

REQUESTS FOR COUNCIL ACTION/DISCUSSION

Finance Committee

- 21-115-6/14 – Budget Amendments
- 21-116-6/14 – Approve Variance for 2020 State Audit – Municipal Court
- 21-117-6/14 – 2021 Charter Review Recommendations
- 21-118-6/14 – Then & Now – CT Consultants – Law Dept.
- 21-119-6/14 – Amend S&B / Approve Agreement – MedinaTV Technical Operations Position
- 21-120-6/14 – Extend Lease Agreement w/ Williams Scotsman – Municipal Court
- 21-121-6/14 – Establish Municipal Court Planning Committee – Ad Hoc
- 21-122-6/14 – Amend S&B Code 31.01 – Elected Official Salaries
- 21-123-6/14 – 2022 Tax Budget
- 21-124-6/14 – Bids – Job #1089 – 2021 Pavement Marking Program
- 21-125-6/14 – Bids – Job #1094 – Lighting, E. Reagan Parkway Multi-Purpose Trail
- 21-126-6/14 – NOACA TLCI Grant Application – Parks

Public Properties

- 21-127-6/14 – MCRC Marketing Discussion
- 21-128-6/14 – Ray Mellert Park Capital Bill Grant

Batch Number
 (Finance use only)
 Batch Posted?

RCA Number RCA 21-115-6/14
 (Council use only)
Finance

REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT
 (CHECK ONE)

ADMINISTRATIVE
 FINANCE COMMITTEE
 COUNCIL

X
X

NO. 2021-016
 (Finance use only)

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS	EXPLANATION
		102-0610-54411	St Repair - Land Improvement	50,000.00		x	Appropriation needed for 2021 Pavement Marking Program
		141-0310-53315	Medina Sq Christmas Lighting - Tools / Minor	75,000.00		X	Appropriation needed for donation from Howard C Ward
		169-0705-54412	Court - spec Projects - Bldgs/Structures	7,500.00		x	Appropriation needed for Courthouse Design
		301-0707-54412	Gen Purpose Cap - bldgs / Structures	7,500.00		x	Appropriation needed for Courthouse Design
		001-0704-52225	Law - Legal Services	100,000.00		X	Appropriation needed to cover approved Purchase orders
		301-0210-52213	Gen purpose cap - ins / taxes	9,783.74		x	Appropriation needed to cover negatives
		301-0725-54412	Gen cap - bldgs	129,857.00		x	Appropriation needed to cover negative / final invoice
		418-0718-54411	SA - Bonds - land improv	8,484.00		x	Appropriation needed to cover negatives
			Total increases to fund:	388,124.74			
			Total reductions to fund:				
			Total transfers within fund:				

EXPLANATION:

DEPARTMENT HEAD: Keith Dirham/Lori Bowers

DATE: 6/8/2021

MAYOR'S APPROVAL:
 (WHEN NECESSARY) _____

DATE: _____

COUNCIL/COMMITTEE ACTION:

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

ORD. NO. 100-21

CLERK OF COUNCIL/DATE

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

REQUEST FOR COUNCIL ACTION

No. RCA 21-116-6/14
Committee: Finance

FROM: Joseph F. Salzgeber, Clerk of Court

DATE: June 7, 2021

SUBJECT: Approval of Variance for Annual 2020 State Audit

SUMMARY AND BACKGROUND:

As Council may be aware, the Municipal Court and the Clerk of Court Office's changeover from the old CMI computer software to the new Pioneer Benchmark computer software in mid-2019 created numerous computer and bookkeeping issues that significantly delayed the transmission of reliable figures to the Ohio Auditor for the annual audit for 2019. With respect to the current annual audit for 2020, the Clerk's Office timely transmitted reliable figures for 2020 to the Ohio Auditor on May 21, 2021.

Unfortunately, there is a consistent \$621 overage (book-over-bank) figure throughout all twelve months of 2020 due to unresolved computer/bookkeeping issues from 2019. The overage is most likely the result of a glitch in the Pioneer Benchmark computer software, which glitch resulted in the creation of many duplicate data entries in 2019 for both fines/costs imposed by the Court and for payments received by the Clerk's Office. All but \$621 of those duplicate data entries from 2019 have already been located within the computer system and corrected.

In conducting their annual audits, the Ohio Auditor's Office generally allows for up to a \$500 book/bank variance. Because this is a \$621 variance, the Ohio Auditor requires that City Council approve a variance. In order to facilitate the timely completion of the annual audit for 2020—and not incur additional expenses in excess of \$121 to continue to attempt to locate the remaining duplicate data entries in 2019 from among the millions of dollars in fines/costs imposed by the Court and in payments received by the Clerk's Office in 2019—the Clerk of Court hereby requests that City Council approve a \$621 variance.

Estimated Cost: -0-

Suggested Funding:

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

Emergency Clause Requested: No
Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

Kathy Patton

Charter Review Recommendation

RCA 21-117-6/14

From: Stacy Bonitz sbonitz@philpottsolutions.com
Sent: Friday, May 28, 2021 1:49 PM
To: Kathy Patton
Cc: Sherry Crow
Subject: Agenda Items for the June 14th Finance Committee Meeting and Questions
Attachments: Finance Director Proposed Amendment.docx; Emerging Technology Committee.docx

Hello Kathy –

Please find attached the two items we are requesting to be added to the Finance Committee Agenda:

- Proposed Charter Amendment to change the Finance Director to be appointed
- Suggested Emerging Technology Committee to be added to the City Ordinance by Council

We also had two questions. First, there will be two of the Charter Review members that will attend in person and two others that asked if they can join virtually. Is that possible? Second, if the charter amendment passes at the council meeting on June 28th, will council prepare the final wording for the ballot? Our committee was concerned that it is clear what a vote “Yes” will mean when voters read the language.

Thank you.

Stacy Bonitz

[Redacted signature block]

Current Language:

Article V, Section 3. Director of Finance.

SECTION V-3. Director of Finance.

- (a) Term. The Director of Finance shall be elected for a term of four (4) years, assume his office on the first day of January following his election, and serve until his successor is elected and qualified.
- (b) Qualifications. The Director of Finance shall, on the date of his election and during his term in office, be and continue to be a resident of the City and a qualified elector thereof. He shall be 1) a licensed certified public accountant, or 2) have a four year degree, or higher, in accounting or finance with a minimum of two years of experience in government related accounting and/or auditing. He shall not hold any other public office or public employment except as otherwise provided in this Charter or by ordinance, and that of Notary Public or of membership in the State Militia or Reserve Corps of the United States.
(Amended 11-8-16.)
- (c) Duties. The Director of Finance shall be the head of the Finance Department and the fiscal officer of the City. He shall serve the Mayor and the Council as financial advisor in connection with Municipal affairs. The Director of Finance shall examine all payrolls, bills and other claims against the City and shall issue no warrant unless he shall find that the claim is in proper form, correctly computed and duly approved, and that it is due and payable, and that an appropriation has been made therefor; and he shall perform such other duties consistent with his office as Mayor or the Council may request. Council may cause the records of the Director of Finance to be audited independently in any year.
- (d) Vacancy in the Office of Director of Finance. In case of the death, disqualification, removal or resignation of the Director of Finance, his successor shall be appointed by a majority of the members elected to Council. Council shall immediately appoint an interim Director of Finance who shall have all of the duties, rights and powers of the Director of Finance until an appointment is made. If the vacancy of the position of Director of Finance is not filled within ninety (90) days, the Mayor shall fill it by appointment within thirty (30) days thereafter. Such appointee shall hold office until the next regular municipal election occurring more than seventy-five (75) days after such vacancy occurs unless the term of such office expires at the end of the year in which such vacancy occurs. At such next regular municipal election there shall be elected in the manner provided in this Charter, a person to fill the unexpired term caused by such vacancy. The person chosen at such election shall immediately, upon his qualification, succeed such appointee and shall serve during the remainder of the unexpired term or until his successor is elected and qualified. (Amended 11-2-04.)

Proposed Language:

Article V, Section 3. Director of Finance.

- (a) The Director of Finance shall be appointed by the Mayor with the advice and consent of the majority of the members of Council and the Audit Committee serving as a representation of the city's accounting and business community. The Director of Finance shall be subject to removal by an affirmative vote of two-thirds (2/3) of the members of Council. The Director of Finance shall serve for a term that will be concurrent with the term of the Mayor, unless his or her successor is appointed and qualified.
- (b) Duties. The Director of Finance shall be the head of the Finance Department and the fiscal officer of the City. The Director of Finance shall monitor financial performance, prepare reports, assemble budgeting documents, and provide other related analyses and reports as requested by the Mayor and Council. The Director of Finance shall examine all payrolls, bills and other claims against the City and shall issue no warrant unless he shall find that the claim is in proper form, correctly computed and duly approved, and that it is due and payable, and that an appropriation has been made therefor; and he shall perform such other duties consistent with his office as Mayor or the Council may request. Council may cause the records of the Director of Finance to be audited independently in any year.

Other changes that will need to be made: (Changes in RED)

Article V, Section 1. General Provisions

Section 1. General Provisions. Initially the City shall have a Law Department, a Finance Department, a Service Department, and a Safety Department; and the Council shall provide by ordinance for the organization and duties thereof. The City shall also have a City Planning Commission and a Board of

Appeals. The Council may by ordinance establish additional departments and commissions, or divisions thereof, and provide for such boards, officers and employees as it may deem necessary. With the exception of those herein set forth, the Council may combine or abolish any department, division, board, commission, nonelective office, or job classification; and may authorize one person to serve in any capacity in two or more departments, divisions, boards or commissions. ~~With the exception of the head of the Finance Department~~ The heads of all departments shall be appointed by the Mayor, subject to confirmation of Council.

