

REQUESTS FOR COUNCIL ACTION/DISCUSSION

Finance Committee

- 19-131-8/26 – Budget Amendments
- 19-132-8/26 – Amend S&B Code – Chief Probation Officer Pay Grade
Establish Deputy Chief Probation Officer & Pay Grade
- 19-133-8/26 – Adopt Job Description – Chief Probation Officer
- 19-134-8/26 – Adopt Job Description – Building Custodian (Muni Court)
- 19-135-8/26 – Approve Capital Improvement Plan MCRC & Expenditure
- 19-136-8/26 – Increase P.O. #2019-0489 – Signal Service Co. – Street Dept.
- 19-137-8/26 – State Bid Purchase – 2020 Chevrolet Malibu – Police
- 19-138-8/26 – Approve HPB Historic Landmark Designation – 205 S. Prospect Street
- 19-139-8/26 – PY18 CHIP Private Rehab – 3877 Miller Dr. Brunswick
- 19-140-8/26 – Then & Now – 87 Circle Drive Private Rehab PY18 CHIP
- 19-141-8/26 – Authorize Formation of Energy Special Improvement District, Project and
Levy Special Assessments
- 19-142-8/26 – Grant Application – Ohio Public Works Commission
- 19-143-8/26 – Approve ODOT Bridge Inspection Program
- 19-144-8/26 – Delta Airport Consultants – Task Order #1
- 19-145-8/26 – Expenditure Over \$15,000 – GameTime – Playground Equipment
- 19-146-8/26 – Approve Mayor's Pledge – NRPA 10 Minute Walk Campaign
- 19-147-8/26 – Increase Expenditure – Coopers Leading Edge – Sanitation
- 19-148-8/26 – Bids, South Court Water Tower Improvement Project (Job #1060)
- 19-149-8/26 – City Hall Parking Deck – Materials Testing & Inspection (Job #1030)
- 19-150-8/26 – PY18 CHIP Private Rehab – 33 Circle Drive

8/26/19

PLEASE POST THIS PAYMENT FOR OUR MUTUAL CUSTOMER

Account PAYMENT **\$3,000.00**

Please Direct Any Questions To: 12/4/10

Online Bill Payment Processing Center 0000007191

(800) 243-2500

CLEVELAND AREA MOUNTAIN BIKING ASSOC
1329 BARLOW RD
HUDSON, OH 44236-9714

MEMO: Medina MTB trails grant

PRC BANK OHIO July 01, 2019

06683 6517643 006695 006695 00001/00001 K06683

Pay **THREE THOUSAND AND 00/100** **DOLLARS**

\$ *****3,000.00

TO THE ORDER OF: CITY OF MEDINA
846 WEYMOUTH RD
MEDINA, OH 44256-2040

Void After 180 DAYS.
Signature On file.
This check has been authorized by your depositor.

⑈007191⑈ ⑈041000⑈ 24⑈ 4 253 249 69⑈

RECEIPT DATE 7-17-19 No. 680275

RECEIVED FROM Cleveland Area Mountain Bikes \$ 3,000.00

THREE THOUSAND 00/100 DOLLARS

FOR RENT: FOR: DONATION TO MOUNTAIN BIKES

ACCOUNT		<input type="radio"/> CASH	FROM	TO
PAYMENT	<u>7191</u>	<input checked="" type="radio"/> CHECK		
BAL. DUE		<input type="radio"/> MONEY ORDER	BY	<u>DENNIS BARCK</u>
		<input type="radio"/> CREDIT CARD		3-11

Batch Number
(Finance use only)
Batch Posted?

RCA Number
(Council use only)

RCA 19-131-8/26
Finance

REQUEST FOR APPROPRIATION ADJUSTMENT

NO. 2019-024
(Finance use only)

TYPE OF ADJUSTMENT
(CHECK ONE)

ADMINISTRATIVE
FINANCE COMMITTEE
COUNCIL

X
X

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS
		902-0355-52214	Bicentennial -advert	70.00		X
		902-0355-53315	Bicentennial -tools/minor	290.00		X
			Total increases to fund:	360.00		
			Total reductions to fund:			
			Total transfers within fund:			

EXPLANATION:

Sales of Bicentennial hats, coloring books,.

DEPARTMENT HEAD: Lori Bowers

DATE: 8/8/2019

MAYOR'S APPROVAL:
(WHEN NECESSARY) _____

DATE: _____

COUNCIL/COMMITTEE ACTION:

APPROVED: _____
DENIED: _____
RETURNED FOR EXPLANATION: _____
RETURNED TO USE EXISTING ACCOUNT FUNDS: _____

ORD. NO. 124-19

CLERK OF COUNCIL/DATE

ROUTING: ORIGINAL TO FINANCE
COPY TO DEPT. HEAD
COPY TO COUNCIL

Rotary
Club of Medina Sunrise

August 19, 2019

Mr. Jansen Wehrley
City Parks Director
Medina, Ohio 44256

Re: Memorial Park Playground Equipment

Dear Mr. Wehrley:

The enclosed check, in the amount of \$21,175.50, has been designated for the purchase of the Memorial Park Toddler Playground equipment.

As soon as the equipment arrives, please let me know how and when Rotarians are able to help in assembling the Toddler Playground Play Station at Memorial Park. I will then inform the appropriate Rotarians.

At a later time, we can discuss an appropriate plaque or signage to acknowledge Medina Sunrise Rotary. We should plan for a ribbon cutting ceremony, in order to give recognition to our club and to promote community support by others.

I am looking forward to working with you and Medina's City Parks on this special project during our club's 25th year of "Service above Self".

Thanks,

Shail

Dr. Shail Jain, President
Medina Sunrise Rotary

"Committed to making a difference in the lives of children in our community and beyond through our time, talents and treasures."

-Medina Sunrise Rotary

WESTFIELD BANK
MEDINA, OH 44256

4632

56-7227/412

CHECK AMOUNT

MEDINA SUNRISE ROTARY
PO BOX 1726
MEDINA, OH 44258-1726

8/13/2019

PAY TO THE ORDER OF City of Medina

\$ **21,175.00

Twenty-One Thousand One Hundred Seventy-Five and 00/100 ***** DOLLARS

City of Medina
Mr. Jansen Wehrley, Parks Director
785 East Washington Street
Medina OH 44256


AUTHORIZED SIGNATURE

MEMO
Memorial Park Playground Equipment

⑈004632⑈ ⑆04⑆272279⑆ ⑆⑆⑆366⑆⑆

MEDINA SUNRISE ROTARY

4632

City of Medina
Date 8/13/2019
Type Bill
Reference 55154

Original Amt.
21,175.00

Balance Due
21,175.00

8/13/2019
Discount
Check Amount

Payment
21,175.00
21,175.00

Westfield Bank

Memorial Park Playground Equipment

21,175.00

REQUEST FOR COUNCIL ACTION

No. RCA 19-132-8/26

FROM: Medina Municipal Court

Committee: Finance

DATE:

SUBJECT: A. Change Pay Grade/Step for Chief Probation Officer
B. Establish Pay Grade/Step for Deputy Chief Probation Officer

SUMMARY AND BACKGROUND:

Medina Municipal Court respectfully requests that Council approve the following Pay Grade/Step actions: Amend St B Code 31.05

- A. Chief Probation Officer: Change (reduce) this position's Grade/Step from 20F to 16E, based upon the City's 2019 Payscale-Hourly Grade/Step Table.
- B. Deputy Chief Probation Officer: Establish this position's Grade/Step at 9F, based upon the City's 2019 Payscale-Hourly Grade/Step Table.

The reasons for these changes are as follows:

1. Marirose Power, the Court's current Chief Probation Officer, is retiring as of September 1, 2019, after 31 years of service.
2. The changes adjust the Chief PO's pay range based upon Ohio and national data regarding base compensation rates for this position.
3. The changes establish the Deputy Chief PO's pay range to facilitate restructuring of the department and PO staff responsibilities, and to conserve resources for other departmental needs.

Estimated Cost:

Suggested Funding:

- sufficient funds in Account No.
- transfer needed from Account No. to Account No.
- NEW APPROPRIATION needed in Account No.

Emergency Clause Requested: YES

Reason:


8/14/19

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

ORD. 84-17
Exh. C

City of Medina
2019 Payscale - Hourly

2.00%

Grade/Step	A	B	C	D	E	F
1	14.96	15.71	16.50	17.33	18.20	19.11
2	15.71	16.50	17.33	18.20	19.11	20.07
3	16.50	17.33	18.20	19.11	20.07	21.07
4	17.33	18.20	19.11	20.07	21.07	22.12
5	18.20	19.11	20.07	21.07	22.12	23.23
6	19.11	20.07	21.07	22.12	23.23	24.39
7	20.07	21.07	22.12	23.23	24.39	25.61
8	21.07	22.12	23.23	24.39	25.61	26.89
9	22.12	23.23	24.39	25.61	26.89	28.23
10	23.23	24.39	25.61	26.89	28.23	29.64
11	24.39	25.61	26.89	28.23	29.64	31.12
12	25.61	26.89	28.23	29.64	31.12	32.68
13	26.89	28.23	29.64	31.12	32.68	34.31
14	28.23	29.64	31.12	32.68	34.31	36.03
15	29.64	31.12	32.68	34.31	36.03	37.83
16	31.12	32.68	34.31	36.03	37.83	39.72
17	32.68	34.31	36.03	37.83	39.72	41.71
18	34.31	36.03	37.83	39.72	41.71	43.80
19	36.03	37.83	39.72	41.71	43.80	45.99
20	37.83	39.72	41.71	43.80	45.99	48.29
21	39.72	41.71	43.80	45.99	48.29	50.70
22	41.71	43.80	45.99	48.29	50.70	53.24
23	43.80	45.99	48.29	50.70	53.24	55.90
31	17.50	18.38	19.30	20.27	21.28	22.34
32	18.38	19.30	20.27	21.28	22.34	23.46
33	19.30	20.27	21.28	22.34	23.46	24.63
34	20.27	21.28	22.34	23.46	24.63	25.86
35	21.28	22.34	23.46	24.63	25.86	27.15
36	22.34	23.46	24.63	25.86	27.15	28.51
37	23.46	24.63	25.86	27.15	28.51	29.94
41	33.63	35.31	37.08	38.93	40.88	42.92
42	37.08	38.93	40.88	42.92	45.07	47.32
43	42.92	45.07	47.32	49.69	52.17	54.78
51	11.05	11.60	12.18	12.79	13.43	14.10
52	12.40	13.02	13.67	14.35	15.07	15.82
53	12.48	13.10	13.76	14.45	15.17	15.93
54	12.86	13.50	14.18	14.89	15.63	16.41
55	13.69	14.37	15.09	15.84	16.63	17.46
56	15.30	16.07	16.87	17.71	18.60	19.53
57	17.01	17.86	18.75	19.69	20.67	21.70
58	17.23	18.09	18.99	19.94	20.94	21.99

with the exception of special assessment bonds:

(B) For all services in connection with any special assessment proceedings, except sidewalk assessments, Including the sale of bonds for said proceedings: \$200.00

*-See Section 31.04(G) for special regulations concerning this position.
Ord. 5-03, 2-04, 22-04, 7-06, 17-08, 41-10, 134-11, 7-19

MAYOR'S OFFICE

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Mayor	Sec. 31.01	Elected
1	Administrative Office Manager	Pay Grade 110 (annual salary paid bi-weekly)	Subject to Civil Service Rule IIIA

MUNICIPAL COURT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Chief Probation Officer ****	20 A-F to 16E	Unclassified
1	Court Reporter	11 A-F	Unclassified
2	Probation Officer	7 A-F	Unclassified
1	Probation Secretary*	5 A-F	Unclassified
1	Assignment Commissioner	5 A-F	Unclassified
1	Building and Properties Custodian	31 A-F	Unclassified
1	Intensive Supervision Probation Officer**	Sec. 31.02(B)(6)	Grant Position
1	Probation Officer/Group Facilitator (part/time)	Sec. 31.02(B)(6)	Grant Position
1	Court Security Officer****(part/time)	Sec. 31.02(B)(5)	Part-time
1	Building Custodian (part/time)	Sec. 31.02(B)(5)	Part-time
1	Deputy Chief Probation Officer	9	Part-time

*That the position of Probation Secretary may be filled by more than one person, not to exceed forty-eight (48) hours in one week if filled by two part-time positions, and shall be paid from the Probation Services Fund.

** Positions effective to June 30, 2021 from Intensive Supervision Grant. The Intensive Supervision Probation Officer shall receive health care, vacation, sick, and holiday benefits as set forth herein for full time employees. Position of Intensive Supervision Probation Officer may be full or part-time as dictated by grant. (Ord. 128-04, 164-05, 144-12, 25-16, 158-17, 110-19)

**** For the position of Chief Probation Officer, Account No. 001-0705 of the General Fund will absorb wages up to Pay Grade 13F. The balance of the funding for this position shall come from Account No. 161-0705, Probation Services Fund. (Ord. 37-04, Effective 4-1-04)
*****The position of Court Security Officer may be filled by more than one person.
(Ord. 175-05, 234-05, 273-05, 130-06, 153-06, 247-06, 26-07, 129-08, 104-09, 69-12, 20-12)

PARKS AND RECREATION DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Parks Director/Superintendent of Parks, Cemetery & Forestry (annual salary paid bi-weekly)	Pay Grade 112	Unclassified/appointed by Mayor, confirmed by Council
1	Parks Foreman	37 A-F	Classified
1***	Parks Maintenance Technician	32 A-F per contract	Classified
1	City Arborist	9 A-F	Classified
1**	Laborer	31 A-F per contract	Classified
1	Sexton	32 A-F per contract	Classified
1	Clerical Help	Sec. 31.02(B)(1)	Part-time
1	Tree Technician	Sec. 31.02(B)(1) per contract *	Part-time
1	Cemetery Laborer	Sec. 31.02(B)(1) per contract	Part-time
1	Turf Technician	per contract + 7%	Part-time
	Part-time and Seasonal Employees	Sec. 31.02(A)(1)&(B)(1)	Part-time

* See 31.04 (D)
** One (1) Laborer position will be abolished following the next vacancy. (Ord. 48-18)
** The Parks Maintenance Technician position will be filled following a Laborer vacancy. (Ord. 48-18)
(Ord. 273-05, 7-06, 76-08, 81-09, 134-11, 27-13, 173-13, 32-14, 98-17, 48-18)

POLICE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Police Chief	43 A-F	Classified/appointed by Mayor, confirmed by Council
2	Police Lieutenant	20 A-F	Classified
7	Sergeant	per contract	Classified

REQUEST FOR COUNCIL ACTION

No. PCA 19-133-8/26

FROM: Medina Municipal Court
DATE: July 11, 2019
SUBJECT: Job Description for Chief Probation Officer

Committee: Finance Finance

SUMMARY AND BACKGROUND:

Medina Municipal Court respectfully submits for council's review an updated Chief Probation Officer job description.

The proposed job description attached has been evaluated by Honorable Judge, Gary Werner, Marirose Power, Chief Probation Officer and Cindy Lastuka, Court Manager. The proposed job description is an accurate reflection of the required duties necessary for a Chief Probation Officer at the Municipal Court.

Marirose Power has advised the Court that she will be retiring as of September 1, 2019. Since this position has been held by Marirose for the past 30 plus years a revised and updated job description is needed.

Additionally, Law Director Huber is requesting all job descriptions to have the Physical Demands section at the end of each job description, moved under Essential Job Functions. This issue was discovered during some legal matter and each job description needs to have these physical demands noted as essential to being able to perform on a daily basis in each position

Estimated Cost:

Suggested Funding:

- sufficient funds in Account No.
- transfer needed from Account No. _____ to Account No. _____
- NEW APPROPRIATION needed in Account No. _____

Emergency Clause Requested:

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

Medina Municipal Court
Chief Probation Officer

SUMMARY

The Chief Probation Officer is responsible for the administration and management of the Court's Probation Department. The Chief Probation Officer responsibly plans, organizes, develops, coordinates, and directs all aspects of the Municipal Probation Department's operation, in accordance with all applicable federal, state and local standard, guidelines and regulations, and best management practices. The Chief Probation Officer directly supervises the Department's Probation Officers and support staff, and performs other functions assigned by the Judge. The Chief Probation Officer is required to understand, adhere to, enforce, and help develop Municipal Court policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

1. Plan, develop, organize, implement, direct, monitor, and evaluate all Probation Department functions and Departmental staffing, equipment, and programming needs.
2. Develop, review, update, maintain, and enforce Probation Department and, as required, Court policies and procedures, including without limitation those governing personnel.
3. Assign and monitor all phases of the Probation Department's workload, delegate duties and other Department functions to responsible Department personnel, and provide Departmental leadership.
4. Provide direct services to offenders as needed including presentence investigations/reports and supervision appointments.
5. Establish and maintain evidence-based practices for the supervision and curricula for offenders, consistent with reducing recidivism and enhancing rehabilitation, and maintain accurate and complete records of all individuals on probation.
6. Monitor, manage, and propose Departmental budgets, expenses, and funding sources (e.g., the Probation Services Fund and other designated sources), develop grant application opportunities, and manage all grant application and reporting procedures.
7. Assist the Municipal Judge as directed, including without limitation in the development, management, and oversight of Specialized Docket programs.
8. Maintain confidentiality of all Court data as required by law.
9. Research and recommend to the Court appropriate procedures and programs to ensure effective probation program operation, with a goal of maintaining public safety and assisting offenders in complying with Court orders.
10. Maintain memberships and participation in relevant professional associations, currency in research-based community corrections innovations, and personal contacts in the local and Ohio corrections community.
11. Represent the Probation Department at local and state meetings and conferences.

12. Prepare Annual Probation Report.
13. Foster and maintain a professional and constructive Probation Department work environment.
14. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions, It is imperative that Chief Probation Officer is physically able to meet the physical demands of the job including, but not limited to, the ability to stand, sit or walk at least eight (8) hours per day, and the ability to push, pull, or lift at least thirty (30) pounds at any given time.

These statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

Directly responsible for the supervision, management, direction and development all staff employed or assigned to the Probation Department. May be required to work outside normal business hours including weekends, evenings and holidays. Supervisory responsibilities include the following, without limitation:

1. Schedule and conduct staff meetings, coordinate and approve staff requests for leave to ensure adequate coverage, and complete performance evaluations for assigned staff, no less than annually.
2. Coordinate and manage staff training, orientation for new employees, and assist in recruiting, selecting, and hiring competent staff.
3. Recognize, counsel, and/or discipline staff in accordance with Municipal Court Policy and Procedures, and report all such activity to the Court Manager.
4. Conduct case and case staffing reviews with Probation Officers for quality assurance.

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Interact with individuals comprising a variety of socioeconomic backgrounds.
2. Communicate effectively in writing or orally, in person or electronically, with co-workers, supervisors, and the general public.
3. Read and write reports, correspondence, and instructions.
4. Exercise good judgment in making decisions in accordance with laws, regulations, and policies.
5. Establish and maintain proactive working relationships with fellow employees, the general public, and persons on probation.

6. Provide administrative and professional leadership and direction to Department personnel.
7. Maintain accurate records and comprehends the necessity for confidentiality and will demonstrate regular and predictable attendance.
8. May be required to work outside normal business hours including, weekends, evenings and holidays.
9. Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

EDUCATION and/or EXPERIENCE

A four year degree from and accredited college or university in criminal justice, the social sciences or a related field OR any four year degree coupled with extensive experience in the criminal justice/social work field. Extensive knowledge and skills deploying evidence-based practices with offenders; advanced computer skills, highly effective inter-personal communications skills and strong organizational skills. *Master's Degree and administrative experience preferred.*

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of this position.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check and drug testing.

Please submit cover letter and resume to: Court Manager at mmc@medinamunicipalcourt.org

**THE CITY OF MEDINA
JOB DESCRIPTION**

TITLE: Chief Probation Officer

REPORTS TO: Municipal Court Judges

DEPARTMENT/DIVISION: Municipal Court

CIVIL SERVICES STATUS: Unclassified

JOB STATUS: Full-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: This is a highly responsible position that involves a great deal of public contact with all segments of society. The individual in this classification performs a variety of probation related duties under the general supervision of the Municipal Court Judges.

ESSENTIAL JOB FUNCTIONS:

Conducts presentence investigations and makes sentencing recommendations to the Court.

Supervises offenders on probation and reports violations of probation conditions to the Court.

Maintains case records on each offender assigned to him.

Supervises the payment of restitution, fines and costs.

Coordinates required treatment with appropriate agencies.

Supervises first offender diversion program referrals and work release programs.

Investigates and recommends to the Court appropriate procedures and programs to ensure effective operation of probation programs with a goal of maintaining public safety, reducing recidivism and assisting offenders in complying with orders of the Court.

Directs victim outreach programs as required by statute or court rule.

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 work day.

Maintains regular and consistent attendance.

EDUCATION, TRAINING AND EXPERIENCE:

A minimum of a Bachelor's degree from an accredited college or university, including a strong educational background in criminal law and criminal procedure.

QUALIFICATIONS:

Knowledge of:

- Current Municipal Court practices and procedures as applied to the area of probation.

Skilled in:

- Interacting with individuals of diverse backgrounds and a variety of socioeconomic backgrounds.

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;
- Read and write reports, correspondence and instructions;
- Exercise good judgment in making decisions in accordance with laws, regulations and policies;
- Establish and maintain satisfactory working relationships with fellow employees, the general public and persons on probation;
- Understand and follow complex oral and written instructions;
- Maintain confidentiality;
- 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:

Work in this classification may be performed in a highly stressful environment, involving interaction with persons of all backgrounds. Such interaction may involve citizens and persons on probation who may be irrational and highly agitated.

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: _____

REQUEST FOR COUNCIL ACTION

No. RCA 19-134-F/26

FROM: Medina Municipal Court
DATE: July 11, 2019
SUBJECT: Job Description for Building Custodian

Committee: Finance *Finance*

SUMMARY AND BACKGROUND:

Medina Municipal Court respectfully submits for council's review an updated Building Custodian job description.

The proposed job description attached has been evaluated by Honorable Judge, Gary Werner and Cindy Lastuka, Court Manager. The proposed job description is an accurate reflection of the required duties necessary for a Building Custodian at the Municipal Court.

Additionally, Law Director Huber is requesting all job descriptions to have the Physical Demands section at the end of each job description, moved under Essential Job Functions. This issue was discovered during some legal matter and each job description needs to have these physical demands noted as essential to being able to perform on a daily basis in each position

Estimated Cost:

Suggested Funding:

- sufficient funds in Account No.
- transfer needed from Account No. _____ to Account No. _____
- NEW APPROPRIATION needed in Account No. _____

Emergency Clause Requested:

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

**Medina Municipal Court
Building Custodian**

SUMMARY

The individual in this classification performs custodial work on City and/or Municipal Court premises. This is semi-skilled work. Work performed is largely of a recurring nature; procedures and standards to be maintained are clearly outlined. This position directly reports to the Court Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES – include without limitation the following:

1. Cleans offices, restrooms, work areas, etc. in Court building, including mop floors and vacuum carpeting, emptying trash, dusting, and replacing supplies.
2. Perform painting of facilities and equipment.
3. Repairs desks, tables, chairs, and other office furniture and fixtures.
4. Move office equipment and perform other manual functions as directed.
5. Perform exterior grounds keeping including mowing and trimming.
6. Operate snow blower and /or shovel for snow removal and area salting.
7. Maintain interior and exterior equipment and facilities.
8. Sets up furniture and equipment in meeting rooms as required.
9. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. It is imperative that custodian is physically able to meet the physical demands of the job including, but not limited to, the ability to stand, or walk at least six (8) hours per day, and the ability to push, pull, or lift at least thirty (50) pounds at any given time.

These statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

None

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Good written and verbal communication skills.
2. Ability to organize and prioritize duties.
3. Maintains regular and consistent attendance.
4. Valid Ohio Driver's License.
5. Common hand tools used in building and equipment maintenance work.
6. General cleaning principles and practices.
7. Operate equipment and machinery.
8. Understand and follow complex oral and written instructions.

PHYSICAL DEMANDS:

This position requires the employee to spend a large part of each working day standing and walking. Bending, stooping, climbing on ladders, twisting, and reaching are also routine. At times, the work performed will involve working outside in adverse weather conditions.

EDUCATION and/or EXPERIENCE

Some experience in semi-skilled building, facilities and equipment maintenance and in cleaning work. High school diploma or GED equivalent preferred and training that provides the required knowledge, skills, and abilities.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of this position. Work is performed both before and during daily court proceedings. Respectful observance of the court environment is expected. Respectful treatment of all persons in the courthouse, both employees and non-employees, is also expected. Emergency needs may also occasionally require work after court hours.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check and drug testing.

Please submit resume and cover letter to mmc@medinamunicipalcourt.org

**THE CITY OF MEDINA
JOB DESCRIPTION**

TITLE: Building and Properties Custodian

REPORTS TO: As assigned

DEPARTMENT/DIVISION: As assigned

CIVIL SERVICES STATUS: Unclassified

JOB STATUS: Full-time/ Part-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification performs minor building maintenance and custodial work on City premises. This is semiskilled work, under the direction of the Public Service Director or Court Administrator, who inspects work for compliance with set standards, and to whom the individual in this classification reports. Work performed is largely of a recurring nature; procedures and standards to be maintained are clearly outlined.

ESSENTIAL JOB FUNCTIONS:

- Repairs and maintains heating system.
- Repairs plumbing fixtures and replaces broken plumbing fixtures.
- Paints facilities and equipment.
- Repairs desks, tables, chairs, and other office furniture and fixtures.
- Cleans offices, restrooms, work areas, etc. in City buildings, including scrubbing floors and carpeting, emptying trash, and replacing supplies.
- Maintains lawns and clears sidewalks of snow.
- Sets up furniture and equipment in meeting rooms as required.
- Services and cleans air compressor, pressure washer, generator, and other machinery and equipment.
- Maintains regular and consistent attendance.
- Able to perform the physical demands that include but are not limited to having the ability to spend a large part of each working day standing and walking, along with bending, stooping, climbing on scaffolding and ladders, twisting, reaching, and working in cramped quarters.

EDUCATION, TRAINING AND EXPERIENCE:

Some experience in semi-skilled building and equipment maintenance and in cleaning work. High school diploma or GED equivalent preferred and training that provides the required knowledge, skills, and abilities.

LICENSE:

Valid driver's license issued by the state of Ohio and the ability to remain insurable under the City of Medina Insurance Plan.

QUALIFICATIONS:

Knowledge of:

- Common hand tools used in building and equipment maintenance work;
- Carpentry, painting, plumbing, heating, and electrical trades; and
- General cleaning principles and practices.

Skilled in:

- Use of tools; and

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;
- Understand and follow complex oral and written instructions; and
- Operate equipment and machinery.

ENVIRONMENTAL ELEMENTS:

At times, the work performed will involve working outside in extreme weather conditions. The position includes a high incidence of interaction with fellow City employees and some interaction with citizens.

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: _____

ok
Dr. Howard
7-19-19

REQUEST FOR COUNCIL ACTION

No. RCA 19-135-8/21

FROM: Mike Wright

Committee: Finance

DATE: July 19, 2019

SUBJECT: Capital Improvement Plan approval and Purchase Order

SUMMARY AND BACKGROUND:

The MCRC is requesting a purchase order from line 575-0350-54420 for Medina City Schools in the amount of the current balance of the MCRC Capital Fund. We are currently repairing the roof, and have exhausted the existing purchase order. The Capital Improvement Plan was approved by the Recreation Advisory Board on 7-18-19.

Please refer to the attached Capital Improvement Plan.

Estimated Cost:

Suggested Funding:

- sufficient funds in Account No.
- transfer needed from Account No. to Account No.
- **NEW APPROPRIATION** needed in Account No.

Emergency Clause Requested: Yes

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

7-19-19

Attn: Kathy Patton/Teresa Knox

RE: Capital Improvement Fund spreadsheet and request for PO.

Kathy,

Attached is the RCA, capital spreadsheet approved by the RAC yesterday, and a *copy* of an ordinance for a PO to cover capital expenses for 2017/2018. The PO was not in place until Jan 2018 and is now depleted.

This request is to place all funding in the cash balance for 575 in a PO for the schools. The roof project, LED project, and new camera systems, will all be charged to us this year so we will need all funds in the PO.

The attached worksheet, signed by Keith Dirham, has the total cash balance that will need to be in the PO.

If you need different formats for anything or have any questions, please let me know.

Thank you!

Mike Wright
330-721-6916

Capital Improvement Fund

School Fund		City Fund
<u>1,004,907.87</u>	Total expenditures paid out since 2008	<u>\$720,742.20</u>
+ <u>381,679.90</u>	Current Cash Balance of Capital Account	+ <u>\$665,845.57</u>
= <u>1,386,587.77</u>	Capital Account Total	= <u>\$1,386,587.77</u>

<u>1,380,000.00</u>	Contributions made (since 2005)	<u>\$1,380,000.00</u>
+ <u>6,587.77</u>	(Partner Marketing)	+ <u>\$6,587.77</u>
+ <u>- 0 -</u>	Contributions still owed (if any)	+ <u>\$0.00</u>
= <u>1,386,587.77</u>	Total Contributions	= <u>\$1,386,587.77</u>

<u>1,386,587.77</u>	Capital Account Total	<u>\$1,386,587.77</u>
- <u>1,386,587.77</u>	Total Contributions	- <u>\$1,386,587.77</u>
= <u>- 0 -</u>	Difference (if any)	= <u>\$0.00</u>

Printed Name: DM Chambers
 Signature: DM Chambers
 Date: 07.15.19

Printed Name: Keith Dirham
 Signature: [Signature]
 Date: 7/11/2019

MCRB CAPITAL IMPROVEMENT PLAN

3 YEAR BUDGET	Actual	Est	Actual	Est	Est	Est
	2018	2019	2019	2020	2021	2022

PARKING LOTS \$32,496.24 [1] \$35,000.00 \$ 35,000.00

REPAIRS SEAL/CRACK/STRIPE SUB DRAINS TREE REMOVAL SERVICES POOLS

WATER FEATURE REBUILD WATER FEATURE REPLACE PUMPS

\$ 5,000.00 \$ 1,000.00

RECOAT COMP-7285 LIFE GUARD CHAIR REPLACEMENT SCH

STARTER BLOCK REPLACEMENT CHEMICAL MONITORING UPGRADE/REPLACE

CHENTROL PPM SENSORS LANE MARKERS

POOL/SPA RESURFACING DOOR REPAIR/REPLACEMENT

CHLORINE ROOM REWORK \$5,000.00

TILE REPAIR AND REPLACEMENT \$1,523.06

DIVING BOARD REPLACEMENT/REFURISH \$55,000.00

DRAIN COVERS/GRATE INSTALLATION

COMP POOL BULKHEAD REFURISH

UPDATE DAKTRONICS CONSOLE/TOUCH PADS

REPLACE DECK DRAINS - STAINLESS

SLIDE RECOAT (SLIDE RENU)

SLIDE STAIRS REPAIR \$ 14,575.00

AUTOMATED POOL CLEANER

SURGE TANK VALVE REPLACEMENT (S)

FLOORS \$ 15,000.00

COM LOCKER ROOMS TILE AND DRAINAGE

CARPET - FRONT DESK AREA \$2,500.00
 COMMUNITY RMS - WOOD LAMINENT \$3,000.00
 OFFICES \$4,000.00

RASCAL					
TRACK RESURFACING					
FIELD HOUSE	\$	15,429.60			\$2,500.00
AEROBIC ROOM WOOD FLOOR - RESURFACING					
RUBBER STAIR TREADS, LANDING RUBBER TILE	\$	4,470.00			
ELEVATOR FLOORING	\$	770.00			
BALCONY FLOORING REPLACEMENT					
ROOF (PLAT area 56K total sq ft)			\$ 1,067,011.00		\$ 30,000.00
POOL AREA - COMP & LEISURE POOLS					
CENTER					
FIELD HOUSE					
ELECTRIC					
LIGHTING UPGRADES AND ENHANCEMENTS (LED)			\$ 140,000.00		
LIGHTING REPAIRS	\$	6,073.40			
HVAC					
COIL REPLACEMENT LEISURE	\$	27,800.00			
COIL REPLACEMENT COMP					
HEAT EXCHANGERS LEISURE					
HEAT EXCHANGERS COMP					\$8,000.00
HEAT EXCHANGERS SPA					
DUCT WORK RECOAT POOLS					
REPL. ABB AC VARIABLE FREQUENCY DRIVE					
AIR HANDLER CABINET EPOXY WORK					
COOLING TOWER REPAIR					
EXPANSION JOINT REPAIR					\$11,810.00 [31]
MISC					
PROJECTORS/LG SCREEN DISPLAYS-CONF ROOM					
BALCONY EXPANSION PROJECT					\$9,488.70
CAMERA REPLACEMENT	\$	6,402.00	\$47,626.00 [24]		
FIELD HOUSE COURT CURTAINS	\$	23,460.00			
FIELD HOUSE DOOR REPLACEMENT					
SCOREBOARD REPLACEMENT ~ NEW (F.H.)					
LOCKER REFINISH/REPLACEMENT	\$	2,340.00			
SAUNA HEATERS					
RESTROOM PARTITIONS					\$5,000.00
DRINKING FOUNTAINS					
LOOSE FURNITURE REPLACEMENT/NEW					
PAINTING					
MENS SHOWER WALL REHAB					
SANDBLAST SHOWER					
WOMENS SHOWER WALL REHAB					

REKEYING / RELAYS FIELDHOUSE WINCHES												
DOOR REPLACEMENT /Yr									\$3,000.00			
NATATORIUM DOOR FRAMES									\$10,000.00			
MASONRY												
BLEACHER ADDITION IN FIELD HOUSE												
FITNESS EQUIPMENT									\$10,000.00			
PROFESSIONAL ENGINEERING AND DESIGN SERVICES									\$10,000.00			
TABLES												
FLOOR SCRUBBER - GTX-342TE & PARTS												
PANIC BUTTON INSTALLATION												
BBALL BACKBOARD PADDING												
REFURBISH TREADMILLS, PARTS									\$9,309.50			
SUNDECK BIRD HOLES									\$4,475.00			
SWITCH PLATE ENGRAVING									\$200.00			
CONTINGENCY									\$30,000.00			
TOTAL ANNUAL EXPENDITURE	\$	102,252.56	\$	1,351,708.24	\$	276,000.00	\$	186,000.00	\$	30,000.00	\$	30,000.00
TOTAL EXPENDITURES	\$1,415,099.37	\$2,766,807.61	\$2,766,807.61	\$3,042,807.61	\$3,228,807.61	\$3,258,807.61	\$3,288,807.61					

ORDINANCE NO. 114-17

*did not open
a 2017 PO*

AN ORDINANCE APPROVING THE THREE YEAR CAPITAL IMPROVEMENT PLAN FOR THE MEDINA COMMUNITY RECREATION CENTER AND AUTHORIZING THE EXPENDITURE OF \$150,000 TO THE MEDINA CITY SCHOOLS, IN ACCORDANCE WITH THE JOINT OPERATING AGREEMENT.

WHEREAS: Ordinance No. 101-01, passed July 9, 2001 authorized the Joint Operating Agreement and Lease Agreement between the Board of Education of the Medina City School District and the City of Medina for the operation of the Medina Community Recreation Center; and

WHEREAS: Section 5.6 of the Operating Agreement establishes a Capital Improvement Fund specifically to address future capital needs; and

1486

WHEREAS: Section 5.6 also specifies that the Capital Improvement Plan be recommended by the Advisory Committee before the beginning of each contract year and shall be approved by each party; and

WHEREAS: On June 15, 2017, the Recreation Advisory Committee approved the Capital Improvement Plan and expending of capital funds; and

WHEREAS: On July 10, 2017 the Finance Committee approved the plan.

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

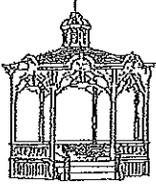
SEC. 1: That in accordance with Section 5.6 of the Joint Operation Agreement between the Board of Education of the Medina City School District and the City of Medina, the Capital Improvement Plan for the Medina Community Recreation Center is hereby approved.

SEC. 2: That a copy of the Plan is marked Exhibit A, attached hereto and incorporated herein.

SEC. 3: That the expenditure to Medina City Schools in the amount of \$150,000 is hereby authorized, and the funds are available in Account Number 575-54420.

575-0350-54420

SEC. 4: 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.



City of Medina

132 North Elmwood Ave P.O. Box 703
Medina, OH 44258
PH: 330-725-8861
FAX: 330-722-9068

Keep

PURCHASE ORDER

No. 2018001486

Show this Purchase Order Number on all correspondence, invoices, shipping papers and packages.

DELIVER AND SHIP TO THIS DEPT. RECREATION CENTER CITY OF MEDINA 855 WEYMOUTH RD MEDINA, OHIO 44256

NAME AND ADDRESS OF VENDOR M00390 MEDINA CITY SCHOOL DISTRICT BUSINESS OFFICE 739 WEYMOUTH RD MEDINA OH 44256

PURCHASE ORDER DATE 01/01/18

TERMS:

- 1. City of Medina is exempt from excise or sales tax.
2. Purchase order number must appear on all invoices, packages, packing slips, shipping papers and all other correspondence.
3. Delivery must be prepaid to destination shown above or billed to same.
4. No change may be made in this order without consent of the Director of Finance.

DO NOT DUPLICATE THIS ORDER

Table with columns: LINE NO., DESCRIPTION, ACCOUNT NUMBER, QUANTITY ORDERED, UNIT MEAS, UNIT PRICE, EXTENSION. Includes handwritten notes: #94,068.58 PO Bal, #42,894.35 Invoices, 18,825.77 Diff.

TOTAL AMOUNT NOT TO EXCEED 150000.00

COPY COPY COPY THEN AND NOW CERTIFICATION I hereby certify that the amount necessary to meet this obligation was then (at time of the order or contract) and is now lawfully appropriated for such purpose and was then and is now in the Treasury and free from previous encumbrances. AUTHORIZED SIGNATURE

OK
Dr. Hawley
7-30-19

REQUEST FOR COUNCIL ACTION

No. RCA 19-136-8/26

FROM: Nino Piccoli Service Director
DATE: JULY 30, 2019
SUBJECT: Expenditure Approval

SUMMARY AND BACKGROUND:

Respectfully requesting Council's authorization to increase Purchase Order number 2019-0489 to \$60,000.00 with Signal Service Company. The original Purchase order was approved by the Board of Control for \$15,000.00 on January 14, 2019. There have been numerous emergency repairs involving the City Traffic system. There are also maintenance items necessary to the Preemption System.

Suggested Funding: \$45,000

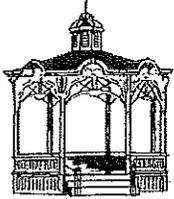
- Sufficient funds in Account No. 102-0145-53321
- Transfer needed from Account No. _____ to Account No. _____
- NEW APPROPRIATION needed in Account No. _____

Emergency Clause Requested:
Reason:

COUNCIL USE ONLY:
Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:



City of Medina

132 North Elmwood Ave P.O. Box 703
Medina, OH 44258
PH: 330-725-8861
FAX: 330-722-9058

PURCHASE ORDER

No. 2019000489

Show this Purchase Order Number on all correspondence, invoices, shipping papers and packages.

DELIVER AND SHIP TO THIS DEPT.
STREET DEPARTMENT
CITY OF MEDINA
781 WEST SMITH ROAD
MEDINA, OHIO 44256

NAME AND ADDRESS OF VENDOR
S00400
SIGNAL SERVICE COMPANY
4341 CRANWOOD PARKWAY
WARRENSVILLE HEIGHTS OH 44128-

PURCHASE ORDER DATE
01/14/19

TERMS:

1. City of Medina is exempt from excise or sales tax.
2. Purchase order number must appear on all invoices, packages, packing slips, shipping papers and all other correspondence.
3. Delivery must be prepaid to destination shown above or billed to same.
4. No change may be made in this order without consent of the Director of Finance.

DO NOT DUPLICATE THIS ORDER

LINE NO.	DESCRIPTION	ACCOUNT NUMBER	QUANTITY ORDERED	UNIT MEAS.	UNIT PRICE	EXTENSION
001	RB-MAINT OF EQUIP-TRAFF CNTRL REGULAR BLANKET BOC APPROVED 1/14/19	102-0145-53321	0		.00	15000.00
TOTAL AMOUNT NOT TO EXCEED						15000.00

Order is to be entered in accordance with prices, delivery and specifications shown above.

FEDERAL TAX ID:
34-6001856

THEN AND NOW CERTIFICATION

I hereby certify that the amount necessary to meet this obligation was then (at time of the order or contract) and is now lawfully appropriated for such purpose and was then and is now in the Treasury and free from previous encumbrances.

This amount has been lawfully appropriated for such purpose and is in the treasury or in process of collection.

SEND ALL INVOICES TO:
City of Medina
132 North Elmwood Ave
P.O. Box 703

Keith W. Johnson
DIRECTOR OF FINANCE

COPY COPY COPY

REQUEST FOR COUNCIL ACTION

*OK
Dr. Hancock
7-31-19*

No. RCA 19-137-8/26

Committee Finance

From: POLICE DEPARTMENT
Chief Edward R. Kinney

Mayor's Initials: _____

ERK

(Signature)

Guidelines: See information on back of form

Date: 7/31/19

Subject: Purchase of Chevrolet Malibu for the Detective Bureau

Summary and Background: Purchase of a 2020 Chevrolet Malibu under State Bid Contract from Ganley Chevrolet of Aurora to replace the 2008-2010 detective/undercover cars.
Also - New vendor approval - W-9 attached.

Estimated Cost: \$16,835.86

Suggested Funding: 106-0101-54417

Sufficient Funds in Account: Yes

Transfer Needed From: _____ To: _____

New Appropriation Needed: N/A

Account No:

Emergency Clause Requested:

No Yes If yes, reason:

Council Use Only: _____

Committee Recommendation:

Council Action Taken:

Ord./Res.No:
Date:

SPECIFICATIONS (CONT'D)

Sedan – Compact – Gasoline

Item Number 1AA

SPECIFICATION SHEET: Shown below are the specifications requirements for equipment that the State desires to purchase. Bidder signifies compliance or non-compliance with the specifications by indicating "YES" or "NO" in the Y/N column of this form and returning with the bid response. These specifications are only considered as necessary to establish functional requirements. Proprietary design, exact dimensions, capacities, or restrictive features will not preclude acceptance of other recognized alternatives meeting comparable performance requirements as determined by the Department of Administrative Services. List all deviations/exceptions to the specifications in the bid response in the "Exceptions" column, if additional space is needed, please use a separate sheet to reference this information with the corresponding line number. Failure to comply may deem the bid non responsive.

Line No.	Standard Specification Items	Minimum Requirements	Exceptions
Powertrain			
1.	Engine Type (Liter/Cylinder)	1.4-1.8L, V4	1.5L Turbo Engine
2.	Horsepower (Net HP)	138-160	160 H.P.
3.	Transmission	Automatic	
4.	Locking Differential	Manufacturer Standard	
5.	Alternator (amps)	Manufacturer Standard	
6.	Battery (CCA)	Manufacturer Standard	
7.	Cooling System	Heaviest Duty Available	
8.	Alternative Fuel (Type)	Specify	Gas Only
Exterior			
9.	Body Side Moldings	Manufacturer Standard	N/A
10.	Tires	All Season	
11.	Spare Tires	Compact	
Safety			
12.	Restraint System (Driver & Passenger)	Required	
13.	Supplement Restraint System (Driver & Passenger)	Required	
14.	Power Antilock Brakes (Front and Rear)	Required	
15.	Rear Camera	Required	
Seating			
16.	Seating Capacity	5	
17.	Front Seat Type	Bucket	
18.	Seat Covering	Cloth	
19.	Floor Covering	Carpet	
Dimensions			
20.	Wheelbase (in.)	103-111	
21.	Fuel Capacity (Gal.)	12	
22.	Base Curb Weight (lbs.)	2,800	
23.	Headroom (Front/Rear) (in.)	38/37	
24.	Leg Room (Front/Rear) (in.)	41/33	
25.	Hip Room (Front/Rear) (in.)	52/49	
26.	Shoulder Room (Front/Rear) (in.)	54/53	
27.	Passenger Volume (cu. ft.)	90	
28.	Trunk/Luggage Area (cu. ft.)	12.5	

SPECIFICATIONS (CONT'D)

Sedan – Compact – Gasoline
 Item Number 1AA

Line No.	Standard Specification Items	Minimum Requirements	Exceptions
Accessories:			
29.	Air Conditioning	Required	
30.	Tilt Wheel & Cruise Control	Required	
31.	Power Windows & Door Locks	Required	
32.	Keyed Door Locks	Required	
33.	2 Set of Keys with FOB Enabling Electronic Keyless Entry	Required	
34.	Intermittent Windshield Wipers	Required	
35.	Rear Window Defroster	Required	
36.	Floor Mats	Front/Rear	
37.	Radio	Standard AM/FM	
38.	Exterior Rear View Mirror	Dual	
39.	Trunk/Cargo Light	Automatic	
Warranty:			
40.	Rust Proofing	Min. Factory Warranty	
41.	Manufacturer Standard	Min. 3 yr./36,000 Mile	
Optional Equipment Items:			
42.	Parts Manual(s)		
43.	Service Manual(s)		
44.	Additional Set of Keys with FOB Enabling Electronic Keyless Entry		
45.	Seat Belt Extender		
46.	Driver Confidence Package II Includes: Forward Collision Warning, Automatic Emergency Braking, Lane Departure Warning, Rear Cross Traffic Alert, Blind Spot Warning.		

PRICE SCHEDULE

ITEM #1AA – SEDAN – COMPACT – GASOLINE

DELIVERY: 60-90 DAYS A.R.O. (SEE IV.A.)		INDICATE CITY/STATE OF MANUFACTURER: Kansas City, Kansas	
CONTRACTOR: Ganley Chevrolet of Aurora		MFG: GM	MODEL: Malibu
		MODEL NUMBER 1ZC69	
ITEM ID NO.: 33122		UNIT PRICE: \$ 16,808.74	

ITEM ID NO.	DELIVERY CHARGE	UNIT PRICE
33015	Delivery charge per mile, per vehicle round trip map mileage for delivery by the contractor	\$0.40
33023	Minimum Delivery Charge	\$25.00

ITEM ID NO.	DEALER OPTION/ORDER CODE	OPTION	UNIT COST
N/A	N/A	Parts Manual	N/A
N/A	N/A	Service Manual	N/A
33017	Dealership Parts Department	Additional Set of Keys with FOB Enabling Electronic Keyless Entry	\$ 125.00
Specify on PO	N/A	Seat Belt Extender (1 Unit)	\$ 0.00
35454	WPS + WPR	Driver Confidence Package II Includes: Forward Collision Warning Automatic Emergency Braking. Lane Departure Warning Rear Cross Traffic Alert Blind Spot Warning	\$1,331.00

UNSPECIFIED OPTION PRICE: 3.00% above manufacturer invoice (Not to exceed 3.00%)

Any option not specified in the options table on the pricing pages will be made available to the ordering entities, following Contract award and DAS approval, at the Unspecified Option Price. If no Unspecified Option Price is provided by the Bidder, the State will assume that the price will be equal to the manufacture invoice. The Unspecified Option Price and Additional Option Packages specified by the Bidder, will not be used in the vehicle evaluation.

List standard paint colors: G60 Pacific Blue Metallic, GAN Silver Ice Metallic, GAZ Summit White
GB8 Mosaic Black, GJ1 Shadow Gray Metallic

Contains recycled materials – Y/N: N If Yes _____ %. (Will not be part of the evaluation)



[Fleet] 2020 Chevrolet Malibu (1ZC69) 4dr Sdn LS w/1FL

Window Sticker

SUMMARY

[Fleet] 2020 Chevrolet Malibu (1ZC69) 4dr Sdn LS w/1FL

MSRP:\$23,220.00

Interior:Dark Atmosphere/ Medium Ash Gray, Premium cloth seat trim

Exterior 1:Silver Ice Metallic

Exterior 2:No color has been selected.

Engine, 1.5L turbo DOHC 4-cylinder DI

Transmission, Continuously Variable (CVT)

OPTIONS

CODE	MODEL	MSRP
1ZC69	[Fleet] 2020 Chevrolet Malibu (1ZC69) 4dr Sdn LS w/1FL	\$23,220.00
	OPTIONS	
1FL	LS Preferred Equipment Group	\$0.00
A5i	Seats, front bucket	\$0.00
FE9	Emissions, Federal requirements	\$0.00
GAN	Silver Ice Metallic	\$0.00
H1H	Dark Atmosphere/ Medium Ash Gray, Premium cloth seat trim	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system, 8" diagonal color touchscreen, AM/FM stereo.	\$0.00
LFV	Engine, 1.5L turbo DOHC 4-cylinder DI	\$0.00
MRG	Transmission, Continuously Variable (CVT)	\$0.00
VK3	License plate bracket, front	\$40.00
VQ2	Fleet processing option	\$0.00
	SUBTOTAL	\$23,260.00
	Adjustments Total	\$0.00
	Destination Charge	\$875.00
	TOTAL PRICE	\$24,135.00

FUEL ECONOMY

Est City:29 (2019) MPG

Est Highway:36 (2019) MPG

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided. Data Version: 8604. Data Updated: Jun 19, 2019 9:48:00 PM PDT.



[Fleet] 2020 Chevrolet Malibu (1ZC69) 4dr Sdn LS w/1FL

Est Highway Cruising Range:568.80 mi

Standard Equipment

Mechanical

Engine, 1.5L turbo DOHC 4-cylinder DI with Variable Valve Timing (VVT) (160 hp [119.3 kW] @ 5700 rpm, 184 lb-ft torque [248.4 N-m] @ 2500-3000 rpm) (STD)

Transmission, Continuously Variable (CVT) (STD)

Engine control, stop-start system

Axle, 5.10 final drive ratio

Front wheel drive

Suspension, front MacPherson strut

Suspension, rear 4-link, independent

Brakes, 4-wheel antilock, 4-wheel disc

Brake rotors, Duralife

Brake lining, high-performance, noise and dust performance

Brake, parking, manual

Fueling system, capless

Fuel door, push open

Tool kit, road emergency

Exterior

Wheels, 16" (40.6 cm) aluminum

Tires, P205/65R16 all-season, blackwall

Wheel, spare, 16" (40.6 cm) steel

Tire, compact spare, T125/80R16

Headlamp control, automatic on and off

Headlamps, halogen

Glass, acoustic, laminated, windshield

Mirrors, outside power-adjustable, manual-folding Black

Entertainment

Audio system, Chevrolet Infotainment 3 system, 8" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)

Audio system feature, 6-speaker system

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 8604. Data Updated: Jun 19, 2019 9:48:00 PM PDT.

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return) GANLEY CHEVROLET OF AURORA LLC	
Business name/disregarded entity name, if different from above	
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ S <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.) 310 W GARFIELD RD	Requester's name and address (optional)
City, state, and ZIP code AURORA, OH 44202	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number								
2	7	-	0	4	7	2	7	3

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person	Date ▶ 1-9-2019
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business.

Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

OK
Dr. Hansen
8-12-19

No. RCA 19-138-8/26
[Signature]

REQUEST FOR COUNCIL ACTION

FROM: Jonathan Mendel, Community Development Director Committee: Finance

DATE: April 12, 2019

SUBJECT: August 8, 2019 -- Historic Preservation Board Historic Landmark designation recommendation for 205 S. Prospect Street (Phillips-McDowell House)

SUMMARY AND BACKGROUND:

At the August 8, 2019 meeting, the Historic Preservation Board recommended approval of the Historic Landmark designation for 205 S. Prospect Street under Section 145.09 of the City Code to City Council. The request for Historic Landmark designation means future renovations and alterations to the site would be reviewed by the Historic Preservation Board for compliance with Chapter 145 of the Codified Ordinances. The current owner and applicant are fully aware of the restrictions this designation imposes on this property in terms of future improvements and changes to the all buildings on the subject property.

In accordance with Section 145.08(a), (c), (d) and (f), the site contains considerable cultural and historic significance with its direct connection to an important historical City of Medina and State of Ohio resident (H.G. Blake) and the building and grounds represent an outstandingly well preserved example of Victorian Shingle style residential architecture in the City of Medina and the State of Ohio.

The applicant requests this ordinance be reviewed and approved at the August 26, 2019 City Council meeting in order to be eligible for the upcoming Ohio History Fund grant application process.

Please find attached are:

- August 12, 2019 Historic Preservation Board decision resolution
- August 8, 2019 Historic Preservation Board case H19-12 packet
- Draft August 8, 2019 Historic Preservation Board minutes

Estimated Cost: Not Applicable
Suggested Funding: Sufficient funds in Account No.

Transfer needed from Account No. to Account No.
NEW APPROPRIATION needed in Account No.

Emergency Clause Requested: Yes

Reason: With the designation, the applicant wishes to apply for the current Ohio History Fund grant funding process. The local historic landmark designation must be effective by the September 4, 2019 grant application deadline.

COUNCIL USE ONLY:
Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

**RESOLUTION
HISTORIC PRESERVATION BOARD
CITY OF MEDINA, OHIO**

August 12, 2019

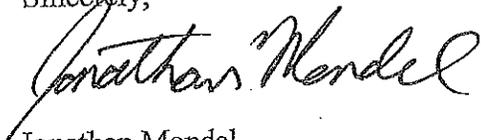
Brian Feron
Medina County Historical Society
206 N. Elmwood Avenue
Medina, Ohio 44256

PROPERTY: 205 S. Prospect Street

WHEREAS, YOUR APPLICATION WAS DULY PROCESSED AND AFTER APPROPRIATE REVIEW AND STUDY THE BOARD HAS PASSED THE FOLLOWING RESOLUTION:

The Historic Preservation Board at the August 8, 2019 meeting has approved a recommendation to City Council for Historic District Landmark Designation for the property at 205 S. Prospect Street.

Sincerely,



Jonathan Mendel
Community Development Director



MEETING DATE: 8-8-19

**HISTORIC PRESERVATION
BOARD**

**Case No. H19-12
205 S Prospect**



CITY of MEDINA
Historic Preservation Board
August 8, 2019 Meeting

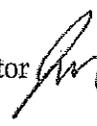
Case No: H19-12

Address: 205 S. Prospect Street

Applicant: Brian Feron – Medina County Historical Society representing the current property owner (Phillips Anna Jean & Grace Marie & Caroline Elizabeth Trustee)

Subject: Historic Landmark Designation

Zoning: R-3, High Density Urban Residential District

Submitted by: Jonathan Mendel, Community Development Director 

Site Location:

This subject property is located on the southwest corner of S. Prospect St. and Blake Ave.

Project introduction:

The applicant requests designation as a local Historic Landmark as permitted in Chapter 145 of the Codified Ordinances. This process allows for sites with historic and cultural significance to be designated as a landmark and preserved through the regulatory review process of the Historic Preservation Board and the City of Medina Design Guidelines for Historic Properties and Districts.

Please find attached to this report:

1. Applicant's Historic Landmark nomination narrative and supporting information received August 2, 2019
2. Site aerial

Considerations:

Chapter 145 of the Codified Ordinances detail the process for designation as a landmark property:

145.08 DESIGNATION CRITERIA FOR HISTORIC DISTRICTS OR LANDMARKS.

In considering the designation of any place, building, structure, work of art, or similar object in the City as an Historic District or Landmark, the Historic Preservation Board shall apply the following criteria with respect to such property:

- (a) Its character, interest or value shall be part of the development, heritage or cultural characteristics of the City, State or the United States;*
- (b) Its location shall be a site of a significant historical event;*
- (c) Its identification shall be with a person who significantly contributed to the culture and development of the City;*
- (d) Its exemplification shall be of the cultural, economic, social or historic heritage of the City;*
- (e) Its portrayal shall be of the environment of a group of people in an era of history characterized by a distinctive architectural style;*
- (f) Its embodiment shall be of elements or architectural design, detail, materials or craftsmanship which represents architecture of significant character, charm, or grandeur;*
- (g) Its relationship shall be to other distinctive areas which are eligible for preservation or conservation;*
- (h) Its unique location or singular physical characteristics shall be representative of an established and familiar visual feature of a neighborhood or of the City.*

145.09 DESIGNATION PROCEDURES FOR HISTORIC DISTRICTS OR LANDMARKS.

- (a) A property (building, structure, place, or object) may be nominated as an Historic Landmark or a group of properties may be nominated as an Historic District by an individual, group, or by the Historic Preservation Board. For individual buildings, the property owner shall approve the nomination. For a district, dissention by property owners shall be less than 25%. Each owner of private property in a district has one vote regardless of how many properties or what part of one property that party owns and regardless of whether the property contributes to the significance of the district.*
- (b) When a proposal to establish an Historic District or to designate an individual property or site as a Landmark for protection is received by or initiated by the Historic Preservation Board, the owner or owners of included properties shall be notified.*
- (c) The Historic Preservation Board shall consider the proposal in terms of the criteria provided in Section 145.08. Properties shall be documented to meet at least one of the criteria listed. The Board shall make a recommendation to City Council.*

(d) City Council shall give due consideration to the findings and recommendations of the Historic Preservation Board in making its determination with respect to the proposed designation of place, building, structure, or object as an Historic District or Landmark.

Staff Comments:

The house was constructed in 1891 and also has two existing barns on the property of mid to late 19th century vintage. The primary building is 2-1/2 stories, has a full basement and a 2,517 sq ft footprint. The building contains many original components and exterior material design and surfaces.

The request for Landmark designation means future renovations and alterations to the site would be reviewed by the Historic Preservation Board for compliance with Chapter 145 of the Codified Ordinances. The current owner and applicant are fully aware of the restrictions this designation imposes on this property in terms of future improvements and changes to the all buildings on the subject property.

In accordance with Section 145.08(a), (c), (d) and (f), the site contains considerable cultural and historic significance with its direct connection to an important historical Medina and Ohio resident (H.G. Blake) and the fact that the building and grounds represent an outstandingly well preserved example of Victorian Shingle style residential architecture in the City of Medina and the State of Ohio.

This request is part of the next several steps of ownership transfer from the current owners to the Medina County Historical Society and application for grant funding.

Recommendation:

Staff recommends the Historic Preservation Board forward a recommendation of approval to City Council to designate 205 S. Prospect Street a local historic landmark since the subject property meets the following criteria in Section 145.08:

- (a) Its character, interest or value shall be part of the development, heritage or cultural characteristics of the City, State or the United States\
- (c) Its identification shall be with a person who significantly contributed to the culture and development of the City
- (d) Its exemplification shall be of the cultural, economic, social or historic heritage of the City
- (f) Its embodiment shall be of elements or architectural design, detail, materials or craftsmanship which represents architecture of significant character, charm, or grandeur

(d) City Council shall give due consideration to the findings and recommendations of the Historic Preservation Board in making its determination with respect to the proposed designation of place, building, structure, or object as an Historic District or Landmark.

Staff Comments:

The house was constructed in 1891 and also has two existing barns on the property of mid to late 19th century vintage. The primary building is 2-1/2 stories, has a full basement and a 2,517 sq ft footprint. The building contains many original components and exterior material design and surfaces.

The request for Landmark designation means future renovations and alterations to the site would be reviewed by the Historic Preservation Board for compliance with Chapter 145 of the Codified Ordinances. The current owner and applicant are fully aware of the restrictions this designation imposes on this property in terms of future improvements and changes to the all buildings on the subject property.

In accordance with Section 145.08(a), (c), (d) and (f), the site contains considerable cultural and historic significance with its direct connection to an important historical Medina and Ohio resident (H.G. Blake) and the fact that the building and grounds represent an outstandingly well preserved example of Victorian Shingle style residential architecture in the City of Medina and the State of Ohio.

This request is part of the next several steps of ownership transfer from the current owners to the Medina County Historical Society and application for grant funding.

Recommendation:

Staff recommends the Historic Preservation Board forward a recommendation of approval to City Council to designate 205 S. Prospect Street a local historic landmark since the subject property meets the following criteria in Section 145.08:

- (a) Its character, interest or value shall be part of the development, heritage or cultural characteristics of the City, State or the United States\
- (c) Its identification shall be with a person who significantly contributed to the culture and development of the City
- (d) Its exemplification shall be of the cultural, economic, social or historic heritage of the City
- (f) Its embodiment shall be of elements or architectural design, detail, materials or craftsmanship which represents architecture of significant character, charm, or grandeur

HISTORIC LANDMARK DESIGNATION APPLICATION

1. Current Owner / Applicant Information

Date: August 2, 2019

Property Owner Name: PHILLIPS ANNA JEAN & GRACE MARIE & CAROLINE ELIZABETH TRUSTEE__

Property Owner Address: 205 S. Prospect, Medina, OH 44256

Contact for Project Information: Brian Feron

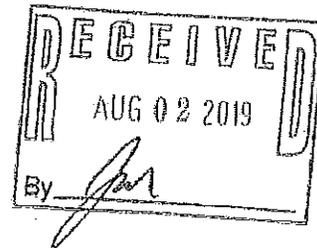
Phone: 330-310-7584 Email: Brian Feron <BFeron@tcpi.com>

2. Location of the Proposed Landmark

Address: 205 S. Prospect

Cross Streets: Blake Street and S. Prospect

Parcel #'s: 028-19A-21-379 Zoning: 511 - Single Family Unplatted 0-9.9 Acres



3. Property Information

Historic Name of Property: R.M. McDowell House

Date of Construction: 1891

Builder: Gruninger Brothers

Architect: George Nettleton

Architectural Style: Shingle

Historic Use(s): The house was built as a single-family residence for R. M. and Elizabeth Blake McDowell. Over time, it was modified into 6 apartments, but then purchased by descendants of the original family and restored into a single-family home.

Present Use: single-family residence

Property Included in Historic Survey Yes No

4. Statement of Significance

The proposed landmark is significant for the following reason(s). Please check all that apply:

- It is associated with significant events or patterns, or reflects important aspects of social or cultural history

- X It is associated with a person or persons important to our history
- X It is significant for its architecture or design, or is a notable work of a master builder, designer or architect
- X It is valued as a visual landmark, or has special character or meaning to the city and its residents
 - o It contains archaeological deposits that have the potential to yield important information about history or prehistory

Please summarize why the property or district should be designated a City of Medina Landmark. Whenever possible, include footnotes or a list of references that support the statement of significance. Copies of historic photographs, articles or other sources that directly relate to the property should also be attached.

The property was built for the eminent Medina resident, R.M. McDowell in 1890, and is considered one of the finest examples of Shingle Style residential architecture in the State of Ohio. McDowell was president of the Old Phoenix Bank, and his wife, Elizabeth A. Blake, was the daughter of nationally known abolitionist and State of Ohio Senator, H.G. Blake. As a child, Elizabeth often accompanied her father to Washington, DC, and witness the inauguration of Abraham Lincoln, and the resignation of Lincoln's Confederate counterpart, Jefferson Davis, from the U.S. Senate. Elizabeth married Lieutenant R.M. McDowell in 1863.

The McDowell house was constructed on land owned by H.G. Blake. His original Greek Revival farm house was moved roughly 100 yards to the south so that the McDowell House could be built at the terminus of West Washington Street, allowing a direct view from the house to the Square, and Old Phoenix Bank.

The home is currently owned by the Phillips Family, the 5th generation of the original builders, and is one of the largest, private estates of the Victorian era in the City.

This home was designed by eminent architect, George Nettleton, who in 1896 joined the esteemed Albert Kahn in Detroit as the firm of Nettleton, Kahn, and Trowbridge.

Property / Architecture Description

Please provide a detailed description of the exterior of the building and any associated buildings on the property. This includes the building's shape, number of stories, architectural style and materials. For example, is the building clad with wood, brick or stucco? What materials are the windows and exterior doors made of? Please be sure to include descriptions of the non-publicly visible portions of the building. Attach photographs of the property, including the rear facade.

The home is a three-story, twelve room and seven fireplace mansion. The home is characterized by its massive turret with conical roof, located on the southeast corner of the home. The home has a large extended front porch, along with another adjacent to the porte cochere near the rear of the home. The windows are leaded glass with large, four-panel stained glass section located in the front of the home, providing light to the main stairway. There is also a Palladian window at the main gable, as well as an oriel window with leaded glass located in the front of the house. A recessed, walk-out balcony has been screened in. Original detailed woodwork and hardware are extant throughout the house.

The exterior of the home features signature American Shingle style motifs, such as shaped and decorative shingle siding on the upper stories, rounded corners, and eyebrow window headings. The massive cut granite foundation also extends up the first story of the two-story conical tower on the southeast corner of the home. The slate roof has been repaired with like materials, yet the conical tower retains its original slate roof, featuring gradation of shingle sizes from large at the bottom to smaller at the top. It also retains the original copper tower finial. The front porch fully extends across the entire east façade of the property, and also features signature Shingle Style designs, including simple curved balustrades and heavy, muscular turned columns.

The north façade features an applied Palladian arch over an inset balcony with four turned columns. The south façade originally mirrored this concept, with a Palladian arch over a five-bay set of windows and decorative, rectangular panel.

The main façade of the house features two outstanding leaded/stained glass windows, and one notable wooden window. The first is the stained glass, staircase landing window, recognized as one of the largest residential stained glass windows in the City of Medina. The second story main bedroom, on the northeast corner of the home, features an expansive, flattened curved, leaded glass window, with a built-in wooden arch. The third-floor space features a ½ cylindrical window of wood, with 170 individual panes of glass. The original south side porte cochere matches the style of the home, with wooden shingles, turned columns, and a granite foundation.

The interior of the home remains largely as it was built in 1891, and features natural woodwork throughout, decorative plaster work in the entry hall and formal parlor, and outstanding fireplace mantels and decorative tile. Notable are the transfer ware tiles in a second floor bedroom. The parlor also houses a large, stained glass window made of two colors of faceted rondels, and a large, beveled pane of glass. The house has some original light fixtures. The house retains its original windows and brass hardware, several functioning sets of pocket doors, and hardwood floors.

The 1.5 acres parcel also retains two barns/outbuildings, one of which possibly dates to the 1860's and was part of the original H.G. Blake homestead.

The McDowell house has been cited as one of the finest examples of Shingle Style architecture in the State of Ohio, as well as being the largest and most significant example in the City of Medina.

6. Ownership/Occupancy History Table

Please list all owners of the property from the date of construction to present.

Dates: From - To _____ Names _____

The house has been in possession of the McDowell Family, or descendants of the family, since its construction in 1891.

7. Public Information Release

Please read the following statements and check each to indicate that you agree with the statement. Then sign below in the space provided.

- X I understand that submitted documents will become public records under the Ohio Public Records Act, and that these documents will be made available upon request to members of the public for inspection and copying.

- X I acknowledge that all photographs and images submitted as part of the application may be used by the City without compensation.

Name (Print): Date: Signature:

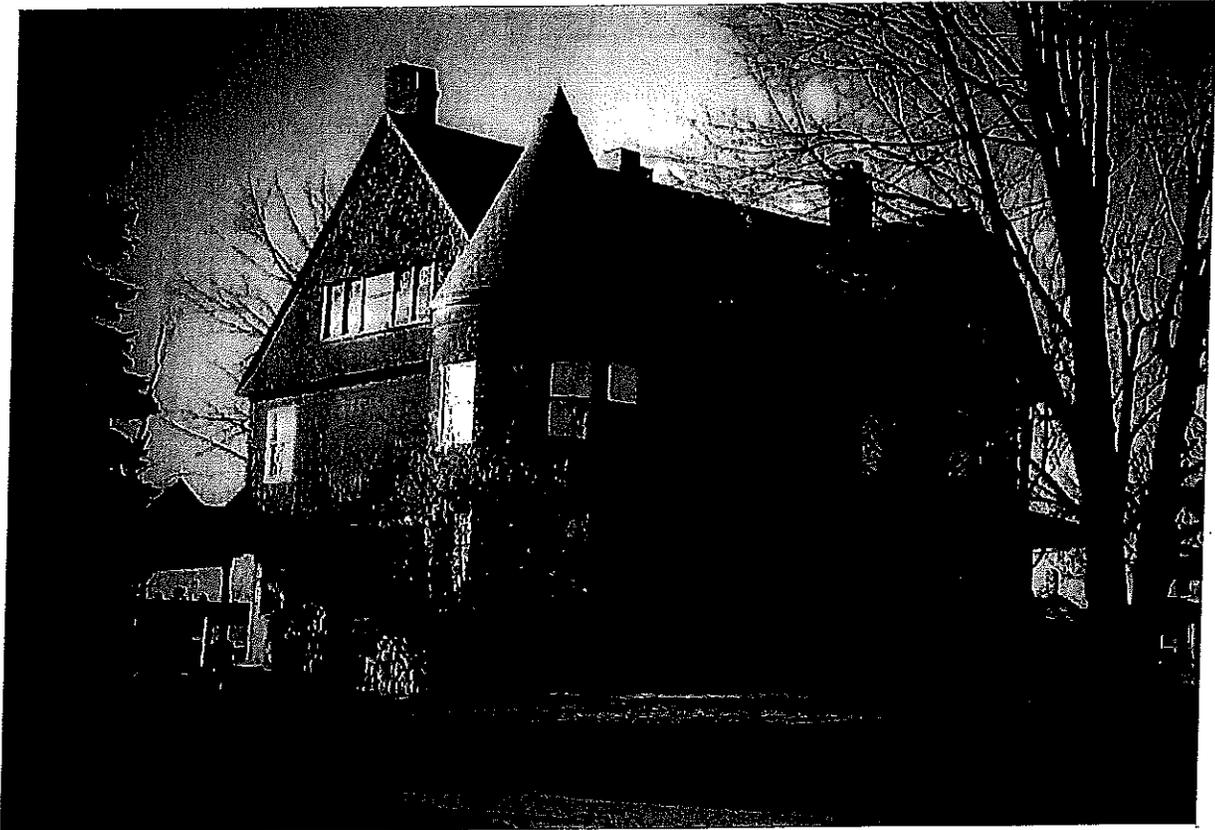
 8/2/19

Matt Wiederhold Date: August 2, 2019



RES. OF R.M. MCDOWELL

As built, 1891





CITY of MEDINA
Historic Preservation Board
Special Meeting

Historic Preservation Board

DRAFT

Meeting Date: August 8, 2019

Meeting Time: 5:00pm

Present: Leslie Traves, Elizabeth Biggens-Ramer, Paula Banks, Patty Stahl, Don Geitz, Jonathan Mendel (Community Development Director), Sandy Davis (Administrative Assistant)

Absent: None

Mrs. Biggens-Ramer made a motion to approve the minutes from the July 11, 2019 meeting as submitted. The motion was seconded by Mr. Geitz.

Vote:

Biggens-Ramer	<u>Y</u>
Traves	<u>Y</u>
Geitz	<u>Y</u>
Approved	3-0

Mrs. Banks joined the meeting at 5:07pm.

Farmer's Exchange Update:

Mr. Mendel provided some photos of the existing site conditions and the progress on the building at 320 S. Court Street. Mr. Mendel stated there are 16 apartments being built out on floors 2 and 3. Mr. Mendel stated there will be a restaurant and marketplace on the first floor as well as commercial space on the garden level.

The meeting was temporarily paused and Mr. Geitz left the meeting at 5:10pm.

