

**CITY OF MEDINA  
AGENDA FOR COUNCIL MEETING**

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

**Call to Order.**

**Roll Call.**

**Reading of minutes.** (March 11, 2019)

**Reports of standing committees.**

**Requests for council action.**

**Reports of municipal officers.**

- Mayoral Proclamation for World Autism Month
- Rolling Thunder Chapter 8 Presentation of Winner's Trophy for annual Chili Cookoff

**Notices, communications and petitions.**

**Unfinished business.**

**Introduction of visitors.**

(speakers limited to 5 min.)

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

Ord. 45-19

An Ordinance authorizing the Mayor to enter into an Amendment to the Contract for Administrative Services for the PY2018 Community Housing Impact and Preservation Program between the City of Medina and Ohio Regional Development Corporation.

Ord. 46-19

An Ordinance authorizing the Mayor to sign the Letter of Engagement with Arnold Architectural Strategies, LLC for professional services provided for the new Fitness Room Addition at the Medina Community Recreation Center.  
(emergency clause requested)

Ord. 47-19

An Ordinance authorizing the Mayor to sign the Letter of Intent to the Board of Education of the Medina City School District for the new Fitness Room Addition at the Medina Community Recreation Center.  
(emergency clause requested)

Ord. 48-19

An Ordinance authorizing the Finance Director to make certain fund transfers.

Ord. 49-19

An Ordinance authorizing the Finance Director to make certain fund transfers.

Ord. 50-19

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. 51-19

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. 52-19

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)

Res. 53-19

A Resolution of Intent supporting the land exchange of 0.629 acres of Medina City Schools Board of Education owned real property located on 347 N. Huntington Street for 0.629 acres of City of Medina owned real property located at 625 Bowman Lane for the mutually beneficial purpose of expanding Ray Mellert Park on the N. Huntington Street parcel of land and operating a home based program for students with special needs at the Bowman Lane parcel.

(emergency clause requested)

**Council comments.**

**Adjournment.**

MEDINA CITY COUNCIL  
Monday, March 11, 2019

**Opening:**

Medina City Council met in regular, open session on Monday, March 11, 2019. The meeting was called to order at 7:30 p.m. by President of Council John Coyne who led the Pledge of Allegiance.

**Roll Call:**

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

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

**Minutes:**

Mr. Shields moved that the minutes from the regular meeting on Monday, February 25, 2019 as prepared and submitted by the Clerk be approved. The roll was called and the motion passed by the yea votes of B. Lamb, P. Rose, J. Shields, B. Starcher, J. Coyne and E. Heffinger.

**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 was absent.

Public Properties Committee: Mr. Shields had no report.

Special Legislation Committee: Mr. Lamb stated they are still working on the LGBTQ legislation.

Streets & Sidewalks Committee: Mr. Heffinger stated they will be meeting with the Council of the Whole tomorrow to discuss the South Broadway brick road reconstruction project and will be meeting with residents and anyone else from the community that would like to join us.

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

Emerging Technologies Committee: Mr. Rose had no report.

**Requests for Council Action:**

19-048-3/11 – Budget Amendments

19-049-3/11 – Then & Now – Huntington Bank – Municipal Court

19-050-3/11 – Amendment to Contract w/ Ohio Regional Development Corp. – PY18 CHIP

19-051-3/11 – Fitness Room Addition – Letter of Engagement

19-052-3/11 – Requested Real Estate Swap

**Reports of Municipal Officers:**

**Dennis Hanwell, Mayor,** reported

1) Monday, March 4th at 5:30 p.m. attended annual Medina County Health Department

Medina City Council

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(MCHD) Advisory Council. Highlights:

- a. MCHD - National recognition; 1 of 26 health departments recognized of 108 in state
  - b. Recovery efforts - MCHD working as co-chair of Opiate Task Force as well as Project Dawn in collaboration with Medina Co. ADAMH Board to provide free Narcan to families and train on use.
  - c. LivingWellMedinaCounty.com - interactive website for discussions, questions, etc. Only one of five in the nation.
  - d. 2019 will be planning for Strategic Plan review and update for MCHD.
- 2) 2018 Medina Annual report was distributed to Council, Department Heads, media and public on February 27, 2019. Proud of the work and efforts of each staff members, as well as the many agencies and organizations we collaborate with to make Medina special! There is also a copy posted on our city website under "news"; [www.medinaoh.org](http://www.medinaoh.org) I or my staff would be happy to answer any questions after your and the public's review of the report.
- 3) Parking Deck - Construction of parking deck south of Medina City hall will commence this May. Parking will be very limited at Medina City Hall and lot between Sully's patio and Porter's Shoes. Available long term lots are at the southeast corner of West Liberty and South Elmwood; lot on west side of 200 block of South Elmwood (between Smith and Washington); as well as at the existing parking deck behind Common Pleas Courts. The project will last from May to likely December.

