

FINANCE COMMITTEE AGENDA

April 14, 2025

Finance Committee (6:00 p.m.)

1. Assignment of Requests for Council Action
2. 24-202-10/15 – Elected Official Salaries for 2026-2029
3. 25-069-3/24 – Interurban Building Relocation and Use
4. 25-076-4/14 – Budget Amendments
 - a. 2025-015 - Wellness Funds
 - b. 2025-013
5. 25-077-4/14 – Increase Exp. Rocco Masonry – Service Dept.
6. 25-078-4/14 – Cooperative Purchase – Ford Cab & Chassis Truck / Dump Body
7. 25-079-4/14 – Professional Services Agreement w/ T&M Associates – Econ. Dev.
8. 25-080-4/14 – 2nd Amendment to Management Agreement – Medina Municipal Airport
9. 25-081-4/14 – Grant Application – USA Water Polo Grant – MCRC
10. 25-082-4/14 – Grant Application – T-Mobile Hometown Grant – Parks
11. 25-083-4/14 – Increase Exp. Holtz Industries, Inc. – Service
12. 25-084-4/14 – Increase Exp. Environmental Equipment Sales – Service
13. 25-085-4/14 – Bids, 2025 Equipment and General Pavement Services
14. 25-086-4/14 – Bids, Job #1151 US 42 Resurfacing & Pedestrian Safety Improvements
15. 25-087-4/14 – Preliminary Legislation – ODOT Urban Paving SR 3 & SR 57
16. 25-088-4/14 – GMP No. 3 – Municipal Court Renovation – Ruhlin
17. 25-089-4/14 – Amend Code, Stormwater Ordinances
18. 25-090-4/14 – Grant Application – FY26 State Rd. Phase 2 Reconstruction
19. 25-091-4/14 – Grant Application – FY26 Access Rd. / Curb Cut – Medina Muni. Airport
20. 25-092-4/14 – Amend S&B 31.04(B) – Extend 4-week training period – Civil Service

REQUESTS FOR COUNCIL ACTION/DISCUSSION

Finance Committee

- 25-076-4/14 – Budget Amendments
- 25-077-4/14 – Increase Exp. Rocco Masonry – Service Dept.
- 25-078-4/14 – Cooperative Purchase 2025 Ford Cab & Chassis – Service Dept.
- 25-079-4/14 – Professional Services Agreement – T&M – Economic Development
- 25-080-4/14 – 2nd Amendment to Management Agreement – Medina Municipal Airport
- 25-081-4/14 – Grant Application – USA Water Polo Grant – MCRC
- 25-082-4/14 – Grant Application – T-Mobile Hometown Grant – Parks
- 25-083-4/14 – Increase Exp. Holtz Industries – Service Dept.
- 25-084-4/14 – Increase Exp. Environmental Equip. Sales – Service Dept.
- 25-085-4/14 – Bids, 2025 Equipment & General Pavement Services – Service Dept.
- 25-086-4/14 – Bids, Job #1151 US 42 Resurfacing & Pedestrian Safety Improvements
- 25-087-4/14 – Preliminary Legislation – ODOT Urban Paving of SR 3 & SR 57
- 25-088-4/14 – Medina Municipal Court Renovation – GMP No. 3 – Ruhlin
- 25-089-4/14 – Amend Code, Stormwater Ordinances
- 25-090-4/14 – Grant Application – Community Project Funding – State Rd., Phase 2
- 25-091-4/14 – Grant Application – Community Project Funding - Medina Municipal Airport
- 25-092-4/14 – Amend S&B 31.04 (B) – Extend Employee Training Max 12 Weeks

4/14/25

REQUEST FOR COUNCIL ACTION

No. RCA 24-202-10/15

FROM: Keith H. Dirham
DATE: Wednesday, September 28, 2024
SUBJECT: Elected Official Salaries for 2026-2029

Committee: Finance

Ad Hoc Committee:
Rose/DiSalvo/Haver 3/19/25

SUMMARY AND BACKGROUND:

In the past I usually submitted this request early in each election year but last time around I was asked to submit it earlier so here it is more than a year before the next election.

Note that salaries for elected officials can change during a term but they have to be set before the filing deadline for the position.

I have attached a comparison sheet on which I listed comparative salaries for Strongsville, Brunswick, Wadsworth, and Wooster. Based on that:

Mayor:

- Strongsville pays almost three-quarters more
- Brunswick pays almost half-again as much
- Wooster pays marginally less
- Wadsworth pays considerably less

Finance Director:

- Strongsville and Wooster both pay about half-again as much
- Brunswick pays almost a quarter more
- Wadsworth pays marginally more to their City Auditor but they also have a City Treasurer and the combined salary of the two is about half-again as much *Keith*

Council President:

- Strongsville pays almost half-again as much
- Brunswick pays about a quarter more
- Wadsworth pays marginally less
- Wooster pays considerably less

Council Member:

- Strongsville pays more than double
- Brunswick pays about three quarters more
- Wadsworth pays almost a fifth more
- Wooster pays marginally less

1-13 Has to be set by filing deadline (90 days before election)
 * 2nd meeting in June
 OPERS 1.75 going up - requirement
 - smaller group of Council members to come u with recommendation
 Regi/Paul/Natalie - plan for all

I also attached a publication from OPERS which includes handwritten notes from a conversation with them. The minimum to earn a full month towards retirement is \$721.44 in 2024 and goes up 1.75% per year. The minimum to earn a month toward healthcare is \$1,000. Persons paid less than the minimums still earn partial credit toward retirement but NOTHING toward healthcare.

Estimated Cost:

Suggested Funding:

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

10/15/24
form committee
(Charter Review
Committee)

Emergency Clause Requested:

Reason:

Ashy - 3 people responded in October then no responses back in Nov. 4
~~new~~ - sent new email Dec. 31st

COUNCIL USE ONLY:

Committee Action/Recommendation:

HOLD
 Council Action Taken: *10/15/24 - Ask Charter Review Commission to meet + make recommendation*
1/13/25 - form small committee > HOLD
3/19/25 - Regi/Paul/Natalie

Ord./Res.
Date:

Regi/ND 3-0 to Finance

SECTION 31.01 SCHEDULE OF PAY FOR ELECTED OFFICIALS

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

Director of Finance*	\$93,156.00 (Annual - 2022)	Payable Bi-weekly
	\$94,321.00 (Annual - 2023)	Payable Bi-weekly
	\$95,500.00 (Annual - 2024)	Payable Bi-weekly
	\$96,694.00 (Annual - 2025)	Payable Bi-weekly
(Ord. 42-00, 171-05, 99-17, 131-21)		

Mayor	\$88,759.32 (Annual - 2022)	Payable Bi-weekly
	\$90,978.16 (Annual - 2023)	Payable Bi-weekly
	\$93,252.64 (Annual - 2024)	Payable Bi-weekly
	\$95,584.06 (Annual - 2025)	Payable Bi-weekly
(Ord. 43-00, 170-05, 171-07, 109-13, 99-17, 131-21)		

President of Council	\$13,776.00 (2022 & 2023+)**	Payable Monthly
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Council Members	\$ 9,180.00 (2022 & 2023+)**	Payable Monthly
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**The salaries after 2023 shall stay the same until Council should take further action to increase at that time.

(Ord. 103-17, 32-19)

Municipal Court Judge *	ORC 1901.11	Payable Bi-weekly
Clerk of Court*	ORC 1901.31	Payable Bi-weekly
(Ord. 26-07)		

*That in accordance with Article III, Section 12 of the Charter of the City of Medina, Ohio, the above referenced increases shall take effect for those officials taking office January 1, 2022.

**Ad Hoc Committee
Wednesday, March 19, 2025
Members: Rose, DiSalvo, Haire**

Also in attendance: Keith Dirham, Chet Simmons

Ad Hoc Committee Regarding Elected Official Salaries (5:00 p.m.)

1. 24-202-10/15 – Elected Official Salaries for 2026-2029

Discussion was had on salaries for Council members, Council President, Mayor and Finance Director.

Council Members - \$1,000.00 per month or \$12,000.00 per year effective January 1, 2028
Regi Haire moved to approve, seconded by Ms. DiSalvo. Motion passed 3-0.

Council President - \$1,282.00 per month or \$15,384 per year effective January 1, 2028
Regi Haire moved to approve, seconded by Ms. DiSalvo. Motion passed 3-0.

Mayor Position – 2.5 % annual increase for cost of living

2026 - \$108,030.00
2027 - \$110,734.00
2028 - \$113,516.00
2029 - \$116,350.00

Regi Haire moved to approve, seconded by Ms. DiSalvo. Motion Passed 3-0

Finance Position – 2.5 % annual increase for cost of living

2026 - \$105,196.00
2027 - \$107,848.00
2028 - \$110,526.00
2029 - \$113,308.00

Regi Haire moved to approve, seconded by Ms. DiSalvo. Motion passed 3-0.

There being no further business, the committee meeting adjourned at 6:22 p.m.

Teresa Knox

From: Keith Dirham
Sent: Wednesday, March 19, 2025 6:30 PM
To: Natalie Harjar-DiSalvo; Regina Haire; Paul Rose; Teresa Knox
Subject: Salaries

All,

I wanted to send this while it was fresh in everyone's mind. What I have in my notes is:

Council Member:

- \$1,000 per month or \$12,000 per year effective January 1, 2028

Council President:

- \$1,282 per month or \$15,384 per year effective January 1, 2028

Mayor and Finance Director:

Mayor	Annual	per pay	2.5%	Finance Director	Annual	per pay
2026	108,030.00	4,155.00		2026	105,196.00	4,046.00
2027	110,734.00	4,259.00	4258.875	2027	107,848.00	4,148.00
2028	113,516.00	4,366.00	4365.347	2028	110,526.00	4,251.00 4
2029	116,350.00	4,475.00	4474.481	2029	113,308.00	4,358.00 4

The annual columns are what is needed for Ordinance. The per pay and 2.5% columns are just to show my work.

Keith

position	year	salary	increase \$	increase %
Finance Director	2022	93,156		
	2023	94,321	1,165	1.25%
	2024	95,500	1,179	1.25%
	2025	96,694	1,194	1.25%
	2026	99,111	2,417	2.50%
	2027	101,589	2,478	2.50%
	2028	104,129	2,540	2.50%
	2029	106,732	2,603	2.50%
	Mayor	2022	88,759	
2023		90,978	2,219	2.50%
2024		93,253	2,275	2.50%
2025		95,584	2,331	2.50%
2026		97,974	2,390	2.50%
2027		100,423	2,449	2.50%
2028		102,934	2,511	2.50%
2029		105,507	2,573	2.50%
Council President		2022-25	13,776	
	2026	14,017	241	1.75%
	2027	14,262	245	1.75%
	2028	14,512	250	1.75%
	2029	14,766	254	1.75%
Council Member	2022-25	9,180		
	2026	9,341	161	1.75%
	2027	9,504	163	1.75%
	2028	9,670	166	1.75%
	2029	9,840	169	1.75%

CHLET'S THOUGHTS 03/21/25

MUNICIPALITY		POP	MAYOR SALARY	F/T OR P/T	Tax Rate	COUNCIL SALARY	COUNCIL PRESIDENT
Brecksville	x	14,000	\$117,000.00	F/T	2.00%	\$16,500.00	\$18,500.00
Bay Village	x	16,100	\$100,000.00	F/T	1.50%	\$12,500.00	\$13,500.00
Brookpark	x	19,212	\$110,905.00	F/T	2.00%	\$15,325.00	\$16,693.00
Twinsburg	x	19,250	\$131,000.00	F/T	2.00%	\$12,351.00	\$12,851.00
Broadview Heights	x	19,936	\$126,564.00	F/T	2.00%	\$17,300.00	\$19,800.00
Avon Lake	x	25,617	\$98,000.00	F/T	1.50%	\$12,000.00	\$14,000.00
Medina	x	26,000	\$93,252.00	F/T	1.25%	\$9,180.00	\$13,776.00
Wooster	x	26,375	\$100,000.00	F/T	1.50%		
North Olmsted	x	31,734	\$116,403.98	F/T	2.00%	\$14,828.39	\$15,301.49
Westlake	x	32,729	140,250.00	F/T	1.50%	\$16,640.00	\$24,960.00
North Ridgeville	x	33,436	\$121,412.38	F/T	1.00%	\$11,414.17	
Average		24,035	\$116,153.54			\$13,803.86	\$16,597.94

Elected Official Salary Comparison	As a Percentage of Medina			
	2024	2025	2024	2025
Mayor/City Manager				
Strongsville	160,000.00		171.58%	
Brunswick^	133,247.30	135,912.24	142.89%	142.19%
Medina	93,252.64	95,584.06	100.00%	
Wadsworth	53,672.04		57.56%	
Wooster~	86,846.00	89,017.00	93.13%	93.13%

Average
Median

Finance Director	2024	2025	2024	2025
Strongsville	137,259.00		143.73%	
Brunswick	117,823.05		123.37%	
Medina	95,500.00	96,694.00	100.00%	
Wadsworth*	102,279.96		107.10%	
Wooster	152,360.00		159.54%	

Average
Median

Council President	2024	2025	2024	2025
Strongsville	20,091.18		145.84%	
Brunswick	17,365.90		126.06%	
Medina	13,776.00	13,776.00	100.00%	100.00%
Wadsworth	11,660.04		84.64%	
Wooster	9,500.00		68.96%	

Average
Median

Council Member	2024	2025	2024	2025
Strongsville	18,841.79		205.25%	
Brunswick	16,089.11		175.26%	
Medina	9,180.00	9,180.00	100.00%	100.00%
Wadsworth	11,000.04		119.83%	
Wooster	8,500.00		92.59%	

Average
Median

*The salary listed is for Wadsworth's City Auditor. They also have a City Treasurer who is paid \$35,884 for 2024. The sum of the two for 2024 is 138,163.96

~In addition to Mayor, Wooster also has a "Director of Administration". The Director of Administration is paid \$150,467 for 2024

^The salary listed is for the Brunswick City Manager.



OPERS
277 East Franklin St.
Columbus, OH 43215

Minimum Earnable Salary
for 1 month credit

124 = \$721.44 per reporting month

125 = \$734.07

EMPLOYER NOTICE

OPERS Board of Trustees Certifies Local Rates

Min. for healthcare
eligibility = \$1000 per
reporting month.

→ will increase 1.75% each yr thru 2029.

WHO SHOULD READ THIS NOTICE

Finance directors, payroll and human resources professionals of OPERS employers.

SITUATION OVERVIEW

As required by Ohio retirement law, the OPERS Board of Trustees has certified employee and employer contribution rates for local division OPERS employers for the 2025 calendar year. **These rates remain unchanged** and will be in effect from Jan. 1, 2025 through Dec. 31, 2025 for all local division employers.

WHAT EMPLOYERS NEED TO DO

Ensure those processing retirement contributions have the accurate contribution rates. Below are the retirement contribution rates that will become effective for all pay periods ending on or after Jan. 1, 2025.

The 2025 **local division** contribution rates are:

	Employee	Employer
Local	10.00%	14.00%
Public Safety	12.00%	18.10%
Law Enforcement	13.00%	18.10%

The OPERS Board of Trustees previously certified employee and employer contribution rates for all state division employers for the biennium commencing July 1, 2023 through June 30, 2025. Below are the retirement contribution rates for all state division employers.

The contribution rates for all **state division employers** from **Jan. 1, 2025**, through **June 30, 2025** are:

	Employee	Employer
State	10.00%	14.00%
Public Safety	12.00%	18.10%
Law Enforcement	13.00%	18.10%

As a reminder: Salary must be reported when it is earned, not paid. This means each month you must report all pay periods ending in that month at the contribution rates that are in effect at that time – regardless of when the employee is paid.

OPERS Minimum for full retirement credit

	Monthly	Annual
2024	721.44	8,657.28
2025	734.07	8,808.78
2026	746.91	8,962.94
2027	759.98	9,119.79
2028	773.28	9,279.38
2029	786.81	9,441.77

*note that 2026-2029 are estimated based on their planned 1.75% annual increases

OPERS Minimum for healthcare credit

\$1,000 per month

Council Member Salary 2025 - Cuyahoga County

City	Council President 2025	Council 2025
Bay Village	\$14,500.00	\$13,400.00
Beachwood	\$1,800.00	\$15,000.00
Berea	\$13,243.00	\$12,140.00
Brecksville	\$18,500.00	\$16,500.00
Brooklyn	\$9,500.00	\$8,000.00
Fairview Park	\$12,500.00	\$12,000.00
Lyndhurst	\$12,000.00	\$12,000.00
Mayfield Village	\$11,000.00	\$10,000.00
North Royalton	\$18,308.24	\$14,075.40
Orange Village	\$13,200.00	\$12,000.00
Richmond Hts.	\$12,943.00	\$11,255.00
University Hts.	\$9,500.00	\$9,100.00
Westlake	\$24,960.00	\$16,640.00

City Population and Council Salaries 2024

CITY	POPULATION	PRESIDENT OF COUNCIL SALARY	COUNCIL MEMBERS SALARY
Avon	24,847	\$16,700	\$13,700
Brook Park	19,212	\$16,693	\$15,325
Twinsburg	19,250	\$13,227	\$13,227
Fairview Park	17,291	\$12,500	\$12,000
Mentor	47,450	\$21,305	\$16,305
Willoughby	23,959	\$11,800	\$10,000
Painesville	20,642	\$ 8,000	\$ 6,996
Willowick	14,204	\$11,000	\$10,000
Wickliffe	12,652	\$ 8,800	\$ 7,600
Mentor	47,450	\$21,305	\$16,305
Westlake	33,000	\$24,960	\$16,640
Orrville	8,500	\$ 8,670	\$ 7,920
Chardon	5,242	\$ 7,000	\$ 6,000
Aurora	17,000	\$17,595	\$12,095
Mayfield Village	3,400	\$11,000	\$10,000
Highland Hills	700	\$12,401	\$11,401
Cleveland Heights	46,000	\$11,840	\$ 9,270
Brecksville	14,000	\$18,500	\$16,500
Medina	26,000	\$13,776	\$ 9,180
Shaker Heights	29,439	\$10,440	\$10,440
Lakewood	50,000	\$13,000	\$13,000
Fairlawn	7,710	\$10,821	\$ 8,657
Orange Village	3,476	\$13,200	\$12,000
Brunswick	35,000	\$16,089	\$16,089
Ravenna	11,323	\$ 9,950	\$ 9,450

Fairview Park	17,291									\$12,000.00		\$12,500.00	None
Gates Mills	2,235									None			None
Geneva	1,288	\$500.00	P/T							\$720.00			None
Grafton	2,634	\$13,506.24	P/T	Life						\$6,753.24			Life
Grandview Heights	6,910	\$36,000.00								\$3,000.00			\$3,600.00
Green	27,500	\$90,225.82	F/T	None						\$8,000.00			\$9,000.00
Groveport	5,363	\$20,000.00	F/T	None						\$3,000.00			None
Highland Heights	9,000	\$24,000.00	P/T	None						\$8,000.00			\$9,000.00
Huber Heights	38,000	\$7,452.00								\$3,600.00			\$3,600.00
Highland Hills	700	\$80,000.00	F/T	car, med, dent, life						\$11,401.00	\$500 pro tem		\$1,000.00
Hudson	22,245									\$1,920.00	max 80 mtg.		None
Independence	7,300	\$75,000.00	F/T	health, dental, vision, life						\$12,000.00			\$13,500.00
Kirtland	660	\$0.00		None						\$0.00			None
Lakewood	50,000									\$13,000.00			\$13,000.00
Lorain	63,841									\$12,300.00	\$12,700.00		health care optional
Louisville	9,521	\$8,657.28	P/T	None						\$4,328.64			None
Macedonia	11,000	\$55,000.00	F/T	All plus holidays						\$5,000.00			Health
Maple Heights	23,000	\$95,000.00	F/T	car, health (declined)						\$12,000.00			\$15,000.00
Mayfield Heights	19,155	\$49,000.00	P/T	None						\$11,150.00			\$11,900.00
Mayfield Village	3,400									\$10,000.00			\$11,000.00
Medina	26,000	\$93,252.00	F/T	All						\$9,180.00			\$13,776.00
Mentor	47,450	No Mayor		N/A						\$16,305.00			\$21,305.00
Middlefield	2,694	\$9,570.60	P/T	None						\$7,179.24			None
Moreland	3,300	\$46,750.90	P/T	None						\$7,200.00			None
Mt. Vernon	17,000	\$63,270.00								\$8,378.00			
New Albany	10,000	\$25,000.00								\$10,000.00			
North Olmsted	31,734	\$116,403.98	F/T	Medical, dental, life, OPERS						\$15,301.49	\$14,828.39		\$15,301.49
North Ridgeville	33,436	\$121,412.38	F/T	All						\$11,414.17			4% pension pick-up
North Royalton	30,294									\$12,500.00	\$15,700.00		None
Norton	12,085	\$11,450.00								\$8,500.00			\$7,500.00
Oakwood Village	3,667	\$72,000.00	F/T	All and auto						\$11,976.00	\$13,960 (At-Large)		\$14,442.00
Orange Village	3,476	\$55,000.00		Salary per charter						\$12,000.00			\$13,200.00

Orville	8,500	\$30,000.00	P/T	Health benefits			\$7,920.00		\$8,670.00	
Parma	81,601	\$112,580.00	F/T	health, dent, eye, life			\$19,547.84		\$21,409.96	Health, dent, eye, life
Painesville	20,300						\$7,000.00		\$8,000.00	
Parma Heights	20,053									None
Pickerington	18,692	\$12,000.00	F/T				\$7,200.00		\$7,800.00	
Ravena	11,000	\$75,000.00					\$9,450.00		\$9,950.00	
Reminderville	3,700	\$30,000.00	P/T	None			\$7,200.00		\$7,800.00	Yes
Shaker Heights	29,439						\$10,440.00		\$10,440.00	
Sidney	21,229	\$5,000.00					\$4,000.00			
South Russell	3,972	\$29,690.00	P/T	None			\$5,944.00			None
Stowe	34,147	\$81,193.68								
Streetsboro	16,365						\$3,600.00			None
Strongsville	46,000	\$160,000.00					\$18,841.79	\$19,467 Pro Tem	\$20,091.18	None
Twinsburg	19,250	\$131,000.00	F/T	All			\$12,351.00		\$550 additional	None
Waite Hill	479	\$0.00	P/T	None			\$0.00			None
Walton Hills	2,292									None
Warrensville Hgts.	13,500						\$16,000.00		\$18,000.00	
Westerville	37,073	\$12,600.00	P/T	None			\$5,400.00		\$9,000.00	None
Westlake	32,729	140,250; \$1,250 longevity	F/T	health, life, car			\$16,640.00		\$24,960.00	None
Willoughby	23,959	\$65,275; Safety Director \$52,941	F/T	all and auto			\$10,000.00		\$11,800.00	None
Willowick	14,204						\$10,000.00		\$12,000.00	
Wooster	26,375	\$100,000.00	F/T	None						
Worthington	13,757	\$7,500.00	P/T	None			\$50/meeting		\$60/meeting	None
								\$12,250.00		

REQUEST FOR COUNCIL ACTION

No. RCA 25-069-3/24

FROM: Andrew Dutton

Committee: Finance

DATE: 3/18/25

SUBJECT: Interurban Building Relocation and Use

SUMMARY AND BACKGROUND:

Interurban Building Background

The Interurban Building was originally located near the current intersection of Pearl Road and Stonegate Drive. The building served as a station on the Cleveland Southwestern and Columbus Railway, which reached Medina in 1907 and ceased operations in 1931. The Interurban Building was stored in a city garage for many years and in 1991, the Community Design Committee worked with the city to restore the building and place it at the northeast corner of the Feckley Parking Lot. The city currently maintains ownership of the Feckley Parking Lot and the Interurban Building.

