

**CITY OF MEDINA
AGENDA FOR COUNCIL MEETING**

February 25, 2019
Medina City Hall
7:30 p.m.

Call to Order. (Pledge of Allegiance led by Cub Scout Wolf Den #3507)

Roll Call.

Reading of minutes. (February 11, 2019)

Reports of standing committees.

Requests for council action.

Reports of municipal officers.

Confirmation of Council's appointments.

Firemen's Dependents Board – Bob Starcher, Exp. 12/31/22

Firemen's Dependents Board – Dennie Simpson, Exp. 12/31/22

Notices, communications and petitions.

Unfinished business.

Introduction of visitors.

(speakers limited to 5 min.)

Introduction and consideration of ordinances and resolutions.

Res. 28-19

A Resolution commending Retired Captain Larry A. Codding for his dedicated years of service to the City of Medina as a valued member of the Medina City Fire Department.

Ord. 29-19

An Ordinance to amend the Codified Ordinances of the City of Medina, Ohio by amending the following Sections of Part 11 – Planning and Zoning Code, Sections 1109.01, 1141.01, 1141.05, 1145.04(a) and 1147.04(d).

Ord. 30-19

An Ordinance authorizing the Mayor to sign the Letter of Arrangement with the Auditor of State Keith Faber for the preparation of the annual audit for the City of Medina for the fiscal period ending December 31, 2018.

Ord. 31-19

An Ordinance authorizing the increase of the expenditure to Goodyear Tire and Rubber Company to \$40,000 for the Sanitation Department.

Ord. 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.

Ord. 33-19

An Ordinance amending Section 917.04(d) of the Codified Ordinances of the City of Medina, Ohio relative to Bulk Water Rates.

Ord. 34-19

An Ordinance amending Ordinance No. 195-18, passed December 10, 2018. (Amendments to 2019 Budget)

Ord. 35-19

An Ordinance of the Council of the City of Medina, Ohio, certifying that when a municipal obligation was incurred sums were lawfully appropriated in the funds to satisfy the obligation and sufficient sums currently exist to satisfy this obligation.

(emergency clause requested)

Ord. 36-19

An Ordinance of the Council of the City of Medina, Ohio, certifying that when a municipal obligation was incurred sums were lawfully appropriated in the funds to satisfy the obligation and sufficient sums currently exist to satisfy this obligation.

(emergency clause requested)

Ord. 37-19

An Ordinance of the Council of the City of Medina, Ohio, certifying that when a municipal obligation was incurred sums were lawfully appropriated in the funds to satisfy the obligation and sufficient sums currently exist to satisfy this obligation.

(emergency clause requested)

Ord. 38-19

An Ordinance of the Council of the City of Medina, Ohio, certifying that when a municipal obligation was incurred sums were lawfully appropriated in the funds to satisfy the obligation and sufficient sums currently exist to satisfy this obligation.

(emergency clause requested)

Council comments.

Adjournment.

MEDINA CITY COUNCIL
Monday, February 11, 2019

Opening:

Medina City Council met in regular, open session on Monday, February 11, 2019. The meeting was called to order at 7:30 p.m. by President of Council John Coyne. Cub Scout Pack 3514 from Sidney Fenn Elementary School led in the Pledge of Allegiance.

Roll Call:

The roll was called with the following members of Council present B. Lamb, P. Rose, J. Shields, D. Simpson, B. Starcher, J. Coyne and E. Heffinger.

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

Minutes:

Mr. Shields moved that the minutes from the regular meeting on Monday, January 14th, 2019 as prepared and submitted by the Clerk be approved. The roll was called and the motion passed by the yeas of P. Rose, J. Shields, D. Simpson, B. Starcher, J. Coyne, E. Heffinger and B. Lamb.

Reports of Standing Committees:

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

Health, Safety & Sanitation Committee: Mr. Simpson announced he has a meeting scheduled on Monday, February 25th at 5:30 p.m.

Public Properties Committee: Mr. Shields stated they met last week and reviewed the Master Plan for Lake Medina by the Park District.

Special Legislation Committee: Mr. Lamb had no report. Still working on a meeting in late March for Equality legislation.

Streets & Sidewalks Committee: Mr. Heffinger reported he held a meeting on the 5th of February where they discussed the S. Broadway reconstruction, Sidewalk Repair Program, Street Lights on Reagan and flashing lights at crosswalks not at intersections.

Water & Utilities Committee: Mr. Starcher stated they had a Water & Utilities meeting on February 5th where they discussed Bulk Water Rates.

Emerging Technologies Committee: Mr. Rose had no report and no meetings scheduled.

Requests for Council Action:

- 19-031-2/11 – Then & Now – Payment to Civica CMI – Municipal Court
- 19-032-2/11 – Then & Now – Payment to Huntington Bank – Municipal Court
- 19-033-2/11 – Elected Official Salaries
- 19-034-2/11 – Letter of Arrangement with Auditor of State
- 19-035-2/11 – Increase Expenditure – Goodyear Tire & Rubber – Sanitation

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19-036-2/11 – Expenditure Over \$15,000 – HSH Construction – Streets

Reports of Municipal Officers:

Dennis Hanwell, Mayor, reported

- 1) MLK Service at Medina Presbyterian Church, 5020 Burgundy Bay Blvd., Medina, was rescheduled to Sunday February 17, 2019 at 4 p.m. This program is organized by the Medina Ministerial Assn. Public is invited.
- 2) Annual Four Chaplains Service was held at Medina United Methodist Church on Thursday, February 7, at 7 p.m. I attended along with Council-at-Large Paul Rose and Councilman Dennie Simpson. Thankful to the American Legion and Commander Dave Taylor for organizing and promoting this event.
- 3) On Friday, February 8, at 9 a.m. the ORMACO young song writer's program was held at Garfield Elementary School. Fifth graders wrote their own lyrics and accompanying music. I attended along with Council-at-Large Paul Rose and Councilman Bob Starcher. Thankful for Tom Sigel's efforts to continue to provide this program to our local youth. The program was funded by the Stephenson Foundation of which Councilman Jim Shields and I are on the Board.
- 4) Ice Festival will take place in Medina starting Friday, February 15th thru Monday the 18th. Thankful to sponsors and Elegant Ice for bringing this great event to Medina each February. Great draw to our community and support of our businesses.
- 5) New Banners - The Bicentennial banners along our streets will be removed and replaced with banners recognizing Medina's selection as Best Hometown by Ohio Magazine. Thankful for the Medina Bicentennial Committee for the design and purchase of these banners.

Keith Dirham, Finance Director, Mr. Dirham reminded residents to file an income tax with RITA and you can find them on the web at RITAOHIO, there will also be forms here at City Hall.

Greg Huber, Law Director, had no report

Chief Kinney, Police Department, had no report.

Kimberly Marshall, Economic Development Director, stated there is a ribbon cutting for Queen Bee's Closet set for Friday, February 15th.

Jonathan Mendel, Planning Community Director, had no report.

Chief Painter, Fire Department, had no report.

Mike Wright, Recreation Center Director, This week, on Thursday, February 14th, the rec will

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be spending Valentine's Day with Jonathon Mendel and the Planning Commission as they will be reviewing the Medina Rec's new fitness room addition. The meeting will be here at City Hall in the Multi-Purpose Room at 6 p.m. The next Rec Advisory Board meeting will be on Thursday, February 21st, at 7:30 a.m. at the rec center.

Jansen Wehrley, Parks and Recreation Director, Forestry - work permit Ohio Edison for vegetation Management.

Dan Gladish, Building Official, had no report.

Patrick Patton, City Engineer, Parking Garage RPF – due early March. W. Smith Rd. Phase 3 bids open February 22nd.

Nino Piccoli, Service Director, had no report.

Notices, Communications and Petitions

Liquor Permit: Liquor Permit:

Mr. Shields moved not to object to a new D-1 permit to J&J Restaurant Enterprises LLC, dba Original Steaks and Hoagies, 947 North Court St. Motion seconded by Mr. Simpson and approved by the yeas votes of

Unfinished Business:

There were none.

Introduction of Visitors:

Erica Graffain – Auditor's Office, gave the following update:

Dog Tag Renewal Deadline was January 31, 2019.

The deadline for 1st half real estate taxes was Friday, February 8, 2019.

The deadline is Monday, April 1, 2019 for property owners to argue their value by submitting A Complaint Against the Value or a Board of Remission Form (DTE 1). This year many of our forms are available online (medinacountyauditor.org) and can be submitted electronically. The Board of Revision form is one of them. Evidence being provided with the complaint can be scanned or provided to the auditor's office, as well.

The CAUV (Commercial Agricultural Use Value) renewals are being sent out. These forms are due by Monday, March 4, 2019.

Mike Bonus resides at 168 Glenshire Lane. Mike spoke of concerns regarding the intersection at South Elmwood and Liberty Street. Mayor Hanwell stated the left lane has right of way to the left lane when turning and the right lane has right of way to the right lane when turning.

Introduction and Consideration of Ordinances and Resolutions:

Ord. 022-19:

An Ordinance approving and accepting the Kensington Pointe Subdivision Final Plat known

as being the whole of Medina City Lots 8240 and 8827, and also known as the whole of Medina City Lot 8896, and creating new Medina City Lots 9239 through 9266. Mr. Shields moved for the adoption of Ordinance/Resolution No. 022-19, seconded by Mr. Simpson. The roll was called and Ordinance/Resolution No. 022-19 passed by the yea votes of D. Simpson, B. Starcher, J. Coyne, E. Heffinger, B. Lamb, P. Rose and J. Shields.

Ord. 023-19

An Ordinance authorizing the expenditure to Zuercher Technologies for the subscription and maintenance expenses for the Police, Dispatch and Records Systems for the Police Department. Mr. Shields moved for the adoption of Ordinance/Resolution No. 023-19, seconded by Mr. Simpson. The roll was called and Ordinance/Resolution No. 023-19 passed by the yea votes of B. Starcher, J. Coyne, E. Heffinger, B. Lamb, P. Rose, J. Shields and D. Simpson.

Ord. 024-19

An Ordinance authorizing the Mayor to advertise for competitive bids and to award a contract to the successful bidder to seal city owned abandoned water wells. Mr. Shields moved for the adoption of Ordinance/Resolution No. 024-19, seconded by Mr. Simpson. The roll was called and Ordinance/Resolution No. 024-19 passed by the yea votes of J. Coyne, E. Heffinger, B. Lamb, P. Rose, J. Shields, D. Simpson and B. Starcher.