SECTION III-12. Salaries and Bonds.

The Council shall fix the salary or compensation of each officer, employee and member of any board or commission of the City. Any such person may be required by the Council, from time to time, to furnish a bond or bonds for the faithful performance of his duties; and the Council may provide that the premium for any such bond shall be paid by the City. The compensation of the Mayor, ~~Director of Finance~~ and of each member of the Council shall not be changed except it be fixed at least thirty days before the time for filing nominating petitions for the terms beginning on the next succeeding first day of January, and shall not thereafter be changed in respect of any such terms or any part thereof. The compensation of each officer, employee and member of a board or commission of the City shall be fixed by the Council, and, subject to the power of the Council to provide otherwise by ordinance or resolution, may be changed at anytime in its discretion. (Approved by voters November 5, 1986)

CHAPTER 152

Audit Committee

152.04 DUTIES.

The duties of the Audit Commission shall include but not be limited to:

- (a) Recommending the appointment of the Finance Director;
- (b) Recommending the appointment of an independent accountant;
Studying the proposed scope of the independent audit;
- (c) Communicating with and evaluation of the Auditor's suggestions for improving the City's internal control structure;
- (d) Examining the internal control issues that the Auditor has communicated to the City during the independent audit;
- (e) Evaluating the audited financial statements and the results of the independent audit;
- (f) Satisfying itself that management has taken the appropriate action to correct, if any, deficiencies the Auditor communicated to the City during the audit; and
- (g) Consideration and recommendation of accounting policies.

(Ord. 151-01. Passed 7-31-01.)

CHAPTER 161

The Emerging Technology Committee

161.01 Establishment; membership; powers and duties.

CROSS REFERENCES

Administrative Departments and Commissions - see CHTR. Art. V

161.01 ESTABLISHMENT; MEMBERSHIP; POWERS AND DUTIES.

(a) Membership. The Emerging Technology Committee shall consist of the following members: One (1) Council member appointed by the Council President; one (1) City official appointed by the Mayor; and a minimum of not less than five (5) members appointed by the Mayor with the approval of Council demonstrating knowledge or training in a technology related field. Members shall be residents of the City of Medina; professional members may include non-residents if no qualified residents are available.

(b) Term. The term of the members shall be three years and they shall serve without financial consideration. The Committee shall choose its own officers, make its own rules and regulations, and keep a journal of its proceedings. A majority of the members shall constitute a quorum for the transaction of business.

(c) Powers and Duties. The Emerging Technology Committee shall make recommendations regarding future technological needs of the city and the optimal implementation process of said needs. The function of the committee shall be advisory only.

(d) Council to Review; Approve Recommendations. Any recommendation of the Emerging Technology Committee relative to its functions shall be subject to review and approval by Council.

REQUEST FOR COUNCIL ACTION

No. RCA 21-118-6/14
Committee: Finance + Council

FROM: Gregory Huber
DATE: May 28, 2021
SUBJECT: Authorization of payment greater than or equal to \$20,000 in accordance with ORC 5705.41 (D) (1)

SUMMARY AND BACKGROUND:

In accordance with ORC 5705.41 (D) (1), I respectfully request that Council pass a resolution authorizing a purchase order in the amount of \$4,582.50 (see attached invoice) for payment to CT Consultants.

This request for Council Action shall serve as the Finance Director's certification that there was at the time of the making of this contract and there is at the time of the execution of this certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of the appropriate fund free from any previous encumbrances.

ORC 5705.41 (D) (1):

Except as otherwise provided in division (D)(2) of this section and section 5705.44 of the Revised Code, make any contract or give any order involving the expenditure of money unless there is attached thereto a certificate of the fiscal officer of the subdivision that the amount required to meet the obligation or, in the case of a continuing contract to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the contract is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances. This certificate need be signed only by the subdivision's fiscal officer. Every such contract made without such a certificate shall be void, and no warrant shall be issued in payment of any amount due thereon. If no certificate is furnished as required, upon receipt by the taxing authority of the subdivision or taxing unit of a certificate of the fiscal officer stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances, such taxing authority may authorize the drawing of a warrant in payment of amounts due upon such contract, but such resolution or ordinance shall be passed within thirty days after the taxing authority receives such certificate; provided that, if the amount involved is less than one hundred dollars in the case of counties or three thousand dollars in the case of all other subdivisions or taxing units, the fiscal officer may authorize it to be paid without such affirmation of the taxing authority of the subdivision or taxing unit, if such expenditure is otherwise valid.

Estimated Cost:

Suggested Funding:

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

Emergency Clause Requested: Yes

Reason: Increase purchase order. Vendor is waiting for payment on current invoice and increase for pending litigation matters. We would appreciate the resolution being passed through Finance Committee and Council at the meeting.

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res. Ord. 99-21
Date: 6-14-21



your trusted advisor
 consultants engineers
 architects
 planners

Send payments to: Attn: Lockbox
 CT Consultants
 8150 Sterling Court
 Mentor, OH 44060
 phone: 440.951.9000
 acct@ctconsultants.com

Fed ID #34-0792089

City of Medina
 132 N. Elmwood Avenue
 Medina, OH 44256

October 16, 2020
 Invoice No: 191185 - 2

Project 191185 City of Medina vs SDSS Properties

Send Invoice to the attention of Mr. Todd Hunt, Attorney @ Walter Haverfield
 Email: rthunt@walterhav.com

Professional Services through August 31, 2020

Phase 01 Zoning Consultation

	Hours	Rate	Amount	
HARTT, DAVID	23.50	195.00	4,582.50	
Totals	23.50		4,582.50	4,582.50
Total Labor				
		Total this Phase		\$4,582.50
		Total this Invoice		\$4,582.50

Email rthunt@walterhav.com
 David Hartt\dar

PO # _____ Line # _____
 Partial _____ Complete _____
 Date: _____
 Approved: *[Signature]*

REQUEST FOR COUNCIL ACTION

No. RCA 21-119-6/14

FROM: Jarrod Fry, General Manager MedinaTV
DATE: May 27, 2021
SUBJECT: MedinaTV Technical Operations Position

Committee: Finance

SUMMARY AND BACKGROUND:

*Accept Job Description
Amend StB Code & Approve Agreement*

I hereby respectfully request council's consideration to amend Ord. 246-06 to change the job description and responsibilities of the Technical Operations Director position. I am also requesting on behalf of the school district a change of pay grade from the current 8-F to 14-F effective July 1, 2021. This position is a shared position with Medina City Schools and the school district pays the salary for this position while the city pays the benefits for this position. So the additional costs of the salary will be incurred by the school district which the city bills in quarterly increments for this positions salary. I have also updated the agreement between the school district and the city to reflect these changes and would seek your approval of those changes.

Estimated Cost: Additional Salary paid by the school district, benefits costs by the city
Suggested Funding:

- Sufficient funds in Account No. 144-0730-50111
- Transfer needed from Account No. _____ to Account No. _____
- NEW APPROPRIATION needed in Account No. \$3,800.00/(\$1,900) 144-0730-51121,51123,& 51126

Emergency Clause Requested: Yes

Reason: To meet the demands of the additional job responsibilities the schools request that these go into effect July 1, 2021 the beginning of their new school year.

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

Agreement

This Agreement is entered into this _____ day of, _____ 2021, pursuant to Ordinance No. _____, by and between the **CITY OF MEDINA, OHIO ("City")**, 132 North Elmwood Street, Medina Ohio 44256, and the **MEDINA CITY SCHOOL DISTRICT BOARD OF EDUCATION ("School District")**, 739 Weymouth Road, Medina, Ohio 44256.

WHEREAS, the **City** and the **School District** wish to jointly employ an individual for the full time position of Technical Operations Director who will work under the direction of the city and school district's existing partnership known as MedinaTV; and

WHEREAS, the **City** will be responsible for all benefits for the new position including health insurance, PERS retirement, Medicare, Workers Compensation premiums and all other employee fringe benefit; and

WHEREAS, the **School District** will be responsible for all salary costs associated with the position at a pay grade of level fourteen (14) in accordance with section 31.03 of the Salary and Benefits Code of the City of Medina.

NOW, THEREFORE, the **City** and **School District** do hereby agree as follows:

The Board of Education of the Medina City School District agrees to pay to the City of Medina/MedinaTV the amount due for salary estimated for 2021 to be the sum of Eighty Thousand Seven Hundred and Eighty Seven Dollars and Twenty Cents (\$80,787.20) prorated for the actual amount of the year that the position is reclassified at the appropriate step. MedinaTV(City) will invoice the School District and payments will be made quarterly.

The shared position will be split 40 hours to MedinaTV and 40 hours to the Medina City School District Performing Arts Center per bi-weekly pay period. The split of hours will be periodically reviewed and can be revised by mutual agreement between both parties. All Administrative responsibilities for the position including performance reviews will be handled by MedinaTV with input from the School District.

The Parties agree that the position of Technical Operations Director will be reviewed annually as part of a budgetary review process. If either party feels they can no longer afford to continue funding the position, either party must give written notice to the other party of their intent to terminate this agreement at least 90 days prior to December 31st.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed as of the date first above written.

