

REQUESTS FOR COUNCIL ACTION/DISCUSSION

Finance Committee

- 22-050-3/14 – Expenditure (ARPA Funds) – MNJ Tech. – Community Development
- 22-051-3/14 – Expenditure – N. Royalton Power Equipment – Cemetery
- 22-052-3/14 – 2022 Material Bids
- 22-053-3/14 – Amend Ord. 174-21 – W. Smith Reconstruction Easement
- 22-054-3/14 – Accept Easement – W. Smith Reconstruction
- 22-055-3/14 – Woodside Green Subdivision Phase II Dedication Plat
- 22-056-3/14 – FAA Grant Application – Narrative Report & ALP Update
- 22-057-3/14 – General Liability Insurance Renewal
- 22-058-3/14 – Budget Amendments
- 22-060-3/14 – Expenditure Over \$15,000 – OH Assoc. of Chiefs of Police

Special Legislation Committee

- 22-059-3/14 – Preserving Historic District

3/14/22

OK
D. Harwell
6-8-2021

REQUEST FOR COUNCIL ACTION

No. PCA 21-128-6/14

Committee: Public Properties

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

7-7-21
Finance 11/22/21

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.

Have to spend more than grant.

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

MEDI-022C	City of Medina	Ray Mellert Park - <u>Parking lot</u>	\$71,000
MEDI-026C	City of Medina	Ray Mellert Dog Park Project	\$35,000

Jansen- 40 spaces pkg lot
Restroom facility
pavilion
fitness loop (4.1m paved path)

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:

approve concept plan

COUNCIL USE ONLY:

Committee Action/Recommendation: no legislation at this time
11-22-21 Hold

JSK 3-D

Council Action Taken:

Ord./Res.
Date:

Finance Committee
Monday, November 22nd, 2021
5:30 p.m. Medina City Hall – Rotunda

In attendance: J. Coyne – Chairman, P. Rose, J. Shields, B. Lamb, J. Hazeltine, Dennie Simpson and E. Heffinger.

Also present: Mayor Hanwell, Greg Huber, Patrick Patton, Keith Dirham, Nino Piccoli, Kimberly Marshall, Jansen Wehrley, Chief Kinney, Andrew Dutton, Barb Dzur, Rick & Tammy Kirby, Sarah (Gazette) and Kathy Patton.

1. Assignment of Requests for Council Action

2. 21-128-6/14 – Ray Mellert Park Capital Bill Grant

Jansen stated the environmental study has been done and is looking for council approval of concept plan for improvements to Ray Mellert Park. Grant funding for the Dog Park at Ray Mellert to include environment study, design plans, grading, fencing, concrete and park features. We must expend in excess of \$34,300 estimated project to cost \$70,000.00.

Ray Mellert parking Lot expansion scope to include environment study design plans, grading, paving and lining of the new lot. Must expend in excess of \$69,580.00 estimated project to cost \$142,000.00. Deadline is June 30th, 2022 - needs to be under contract.

- Hold

3. 21-212-11/8 – Electric Aggregation Program

Mr. Shields moved to approve giving Mayor Hanwell authorization to sign a contract at 4.0 rate with no rebate to the City, seconded by Mr. Simpson. Motion passed 6-1abst., (JC)

4. 21-226-11/22 – Then & Now – Wintrow Construction

Invoice amount \$16,632.77 for railroad derailment repairs. Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion passed 7-0.

5. 21-227-11/22 – Establish Ad Hoc 1969 Courthouse Lease Committee

Request to formally appoint Council President John Coyne and Council Pro-Tem Jim Shields to represent Medina City Council on the above committee and Mayor Hanwell to represent the City Administration. The committee will work to develop the draft lease for the City of Medina to use the 1969 Courthouse building for Municipal Court operations. Once a lease is discussed and accepted by the Committee, it will be presented to Medina City Council and Board of Medina County Commissioners for modification and/or approval. Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion passed 7-0.

6. 21-228-11/22 – Budget Amendments

#2021-043 – Bond Issuance / Repay Advances / Grants

Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 7-0.

7. 21-229-11/22 – Amend S&B Code 31.13 – Vacation Period

For the year 2020, the last day of the vacation period shall be December 31st, 2021 rather than

REQUEST FOR COUNCIL ACTION

From: Andrew Dutton

Date: 2/24/2022

Subject: Community Development Laptop Purchase

*OK
Approved
2-25-2022*

No. RCA 22-050-3/14

Committee: Finance Only

Summary and Background:

The Community Development Department is requesting the utilization of ARPA funds to purchase two laptops. The Community Development Director does not currently have a laptop and the Economic Development/Planning Administrative Assistant has an older laptop in need of replacement.

Laptops will be used for regular presentations to Boards and Commissions, out-of-office work, and to attend virtual meetings and training.

The Finance Department has verified by consulting with an attorney that ARPA funds may be used for Laptops. The IT Department has provided the attached quote for two laptops.

Estimated Cost: \$3,024.00

Suggested Funding

Sufficient funds in Account: 171-0410-53315 and 171-0743-53315

Transfer needed From:

To:

New Appropriation needed in Account:

Emergency Clause Requested: Yes No

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:



MNJ Technologies Direct, Inc.
 1025 Busch Pkwy
 Buffalo Grove, IL 60089-4504
 (847) 634-0700

QUOTE

Dear JUSTIN FIELDS,

Thank you for contacting MNJ Technologies and allowing us the opportunity to provide a best-in-class solution based on your technology needs. Please feel free to reach out with any questions you may have.

QUOTE DATE	QUOTE NO	PO	ORDERED BY	PRINTED ON	ORDER BALANCE
02/08/2022	0001396422		JUSTIN FIELDS	Feb 8, 2022 6:33 am	\$3,024.00

BILL TO: (9500719)	SHIP TO: (CITY)	ATTENTION TO:
CITY OF MEDINA PO BOX 703 Medina, OH 44258	CITY OF MEDINA 132 N ELMWOOD AVE Medina, OH 44256	NAME: JUSTIN FIELDS PHONE: 3307233931 EMAIL: itsupport@medinaoh.org
CONFIRM TO: ATTN:		
ACCOUNT MANAGER: Jimmy Lochner EMAIL: jlochner@mnjtech.com PHONE: (847) 876-8841	EXT: 8341	
DESCRIPTION:		

LN	PRODUCT	DESCRIPTION	QUANTITY	PRICE (\$)	AMOUNT (\$)
1	MNJ15800894	Dell Latitude 7000 7420 14" Notebook - Full HD - 1920 x 1080 - Intel Core i5 11th Gen i5-1145G7 Quad-core (4 Core) 2.60 GHz - 16 GB RAM - 256 GB SSD - Intel Chip - Windows 10 Pro - Intel Iris Xe Graphics - ComfortView Plus - English (US) Keyboard - IEEE 8 MFG PART NO: C6RNK	2	1,512.00	3,024.00
SHIP VIA: FEDEX GROUND		NEW REMIT ADDRESS:	NET ORDER:		\$3,024.00
TERMS: Net 30 Days		MNJ Technologies Direct, Inc. PO Box : 771861 Chicago, IL 60677-1861 FEIN: 01-0560518	ESTIMATED SALES TAX:		\$0.00
			SHIPPING CHARGES:		\$0.00
			TOTAL:		\$3,024.00
			ORDER BALANCE:		\$3,024.00