Res. 025-19:

A Resolution requesting the Medina County Auditor to certify the total current tax valuation and the dollar amount of revenue that would be generated for the renewal of 2.2 mills and an increase of 1 mill for the operation of an Ambulance and Emergency Medical Service. Mr. Shields moved for the adoption of Ordinance/Resolution No. 025-19, seconded by Mr. Simpson. The roll was called and Ordinance/Resolution No. 025-19 passed by the yea votes of E. Heffinger, B. Lamb, P. Rose, J. Shields, D. Simpson, B. Starcher and J. Coyne.

Ord. 026-19:

An Ordinance of the Council of the City of Medina, Ohio, certifying that when a municipal obligation was incurred sums were lawfully appropriated in the funds to satisfy the obligation and sufficient sums currently exist to satisfy this obligation. Mr. Shields moved for the adoption of Ordinance/Resolution No. 026-19, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 026-19, seconded by Mr. Simpson. The roll was called on adding the emergency clause and was approved by the yea votes of B. Lamb, P. Rose, J. Shields, D. Simpson, B. Starcher, J. Coyne and E. Heffinger. The roll was called and Ordinance/Resolution No. 026-19 passed by the yea votes of P. Rose, J. Shields, D. Simpson, B. Starcher, J. Coyne, E. Heffinger and B. Lamb.

Ord. 027-19:

An Ordinance of the Council of the City of Medina, Ohio, certifying that when a municipal obligation was incurred sums were lawfully appropriated in the funds to satisfy the obligation and sufficient sums currently exist to satisfy this obligation. Mr. Shields moved for the adoption of Ordinance/Resolution No. 027-19, seconded by Mr. Simpson. Mr. Shields moved

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that the emergency clause be added to Ordinance/Resolution No. 027-19, seconded by Mr. Simpson. The roll was called on adding the emergency clause and was approved by the yeas of J. Shields, D. Simpson, B. Starcher, J. Coyne, E. Heffinger, B. Lamb and P. Rose. The roll was called and Ordinance/Resolution No. 027-19 passed by the yeas of D. Simpson, B. Starcher, J. Coyne, E. Heffinger, B. Lamb, P. Rose and J. Shields.

Council Comments:

Mr. Simpson - Presidential Election – be respectful of other people’s beliefs.

Mr. Lamb - Strategic Plan – Quality of Life – Subjective area – recruiting residents to take a look.

- Food banks
- Donations
- Laundry cost average at laundromat \$25/week

Adjournment:

There being no further business before Council, the meeting adjourned at 7:56 p.m.

Kathy Patton, CMC - Clerk of Council

John M. Coyne, President of Council

RESOLUTION NO. 28-19

A RESOLUTION COMMENDING RETIRED CAPTAIN LARRY A. CODDING FOR HIS DEDICATED YEARS OF SERVICE TO THE CITY OF MEDINA AS A VALUED MEMBER OF THE MEDINA CITY FIRE DEPARTMENT.

WHEREAS: *Larry A. Coddling* has been employed as a Firefighter for the City of Medina Fire Department for over 36 years. He joined the department on November 1, 1982, was promoted to Captain on October 3, 2004, and served the citizens of the City of Medina and Montville Township throughout his career; and

WHEREAS: Over the years Larry held the following State Certifications: Firefighter II, Fire Safety Inspector, and EMT-Basic; along with obtaining his Fire Officer I & II Certifications; and

WHEREAS: Medina City Council and Mayor Hanwell wish to express their gratitude and appreciation to *Captain Larry A. Coddling* for his dedicated years of public service to the City of Medina and the community; and

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

SEC. 1: That Medina City Council and the Mayor hereby commend *Captain Larry A. Coddling* for his 36+ years of dedicated public service as a Firefighter and Captain of the Medina City Fire Department.

SEC. 2: That Medina City Council and the Mayor hereby extend their sincere thanks and appreciation to *Captain Larry A. Coddling* for his commitment to the City and the community, and wishes him good health, success and prosperity in his retirement.

SEC. 3 That a signed copy of this Resolution shall be presented to *Captain Larry A. Coddling* in recognition of his dedicated service.

PASSED: _____

SIGNED: _____

President of Council

ATTEST: _____

APPROVED: _____

Clerk of Council

SIGNED: _____

Mayor

ORDINANCE NO. 29-19

AN ORDINANCE TO AMEND THE CODIFIED ORDINANCES OF THE CITY OF MEDINA, OHIO BY AMENDING THE FOLLOWING SECTIONS OF PART 11 – PLANNING AND ZONING CODE, SECTIONS 1109.01, 1141.01, 1141.05, 1145.04(a) AND 1147.04(d).

WHEREAS: The Planning Commission, at its November 8, 2018 meeting, approved a recommendation to City Council to amend the following sections of Part 11 – Planning and Zoning Code of the City of Medina Codified Ordinances, Sections 1109.01, 1141.01, 1145.05, 1145.04(a) and 1147.04(d) as presented in the Planning Commission staff report for case P18-28 dated November 8, 2018; and

WHEREAS: The public hearing relative to these Planning and Zoning Code amendments was duly held February 11, 2019.

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

SEC. 1: That the amendments as set forth by the Planning Commission in their report dated November 8, 2018 for Case No. P18-28 are hereby adopted, marked Exhibit A, attached hereto, and incorporated herein.

SEC. 2: That the text prior to amendment is marked Exhibit B, attached hereto, and incorporated herein for reference.

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

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

PASSED: _____

SIGNED: _____

President of Council

ATTEST: _____

APPROVED: _____

Clerk of Council

SIGNED: _____

Mayor

Effective date – March 27, 2019

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1109.01 PURPOSE.

Before the issuance of a zoning certificate or conditional zoning certificate for any proposed multi-family, mobile home park, public facility, business or industrial use as provided for in Chapters 1115 to 1141, the Planning Commission or Planning Director shall review and approve site plans for such uses as identified below.

- (a) A review by the Commission shall also be required when:
- (1) There is an increase in the number of dwelling units for multi-family;
 - (2) The floor area of a nonresidential building is increased;
 - (3) The use of an existing building is changed to a use which requires the addition of more off-street parking facilities than currently exist on the site;
- (b) The following Minor Developments may be finally approved by the Planning Director in lieu of action by the Planning Commission. Any improvement which is not in compliance with this Chapter or is determined by the Planning Director to be beyond the scope of a minor building development will be forwarded to the Planning Commission for review.
- (1) New construction of one single-family dwelling that will not require off-site construction of any new street or road; or
 - (2) Renovations, alterations, or expansions to an existing building or site up to 5,000 square feet for land uses other than single-family dwellings and 10,000 square feet for I-1 zoned properties; or
 - (3) Expansion of an existing parking lot up to thirty percent (30%) of existing spaces; or
 - (4) Façade alterations which do not alter the existing architectural character.

1141.01 PURPOSE.

The I-1 Industrial District is established to provide for and accommodate industrial uses in the fields of repair, storage, manufacturing, processing, wholesaling and distribution, free from the encroachment of residential and institutional uses. The principally permitted uses are those, because of their normally unobjectionable characteristics, that can be in relatively close proximity to residential and commercial districts.

1141.05 LOT DEVELOPMENT STANDARDS.

Lots in the I-1 Industrial District shall adhere to the following standards:

Minimum Lot Size	• 21,780 Square Feet
Minimum Lot Width at Building Line	• 100 Feet
Minimum Lot Frontage	• 100 Feet
Maximum Lot Depth	• None
Minimum Usable Open Space	• None
Maximum Lot Coverage	• 85%
Maximum Building Size	• None
Maximum Building Width	• None
Minimum Front Yard	• 25 Feet • 100 Feet when Adjacent to a Residential District

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Minimum Rear Yard	<ul style="list-style-type: none"> • 25 Feet for Principal Use or Structure • 50 Feet Principal Use or Structure when Adjacent to a Residential District • 15 Feet for Accessory Use or Structure
Minimum Side Yard	<ul style="list-style-type: none"> • 25 Feet Principal Use or Structure • 50 Feet Principal Use or Structure when Adjacent to a Residential District • 15 Feet for Accessory Use or Structure
Maximum Height	<ul style="list-style-type: none"> • 50 Feet for Principal Use or Structure • 80 Feet for Principal or Accessory Use or Structure when setback at least 100 feet from any site perimeter property line • 25 Feet for Accessory Use or Structure when located within the minimum rear or side yard for the Principal Use or Structure
Minimum District Size	• n/a

1145.04 SCHEDULE OF PARKING REQUIREMENTS AND STANDARDS.

(a) Schedule of Parking Requirements. Accessory off-street parking spaces shall be provided not less than as set forth in the following schedule:

SCHEDULE OF OFF-STREET PARKING REQUIREMENTS

Residential Uses	Formula
Assisted Living, Nursing, Convalescent Home, Transitional Housing	One (1) space for each two (2) resident rooms + one space for every five (5) resident rooms.
Bed and Breakfast	Two (2) spaces for owner + one (1) space for each guest room.
Day Care, Child (In-Home)	See Single Family Detached Dwelling.
Group Home	One (1) space for two (2) beds + one (1) space for every 400 square feet of gross floor area, excluding resident rooms.
Independent Living Facility	One and one-half (1½) spaces for each dwelling unit + one (1) space for every five (5) dwelling units.
In-Law Suite	One (1) space in addition to the requirement of the single family dwelling.
Mobile Home Dwelling	Two (2) spaces for each unit.
Multi-Family Dwelling	Two (2) spaces for each dwelling unit + one (1) space for each five (5) dwelling units for visitor parking.
Single Family Attached and Single-Family Detached Dwelling	Two (2) spaces for each dwelling.
Two Family Dwelling	Two (2) spaces for each dwelling.

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Banquet, Conference Center or Meeting Halls	One (1) space for each three (3) seats or one (1) space per 150 square feet of banquet or meeting gross floor area where fixed seating is not available.
Bar or Tavern	One (1) space for every three (3) seats or one (1) space for each seventy-five (75) square feet of floor area, whichever is greater.
Building Materials, Contractors Equipment Sales Yard	One (1) space for 400 square feet of net floor area. For uses solely utilizing outdoor sales yards, one (1) space per 2,000 square feet of sales yard area.
Car Wash, Automated	Three (3) stacking spaces for each automated car wash lane.
Car Wash, Self Service	Two (2) stacking spaces for each stall + two (2) drying spaces for each stall.
Commercial Entertainment	One (1) space for each three (3) seats or one space for each 100 square feet of floor area, whichever is greater.
Commercial Uses	Formula
Commercial Recreation	One (1) space for each fifty (50) square feet of pool area including deck. One (1) space for each 500 square feet of outdoor playground area. Four (4) spaces per lane for a bowling alley. Five (5) spaces for each trail head. Six (6) spaces for each tennis, racquet ball or handball court. Ten (10) spaces for each basketball court. Twenty (20) spaces for each baseball, softball or soccer field.
Convenience Store	One (1) space for each 300 square feet of net floor area + one (1) space per every two (2) pumps.
Day Care Center or Nursery, Child	One (1) space for each 200 square feet of licensed capacity plus sufficient space for child drop-off/loading area.
Drive-In Establishments	One (1) space for each 100 square feet of gross floor area if entirely drive-through. If drive-in facility, one (1) space for each ordering space + one (1) space per 100 square feet of gross floor area
Financial Institution	One (1) space for each 200 square feet of floor area + four (4) stacking spaces for each drive-in service window.
Funeral Home or Mortuary	One (1) space for each fifty (50) square feet of parlor or chapel space or one (1) per four (4) seats, whichever is greater, but not less than twenty (20) spaces.
Hotel or Motel	One (1) space for each room + one space for each 200 square feet of lobby space + one (1) space for each 100 square feet of meeting area and/or restaurant space or bar/cocktail lounge
Distribution Center for Fuel, Food and Goods, Wholesale Establishment, Manufacturing Uses Truck Transfer Terminal Warehousing	The required parking for these uses shall be enough to satisfy all the parking needs of the proposed use. No parking, loading or servicing shall be done on the street right-of-way or landscaped area.