**Keith Dirham, Finance Director**, Mr. Dirham reminded residents to file an income tax with RITA and you can find them on the web at RITA<sup>OHIO</sup>, there will also be forms here at City Hall. The dates for assistance with city taxes are Thursday, March 14<sup>th</sup> 9 a.m. – 4 p.m. and Saturday, April 6<sup>th</sup> 11:30 a.m. – 6:30 p.m. at the Medina Recreation Center.

**Greg Huber, Law Director**, had no report

**Chief Kinney, Police Department**, had no report.

**Kimberly Marshall, Economic Development Director**, was absent.

**Jonathan Mendel, Planning Community Director**, had no report.

**Mark Crumley, Fire Department**, had no report.

**Mike Wright, Recreation Center Director**, Mr. Wright stated the basketball leagues for the Medina Rec start winding down and this weekend will be the last games. He thanked the community who participated and made this another great year for the league, he also thanked the members and patrons for their patience in the scheduling of the field house for the past 10 weeks. The next scheduled Rec Advisory Board meeting will be on Thursday, March 21st, 7:30 a.m. at the recreation center.

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**Jansen Wehrley, Parks and Recreation Director**, Jansen stated the Parks Department is hiring seasonal laborers for this summer and applications can be found on the city website.

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

**Patrick Patton, City Engineer**, stated the city will be completing a project to rebuild the South Elmwood Bridge and starting this spring there will be some detours around that area.

**Nino Piccoli, Service Director**, stated at the Board of Control meeting they awarded the water well sealing and abandonment project to Moody's of Dayton Inc. and GM Baker and Son Company.

**Notices, communications and petitions**

There were none.

**Unfinished Business:**

There was none.

**Introduction of Visitors:**

Suzanne Sharpe resides at 326 W. Washington St. Ms. Sharpe expressed appreciation for council's cooperation in allowing her time to pursue options for saving from demolition to the historically significance of the Sophia Huntington Parker Homestead. A great amount of community support has been gathered through the Facebook page Preserve Medina History. (see attached statement) Mr. Lamb stated it is exciting that Suzanne has engaged in the process to try and save this house. He reported that he never really knew the history and significance of this house.

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

**Res. 039-19:**

**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. 039-19, seconded by Mr. Rose. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 039-19, seconded by Mr. Rose. Mr. Dirham stated this is a redo of the Resolution they did a few weeks ago, there were some updates from the previous ordinance and emergency clause is needed to get back on the time line they were on. The roll was called on adding the emergency clause and was approved by the yea votes of J. Shields, B. Starcher J. Coyne, E. Heffinger, B. Lamb and P. Rose. The roll was called and Ordinance/Resolution No. 039-19 passed by the yea votes of P. Rose, J. Shields, B. Starcher, J. Coyne, E. Heffinger and B. Lamb.

**Ord. 040-19:**

**An Ordinance adopting an updated City Owned Electronic Device Policy for the City of Medina.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 040-19, seconded by Mr. Rose. Mayor Hanwell stated the city is required under the public records law to maintain the

public records for a period of time by archiving them. Two sentences were added to this ordinance. The roll was called and Ordinance/Resolution No. 040-19 passed by the yea votes of B. Starcher, J. Coyne, E. Heffinger, B. Lamb, P. Rose, and J. Shields.

**Ord. 041-19:**

**An Ordinance authorizing the payment of \$36,373.00 to Software Solutions Inc. (SSI) for software maintenance of the Finance and Service Departments Accounting System.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 041-19, seconded by Mr. Rose. Mr. Dirham stated this is the Finance utility billing and payroll software they use in Finance and other departments. The roll was called and Ordinance/Resolution No. 041-19 passed by the yea votes of J. Coyne, E. Heffinger, B. Lamb, P. Rose, J. Shields, and B. Starcher.

**Ord. 042-19:**

**An Ordinance authorizing the purchase of five (5) 2020 Ford All Wheel Drive Police Interceptor Explorers from Lebanon Ford for the Police Department.** Mr. Shields moved for the adoption of Ordinance/Resolution No. 042-19, seconded by Mr. Rose. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 042-19, seconded by Mr. Rose. Chief Kinney stated Ford cancelled their last order and that is the reason for the purchase of (5) Explorers. Chief Kinney also stated Ford is giving them a \$2,000 credit on two of those vehicles for an overall discount of \$4,000. Emergency clause is needed because they are behind on their rotation due to the cancelled order. The roll was called on adding the emergency clause and was approved by the yea votes of B. Lamb, P. Rose, J. Shields, B. Starcher, J. Coyne and E. Heffinger. The roll was called and Ordinance/Resolution No. 042-19 passed by the yea votes of E. Heffinger, B. Lamb, P. Rose, J. Shields, B. Starcher and J. Coyne.

**Ord. 043-19:**

**An Ordinance amending Ordinance No. 195-18, passed December 10, 2018. (Amendments to 2019 Budget)** Mr. Shields moved for the adoption of Ordinance/Resolution No. 043-19, seconded by Mr. Rose. Mr. Dirham stated the only budget amendment this week is for the Police Department purchase of the 5 vehicles. The roll was called and Ordinance/Resolution No. 043-19 passed by the yea votes of P. Rose, J. Shields, B. Starcher, J. Coyne, E. Heffinger and B. Lamb.

**Ord. 044-19:**

**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. 044-19, seconded by Mr. Rose. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 044-19, seconded by Mr. Rose. Mr. Dirham stated this was for a purchase already made and are asking for the emergency clause so they do not incur finance charges. The roll was called on adding the emergency clause and was approved by the yea votes of B. Starcher, J. Coyne, E. Heffinger, B. Lamb, P. Rose, and J. Shields. The roll was called and Ordinance/Resolution No. 044-19 passed by the yea votes of J. Shields, B. Starcher J. Coyne, E. Heffinger, B. Lamb and P. Rose.

Medina City Council  
March 11, 2019

**Council Comments:**

Eric Heffinger spoke of taking a lead role on their five common goals for the Strategic Plan for the City of Medina and his roll is Effective Government. Effective Government is to provide services that ensure a high quality of life, safety and security through government that is fiscally responsible and accessible to all citizens. Talking to the administration and the community, he believes there is a gap of people's ability to talk to their local officials, especially if they didn't know them personally. Eric stated they came up with a plan to go to the Farmer's Markets in the summer twice a month and a member of the administration will be there and a member of council will also be there at the same time. This will take place on the 2<sup>nd</sup> and 4<sup>th</sup> Saturday of each month for a couple of hours each morning. The first one will be May 11<sup>th</sup> where he and Mr. Piccoli will attend.

**Adjournment:**

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

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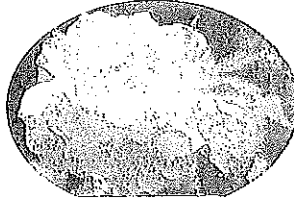
Kathy Patton, CMC - Clerk of Council

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John M. Coyne, President of Council

Read into the record during "Introduction of Visitors,"  
Medina City Council meeting, Monday, March 11, 2019

By Suzanne Sharpe



Good evening, President Coyne, members of Council. I would like to express, for the record, my sincere appreciation for your cooperation in allowing me time to pursue options for saving, from demolition, the *historically significant* Sophia Huntington Parker Homestead at 347 N. Huntington Street.

(I'm proud to say) A great amount of community support has gathered through our Facebook group page called, "*Preserve Medina History: Help Rescue the (183-yr.-old) Huntington House.*" As of today we are up to 107 members. So, gratitude on their behalf as well.

I have also had positive press coverage on this topic and thank you for your contribution to those articles and interviews, Mayor Hanwell and School Superintendent Aaron Sable. Everyone involved has been quite cooperative – *Thank You!*

My goal this evening, Councilmen, Mayor Hanwell, is to request that your designees and I sit down soon, and come to a mutually agreeable project scope and timeline for the Huntington House project.

Perhaps crafting an MOU or a Letter of Intent will show we are all on the same page? An agreement by all parties will serve to demonstrate that I have your support when volunteers and donations are sought relative to the rehab and restoration of this house.

I intend to pursue a number of different options, with my ultimate goal to *preserve and protect this important historical structure for community-wide use and benefit.*

Please understand that I AM committed to making this a SUCCESSFUL project.

In order to ensure success, I have begun the "Articles of Incorporation" and intend to file as soon as possible for tax-exempt status as a 501 (c) (3) charitable, educational, public benefit organization. We are called, "Building Blocks Preservation Group."

I have also been in conversation with Michelle Powell of "Let's Make a Difference" about working together on this effort, since she has successfully run a nonprofit in Ward 1 for the past 19 years – and the project seems destined.

I will keep the city informed as I work toward making this a win-win for all of us.

Thank you for your time and consideration.



**ORDINANCE NO. 45-19**

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AMENDMENT TO THE CONTRACT FOR ADMINISTRATIVE SERVICES FOR THE PY2018 COMMUNITY HOUSING IMPACT AND PRESERVATION PROGRAM BETWEEN THE CITY OF MEDINA AND OHIO REGIONAL DEVELOPMENT CORPORATION.**

**WHEREAS:** Ordinance No. 172-18, passed November 26, 2018, authorized the Mayor to enter into a contract with the Ohio Regional Development Corporation for the administration of the PY2018 Community Housing Impact and Preservation (CHIP) Program; and

**WHEREAS:** Due to a decrease in the grant funding amount, the administration budget must be adjusted in order to comply with the cap of 12% of the total grant amount being administrative costs.