RCA 22-051-3/14
Finance

City of Medina

Board of Control/Finance Committee Approval

Administrative Code: 141

3-1-2022
per Greg Huber

- Department Heads can authorize expenditures up to \$1,500.00 (requisition)
- Board of Control authorizes expenditures from \$1,500.01 to \$15,000.00 (BOC form).
- Finance Committee authorizes expenditures from \$15,000.01 to \$25,000.00 (BOC form).
- Council authorizes expenditures/bids over \$25,000.00 (RCA form). Board of Control awards all bids, unless otherwise specified in authorizing ordinance. (Ord. 101-05)

Date: 3/1/2022

Department: Cemetery

Amount: \$9,593.00

B.O.C. Approval Date: _____

(Finance Use Only)

Account Number: 001-0210-53315

Vendor: North Royalton Power Equipment N00200

Department head/Authorized signature: _____



Item/Description:

Add line 53315 P.O. 22-0490 Tools and Minor

for Scag STCII 52V - 25FT - EFI Tiger Cat II 52"

Scag / Sourcewell #031121-SCG

City of Medina Sourcewell #29417

Total of the purchase order now \$11,593.00

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

Date Approved/Denied by Finance Committee: _____

Date to Finance: _____

Clerk of council _____

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

Q U O T A T I O N

PAGE: 1

NORTH ROYALTON POWER EQUIPMENT
10156 Royalton Road
North Royalton, OH 44133
Phone #: (440)582-9400
Fax #: (440)582-8355

PHONE #: (330)721-6921
CELL #: (330)721-6921
ALT. #:
P.O.#:
TERMS: Net 1st EOM
SALES TYPE: Quote

DATE: 2/17/2022
ORDER #: 85513
CUSTOMER #: 105636
CP: JL
LOCATION: 1
STATUS: Active

BILL TO 105636

CITY OF MEDINA
132 N ELMWOOD AVE
MEDINA, OH 44256 U.S.A.

SHIP TO

CITY OF MEDINA
132 N ELMWOOD AVE
MEDINA, OH 44256 U.S.A.

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
SCA	870FT	SCAG STCII-52V-26FT-EFI TIGER CAT II 52"V 26HP KAW EFI	1	\$12,299.00	\$9,593.00	\$9,593.00
SCA	SCAG/SOURCEWELL	SCAG / SOURCEWELL #031121-SCG CITY OF MEDINA SOURCEWELL #29417	1	\$0.00	\$0.00	\$0.00

Your Business Is Very Important To Us. Thank You for the opportunity to be the supplier of your Landscaping, Lawn Maintenance and Snow & Ice Control Equipment.

SUBTOTAL: \$9,593.00
TAX: \$0.00
ORDER TOTAL: \$9,593.00

Authorized By: _____

OK
Dr Hammet
3-1-2022

REQUEST FOR COUNCIL ACTION

No. RCA 22-052-3/14

FROM: Nino Piccoli, Service Director
DATE: February 28, 2022
SUBJECT: 2022 Material Bids

Committee: Finance

SUMMARY AND BACKGROUND:

I hereby respectfully request council's consideration to advertise and bid for the furnishing of one (1) year's supply of materials for various departments to include the maintenance of the streets and water lines, street salt, City properties, the various chemical supplies for the treatment of drinking water, and water meters.

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: No

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

REQUEST FOR COUNCIL ACTION

OK
P. Hammond
3-8-2022

NO. RCA 22-053-3/14

FROM: Patrick Patton

COMMITTEE REFERRAL: Finance

DATE: March 8, 2022

SUBJECT: West Smith Reconstruction Amend Ord 174-21

This requests Council to amend Ordinance 174-21 by increasing the Fair Market Value Estimate by \$500 to a revised total of \$6,655. Please reference the attached letter for further explanation.

Parcel #	Property Owner	Acquisition	Revised Value
20	Richard F. Rose	Fee Simple Reservation of Access	\$6,655

Thank you for your consideration.

ESTIMATED COST: \$6,655.

SUGGESTED FUNDING: 108-0610-54411

Sufficient Funds in Account Number:

Transfer Needed from: To:

New Appropriation Account Number:

Emergency Clause Requested: YES

Reason: Right of Way acquisition is an important milestone in the ODOT project development process; failure to meet this deadline can delay the project. In addition, since each of these property owners have signed the easement, we would like to complete the process and pay them as soon as possible.

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

ORDINANCE NO. 174-21

AN ORDINANCE AUTHORIZING AN APPRAISAL (FAIR MARKET VALUE ESTIMATES) FOR THE WEST SMITH RECONSTRUCTION PROJECT, AND DECLARING AN EMERGENCY.

WHEREAS: In order to complete construction of West Smith Road between State Road and S. Court Street, the City must acquire several easements; and

WHEREAS: In accordance with ODOT guidelines, the City has engaged O.R. Colan to acquire the Fair Market Value Estimates (FMVE's); and

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

SEC. 1: That the City of Medina hereby authorizes the appraisals of O.R. Colan and accepts the Fair Market Value (FMVE) for the following parcels as follows:

<u>Property #</u>	<u>Owner Name</u>	<u>Acquisition</u>	<u>FMVE</u>	
12	Board of County Commissioners Medina County, Medina, Ohio	Temporary easement	\$ 320.00	
14	The A.I. Root Company	Standard highway easement	\$1,130.00	REQUEST INCREASE OF \$500
16	620 East Smith Rd.	Temporary easement, standard highway easement	\$ 815.00	
17	R&M Baker Real Estate Invest.	Standard highway easement	\$ 640.00	TO A TOTAL OF \$ 6,655.
→ 20	Richard F. Rose	Fee simple reservation of access	\$6,155.00 ←	
22	The City of Medina, Ohio	Fee simple reservation of access	\$ 0.00	
43	Robert M. & Beth A. Kiley	Temporary easement	\$ 300.00	
58	Herold Medina, LLC	Temporary easement	\$ 300.00	
66	JMJ Holdings Corp.	Fee simple reservation of Access	\$ 300.00	
74	Virginia L. Herrmann	Temporary easement	\$ 300.00	
79	George & Jennifer A. Rusinko	Temporary easement	\$ 300.00	
80	Christopher A. & Barbara A. Talbert	Temporary easement (3)	\$ 300.00	
82	Kotecki Family Memorials, LLC	Temporary easement	\$ 300.00	
83	William J. Suliks	Temporary easement	\$ 300.00	
86	South Court, LLC	Temporary easement	\$ 300.00	
TOTAL			\$11,760.00	

SEC. 2: That a copy of the appraisals are available in the Office of the Medina City Engineer.

SEC. 3: That the funds to cover these appraisals in the amount of \$11,760.00 are available in Account 108-0610-54411.

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

SEC. 5: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason to expedite the sometimes lengthy process; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: October 25, 2021

SIGNED: James A. Shields
President of Council Pro-Tem

ATTEST: Kathy Patton
Clerk of Council

APPROVED: October 26, 2021

SIGNED: John M. Coyne, III
Acting Mayor

ORC® REAL ESTATE SOLUTIONS
FOR INFRASTRUCTURE

February 20, 2022

Patrick Patton, PE – City Engineer
City of Medina
132 N. Elmwood Avenue
Medina, Ohio 44256

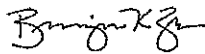
Re: MED – CR 4-15.47 (West Smith Road)
Parcel No.: 20-WD (Richard F. Rose)

Dear Mr. Patton:

The property owner requested \$6,655.00 as settlement regarding the above referenced parcel where the FMVE was \$6,155. This request results in an increase of \$500 above FMVE. The property owner was offered a F.M.V.E. of \$6,155.00 for a .0278 acre area to be acquired and impacted lawn, gravel drive and trees. They have advised us that they feel their property should be valued at the higher end of the comparable sales utilized in the Value Analysis Report. Based on this request being an 8% increase and falling within the range of comparable properties we would recommend this request for approval. We would request the City of Medina to concur and sign off on the attached revised Value Analysis report.

If any further information or assistance is required, please do not hesitate to contact me at (440) 827-6116 ext. 205.

Respectfully,



Benjamin K. Zera
Project Manager

Encl. (as stated)

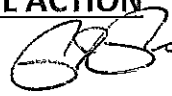
cc: Parcel File

REQUEST FOR COUNCIL ACTION

*OK
Est Hamell
3-8-2022*

NO. RCA 22-054-3/14

FROM: Patrick Patton



DATE: March 8, 2022

COMMITTEE REFERRAL: Finance

SUBJECT: Easements - West Smith Reconstruction

In order to complete construction of West Smith Road between the State Road and S. Court Street, the City must acquire several easements and/or fee simple right-of-ways. We have received the completed easement packages for one (1) of those properties:

Parcel #	Property Owner	Parcel #	Acquisition	Value
43	Mark T. Earnhart	028-19C-04-106	Temporary Easement	\$300.
TOTAL				\$ 300.

This requests asks Council to accept the easement submitted herein. Thank you for your cooperation.

ESTIMATED COST: \$300

SUGGESTED FUNDING: 108-0610-54411

Sufficient Funds in Account Number:

Transfer Needed from: To:

New Appropriation Account Number:

Emergency Clause Requested: YES

Reason: Right of Way acquisition is an important milestone in the ODOT project development process; failure to meet this deadline can delay the project. In addition, since each of these property owners have signed the easement, we would like to complete the process and pay them as soon as possible.

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

TEMPORARY EASEMENT

Mark T. Earnhart, Single, the Grantor(s), in consideration of the sum of \$300.00, to be paid by City of Medina, Ohio, the Grantee, do grant to Grantee the temporary easement(s) to exclusively occupy and use for the purposes mentioned in Exhibit A the following described real estate:

PARCEL(S): 43-T

MED-CR 0004-15.47

SEE EXHIBIT A ATTACHED

Medina County Current Tax Parcel No, 028-19C-04-106
Prior Instrument Reference Instrument No. 2022OR003764, Medina County Recorder's Office.

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

The duration of the temporary easement(s) granted to the Grantee is 24 months immediately following the date on which the work described above is first commenced by the Grantee, or its duly authorized employees, agents, and contractors.

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

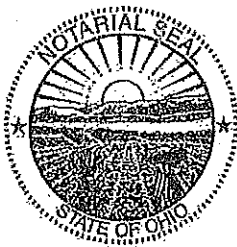
IN WITNESS WHEREOF Mark T. Earnhart, Single has hereunto set his hands on the 2nd
day of March, 2022.


Mark T. Earnhart

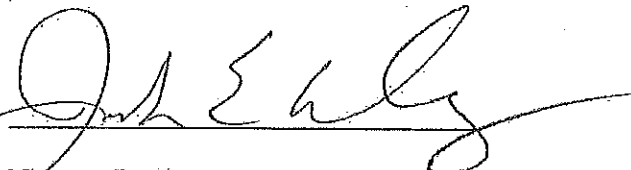
STATE OF OHIO, COUNTY OF Medina . ss:

BE IT REMEMBERED, that on the 2nd day of March, 2022, before me the subscriber, a Notary Public in and for said state and county, personally came the above-named Mark T. Earnhart who acknowledged the foregoing instrument to be his voluntary act and deed. No oath or affirmation was administered to Mark T. Earnhart with regard to the notarial act.

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



JOSEPH E ALMADY
Notary Public
in and for the State of Ohio
My Commission Expires
August 22, 2023


NOTARY PUBLIC

My Commission expires: 8/22/2023

This document was prepared by or for the City of Medina on forms approved by the Ohio Attorney General's Office.

EXHIBIT A

LPA RX 887T

Page 1 of 2

Rev. 07/09

Ver. Date 06/22/2021

PID 112540

**PARCEL 43-T
MED-CR 0004-15.47
TEMPORARY EASEMENT FOR THE PURPOSE OF
PERFORMING THE WORK NECESSARY TO
REMOVE TREE AND GRADE
FOR 24 MONTHS FROM DATE OF ENTRY BY THE
CITY OF MEDINA, MEDINA COUNTY, OHIO**

[Surveyor's description of the premises follows] *Q.S.G.*

Situated in the State of Ohio, County of Medina, City of Medina, being in Original Lot 1 of Montville Township, Township 2 North, Range 14 West of the Connecticut Western Reserve, and being part of Medina City Lot 2207 as shown in Plat for the Purpose of Assigning City Lot Numbers To the Subdivision of Out Lots 1005, 1006, 1008, 1009, 1010, 1011 and 1012 as recorded in Plat Book volume 8, page 20 (all document references are to the records of Medina County, Ohio Recorder's office, unless otherwise stated), as conveyed to **Mark T. Earnhart** by the instrument filed as **Instrument No. 2022OR003764**.