Temporary Relocation

At the September 9, 2024 Finance Committee meeting, there was discussion regarding the potential relocation of the Interurban Building. After consideration, the decision was made to temporarily relocate the Interurban Building to a trailer in the Feckley Parking during the construction of the hotel. The cost of the temporary move was paid by the developer of the Legacy Hotel.

Legacy Hotel Construction

With demolition complete and construction of the hotel progressing, the Legacy Hotel team has asked for a decision regarding the location of the Interurban Building. The request has been made because the site will need to be prepared if the Interurban Building will be returned to its previous location adjacent to South Court Street.

Council Consideration

City Council is being asked to consider proposals received from the Legacy Hotel and the Medina County Historical Society and determine the permanent location of the Interurban Building.

Estimated Cost: NA

Suggested Funding:

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

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken: 3/24/25 Hold next mtg

Ord./Res.

Date:

Proposal for Future Utilization of the Interurban Station by The Legacy Hotel of Medina

Date: April 7, 2025

To: City of Medina Finance Committee and City Council

From: Jason Stevenson
Developer, The Legacy Hotel of Medina
Founder & CEO, Autonomy Capital Group

Dear Members of the City of Medina Finance Committee and City Council,

We are excited to present our proposal for incorporating the historic Interurban Station into the footprint of The Legacy Hotel of Medina. This proposal outlines our plans to honor the rich history of the Interurban Station while utilizing it in a limited capacity that benefits both our hotel and the broader Medina community.

Historical Significance and Preservation

The Interurban Station, originally part of the Cleveland Southwestern & Columbus Railway, played a pivotal role in the transportation and commerce of Northeast Ohio from 1895 until its closure in 1931. The station's restoration and relocation to its current site in the Feckley parking lot on South Court St. in 1991 by the Medina Community Design Committee has preserved this important piece of local history.

Proposal for Use

- 1. Preservation, Maintenance, and Financial Responsibility:** The Legacy Hotel is committed to preserving the historical integrity of the Interurban Station. We will not only ensure that the exterior and interior of the station are meticulously maintained but also take on the financial responsibility for any necessary repairs or upgrades. This includes exterior work, interior renovations, or utility services that may need to be performed to keep the station in excellent condition.
- 2. Security Measures:** Our security team, along with a state-of-the-art camera system, will monitor the station 24/7 to ensure its safety and security.
- 3. Historical Communication:** The rich history of the Interurban Station will be communicated to our guests through various channels:
 - o A dedicated section on our hotel website.
 - o Fact sheet cards in each hotel room.
 - o Regular features on our social media platforms and in email newsletters.
- 4. Respectful Utilization for Marketing and City Services:** The Legacy Hotel intends to thoughtfully incorporate the historic Interurban Station into its guest experience in a respectful and non-primary capacity. Proposed uses include curated marketing displays, seasonal photo opportunities, a designated location for Santa mail collection, and occasional meet-and-greet events. We do not anticipate utilizing the station for valet services or any other primary

operational function. The station's historical significance and visual character make it a compelling focal point for storytelling and brand engagement.

This approach will not only highlight the station's historical importance but also enhance the guest experience at The Legacy Hotel. Moreover, the station's prime location on South Court Street offers the highest exposure, being situated on a main thoroughfare. This location is being considered as a major stop in future public transit discussions, further solidifying its importance and relevance to Medina's growth and connectivity.

Conclusion

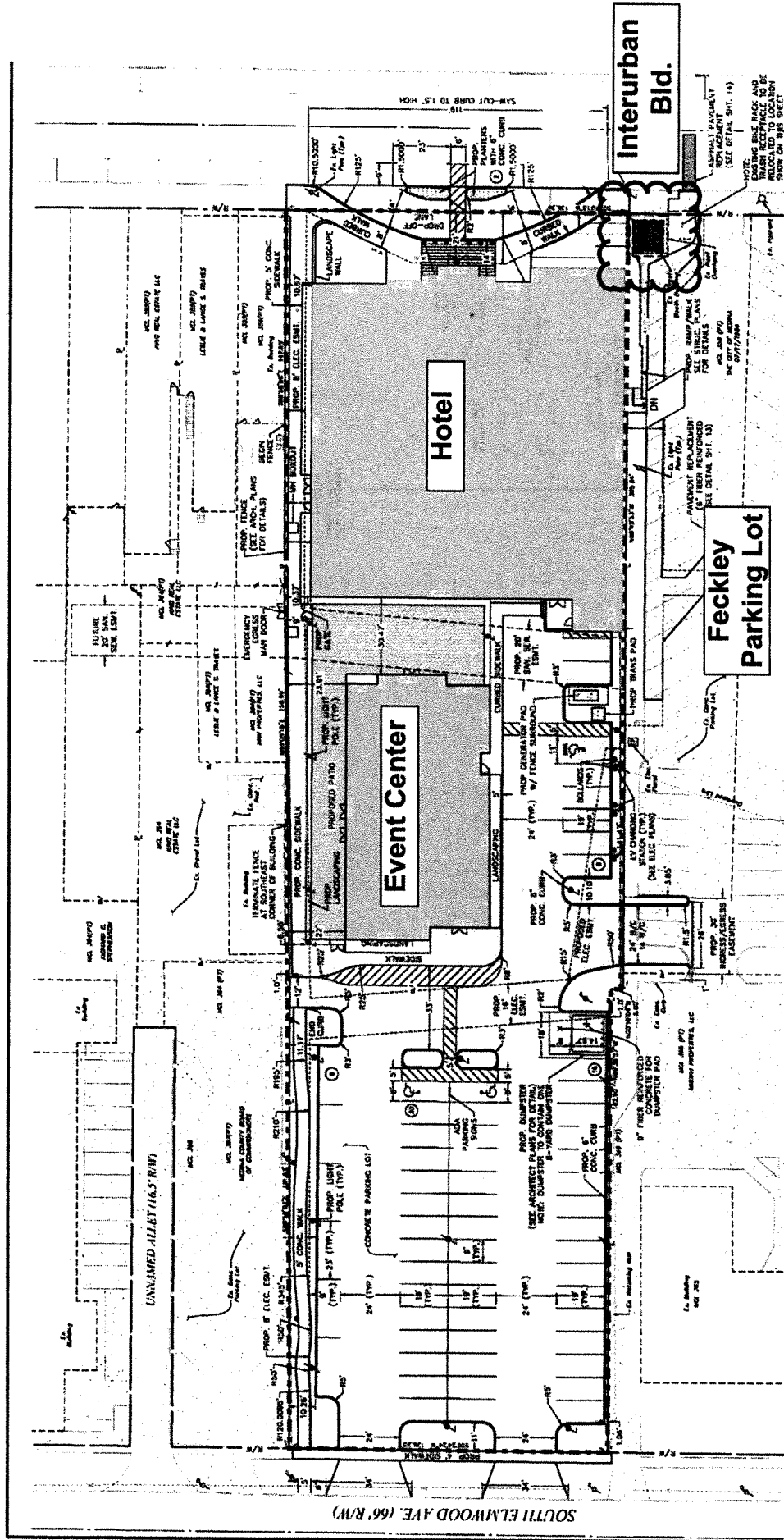
We believe that incorporating the Interurban Station into The Legacy Hotel will provide a unique and valuable experience for our guests while preserving an important part of Medina's history. We are committed to honoring and maintaining the station and look forward to the opportunity to collaborate with the city on this project.

Thank you for considering our proposal. We look forward to your positive response.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jason Stevenson', with a large, stylized loop at the top.

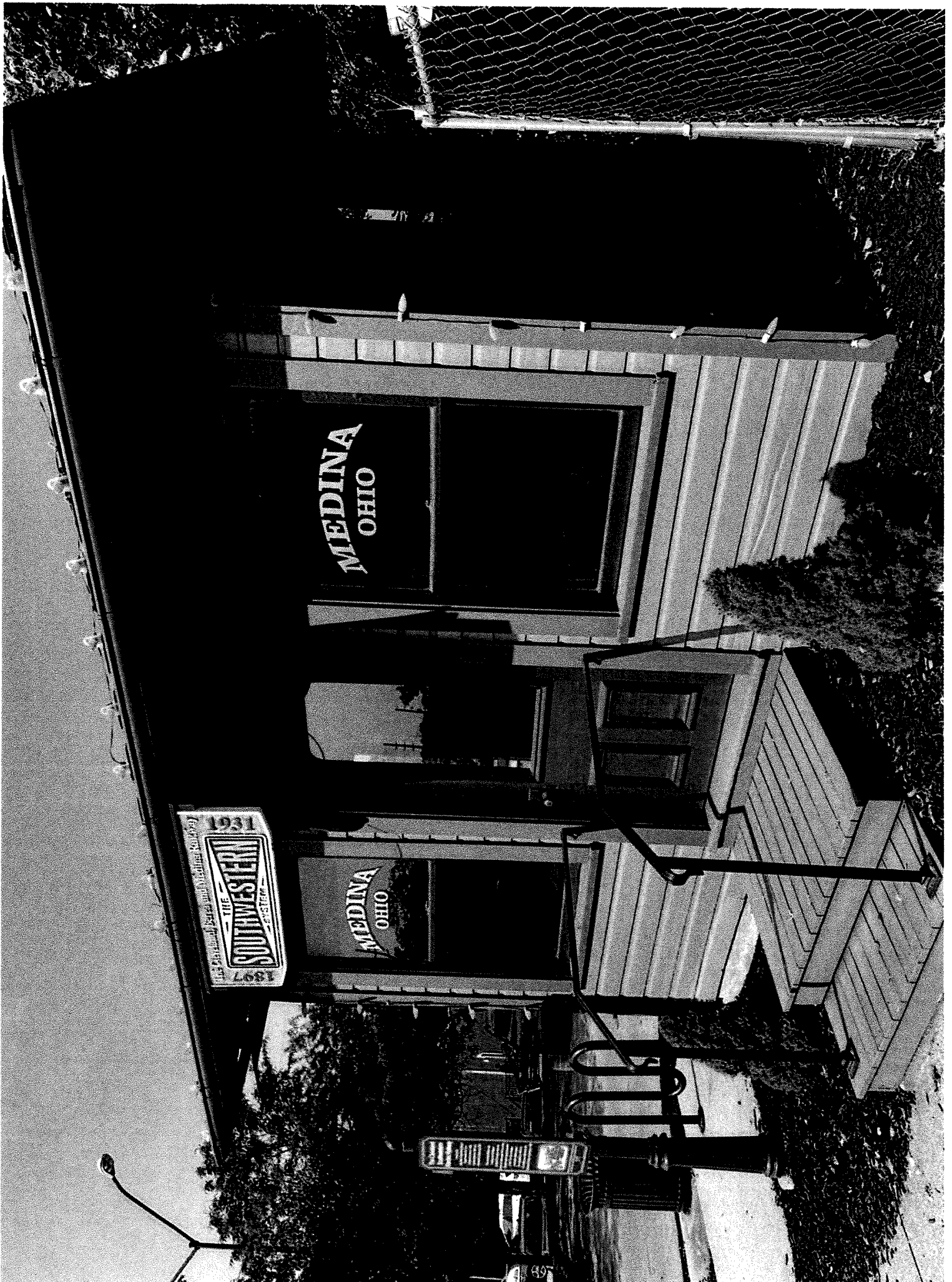
Jason Stevenson
Developer, The Legacy Hotel of Medina
Founder & CEO, Autonomy Capital Group

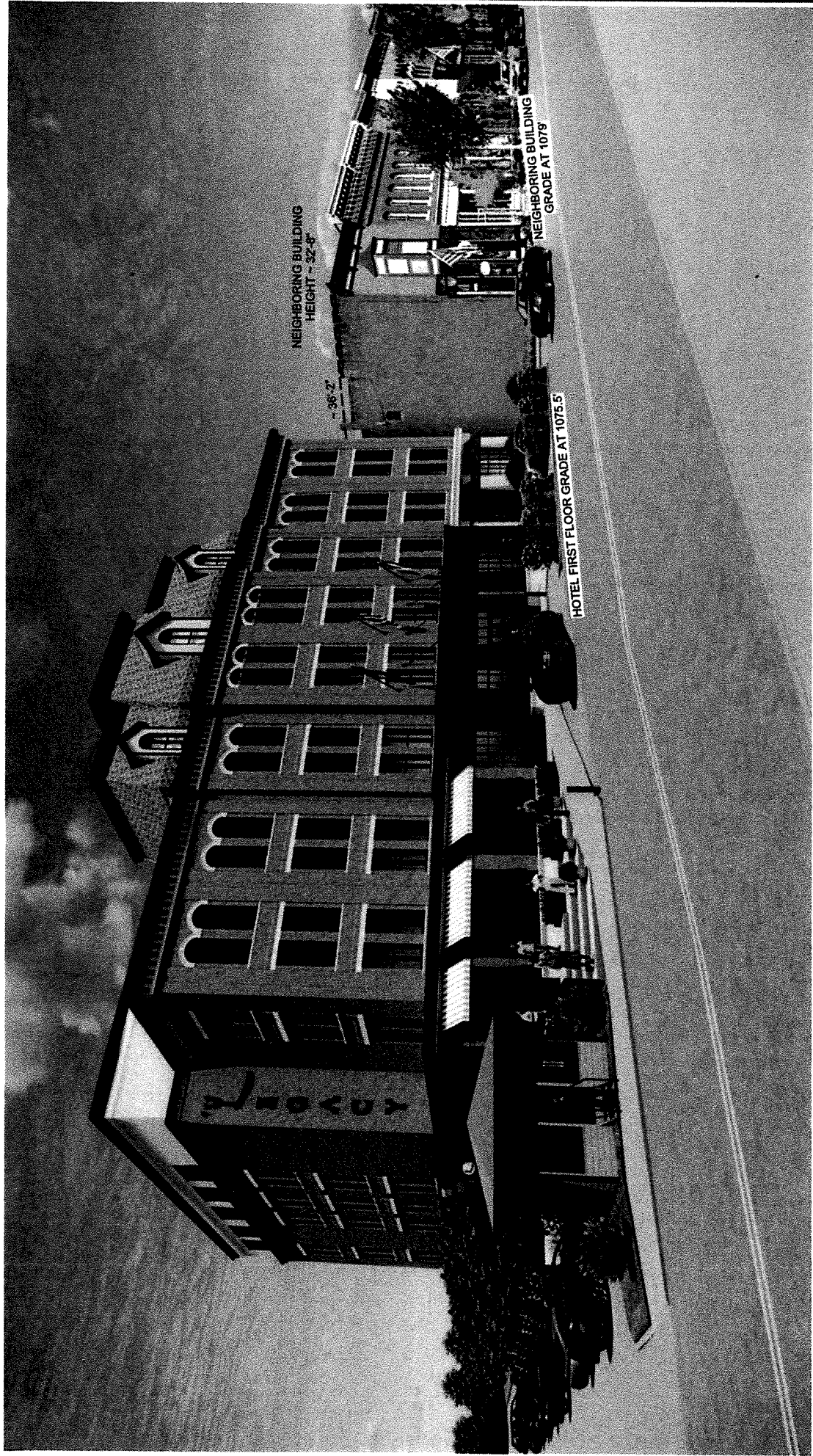


1 PLAN PRELIMINARY SITE PLAN - HOTEL
 1" = 40'-0"

SHEET NO.	HSK00
PROJECT INFORMATION	MEDINA HOTEL - EVENT CENTER DATE: SEPTEMBER 30, 2024 PROJECT NO. 14423
SHEET NAME	SITE PLAN AND BUILDING FOOTPRINT







SHEET NO.

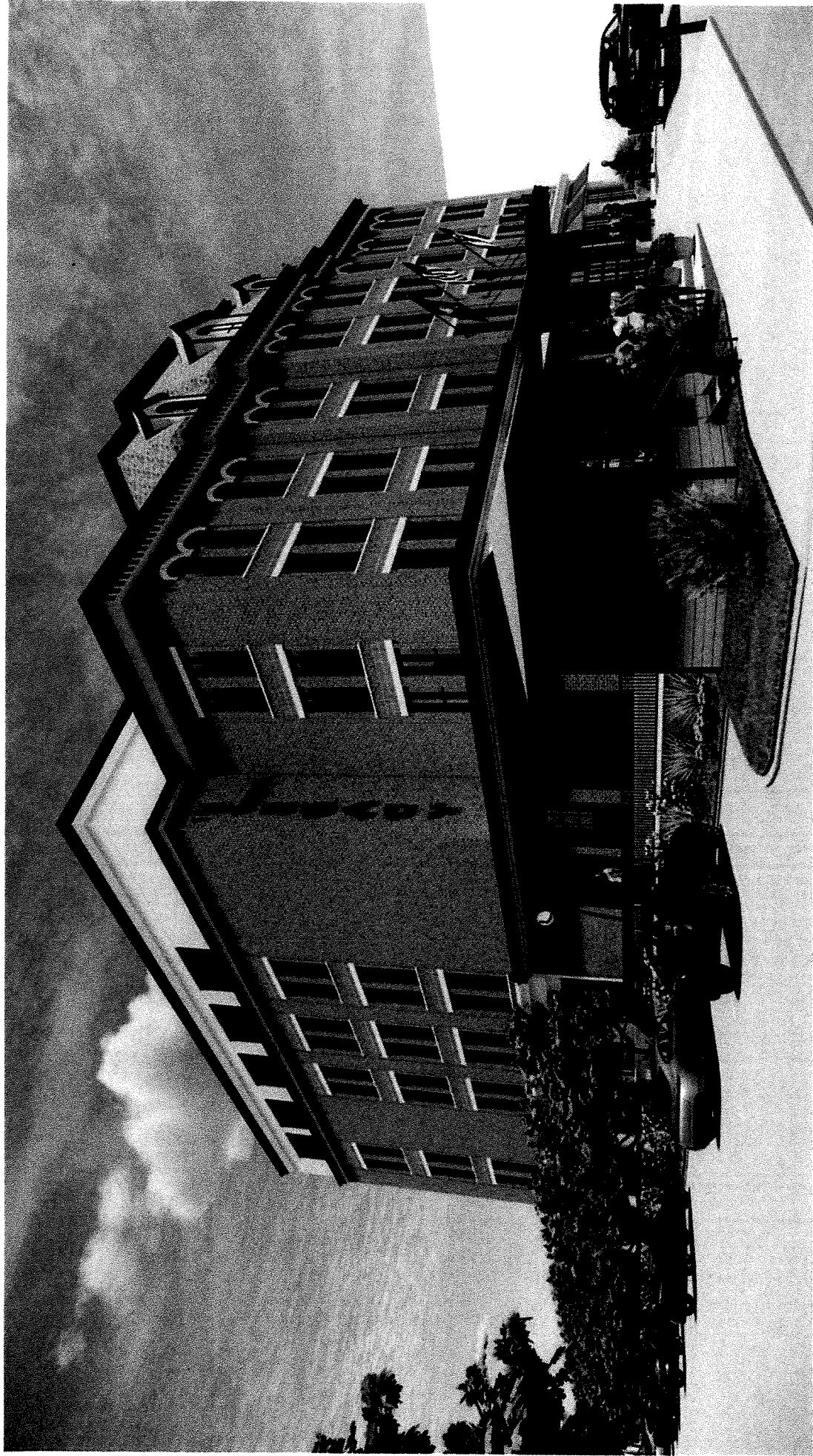
HSK08

SHEET NAME
SOUTH EAST CORNER -
3D STREET
PERSPECTIVE

PROJECT INFORMATION

MEDINA HOTEL - EVENT CENTER
DATE: FEBRUARY 27, 2024
PROJECT NO. 14423





PROJECT INFORMATION

MEDINA HOTEL - EVENT CENTER
DATE: FEBRUARY 27, 2024
PROJECT NO. 14423

SHEET NAME
UPDATED SOUTH EAST
CORNER - 3D
PERSPECTIVE

SHEET NO.