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

**SEC. 1:** That the Mayor is hereby authorized and directed to execute the amendment to the Contract for Administrative Services between the City of Medina and Ohio Regional Development Corporation for the PY2018 Community Housing Impact and Preservation (CHIP) Program.

**SEC. 2:** That a copy of the Amendment to Contract is marked Exhibit A, attached hereto and incorporated herein.

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

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

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

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

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

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

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

**Amendment to Contract for Administrative Services for  
PY2018 COMMUNITY HOUSING IMPACT AND PRESERVATION PROGRAM BETWEEN THE CITY  
OF MEDINA and OHIO REGIONAL DEVELOPMENT CORPORATION**

**THIS AMENDMENT**, made and entered into by and between the City of Medina (hereinafter called the "Grantee") and the Ohio Regional Development Corporation (hereinafter called "the Consultant"), a non-profit corporation engaged in community and economic development, planning and housing, and located in the City of Coshocton, Ohio.

**WHEREAS**, the Grantee, contracted with ORDC to provide administrative consultant services for the PY 2018 Community Housing Impact and Preservation Program on or about March 14, 2018; and

**WHEREAS**, at the time of the contract it was anticipated by both parties that the amount of funds to be awarded to the Grantee under the PY2018 CHIP Program would be \$750,000 and the compensation for services section of the contract was based upon said assumption; and

**WHEREAS**, the amount of funds awarded by the PY2018 CHIP Grant was reduced due to issues with the Grantee's performance under the PY2016 CHIP Program, and therefore the parties desire to amend the aforesaid contract to modify Article IV. Compensation.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants made herein, the parties agree as follows:

ARTICLE IV. COMPENSATION of the Contract for Administrative Services is amended to provide as follows:

**IV. COMPENSATION**

Administration and project soft costs shall be computed on the basis of the payment of fees schedule. Billing for the administration will be done every quarter. Soft costs will be paid on a per project basis upon the project completion. These rates include cost of operation such as employee benefits, office costs, etc.

**ADMINISTRATION: 12% of the grant charged per line item**

The City of Medina was awarded \$647,700 for PY 2018 funding, and the allowable administration dollars was \$77,700. Ohio Regional Development Corporation's charge for administration will be \$68,700 of the available administration dollars. This would allow the City of Medina \$9,000.00 for administration costs.

**CITY OF MEDINA      \$9,000**

- **Program Administration:** The administration dollars of \$9,000.00 would be used to cover costs associated with the implementation of the grant. (Example would be the cost of Preparing Purchase Orders and providing office expenses, etc.)

**OHIO REGIONAL DEVELOPMENT CORPORATION      \$68,700**

- **Grant Application:** The charge for application preparation is \$10,000. This figure is included in the overall administration portion of the grant. This will cover the costs associated with the entire grant application process.
- **Environmental Review/Release of Funds:** The charge to assure compliance with the Environmental Review process and prepare the Release of Funds is \$10,000.
- **Project Walk-Away Costs:** If ORDC is handing the full administration of the CHIP grant, project walk-away costs, if any, would be reimbursed to the grant from ORDC's administration.

- **Project Administration:** The administration dollars of \$46,700 would be used for the general administration of grant line items. As well as post grant management, monitoring, reporting and more.
- **Fair Housing:** The charge for Fair Housing for the CHIP grant would be \$2,000. This cost covers compliance for the entire grant period.

The Project Administration amount is computed on the basis of the following schedule of hourly rates for employees engaged in the work:

Director	\$115.00
Staff members	\$95.00

**However, the Consultant never asks for additional compensation beyond what the grant allows for in its administrative dollars.**

The CHIP Program Budget requires the applicant to identify and budget administrative costs. For more information, please see the HOME and CDBG requirements outlined in 24 CFR Part 92.207, 24 CFR Part 570.206, and Notice CPD 96-09. Costs that are necessary to manage the program, but which cannot be reasonably tracked to the delivery of a specific service to a specific client or dwelling are considered administrative costs.

Administrative costs relate to general program management, coordination, monitoring, evaluation, and oversight activities. The following are criteria that must be considered when filling out the budget:

- Total Administrative Costs cannot exceed 12 percent of the dollar amount of the total CHIP Program request.
- HOME Administration cannot exceed 10 percent of HOME funds.
- Administration is an eligible budget category for all housing activities.
- Charges to walk away units or when a national objective is not met, must be charged to administration.

