

**CITY OF MEDINA  
AGENDA FOR COUNCIL MEETING**

January 13, 2014  
Medina City Hall  
7:30 p.m.

**Call to Order.**

**Roll Call.**

**Reading of minutes.** (December 9, 2013 and January 6, 2013)

**Reports of standing committees.**

**Requests for council action.**

**Reports of municipal officers.**

**Notices, communications and petitions.**

**Unfinished business.**

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

**Introduction and consideration of ordinances and resolutions.**

Res. 1-14

A Resolution of the Council of the City of Medina, Medina County, and State of Ohio, certifying that when a municipal obligation was incurred sums were lawfully appropriated in the funds to satisfy the obligation and sufficient sums currently exist to satisfy this obligation according to the attached sheet (s).  
(emergency clause requested)

Ord. 2-14

An Ordinance adopting the City of Medina Community Development Block Grant Program Citizen Participation Plan.

Ord. 3-14

An Ordinance authorizing the Mayor to solicit Request for Qualifications (RFQ's) / Requests for Proposals (RFP's) for consultant services for the FY14 City of Medina Community Housing Improvement Program (CHIP) and Community Development Block Grant (CDBG) Program applications, including administration and implementation, and to award RFQ/RFP to the successful bidder.  
(emergency clause requested)

Ord. 4-14

An Ordinance amending Ordinance No. 154-13, passed September 23, 2013, relative to RFP's / RFQ's for a consultant related to the creation of a Downtown Strategic Plan for the City of Medina.  
(emergency clause requested)

Ord. 5-14

An Ordinance authorizing the hiring of OHM Advisors for professional services to develop a Downtown Strategic Plan for the City of Medina.  
(emergency clause requested)

Ord. 6-14

An Ordinance amending Section 31.11 of the Salaries and Benefits Code of the City of Medina, Ohio relative to Holiday Pay.

Res. 7-14

A Resolution congratulating Michael Kovack on attaining the rank of Eagle Scout.

Res. 8-14

A Resolution requesting the County Auditor to make tax advances during the year 2014 pursuant to Ohio Revised Code Section 321.34.

**Council comments.**

**Adjournment.**

MEDINA CITY COUNCIL  
December 9th, 2013, Regular Session

**Opening:**

Medina City Council met in regular, open session on Monday, December 9th, 2013. The meeting was called to order at 7:30 p.m. by President of Council John Coyne. The Pledge of Allegiance was led by Cub Scout Pack 3507 from Blake Elementary School with Richard Koneval as Den Leader.

**Roll Call:**

The roll was called with the following members of Council present: B. Hilberg, M. Kolesar, B. Lamb, P. Rose, J. Shields, D. Simpson and J. Coyne.

Also present were the following members of the Administration: Mayor Dennis Hanwell, Keith Dirham, Greg Huber, Nino Piccoli, Kimberly Rice, Johnathan Mendel, Chief Berarducci, Chief Painter and Patrick Patton.

**Minutes:**

Mr. Shields moved that the minutes from the November 25th, 2013 council meeting as prepared and presented by the Clerk be approved, seconded by Mr. Simpson. The roll was called and the minutes were approved by the yea votes of M. Kolesar, B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, and B. Hilberg.

**Reports of Standing Committees:**

Finance Committee: Mr. Coyne reported that the Finance meeting met prior to the Council Meeting and it was the last of the year.

Health, Safety & Sanitation Committee: Mr. Rose had no meetings scheduled. The Pro QA has been in use for about a month now. The dispatchers have been using it and the first Steering Committee will meet this Thursday to review the progress.

Public Properties Committee: Mr. Shields reported that Public Properties has nothing scheduled at this time but they do have one item on tonight's agenda regarding a new playground structure at Fred Greenwood Park.

Special Legislation Committee: Mr. Lamb stated they met last week to discuss regulating public art and will continue the discussion in the coming year.

Streets & Sidewalks Committee: Mr. Simpson had no report.

Water & Utilities Committee: Mr. Kolesar reported having a meeting discussing projects and updates.

**Requests for Council Action:**

Finance Committee

- 13-230-12/9 – Amend Ord. 152-13, 751 Wadsworth Rd. Property
- 13-231-12/9 – Budget Amendments
- 13-232-12/9 – Authorizing Payment Over \$3,000 – Perrin Asphalt
- 13-233-12/9 – Adopt CDBG Citizen Participation Plan
- 13-234-12/9 – Renew Public Defender Contract
- 13-235-12/9 – RFQ's CDBG-CHIP Grant Consultant

- 13-236-12/9 – Amend S & B Code, 31.11 regarding Holiday Pay
- 13-237-12/9 – Design Discussion – Ryan Road Reconstruction (Job #862)
- 13-238-12/9 – Budget Amendment – Employee Hospitalization Adjustment
- 13-239-12/9 – Amend Ord. 154-13 & Approve Agreement w/ OHM Advisors – Downtown Strategic Plan

**Reports of Municipal Officers:**

**Dennis Hanwell, Mayor**

- 1) ACH- Automated Clearing House- Customers can sign up for automated payment from your bank account to avoid late fees and mail charges. Application forms are available at the Finance Window.
- 2) On line bill pay- Customers may also pay by credit card. Signup is on city website- [www.medinaoh.org](http://www.medinaoh.org)
- 3) Hospice Fundraiser at Yours Truly restaurant- Hospice of Medina County hosted a pancake and sausage breakfast at Yours Truly, 3725 Medina Road Thanksgiving morning from 7:30 to 11:30. Approximately 560 attended this year and raised \$9,221; an increase of \$350 over last year.
- 4) Medina Community Band Holiday Concert- Sunday, December 15, 2013 at 2p at Medina High School Performing Arts Center, 851 Weymouth Rd. No Charge, all are welcome. Blessed to have Community band members to bring their talent and artistic performances free to community.
- 5) Armstrong Cable- I met with Karen Armstrong and she advised that residents or Council members who have concerns with programming or pricing are encouraged to send letters to her at Armstrong Cable, 1141 Lafayette Road, Medina; email at [ktroxell@agoc.com](mailto:ktroxell@agoc.com); or call her at 330-722-3141. This creates a record and database for Karen to share with corporate offices of needs and desires of community. Customers may also contact the state oversight agency, the OH Department of Commerce, Cable TV Consumer Hotline- 1-800-686-7826; fax concerns to 614-644-1469; or email your concerns to [VSA@com.state.oh.us](mailto:VSA@com.state.oh.us).
- 6) Last Council meeting for year- Wish Council, Administration, staff and public a safe and blessed holiday season.

**Keith Dirham, Finance Director**, reported the following:

There are a few items on the agenda that I will address when we get to the ordinances.

**Greg Huber, Law Director**, had no report.

**Chief Berarducci, Police Chief**, had no report.

**Kimberly Rice, Economic Development Director**, reported the following:

Our next Economic Development Committee Meeting is scheduled for Tuesday, December 3<sup>rd</sup> at 7:45 a.m. here at City Hall. The City along with Main Street Medina and the Medina Chamber of Commerce celebrated 2 ribbon cutting events on December 6<sup>th</sup>, Lager and Vine located at 108 Public Square and The Olive Tap relocated to 31 Public Square. This Friday's ribbon cuttings are at Holly's Ice Cream and Yogurt located at 1065 North Court St. at 10:30 a.m., Romeo's Overtime Sports Grill located at 1100 North Court St at 12:00 p.m., Accounting Services at 46 Public Square Unit 200 above Posh Peacock at 2:00 p.m. and Red Amore Travel located at 754 North Court at 3:30 p.m.

**Jonathon Mendel, Community Development Director**, reported that there is a Board of Zoning Appeals and Planning Commission Meeting this Thursday at 5:00 p.m.

**Chief Painter, Fire Chief**, reported they are currently in need of firefighters at several stations, if interested please call or stop by Fire Station #1 at 300 West Reagan Pkwy. for info and application. The Fire Department follows the State Fire Marshal's policies and National Fire Protection Association standards when having a Fireworks Show. We take into account the safety of the public as well as land and buildings within the immediate area. In fact, we exceed the safety requirements which are required. We secure the area, and have several fire trucks on standby at the shoot site. We also perform a perimeter check of the area during and after each shoot. We check for any "hot" debris or other fallout in the area and specifically inspect any structures in the fallout zone visually by fire personnel and using thermal imaging cameras to assure the area safe before leaving.

There was no fire at the parking garage during the last show, as was reported. In fact, we have never had a fire, incident or any type of mishap at any of our fireworks displays. The last show at the parking deck had both mortar and pancake style of loads. Mortars shoot into the sky and burst. Pancake loads actually ignite and display burst from the ground. It is possible that someone may have mistaken a pancake load as a fire.

I want to personally assure our residents there was no fire and all shells performed as designed, their safety and the protection of our community and the Historic District are our #1 priority. If there were any safety concerns, the show would not have happened. Any questions or concerns please contact me at 330-725-1772.

**Mike Wright, Recreation Center Director**, reported the new Program Brochure was mailed in the Post on Saturday, December 7th and is viewable on our website at [www.medinarec.com](http://www.medinarec.com) and is also available at the facility. The basketball program will begin again in January and there are over 1,200 kids registered for the season already. The next scheduled Rec. Advisory Board meeting is December 19th at 7:30 a.m. I will report on Ord. 197-13 when it presents.

**Patrick Patton, City Engineer**, reported the following:

The West Smith Rd. Reconstruction Project is complete reopening lanes in both directions. Mr. Patton acknowledged and thanked the business owners and their employees in that area for their cooperation and support throughout the project. The Highland Drive Reconstruction Project

between Huntington and Court Street will be installing new sewer and water lines for the next 8 weeks, during this time the road will be closed to through traffic, upon completion the crews will leave the site to return in the spring for pavement removal and replacement.

**Nino Piccoli, Service Director**, reported winter has arrived early this year and we ask the public to exercise caution while driving. Our street crews do an excellent job with snow and ice control. The leaf program is continuing leaf pick up as long as the weather is contusive and currently are in Ward 4 and will have one more final pass through the city starting again in Ward 1.