Being a parcel of land lying on the right side of the centerline of right-of-way of Smith Road (60' R/W - Public) and being more particularly described as follows:

COMMENCING FOR REFERENCE at a point being referenced by a 1/2" iron pin found bearing South 00 degrees 03 minutes 16 seconds East at a distance of 0.38 feet, said point being on the existing southerly right-of-way line of Smith Road, at the northeast corner of the said Medina City Lot 2207, and being the northwest corner of Medina City Lot 2206 as conveyed to Gary R. Akers and Diane J. Akers, Trustees Under Gary R. Akers and Diane J. Akers Declaration of Trust Dated May 17, 2016 by the instrument filed as Document Number 2020OR016183, said point being 30.00 feet right of the centerline of right-of-way of Smith Road station 82+73.17;

Thence along the said existing southerly right-of-way line of Smith Road and along the northerly line of the said Medina City Lot 2207, **South 89 degrees 00 minutes 34 seconds West for a distance of 12.61 feet** to a point being 30.00 feet right of the centerline of right-of-way of Smith Road station 82+60.56, said point being the **TRUE POINT OF BEGINNING** of the parcel herein described;

Thence crossing through the said Medina City Lot 2207, for the following three (3) courses:

EXHIBIT A

Page 2 of 2

LPA RX 887 T

Rev. 07/09

1. **South 00 degrees 59 minutes 26 seconds East for a distance of 5.00 feet to a point being 35.00 feet right of the centerline of right-of-way of Smith Road station 82+60.56;**
2. **South 89 degrees 00 minutes 34 seconds West for a distance of 20.00 feet to a point being 35.00 feet right of the centerline of right-of-way of Smith Road station 82+40.56;**
3. **North 00 degrees 59 minutes 26 seconds West for a distance of 5.00 feet to a point being 30.00 feet right of the centerline of right-of-way of Smith Road station 82+40.56;**

Thence along the said existing southerly right-of-way of Smith Road and the northerly line of the said Medina City Lot 2207, **North 89 degrees 00 minutes 34 seconds East for a distance of 20.00 feet to the TRUE POINT OF BEGINNING** of the parcel herein described.

The above description contains a total area of **0.0023 acres**, (0.0000 acres are located within the Present Road Occupied resulting in a net take of 0.0023 acres), all of which are located within Medina County Auditor's **Parcel number 028-19C-04-106**.

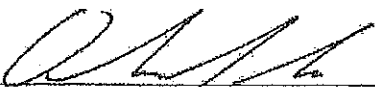
The current source of title to the boundary herein described as of this writing recorded in **Official Record volume 1291, page 361** in the records of Medina County.

This description was prepared by Andrew T. Jordan, Ohio Registered Professional Surveyor number 8759, and is based on an actual field survey conducted by American Structurepoint Inc. in October of 2020, and is true and correct to the best of my knowledge and belief.

The bearings for this description are based on Grid North, reference North 89 degrees 12 minutes 02 seconds East for the existing centerline of right-of-way for W. Smith Road, as referenced to The Ohio State Plane Coordinate system (North Zone) and the North American Datum of 1983 (2011 Adjustment) as established utilizing a GPS survey and NGS OPUS solution.

The stations referenced herein are from the plans known as MED - CR 0004- 15.47 (W SMITH ROAD) on file with the City of Medina, Ohio.

American Structurepoint, Inc.


Andrew T. Jordan
Registered Professional Surveyor No. 8759



6-22-2021

REQUEST FOR COUNCIL ACTION

*OK
D. Starnwell
3-8-22*

NO. RCA 22-055-3/14

FROM: Patrick Patton 

DATE: March 8, 2022

COMMITTEE REFERRAL: Finance

SUBJECT: Woodside Green Subdivision Phase II Dedication Plat

The developers of Woodside Green Subdivision (KMK Development, LLC) have requested Council's final plat approval for the above referenced subdivision. The dedication plat is attached. Previously the City had approved a construction agreement for this project (Ord 33-22 approved February 28, 2022).

As required, the developer has submitted the required fees covering the cost of improvements as well as the costs for City inspection and street trees.

Thank you for your consideration.

ESTIMATED COST: \$0

SUGGESTED FUNDING:

Sufficient Funds in Account Number:

Transfer Needed from: To:

New Appropriation Account Number:

Emergency Clause Requested: No
Reason:

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

WOODSIDE GREEN SUBDIVISION PHASE II

BEING A REPLAT OF MEDINA CITY LOT NO. 7248, CREATING MEDINA CITY LOT NO'S 9391 & 9392 AND DEDICATION OF A PORTION OF T.H. 726 ASHERBRAND DRIVE

SITUATED IN THE CITY OF MEDINA, COUNTY OF MEDINA AND STATE OF OHIO, AND KNOWN AS BEING ALL OF MEDINA CITY LOT NO. 7248 AS SHOWN ON PLAT BOOK 27, PAGE 246 OF THE MEDINA COUNTY RECORDER'S RECORDS

LEWIS LAND PROFESSIONALS, INC.
CIVIL ENGINEERS & SURVEYORS

ACCEPTANCE & DEDICATION

Knows all men by these presents that I, Kent Phillips, Managing Member of MKK Development LLC, owner of the land shown on the plat hereon, have caused the same to be surveyed and platted as shown and do hereby dedicate to public use the right-of-way, easements, and grant easements shown in green, and do acknowledge that no fee, tax, or any other charge shall be levied against the land embraced within this subdivision.

The undersigned owner of the within platted land, does hereby grant unto Columbia Gas of Ohio, their successors and assigns (hereinafter referred to as grantees) a permanent right-of-way, easement as shown, under, over and through the parcels shown hereon to construct, place, connect, use, repair, reconstruct, or relocate such above ground and underground gas facilities as deemed necessary, and to install, maintain, repair, reconstruct, transport, and transmitting gas for public use and distribution by the grantees for locations as the grantees may determine upon within and across the easement premises. Said easements rights shall include the right without liability therefore to remove trees and landscaping including lawns within said easement premises which may interfere with the installation, maintenance, repair or operation of said gas facilities. The right to install, repair, augment and maintain services and pipe lines from outside the above premises, and with the right of access, ingress, and egress to and from any of the premises and easement premises for exercising any of the purposes of the right-of-way and easement grant. All taxes shall be restricted to underground utility service.

Kent Phillips
Kent Phillips, Managing Member
MKK Development LLC
State of Ohio
Medina County SS

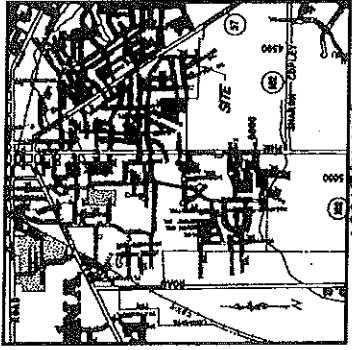
Before me a Notary Public in and for said County and State, personally appeared the above named, Kent Phillips, who acknowledged the making of the foregoing instrument and the signing of this plat to be his free act and deed, in testimony whereof I have hereunto set my hand and affixed my official seal at Medina, Ohio, this 23 day of February, 2022.



I hereby certify that I have surveyed the land on this plat, that the plat is a correct representation of the land surveyed, that the survey balances and closes, that all dimensional and grade measurements are correct, and that the monuments shown thereon exist or shall be set at all lot corners and radius returns.