HSK16



300.866.5770



**Medina County Historical Society
206 North Elmwood Street
Medina, Ohio 44256**



March 17, 2025

Mayor Dennis Hanwell
City Council President John Coyne III
Community Development Director, Andrew Dutton
Medina City Hall
132 North Elmwood Ave.
Medina, OH 44256

Dear Sirs

The Medina County Historical Society (MCHS) is urging the Medina City Council to take action to preserve the historic Interurban building. We are offering safe storage of the building on MCHS-owned property at 205 S. Prospect Street until the final location is determined. The attached PowerPoint illustrates several alternatives including the Yost Sunoco lot and each provides a unique opportunity for the City Council to preserve a historic landmark and educate the public on the importance of history.

Preserving the historic Interurban building at the museum offers several benefits:

1. **Historical Significance:** The Interurban was a significant part of the transportation industry, and preserving the building allows for greater exposure to tell that history.
2. **Educational Opportunity:** A museum location would educate the public on the importance of history and the role of the Interurban in the community and throughout Ohio.
3. **Community Engagement:** Preserving the building can foster a sense of pride and connection within the community, as it maintains a historic landmark.

By showcasing the town's historical structures, Medina City Council has a unique opportunity to preserve a historic landmark with an organization that has a proven record of maintaining historic structures in our town. Please give our proposal thoughtful consideration.

Sincerely,

Brian T. Feron

President

Medina County Historical Society

Established 1922
Phone 330-722-1341 Email MCHS@Zoominternet.net
Web: Medinacountyhistoricalsociety.com



March 17, 2025

Mayor Dennis Hanwell
City Council President John Coyne III
City Council Representatives
Medina City Hall
132 North Elmwood Ave.
Medina, OH 44256

Dear Mayor Hanwell, City Council President John Coyne III, and City Council Representatives:

In the decades since its founding in 1970, the Community Design Committee (CDC) has lead the effort to restore Medina's historic Victorian business district; placed an exact replica of an 1875 gazebo in the center of public square (using funds from the Letha House Foundation); contributed to the municipal Engine House Museum; partnered with the City of Medina on projects including street light maintenance; the creation of the Historic District and design guidelines; and the Medina Downtown Neighborhood Improvement Placemaking Strategy.

The Interurban Station was initially located on North Court Street in front of what is now Panera Bakery in Medina Township. The structure was donated to the City of Medina in 1988 by Mr. and Mrs. Gerald Jameyson. The building was stored at the City's Service Department property on West Smith Road until 1991, when the CDC and the City orchestrated its relocation to its South Court Street position. The CDC managed the rehabilitation of the Interurban Station with the generosity of many local donors. A list of the rehabilitation participants has been included in this packet for your review.

Since 1991, the CDC has maintained the exterior and interior of the Interurban, carefully maintaining its wood cladding, slate roof, and historical signage, doors, and windows. It has planted landscaping and created and installed the historical educational/interpretive sign in front of the Station.

The development of the Medina Hotel provides the City of Medina with the opportunity to secure once again for posterity a piece of Medina History. Although the current Interurban Station's South Court location provides foot traffic past the building, the current location is not conducive for visitors to gather and learn about the importance this transportation mode had on the City of Medina, Medina County, and this area of Ohio. The site does not provide an opportunity to walk around the structure to view its historically preserved architecture. It also does not provide viewing into the building from the windows located on its two sides. Visitors can only view displays and its interior, inclusive of its functional pot belly stove, from the front windows.



The Community Design Committee supports the Medina County Historical Society's offer to house the Interurban Station on its property located at 205 South Prospect Street at the McDowell-Phillips House Museum. The Medina County Historical Society has demonstrated its capacity to be responsible stewards of historical artifacts. It has restored three historically significant homes, a barn, and most recently the War Bond Building, deeded to them by the Medina County Commissioners. They are also stewards of thousands of Medina County artifacts, many of which are one-of-a-kind and priceless.

The MCHS could offer a location where Interurban visitors could enjoy the building's architecture and could learn about the importance the Interurban railway had on the area's development through guided tours and other educational sessions. The McDowell-Phillips House location also places the Interurban Station within a few feet of its original route. The railway traveled from the Chippewa Lake area north on Medina Street, turned east on West Liberty Street at Serenite Restaurant & Culinary Institute, and then turned north on North Court Street at Cool Beans Cafe. The railway carried passengers back and forth from Cleveland to Columbus through Medina County.

The Medina Community Design Committee can provide the Medina County Historical Society financial support to relocate the building to their South Prospect Street property. The CDC can also provide the restoration that needs to be completed on the Station, as well as continue to underwrite its maintenance and preservation.

The Community Design Committee requests that the Council consider the opportunity for the City to once again collaborate with its historical preservation partners in relocating and preserving this unique Medina artifact.

Sincerely,

Michele Nichols

Michele Nichols, President, Medina Community Design Committee
Board of the Medina Community Design Committee

Cc:

Brian Feron, President, Medina County Historical Society
Andrew Dutton, Community Development Director, City of Medina

2025 CELEBRATION OF PRESERVATION

THE CLEVELAND RESTORATION SOCIETY AND THE CLEVELAND CHAPTER
OF THE AMERICAN INSTITUTE OF ARCHITECTS

PRESENT THE

AWARD OF EXCELLENCE FOR THE PRESERVATION OF A
COMMUNITY BUILDING

TO

MEDINA COUNTY HISTORICAL SOCIETY

IN RECOGNITION OF OUTSTANDING WORK ON MEDINA WAR BOND BUILDING



KATHLEEN H. CROWTHER
PRESIDENT

CLEVELAND RESTORATION SOCIETY



JON LUSIN
AIA CLEVELAND PRESIDENT



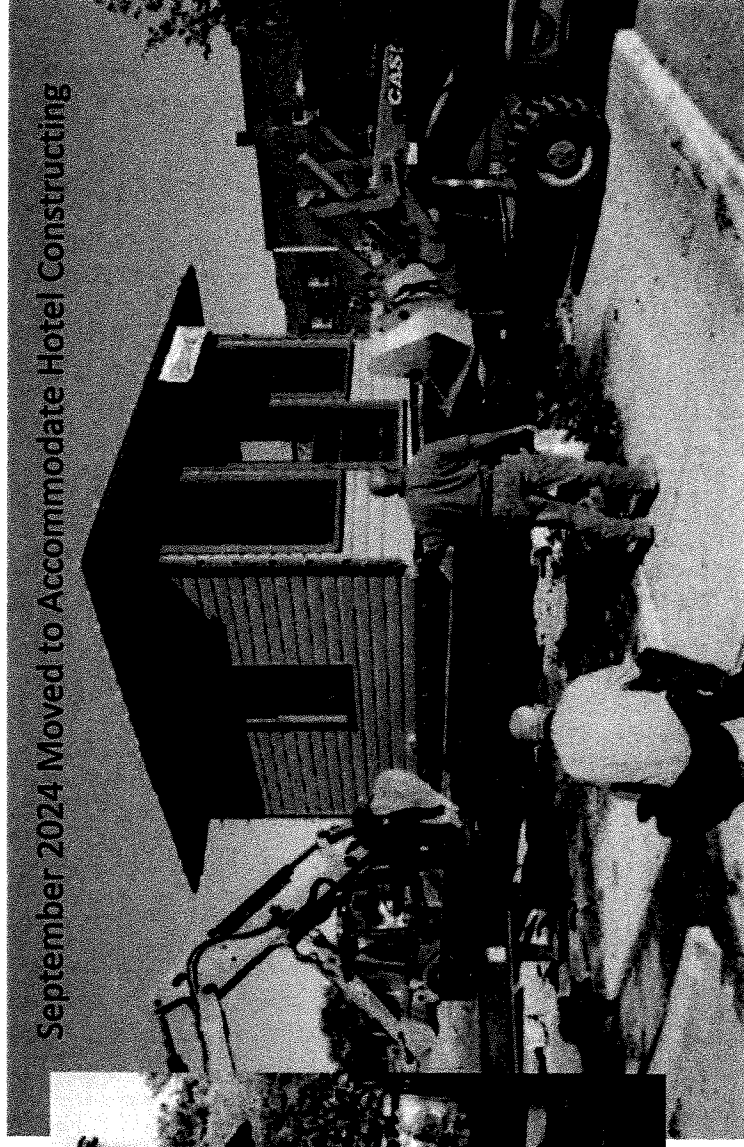
"THERE MAY HAVE BEEN A TIME WHEN PRESERVATION WAS ABOUT SAVING AN OLD BUILDING HERE AND THERE, BUT THOSE DAYS ARE GONE.
PRESERVATION IS IN THE BUSINESS OF SAVING COMMUNITIES AND THE VALUES THEY EMBODY."

- RICHARD MOE, NATIONAL TRUST FOR HISTORIC PRESERVATION

Interurban Station – South Court St. Proposed Relocation and Temporary Storage

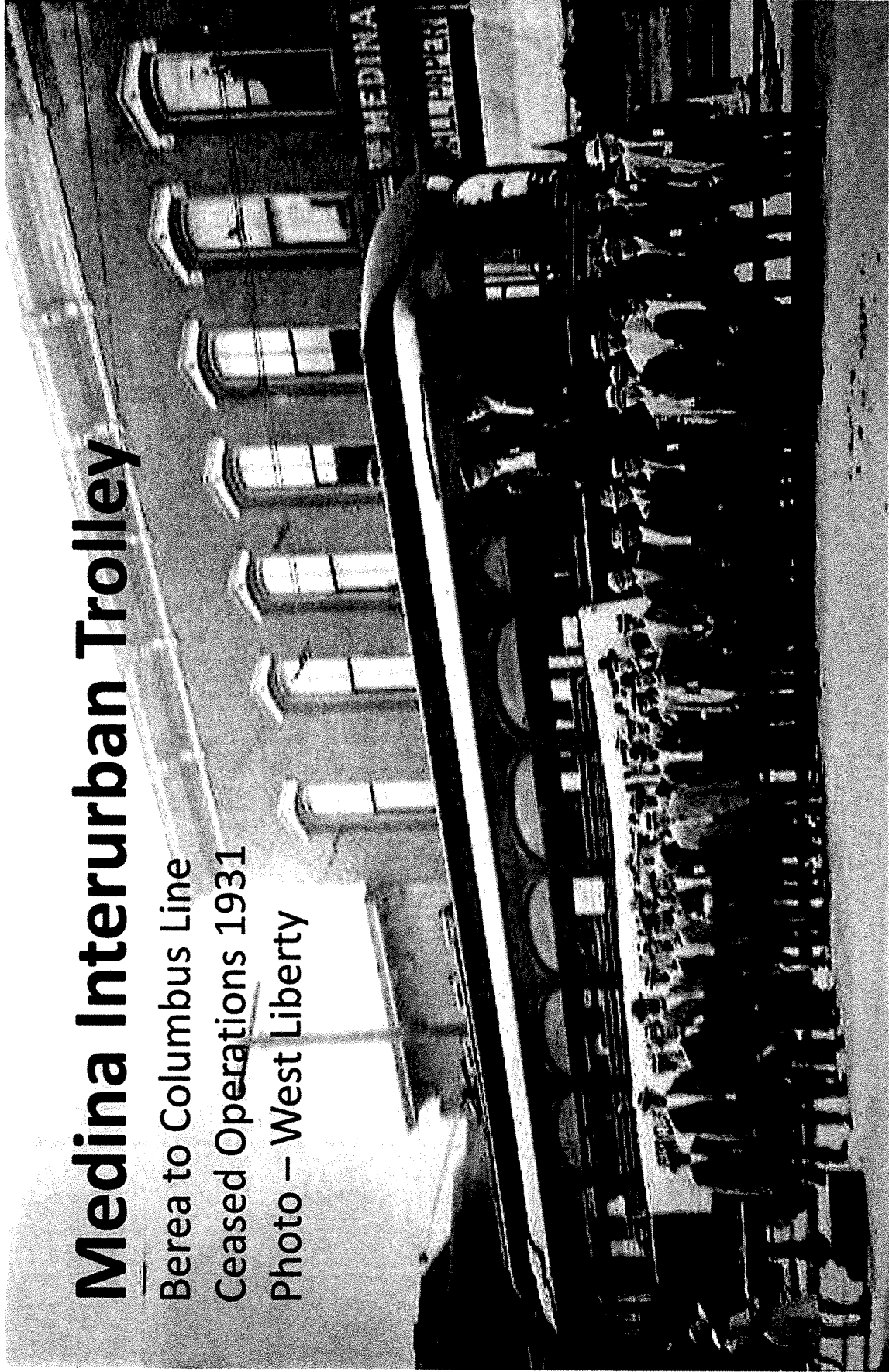
Medina Community Design Committee

Medina County Historical Society



Medina Interurban Trolley

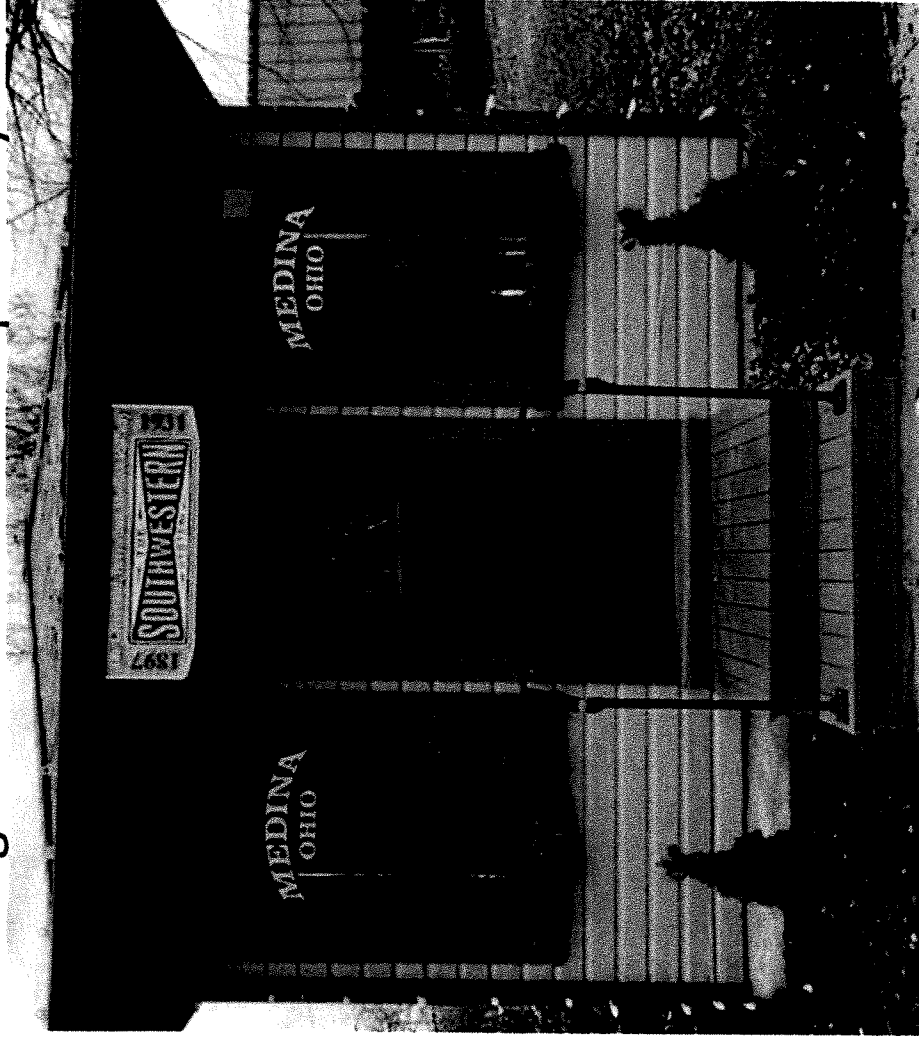
Berea to Columbus Line
Ceased Operations 1931
Photo – West Liberty



Interurban Station – South Court St.

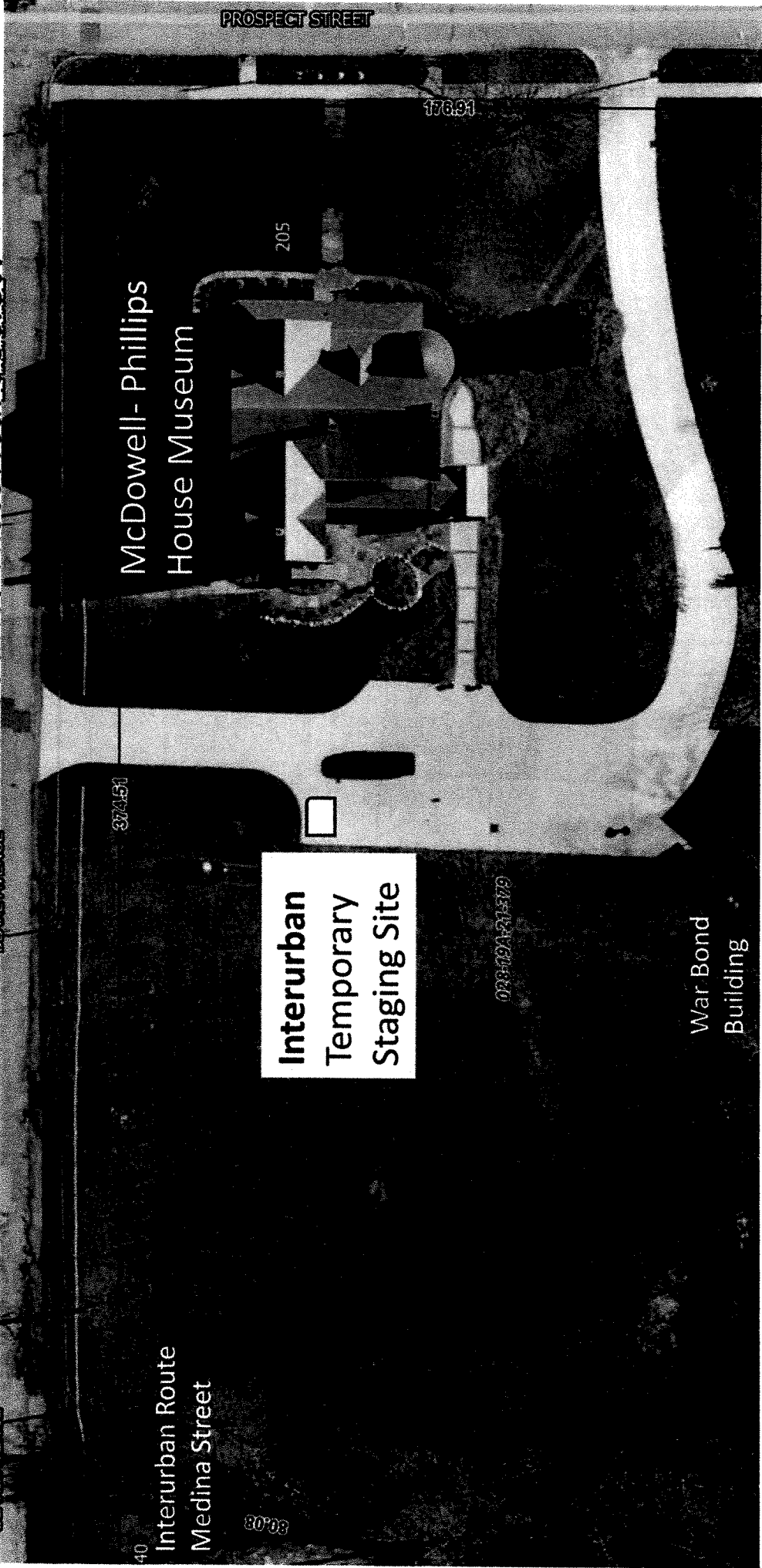
Restored by Community Design Committee 1991

Continuing maintenance and repair 35 years



Proposed Interurban Staging Site

McDowell-Phillips House Museum – Medina County Historical Society



McDowell-Phillips
House Museum

205

17691

Interurban
Temporary
Staging Site

War Bond
Building

37451

028-12A-21479

PROSPECT STREET

Interurban Route
Medina Street

8078

40

Permanent Interurban Location Option A



Historic Interurban
Visitor Station
Relocate from South Court
St.

