED IN THE FUNDS TO SATISFY THE OBLIGATION AND SUFFICIENT SUMS CURRENTLY EXIST TO SATISFY THIS OBLIGATION, AND DECLARING AN EMERGENCY.

WHEREAS: Certain certifications are necessary for the continued operations of Municipal Services; and

WHEREAS: This Ordinance will provide for the efficient and lawful certifications to provide Municipal Services as required by Ohio Revised Code Section 5705.41(D); 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 Finance Director is authorized to draw warrants for the payment of Invoice #99971 for \$3,397.10 to Trident Insurance Services for the Law Department.

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 considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason because of the immediate need for the authorization of expenditures, this Resolution shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: _____

SIGNED: _____
President of Council

ATTEST: _____
Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor

ORD 155-19



TRIDENT

Member Argo Group

DEDUCTIBLE INVOICE # 99971

Date: 9/5/2019

For: City of Medina
OH

Effective Date: 4/1/2011 - 4/1/2012

Claimant: Steven Ray Murphy

To: City of Medina
132 N. Elmwood Ave
Medina, OH 44256
Phone: (330) 725-8861
Fax: (330) 722-9045

Date of Loss: 10/13/2011

Claim No: TNT-0095562

Cause Code: Other

Department:

Description: Clmt is alleging that his children were unjustly removed from his home

Coverage	Description	Policy #	Deductible
Automobile	BI	LE-4623729-00	\$3,397.10
GRAND TOTAL DUE			\$3,397.10

1. Payment is due in full within 10 days from invoice date.
2. Please make checks payable to: Trident Insurance Services.
3. Mail to the address below.

Trident Insurance Services
P.O. Box 974934
Dallas, TX 75397-4934
877-474-8808 toll free phone

Should you have any questions regarding this invoice, please forward your inquiry via email to claims@tridentinsurance.net, attention: Rob St. Jean or call 877-474-8808.

ORDINANCE NO. 156-19

AN ORDINANCE AUTHORIZING THE FINANCE DIRECTOR TO MAKE CERTAIN FUND ADVANCES AND RETURNS.

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

SEC. 1: That the Finance Director is hereby authorized to make the following fund advances:

- \$261,000.00 from (#001) General Fund to CDBG-CHIP Fund (#138)
- \$386,700.00 from (#001) General Fund to HOME-CHIP Fund (#139)
- \$150,000.00 from (#001) General Fund to CDBG-Allocation Fund (#125)
- \$358,000.00 from (#001) General Fund to Issue 2 Project Fund (#380) – S. Elmwood Bridge Project
- \$455,606.00 from (#001) General Fund to Issue 2 Project Fund (#380) – W. Smith Rd. Project
- \$478,000.00 from (#001) General Fund to Issue 2 Project Fund (#380) – S. Broadway Reconstruction Project

SEC. 2: That the Finance Director is hereby authorized to make the following fund advance returns:

- \$410,500.00 from CDBG-CHIP (#138) to General Fund (#001)
- \$379,500.00 from HOME-CHIP (#139) to General Fund (#001)
- \$450,000.00 from Issue 2 Project Fund (#380) to General Fund (#001)

SEC. 3: That the Clerk of Council is hereby authorized to forward a certified copy of this Ordinance to the Medina County Auditor.

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: _____
Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor

ORDINANCE NO. 157-19

AN ORDINANCE AMENDING ORDINANCE NO. 195-18,
PASSED DECEMBER 10, 2018. (Amendments to 2019 Budget)

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

SEC. 1: That Ordinance No. 195-18, passed December 10, 2018, shall be amended by the following additions:

<u>Account No./Line Item</u>	<u>Additions</u>
001-0707-56615 (2018 CDBG CHIP Program)	797,000.00 *
138-0458-50111 (2018 CDBG CHIP Program)	30,000.00 *
138-0458-51121 (2018 CDBG CHIP Program)	3,500.00 *
138-0458-51126 (2018 CDBG CHIP Program)	2,500.00 *
138-0458-52214 (2018 CDBG CHIP Program)	5,000.00 *
138-0458-52215 (2018 CDBG CHIP Program)	210,000.00 *
138-0458-53311 (2018 CDBG CHIP Program)	5,000.00 *
138-0458-53315 (2018 CDBG CHIP Program)	5,000.00 *
139-0458-50111 (2018 CDBG CHIP Program)	34,700.00 *
139-0458-52215 (2018 CDBG CHIP Program)	352,000.00 *
125-0457-50111 (2018 CDBG CHIP Program)	500.00 *
125-0457-51121 (2018 CDBG CHIP Program)	2,000.00 *
125-0457-52211 (2018 CDBG CHIP Program)	150.00 *
125-0457-52215 (2018 CDBG CHIP Program)	6,000.00 *
125-0457-52215 (2018 CDBG CHIP Program)	11,250.00
125-0457-52215 (2018 CDBG CHIP Program)	10,837.23
138-0456-56615 (CDBG-CHIP Advances Out)	420,500.00 *
139-0456-56615 (CDBG-HOME Advances Out)	379,500.00 *
380-0674-56615 (Issue 2-Advances Out)	450,000.00 *
001-0707-56615 (General Fund-Advances Out)	1,291,606.00 *
380-0684-54414 (Project Funds Grants)	358,000.00 *
380-0685-54414 (Project Funds Grants)	455,606.00 *
380-0686-54414 (Project Funds Grants)	478,000.00 *
108-0685-54414 (W. Smith Phase 3)	1,191,594.00 *
380-0684-54414 (S. Elmwood Bridge)	235,738.23 *
380-0686-54414 (S. Broadway)	767,500.00 *
104-0301-53313 (Reimbursement-MSA Shed)	230.75 *

SEC. 2: That Ordinance No. 195-18, passed December 10, 2018, shall be amended by the following reductions:

Account No./Line Item

Reductions

125-0457-53311 (2018 CDBG CHIP Program)
125-0457-53315 (2018 CDBG CHIP Program)

11,250.00
10,837.23

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.

* - new appropriation

PASSED: _____

SIGNED: _____

President of Council

ATTEST: _____

APPROVED: _____

Clerk of Council

SIGNED: _____

Mayor

ORDINANCE NO. 158-19

AN ORDINANCE OF THE COUNCIL OF THE CITY OF MEDINA, OHIO, CERTIFYING THAT WHEN A MUNICIPAL OBLIGATION WAS INCURRED SUMS WERE LAWFULLY APPROPRIATED IN THE FUNDS TO SATISFY THE OBLIGATION AND SUFFICIENT SUMS CURRENTLY EXIST TO SATISFY THIS OBLIGATION, AND DECLARING AN EMERGENCY.

WHEREAS: Certain certifications are necessary for the continued operations of Municipal Services; and

WHEREAS: This Ordinance will provide for the efficient and lawful certifications to provide Municipal Services as required by Ohio Revised Code Section 5705.41(D); 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 Finance Director is authorized to draw warrants for the payment of an Invoice for \$9,250.00 to Hinckley Roofing for an home rehab at 1038 Millbury Dr. as part of the PY18 CHIP Grant.

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 considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason because of the immediate need for the authorization of expenditures, this Resolution shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: _____

SIGNED: _____
President of Council

ATTEST: _____
Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor