

**CITY OF MEDINA
AGENDA FOR COUNCIL MEETING**

March 27, 2017
Medina City Hall
7:30 p.m.

Call to Order.

Roll Call.

Reading of minutes. (March 13, 2017)

Reports of standing committees.

Requests for council action.

Reports of municipal officers.

Notices, communications and petitions.

Unfinished business.

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

Introduction and consideration of ordinances and resolutions.

Res. 36-17

A Resolution supporting the Medina County District Library and the District Library's Renewal Plus Additional Levy.

Res. 37-17

A Resolution supporting the Rape Crisis Center of Medina and Summit Counties and the upcoming awareness and fundraising event, Walk of Heroes on April 7, 2017 at Medina Public Square.

Ord. 38-17

An Ordinance amending Section 31.02 (B)(2) of the Salaries and Benefits Code of the City of Medina, Ohio relative to the Part-Time Custodian Position for the Service Department.

Ord. 39-17

An Ordinance authorizing the purchase of one (1) 2018 Freightliner Cab and Chassis from Valley Freightliner, Inc. for the Sanitation Department.

Ord. 40-17

An Ordinance authorizing the Mayor to advertise for competitive bids and to award a contract to the successful bidder for the purchase of one (1) 25 cubic yard Rear Loader Packer Body for the Sanitation Department.

Ord. 41-17

An Ordinance amending Sections 31.02 (B)(11), 31.05 and 31.07 of the Salaries and Benefits Code of the City of Medina, Ohio relative to the Associate Planner classification in the Community Development Department, and accepting the new job description of Code Enforcement Inspector.

Council comments.

Adjournment.

MEDINA CITY COUNCIL
Monday, March 13th, 2017

Opening:

Medina City Council met in regular, open session on Monday, March 13th, 2017. The meeting was called to order at 7:30 p.m. by President Pro-Tem Jim Shields who led the Pledge of Allegiance.

Roll Call:

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

Also present were the following members of the Administration: Acting Mayor John Coyne, Keith Dirham, Greg Huber, Patrick Patton, Nino Piccoli, Chief Painter, Jonathan Mendel, Dan Gladish, Kimberly Marshal, Mike Wright, Jansen Wehrley and Acting Police Chief Lt. Birckbichler.

Minutes:

Mr. Simpson moved that the minutes from the regular meeting on February 27th, 2017 as prepared and presented by the Clerk be approved, seconded by Mr. Kolesar. The roll was called and the minutes were approved by the yeas of B. Lamb, P. Rose, J. Shields, D. Simpson, B. Hilberg, and M. Kolesar.

Reports of Standing Committees:

Finance Committee: Mr. Shields stated they met prior to Council and will meet again in two weeks.

Health, Safety & Sanitation Committee: Mr. Kolesar stated they did approve a new sanitation truck in the Finance meeting today.

Public Properties Committee: Mr. Shields had no report and no meeting scheduled.

Special Legislation Committee: Mr. Lamb had no report but felt they would be scheduling a meeting soon to discuss some zoning changes mentioned at the finance meeting.

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

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

Emerging Technologies Committee: Mr. Rose had no report.

Requests for Council Action:

Finance Committee

17-041-3/13 – Budget Amendments

17-042-3/13 – Amend Salary & Benefits Code – Part-time Custodian

17-043-3/13 – Amend Associate Planner Classification & Job Description

17-044-3/13 – Then & Now – Payment to B&B Auto for Police Cruiser Repair

17-045-3/13 – Then & Now – Payment to South of Square Collision for Police Cruiser Repair

17-046-3/13 – Purchase 2018 Freightliner Rear Loading Packer Truck – Sanitation

17-047-3/13 – W. Liberty Parking Structure – Preliminary Budget

Reports of Municipal Officers:

Dennis Hanwell, Mayor, Absent

John Coyne, Acting Mayor, Mr. Coyne congratulated Council on a great job and Kathy Patton as Clerk of Council. Mr. Coyne reported on the snow storm coming and stated Mr. Piccoli, our Service Director, will do a great job clearing the roads, please just be patient with us.

Keith Dirham, Finance Director, stated that there are a couple of things on the agenda that he will address when we get there.

Greg Huber, Law Director, had no report.

Lt. Birckbichler, Acting Police Chief, had no report.

Kimberly Marshall, Economic Development Director, had no report.

Jonathon Mendel, Planning Community Director, had no report.

Chief Painter, Fire Chief, had no report.

Mike Wright, Recreation Center Director, had no report.

Jansen Wehrley, Parks and Recreation Director, had no report.

Dan Gladish, Building Official, had no report.