CITY OF MEDINA

By: _____
Dennis Hanwell
Mayor

By: _____
Keith H. Dirham
Finance Director

MEDINA CITY SCHOOL DISTRICT

By: _____
Rob Skidmore
School Board President

By: _____
David Chambers
School Board Treasurer

MEDINATV

By: _____
M. Jarrod Fry
General Manager

By: _____
Jaclyn Ringstmeier
A.C.C.E.S.S. President

**THE CITY OF MEDINA
JOB DESCRIPTION**

TITLE: ~~Assistant Producer~~/Technical Operations Director

REPORTS TO: Cable TV Executive Director/General Manager

DEPARTMENT/DIVISION: Cable

CIVIL SERVICES STATUS: Classified

JOB STATUS: Full-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification performs a variety of pre-production, production and post-production duties under the direct supervision of the Cable TV Executive Director/General Manager. The position requires the ability to accept a production project from inception to completion with no additional training or guidance, as well as the ability to assist in the supervision and training of volunteers in production situations. The individual will also oversee and manage the usage of the Medina Performing Arts Center (PAC) in all technical aspects and operating conditions operations for school, community and professional events that take place at PAC.

ESSENTIAL JOB FUNCTIONS:

Works with city, school, county and community representatives to ensure appropriate and useful information for the Community Television Services. MedinaTV and use of the Medina Performing Arts Center.

Creates and develops set or scene designs for productions at MedinaTV or Performing Arts Center.

Handles production of studio and remote location tapings for broadcast on Medina Cable Access.

Edits Public Service Announcements, promotions and programs for broadcast.

Develops relationships with various departments and agencies for programming on television channels.

Acts as liaison among the city, schools and community on behalf of MedinaTV and the Performing Arts Center

Promotes the development, delivery and growth of Access television in Medina.

Maintains the electronic bulletin boards as well as the Emergency Alert System.

Maintains and updates box office computer system for the Performing Arts Center.

Handles ticket sales for PAC events.

Operates PAC ticket office during available office hours.

Ensures the efficient operation of the PAC and related functions.

Maintains regular and consistent attendance.

Assists in developing/maintaining the website for ~~community television services~~ MedinaTV and the PAC, and explores avenues for use of the Internet.

Updates and uses Social Media to promote both the PAC and Medina TV.

Informs residents of news and information regarding MedinaTV and the PAC using Social Media and various websites.

Able to search and explore grant opportunities for MedinaTV and the Performing Arts Center.

Works in conjunction with the local cable company to ensure the best product for viewers (i.e., live feeds, emergency announcements and satellite and program feeds).

Maintains wiring and equipment installation at facility and remote locations for both MedinaTV and the PAC.

Manages all equipment owned and operated by PAC.

Manages usage of Performing Arts Center spaces and Middle Stage facility.

Works with maintenance and custodial of MCS to keep the PAC operating at its fullest potential.

Makes recommendations pertaining to the purchasing of equipment for PAC.

Supervises ~~all technical support~~ staff at the PAC.

Collects and submits timesheets of PAC staff.

Schedules and assigns ~~technical support~~ staff to events in the PAC and Middle Stage.

Is the first Contacts for renters of the PAC to schedule and assign staff to ensure ~~technical~~ all needs are met for their rental request.

Responsible for training and certifying ~~technical~~ all support staff with facility operations.

Serves as Operations Director when working in the PAC.

Ensures that the policies and procedures of PAC are followed at all times.

Recruits and trains volunteer and student producers and production personnel.

Oversees facility management ~~in the absence of the PAC office manager~~, and handles scheduling of PAC events including scheduling conflicts.

Must work hand in hand with information technology to meet the needs of renters of the PAC and Middle Stage.

Is the emergency person on-call for all Performing Arts events unless otherwise noted.

Works with the local news outlets to provide information to the media that will assist in program design and production.

Handles all marketing aspects of the PAC for events and the facility.

Attends meetings of the Advisory Commission on Communication Enhancement Support Services (ACCESS) Committee to provide input at meetings relative to the operation of the production facilities and the Performing Arts Center.

Able to perform the physical demands that include but are not limited to having the strength and agility sufficient to lift and maneuver video equipment and television design sets throughout the day, along with the ability to spend a large part of each working day standing and walking and transporting/ handling equipment up to 100 pounds with the ability to push and pull equipment up to 500 pounds. Able to stand, bend, stoop, crawl, squat, lift, kneel and reach occasionally throughout the work day.

EDUCATION, TRAINING AND EXPERIENCE:

Possession of a Bachelor's degree or equivalent from a four-year college or university.

Five years' experience in theater technology.

Experience as a producer of broadcast, independent or public access programming with an understanding of the potential of community utilization of cable television.

Experience in theater production.

Some supervisor or teaching experience and experience in public speaking as well as experience in lighting for studio and remote locations.

QUALIFICATIONS:

Knowledge of:

- Cable television industry and the City of Medina ACCESS philosophy; and
- Field production techniques and principles.

Skilled in:

- Working in a cooperative and encouraging manner with community members, City school employees and students;
- Representing the City, school system and community in a favorable light;
- Operating a variety of theatre equipment including a DMX lighting control console, lighting instruments, sound control console, audio processing equipment, wireless microphones, acoustic concert shell, fly system and computerized box office software; and

- Operating a variety of professional video production equipment, including video cameras, video switching equipment, lighting equipment, microphones and audio control devices, editing systems, computer graphic systems and other related peripherals.

Ability to:

- Maintain good taste and judgment in all production activities;
- Update and maintain websites;
- Handle a wide range of professional video equipment;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public;
- Operation of basic cable and public access channels; and
- Understand and follow oral and written instructions.

ENVIRONMENTAL ELEMENTS:

The majority of the time is spent working indoors but at times the work performed may involve working outside in various weather conditions. The position includes a high incidence of interaction with school and City employees, students and citizens.

WORKING CONDITIONS:

This position requires working various hours including weekends. May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED:

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

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____

REQUEST FOR COUNCIL ACTION

No. RCA 21-120-6/14

FROM: MEDINA MUNICIPAL COURT

Committee: Finance

DATE: JUNE 4, 2021

SUBJECT: EXTEND LEASE AGREEMENT (ORDINACE 178-20)

SUMMARY AND BACKGROUND:

Medina Municipal Court respectfully requests Council to approve a lease extension between City of Medina and Williams Scotsman to September 20, 2021.

The Municipal Court is using the building as a check – in area to optimize foot traffic and monitor building capacity.

Pending Law Director's approval

Estimated Cost:

Suggested Funding:

- sufficient funds in Account No. 001-0705-53322
- transfer needed from Account No. _____ to Account No. _____
- NEW APPROPRIATION needed in Account No. _____

Emergency Clause Requested: YES

Reason: Current lease has expired

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:



AMENDMENT TO LEASE AGREEMENT
(LEASE TERM RENEWAL)

LESSEE:
City of Medina
135 N. Elmwood Ave
Medina, OH 44256

EQUIPMENT LOCATION:
135 N. Elmwood Ave
Medina, OH 44256

Contract Number: W1303112
Equipment Serial/Complex Number: MDS-2032629
Value: \$21,600.00

By this Amendment, **Williams Scotsman, Inc.** and the Lessee (listed above) agree to modify the original lease agreement, dated 10/19/2020 as set forth below.

1. The rental term for the equipment identified above, shall be renewed from 5/19/2021 through 9/20/2021 (the "Lease Renewal Term").
2. The rental rate per month during the Lease Renewal Term shall be \$465.00 plus applicable taxes, which Lessee agrees to pay Lessor in advance on the 19TH day of each month during the Lease Renewal Term.
3. Knockdown and return freight shall be at Lessor's prevailing rate at the time the Equipment is returned unless otherwise specified herein.
4. Bas. Workstation Package: \$44.40 ea. (x3; \$133.20/Mo.) --- END ---
5. All other Terms and Conditions of the original Lease Agreement shall remain the same and in full force and effect.

ACCEPTED:

LESSEE: City of Medina

LESSOR: WILLIAMS SCOTSMAN, INC.

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

ORDINANCE NO. 178-20

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A LEASE AGREEMENT WITH WILLIAMS SCOTSMAN, INC. FOR THE LEASE OF A FLEX PORTABLE BUILDING FOR THE MEDINA MUNICIPAL COURT, AND DECLARING AN EMERGENCY.

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

SEC. 1: That the Mayor is hereby authorized to execute a Lease Agreement between the City of Medina, Ohio and Williams Scotsman, Inc. for the lease of a Flex-Portable Building to assist with outdoor check-in during the COVID-19 pandemic for the Medina Municipal Court.

SEC. 2: That in accordance with Ohio Revised Code §5705.41(D), at the time that the contract or order was made and at the time of execution of the Finance Director's certificate, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance.

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

SEC. 4: That the funds to cover this agreement in the amount of \$5,381.90 are available in Account No. 001-0705-53322.