Joseph A. Burson
Date 2/23/2022
Reg. Ohio Surveyor No. RS-98328

SURVEYOR'S CERTIFICATION



ACREAGE SUMMARY	
MEDINA CITY LOT NO. 9391	0.3860 ACRES
MEDINA CITY LOT NO. 9392	0.8608 ACRES
AREA OF RIGHT-OF-WAY TO BE DEDICATED	0.1423 ACRES
TOTAL AREA	1.3922 ACRES

APPROVALS

This Plat approved this _____ day of _____, 2022 by the City of Medina Planning Commission.
Secretary _____

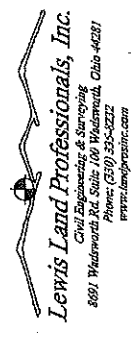
All required improvements have been satisfactorily installed or adequate financial guarantees have been approved by the Medina City Engineer.
Medina City Engineer _____

This Plat was duly accepted by ordinance No. _____ of Medina City Council at a regular meeting held on the _____ day of _____, 2022.
President of Council _____
Clerk of Council _____

Approved for transfer this _____ day of _____, 2022 by the Medina County Tax Map Office.
Tax Map Draftsman: _____

Received for transfer this _____ day of _____, 2022 by the Medina County Auditor's Office.
County Auditor: _____

Received and recorded this _____ day of _____, 2022 by the Medina County Recorder's Office and is recorded by Plat Document No. _____ at _____ A.M. / P.M.
Recorder: _____

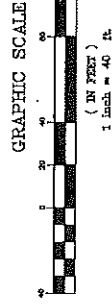


Lewis Land Professionals, Inc.
Civil Engineering & Surveying
8891 Wadsworth Rd. Suite 100 Wadsworth, Ohio 44281
Phone: (330) 935-8222
www.lewislandpros.com

WOODSIDE GREEN SUBDIVISION PHASE II
SHEET 1 OF 2 - TITLE SHEET
PROJ. No. 21-356 DRAWING NAME 21-356-PLAT02



Line #	Length	Direction
L1	5.12'	S20°59'28"E
L2	21.14'	S20°59'43"E
L3	9.34'	S89°30'33"W
L4	44.77'	N50°32'42"W
L5	10.00'	N39°27'18"E
L6	22.42'	N89°21'01"E
L7	11.72'	N20°40'49"W
L8	20.00'	S55°42'16"E
L9	9.61'	N20°59'43"W
L10	32.38'	S20°59'43"E
L11	9.92'	S20°59'43"E

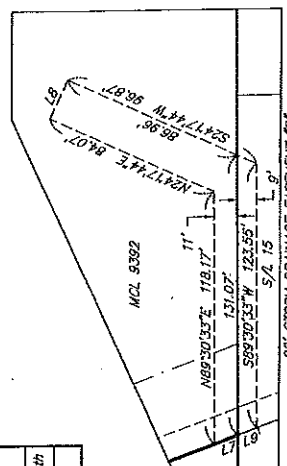


The "Basis of Bearings" for this survey is Grid North of the MAD83 (2011), Ohio State Plane, North Zone as established by GPS Observation.

Lewis Land Professionals, Inc.
 Civil Engineering & Surveying
 6891 Wakehurst Blvd., Suite 200, Columbus, Ohio 43231
 Phone: (614) 534-2232
 www.lewislandpros.com

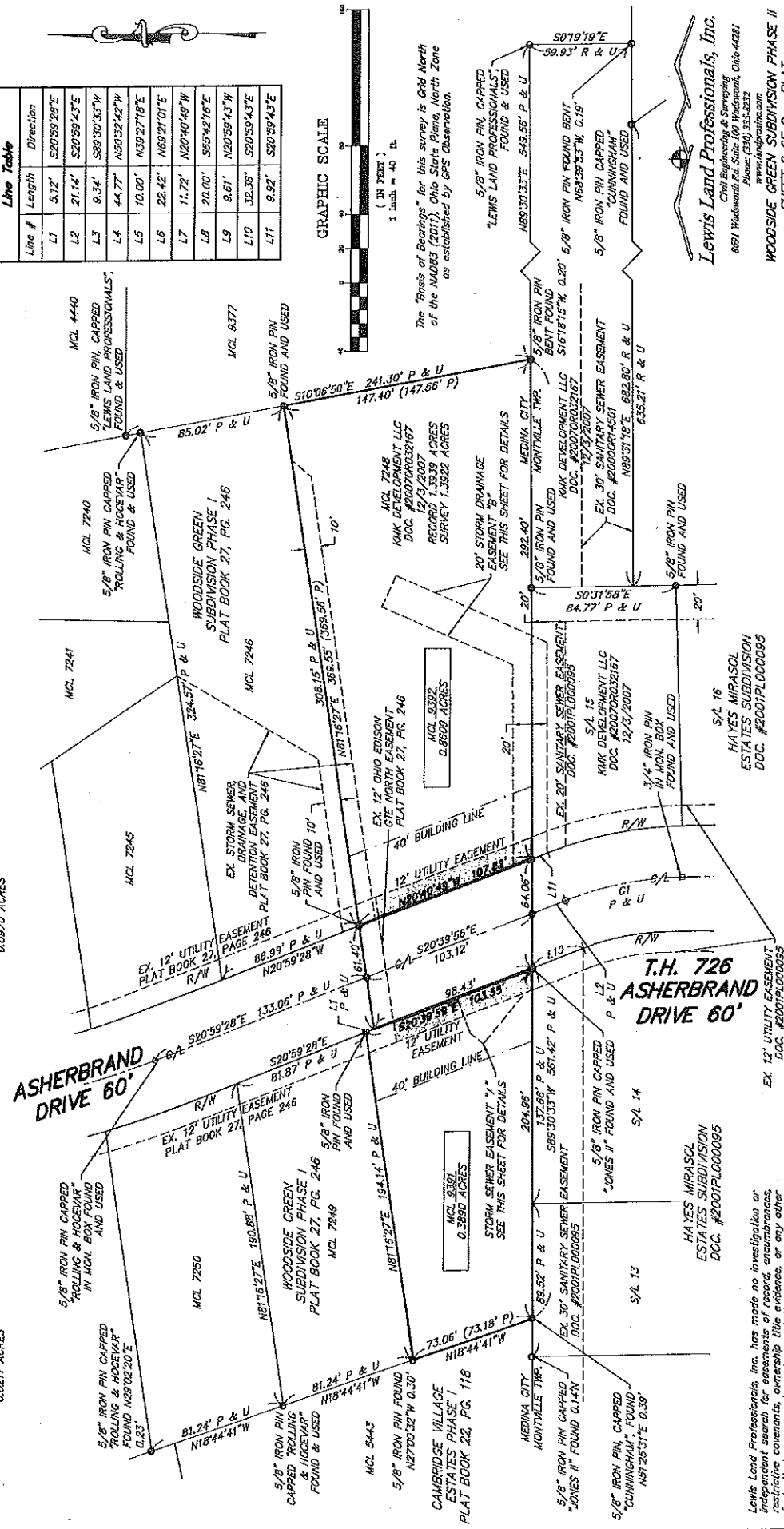
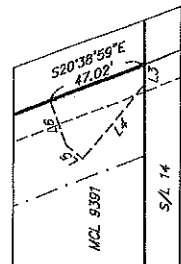
WOODSIDE GREEN SUBDIVISION PHASE II
 SHEET 2 OF 2 - PLAT
 PROJ. No. 21-558 DRAWING NAME 21-558-PL002

- SURVEY LEGEND**
- - 5/8" x 30" Iron Pin Set w/ Cap Lewis Land Professionals in box
 - ◊ - 5/8" x 30" Iron Pin Set w/ Cap Lewis Land Professionals in box
 - - Monument Box Found & Described
 - - Iron Pin Found & Described
 - - Iron Pipe Found & Described
 - - Dead (D) - Record Deed
 - R/W - Right of Way
 - U - Used
 - (P) - Plat
 - G.A. - Centerline
 - MCL - Medina City Lot R & H - Rolling & Hocevar
 - - Dedication Area of Asherbrand Drive - 0.1423 Acres



Curve Table

Curve #	Length	Radius	Chord Direction	Chord Length
C1	70.13' R&U	200.00'	N10°37'00"W	68.77'



Lewis Land Professionals, Inc. has made no investigation or independent search for encumbrances, or any other restrictive covenants, ownership title, or any other facts that an accurate and current title search may disclose.