Eligible administrative costs are costs associated with the overall CHIP Program grant. These costs may include:

- Training
- Legal fees
- Environmental review
- Citizen participation
- Bookkeeping
- Office rent
- Supplies
- Equipment and maintenance
- Other eligible administrative costs include:
  - Creating and managing general program files/databases,
  - developing program policies, procedures and forms,
  - preparing program reports and written notices to occupants,
  - supervising staff with administrative duties,
  - managing agreements or third-party contracts to administer the CHIP Program,
  - counseling/referring program participants,
  - marketing programs,
  - monitoring and evaluating program performance,
  - mileage,
  - postage and
  - copies

#### **SOFT COSTS (FKA IMPLEMENTATION)**

Ohio Regional Development Corporation would charge 100% of the applicable soft cost for each project for which ORDC provided application intake/file management and rehabilitation inspector services (50% of the soft costs respective for each service).

Rehabilitation Project (Owner & Rental) = 16% of Project Cost  
Home Repair Project (Owner & Rental) = 22% of Project Cost  
Homeownership = 18% of Project Cost  
New Construction = \$2,000 per unit

**Example:**

Private Owner Rehabilitation- Project Cost = \$30,000  
16% of project cost = \$4,800

The 16% Soft Costs will cover the following duties:

- Creating and managing specific case files/databases of projects under contract.
- Preparing, filing, recording legal/financial documents for specific eligible cases.
- Inspecting and testing dwellings (including all of the inspections and tests in the RRS, LBP inspections, Risk Assessments and Clearance Testing).
- Preparing specifications/work write-ups.
- Managing the contractor procurement process.
- Monitoring and managing the construction process and the private contractors.
- Responding to client's complaints.
- Costs associated with credit reports and title searches.
- Counseling of the specific clients assisted through a CHIP primary activity.
- Relocation of households during the construction process.
- OHPO Clearance

Soft costs will be warranted by the rate of \$95 per hour, not to exceed the above stated percentages. The Consultant has found that with many projects in the past, more hours are put into a project than what is compensated for the project. **However, the Consultant never asks for additional compensation beyond what the grant allows for in its administrative/implementation dollars.**

**PROJECT HARD COSTS**

Ohio Regional Development Corporation provides the following tests for each project as part of our services. The below charges will be fees charged to the project.

1. Final Lead wipe and visual clearance for all DPA, Rental Rehab, and Owner Rehab projects 1978 and older. \$350.00 per project/clearance (Includes shipping, lab fees, labor, materials, and reports)
2. Final Lead wipe and visual clearance for all Home Repair projects \$5000.00 or greater and built in 1978 or prior and has any paint disturbed as a result of the programs work. \$350.00 per project/clearance (Includes shipping, lab fees, labor, materials, and reports)
3. Pre and Post Combustion Appliance testing for all DPA, Rental, and Owner Rehab projects that have any combustion appliances. \$200.00 per test (pre/post)
  - Testing of all combustion appliances with an Combustion analyzer.
  - Draft testing with a draft gauge.
  - Forced air furnace temperature rise.
  - Testing of all gas lines with a Leak Detector
  - Air Conditioning Refrigerant Leak testing if applicable.
4. Pre and Post Combustion Appliance testing for all Home Repair and Emergency Repair projects where combustion appliances are replaced or appear to have safety issues. \$200.00 per test (pre/post)
  - Testing of all combustion appliances with a Combustion analyzer.

- Draft testing with a draft gauge.
  - Forced air furnace temperature rise.
  - Testing of all gas lines with a Leak Detector
  - Air Conditioning Refrigerant Leak testing if applicable
5. Ohio Regional Development Corporation does not perform Lead Risk Assessments. We sub-contract this service. It is competitively bid each year for all the Communities we provide services. This allows for the best possible rate. This cost is billed to the project as a project cost. Average cost is \$400.

**AUTHORITY FOR THIS AGREEMENT**

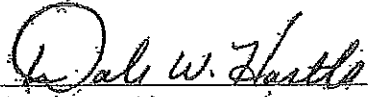
**THIS AGREEMENT** is authorized by appropriate action of the of Medina City Council as approved on \_\_\_\_\_, 2019.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement on the date following each signature.