SEC. 5: 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. 6: 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 the building is needed immediately; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: October 13, 2020

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: October 14, 2020

SIGNED: Dennis Hanwell
Mayor



Williams Scotsman, Inc.
1271 Industrial Parkway
Brunswick, OH 44212-4316

Your Williams Scotsman Representative
Tonja Parker
Phone: (330)273-3991 Ext. 77526
Email: tonja.parker@willscot.com
Toll Free: 800-782-1600

Contract Number: 1362360
Revision: 3
Date: October 05, 2020

ORD. 178-26
EKH.78

Lease Agreement Summary - Q#1362360

Lessee:

City of Medina
132 N. Elmwood Ave
Medina, Ohio 44256

Contact:

Cindy Lastuka
135 N. Elmwood Ave
Medina, OH 44256
Phone: (330) 723-3287
Fax: (330) 225-1108
Email: clastuka@medinamunicipalcourt.org

Ship To Address:

135 N. Elmwood Ave Medina Court
MEDINA, OH
44256 US

Product Descriptions

QTY	PRODUCT
1	HQ208

Pricing Summary - All Options (excluding taxes)

MONTHLY CHARGES:	\$664.20
INITIAL FEES:	\$366.25
FINAL CHARGES:	\$366.25
TOTAL CHARGES WITH ALL OPTIONS:	\$5,381.90

Comments

PERMITS, FOUNDATION, UTILITY AND ELECTRICAL CONNECTIONS BY OTHERS. SITE MUST BE CLEAR, LEVEL AND EASY ACCESSIBLE UPON ARRIVAL. WAIT-TIME IS CHARGED AT \$80.00 PER HOUR.



Williams Scotsman, Inc.
1271 Industrial Parkway
Brunswick, OH 44212-4316

Your Williams Scotsman Representative
Tonia Parker
Phone: (330)273-3991 Ext. 77526
Email: tonia.parker@willscot.com
Toll Free: 800-782-1500

Contract Number: 1362360
Revision: 3
Date: October 05, 2020

Lease Agreement

Lessee: 23336738
City of Medina
132 N. Elmwood Ave
Medina, Ohio, 44256

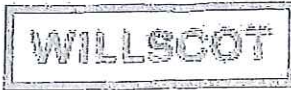
Contact:
Cindy Lastuka
135 N. Elmwood Ave
Medina, OH, 44256
Phone: (330) 723-3287
E-mail: clastuka@medinamunicipalcourt.org

Ship To Address:
135 N. Elmwood Ave Medina Court
MEDINA, OH, 44256

Delivery Date (on or about):
10/15/2020

Rental Pricing Per Month	Quantity	Price	Extended
20x8 HQ Ground Level Office	1	\$465.00	\$465.00
Property Damage Waiver (8)	1	\$44.00	\$44.00
General Liability - Allen Insurance	1	\$22.00	\$22.00
Bas. Workstation Package T2	3	\$44.40	\$133.20
Minimum Lease Term: 7 Months			
Total Monthly Building Charges:			\$465.00
Subtotal of Other Monthly Charges:			\$199.20
Total Rental Charges Per Month:			\$664.20
Delivery & Installation			
Delivery Freight	1	\$366.25	\$366.25
Total Delivery & Installation Charges:			\$366.25
Final Return Charges*			
Return Freight	1	\$366.25	\$366.25
Due On Final Invoice*:			\$366.25
Total Charges Including (7) Month Rental, Delivery, Installation & Return**:			\$5,381.90

Summary of Charges			
Model: HQ208	QUANTITY: 1	Total Charges for (1) Building(s):	\$5,381.90



Williams Scotsman, Inc.
1271 Industrial Parkway
Brunswick, OH 44212-4316

Your Williams Scotsman Representative
Tonia Parker
Phone: (330)273-3991 Ext. 77526
Email: tonia.parker@willscot.com
Toll Free: 800-782-1500

Contract Number: 1362360
Revision: 3
Date: October 05, 2020

Clarifications

*Final Return Charges are estimated and will be charged at Lessor's market rate at time of return for any Lease Term greater than twelve (12) months. **All prices exclude applicable taxes. All Lessees and Leases are subject to credit review. In addition to the stated prices, customer shall pay any local, state or provincial, federal and/or personal property tax or fees related to the equipment identified above ("Equipment"), its value or its use. Lessee acknowledges that upon delivery of the Equipment, this Agreement may be updated with the actual serial number(s), delivery date(s), lock serial number(s), etc, if necessary and Lessee will be supplied a copy of the updated information. Prices exclude taxes, licenses, permit fees, utility connection charges, site preparation and permitting which is the sole responsibility of Lessee, unless otherwise expressly agreed by Lessor in writing. Lessee is responsible for locating and marking underground utilities prior to delivery and compliance with all applicable code requirements unless otherwise expressly agreed by the Lessor in writing. Price assumes a level site with clear access. Lessee must notify Lessor prior to delivery or return of any potentially hazardous conditions or other site conditions that may otherwise affect delivery, installation, dismantling or return of any Equipment. Failure to notify Lessor of such conditions will result in additional charges, as applicable. Physical Damage & Commercial Liability Insurance coverage is required beginning on the date of delivery. Lessor is not responsible for changes required by code or building inspectors. Pricing is valid for thirty (30) days.

Lessor hereby agrees to lease to Lessee and Lessee hereby agrees to lease from Lessor Modular Equipment and Value Added Products (as such items are defined in Lessor's General Terms & Conditions) selected by Lessee as set forth in this Agreement. All such items leased by the Lessee for purposes of this Lease shall be referred to collectively as the "Equipment". By its signature below, Lessee hereby acknowledges that it has read and agrees to be bound by the Lessor's General Terms & Conditions (09-01-19) located on Lessor's Internet site (<https://www.willscot.com/About/terms-conditions>) in their entirety, which are incorporated herein by reference and agrees to lease the Equipment from Lessor subject to the terms therein. Although Lessor will provide Lessee with a copy of the General Terms & Conditions upon written request, Lessee should print copies of this Agreement and General Terms & Conditions for recordkeeping purposes. Each party is authorized to accept and rely upon a facsimile signature, digital, or electronic signatures of the other party on this Agreement. Any such signature will be treated as an original signature for all purposes and shall be fully binding. The undersigned represent that they have the express authority of the respective party they represent to enter into and execute this Agreement and bind the respective party thereby.

Invoicing Options (select one)

Paperless Invoicing Option
Williams Scotsman prefers electronic invoicing, an efficient, convenient and environmentally friendly process. To avoid fees, provide us with the proper email address for your invoices.

A/P Email: _____
A/P Email on File: _____

Standard Mail Option
Customer prefers to receive paper invoice via mail. Fees may apply. Invoices will be mailed to:

132 N. Elmwood Ave
Medina Ohio 44256

Enter a new billing address: _____

Signatures

Lessee::	City of Medina	Lessor:	Williams Scotsman, Inc.
Signature:		Signature:	
Print Name:	Dennis Handwell - MA	Print Name:	
Title:	Mayor	Title:	
Date:	10-11-2020	Date:	
PO#			

PLEASE RETURN SIGNED AGREEMENT TO: CLELeases@willscot.com



Williams Scotsman, Inc.
1271 Industrial Parkway
Brunswick, OH 44212-4316

Your Williams Scotsman Representative
Tonja Parker
Phone: (330)273-3991 Ext. 77526
Email: tonja.parker@willscot.com
Toll Free: 800-782-1500

Contract Number: 1362360
Revision: 3
Date: October 05, 2020

Clarifications

*Final Return Charges are estimated and will be charged at Lessor's market rate at time of return for any Lease Term greater than twelve (12) months. **All prices exclude applicable taxes. All Lessees and Leases are subject to credit review. In addition to the stated prices, customer shall pay any local, state or provincial, federal and/or personal property tax or fees related to the equipment identified above ("Equipment"), its value or its use. Lessee acknowledges that upon delivery of the Equipment, this Agreement may be updated with the actual serial number(s), delivery date(s), lock serial number(s), etc. If necessary and Lessee will be supplied a copy of the updated information. Prices exclude taxes, licenses, permit fees, utility connection charges, site preparation and permitting which is the sole responsibility of Lessee, unless otherwise expressly agreed by Lessor in writing. Lessee is responsible for locating and marking underground utilities prior to delivery and compliance with all applicable code requirements unless otherwise expressly agreed by the Lessor in writing. Price assumes a level site with clear access. Lessee must notify Lessor prior to delivery or return of any potentially hazardous conditions or other site conditions that may otherwise affect delivery, installation, dismantling or return of any Equipment. Failure to notify Lessor of such conditions will result in additional charges, as applicable. Physical Damage & Commercial Liability insurance coverage is required beginning on the date of delivery. Lessor is not responsible for changes required by code or building inspectors. Pricing is valid for thirty (30) days.

Lessor hereby agrees to lease to Lessee and Lessee hereby agrees to lease from Lessor Modular Equipment and Value Added Products (as such items are defined in Lessor's General Terms & Conditions) selected by Lessee as set forth in this Agreement. All such items leased by the Lessee for purposes of this Lease shall be referred to collectively as the "Equipment". By its signature below, Lessee hereby acknowledges that it has read and agrees to be bound by the Lessor's General Terms & Conditions (09-01-19) located on Lessor's internet site: (<http://www.willscot.com/About/terms-conditions>) in their entirety, which are incorporated herein by reference and agrees to lease the Equipment from Lessor subject to the terms therein. Although Lessor will provide Lessee with a copy of the General Terms & Conditions upon written request, Lessee should print copies of this Agreement and General Terms & Conditions for recordkeeping purposes. Each party is authorized to accept and rely upon a facsimile signature, digital, or electronic signatures of the other party on this Agreement. Any such signature will be treated as an original signature for all purposes and shall be fully binding. The undersigned represent that they have the express authority of the respective party they represent to enter into and execute this Agreement and bind the respective party thereby.