Visitor Information Kiosk

EV Charging Stations

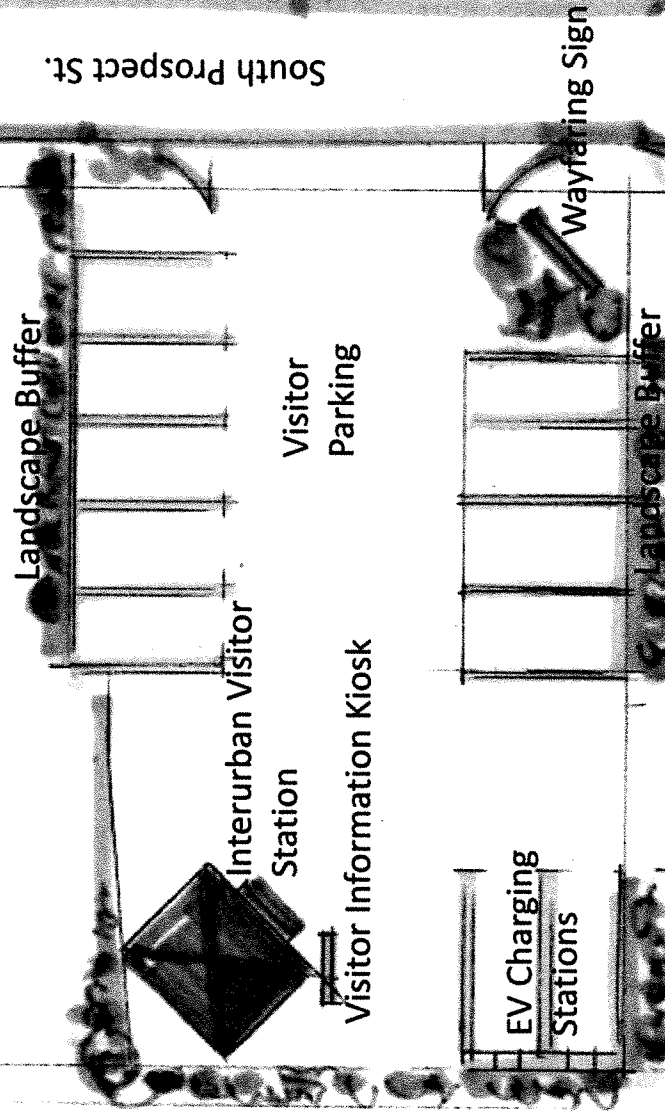
West End Visitor Parking

Potential Interurban Visitor Center

West Liberty and South Prospect

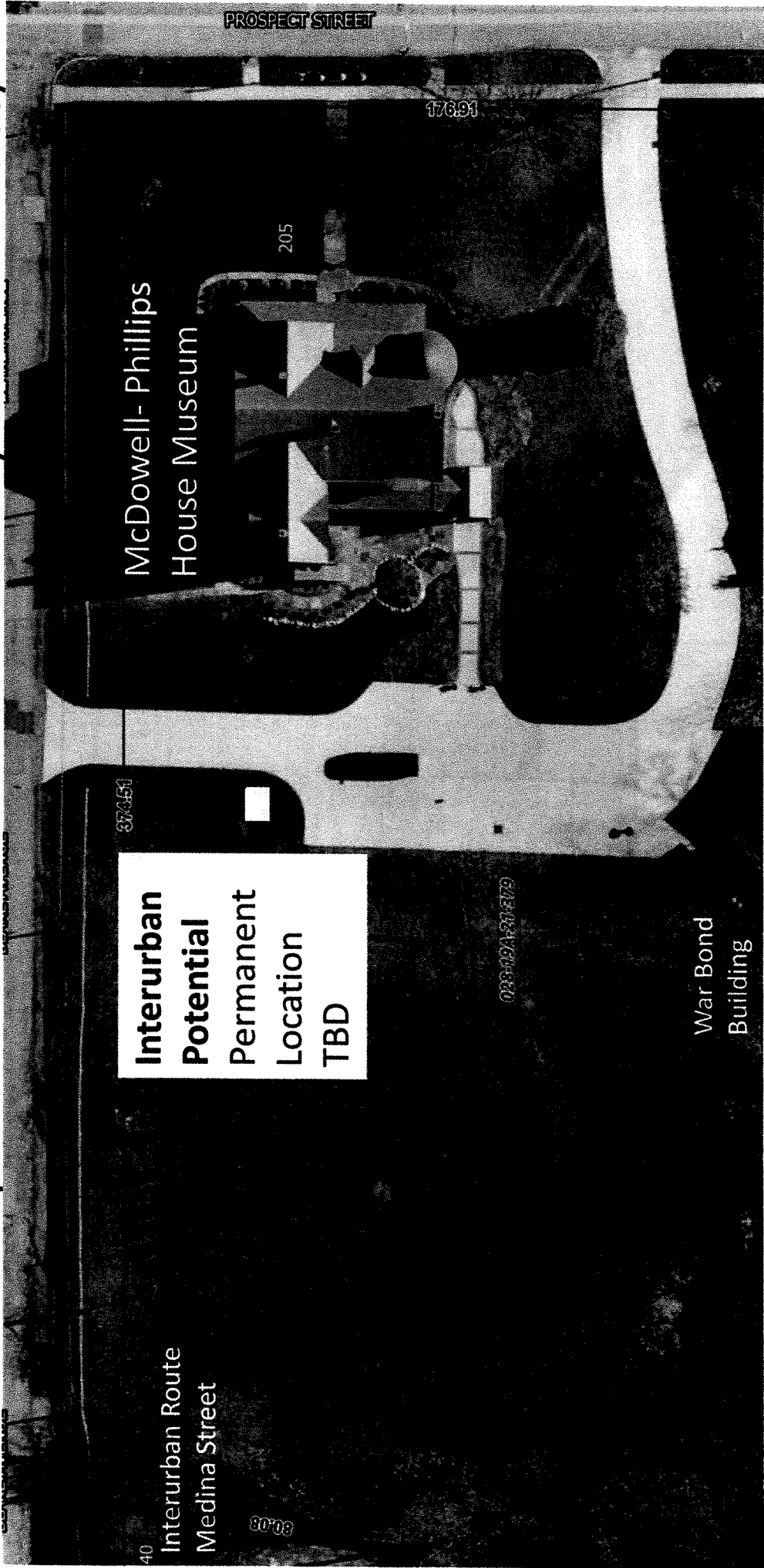
Potential Interurban Visitor Center

Site Plan (lot size: 124' x 128')

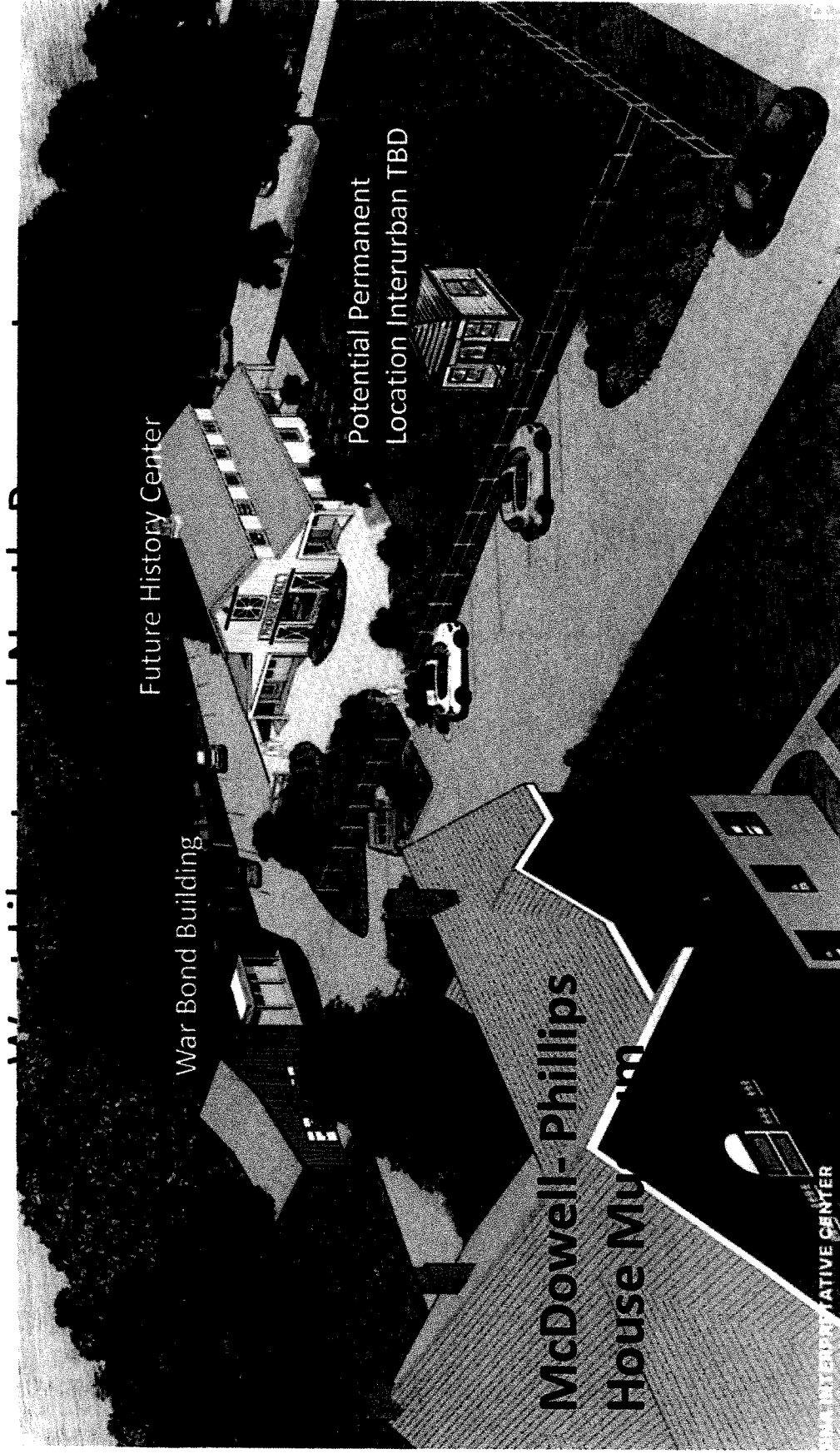


Permanent Interurban Location – Option B

McDowell-Phillips House Museum – Medina County Historical Society



Permanent Location Option B:



Batch Number
(Finance use only)

RCA Number RCA 25-076-4/11
(Council use only)

REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT
(CHECK ONE)

ADMINISTRATIVE
FINANCE COMMITTEE
COUNCIL

x

NO. Finance

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS
		574-0358-52215	Contractual	\$ 2,000.00		x
		574-0358-52232	Equipment Rental	5,000.00		x
		574-0358-53313	Operating Supplies	\$ 5,000.00		x
		574-0358-53315	Tools & Minor	8,000.00		x
			Total :	20,000.00		

EXPLANATION:

Cleveland Clinic Wellness Funds Check from Contractual Year 2025 - Received March 31, 2025

DEPARTMENT HEAD: [Signature]

DATE: 4/3/25

MAYOR'S APPROVAL:
(WHEN NECESSARY) [Signature]

John M. Coyne III, Acting Mayor

COUNCIL/COMMITTEE ACTION:

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

ORD. NO. 69-25

CLERK OF COUNCIL/DATE

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

REQUEST FOR COUNCIL ACTION

No. RCA 25-077-4/14

FROM: Nino Piccoli Service Director

Finance

DATE: March 31, 2025

SUBJECT: Expenditure Approval

SUMMARY AND BACKGROUND:

Respectfully requesting Council's authorization to increase an existing Purchase Order for Rocco Masonry. The original Purchase Order was approved by the Board of Control in January 2025. We are requesting to increase PO 2025-335 to \$40,000.00. The areas on and around Medina Public Square that were identified as potential hazards have been repaired. This increase will be utilized for concrete repair related to storm sewer repairs failed pavement.

Suggested Funding: \$20,000.00 – new total \$40,000.00

- Sufficient funds in Account No. 108--0610-54414
- Transfer needed from Account No.
to Account No.
- NEW APPROPRIATION needed in Account No.

Emergency Clause Requested: NO

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

**Ord./Res.
Date:**

FORD VEHICLE C.U.E. QUOTE CONFIRMATION

		CITY OF MEDINA		Dealer: F44209			
Order No: 		2025 SUPER DUTY		Page: 1			
Priority:		FIN: QH807		Order Type:			
RETAIL		DLR INV		Price Level:			
				RETAIL			
				DLR INV			
F6L	F600 4X4 CHAS/C	\$61255	\$58192.00	76C	EX BACKUP ALARM	\$220	\$200.00
	193" WHEELBASE			86M	DUAL BATTERY	NC	NC
PQ	RACE RED			872	RR CAM & PREP K	515	468.00
A	VNYL 40/20/40			96V	XL CHROME PKG	325	296.00
S	MED DARK SLATE				.FOG LAMPS		
680A	PREF EQUIP PKG				.REMOTE START		
	.XL TRIM				SP DLR ACCT ADJ		(1483.00)
572	.AIR CONDITIONER	NC	NC		SP FLT ACCT CR		(2040.00)
	.AMFM/MP3/CLK				FUEL CHARGE		28.96
99T	6.7L V8 DIESEL	10495	9551.00	B4A	NET INV FLT OPT	NC	7.00
44G	10-SPD AUTOMATC	NC	NC		DEST AND DELIV	2095	2095.00
TD5	245 BSW AP 19.5						
X4L	4.30 LTD SLIP	NC	NC				
	FLEET SPCL ADJ	NC	(730.00)		TOTAL BASE AND OPTIONS	76255	67813.96
18B	PLAT RUNNING BD	320	291.00		TOTAL BASE AND OPTIONS	76255	67813.96
	22000# GVWR PKG						
41H	ENG BLK HEATER	190	173.00				
425	50 STATE EMISS	NC	NC				
43C	120V/400W OUTLT	175	160.00				
473	SNOW PLOW PREP	250	228.00				
52B	TRLR BRAKE CONT	300	273.00				
65Z	AFT AXLE TANK	NC	NC				
67B	410 AMP ALTRNTR	115	104.00				

YOUR C.U.E. COST CHASSIS

ONLY (NO UPFIT)	\$ 69,863.31
Title & Tag	\$ 35.00
	\$ 69,898.31

DELIVERY IS NOT INCLUDED IN THE ABOVE PRICE. IF MONTROSE DELIVERS, THE COST IS \$2.50 PER MILE

CITY OF MEDINA
Attn: NINO PICCOLI

****NOTE** Extra keys cost \$375.00 each (comes with 2)**

****NOTE** ZIEBART Rustproofing is \$550.00 extra per vehicle.**

****PLEASE LET ME KNOW IF REQUIRE THESE ITEMS OR ANY OTHER ITEM****

Derek Powers
Fleet/Gvmt. Sales Mgr.
Montrose Ford
QUOTED 1/28/2025
RE-QUOTED 4/1/2025



HENDERSON

PRODUCTS, INC.

2177 STATE ROUTE 19
BUCYRUS, OH 44820
PHONE: 419-617-7509
FAX: 563-927-7106

CUSTOMER QUOTE

Page 1
Quote #172196
Rev #66

To: MEDINA CITY, OH
Attn: ANDRE GOE
Quote Date: 3/13/2025
Valid Until: 6/11/2025
NPPGov Contract# PS22170
NPPGov #: M-5698474

Quoted By: Ross Repp
Phone: 419-617-7509
Cell: 4195696166
Fax:
Email: rrepp@hendersonproducts.com

Quoted:

2025 F550 SNOW & ICE CONTROL TRUCK EQUIPMENT PACKAGE

Henderson Products is pleased to present the following quote. Please contact us if you have any questions.

Mark III utility sized single axle dump body

Body Length: 11' body length

Side / Tailgate Height: 18" side height / 24" tailgate height 4.3/5.8 yd

Hoist Type: Scissor hoist, NTEA class 40 (Req's Min 3250 PSI)

Pump Pack: Single acting electric/hydraulic pump pack

Side Construction: Double Wall 12 ga FIXED Sides

Optional Sides/Ends Materials: 201SS sides and ends

Optional Floor Materials: 3/16" AR400 floor ILO std grade 50

Tailgate Style: Quick Release handle offset toward curb side

Headsheet Type: Headsheet without integral cabshield and windows

Option 1 Description: 6 LIGHT HOLES IN CS: 2 FRONT, 2 REAR, 1 FACE EACH SIDE

Option 2 Description: 2 STEP PULL OUT LADDER SHIPPED LOOSE

Option 3 Description: EXTRA LIGHT HOLE IN REAR BOLSTER

Option 4 Description: DEDUCT FACTORY LIGHT KIT

Installation Workup

Facility: IDC-OH

Chassis Delivery To Henderson: Henderson Picks Up (100 miles or less)

Completed Truck Delivery Method: Henderson Delivers (100 miles or less)

Non-Henderson Equipment: Yes (SELECT OPTIONS BELOW)

Chassis Make: Ford

Chassis Model Yr: 2025

Chassis Model: F550

Useable CA/CT: 108 Inch CA

Pump Location: Transmission Mount Pump

Transmission Type: Automatic

Front Plow Type: Western/Fisher Type Plow

Western/Fisher Plow Spec: Western Plow Info Below

Dump Body Type: Mark Three

Floor Length: 11' floor length

Hoist Type: Benchpress Scissor Hoist W/ Subframe



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Sourcewell



HENDERSON

PRODUCTS, INC.

2177 STATE ROUTE 19
BUCYRUS, OH 44820
PHONE: 419-617-7509
FAX: 563-927-7106

CUSTOMER QUOTE

Page 2
Quote #172196
Rev #66

Cylinder Type: **Double Acting**
Body Material (Sides/ends): **Stainless Steel Type Body Material**
Cabshield Install: **Supplied/Installed @ Factory (sales to order w/ unit)**
Grab Handle(s): **(1) IDC supplied/installed grab handle (select type below)**
Grab Handle 1 Type: **SS 12" grab handle**
Ladder(s): **Supplied by factory, Install @ IDC (sales to order w/ unit)**
Ladder Install QTY (Dump): **(1) LADDER INSTALLED @ IDC (LABOR ONLY)**
Ladder Install Style (Dump) 1: **3 Step Pull Out**
Ladder Install Loc 1 (Dump): **Driver Side Front**
Shovel Holder: **(1) IDC Supl'd Spring Loaded SS Shovel Holder w/ SS brckt**
Shovel Holder Loc (1): **Driver side body**
Sideboards: **Wood (Un-Painted), supplied/installed by IDC**

Sideboard Notes:

Body Install Options 1: **(2) HTE156.304 QD MOUNT IN FRONT OF BOLSTER**
Body Install Options 2: **(5)160530 Plumb for spreader**

Body Spec Notes:

QD Mount in front of bolster for future spreader.

Chassis Accessories: **Yes (SELECT RELATED OPTIONS BELOW)**
Mudflaps (Rear): **Swinging w/Logo**
Mudflap Type (Rear): **36" Swinging, SS (with LOGO)**
Fenders: **1 Ton, Poly Fenders, SS Mount**
Pintle Plate: **Yes (select from options below)**
Pintle Plate Configuration: **1 Ton, 5/8" Plate, 2.5" Recvr (w/3LTC)**
Pintle Plate D-Rings: **Qty (2) 5/8" D-rings**
Trailer Plug (2): **7 Pin Trailer Plug, Truck end 7-Way RV, new style (municipal)**
Tool Box: **Qty 1 Toolbox (Select type below)**
Toolbox (1) Type: **Job Specific**
Tool Box Special (1): **162698 TOOLBOX, BACKPACK, 92 X 58 X 24**
Tool Box Location 1: **Drivers side**
Truck Wash: **Complete Truck Wash/Clean/Vac 1**
Warranty: **Standard 1 Year Warranty**
Inspection: **Walk-around meeting only**
Reflective Tape: **Reflective Tape, Henderson Logo (60' Linear)**
Chassis Install Options 1: **Tool Box Behind Cab ILO Drivers Side**

Electrical: **Yes (SELECT RELATED OPTIONS BELOW)**
Power Distribution Panel: **Power Distribution Panel**
Worklight(s) QTY: **(QTY 1) Work Light (Select type below)**
Worklight (1) Type: **LED, Worklight, 4in Round (Optilux)**
Worklight (1) Gen Location: **On rear of body**
Cabshield Warning Light Qty: **Qty 6 Lights (Order Holes with Unit)**
Cabshield Warning Lights: **QTY 6, 6" LED Oval Strobes, Amber (order holes w/unit)**
Cabshield Lighting Harness: **Cabshield Warning Lights Only (qty 2-6)**
Rear Dump Bolster (S/T/T): **LED S/T/T/BU, MK3, Grote harness light kit**
OEM Light Remount: **Remount OEM Chassis Lights**



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Sourcewell
Your Comprehensive Public Works Resource



HENDERSON

PRODUCTS, INC.

