

**CITY OF MEDINA  
AGENDA FOR COUNCIL MEETING**

February 22, 2016  
Medina City Hall  
7:30 p.m.

**Call to Order.**

**Roll Call.**

**Reading of minutes.** (February 8, 2016)

**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 new D1, D2 and D3 permit to South Point LLC, 100 Public Square, Medina, Ohio.

**Unfinished business.**

**Introduction of visitors.**

(speakers limited to 5 min.)

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

Ord. 29-16

An Ordinance amending Ordinance No. 24-16, passed February 8, 2016, relative to the RFP's for Scanning and Indexing Services for the Medina Municipal Court.

Res. 30-16

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

(emergency clause requested)

Ord. 31-16

An Ordinance authorizing the Mayor to accept easement agreements for the West Smith Road Reconstruction Project (Parcels 1-S, T, T1).

(emergency clause requested)

Ord. 32-16

An Ordinance authorizing the expenditures for reimbursement of PY14 CHIP Grant Project Funds and Administrative Costs to the City of Wadsworth per the Partnership Agreement.

Ord. 33-16

An Ordinance amending Section 31.02 and 31.07 of the Salaries and Benefits Code of the City of Medina, Ohio relative to the new MCRC Senior Activities Coordinator position and approving the job description.

**Council comments.**

**Adjournment.**

MEDINA CITY COUNCIL  
Monday, February 8<sup>th</sup> 2016

**Opening:**

Medina City Council met in regular, open session on Monday, February 8<sup>th</sup>, 2016. 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 J. Coyne, B. Hilberg, M. Kolesar, B. Lamb, P. Rose, J. Shields, and D. Simpson.

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

**Minutes:**

Mr. Shields moved that the minutes from the regular meeting on January 25<sup>th</sup>, 2016, as prepared and presented by the Clerk be approved, seconded by Mr. Simpson. The roll was called and the minutes were approved by the yea votes of B. Hilberg, M. Kolesar, B. Lamb, P. Rose, J. Shields, D. Simpson, and J. Coyne.

**Reports of Standing Committees:**

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

Health, Safety & Sanitation Committee: Mr. Kolesar reported he has a meeting scheduled for Thursday, February 25<sup>th</sup> at 5:30 p.m.

Public Properties Committee: Mr. Shields had no report.

Special Legislation Committee: Mr. Lamb stated they will be meeting in March.

Streets & Sidewalks Committee: Mr. Simpson stated he will schedule a meeting in March.

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

Emerging Technologies Committee: Mr. Rose had no report.

**Requests for Council Action:**

- Addendum to RCA 16-002-1/11 – RFP’s Scanning Project for Municipal Court
- 16-020-2/8 – Budget Amendments
- 16-021-2/8 – MCRC – Senior Activities Coordinator Position Addition
- 16-022-2/8 – PY14 CHIP Grant – Wadsworth Reimbursement
- 16-023-2/8 – Expenditure Over \$15,000 – Software Solutions – Finance Dept.
- 16-024-2/8 – Easements for West Smith Reconstruction
- 16-025-2/8 – Expenditure Over \$15,000 – Lake County Sewer – Street Dept.
- 16-026-2/8 – Payment Over \$3,000 – Walter Haverfield

**Reports of Municipal Officers:**

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

- 1) Working America Canvassing in City - Legislative and political advocacy as well as educational canvassing of residential areas in city starting in Jan. and going through election cycle will be conducted in city. Times of canvassing will be 4 p.m. to 9 p.m., Monday through Friday and 10 a.m. to 5 p.m. on weekends. These activities are constitutionally protected under the First Amendment and do not require registering with city for solicitor's permit, or following solicitor regulations, as they are not selling anything. Working America is not for profit 501c5 labor organization, affiliated with AFL-CIO.
- 2) Medina Ice Festival - February 12th – 15th, 2016- President's Day weekend- Ice sculptures supported by local businesses and ice carving demonstrations.
- 3) American Heart Association - Selected Healthy Medina Program as "Gold Fit-Friendly Worksite" as well as "Community Innovation Award." Great collaboration with city, Medina Hospital, and Community.
- 4) OH EPA Public Meeting - to discuss proposed Wadsworth Compressor Station. Meeting will be Tuesday, February 16, 2016, 6 p.m. at Cloverleaf Elementary School, 8337 Friendsville Rd., Seville.
- 5) Proclamation for Medina Community Band for being nationally recognized and awarded the Sudler Silver Scroll Historic Certificate. Mayor Hanwell invited up and presented the Proclamation to Marcus Neiman and Dr. Thomas Kenat, special thanks was given to John Connors.

**Keith Dirham, Finance Director**, Congratulated the Community Band on a well-deserved award as someone that has attended the band concerts for 40 years. Mr. Dirham stated he has a few things on the agenda he will address when they get to them.

**Greg Huber, Law Director**, stated Mr. Neiman was the band director when he was in high school and the quality of the band director has been high ever since he has been there. Mr. Huber also stated he has been involved in reviewing a number of police investigations in his office and wanted to say that they have hired quite a few younger officers and he would like to report to council that we have, in his opinion, a top notch group of officers who come into work for this city, and he has worked with some of these gentleman in trials and court. These are persons who are thoughtful, intelligent, and gracious in their relations with the public, I watch these video cameras regularly. You would be dismayed at the difficult situations these officers confront on a weekly basis, the likes of which would make the hair raise on the back of your neck when you watch some of these videos. These are individuals who take the guff, respond sensibly on a regular basis in such a way that really make you notice we have a really fine Police Department and I think you all need to know that.

**Chief Berarducci, Police Department**, thanked Greg Huber for his comments.

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

**Jonathon Mendel, Planning Community Director**, reminded the community if they are

interested in land use development in the city, we have our Boards and Commissions meetings this Thursday, February 11<sup>th</sup>, starting at 5:00 p.m.

**Mike Wright, Recreation Center Director,**

The Medina Rec wants to remind the community that on Friday, February 19<sup>th</sup>, from 6:30 p.m. to 9:00 p.m., the Rec is hosting "The Amazing Race Family Heart Health Challenge"! This event has easy challenges which require you to work together as a whole family and is a great way to spend time together and have some fun! The event is free to MCRC members and only \$10.00 per family for non-members and does require registration, which you can do at [www.medinarec.org](http://www.medinarec.org) or at the MCRC front desk.

**Dan Gladish, Building Official,** had no report.

**Patrick Patton, City Engineer,** reported Huntington Street Project is still underway and the underground work continues. The area is quite congested as Columbia Gas is also doing their pipeline replacement. We appreciate the public's cooperation and patience during this time. As of this morning, both of our emergency connections to the Medina County Water System are completed.

**Nino Piccoli, Service Director,** reported last Monday, February, 1<sup>st</sup> Medina City Council hosted the Brunswick and Wadsworth City Councils and administrations. The OPTIVA Company came to present a new concept in a waste mall. We are proceeding with vetting for viability. There are some questions with respect to the operation, functionality, sustainability as well as financing. We will have more information as we go forward.

**Approval of Mayoral Appointments:**

Medina County Combined General Health – Tom Jenkins (City Rep.) – Exp. 3/2017

Board of Zoning Appeals – Brandilyn Maibach (Alternate) – Exp. 12/31/19

Mr. Shields moved to approve the Mayors appointments, seconded by Mr. Simpson. The roll was called and Mayoral appointments were passed by the yea votes of M. Kolesar, B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, and B. Hilberg.

