

**CITY OF MEDINA  
AGENDA FOR COUNCIL MEETING**

February 26, 2014 (Wednesday)  
Medina City Hall  
7:30 p.m.

**Call to Order.**

**Roll Call.**

**Reading of minutes.** (February 10, 2014)

**Reports of standing committees.**

**Requests for council action.**

**Reports of municipal officers.**

**Notices, communications and petitions.**

**Liquor Permit:**

Not to object to the issuance of a C1 and C2 permit to 7 Eleven, Inc. dba 7 Eleven  
36239, 1050 N. Court Street.

**Unfinished business.**

**Introduction of visitors.**

(speakers limited to 5 min.)

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

Ord. 22-14

An Ordinance amending Ordinance No. 208-13, passed December 9, 2013.  
(Amendments to 2014 Budget)

Res. 23-14

A Resolution congratulating Robert Painter Jr. on attaining the rank of Eagle Scout.

Ord. 24-14

An Ordinance authorizing the Mayor to execute a Memorandum of Understanding with the Medina County Board of Commissioners to provide Fixed Route Public Transportation Services within the City of Medina for the period of January 1, 2014 through December 31, 2014.

Res. 25-14

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 sheets(s).  
(emergency clause requested)

Ord. 26-14

An Ordinance authorizing the Mayor to execute an Agreement between the City of Medina and the Medina County Fair Housing Consortium for a Fair Housing Services Program.

Res. 27-14

A Resolution donating fourteen Dell Computers to the Medina City Schools.

Ord. 28-14

An Ordinance authorizing the Mayor to advertise for competitive bids and to award a contract to the successful bidder for the annual purchase of general pavement services and equipment to be used by the Service Department.

Ord. 29-14

An Ordinance authorizing the Mayor to advertise for competitive bids and to award a contract to the successful bidder for the Forest Meadows Drainage Improvements Project.

Ord. 30-14

An Ordinance authorizing the Finance Director to make certain fund advances.

Ord. 31-14

An Ordinance authorizing the Finance Director to make certain fund transfers.

Ord. 32-14

An Ordinance amending Section 31.02(A)(2), 31.02(B)(1), 31.02(B)(2), and 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio relative to the Parks Department and Service Department.  
(emergency clause requested)

Ord. 33-14

An Ordinance amending Section 31.07 of the Salaries and Benefits Code of the City of Medina, Ohio and accepting several job description modifications for the Parks Department and Service Department.  
(emergency clause requested)

**Council comments.**

**Adjournment.**

MEDINA CITY COUNCIL  
February 10th, 2014, Regular Session

**Opening:**

Medina City Council met in regular, open session on Monday, February 10<sup>th</sup>, 2014. The meeting was called to order at 7:30 p.m. by President of Council John Coyne who led the Pledge of Allegiance.

**Roll Call:**

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

Also present were the following members of the Administration: Mayor Dennis Hanwell, Keith Dirham, Nino Piccoli, Jonathan Mendel, Darin Zaremba, Chief Painter, Jansen Wehrley, Kimberly Rice and Patrick Patton.

**Minutes:**

Mr. Shields moved that the minutes from the January 27, 2014 Council meeting as prepared and presented by the Clerk be approved, seconded by Mr. Kolesar. The roll was called and the minutes were approved by the yea votes of M. Kolesar, B. Lamb, P. Rose, J. Shields, J. Coyne, and B. Hilberg.

**Reports of Standing Committees:**

Finance Committee: Mr. Coyne reported the Finance Committee met prior to Council meeting. The next Finance meeting will occur Wednesday, February 26<sup>th</sup>.

Health, Safety & Sanitation Committee: Mr. Rose is working on scheduling a meeting.

Public Properties Committee: Mr. Shields had no report and no meeting scheduled but has a request for Council Action for Public Properties and will be setting up a meeting soon.

Special Legislation Committee: Mr. Lamb had no report.

Streets & Sidewalks Committee: Mr. Simpson was absent.

Water & Utilities Committee: Mr. Kolesar stated a meeting is scheduled on Tuesday, February 11<sup>th</sup> at 5:30 p.m. downstairs at City Hall. A representative from Avon Lake will be present to discuss the issues we had with the emergency water conservation and boil alert. We will also talk about our emergency backup options.

Mr. Shields moved to suspend the Rules of Council and to move the regularly scheduled Monday, February 24, 2014 Finance and City Council meetings to Wednesday, February 26, 2014, seconded by Mr. Kolesar. The roll was called and the motion passed by the yea votes of B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, B. Hilberg, and M. Kolesar.

**Requests for Council Action:**

**Finance Committee:**

Addendum to 13-162-8/26 – Medina County Transit Funding – Review MOU

14-020-2/10 – Budget Amendments

14-021-2/10 – Expenditure Over \$15,000 – Software Solutions, E-Gov Support Services

14-022-2/10 – Authorization of Payment over \$3,000 – Chippewa Roofing

- 14-023-2/10 – Fair Housing Consortium Agreement
- 14-024-2/10 – Expenditure Over \$15,000 – Island Pacific Workforce, Law Dept.
- 14-025-2/10 – Donation of 14 Computers to Medina City Schools
- 14-026-2/10 – 2014-2016 Equipment and General Pavement Services – Service Dept.
- 14-027-2/10 – Discussion – Rental of 406 S. Broadway - Upstairs
- 14-028-2/10 – Bids, Forest Meadows Drainage Improvements, Job #938
- 14-029-2/10 – Reorganization of Parks Dept. / Modifications to Several Job Descriptions

**Public Properties Committee:**

- 14-030-2/10 – Naming of Nichols Park Property and Walking Trail

**Reports of Municipal Officers:**

**Dennis Hanwell, Mayor** reported the following:

- 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 at Medina City Hall.
- 2) On line bill pay - Customers may also pay by credit card. Signup is on the city website- [www.medinaoh.org](http://www.medinaoh.org)
- 3) New City Website - Went live today. Some adjustments still being made but please let us know of any concerns or suggestions. Sgt. Darin Zaremba will address specifics to keep your computer from going to old website vs. new.
- 4) Building Official replacement process - Resumes were collected through Wed., 1/15/14. Interviews took place Monday, 2/3/14. Conditional job offer was made and background investigation in ongoing. Hope to have a candidate for Council approval at the 2/26/14 meeting.
- 5) Governor John Kasich selects Medina for 2014 State of State Address - It will be held Monday, February 24, 2014 at 7 p.m. at the Performing Arts Center. A limited number of tickets will be available by lottery by entering <http://governor.ohio.gov/tickets>. Deadline for lottery sign in is 6 p.m. Tuesday, February 18, tomorrow. Those unable to attend to obtain tickets are welcome to attend the Watch Party at the Medina High School gym. Use door B3 at NW corner of High School and doors will open at 5:30 p.m. Medina TV will also broadcast the address live on Cable 37. This event will permit the city and community to be showcased by state media, and state legislators from both the Ohio House of Representatives and the Ohio Senate, Ohio Supreme Court Justices and Governor's Cabinet members. It will also be a great economic boost to our local businesses and eateries with the influx of people. We are very thankful and appreciative of Medina being chosen for this annual address.

**Keith Dirham, Finance Director**, reported the following: All City residents are required to file City Income Tax returns with the Central Collection Agency. Tax returns must be filed by April 15<sup>th</sup>, 2014. The CCA offers free assistance with filling out the forms. The dates are Saturday,

Medina City Council  
February 10, 2014

March 1<sup>st</sup> from 9 a.m. – 4 p.m., Wed. March 12<sup>th</sup> from 1 p.m. – 8 p.m., Wed. April 2<sup>nd</sup> from 1 p.m. – 8 p.m., and Saturday April 12<sup>th</sup> from 9 a.m. – 4 p.m., those opportunities will be held at the Medina Recreation Center. The forms are available here at City Hall or you can print them from the city web site there is a link to it.

**Greg Huber, Law Director**, not present.

**Darin Zaremba, Police Department**, had no report. He thanked Dawn Conwill, Jared Fry and Miles Reed for all their efforts and work pertaining to the new Medina website.

**Kimberly Rice, Economic Development Director**, had no report.

**Jonathon Mendel, Planning and Community Development Director**, reported there will be a Boards and Commission meeting this Thursday at 6:00 p.m. in the multi-purpose room.

**Chief Painter, Fire Chief**, had no report.

**Mike Wright, Recreation Center Director**, reported the following:

- 1) The Field House will be closed this Saturday 8 a.m. to 4 p.m. and every Saturday through March 22<sup>nd</sup> for basketball leagues.
- 2) The Medina Rec. Frosty 5K run/walk through Tropical Medina is this Sunday February 16<sup>th</sup>, 9 a.m. start time in front of Rec. Cost is \$15 for members and \$20 for non-members. Check-in starts at 8:15 a.m. and prizes will be awarded to winners in different age categories.
- 3) The Medina Rec. is proud to announce they are hosting a USA swim meet this Sunday, Feb 16<sup>th</sup>. Both pools will be closed due to the 500 swimmers and families attending from all over the state. Parking may be limited and all basketball and swimming registrants are being reminded to park in the back lots D, E, and F.
- 4) Next Rec Advisory Board meeting is Thursday, February 20<sup>th</sup>, 7:30 a.m. at the Rec. Center.

**Jansen Wehrley, Parks and Recreation Director**, reported this weekend February 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup> & 17<sup>th</sup> is the 20<sup>th</sup> annual Ice Festival. Friday is the kick-off with Lighting and Fire & Ice at 7 p.m. in the bandstand. The ice sculptures will be on display throughout Monday.

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

Currently there is one project out to bid and it's the Cloverdale Storm Sewer Replacement Project. We will accept open bids next week. There was a retirement in the Engineering Department last year and we want to announce and congratulate Cory Clifford from the Water Department who will be filling the position.

**Nino Piccoli, Service Director**, reported the following:

The Service Department has been very busy lately experiencing 17 water breaks in the last ten days and have assisted in 22 frozen commercial, residential, private waterlines as well. We

appreciate the staff and the hours they have endured over the last several weeks.

**Notices, Communications and Petitions:**

There are none.

**Unfinished Business:**

There are none.

**Introduction of Visitors:**

Erica Graffain from the County Auditor's Office gave the following notices:

- 1) Reminded the public of the Homestead Sign up for anyone 65 or older before June 1<sup>st</sup>.
- 2) Tax bills are due this Friday, February 14<sup>th</sup>.
- 3) The Mortgage Assistance Program is being continued and there are brochures available in City Hall.

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

**Ord. 16-14:**

**An Ordinance authorizing the purchase of 56 desktop computers, 4 laptop computers, 2 spare monitors and 2 spare speaker sets from DELL Inc. for the Citywide Computer Upgrade/Replacement.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 16-14, seconded by Mr. Kolesar. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 16-14, seconded by Mr. Simpson. Sgt. Zaremba explained this is the second phase of a City-wide computer upgrade. This is to take existing computers that are Windows XP operated and upgrade to Windows 7. The reason for emergency clause is we have a system in dispatch which is tied to the Law enforcement automated data system in Columbus that is on an XP operating data base and as of April they are no longer going to allow that computer connection to their network. The roll was called on adding the emergency clause and was approved by the yea votes of J. Shields, J. Coyne, B. Hilberg, M. Kolesar, B. Lamb and P. Rose. The roll was called and Ordinance/Resolution No. 16-14 passed by the yea votes of P. Rose, J. Shields, J. Coyne, B. Hilberg, M. Kolesar, and B. Lamb.

**Ord. 17-14:**

**An Ordinance authorizing the purchase of two (2) DELL Power Edge R620 Servers, two (2) DELL switches and one (1) DELL EqualLogic SAN from DELL Inc. for the Citywide Server Replacement.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 17-14, seconded by Mr. Kolesar. Sgt. Zaremba explained this is part of a 5 year plan to take the city's existing 14 servers that we currently support and work towards an integrated solution using virtualized servers consolidating to two servers along with a SAN Storage server with the goal being to reduce our overall footprint and bring 14 servers down to the lowest number we can. We are shooting for six or seven. The roll was called and Ordinance/Resolution No. 17-14 passed by the yea votes of B. Lamb, P. Rose, J. Shields, J. Coyne, B. Hilberg, and M. Kolesar.