2177 STATE ROUTE 19
BUCYRUS, OH 44820
PHONE: 419-617-7509
FAX: 563-927-7106

CUSTOMER QUOTE

Page 3
Quote #172196
Rev #66

Rear Dump Bolster Strobes: **6" LED Oval Strobes, Amber, 1 PR, (order holes w/unit)**

Back up alarm: **Backup Alarm, 97db**

Body up switch/light: **Supplied with Hydraulics, IDC install**

Brake controller: **Brake Controller, Voyager Brake Controller**

Backbone & Wire Standoffs: **10' Backbone (For SA)**

Camera: **Camera supplied with chassis**

Electrical Spec Notes:

Hydraulics: **1 ton package**

Hydraulic System Type: **Central Hydraulic System (Transmission Mnt)**

System Spec/Quote: **Certified Power Ford Package**

Valve Enclosure Type: **Supplied With Hydraulics**

SS Tubing Upgrade: **1 Ton Kit (w/spreader)**

Quick Coupler Upgrade: **Standard Quick Couplers**

Hydraulics Notes:

Hot Shift PTO for Ford

Stainless Steel Valve Mount Reservoir

All Stainless Steel Quick Couplers

Freedom 2.1 Spreader Controller

Floor Mounted Cable Controlled For Operating Double Acting Hoist

Disclaimer: **Paint not guaranteed to match OEM chassis color**

IDC Paint Location: **IDC-OH**

Undercoat: **Undercoat (Body Underside & Chassis)**

Paint Code & Color (from color charts):

Quantity of Non-Henderson Equip: **Quantity 1**

Equipment Type 1: **Other**

Equipment 1 quote number: **Western Flow**

Equipment 1 spec:

10 Foot Pro Plus, Steel Moldboard

LED Heated Lights

Handheld Controller



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Your Source for Public Works



HENDERSON

PRODUCTS, INC.

2177 STATE ROUTE 19
BUCYRUS, OH 44820
PHONE: 419-617-7509
FAX: 563-927-7106

CUSTOMER QUOTE

Page 4
Quote #172196
Rev #66

Original package price: \$73,882.00
Total package w/applicable NPPGov discount: \$70,241.00
Freight: \$1,147.00
Package(s): 1
Total: \$71,387.00

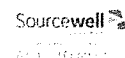
Due to the volatility in material costs and chassis delays, pricing is subject to change at time of manufacturing and/or upfit.

Signed: _____ Date: _____

Quote notes:

Henderson offers a deposit program with additional discounts. Please contact your Henderson sales representative for more details.

All Terms and Conditions Apply. Terms of Sale Document available at:
http://www.hendersonproducts.com/assets/Terms_of_Sale.pdf



REQUEST FOR COUNCIL ACTION

No. RCA 25-079-4/14

FROM: Kimberly Marshall, Economic Development Director Committee: Finance

DATE: April 2, 2025

SUBJECT: ODOD Brownfield Remediation Program – T&M Associates

SUMMARY AND BACKGROUND:

This request is to authorize the Mayor to enter into a Professional Services Agreement with T&M Associates for Consulting Services to implement the Ohio Dept of Development Brownfield Remediation Program – Assessment Grant for the former Yost Sunoco site located at 426 W Liberty St.

The Agreement is subject to the Law Director's review and approval.

Estimated Cost:

Suggested Funding:)

Sufficient funds in Account No.

- Transfer needed from Account No. _____ to Account No. _____

NEW APPROPRIATION needed in Account No. _____

Emergency Clause Requested: **YES**

Reason: To begin work as soon as possible.

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

RCA 25-080-2/14
Finance + Council

**SECOND AMENDMENT TO MANAGEMENT AGREEMENT
FOR THE CITY OF MEDINA AIRPORT**

THIS SECOND AMENDMENT AGREEMENT (“Agreement”) is made as of the ____ day of _____, in the year 2025, by and between **CITY OF MEDINA, OHIO** (“City”), and **COLD STREAM AIR SERVICES, INC.** (“Manager”).

RECITALS:

A. City and Manager are parties to a Management Agreement for the City of Medina Airport (the "Management Agreement") dated November 1, 2023, and an Extension Amendment dated November 1, 2024, related to the Medina Municipal Airport (the "Airport");

B. Section E of the Management Agreement provides for Compensation to the Manager of an annual fee ("Management Fee"); and

C. Both parties agree that as additional revenue for management of the Airport, the Manager shall receive the rental monies received by the City from University Hospitals Health Systems, Inc. for the lease of land to University Hospitals Health System, Inc. for a Helicopter Crew Site and Ancillary Single T Hangar Space;

NOW, THEREFORE, the City and Manager, for an in consideration of the covenants and agreements herein contained, mutually agree that Section E of the Management Agreement shall be amended as follows:

E. COMPENSATION

1. During the initial term of this Agreement, the Manager shall be paid an annual fee (“Management Fee”) in arrears equal to 50% of the Net Revenue (defined hereinafter) of the Airport revenues for each full calendar year during the term. “Net Revenue of the Airport” shall mean all revenue received by the City from the Airport operations during the year (not, however, including FAA grant revenue that is allocated to specific projects or to the extent including any portion of FAA grant proceeds for purposes of determining management fees would be

unlawful or prohibited by the terms of the Grant or applicable law) including access fees, rent and other fees minus all direct expenses incurred by City in maintenance, repair and other operations of the Airport (not however including expenses specifically payable with FAA grant proceeds where the grant requires application to the specific expenses or to the extent including any portion of FAA grant paid expenses for purposes of determining management fees would be unlawful or prohibited by the terms of the Grant or applicable law). The Management Fee for the two-month period in calendar year 2023 commencing on the date of this Agreement shall be combined with the full calendar year 2024 terminating at midnight December 31, 2024 and the Management Fee shall be determined on a 14-month basis for that period only. For any subsequent partial calendar year during the term the Management Fee shall be based on the projected revenue and expense for the full calendar year and a proration of the projected Net Revenue for the partial year for which a determination is required.

2. The City of Medina receives rental income for the lease of land to University Hospitals Health System, Inc. as a tenant for a Helicopter Crew Site and Ancillary Single T Hangar Space. Commencing January 1, 2025, Cold Stream Air Services, Inc. shall be paid from the City of Medina the rental monies received from University Hospitals Health System, Inc. so that Cold Stream Air Services, Inc. has additional revenue for management of the Airport.

3. By mutual agreement memorialized in written amendment to this Agreement, the parties may agree to Manager’s performance of other responsibilities associated with the Airport and the compensation basis therefor.

Except as modified pursuant to the Extension Amendment and this Second Amendment, the Management Agreement remains in full force and effect.

It is mutually agreed that the terms hereof shall inure to the benefit of and be binding upon the respective successors and permitted assigns of the parties hereto.

IN WITNESS WHEREOF, the City and Manager have hereunto caused their names to be affixed to this Second Amended Agreement.

City:
CITY OF MEDINA, OHIO

Manager:
COLD STREAM AIR SERVICES, INC.

By: _____
Title: _____
Dated: _____

By: _____
Title: _____
Dated: _____

This instrument prepared by:
Gregory A. Huber
Law Director, City of Medina
132 North Elmwood Avenue
Medina, OH 44256
Tel: 330-722-9070

REQUEST FOR COUNCIL ACTION

No. RCA 25-081-4/14
Committee: City Council Finance

FROM: Grants / Medina Rec
DATE: April 4, 2025
SUBJECT: USA Water Polo Grant

SUMMARY AND BACKGROUND:

The Mayor is authorized and directed to submit a grant application for a USA Water Polo Grant in the amount of \$4,070. The goals of the grant are to build a Medina Rec in-house water polo league for Northeast Ohio with 20 to 30 athletes, and develop a competitive water polo program within two years. Splashball will be taught to 8 to 10-year-olds. There will be a water polo practice group for 10 to 12-year-olds, and a second practice group for 13 to 14-year-olds.

The grant request will cover the cost of the water polo goals. Medina Rec will pay for supplies, marketing, and coaching which will be covered by registrations fees. There will be free informational evenings and clinics to introduce the sport and attract athletes. Some scholarship monies will be made available to help reduce the cost of the program for children who are on the free and reduced lunch program.

Should the city be awarded a grant, it is requested that the mayor be authorized to accept the grant and complete all documentation necessary for the implementation and administration of the grant.

Estimated Cost: Total program cost will be \$11,130.00,

Suggested Funding:

- sufficient funds in Account No. 574-0356-53315
- transfer needed from Account No. to Account No.
- NEW APPROPRIATION needed in Account No.

Emergency Clause Requested:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

REQUEST FOR COUNCIL ACTION

No. RCA 25-082-4/14

FROM: Grants / City Parks
DATE: April 4, 2025
SUBJECT: T-Mobile Hometown Grant

Committee: City Council Finance

SUMMARY AND BACKGROUND:

The Mayor is authorized and directed to submit a grant application for a T-Mobile Hometown Grant in the amount of \$20,000. The grant will cover the purchase and permanent installation of fifteen, six-foot benches on walking trails in eight of the city parks. The grant requires up to five letters of support from the community, and those have been received.

The benches have been frequently requested by seniors, which now total 30% of the city's population, but they will also be used by the large number of the general population that use the trails. Benches will provide the incentive for walkers to improve their health by walking farther. They also invite people to stop and engage with others, and they invite people to get outside for fresh air and to enjoy their surroundings.

Should the city be awarded a grant, it is requested that the mayor be authorized to accept the grant and complete all documentation necessary for the implementation and administration of the grant.

Estimated Cost: Total program cost will be \$20,000.00

Suggested Funding:

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

Emergency Clause Requested:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

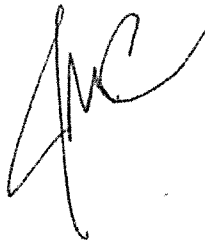
REQUEST FOR COUNCIL ACTION

No. PCA 25-083-4/14
Finance Only

FROM: Nino Piccoli Service Director

DATE: April 7, 2025

SUBJECT: Expenditure Approval



SUMMARY AND BACKGROUND:

Respectfully requesting Council's authorization to increase an existing Purchase Order # 2025-169 for Holtz Industries, Inc. The original Purchase Order was approved by the Board of Control in January 2025 for \$20,000.00. We are requesting to increase this PO to \$35,000.00. Holtz has the most competitive for upper and lower packer panels. Due to numerous recent breakdowns, more parts are necessary to keep the trucks operational.

Suggested Funding: \$15,000.00 – new total \$35,000.00

in Account No. 514-0543-53321

Emergency Clause Requested: NO

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

REQUEST FOR COUNCIL ACTION

No. RCA 25-084-4/14
Finance

FROM: Nino Piccoli Service Director

DATE: April 7, 2025

SUBJECT: Expenditure Approval



SUMMARY AND BACKGROUND:

Respectfully requesting Council's authorization to increase an existing Purchase Order # 2025-172 for Environmental Equipment Sales & Service Holdings LLC. The original Purchase Order was approved by the Board of Control in January 2025 for \$10,000.00. We are requesting to increase this PO to \$40,000.00. This PO will allow for the purchase of a replacement tailgate frame and related parts for unit #636.

Suggested Funding: \$30,000.00 – new total \$40,000.00
in Account No. 514-0543-53321

Emergency Clause Requested: NO

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

REQUEST FOR COUNCIL ACTION

RCA
No. 25-085 - 4/14

From: Nino Piccoli

Committee: _____

Finance

Date: April 7, 2025

Subject: 2025 Equipment and General Pavement Services
Service Dept.



SUMMARY AND BACKGROUND:

Respectfully request Council's authorization to advertise, bid and award a contract for the 2025 Equipment and Asphalt General Paving Services Program. Additionally, we would like Council's authorization to include an option to extend this contract for a second year (2026). Specifications will be available in the Mayor's Office.

Thank you for your consideration.

Estimated Cost:

Suggested Funding: Various Service Department accounts.

Sufficient funds in Account No. 108-0610-54414 / 513-0533-54414

Transfer needed from Account No.

To Account No.

NEW APPROPRIATION needed in Account No.

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

REQUEST FOR COUNCIL ACTION

NO. RCA 25-086-4/14

FROM: Patrick Patton 

COMMITTEE REFERRAL: Finance

DATE: April 8, 2025

SUBJECT: Bids: Job #1151 US 42 Resurfacing and Pedestrian Safety Improvements

This request is for permission to advertise, bid and award the US 42 Resurfacing and Pedestrian Safety Improvements. This project will consist of resurfacing US 42 (Court Street) from just north of Homestead through the Square to Lafayette. All four sides of the Square will be resurfaced. The work includes new ADA concrete curb ramps at several intersections, pedestrian bumpouts for safety improvements, and related storm sewer installation.

The total cost for this project \$1,926,000. The City has received two grants for this project, one from NOACA and a second from ODOT. With these grants, the funding for this project will be provided as follows:

- NOACA TIP Award: \$ 902,136 (48.8%)
- ODOT Safety Funds: \$ 500,000 (26.0%)
- City 108 Funds: \$ 523,864 (27.2%)
- TOTAL: \$1,926,000 (100.0%)

Thank you for your consideration.

ESTIMATED COST: \$1,926,000

SUGGESTED FUNDING: Street Capital and Water Capital Improvements

Sufficient Funds in Account Number: 108 0610 54411

Transfer Needed from: to:

New Appropriation Account Number:

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

REQUEST FOR COUNCIL ACTION

NO. RCA 25-087-4/11

FROM: Patrick Patton



COMMITTEE REFERRAL: Finance

DATE: April 8, 2025

SUBJECT: Preliminary Legislation – ODOT Urban Paving of State Route 3 & State Route 57

This request asks Council to approve the attached Preliminary Legislation regarding an upcoming urban paving project of SR 3 & 57 in the City of Medina. ODOT Has notified the City that a resurfacing project will be completed during state fiscal year 2027 (July, 2026 through June, 2027). They have estimated the construction costs as follows:

Please note, as noted in the legislation, costs are divided as follows:

1. The LPA Is 100% responsible for Preliminary Engineering, Right-of-Way, and Detailed Design Costs. The LPA is also responsible for:
2. 20% of Construction costs of the eligible items for the Urban Paving plan split. This split is not capped.

In addition, the City is responsible for 100% of the costs for ADA compliant curb ramps.

- ODOT Share: \$ 855,360
- City of Medina Share \$1,393,200
- TOTAL (construction costs) \$2,248,560

As noted, the City is responsible for 100% of the design engineering costs. At this point, those costs are estimated to be approximately \$220,000.

Thank you for your consideration.

ESTIMATED COST: \$1,393,200

SUGGESTED FUNDING: Street Capital and Water Capital Improvements

Sufficient Funds in Account Number: 108 0610 54411

Transfer Needed from: to:

New Appropriation Account Number:

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

2/27/2025

PRELIMINARY LEGISLATION

(LPA-ODOT-Let Project Agreement)

(PARTICIPATORY)

Ordinance/Resolution # : _____

PID No. : 114935

County/Route/Section : MED SR 0003/0057 09.87/10.43

Agreement No: 42350

The following is a/an _____ enacted by the _____ of _____
(Motion/Ordinance/Resolution) (Local Public Agency)
County, Ohio, hereinafter referred to as the Local Public Agency (LPA).

SECTION I – Project Description

WHEREAS, the (LPA/STATE) has determined the need for the described project:

Urban Paving in the city of Medina on SR 3 and SR 57

NOW THEREFORE, be it ordained by the _____ of _____ County, Ohio.
(LPA)

SECTION II – Consent Statement

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project as detailed in the LPA-ODOT-Let Agreement entered into between the parties, if applicable.

SECTION III – Cooperation Statement

The LPA shall cooperate with the Director of Transportation in the development and construction of the above described project and shall enter into a LPA Federal ODOT Let Project Agreement, if applicable, as well as any other agreements necessary to develop and construct the Project.

The LPA agrees to participate in the cost of the project as follows:

1. *The LPA Is 100% responsible for Preliminary Engineering, Right-of-Way, and Detailed Design Costs. The LPA is also responsible for:*
2. *20% of Construction costs of the eligible items for the Urban Paving plan split. This split is not capped.*

The LPA further agrees to pay 100% of the cost of those features requested by the LPA which are determined by the State and Federal Highway Administration to be unnecessary for the Project.

The LPA further agrees that change orders and extra work contracts required to fulfill the construction contracts shall be processed as needed. The State shall not approve a change order or extra work contract until it first gives notice, in writing, to the LPA. The LPA shall contribute its share of the cost of these items in accordance with other sections herein.

PID No.: 114935

The LPA further agrees to pay 100% of the cost to install and/or repair curb ramps at all necessary intersections to ensure compliance with the Americans with Disabilities Act.

The LPA agrees that if Federal Funds are used to pay the cost of any consultant contract, the LPA shall comply with 23 CFR 172 in the selection of its consultant and administration of the consultant contract. Regardless of funding source, the LPA agrees to incorporate ODOT's "Specifications for Consulting Services" as a contract document in all its consultant contracts. The LPA agrees to require, as a scope of services clause, that all plans prepared by the consultant must conform to ODOT's current design standards and that the consultant shall be responsible for ongoing consultant involvement during the construction phase of the Project. The LPA agrees to include a completion schedule acceptable to ODOT and to assist ODOT in rating the consultant's performance through ODOT's Consultant Evaluation System.

SECTION IV Authority to Sign

The LPA hereby authorizes _____ of said _____ to
(Signature authority) (LPA-or its division, department or agency)
enter into and execute contracts with the Director of Transportation which are necessary to develop plans for and to complete the above-described project; and to execute contracts with ODOT pre-qualified consultants for the preliminary engineering phase of the Project.

Upon request of ODOT, the _____ is also empowered to execute any appropriate documents to
(Signature authority)
affect the assignment of all rights, title, and interests of the _____ to ODOT arising from any
(LPA)
agreement with its consultant in order to allow ODOT to direct additional or corrective work, recover damages due to errors or omissions, and to exercise all other contractual rights and remedies afforded by law or equity.

SECTION V – Utilities and Right-of-Way Statement

The LPA agrees that all right-of-way required for the described project will be acquired and/or made available in accordance with current State and Federal regulations. The LPA also understands that right-of-way costs include eligible utility costs.

The LPA agrees that all utility accommodation, relocation and reimbursement will comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

SECTION VI – Maintenance

2/27/2025

Upon completion of the Project, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance for the Project in accordance with all applicable State and Federal law, including, but not limited to, Title 23, U.S.C., Section 116; (2) provide ample financial provisions, as necessary, for the maintenance of the Project; (3) maintain

PID No.: 114935

the right-of-way, keeping it free of obstructions; and (4) hold said right-of-way inviolate for public highway purposes.

SECTION VII-Emergency measure

(as applicable)

The _____ is hereby declared to be an emergency measure to expedite the highway project and
(Motion/Ordinance/Resolution)
to promote highway safety. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Passed: _____, 2 _____.
(Date)

Attested: _____
(Clerk)

(Contractual Agent of LPA – title)

2/27/2025

**CERTIFICATE OF COPY
STATE OF OHIO**

_____ of _____ County, Ohio

(LPA)

I, _____, as Clerk of the _____

(LPA)

of _____ County, Ohio, do hereby certify that the foregoing is a true and correct copy of

_____ adopted by the legislative Authority of the said

(Motion/Ordinance/Resolution)

_____ on the _____ day of _____, 2____.

(LPA)

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal, if applicable,
this _____ day of _____ 2____.

SEAL

(Clerk)

_____ of _____ County, Ohio

(LPA)

(If the LPA is designated as a City then the "City Seal" is required. If no Seal, then a letter stating "No Seal is required to accompany the executed legislation.)

REQUEST FOR COUNCIL ACTION

NO. RCA 25-088-4/14

FROM: Patrick Patton 

COMMITTEE REFERRAL: Finance

DATE: April 8, 2025

SUBJECT: Medina Municipal Court Renovation- Guaranteed Maximum Price Agreement No. 3

In September, 2024 Council selected The Ruhlin Company (Ruhlin) to perform Construction Manager at Risk duties for the Medina Municipal Court Renovation project. At that time, Council entered into an agreement with Ruhlin where they would complete various pre-construction duties related to the project. That work is ongoing.

The next steps in this process is for Council to enter into Guaranteed Maximum Price (GMP) contracts at various stages of the plan development. GMP #1 was approved by Council on January 13, 2025; GMP #2 was approved on March 10, 2025. This request asks Council to approve the attached amendment to the base agreement to complete the balance of the project. This amendment is known as the Guaranteed Maximum Price #3 (GMP #3).

The cost for GMP #3 is \$7,674,189. In addition, we are recommending an owner's contingency amount of \$250,000 for a total for GMP #3 of \$7,924,189. As an FYI, see below for a summary of the current project budget. You will note, in total we are more than \$2.3 million below the original budget amount.