**Notices, Communications and Petition:** There were none.

**Unfinished Business:** There was none.

**Introduction of Visitors:**

Erica Graffain representing the Auditor's Office had a few reminders.

- Real Estate property taxes are due this Friday, February 12<sup>th</sup>
- Complaints against the value of property are due post marked by March 31<sup>st</sup>, 2016.

- AARP is again located at the Auditor's Office this year to help seniors with tax preparation and that is a free service and you would need to schedule your appointments through the Office for Older Adults of Medina.

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

**Ord. 015-16:**

**An Ordinance amending Section 943.02(a) of the codified ordinances of the City of Medina, Ohio relative to General Regulations of Municipal Cemeteries.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 015-16, seconded by Mr. Simpson. Mr. Piccoli stated for the past several years in an effort to maximize the use of staff under the direction of the Parks and Recreation Director, we have cross utilized the Parks, Forestry and Cemetery personnel in that capacity. This ordinance allows for the Parks Director to be appointed designee with respect to the current Cemetery management. Service Director Nino Piccoli will still be involved as well as the Mayor and Law Director. The roll was called and Ordinance/Resolution No. 015-16 passed by the yea votes of P. Rose, J. Shields, D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, and B. Lamb.

**Ord. 016-16:**

**An Ordinance authorizing the expenditure of \$35,000.00 to Wingfoot Commercial Tire Systems, LLC for the purchase of truck tires for the Sanitation Department.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 016-16, seconded by Mr. Simpson. Mr. Piccoli explained upon securing pricing quotes from different tire vendors, we request this council action for the purpose of awarding to Wingfoot for tire systems for the Sanitation Dept. The roll was called and Ordinance/Resolution No. 016-16 passed by the yea votes of J. Shields, D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, B. Lamb and P. Rose.

**Ord. 017-16:**

**An Ordinance authorizing the Mayor to solicit Request for Qualifications (RFQ's)/Request for Proposals (RFP's) for consultant services for the PY16 City of Medina Community Housing Impact and Preservation Program (CHIP) and Community Development Block Grant (CDBG) Grant Program applications, including administration and implementation, and to award RFQ/RFP to the successful bidder.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 017-16, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 017-16, seconded by Mr. Simpson. Mr. Mendel stated this would be for the next round of the CHIP program and allocation programs through the state distribution of CDBG dollars. The emergency is needed so we can get the process going and we need to do some public hearings prior to the application which is May 6<sup>th</sup>, 2016. The roll was called on adding the emergency clause and was approved by the yea votes of B. Hilberg, M. Kolesar, B. Lamb, P. Rose, J. Shields, D. Simpson, and J. Coyne. The roll was called and Ordinance/Resolution No. 017-16 passed by the yea votes of D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, B. Lamb, P. Rose, and J. Shields.

**Ord. 018-16:**

**An Ordinance authorizing the expenditure of \$64,021.59 to Emergitech, Inc. for the annual subscription fees and related expenses for the Computer Aided Dispatch and Records**

**Management System for the Police Department.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 018-16, seconded by Mr. Simpson. Chief Berarducci stated this is the renewal of licenses for our dispatch software and records management system. Half of this total is paid for by our partners in our agreements with them. The roll was called and Ordinance/Resolution No. 018-16 passed by the yea votes of B. Hilberg, M. Kolesar, B. Lamb, P. Rose, J. Shields, D. Simpson, and J. Coyne.

**Ord. 019-16:**

**An Ordinance authorizing the Mayor to accept one (1) easement necessary for the North Huntington Street Reconstruction Project.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 019-16, seconded by Mr. Simpson. Mr. Patton stated as part of their project several easements were required and this is one located at the corner of Huntington. The roll was called and Ordinance/Resolution No. 019-16 passed by the yea votes of M. Kolesar, B. Lamb, P. Rose, J. Shields, D. Simpson, and J. Coyne. B. Hilberg abstained.

**Ord. 020-16:**

**An Ordinance authorizing the Mayor to accept one (1) easement necessary for the 1097 Industrial Parkway Project.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 020-16, seconded by Mr. Simpson. Mr. Patton stated they need to acquire this easement to maintain this project going forward. The roll was called and Ordinance/Resolution No. 020-16 passed by the yea votes of B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, B. Hilberg, and M. Kolesar.

**Ord. 021-16:**

**An Ordinance authorizing the Mayor to advertise for competitive bids and to award a contract to the successful bidder for the 2016 ADA Curb Ramp Program.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 021-16, seconded by Mr. Simpson. Mr. Patton stated this is their annual CDBG ADA curb ramp program. We bid last years' program late in the fall and were unable to award a contract due to an error in the low bid and the BOC rejected all bids received. We will be bidding both these programs together as one project. There is no city contribution at all. The actual project will be about \$65,000.00 in grant funds allowing us to do about 44 different curb ramps. The roll was called and Ordinance/Resolution No. 021-16 passed by the yea votes of P. Rose, J. Shields, D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, and B. Lamb.

**Ord. 022-16:**

**An Ordinance authorizing the Mayor to advertise for competitive bids and to award a contract to the successful bidder for the Foundry Street Reconstruction Project.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 022-16, seconded by Mr. Simpson. Mr. Patton stated this is a CDBG improvement project grant. They will be getting \$300,000.00 of the estimated \$693,000.00 construction cost in form of a grant. This project will replace the pavement on Foundry Street from Bronson through the Ray Mellert Park entrance. It will include waterline and storm sewer as well as sidewalks. The roll was called and Ordinance/Resolution No. 022-16 passed by the yea votes of J. Shields, D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, B. Lamb and P. Rose.

**Ord. 023-16:**

**An Ordinance authorizing the payment of \$26,175.00 to Jenmet Construction LLC for the private home rehabilitation at 3556 Jerrold Blvd., Brunswick, as part of the PY14 CHIP Grant Program.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 023-16, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 023-16, seconded by Mr. Simpson. Mr. Mendel explained this is to pay for a residential rehab for a property in Brunswick under our current CHIP program which is the cooperative agreement between the city of Brunswick, the city of Wadsworth and the city of Medina. We are the grant administrators who are the fiscal entity as well so we have to issue this payment through the grant to Jenmet Construction for the work done at 3556 Jerrold Blvd. The emergency clause is needed to get this money paid to the contractor and to get this project done. The roll was called on adding the emergency clause and was approved by the yea votes of J. Coyne, B. Hilberg, M. Kolesar, B. Lamb, P. Rose, J. Shields, and D. Simpson. The roll was called and Ordinance/Resolution No. 023-16 passed by the yea votes of D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, B. Lamb, P. Rose, and J. Shields.