**Confirmation of Council Appointments:**

Mark Kolesar, Medina County Planning Commission -- term exp. 12/31/16

Mr. Shields moved to confirm Council's Appointment, seconded by Mr. Simpson. The roll was called and approved by the yea votes of B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, and B. Hilberg. Motion passes 6-1. (Kolesar abstained)

Jim Shields, Medina County Planning Commission (alternate) -- term exp. 12/31/16

Mr. Shields moved to confirm Council's Appointment, seconded by Mr. Simpson. The roll was called and approved by the yea votes of J. Coyne, B. Hilberg, M. Kolesar, B. Lamb, P. Rose and D. Simpson. Motion passes 6-1. (Shields abstained)

**Notices, Communications and Petitions:**

**Liquor Permit:**

Not to object to the issuance of a new D-1, D-2, D-3 and D-3A permit to PJM Enterprises, Ltd., dba PJ Marleys 119 Public Square. Mr. Shields moved not to object, seconded by Mr. Simpson. The roll was called and there was no objection by the yea votes of P. Rose, J. Shields, D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, and B. Lamb. Motion passes 7-0.

Not to object to the issuance of a new C-2 permit to Rite Aid of Ohio, Inc. dba Rite Aid 1283, 207 N. Court Street. Mr. Shields moved not to object, seconded by Mr. Simpson. The roll was called and there was no objection by the yea votes of J. Shields, D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, B. Lamb and P. Rose. Motion passed 7-0.

Not to object to the issuance of a new D-1, D-2 and D-3 permit to CIP Ent, LLC, dba Cipriani Ristorante, 716 N. Court Street. . Mr. Shields moved not to object, seconded by Mr. Simpson. The roll was called and there was no objection by the yea votes of D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, B. Lamb, P. Rose, and J. Shields. Motion passes 7-0.

**Unfinished Business:**

There was none.

**Introduction of Visitors:**

Jen Carter resides at 858 Continental speaker for the Mom's Group came to address council and thank them for approving the new playground equipment at Greenwood Park.

**Introduction and Consideration of Ordinances and Resolutions:**

**Ord. 197-13:**

**An Ordinance authorizing the expenditure of not to exceed \$25,000.00 to BYO Recreation for the purchase and installation of a new playground structure at Fred Greenwood Park.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 197-13, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 197-13, seconded by Mr. Simpson. Mr. Wright thanked the Mom's Club of Medina East for their dedication and diligence in getting not one but two play structures for Fred Greenwood to replace existing failing structure. The 50% off discount offer will expire on Dec. 20<sup>th</sup> and that is why we are requesting the emergency clause. Mr. Shields thanked the Mom's Club for bringing it to our attention and doing something about it by raising over \$6,000.00, doing research, and finding a great deal. The roll was called on adding the emergency clause and was approved by the yea votes of B. Hilberg, M. Kolesar, B. Lamb, P. Rose, J. Shields, D. Simpson, and J. Coyne. The roll was called and Ordinance/Resolution No. 197-13 passed by the yea votes of J. Coyne, B. Hilberg, M. Kolesar, B. Lamb, P. Rose, J. Shields, and D. Simpson.

**Res. 198-13:**

**A Resolution of the Council of the City of Medina, Medina County and the State of Ohio, certifying that when a municipal obligation was incurred sums were lawfully appropriated in the funds to satisfy the obligation and sufficient sums currently exist to satisfy this obligation according to the attached sheet(s).** Mr. Shields moved for the adoption of Ordinance/Resolution No. 198-13, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 198-13, seconded by Mr. Simpson. Mr. Dirham explained this is over \$3,000.00 and so it has to come to Council and the emergency clause is requested because the work has already been completed. The roll was called on adding the emergency clause and was approved by the yea votes of B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, B. Hilberg, and M. Kolesar. The roll was called and Ordinance/Resolution No. 198-13 passed by the yea votes of M. Kolesar, B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, and B. Hilberg.

**Ord. 199-13:**

**An Ordinance authorizing the Mayor to enter into Amendment No. 4 to the Agreement with Delta Airport Consultants, Inc. to conduct a Wildlife Hazard Assessment at the Medina Municipal Airport.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 199-13, seconded by Mr. Simpson. Mr. Huber stated the FFA asked the City to complete a Wildlife Hazard Assessment. The roll was called and Ordinance/Resolution No. 199-13 passed by the yea votes of P. Rose, J. Shields, D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, and B. Lamb.

**Ord. 200-13:**

**An Ordinance authorizing the Mayor to enter into a Contractual Agreement with Cunningham and Associates for engineering design services for the Lake Road Reconstruction Project, Phase 2.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 200-13, seconded by Mr. Simpson. Mr. Patton explained this is the fourth out of five projects we have done in the western industrial area of the city. This is the phase of Lake Road between

Lafayette Rd. and West Smith Rd. We went through the state mandated qualification base selection process and had 14 firms submit qualification statements. We selected Cunningham and Associates as the most qualified. The roll was called and Ordinance/Resolution No. 200-13 passed by the yea votes of J. Shields, D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, B. Lamb and P. Rose.

**Ord. 201-13:**

**An Ordinance amending Ordinance No. 188-12, passed October 22, 2012, relative to the Ray Mellert Splash pad and Public Restroom Project.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 201-13, seconded by Mr. Simpson. Mr. Patton explained the BOC approved a couple of changes to this project. We found out it would be cheaper for the builder to provide the electric, also we had a grant for \$10,000.00 in sidewalk replacements and added that to the project. We had to modify the ordinance to get these done. The roll was called and Ordinance/Resolution No. 201-13 passed by the yea votes of D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, B. Lamb, P. Rose, and J. Shields.

**Ord. 202-13:**

**An Ordinance authorizing the Mayor to enter into a renewal contract with United Healthcare for Health Care Insurance for the employees of the City of Medina.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 202-13, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 202-13, seconded by Mr. Simpson. Mayor Hanwell stated the city shopped healthcare for the best value and we chose to stay with United Healthcare. They provided a bid of 28% with an additional 2% less if we join the association that is in the ordinance. Emergency clause is requested due to continued services needed. The roll was called on adding the emergency clause and was approved by the yea votes of B. Hilberg, M. Kolesar, B. Lamb, P. Rose, J. Shields, D. Simpson, and J. Coyne. The roll was called and Ordinance/Resolution No. 202-13 passed by the yea votes of J. Coyne, B. Hilberg, M. Kolesar, B. Lamb, P. Rose, J. Shields, and D. Simpson.

**Ord. 203-13:**

**An Ordinance amending Section 133.01 of the Codified ordinances of the City of Medina, Ohio relative to Association Membership for the City of Medina.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 203-13, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 203-13, seconded by Mr. Simpson. Mayor Hanwell explained this is the Association Membership and it is called the Metropolitan Educational Council Health and Wellness Alliance and by the City joining this alliance it gives us an additional 2% off the healthcare increase by the collaborative efforts of different healthcare customers all joining together. Emergency clause is needed so I can sign this contract and get healthcare in place. The roll was called on adding the emergency clause and was approved by the yea votes of B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, B. Hilberg, and M. Kolesar. The roll was called and Ordinance/Resolution No. 203-13 passed by the yea votes of M. Kolesar, B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, and B. Hilberg.

**Ord. 204-13:**

**An Ordinance authorizing the purchase of two (2) 2014 Ford Utility Police Interceptors from Statewide Ford for the Police Department.** Mr. Shields moved for the adoption of

Ordinance/Resolution No. 204-13, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 204-13, seconded by Mr. Simpson. Chief Berarducci explained he is trying to accelerate expenses that we anticipate for next year into this year to use surplus funds. After the first of the year we will come back to regular schedule on new car vehicles. Emergency clause is needed to obtain 2013 pricing. The roll was called on adding the emergency clause and was approved by the yea votes of J. Shields, D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, B. Lamb and P. Rose. The roll was called and Ordinance/Resolution No. 204-13 passed by the yea votes of P. Rose, J. Shields, D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, and B. Lamb.

**Ord. 205-13:**

**An Ordinance amending Ordinance No. 102-13, passed June 10, 2013 authorizing the Finance Director to make certain fund transfers.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 205-13, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 205-13, seconded by Mr. Simpson. Mr. Dirham stated this amends the amount of the transfer from Water to Water Capital from \$776,000 down to \$555,000. We don't need the full transfer that was originally done we would rather keep that money in the Water Fund. The roll was called on adding the emergency clause and was approved by the yea votes of J. Coyne, B. Hilberg, M. Kolesar, B. Lamb, P. Rose, J. Shields, and D. Simpson. The roll was called and Ordinance/Resolution No. 205-13 passed by the yea votes of D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, B. Lamb, P. Rose, and J. Shields.

**Ord. 206-13:**

**An Ordinance adopting an Amendment to the Section 125 Cafeteria Plan pertaining to Flexible Spending Accounts.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 206-13, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 206-13, seconded by Mr. Simpson. Mr. Dirham explained the Flexible Spending Account is a voluntary thing that employees can participate in by putting pretax money away to be used for co-pays and healthcare expenditures. The IRS has changed the fact that you can now roll over any leftover funds. The roll was called on adding the emergency clause and was approved by the yea votes of M. Kolesar, B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, and B. Hilberg. The roll was called and Ordinance/Resolution No. 206-13 passed by the yea votes of B. Hilberg, M. Kolesar, B. Lamb, J. Shields, D. Simpson, and J. Coyne. P. Rose cast a nay vote.

**Res. 207-13:**

**A Resolution adopting a Five-Year Budget for the City of Medina, Ohio for the period beginning January 1, 2014 through December 31, 2018.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 207-13, seconded by Mr. Simpson. Mr. Dirham explained this is the Five Year Plan we are adopting, it is online on the Finance Departments website to review. The main things we changed are due to healthcare expenditures being up in cost. Healthcare becomes a bigger and bigger percentage of the budget. Mr. Coyne thanked council and administration and the collaboration and effort given by all in looking at these budgets and pairing them down as much as possible so we can live within our means. The roll was called and Ordinance/Resolution No. 207-13 passed by the yea votes of B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, B. Hilberg, and M. Kolesar.

**Ord. 208-13:**

**An Ordinance to make appropriations for current expenses and other expenditures of the City of Medina, Ohio for the fiscal year ending December 31, 2014.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 208-13, seconded by Mr. Simpson. Mr. Coyne explained this is the 2014 budget, we are only going to appropriate one year in advance, we can't appropriate five years in advance. The roll was called and Ordinance/Resolution No. 208-13 passed by the yeas votes of P. Rose, J. Shields, D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, and B. Lamb.

**Ord. 209-13:**

**An Ordinance amending Ordinance No. 152-13, passed September 23, 2013, relative to the Purchase Agreement with Alison Todd Cokorinos for the purchase of the property located at 751 Wadsworth Road.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 209-13, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 209-13, seconded by Mr. Simpson. Mr. Dirham explained the authorization for the purchase of this property was \$169.00 less than what the final cost was. We want to reimburse the city employee who covered the expense. Mr. Kolesar stated this will be a new park for the city of Medina, we have approximately 8 acres of land that will stay as a preservation area. The roll was called on adding the emergency clause and was approved by the yeas votes of D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, B. Lamb, P. Rose, and J. Shields. The roll was called and Ordinance/Resolution No. 209-13 passed by the yeas votes of J. Shields, D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, B. Lamb and P. Rose.