Patrick Patton, City Engineer, Patrick, notified the public about the change in the US 42 North Court St. Corridor Project. Weather permitting, next Monday they will go into their phasing which is the beginning of the roadway work and that will result in change of the traffic patterns in the corridor section between Reagan north all the way past Grande Blvd. It will be one lane in each direction only with limited left turn lanes. Our grant application for West Smith Rd. Phase 3 Reconstruction, which is for the reconstruction of West Smith between Commerce and Lake, has been approved and the City will be getting a \$455,000 grant for this project.

Nino Piccoli, Service Director, reported they are ready for tonight's snow storm.

Notices, Communications and Petitions:

Liquor Permit:

Mr. Shields moved not to object to the issuance of a new D-5 permit to Fred W. Albrecht Grocery Company, dba ACME Fresh Market, NW Corner of High Point Drive and SR 3. Motion seconded by Mr. Kolesar and approved by the yeas of P. Rose, J. Shields, D. Simpson, B. Hilberg, M. Kolesar, and B. Lamb.

Unfinished Business:

There was none.

Introduction of Visitors:

Erica Graffein from the Auditor's Office stated the deadline for filing a complaint against real estate tax value is Friday, March 31, 2017. That includes complaints postmarked the 31st. The second item is an upcoming Auditor's Sale. The sale will be held Thursday, April 27, 2017 at the Administration Building, Conference Room B. The sale begins at 9:30 a.m. and runs until the last parcel is offered for sale. There is one parcel being offered for sale in Medina City. It is the site of a former gas station at the southeast corner of W. Liberty and Prospect Streets.

Ben Cavey, 210 West Homestead spoke of the City/School Board expanding the recreation center and as a tax payer of the City, he expressed his concern for the appropriation of funds, he did a simple Google search and there are 3 businesses located within the City already that provide this service. He feels it would compete with private enterprise. The recreation center expanded 5 years ago, where does that payback stand.

Introduction and Consideration of Ordinances and Resolutions:

Ord. 31-17

An Ordinance authorizing the expenditure of \$32,989.00 to Software Solutions, Inc. (SSI) for annual support services for the City's eGov Professional Accounting System. Mr. Shields moved for the adoption of Ordinance/Resolution No. 031-17, seconded by Mr. Simpson. Mr. Dirham stated this is to pay for the service of the software system that they use in the Finance Department for all the utility billing, and other departments use it to access all those things as well. The roll was called and Ordinance/Resolution No. 031-17 passed by the yea votes of J. Shields, D. Simpson, B. Hilberg, M. Kolesar, B. Lamb and P. Rose.

Res. 32-17

A Resolution strongly opposing the Governor of the State of Ohio's proposed 2017-2018 budget, which proposes centralized collection of net profit tax returns and if adopted, will result in a loss of revenue necessary to support the health, safety, welfare and economic development efforts of Ohio municipalities. Mr. Simpson moved for the adoption of Ordinance/Resolution No. 032-17, seconded by Mr. Kolesar. Mr. Simpson moved that the emergency clause be added to Ordinance/Resolution No. 032-17, seconded by Mr. Kolesar. Mr. Dirham stated that Council is being asked to oppose the State takeover of the net profits collection. They are concerned about the States' ability to get this Net Profits tax to us. The emergency is requested so that we can get this down to Columbus as soon as possible. Mr. Coyne stated they will collect a fee from us and just give us the remainder portion of that. Mr. Rose agreed and he personally takes this as an affront that the State legislators don't feel that we are responsible enough to handle our own money. 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, and D. Simpson. The roll was called and Ordinance/Resolution No. 032-17 passed by the yea votes of D. Simpson, B. Hilberg, M. Kolesar, B. Lamb, P. Rose, and J. Shields.

Ord. 33-17

An Ordinance amending Ordinance No. 167-16, passed December 12, 2016.

(Amendments to 2017 Budget) Mr. Simpson moved for the adoption of Ordinance/Resolution No. 033-17, seconded by Mr. Kolesar. Mr. Dirham stated both of these are to appropriate funds that were donated to the City of Medina. The roll was called and Ordinance/Resolution No. 033-17 passed by the yea votes of M. Kolesar, B. Lamb, P. Rose, J. Shields, D. Simpson, and B. Hilberg.