**Ord. 18-14:**

**An Ordinance amending Section 149.01(a) of the codified ordinances of the City of Medina,**

**Ohio relative to the Shade Tree Commission.** Mr. Shields moved for the adoption of Ordinance/Resolution No. -14, seconded by Mr. Kolesar. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 18-14, seconded by Mr. Kolesar. Mr. Wehrley explained this amends the ordinance relative to the Shade Tree Commission to take out the Service Director from the Commission and replace with Parks Director and then change the City's Forester to the City Arborist. The emergency clause is requested so that a meeting can be conducted in preparation for the Home and Garden show in March. Mr. Lamb stated he appreciates the changes to the Ordinance. The roll was called on adding the emergency clause and was approved by the yea votes of J. Shields, J. Coyne, B. Hilberg, M. Kolesar, and P. Rose. (Nay BL) The roll was called and Ordinance/Resolution No. 18-14 passed by the yea votes of J. Coyne, B. Hilberg, M. Kolesar, B. Lamb, P. Rose and J. Shields.

**Ord. 19-14:**

**An Ordinance authorizing the Mayor to accept four (4) miscellaneous Easements for various City Projects.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 19-14, seconded by Mr. Kolesar. Mr. Patton explained for most of their projects they do, on an occasion they need to acquire easements from private property owners. These are four different easements for four different projects. One is for Lafayette and Ryan Road Intersection Project which is a highway easement. One is for Highland Drive reconstruction, one is a temporary construction easement for West Smith Reconstruction and finally the Cloverdale Storm Sewer easement. Mr. Rose stated he will abstain his vote due to being a member of the Forest Meadow Park Association. The roll was called and Ordinance/Resolution No. 19-14 passed by the yea votes of B. Hilberg, M. Kolesar, B. Lamb, J. Shields, and J. Coyne. Paul Rose abstained.

**Ord. 20-14:**

**An Ordinance authorizing the Mayor to execute a Subsidy Stipulation Agreement between the Public Utilities Commission of Ohio, the Wheeling and Lake Erie Railway Company and the City of Medina, relative to the installation of gates and flashers at the Guilford Boulevard Railroad Crossing.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 20-14, seconded by Mr. Kolesar. Mr. Patton stated that in 2012, City Council passed a resolution instructing us to approach the PUCO about installing gates and flashers at Guilford Blvd. and in December 2013 the PUCO advised us that they authorized the installation. They presented us with a funding package where 35% of 90% of the cost is the city responsibility. The total project cost is \$204,000 the city share is \$64,000. The ordinance is requesting \$70,000 to take care of any over runs that may happen during construction. The balance of the cost are being provided by PUCO of \$219,000 and Wheeling and Lake Erie Railway will pay \$20,000 and will have ownership and be responsible for future maintenance and replacement. Mr. Kolesar thanked Mr. Patton for moving this along. He feels this will provide a safer area. The roll was called and Ordinance/Resolution No. 20-14 passed by the yea votes of M. Kolesar, B. Lamb, P. Rose, J. Shields, J. Coyne, and B. Hilberg.

**Ord. 21-14:**

**An Ordinance authorizing the Mayor to enter into an Agreement with the Public Utilities Commission of Ohio (PUCO) for the installation of gates and flashers at the City's State Road Railroad Crossing.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 21-

14, seconded by Mr. Kolesar. Mr. Patton stated this one was brought to us by the PUCO through the Angels on Track Foundation. They have selected the city's crossing on State Road near Progress Drive for gates and flashers. There will be no cost to the City for construction, however we will be responsible for design and engineering of this. The city will resume future costs for inspection testing which is required monthly and any future maintenance. Mr. Lamb questioned if any accidents have ever occurred at that crossing. Mr. Patton stated none to his knowledge. The roll was called and Ordinance/Resolution No. 21-14 passed by the yeas votes of P. Rose, J. Shields, B Hilberg, and M. Kolesar. Bill Lamb cast a nay vote.

**Council Comments:**

Mr. Kolesar mentioned seeing a Bald Eagle flying over AI Root School.

Mr. Lamb mentioned being at the Cleveland Stadium back in 1966 to see the Beatles and asked if anyone else attended that same show to contact him.

Mr. Lamb reminded residents and business owners to shovel your sidewalks, he feels if you own a business or property it is your responsibility to do so.

He spoke of Debra Lynn Schmidt who is leaving the Medina Chamber of Commerce, over the years she has been a great advocate of the Medina area businesses.

Mr. Rose also mentioned shoveling sidewalks and said he saw Ken Carpenter snow blowing everybody's sidewalk helping his neighbors.

**Adjournment:**

There being no further business before Council, the meeting adjourned at 8:04 p.m.

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Kathy Patton, Clerk of Council

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John M. Coyne, President of Council

NOTICE TO LEGISLATIVE  
AUTHORITY

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

TO

80036070165 PERMIT NUMBER		STCK TYPE	7 ELEVEN INC DBA 7 ELEVEN 36239 1050 N COURT MEDINA OHIO 44256	
ISSUE DATE				
09   03   2013 FILING DATE				
C1 C2 PERMIT CLASSES				
52	077	C	F11509 RECEIPT NO.	
TAX DISTRICT				

FROM 02/19/2014

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



MAILED 02/19/2014

RESPONSES MUST BE POSTMARKED NO LATER THAN. 03/24/2014

**IMPORTANT NOTICE**

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

REFER TO THIS NUMBER IN ALL INQUIRIES

C STCK 8003607-0165

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

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

WE DO NOT REQUEST A HEARING.

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

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

(Signature)

(Title)-  Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

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

**ORDINANCE NO. 22-14**

**AN ORDINANCE AMENDING ORDINANCE NO. 208-13,  
PASSED DECEMBER 9, 2013. (Amendments to 2014 Budget)**

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

**SEC. 1:** That Ordinance No. 208-13, passed December 9, 2013, shall be amended by the following additions:

<u>Account No./Line Item</u>	<u>Additions</u>
104-0305-52215 (Donation – Flower Urns)	250.00 *
127-0445-52215 (FY11 CHIP)	2,720.00 *

**SEC. 2:** That Ordinance No. 208-13, passed December 9, 2013, shall be amended by the following **Reductions**, 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.

\* - new appropriation

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

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

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

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

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

2013 Carryforward Reductions		
ACCOUNT NO.	ACCOUNT DESCRIPTION	REDUCTIONS
705	MUNICIPAL COURT	
160-0705-52212	MUNI CT-UTILITIES/COMMUNICATIONS	1,020.00
160-0705-53311	MUNI CT-OFFICE SUPPLIES	111.00
160-0705-53315	MUNI CT-TOOLS/MINOR EQUIPMENT	327.12
160-0705-53321	MUNI CT-MAINTENANCE OF EQUIPMENT	4,593.00
705	MUNICIPAL COURT	
161-0705-50111	PROBATION SVC-SALARIES AND WAGES	10,933.04
161-0705-50114	PROBATION SVC-HOLIDAY TIME	1,005.84
161-0705-50115	PROBATION SVC-VACATION TIME	4,119.05
161-0705-50116	PROBATION SVC-SICK TIME	2,306.18
161-0705-51121	PROBATION SVC-EMPLOYEE RETIREMENT	2,006.00
161-0705-51123	PROBATION SVC-WORKERS' COMPENSATION	3,013.88
161-0705-51126	PROBATION SVC-MEDICARE	299.23
161-0705-52211	PROBATION SVC-EDUCATION AND TRAVEL	7,220.76
161-0705-52213	PROBATION SVC-INSURANCE AND TAXES	52.85
161-0705-52214	PROBATION SVC-LEGAL ADVERTISING	1,100.00
161-0705-52215	PROBATION SVC-CONTRACTUAL SERVICES	9,400.00
161-0705-52226	PROBATION SVC-PROFESSIONAL SERVICES	16,922.50
161-0705-53311	PROBATION SVC-OFFICE SUPPLIES	2,250.99
161-0705-53313	PROBATION SVC-OPERATING SUPPLIES	1,780.60
161-0705-53315	PROBATION SVC-TOOLS/MINOR EQUIPMENT	2,800.00
161-0705-53321	PROBATION SVC-MAINTENANCE OF EQUIPM	668.00
161-0705-54413	PROBATION SVC-EQUIPMENT	10,000.00
705	MUNICIPAL COURT	
165-0705-52215	ALCOHOL TREATMENT-CONTRACTUAL SERVI	28,609.96
165-0705-52226	ALCOHOL TREATMENT-PROFESSIONAL SERV	15,000.00
705	MUNICIPAL COURT	
166-0705-52226	INDIGENT INTERLOCK MONITOR-PROF SER	10,000.00
705	MUNICIPAL COURT	
167-0705-50111	CT CLERK COMPUTER-SALARIES/WAGES	1,020.21
167-0705-50114	CT CLERK COMPUTER-HOLIDAY TIME	4,113.98
167-0705-50115	CT CLERK COMPUTER-VACATION TIME	515.12
167-0705-50116	CT CLERK COMPUTER-SICK TIME	9,108.69
167-0705-51121	CT CLERK COMPUTER-EMPLOYEE RETIREME	1,575.01
167-0705-51123	CT CLERK COMPUTER-WORKERS COMPENSAT	2,262.88
167-0705-51126	CT CLERK COMPUTER-MEDICARE	282.99
167-0705-52211	CT CLERK COMPUTER-EDUCATION/TRAVEL	8,238.80
167-0705-52212	CT CLERK COMPUTER-UTILITIES/COMMUNI	5,000.00
167-0705-53315	CT CLERK COMPUTER-TOOLS/MINOR EQUIP	2,823.70
167-0705-53321	CT CLERK COMPUTER-MAINT/EQUIPMENT	1,000.00
705	MUNICIPAL COURT	
169-0705-52211	MUNI CT-EDUCATION & TRAVEL	5,000.00
169-0705-53315	SPEC PROJ-EQUIPMENT	10,500.00
Description:		
To reduce appropriations in the special court funds. These appropriations were included in the carryforward ordinance no. 14-14, but are not needed.		

**RESOLUTION NO. 23-14**

**A RESOLUTION CONGRATULATING ROBERT  
PAINTER JR. ON ATTAINING THE RANK OF EAGLE  
SCOUT.**

**WHEREAS:** *Robert Painter, Jr.* is currently a member of Boy Scout Troop 226, Western Trails District; and

**WHEREAS:** As a result of considerable hard work in the areas of citizenship, physical fitness, character and leadership development, *Robert Painter, Jr.* 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 *Robert Painter, Jr.* for his outstanding contribution to his community and Boy Scout Troop 226 in attaining the prestigious rank of Eagle Scout.

**SEC. 2:** That a signed copy of this Resolution shall be presented to *Robert Painter, Jr.* 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

ORDINANCE NO. 24-14

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE MEDINA COUNTY BOARD OF COMMISSIONERS TO PROVIDE FIXED ROUTE PUBLIC TRANSPORTATION SERVICES WITHIN THE CITY OF MEDINA FOR THE PERIOD OF JANUARY 1, 2014 THROUGH DECEMBER 31, 2014.

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

SEC. 1: That the Mayor is hereby authorized and directed to execute a Memorandum of Understanding with the Medina County Board of Commissioners to provide fixed route public transportation services within the City of Medina during the operating period of January 1, 2014 through December 31, 2014.

SEC. 2: That the City's annual share of this service is \$45,000.00 and will be available as follows: \$11,200.00 in Account No. 125-0453-52215 and \$33,800.00 in Account No. 001-0707-52215.

SEC. 3: That a copy of the Memorandum of Understanding is marked Exhibit A, attached hereto and incorporated herein.

SEC. 4: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

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

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

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

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

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

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

ORD. 24-14  
Exh. A

## MEMORANDUM OF UNDERSTANDING

Medina County Public Transit, acting on behalf of the Medina County Board of Commissioners, hereby agrees to provide fixed route public transportation services, and complementary paratransit services, within the City of Medina during the operating period of January 1, 2014 through December 31, 2014.

Medina County Public Transit will provide said services within the City of Medina to assist residents in meeting employment, shopping, medical, and socialization needs. Said services shall be provided through use of Medina County-owned light transit vehicles. Medina County Public Transit shall be responsible for payment of all personnel and operating costs associated with these services.

Hours of operation for these services shall be 6:00 a.m. through 6:00 p.m., Monday through Friday, and 10 a.m. through 6:00 p.m. on Saturdays (see attached schedules and route map).

The City of Medina, in recognition of the importance of providing these services to its residents, shall contribute the total amount of \$45,000 toward the overall cost of operation of these transit services during the aforementioned period. The Board of County Commissioners shall provide additional operating revenue, in an amount not less than \$244,000, to enable and facilitate delivery of fixed route and paratransit services by Medina County Public Transit during calendar year 2014.

Either Party may suspend or terminate this Agreement in the event of default, inability or failure to perform on the part of Medina County Public Transit, or when the County and the City agree to terminate the Agreement in whole or in part. In the event of termination, the City will compensate the County for services rendered up to the point of termination.

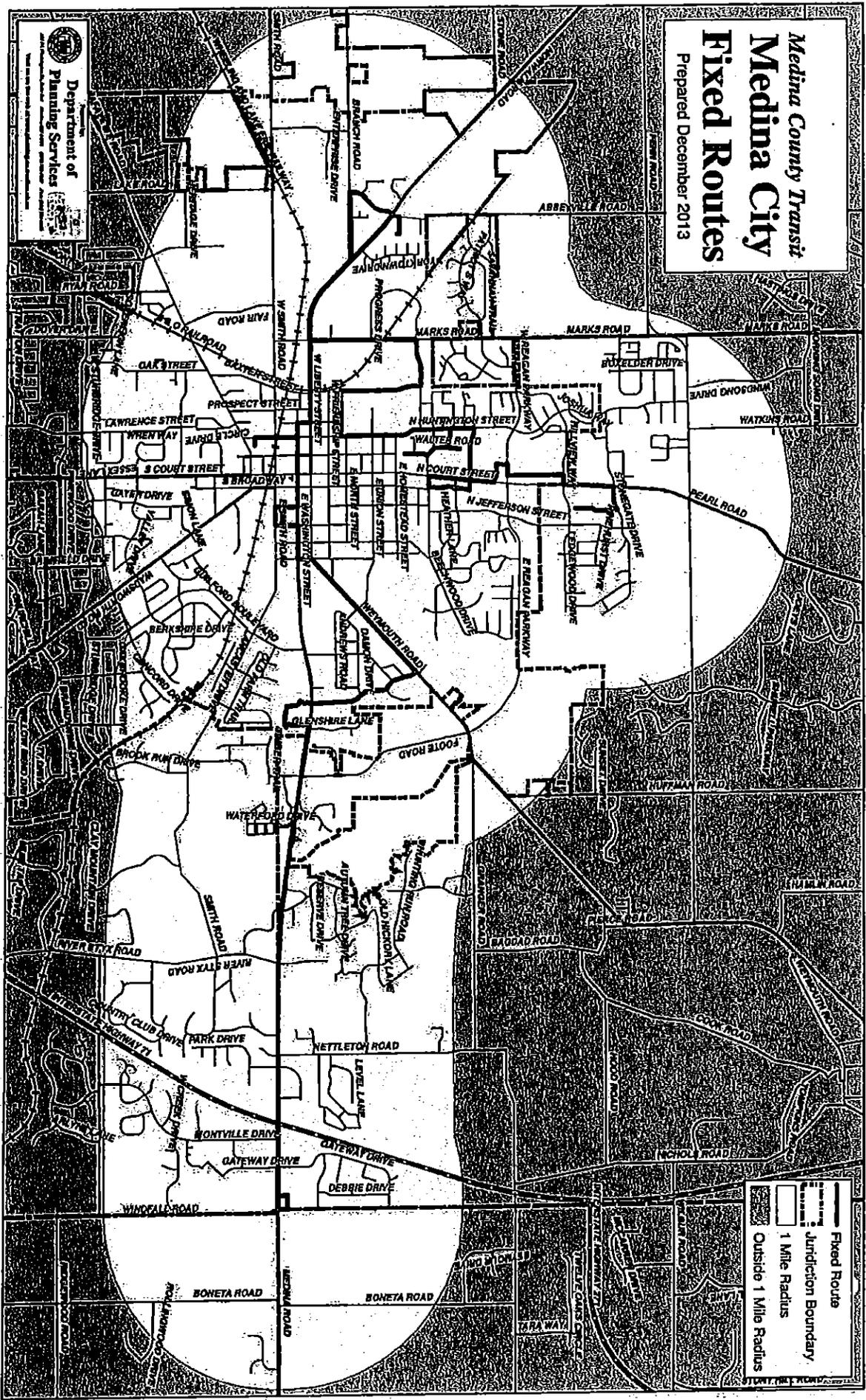
\_\_\_\_\_  
Pat Geissman, President  
Medina County Board of Commissioners

\_\_\_\_\_  
Dennis Hanwell, Mayor  
City of Medina

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

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

Medina County Transit  
**Medina City**  
**Fixed Routes**  
 Prepared December 2013



- Fixed Route
- - - Jurisdiction Boundary
- 1 Mile Radius
- Outside 1 Mile Radius



**Starting  
January 6, 2014**

<b>Monday- Friday Medina White 111</b>							
<b>West</b>							
<b>Hawkins Market</b>	6:00	7:45	9:30	11:15	1:00	2:45	4:30
<b>Dawn Ct</b>	6:11	7:56	9:41	11:26	1:11	2:56	4:41
<b>Nottingham Court</b>	6:19	8:04	9:49	11:34	1:19	3:04	4:49
<b>Human Services</b>	6:26	8:11	9:56	11:41	1:26	3:11	4:56
<b>Drug Mart</b>	6:33	8:18	10:03	11:48	1:33	3:18	5:03
<b>Walmart</b>	6:44	8:29	10:14	11:59	1:44	3:29	5:14
<b>Rec Center</b>	6:56	8:41	10:26	12:11	1:56	3:41	5:26
<b>Plaza 71</b>	7:08	8:53	10:38	12:23	2:08	3:53	5:38
<b>Hospital</b>	7:24	9:09	10:54	12:39	2:24	4:09	5:54
<b>Library</b>	7:34	9:19	11:04	12:49	2:34	4:19	6:04
<b>Hawkins Market</b>	7:40	9:25	11:10	12:55	2:40	4:25	6:10

**Starting  
January 6, 2014**

<b>Saturday Medina Green 110</b>					
<b>Hawkins Market</b>	10:00	11:45	1:30	3:15	5:00
<b>Library</b>	10:08	11:53	1:38	3:23	5:08
<b>Hospital</b>	10:18	12:03	1:48	3:33	5:18
<b>Plaza 71</b>	10:34	12:19	2:04	3:49	5:34
<b>Rec Center</b>	10:46	12:31	2:16	4:01	5:46
<b>Walmart</b>	10:58	12:43	2:28	4:13	5:58
<b>Drug Mart</b>	11:09	12:54	2:39	4:24	
<b>Human Services</b>	11:16	1:01	2:46	4:31	
<b>Nottingham Court</b>	11:23	1:08	2:53	4:38	
<b>Dawn Court</b>	11:31	1:16	3:01	4:46	
<b>Hawkins</b>	11:40	1:25	3:10	4:55	

**Starting  
January 6,2014**

<b>Saturday Medina White 111</b>					
<b>West</b>					
<b>Hawkins Market</b>	10:00	11:45	1:30	3:15	5:00
<b>Dawn Ct</b>	10:11	11:56	1:41	3:26	5:11
<b>Nottingham Court</b>	10:19	12:04	1:49	3:34	5:19
<b>Human Services</b>	10:26	12:11	1:56	3:41	5:26
<b>Drug Mart</b>	10:33	12:18	2:03	3:48	5:33
<b>Walmart</b>	10:44	12:29	2:14	3:59	5:44
<b>Rec Center</b>	10:56	12:41	2:26	4:11	5:56
<b>Plaza 71</b>	11:08	12:53	2:38	4:23	
<b>Hospital</b>	11:24	1:09	2:54	4:39	
<b>Library</b>	11:34	1:19	3:04	4:49	
<b>Hawkins Market</b>	11:40	1:25	3:10	4:55	

**RESOLUTION NO. 25-14**

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

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

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

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

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

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

# invoice

ORD. 25-14

4



## CHIPPEWA ROOFING, LLC

P.O. Box 93  
CHIPPEWA LAKE, OHIO 44215  
PH: 330-769-3331

DATE	12/20/2013
ACCOUNT NUMBER	

Bob Duecker

MEDINA CITY HALL  
132 N ELM  
MEDINA OHIO 44256

DATE	CHARGES AND CREDITS	AMOUNT
12/20/2013	YEARLY TUNE UP INSTALL CHRISTMAS LIGHTS AS DIRECTED	4,500.00
	PO # <u>2014-290</u> Line # _____ Partial _____ <u>Complete</u> _____ Date: <u>1-24-14</u> Approved: <u>[Signature]</u>	
	SUBTOTAL	4,500.00
		4,500.00

PAY LAST AMOUNT  
IN THIS COLUMN

Thank You

Minutes for Board of Control  
~~4:30~~ 4:00 p.m. Mayor's Office  
January 13, 2014

Water Department                      \$ 10,000.00  
Motion: KD                              Vendor: Kokosing Materials  
Second: JC                              Item: Asphalt materials to patch streets  
Vote: 5-0  
Account #: 513-0533-54414  
Discussion: NONE

Water Department                      \$ 100,000.00  
Motion: KD                              Vendor: HD Supply Water Works  
Second: JC                              Item: Cold water meters and other related parts  
Vote: 5-0  
Account #: 513-0533-54418  
Discussion: NONE

General Admin                          \$4,500.00  
Motion: KD                              Vendor: Chippewa Roofing  
Second: JC                              Item: Christmas light install, tune up  
Vote: 5-0  
Account #: 001-0707-52215  
Discussion: Per Nino Piccoli, installation and "tune up" of holiday lights for the 2013 season

General Admin                          \$ 13,236.00  
Motion: KD                              Vendor: One Community  
Second: JC                              Item: Blanket PO for internet / fiber connection  
Vote: 5-0  
Account #: 001-0707-52212  
Discussion: NONE

General Admin                          \$ 1,094.80  
Motion: KD                              Vendor: Medina Gift Gallery  
Second: JC                              Item: Pedometers for healthy Medina program. Will be reimbursed  
Vote: 5-0                                  through Workers' Comp grant dollars  
Account #: 001-0707-52215  
Discussion: NONE

**ORDINANCE NO. 26-14**

**AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF MEDINA AND THE MEDINA COUNTY FAIR HOUSING CONSORTIUM FOR A FAIR HOUSING SERVICES PROGRAM.**

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

**SEC. 1:** That the Mayor is hereby authorized and directed to execute an Agreement between the City of Medina and the Medina County Fair Housing Consortium for a Fair Housing Services Program from September 1, 2013 through February 29, 2015.

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

**SEC. 3:** That the funds to cover the agreement, in the amount of \$2,500.00 are available in Account No. 125-0453-52215.

**SEC. 4:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

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

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

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

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

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

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

Effective date:

**AGREEMENT**  
**BETWEEN**  
**THE CITY OF MEDINA, OHIO**  
**AND**  
**MEDINA COUNTY FAIR HOUSING CONSORTIUM**  
**FOR**  
**FAIR HOUSING SERVICES PROGRAM**

**An Agreement between the City of Medina, hereinafter the "City", and the Medina County Fair Housing Consortium hereinafter the "MCFHC", for professional services required to implement a Fair Housing Services Program.**

This is an Agreement made as of September 1, 2013 between City of Medina, 132 North Elmwood, Medina, Ohio 44256, and the Medina County Fair Housing Consortium, 144 North Broadway, Medina, Ohio 44256.

**WHEREAS:** The City has entered into an Agreement with the Ohio Development Services Agency under the Community Development Allocation Program, A-F-13-2CN-1;

**WHEREAS:** The City is required to develop and implement a program to further the requirements of Title VIII of the Civil Rights Act of 1968 and the requirements of the Housing and Community Development Act of 1974; and

**WHEREAS:** The MCFHC has demonstrated the capacity to provide such services,

**NOW, THEREFORE:** The City and MCFHC, in consideration of their mutual covenants herein agree in respect to the performance of professional and technical services by the MCFHC and payment of said services by the City as set forth below.

**SECTION 1 – BASIC SERVICES**

**1.1 General**

THE MCFHC shall consult with the City to develop and implement a program to assure that the objectives of the Housing and Community Development Act of 1974 and the Civil Rights Act of 1968 are met and to further the objectives of the Ohio civil rights Act, Ohio Revised Code Chapter 4112.

1.2 THE MCFHC shall perform for the City a Fair Housing Program Plan. Said Program Plan shall meet requirements set forth by the City, in the FY2013 Community Development Allocation application.

1.3 THE MCFHC shall act as the City's representative on all matters related to Fair Housing efforts as directed by the City.

1.4 THE MCFHC shall advise the City of all program requirements related to Fair Housing efforts necessary to satisfy requirements outlined by the Ohio Department of Development.

1.5 THE MCFHC shall perform all elements of the Fair Housing Services Program as described in the FY13 application.

- 1.6 THE MCFHC will continue: 1) Provide intake of fair housing complaints and follow-up service; 2) review existing fair housing ordinance for appropriate current language; 3) to conduct educational seminars and programs informing citizens of their rights and responsibilities under Title VIII of the Civil Rights Act of 1968 and to carry out such other activities as it deems appropriate to further fair housing; 4) to develop and distribute fair housing information and materials to residents and civic groups or schools consistent with FY2013 Community Development Allocation application "Fair Housing Program."

## SECTION 2 – BOARD OF CONTROL RESPONSIBILITIES

- 2.1 The City shall provide all criteria and full information as to the City's requirements for the Program.
- 2.2 The City shall designate in writing a person to act as the City's representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instruction, receive information, interpret and define the City's policies and decisions with respect to the services called for in the Agreement.
- 2.3 The City shall give prompt written notice to the MCFHC whenever the City observes or otherwise becomes aware of any development that affects the scope or timing of the MCFHC's performance of service.

## SECTION 3 – PERIOD OF SERVICE

- 3.1 The provisions of this section and the rates of compensation for the MCFHC's services provided for elsewhere in this Agreement have been agreed to in anticipation of the orderly and continuous progress of the program.
- 1.7 After acceptance by the City of the Fair Housing Program indicating any specific modifications or changes in the extent of the Program desired by the City, and upon written authorization from the City, the MCFHC shall proceed with the performance of the services called for in the FY2013 Community Development Allocation application as supplemented by the Program Plan.
- 3.2 This Agreement shall be effective on the date first written and shall terminate on February 29, 2015, unless it is agreed to extend said Agreement beyond such date by amendment by all parties hereto.

## SECTION 4 – PAYMENTS TO

- 4.1 For basic services of THE MCFHC, the City shall pay a lump sum fee of Two Thousand Five Hundred Dollars (\$2,500.00) as follows:

Each payment shall be made upon submission, review and approval of a report of activities for the preceding period describing the services and activities of the MCFHC. Said report of activities shall be prepared and submitted by the MCFHC along with the sign in sheets for each meeting to the City and shall be accompanied by an application for payment in such form as described by the City.

- 4.2 In the event of termination by the City in accordance with provisions of this Agreement and exhibits, the MCFHC shall submit an application for payment and report of activities along with any sign-in sheets for meetings held for the period to the effective date of termination and payment shall be made on a pro-rated basis for all such days services were rendered and payment shall constitute payment in full for all services rendered under this Agreement.

## SECTION 5 – GENERAL CONSIDERATION

### 5.1 Termination

If, through any cause, the MCFHC shall fail to fulfill in a timely and proper manner his obligations under this contract, or if the MCFHC shall violate any of the covenants, agreements, or stipulations of this contract, the City shall thereupon have the right to terminate this contract by giving written notice to the MCFHC of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the MCFHC under this contract shall, at the option of the City, become its property and the MCFHC shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder. Notwithstanding the above, the MCFHC shall not be relieved of liability to the City for damages sustained by the City, by virtue of any breach of the contract by THE MCFHC, and the City may withhold any payments to the MCFHC for purposes of set-off until such time as the exact amount of damages due the City from the MCFHC is determined.

### 5.2 Prohibitions of Kickbacks

The MCFHC nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the MCFHC for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix any overhead, profit, or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement, any advantage against the City or any person interested in the proposed Contract; and the price or prices quoted are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representative, owners, employees, or parties in interest, including this affiant.

The MCFHC and the City each binds himself and his partners, successors, executors, administrators, assigns and legal representatives to the other party of this Agreement and to the partners, successors, executors, administrators, assigns and legal representatives of such other party in respect to all covenants, agreements and obligations of this Agreement.

Neither the City nor the MCFHC shall assign, sublet or transfer any rights under or interest in this Agreement without the written consent of the other.

SECTION 6 – SPECIAL PROVISIONS, EXHIBITS, SCHEDULES AND ATTACHMENTS

6.1 The following Exhibits are attached to and made part of this Agreement.

6.1.1 Exhibit A FY 2013 Community Development Allocation Application, Fair Housing Section.

6.1.2 Exhibit B "Certifications of City Finance Director".

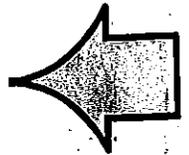
6.1.3 This Agreement, together with the Exhibits and Schedules identified above, constitutes the entire Agreement between the City and the MCFHC and supersedes all prior written or oral understandings. This Agreement and said exhibits and schedules may only be amended, supplemented, modified or canceled by a duly written instrument.

CITY OF MEDINA

Witness:

By: \_\_\_\_\_  
Dennis Hanwell, Mayor

\_\_\_\_\_



THE MEDINA COUNTY FAIR HOUSING CONSORTIUM

Witness:

By: \_\_\_\_\_  
President/CEO

\_\_\_\_\_

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

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY LAW DIRECTOR

EXHIBIT B

\*\*\*\*\*

FINANCE DIRECTOR'S CERTIFICATE

The undersigned Finance Director of the City of Medina, Ohio does hereby certify that all amounts required to meet the attached agreement for payment of professional services provided for on said agreement have been lawfully appropriated and authorized for said purposes and are in the Treasury of said City, or in the process of collection to the credit of an appropriate fund, free from previous and outstanding obligations.

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

CITY OF MEDINA, OHIO

\_\_\_\_\_  
Finance Director



OHIO FY 2013

COMMUNITY DEVELOPMENT PROGRAM

ANNUAL STANDARD FAIR HOUSING PROGRAM

September 1, 2013 to August 31, 2014

The Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents of legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability). As a recipient of CDBG funds, the grantee is required certify to affirmatively further fair housing and conduct the minimum requirements set by the state's Standard Fair Housing Program. A definition the Standard Fair Housing Program is included in the Instructions.

GRANTEE (or Acquired City):

City of Medina

(Submit Housing Table for each acquired city undertaking its own Fair Housing Program)

List of Jurisdiction(s) covered by Program:

Medina City

1. LOCAL FAIR HOUSING CONTACT AND INTAKE PROCESS

A. LOCAL FAIR HOUSING CONTACT

Grantee is required to provide the following information of the designated local fair housing coordinator, a) who is an employee of the unit of local government, b) who is generally accessible Monday through Friday, and, c) who will be responsible to intake initial fair housing complaints and concerns. The person's name, address, and phone number must appear in all fair housing materials. County and consortia grantees are encouraged to obtain a toll free phone number. Check here if this person had held this position for 1 year or less.

Name: Sandy Davis Title: Administrative Assistant  
Address: 132 N Elm Avenue  
City: Medina State: Ohio Zip: 44256  
Phone Local: (330) 722-0397 Toll Free:  
E-mail Address: sdavis@medinaco.org  
Website Address:

B. CONSULTANT SERVICES FOR OUTREACH OR ANALYSIS

A consultant or agency may be used to carry out the fair housing requirements with the exception of the local contact responsibilities. If using consultant services is planned, attach a copy of the Request for Proposals (RFP). If the consultant has been selected attach evaluation sheets for proposal and the contract for fair housing services, and complete the following information. If the RFP has not been developed, check here.

If a contract has not been entered into check here.

Agency: Medina County Fair Housing Office or  known to date; or  one planned  
Contact: Susan Hirsch, AICP Title: Principal Planner  
Address: 124 W Washington Street  
City: Medina State: OH Zip: 44256  
Phone Local: (330) 722-9219 Toll Free:  
E-mail Address: shirsch@medinaco.org

**C. COMPLAINT PROCESS**

Each Grantee is required to establish a system for in-taking and processing fair housing complaints and coordinating efforts with the appropriate regional office of the Ohio Civil Rights Commission. Attach a description of your method of in-taking of fair housing complaints, the method by which complaints will be forwarded to OCRC, and the method of follow-up on complaints regardless if previously submitted to OHCP.

List the number of complaints received from September 1, 2012 to June 15, 2013:

Housing Discrimination       Landlord-Tenant

Indicate the Ohio Civil Rights Commission (OCRC) Office with which you will coordinate:

Columbus Regional Office       Cleveland Regional Office  
 Dayton Regional Office       Toledo Regional Office  
 Akron Regional Office

**2. ANALYSIS OF IMPEDEMENTS TO FAIR HOUSING (AI)**

As a requirement of receiving federal CDBG funds, a grantee must certify to affirmatively further fair housing (AFFH). HUD defines AFFH as requiring a grantee to:

- Conduct a comprehensive analysis to identify impediments to fair housing choice within the jurisdiction
- Take appropriate actions to overcome the effects of any impediments identified through the analysis
- Update the AI annually, and
- Maintain records reflecting the analysis and actions in this regard

Attach a copy of the required annual update of the jurisdiction's Analysis of Impediments (AI). The update should include a synopsis of actions taken during the previous year to overcome the identified impediments and any actions to be taken during the upcoming program period to mitigate or remedy other fair housing impediments.

**3. TRAINING PROGRAM - September 1, 2013 through August 31, 2014**

Annually, grantees are required to conduct training to provide educational material and activities regarding fair housing to: residents of project areas, or targeted protected populations, in which CDBG or HOME activities funded in a fiscal year are being undertaken, and b) at least, 3 additional civic or social groups and/or schools in your community. There should be at least 1 training event each quarter. Also list training in the annual AI update that will be conducted as part of the local effort to eliminate barriers identified to equal opportunity in housing in

*Training and outreach conducted for the CDBG Community Development Standard Fair Housing Program do not meet the CHIP fair housing requirements. CHIP fair housing requirements are in addition to the CDBG Community Development Standard Fair Housing Program requirements.*

List the proposed Community Development Program CDBG activity areas and/or targeted, protected populations (e.g., elderly, handicapped, homeless, etc.). Develop a training strategy and list these training in the following chart (be specific). Add additional sheets as needed. Training sessions should be scheduled and held quarterly throughout the program period. Indicate which training will be conducted as part of your annual effort to eliminate barriers to fair housing identified in your local AI.