Mr. Mendel resumed the meeting at 5:10pm. Mr. Mendel stated the garden level has changed to commercial leasing space. Mr. Mendel stated there has been significant renovation and rehabilitation of the mid twentieth century storefront along Court Street for the Farmer's Exchange. Mr. Mendel stated the exterior side walks, walkways and platform from the south side of the first floor of the building have been replaced. Mr. Mendel stated the canopy has been reroofing but the original 85 plus year old steel is still there. Mr. Mendel stated partial site paving and replacement and historically

~~The motion was seconded by Mrs. Banks.~~

Vote:

Stahl	<u>Y</u>
Banks	<u>Y</u>
Biggens-Ramer	<u>Y</u>
Traves	<u>Y</u>
Approved	4-0

2. H19-12 205 S. Prospect Medina Co. Historical Society Recommendation for Historical Designation

Mr. Mendel gave a brief overview of the case. Mrs. Bank stated she is a member of the Historical Society and asked if she should recuse herself. Mr. Mendel stated Mrs. Banks may be recuse herself if she would like but the request is not benefiting her directly and is actually imposing more regulation on a current or future property owner. Mr. Mendel stated it could be viewed as not a benefit. Mr. Mendel asked Mrs. Banks if she is on the board of the Historical Society. Mrs. Banks stated she is not. Mr. Mendel stated as a pure member she is fine and it would not be a conflict of interest given the nature of this request.

Mrs. Biggen-Ramer stated she is a member but not on the board also.

Mr. Mendel stated this is the second request for a local landmark for the Historic Preservation Board enabling legislation. Mr. Mendel stated the first request was for the Farmer's Exchange in 2012 and the Historic District. Mr. Mendel stated a district and a landmark are different where a landmark is typically one piece of property. Mr. Mendel stated in this case, the request is by the property owners, the Phillips Family and the applicant is the Medina County Historical Society who is looking to purchase the property to have it continue to be a history asset for the community.

Mr. Mendel stated the Historical Society is requesting landmark designation. Mr. Mendel stated the property is zoned R-3, High Density Urban Residential. Mr. Mendel stated the designation would apply to the primary building and also any accessory buildings on the site. Mr. Mendel stated if changes were done, it would need to receive a certificate of appropriateness review process through the Historic Preservation Board.

Mr. Mendel stated the Landmark Designation is for sites of historical or cultural significance to the City of Medina in the State of Ohio. Mr. Mendel stated the designation can help preserve the property through an additional regulatory review process with the Historic Preservation Board.

Mr. Mendel stated the application must site at least 1 of the following criteria for designation from Section 145.08:

145.08 DESIGNATION CRITERIA FOR HISTORIC DISTRICTS OR LANDMARKS.

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- (g) Its relationship shall be to other distinctive areas which are eligible for preservation or conservation;*
- (h) Its unique location or singular physical characteristics shall be representative of an established and familiar visual feature of a neighborhood or of the City.*

Mr. Mendel reviewed the following regulatory process through the city in Section 145.09.

145.09 DESIGNATION PROCEDURES FOR HISTORIC DISTRICTS OR LANDMARKS.

- (a) A property (building, structure, place, or object) may be nominated as an Historic Landmark or a group of properties may be nominated as an Historic District by an individual, group, or by the Historic Preservation Board. For individual buildings, the property owner shall approve the nomination. For a district, dissention by property owners shall be less than 25%. Each owner of private property in a district has one vote regardless of how many properties or what part of one property that party owns and regardless of whether the property contributes to the significance of the district.*
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- (d) City Council shall give due consideration to the findings and recommendations of the Historic Preservation Board in making its determination with respect to the proposed designation of place, building, structure, or object as an Historic District or Landmark.*

Mr. Mendel stated the house was constructed in 1891 and also has two existing barns on the property of mid to late 19th century vintage. Mr. Mendel stated the primary building is 2-1/2 stories, has a full basement and a 2,517 sq ft footprint. Mr. Mendel stated the building contains many original components and exterior material design and surfaces.

Mr. Mendel stated the request for Landmark designation means future renovations and alterations to the site would be reviewed by the Historic Preservation Board for compliance with Chapter 145 of the Codified Ordinances. Mr. Mendel stated the current owner and applicant are fully aware of the restrictions this designation imposes on this property in terms of future improvements and changes to the all buildings on the subject property.

Mr. Mendel stated in accordance with Section 145.08(a), (c), (d) and (f), the site contains considerable cultural and historic significance with its direct connection to an important historical Medina and Ohio resident (H.G. Blake) and the fact that the building and grounds represent an outstandingly well preserved example of Victorian Shingle style residential architecture in the City of Medina and the State of Ohio.

Mr. Mendel stated this request is part of the next several steps of ownership transfer from the current owners to the Medina County Historical Society and application for grant funding.

Mr. Mendel stated Staff recommends the Historic Preservation Board forward a recommendation of approval to City Council to designate 205 S. Prospect Street a local historic landmark since the subject property meets the following criteria in Section 145.08:

- (a) Its character, interest or value shall be part of the development, heritage or cultural characteristics of the City, State or the United States\
- (c) Its identification shall be with a person who significantly contributed to the culture and development of the City
- (d) Its exemplification shall be of the cultural, economic, social or historic heritage of the City
- (f) Its embodiment shall be of elements or architectural design, detail, materials or craftsmanship which represents architecture of significant character, charm, or grandeur

Present for the case was Brian Feron, President of the Medina County Historical Society, 206 N. Elmwood Avenue, Medina, Ohio.

Mr. Feron stated they have been looking at this property for several years and hope the board understands the Historical Society's need for expansion as the John Smart House is filled to the brim. Mr. Feron stated they turn away so many items every week that they would love to include in the county history. Mr. Feron stated this house would present that opportunity for them to grow and accommodate current generation's items that keep coming their way frequently. Mr. Feron stated they are not a wealthy organization but

believe that the purchase will go through and there is still quite a bit of repair money ahead that has been secured. Mr. Feron stated the grants will be a large part of securing the additional funding. Mr. Feron stated they are obtaining estimates on the exterior which is their first priority with shingle repairs and such. Mr. Feron stated it is nothing unusual for a 130 year old house. Mr. Feron stated it is a terrific asset to the community and the county. Mr. Feron stated the artifacts in the house are wonderful and most will remain. Mr. Feron stated it will make a great museum experience as well as a cultural and educational center. Mr. Feron stated everything on the staff report, A through H of Section 145.08 is very accurate as to what the facility will provide.

Mr. Feron stated the board is aware that when and if they receive this designation there will be rules to follow but more ideas are better. Mr. Feron stated they want to make sure the property is well cared for for future generations as their number one goal.

Mr. Feron stated they have received good cooperation and support from the community so he anticipates City Council would approve this request which at that point they will begin working on the 3 to 5 year plan for the property.

Mrs. Banks stated it is a wonderful asset. Mrs. Banks commented on the need for more space and this will be a great addition.

Mr. Feron stated the subject property could probably accommodate 50 to 60 people as opposed to 25 maximum at the John Smart House.

Mr. Feron stated he hopes it will help the Banker's Row neighborhood by stimulating the preservation efforts on the remaining homes on Washington Street and the surrounding area. Mr. Feron stated this will be great for the city.

Mrs. Traves made a motion to recommend to City Council to approve the Historic District Landmark Designation for the property at 205 S. Prospect Street.

The motion was seconded by Mrs. Biggens-Ramer.

Vote:

Stahl	<u>Y</u>
Banks	<u>Y</u>
Biggens-Ramer	<u>Y</u>
Traves	<u>Y</u>
Approved	4-0

Having no further business, the meeting was adjourned.

Respectfully submitted,

Sandy Davis

Leslie Traves, Chairperson

REQUEST FOR COUNCIL ACTION

No. RCA 19-139-8/26

FROM: Sandy Davis

Committee Finance

DATE: 8/6/19

SUBJECT: PY18 CHIP, Private Rehab. At 3877 Miller Dr., Brunswick, Ohio

SUMMARY AND BACKGROUND:

This project was recently approved through council Ord. #1900-19 for a Private Rehabilitation project as part of the PY18 CHIP grant at 3877 Miller Drive, Brunswick, Ohio.

As the project began, severe foundation damage was discovered due to pest infestation. The infestation has been treated and the damage must be repaired. The attached is a change order which, due to the discovery of the infestation, has changed the scope of work deleting some items which were originally agreed upon and adding the new items for the repairs of the infestation.

This results in an increase to the original contract price taking it from \$25,545 to \$35,181. This is an increase to PO#2019001412 of \$9,636.

The total new contract amount is \$35,181.00. There is another change order anticipated for further damage found. The change order has not been received as of 8/21/19 but in order to avoid having to go through this process a third time, I am requesting the purchase order be increased to \$40,000 to allow for the new change order when it is received. Any unspent funds will be returned back into the 139-0458 account. This is a total increase of \$14,455.00.

Suggested Funding: \$14,455.00

- Sufficient funds in Account No. 139-0458-52215 Activity AC-18-06
- Transfer needed from Account No. _____ to Account No. _____
- NEW APPROPRIATION needed in Account No. _____

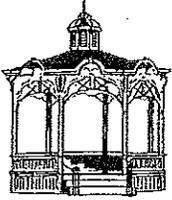
Emergency Clause Requested: Yes

Reason: To expedite the project and payment to the contractor.

COUNCIL USE ONLY:
Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:



City of Medina

132 North Elmwood Ave P.O. Box 703
Medina, OH 44258
PH: 330-725-8861
FAX: 330-722-9058

PURCHASE ORDER

No. 2019001412

Show this Purchase Order Number on all correspondence, invoices, shipping papers and packages.

DELIVER AND SHIP TO THIS DEPT.

PLANNING DIRECTOR
CITY OF MEDINA
132 N ELMWOOD AVE
MEDINA, OHIO 44256

NAME AND ADDRESS OF VENDOR

J00228
JENMET CONSTRUCTION, LLC *
5000 PEARL AVE.
LORAIN OH 44055

PURCHASE ORDER DATE
07/08/19

TERMS:

1. City of Medina is exempt from excise or sales tax.
2. Purchase order number must appear on all invoices, packages, packing slips, shipping papers and all other correspondence.
3. Delivery must be prepaid to destination shown above or billed to same.
4. No change may be made in this order without consent of the Director of Finance.

DO NOT DUPLICATE THIS ORDER

LINE NO.	DESCRIPTION	ACCOUNT NUMBER	QUANTITY ORDERED	UNIT MEAS.	UNIT PRICE	EXTENSION
001	PY18 CHIP-REHAB 3877 MILLER DR ORD 100-19; PASSED 07/08/19; EFFECTIVE IMMEDIATELY	139-0458-52215	0		.00	25545.00
TOTAL AMOUNT NOT TO EXCEED						25545.00

Order is to be entered in accordance with prices, delivery and specifications shown above.

FEDERAL TAX ID:
34-6001856

THEN AND NOW CERTIFICATION

I hereby certify that the amount necessary to meet this obligation was then (at time of the order or contract) and is now lawfully appropriated for such purpose and was then and is now in the Treasury and free from previous encumbrances.

This amount has been lawfully appropriated for such purpose and is in the treasury or in process of collection.

SEND ALL INVOICES TO:
City of Medina
132 North Elmwood Ave
P.O. Box 703
Medina, OH 44258

Robert N. Dinkham
DIRECTOR OF FINANCE

CHANGE ORDER # 1

Homeowner: Alan Sibits

Address: 3877 Miller Dr. Brunswick Oh.

Additions

#	Page	Spec No	Description.	Price
1	5	15420	Install interior light fixture Install interior light fixture. Homeowner picks style of fixture up to \$45.00 each.	\$85.00
2	5	15322	Replace existing ceiling fixture Remove existing fixture. Patch any damaged surrounding plaster. Install new fixture homeowner picks style of fixture up to \$25.00 each. NOTE: This is for the closet.	\$70.00
3	5	15322	Replace existing ceiling fixture Remove existing fixture. Patch any damaged surrounding plaster. Install new fixture homeowner picks style of fixture up to \$25.00 each. NOTE: This is for the closet.	\$70.00
4	1	0000	You will need to jack up and level house on north, south, and west sides, were all damaged wood is from the carpenter ants, and moisture from the ground slopping back to the house. Remove and replace all damaged studs, sill plate, and band board. On the front of the house from the front porch around to the west side down the west side and around the back of the house to the deck. You will need to replace the insulation and the sheathing that is opened, or removed. You will also need to install new house wrap and reinstall the vinyl siding.	\$9,881.00
5	6	0000	Repair all drywall from were the foundation has crumbled, and from the leveling of the house.	\$1,500.00
6	1	0000	Install a new header support, post, and concrete pad. From where someone cut the support so they could excess the crawl space.	\$710.00
7	1	0000	Remove the kitchen floor in order too replace the damaged floor joist 8 floor joist in total. You will need to install new sub floor, and vinyl floor in the kitchen and dining rooms. The homeowner will have a \$20 a square yard allowance to pick a floor covering. NOTE: There is no room in the crawl Space to replace the joist. There is less than a foot of clearance in most places.	\$3,200.00
8	1	0000	Install a French drain along the west wall. This will have 4" pipe backfilled with gravel. The gravel must come clear to the top along house. The 2 downspouts on the north and south ends will also be tied into this drain. The drain will run from the north west corner to the street. You will need to plant grass seed, and straw on any bare dirt.	\$2,790.00

Total Additions

\$ 18,306.00

Deletions

#	Page	Spec No	Description	Price
1	1	07120	<p>Repair foundation wall Remove deteriorated and broken sections. Remove additional block to provide toothed cut out for insertion of full replacement block. Install new concrete block to match existing in appearance and dimension. Trowel cut all mortar joints.</p> <p>. NOTE: This is the west wall only, we need to remove the old foundation block and jack the house back up to the proper width as before and lay back the two-block high foundation.</p>	\$4,270.00
2	1	12132	<p>Insulate Crawl Space. Install R-19 insulation between floor joists in a manner as to be tight and free of sags, and shall be supported not more than 24" apart. The insulation shall be fire proof and rot proof. Install 2" foam board on the inside block wall from ground to sill plate. Install insulation in sill plate also. Cover dirt floor with 6 mil plastic attaches to walls.</p>	\$2,440.00
3	5	15420	<p>Replace exterior light fixture Replace the existing exterior light fixture. Homeowner picks style of fixture up to \$45.00 each.</p>	\$85.00
4	6	0000	<p>Repair the door way from the living room to the kitchen. This is cracked do to the tree falling on the house.</p>	\$300.00
5	7	16325	<p>Install Low E vinyl replacement window Remove old window components including storm windows, sash cords, rollers. Install vinyl, double pane, Low E glass window unit with at least a half screen. The sashes must be welded and white in color. The window shall be installed with all hardware and as per manufactures directions. Repair all damage. Replace any broken stops. If stops are replaced then they must be painted to match existing color as close as possible. Caulk around all stops. Install this window after you get the house jacked back up to the proper width.</p>	\$915.00
6	8	15322	<p>Replace existing ceiling fixture Remove existing fixture. Patch any damaged surrounding plaster. Install new fixture homeowner picks style of fixture up to \$25.00 each.</p>	\$70.00
7	8	15322	<p>Replace existing ceiling fixture Remove existing fixture. Patch any damaged surrounding plaster. Install new fixture homeowner picks style of fixture up to \$25.00 each.</p>	\$70.00
8	7	15225	<p>Install grounded receptacle. Install new 15-amp, outlet, box, cover plate, and new 12-2wg wire. The outlet is to be spaced evenly around the room from the</p>	\$300.00

			other outlets and located so it meets NEC requirements. Repair all tear out. NOTE: We are deleting 2' of the 4	
9	8	1522 5	Install grounded receptacle. Install new 15-amp, outlet, box, cover plate, and new 12-2wg wire. The outlet is to be spaced evenly around the room from the other outlets and located so it meets NEC requirements. Repair all tear out. NOTE: We are deleting 1 of the 3	\$150.00
1 0	9	1532 2	Replace existing ceiling fixture Remove existing fixture. Patch any damaged surrounding plaster. Install new fixture homeowner picks style of fixture up to \$25.00 each.	\$70.00