**Ord. 210-13:**

**An Ordinance authorizing the Mayor to enter into agreements with the Medina County Commissioners and the Medina County Public Defender Commission so as to provide legal counsel to indigent persons charged with a violation of the City's Ordinances.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 209-13, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 209-13, seconded by Mr. Simpson. Mr. Huber explained this agreement is required by state law, we agree to reimburse the Medina County Public Defender's Commission a percentage of the legal defense fees. This is the same contract we've had with them for several years now. We are required to enter into a new contract each year and because this is the last council meeting for the year we need the emergency clause for it to pass before January 1<sup>st</sup> 2014. The roll was called on adding the emergency clause and was approved by the yeas votes of B. Hilberg, M. Kolesar, B. Lamb, J. Shields, D. Simpson, and J. Coyne. 6-1(Rose). The roll was called and Ordinance/Resolution No. 209-13 passed by the yeas votes of J. Coyne, B. Hilberg, M. Kolesar, B. Lamb, P. Rose, J. Shields, and D. Simpson.

**Ord. 211-13:**

**An Ordinance amending Ordinance No. 213-12, passed December 10, 2012. (Amendments to 2013 Budget)** Mr. Shields moved for the adoption of Ordinance/Resolution No. 211-13, seconded by Mr. Simpson. Mr. Dirham explained the first three items on this are appropriations to cover the playground equipment. The next three, there are two capital items and then the wreaths at the cemetery. Everything else on this ordinance is amendments to the healthcare

of all the various departments that pay it. We pay for our healthcare a month in advance. When we did the budget for 2013 we did not leave ourselves room for the 26 - 28% increase in the final month. The roll was called and Ordinance/Resolution No. 213-13 passed by the yeas votes of M. Kolesar, B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, and B. Hilberg.

**Council Comments:**

Mr. Rose mentioned the passing of Don Fuller, husband of Cynthia Fuller (former Council President) and extended sympathy to the Fuller Family.  
He wished the community a Merry Christmas and Happy New Year.

Mr. Kolesar and Mr. Shields wished the community a Merry Christmas and Happy New Year. They also commended the administration all the city employees for another year well done.

Mr. Lamb thanked all as well as Mayor Hanwell and Mr. Coyne for their leadership. We have a unique blend of responsibility and progressiveness at the same time.

Mr. Simpson wished city workers and the community a Merry Christmas and Happy New Year. The residents of the city are very fortunate to have the leadership and the employees that take care of our city. He thanked Kathy Patton, the Clerk of Council for all she does scheduling our meetings and keeping us all in line.

Mr. Hilberg Wished the community a Merry Christmas and Happy New Year.

Mr. Coyne expressed his desire for everyone to go out and see the lights in the City of Medina, check out the Medina County Fair Grounds and their light display weekends from 6 – 10 p.m. and weekdays from 6 – 9 p.m., only \$7.00 per car. Happy Holidays to everyone.

**Adjournment:**

There being no further business before Council, the meeting adjourned at 8:20 p.m.

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Kathy Patton, Clerk of Council

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John M. Coyne, President of Council

**MEDINA CITY COUNCIL**  
January 6, 2014  
Special Session - Organizational Meeting

**Opening:**

After due notice according to law, Medina City Council met in special, open session January 6, 2014. The meeting was called to order at 6:00 p.m. by President of Council John Coyne who also led the pledge of allegiance.

**Invocation:**

The invocation was offered by Father Tony Sejba of St. Francis Xavier Church.

**Oaths of Office:**

Dennis T. Hanwell, Mayor by Judge Kevin W. Dunn (Bible held by Chris Hanwell)  
Keith H. Dirham, Director of Finance by Judge Kevin W. Dunn  
Brian D. Hilberg, Ward 1 Councilman by Rev. Cornell Carter (Bible held by Mary Hilberg)  
Mark E. Kolesar, Ward 3 Councilman by Margie Kolesar (Bible held by Megan Kolesar)  
Paul Rose, Sr., by Paul Rose, Jr. (Son)

**Roll Call:**

President Coyne called for the roll call and the following members of Council were present: J. Coyne, B. Hilberg, M. Kolesar, B. Lamb, P. Rose, J. Shields, and D. Simpson.

**Confirmation of Council Committee Appointments by President of Council:**

Airport Commission – Bill Lamb (expiring 12/31/17)

President Coyne read the President of Council Appointments (see attached exhibit A). Mr. Shields moved to approve the appointments as presented, seconded by Mr. Simpson. The roll was called and the appointments were approved by the yea votes of B. Hilberg, M. Kolesar, B. Lamb, P. Rose, J. Shields, D. Simpson, and J. Coyne.

**Confirmation of Council Appointments:**

**President of Council Pro-Tem – James A. Shields (expiring 12/31/15)**

Mr. Coyne entertained a motion for the nomination of President of Council Pro-Tem.

Mr. Simpson moved to nominate Mr. Shields as President of Council Pro-Tem, seconded by Mr. Kolesar. The roll was called and the appointment was approved by the yea votes of M. Kolesar, B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, and B. Hilberg.

Cable Access – Bill Lamb (expiring 12/31/15)

Income Tax Review Board – Keith Hughes (expiring 12/31/14)

Planning Commission – Paul Rose (expiring 12/31/17)

Pro QA Steering Committee – Paul Rose (Health, Safety Chair)

Tax Incentive Review Council – Brian Hilberg (expiring 12/31/14)

MCDAC Board – Dolly Yowler (expiring 12/31/16)

Mr. Coyne read the other Council appointments listed above. Mr. Shields moved to approve the Council appointments as presented, seconded by Mr. Simpson. The roll was called and the

appointments were approved by the yea votes of B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, B. Hilberg, and M. Kolesar.

**Confirmation of Mayoral Appointments:**

Gregory A. Huber, Director of Law (15)  
Nino Piccoli, Service Director  
Jonathan Mendel, Planning and Community Development Director  
Michael Wright, Recreation Center Director  
Kimberly Rice, Economic Development Director  
Jansen Wehrley, Parks Director  
Bill Shockley – Economic Development Committee (12/31/16)  
Patrick Patton – Transportation Improvement District (12/31/15)  
Nino Piccoli – Transportation Improvement District (Alternate) (12/31/15)  
John Coyne – JEDD Board Medina Rep. (15)  
Jon Burkart – JEDD Board Rep. of Persons Working in District (14)

President Coyne read the Mayor's appointment as presented above. Mr. Shields moved to confirm the Mayor's appointments seconded by Mr. Simpson. The roll was called and the appointments were confirmed by the yea votes of P. Rose, J. Shields, D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, and B. Lamb.

**Consideration of Council Rules:**

Mr. Shields moved to re-adopt Section 111.12, the Rules of Council, seconded by Mr. Simpson. Mr. Shields moved to amend Section 111.12 with the changes presented on the attached sheet. The roll was called on the amendment and approved by the yea votes of D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, B. Lamb, P. Rose, and J. Shields. The roll was called on the re-adoption of Section 111, the Rules of Council as amended and was approved by the yea votes of J. Coyne, B. Hilberg, M. Kolesar, B. Lamb, P. Rose, J. Shields, and D. Simpson.

**Adjournment:**

There being no further business, the meeting was adjourned at 6:20 p.m.

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Kathy Patton, Clerk of Council

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John M. Coyne, President of Council

## 2014 MEDINA CITY COUNCIL COMMITTEE APPOINTMENTS

### FINANCE

John Coyne, Chairman (15)  
Bill Lamb (15)  
Brain Hilberg (17)  
Jim Shields (15)  
Paul Rose (17)  
Dennie Simpson (15)  
Mark Kolesar (17)

### SPECIAL LEGISLATION

Bill Lamb, Chairman  
Jim Shields  
John Coyne

### HEALTH, SAFETY & SANITATION

Paul Rose, Chairman  
John Coyne  
Mark Kolesar

### STREETS & SIDEWALKS

Dennie Simpson, Chairman  
Paul Rose  
Bill Lamb

### PUBLIC PROPERTIES

Jim Shields, Chairman  
Brian Hilberg  
Dennie Simpson

### WATER & UTILITIES

Mark Kolesar, Chairman  
Brian Hilberg  
Dennie Simpson

1/6/13 – PROPOSED AMENDMENTS TO RULES OF COUNCIL

Section 111.12 (d) shall be amended as follows:

(d) Any proposed legislation or other matter which is to be placed on the agenda for action by Council shall be presented to the Clerk in a completed and final state not later than 12:00 noon on the Wednesday preceding the meeting of Council. Legislation presented to Council shall not include an emergency clause. An emergency clause shall be added to legislation only upon a two-thirds vote of the membership of Council.

Any Requests for Council Action which are to be placed on the agenda shall be presented to the Clerk in a completed and final state not later than ~~12:00 noon on Friday~~ **5:00 p.m. on Tuesday** preceding the meeting of Council.

Section 111.12 (e) shall be amended as follows:

(e) The Clerk shall have the responsibility for the systematic and logical identification of proposed ordinances, resolutions and other matters to be considered by Council, and he or she may assign identifying numbers or designations to any such items which have been placed upon the agenda. He or she may also, at his or her discretion, and in order to facilitate record keeping, assign such identifying numbers or designations, or a different series of identifying numbers or designations, to any other matters which have been formally presented to Council or to a committee of Council, whether or not such matters have been placed on the agenda.

RESOLUTION NO. 1-14

A RESOLUTION OF THE COUNCIL OF THE CITY OF MEDINA, MEDINA COUNTY, AND STATE OF OHIO, CERTIFYING THAT WHEN A MUNICIPAL OBLIGATION WAS INCURRED SUMS WERE LAWFULLY APPROPRIATED IN THE FUNDS TO SATISFY THE OBLIGATION AND SUFFICIENT SUMS CURRENTLY EXIST TO SATISFY THIS OBLIGATION ACCORDING TO THE ATTACHED SHEET(S), AND DECLARING AN EMERGENCY.

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

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

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

SEC. 1: That the Finance Director is authorized to draw warrants for the payment of municipal expenses pursuant to the attached Exhibit "A" which is incorporated herein.