**Community Development Program Fair Housing Training Plan**  
*(Schedule no earlier than Sept 1, 2013 and no later than Aug 31, 2014)*

GDBG Target Area/Target Audience	Training Location	AI <sup>1</sup>	Description of Training	Approximate Date & Time
Ex: Removal of Arch. Barriers at Appleton's Senior Cntr/Senior Citizens	Appleton Senior Center	<input type="checkbox"/>	Fair Housing Rights and Complaint Process for Persons with Disabilities & Elderly	Oct. 10. 2013- 1:00 P.M.
Ray Mallard Park; Developmentally Disabled	West Side Community Life Center	<input checked="" type="checkbox"/>	Fair Housing & Complaint Process, reasonable accomodations & modifications	Oct. 8, 2013 5:00 P.M.
City-wide Transit Users	Medina City Hall	<input checked="" type="checkbox"/>	Fair Housing & Complaint Process; housing needs for elderly & physically disabled.	Nov. 21, 2013 10:00am
Leadership Medina Expo	Medina County Fair Grounds	<input checked="" type="checkbox"/>	Transltional Housing Issues	December, 2014 10:00am, date TBA
Housing Issues for the Physically Disabled	Medina Library	<input checked="" type="checkbox"/>	Housing needs for persons with disabilities & the elderly; fair housing & the complaint process	March 14, 2014 7:00pm
Citywide - City Council Meeting	Medina City Hall	<input checked="" type="checkbox"/>	Landlord/tenant rights and responsibilities	May 19, 2014 7:00pm
Housing Issues for the Physically Disabled	2nd Baptist Church, Bronson Street	<input checked="" type="checkbox"/>	Fair Housing & the Complaint Process; Reasonable Accomodations & Modificatlons	June 10, 2014 10:00am
Citywide - Realtors, property owners/developers	Howard Hanna Realty, Medina	<input checked="" type="checkbox"/>	Landlord/tenant rights and responsibilities	July 15, 2014 7:00pm
Citywide - Removing Architectural barriers	Medina Community Recreation Center	<input checked="" type="checkbox"/>	Housing needs for persons with disabilities; reasonable accomodations and modifications	August 21, 2014 2:00pm
		<input type="checkbox"/>		

<sup>1</sup> Activities to address Analysis of Impediments Issues

4. **OUTREACH PROGRAM** Grantees are required to develop fair housing information and materials. Materials must be distributed to a minimum of 10 public events, agencies or organizations **EACH QUARTER** throughout the grant program period. Develop a distribution strategy and list in the chart located below: (Add additional sheets as

**FAIR HOUSING OUTREACH PROGRAM**

AGENCY, ORGANIZATION OR PUBLIC EVENT	LIST OF MATERIALS TO BE DISTRIBUTED	A/C	ESTIMATED # TO BE DISTRIBUTED PER QUARTER	APPROXIMATE DATES OF DISTRIBUTION			
				1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Example: Erie County Human Resource Office	Fair Housing "It's Your Right" & Ohio Fair Housing Law brochures	<input type="checkbox"/>	50 of each brochure	9/14/2013	12/7/2013	3/28/2014	7/19/2014
Medina City Hall	Fair Housing "It's Your Right" & Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	25 each	9/25/2013	12/5/2013	3/12/2014	7/9/2014
Medina Community Recreation Center	Fair Housing Rights; Landlord Tennant Issues	<input checked="" type="checkbox"/>	25 each	9/25/2013	12/5/2013	3/12/2014	7/9/2014
Medina Public Library	Fair Housing "It's Your Right" & Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	25 each	9/25/2013	12/5/2013	3/12/2014	7/9/2014
Howard Hanna Real Estate Agency	Fair Housing Rights; Landlord Tennant Issues	<input checked="" type="checkbox"/>	25 each	9/25/2013	12/5/2013	3/12/2014	7/9/2014
Smith Road Laundromat, Medina	Fair Housing Rights; Landlord Tennant Issues	<input checked="" type="checkbox"/>	25 each	9/25/2013	12/5/2013	3/12/2014	7/9/2014
West Side Community Life Center	Fair Housing and You; Housing & Disabilities	<input checked="" type="checkbox"/>	25 each	9/25/2013	12/5/2013	3/12/2014	7/9/2014
Medina Chamber of Commerce	Fair Housing & You; Disability Rights & You	<input checked="" type="checkbox"/>	25 each	9/25/2013	12/5/2013	3/12/2014	7/9/2014
Medina County Job and Family Services	Fair Housing "It's Your Right" & Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	25 each	9/25/2013	12/5/2013	3/12/2014	7/9/2014
Community Action Wayne/Medina Co.	Fair Housing "It's Your Right" & Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	25 each	9/25/2013	12/5/2013	3/12/2014	7/9/2014
Medina County Metropolitan Housing Authority	Fair Housing Rights; Landlord Tennant Issues; Repair to Rentals	<input checked="" type="checkbox"/>	25 each	9/25/2013	12/5/2013	3/12/2014	7/9/2014
		<input type="checkbox"/>					
		<input type="checkbox"/>					

5. **ATTACH** your current local fair housing ordinance or resolution. Check if grantee does not have a local fair housing resolution or ordinance.

6. BUDGET Grantee must enter a budget amount for implementation of the standard fair housing program, whether from Community Development or other local resources. This same amount should also be reflected on the CD budget summary form.

**SOURCE OF FUNDS AND USE OF FUNDS**

September 1, 2013 - August 31, 2014

2013 CDBG/CD FUNDS	OTHER FUNDS	SOURCE OF OTHER FUNDS	TOTAL BUDGET	OUTCOME/ACTIVITY
1,000			1,000	FH COORDINATOR
\$500			500	FH COMPLAINT SYSTEM
\$500			500	FH TRAINING PROGRAM
\$500			500	FH EDUCATION OUTREACH
				FH ANALYSIS
2,500			2,500	TOTAL - 12 MO. BUDGET

Check here if fair housing activities are being carried out by other persons than those identified in section 1 above and identify: (All literature must reference the Local Fair Housing Contact identified in section 1 and all complaint intake must also be performed by the Local Fair Housing Contact.)

Agency: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

*If Community Development funding is being utilized to implement the community's current or future CHIP Fair Housing Program requirements, the grantee must complete the CHIP FH Program chart.*

**CHIP FAIR HOUSING PROGRAM  
SOURCE OF FUNDS AND USE OF FUNDS**

2013 CDBG FUNDS	CHIP FUNDS	OTHER FUNDS	TOTAL BUDGET	OUTCOME/ACTIVITY
\$1,000				FH COORDINATOR
\$500				FH COMPLAINT SYSTEM
\$500				FH TRAINING PROGRAM
\$500				FH EDUCATION OUTREACH
				FH ANALYSIS
\$2,500	2,500		\$5,000	TOTAL - 24 MO. CHIP FH BUDGET

**TOTAL CDBG COMMUNITY DEVELOPMENT FAIR HOUSING BUDGET:**

\_\_\_\_\_ 2,500 2013 CDBG Standard Fair Housing Program  
 \_\_\_\_\_ FH Program for FY \_\_\_\_\_ CHIP Grant  
 \_\_\_\_\_ 2,500 Total FY 2013 CDBG Community Development Funds

## 7. SUMMARY OF ATTACHMENTS

### 1. B. If applicable:

- Request for Proposals
- RFP evaluation forms
- Contract

### 1. C.

- Description of complaint intake, method of referral to Civil Rights Commission, and method of follow-up on complaints
- 2.
- Updates to current Analysis and previous year's action plan and annual evaluation of outcomes and results
  - Action Plan for September 1, 2013 through August 31, 2014
  - Current local fair housing ordinance or resolution, if applicable

**RESOLUTION NO. 27-14**

**A RESOLUTION DONATING FOURTEEN DELL COMPUTERS TO THE MEDINA CITY SCHOOLS.**

**WHEREAS:** The City of Medina recently upgraded many of the computers at Medina City Hall; and;

**WHEREAS:** The City would like to donate fourteen Dell (14) computers to the Medina City Schools that are no longer needed by the City but can be utilized by the school system.

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

**SEC. 1:** That Council hereby approves the donation of fourteen Dell (14) computers to the Medina City School System.

**SEC. 2:** 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. 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**

**ORDINANCE NO. 28-14**

**AN ORDINANCE AUTHORIZING THE MAYOR TO ADVERTISE FOR COMPETITIVE BIDS AND TO AWARD A CONTRACT TO THE SUCCESSFUL BIDDER FOR THE ANNUAL PURCHASE OF GENERAL PAVEMENT SERVICES AND EQUIPMENT TO BE USED BY THE SERVICE DEPARTMENT.**

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

- SEC. 1:** That the Mayor is hereby authorized and directed to advertise for competitive bids and to award a contract to the successful bidder for the annual purchase of general pavement services and equipment to be used by the Service Department in accordance with specifications on file in the office of the Mayor.
- 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**

**ORDINANCE NO. 29-14**

**AN ORDINANCE AUTHORIZING THE MAYOR TO ADVERTISE FOR COMPETITIVE BIDS AND TO AWARD A CONTRACT TO THE SUCCESSFUL BIDDER FOR THE FOREST MEADOWS DRAINAGE IMPROVEMENTS PROJECT.**

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

**SEC. 1:** That the Mayor is hereby authorized and directed to advertise for competitive bids and to award a contract to the successful bidder for the Forest Meadows Drainage Improvements Project (City Job #938) in accordance with plans and specifications on file in the office of the Mayor.

**SEC. 2:** That the estimated cost of the project, in the amount of \$445,000.00, is available in Account No. 108-0610-54411.

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

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

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

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

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

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

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

**ORDINANCE NO. 30-14**

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

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

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

- \$581,968.24 from (#546) Water Capital Improvement Fund to (#301) General Purpose Capital Fund.
- \$290,984.12 from (#301) General Purpose Capital Fund to (#546) Water Capital Improvement Fund.

**SEC. 2:** That the Clerk of Council is hereby authorized to forward a certified copy of this Ordinance 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 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:** \_\_\_\_\_  
**Clerk of Council**

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

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

**ORDINANCE NO. 31-14**

**AN ORDINANCE AUTHORIZING THE FINANCE DIRECTOR TO MAKE CERTAIN FUND TRANSFERS.**

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

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

- \$100,000.00 from the MCRC Fund (#574) to the MCRC Capital Fund (#575) in accordance with the Joint Operating Agreement between the City of Medina and the Medina City School District.

**SEC. 2:** That the Clerk of Council is hereby authorized to forward a certified copy of this Ordinance 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 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:** \_\_\_\_\_  
Clerk of Council

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

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

**ORDINANCE NO. 32-14**

**AN ORDINANCE AMENDING SECTION 31.02(A)(2), 31.02(B)(1), 31.02 (B)(2), AND 31.05 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE PARKS DEPARTMENT AND SERVICE DEPARTMENT, AND DECLARING AN EMERGENCY.**

**WHEREAS:** Section 31.02 (A)(2) of the Salaries and Benefits Code of the City of Medina, Ohio presently reads in part as follows:

(A) **SEASONAL EMPLOYEES.** (Seasonal positions may not be filled for more than 910 hours or 180 calendar days except those addressed in Teamsters contract.)

(2) **SERVICE DEPARTMENT**

		<u>Hourly Rate</u>
7	Laborer*	Pay Grade 51A
6	Cemetery Laborer	Pay Grade 51A

\*Seasonal and part-time positions in the Service department shall be allocated to departments on a need basis as determined by the Director of Public Service.

(Ord. 273-05, 134-11)

**WHEREAS:** Section 31.02 (B)(1) and (B)(2) of the Salaries and Benefits Code of the City of Medina, Ohio presently reads in part as follows:

(B) **PART-TIME EMPLOYEES.** (Part-time positions may not be filled for more than 35 hours in any week.)