#1104 Muni Court Budget vs Actual Cost Summary						
ITEM	ORIGINAL BUDGET AMOUNT	CURRENT AMOUNT	DIFFERENCE	ORD. #	APPROVAL DATE	EFFECTIVE DATE
CMAR Pre-Construction Services	\$40,000	\$38,335	(\$1,665)	166-24	9/9/24	10/9/24
GMP #1	\$2,170,970	\$1,366,156	(\$804,814)	13-25	1/13/25	2/12/25
GMP #2	\$1,460,270	\$1,342,430	(\$117,840)	52-25	3/10/25	3/10/25
GMP #3 at Council 4/28/25	\$8,438,380	\$7,674,189	(\$764,191)		4/28/25	4/28/25 (1)
Owners Contingency	\$883,880	\$250,000	(\$633,880)			
TOTAL	\$12,993,500	\$10,671,110	(\$2,322,390)			

(1) This date is tentative, pending Council approval of the emergency clause

Also, please be aware that there will be other future City costs for this project. These include:

- Third party testing (concrete, steel, etc.): \$10,000 (estimate)
- Furnish and install fire line, including water tap: \$35,000 (estimate)

Lastly, please note below the recommended appropriated amounts in each account. In order for the overall project to be funded 50% by the Court and 50% by General Purpose Cap, an adjustment is necessary as shown. This is to compensate for the architect's fees (\$720,000), which were originally funded 100% by the Court.

Thank you for your consideration.

ESTIMATED COST: \$7,924,189

SUGGESTED FUNDING: Gen Purpose Cap and Court Special Projects

Sufficient Funds in Account Number: 301-0716-54412: \$4,322,094.50
 169-0716-54412: \$3,602,094.50

Transfer Needed from: to:

New Appropriation Account Number:

Emergency Clause Requested:

Yes — the base agreement with Ruhlin was approved by Council on September 9, 2024. Passing with the emergency clause will lock in costs and allow the project to continue without delay.

Reason:

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:



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GMP AMENDMENT #3

**Sitework, Carpentry, Finishes, Mechanical,
Electrical, Plumbing, Technology**

City of Medina

Medina Municipal Court Renovation

Project No. 24023



April 7, 2025



TABLE OF CONTENTS

MEDINA MUNICIPAL COURTHOUSE

GMP AMENDMENT #3

Sitework, Carpentry, Finishes, Mechanical, Electrical, Plumbing, Technology

Form of Guaranteed Maximum Price Amendment - Exhibit A

Project Cost Breakdown – Exhibit B
Project Budget and Cost Breakdown

Drawings & Specifications – Exhibit C
GMP Basis Document(s)

Assumptions & Clarifications – Exhibit D

Construction Schedule – Exhibit E

Allowances – Exhibit F

Alternates – Exhibit G not used

Unit Prices – Exhibit H not used

Staffing Plan – Exhibit I

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EXHIBIT A – FORM OF AGREEMENT

MEDINA MUNICIPAL COURTHOUSE

GMP AMENDMENT #3

**Sitework, Carpentry, Finishes, Mechanical, Electrical,
Plumbing, Technology**

Form of Guaranteed Maximum Price Amendment #3

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EXHIBIT A

FORM OF GUARANTEED MAXIMUM PRICE AMENDMENT

GUARANTEED MAXIMUM PRICE AMENDMENT

Pursuant to Article 6 of the Standard Form of Agreement Between Owner and Construction Manager as Constructor (AIA® Document A133™ – 2019), dated as of August 26, 2024 (the "**Agreement**") between The City of Medina, ("**Owner**"), and The Ruhlin Company, an Ohio corporation ("**Construction Manager**" or "**CMR**"), Owner and Construction Manager desire to enter into this Guaranteed Maximum Price Amendment (this "**Amendment**") and establish a guaranteed maximum price for the Work (as defined in the Agreement and further herein). Therefore, Owner and Construction Manager agree as follows:

ARTICLE 1, GUARANTEED MAXIMUM PRICE

1. This Amendment covers the following Work: Sitework, Carpentry, Finishes, Mechanical, Electrical, Plumbing, Technology
2. Capitalized words and phrases used but not defined herein shall have the same meanings as are ascribed to such words in the Agreement.
3. The Architect on the project is Brandstetter Carroll, Inc. ("Architect").
4. Construction Manager's guaranteed maximum price for the Work described herein and the GMP Documents attached hereto, including the Cost of the Work, Construction Manager's Fee and the Construction Contingency with respect to such work is Seven Million, Six Hundred Seventy-Four Thousand, One Hundred Eighty-Nine (\$7,674,189.00).
5. The attached Exhibits are a part of the Agreement as if each were physically incorporated therein.

EXHIBIT	DESCRIPTION	DATE	PAGES
A	Form of Guaranteed Maximum Price Amendment	04.07.25	2
B	Project Cost Breakdown	04.07.25	1
C	Drawings and Specifications upon which GMP #3 is based	02.28.25	6
D	Qualifications and Assumptions	04.07.25	5
E	GMP Schedule	04.07.25	3
F	Allowances	04.07.25	2
G	Alternates – not used	n/a	n/a
H	Unit Prices – not used	n/a	n/a
I	Staffing Plan	04.07.25	1

6. This Amendment may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute but one and the same instrument.
7. Except as specifically amended herein, all the provisions of the Agreement remain in full force and effect and all terms and conditions of the Agreement shall apply. In the event of an irreconcilable conflict between the terms of the Agreement and those of this Amendment, the terms of this Amendment shall control.
8. By execution of this Amendment, Construction Manager acknowledges that, as of the date of this Amendment, Construction Manager is not aware of, and has not reserved, any claim against the Owner.

This Amendment is entered as of the ____ day of _____, 2025.

OWNER:

CONSTRUCTION MANAGER:

THE CITY OF MEDINA, OHIO

THE RUHLIN COMPANY,
An Ohio corporation

By: _____
Dennis Hanwell
Mayor

By: _____
James L. Ruhlin, Jr., PE
President & CEO



EXHIBIT B – PROJECT COST BREAKDOWN


MEDINA MUNICIPAL COURTHOUSE

GMP AMENDMENT #3

Sitework, Carpentry, Finishes, Mechanical, Electrical, Plumbing, Technology

The Project Cost Breakdown incorporates the fully itemized general conditions, construction contingency, reimbursables, and associated fee in line with the basis documents.

SUMMARY OF PROBABLE COST

Project:	CITY OF MEDINA MEDINA MUNICIPAL COURT RENOVATION					
Design:	Brandstetter Carroll Inc.					The Ruhlin Company
Phase:	GMP #3 - FINISHES, CARPENTRY, HVAC, PLUMBING, ELECTRICAL, TECHNOLOGY					
Date:	4/7/2025					
			- Overall Area:	26,222	SF	

BP	DESCRIPTION - SCOPE OF WORK			SF COST	ESTIMATE
31	SITE/EXTERIOR IMPROVEMENTS/UTILITIES				
	Fire Line Connection from Street - By City of Medina				\$0
	Landscaping - Plantings, Lawn, Maintenance, Warranty				\$15,727
	Concrete - Remove & replace front walk to building line, 2,900 sf				\$41,855
	CARPENTRY - COMBINED BID	26,222	SF	\$68.40	\$1,793,543
06	Carpentry, Casework, Millwork, Blocking				
08	Doors, Frames, Hardware, Windows				
09A	Drywall, Metal Studs, Acoustic Ceilings				
10	Window Shades, Toilet Partitions, Accessories, Column Replacement				
07	ROOFING	26,222	SF	\$0.96	\$25,100
	FLOORING	26,222	SF	\$11.96	
	Carpet				\$151,935
	Ceramic Wall & Floor Tile				\$82,200
	Terrazzo - Infills, Patching, Polishing				\$79,515
09	PAINTING	26,222	SF	\$5.84	\$153,111
21	FIRE SUPPRESSION	26,222	SF	\$10.34	\$271,005
	Added cost to bring underground line into building from 5' outside				\$9,000
22	PLUMBING	26,222	SF	\$26.35	\$691,000
	sawcut/backfill, tie-ins, supply, drain lines, equipment, fixtures				
23	HVAC & TEMP CONTROLS	26,222	SF	\$47.27	\$1,239,515
	Concrete equipment pads				\$13,445
	Cost for early startup/extended warranty on AHU & boilers to run in winter ahead of turnover				\$6,140
	Cost for added filter changes, air intake protection, added final unit cleaning				\$5,400
26	ELECTRICAL & FIRE ALARM	26,222	SF	\$34.03	\$892,335
27/28	TECHNOLOGY	26,222	SF	\$27.56	\$722,730
	Low voltage cabling, telephone room buildouts				
	cameras, card readers, devices, programming				
	ALLOWANCES	26,222	SF	\$21.74	
	Replacing any deteriorated wood trim at exterior to be painted				\$1,500
	Resetting sandstone panels and tuckpointing at front steps				\$5,000
	Repair or replace existing railing at front stairs entry				\$5,000
	Cutting in masonry openings for ductwork, louvers, installing lintels, masonry patching				\$20,000
	Added floor preparation to get floor level - additional surface grinding, floor infill material				\$50,000
	Replace ceilings in law library- required to install fire sprinkler lines, add plumbing runs overhead				\$16,000
	Clock at front canopy - currently not working. Investigate, repair, or replace				\$2,500
	Replace subfloor in north restrooms to accept new tile per RFI 21				\$25,000
	Patch existing walls at perimeter, shown to remain				\$25,000


Project:	CITY OF MEDINA MEDINA MUNICIPAL COURT RENOVATION				
Design:	Brandstetter Carroll Inc.			The Ruhlin Company	
Phase:	GMP #3 - FINISHES, CARPENTRY, HVAC, PLUMBING, ELECTRICAL, TECHNOLOGY				
Date:	4/7/2025				
				Overall Area:	26,222 SF
BP	DESCRIPTION - SCOPE OF WORK			SF COST	ESTIMATE
	Remove existing wall finishes at perimeter of 2nd & 3rd floor shown to remain, new framing, insulation & drywall				\$100,000
	Supply and install audio/video systems - will require more coordination with Medina Court team to confirm specs				\$320,000
	Allowance for material escalations due to tariffs, trade war, supply chain constraints				\$150,000
7	GENERAL REQUIREMENTS	26,222	SF	\$7.40	\$194,095
	SUBTOTAL OF ABOVE COSTS - TRADES WORK	26,222	SF	\$271.06	\$7,107,651
TOTAL DIRECT CONSTRUCTION		26,222	SF	\$271	\$7,107,651
CONSTRUCTION STAGE COMPENSATION					
	Ruhlin Staff	1	LS		\$213,047
	General Conditions				\$128,344
	CM Contingency	1.5%			\$111,736
	CM Fee	1.5%			\$113,412
TOTAL CONSTRUCTION COSTS		26,222	SF	\$293	\$7,674,189
PROJECT SOFT COSTS (not to be included by Owner)					
a.	Owner Contingency - Scope Changes or Unforeseen Conditions (5% recommended until framing complete)				Not Included
b.	A/E Design Costs				Not Included
c.	Testing and Inspections				Not Included
d.	Costs for Relocating Owner's Salvage Furniture, Books, Etc..				Not Included
e.	Temporary Power Consumption				Not Included
f.	Temporary Water & Fuel Consumption				Not Included



EXHIBIT C – BASIS DOCUMENTS - DRAWINGS

MEDINA MUNICIPAL COURTHOUSE

GMP AMENDMENT #3

Structure, Remaining Packages

This GMP #3 is based on the following documents and specifications:

- Medina Municipal Courthouse Renovation
GMP #3 Structure, Remaining Packages
Prepared by: Brandstetter Carroll, Inc.

Date: 2/28/2025

See full detail attached



CITY OF MEDINA COURTHOUSE RENOVATION

100% CONSTRUCTION DOCUMENTS GMP 3

PROJECT: MEDINA MUNICIPAL COURTHOUSE RENOVATION



	NUMBER	DESCRIPTION	DATE / ISSUED
GENERAL			
	G-000	COVER SHEET	02/28/25
	G-001	GENERAL INFO, DRAWING INDEX & CODE DATA	02/28/25
	G-101	FIRST AND SECOND FLOOR CODE PLANS	02/28/25
	G-102	THIRD FLOOR CODE PLAN AND DETAILS	02/28/25
CIVIL			
	C-100	SITE DEMOLITION PLAN	02/28/25
	C-101	SITE UTILITY PLAN	02/28/25
LANDSCAPE			
	L-101	LANDSCAPE PLANTING PLAN	02/28/25
STRUCTURAL			
	S-001	GENERAL NOTES	02/28/25
	S-002	GENERAL NOTES	02/28/25
	S-101	FOUNDATION PLAN	02/28/25
	S-102	SECOND FLOOR FRAMING PLAN	02/28/25
	S-103	THIRD FLOOR FRAMING PLAN	02/28/25
	S-104	ROOF FRAMING PLAN	02/28/25
	S-105	PENTHOUSE FRAMING PLAN	02/28/25
	S-301	SECTIONS	02/28/25
	S-302	SECTIONS	02/28/25
	S-310	TYPICAL FOUNDATION DETAILS	02/28/25
	S-320	TYPICAL CONCRETE DETAILS	02/28/25
	S-330	TYPICAL MASONRY DETAILS	02/28/25
	S-340	TYPICAL STEEL DETAILS	02/28/25
ARCHITECTURAL			
	A-002	WALL TYPES	02/28/25
	A-101	FIRST FLOOR PLAN	02/28/25
	A-101A	MEDINA CO. CH FIRST FLOOR LIMITED CONSTRUCTION PLAN	02/28/25
	A-102	FIRST FLOOR DIMENSION PLAN	02/28/25
	A-103	SECOND FLOOR PLAN	02/28/25
	A-104	SECOND FLOOR DIMENSION PLAN	02/28/25
	A-105	THIRD FLOOR PLAN	02/28/25
	A-106	THIRD FLOOR DIMENSION PLAN	02/28/25
	A-107	ROOF / PENTHOUSE PLAN	02/28/25
	A-110	MEDINA CO. CH FIRST FLOOR RCP LIMITED CONSTRUCTION PLAN	02/28/25
	A-111	FIRST FLOOR REFLECTED CEILING PLAN	02/28/25
	A-112	SECOND FLOOR REFLECTED CEILING PLAN	02/28/25
	A-113	THIRD FLOOR REFLECTED CEILING PLAN	02/28/25
	A-201	EXTERIOR ELEVATIONS	02/28/25
	A-202	EXTERIOR ELEVATIONS	02/28/25
	A-301	BUILDING SECTIONS	02/28/25
	A-302	BUILDING SECTIONS	02/28/25
	A-311	WALL SECTIONS	02/28/25
	A-312	WALL SECTIONS	02/28/25
	A-401	ENLARGED COURTROOM PLANS AND DETAILS	02/28/25
	A-403	ENLARGED TOILET PLANS AND DETAILS	02/28/25
	A-404	TOILET ELEVATIONS	02/28/25
	A-405	TOILET ELEVATIONS	02/28/25
	A-406	ORIGINAL ENTRANCE / MAGISTRATE OFFICE, CLERK WINDOWS	02/28/25
	A-501	PLAN DETAILS	02/28/25
	A-502	SECTION DETAILS	02/28/25
	A-601	DOOR SCHEDULE	02/28/25
	A-602	DOOR TYPES & DETAILS	02/28/25

CITY OF MEDINA COURTHOUSE RENOVATION

100% CONSTRUCTION DOCUMENTS GMP 3

PROJECT: MEDINA MUNICIPAL COURTHOUSE RENOVATION



NUMBER	DESCRIPTION	DATE / ISSUED
GENERAL		
G-000	COVER SHEET	02/28/25
G-001	GENERAL INFO, DRAWING INDEX & CODE DATA	02/28/25
A-603	DOOR DETAILS	02/28/25
A-606	WINDOW TYPES & DETAILS	02/28/25
A-701	CASEWORK & MILLWORK DETAILS	02/28/25
A-801	IN-CUSTODY ELEVATOR PLANS AND DETAILS	02/28/25
A-802	STAFF AND PUBLIC ELEVATOR PLANS AND DETAILS	02/28/25
A-901	FIRST FLOOR SIGNAGE PLAN	02/28/25
A-902	SECOND FLOOR SIGNAGE PLAN	02/28/25
A-903	THIRD FLOOR SIGNAGE PLAN	02/28/25
A-904	SIGNAGE TYPES	02/28/25
A-905	INTERIOR SIGNAGE ELEVATIONS AND DETAILS	02/28/25
FIRE PROTECTION		
FP-001	FIRE PROTECTION SYMBOL LEGEND AND NOTES	02/28/25
FP-101	FIRST FLOOR FIRE PROTECTION PLAN	02/28/25
FP-102	SECOND FLOOR FIRE PROTECTION PLAN	02/28/25
FP-103	THIRD FLOOR FIRE PROTECTION PLAN	02/28/25
FP-104	ROOF FIRE PROTECTION PLAN	02/28/25
PLUMBING		
P-001	PLUMBING SYMBOL LEGAND AND NOTES	02/28/25
P-100	UNDERSLAB PLUMBING PLAN	02/28/25
P-101	FIRST FLOOR SANITARY, STORM AND VENT PLAN	02/28/25
P-102	SECOND FLOOR SANITARY, STORM AND VENT PLAN	02/28/25
P-103	THIRD FLOOR SANITARY, STORM AND VENT PLAN	02/28/25
P-104	PENTHOUSE/ROOF SANITARY, STORM AND VENT PLAN	02/28/25
P-201	FIRST FLOOR DOMESTIC WATER AND GAS PLAN	02/28/25
P-202	SECOND FLOOR DOMESTIC WATER PLAN	02/28/25
P-203	THIRD FLOOR DOMESTIC WATER PLAN	02/28/25
P-401	ENLARGED PLUMBING PLANS	02/28/25
P-402	ENLARGED RESTROOM PLUMBING PLANS	02/28/25
P-403	ENLARGED RESTROOM PLUMBING PLANS	02/28/25
P-501	PLUMBING DETAILS	02/28/25
P-701	PLUMBING SCHEDULES	02/28/25
P-901	PLUMBING ISOMETRICS	02/28/25
MECHANICAL		
M-001	MECHANICAL SYMBOL LEGENDS AND NOTES	02/28/25
M-101	FIRST FLOOR MECHANICAL PLAN	02/28/25
M-102	SECOND FLOOR MECHANICAL PLAN	02/28/25
M-103	THIRD FLOOR MECHANICAL PLAN	02/28/25
M-104	PENTHOUSE/ROOF MECHANICAL PLAN	02/28/25
M-201	FIRST FLOOR MECHANICAL PIPING PLAN	02/28/25
M-202	SECOND FLOOR MECHANICAL PIPING PLAN	02/28/25
M-203	THIRD FLOOR MECHANICAL PIPING PLAN	02/28/25
M-204	PENTHOUSE MECHANICAL PIPING PLAN	02/28/25
M-301	MECHANICAL SECTION PLANS	02/28/25
M-401	ENLARGED MECHANICAL PLANS	02/28/25
M-501	MECHANICAL DETAILS	02/28/25
M-502	MECHANICAL DETAILS	02/28/25
M-601	MECHANICAL CONTROLS	02/28/25
M-602	MECHANICAL CONTROLS	02/28/25
M-701	MECHANICAL SCHEDULES	02/28/25
ELECTRICAL		
E-001	ELECTRICAL SYMBOL LEGEND	02/28/25

CITY OF MEDINA COURTHOUSE RENOVATION

100% CONSTRUCTION DOCUMENTS GMP 3

PROJECT: MEDINA MUNICIPAL COURTHOUSE RENOVATION



NUMBER	DESCRIPTION	DATE / ISSUED
GENERAL		
G-000	COVER SHEET	02/28/25
G-001	GENERAL INFO, DRAWING INDEX & CODE DATA	02/28/25
E-002	ELECTRICAL GENERAL NOTES	02/28/25
E-101	FIRST FLOOR LIGHTING PLAN	02/28/25
E-102	SECOND FLOOR LIGHTING PLAN	02/28/25
E-103	THIRD FLOOR LIGHTING PLAN	02/28/25
E-104	ROOF LIGHTING PLAN	02/28/25
E-200	OVERALL BUILDING POWER PLAN	02/28/25
E-201	FIRST FLOOR POWER PLAN	02/28/25
E-202	SECOND FLOOR POWER PLAN	02/28/25
E-203	THIRD FLOOR POWER PLAN	02/28/25
E-204	ROOF POWER PLAN	02/28/25
E-300	FIRE ALARM NOTES, LEGEND AND DETAILS	02/28/25
E-301	FIRST FLOOR FIRE ALARM PLAN	02/28/25
E-302	SECOND FLOOR FIRE ALARM PLAN	02/28/25
E-303	THIRD FLOOR FIRE ALARM PLAN	02/28/25
E-304	ROOF FIRE ALARM PLAN	02/28/25
E-305	FIRE ALARM RISER AND SEQUENCE OF OPERATIONS	02/28/25
E-401	ENLARGED ELECTRICAL PLANS	02/28/25
E-501	LIGHTING CONTROL DETAILS	02/28/25
E-511	POWER DETAILS AND DIAGRAMS	02/28/25
E-601	ELECTRICAL ONE LINE DIAGRAM - NORMAL NEW WORK	02/28/25
E-602	ELECTRICAL ONE LINE DIAGRAM - EMERG. NEW WORK	02/28/25
E-701	LUMINAIRE SCHEDULE	02/28/25
E-711	ELECTRICAL PANEL SCHEDULES	02/28/25
E-712	ELECTRICAL PANEL SCHEDULES	02/28/25
E-713	ELECTRICAL PANEL SCHEDULES	02/28/25
TECHNOLOGY		
T-001	TECHNOLOGY SYMBOL LEGEND AND NOTES	02/28/25
T-100	OVERALL BUILDING PATHWAYS AND SPACES PLAN	02/28/25
T-201	FIRST FLOOR TECHNOLOGY PLAN	02/28/25
T-202	SECOND FLOOR TECHNOLOGY PLAN	02/28/25
T-203	THIRD FLOOR TECHNOLOGY PLAN	02/28/25
T-401	TECHNOLOGY ENLARGED PLANS	02/28/25
T-501	TECHNOLOGY DETAILS	02/28/25
T-502	TECHNOLOGY DETAILS	02/28/25
T-601	TECHNOLOGY RISER DIAGRAMS	02/28/25
T-602	TECHNOLOGY RISER DIAGRAMS	02/28/25
T-603	TECHNOLOGY RISER DIAGRAMS	02/28/25
T-604	TECHNOLOGY RISER DIAGRAMS	02/28/25
T-605	TECHNOLOGY RISER DIAGRAMS	02/28/25
T-606	TECHNOLOGY RISER DIAGRAMS	02/28/25
T-607	TECHNOLOGY RISER DIAGRAMS	02/28/25