**Ord. 024-16:**

**An Ordinance authorizing the Clerk of Court to solicit Requests for Proposals (RFP's) for scanning and indexing of closed case files for the Medina Municipal Court.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 024-16, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 024-16, seconded by Mr. Simpson. Mr. Kolesar questioned if the emergency clause was requested for this during Finance Meeting, Mr. Lamb stated he doesn't think so. Mr. Coyne adds the bids are due back March 7<sup>th</sup> so if the emergency clause was not added the request for proposals bid opening would not occur because it would be less than 30 days. Mr. Coyne asks where that time frame came from. Mr. Huber stated this proposal is backwards. This request is for scanning in old cases at the Medina Municipal Court throughout the years. This goes back a long term to try and eliminate the physical files of the different cases both civil and criminal and to digitize them into an easier format to retrieve. Mr. Coyne stated we should be scanning everything now so that at least there is a point in time where the scanning process has occurred and will cease from scanning old files, I guess we will submit the request for proposal to determine the costs that come back and determine if it is feasible in order to pay that cost or if there is another avenue that we can take as a city to scan these files. The roll was called on adding the emergency clause and was denied by the nay votes of M. Kolesar, B. Lamb, P. Rose, J. Coyne, and B. Hilberg. Mr. Shields and Mr. Simpson cast a yea vote. The roll was called and Ordinance/Resolution No. 024-16 passed by the yea votes of B. Hilberg, M. Kolesar, P. Rose, J. Shields, D. Simpson, and J. Coyne. B. Lamb cast a nay vote.

**Ord. 025-16:**

**An Ordinance amending Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio relative to the Intensive Supervision Probation employees for the Municipal Court.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 025-16, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 025-16, seconded by Mr. Simpson. Mr. Coyne stated this is an annual modification to the Salaries and Benefits code based upon a grant for the Intensive Supervision Probation employees and this modification needs to occur to the salaries and benefits code since the grant takes effect from July

to June of each year. Emergency is requested because this has been on ongoing. The roll was called on adding the emergency clause and was approved by the yeas votes of P. Rose, J. Shields, D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, and B. Lamb. The roll was called and Ordinance/Resolution No. 025-16 passed by the yeas votes of B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, B. Hilberg, and M. Kolesar.

**Ord. 026-16:**

**An Ordinance establishing a public bidding procedure for Construction Manager at Risk Proposals for a Municipal Courthouse Facility and a two-level Parking Facility at the City owned property located at 120 N. Elmwood Avenue and 123, 137 & 139 W. Liberty Street.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 026-16, seconded by Mr. Simpson. Mr. Patton stated that after a couple meetings and looking into different delivery methods, he is recommending that the city utilize a construction manager at risk delivery method for this project involving the Courthouse and Parking facility. This simply gives us the authorization to begin the selection process, it does not commit Council to any funds or even commit to signing a contract. The second ordinance we will submit would be the contract after we negotiate with whoever we select. At that point, Council would be able to accept or reject. Mr. Kolesar is hopeful that this construction manager at risk which is not costing the city any money will have something in place for some reason down the road we figure we can't afford either one of these projects then we could look back across the street to the existing property we can still have the manager at risk in place for the construction at that time and therefore will vote for this. Mr. Lamb will vote for this as well since it is not binding and not costing any money. His concern is in part by voting for it we begin to build up a train of we have done all this so far and therefore there is no way to back up and if in fact the cost of this project which appears to him may exceed what we would like it to be, that we get to a point where it's tough to back up or reconsider, to this extent he does agree with Mark Kolesar. Mr. Coyne adds that everyone shares their concerns regarding the cost of funding coming from the city and the court and trying to determine alternative ways to fund both the courthouse and parking facility without expanding money saved or saved up by the city over the years and hopefully this construction manager at risk will provide us an avenue and some additional information to make a determination on the cost. Thank you to Mr. Patton for bringing this forward in helping us make a determination on the construction manager at risk and providing us with some experts in the field. The roll was called and Ordinance/Resolution No. 026-16 passed by the yeas votes of J. Shields, D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, B. Lamb and P. Rose.

**Ord. 027-16:**

**An Ordinance amending Ordinance No. 165-15, passed December 22, 2015. (Amendments to 2016 Budget)** Mr. Shields moved for the adoption of Ordinance/Resolution No. 027-16, seconded by Mr. Simpson. Mr. Dirham explained this appropriation amendment is for the paver sales for Bicentennial Commons. The roll was called and Ordinance/Resolution No. 027-16 passed by the yeas votes of D. Simpson, J. Coyne, B. Hilberg, M. Kolesar, B. Lamb, P. Rose, and J. Shields.

**Ord. 028-16:**

**An Ordinance amending Ordinance No. 165-15, passed December 22, 2015.**

**(2015 Carryforward)** Mr. Shields moved for the adoption of Ordinance/Resolution No. 028-16, seconded by Mr. Simpson. Mr. Dirham stated this is the much discussed carryforward. Healthcare has been removed, the 160 funds have been removed and all of the 700, 800 and 900 funds which are not included because their agency funds were just holding money but the rest of it is in here. The roll was called and Ordinance/Resolution No. 028-16 passed by the yea votes of J. Coyne, B. Hilberg, M. Kolesar, B. Lamb, P. Rose, J. Shields, and D. Simpson.

**Council Comments:**

Mr. Kolesar thanked Nino Piccoli for the CPF meeting with the Cities of Brunswick and Wadsworth discussing the future of recycling and inviting OPTIVA in to explain their vision.

Mr. Coyne feels the goal of everybody here in the county is to maximize the amount of recycle materials that we capture at the lowest cost possible. This process takes time and effort.

Mr. Lamb thanked the Community Band especially Mark Neiman for the work he has done.

Mr. Coyne announced a Special Finance Meeting to be held on February 24<sup>th</sup> at 5:30 p.m. at City Hall. The main discussion item will be the Memorial Park Pool that Mr. Shields has been working on.

**Adjournment:**

There being no further business before Council, the meeting adjourned at 8:12 p.m.

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Kathy Patton, CMC - 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

83905600005 PERMIT NUMBER		NEW TYPE	SOUTH POINT LLC 100 PUBLIC SQUARE MEDINA OH 44256	
ISSUE DATE				
01 20 2016 FILING DATE				
D1 D2 D3 PERMIT CLASSES				
52	077	C	B11968 RECEIPT NO.	

FROM 02/03/2016

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



MAILED 02/03/2016

RESPONSES MUST BE POSTMARKED NO LATER THAN. 03/07/2016

**IMPORTANT NOTICE**

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

C NEW 8390560-0005

(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. 29-16**

**AN ORDINANCE AMENDING ORDINANCE NO. 24-16,  
PASSED FEBRUARY 8, 2016, RELATIVE TO THE RFP'S  
FOR SCANNING AND INDEXING SERVICES FOR THE  
MEDINA MUNICIPAL COURT.**

**WHEREAS:** Ordinance No. 24-16, passed February 8, 2016, authorized the Clerk of Court to solicit Requests for Proposals (RFP's) for scanning and indexing of closed case files for the Medina Municipal Court; and

**WHEREAS:** That it is necessary to modify the previous RFP to update the deadline dates.

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

**SEC. 1:** That the RFP, Attachment A from Ordinance 24-16, passed February 8, 2016, is hereby modified and replaced with a new RFP, marked Exhibit A, attached hereto and incorporated herein.

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

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

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

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

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

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

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

**Effective date: March 9, 2016**

**MEDINA MUNICIPAL CLERK OF COURT:  
BID SPECIFICATIONS/GENERAL REQUIREMENTS FOR SCANNING OF  
CLOSED CASES**

**General Information**

The Medina Municipal Clerk of Court wishes to contract with a vendor for the period of May 1, 2016 through December 31, 2017 for the purpose of scanning closed cases files. Approximately 200,000 cases need to be scanned and indexed within this period. Civil case files have approximately 20 pages per case. Traffic/Criminal files have approximately six pages per case.