SEC. 2: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 3: That this Resolution shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason because of the immediate need for the authorization of expenditures, this Resolution shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

President of Council

ATTEST: \_\_\_\_\_

APPROVED: \_\_\_\_\_

Clerk of Council

SIGNED: \_\_\_\_\_

Mayor

Res. 1-14

### City of Medina

#### Board of Control/Finance Committee Approval Administrative Code: 141

BOC 11/12/13

- Department Heads can authorize expenditures up to \$1,000.00 (requisition)
- Board of Control authorizes expenditures from \$1,000.01 to \$15,000.00 (BOC form).
- Finance Committee authorizes expenditures from \$15,000.01 to \$25,000.00 (BOC form).
- Council authorizes expenditures/bids over \$25,000.00 (RCA form). Board of Control awards all bids, unless otherwise specified in authorizing ordinance. (Ord. 101-05)

Date: 11/11/2013

Department: Engineering

Amount: \$6,630.82

B.O.C. Number: \_\_\_\_\_

Account Number: 104 0303 54412

Vendor: Perrin Asphalt Vendor # \_\_\_\_\_

Department head/Authorized signature 

Item/Description:

Concrete Walk at Ray Mellert Park

-----  
**FINANCE COMMITTEE APPROVAL: (expenditures from \$15,000.01 to \$25,000.00)**

Date Approved/Denied by Finance Committee: \_\_\_\_\_

Date to Finance: \_\_\_\_\_

Clerk of council

Please have all BOC items for the agenda to the Mayor's Office before 5 p.m. on Friday before the scheduled BOC meeting.

Please have all Finance Committee items for the agenda to the Clerk of Council's Office before 5 p.m. on Tuesday before the scheduled Finance Committee meeting.

Thank you.

1/12/2012



**ASPHALT • CONCRETE**

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525 DAN STREET AKRON OH 44310  
330.253.1020 FAX: 330.253.1042

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**INVOICE #78734**

Wednesday, October 02, 2013

**City of Medina**  
132 North Elmwood Avenue, PO Box 703  
Medina, OH 44258

**Mr. Patrick Patton**  
330-722-9084

**Project:** Ray Mellert Park  
North Huntington Street Medina

**Date Completed:** September 24, 2013

Concrete walk installation -

Original contract amount: \$4,150.00

Extra - 519 square feet - 4" walk @ \$4.78 per sf: \$2,480.82

**AMOUNT DUE THIS INVOICE: \$6,630.82**

\*\* WALK LAID OUT BY MEDINA CITY PERSONNEL

**RECEIVED**

OCT 07 2013

CITY OF MEDINA  
ENGINEERING DEPT.

Thank you,  
The Perrin Asphalt & Concrete Company, Inc.

Chad W. Feldman

*SUBSIDIARY OF PK CRUSHING & MATERIALS  
RECYCLING OF ASPHALT AND CONCRETE  
330-252-2130*

**ORDINANCE NO. 2-14**

**AN ORDINANCE ADOPTING THE CITY OF MEDINA  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
CITIZEN PARTICIPATION PLAN.**

**WHEREAS:** The City of Medina is eligible to receive and has received Community Development Block Grant (CDBG) Small Cities program funds; and

**WHEREAS:** The City of Medina must adopt a Citizen's Participation Plan for the purpose of providing for and encouraging citizen's participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas with residents in low and moderate income neighborhoods as defined by the local jurisdiction at all stages of the Community Development Program, including at least the development of needs, the review of proposed activities, and review of program performance.

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

**SEC. 1:** That the City of Medina Community Development Block Grant Program Citizen Participation Plan is hereby adopted.

**SEC. 2:** That a copy of the City of Medina Community Development Block Grant Program Citizen Participation Plan is marked Exhibit A, attached hereto and incorporated herein.

**SEC. 3:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

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

**PASSED:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**President of Council**

**ATTEST:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_

**Clerk of Council**

**SIGNED:** \_\_\_\_\_

**Mayor**

**CITY OF MEDINA  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
CITIZEN PARTICIPATION PLAN**

Whereas the City of Medina is eligible to receive and has received Community Development Block Grant (CDBG) Small Cities program funds, the City of Medina has adopted the following Citizen's Participation Plan for the purpose of providing for and encouraging citizen's participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas with residents in low and moderate income neighborhoods as defined by the local jurisdiction at all stages of the Community Development Program, including at least the development of needs, the review of proposed activities, and review of program performance.

- **Public Hearing #1** – The City will hold the first public hearing prior to the development of the application. The city will use one of the methods below to provide notice:
  1. **A standard public hearing notification** will be published in the Legal Section of a Newspaper that Serves the Area or;
  2. **Alternative Option 1-** Verification of Public Notice Publication in a Newspaper Required. This verification will be provided in one of the following methods:
    - I. Post in a newspaper that serves the area; publish a public notice, an article or a press release in the non-classified section;
    - II. Post a notice in common areas of city hall or county offices where it is accessible and clearly visible to local citizens using the facility;
  3. **Alternative Option 2** –No Public notice in a newspaper required.
    - I. Post a notice in common areas of city hall where it is accessible and clearly visible to local citizens using the facility;
    - II. Provide verification that five of the outreach outlets listed below were used to notify the public about the public hearing;
      1. Local Community Website
      2. Local Public Library (each branch library is considered a separate posting)
      3. Cable TV Community Access Channel Posting
      4. Senior Center or Community Center
      5. Community Action Agency Office
      6. Public Housing Authority
      7. Local Workforce Development Assistance Office
      8. Other Public or Private Agencies or Institutions that Serve the General Public

**4. Alternative Option 3 -No Public Notice in a Newspaper Required:**

- I. Post a notice in common areas of city hall where it is accessible and clearly visible to local citizens using the facility;
- II. Provide verification that three of the outreach outlets listed above were used to notify the public about the public hearing; and
- III. Provide targeted outreach to each designated investment or target area, which can include:

- a. Posting a notice in a facility accessible and frequented by households in the investment area (school, neighborhood center, or grocery store); and
- b. Direct contact with households (mailing, flyer, etc.)

Adequate notice of Public Hearing #1 will be published in one of the above methods 10 days in advance in a newspaper of general circulation in the locality and in a non-English language newspaper if and where they exist. Public notice will also be placed on city media sites such as websites and cable access channels when available. When applicable, notices will be given to individual gathering places such as churches, schools, public offices for older adults, etc. in designated LMI block groups.

- **Public Hearing #2** – The City will hold the second public hearing after the application is developed but prior to its submission to the Ohio Development Services Agency. The city will use one of three methods below to provide notice:
  1. **Post a notice in common areas** of City Hall or County Offices where it is accessible and clearly visible to local citizens using the facility or ;
  2. **Provide verification that five outreach outlets** were used to notify the public about the public hearing.
  3. **Adequate notice of Public Hearing #2**, including a summary of the proposed activities to be undertaken, will be published 10 days in advance in a newspaper of general circulation in the locality and in a non-English language newspaper if and where they exist. Public notice #2 will also be placed on city media sites such as websites and cable access channels when available. When applicable, notices will be given to individual gathering places such as churches, schools, public offices for older adults, etc. in designated LMI block groups.
- **Minutes of both Public Hearing #1 and #2** – must be maintained in the grantee's citizen participation file. The minutes must be maintained in the grantee's citizen participation file.
- **Any written citizen comments or complaints** provided at the public hearings or during the implementation of the program must be maintained in the grantee's citizen participation file.
- **Citizen's complaints** regarding the planned or actual implementation of the program must be responded to promptly in writing within 15 days. The response

to a citizen complaint should include any remedial action (s) that the grantee will undertake.

- **Program documents** must be made available for public inspection and copying during regular business hours at the offices of the grantee, upon written or oral request. Available documents must, at a minimum include:
  - (a) program regulations
  - (b) Applications
  - (c) Status reports and performance reports; and
  - (d) Activity guidelines such as housing rehabilitation guidelines.
  
- **Bilingual opportunities** should be provided where applicable. If the community has a population segment with a primary language other than English, bilingual notices and provision for translations of program documents should be provided.

Since the two public hearings are the primary citizen participation mechanisms required of all applicants, it is important that all of the necessary program information be conveyed at each hearing, and the minutes of each hearing, including all citizen comments, be maintained in the appropriate CDBG file.

Information to be conveyed and program areas to be discussed at Public hearing #1 are the following:

- National and state program objectives;
- Amount of money available to the locality;
- Range of eligible activities;
- Performance of the locality in past CDBG programs, if applicable;
- A summary of other program requirements;
- Date of Public Hearing #2;
- Date application is due to ODSA;
- Citizen views and comments.

Between Public Hearing #1 and Public Hearing #2, the locality may wish to formally solicit block grant proposals from organizations, individuals, other governmental units, or other subrecipients.

Ten (10) or more working days after the first public hearing, Public Hearing #2 is required in order to give citizens an opportunity to review and comment on the locality's proposed Application prior to its submission to ODSA.

The format for Public Hearing #2 must include the following information and areas for discussion:

- A presentation by a representative(s) of the locality on the city's proposed CDBG program, including the activity or activities to be undertaken, the amount of CDBG and other funds allocated for each activity, the objective of each activity, the timetable for

starting through completion of each activity, and what national objective(s) each activity will meet.

- The grantee should have available for citizens a written summary of the proposed CDBG program. (Copies of the newspaper notice that advertised the second public hearing, which includes a summary of the locality's proposed CDBG program, should provide the necessary information).
- Citizen views and comments.

Citizen participation/public hearing is also a part of the program amendment process. If ODSA determines that a program change constitutes an amendment, one public hearing will be required at that time. The primary purpose of an Amendment Public Hearing is to provide citizens with an opportunity to review and comment on a "substantial change" in a grantee's CDBG program. The format for an Amendment Public Hearing should be similar to Public Hearing #2 outlined above.

#### Supporting Materials:

- Sample Notice of Public Hearing #1
- Sample notice of Public Hearing #2
- Sample Notice of Amendment Public Hearing

SAMPLE  
NOTICE OF PUBLIC HEARING #1

Date of Publication \_\_\_\_\_

The city (or county) of \_\_\_\_\_ intends to apply to the Ohio Department of Development for funding under the Community Development Block Grant (CDBG) Small Cities Program, a federally-funded program administered by the state. The city (or county) is eligible for \$\_\_\_\_\_ of Fiscal Year \_\_\_\_\_ CDBG funding, providing the city (or county) (specify year) .

meets applicable program requirements.

The first of two (or more) public hearings will be held \_\_\_\_\_ (specify date)

at \_\_\_\_\_ at \_\_\_\_\_ to provide citizens with (specify time) (specify location)

pertinent information about the CDBG program including an explanation of eligible activities and program requirements. The CDBG program can fund a broad range of activities, including: economic development projects, street, water supply, drainage and sanitary sewer improvements, park acquisition and improvements, demolition of unsafe structures, rehabilitation of housing, and neighborhood facilities. The activities must be designed to primarily benefit low- and moderate-income persons, aid in the prevention or elimination of slums and blight, or meet an urgent need of the community.