(1) **PARKS AND RECREATION DEPARTMENT**

		<u>Hourly Rate</u>
1	Clerical Help	Pay Grade 5A
6	Laborers	per contract
1	Shade Tree Laborer	per contract

(Ord. 76-08, 134-11)

(2) **SERVICE DEPARTMENT**

		<u>Hourly Rate</u>
2	Laborers*	Pay Grade 51A
1	Clerical Help	Pay Grade 5A
1	Custodian	Pay Grade 55A
1	Cemetery Laborer	per contract

\*Seasonal and part-time positions in the Service department shall be allocated to

departments on a needs basis as determined by the Director of Public Service.  
(Ord. 2-04, 242-04, 76-08, 134-11)

**WHEREAS:** Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio currently reads in part as follows pertaining to the Parks and Recreation Department and the Service Department as shown in **Exhibit A**, attached hereto, and incorporated herein.

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

**SEC. 1:** That Section 31.02(A)(2) of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read in part as follows:

(A) **SEASONAL EMPLOYEES.** (Seasonal positions may not be filled for more than 910 hours or 180 calendar days except those addressed in Teamsters contract.)

(2) **SERVICE DEPARTMENT**

		<u>Hourly Rate</u>
7	Laborer*	Pay Grade 51A
<del>6</del>	<del>Cemetery Laborer</del>	<del>Pay Grade 51A</del>

\*Seasonal and part-time positions in the Service Department shall be allocated to departments on a need basis as determined by the Director of Public Service.

(Ord. 273-05, 134-11, 32-14)

**SEC. 2:** That Section 31.02 (B)(1) and (B)(2) of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read in part as follows:

(B) **PART-TIME EMPLOYEES.** (Part-time positions may not be filled for more than 35 hours in any week.)

(1) **PARKS AND RECREATION DEPARTMENT**

		<u>Hourly Rate</u>
1	Clerical Help	Pay Grade 5A
6 5	Laborers	per contract
1	<del>Shade Tree Laborer</del> Tree Technician	per contract
1	Cemetery Laborer	per contract
1	Turf Technician	per contract + 7%

(Ord. 76-08, 134-11, 32-14)

(2) **SERVICE DEPARTMENT**

		<u>Hourly Rate</u>
2	Laborers*	Pay Grade 51A
1	Clerical Help	Pay Grade 5A
1	Custodian	Pay Grade 55A
<del>1</del>	<del>Cemetery Laborer</del>	<del>per contract</del>

\*Seasonal and part-time positions in the Service Department shall be allocated to departments on a needs basis as determined by the Director of Public Service.  
(Ord. 2-04, 242-04, 76-08, 134-11, 32-14)

- SEC. 3:** That Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read in part as follows pertaining to the Parks and Recreation Department and Service Department as shown in **Exhibit B**, attached hereto and incorporated herein.
- SEC. 4:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 5:** That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason to complete reorganization of Parks Department and fill the Arborist position as soon as possible; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

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

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

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

**PARKS AND RECREATION DEPARTMENT**

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Parks & Recreation Director	Pay Grade 112 (annual salary paid bi-weekly)	Unclassified/appointed by Mayor, confirmed by Council
1	Public Properties/Ground Maint. Superintendent	15 A-F	Classified
1	City Arborist	10 A-F	Classified
2	Laborer	31 A-F per contract	Classified
1	Clerical Help	Sec. 31.02(B)(1)	Part-time
1	Shade Tree Laborer	Sec. 31.02(B)(2) per contract	Part-time
	Part-time and Seasonal Employees	Sec. 31.02(A)(1)&(B)(1)	Part-time

Ord. 273-05, 7-06, 76-08, 81-09, 134-11, 27-13, 173-13

**SERVICE DEPARTMENT**

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Public Service Director	43 A-F	Unclassified/appointed by Mayor, confirmed by Council Subject to Civil Service Rule IIIA
1	Account Clerk II	5 A-F	Classified
1	Sexton	32 A-F per contract	Classified
1	Building Maintenance & Repair	32 A-F per contract	Classified
1	Clerical Help (part-time)	Sec. 31.02(B)(2)	Part-time
1	Seasonal Laborers (part-time)	Sec. 31.02(A)(2)	Part-time
7	Seasonal Cemetery Laborer (part-time)	Sec. 31.02(A)(2)	Part-time
6	Seasonal Cemetery Laborer (part-time)	Sec. 31.02(A)(2)	Part-time
1	Cemetery Laborer (part-time)	Sec. 31.02(B)(2) per contract	Part-time
1	Custodian (part-time)	Sec. 31.02(B)(2)	Part-time

Ord. 2-04, 242-04, 273-05, 76-08, 81-09, 82-10

PARKS AND RECREATION DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Parks & Recreation Director	Pay Grade 112 (annual salary paid bi-weekly)	Unclassified/appointed by Mayor, confirmed by Council
1	<del>Public Properties/Ground Maint. Superintendent</del> Parks Superintendent	15 A-F	Classified
1	City Arborist	<del>10-A-F 9 A-F</del>	Classified
2	Laborer	31 A-F per contract	Classified
1	Sexton	32 A-F per contract	Classified
1	Clerical Help	Sec. 31.02(B)(1)	Part-time
1	<del>Shade-Free Laborer</del> Tree Technician	Sec. 31.02(B)(2) per contract	Part-time
1	Cemetery Laborer	Sec. 31.02(B)(1) per contract	Part-time
1	Turf Technician	per contract + 7%	Part-time
	Part-time and Seasonal Employees	Sec. 31.02(A)(1)&(B)(1)	Part-time

Ord. 273-05, 7-06, 76-08, 81-09, 134-11, 27-13, 173-13, 32-14

SERVICE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Public Service Director	43 A-F	Unclassified/appointed by Mayor, confirmed by Council
1	Account Clerk II	5 A-F	Subject to Civil Service Rule IIIA
1	<del>Sexton</del>	<del>32 A-F per contract</del>	<del>Classified</del>
1	Building Maintenance & Repair	32 A-F per contract	Classified
1	Clerical Help (part-time)	Sec. 31.02(B)(2)	Part-time
7	Seasonal Laborers (part-time)	Sec. 31.02(A)(2)	Part-time
6	<del>Seasonal Cemetery Laborer (part-time)</del>	<del>Sec. 31.02(A)(2)</del>	<del>Part-time</del>
1	<del>Cemetery Laborer (part-time)</del>	<del>Sec. 31.02(B)(2) per contract</del>	<del>Part-time</del>
1	Custodian (part-time)	Sec. 31.02(B)(2)	Part-time

Ord. 2-04, 242-04, 273-05, 76-08, 81-09, 82-10, 32-14

**ORDINANCE NO. 33-14**

**AN ORDINANCE AMENDING SECTION 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, ACCEPTING SEVERAL JOB DESCRIPTION MODIFICATION FOR THE PARKS DEPARTMENT AND SERVICE DEPARTMENT, AND DECLARING AN EMERGENCY.**

**WHEREAS:** Section 31.07.7 of the Salaries and Benefits Code of the City of Medina, Ohio presently reads in part as follows:

<u>Labor, Trades and Labor Supervisor</u>	405
Building Maintenance & Repair	415
Laborer	425
City Arborist	435
Motor Equipment Operator	445
Sexton	450
Equipment Maintenance Mechanic	455
Equipment Maintenance Superintendent	475
Street Foreman	480
Street Superintendent	485
Sanitation Foreman	490
Sanitation Superintendent	495
<b>Pubic Properties &amp; Grounds Maintenance Superintendent</b>	
(Ord. 81-09)	

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

**SEC. 1:** That Section 31.07.07 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read in part as follows:

<u>Labor, Trades and Labor Supervisor</u>	405
Building Maintenance & Repair	415
Laborer	425
City Arborist	435
Motor Equipment Operator	445
Sexton	450
Equipment Maintenance Mechanic	455
Equipment Maintenance Superintendent	475
Street Foreman	480
Street Superintendent	485
Sanitation Foreman	490
Sanitation Superintendent	495
<del>Public Properties Ground Maint. Superintendent</del> <b>Parks Superintendent</b>	
(Ord. 81-09)	

**SEC. 2:** That the various job description modifications for the Parks Department and Service Department, marked Exhibit A, attached hereto, and incorporated herein are hereby accepted.

**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 complete the Parks Department reorganization and fill the Arborist vacancy as soon as possible; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

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

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

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

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

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

PROPOSED

ORD 33-14  
Exh. A

**THE CITY OF MEDINA  
JOB DESCRIPTION**

**TITLE:** Public Service Director

**REPORTS TO:** Mayor

**DEPARTMENT/DIVISION:** Service

**CIVIL SERVICES STATUS:** Unclassified

**JOB STATUS:** Full-time

**EXEMPT STATUS:** Exempt

**CLASSIFICATION FEATURES:** The employee in this classification serves as chief assistant to the Mayor. This individual assists the Mayor in administering various functions of government as required by statute and policies established by City Council. The employee is responsible for the efficient operation of the City's street, cemetery, sanitation, maintenance and engineering functions, as well as the Service Department office. The Public Service Director plans and oversees the work of superintendants, vehicle maintenance and public buildings.

**ESSENTIAL JOB FUNCTIONS:**

Manages and supervises all public works for the City.

Assists other City officials in planning and reviewing all future and present City projects.

Coordinates with insurance representatives regarding insurance claims.

Consults with the Mayor to determine and implement administrative policies.

Prepares media releases and holds media conferences.

Plans, directs and reviews the work of the Service Department superintendants.

Selects, appoints and removes subordinate Service Department personnel.

Prepares the annual budget for the Service Department and Public Buildings.

Informs the Mayor and City Council of the status of major projects and programs.

Prepares and disseminates reports concerning Department activities.

Represents the City in matters concerning inter-governmental relationships with neighboring counties and cities.

Attends professional meetings and seminars to keep abreast of developments in municipal government administration.

## PROPOSED

Speaks on City government matters to lay and professional groups.

Enforces the city's Codified Ordinances related to the authority of the Service Director.

Oversees the City's auction along with organizing the vehicle and equipment inventory for the event.

Investigates complaints relating to Service Department responsibilities.

Conducts regularly scheduled staff meetings.

Takes field tours to keep informed of work of the Department and the general status of City projects.

Acts as point person for the Service and Parks Departments regarding bargaining unit matters.

Acts as liaison for the City regarding utilities.

Maintains regular and consistent attendance.

Meets with committees and community organizations as required.

## EDUCATION, TRAINING AND EXPERIENCE:

High school diploma or GED, with previous experience in a position of responsibility in municipal government, some of which shall be at the level of assistant public service director, or graduation from a college or university of recognized standing, with a major in public administration, preferably supplemented by graduate work or additional courses in public works administration or any equivalent combination of experience and training that provide the required knowledge, skills and abilities.

### License:

Valid commercial driver's license issued by the State of Ohio or ability to obtain CDL within 6 mos. of hire, and the ability to remain insurable under the City of Medina Insurance Plan.

## QUALIFICATIONS:

### Knowledge of:

- Modern principles of public administration as applied to municipal government; and
- Laws and regulations that apply to Department activities.

### Skilled in:

- Assigning and supervising the work of subordinates; and
- Coordinating the functions of the Department.

### Ability to:

## PROPOSED

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

### PHYSICAL DEMANDS:

This position also involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching.

### ENVIRONMENTAL ELEMENTS:

This position requires that the employee spend the working day in both an administrative office atmosphere and in the field supervising and inspecting Department projects. While observing such projects, the employee may be required to be outside in all types of weather conditions and during various periods of day or night. The position requires attendance at Council and Council Committee meetings. The employee in this classification will experience a high incidence of interaction with citizens, contractors, utility company personnel, county, state and federal officials and other City employees. The employee in this classification works closely with City Engineer, Parks Director, Law Director, Police Chief, Fire Chief, Building Official and Administrative Office Manager.