**Bid Requirements**

- The Medina Municipal Clerk of Court wishes to retain the services of a professional company to assist in the scanning of closed case files. The company should have a proven record of success in similar scanning activities.
- Vendor shall utilize its own, trained staff to provide scanning services; said services shall be conducted at the vendor's employment site or at the Medina Municipal Court.
- Vendor shall be bonded.
- Bidder shall provide a cost per page to scan, cost to shred documents, cost of transportation of documents from Medina Municipal Court to the vendor site, and cost of any scanning preparation needed.
- Three (3) copies of the Bid shall be submitted.
- Cases will be scanned in tiff or pdf format. Format will be determined at time of scanning.
- Documents will be indexed by case number so that they can be imported into the court's document management system and case management system (CMI).
- Case jackets of older cases will need to be scanned.
- A case in the vendor's possession will be scanned and transmitted to the Medina Municipal Court if requested.
- Scanned documents will be provided to the Medina Municipal Court on a flash drive.
- Secure shredding will be provided.
- Vendor will transport cases to vendor site if that is where the scanning will take place.
- Bids must be received by March 7, 2016 at 10:00 A.M. The bidder is responsible for the timely receipt of their bid. Late or faxed bids will not be accepted or considered.

- Bids may be by mail or delivery service, or in person. Bids should be submitted to the following address:  
     Clerk of Court  
     Medina Municipal Court  
     135 N. Elmwood Ave.  
     Medina, Ohio 44256
- Bids will be reviewed and evaluated by the Clerk of Court. Bids will NOT be opened and read publicly.
- The tentative schedule for the award of this bid is as follows:  
     Bid Due Date:           Monday, March 7, 2016 at 10:00 A.M.  
     Award Date:            Monday, April 4, 2016 at 4:30 P.M.

**Other Conditions**

- During the bid review process, bidders will be expected to provide sample remittance reports to the Clerk of Court for purposes of evaluating the inclusion of required information and ease of use.
- All services associated with a collection agreement shall be provided only by the contracted company and shall not be sub-contracted to another vendor.
- Vendor shall agree to strictly maintain the confidentiality of all information provided by the Medina Municipal Clerk of Court.
- All activities conducted by the vendor shall comply with all federal, state, and local requirements.
- Vendor shall agree to indemnify the Medina Municipal Clerk of Court from any liability associated with contracted activities and shall provide the Clerk of Court with documentation of sufficient levels of insurance.
- Vendor will be bonded.

**SELECTION PROCESS**

The city will review all Bids submitted to determine which firms are qualified to complete this project. Firms that are not considered to be qualified to complete this project will be eliminated from further consideration. When evaluating the Bids of those companies deemed to be qualified, the city will consider previous experience on similar projects, technical ability, references, price proposal, completion date and any other relevant and/or applicable items. If deemed necessary by the project review team, the city may elect to invite a limited number of selected firms to interview. Interested firms are advised that total cost will be one of the factors considered by the city when evaluating Bids received. It will not be the only factor. The city may not necessarily select the firm who submits the lowest price Bid.

The City of Medina reserves the right to reject any and all Bids and the right to waive any informalities or irregularities in the Bid.

LIABILITY

The City of Medina assumes no responsibility or liability for cost incurred by the firm prior to the signing of an agreement. Total liability of the City of Medina is limited to the terms and conditions of any contract resulting from this Bid.

SUMMARY

These Bid specifications are intended to allow qualified firms to show their capability of providing services for the benefit of the Medina Municipal Court.

ISSUING OFFICE/PROJECT ADMINISTRATOR

These bid specifications are being issued by the City of Medina, Ohio through the Clerk of Court for the Medina Municipal Court. All questions regarding these bid specifications should be directed to:

Nancy Abbott  
Clerk of Court  
135 N. Elmwood Ave.  
Medina, Ohio 44256  
[nabbott@medinamunicipalcourt.org](mailto:nabbott@medinamunicipalcourt.org)

**MEDINA MUNICIPAL CLERK OF COURT:  
BID SPECIFICATIONS/GENERAL REQUIREMENTS FOR SCANNING OF  
CLOSED CASES**

**General Information**

The Medina Municipal Clerk of Court wishes to contract with a vendor for the period of May 1, 2016 through December 31, 2017 for the purpose of scanning closed cases files. Approximately 200,000 cases need to be scanned and indexed within this period. Civil case files have approximately 20 pages per case. Traffic/Criminal files have approximately six pages per case.

**Bid Requirements**

- The Medina Municipal Clerk of Court wishes to retain the services of a professional company to assist in the scanning of closed case files. The company should have a proven record of success in similar scanning activities.
- Vendor shall utilize its own, trained staff to provide scanning services; said services shall be conducted at the vendor's employment site or at the Medina Municipal Court.
- Vendor shall be bonded.
- Bidder shall provide a cost per page to scan, cost to shred documents, cost of transportation of documents from Medina Municipal Court to the vendor site, and cost of any scanning preparation needed.
- Three (3) copies of the Bid shall be submitted.
- Cases will be scanned in tiff or pdf format. Format will be determined at time of scanning.
- Documents will be indexed by case number so that they can be imported into the court's document management system and case management system (CMI).
- Case jackets of older cases will need to be scanned.
- A case in the vendor's possession will be scanned and transmitted to the Medina Municipal Court if requested.
- Scanned documents will be provided to the Medina Municipal Court on a flash drive.
- Secure shredding will be provided.
- Vendor will transport cases to vendor site if that is where the scanning will take place.
- Bids must be received by March 7, 2016 at 10:00 A.M. The bidder is responsible for the timely receipt of their bid. Late or faxed bids will not be accepted or considered.

- Bids may be by mail or delivery service, or in person. Bids should be submitted to the following address:  
 Clerk of Court  
 Medina Municipal Court  
 135 N. Elmwood Ave.  
 Medina, Ohio 44256
- Bids will be reviewed and evaluated by the Clerk of Court. Bids will NOT be opened and read publicly.
- The schedule for the award of this bid is as follows:  
 Bid Due Date: Monday, April 4, 2016 at 10:00 A.M.  
 Award Date: Monday, May 2, 2016 at 4:30 P.M.

**Other Conditions**

- During the bid review process, bidders will be expected to provide sample remittance reports to the Clerk of Court for purposes of evaluating the inclusion of required information and ease of use.
- All services associated with a collection agreement shall be provided only by the contracted company and shall not be sub-contracted to another vendor.
- Vendor shall agree to strictly maintain the confidentiality of all information provided by the Medina Municipal Clerk of Court.
- All activities conducted by the vendor shall comply with all federal, state, and local requirements.
- Vendor shall agree to indemnify the Medina Municipal Clerk of Court from any liability associated with contracted activities and shall provide the Clerk of Court with documentation of sufficient levels of insurance.
- Vendor will be bonded.

**SELECTION PROCESS**

The city will review all Bids submitted to determine which firms are qualified to complete this project. Firms that are not considered to be qualified to complete this project will be eliminated from further consideration. When evaluating the Bids of those companies deemed to be qualified, the city will consider previous experience on similar projects, technical ability, references, price proposal, completion date and any other relevant and/or applicable items. If deemed necessary by the project review team, the city may elect to invite a limited number of selected firms to interview. Interested firms are advised that total cost will be one of the factors considered by the city when evaluating Bids received. It will not be the only factor. The city may not necessarily select the firm who submits the lowest price Bid.

The City of Medina reserves the right to reject any and all Bids and the right to waive any informalities or irregularities in the Bid.