**FOR: The City of Medina**

\_\_\_\_\_  
Mayor, Dennis Hanwell Date

**FOR: Ohio Regional Development Corporation**

  
\_\_\_\_\_  
Dale W. Hartle, President 2-15-19  
Date

**ORDINANCE NO. 46-19**

**AN ORDINANCE AUTHORIZING THE MAYOR TO SIGN THE LETTER OF ENGAGEMENT WITH ARNOLD ARCHITECTURAL STRATEGIES, LLC FOR PROFESSIONAL SERVICES PROVIDED FOR THE NEW FITNESS ROOM ADDITION AT THE MEDINA COMMUNITY RECREATION CENTER, AND DECLARING AN EMERGENCY.**

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

**SEC. 1:** That Council hereby authorizes the Mayor sign the "Letter of Engagement" with Arnold Architectural Strategies, LLC for professional services provided for the new Fitness Room Addition at the Medina Community Recreation Center.

**SEC. 2:** That a copy of the "Letter of Engagement" is marked Exhibit A, attached hereto and incorporated herein.

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

**SEC. 4:** That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason the project is planned to be bid in the next few weeks; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

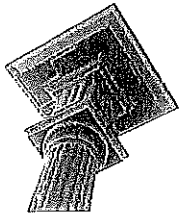
**PASSED:** \_\_\_\_\_

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

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

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

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



Arnold Architectural Strategies, LLC  
4670 Foote Road  
PO Box 426  
Medina, OH 44258  
330-242-4351

ORD. 46-19  
Exh. A

March 4, 2019

Medina Community Recreation Center  
855 Weymouth Road  
Medina, Ohio 44256

Attn: Mayor Dennis Hanwell, City of Medina  
Mr. Mike Wright, Recreation Center Director

## Medina Community Recreation Center

### Letter of Engagement Fitness Room Expansion

Arnold Architectural Strategies, LLC (AAS) is delighted to have this opportunity to submit this letter of engagement for the requested Architectural Design Services required at the Medina Community Recreation Center Fitness Room Expansion.

It is the understanding of AAS that the project scope includes adding approximately 4,800± gross square feet onto the north side of the existing fitness center area. The scope would include: Phase I - design of the facility, preparation of the necessary construction documents, aid during bidding, and Phase II - overseeing the progress of the contractors during the construction phase. Further this proposal scope is based on our previous discussions.

#### SCOPE of WORK: PART I

Professional services for the **Final facility design** phase. Based upon the scope and layout of the project developed during the previous planning phases, services to include the following:

- Approval of the final design and layout of the proposed new area, which encompasses the space layout on the first floor.
- Based on the approved layout, continue with services necessary for design, bidding, and construction phases.
- Coordination with Structural, Mechanical, Plumbing & Electrical consultants.
- Building code review and incorporation into facility.
- Review and update previous construction cost opinions.
- Prepare final Architectural and engineering construction drawings, including a book spec for information on the major building systems and materials.
- Submit drawings to the City for approval to go to bid, and the building department for plan review.
- Building code evaluation & response to document review, from the building

- department, of our prepared work.
- Aide City of Medina in securing bids from contractors for the work scope, evaluate and review with Owner.
  - Assist with bidding of bid packages
  - Assist with bid review
  - Assist with contract preparation
- Award contract to successful contractor.

**SCOPE of WORK: PART II**

Professional services for the **facility construction** phase will include the following. The final scope will be based on subsequent discussions.

- Construction document clarification as required.
- Shop drawing and product review.
- Change order preparation and processing.
- Punch list review and preparation.
- Value engineering consultation w/ contractors, if requested/needed
- Scheduling of project with Contractors
- Observe on-site activities (daily basis as needed)
- Miscellaneous Onsite services, if needed (see below)
- Project coordination
- Assist as owner liaison
- Assist with project closeout
- Oversee contract changes/additional work

**COMPENSATION:**

Based on the above scope of work, our professional fees can be outlined as shown below, plus any applicable reimbursable expenses:

These services are based on providing a facility expansion of approximately 4,838 sq. ft. onto the area of the first floor, with a construction budget of \$ 585-625,000.

**PART I** fee would be broken down as follows:

Final Design Phase	\$ 4,500
Construction Documents Phase	\$ 15,000
Bidding Phase	\$ 1,800
Construction Phase	<u>\$ 3,500</u>
Total:	\$ 24,800

**PART II** fee would be broken down as follows:

Bidding & Construction Phase	<u>\$ 15,000</u>
Total Project:	\$ 39,800

Upon start of contract, a retainer of \$ 8,500 to be issued to implement the project procedures. Remainder due monthly based upon progress of the project.



Owner to provide existing drawings of the facility for use in this reconfiguration.

Any requested additional services to be compensated on an hourly basis, billed at \$175.00 (Architect), \$95.00 (Drafting) \$55.00 (Clerical), and Engineering at 1.4 x invoiced amount. Or, fees compensated as agreed upon.