Total Deletions \$ 8,670.00

Net Difference \$ 9,636.00

Original Contract Amount \$ 25,545.00

Additions to Contract \$18,306.00

Deletions to Contract \$ 8,670.00

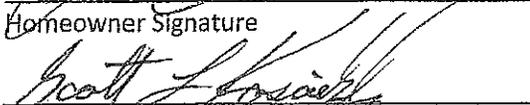
New Contract Amount \$ 35,181.00


Rehab Specialist Signature

8-2-19
Date

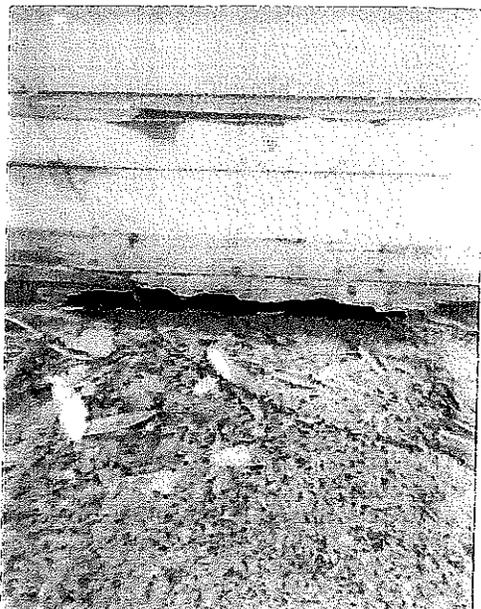
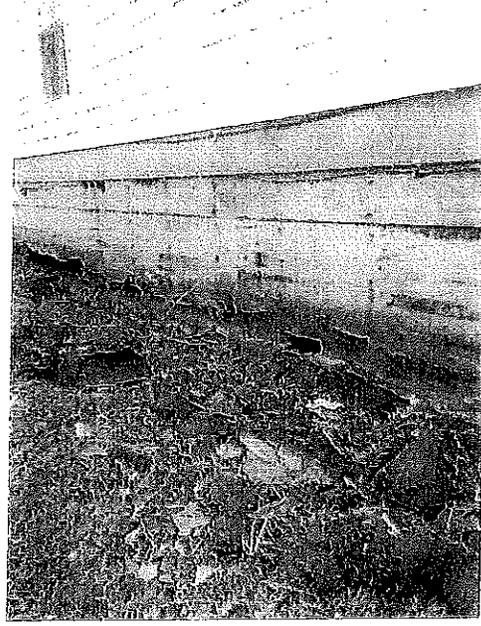
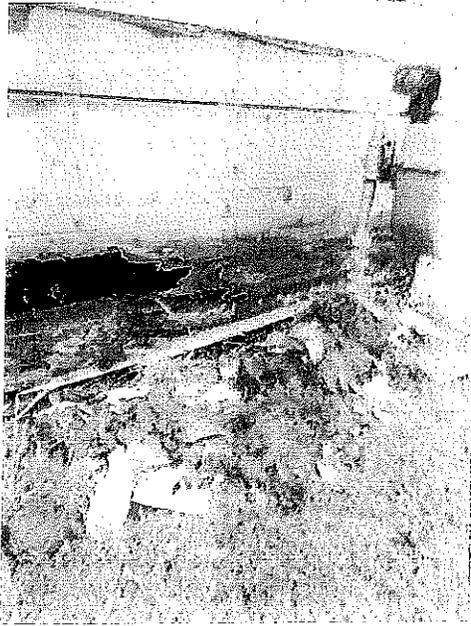
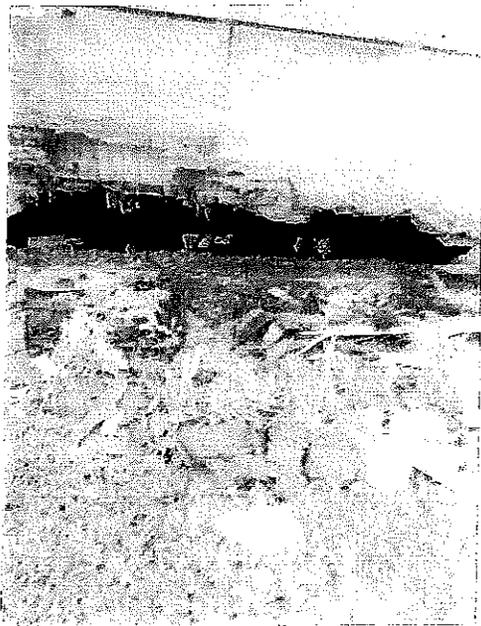

Homeowner Signature

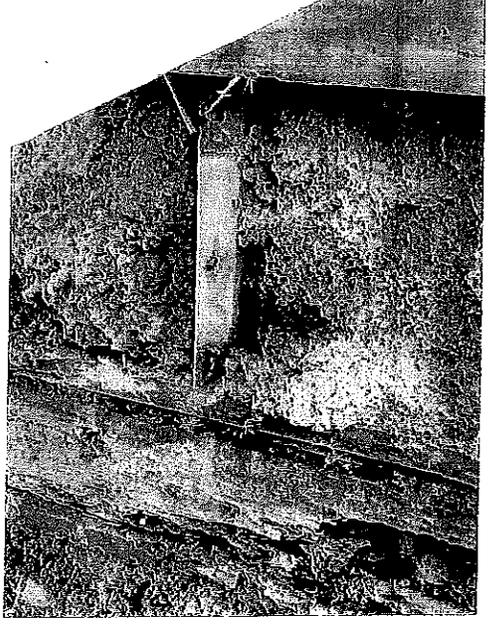
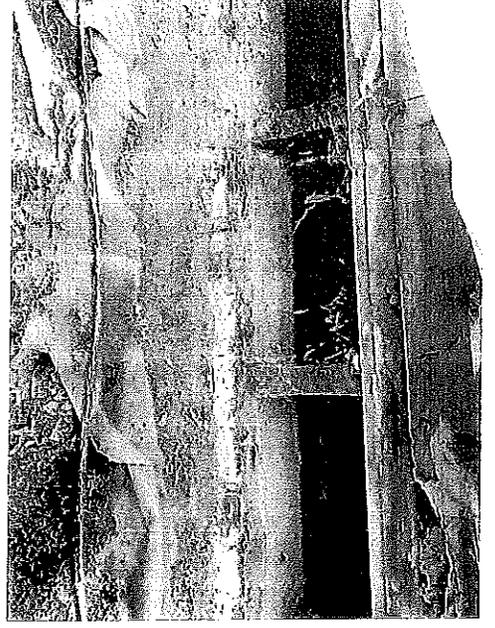
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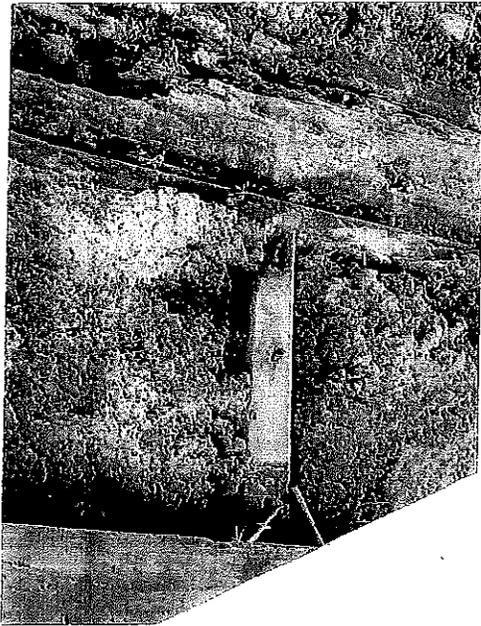
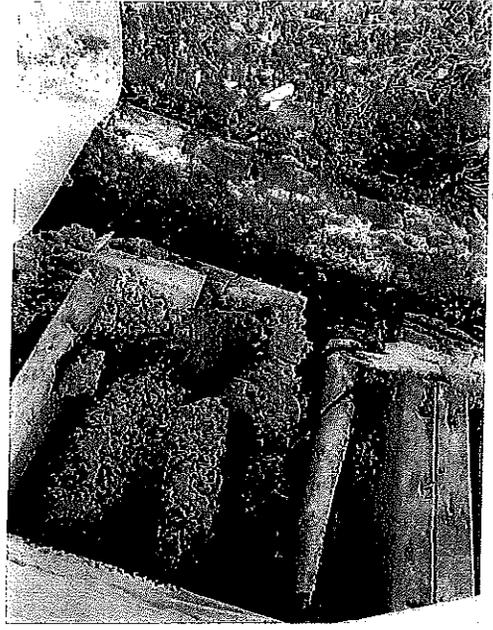

Contractors Signature

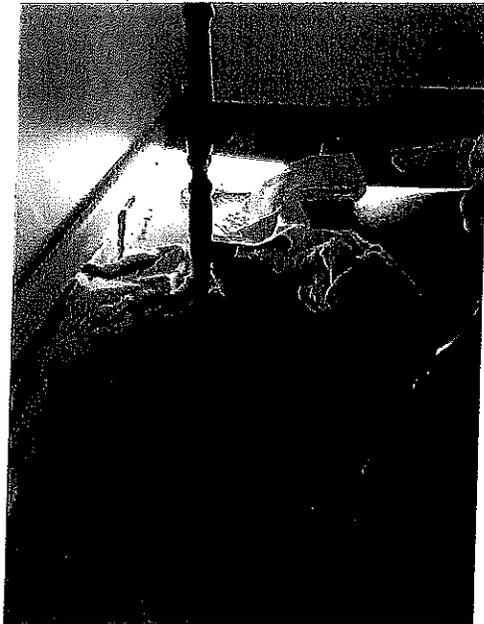
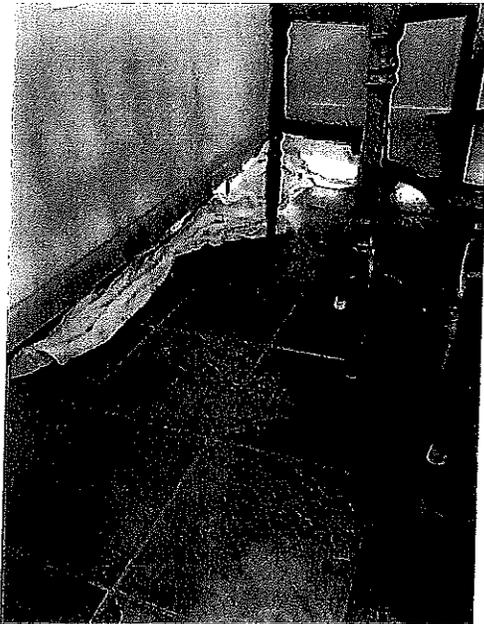
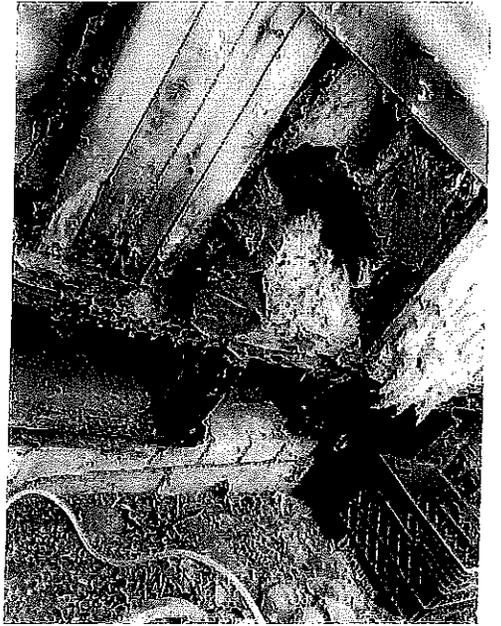
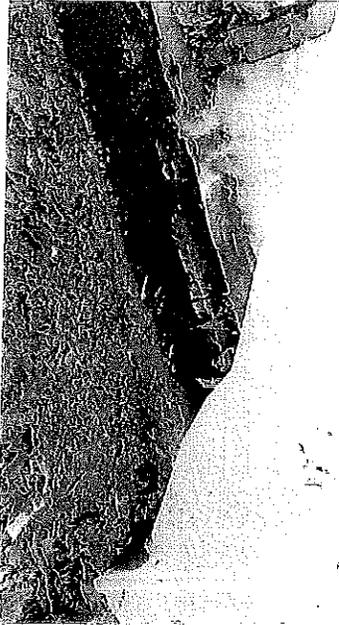
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Date