<sup>\*</sup>  
LIABILITY

The City of Medina assumes no responsibility or liability for cost incurred by the firm prior to the signing of an agreement. Total liability of the City of Medina is limited to the terms and conditions of any contract resulting from this Bid.

SUMMARY

These Bid specifications are intended to allow qualified firms to show their capability of providing services for the benefit of the Medina Municipal Court.

ISSUING OFFICE/PROJECT ADMINISTRATOR

These bid specifications are being issued by the City of Medina, Ohio through the Clerk of Court for the Medina Municipal Court. All questions regarding these bid specifications should be directed to:

Nancy Abbott  
Clerk of Court  
135 N. Elmwood Ave.  
Medina, Ohio 44256  
[nabbott@medinamunicipalcourt.org](mailto:nabbott@medinamunicipalcourt.org)

RESOLUTION NO. 30-16

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: \_\_\_\_\_

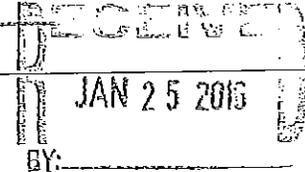
SIGNED: \_\_\_\_\_  
Mayor

C O N F I D E N T I A L

INVOICE

Gregory A. Huber  
Director of Law  
132 N. Elmwood Avenue  
P.O. Box 703  
Medina, OH 44258

PO # 2015-305 Line #  
Partial  Complete  
Date: 1-4-16  
Approved: D. Huber



Invoice Date: 12/21/15  
Invoice Number: 308688  
Client/Matter Account Number: 17032-00004 [ 076]  
Regarding: General Municipal Matters

Fees for Professional Services through: 11/30/15 \$ 5,002.50

Expenses advanced on your behalf through: 11/30/15 \$ 49.39

TOTAL CHARGES FOR INVOICE NUMBER 308688 \$ 5,051.89

PLUS BALANCE OWING FROM PREVIOUS INVOICES \$ 3,984.70

TOTAL BALANCE DUE FOR THIS INVOICE PLUS PREVIOUS BALANCE \$ 9,036.59

\*\*\*\*PLEASE INDICATE INVOICE NUMBER 308688 WITH YOUR REMITTANCE

PLEASE DIRECT INQUIRIES TO OUR ACCOUNTING DEPARTMENT AT  
(216) 928-2957 or (216) 928-2954, OR E-MAIL ACCOUNTING@WALTERHAV.COM

**ORDINANCE NO. 31-16**

**AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT EASEMENT AGREEMENTS FOR THE WEST SMITH ROAD RECONSTRUCTION PROJECT (PARCELS 1-S, T, T1), AND DECLARING AN EMERGENCY.**

**WHEREAS:** Ordinance No. 111-14, passed June 23, 2014 authorized the Fair Market Value Estimates for the West Smith Road Reconstruction Project, City Job #818.

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

**SEC. 1:** That the Mayor is hereby authorized to accept the Easement Agreements for the West Smith Road Reconstruction Project (VEXOR Enterprises, Parcel # 1-S, T, T1).

**SEC. 2:** That a copy of the Easement Agreements are 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 considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason to finalize and submit payment to the property owners; 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**

Ord. 31-1b  
Exh. A

ODOT LPA RE 804  
Rev. 09/2012

ED  
LPA

### EASEMENT

KNOW ALL MEN BY THESE PRESENTS THAT: Vexor Enterprises, Ltd., an Ohio Limited Liability Company, the Grantor(s) herein, in consideration of the sum of \$1,396.00, to be paid by the City of Medina, the Grantee herein, does hereby grant, bargain, sell, convey and release to said Grantee, its successors and assigns forever, an easement, which is more particularly described in Exhibit A attached hereto, within the following described real estate:

PARCEL(S): 1 S

MED-West Smith Road

SEE EXHIBIT A ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF

Medina County Current Tax Parcel No. 029-19A-23-001  
Prior Instrument Reference: Limited Warranty Deed Instrument No. 1999OR021579, Medina County Recorder's Office.

And the said Grantor(s), for itself and its successors and assigns, hereby covenants with the said Grantee, its successors and assigns, that it is the true and lawful owner(s) of said premises, and lawfully seized of the same in fee simple, and has good right and full power to grant, bargain, sell, convey and release the same in the manner aforesaid, and that the same are free and clear from all liens and encumbrances whatsoever, except: (a) easements, restrictions, conditions, and covenants of record; (b) all legal highways; (c) zoning and building laws, ordinances, rules, and regulations; and (d) any and all taxes and assessments not yet due and payable; and that Grantor(s) will warrant and defend the same against all claims of all persons whomsoever.

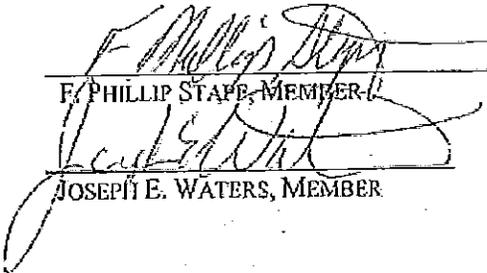
The property conveyed herein is being acquired by Grantee for a public purpose, namely the establishment, construction, reconstruction, widening, repair or maintenance of a public road.

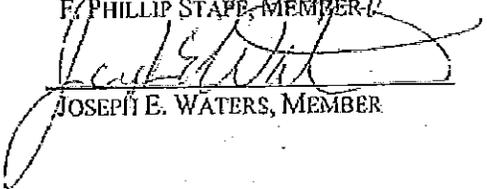
In the event that the Grantee decides not to use the property conveyed herein for the above-stated purpose, the Grantor(s) has a right under Section 163.211 of the Revised Code to repurchase the property

for its fair market value as determined by an independent appraisal made by an appraiser chosen by agreement of the parties or, if the parties cannot agree, an appraiser chosen by an appropriate court. However, this right to repurchase will be extinguished if any of the following occur: (A) Grantor(s) declines to repurchase the property; (B) Grantor(s) fails to repurchase the property within sixty days after Grantee offers the property for repurchase; (C) Grantee grants or transfers the property to any other person or agency; or (D) Five years have passed since the property was appropriated or acquired by Grantee.

IN WITNESS WHEREOF Vexor Enterprises, Ltd., an Ohio Limited Liability Company has caused its name to be subscribed by F. Phillip Stapf and Joseph E. Waters, its duly authorized Members, and its duly authorized agent on the 1<sup>st</sup> day of February, 2016.

VEXOR ENTERPRISES, LTD., AN OHIO LIMITED LIABILITY COMPANY

  
F. PHILLIP STAPF, MEMBER

  
JOSEPH E. WATERS, MEMBER

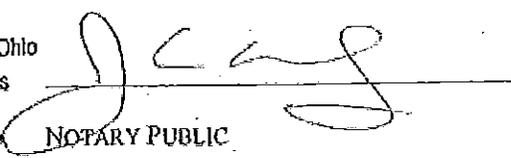
STATE OF OHIO, COUNTY OF MEDINA ss:

BE IT REMEMBERED, that on the 1<sup>st</sup> day of February, 2016, before me the subscriber, a Notary Public in and for said state and county, personally came the above named F. Phillip Stapf and Joseph E. Waters, who acknowledged being the Members and duly authorized agents of Vexor Enterprises, Ltd., an Ohio Limited Liability Company, and who acknowledged the foregoing instrument to be the voluntary act and deed of said entity.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.