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Mixed Uses	The sum of spaces of each use reduced by fifteen percent (15%).
Motor Vehicle Filling Station (without Convenience Retail)	Two (2) spaces for each two (2) fuel pumps + one (1) space for each fifty (50) square feet of attendant facility.
Motor Vehicle Repair or Service Station	Two (2) spaces for each service bay (excluding the bay) + two (2) spaces for every two (2) fuel pumps.
Motor Vehicle, Truck, Trailer and Farm Implement Sales	One (1) space for each 300 square feet of net floor area of the showroom.
Office, Professional and Administrative (excluding medical)	One (1) space for each 400 square feet.
Office, Medical/Dental Clinic	One (1) space per 200 square feet.
Commercial Uses (Cont.)	Formula
Outside Storage	Two (2) spaces for the first 2,000 square feet + one (1) space for each additional 2,000 square feet of outdoor storage area.
Personal and Professional Services	One (1) space for each 300 square feet of gross floor area + one (1) space for each service vehicle parked on site.
Plant Greenhouse (Commercial)	One (1) space for each 800 square feet of indoor/outdoor sales space.
Research and Development Laboratory	One (1) space for each 400 square feet of gross floor area.
Restaurant	One (1) space for each two (2) seats of seating capacity + four (4) stacking spaces for each drive through window.
Retail	One (1) space for each 400 square feet of gross floor area.
Sexually Oriented Business	One (1) space for each 200 square feet of gross floor area.
Veterinary Office or Hospital	Two (2) spaces for each examination room + one (1) space per each 200 square feet of laboratory and office floor area.
Cemetery	One (1) space for each fifty (50) square feet of parlor or chapel space or one (1) per four (4) seats, whichever is greater, but not less than twenty (20) spaces.
Public and Semi-Public Uses	Formula
Club, Fraternity, Lodge or Similar Organization	One (1) space for each 100 square feet of floor area.
Community Center or Recreation Center	One (1) space for each 250 square feet of floor area.
Educational Institution for Primary Education (Pre K-8)	Two (2) spaces for each classroom + one (1) space for every eight (8) seats in any auditorium and gymnasium.
Educational Institution for Secondary Education (9-12)	Ten (10) spaces for every classroom + one (1) space for every eight (8) seats in any auditorium and gymnasium.
Educational Institution for Higher Education (University, College, Technical, Vocational)	Ten (10) spaces for every classroom + one (1) space for every eight (8) seats in any auditorium.
Hospital	One (1) space for each bed + one (1) space for each 500 square feet of administrative, office and laboratory space.
Library	One (1) space for each 400 square feet of floor area.

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Passenger Transportation Agency and Terminal	One (1) space for each 400 square feet of floor area + one (1) space for each transit vehicle + sufficient space for pickup and drop-off of passengers.
Public Government Facility	One (1) space for each 400 square feet of floor area for administrative use + one (1) space for each government vehicle parked on site. One (1) space for each 800 square feet of indoor maintenance use.
Public Recreation or Park Facility	One (1) space for each fifty (50) square feet of pool area including deck. One (1) space for each 500 square feet of outdoor playground area. Four (4) spaces for each acre for unimproved recreation area. Five (5) spaces for each trail head. Six (6) spaces for each tennis, racquet ball or handball court. Ten (10) spaces for each basketball court. Twenty (20) spaces for each baseball, softball or soccer field. Forty (40) spaces for each football field.
Religious Place of Worship	One (1) space for each five (5) seats or bench seating in the main assembly area. If an educational institution is part of the church, follow guidelines for respective educational institution requirements.

(b) Requirements for Additional Buildings or Uses. For buildings or uses not scheduled above, the Planning Commission shall apply the unit of measurement set forth in the above schedule which is deemed to be most similar to the proposed building or use.

(c) Parking for Mixed Uses and Joint Uses. Shared or joint use of up to fifty percent (50%) of required parking spaces may be permitted and credited to the individual uses for two (2) or more uses located on the same parcel, or adjacent parcels, provided that the developer or property owner can demonstrate to the Planning Director that the uses will not substantially overlap in hours of operation or in demand for the shared spaces. This shall be guaranteed by a written agreement from the owner or between the owners involved and all future owners or assigns which shall be submitted with the required plan. Shared parking spaces shall be located no more than three hundred feet (300') from the uses they are intended to serve.

Joint use of parking areas is encouraged. The Planning Commission may permit parking to extend to the side or rear property line in the case of a joint parking area.

Whenever a group of adjoining commercial sites have been developed and are owned separately, the Planning Commission may find it to be in the public interest to encourage the coordination of the circulation system by agreements covering shared parking facilities, including coordination and unifying of ingress and egress driveways.

(d) Parking District. Uses within the Downtown Parking District Number 1, as established in Ordinance 26-78 or such other subsequent legislation, shall be exempt from the requirements of this

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section (see appendix).

(e) Maximum Number of Parking Spaces. In order to prevent excessive lot coverage, the artificial increase in air temperature, and surface water run-off, no minimum off-street parking space requirement in Section 1145.04, Schedule of Parking Requirements and Standards, shall be exceeded by more than twenty percent (20%) unless good cause can be shown by the applicant and approved by the Planning Commission. Single Family Dwellings and Two Family Dwellings are exempt from this provision.

(f) Handicapped Parking Spaces. Parking spaces for handicapped individuals shall be provided in accordance with the provisions of the Ohio Basic Building Code and the Ohio Revised Code.

(g) Parking in Front Yard. In all commercial, industrial and public facilities district areas, open off-street parking may be located in a required front yard provided a minimum ten (10) foot wide landscaped strip is located between the parking area and the street right-of-way line. In all districts, off-street parking facilities may occupy the required side and rear yard.

(h) Pedestrian Connection. Where a sidewalk exists in a public right-of-way adjacent to a site, or when a sidewalk is required to be constructed as part of development approval, a pedestrian connection shall be constructed from the building to the sidewalk.

1147.04 NONCONFORMING SIGNS.

(a) Continuation. The purpose of this Section is to provide for the continuation of, as well as limitations on, nonconforming signs.

(b) Maintenance. A nonconforming sign shall be maintained in good condition pursuant to this Chapter, and may continue until such sign is required to be removed as set forth in this Section.

(c) Servicing. Sign panel replacement (including changeable copy), painting, servicing, cleaning or minor repairs to a nonconforming sign shall be permitted, subject to the following requirements:

- (1) The sign shall be restored to its original design;
- (2) There shall be no changes to location, structure or framing; and
- (3) All work is in compliance with applicable codes and regulations, as well as all other provisions of this Chapter.

(d) Alteration and Removal. A nonconforming sign shall immediately lose its legal nonconforming status and shall be brought into compliance with this Chapter when the sign's structure is voluntarily removed by the owner.

(e) Severability. Nothing in this Chapter shall prohibit the construction of a nonconforming sign for which a Zoning Certificate has been issued prior to the effective date of this Chapter, or any amendment thereto, provided that construction is completed within ninety (90) days after the issuance of the Zoning Certificate.

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1109.01 PURPOSE.

Before the issuance of a zoning certificate or conditional zoning certificate for any proposed multi-family, mobile home park, public facility, business or industrial use as provided for in Chapters 1115 to 1141, the Planning Commission or Planning Director shall review and approve site plans for such uses as identified below.

(a) A review by the Commission shall also be required when:

- (1) There is an increase in the number of dwelling units for multi-family;
- (2) The floor area of a nonresidential building is increased;
- (3) The use of an existing building is changed to a use which requires the addition of more off-street parking facilities than currently exist on the site;
- ~~(4) There is a significant change to the exterior of the building, or group of buildings, including but not limited to facade changes, replacement of exterior materials such as siding, change in roof lines and materials, structural changes such as removal, replacement or addition of doors or windows.~~

(b) The following Minor Developments may be finally approved by the Planning Director in lieu of action by the Planning Commission. Any improvement which is not in compliance with this Chapter or is determined by the Planning Director to be beyond the scope of a minor building development will be forwarded to the Planning Commission for review.

- (1) New construction of one single-family dwelling that will not require off-site construction of any new street or road; or
- ~~(2) New construction, including renovations, alterations, or expansions to an existing building, that involves an increase in existing building footprint, or impervious coverage of the site of ten percent (10%) or less and is not greater than one thousand (1,000) square feet, or two thousand (2,000) square feet in within a industrial-zoned property; or~~

~~A. Expansion of an existing parking lot of up to ten (10) parking spaces or up to ten percent (10%) of spaces, whichever is less.~~

~~B. Minor façade alterations which do not alter the existing architectural details such as painting, limited trim work, replacement of existing windows and doors, and awnings.~~

- (2) Renovations, alterations, or expansions to an existing buildings or site up to 5,000 square feet for land uses other than single-family dwellings and 10,000 square feet for I-1 zoned properties; or
- (3) Expansion of an existing parking lot up to thirty percent (30%) of existing spaces; or
- (4) Façade alterations which do not alter the existing architectural character.

Staff Comment

The proposed threshold for administrative site plan review is reasonable in order to remove unnecessary procedural delay and provide greater efficiency for smaller projects that don't have the potential for appreciable impacts to adjacent properties and the immediate surrounding vicinity. For projects that would fall under the above proposed administrative review threshold, there is no public benefit to require a public review process as the potential impacts are minimal and inconsequential. Projects must still comply with the applicable zoning code, building code and engineering site improvement requirements of the municipal code, so the actual impacts that can occur with a project are still regulated by the municipal code as currently required.