Miscellaneous additional reimbursable expenses could include the following:

- ◆ Reimbursable costs to include, Civil Engineering, soils testing & analysis information, review fees, reviews by outside agencies, or other necessary services special to the project at hand, etc.
- ◆ Any requested additional services to be compensated on an hourly basis, billed per our current hourly rate schedule, or as agreed upon prior to service being performed.
- ◆ Required testing needed during design phase to determine existing conditions.
- ◆ Printing of drawing sets for reviews and construction bidding & construction sets, technical surveys (as approved by client), expenses, permit fees, attendance at community or government meetings, analysis required by the building and/or zoning reviews, EPA submittals & reviews (if required), etc.
  - Any Planning/Zoning or the plans review process that requires an appeal in order to obtain necessary approvals.
- ◆ Onsite services 1.2 x cost:
  - Field office
  - Dumpster
  - Porta-Pot
  - Final cleanup
  - Safety items (i.e.; barricades, fire extinguishers., signage)
  - Final signage

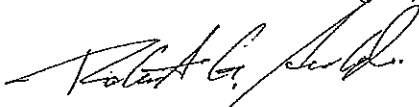
We are available to start this work promptly, upon your approval and receipt of retainer amount.

In all services outlined above, if payment is not received in a timely manner as noted on invoice, the client will be responsible for any costs incurred to collect such amount.

If there are any questions, please give our office a call, and we look forward to this opportunity of working with you on this project. If you are in agreement and would like to proceed with the scope of work, please sign and return a copy of this document and we will begin the work for you.

Respectfully submitted,  
Arnold Architectural Strategies, LLC

Approved: City of Medina



Robert G. Arnold, RA

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Mayor Dennis Hanwell  
City of Medina

Cc: file

**ORDINANCE NO. 47-19**

**AN ORDINANCE AUTHORIZING THE MAYOR TO SIGN THE LETTER OF INTENT TO THE BOARD OF EDUCATION OF THE MEDINA CITY SCHOOL DISTRICT FOR THE NEW FITNESS ROOM ADDITION AT THE MEDINA COMMUNITY RECREATION CENTER, AND DECLARING AN EMERGENCY.**

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

- SEC. 1:** That Council hereby authorizes the Mayor sign the Letter of Intent to the Board of Education of the Medina City School District for the new Fitness Room Addition at the Medina Community Recreation Center.
- SEC. 2:** That a copy of the Letter of Intent is marked Exhibit A, attached hereto and incorporated herein.
- SEC. 3:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 4:** That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason the project is planned to be bid in the next few weeks; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

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

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

**President of Council**

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

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

**Clerk of Council**

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

**Mayor**



132 North Elmwood Ave.  
P.O. Box 703  
Medina, Ohio 44258-0703  
Phone: 330-725-8861  
Fax: 330-722-9045  
www.medinaoh.org

ORD. 47-19  
EXH. A

March 11, 2019

Board of Education  
Medina City School District  
739 Weymouth Road  
Medina, OH 44256

Re: Medina Community Recreation Center  
New Fitness Room Addition

**Letter of Intent**

General Items:

It is the City of Medina's intention:

1. To pay for all of the associated design and construction costs for a new expansion of the space at the Medina Community Recreation Center ("MCRC").
  - a. Including associated/related costs for reworked utilities, i.e., underground lines (sewer, storm, etc.), connection/extension costs for electrical, gas, and plumbing within the existing building to feed the new addition's needs.
2. To pay for estimated additional utility expenses for use of the new expanded space.
3. To pay for any expenses for additional insurance (facility, liability, etc), if needed.
4. To not increase custodial costs or staff.
  - a. Medina Community Recreation Center staff will provide general cleaning of the new area.
5. We also intend to make and install a project sign that includes information that the funding for the proposed project is fully from the City of Medina ("City") & that no Medina City School District ("MCSD") funding is being used for this project.
6. To relocate all of the current exercise and weight equipment located on the balcony to the new space.
  - a. Use of and programming for the existing balcony's future is not directly a part of the Fitness Center's project, however, the MCRC intends to work directly with the MCSD about usage of this area.

Preserving the Past. Forging the Future.