REQUEST FOR COUNCIL ACTION

*OK
RTH awarded
3-8-2022*

NO. RCA 22-056-3/14

FROM: Patrick Patton, Greg Huber

COMMITTEE REFERRAL: Finance

DATE: March 8, 2022

SUBJECT: Grant application to the FAA for Airport Triggering Event Narrative Report and ALP Update

This request is for Council's authorization to submit a grant application to the Federal Aviation Administration (FAA) for the City's Airport Triggering Event Narrative Report and ALP Update. Completion of this report and ALP Update is required by the FAA in order for the City to be eligible to receive future FAA grant funding to reimburse the City for the purchase of property adjacent to the airport. Attached, please find a portion of the Scope of Work for the Report and Update.

Please be advised, this grant will cover 90% of the costs for the report and ALP Update through the FAA's Airport Improvement Program (AIP) for the Medina Municipal Airport.

Finally, please note that this requests asks the Mayor be authorized to enter into an agreement with the FAA to accept the grant.

Thank you for your consideration

ESTIMATED COST: TBD

SUGGESTED FUNDING:

Sufficient Funds in Account Number:

Transfer Needed from Account Number:

To Account Number:

New Appropriation Account Number:

Emergency Clause Requested:

Yes

Reason:

Grant application must be submitted to the FAA by April 11, 2022

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

MEDINA MUNICIPAL AIRPORT (1G5)

AIRPORT “ TRIGGERING EVENT” NARRATIVE REPORT AND ALP UPDATE

SCOPE OF WORK (SOW)

Delta Project No. 21066

PROJECT BACKGROUND

In an effort to establish a solid plan for the future development of the Medina Municipal Airport (1G5), the City of Medina, in conjunction with the Federal Aviation Administration (FAA) Great Lakes Region, Detroit Airports District Office, has elected to develop an Airport Triggering Event Narrative Report and ALP Update consistent with guidance presented in FAA Advisory Circular (AC) 150/5070-6B, *Airport Master Plans*, as appropriate, and this SOW. The Triggering Event Narrative Report is to include a planning effort for select areas of the airfield, triggered by the increased demand for corporate hangar facilities, and is to also include a set of defined drawings called Airport Layout Plan (ALP) drawings. The ALP drawings graphically depict the findings and recommendations contained in the Master Plan Report document and are intended to be an update to the existing (2006) ALP set.

This SOW outlines the services to be included for the preparation of an Airport Triggering Event Narrative Report and ALP Update. The report and ALP Update will examine FAA design standards, future facility development requirements, and assess the current and future needs of airport users for select areas of the airfield. The primary goal of the SOW described herein is to provide an Airport Triggering Event Narrative Report and update the current FAA-accepted ALP drawing set to emphasize, justify, and incorporate current and feasible airport improvements regarding the siting and development of corporate aircraft facilities. Updating the ALP drawings and providing proper justification in the associated report will provide justification, purpose, and need for proposed projects depicted in the airport sponsor's Airport Capital Improvement Program (ACIP).

The FAA and City have requested that this Airport Triggering Event Narrative Report and ALP Update primarily focus on facility planning within the terminal building area of the Airport and exclude analyses associated with runways, taxiways, and other ancillary future development depicted on the current FAA-accepted ALP drawings.

The current ALP drawings and associated Narrative Report were prepared and accepted by the FAA in 2006.



Prior to that, the original Airport Master Plan was prepared in 1987 under FAA Project No. 87-1-3-39-0053-01-87 and accepted by the FAA in 1991. This was the first FAA project at the airport. The 1987 Airport Master Plan did not propose a future runway extension to Runway 9-27, leaving the runway at the original 3,556-feet long by 75-feet wide throughout the planning period.

In 1998 the Airport Master Plan and ALP drawings were updated and accepted by the FAA in 2001. The 1998 update depicted a future Runway 9-27 extension on the ALP drawings, bringing the future/ultimate proposed runway length to 4,000 feet. The 1998 update also proposed development within the terminal area to plan for the growing demand for aircraft storage hangars and to document a land release granted by the FAA several years earlier. Approximately 38 acres of land released by the City of Medina was developed into the Portside Corporate Park. Portside Corporate Park has since flourished and is nearly fully occupied with light manufacturing buildings. The businesses located at the industrial park use the airport daily and some have based their aircraft at the Airport.

Since the 2006 update, the airport is experiencing a demand for growth beyond the growth proposed in the 2006 Master Plan. This is due to exponential business and residential growth along State Route 18 (Medina Road) between Interstate 71 and Interstate 77. This commercial and residential development has caused an increase in demand for hangar storage at the Airport and is driving the need for the Triggering Event Narrative Report and ALP Update.

This Airport Triggering Event Narrative Report and ALP Update will focus on the terminal area and options to construct future corporate-type box hangar facilities that will have more direct access to the main runway, Runway 9-27. The goal and objective of this Triggering Event Narrative Report and ALP Update is to better accommodate the growing demand for aircraft storage hangars and provide more efficient access to Runway 9-27 from the terminal building area.

The Airport Triggering Event Narrative Report and ALP Update will also include considerations for airport development on an adjacent, 30±-acre property owned by Totts Farm, LLC. The Totts property is currently for sale and proposed for fee-simple acquisition by the City of Medina in 2022.

The Totts Farm parcel is not currently depicted for future fee simple acquisition on the 2006 ALP nor was it planned for fee simple acquisition in previous planning efforts, because the parcel was believed to be unavailable for purchase. It is assumed that the Tott's Farm property will be part of airport property when this Triggering Event Narrative Report and ALP Update kicks off (likely in fall 2022).

The Medina Municipal Airport is owned and operated by the City of Medina, also known as the Airport Sponsor. The City of Medina is to be referred to as the "Owner" within the context of this SOW. Delta Airport Consultants is to be referred to as the "Consultant" in this scope of work. The "Owner" and "Consultant" reference is consistent with contractual language of City of Medina so that this SOW may be incorporated into the contract documents if desired.