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Examples of small scale projects from 2016, 2017 & so far in 2018:

- 223 W. Smith (P18-13) – 5,000 sqft building new construction (10 space parking lot)
- Vexor 955 W. Smith (P18-10) – 3,400 sqft addition to a 34,000 sqft building
- Children’s Center of Medina County 724 E. Smith (P18-03) – 3,200 sqft addition to a 2,000 sqft building
- Steingass 754 Progress (P17-26) – 2,400 sqft addition to a 10,500 sqft building
- Bumblebee Village 707 N. Court (P17-07) – 1,150 sqft addition to a 1,020 sqft building
- Northern Ohio Equipment 860 Progress (P16-34) – 4,000 sqft addition to a 3,600 sqft building
- Firedex 780 Progress (P17-08) – 20 parking space addition to existing 100 parking space
- Cases P18-27, P18-29 & P18-31 on the November 8, 2018 agenda

1141.01 PURPOSE.

The I-1 Industrial District is established to provide for and accommodate industrial uses in the fields of repair, storage, manufacturing, processing, wholesaling and distribution, free from the encroachment of residential and institutional uses. The principally permitted uses are those, because of their normally unobjectionable characteristics, that can be in relatively close proximity to residential and commercial districts.

~~—The I-1 Industrial District is established to provide for uses in addition to those specified for the local and commercial Retail Office District, and thereby provide service and sales in support of the primary business activities in the community. This District includes activities which because of their nature, such as their tendency to encourage traffic congestion and parking problems, storage problems or certain other inherent dangers, that create special problems, are, therefore, best distinguished from other commercial activity. Their location is advantageous at specified points on major thoroughfares at outlying locations in the community.~~

Staff Comment

The purpose statement being removed was a mistake during the 2011-2013 zoning code overhaul and is the purpose statement for the existing C-3 zoning district. The proposed purpose statement is essentially the same as the one used for the I-1 district prior to the 2011 code overhaul process. This amendment provides a purpose statement that is appropriate for the I-1 district.

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1141.05 LOT DEVELOPMENT STANDARDS.

Lots in the I-1 Industrial District shall adhere to the following standards:

Minimum Lot Size	• 21,780 Square Feet
Minimum Lot Width at Building Line	• 100 Feet
Minimum Lot Frontage	• 100 Feet
Maximum Lot Depth	• None
Minimum Usable Open Space	• None
Maximum Lot Coverage	• 85%
Maximum Building Size	• None
Maximum Building Width	• None
Minimum Front Yard	<ul style="list-style-type: none"> • <u>25</u> 50 Feet • 100 Feet when Adjacent to a Residential District
Minimum Rear Yard	<ul style="list-style-type: none"> • 25 Feet for Principal Use or Structure • 50 Feet Principal Use or Structure when Adjacent to a Residential District • 15 Feet for Accessory Use or Structure
Minimum Side Yard	<ul style="list-style-type: none"> • 25 Feet Principal Use or Structure • 50 Feet Principal Use or Structure when Adjacent to a Residential District • 15 Feet for Accessory Use or Structure
Maximum Height	<ul style="list-style-type: none"> • 50 Feet for Principal Use or Structure • <u>80 Feet for Principal or Accessory Use or Structure when setback at least 100 feet from any site perimeter property line</u> • 25 Feet for Accessory Use or Structure <u>when located within the minimum rear or side yard for the Principal Use or Structure</u>
Minimum District Size	• n/a

Staff Comment

Reducing the minimum front yard setback from 50 feet to 25 feet provides more efficient use of land on the site while still maintaining a sizable setback to meet the cultural desire for private 'open space' within these productive areas of the City.

Increasing building height maximum fits with several recent approved variances (for example: Project Chippewa/Ravago and Kokosing). The proposed changes establish a contextual relationship between a site's size and the building's size. Increasing the maximum principal and accessory building/structure height from 50 feet to 80 feet is reasonable when a large minimum setback is required to reduce the potential for actual or perceived impacts on adjacent properties. These changes allow greater design and use flexibility, while still maintaining the general character of the City's industrial areas.

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1145.04 SCHEDULE OF PARKING REQUIREMENTS AND STANDARDS.

(a) Schedule of Parking Requirements. Accessory off-street parking spaces shall be provided not less than as set forth in the following schedule:

SCHEDULE OF OFF-STREET PARKING REQUIREMENTS

Residential Uses	Formula
Assisted Living, Nursing, Convalescent Home, Transitional Housing	One (1) space for each two (2) resident rooms + one space for every five (5) resident rooms.
Bed and Breakfast	Two (2) spaces for owner + one (1) space for each guest room.
Day Care, Child (In-Home)	See Single Family Detached Dwelling.
Group Home	One (1) space for two (2) beds + one (1) space for every 400 square feet of gross floor area, excluding resident rooms.
Independent Living Facility	One and one-half (1½) spaces for each dwelling unit + one (1) space for every five (5) dwelling units.
In-Law Suite	One (1) space in addition to the requirement of the single family dwelling.
Mobile Home Dwelling	Two (2) spaces for each unit.
Multi-Family Dwelling	Two (2) spaces for each dwelling unit + one (1) space for each five (5) dwelling units for visitor parking.
Single Family Attached and Single-Family Detached Dwelling	Two (2) spaces for each dwelling.
Two Family Dwelling	Two (2) spaces for each dwelling.
Banquet, Conference Center or Meeting Halls	One (1) space for each three (3) seats or one (1) space per 150 square feet of banquet or meeting gross floor area where fixed seating is not available.
Bar or Tavern	One (1) space for every three (3) seats or one (1) space for each seventy-five (75) square feet of floor area, whichever is greater.
Building Materials, Contractors Equipment Sales Yard	One (1) space for 400 square feet of net floor area. For uses solely utilizing outdoor sales yards, one (1) space per 2,000 square feet of sales yard area.
Car Wash, Automated	Three (3) stacking spaces for each automated car wash lane.
Car Wash, Self Service	Two (2) stacking spaces for each stall + two (2) drying spaces for each stall.
Commercial Entertainment	One (1) space for each three (3) seats or one space for each 100 square feet of floor area, whichever is greater.
Commercial Uses	Formula
Commercial Recreation	One (1) space for each fifty (50) square feet of pool area including deck. One (1) space for each 500 square feet of outdoor playground area.

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	Four (4) spaces per lane for a bowling alley. Five (5) spaces for each trail head. Six (6) spaces for each tennis, racquet ball or handball court. Ten (10) spaces for each basketball court. Twenty (20) spaces for each baseball, softball or soccer field.
Convenience Store	One (1) space for each 300 square feet of net floor area + one (1) space per every two (2) pumps.
Day Care Center or Nursery, Child	One (1) space for each 200 square feet of licensed capacity plus sufficient space for child drop-off/loading area.
Distribution Center for Fuel, Food and Goods	One (1) space for each 1,500 square feet of gross floor area + one (1) space per facility vehicle.
Drive-In Establishments	One (1) space for each 100 square feet of gross floor area if entirely drive-through. If drive-in facility, one (1) space for each ordering space + one (1) space per 100 square feet of gross floor area
Wholesale Establishment	One (1) space for each 500 square feet of gross floor area.
Financial Institution	One (1) space for each 200 square feet of floor area + four (4) stacking spaces for each drive-in service window.
Funeral Home or Mortuary	One (1) space for each fifty (50) square feet of parlor or chapel space or one (1) per four (4) seats, whichever is greater, but not less than twenty (20) spaces.
Hotel or Motel	One (1) space for each room + one space for each 200 square feet of lobby space + one (1) space for each 100 square feet of meeting area and/or restaurant space or bar/cocktail lounge
Distribution Center for Fuel, Food and Goods, Wholesale Establishment, Manufacturing Uses	<u>The required parking for these uses shall be enough to satisfy all the parking needs of the proposed use. No parking, loading or servicing shall be done on the street right-of-way or landscaped area.</u>
Truck Transfer Terminal	
Warehousing	One (1) space for each 500 square feet of manufacturing floor space + one (1) space for each 200 square feet of related office space.
Mixed Uses	The sum of spaces of each use reduced by fifteen percent (15%).
Motor Vehicle Filling Station (without Convenience Retail)	Two (2) spaces for each two (2) fuel pumps + one (1) space for each fifty (50) square feet of attendant facility.
Motor Vehicle Repair or Service Station	Two (2) spaces for each service bay (excluding the bay) + two (2) spaces for every two (2) fuel pumps.
Motor Vehicle, Truck, Trailer and Farm Implement Sales	One (1) space for each 300 square feet of net floor area of the showroom.
Office, Professional and Administrative (excluding medical)	One (1) space for each 400 square feet.
Office, Medical/Dental Clinic	One (1) space per 200 square feet.
Commercial Uses (Cont.)	Formula
Outside Storage	Two (2) spaces for the first 2,000 square feet +

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	one (1) space for each additional 2,000 square feet of outdoor storage area.
Personal and Professional Services	One (1) space for each 300 square feet of gross floor area + one (1) space for each service vehicle parked on site
Plant Greenhouse (Commercial)	One (1) space for each 800 square feet of indoor/outdoor sales space.
Research and Development Laboratory	One (1) space for each 400 square feet of gross floor area
Restaurant	One (1) space for each two (2) seats of seating capacity + four (4) stacking spaces for each drive through window.
Retail	One (1) space for each 400 square feet of gross floor area.
Sexually Oriented Business	One (1) space for each 200 square feet of gross floor area.
Truck or Transfer Terminal	One (1) space for each 1,500 square feet of gross floor area + one (1) space per facility vehicle.
Veterinary Office or Hospital	Two (2) spaces for each examination room + one (1) space per each 200 square feet of laboratory and office floor area.
Warehousing	One (1) space for each 2,000 square feet of warehouse floor area + one (1) space for each 200 square feet of related office space.
Cemetery	One (1) space for each fifty (50) square feet of parlor or chapel space or one (1) per four (4) seats, whichever is greater, but not less than twenty (20) spaces.
Public and Semi-Public Uses	Formula
Club, Fraternity, Lodge or Similar Organization	One (1) space for each 100 square feet of floor area.
Community Center or Recreation Center	One (1) space for each 250 square feet of floor area.
Educational Institution for Primary Education (Pre K-8)	Two (2) spaces for each classroom + one (1) space for every eight (8) seats in any auditorium and gymnasium.
Educational Institution for Secondary Education (9-12)	Ten (10) spaces for every classroom + one (1) space for every eight (8) seats in any auditorium and gymnasium.
Educational Institution for Higher Education (University, College, Technical, Vocational)	Ten (10) spaces for every classroom + one (1) space for every eight (8) seats in any auditorium.
Hospital	One (1) space for each bed + one (1) space for each 500 square feet of administrative, office

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	and laboratory space.
Library	One (1) space for each 400 square feet of floor area.
Passenger Transportation Agency and Terminal	One (1) space for each 400 square feet of floor area + one (1) space for each transit vehicle + sufficient space for pickup and drop-off of passengers.
Public Government Facility	One (1) space for each 400 square feet of floor area for administrative use + one (1) space for each government vehicle parked on site. One (1) space for each 800 square feet of indoor maintenance use.
Public Recreation or Park Facility	One (1) space for each fifty (50) square feet of pool area including deck. One (1) space for each 500 square feet of outdoor playground area. Four (4) spaces for each acre for unimproved recreation area. Five (5) spaces for each trail head. Six (6) spaces for each tennis, racquet ball or handball court. Ten (10) spaces for each basketball court. Twenty (20) spaces for each baseball, softball or soccer field. Forty (40) spaces for each football field.
Religious Place of Worship	One (1) space for each five (5) seats or bench seating in the main assembly area. If an educational institution is part of the church, follow guidelines for respective educational institution requirements.