March 11, 2019

7. The plan for the project is intended to provide the least disruption to current activities/programs at the MCRC as the project moves forward.
8. The design for the facility will keep the new Fitness Room as a separate entity from the rest of the existing Fitness Area it is attached to.
9. The new space is to have its own mechanical and electrical systems, with gas, electric, sewer, and water tapped into at the existing building systems.
10. Professional services to be provided will include the design development of the current preliminary design, preparation of the construction documents and specifications, bidding process, bid review/recommendations, construction oversight and end of project closeout.
11. The specifications for the project are intended to include a 10-15 year warranty on the HVAC system. The roof system will, most likely, include a 20-30 year warranty. All warranties will run to the benefit of MCSD and the City.
12. A copy of the proposed time line and estimate of cost is attached hereto and incorporated herein. The intention is to follow the attached time line for the new Fitness Center; however, it is understood that delays may occur due to unanticipated detailing issues, securing the necessary approvals to move forward with any phase of the project, or overall construction issues.
13. When the construction drawings have been prepared, there will be a public bidding process, with the award intended to go to the lowest and best bid received. As this process proceeds the Architect will make the recommendation to the City of Medina, which will advise the MCSD Board of Education of the recommendation and seek any input from the Board of Education prior to final approval by the Medina City Council.
14. The project is anticipated to be ready for occupancy and programs by the spring of 2020.
15. The Ground Lease Agreement and the Joint Operating Agreement will be revised to adjust the square footage included under the lease due to the added square footage from this project. All other provisions of the Ground Lease and Joint Operating Agreement remain viable and intact, unless contrary to the above provisions in the letter of intent which shall be incorporated into the Joint Operating Agreement and Lease.

The parties agree that the foregoing list contains the basic framework for the project and may be modified as the project proceeds. It is the intention of the City to keep the MCSD informed of the progress of the project and work with the MCSD in addressing any concerns regarding the project.

Sincerely,

Dennis Hanwell  
Mayor

DH/ss

Attachment: Anticipated Time Line, dated 1/3/2019  
Estimate of Cost, dated 1/3/2019

**ORDINANCE NO. 48-19**

**AN ORDINANCE AUTHORIZING THE FINANCE DIRECTOR TO MAKE CERTAIN FUND TRANSFERS.**

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

**SEC. 1:** That the Finance Director is hereby authorized to make the following fund transfers:

- \$60,000.00 from 001 General Fund to 140 Parking Fund to cover operating expenses

**SEC. 2:** That the Clerk of Council is hereby authorized to forward a certified copy of this Ordinance to the Medina County Auditor.

**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. 49-19**

**AN ORDINANCE AUTHORIZING THE FINANCE DIRECTOR TO MAKE CERTAIN FUND TRANSFERS.**

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

**SEC. 1:** That the Finance Director is hereby authorized to make the following fund transfers:

- \$100,000.00 from the MCRC Operating Fund (#574) to the MCRC Capital Fund (#575) in accordance with the Joint Operating Agreement.

**SEC. 2:** That the Clerk of Council is hereby authorized to forward a certified copy of this Ordinance to the Medina County Auditor.

**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. 50-19**

**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).

**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 #1175223 to M&L Supply for the Fire Department.

**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**

**ORDINANCE NO. 51-19**

**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).

**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 #1201911 to Compmanagement for the Finance Department.

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

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

**Clerk of Council**

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

**Mayor**



**ORDINANCE NO. 52-19**

**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).

**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 #2812 to the Medina County Economic Development Corporation for the annual membership fee.

**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**

**RESOLUTION NO. 53-19**

**A RESOLUTION OF INTENT SUPPORTING THE LAND EXCHANGE OF 0.629 ACRES OF MEDINA CITY SCHOOLS BOARD OF EDUCATION OWNED REAL PROPERTY LOCATED ON 347 N. HUNTINGTON STREET FOR 0.629 ACRES OF CITY OF MEDINA OWNED REAL PROPERTY LOCATED AT 625 BOWMAN LANE FOR THE MUTUALLY BENEFICIAL PURPOSE OF EXPANDING RAY MELLERT PARK ON THE N. HUNTINGTON STREET PARCEL OF LAND AND OPERATING A HOME BASED PROGRAM FOR STUDENTS WITH SPECIAL NEEDS AT THE BOWMAN LANE PARCEL, AND DECLARING AN EMERGENCY.**

**WHEREAS:** The Medina City Schools Board of Education has approached the City of Medina to approve the land exchange of 0.629 acres of Medina City Board of Education owned real property located at 347 N. Huntington Street for 0.629 acres of City of Medina owned real property located at 625 Bowman Lane for the mutually beneficial purpose of expanding Ray Mellert Park on the N. Huntington Street parcel of land and operating a home based program for students with special needs on the Bowman Lane parcel of la; and

**WHEREAS:** It has been requested by the Administration that the land transfer be approved upon the submittal of all necessary documentation to complete this transaction.

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

**SEC. 1:** That Medina City Council hereby supports the intent to approve the land exchange of 0.629 acres of Medina City Schools Board of Education owned real property located at 347 N. Huntington Street for 0.629 acres of City of Medina owned real property located at 625 Bowman Lane for the mutually beneficial purpose of expanding Ray Mellert Park on the N. Huntington street parcel of land and operating a home based program for students with special needs on the Bowman Lane parcel of land.

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

**SEC. 3:** That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

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

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

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

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

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

Effective date -- April \_\_\_\_, 2019