SCOPE OF WORK TASK ELEMENTS

Tasks included in this SOW are excerpted from the most current FAA Airport Master Plans Advisory Circular, Part II: *Elements of Master Plan Studies*, and are as follows:

- Task 1: Study Design
- Task 2: Inventory of Existing Conditions
- Task 3: Forecasts of Aviation Demand
- Task 4: Facility Requirements
- Task 5: Proposed Development Concepts
- Task 6: Cost Estimates/Summary of Funding Sources and Implementation Feasibility Analysis
- Task 7: Airport Layout Drawing Set
- Task 8: Documentation
- Task 9: Meetings/Public Involvement
- Task 10: Project Schedule

TASK 1: STUDY DESIGN

1.1 Project Definition

The study design includes preparation of this SOW for development of the Airport Triggering Event Narrative Report and ALP Update. The deliverables for this element include the preparation of one draft and one final SOW in coordination with the Owner and FAA, an agreed-upon project planning budget and target project schedule for the proposed planning work. These documents form the basis of the agreement to provide professional services for this project. The study design is to also identify previous studies and reports regarding the airport and the long-term objectives of this study effort and state the Owner's goals and objectives of this study effort.

Per FAA requirements, the Owner will be responsible for having an independent fee estimate (IFE) review of the Professional Services Agreement contract completed.

1.2 Project Coordination

1.2.1 Owner Coordination

Regular project status briefings are to take place throughout the course of the project. These briefings are to take place in person or via a telephone call or email between the Owner's project manager and the Consultant's project manager or designated secondary points of contact. Monthly project status reports are to be included with each invoice detailing the percent complete by major project element, work completed during the previous reporting period, problems and solutions, and schedule adjustments.



TARGET FAA PROJECT SCHEDULE

Airport: Medina Municipal Airport (1G5)

Location: Medina, Ohio

Project: Triggering Event Narrative Report and ALP Update

#	ITEM	DATE
1.	Submit FAA Grant Application for Funding	April 11, 2022
2.	Accept FAA Grant Offer/Engineering Contract Executed by Sponsor	July 2022
3.	Issue Notice to Proceed	August 2022
4.	Task 1: Study Design	Winter 2022
5.	Task 2: Inventory of Existing Conditions	Sept.-Oct. 2022
6.	Task 3: Forecasts of Aviation Demand <i>-Submittal of Working Paper 1 to Owner and FAA</i>	Nov.-Dec. 2022 Jan. 2023
7.	Task 4: Facility Requirements	Feb. 2023
8.	Task 5: Proposed Development Concepts <i>-Submittal of Working Paper 2 to Owner and FAA</i>	Mar-Apr. 2023 May-June 2023
9.	Task 6: Cost Estimates/Summary of Funding Sources	August 2023
10.	Task 7: Airport Layout Plan (ALP) Drawing Set	August 2023
11.	Task 8: Documentation (Final Report and ALP Drawing Set)	Sept. 2023
12.	Task 9: Meetings/Public Involvement <i>Project Kick-Off and Site Visit / PAC Meeting #1 (in-person)</i> <i>Present Draft Forecasts of Aviation Demand / PAC Mtg #2 (virtual)</i> <i>Present Draft Proposed Development Concepts / PAC Mtg #3 (virtual)</i> <i>Present Draft ALP/PAC Mtg #4 / Public Open House (in person)</i> <i>One unanticipated meeting (virtual)</i>	Ongoing Sept. 2022 Dec. 2022 May 2023 August 2023 TBD
13.	Close Out Project and FAA Planning Grant (on or before)	August 2024



OK Hanwell
3-9-2022

REQUEST FOR COUNCIL ACTION

No. PCA 22-057-3/14

FROM: Mayor Dennis Hanwell
DATE: March 9, 2022
SUBJECT: General Liability Insurance Renewal

Committee: Finance

SUMMARY AND BACKGROUND:

Respectfully request Council to authorize the Mayor to sign the renewal agreement and supplemental applications with the insurance company recommended by our broker, Crain Langner for General Liability Coverage for the City of Medina, effective 4/1/22 through 4/1/23. The deadline for submissions was March 8, 2022 at 2:00 pm. Crain Langner is in the process of reviewing and analyzing the submissions and will have a recommendation to the City by Friday, March 11, 2022. That recommendation and details will be provided to Council as soon as we receive it.

We respectfully request this be presented to Finance on March 14, 2022 and passed with the emergency clause. We will then present to Council (Law Director Greg Huber) on March 28, 2022 and need the emergency clause to make the effective date of 4/1/22.

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: The policy will expire April 1, 2022

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

Batch Number
(Finance use only)

RCA Number RCA 22-058-3/14
 (Council use only) Finance
 NO. 2022-008

REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT
(CHECK ONE)

ADMINISTRATIVE
FINANCE COMMITTEE
COUNCIL

 x

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS
		574-0358-52214	Advertising	\$ 2,500.00		x
		574-0358-52215	Contractual	\$ 2,000.00		x
		574-0358-52232	Rental of Facilities	2,500.00		x
		574-0358-53313	Operating Supplies	\$ 5,000.00		x
		574-0358-53315	Tools & Minor	3,000.00		x
			Total:	15,000.00		

EXPLANATION:

Cleveland Clinic Wellness Funds Check from Contractual Year 2022 - Received March 7, 2022

DEPARTMENT HEAD: [Signature] DATE: 3/1/22

MAYOR'S APPROVAL:
(WHEN NECESSARY) [Signature] 3-9-2022

COUNCIL/COMMITTEE ACTION:

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

ORD. NO. 52-22

CLERK OF COUNCIL/DATE

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

Civil Service

Contractual Services

001-0723-52215

<u>Unencumbered Costs:</u>	<u>Written</u>	<u>Assessment</u>	<u>TOTAL</u>
Police Lieutenant	\$ 2,000.00	\$ 5,800.00	\$ 7,800.00
Police Sergeant	\$ 2,000.00	\$ 14,400.00	\$ 16,400.00
Patrol Oral Boards			\$ 900.00
total:			<u>\$ 25,100.00</u>

<u>Anticipated Needs</u>	<u>Written</u>	<u>Oral Board</u>	
2nd Patrol Test	\$ 2,500.00	\$ 900.00	\$ 3,400.00
2nd Dispatcher Test	\$ 1,500.00		\$ 1,500.00
total:			<u>\$ 4,900.00</u>

	\$ 30,000.00	
2021 Carry Forward Applied	\$ (2,800.00)	
	<u>\$ 27,200.00</u>	Requesting

Civil Service

Advertising

001-0723-52214

<u>Anticipated Needs</u>	<u>Estimate</u>	
2nd Patrol Test	\$ 3,200.00	
2nd Dispatch Test	\$ 2,500.00	
Various School Positions	\$ 5,000.00	
City/Seasonal Positions	\$ 3,000.00	
2023 in the RED	<u>\$ 1,815.00</u>	
total:	\$ 15,515.00	
2021 Carry Forward	\$ (5,200.00)	
	<u>\$ 10,315.00</u>	Requesting

REQUEST FOR COUNCIL ACTION

No. RCA 22-059-3/14
Committee: Special Legislation

FROM: Bill Lamb, Councilman At-Large
DATE: 3/3/22

SUBJECT: Preserving Historic District

SUMMARY AND BACKGROUND:

Failing to preserve the past in our Historic District will erase our built legacy, undermine our sense of community and cripple our economy, forging a sad, diminished and unrecognizable future.