Ord. 34-17

An Ordinance of the Council of the City of Medina, 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. Mr. Simpson moved for the adoption of Ordinance/Resolution No. 034-17, seconded by Mr. Kolesar. Mr. Simpson moved that the emergency clause be added to Ordinance/Resolution No. 034-17, seconded by Mr. Kolesar. Mr. Dirham stated this is to authorize the payment for repairs to a police cruiser that was damaged in an accident. The accident was not planned and therefore was not budgeted for. Emergency is requested to get vendor paid. The roll was called on adding the emergency clause and was approved by the yea votes of P. Rose, J. Shields, D. Simpson, B. Hilberg, M. Kolesar, and B. Lamb. The roll was called and Ordinance/Resolution No. 034-17 passed by the yea votes of B. Lamb, P. Rose, J. Shields, D. Simpson, B. Hilberg, and M. Kolesar.

Ord. 35-17

An Ordinance of the Council of the City of Medina, 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. Mr. Shields moved for the adoption of Ordinance/Resolution No. 035-17, seconded by Mr. Simpson. Mr. Simpson moved that the emergency clause be added to Ordinance/Resolution No. 035-17, seconded by Mr. Kolesar. Mr. Dirham stated this involves the same accident that the last ordinance involved. There were two cruisers involved both being repaired at different shops. The roll was called on adding the emergency clause and was approved by the yea votes of D. Simpson, B. Hilberg, M. Kolesar, B. Lamb, P. Rose, and J. Shields. The roll was called and Ordinance/Resolution No. 035-17 passed by the yea votes of J. Shields, D. Simpson, B. Hilberg, M. Kolesar, B. Lamb and P. Rose.

Council Comments:

Mr. Kolesar publically expressed his condolences to the Duke family for their tragic loss of Julia and Jocelyn. Julia was a resident of Ward 3 and very involved at Heritage Elementary School, with her children and this community. Mark thanked everyone involved in putting together the vigil held on the square. Jim and Bill thanked Mark for his presence and for speaking at the vigil for Julia.

Mr. Coyne stated there is a Joint Meeting with the Medina City Board of Education Monday, March 6th, 2017 at 6:30 p.m. here in the Council Rotunda. Collaborative efforts will be discussed, anything new coming up through the school board, and open debating on the TIF and how it will benefit the city.

Medina City Council
March 13th, 2017

Adjournment:

There being no further business before Council, the meeting adjourned at 7:52 p.m.

Kathy Patton, CMC - Clerk of Council

James A. Shields, President of Council Pro-Tem

RESOLUTION NO. 36-17

A RESOLUTION SUPPORTING THE MEDINA COUNTY DISTRICT LIBRARY AND THE DISTRICT LIBRARY'S RENEWAL PLUS ADDITIONAL LEVY.

WHEREAS: The Medina County District Library is on the May 2, 2017 election ballot to RENEW existing library funding and an additional 0.25 mills; and

WHEREAS: The current levy expires on December 31, 2017. The levy will cost an additional \$8.75 a year per \$100 thousand of assessed home value; and

WHEREAS: The tax revenue will allow MCDL to continue providing a vibrant, popular collection of books, movies, music and magazines and those same titles free for download, as well as a continued Clevnet partnership, with more than 13 million items available for loan; and

WHEREAS: Libraries impact the local economy: For every dollar spent by MCDL, communities receive a \$5.66 return on investment. Also, with nearly 200 employees, MCDL contributes nearly \$45,000 annually to Medina County's tax base; and

WHEREAS: MCDL will continue the focus on STEAM events (Science, Technology, Engineering, Arts and Math) to help children and teens prepare for success in future industries; and

WHEREAS: MCDL offers library services beyond books, from quiet and group study rooms to fast fiber internet and public computers, to home delivery of library items to the elderly and homebound.

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

SEC. 1: That City of Medina, Ohio supports the Medina County District Library's tax levy renewal and additional, thereby ensuring the future of MCDL and providing for the educational, informational and recreational needs of, and contributing to the overall quality of life for Medina County residents.

SEC. 2: That this Resolution shall be in full force and effect at the earliest period allowed by law.

PASSED: _____

SIGNED: _____

President of Council

ATTEST: _____

APPROVED: _____

Clerk of Council

SIGNED: _____

Mayor

RESOLUTION NO. 37-17

A RESOLUTION SUPPORTING THE RAPE CRISIS CENTER OF MEDINA & SUMMIT COUNTIES AND THE UPCOMING AWARENESS AND FUNDRAISING EVENT, WALK OF HEROES ON APRIL 7, 2017 AT MEDINA PUBLIC SQUARE.