Invoicing Options (select one)

Paperless Invoicing Option
Williams Scotsman prefers electronic invoicing, an efficient, convenient and environmentally friendly process. To avoid fees, provide us with the proper email address for your invoices.

A/PEmail: _____
A/P Email on File: _____

Standard Mail Option
Customer prefers to receive paper invoice via mail. Fees may apply. Invoices will be mailed to:

132 N. Elmwood Ave
Medina Ohio 44256

Enter a new billing address: _____

Signatures

Lessee:	City of Medina	Lessor:	Williams Scotsman, Inc.
Signature:		Signature:	
Print Name:	Dennis Hanwell	Print Name:	Donna Finnerty
Title:	Mayor	Title:	Contracts Admin.
Date:	10-14-2020	Date:	10/15/20
PO#			

PLEASE RETURN SIGNED AGREEMENT TO: CLELeases@willscot.com

REQUEST FOR COUNCIL ACTION

From: John Coyne, President of Council

No. RCA 21-121- 6/14

Date: May 25, 2021

Committee: Finance

Subject: Establish Municipal Court Planning Committee – Ad Hoc

Summary and background:

Resolution establishing an ad hoc committee to be known as the Municipal Court Planning Committee to include Judge Gary Werner, Clerk of Court Joe Salzgeber, the Mayor and two (2) members of City Council.

Chairman: ?

Committee Members: ??

Estimated Cost:

Suggested Funding:

Sufficient Funds in Account:

Transfer Needed From:

To:

New Appropriation Needed into Account:

Emergency Clause Requested: Yes ___ No ___

Reason:

COUNCIL USE ONLY:

Committee Recommendation:

Ord./Res.:

Date:

REQUEST FOR COUNCIL ACTION

No. RCA 21-122-6/14

FROM: Keith H. Dirham
DATE: Tuesday, May 25, 2021
SUBJECT: Elected Official Salaries

Committee: Finance

SUMMARY AND BACKGROUND:

Current salaries for elected officials were set by Ordinances 32-19 and 99-17 (attached, thank you Kathy). Under Ohio law and the City Charter, salaries for elected officials must be determined prior to the filing deadline for petitions for the position. Annual salaries as of 2021 for these positions are:

- \$92,006.55 for Finance Director
- \$86,594.40 for Mayor
- \$13,776 for Council President
- \$9,180 for Council Member

Note that the minimum salary necessary to earn a full month's credit in OPERS per OPERS website going forward is:

- \$696.84/mo or \$8,362.08/yr in 2022
- \$709.03/mo or \$8,508.36/yr in 2023
- \$721.44/mo or \$8,657.28/yr in 2024
- \$734.07/mo or \$8,808.84/yr in 2025
- \$746.91/mo or \$8,962.92/yr in 2026
- \$759.99/mo or \$9,119.88/yr in 2027
- \$773.29/mo or \$9,279.48/yr in 2028
- \$786.82/mo or \$9,441.84/yr in 2029

Thus, the current Council Member salary is sufficient to earn a full year's credit in OPERS through 2027 but after that it will not be. Furthermore, the minimum monthly earnable salary required to earn service credit for health care coverage is \$1,000 (\$12,000/yr) and no partial credit is available for health care so at present the Council President is earning credit toward health care coverage in retirement but the other Council Members are not.

In the past I have requested and Council has agreed to make all of these evenly divisible by the number of pay-periods per year for these officials. I would request that again because it simplifies things for my payroll clerk.

Estimated Cost:

Suggested Funding:

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

Emergency Clause Requested:

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

**Ord./Res.
Date:**

Elected Official Salary Comparison			As % of Medina 2021	
Mayor/City Manager	2021	2022	2021	2022
Strongsville	150,000.00		173.22%	0.00%
Brunswick^	125,561.90	128,073.14	145.00%	147.90%
Medina	86,594.40		100.00%	0.00%
Wadsworth	48,172.00	49,376.00	55.63%	57.02%
Wooster	75,645.00		87.36%	0.00%
Average	97,194.66			
Median	86,594.40			

Finance Director	2021	2022	2021	2022
Strongsville	137,987.20		149.98%	0.00%
Brunswick	107,557.84		116.90%	0.00%
Medina	92,006.55		100.00%	0.00%
Wadsworth*	89,530.00	91,321.00	97.31%	99.25%
Wooster	140,109.00		152.28%	0.00%
Average	113,438.12			
Median	107,557.84			

Council President	2021	2022	2021	2022
Strongsville	20,091.18		145.84%	0.00%
Brunswick	13,665.44		99.20%	0.00%
Medina	13,776.00		100.00%	0.00%
Wadsworth	8,668.00	8,668.00	62.92%	62.92%
Wooster	9,500.00		68.96%	0.00%
Average	13,140.12			
Median	13,665.44			

Council Member	2021	2022	2021	2022
Strongsville	18,841.79		205.25%	0.00%
Brunswick	14,749.83		160.67%	0.00%
Medina	9,180.00		100.00%	0.00%
Wadsworth	8,185.00	8,185.00	89.16%	89.16%
Wooster	8,500.00		92.59%	0.00%
Average	11,891.32			
Median	9,180.00			

*The salary listed is for Wadsworth's City Auditor. They also have a City Treasurer who is paid \$32,684 for 2021. The sum of the two for 2021 is 122,214.00

^The salary listed is for the Brunswick City Manager. They also have a Mayor who is paid \$16,227.40 for 2021. The sum of the two for 2021 is 141,789.30

ORDINANCE NO. 32-19

AN ORDINANCE AMENDING ORDINANCE NO. 103-17, PASSED JULY 10, 2017, RELATIVE TO SECTION 31.01 OF THE SALARY AND BENEFITS CODE, THE SCHEDULE OF PAY FOR THE POSITIONS OF MEMBERS OF COUNCIL.

WHEREAS: Ordinance No. 103-17, passed July 10, 2017, authorized the amending Section 31.01 of the Salary and Benefits Code, the Schedule of Pay for the positions of Members of Council; and

WHEREAS: That Section 31.01 of the Salaries and Benefits Code pertaining to Schedule of Pay for Members of Council presently reads as follows:

President of Council	\$ 9,000.00 (Annual – 2018)	Payable Monthly
(Term 1/1/16-12/31-19)	\$ 9,000.00 (Annual – 2019)	Payable Monthly
	\$13,140.00 (Annual – 2020)	Payable Monthly
	\$13,776.00 (Annual – 2021)	Payable Monthly
Council Members (1/1/18-12/31/21)		
Ward 1 Council	\$ 7,920.00 (Annual – 2018)	Payable Monthly
Ward 3 Council	\$ 8,340.00 (Annual – 2019)	Payable Monthly
At-Large Council (Rose)	\$ 8,760.00 (Annual – 2020)	Payable Monthly
	\$ 9,180.00 (Annual – 2021)	Payable Monthly
Council Members (1/1/16-12/31/19)		
Ward 2 Council	\$ 6,000.00 (Annual – 2018)	Payable Monthly
Ward 4 Council	\$ 6,000.00 (Annual – 2019)	Payable Monthly
At-Large Council (Lamb)	\$ 8,760.00 (Annual – 2020)	Payable Monthly
	\$ 9,180.00 (Annual – 2021)	Payable Monthly

(Ord. 103-17)

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

SEC. 1: That Section 31.01 of the Salary and Benefits Code pertaining to Schedule of Pay for Members of Council shall be amended to read as follows:

President of Council	\$ 9,000.00 (Annual – 2019)	Payable Monthly
(Term 1/1/16-12/31/23)	\$13,140.00 (Annual – 2020)	Payable Monthly
	\$13,776.00 (Annual – 2021)	Payable Monthly
	\$13,776.00 (2022 & 2023+)*	Payable Monthly

Council Members (1/1/18-12/31/23)

Ward 1 Council	\$ 8,340.00 (Annual – 2019)	Payable Monthly
Ward 3 Council	\$ 8,760.00 (Annual – 2020)	Payable Monthly
At-Large Council (Rose)	\$ 9,180.00 (Annual – 2021)	Payable Monthly
	\$9,180.00 (2022 & 2023+)*	Payable Monthly
Council Members (1/1/16-12/31/23)		
Ward 2 Council	\$ 6,000.00 (Annual – 2019)	Payable Monthly
Ward 4 Council	\$ 8,760.00 (Annual – 2020)	Payable Monthly
At-Large Council (Lamb)	\$ 9,180.00 (Annual – 2021)	Payable Monthly
	\$ 9,180.00 (2022 & 2023+)*	Payable Monthly

***The salaries after 2023 shall stay the same until Council should take further action to increase at that time.**

(Ord. 103-17, 32-19)

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: February 25, 2019

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: February 26, 2019

SIGNED: Dennis Hanwell
Mayor

ORDINANCE NO. 99-17

AN ORDINANCE AMENDING SECTION 31.01 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE SCHEDULE OF PAY FOR THE POSITIONS OF MAYOR, DIRECTOR FINANCE AND MEMBERS OF COUNCIL.