### WORKING CONDITIONS:

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

**EQUIPMENT USED:** Standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

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

EMPLOYEE ACKNOWLEDGMENT: \_\_\_\_\_

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

PROPOSED

**THE CITY OF MEDINA  
JOB DESCRIPTION**

**TITLE:** Parks and Recreation Director

**REPORTS TO:** Mayor

**DEPARTMENT/DIVISION:** Parks

**CIVIL SERVICES STATUS:** Unclassified

**JOB STATUS:** Full-time

**EXEMPT STATUS:** Exempt

**CLASSIFICATION FEATURES:** The person in this classification is responsible for park development and recommending future acquisitions to ensure that the necessary physical facilities are available for park and playground recreational needs. This employee administers a comprehensive City sports program involving local, independent associations for a variety of groups, ages and interest levels within the City. In addition, this employee is responsible for the efficient operation of the City's cemetery. This employee functions with wide latitude under the administrative direction of the Mayor.

**ESSENTIAL JOB FUNCTIONS:**

Recommends the acquisition and directs the development of park and playground areas, including appropriate and functional structures and facilities to serve the widest recreational interests of the community.

Administer a comprehensive maintenance, operations and capital improvement program to all public parks, trails, playgrounds, picnic shelters, athletic fields, swimming pool, splash pads, forestry and cemetery properties and buildings.

Prepares and administers the budget for Department operations and administration. Additionally prepares and administers the forestry and cemetery budgets.

Supervises and directs the work of all full-time, part-time and seasonal staff for parks, outdoor pool, splash pad, forestry and cemetery.

Works directly with the engineering department regarding park projects, quotes, bids, specifications and project progress.

**Responsible for overseeing the operation of the winter Senior Snow Plow Program.**

Responsible for overseeing the maintenance, operation and capital improvement and budgets for the outdoor pool and splash pad.

Responsible for the operations management, maintenance of the City Square and coordination for preparing the set-up and clean-up of events held on the Square.

Interprets Department programs through media releases, speeches to community groups and media appearances.

Works directly with City sports associations and provides constant interaction through voicemail and email.

**PROPOSED**

Responsible for field usage, scheduling and athletic field preparation.

Develops an athletic field maintenance schedule and application program.

Coordinates an athletic field usage plan with Medina schools.

Works with various associations coordinating capital improvement projects.

Works with adjacent township officials for athletic field development and scheduling.

Maintains regular and consistent attendance.

Works closely with Service Director.

Coordinates with the Mayor's office manager in many areas.

Prepares or directs the preparation and compilation of reports and data as required.

Attends all meetings as required and reports on department progress and issues.

**EDUCATION, TRAINING AND EXPERIENCE:**

High school diploma and possession of a bachelor's degree in parks and recreation administration, wildlife management, forestry, resource management or recreation and a working knowledge of park management practices. Graduate work in recreation areas of study preferred. Advanced degree may be applied toward experience requirement.

At least five years of increasingly responsible professional recreation experience, including work in a private, public or military recreational delivery system.

Considerable experience within a park and recreation setting, experience with both passive and active recreation preferred.

Supervisory experience, excellent communications skills and the ability to manage multiple priorities required.

**Certifications:**

Ohio Parks & Recreation Association, Member

International Society of Arboriculture

Society of Municipal Arborists, Member

Certified Playground Inspector

Cardiopulmonary Resuscitation

First Aid

**License:**

Valid driver's license issued by the State of Ohio and must remain insurable by the City of Medina's vehicle insurance plan.

**QUALIFICATIONS:**

## PROPOSED

### **Knowledge of:**

- Principles and methods of park and playground planning and development.

### **Skilled in:**

- Reading and writing reports, correspondence and instructions;
- Operating a motor vehicle; and
- Communicating effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone.

### **Ability to:**

- Develop and maintain effective working relationships with subordinates and to promote and maintain high morale and enthusiasm;
- Provide administrative and professional leadership and direction to Department personnel;
- Cooperate with and interpret recreation philosophies to City officials, public and private groups and agencies and the general public; and
- Understand and follow oral and written instructions; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

### **PHYSICAL DEMANDS:**

This position involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching.

### **ENVIRONMENTAL ELEMENTS:**

This position requires the employee to spend part of each working day in the office and at recreation sites and facilities. The position includes a high incidence of interaction with fellow employees, sport associations and citizens.

### **WORKING CONDITIONS:**

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

**EQUIPMENT USED:** Standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

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

PROPOSED  
EMPLOYEE ACKNOWLEDGMENT: \_\_\_\_\_

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

Proposed

**THE CITY OF MEDINA  
JOB DESCRIPTION**

**TITLE:** ~~Public Properties and Grounds Maintenance~~ Parks Superintendent

**REPORTS TO:** Parks and Recreation Director

**DEPARTMENT/DIVISION:** Parks

**CIVIL SERVICES STATUS:** Classified

**JOB STATUS:** Full-time

**EXEMPT STATUS:** Non-exempt

**CLASSIFICATION FEATURES:** The individual in this classification directly supervises laborers engaged in general maintenance and repair work at various City-owned properties, including all City parks. Work is performed under the general supervision of the Parks and Recreation Director, with considerable leeway granted for the exercise of independent judgment. The individual in this classification is responsible for scheduling work to be performed at various sites simultaneously and for communicating standards to be met. It is the duty of this individual to check work in progress and upon completion.

**ESSENTIAL JOB FUNCTIONS:**

Schedules and supervises the work of laborers in public property and grounds maintenance at a variety of City owned properties, including all City parks.

**Communicates, coordinates, and assists with Cemetery and Forestry Departments.**

Maintains direct contact with youth sports associations regarding field maintenance and preparation.

Assigns trucks to transport crews to their job location.

Keeps accurate time records for payroll purposes.

Meets regularly with supervisor to discuss projects and to receive detailed instructions regarding current and future work requirements.

Inspects work in progress to ensure compliance with set standards.

Adjusts work assignments as unforeseen emergencies and weather conditions require.

Maintains material and maintenance records.

Performs and assists in more difficult or skilled tasks.

Proposed

Assembles and maintains park and playground equipment.

Trains and instructs subordinates.

Maintains City pool and splash pad, park facilities and other City properties as required.

Maintains regular and consistent attendance.

Prepares work reports as required.

Operates trucks, mowers and other equipment as required.

Attends workshops and seminars to keep abreast of current practices in public property and grounds maintenance.

Assists other City departments, when necessary.

Attends all meetings as required.

**Process budgeting and material requisition invoices.**

**EDUCATION, TRAINING AND EXPERIENCE:**

Considerable experience as a Laborer or Motor Equipment Operator.

High school diploma or GED

**CPR and First Aid certification**

Any combination of experience and training that provides the required knowledge, skills and abilities and an undergraduate degree in parks and recreation administration, wildlife management, forestry, resource management or recreation and a working knowledge of park management practices.

Considerable experience within a park and recreation setting, experience with both passive and active recreation preferred.

Supervisory experience, excellent communications skills and the ability to manage multiple priorities required.

**Licenses:**

Valid driver's license issued by the State of Ohio and must remain insurable through the City of Medina's vehicle insurance plan. A valid State of Ohio Commercial Drivers License preferred.

## Proposed

Within one year of date of hire, must possess Category 8 Public Operator License as issued by the Ohio Department of Agriculture for the purchase and use of pesticides, and renew when necessary.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Repair and maintenance of equipment required in maintaining public properties and grounds; and
- Occupational hazards involved with and the safety precautions required in the operation of mowing equipment.

#### **Skilled in:**

- Supervising increased numbers of workers during summer months; and
- Communicating effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio.
- Record keeping, and customer service

#### **Ability to:**

- Assign and supervise labor crews working at various locations simultaneously;
- Operate equipment and machinery;
- Observe unsafe conditions of roadways;
- Establish and maintain effective relationships with co-workers, subordinates and the general public;
- Understand and follow oral and written instructions; and
- Provide administrative and professional leadership and direction to department personnel.
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephones and printers.

### **PHYSICAL DEMANDS:**

This position may require an employee to stand or walk during a scheduled shift with bending, stooping, squatting, climbing, twisting, reaching, working on irregular surfaces and working in the open on moving vehicles. Strength and agility sufficient to lift and maneuver heavy objects such as tools, equipment and supplies. Ability to climb into or onto and operate vehicles and

Proposed

equipment. Considerable time may be spent driving a truck from job site to job site to check on work in progress or to transport equipment or crews.

**ENVIRONMENTAL ELEMENTS:**

This position requires working outside in all types of weather situations and occupational exposure to interaction with citizens using City facilities.

**WORKING CONDITIONS:**

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

**EQUIPMENT USED:** Standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

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

**EMPLOYEE ACKNOWLEDGMENT:** \_\_\_\_\_

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

Proposed

**THE CITY OF MEDINA  
JOB DESCRIPTION**

**TITLE:** Arborist

**REPORTS TO:** Parks and Recreation Director/Parks Superintendent

**DEPARTMENT/DIVISION:** Parks/Forestry

**CIVIL SERVICES STATUS:** Classified

**JOB STATUS:** Full-time

**EXEMPT STATUS:** Non-exempt

**CLASSIFICATION FEATURES:** The employee in this classification plans, implements and administers City wide tree maintenance and planting program, and assists Parks Superintendent with daily operations.

**ESSENTIAL JOB FUNCTIONS:**

Supervises and works directly with contractors for all tree care operations including tree removal, stump removal and pruning to ensure compliance with work being performed.

Supervises and implements a tree care maintenance program, directly supervises and performs major arboricultural work in-house.

Ability to direct City crews in the Forestry Department and Parks Department as needed or in absence of the Parks Superintendent for daily work orders and assignments.

Responsible for storm damage, emergency tree removal and clean-up.

Inspects planting sites for size, placement, and tree selection.

Coordinates and performs stump removal, young tree training, tree pruning, removal, fertilization and air spade techniques.

Provides brief advice to residents on tree care, landscape installation, maintenance, and identification of plants to promote best arboricultural/landscape management practices.

Promotes and educates the public and community groups on proper tree care techniques and the value of trees to the community.

Coordinates and performs snow removal on municipal parking lots, parking garage, and assists as directed.

Coordinates interdepartmental training and safety meetings.

Creates records, annual reports, and other documents pertaining to record keeping annually..

Proposed

Assists Parks Department with pruning and removal of park trees as needed.

Responsible for the management and maintenance of all municipal street trees.

Maintains regular and consistent attendance.

Attend meetings as assigned

Manages part-time, **full-time**, or seasonal employees

Process budgeting and material requisition invoices

Works together with the Parks and Cemetery Departments for various projects in the City

**EDUCATION, TRAINING AND EXPERIENCE:**

An Bachelors Degree Associates degree in Urban Forestry, Arboriculture, Forest Management, Horticulture, Agriculture or other related field and/or a **minimum of (3) years** of experience in forestry, tree care and maintenance, or any combination of education, training and work experience which provides the required skill set to perform essential functions of the job. A minimum of at least 2 years experience in tree insect and disease diagnosis is preferred.

**CERTIFICATIONS:**

Certified Arborist or the ability to obtain certification within (6) months of hire. **Must be able to maintain the certification through continuing education credits as required.**

**CPR and First Aid certification**

**LICENSES:**

Possession of a valid Ohio Commercial Drivers License (CDL) Class "A" or the ability to obtain one within (6) months and must remain insurable under the City of Medina's vehicle insurance plan.

**QUALIFICATIONS:**

**Knowledge of:**

- The care of trees, pruning, young tree training, fertilization/treatment, removal, planting, staking/guying, root collar excavation, and equipment operation;
- Compliance with all ANSI A300, Z133.1 standards pertaining to arboricultural practices and safety requirements;
- Identification of diseases and harmful insects and their prevention and treatment;

## Proposed

- The occupational hazards involved with and the safety precautions required in the operation of equipment; and
- The ability to inspect work completed to ensure compliance with industry standards.