Citizens are encouraged to attend this meeting on \_\_\_\_\_ to (specify date)

provide their input on the city's (or county's) CDBG program.

SAMPLE  
NOTICE OF PUBLIC HEARING #2

DATE OF PUBLICATION \_\_\_\_\_

The city (or county) of \_\_\_\_\_ intends to apply to the Ohio Department of Development for funding under the Community Development Block Grant (CDBG) Small Cities Program, a federally-funded program administered by the state. The city (or county) is eligible for \$\_\_\_\_\_ of  
(specify amount)  
Fiscal Year \_\_\_\_\_ CDBG funding, provided the city (or county) meets  
(specify year)

applicable program requirements. On \_\_\_\_\_, the city (or county)  
(specify date)

conducted its first public hearing to inform citizens about the CDBG program, how it may be used, what activities are eligible, and other important program requirements.

Based on both citizen input and local officials' assessment of the city's (or county's) needs, the city (or county) is proposing to undertake the following CDBG activities for Fiscal Year \_\_\_\_\_:  
(specify year)

(List activity, CDBG and other funding source  
amount, and the national objective to be met.)

A second public hearing will be held \_\_\_\_\_ at \_\_\_\_\_  
(specify date) (specify time)  
at \_\_\_\_\_ to give citizens an adequate opportunity to review and  
(specify location)

comment on the city's (or county's) proposed CDBG Application, including the proposed activities summarized above, before the city (or county) submits its Application to the Ohio Department of Development.

Citizens are encouraged to attend this meeting on \_\_\_\_\_ to  
(specify date)  
express their views and comments on the city's (or county's) proposed CDBG Application.

SAMPLE  
NOTICE OF AMENDMENT PUBLIC HEARING

The city (or county) of \_\_\_\_\_ proposes to amend its Fiscal  
Year \_\_\_\_\_ Community Development Block Grant (CDBG) Small  
(specify year)

Cities Program agreement with the Ohio Department of Development. Specifically,  
the city (or county) proposes to make the following amendment(s):

Existing Activity: \_\_\_\_\_  
(specify project/activity and budget amount as  
originally approved by the State)

Proposed Amended Activity: \_\_\_\_\_  
(specify new, proposed project/activity and  
budget amount)

A public hearing will be held \_\_\_\_\_ at \_\_\_\_\_  
(specify date) (specify time)

at \_\_\_\_\_ to provide citizens with an opportunity to  
(specify location)

express their views and opinions on the city's (or county's) proposed CDBG  
amendment(s) prior to its submission to the Ohio Department of  
Development.

All the terms contained in the original CDBG agreement between the Ohio  
Department of Development and the city (or county) of \_\_\_\_\_  
shall remain and no terms of the original agreement, except those set out  
above, will be changed by the proposed amendment(s).

Citizens are encouraged to attend this meeting on \_\_\_\_\_  
(specify date)

to review and comment on the city's (or county's) proposed CDBG  
amendment(s).

**ORDINANCE NO. 3-14**

**AN ORDINANCE AUTHORIZING THE MAYOR TO SOLICIT REQUEST FOR QUALIFICATIONS (RFQ'S)/REQUEST FOR PROPOSALS (RFP'S) FOR CONSULTANT SERVICES FOR THE FY14 CITY OF MEDINA COMMUNITY HOUSING IMPROVEMENT PROGRAM (CHIP) AND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATIONS, INCLUDING ADMINISTRATION AND IMPLEMENTATION, AND TO AWARD RFQ/RFP TO THE SUCCESSFUL BIDDER, AND DECLARING AN EMERGENCY.**

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

**SEC. 1:** That the Mayor is hereby authorized and directed to solicit Request for Qualifications (RFQ's)/Request for Proposals (RFP's) for consultant services for the FY14 City of Medina Community Housing Improvement Program (CHIP) and Community Development Block Grant (CDBG) Grant Program applications, including administration and implementation, and to award RFQ/RFP to the successful bidder.

**SEC. 2:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

**SEC. 3:** That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason that two pre-planning meetings are required and the application deadline is May 1, 2014; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

**PASSED:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**President of Council**

**ATTEST:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_

**Clerk of Council**

**SIGNED:** \_\_\_\_\_

**Mayor**

LEGAL NOTICE  
REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSAL  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
CITY OF MEDINA, OHIO

The City of Medina is accepting Statements of Qualifications and Proposals from qualified consultants to provide a range of services related to the implementation of City of Medina's Community Development Block Grant Program including preparation of an application for FY 2014 Community Housing Improvement Program funds and for the implementation and administration of said grant if awarded.

The City will contract with the consultant who can best provide the services described above beginning February 25, 2014. The City will use competitive negotiation procedures taking into account the following factors and information requested in the Request for Qualifications in making the award:

- Experience with CDBG and HOME regulations as they pertain to CHIP, the Community Development Block Grant Program and other federal or state housing programs.
- Knowledge of CDBG and/or HOME regulations as they pertain to CHIP and other housing programs.
- Knowledge of CDBG Discretionary grant programs and regulations.
- Housing rehabilitation operation experience.
- Ability to meet the necessary deadlines to complete the CHIP / CDBG Application.
- Qualifications of staff to undertake contracted obligations.
- References relative to prior CHIP and Community Development Program performance.

Interested firms and individuals can obtain the scope of services at the Office of the Mayor, 132 N. Elmwood Ave., Medina, Ohio 44256 between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. The scope may also be obtained at [www.medinaoh.org](http://www.medinaoh.org). Bids/RFP/RFQ's. Qualification Statements and a proposal shall be submitted to the above address no later than 4:00 p.m., Friday, January 31, 2014.

The City reserves the right to reject any or all proposals and to select any proposal deemed most favorable to the City.

Dennis Hanwell, Mayor  
City of Medina

Publish: January 14, 2014  
January 21, 2014

CITY OF MEDINA  
RFQ/RFP – CHIP including PRE-APPLICATION PLANNING  
CDBG COMMUNITY DEVELOPMENT PROGRAM  
SPECIFICATIONS FOR  
REQUEST FOR CONSULTANT QUALIFICATIONS/PROPOSAL

Consultant qualifications/proposal shall be received at the office of the Mayor, City of Medina, 132 N. Elmwood Ave., Medina, Ohio 44256, no later than 4:00 p.m. on January 31, 2014.

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I. GENERAL SCOPE OF SERVICES

A. PLANNING AND GRANTSMANSHIP

1. Assist in preparation of grant applications for various State, and Federal Programs including Community Development Block Grant (“CDBG”) Programs and Community Housing Improvement Program (“CHIP”); preparation of CHIP Pre-Application Planning Committee documents as required by the Office of Community Development, Development Services Agency.
2. Administration duties required by CHIP and CDBG Programs including environmental assessment files; performance reports; grant amendments if necessary; project closeouts; implementation of housing rehab programs.

II. SPECIFIC ITEMS TO ADDRESS

Qualification and Experience Statements must address the following factors, which will be used as evaluation criteria for selection:

1. Experience in the Administration of CDBG and CHIP Programs and other Federal Programs; experience in preparation of the CHIS as well as CHIP Pre-application Planning process.
2. Professional Qualifications of personnel of the Firm, Resumes and training certificates of Key Personnel including hourly rate of staff involved, and typical fees for CHIP administration and implementation and/or CDBG Economic Development administration and implementation, and CDBG Formula programs; fees to be governed by the Office of Community Development requirements.
4. Experience working with projects involving the Administration and implementation of Federal and/or State Funds.
5. Past Record of Performance on Contracts related to Federal or State Grants or similar Services.

6. Past Record of Performance in Relation to Architectural and Engineering Services on Federal, State and Local Programs.
7. Ability or capacity of the Firm to perform work within the time limitation as defined by the specific grant, taking into consideration the current and planned work load of the Firm.
8. Furnish lead licenses of staff involved in lead risk assessment, lead rehabilitation specifications and lead clearance.

The City of Medina has the Right to interview any or all Consultants and select one or more firms based upon review and analysis of the qualification statement. The City of Medina will enter into a contract with the responsible offeror or offerors whose qualifications will be most advantageous to the specific project and subject to negotiations at fair and reasonable compensation with the responsible offeror, for the period beginning February 25, 2014 up to and including February 28, 2017.

It must be noted that certain services requested will be paid with CDBG and/or HOME funds. The maximum amount of any contract with the consultant will be limited to the amounts governed by CDBG and HOME requirements. Contracts awarded for administration and implementation of CHIP grants will be for one grant only. Multi-year contracts will not be possible for CHIP grants.

### III. PRELIMINARY PROJECT SCOPES

The following is an example of the scope of work.

#### SCOPE OF SERVICES FOR CHIP

1. Preparation of Environmental Reviews in compliance with the requirements of 24 CFR Part 58.
2. Provide assistance and general administration services to City of Medina staff, as needed, with housing inspections, cost estimates, work write-ups, lead based paint services, and bidding procedures.
3. Program Management including determination of applicant eligibility, ranking of eligible applicants, change orders, work quality, file maintenance and record keeping requirements, compliance and reporting requirements.
4. Meet with local lenders and market the Homebuyer Acquisition Assistance Program.

5. Resolve Owner/Contractor issues.
6. Provide the City with Homeowner Acquisition Assistance Program Manual and program guidelines, which develop implementation procedures, policies, and criteria for lenders to follow in making down payment assistance.
7. Provide the City with Housing Rehabilitation Program Manual and program guidelines, which include program design, implementation procedures, forms and specifications and/or updates to meet Office Community Development, Development Services Agency Program requirements.
9. Meet with program participants on a regular basis and attend public meetings.
9. Implementation of Lead Based Paint Hazard Reduction Requirements.
10. Preparation of CHIS document, Update or Pre-application Planning documents in accordance with the most recent Office of Community Development, Development Services Agency requirements.