(b) Requirements for Additional Buildings or Uses. For buildings or uses not scheduled above, the Planning Commission shall apply the unit of measurement set forth in the above schedule which is deemed to be most similar to the proposed building or use.

(c) Parking for Mixed Uses and Joint Uses. Shared or joint use of up to fifty percent (50%) of required parking spaces may be permitted and credited to the individual uses for two (2) or more uses located on the same parcel, or adjacent parcels, provided that the developer or property owner can demonstrate to the Planning Director that the uses will not substantially overlap in hours of operation or in demand for the shared spaces. This shall be guaranteed by a written agreement from the owner or between the owners involved and all future owners or assigns which shall be submitted with the required plan. Shared parking spaces shall be located no more than three hundred feet (300') from the uses they are intended to serve.

Joint use of parking areas is encouraged. The Planning Commission may permit parking to extend to the side or rear property line in the case of a joint parking area.

Whenever a group of adjoining commercial sites have been developed and are owned separately, the Planning Commission may find it to be in the public interest to encourage the coordination of the

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circulation system by agreements covering shared parking facilities, including coordination and unifying of ingress and egress driveways.

(d) Parking District. Uses within the Downtown Parking District Number 1, as established in Ordinance 26-78 or such other subsequent legislation, shall be exempt from the requirements of this section (see appendix).

(e) Maximum Number of Parking Spaces. In order to prevent excessive lot coverage, the artificial increase in air temperature, and surface water run-off, no minimum off-street parking space requirement in Section 1145.04, Schedule of Parking Requirements and Standards, shall be exceeded by more than twenty percent (20%) unless good cause can be shown by the applicant and approved by the Planning Commission. Single Family Dwellings and Two Family Dwellings are exempt from this provision.

(f) Handicapped Parking Spaces. Parking spaces for handicapped individuals shall be provided in accordance with the provisions of the Ohio Basic Building Code and the Ohio Revised Code.

(g) Parking in Front Yard. In all commercial, industrial and public facilities district areas, open off-street parking may be located in a required front yard provided a minimum ten (10) foot wide landscaped strip is located between the parking area and the street right-of-way line. In all districts, off-street parking facilities may occupy the required side and rear yard.

(h) Pedestrian Connection. Where a sidewalk exists in a public right-of-way adjacent to a site, or when a sidewalk is required to be constructed as part of development approval, a pedestrian connection shall be constructed from the building to the sidewalk.

Staff Comment

The proposed changes to parking requirements for industrial/manufacturing land uses and public facilities land uses provide more flexibility for the provision of parking as needed by the specific land use/operation. This flexibility removes the imprecise and cumbersome specific minimum required parking standards currently in the code, and also reduces the need for unnecessary impervious surface with its associated costs.

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1147.04 NONCONFORMING SIGNS.

(a) Continuation. The purpose of this Section is to provide for the continuation of, as well as limitations on, nonconforming signs.

(b) Maintenance. A nonconforming sign shall be maintained in good condition pursuant to this Chapter, and may continue until such sign is required to be removed as set forth in this Section.

(c) Servicing. Sign panel replacement (including changeable copy), painting, servicing, cleaning or minor repairs to a nonconforming sign shall be permitted, subject to the following requirements:

- (1) The sign shall be restored to its original design;
- (2) There shall be no changes to location, structure or framing; and
- (3) All work is in compliance with applicable codes and regulations, as well as all other provisions of this Chapter.

(d) Alteration and Removal. A nonconforming sign shall immediately lose its legal nonconforming status and shall be brought into compliance with this Chapter ~~or removed when the sign's structure is voluntarily removed by the owner. one or both of the following occurs:~~

- ~~(1) The structure or graphics portion of the sign is damaged or voluntarily removed to an extent of fifty percent (50%) or more of the present replacement value of the sign; and/or~~
- ~~(2) Beginning on January 1, 2013, an application is submitted for the lot on which a nonconforming sign is located that requires site plan review pursuant to this chapter.~~

(e) Severability. Nothing in this Chapter shall prohibit the construction of a nonconforming sign for which a Zoning Certificate has been issued prior to the effective date of this Chapter, or any amendment thereto, provided that construction is completed within ninety (90) days after the issuance of the Zoning Certificate.

Staff Comment

Changes to 1147.04(d)(1) & (2) provide greater deference to property owners as it relates to the expiration of nonconforming signs. Changing the trigger to a voluntary decision and removing the site plan review association, gives the owner more agency to decide when to lose nonconforming sign status. The site plan review trigger is problematic when signs are not involved in the site plan review request. There can often be situations where there is no reasonable nexus between the site changes and the existing site signage. This creates a potentially costly imposition or burden on a property owner for an expense that was not accounted for or planned.

ORDINANCE NO. 30-19

AN ORDINANCE AUTHORIZING THE MAYOR TO SIGN THE LETTER OF ARRANGEMENT WITH THE AUDITOR OF STATE KEITH FABER FOR THE PREPARATION OF THE ANNUAL AUDIT FOR THE CITY OF MEDINA FOR THE FISCAL PERIOD ENDING DECEMBER 31, 2018.

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

SEC. 1: That the Mayor is hereby authorized and directed sign the Letter of Arrangement with the Auditor of the State of Ohio Keith Faber for the preparation of the annual audit for the City of Medina for the fiscal period ending December 31, 2018.

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 the funds to cover this service shall not exceed \$40,000.00 and are available in Account No. 001-0707-52221.

SEC. 4: That a copy of the Modification/Extension Agreement is marked Exhibit A, attached hereto, and incorporated herein.

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

PASSED: _____

SIGNED: _____
President of Council

ATTEST: _____
Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor

ORD. 30-19
Ekh. A

OHIO AUDITOR OF STATE KEITH FABER



February 4, 2019

Dennis Hanwell, Mayor
City of Medina
132 North Elmwood Avenue
Medina, Ohio 44256

This engagement letter describes the arrangement between the City of Medina, Medina County, Ohio (the City) and the Auditor of State including the objective and scope of the services we will provide, the City's required involvement and assistance in support of our services, the related fee arrangements, and other terms and conditions designed to ensure that our professional services satisfy the City's audit requirements.

Summary of Services

We will audit the City's basic financial statements as of and for the year ended December 31, 2018. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. The objective of an audit is to express our opinion concerning whether the basic financial statements and related notes present fairly, in all material respects, the City's financial position, changes in financial position, required budgetary comparisons, and cash flows (where applicable), in conformity with U.S. generally accepted accounting principles.

We expect to deliver our report on or about July 1, 2019.

We will audit to form an opinion on the basic financial statements. We will also opine on whether supplementary information is fairly presented, in all material respects, in relation to the basic financial statements taken as a whole.

We will apply certain limited procedures to required supplementary information. However, we will not opine or provide any assurance on this information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any other assurance.

We also will read the other information included in the introductory and statistical sections of the Comprehensive Annual Financial Report (CAFR) and consider whether this information, including the manner of its presentation, is materially consistent with information appearing in the financial section. However, we will not express an opinion or any other assurance on the introductory or statistical sections of the CAFR.

Engagement Team

The engagement will be led by:

- * Dan Stuetzer, Chief Auditor, who will be responsible for assuring the overall quality, value, and timeliness of our services to you;
- * Lindsey Young, Senior Audit Manager, who will be responsible for managing the delivery of our services to you; and
- * Josh Ziegler, Audit Manager, who will be responsible for on-site administration of our services to you.

The Auditing Process

Our Responsibilities:

The *Summary of Services* above describes our responsibilities for the City's basic statements and other financial information.

We will conduct our audit in accordance with U.S. generally accepted auditing standards (GAAS) and the Comptroller General of the United States' standards for financial audits included in *Government Auditing Standards*, the Single Audit Act Amendments of 1996, and *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Those standards require that we plan and perform the audit to reasonably assure that the financial statements are free of material misstatement.

Because of inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatement may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

We may limit certain procedures to selective testing of data. Therefore we might not detect material error and fraud if it exists. It is not cost-efficient to design procedures to detect immaterial error or immaterial fraud. Also, because of the characteristics of fraud, including attempts at concealment through collusion and forgery, a properly designed and executed audit may not detect a material fraud.

We will communicate all instances where we believe fraud *may* exist to you. These would include instances where we:

- Have persuasive evidence that fraud occurred.
- Determined fraud risks exist and were unable to obtain convincing evidence to determine that fraud was unlikely.

Similarly, noncompliance may have occurred. However, our audit provides no assurance that noncompliance generally will be detected and only reasonable assurance that we will detect noncompliance directly and materially affecting the determination of financial statement amounts. We will inform you regarding material error or noncompliance that come to our attention.

If we find indications of abuse, we will expand our tests to determine its financial statement effect. *Government Auditing Standards* defines *abuse* as behavior which while not necessarily a legal violation, is behavior a prudent person would deem improper or deficient. Because this determination is subjective, *Government Auditing Standards* does not expect auditors to provide reasonable assurance of detecting abuse.

If for any reason we are unable to complete the audit or are unable to form an opinion, we may disclaim an opinion on your financial statements. In this unlikely event, we will communicate the reason for disclaiming an opinion to you, and to those charged with governance, in writing.

Your Responsibilities and Identification of the Applicable Reporting Framework:

We will audit assuming that management and those charged with governance acknowledge and understand they are responsible for:

1. Preparing the financial statements and other financial information, including related disclosures and selecting and applying accounting principles in accordance with accounting principles generally accepted in the United States of America.
2. Providing us with:
 - a. Access to all information of which management is aware that is relevant to preparing and fairly presenting the financial statements such as records, documentation, and other matters;
 - b. Written representations as part of the engagement, from management and/or attorneys, understanding separate legal fees from attorneys may result;
 - c. Additional information that we may request from management for the audit; and
 - d. Unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.
3. Inform us of events occurring or facts discovered subsequent to the date of the financial statements, of which management may become aware, that may affect the financial statements.
4. Preparing supplementary information including the Schedule of Expenditures of Federal Awards in accordance with the applicable criteria.
 - a. Include our report on the supplementary information in any document that includes the supplementary information and that indicates that the auditor has reported on this supplementary information.
 - b. Present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the City of the supplementary information and the auditor's report thereon.
5. Reporting fraud and noncompliance of which you are aware to us.
6. Making available to the auditor draft financial statements and any accompanying other information in time to allow the auditor to complete the audit in accordance with the proposed timeline.
7. Reviewing drafts of the audited financial statements, footnotes, any supplemental information, auditor's reports and any findings; and informing us of any edits you believe may be necessary.
8. Designing and implementing programs and controls to prevent and detect fraud.