### Skilled in:

- Personal computer use with an emphasis in Microsoft Word, Excel, PowerPoint, and Access;
- Recordkeeping;
- Supervising increased number of workers during summer months;
- Customer Service.

### Ability to:

- Work well without supervision;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;
- Work in high places with extensive knowledge in climbing with ropes and saddle, and also an aerial bucket truck;
- Rig and lower trees safely and efficiently with required equipment;
- Understand and follow complex oral and written instructions; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

### PHYSICAL DEMANDS:

Strength and agility sufficient to lift and maneuver trees and equipment as required and to climb into trees, into and onto and operate vehicles and equipment. This position also involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching.

### ENVIRONMENTAL ELEMENTS:

Work is performed primarily outdoors in varying weather conditions.

### WORKING CONDITIONS:

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

**EQUIPMENT USED:** Chipper, Skid-Steer, Bucket Truck, Dump Truck, Backhoe, Snow Plow, Standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

Proposed

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

**EMPLOYEE ACKNOWLEDGMENT:** \_\_\_\_\_

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

PROPOSED

**THE CITY OF MEDINA  
JOB DESCRIPTION**

**TITLE:** Sexton

**REPORTS TO:** ~~Service Director~~ Parks and Recreation Director/Parks Superintendent

**DEPARTMENT/DIVISION:** Parks Service-/Cemetery

**STATUS:** Classified

**JOB STATUS:** Full-time

**EXEMPT STATUS:** Non-exempt

**CLASSIFICATION FEATURES:** The individual in this classification performs manual labor of more than ordinary difficulty involving the use of skills acquired by experience or on-the-job training. The individual in this position is responsible for maintenance of grounds and perpetual care for municipal cemeteries. The position requires direct contact with the general public as well as administrative responsibility for the municipal cemetery, with a high degree of direct contact with the general public. Work performed by the individual in this classification is under the general supervision of the Parks and Recreation Department Director.

**ESSENTIAL JOB FUNCTIONS:**

Provides direct assistance to the public in the sale of cemetery lots.

Handles all paperwork in the sale and conveyance of cemetery lots.

Receives and responds to problems and public complaints.

Works with funeral directors and vault companies to assist with burials and accommodations.

Keeps all cemetery records current including maps and database for burials.

Disseminates information to the public regarding grave locations, planting of flowers and cemetery rules and regulations.

Operates light-duty and heavy-duty vehicles and equipment in maintenance of cemetery grounds such as a backhoe.

Inspects fluid levels and safety inspections on equipment and works with vehicle maintenance department to maintain and service all cemetery equipment and vehicles.

Performs a variety of unskilled and semi-skilled labor tasks such as constructing structures with lumber or pouring the concrete which becomes the foundations for headstones.

Assists with snow removal on cemetery grounds and other City property.

Manages part time or seasonal employees.

## PROPOSED

Processes budgeting and material requisition invoices.

Reads cemetery records and maps and makes important decisions regarding burial and headstone placement.

Works together with the Forestry and Parks and Recreation Departments for various projects in the City.

Maintains regular and consistent attendance.

Attends meetings as assigned.

### **EDUCATION, TRAINING AND EXPERIENCE:**

High School diploma or GED is preferred. Experience or training in records management and performing semi-skilled maintenance and construction task or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

#### **License:**

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

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Microsoft Excel, Access and Paint Shop Pro;
- A variety of semi-skilled maintenance and manual tasks; and
- Traffic and safety regulations and accident prevention practices.

#### **Skilled in:**

- Recordkeeping;
- Supervising increased number of workers during summer months; and
- Customer service.

#### **Ability to:**

- operate equipment and machinery by both night and day;
- Maintain City of Medina Cemetery records;
- Communicate and relate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio often under stressful circumstances;
- Understand and follow complex oral and written instructions; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

PROPOSED

**PHYSICAL DEMANDS:**

Strength and agility sufficient to lift and maneuver heavy objects, tools, and equipment, and to climb into and operate vehicles and equipment. This position also involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching.

**ENVIRONMENTAL ELEMENTS:**

The position requires working outside in all types of weather situations.

**WORKING CONDITIONS:**

This position requires that the employees work closely with members of the public who are recently bereaved in a sensitive and caring manner. May be required to work outside normal business hours including weekends, evenings and holidays.

**EQUIPMENT USED:** Standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers, Skid-Steer, Backhoe, Dump Truck and Snow Plow

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

**EMPLOYEE ACKNOWLEDGMENT:** \_\_\_\_\_

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

Proposed

**THE CITY OF MEDINA  
JOB DESCRIPTION**

**TITLE:** ~~Shade Tree Laborer~~ Tree Care Technician

**REPORTS TO:** Arborist

**DEPARTMENT/DIVISION:** Parks/Forestry

**CIVIL SERVICES STATUS:** Unclassified

**JOB STATUS:** Part-Time

**EXEMPT STATUS:** Non-exempt

**CLASSIFICATION FEATURES:** Under the general direction of the Arborist, the employee in this classification performs substantial arboricultural work consisting of tree maintenance, corrective pruning, mulching, chipping, sucker removal, watering of trees, planting of trees, maintaining a nursery, and snow removal. Minor tree climbing and pruning work maybe required but most of the work will be performed from the ground.

**ESSENTIAL JOB FUNCTIONS:**

Perform corrective pruning to properly train young trees to grow and develop into structurally strong trees.

Remove water sprouts along trunk and base of trees.

Assist in small tree removal and planting of trees.

Mulch, fertilize and water trees.

Identify tree species to aid in maintaining and updating computerized tree inventory.

Operate a skid-steer, chipper, chainsaws, and pruning tools.

Assist other departments such as the Cemetery and Parks departments with mowing, edging, weed-whacking, mulching, leaf clean-up and digging.

Maintains regular and consistent attendance.

**EDUCATION, TRAINING AND EXPERIENCE:**

High school diploma or GED preferred

Willingness to learn how to climb trees safely and efficiently.

**CPR and First Aid certification**

**License:**

Valid driver's license (CDL preferred) issued by the State of Ohio and must remain insurable under the City of Medina's vehicle insurance plan.

Proposed

## QUALIFICATIONS:

### Knowledge of:

- Principles and practices of forestry including the care of trees, corrective pruning, spraying, planting, removal, equipment operation, and tree climbing;
- Occupational hazards and required safety precautions involved with the operation of forestry equipment according to the Occupational Safety and Health Administration.

### Skilled in:

- Operating equipment and machinery;
- Preparing records and reports; and
- Communicating effectively

### Ability to:

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

## PHYSICAL DEMANDS:

Strength and agility sufficient to lift and maneuver trees and equipment as required. The ability to climb into or onto ~~and operate~~ vehicles and equipment. This position also involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching.

## ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend most of each day outside in the field.

## WORKING CONDITIONS:

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

**EQUIPMENT USED:** Chipper, Skid-Steer, Bucket Truck, Dump Truck, Backhoe, Snow Plow, Chainsaws

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

EMPLOYEE ACKNOWLEDGEMNT: \_\_\_\_\_

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

proposed

**THE CITY OF MEDINA  
JOB DESCRIPTION**

**TITLE:** ~~Laborer~~ Turf Technician

**REPORTS TO:** ~~Department Head,~~ Parks Superintendent, or Foreman

**DEPARTMENT/DIVISION:** ~~As assigned~~ Parks

**CIVIL SERVICES STATUS:** Unclassified

**JOB STATUS:** ~~As assigned~~ Part-Time

**EXEMPT STATUS:** Non-exempt

**CLASSIFICATION FEATURES:** The work in this class is manual labor of more than ordinary difficulty that often involves the use of acquired skill and calls for the use of some skills acquired by experience or on-the-job training. An employee in this classification usually works under the supervision of a foreman or superintendent who issues oral work orders and inspects work frequently. An employee in this classification may be assisted by unskilled laborers.

**ESSENTIAL JOB FUNCTIONS:**

**Assists Parks Superintendent in preparing and performing annual turf maintenance needs**

**Turf maintenance functions such as seeding, sodding, fertilizing, aerating, spraying, soil preparation, and irrigation.**

Performs a variety of semi-skilled construction and maintenance tasks.

~~Assists Motor Equipment Operators in the maintenance and repair of City equipment and property.~~

~~Assists in street or sidewalk repair and resurfacing.~~

Assists Department personnel as needed.

Prepares and maintains City facilities including mowing, athletic field preparation, turf grass maintenance, litter and trash pick-up, hiking trail maintenance, fence repair and dragging and lining ball fields.

Acts as assistant to mechanics, carpenters, sign painters, and other tradesmen when special skills are not required.

Operates chain saws, jackhammers, cut-off saws, pick-up trucks and other equipment and vehicles as assigned.

Assists in snow removal.

Sharpens saws, axes, sickles and other tools.

Prepares soil and plants and cultivates flowers, grass and shrubs.

Collects waste from City park locations and from the back of packer truck.

proposed

May install City playground equipment and perform minor maintenance to equipment and facilities.

Paints City equipment and property as assigned.

Work may include digging footers, building concrete forms, pouring and finishing concrete, patching storm pipe from the inside, laying asphalt, hauling debris and removing snow.

Assists in daily maintenance of vehicles and equipment.

Reports illegal and inappropriate behavior to Supervisors.

Cleans and repairs vandalized City property.

Maintains regular and consistent attendance.

**EDUCATION, TRAINING AND EXPERIENCE:**

Some experience in performing semi-skilled maintenance or construction tasks. High school diploma or GED preferred, or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

**At least (3) years of turf maintenance preferred**

**CPR First Aid certification**

**License:**

Valid driver's license issued by the State of Ohio and must remain insurable under the City of Medina's vehicle insurance plan.

**Valid commercial applicator license (Core) from Ohio Department of Agriculture. Additional certifications of Turf (8) and Ornamentals and Weeds (6c) preferred, or the ability to obtain additional certifications within 6 months.**

**QUALIFICATIONS:**

**Knowledge of:**

- Semi-skilled maintenance and manual tasks;
- Application of dry and liquid fertilizers and pesticides;
- Ability to properly calibrate and maintain application equipment as required;
- Understand the occupational hazards and regulations associated with turf maintenance;
- Traffic and safety regulations; and
- Accident prevention practices.

proposed

**Ability to:**

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;
- **Create reports and record keeping as required by the Ohio Department of Agriculture;**
- **Identify disease, insects, weeds, soil conditions and different methods for treatment;**
- Operate equipment and machinery by both night and day;
- ~~Operate City radios in a professional manner;~~
- Lift at least 60 pounds on a regular basis;
- Pass a pre-employment drug test, physical examination, background check and Department of Motor Vehicle report;
- Observe unsafe conditions of roadways; and
- Understand and follow complex oral and written instructions.

**PHYSICAL DEMANDS:**

Strength and agility sufficient to lift and maneuver heavy objects and the ability to climb into and operate large equipment and trucks. Bending, stooping, squatting, climbing of scaffolding and ladders, twisting, reaching, and working on irregular surfaces and in the open on moving vehicles is also involved.

**ENVIRONMENTAL ELEMENTS:**

This position requires that the employee stand or walk most of a scheduled shift with bending, stooping, squatting, climbing of scaffolding and ladders, twisting, reaching, and working on irregular surfaces and in the open on moving vehicles. It also involves working outside in all types of weather situations and occupational exposure to interaction with citizens.

**WORKING CONDITIONS:**

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

**EQUIPMENT USED:**

Operates chain saws, jackhammers, riding and push mowers, pick-up trucks, tractor mounted, walk behind, and backpack turf application equipment, and other equipment and vehicles as assigned.

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

**EMPLOYEE ACKNOWLEDGMENT:** \_\_\_\_\_

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