#### SCOPE OF SERVICES

#### CDBG COMMUNITY DEVELOPMENT ALLOCATION AND COMPETATIVE SET-ASIDE PROGRAMS

The CONSULTANT shall perform the necessary technical and professional services in connection with the CDBG Allocation and Competitive Set-Aside Programs in accordance with the basic requirements of the US Department of Housing and Urban Development (HUD) and the Ohio Development Services Agency (ODSA) Office of Community Development (OCD). These services included the following:

- A. Administration of the Allocation and Competitive Set-Aside Grant Programs
  1. Preparation of the environmental review record (ERR) and obtaining the appropriate "Release of Funds" forms for all of the Allocation and Competitive Set-Aside Grant Program projects.
  2. Coordination with the Ohio Historic Preservation Office, the Ohio EPA, ODOT, Community Development Department and any other local State/Federal agencies as needed for project execution.
  3. Overseeing the technical aspects of all Formula-funded construction, planning and materials/equipment procurement projects (e.g., federal wage rates, the preparation of bid documents, pre-construction conferences, overseeing required labor interviews and payroll verifications, etc.) in compliance with CDBG rules and regulations.

B. Technical Assistance

1. Preparation of program status reports.
2. Maintaining program files.
3. Preparing for and attending all Office of Community Development Department program monitoring conducted by State Field Representatives.
4. Preparing monitoring responses on behalf of the City to the Office of Community Development Department.
5. Completing the program's final performance report.
6. Executing program amendments and/or extensions if needed.
7. Providing guidance with general financial and program administration, CDBG construction, management, CDBG materials/equipment procurement, as well as information regarding program and regulation changes.

SCOPE OF SERVICES FOR CDBG PROJECT

1. Preparation of Environmental Reviews in compliance with the requirements of 24 CFR Part 58.
2. Provide assistance to City staff, as needed, with inspections, cost estimates, work write-ups and bidding procedures.
3. Provide on-going day-to-day technical assistance to City staff, as required, on change orders, work quality, file maintenance and record keeping requirements, compliance and reporting requirements, and program management.
4. Assist in resolving Contractor issues.
5. Provide the City with program guidelines, which include program design, implementation procedures, forms and specifications to meet the Office of Community Development program requirements.
6. Meet with program participants on a regular basis and attend public meetings.
7. Provide design services (Architectural, Civil, Electrical, Mechanical, and Structural); Construction Procurement Services (Bidding, pre-bid meeting, questions, bid opening, review of Bids, and Recommendation of Award); and Contract administration (Contract preparation, pre-construction meeting,

assistance with submittal and pay request review, periodic site visitation, and project close out) for the specific project.

CONSULTANT: \_\_\_\_\_

DATE: \_\_\_\_\_

REQUEST FOR CONSULTANT QUALIFICATION STATEMENT/PROPOSAL  
RATING SHEET

ITEM	POSSIBLE POINTS	POINTS GIVEN	COMMENTS
1. Experience in the Administration of CDBG and CHIP Programs and other Federal Programs.	20		
2. Professional Qualifications of the Firm and Resumes of Key Personnel including hourly rate of staff involved, and typical fees for CHIP administration and implementation and/or CDBG Economic Development administration and implementation.	10		
3. Familiarity of the Firm with the type of services to be performed.	10		
4. Experience working with projects involving the Administration and implementation of Federal and/or State Funds.	10		
5. Past Record of Performance on Contracts related to Federal or State Grants or similar Services.	10		
6. Past Record of Performance in Relation to Architecture and Engineering Services on Federal and State Programs.	10		
7. Ability or capacity of the Firm to perform work within the time limitation as defined by the specific grant, taking into consideration the current and planned work load of the Firm.	20		
8. Furnish list of CDBG and CHIP Projects, and/or other Federal, State and Local Programs that your Firm has been involved.	10		
9. Bonus Points			

Ranked by: \_\_\_\_\_

**ORDINANCE NO. 4-14**

**AN ORDINANCE AMENDING ORDINANCE NO. 154-13, PASSED SEPTEMBER 23, 2013, RELATIVE TO RFP'S/RFQ'S FOR A CONSULTANT RELATED TO THE CREATION OF A DOWNTOWN STRATEGIC PLAN FOR THE CITY OF MEDINA, AND DECLARING AN EMERGENCY.**

**WHEREAS:** Ordinance No. 154-13, passed September 23, 2013, authorized the Mayor to solicit Requests for Proposals (RFP's) / Requests for Qualifications (RFQ's) for a qualified consultant to provide a range of services related to the creation of a Downtown Strategic Plan for the City of Medina; and

**WHEREAS:** That the Economic Development Director has requested to increase the appropriated amount to cover these services from \$15,000.00 to \$30,000.00.

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

**SEC. 1:** That the contract amount authorized in Ordinance 154-13, passed September 23, 2013, is hereby amended from \$15,000.00 to \$30,000.00.

**SEC. 2:** That the funds to cover this increase are available as follows: \$7,500.00 in Account No. 001-0748-52215, and \$7,500.00 in Account No. 001-0410-52215.

**SEC. 3:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

**SEC. 4:** That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason to meet the timeline to apply for the grant; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

**PASSED:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
**President of Council**

**ATTEST:** \_\_\_\_\_  
**Clerk of Council**

**APPROVED:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
**Mayor**

**ORDINANCE NO. 5-14**

**AN ORDINANCE AUTHORIZING THE HIRING OF OHM ADVISORS FOR PROFESSIONAL SERVICES TO DEVELOP A DOWNTOWN STRATEGIC PLAN FOR THE CITY OF MEDINA, AND DECLARING AN EMERGENCY.**

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

- SEC. 1:** That the Mayor is hereby authorized and directed to hire OHM Advisors for professional services to develop a Downtown Strategic Plan for the City of Medina.
- SEC. 2:** That a copy of the proposed scope of services and costs associated with the project is marked Exhibit A, attached hereto and incorporated herein.
- SEC. 3:** That the estimated cost of the contract is \$30,000.00 authorized by Ordinance No. 154-13, passed by Medina City Council on September 23, 2013 and amended by Ordinance No. 4-14, passed by Medina City Council on January 13, 2014.
- SEC. 4:** That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason to meet the timeline to apply for the Downtown Revitalization Grant; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

**PASSED:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**President of Council**

**ATTEST:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_

**Clerk of Council**

**SIGNED:** \_\_\_\_\_

**Mayor**

13-237-1217



ARCHITECTS. ENGINEERS. PLANNERS.

December 6, 2013

Kimberly Rice  
The City of Medina  
132 North Elmwood  
Medina, Ohio 44256

RE: Medina Downtown Strategic Plan

Dear Kimberly:

OHM Advisors is pleased to provide this proposal for professional services to develop a Downtown Strategic Plan for the City of Medina. The proposed services will include the following scope of work attached here to and referenced as Exhibit A.

**SCHEDULE**

OHM Advisors is prepared to begin upon acceptance of this proposal. We expect this work to be completed prior to June and in time for the City to submit for the Downtown Revitalization Grant administered by the Ohio Development Services Agency.

**FEE**

The above referenced services are proposed to be provided on a lump sum basis of thirty thousand dollars (\$30,000).

**AUTHORIZATION**

If you find this proposal to be acceptable, please provide OHM Advisors with authorization to proceed by signing below and returning a copy of the signed proposal. Please do not hesitate to contact me at (614) 418-0600 with any questions or if you need any additional information.

Sincerely,

OHM Advisors

---

Tony Slanec, Director of Urban Design & Planning

OHM Advisors  
101 MILL STREET, SUITE 200  
GAHANNA, OHIO 43230

T 614.418.0600  
F 614.418.0614

OHM-Advisors.com

35 E. GAY STREET, SUITE 500-G  
COLUMBUS, OHIO 43215

T 614.418.9928  
F 614.418.0614



City of Medina  
Downtown Strategic Plan

Accepted By: \_\_\_\_\_

Printed Name: Dennis Hanwell

Title: Mayor

Date: \_\_\_\_\_

PO Number: \_\_\_\_\_

## STANDARD TERMS and CONDITIONS

1. THE AGREEMENT – These Standard Terms and Conditions and the attached Proposal or Scope of Services, upon their acceptance by the Owner, shall constitute the entire Agreement between OHM Advisors, registered in the State of Ohio, and the Owner. The Agreement shall supersede all prior negotiations or agreements, whether written or oral, with respect to the subject matter herein. The Agreement may be amended only by mutual agreement between OHM Advisors and the Owner and said amendments must be in written form.

2. SERVICES TO BE PROVIDED – OHM Advisors will perform the services as set forth in the attached proposal or scope of services which is hereby made a part of the Agreement.

3. SERVICES TO BE PROVIDED BY OWNER – The Owner shall at no cost to OHM Advisors:

- a) Provide OHM Advisors' personnel with access to the work site to allow timely performance of the work required under this Agreement.
- b) Provide to OHM Advisors within a reasonable time frame, any and all data and information in the Owners possession as may be required by OHM Advisors to perform the services under this Agreement.
- c) Designate a person to act as Owners representative who shall have the authority to transmit instructions, receive information, and define Owner policies and decisions as they relate to services under this Agreement.

4. PERIOD OF SERVICE – The services called for in this Agreement shall be completed within the time frame stipulated in the Proposal or Scope of Services, or if not stipulated shall be completed within a time frame which may reasonably be required for completion of the work. OHM Advisors shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this agreement resulting from any cause beyond OHM Advisors' reasonable control.

5. COMPENSATION – The Owner shall pay OHM Advisors for services performed in accordance with the method of payment as stated in the Proposal or Scope of Services. Method of

compensation may be lump sum, hourly; based on a rate schedule, percentage of the construction cost, or cost plus a fixed fee. The Owner shall pay OHM Advisors for reimbursable expenses for subconsultant services, equipment rental or other special project related items at a rate of 1.15 times the invoice amount.

6. TERMS OF PAYMENT – Invoices shall be submitted to the Owner not more often than monthly for services performed during the preceding period. Owner shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM Advisors shall include a charge at the rate of one percent per month from said thirtieth day.

7. LIMIT OF LIABILITY – OHM Advisors shall perform professional services under this Agreement in a manner consistent with the degree of care and skill in accordance with applicable professional standards of services of this type of work. To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability in the aggregate, of OHM Advisors and its Officers, Directors, Partners, employees, agents, and subconsultants, and any of them, to the Owner and anyone claiming by, through or under the Owner, for any and all claims, losses, costs or damages of any nature whatsoever arises out of, resulting from or in any way related to the project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of OHM Advisors or OHM Advisors' Officers, Directors, employees, agents or subconsultants, or any of them shall not exceed the amount of \$25,000 or OHM Advisors' fee, whichever is greater.

8. ASSIGNMENT – Neither party to this Agreement shall transfer, sublet, or assign any duties, rights under or interest in this Agreement without the prior written consent of the other party.

9. NO WAIVER – Failure of either party to enforce, at anytime, the provisions of this Agreement shall not constitute a waiver of such

provisions or the right of either party at any time to avail themselves of such remedies as either may have for any breach or breaches of such provisions.