You should not rely on our audit as your primary means of detecting fraud.

Compliance with Laws and Regulations

Our Responsibilities

As part of reasonably assuring whether the financial statements are free of material misstatement, we will test the City's compliance with certain provisions of laws, regulations, contracts, and grants if noncompliance might reasonably directly and materially affect the financial statements. However, except for major federal financial assistance programs, our objective is not to opine on overall compliance with these provisions.

Your Responsibilities:

Management and those charged with governance are responsible for:

1. Being knowledgeable of, and complying with, laws, regulations, contracts, and grants applicable to the City.
2. Identifying for us other financial audits, attestation engagements, performance audits, internal audits, reports from regulators or other studies related to the City (if any), and the corrective actions taken to address these audits' significant findings and recommendations.
3. Tracking the status of prior audit findings.
4. Taking timely and appropriate steps to remedy fraud, noncompliance, violations of provisions of laws, regulations, contracts or grant agreements, or abuse we may report.
5. Providing your views and planned corrective action on audit findings we may report.

Internal Control

Our Responsibilities:

As a part of our audit, we will obtain an understanding of your City and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses.

In assessing risk, we consider internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of opining on the effectiveness of the City's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

Your Responsibilities:

Design, implement and maintain internal control relevant to compliance and the preparing and fairly presenting financial statements that are free from material misstatement, whether due to fraud or error. Appropriate supervisory reviews are necessary to reasonably assure that adopted policies and prescribed procedures are followed.

Your Responsibility for Service Organizations:

Service organizations are other governmental entities, organizations, or companies that provide services to you, as the user City, relevant to your internal controls over financial reporting. Service organizations process transactions reflected in your City's financial statements, and therefore fall within the scope of our audit. While service organizations are responsible for establishing and maintaining their internal control, you are responsible for being aware of the service organizations your City uses, and for establishing controls to monitor the service organization's performance. Because the complexity of service organization transaction processing can vary considerably, your monitoring activities can vary accordingly.

When transaction processing is complex and the volume of transactions is relatively high, obtaining and reviewing a service organization auditor's *Independent Service Auditor's Report on Management's Description of a Service Organization's System and the Suitability of the Design and Operating Effectiveness of Controls Report* (Type 2 Service Organization Control Report (SOC 1)) may be the most effective method of meeting your responsibility to monitor a service organization, and may also be the only efficient means by which we can obtain sufficient evidence regarding their internal controls. AT Section 801, *Reporting on Controls at a Service Organization* for service organization reports dated prior to May 1, 2017 and AT-C Section 320, *Reporting on an Examination of Controls at a Service Organization Relevant to User Entities' Internal Control Over Financial Reporting* for service organization reports dated on or after May 1, 2017 discuss the aforementioned report. (In some circumstances, we can accept a suitably-designed agreed-upon procedures report (AUP) in lieu of a SOC 1 report.)

You are responsible for informing our staff of the service organizations your City uses, and for monitoring these service organizations' performance.

Service organizations of which we are aware are:

- RITA., which collects your City's income taxes
- Medina County, which bills and collects your City's property taxes

Please confirm to us that, to the best of your knowledge, the above listing is complete.

Of the service organizations above, those for which we believe the complexity of processing and volume of transactions warrant a SOC 1(or AUP) report are:

- RITA., which collects your City's income taxes

Without an acceptable SOC 1 or AUP report for the above-listed organizations, generally accepted auditing standards may require us to qualify our opinion on your City's financial statements due to an insufficiency of audit evidence regarding service organization transactions included in your City's financial statements. You are responsible for communicating the need for a SOC 1 or AUP report to these service organizations.

Additional Responsibilities and Reporting Under the Uniform Guidance

Our Responsibilities:

For grant funding subject to the Uniform Guidance, as the Guidance requires, we will test controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to opine on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

Additionally, the Uniform Guidance requires that we also plan and perform the audit to reasonably assure whether the auditee has complied with applicable federal statutes, regulations, and terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could directly and materially affect each of your major programs.

In accordance with the Uniform Guidance, we will prepare the following report:

Independent Auditor's Report on Compliance with Requirements Applicable To [Each] [the] Major Federal Program and on Internal Control Over Compliance Required by the Uniform Guidance

Our report on compliance will include our opinion on compliance with major federal financial assistance programs and also describe instances of noncompliance with Federal requirements we detect that require reporting per the Uniform Guidance. This report will also describe any significant deficiencies and/or material weaknesses we identify relating to controls used to administer Federal award programs. However, this report will not opine on internal control used to administer Federal award programs.

We are also responsible for completing certain parts of OMB Form SF-SAC (the Data Collection Form).

Your Responsibilities:

You are responsible for identifying federal statutes, regulations and the terms and conditions relating to Federal award programs, and for complying with them. You are responsible for compiling the Schedule of Expenditures of Federal Awards and accompanying notes.

For grant funding subject to the Uniform Guidance, you are required to establish and maintain effective internal controls to reasonably assure compliance with federal statutes, regulations and terms and conditions of federal awards and controls relating to preparing the Schedule of Expenditures of Federal Awards. Additionally, you are responsible for evaluating and monitoring noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; taking prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly following up and taking corrective action on reported audit findings; and for preparing a summary of schedule of prior audit findings and a separate corrective action plan.

You are responsible for informing us of significant subrecipient relationships and contractor relationships (previously known as vendor relationships), when the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for completing your City's Data Collection Form and assuring the reporting package (including the Data Collection Form) is filed in accordance with the electronic submission requirements.

You are responsible for providing electronic files that are unlocked, unencrypted and in an 85% text searchable PDF format for your City's single audit submission of the reporting package to the Federal Audit Clearinghouse.

Representations from Management

Your Responsibilities

Upon concluding our engagement, management and, when appropriate, those charged with governance will provide to us written representations about the audit that, among other things, will confirm, to the best of their knowledge and belief:

- Management's responsibility for preparing the financial statements in conformity with generally accepted accounting principles, and the Schedule of Expenditures of Federal Awards in accordance with the Uniform Guidance
- The availability of original financial records and related data, the completeness and availability of all minutes of the legislative or other bodies and committee meetings;
- Management's responsibility for the City's compliance with laws and regulations;
- The identification and disclosure to the auditor of all laws, regulations, and provisions of contracts and grant agreements directly and materially affecting the determination of financial statement amounts and;
- The absence of fraud involving management or employees with significant roles in internal control.

Additionally, we will request representations, as applicable, regarding:

- The inclusion of all components, and the disclosure of all joint ventures and other related organizations;
- The proper classification of funds, net position and fund balances;
- The proper approval of reserves of fund equity;
- Compliance with laws, regulations, and provisions of contracts and grant agreements, including budget laws or ordinances; compliance with any tax or debt limits, and any debt covenants;
- Representations relative to required supplementary information;
- The identification of all federal assistance programs, and compliance with grant requirements.
- Events occurring subsequent to the fiscal year end requiring adjustment to or disclosure in the financial statements or Schedule of Expenditures of Federal Awards.

Management is responsible for adjusting the financial statements to correct misstatements we may detect during our audit and for affirming to us in the representation letter that the effects of any uncorrected misstatements we aggregate during our engagement and pertaining to the latest period the statements present are immaterial, both individually and in the aggregate, to the opinion units. (*Financial statements* include the related footnotes and required and other supplemental information).

Communication

Our Responsibilities

As part of this engagement the Auditor of State will communicate certain additional matters (if applicable) to the appropriate members of management and to those charged with governance. These matters include:

- The initial selection of and changes in significant accounting policies and their application;
- The process management uses to formulate particularly sensitive accounting estimates and the basis for their conclusions regarding the reasonableness of those estimates;
- Audit adjustments, whether posted or waived;
- Any disagreements with management, whether or not satisfactorily resolved, about matters that individually or in the aggregate could be significant to the financial statements or our opinion;
- Our views about matters that were the subject of management's consultation with other accountants about auditing and accounting matters;
- Major issues that were discussed with management related to retaining our services, including, among other matters, any discussions regarding the application of accounting principles and auditing standards; and
- Serious difficulties we encountered in dealing with management during the audit.

We will present those charged with governance our Summary of Identified Misstatements (if any) at the conclusion of our audit.

Terms and Conditions Supporting Fee

As a result of our planning process, the City and the Auditor of State have agreed to an approach designed to meet the City's objectives for an agreed-upon fee, subject to the following conditions.

Our Responsibilities:

In providing our services, we will consult with the City regarding matters of accounting, financial reporting or other significant business issues. Accordingly, our fee includes estimated time necessary for this consultation. Circumstances may require the Auditor of State to confirm balances with your financial institution resulting in additional nominal charges which will not require an amendment to this agreement. However, should a matter require research, consultation or audit work beyond this estimate, the Auditor of State and the City will agree to an appropriate revision in services and fee. These revisions will also be set forth in the form of the attached *Amendment to Engagement Letter*.

Your Responsibilities:

The City will provide in a timely manner all financial records and related information to us, an initial list of which has been furnished to you, including timely communication of all significant accounting and financial reporting matters, as well as working space and clerical assistance as mutually agreed upon and as is normal and reasonable in the circumstances. When and if for any reason the City is unable to provide these schedules, information and assistance, the Auditor of State and the City will mutually revise the fee to reflect additional services, if any, we require to achieve these objectives. These revisions will be set forth in the form of the attached *Amendment to Engagement Letter*.

Confidential Information:

You should make every attempt to minimize or eliminate the transmission of personal information to the Auditor of State (AOS). All documents you provide to the AOS in connection with our services including financial records and reports, payroll records, employee rosters, health and medical records, tax records, etc. should be redacted of any personal information. Personal information includes social security numbers, date of birth, drivers' license numbers or financial institution account numbers associated with an individual. The public office should redact all personal information from electronic records before they are transmitted to the AOS. This information should be fully blacked out in all paper documents prior to sending to the AOS. If personal information cannot be redacted from any records or documents; the public office must identify these records to the AOS.