WHEREAS: Section 31.01 of the Salaries and Benefits Code of the City of Medina, Ohio relative to the Schedule of Pay for Elected Officials presently reads as follows:

All elected officials of the City of Medina, Ohio, shall be paid a salary in accordance with the following schedule of pay basis:

Director of Finance*	\$82,997.98 (Annual - 2014)	Payable Bi-weekly
	\$83,659.94 (Annual - 2015)	Payable Bi-weekly
	\$84,327.36 (Annual - 2016)	Payable Bi-weekly
	\$84,999.98 (Annual - 2017)	Payable Bi-weekly
(Ord. 42-00, 171-05, 108-09, 110-13)		
Mayor*	\$75,319.14 (Annual – 2014)	Payable Bi-weekly
	\$76,848.20 (Annual - 2015)	Payable Bi-weekly
	\$78,408.20 (Annual - 2016)	Payable Bi-weekly
	\$79,999.92 (Annual - 2017)	Payable Bi-weekly
(Ord. 43-00, 170-05, 171-07, 107-09, 109-13)		
President of Council	\$9,000.00 (Annual)	Payable Monthly
Council Member	\$6,000.00 (Annual)	Payable Monthly
(Ord. 41-00, 86-05, 169-05)		
Municipal Court Judge *	ORC 1901.11	Payable Bi-weekly
Clerk of Court*	ORC 1901.31	Payable Bi-weekly
(Ord.. 26-07)		

* Officials eligible to receive hospitalization benefits.

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

SEC. 1: That Section 31.01 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended in part as follows relative to the Schedule of Pay for Elected Officials:

SECTION 31.01 SCHEDULE OF PAY FOR ELECTED OFFICIALS

All elected officials of the City of Medina, Ohio, shall be paid a salary in accordance with the following schedule of pay basis:

Director of Finance*	\$86,699.86 (Annual - 2018)	Payable Bi-weekly
	\$88,433.80 (Annual - 2019)	Payable Bi-weekly
	\$90,202.58 (Annual - 2020)	Payable Bi-weekly
	\$92,006.55 (Annual - 2021)	Payable Bi-weekly
(Ord. 42-00, 171-05, 99-17)		
Mayor*	\$81,599.96 (Annual - 2018)	Payable Bi-weekly
	\$83,231.98 (Annual - 2019)	Payable Bi-weekly
	\$84,896.50 (Annual - 2020)	Payable Bi-weekly
	\$86,594.40 (Annual - 2021)	Payable Bi-weekly
(Ord. 43-00, 170-05, 171-07, 109-13, 99-17)		
President of Council	\$11,880.00 (Annual - 2018)	Payable Monthly
	\$12,516.00 (Annual - 2019)	Payable Monthly
	\$13,140.00 (Annual - 2020)	Payable Monthly
	\$13,776.00 (Annual - 2021)	Payable Monthly
Council Member	\$7,920.00 (Annual - 2018)	Payable Monthly
	\$8,340.00 (Annual - 2019)	Payable Monthly
	\$8,760.00 (Annual - 2020)	Payable Monthly
	\$9,180.00 (Annual - 2021)	Payable Monthly
(Ord. 41-00, 86-05, 169-05, 99-17)		
Municipal Court Judge *	ORC 1901.11	Payable Bi-weekly
Clerk of Court*	ORC 1901.31	Payable Bi-weekly
(Ord.. 26-07)		

SEC. 2: That in accordance with Article III, Section 12 of the Charter of the City of Medina, Ohio, the above referenced increases shall take effect for those officials taking office January 1, 2018.

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: June 26, 2017

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: June 27, 2017

SIGNED: Dennis Hanwell
Mayor

Year	Annualized 45-A	Annualized 43-F	%	Cumulative %	Council Low	Council High	%	Cumulative %	Council President	%	Cumulative %	Mayor	%	Cumulative %	Finance Director	%	Cumulative %
2002	57,532.80	73,403.20			3,200.00	3,200.00	0.00%	0.00%	3,600.00	0.00%	0.00%	50,000.00	0.00%	0.00%	60,000.00	0.00%	0.00%
2003	58,676.80	74,859.20	1.98%	1.98%	3,200.00	3,200.00	0.00%	0.00%	3,600.00	0.00%	0.00%	50,000.00	0.00%	0.00%	60,000.00	0.00%	0.00%
2004	60,424.00	77,105.60	3.00%	5.04%	3,200.00	3,200.00	0.00%	0.00%	3,600.00	0.00%	0.00%	55,000.00	10.00%	10.00%	65,000.00	8.33%	8.33%
2005	62,857.60	80,204.80	4.02%	9.27%	3,200.00	3,200.00	0.00%	0.00%	3,600.00	0.00%	0.00%	55,000.00	0.00%	0.00%	65,000.00	0.00%	0.00%
2006	65,083.20	83,075.20	3.58%	13.18%	3,200.00	3,200.00	0.00%	0.00%	3,600.00	0.00%	0.00%	56,650.00	3.00%	13.30%	66,950.00	3.00%	11.58%
2007	67,371.20	85,987.20	3.51%	17.14%	5,400.00	5,400.00	68.75%	68.75%	3,600.00	0.00%	0.00%	58,350.00	3.00%	16.70%	68,959.00	3.00%	14.93%
2008	69,742.40	89,003.20	3.51%	21.25%	6,000.00	6,000.00	11.11%	87.50%	9,000.00	150.00%	150.00%	60,100.00	3.00%	20.20%	71,028.00	3.00%	18.38%
2009	71,988.80	91,894.40	3.25%	25.15%	6,000.00	6,000.00	0.00%	87.50%	9,000.00	0.00%	150.00%	61,903.00	3.00%	23.81%	73,159.00	3.00%	21.93%
2010	74,152.00	94,640.00	2.99%	28.93%	6,000.00	6,000.00	0.00%	87.50%	9,000.00	0.00%	150.00%	64,688.52	4.50%	29.38%	75,353.72	3.00%	25.59%
2011	75,254.40	96,033.60	1.47%	30.83%	6,000.00	6,000.00	0.00%	87.50%	9,000.00	0.00%	150.00%	67,599.94	4.50%	35.20%	77,614.42	3.00%	29.36%
2012	76,772.80	98,009.60	2.05%	33.52%	6,000.00	6,000.00	0.00%	87.50%	9,000.00	0.00%	150.00%	70,641.74	4.50%	41.28%	79,942.72	3.00%	33.24%
2013	78,686.40	100,443.20	2.48%	36.84%	6,000.00	6,000.00	0.00%	87.50%	9,000.00	0.00%	150.00%	73,820.50	4.50%	47.64%	82,341.22	3.00%	37.24%
2014	80,267.20	102,460.80	2.01%	39.59%	6,000.00	6,000.00	0.00%	87.50%	9,000.00	0.00%	150.00%	75,319.14	2.03%	50.64%	82,997.98	0.80%	38.33%
2015	81,827.20	104,457.60	1.95%	42.31%	6,000.00	6,000.00	0.00%	87.50%	9,000.00	0.00%	150.00%	76,848.20	2.03%	53.70%	83,659.94	0.80%	39.43%
2016	83,470.40	106,537.60	1.99%	45.14%	6,000.00	6,000.00	0.00%	87.50%	9,000.00	0.00%	150.00%	78,408.20	2.03%	56.82%	84,377.36	0.80%	40.55%
2017	85,592.00	109,241.60	2.54%	48.82%	6,000.00	6,000.00	0.00%	87.50%	9,000.00	0.00%	150.00%	79,999.92	2.03%	60.00%	84,999.98	0.80%	41.67%
2018	87,536.40	111,716.80	2.27%	52.20%	6,000.00	6,000.00	0.00%	147.50%	9,000.00	0.00%	150.00%	81,599.96	2.00%	63.20%	85,699.86	2.00%	44.50%
2019	89,273.60	113,942.40	1.99%	55.23%	6,000.00	7,920.00	32.00%	160.63%	9,000.00	0.00%	150.00%	83,231.98	2.00%	66.46%	88,433.80	2.00%	47.39%
2020	91,520.00	116,812.80	2.52%	58.14%	8,760.00	8,340.00	5.30%	173.75%	9,000.00	46.00%	265.00%	84,896.50	2.00%	69.79%	90,202.58	2.00%	50.34%
2021	97,437.60	124,372.80	6.47%	68.44%	9,180.00	9,180.00	4.79%	186.88%	13,776.00	4.84%	282.67%	85,594.40	2.00%	73.19%	92,006.55	2.00%	53.34%

REQUEST FOR COUNCIL ACTION

No. RCA 21-123-6/14
Committee: Finance

FROM: Keith H. Dirham
DATE: Tuesday, May 25, 2021
SUBJECT: 2022 Tax Budget

SUMMARY AND BACKGROUND:

Placeholder, details to follow.

Estimated Cost:

Suggested Funding:

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

Emergency Clause Requested:

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:


Council Action Taken:

Ord./Res.
Date:

REQUEST FOR COUNCIL ACTION

OK
Approved
6-7-2021

NO. RCA 21-124-6/14

FROM: Patrick Patton 
DATE: June 7, 2021
SUBJECT: Bids - Job #1089: 2021 Pavement Marking Program

COMMITTEE REFERRAL: Finance

This request is for permission to advertise, bid and award the 2021 Pavement Marking Program. This program consists of installing pavement markings on various City streets. Markings include centerline, edge lines, lane lines, stop bars, crosswalks, arrows, etc.

This year we are asking for a total of \$50,000.

The total cost for this project will be as follows:

<u>STREET FUNDING (102 0610)</u>		
• Construction (54411)		= \$ 49,300.
• Printing (53311)		= \$ 400.
• Advertising: (52214)		= \$ 300.
TOTAL:		= \$ 50,000.