WHEREAS: The Rape Crisis Center of Medina and Summit Counties is a nonprofit organization serving sexual assault victims and co-survivors in Medina and Summit Counties in northeastern Ohio; and

WHEREAS: Rape and sexual assault affect women, children, and men of all racial, cultural, and economic backgrounds; and

WHEREAS: The crime of sexual assault leaves victims, their families, friends, co-workers, neighbors and entire communities less secure; and

WHEREAS: The Rape Crisis Center of Medina and Summit Counties is committed to ending sexual violence through education and awareness, and by empowering, supporting and advocating for all those affected by this crime; and

WHEREAS: The Rape Crisis Center of Medina & Summit Counties is holding their 12th Annual Fundraiser & Awareness Event "Walk of Heroes" at Medina Public Square in Medina on April 7th from 5-8 p.m.

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

SEC. 1: That the Mayor and Medina City Council hereby support the work of the Rape Crisis Center of Medina and Summit Counties and encourage all residents to participate in the "Walk of Heroes" event.

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. 38-17

AN ORDINANCE AMENDING SECTION 31.02 (B)(2) OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO PART-TIME CUSTODIAN POSITION FOR THE SERVICE DEPARTMENT.

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

(B) **PART-TIME EMPLOYEES.** (Part-time positions may not be filled for more than 29 hours in any week.)

(2) **SERVICE DEPARTMENT**

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

*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)

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

SEC. 1: That Section 31.02 (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 29 hours in any week.)

(2) **SERVICE DEPARTMENT**

		<u>Hourly Rate</u>
2	Laborers*	Pay Grade 51A
1	Clerical Help	Pay Grade 5A
1	Custodian	See Teamster's Contract Part-Time A

*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, **36-17**)

SEC. 2: That is increase shall be effective as of January 1, 2017.

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. 39-17

AN ORDINANCE AUTHORIZING THE PURCHASE OF ONE (1) 2018 FREIGHTLINER CAB AND CHASSIS FROM VALLEY FREIGHTLINER, INC. FOR THE SANITATION DEPARTMENT.

WHEREAS: In accordance with ORC 125.04 the City of Medina, Ohio requested authority to participate in State contracts which the Department of Administrative Services has entered into for the purchase of supplies, services, equipment and certain materials; and

WHEREAS: The request for participation provides for the waiving of the state and local competitive bidding requirements and allows the City the ability to purchase from centralized state contracts; and

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

SEC. 1: That the purchase of one (1) Cab and Chassis from Valley Freightliner, Inc., State Purchasing Contract Number 023-16, is hereby authorized for the Sanitation Department.

SEC. 2: That the funds to cover this purchase, in the amount of \$107,379.00, are available in Account No. 514-0543-54417

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. 40-17

AN ORDINANCE AUTHORIZING THE MAYOR TO ADVERTISE FOR COMPETITIVE BIDS AND TO AWARD A CONTRACT TO THE SUCCESSFUL BIDDER FOR THE PURCHASE OF ONE (1) 25 CUBIC YARD REAR LOADER PACKER BODY FOR THE SANITTION 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 purchase of one (1) 25 Cubic Yard Rear Loader Packer Body to be mounted on the city owned 2018 Freightliner 114SD Cab and Chassis purchased from Valley Freightliner, Inc. for the Sanitation department in accordance with specifications on file in the office of the Mayor.
- SEC. 2:** That the estimated cost of the contract, in the amount of \$80,000.00, is available in Account No. 514-0543-54417.
- 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. 41-17

AN ORDINANCE AMENDING SECTIONS 31.02 (B)(11), 31.05 AND 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE ASSOCIATE PLANNER CLASSIFICATION IN THE COMMUNITY DEVELOPMENT DEPARTMENT, AND ACCEPTING THE ~~NEW~~ JOB DESCRIPTION OF CODE ENFORCEMENT INSPECTOR.

WHEREAS: Section 31.02 (B)(11) of the Salaries and Benefits Code of the City of Medina, Ohio presently reads as follows:

(11) COMMUNITY DEVELOPMENT DEPARTMENT

		<u>Hourly Rate</u>
1	Associate Planner	Pay Grade 93A
1	Clerical Help	Pay Grade 5A
1	Economic Development & Marketing Associate	Pay Grade 9A

WHEREAS: Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio presently read as follows pertaining to the Community Development Department:

COMMUNITY DEVELOPMENT DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Community Development Director	Pay Grade 122
1	Economic Development Director	Pay Grade 112
1	Building Official	Pay Grade 113
1	Building Dept. Admin. Assist.	7 A-F
1	Economic Development/Planning Admin. Asst.	7 A-F
1	Building/Property Maintenance Inspector	16 A-F per contract
1	Associate Planner	93A
1	Clerk (part-time)	Sec. 31.02(B)(11)
1	Economic Development & Marketing Associate	9A