If redacting this personal information compromises the audit or the ability to prepare financial statements, the public office and the AOS will consider these exceptions on a case-by-case basis. Additionally, if redacting this information creates a hardship on the public office in terms of resources, recordkeeping or

other issues, the public office and the AOS may collaborate on alternative methods of providing the public office's data to the AOS without compromising the personal information of individuals served by the public office. The AOS is willing to work with the public office and it is our intent to greatly reduce the amount of personal information submitted to the AOS for audit or financial statement preparation purposes. It is important that the public office review internal policies to find ways to eliminate as much personal information from financial records as possible by substituting non-personal information (i.e., change social security numbers to employee identification numbers).

Fee

Except for any changes in fees and expenses which may result from the circumstances described above, we expect our fees and expenses for our audit services will not exceed \$37,187

Pursuant to Ohio Rev. Code Section 117.13, you may charge all of this audit's cost to the general fund or you may allocate the cost among the general fund and other eligible funds.

Reporting

We will issue a written report upon completing our audit of your financial statements. We will address our report to those charged with governance. We cannot assure you that we will issue an unmodified opinion. Circumstances may arise in which it is necessary for us to modify our opinion, add an other matters or emphasis-of-matter paragraph or withdraw from the engagement.

Upon completing our audit, we will also issue a written report in accordance with Government Auditing Standards on internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters.

Access to Our Reports and Working Papers

AU-C 905—*Alert That Restricts the Use of the Auditor's Written Communication* requires our reports to disclose the following:

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by Government Auditing Standards:

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

Independent Auditor's Report on Compliance for Each Major Federal Program and on Internal Control Over Compliance Required by the Uniform Guidance:

This report only describes the scope of our internal control compliance tests and the results of this testing based on Uniform Guidance requirements. Accordingly, this report is not suitable for any other purpose.

AU-C 905 requires us to include this restrictive language in our reports due to concerns that other readers may not fully understand the purpose of the report, the nature of the procedures applied in its preparation, the basis or assumptions used in its preparation, the extent to which the procedures performed are generally known or understood, and the potential for the report to be misunderstood, when taken out of the context for which it was intended.

However, under Revised Code Section 117.26, an audit report becomes a public record under Section 149.43, Revised Code, when we file copies of the report with the public officers enumerated in the Revised Code. When we file the reports, our working papers become available to the public upon request, subject to information protected for criminal investigations, by attorney-client privilege or by local, state or federal law. AU-C 905 does not affect public access to our reports or working papers.

Under generally accepted auditing standards, we must retain working papers for five years after the release date of our opinion. However, AOS policy requires we retain working papers for seven years or longer, as needed.

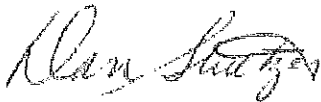
Peer Review Report

As required by *Government Auditing Standards*, we have made our most recent external quality control review report (Peer Review) publicly available, at [https://www.ohioauditor.gov/publications/Peer Opinion 2018.pdf](https://www.ohioauditor.gov/publications/Peer%20Opinion%202018.pdf). Audit organizations can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. The Auditor of State received a peer review rating of *pass*.

Please sign and return this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities. If you have any questions, please call Lindsey Young, Senior Audit Manager, at 216-787-5834.

Sincerely,

KEITH FABER
Auditor of State



Dan Stuetzer
Chief Auditor, Northeast Region

Attachment

cc: Keith Dirham, Finance Director
Council

ACCEPTED BY Dennis Hanwell

DATE _____

TITLE Mayor

2CFR Part 200 REPORTING PACKAGE

2CFR Part 200 Ref.	Item	Responsibility	
		Auditee	Auditor
.508(b); .510(a)	Financial Statements	✓	
.515(a)	Report (opinion) on financial statements		✓
508(b); .510(b)	Schedule of Expenditures of Federal Awards	✓	
.515(a)	Report ("in-relation-to" opinion) on Schedule of Expenditures of Federal Awards		✓
.515(b)	Report on Compliance and Internal Controls - Financial Statements		✓
.515(c)	Report on Compliance and Internal Controls - (Major) Federal Awards		✓
.515(d)	Schedule of Findings and Questioned Costs ¹		✓
.508(c); .511(a),(b)	Schedule of Prior Audit Findings ⁴	✓	
.512(a), (b)	Data Collection Form ²	✓	✓
.511(c)	Corrective Action Plan ³	✓	

¹ Required in all cases

² You may only submit the reporting package and Data Collection Form electronically. The reporting package will be uploaded and submitted along with the Data Collection Form. The Federal Audit Clearinghouse will distribute the required reporting packages to the Federal agencies per Section __.512(g) of the Uniform Guidance, if the audit requires distribution to a Federal-funding agency. Complete the auditee certification process and submit the single audit reporting package and the Data Collection Form electronically to the Federal Audit Clearinghouse within the earlier of 30 days after receipt of our reports or nine months after the end of the audit period.

³ Required for any GAGAS level or UG findings

**SAMPLE
AMENDMENT #___ TO ENGAGEMENT LETTER**

[Date]

[ENGAGEMENT LETTER ADDRESSEE]

Dear _____:

The engagement letter dated _____ between the Auditor of State and the City is hereby amended to reflect the following:

<u>Description of / Causes for Amendment</u>	<u>Estimated Fee Effect</u>
1	
2	
3	
4	

Total this amendment	\$0.00
Previous fee estimate	_____
Revised fee estimate	<u>\$0.00</u>

Please sign the copy of this letter in the space provided and return it to us. If you should have any questions, please call _____ at _____.

Sincerely,

KEITH FABER
Auditor of State

[Name of Chief Auditor]
Chief Auditor, [Name] Region

cc: [Engagement Letter cc's]

ACCEPTED BY

DATE

TITLE

ORDINANCE NO. 31-19

AN ORDINANCE AUTHORIZING THE INCREASE OF THE EXPENDITURE TO GOODYEAR TIRE AND RUBBER COMPANY TO \$40,000 FOR THE SANITATION DEPARTMENT.

WHEREAS: The Service Director has requested to increase Purchase Order #2019000597 from \$15,000.00 to \$40,000.00, which requires the Council's approval; and

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

SEC. 1: That the increase to Purchase Order #2019000597 from \$15,000 to \$40,000 is hereby authorized for the Street Department.

SEC. 2: That the funds to cover this expenditure are available in Account No. 514-0543-53321.

SEC. 3: 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. 4: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

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

PASSED: _____

SIGNED: _____

President of Council

ATTEST: _____

APPROVED: _____

Clerk of Council

SIGNED: _____

Mayor

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: _____

SIGNED: _____
President of Council

ATTEST: _____
Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor

ORDINANCE NO. 33-19

AN ORDINANCE AMENDING SECTION 917.04(D) OF THE CODIFIED ORDINANCES OF THE CITY OF MEDINA, OHIO RELATIVE TO BULK WATER RATES.

WHEREAS: That Section 917.04(d) of the codified ordinances of the City of Medina, Ohio pertaining to Bulk Water Rates presently reads as follows:

917.04 RATES.

(d) Bulk Water Rates. The rate charged for bulk water sales shall be \$4.50 per 1,000 gallons. A deposit of \$50.00 will be required in order to establish a bulk water account. This deposit shall be refunded when the account is closed and all related equipment is returned to the Water Department.

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

SEC. 1: That Section 917.04(d) of the codified ordinances of the City of Medina, Ohio pertaining to Bulk Water Rates shall be amended to read as follows:

917.04 RATES.

(d) Bulk Water Rates. For bulk water customers, in any month in which there is usage, the minimum quantity billed shall be 4,000 gallons at \$18.00. The rate charged for bulk water sales over 4,000 gallons shall be \$4.50 per 1,000 gallons. A deposit of \$50.00 per key will be required in order to establish a bulk water account. This deposit shall be refunded when the account is closed and all related equipment is returned to the Water Department. (Ord. 32-19)

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

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

PASSED: _____

SIGNED: _____

President of Council

ATTEST: _____

APPROVED: _____

Clerk of Council

SIGNED: _____

Mayor

ORDINANCE NO. 34-19

**AN ORDINANCE AMENDING ORDINANCE NO. 195-18,
PASSED DECEMBER 10, 2018. (Amendments to 2019 Budget)**

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

SEC. 1: That Ordinance No. 195-18, passed December 10, 2018, shall be amended by the following additions:

<u>Account No./Line Item</u>	<u>Additions</u>
574-0350-52226 (from Carryforward-Fitness Room)	\$ 50,000.00 *
574-0350-54412 (from Carryforward-Fitness Room)	\$650,000.00 *
574-0350-54413 (from Carryforward-Fitness Room)	\$100,000.00 *

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

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

* - new appropriation

PASSED: _____

SIGNED: _____

President of Council

ATTEST: _____

APPROVED: _____

Clerk of Council

SIGNED: _____

Mayor

ORDINANCE NO. 35-19

AN ORDINANCE OF THE COUNCIL OF THE CITY OF MEDINA, OHIO, CERTIFYING THAT WHEN A MUNICIPAL OBLIGATION WAS INCURRED SUMS WERE LAWFULLY APPROPRIATED IN THE FUNDS TO SATISFY THE OBLIGATION AND SUFFICIENT SUMS CURRENTLY EXIST TO SATISFY THIS OBLIGATION, AND DECLARING AN EMERGENCY.

WHEREAS: Certain certifications are necessary for the continued operations of Municipal Services; and

WHEREAS: This Ordinance will provide for the efficient and lawful certifications to provide Municipal Services as required by Ohio Revised Code Section 5705.41(D); and

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

SEC. 1: 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. 2: That the Finance Director is authorized to draw warrants for the payment of Invoice #27155 to Lexipol LLC for the 2019 policy manual updates for the Police Dept.

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

SEC. 4: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason because of the immediate need for the authorization of expenditures, this Resolution shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: _____

SIGNED: _____
President of Council

ATTEST: _____
Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor

ORD 35-19

Invoice



Lexipol, LLC
2801 Network Blvd. Suite 500
Frisco, TX 75034

Date	Invoice #
12/17/18	27155

Bill To
Medina Police Department Attn: Accounts Payble 150 W Friendship St Medina, OH 44256

Terms	Due Date
Net 30	1/16/19

Description

The one year law enforcement policy manual update subscription includes 24/7 access to Knowledge Management System for updates and editing.
The DTB subscription service includes 365 Unique Scenario Daily Training Bulletins and Testing Data Base.
01/01/2019-12/31/2019

PO # 2019-428 Line # _____

Partial _____ Complete X

Date: 1-18-19

Approved: *Jarvis Ingersoll*

ERK

Pricing Includes 5% Discount

Total

\$9,061.00

OK

Phone # 949-309-3881

Email receivables@lexipol.com

NOTICE: LEXIPOL HAS A NEW MAILING ADDRESS AS OF JUNE 18, 2018.
Please change the address and remit payment to: Lexipol LLC, 2801 Network Blvd. Suite 500, Frisco, TX 75034

ORDINANCE NO. 36-19

AN ORDINANCE OF THE COUNCIL OF THE CITY OF MEDINA, OHIO, CERTIFYING THAT WHEN A MUNICIPAL OBLIGATION WAS INCURRED SUMS WERE LAWFULLY APPROPRIATED IN THE FUNDS TO SATISFY THE OBLIGATION AND SUFFICIENT SUMS CURRENTLY EXIST TO SATISFY THIS OBLIGATION, AND DECLARING AN EMERGENCY.