The Engineering Department will complete preparation of all design documents, including all necessary construction drawings and specifications.

Thank you for your consideration.

ESTIMATED COST: \$50,000

SUGGESTED FUNDING: Streets / Traffic
Sufficient Funds in Account Number:

Transfer Needed from: To:

New Appropriation Account Number: 102 0610 54411

Emergency Clause Requested: No
Reason:

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

OK
As Homey
6-7-2021

REQUEST FOR COUNCIL ACTION

NO. RCA 21-125-6/14

FROM: Patrick Patton, Jansen Wehrley

DATE: June 7, 2021

COMMITTEE
REFERRAL:

Finance

SUBJECT: Bids for Project #1094: Lighting - East Reagan Parkway Multi-Purpose Trail

This request is for Council's authorization to advertise, bid and award Project #1094: Lighting - East Reagan Parkway Multi-Purpose Trail.

This project will install lighting from N. Court Street to approximately 300 feet east of Ashwood. Please note:

- The lights will be installed on the south side of E. Reagan along the multi-purpose path.
- Lights will be LED
- Lights will be a colonial post top light similar to the lighting installed in many of the subdivisions in the City. See attached for an example of the proposed light.
- The lights will be installed at a 13 foot high mounting height.
- A total of 23 lights will be installed at approximately 145-165 foot spacing

The City has received a State of Ohio Capital Grant to fund a portion of this project. This grant will be managed by the Ohio Department of Natural Resources (ODNR). The funding breakdown for the project is as follows:

- State of Ohio Capital Grant Funds (from ODNR): \$119,560.
- Local Funds (from the City of Medina): \$ 57,440.
- Total Cost of Project: \$177,000.

Thank you for your consideration.

ESTIMATED COST: \$177,000 (\$119,560 in State of Ohio Capital Grant funds; \$57,440 in City funds)

SUGGESTED FUNDING: 108-0610

Sufficient Funds in Account Number:

Transfer Needed from Account Number:

To Account Number:

New Appropriation Account Number:

Emergency Clause Requested: No
Reason:

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

American Revolution LED

Series 247L

PRODUCT OVERVIEW



SERIES 247L

Features:

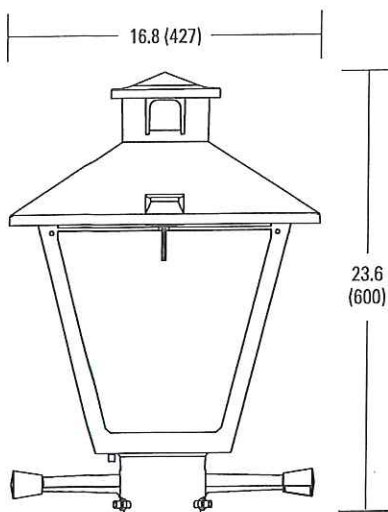
- Colonial LED lantern, replaces HID models up to 150W HPS for street and area lighting applications
- Ten (10) LED performance packages deliver just the right amount of light for any given application up to 8300 lumens
- Available in color temperature choices of 2700K, 3000K, 4000K, and 5000K
- Four (4) distinct light distribution options provide design flexibility, available in Type II, Type III, Type IV, and Type V
- Available with acrylic or polycarbonate lens
- Die-cast aluminum housing, engineered for sturdy lifelong performance
- Die-cast aluminum hood features a trigger latch (TL) option and captive thumb screws for fast, easy electrical and optical chamber access
- Standard paint finish is smooth / gloss
- Housing is tenon pole-mounted and designed for use with a 3" tall by 2-3/8" to 3" diameter tenon, and secured by three set screws
- Rated L70, LED life greater than 100,000 hours at 25°C
- Complies with all applicable ANSI C136 standards.
- CSA listed and suitable for up to 40° C ambient
- Surge protection device (standard) exceeds ANSI/IEEE C62.41-2002 Category C High (10kV/10kA) and ANSI C136.2-2015 Enhanced (10kV/5kA).
20KV Option exceeds ANSI/IEEE C62.41-2002 Category C High (10kV/10kA) and ANSI C136.2-2015 Extreme (20kV/10kA)
- Equipped with LED electronic 0-10V dimmable driver

Applications:

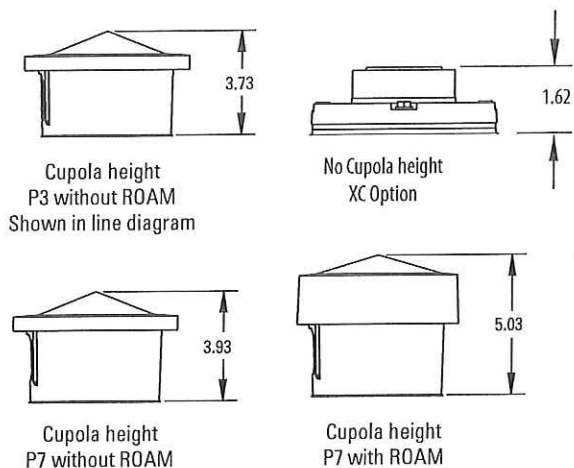
- Streetscapes
- Walkways
- Pathways
- Parks



DIMENSIONS



Effective Projected Area (EPA)
The EPA for the American Revolution Series 247 is 1.6 sq. ft.
P7 option total height is 24.9 (633).
Approx. Wt. = 36 lbs.



All dimensions are inches (millimeters) unless otherwise noted.

OK
A. Hammond
6-8-2021

REQUEST FOR COUNCIL ACTION

No. RCA 21-126-6/14
Committee: Finance

FROM: Kimberly Marshall, Economic Development Director
Jansen Wehrley, Parks Director

DATE: June 8, 2021

SUBJECT: NOACA Transportation for Livable Communities Initiative (TLCI) Planning Study Grant

SUMMARY AND BACKGROUND:

An area of concern that was recently brought to our attention are the increasing number of people walking along Lake Rd. In conversations with the business community in the industrial corridor, a multi purpose path/trail connection from Chippewa Rail Trail to UofA campus headed south and up Lake Rd. headed North to Lester Rail Trail would be of interest to them. At recent Economic Development Committee meetings, we have been discussing the possibility of applying for this grant. Additionally, we have had a few meetings with Medina County Parks District Director, Nate Eppink and his team who are also supportive of this effort.

The TLCI program provides support for multi-modal transportation planning as well as implementation of recommendations from those studies. We are anticipating this annual application to be announced this August with a deadline most likely in early October.

The planning study would look at all of the multi purpose trails in the city with connections to the county parks trails and identify gaps for future projects.

Estimated Cost: \$16,000 (20% local match) cost of study estimated at \$80K

Suggested Funding: 143-0748-52215

- Sufficient funds in Account No.
- Transfer needed from Account No. _____ to Account No. _____

NEW APPROPRIATION needed in Account No. _____

Emergency Clause Requested:

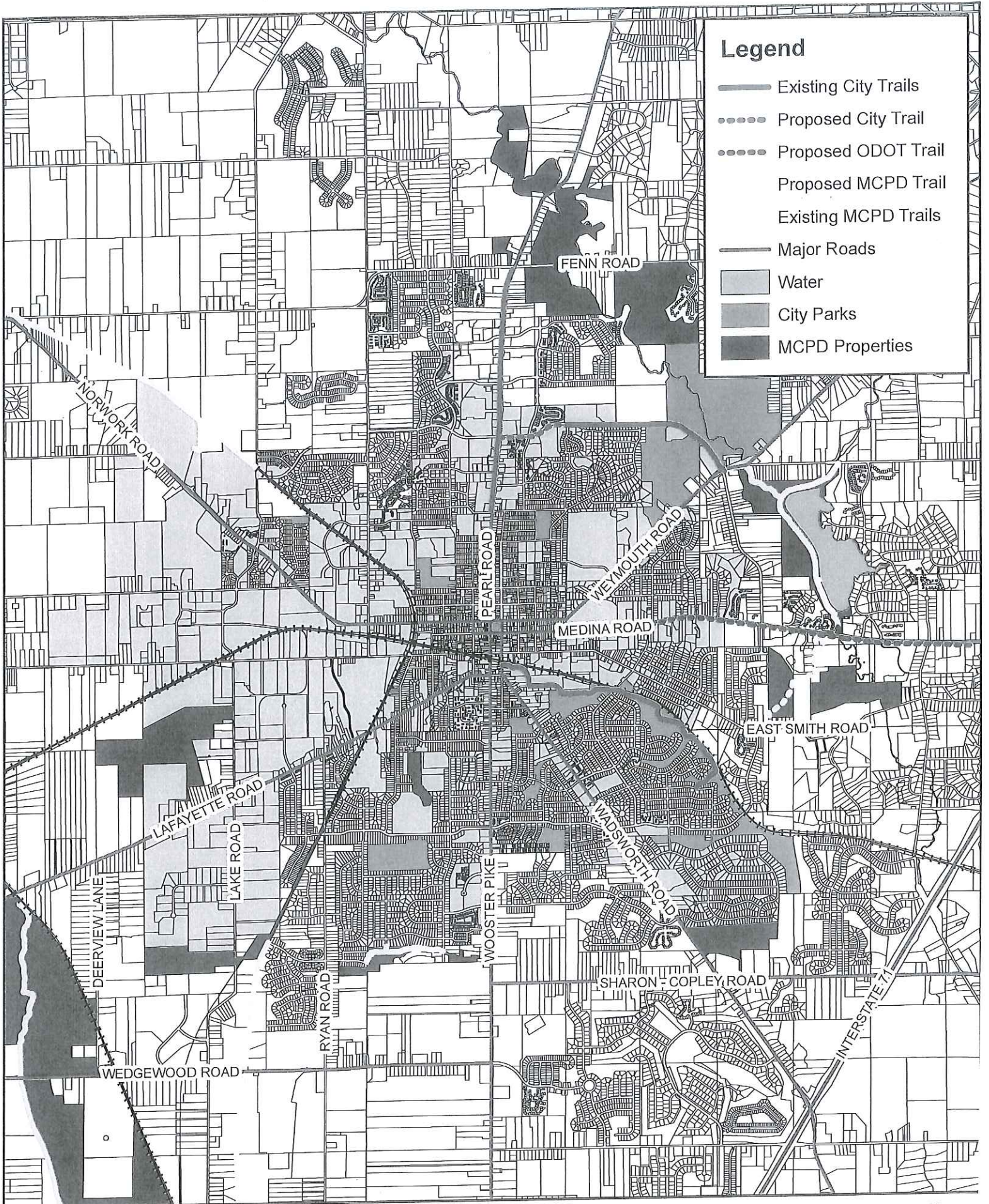
Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