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

SEC. 1: That Section 31.02 (B)(11) of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read as follows:

(11) **COMMUNITY DEVELOPMENT DEPARTMENT**

		<u>Hourly Rate</u>
1	Associate Planner Code Enforcement Inspector	Pay Grade 93A
1	Clerical Help	Pay Grade 5A
1	Economic Development & Marketing Associate	Pay Grade 9A

SEC. 2: That Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read as follows pertaining to the Community Development Department:

COMMUNITY DEVELOPMENT DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Community Development Director	Pay Grade 122
1	Economic Development Director	Pay Grade 112
1	Building Official	Pay Grade 113
1	Building Dept. Admin. Assist.	7 A-F
1	Economic Development/Planning Admin. Asst.	7 A-F
1	Building/Property Maintenance Inspector	16 A-F per contract
1	Associate Planner Code Enforcement Inspector	93A
1	Clerk (part-time)	Sec. 31.02(B)(11)
1	Economic Development & Marketing Associate	9A

SEC. 3: That in accordance with Section 31.07, the job description for Code Enforcement Inspector is hereby accepted and approved.

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: _____ **APPROVED:** _____
Clerk of Council

SIGNED: _____
Mayor

THE CITY OF MEDINA
JOB DESCRIPTION

Ord. 41-17

TITLE: ~~Associate Planner~~ Code Enforcement Inspector

REPORTS TO: Community Development Director

DEPARTMENT/DIVISION: Community Development / Planning

CIVIL SERVICES STATUS: Unclassified

JOB STATUS: Part-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification, under the broad supervision of the Community Development Director, performs administrative and professional work relating to enforcing planning, zoning, and other community development ~~issues.~~ plans and adopted codes.

ESSENTIAL JOB FUNCTIONS:

Enforces zoning code regulations by conducting on-site inspections and issuing violations.

Works with the general public on a daily basis in a tactful, professional manner.

~~Processes applications and issues certificates for signage and zoning approvals.~~

~~Completes research and generates reports related proposed zoning amendments and special topic studies.~~

~~Participates in the drafting of zoning ordinances and in the revision of such ordinances and maps.~~

Assists with ongoing programs related to the downtown Historic District, including sign and ongoing code enforcement. ~~support to Main Street Medina, and redevelopment initiatives.~~

Responds to customer needs for information related to zoning regulations within the City of Medina.

Coordinate enforcement activities with the city's Law Department and represent the city in court hearings regarding zoning and/or property maintenance violations.

~~Assists with the preparation and implementation of grant programs, Brownfield initiatives, and planning studies.~~

Maintains regular and consistent attendance.

Attends interoffice staff meetings.

~~Attends occasional Planning Commission, Board of Zoning Appeals, and Historic Preservation Board meetings when required.~~

Assist in covering the duties of the Building/Property Maintenance Inspector position ~~Property Maintenance Inspector and the Building/Zoning Inspector positions~~ as needed due to staff absence and/or departmental priorities.

Other duties as assigned.

EDUCATION, TRAINING AND EXPERIENCE:

~~Bachelor's Degree in municipal planning, urban affairs or a related field. Previous intern or work experience in city planning and community development preferred; or~~

High school diploma or GED and experience enforcing zoning and property maintenance codes. Associate's or Bachelor's degree preferred; or

Any equivalent combination of acceptable education and experience that provides the required knowledge, skills and abilities

License:

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

QUALIFICATIONS:

Knowledge of:

- Theories, principles and practices of city planning, zoning, property maintenance and community development; and
- Ohio planning and zoning laws, as well as federal, state and local laws, regulations, ordinances and standards applicable to planning and community development.

Skilled in:

- Word processing and spreadsheet software applications including, but not limited to, Microsoft Word, Excel and other Microsoft Office products; ~~GIS experience desirable but not required~~, and
- Reading and writing reports, correspondence and instructions.

Ability to:

- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public;
- ~~Make presentations to professional and lay groups, City Council, boards, commissions and the general public; and~~

- Establish and maintain good working relationships with City employees, other governmental agencies and the general public.

PHYSICAL DEMANDS:

Strength and agility sufficient to climb into and operate a motor vehicle, to climb into or onto various locations at building sites and to climb and descend stairs. This position also involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching. Time may be spent standing and walking.

ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend part of each working day in the office at a desk or computer station and at job sites and facilities. The position includes a high incidence of interaction with citizens, government officials, and other City employees, occasionally under stressful conditions.

WORKING CONDITIONS:

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

EQUIPMENT USED:

Standard office equipment including telephone, copier, fax machine, computer terminal, etc

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: _____