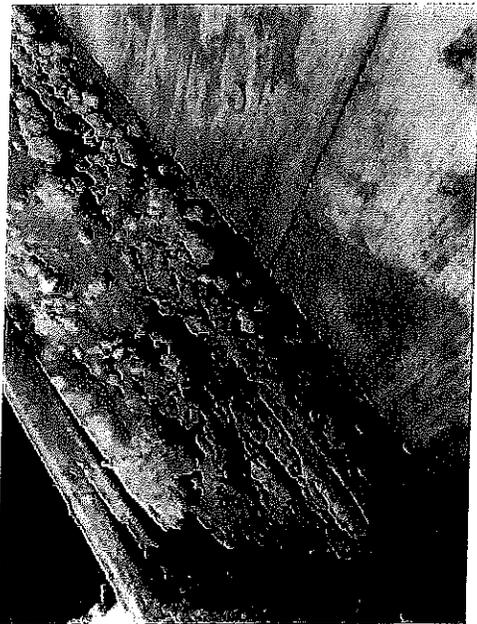
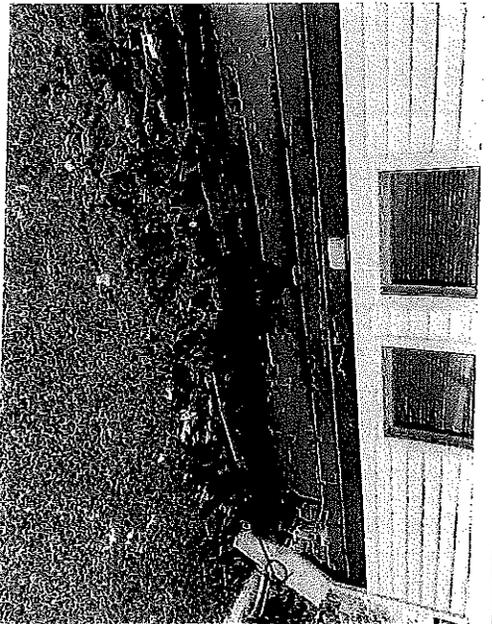
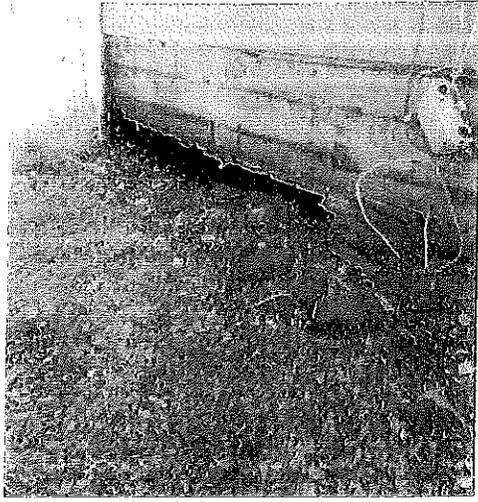












OK
Approved
7-10-19

REQUEST FOR COUNCIL ACTION

No. RCA 19-140-8/26

FROM: Sandy Davis
DATE: 7/10/19
SUBJECT: 87 Circle Drive Home Repair

Committee: Finance & Council

SUMMARY AND BACKGROUND:

This is a request for a "Then & Now" purchase order for Butzer Mechanical Inc. DBA Aire Serv for an emergency home repair at 87 Circle Drive as part of the PY18 CHIP grant. This was an emergency situation due to a health condition of the homeowner. Her AC stopped functioning and she provided a letter from her physician stating she requires AC due to her health condition.

The project was bid on 7/2/19 and the contract was signed on the same day. Work began immediately and was completed by 7/5/19.

This is also a request for approval for a new vendor. W-9 attached

Estimated Cost:

Suggested Funding: \$3,847.00

- sufficient funds in Account No. 138-0458-52215 Activity #AC-18-04
- transfer needed from Account No. to Account No.
- NEW APPROPRIATION needed in Account No.

Emergency Clause Requested: Yes

Reason: The work is completed.

The City of Medina CHIP program does not have a long list of contractors wanting to participate in the program due to the lengthy processes for payment. Contractor's participating in the CHIP program are put in a hardship cashflow situation and unable to bid on other CHIP projects without the timely payment for work completed.

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

Ord. 125-19
8-26-19

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Butzer Mechanical Inc (DBA) Aire Serv (Butzer Mechanical)

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) > _____

Notes: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) > _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
11191 E Lincoln Way P.O. Box 160

6 City, state, and ZIP code
Orrville, OH 44667

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type. See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-						
or									
Employer identification number									
3	4	-	1	9	3	9	7	9	3

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person > _____ Date > **7/10/19**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Medina City Housing Impact and Preservation (LPA) Program

Agreement for Grant
and
Contract for Home Repair

This Agreement made and entered into this 2nd day of July, 2019, between Evelyn T. Racca and Aire Serve/Wooster, a Grant to the Owner for Repair work to be accomplished by the Contractor to the Owner's property located at: 87 Circle Drive, Medina OH 4425

Owner Agrees:

1. I agree to the Terms and Conditions for Owners Accepting Home Repair Assistance in the amount of **\$3,847.00** in the form of a grant.
2. I agree to adhere to the Terms and Conditions for Owners Receiving Repair Assistance and agree to engage the Contractor to perform the services and supply the materials in accordance with the Contractor Terms and Conditions and Exhibit "A" - Work Specifications.
3. Instruct the Contractor to proceed work as of July 2nd, 2019.
4. I agree to authorize the Local Public Agency (LPA) to compensate the Contractor in the amount of **\$3,847.00** for Repair work which is satisfactorily completed and for which a Certificate of Completion is issued by the LPA. Compensation will be made in accordance with the method and schedule of payment shown below in Item 10.
5. Should the project be completed for less than the estimated amount, I agree that I will not be due a cash refund. Neither will the excess funds be allowed to be used for further property improvements unless necessary to meet State of Ohio Residential Repair Standards.

Contractor Agrees:

6. I agree to perform the services, daily site clean-up, and supply the materials in accordance with the Contractor Terms and Conditions and Exhibit "A" - Work Specifications for a total price of **\$3,847.00**.
7. I will also agree to the following stipulations for any work requiring lead-safe work practices:
 - a) That I shall make available for inspection by ODH staff during normal business hours anytime while the renovation, Repair or paint repair is going on the entire work site, work specifications, and any documents related to this project.
 - b) That I will do work in a lead safe manner in order to protect both workers and Occupants.
 - c) That I shall maintain the worksite documentation of certification of all persons working on a project who have successfully completed an ODH-approved *Addressing Lead-Based Paint Hazards during renovation, remodeling and Repair in Federally Owned and Assisted Housing program* (or documentation that such persons are licensed abatement contractors or workers); and that the contractor shall provide such documentation to the ODH or ODOD personnel upon request.
 - d) That Medina City will terminate this agreement if I do not do the renovation, remodeling, or paint repair work in a lead safe manner consistent with ODH-approved *Addressing Lead-Based Paint Hazard During renovation, remodeling and Repair in Federally owned and assisted Housing program* and if I fail to correct the inconsistent work practices.

- e) That Medina City will not pay for renovation, remodeling, or paintwork done in a non lead-safe manner.
- f) That I am responsible for to prepare established work areas to pass clearance testing. Clearance must be achieved using the methods and standards prescribed by U.S EPA at 40 C.F.R 745.227.
- g) That a laboratory approved by the director of ODH shall conduct the analysis of all Environmental samples.
- h) That Medina City will hold 25% of total contract price until Lead Clearance is achieved, IF applicable.

Owner and Contractor Agree:

- 8. We agree that the work described is all of the work to be completed by the Contractor under this Agreement. Any changes in the Work Specifications or this Agreement must be approved by written Change Order before any work is started, and signed by the Owner, Contractor and the LPA representative. We further agree that Change Orders will only be allowed to correct unforeseen deficiencies that are code related.
- 9. We understand all the old/salvage materials removed from the Owner's home is now property of the Contractor. The Contractor shall be responsible for disposing of these materials.
- 10. We agree not to make any "side agreements" or to arrange for any work or services not covered by this contract or subsequent Change Orders until all work under this Agreement is completed, approved and paid.
- 11. Method of Payment. We agree to the following payment schedule:

Payment in full, **within 30-60 days**, upon satisfactory completion of the entire Repair work contained in the Contract, as determined by Rehab Specialist.

Any payments are subject to satisfactory intermediate and final inspections by the LPA. Moreover, a Certificate of Completion must be signed by the LPA prior to Final Payment. If the LPA and Owner deem necessary to correct work not accomplished in accordance with this Agreement and Exhibit "A" - Work Specifications, an equitable deduction from this Agreement, Section 5, and my itemized bid based solely upon the judgment of the LPA, shall be made.
- 12. **Dispute Resolution.** We have signed and received copies of the Conflict Resolution policy. We agree that the LPA shall respond within 15 working days of the written submission date of a dispute. If within 15 working days we do not except the LPA response, the LPA will decide whether to submit the dispute for mediation or arbitration.
- 13. **Non-Liability.** of LPA/State of Ohio/Federal Government/Ohio Reg. Dev. Corp. The Owner and Contractor agree to hold these previous named agencies harmless for any damages relating to the accomplishment of the Repair work, execution of the Contract, or for non-performance of Contract.
- 14. **Defects after Completion.** The Contractor warrants the Repair work performed for a period of twelve (12) months from the date of the Owner Satisfaction Statement of all Repair work required by this Agreement, "One Year Warranty" section of the Contractor Terms and Conditions and Exhibit "A" - Work Specifications. Understanding the signature and date on the satisfaction facton statement verifies satisfaction of the contractor workman ship and validates final payment. No complaints regarding WORKIMANSHIP will be heard by the LPA after this date except failed items covered under the warranties which should be handled by contacting the contractor director directly in writing detailing all warranty issues that need addressed within 12 months of work completion. THE GRANTEE AND PROGRAM ADMINISTRATOR HAVE NO ABLIGATION TO ASSIST WITH WARRANTY WORK ISSUES.

15. **Termination for Cause.** The Owner and LPA shall have the right to declare the Contractor at default in performance of the Contractor's obligations under this Agreement, the "Termination for Cause" section of the Contractor Terms and Conditions which state the grounds, procedures and provision for termination.

16. We have examined this Agreement, Exhibit "A" - Work Specifications, Terms and Conditions for Owners Accepting Home Repair Assistance, and the Contractor Terms and Conditions. All Repair work shall be completed in accordance with these specifications and Terms and Conditions within 7 days after the date of this Agreement. It is agreed between the Owner and the Contractor that in the event the Contractor does not complete the work required under this Contract within the specified time, Unless a extension is requested ahead of time and granted, the Contractor shall be liable for and shall pay to the LPA liquidated damages in the sum of \$150.00 per day for each calendar day of delay from the date stipulated for completion in the Contract.

The expected date for the completion of all Repair work outlined in Exhibit "A" - Work Specifications and covered under this Agreement is not later than July 9th, 2019. An extension of time can be given at the Rehab Specialist discretion.

16. The Contractor shall furnish the Owner an affidavit and satisfactory Release of Liens by all subcontractors, laborers and material suppliers for all completed Repair work and installed materials prior to Final Payment.

17. **EEO Requirements** - During the performance of this contract, the contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- c. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- e. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- f. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may

be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- g. The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: *Provided, however,* that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

18. Section 3 Clause

- a. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assistance projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- b. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 13 regulations.
- c. The contractor agrees to send a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any. Copies of the notice will be posted in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference; set forth minimum numbers and job titles subject to hire; availability of apprenticeship and training positions, and their qualifications; the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- d. In compliance with 24 CFR part 135 regulations, the contractor agrees to include the Section 3 clause (verbatim) in every subcontract and to take appropriate action upon a finding a subcontractor in violation of these regulations (consistent with the Section 3 clause or an applicable provision of the subcontract).
- e. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- f. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- g. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

LEAD SAFE

Printed on 06/27/19

Biddable Specifications for 87 Circle Dr.

steve-medina11

Contact Pete Racca

Spec. Writer 330-421-2382

01 Basement

14111 Install central air unit sized for home.

Remove old unit and A-coil if applicable. Install a new Central air unit, platform, plenum, A-coil, and line set as per manufactures directions. Include new wire and breaker. Also install a disconnect panel located by the outside unit. The unit is to be a minimum 13 seer rating. The air conditioner for home by manual J calculations and the duct work needs to be sized by Manual D. Payment will not be released until Manual J & D reports are furnished to the Rehab Specialist.

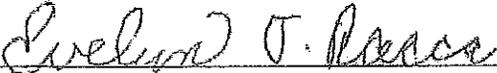
1.0 Bid Price \$ _____

Total Project Bid Price \$ _____

The said parties for themselves their heirs, successor's executors, administrators and assigns, do hereby agree to the full performance of the covenants herein contained.

In WITNESS WHEREOF, the parties to these presents have hereunto set their hands the date and year first above written.

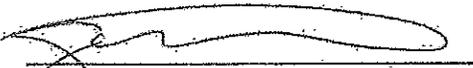
OWNER(S):



Evelyn T. Rocco

Owner's Address and Phone Number
87 Circle Drive, Medina OH.44256

CONTRACTOR:



AireServe /Wooster

Contractor's Address and Phone Number:
11191 E. Lincoln Way
P O Box 160
Orrville OH 44667

WITNESS:



Malinda Freeman, ORDC

Ohio Regional Development Corp.

120 1/2 S. 4th Street
Coshoccon, Ohio 43812
740-622-0529 fax 740-622-8577

Purchase Order No.

Request to Issue Purchase Order

Business Name: Aireserv/Wooster
Address: P O Box 160
City: Orrville OH 44667
Tax ID #:
Contact Name:

Client Name: Evelyn Racca
Address: 87 Circle Drive
City: Medina OH
Telephone:

Date: 7/9/2019

Quantity	Cost	Description	Sub-total	TOTAL
1	\$ 3,847.00	Home Repair	\$3,847.00	\$3,847.00
0				
0				
0				

TOTAL \$3,847.00

AC-18-04

Received by: _____ Date: _____

Presented by: Malinda Freeman Date: 7-9-19
City of Medina
Malinda Freeman- Medina City C.H.I.P. Housing Specialist

CHIP Itemized Draw

Contractor: AIRE SERV / WOOSTER
 Project Address: 87 CIRCLE DRIVE, MEDINA OHIO 44256

	Draw Date:				Total Paid
	Bid Price	Draw #1	Draw #2	Draw #3	

Contractor's Request for Payment

Draw #

CHIP

Date:

Contractor: AIRE SERV / WOOSTER
 Address: P O BOX 160 ORVILLE OHIO 44667

I, the Contractor, am requesting payment for the above itemized rehabilitation work completed at the property at
88 CIRCLE DR., MEDINA OHIO 44256

Contract Price	\$	3,847.00
This Pay Request	\$	3,847.00
Previous Payments	\$	-
Balance of Contract		00.00

I certify that the above payment request is correct and that this request for payment is justified based on the rehabilitation work which has been successfully completed.

Buon Reed

7-9-19

Contractor: AIRE SERV / WOOSTER

Date

I have examined the above request for payment and find that it is a fair and reasonable payment for work Successfully performed on my property.

Pete Racca Evelyn Racca

7-9-19

Owner: EVELYN RACCA

Date

I have inspected the rehabilitation work at the above address and found the work to be satisfactory and in full compliance with the Contract and Final Specifications. I also certify that the Contractor has delivered all necessary documents and papers.

Therefore I authorize payment of

[Signature]

7-9-19

ORDC Rehabilitation Specialist

Date