JOSEPH E ALMADY  
Notary Public  
In and for the State of Ohio  
My Commission Expires  
August 22, 2018

  
NOTARY PUBLIC

This document was prepared by: O.R. Colan Associates for the City of Medina.

Ver. Date 10/19/12

**PARCEL I-S  
WEST SMITH ROAD**

**PERPETUAL EASEMENT TO CONSTRUCT AND MAINTAIN A SEWER  
IN THE NAME AND FOR THE USE OF THE  
CITY OF MEDINA, MEDINA COUNTY, OHIO**

A perpetual easement for the construction and maintenance of a sewer in, upon and over the within described real estate. Grantor/Owner herein retains the right to use said real estate for any and all other purposes provided that such use does not interfere with nor impair the exercise of the easement herein granted (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

[Surveyor's description of the premises follows]

---

Situated in the State of Ohio, County of Medina, City of Medina, and known as part of Medina City Lot 2645 and being a 5.2760 acre parcel conveyed on June 22, 1999 to Vexor Enterprises, LTD by Document No. 1999OR021579 of the Medina County Recorders Records and being a parcel of land lying on the left side of the centerline of right of way of West Smith Road, width 60.00 feet, and bounded and described as follows:

**BEGINNING** from a Monument found on the centerline Right of Way of West Smith Road, at Station 20+00.00, point being the intersection with the centerline Right of Way of Lake Road, at Station 10+00.00; thence North 89 degrees 04 minutes 36 seconds East along the centerline Right of Way of West Smith Road a distance of 132.75 feet; thence North 00 degrees 55 minutes 24 seconds West a distance of 30.00 feet to the intersection of the existing northerly right of way line of West Smith Road and being the **TRUE POINT OF BEGINNING**.

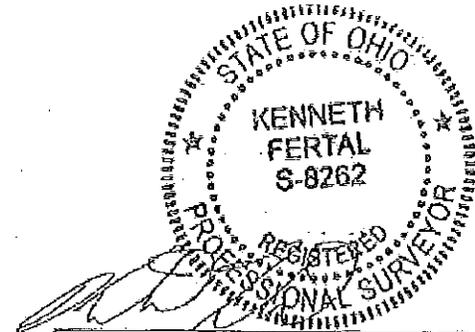
1. thence North 00 degrees 55 minutes 24 seconds West a distance of 36.00 feet to a point;
2. thence North 07 degrees 18 minutes 41 seconds West a distance of 59.37 feet to a point;
3. thence North 89 degrees 04 minutes 36 seconds East a distance of 25.16 feet to a point;
4. thence South 07 degrees 18 minutes 41 seconds East a distance of 57.96 feet to a point;
5. thence South 00 degrees 55 minutes 24 seconds East a distance of 37.40 feet to a point and the existing northerly right of way line of West Smith Road;
6. thence South 89 degrees 04 minutes 36 seconds West along said right of way line a distance of 25.00 feet to a point and the **TRUE POINT OF BEGINNING**.

The above described area is contained within Medina County Auditor's Permanent Parcel Number 029-19A-23-001 and contains a gross take of 0.0547 acres more or less.

All Bearings are relative to Grid North based on the Ohio State Plane Coordinate System, North Zone on NAD 83, ( CORS96 ).

This description was prepared by Kenneth Fertal, Professional Surveyor Number 8262 of HNTB/Ohio, Inc., on October 19, 2012.

This description is based on a survey made in 2011 by Campbell and Associates, Inc. under the direction and supervision of James P. Yurkschatt, Professional Surveyor Number 7809.



Kenneth Fertal  
Professional Surveyor #8262  
HNTB/Ohio, Inc.  
1100 Superior Avenue, Suite 1310  
Cleveland, OH 44114

12/17/2012  
Date

Ord. 31-16

ODOT LPA RE 807  
Rev. 09/2012

TE  
LPA

### TEMPORARY EASEMENT

KNOW ALL MEN BY THESE PRESENTS THAT: Vexor Enterprises, Ltd., an Ohio Limited Liability Company, the Grantor(s) herein, in consideration of the sum of \$130.00, to be paid by the City of Medina, the Grantee herein, does hereby grant, bargain, sell, convey and release to said Grantee, its successors and assigns, a temporary easement to exclusively occupy and use for the purposes mentioned in Exhibit A the following described real estate:

PARCEL(S): 1 T, T-1

MED-West Smith Road

SEE EXHIBIT A ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF

Medina County Current Tax Parcel No. 029-19A-23-001

Prior Instrument Reference: Limited Warranty Deed Instrument No. 1999OR021579, Medina County Recorder's Office.

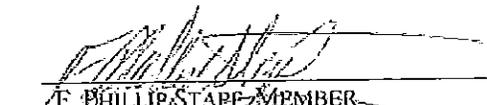
To have and to hold said temporary easement, for the aforesaid purposes and for the anticipated period of time described below, unto the Grantee, its successors and assigns.

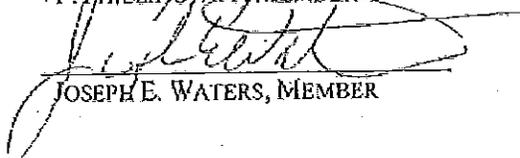
The duration of the temporary easement herein granted to the Grantee is 18 months immediately following the date on which the work described above is first commenced by the Grantee, or its duly authorized employees, agents, and contractors.

The temporary easement interest granted herein is being acquired by Grantee for a public purpose, namely the establishment, construction, reconstruction, widening, repair or maintenance of a public road.

IN WITNESS WHEREOF Vexor Enterprises, Ltd., an Ohio Limited Liability Company has caused its name to be subscribed by F. Phillip Stapf and Joseph E. Waters, its duly authorized Members, and its duly authorized agent on the 1<sup>st</sup> day of February, 2016.

VEXOR ENTERPRISES, LTD., AN OHIO LIMITED LIABILITY COMPANY

  
F. PHILLIP STAPF, MEMBER

  
JOSEPH E. WATERS, MEMBER

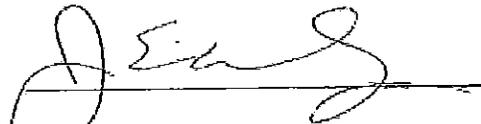
STATE OF OHIO, COUNTY OF MEDINA ss:

BE IT REMEMBERED, that on the 1<sup>st</sup> day of February, 2016, before me the subscriber, a Notary Public in and for said state and county, personally came the above named F. Phillip Stapf and Joseph E. Waters, who acknowledged being the Members and duly authorized agents of Vexor Enterprises, Ltd., an Ohio Limited Liability Company, and who acknowledged the foregoing instrument to be the voluntary act and deed of said entity.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.



JOSEPH E. ALMADRY  
Notary Public  
In and for the State of Ohio  
My Commission Expires  
August 22, 2018

  
NOTARY PUBLIC

This document was prepared by: O.R. Colan Associates for the City of Medina.