10. GOVERNING LAW – The laws of the State of Ohio will govern the validity of this Agreement, its interpretation and performance.

11. DOCUMENTS OF SERVICE – The Owner acknowledge OHM Advisors' reports, plans and construction documents as instruments of professional services. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the Owner upon completion of the work and payment in full of all monies due OHM Advisors, however, OHM Advisors shall have the unlimited right to use such drawings, specifications and reports and the intellectual property therein. The Owner shall not reuse or make any modifications to the plans and specifications without prior written authorization by OHM Advisors. In accepting and utilizing any drawings or other data on any electronic media provided by OHM Advisors, the Owner agrees that they will perform acceptance tests or procedures on the data within 30 days of receipt of the file. Any defects the Owner discovers during this period will be reported to OHM Advisors and will be corrected as part of OHM Advisors' basic Scope of Services.

12. TERMINATION – Either party may at any time terminate this Agreement upon giving the other party 7 calendar days prior written notice. The Owner shall within 45 days of termination, pay OHM Advisors for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.

13. OHM ADVISORS' RIGHT TO SUSPEND ITS SERVICES – In the event that the Owner fails to pay OHM Advisors the amount shown on any invoice within 60 days of the date of the invoice, OHM Advisors may, after giving 7 days notice to the Owner, suspend its services until payment in full for all services and expenses is received.

14. OPINIONS OF PROBABLE COST – OHM Advisors' preparation of Opinions of Probable Cost represent OHM Advisors' best judgment as a design professional familiar with the industry. The Owner must recognize that OHM Advisors has no control over costs or the prices of labor, equipment or materials, or over the contractor's method of pricing. OHM Advisors makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost.

15. JOB SITE SAFETY – Neither the professional activities of OHM Advisors, nor the presence of OHM Advisors or our employees and subconsultants at a construction site shall relieve the General Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM Advisors has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions. The Owner agrees that the General Contractor is solely responsible for jobsite safety, and warrants that this intent shall be made clear in the Owners agreement with the General Contractor.

16. DISPUTE RESOLUTION – In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Owner and OHM Advisors agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the parties mutually agree otherwise.

# PHASE I: INVESTIGATE

During this Phase of the planning process, the project team will work with the City to develop the foundation of the Plan. Key elements of this Phase include creating the project task force and conducting a thorough analysis of the existing conditions of the project study area.



## STEPS

### 1. Project Kickoff Mtg./Assemble Project Task Force

The consultant team will begin the project by facilitating a kick-off meeting to finalize the project work plan and project schedule and assemble a project task force. The kick-off meeting will also serve as a way to make sure all the participants in the planning process understand the work schedule, roles and responsibilities of the team, and deliverables. The consultant team will also lead an open and transparent discussion with the client team that will focus on the desired outcomes of the project. The output of the discussion will be a set of project goals and identification of target development sites the consultant and client team will consider throughout the project.

### 2. Assemble Project Data

During this task, the consultant team will work with the City to assemble all existing plans and documents that will guide and inform the development of the Plan. The consultant team will also work with the City to assemble all mapping data that will be used to create the maps and graphics for the final Plan.

### 3. Driving Tour

The consultant team, with the client team, will conduct a driving tour of the project area. The purpose of the driving tour is to have client team work with the consultant team to identify preliminary issues and opportunities in the project study area, specifically the target development sites.

### 4. Project Website - 'Basecamp'

The planning team will create a project website referred to as 'basecamp'. The website will serve as the 'home' for the project and include online communication tools and drafts of significant outcomes of the planning process to be shared with the media and general public (note: the consultant team can create a social media package as an additional service).

### 5. Existing Conditions Analysis

During this task, the consultant team will evaluate the existing conditions in the project study area, with specific attention given to the target development areas. Included in this task will be an assessment of:

- Current plans and policies
- Mobility assessment of transportation conditions
- Preliminary infrastructure assessment
- Land use analysis of existing conditions
- Urban form analysis

The outcomes of this task will be critical to the overall development of the Plan as it will create the foundation to develop specific concepts and recommendations that are balanced and informed by thorough technical analysis.

### 6. Task Force Mtg. 1

The Planning team will host Task Force Meeting 1 to orient the task force to the project, review the goals and objectives of the project, introduce existing condition information, and perform a SWOT analysis of the target development sites.



## MEETINGS

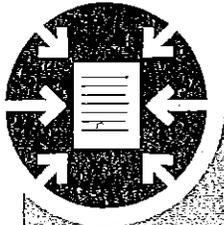
- Project Kickoff Client Meeting 1
- Task Force Meeting 1



## DELIVERABLES

- Existing Conditions Memorandum: Current plans, land use, urban form, mobility, and infrastructure
- Project Website (basecamp)
- Project goals, and identification of target development sites

*Note: At the completion of Phase 1 the consultant, with the client, will re-evaluate this Scope of Services. If necessary, revisions to the Scope of Services will be made to meet any outcomes of Phase I.*



## PHASE II: INFORM

During this Phase of the planning process, the project team will perform two key steps that will inform the development of the final plan. The first step is a series of stakeholder interviews that will provide the planning team with key knowledge related to the target development areas. The second step is a market assessment that will identify the market gaps and opportunities in the project study area.



### STEPS

#### 1. Stakeholder Interviews

The consultant team will meet with a core group of stakeholders. The group may include an assemblage of citizens, business leaders, and appointed/elected officials. (Up to three one hour meetings will be conducted). At this meeting the consultant team will perform a SWOT analysis with the stakeholders with special attention given to the target development sites.

#### 2. Market Assessment

This step outlines our approach to assessing the conditions, trends, and market opportunities within the effective market area of Downtown Medina.

##### A. Area Analysis

###### Site Inspection

The Downtown and target development sites will be personally inspected by a field analyst. The sites will be inspected for the suitability for development, and relates to the market. A full area description will be provided, identifying surrounding land uses, as well as proximity to area resident services.

###### Effective Market Areas

An Effective Market Area will be identified for the project study area. Mobility patterns affecting the Downtown will also be identified (Phase I) and their impact on the proposed development will be discussed.

##### Social, Demographic, and Economic Characteristics

- Population and household trends and projections
- Distribution of households by age and income
- Household wealth
- Employment and unemployment trends
- Consumer spending patterns
- Estimate of retail sales by sector

##### New and Proposed Developments

Additional proposed planned development and an analysis of its competitive impact on the target development sites. Other planned development, including roads, shopping centers, buildings, or other economic development metrics that could impact the target development sites.

##### B. 100 Percent Field Surveys

###### Residential

A 100% field survey of retail facilities will be conducted in the EMA to identify existing residential facilities and identify potential housing opportunities. The survey will identify a variety of information for housing with a focus on multi-family.

###### ii. Office

A 100% field survey will be conducted to identify area office and retail development (for rent and sale). Anchor tenant(s), year opened, square footage available, square footage by individual facility, rent per square foot, North American Industry Classification System (NAICS) code for each retail facility.



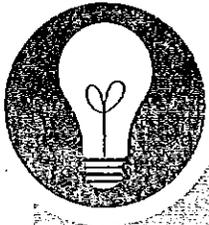
### MEETINGS

- Client Team Meeting 2 to review the preliminary market research, and final existing conditions report
- Task Force Meeting 2 to review the preliminary market research
- Up to three one hour stakeholder interviews



### DELIVERABLES

- Technical memorandum(s) identifying the EMA and 100 Percent Field Surveys
- Memorandum summarizing the outcomes of the stakeholder interviews



# PHASE III: INVENT

During this Phase, the consultant team will create the overall vision for the Downtown Strategic Plan and apply this vision to the target development sites using high quality graphic techniques such as 3D modelling, renderings, and concept plans. The final result of this step will be presented to the public in a dynamic and engaging online house calling.

## STEPS

### 1. Market Assessment Conclusions and Recommendations

#### A. Residential

Residential support in the Effective Market Area will be identified. This will include a market gap analysis and absorption rates. Specific unit types, amenities, packages, and target demographic markets will be identified as part of this step.

#### B. Retail and Office

Identification of retail development possibilities by retail sector based on a retail sales/expenditure analysis. Identification of support components for retail development in the proposed target areas including boutique specialty shops and marketing strategies to enhance development potential in the study area.

Amount of supportable space at the development site based on the support components site internal mobility, new business formations, external mobility, projected absorption by support components, retail and office development, including tenant mix, protected areas/sales prices.

#### 2. Economic Development Vision

During this step, the consultant team will create a series of statements with accompanying graphic charades, the overall economic development plan and vision for Medina. This step will not be a final long-term statement, but rather a synopsis of all the community's existing plans, existing conditions analysis, and key findings from the market

assessment and stakeholder outreach. The purpose of this step is to set the tone for what the community is going, what future investments are planned, and the expectations for type and quality of future developments. This step will accomplish the following as a component of the final Plan and its recommendations:

• Provide the community in evaluating proposed public-private partnership projects.

• Identify and gain property owners and potential investors that are most likely to be approved.

• Measure progress and effectiveness in the development and redevelopment of the target development sites to ensure projects have synergistic qualities that strengthen the town as a whole.