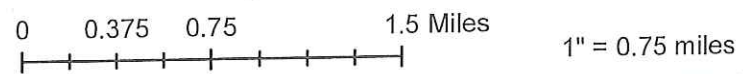


Legend

- Existing City Trails
- Proposed City Trail
- Proposed ODOT Trail
- Proposed MCPD Trail
- Existing MCPD Trails
- Major Roads
- Water
- City Parks
- MCPD Properties



City of Medina Trails



REQUEST FOR COUNCIL ACTION

*OK
Hammell
6-8-2021*

No. 21-127-6/14

Committee: Public Properties

FROM: Jansen Wehrley, Christy Moats
DATE: June 8, 2021
SUBJECT: MCRC marketing discussion

The Medina Community Recreation Center respectfully request an opportunity to discuss and share our marketing plans and ideas with Council.

We are in the process of reworking our logo, making small cosmetic improvements to the interior of the building, and exploring renovations to better serve and attract past, present, and new patrons.

SUMMARY AND BACKGROUND:

- Suggested Funding: TBD**
- sufficient funds in Account No.
 - transfer needed from Account No. _____ to Account No. _____
 - NEW APPROPRIATION needed in Account No. _____

Emergency Clause Requested: NO
Reason:

COUNCIL USE ONLY:
Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

Pending Logo Drafts



option 1



option 2

OK
D. Harney
6-8-2021

REQUEST FOR COUNCIL ACTION

No. RCA 21-128-6/14
Committee: Public Properties

FROM: Jansen Wehrley
DATE: June 8, 2021
SUBJECT: Ray Mellert Park Capital Bill Grant

SUMMARY AND BACKGROUND:

The parks department respectfully requests Council to review the concept plan for improvements at Ray Mellert Park.

The City of Medina applied for and received grant funding to expand the parking at Ray Mellert Park (N. Hunting Street lot) and to relocate the dog park from Memorial Park to a larger area to provide a better experience for park users. Since both of these grants were received simultaneously, we believe there are some efficiencies to complete the projects together.

Earlier this year we engaged Environmental Design Group to develop a concept plan to visualize how these improvements should be laid out. During this process, we identified other potential improvement opportunities including naturalized buffers and a site for future active recreation.

Grant specifics:

Ray Mellert Park Dog Park – The scope is to include environment study, design plans, grading, fencing, concrete, and park features. We must spend in excess of \$34,300. It was estimated that the project would cost \$70,000.

Ray Mellert Park Parking Lot Expansion – The scope is to include environmental study, design plans, grading, paving and lining of the new lot. We must expend in excess of \$69,580. It was estimated that the project would cost \$142,000.

ODNR- keeps 2% of the grant for their administration fee.

MEDI-022C	City of Medina	Ray Mellert Park	\$71,000
MEDI-026C	City of Medina	Ray Mellert Dog Park Project	\$35,000

Suggested Funding: TBD

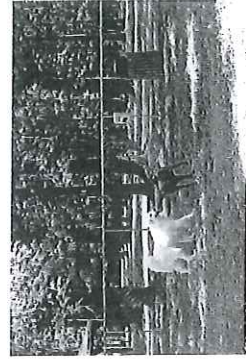
- sufficient funds in Account No.
- transfer needed from Account No. to Account No.
- NEW APPROPRIATION needed in Account No.

Emergency Clause Requested: NO
Reason:

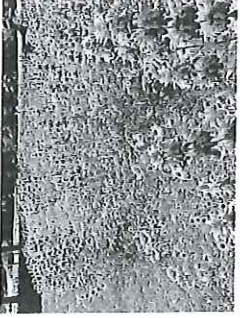
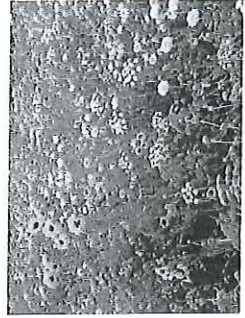
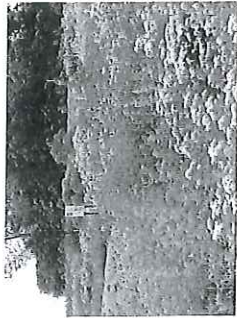
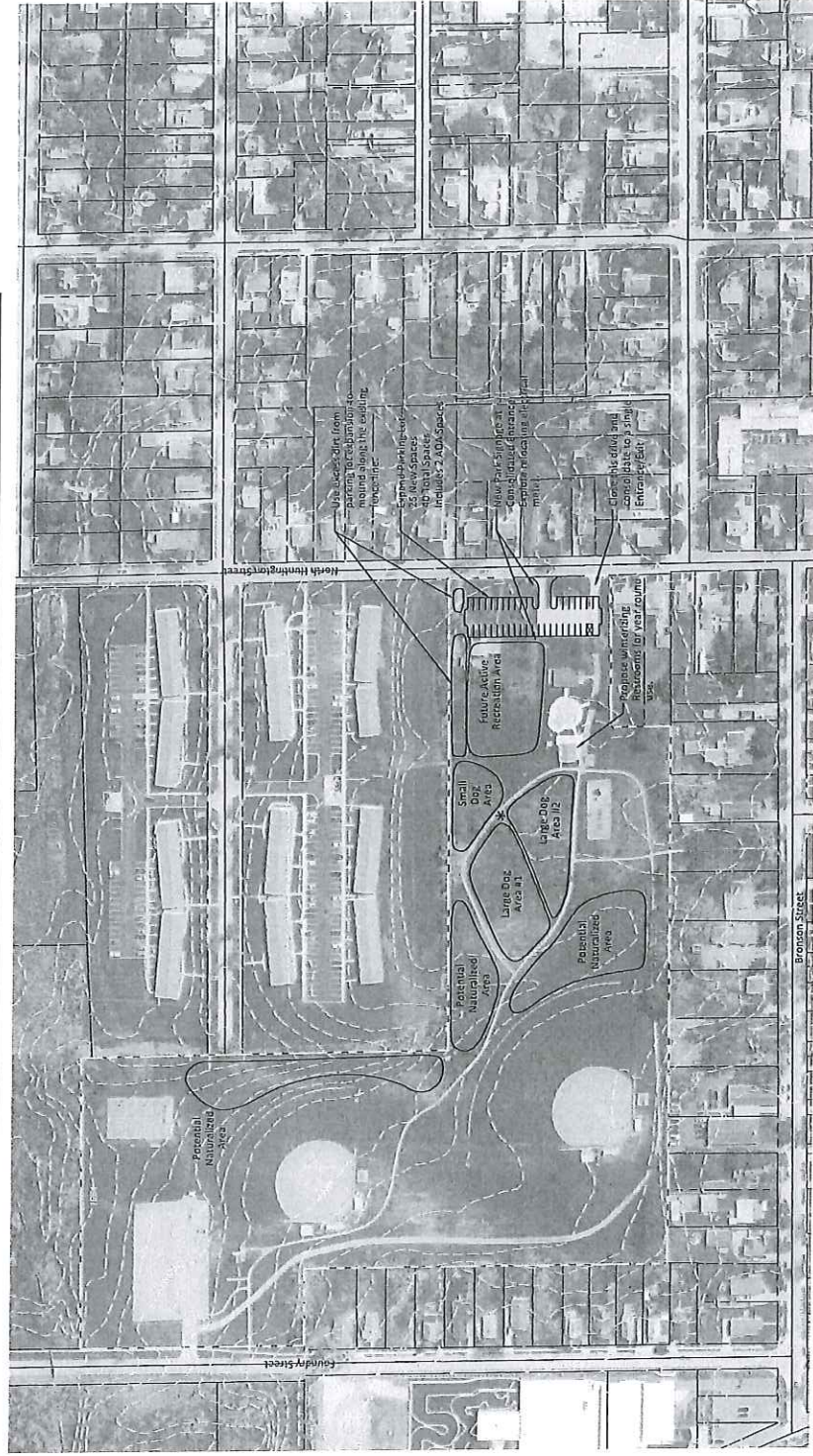
COUNCIL USE ONLY:
Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:



Examples of Area Dog Parks



Examples of Ohio Pollinator Areas

CONCEPT PLAN RAY MOLLERT PARK - CITY OF MEDINA