Vcr. Date 10/19/12

PARCEL 1-T  
WEST SMITH ROAD

TEMPORARY EASEMENT FOR THE PURPOSE OF  
PERFORMING THE WORK NECESSARY TO  
RECONSTRUCT THE EXISTING DRIVE AND GRADING  
FOR 18 MONTHS FROM DATE OF ENTRY BY  
THE CITY OF MEDINA, MEDINA COUNTY, OHIO

[Surveyor's description of the premises follows]

---

Situated in the State of Ohio, County of Medina, City of Medina, and known as being part of Medina City Lot 2645 and being a 5.2760 acre parcel conveyed on June 22, 1999 to Vexor Enterprises, LTD. by Document No. 1999OR021579 of the Medina County Recorders Records and being a parcel of land lying on the left side of the centerline of right of way of West Smith Road, width 60.00 feet, and bounded and described as follows:

BEGINNING from a Monument found on the centerline Right of Way of West Smith Road, at Station 20+00.00, point being the intersection with the centerline survey of Lake Road, at Station 10+00.00; thence North 89 degrees 04 minutes 36 seconds East along the centerline Right of Way of West Smith Road a distance of 420.86 feet; thence North 00 degrees 55 minutes 24 seconds West a distance of 30.00 feet to the intersection of the existing northerly right of way line of West Smith Road and being the TRUE POINT OF BEGINNING.

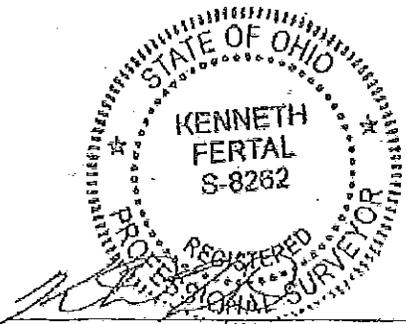
1. thence North 00 degrees 55 minutes 24 seconds West a distance of 9.00 feet to a point;
2. thence North 89 degrees 04 minutes 36 seconds East a distance of 60.00 feet to a point;
3. thence South 00 degrees 55 minutes 24 seconds East a distance of 9.00 feet to a point and the existing northerly right of way line of West Smith Road;
4. thence South 89 degrees 04 minutes 36 seconds West along said right of way line a distance of 60.00 feet to a point and the TRUE POINT OF BEGINNING.

The above described area is contained within Medina County Auditor's Permanent Parcel Number 029-19A-23-001 and contains a gross take of 0.0124 acres more or less.

All Bearings are relative to Grid North based on the Ohio State Plane Coordinate System, North Zone on NAD 83,  
( CORS96 ).

This description was prepared by Kenneth Fertal, Professional Surveyor Number 8262 of HNTB/Ohio, Inc., on October 19, 2012.

This description is based on a survey made in 2011 by Campbell and Associates, Inc. under the direction and supervision of James P. Yurkschat, Professional Surveyor Number 7809.



12/17/2012  
Date

Kenneth Fertal  
Professional Surveyor #8262  
HNTB/Ohio, Inc.  
1100 Superior Avenue, Suite 1310  
Cleveland, OH 44114

Ver. Date 10/19/12

**PARCEL I-T1  
WEST SMITH ROAD**

**TEMPORARY EASEMENT FOR THE PURPOSE OF  
PERFORMING THE WORK NECESSARY TO  
RECONSTRUCT THE EXISTING DRIVE AND GRADING  
FOR 18 MONTHS FROM DATE OF ENTRY BY  
THE CITY OF MEDINA, MEDINA COUNTY, OHIO**

[Surveyor's description of the premises follows]

---

Situated in the State of Ohio, County of Medina, City of Medina, and known as being part of Medina City Lot 2645 and being a 5.2760 acre parcel conveyed on June 22, 1999 to Vexor Enterprises, LTD. by Document No. 1999OR021579 of the Medina County Recorders Records and being a parcel of land lying on the left side of the centerline of right of way of West Smith Road, width 60.00 feet, and bounded and described as follows:

**BEGINNING** from a Monument found on the centerline Right of Way of West Smith Road, at Station 20+00.00, point being the intersection with the centerline Right of Way of Lake Road, at Station 10+00.00; thence North 89 degrees 04 minutes 36 seconds East along the centerline Right of Way of West Smith Road a distance of 632.84 feet; thence North 00 degrees 55 minutes 24 seconds West a distance of 30.00 feet to the intersection of the existing northerly right of way line of West Smith Road and being the **TRUE POINT OF BEGINNING**.

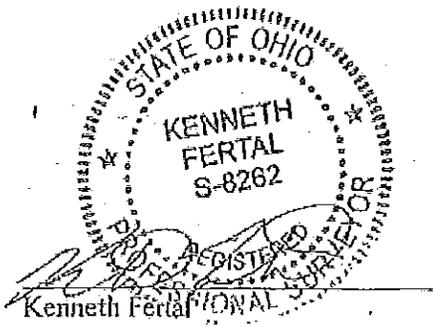
1. thence North 35 degrees 54 minutes 03 seconds East a distance of 11.24 feet to a point;
2. thence North 89 degrees 04 minutes 36 seconds East a distance of 22.07 feet to a point;
3. thence South 00 degrees 51 minutes 30 seconds East a distance of 9.00 feet to a point and the existing northerly right of way line of West Smith Road;
4. thence South 89 degrees 04 minutes 36 seconds West along said right of way line a distance of 28.80 feet to a point and the **TRUE POINT OF BEGINNING**.

The above described area is contained within Medina County Auditor's Permanent Parcel Number 029-19A-23-001 and contains a gross take of 0.0053 acres more or less.

All Bearings are relative to Grid North based on the Ohio State Plane Coordinate System, North Zone on NAD 83, ( CORS96 ).

This description was prepared by Kenneth Fertal, Professional Surveyor Number 8262 of HNTB/Ohio, Inc., on October 19, 2012.

This description is based on a survey made in 2011 by Campbell and Associates, Inc. under the direction and supervision of James P. Yurkschatt, Professional Surveyor Number 7809.



12/12/2012  
Date

Kenneth Fertal  
Professional Surveyor #8262  
HNTB/Ohio, Inc.  
1100 Superior Avenue, Suite 1310  
Cleveland, OH 44114

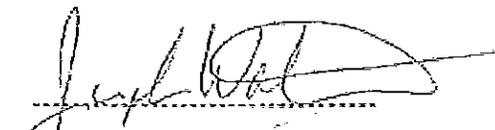
**Board Resolution  
Of  
Vexor Enterprise LLC.**

We, the undersigned, being all the Directors of Vexor Enterprise LLC, Organized and existing under the Laws of Ohio, and having its principal place of business at 955 W Smith Road, MEDINA, Ohio 44256 (the "Corporation"), hereby certify that the following is true and correct copy of a resolution duly adopted at a meeting of the Directors of the Corporation duly held and convened on January 29th, 2016, at which a quorum of the Board of Directors was present and voting throughout, and that such resolution has not been modified, rescinded or revoked, and is at present in full force and effect:

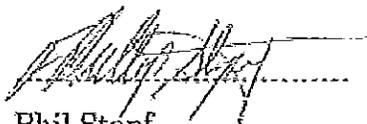
Therefore, it is Resolved:

That Joe Waters and Phil Stapf are authorized to sign on behalf of Vexor Enterprise LLC. for all business transactions.

Directors:

  
-----  
Joseph Waters  
Director and Shareholder

1/29/2016  
Date

  
-----  
Phil Stapf  
Director and Shareholder

1-29-16  
Date

**ORDINANCE NO. 32-16**

**AN ORDINANCE AUTHORIZING THE EXPENDITURES FOR REIMBURSEMENT OF PY14 CHIP GRANT PROJECT FUNDS AND ADMINISTRATION COSTS TO THE CITY OF WADSWORTH PER THE PARTNERSHIP AGREEMENT.**

**WHEREAS:** Ordinance No. 9-15, passed January 26, 2015, authorized the Mayor to enter into a Partnership Agreement with the City of Brunswick and the City of Wadsworth for the PY14 Community Housing Impact and Preservation Program Grant.