CITY OF MEDINA COURTHOUSE RENOVATION

100% CONSTRUCTION DOCUMENTS GMP 3

PROJECT: MEDINA MUNICIPAL COURTHOUSE RENOVATION



SPEC. NO.	DESCRIPTION	DATE
DIVISION 01 - SPECIFICATIONS - not provided		
DIVISION 03 - CONCRETE - not provided		
DIVISION 04 - MASONRY		
042000	Unit Masonry	February 2025
DIVISION 05 - METALS		
054000	Cold-Form Metal Framing	February 2025
055000	Metal Fabrications	February 2025
DIVISION 06 - WOODS, PLASTICS, AND COMPOSITES		
061600	Sheathing	February 2025
064023	Interior Architectural Woodwork	February 2025
064116	Plastic-Laminate-Clad Architectural Cabinets	February 2025
064216	Flush Wood Paneling	February 2025
066100	Architectural Fiberglass Column Covers	February 2025
066400	Plastic Paneling	February 2025
DIVISION 07 - THERMAL AND MOISTURE CONTROL		
071416	Cold Fluid Applied Waterproofing	February 2025
072100	Thermal Insulation	February 2025
078413	Pentrated Firestopping	February 2025
078200	Joint Sealants	February 2025
DIVISION 08 - OPENINGS		
081113	Hollow Metal Doors and Frames	February 2025
081416	Flush Wood Doors	February 2025
085200	Wood Windows	February 2025
088000	Glazing	February 2025
DIVISION 09 - FINISHES		
092900	Gypsum Board	February 2025
093005	Floor Transitions	February 2025
093013	Tiling	February 2025
095123	Acoustical Tile Ceilings	February 2025
096513	Resilient Base & Accessories	February 2025
096519	Resilient Tile Flooring	February 2025
096813	Tile Carpeting	February 2025
099123	Interior Painting	February 2025
099300	Staining and Transparent Finishing	February 2025
DIVISION 10 - SPECIALTIES		
101400	Signage	February 2025
102113.17	Phenolic- Core Toilet Compartments	February 2025
102800	Toilet, Bath & Laundry Accessories	February 2025
104413	Fire Extinguisher Cabinets	February 2025
104416	Fire Extinguisher	February 2025
DIVISION 11 - EQUIPMENT		
111900	Detention Equipment	February 2025
DIVISION 12 - FURNISHINGS		
122413	Roller Window Shades	February 2025
123661.16	Solid Surfacing Countertops	February 2025
DIVISION 13 - SPECIAL CONSTRUCTION		
130700	Bullet Resistant Fiberglass	February 2025
DIVISION 14 - CONVEYING EQUIPMENT		
142123.16	Machine Room-less Electric Traction Passenger Elevators	February 2025
DIVISION 21 - FIRE SUPPRESSION		

CITY OF MEDINA COURTHOUSE RENOVATION
100% CONSTRUCTION DOCUMENTS GMP 3
PROJECT: MEDINA MUNICIPAL COURTHOUSE RENOVATION



SPEC. NO.	DESCRIPTION	DATE
210500	Common Work Results for Fire Suppression	February 2025
211313	Wet-Pipe Sprinkler System	February 2025
211316	Dry-Pipe Sprinkler System	February 2025
DIVISION 22 - PLUMBING		
220500	Common Work Results for Plumbing	February 2025
230513	Common Motor Requirements for Plumbing Equipment	February 2025
220519	Meters and Gages for Plumbing Piping	February 2025
220523	General Duty Valves for Plumbing Piping	February 2025
220529	Hangers and Supports for Plumbing	February 2025
220553	Identification for Plumbing Piping and Equipment	February 2025
220700	Plumbing Isolation	February 2025
221116	Domestic Water Piping	February 2025
221123	Domestic Water Pumps	February 2025
221316	Sanitary Waste and Vent Piping	February 2025
221319	Sanitary Waste Piping Specialties	February 2025
221429	Sump Pumps	February 2025
221616	Natural Gas Piping	February 2025
223400	Fuel-Fired, Domestic Water Heaters	February 2025
224000	Plumbing Fixtures	February 2025
224700	Water Coolers	February 2025
DIVISION 23 - HEATING, VENTILATING, AND AIR CONDITIONING		
230500	Common Work Results for HVAC	February 2025
230513	Common Motor Requirements for Plumbing Equipment	February 2025
230514	Variable Frequency Motor Controllers	February 2025
230516	Expansion Fittings and Loops for HVAC Piping	February 2025
230519	Meters and Gages for HVAC	February 2025
230523	General-Duty Valves for HVAC	February 2025
230529	Hangers and Supports for HVAC	February 2025
230548	Vibration Controls for HVAC	February 2025
230553	Identification for HVAC	February 2025
230593	Testing, Adjusting, and Balancing	February 2025
230700	HVAC Insulation	February 2025
230923	Direct Digital Control Systems for HVAC	February 2025
232113	Hydronic Piping	February 2025
232123	Hydronic Pumps	February 2025
232300	Refrigerant Piping	February 2025
232500	HVAC Water Treatment	February 2025
233113	Metal Ducts	February 2025
233300	Air Duct Accessories	February 2025
233423	HVAC Power Ventilators	February 2025
233600	Air Terminal Units	February 2025
233713	Diffusers, Registers & Grilles	February 2025
235216	Condensing Boilers	February 2025
236200	Condensing Units	February 2025
237313	Modular Indoor Air-Handling Units	February 2025
238126	Split-System Air-Conditioners	February 2025
238239	Unit Heaters	February 2025
DIVISION 25 - INTEGRATED AUTOMATION - not provided		
DIVISION 26 - ELECTRICAL		
260101	Electrical Demolition	February 2025

CITY OF MEDINA COURTHOUSE RENOVATION

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SPEC. NO.	DESCRIPTION	DATE
260126	Testing of Electrical Systems	February 2025
260500	Common Work Results for Electrical	February 2025
260519	Low-Voltage Electrical Power Conductors and Cables	February 2025
260523	Control-Voltage Electrical Power Cables	February 2025
260526	Grounding and Bonding for Electrical Systems	February 2025
260529	Hangers and Supports for Electrical Systems	February 2025
260533	Raceways and Boxes for Electrical Systems	February 2025
260543	Underground Ducts and Raceways for Electrical Systems	February 2025
260544	Sleeves and Sleeve Seals for Electrical Raceways and Cabling	February 2025
260553	Identification for Electrical Systems	February 2025
260573	Electrical Systems Studies	February 2025
260923	Lighting Control Devices	February 2025
262200	Low-Voltage Transformers	February 2025
262416	Panelboards	February 2025
262726	Wiring Devices	February 2025
262813	Fuses	February 2025
262816	Enclosed Switches and Circuit Breakers	February 2025
262913	Enclosed Controllers	February 2025
264113	Lighting Protection for Structures	February 2025
264313	Surge Protecting Devices	February 2025
265100	Interior Lighting	February 2025
265600	Exterior Lighting	February 2025
DIVISION 27 - COMMUNICATIONS - not provided		
DIVISION 28 - ELECTRONIC SAFETY AND SECURITY - not provided		
DIVISION 31 - EARTHWORK - not provided		
DIVISION 32 - EXTERIOR IMPROVEMENTS - not provided		
329200	Turf & Grasses	February 2025
329300	Plants	February 2025
DIVISION 33 - UTILITIES - not provided		

EXHIBIT D - ASSUMPTIONS & CLARIFICATIONS



General Assumptions / Clarifications

1. The GMP is based upon the terms and conditions of these Assumptions and Clarifications. These assumptions and clarifications shall be read in the context of the other Contract Documents and shall be interpreted to be consistent with other Contract Documents, if possible, but these clarifications and assumptions take precedence over any other Contract Documents in the event of a clear and irreconcilable conflict.
2. It is assumed the Contract Documents issued by Brandstetter Carroll, Inc. comply with all applicable laws, codes (including the latest City, State, or Federal Approved Building Codes), and regulations of various governmental entities having jurisdiction over this project. The GMP excludes the cost of correcting any code violations or requests from building inspectors should they be encountered during construction, unless detailed in the contract documents.
3. GMP schedule is based on Medina City Council providing Ruhlin with approval on GMP #3 on or before April 30, 2025.
4. Applicable performance and payment bonds and Builder's Risk Insurance costs are included on the GMP as being provided by The Ruhlin Company.
5. The GMP is based on the Project Schedule with Date of April 7, 2025 and attached as Exhibit E to the GMP Amendment. The schedule is a baseline project schedule. Modifications and refinement to this schedule will be made based on Owner, Architect and Subcontractor coordination. Any work performed or contracted directly by the Owner, will be coordinated with Ruhlin in sufficient time to avoid impacting the overall Construction Progress Schedule or affecting specific Subcontract activities.
6. The GMP is based upon receiving all document deliverables from the Owner and Architect per the Project Schedule. A/E review period of Submittals shall not exceed (14) calendar days, A/E response time to Requests for Information shall not exceed (7) calendar days. Change Order pricing, change order proposal reviews and other deliverables that may have schedule implications; critical items requiring compressed review timeframes, will be identified on the submittal register and discussed during the weekly project team meetings.
7. The GMP is based on cooperation of the City of Medina Building Department, EPA and other AHJ's to allow continuation of the Work per the Project Schedule. Any impacts to the Project Schedule associated with the aforementioned entities may require time extensions and will be addressed on a case-by-case basis.
8. Ruhlin reserves the right to optimize the sequence of construction at any time. This may include re-arranging construction activities, adjustment of activity durations, and any other changes which will not affect the final delivery dates.

9. The GMP assumes that design changes will not be allowed on shop drawings/submittals or RFI responses without also issuing a Bulletin to the GMP basis documents. This is required so that all trade contractors are also made aware of the design changes that may impact on their work. In addition, this will ensure final design documents include subsequent design revisions for Medina City's records.
10. This GMP is based on all specified equipment and materials fitting within the dimensioned spaces identified on the documents, including all required tolerances and clearances.
11. The following items are to be provided by Owner and/or A/E:
 - a. CAD files, Drawings and Specifications in electronic format suitable for distribution at no cost.
 - b. All project related Professional Services, including environmental testing, third party Commissioning, air sampling for LEED, Special Inspections and Testing Services (soils, concrete, steel, masonry, curtain wall, fireproofing, Fire stopping, chamber testing, roofing, etc.).
 - c. Plan review fees, permitting and inspection costs.
 - d. All site, SWPPP, grading, building permit fees.
 - e. Utility tap, inspection fees, and capacity fees.
12. No shift work or overtime has been included based on the Project Schedule.
13. In the event, The Ruhlin Company needs to perform additional work to recover days, the following guidelines will be utilized for CMr Contingency:
 - a. Hours performed by the contractor greater than 40 cumulative hours for the week shall be considered overtime hours.
 - b. Hours worked by the contractor on a Saturday, regardless of total accumulated hours from the given work week are considered overtime hours.
14. All extended Subcontractor and Manufacturer warranties shall be "pass-through" warranties from the appropriate party; extended warranties by Ruhlin are not included in the GMP.
15. All contract and project documentation between the CM and the Owner will be electronically delivered. This includes all closeout documents, as-builts, O&M manuals, warranties, etc.
16. GMP is per the stated scope of work. However, this and any future GMP's will be cumulative, not mutually exclusive. The costs associated with items such as staffing, GC's, General Requirements, Contingency, etc. for the current GMP can be used in future GMP's. For example, contingency identified in this GMP can be utilized for items covered under future GMP Scope of Work.
17. All costs associated with Winter Weather Conditions, to include but not limited to: temporary heaters, fuel, admixtures, accelerators, hot water, blankets, tarps shall be covered under an allowance within GMP.
18. If add alternates are selected after the GMP approval, the completion date for the project will be reviewed on a case-by-case basis as some alternates could impact the schedule. All costs for alternates not accepted at the time of the GMP submission will need to be reevaluated after GMP approval if accepted.
19. The GMP Proposal pricing is based on the understanding that the entire project is sales tax-exempt as allowable under Ohio Revised Code and per Owner-issued certificate.

20. All loose furnishings or other items the Owner wants to salvage from the building shall be completed no later than February 25, 2025.

General Exclusions

1. Costs for any additional requirements, taxes, tariffs, or fees imposed under any statute, becoming effective after the date of the GMP Amendment.
2. The GMP does not assume any responsibility for the current conditions or integrity of the existing storm, sanitary, water, gas, or other existing utilities within or adjacent to the project.
3. The GMP does not include unforeseen impacts that may result from the COVID-19 or similar Coronavirus pandemic-like scenarios. We will take steps to minimize the cost or schedule impacts. This could include material lead times increasing, specific items becoming unavailable, availability of labor forces or other unknown impacts.
4. The GMP assumes that all items outside of the proposed work are code compliant. We do not include work to correct any deficiencies on site or in the existing structures beyond what has been identified in the basis documents of this GMP.
5. Private utility locating services are excluded. Ruhlin will contact OUPS to locate the existing utilities. Relocation, repairs or replacement of existing unidentified or unknown underground utilities, not shown to be performed within the basis documents, will be performed as change order work.
6. The GMP assumes the cost to eliminate any underground obstructions present on the site as unforeseen conditions, to be paid by the Owner.
7. No mock-ups are included in the GMP. Mock-up design drawings are to be prepared and provided by the Brandstetter Carroll, Inc. Change order pricing will be prepared for review/approval once mock-ups are identified.
8. No Pre-Construction Testing has been included in the GMP. Brandstetter Carroll, Inc. is to generate a list of desired systems that require pre-construction tests, with associated ASTM, ANSI, SMACNA, etc., industry standard and references.
9. Photographic Documentation of the Work is excluded.
10. Dumpsters for any Owner vendors and furnishings, fixtures and equipment.
11. The cost of the building permit is not included. It is assumed that any required demo and building permits will be in place to allow for the start of construction per the schedule. Contractor registration is required by City of Medina building department and has been included.

GMP #3 Clarifications.

1. Concrete walk removal and replacement at front of building is not called out in plans or specifications. GMP #3 includes removal of existing concrete sidewalk areas and replacement of approximately 2,900 sf of 4" concrete on granular base with mesh. No added coloring or special finishing is included.
2. No wood trim is shown to be replaced at upper areas of building exterior. An allowance of \$1,500 is recommended for labor & material to replace any deteriorated wood trim.
3. Existing sandstone pieces at sides of front steps are pushed out and in need of tuckpointing and resetting. An allowance of \$5,000 is recommended for labor & material to reset the sandstone and tuckpoint the joints.
4. Existing railing at the front steps is corroded and showing wear. An allowance of \$5,000 is recommended for labor & material to repair or replace the railing.
5. HVAC drawings show 8 locations at ground floor and 2 at penthouse where new louvers or duct penetrations are to be cut into block walls. An allowance of \$20,000 is included in the HVAC scope for sawcutting, demolition, lintels and masonry repairs.
6. GMP #3 pricing includes single crane mobilization to rig existing demolition materials down and set new HVAC equipment on the roof. This crane mobilization will be planned with City of Medina well in advance and carefully coordinated to minimize traffic impacts by starting at 6am but weekend/overtime work was not accounted for.
7. GMP #3 base pricing includes standard floor preparation for installing carpet & floor tile. Minor floor preparation and skim coating is assumed in subcontractor quote but much more floor leveling and surface preparation will be required to level various floors, infill demolished wall areas and old imperfections. An allowance of \$50,000 is recommended for labor and material for added floor preparation, which is just under \$2/sf. Ruhlin would carry this allowance separately for tracking outside the flooring contract.
8. Existing ceiling in law library is shown to remain but will need to be taken down to install new sprinkler lines and run plumbing above. An allowance of \$16,000 is recommended for labor & material to replace ceilings in this area with new (1,400 sf x \$12/sf).
9. Project plans indicate clock at penthouse is to be repaired. Currently no scope or manufacturer is available to quote repair or replacement. Allowance of \$2,500 is recommended for this work.
10. RFI #21 regarding existing plywood subfloor in deteriorated condition at north restrooms on 2nd & 3rd floor. Existing conditions will likely require the subfloor to be removed and replaced with new layers of subflooring. These costs are not in any bid package currently. An allowance of \$25,000 is recommended for this work.
11. RFI #25 regarding existing wall finishes to remain at perimeter walls on 2nd and 3rd floors. Existing conditions will likely require the finishes to be taken down to the block wall, then framed, insulated and new drywall hung and finished. An allowance of \$25,000 for patching the existing walls is currently in the carpentry package. An allowance of \$100,000 to completely remove the existing finishes, then reframe, insulate, hang and finish new drywall is recommended for this work.
12. RFI 28 regarding dimensions for concrete pads in mechanical room. No dimensions are shown. Concrete contractor is carrying 5 separate pads, 10'x10' in his pricing. Additional pads or dimensions are not included.

13. At bid time, the Audio/Video specifications were not clear enough to get complete bidding. An allowance of \$320,000 is recommended for this work.



EXHIBIT E – CONSTRUCTION SCHEDULE

MEDINA MUNICIPAL COURTHOUSE

GMP AMENDMENT #3

Sitework, Carpentry, Finishes, Mechanical, Electrical, Plumbing, Technology

The Construction Progress Schedule includes anticipated and projected Finish Milestone dates at this time. The dates and time periods pertinent to this GMP Amendt #3:

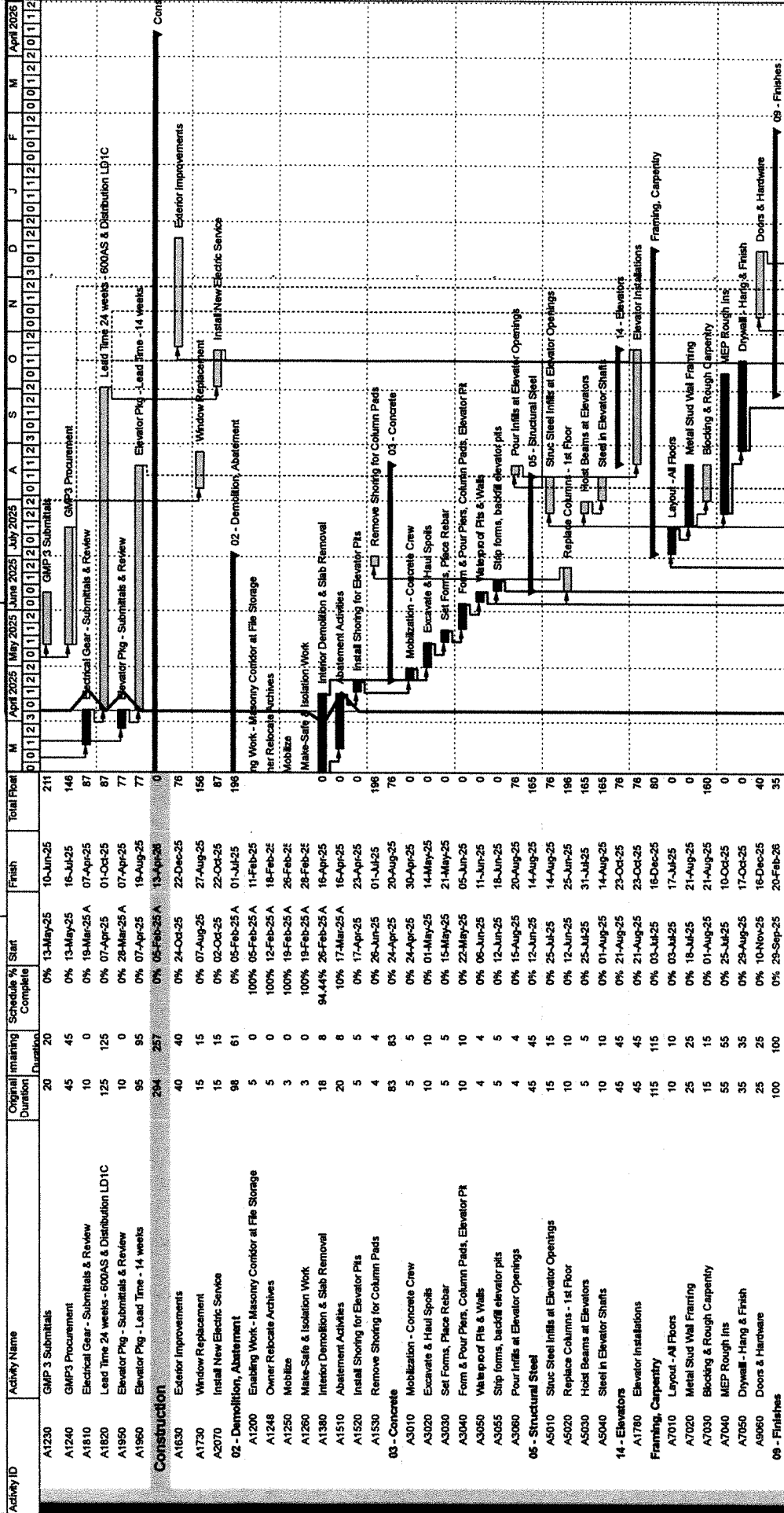
- Ruhlin to Deliver GMP to Medina City Council April 7, 2025
- Medina City Council to sign GMP, NTP April 29, 2025
- Begin wall layout for metal stud framing.....July 3, 2025
- Begin hanging drywall for interior wall partitions.....August 29, 2025
- Elevator inspection for temporary use.....November 25, 2025
- Substantial Completion..... March 13, 2026

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MEDINA MUNICIPAL COURTHOUSE

GMP #3 Schedule Updated April 7, 2025



Actual Level of Effort
 Actual Work
 Remaining Work
 Critical Remaining Work
 Milestone
 Summary



EXHIBIT F – OWNER ALLOWANCES

MEDINA MUNICIPAL COURTHOUSE

GMP AMENDMENT #3

Sitework, Carpentry, Finishes, Mechanical, Electrical, Plumbing, Technology

Below is a list of ALLOWANCES included within this Guaranteed Maximum Price Amendment submission.