WHEREAS: Certain certifications are necessary for the continued operations of Municipal Services; and

WHEREAS: This Ordinance will provide for the efficient and lawful certifications to provide Municipal Services as required by Ohio Revised Code Section 5705.41(D); and

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

SEC. 1: 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. 2: That the Finance Director is authorized to draw warrants for the payment of Invoice #19L2357 to the Ohio State Highway Patrol for Police Department’s LEADS access.

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

SEC. 4: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason because of the immediate need for the authorization of expenditures, this Resolution shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: _____

SIGNED: _____
President of Council

ATTEST: _____
Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor

OHIO STATE HIGHWAY PATROL
 Fiscal Services - 83F Fund - Terminal
 1970 West Broad Street
 Columbus, OH 43223
 614-466-8781

Invoice



BILL TO
 Medina Police Department
 150 West Friendship Street
 Medina, OH 44256-1835

INVOICE #	DATE	TOTAL DUE	DUE DATE	ENCLOSED
19L2357	01/01/2019	\$7,200.00	01/31/2019	

SHIP DATE: 01/01/2017 ORI: OH0520200 P.O. NUMBER: 11396

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
01/01/2019		Service Period: January 1, 2019 through December 31, 2019			0.00
01/01/2019	DMVPN	LEADS Monthly Access Fee with a DMVPN (Dynamic Multipoint Virtual Private Network) Connection	12	600.00	7,200.00

Remittance Address:

BALANCE DUE

\$7,200.00

Treasurer, State of Ohio
 Ohio State Highway Patrol
 Fiscal Services - Fund 83F
 P.O. Box 182074
 Columbus, Ohio 43218-2074

PO # 2019-427 Use # _____
 Partial _____ Cumulative
 Date 1-18-19
 Approved: *Jacob Ingersoll*

OK
JL
[Signature]

Thank you for your payment.

For payment inquiries please contact the LEADS billing office at 614-466-8781.
 For service related inquiries please contact the LEADS control room at 1-800-589-2077.

ORDINANCE NO. 37-19

AN ORDINANCE OF THE COUNCIL OF THE CITY OF MEDINA, OHIO, CERTIFYING THAT WHEN A MUNICIPAL OBLIGATION WAS INCURRED SUMS WERE LAWFULLY APPROPRIATED IN THE FUNDS TO SATISFY THE OBLIGATION AND SUFFICIENT SUMS CURRENTLY EXIST TO SATISFY THIS OBLIGATION, AND DECLARING AN EMERGENCY.

WHEREAS: Certain certifications are necessary for the continued operations of Municipal Services; and

WHEREAS: This Ordinance will provide for the efficient and lawful certifications to provide Municipal Services as required by Ohio Revised Code Section 5705.41(D); and

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

SEC. 1: 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. 2: That the Finance Director is authorized to draw warrants for the payment of Invoice #9822826613 to Verizon for the monthly cell phone and iPad usage fees.

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

SEC. 4: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason because of the immediate need for the authorization of expenditures, this Resolution shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: _____

SIGNED: _____
President of Council

ATTEST: _____
Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor



PO BOX 489
NEWARK, NJ 07101-0489

ORD 37-19

Manage Your Account	Account Number	Date Due
www.verizon.com/mybusiness	287206834-00001	02/15/19
Change your address at http://sso.verizonenterprise.com	Invoice Number	9822826613

00009872/12060/ 3.225/MB/32293588.6



CITY OF MEDINA
132 N. ELMWOOD AVENUE
P.O. BOX 703
MEDINA, OH 44256

00009872
MSP 246

Quick Bill Summary

Dec 24 - Jan 23

Previous Balance (see back for details)	\$6,201.86
Payments - Thank You <i>2 months</i>	-\$6,201.86
Balance Forward	\$0.00 ✓
Monthly Charges	\$2,951.37
Usage and Purchase Charges	
Voice	\$0.00
Messaging	\$0.00
Data	\$0.00
Equipment Charges	\$104.97
Surcharges and Other Charges & Credits	\$122.30
Taxes, Governmental Surcharges & Fees	\$14.75
Total Current Charges	\$3,193.39

Verizon Wireless News

Now It's Easier To Get Help Online

Our new online support experience saves you time by giving you access to the help you need when you need it. Sign in to get personalized help that's specific to your bill, plan and devices. Visit go.vzw.com/support.

Total Charges Due by February 15, 2019 \$3,193.39

PO # 19-543 Line # 1-24 (see attached spreadsheet)

Partial Complete

Date: February 4, 2017

Approved: Sherry Cow

Who has George Horton's phone?

Pay from phone	Pay on the Web	Questions:
#P*111* (x768)	www.verizon.com/mybusiness	1-800-922-0204 (or 611 from your phone)



CITY OF MEDINA
132 N. ELMWOOD AVENUE
P.O. BOX 703
MEDINA, OH 44256

Bill Date January 23, 2019
Account Number 287206834-00001
Invoice Number 9822826613

Total Amount Due by February 15, 2019

Make check payable to Verizon Wireless.
Please return this remit slip with payment.

\$3,193.39

\$ 3, 1 9 3 . 3 9

P.O. BOX 25505
LEHIGH VALLEY, PA 18002-5505



98228266130102872068340000100000319339000003193396

ORDINANCE NO. 38-19

AN ORDINANCE OF THE COUNCIL OF THE CITY OF MEDINA, OHIO, CERTIFYING THAT WHEN A MUNICIPAL OBLIGATION WAS INCURRED SUMS WERE LAWFULLY APPROPRIATED IN THE FUNDS TO SATISFY THE OBLIGATION AND SUFFICIENT SUMS CURRENTLY EXIST TO SATISFY THIS OBLIGATION, AND DECLARING AN EMERGENCY.

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SEC. 1: 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. 2: That the Finance Director is authorized to draw warrants for the payment of Invoice #90006859426 to Ohio Edison for electric bills for street lights and public buildings.

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

SEC. 4: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason because of the immediate need for the authorization of expenditures, this Resolution shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: _____

SIGNED: _____
President of Council

ATTEST: _____
Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor

Billing Period: Dec 21 to Jan 22, 2019 for 33 days
Bill For: CITY OF MEDINA
STREET LIGHTS ✓
MEDINA OH 44258

January 21, 2019
Account Number: 110 010 161 054

Amount Due: \$11,815.22

Due Date: February 20, 2019

ORD. 38-19

To report an emergency or an outage, call 24 hours a day 1-888-544-4877. For Customer Service, call 1-800-633-4766. For Payment Options, call 1-800-686-3421. Pay your bill online at www.firstenergycorp.com
Bill issued by: Ohio Edison, PO Box 3687, Akron OH 44309-3687

Messages	Account Summary	Amount Due
To avoid a 1.50% Late Payment Charge being added to your bill, please pay the Amount Due by the Due Date.	Previous Balance	11,750.0
The information below shows specific charges for the costs of energy efficiency, peak demand reduction, and renewable energy. These charges are not new, but are and previously were consolidated with other charges on your bill.	Payments/Adjustments	-11,750.0
	Balance at Billing on Jan 21, 2019	✓ 0.0
	Ohio Edison - Lighting	11,815.2
	Amount Due by Feb 20, 2019	✓ \$11,815.2
	Charges From Ohio Edison	
Energy Efficiency 112,190 KWH x 0.000683 \$76.67	Customer Number: 0800780249 0001304743	
Peak Demand Reduction 112,190 KWH x 0.000171 \$19.18	Rate: Street Lighting OE-ESIPCF	
Renewable Energy 112,190 KWH x 0.001115 \$125.10	Fixture Description	Units
Pursuant to state law, the Universal Service Fund rider rate has been adjusted effective with this bill.	OE-CM-SV-UGPL-(105)-250W	11
	OE-CM-SV-UGPL-(42)-100W	20
	OE-CO-MV-OHST-(69)-175WEONLY*	4
	OE-CO-MV-OHWD-(43)-100W	132
	OE-CO-MV-OHWD-(69)-175W	535
	OE-CO-MV-UGPS-(69)-175W	351
	OE-CO-SV-OHST-(62)-150WSp.	2
	OE-CO-SV-OHSTPL-(89)-215W	11
	OE-CO-SV-OHWDPL-(105)-250W	4
	OE-CO-SV-OHWDPL-(42)-100W	158
	OE-CO-SV-OHWDPL-(62)-150W	19
	OE-CO-SV-UGPL-(105)-250W	14
	OE-CO-SV-UGPL-(42)-100W	560
	OE-CO-SV-UGPL-(62)-150W	27
	OE-CO-SV-UGPL-(89)-215W	4
	OE-CO-SV-UGPS-(29)-70W	18
	OE-CO-SV-UGPS-(42)-100W	136
	OE-CO-SV-UGPS-(62)-150W	7
	Distribution Related Component	7,625.4
	Cost Recovery Charges	105.2
	Bypassable Generation and Transmission Related Component	4,084.5
	Current Consumption Bill Charges	11,815.2
	Detail Payment and Adjustment Information	
	01/04/19 Payment	-11,750.0

Additional messages, if any, can be found on back.

19-546
Line# 13
partial



January 22, 2019

Master Account: 210 000 534 003

Master Invoice: 90006859426

Bill for: CITY OF MEDINA
PUBLIC BLDG
Master Bill Account
PO BOX 703
MEDINA OH 44258

71-0003

Account Summary		Amount Due
Your previous bill was	5,380.86	
Total payments	<u>-5,380.86</u>	
Balance at billing on January 22, 2019	0.00	0.00
Current Basic Charges		
Ohio Edison - Consumption		2,362.20
Current Charges FIRSTENERGY SOLUTIONS CORP		2,812.12
Total Due by Feb 26, 2019. Please Pay This Amount.		\$5,174.32

To avoid a Late Payment Charge being added to your bill, please pay by the due date.

General Information			
	Bill issued by:		Customer Service
	Ohio Edison		24-Hour Emergency/Outage Reporting
	PO Box 3687		Payment Options
	Akron OH 44309-3637		
			1-800-633-4766
			1-888-544-4877
			1-800-686-3421

19-546

Line# 12

partial