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

**SEC. 1:** That the expenditures for reimbursement of PY14 CHIP Grant project funds and administrative costs to the City of Wadsworth are hereby authorized.

**SEC. 2:** That the cost of the project reimbursements, in the amount of \$352,000.00, are to be disbursed as follows:

• 138-0404-52215	#AC-14-07 (Home Repair)	\$ 28,973.00
• 138-0404-52215	#AC-14-17 (Rental Home Repair)	14,700.00
• 139-0404-52215	#AC-14-11 (Homeownership)	40,000.00
• 139-0404-52215	#AC-14-14 (Private Rehab)	224,500.00
• 139-0404-52215	#AC-14-19 (TBRA)	10,500.00
• 129-0405-52215	#SC-14-10 (OHTF Home Repair)	<u>33,327.00</u>
		\$ 352,000.00

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

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

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

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

**President of Council**

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

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

**Clerk of Council**

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

**Mayor**

**ORDINANCE NO. 33-16**

**AN ORDINANCE AMENDING SECTION 31.02 AND 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE NEW MCRC SENIOR ACTIVITIES COORDINATOR POSITION AND APPROVING THE JOB DESCRIPTION.**

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

**SEC. 1:** That Section 31.02 of the Salaries and Benefits Code of the City of Medina, Ohio the 2016 Recreation Center Part-Time Pay Scale is hereby amended, marked Exhibit A, attached hereto and incorporated herein.

**SEC. 2:** In accordance with Section 31.07 of the Salaries and Benefits Code of the City of Medina, Ohio the job description for the position of Senior Activities Coordinator is hereby approved, marked Exhibit B, attached hereto and incorporated herein.

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

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

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

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

**President of Council**

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

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

**Clerk of Council**

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

**Mayor**



THE CITY OF MEDINA  
JOB DESCRIPTION

Proposed  
Ord. 33-16  
Exh. B  
31.07

**TITLE:** Senior Activities Coordinator

**REPORTS TO:** Program Manager

**DEPARTMENT/DIVISION:** Recreation

**CIVIL SERVICE STATUS:** Unclassified

**JOB STATUS:** Part-time

**EXEMPT STATUS:** Non-exempt

**CLASSIFICATION FEATURES:** Under the direction of the Program Manager, the Senior Activities Coordinator is responsible for development, implementation and administration of all programs and activities for the senior population.

**ESSENTIAL JOB FUNCTIONS:**

Plans, implements, monitors, and promotes wellness and recreation programs to meet the specific needs of senior residents.

Provides programs and events that encourage engagement and socialization to help support high quality of life for the senior community.

Manages volunteer program, including recruitment, training and supervising volunteers.

Works with other community groups to organize and plan outings and senior events.

Designs and publishes newsletters and brochures and assist in the marketing and promotion of all senior programs and activities.

Develops statistics and reports on senior programs.

Schedules all senior programs and activities on site and assist in program set up and tear down.

Maintains and procures supplies, equipment, and programming materials.

Answers customer questions and serve as an information source for MCRC programs and activities.

Supervises staff, volunteers, and participants in programs, drop in activities, or special events.

Maintains open and consistent communication with all MCRC staff, custodial staff, and patrons.

Ensures the safety and welfare of all participants.

Ensures adherence to all MCRC policies and procedures during all programs and activities.

Attends all staff meetings and training sessions as scheduled.

Maintains regular and consistent attendance.

Follows emergency procedures as necessary.

Performs other duties as assigned.

**EDUCATION, TRAINING AND EXPERIENCE:**

Possession of high school diploma, GED, or equivalent certificate required and preferably two or more years of direct programming experience with older adults.

Possession of a college degree or significant work in progress toward recreation, education, health education or related field preferred.

Strong organizational, leadership, and interpersonal communication skills.

**Certifications:**

- First Aid
- Cardiopulmonary Resuscitation/ AED
- Blood-borne Pathogen Training

**License:**

Valid driver's license issued by the State of Ohio.

**QUALIFICATIONS:**

**Knowledge of:**

- All MCRC policies and procedures; and
- Recreation programming.

**Skilled in:**

- Customer service; and
- Personal computer use including database applications and publishing software.

**Ability to:**

- Create and maintain accurate records using database computer applications.
- Communicate effectively in writing or orally with co-workers, supervisors and the general public;
- Work well with others in a dynamic customer service oriented environment;
- Understand and follow complex oral and written instructions;
- Effectively supervise staff members, volunteers, and participants to ensure quality programs and activities;
- 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 machine, telephone and printers.

**PHYSICAL DEMANDS:**

This position requires lifting and moving MCRC equipment. This position also involves standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching.

**ENVIRONMENTAL ELEMENTS:**

This individual works indoors at MCRC.

**WORKING CONDITIONS:**

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

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

**THE CITY OF MEDINA  
JOB DESCRIPTION**

**TITLE:** Recreation Leader

**REPORTS TO:** Program Manager

**DEPARTMENT/DIVISION:** Recreation

**CIVIL SERVICES STATUS:** Unclassified

**JOB STATUS:** Part-time

**EXEMPT STATUS:** Non-exempt

**CLASSIFICATION FEATURES:** Under the direction of the Program Manager, the Recreation Leader is responsible for the planning and implementation of programs and activities for participants of all ages.

**ESSENTIAL JOB FUNCTIONS:**

Develops, plans, promotes, implements and evaluates programs and activities.

Files and organizes reports and other materials.

Designs and publishes newsletter and brochures.

Develops statistics and reports on programs.

Maintains programs and activities in the computerized registration system.

Maintains membership information in the computerized client database.

Schedules programs and activities.

Assists in program set-up and tear-down.

Takes inventory and procures equipment.

Answers patron questions and serves as an information source for Medina Community Recreation Center (MCRC) programs and activities.

Supervises staff and participants in programs, camps, drop-in activities or special events.

Mentors staff and volunteers to create a workplace that fosters growth and development.

Ensures adherence to all MCRC policies and procedures during all programs and activities.

Attends all staff meetings and training sessions as scheduled.

Maintains regular and consistent attendance.

Follows emergency procedures as necessary.

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

Possession of high school diploma, GED or equivalent certificate and preferably two years work experience in recreation programming.

Strong organizational, leadership and interpersonal communication skills.

#### **Certifications:**

First Aid  
Cardiopulmonary Resuscitation/ AED

#### **License:**

Valid driver's license issued by the State of Ohio.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- All MCRC policies and procedures; and
- Recreation programming.

#### **Skilled in:**

- Customer service; and
- Personal computer use including database applications and publishing software.

#### **Ability to:**

- Create and maintain accurate records using database computer applications;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public;
- Work well with others in a dynamic customer service oriented environment;
- Understand and follow complex oral and written instructions;
- Effectively supervise staff members and contracted employees to ensure quality programs and activities;
- 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 requires lifting and moving MCRC equipment. This position also involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching.

**ENVIRONMENTAL ELEMENTS:**

This individual works indoors at MCRC.

**WORKING CONDITIONS:**

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

**EQUIPMENT USED:**

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

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

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