#### 3. Design Charrette / Target Area Concept Plans

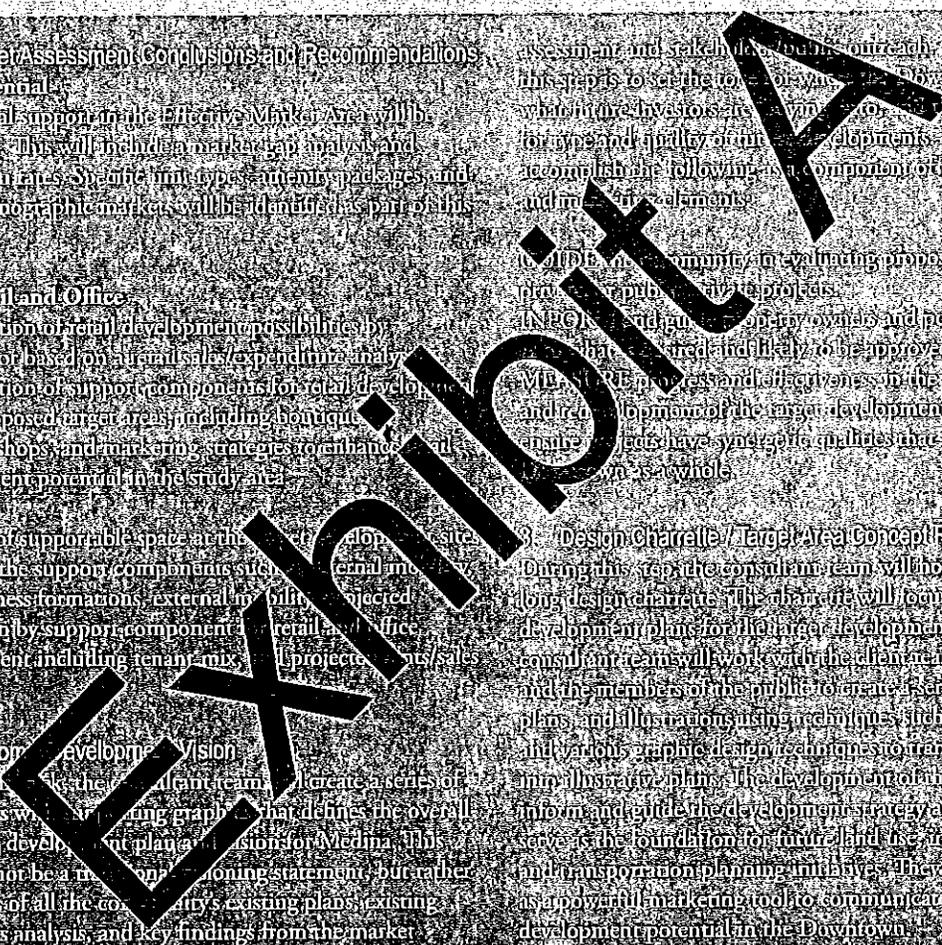
During this step, the consultant team will host a day-long design charrette. The charrette will focus on creating development plans for the target development sites. The consultant team will work with the client team, task force, and the members of the public to create a series of maps, plans, and illustrations using techniques such as hand-drawn and various graphic design techniques to translate the vision into illustrative plans. The development of the plans will inform and guide the development strategy at each site and serve as the foundation for future land use, infrastructure, and transportation planning initiatives. They will also serve as a powerful marketing tool to communicate the vision and development potential in the Downtown.

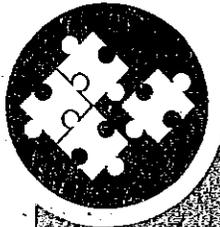
## MEETINGS

- Client Team Meeting 3 to discuss the vision statements and results of the stakeholder engagement meetings
- Design Charrette (1 Day)
- Task Force Meeting 3 to review the concepts plans and market assessment conclusions

## DELIVERABLES

- Community vision statements and principles
- Illustrative plans for each target development site
- Market Assessment conclusions and recommendations





# PHASE IV: IMPLEMENT

During this Phase, the consulting team will tie together the existing conditions, market research, and target redevelopment plans to create the final Downtown Strategic Plan. The plan will include high-quality graphics and utilize a variety of advanced design tools. The planning team will also include focused economic development strategies leading to the successful implementation of the Plan.



## STEPS

### 1. Finalizing the Plan

At the completion of Phase IV, the consultant team will work with the task force to finalize the Plan and prepare for implementation. The Plan will portray a complete picture of the Downtown economic development strategy anchored by intuitive knowledge of the community desires, and an in-depth assessment of the local marketplace. *The Plan will spell out a bold and realistic vision of what the community wants to become. It will identify projects and initiatives to turn that vision into reality and it will recommend implementation steps. Beyond that, the Plan will spell out new opportunities for government, businesses, citizens, and civic organization to actively become part of the Plan implementation.*

service may also play a critical role as part of this step. (Note: the implementation plan will also include the incentives and policies outlined in Phase V Step 1.)

### 2. Setting Up Implementation

As part of this step, the consultant team will work with the client team and the task force to create an implementation plan. The implementation plan will be part of the final Downtown Strategic Plan, and include estimated cost for proposed recommendations, the timeline/prioritization of recommendations, and identify parties responsible for implementing specific elements of the plan. The implementation plan will also include specific recommendations for how the Medinala CC can support the Plan. OHM will coordinate with the client team to ensure the goals and objectives of the Plan are supported by other planned improvements to the community. The goal will be to ensure current and future projects are coordinated in a planned and cost effective manner. OHM's engineering



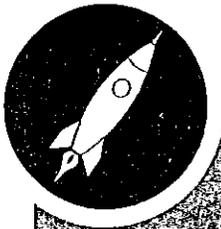
## MEETINGS

- Task Force Meeting 4 to review the final draft plan



## DELIVERABLES

- Draft Strategic Economic Development Plan
- Code Blueprint Memorandum



# PHASE V: INSPIRE

This Phase will include a detailed look at the development incentives and policies needed to support the implementation of the Plan. This step will overlap with Phase IV and the creation of an implementation plan. The final step will be to prepare a high-quality marketing brochure to assist in the development and promotion of economic development in Medina and the target redevelopment areas.



## STEPS

### 1. Economic Development Strategies and Incentives

The consultant team will work with the client team to put together a menu of potential development strategies and incentives with a focus on the target development sites. OHM's and Ice Miller's existing relationship with Jobs Ohio and the Ohio Development Services Agency will prove invaluable as part of this step. Through our existing working relationship with the State, we will ensure the goals and objectives of the Plan are supported ongoing development programs with the State of Ohio.

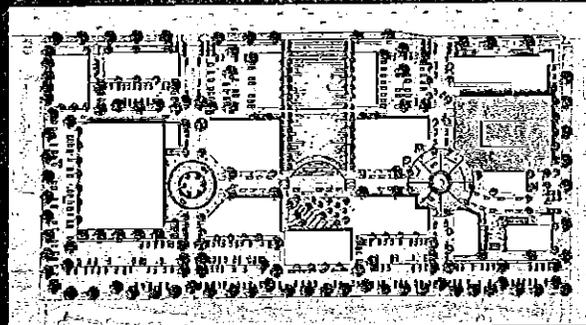
These strategies and incentives will be informed by input from the stakeholders, the client team, as well as the market assessment. The incentives will be included in both the final Plan as well as an economic development brochure. In the preparation of these incentives the consultant team will work with the State of Ohio, Medina County, and the CIC to coordinate incentives that fit the overall vision of the Plan. The team will also include a menu of state and federal funding sources that will help achieve the overall vision, and specific recommendations of the Plan.

*OHM Advisors has worked with our clients to navigate the nuances of project funding. What is our success rate over the past 10 years? Greater than 95%. We've helped secure or administer 24 stimulus projects totaling over \$70 million. OHM routinely secures 10-15% of all funding for our clients in our core markets.*

### 2. Economic Development Brochure Elements

As part of this task, the consultant team will assist the City to prepare a simplified version of the Plan to be used to market Medina, the Downtown, and the target development sites to the private sector. OHM will create elements for the marketing tool which will include the vision, development concepts showing development capacities, identify target users for each site, and outline the local and regional market development potential. Specific incentives that are identified in the previous step should also be included. The goal of the tool is to support Medina in effectively communicating the development potential to the private sector by providing the following:

1. Community's vision and development expectations;
2. Development focus and potential;
3. Market potential, including target users; and
4. Economic development strategies and incentives



*The final marketing brochure will include graphics and illustrations that will effectively communicate the overall vision for the Downtown and development potential of identified target development sites.*



## MEETINGS

- Task Force Meeting 5 to review the Final Strategic Downtown Plan and Economic Development Marketing Brochure



## DELIVERABLES

- Final Strategic Downtown Plan
- Economic Development Marketing Brochure Elements

**ORDINANCE NO. 6-14**

**AN ORDINANCE AMENDING SECTION 31.11 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO HOLIDAY PAY.**

**WHEREAS:** Section 31.11 of the Salaries and Benefits Code of the City of Medina, Ohio presently reads in part as follows:

**SECTION 31.11 HOLIDAY PAY.**

All full-time or regular employees of the City, except pool and playground personnel, shall receive pay for any legal holiday established by the City, provided and unless otherwise granted by the **department head**, that the employee works the regularly scheduled work day immediately before and the regularly scheduled work day immediately after, and in the case of a shift employee, the holiday if it is his regularly scheduled work day, according to the following provisions:

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

**SEC. 1:** That Section 31.11 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read in part as follows:

**SECTION 31.11 HOLIDAY PAY.**

All full-time or regular employees of the City, except pool and playground personnel, shall receive pay for any legal holiday established by the City, provided and unless otherwise granted by the **Appointing Authority**, that the employee works the regularly scheduled work day immediately before and the regularly scheduled work day immediately after, and in the case of a shift employee, the holiday if it is his regularly scheduled work day, according to the following provisions:

**SEC. 2:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

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

**PASSED:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
**President of Council**

**ATTEST:** \_\_\_\_\_  
**Clerk of Council**

**APPROVED:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
**Mayor**

RESOLUTION NO. 7-14

A RESOLUTION CONGRATULATING MICHAEL KOVACK ON ATTAINING THE RANK OF EAGLE SCOUT.

WHEREAS: *Michael Kovack* is currently a member of and Assistant Senior Patrol Leader of Boy Scout Troop 501, Great Trail Council; and

WHEREAS: As a result of considerable hard work in the areas of citizenship, physical fitness, character and leadership development, *Michael Kovack* will receive his Eagle Scout Award, the highest award attainable in scouting; and

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

SEC. 1: That the Medina City Council hereby commends *Michael Kovack* for his outstanding contribution to his community and Boy Scout Troop 501 in attaining the prestigious rank of Eagle Scout.

SEC. 2: That a signed copy of this Resolution shall be presented to *Michael Kovack* in recognition of his hard work and dedication in obtaining this award.

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

PASSED: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
President of Council

ATTEST: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
Clerk of Council

SIGNED: \_\_\_\_\_  
Mayor

**RESOLUTION NO. 8-14**

**A RESOLUTION REQUESTING THE COUNTY AUDITOR  
TO MAKE TAX ADVANCES DURING THE YEAR 2014  
PURSUANT TO OHIO REVISED CODE SECTION 321.34.**

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

- SEC. 1:** That the County Auditor is hereby requested to draw and the County Treasurer to pay on such draft, to the Director of Finance of the City of Medina, Ohio such money as may be in the county treasury from time to time during the year 2014, to the account of the City of Medina, Ohio and lawfully applicable to the purpose of the current fiscal year in which such request is made. Such payments are to be made from time to time as the Director of Finance may request.
- SEC. 2:** That the Clerk of Council is hereby directed to transmit a certified copy of this resolution to the Medina County Auditor.
- SEC. 3:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 4:** That this Resolution shall be in full force and effect at the earliest period allowed by law.

**PASSED:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
President of Council

**ATTEST:** \_\_\_\_\_  
Clerk of Council

**APPROVED:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
Mayor