To ensure we assume full responsibility and guarantee the preservation of every building in Medina’s Historic District I propose the following:

A commitment that no structure in the Historic District will be demolished. To guarantee the absolute preservation of the district the City will offer to purchase at full market value any building receiving a demolition permit through the appeal process and if necessary acquire the property through eminent domain.

Further, the City will fund an additional building maintenance inspector for the Historic District to make certain buildings are properly maintained and “demolition through neglect” will cease to be an issue.

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: No
Reason:

COUNCIL USE ONLY:
Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

RCA 22-060-3/14
Finance
Only

City of Medina
Board of Control/Finance Committee Approval
Administrative Code: 141

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

Date: 3/10/2022

Department: Civil Service

Amount: \$20,200.00

B.O.C. Number: _____

Account Number: 001-0723-52215

Vendor: Ohio Association of Chiefs of Police (OACP)

Vendor # 000140

Department head/Authorized signature J. Wilson, CSC Secy

Item/Description:

Police Lt. Birckbichler is retiring causing a ripple effect of needing a lieutenant & sergeant test. CSC voted to use the OACP for the Assessment portion of testing (used in past promotional testing). The department has 7 sergeants and 26 patrol eligible to test. Attached are the proposals based on number of candidates per day. One extended day of testing for lieutenant (\$5800), but possibly four days of testing for sergeant might be required if an employee on military duty needs special accommodations to test (requires an extra day in cost). Anticipate 16 patrol testing & special accommodations (\$14,400)

Respectfully request your approval to move forward.

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

Date Approved/Denied by Finance Committee: _____

Date to Finance: _____

Clerk of council

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

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

Thank you.



OHIO ASSOCIATION OF CHIEFS OF POLICE, INC.

2022 FEES FOR ASSESSMENT CENTER SERVICES

OACP Assessment Center Fees*
For Each Rank Tested
Includes Pre-Assessment Meeting/Process,
Assessment Center and Scoring/Final Report**.

\$5,400.00 (1 to 6 candidates – 1 day)
\$5,800.00 (7 candidates – 1 day extended)
\$8,400.00 (8 to 12 candidates – 2 days)
\$11,400.00 (13 to 18 candidates – 3 days)
Add \$3,000.00 To the 3-day cost for each additional day needed. (For 19+ candidates up to 6 additional candidates per day)

*OACP Assessment Center fees are "not-to exceed" and include all typical travel costs and other expenses. In some situations where consultants are required to travel greater distances, additional mileage fees may need to be added.

**Assessment Center Final Reports now include tables and charts that depict each candidate's score on Exercises and Dimensions. Each candidate's score is also compared in the charts and tables to the average score. Final Reports no longer contain narratives relative to each candidate's performance. Narratives are still available, but at a rate of \$75 per narrative.

Effective 1/1/2022

Ohio Association of Chiefs of Police
Advisory Services

ASSESSMENT CENTER EXERCISE MENU

(All exercises are chosen and designed after consultation between the Lead Consultant and Client or the Client's designee. Each exercise typically contains content that is both relevant and unique to the position and the agency.)

IN-BASKET

Many of the projects and problems that confront supervisors/managers within a police organization first come to their notice through their in-basket. The In-Basket exercise closely simulates the day-to-day administrative and decision-making activities of a supervisor/manager in an actual working situation. The candidates are given scenarios typical of the promotional position and instructed to solve problems and make recommendations within a designated period. The items in the In-Basket exercise are a measure of the candidate's potential for performing in an actual situation. This enables the assessors to evaluate each candidate's performance to determine the degree to which the candidate's actions and decisions demonstrate sound management principles and are aligned with the expectations of both the police organization and community.

WRITTEN PROBLEM-SOLVING

The purpose of a Written Problem-Solving exercise in a police assessment center is to test the candidate's skills in identifying and understanding a problem, in gathering appropriate information, and in documenting a potential solution or solutions. Critical to this exercise is the candidate's formal writing ability and skill to translate his or her mental processes into a logical documented form. This exercise is designed to test the candidate's ability to formulate situational data and related facts into a workable plan of action within a specific period.

GROUP DISCUSSION

(Can be used with at least 3 and no more than 4 candidates and no more than 4 Dimensions)

Group Discussion is an exercise with a set time limit. Through discussion, candidates attempt to reach consensus on a solution to a problem or problems given to them by the assessors. Candidates display their willingness and ability to organize and process information, personally influence others, listen to other ideas, and negotiate a workable solution. Assessors observe and evaluate candidate behavior in this group setting. Therefore, it is essential that the candidates demonstrate their ability to interact with others in a positive manner.

ORAL PRESENTATION

The Oral Presentation exercise gives assessors an opportunity to observe and evaluate a candidate's ability to present ideas or tasks to an individual or group, with or without preparation. The candidate's use of non-verbal communication is also observed and evaluated. By choosing a relevant topic, assessors are provided an opportunity to evaluate the candidate's knowledge in that area. This exercise measures the candidate's ability to comprehend information presented, to give an oral presentation in a clear, concise, and logical manner, and to respond appropriately to any follow-up questions.

ROLE PLAY / SUBORDINATE COUNSELING SESSION

A trained, experienced "role player" brings to the Counseling Session a scenario that has been designed by the lead consultant after discussions with the client. A Counseling Session is a form of interpersonal, face-to-face communication that takes place between the candidate and role player. A candidate must be aware that his or her every word or gesture during the Counseling Session may, in some way, affect the perception of the individual being counseled. A candidate must demonstrate the ability to motivate work performance, correct misbehavior, or misperceptions, provide key information, direct actions towards an appropriate solution, develop effective working relationships, demonstrate flexibility, analyze problems, and use effective oral communications. Candidates should be cognizant of what is said and how it is said. Candidates must show they possess excellent listening skills. The candidate's attention to the body language and the responses of the role player is evaluated to determine how the candidate received and processed information.

ROLE PLAY / CITIZEN COMPLAINT

A trained, experienced role player will play the part of a citizen who has an issue or complaint about the police department or a particular police employee. This exercise is a face-to-face communication that takes place between the candidate and a citizen and is designed to test the candidate's skills in identifying and understanding the problem, in gathering appropriate and sufficient information and in developing a suitable response and solution. The actual session is a verbal exchange between the two parties and the candidate must be aware that his/her words and/or gestures during this exercise may affect the perception of the citizen (role player) being interviewed. The candidate's attention to the body language and the responses of the role player is evaluated to determine how the candidate received and processed information.

Revised: 5/12/2017

Revised: 9/20/2021

MATERIAL REQUISITION 2022000042

Ohio Assoc. of Chiefs of Police 000140 3/10/2022

Civil Service

CHARGE TO JOB NO. 001-0723-52215

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	Police Sergeant Assessment Center		\$ 14,400.00
TOTAL:			\$ 14,400.00

PRICED BY: ENTERED BY: SIGNED: *Wilson, CSC Secy*