All allowance expenditures require the review and prior approval of the Owner. CMR agrees to track, document, and communicate to Owner, all allowances included in this GMP, used and unused. Any unused Allowances shall be credited back to the Owner in the form of a deduct change order prior to request for final payment. Any costs to provide the listed services more than the amounts listed below will result in an increase change order to Ruhlin.

Allowances included within the Construction Manager's scope of work:

1. Allowance of \$1,500 for replacing wood trim at exterior of building
2. Allowance of \$5,000 for resetting sandstone and tuckpointing at front entry
3. Allowance of \$5,000 for repair or replacement of existing railing at front steps
4. Allowance of \$20,000 for cutting, patching and lintels for HVAC louvers and ductwork
5. Allowance of \$50,000 for floor preparation, infill, grinding.
6. Allowance of \$16,000 for replacing ceilings in law library area.
7. Allowance of \$2,500 for clock repair/replacement at front canopy.
8. Allowance of \$25,000 for subfloor replacement in 2nd & 3rd floor restrooms at north end

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9. Allowance of \$25,000 for wall patching/skim coating existing perimeter wall finishes indicated to remain.
10. Allowance of \$100,000 for full removal of remaining wall finishes at perimeter of 2nd and 3rd floor shown to remain, then frame, insulate, hang/finish drywall.
11. Allowance of \$500,000 for audio/video devices – supply, install and programming. Specifications were not clear enough at time to get complete bidding. This allowance is very conservative to work with various vendors and develop the spec to get a complete package.
12. Allowance of \$150,000 for any material supply constraints or escalations due to tariffs, trade wars, global supply chain issues unforeseen at time of GMP. This will be resolved by mid summer 2025.



REQUEST FOR COUNCIL ACTION

FROM: Patrick Patton

DATE: April 8, 2025

SUBJECT: Stormwater Ordinances



NO. RCA 25-089-4/14

COMMITTEE REFERRAL: Finance

This request asks Council to adopt three (3) storm water ordinances, specifically:

- 1. Comprehensive Stormwater Management
- 2. Erosion and Sediment Control
- 3. Illicit Discharge and Illegal Connection Control

In the summer of 2024, the Ohio EPA audited the City's stormwater program as part of our NPDES permit. One of the required actions coming out of that audit was for the City to update these three ordinances.

These ordinances will replace Chapter 1341.04: "Plans and maps required for improvements; erosion control". This request also asks to delete Chapter 1341.04 of the codified ordinances.

In addition, in the City's Subdivision Regulations, Section 1173.01: "Required Improvements" includes a table referencing code sections for various required improvements. The table should be modified to reference the new code sections (listed above) for the following improvements:

- Drainage Plan
- Drainage & Grading
- Storm Systems

Thank you for your consideration.

ESTIMATED COST: No cost

SUGGESTED FUNDING:

Sufficient Funds in Account Number:

Transfer Needed from: to:

New Appropriation Account Number:

Emergency Clause Requested: No
Reason:

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

CHAPTER XXXX

Comprehensive Stormwater Management

- XXXX.01** Purpose and scope.
- XXXX.02** Definitions.
- XXXX.03** Disclaimer of liability.
- XXXX.04** Conflicts, severability, nuisances and responsibility.
- XXXX.05** Development of Comprehensive Stormwater Management Plans.
- XXXX.06** Application procedures.
- XXXX.07** Compliance with State and Federal regulations.
- XXXX.08** Comprehensive Stormwater Management Plans.
- XXXX.09** Performance standards.
- XXXX.10** Alternative actions.
- XXXX.11** Easements.
- XXXX.12** Maintenance and final inspection approval.
- XXXX.13** On-going inspections.
- XXXX.14** Fees.
- XXXX.15** Bond.
- XXXX.16** Installation of water quality best management practices.
- XXXX.17** Violations.
- XXXX.18** Appeals.
- XXXX.99** Penalty.

CROSS REFERENCES

Erosion and sediment control - see Ch. **XXXX**

XXXX.01 PURPOSE AND SCOPE.

(a) The purpose of this regulation is to establish technically feasible and economically reasonable stormwater management standards to achieve a level of stormwater quality and quantity control that will minimize damage to property and degradation of water resources and will promote and maintain the health, safety, and welfare of the citizens of the City of Medina:

(b) This regulation requires owners who develop or re-develop their property within the City of Medina to:

(1) Control stormwater runoff from their property and ensure that all stormwater control measures (SCMs) are properly designed, constructed, and maintained.

(2) Reduce water quality impacts to receiving water resources that may be caused by new development or redevelopment activities.

(3) Control the volume, rate, and quality of stormwater runoff originating from their property so that surface water and ground water are protected, and flooding and erosion potential are not increased.

(4) Minimize the need to construct, repair, and replace subsurface storm drain systems.

(5) Preserve natural infiltration and ground water recharge, and maintain subsurface flow that replenishes water resources, except in slippage prone soils.

(6) Incorporate stormwater quality and quantity controls into site planning and design at the earliest possible stage in the development process.

(7) Reduce the expense of remedial projects needed to address problems caused by inadequate stormwater management.

(8) Maximize use of SCMs that serve multiple purposes including, but not limited to, flood control, erosion control, fire protection, water quality protection, recreation, and habitat preservation.

(9) Design sites to minimize the number of stream crossings and the width of associated disturbance in order to minimize the City of Medina's future expenses related to the maintenance and repair of stream crossings.

(10) Maintain, promote, and re-establish conditions necessary for naturally occurring stream processes that assimilate pollutants, attenuate flood flows, and provide a healthy water resource.

(c) This regulation shall apply to all parcels used or being developed, either wholly or partially, for new or relocated projects involving highways and roads; subdivisions or larger common plans of development; industrial, commercial, institutional, or residential projects; building activities on farms; redevelopment activities; grading; and all other uses that are not specifically exempted in Section XXXX.01.

(d) Public entities, including the State of Ohio, Medina County, and the City of Medina shall comply with this regulation for linear projects within public rights-of-way (e.g. roadway and sidewalk projects).

(e) This regulation does not require a Comprehensive Stormwater Management Plan for linear construction projects, such as pipeline or utility line installation, that do not result in the installation of impervious surface as determined by the City Engineer. Such projects

must be designed to minimize the number of stream crossings and the width of disturbance. Linear construction projects must comply with the requirements of Chapter XXXX Erosion and Sediment Control.

(f) This regulation does not apply to activities regulated by, and in compliance with, the Ohio Agricultural Sediment Pollution Abatement Rules.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.02 DEFINITIONS.

The definitions contained in Ohio Environmental Protection Agency ("Ohio EPA")'s Construction General Permit entitled "Authorization for Storm Water Discharges Associated with Construction Activity under the National Pollutant Discharge Elimination System" and Ohio EPA's Municipal Separate Storm Sewer (MS4) Permit entitled "Authorization for Small Municipal Separate Storm Sewer Systems to Discharge Stormwater Under the National Pollutant Discharge Elimination System" in effect at the time a permit is applied for under this chapter shall apply to this chapter and the following definitions shall also apply:

- (a) **ACRE:** A measurement of area equaling 43,560 square feet.
- (b) **AS-BUILT SURVEY:** A survey shown on a plan or drawing prepared by a Registered Professional Surveyor indicating the actual dimensions, elevations, and locations of any structures, underground utilities, swales, detention facilities, and sewage treatment facilities after construction has been completed.
- (c) **CLEAN WATER ACT:** Pub. L. 92-500, as amended Pub. L. 95-217, Pub. L. 95-576, Pub. L. 96-483, Pub. L. 97-117, and Pub. L. 100-4, 33 U.S.C. 1251 et. seq. Formally referred to as the Federal Water Pollution Control Act or the Federal Water Pollution Control Act Amendments of 1972.
- (d) **CITY:** The City of Medina, its designated representatives, boards, or commissions.
- (e) **COMMUNITY:** The City of Medina, its designated representatives, boards, or commissions.
- (f) **COMPREHENSIVE STORMWATER MANAGEMENT PLAN:** The written document and plans meeting the requirements of this regulation that sets forth the plans and practices to minimize stormwater runoff from a development area, to safely convey or temporarily store and release post-development runoff at an allowable rate to minimize flooding and stream bank erosion, and to protect or improve stormwater quality and stream channels.
- (g) **CONSTRUCTION GENERAL PERMIT:** The most recent General National Pollutant Discharge Elimination System (NPDES) permit for authorization of stormwater discharges associated with construction activities issued by Ohio EPA (Ohio EPA Permit #OHC000006 and its successors)

(h) **CRITICAL STORM:** A storm that is determined by calculating the percentage increase in volume of runoff by a proposed development area for the one (1) year twenty-four (24) hour event. The critical storm is used to calculate the maximum allowable stormwater discharge rate from a developed site.

(i) **DEVELOPMENT AREA:** A parcel or contiguous parcels owned by one person or persons, or operated as one development unit, and used or being developed for commercial, industrial, residential, institutional, or other construction or alteration that changes runoff characteristics.

(j) **DEVELOPMENT DRAINAGE AREA:** A combination of each hydraulically unique watershed with individual outlet points on the development area.

(k) **DISTURBED AREA:** An area of land subject to erosion due to the removal of vegetative cover and/or soil disturbing activities.

(l) **DRAINAGE:** The removal of excess surface water or groundwater from land by surface or subsurface drains.

(m) **EROSION:** The process by which the land surface is worn away by the action of wind, water, ice, gravity, or any combination of those forces.

(n) **FINAL STABILIZATION:** All soil disturbing activities at the site have been completed and a uniform perennial vegetative cover with a density of at least eighty percent (80%) coverage for the area has been established or equivalent stabilization practices, such as the use of mulches or geotextiles, have been employed.

(o) **GRADING:** The process in which the topography of the surface of the land is altered to a new slope.

(p) **IMPERVIOUS COVER:** Any surface that cannot effectively absorb or infiltrate water. This may include roads, streets, parking lots, rooftops, sidewalks, and other areas not covered by vegetation.

(q) **LARGER COMMON PLAN OF DEVELOPMENT:** A contiguous area where multiple separate and distinct construction activities may be taking place at different times on different schedules under one plan.

(r) **MAXIMUM EXTENT PRACTICABLE (MEP):** The level of pollutant reduction that operators of small municipal separate storm sewer systems regulated under 40 C.F.R. Parts 9, 122, 123, and 124, referred to as NPDES Stormwater Phase II, must meet.

(s) **MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4):** A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) that are:

(1) Owned or operated by the federal government, state, municipality, township, county, district, or other public body (created by or pursuant to state or federal law) including a special district under state law such as a sewer district, flood control district or

drainage districts, or similar entity, or a designated and approved management agency under section 208 of the Clean Water Act that discharges into water resources; and

- (2) Designed or used for collecting or conveying solely stormwater,
- (3) Which is not a combined sewer, and
- (4) Which is not a part of a publicly owned treatment works.

(t) **NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES):** A regulatory program in the Federal Clean Water Act that prohibits the discharge of pollutants into surface waters of the United States without a permit.

(u) **NONSTRUCTURAL STORMWATER CONTROL MEASURE (SCM):** Any technique that uses natural processes and features to prevent or reduce the discharge of pollutants to water resources and control stormwater volume and rate.

(v) **OHIO RAINWATER AND LAND DEVELOPMENT:** Ohio's standards for stormwater management, land development, and urban stream protection. The most current edition of these standards shall be used with this regulation.

(w) **OWNER or OPERATOR:** Any party associated with a construction project that meets either of the following two criteria:

(1) The party has operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications; or

(2) The party has day-to-day operational control of those activities at a project which are necessary to ensure compliance with A Stormwater Pollution Prevention Plan (SWP3) for the site or other permit conditions (e.g. they are authorized to direct workers at a site to carry out activities required by the SWP3 or comply with other permit conditions.)

(x) **POST-DEVELOPMENT:** The conditions that exist following the completion of soil disturbing activity in terms of topography, vegetation, land use, and the rate, volume, quality, or direction of stormwater runoff.

(y) **PRE-CONSTRUCTION MEETING:** Meeting prior to construction between all parties associated with the construction of the project including government agencies, contractors and owners to review agency requirements and plans as submitted and approved.

(z) **PRE-DEVELOPMENT:** The conditions that exist prior to the initiation of soil disturbing activity in terms of topography, vegetation, land use, and the rate, volume, quality, or direction of stormwater runoff.

(aa) **PROFESSIONAL ENGINEER:** A Professional Engineer registered in the State of Ohio with specific education and experience in water resources engineering, acting in conformance with the Code of Ethics of the Ohio State Board of Registration for Engineers and Surveyors.

(bb) **REDEVELOPMENT:** Sites that have been previously developed where no post construction SCMs were installed shall either ensure a twenty percent (20%) net reduction

of site impervious area, provide for treatment of at least twenty percent (20%) of the WQv, or a combination of the two (2). A one-for-one credit towards the twenty percent (20%) net reduction of impervious area can be obtained through the use of green roofs and/or pervious pavement. Where projects are a combination of new development and redevelopment, the total WQv that must be treated shall be calculated by a weighted average based on acreage with the new development at one hundred percent WQv and redevelopment at twenty percent (20%) WQv.

(cc) **RIPARIAN AREA:** Naturally vegetated land adjacent to any brook, creek, river, or stream having a defined bed and bank that, if appropriately sized, helps to stabilize streambanks, limit erosion, reduce flood size flows, and/or filter and settle out runoff pollutants, or performs other functions consistent with the purposes of this regulation.

(dd) **RIPARIAN AND WETLAND SETBACK:** A designated transition area around water resources left in a natural, usually vegetated, state so as to protect the water resources from runoff pollution.

(ee) **RUNOFF:** The portion of rainfall, melted snow, or irrigation water that flows across the ground surface and is eventually returned to water resources.

(ff) **SEDIMENT:** The soils or other surface materials that can be transported or deposited by the action of wind, water, ice, or gravity as a product of erosion.

(gg) **SEDIMENTATION:** The deposition of sediment in water resources.

(hh) **SITE OWNER or OPERATOR:** Any individual, corporation, firm, trust, commission, board, public or private partnership, joint venture, agency, unincorporated association, municipal corporation, county or state agency, the federal government, other legal entity, or an agent thereof that is responsible for the overall construction site.

(ii) **SOIL DISTURBING ACTIVITY:** Clearing, grading, excavating, filling, or other alteration of the earth's surface where natural or human made ground cover is destroyed and that may result in, or contribute to, increased stormwater quantity and/or decreased stormwater quality.

(jj) **STABILIZATION:** The use of Stormwater Control Measures that reduce or prevent soil erosion by stormwater runoff, trench dewatering, wind, ice, gravity, or a combination thereof.

(kk) **STORMWATER:** Defined at 40 CFR 122.26(b)(13) and means stormwater runoff, snow melt runoff and surface runoff and drainage.

(ll) **STORMWATER CONTROL MEASURE (SCM):** A structure or area designed to remove pollutants from stormwater and/or reduce stormwater flow rates. SCMs are a subset of Best Management Practices (BMPs) as defined in the Construction General Permit.

(mm) **STRUCTURAL STORMWATER CONTROL MEASURE (SCM):** Any constructed facility, structure, or device that prevents or reduces the discharge of pollutants to water resources and controls stormwater volume and rate.

(nn) **SURFACE WATER OF THE STATE:** Also Water Resource. Any stream, lake, reservoir, pond, marsh, wetland, or other waterway situated wholly or partly within the boundaries of the state, except those private waters which do not combine or affect a junction with surface water. Waters defined as sewerage systems, treatment works or disposal systems in Section 6111.01 of the Ohio Revised Code are not included.

(oo) **TOTAL MAXIMUM DAILY LOAD (TMDL):** The sum of the existing and/or projected point source, nonpoint source, and background loads for a pollutant to a specified watershed, water body, or water body segment. A TMDL sets and allocates the maximum amount of a pollutant that may be introduced into the water and still ensures attainment and maintenance of water quality standards.

(pp) **WATER QUALITY VOLUME:** "Water Quality Volume (WQv)" means the volume of stormwater runoff which must be captured and treated prior to discharge from the developed site after construction is complete. WQv is based on the expected runoff generated by the mean storm precipitation volume from post-construction site conditions at which rapidly diminishing returns in the number of runoff events captured begins to occur.

(qq) **WATER RESOURCE:** Also SURFACE WATER OF THE STATE. Any stream, lake, reservoir, pond, marsh, wetland, or waterway situated wholly or partly within the boundaries of the state, except those private waters which do not combine or affect a junction with surface water. Waters defined as sewerage systems, treatment works or disposal systems in Section 6111.01 of the Ohio Revised Code are not included.

(rr) **WATER RESOURCE CROSSING:** Any bridge, box, arch, culvert, truss, or other type of structure intended to convey people, animals, vehicles, or materials from one side of a watercourse to another. This does not include private, non-commercial footbridges or pole mounted aerial electric or telecommunication lines, nor does it include below grade utility lines.

(ss) **WATERSHED:** The total drainage area contributing stormwater runoff to a single point.

(tt) **WETLAND:** Those areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions, including swamps, marshes, bogs, and similar areas (40 CFR 232, as amended).

(uu) **WETLAND CONSULTANT:** Individuals competent in the areas of botany, hydric soils and wetland hydrology that provide professional services or advice, and meet the education and professional experience requirements as required by the Society of Professional Wetland Scientists.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.03 DISCLAIMER OF LIABILITY.

(a) Compliance with the provisions of this regulation shall not relieve any person from responsibility for damage to any person otherwise imposed by law. The provisions of this regulation are promulgated to promote the health, safety, and welfare of the public and are not designed for the benefit of any individual or any particular parcel of property.

(b) By approving a Comprehensive Stormwater Management Plan under this regulation, the City of Medina does not accept responsibility for the design, installation, and operation and maintenance of SCMs.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.04 CONFLICTS, SEVERABILITY, NUISANCES AND RESPONSIBILITY.

(a) Where this regulation is in conflict with other provisions of law or ordinance or requirements in the Construction General Permit, the most restrictive provisions, as determined by the City of Medina, shall prevail.

(b) If any clause, section, or provision of this regulation is declared invalid or unconstitutional by a court of competent jurisdiction, the validity of the remainder shall not be affected thereby.

(c) This regulation shall not be construed as authorizing any person to maintain a nuisance on their property, and compliance with the provisions of this regulation shall not be a defense in any action to abate such a nuisance.

(d) Failure of the City of Medina to observe or recognize hazardous or unsightly conditions or to recommend corrective measures shall not relieve the site owner from the responsibility for the condition or damage resulting therefrom, and shall not result in the City of Medina, its officers, employees, or agents being responsible for any condition or damage resulting therefrom.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.05 DEVELOPMENT OF COMPREHENSIVE STORM WATER MANAGEMENT PLANS.

(a) This regulation requires that a Comprehensive Stormwater Management Plan be developed and implemented for all commercial and industrial site development and all soil disturbing activities disturbing one (1) or more acres of total land, or less than one (1) acre if part of a larger common plan of development or sale disturbing one (1) or more acres of total land, and on which any regulated activity of Section XXXX.01 (C) is proposed. The City Engineer reserves the right to require a comprehensive stormwater management plan on sites disturbing less than 1 acre.

(b) The City of Medina shall administer this regulation, shall be responsible for determination of compliance with this regulation, and shall issue such notices and orders

as may be necessary. The City of Medina may consult with the Medina County SWCD, state agencies, private engineers, stormwater districts, or other technical experts as necessary in reviewing the Comprehensive Stormwater Management Plan. Any and all fees or expenses incurred by the City of Medina to administer or enforce this ordinance shall be the responsibility of the owner.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.06 APPLICATION PROCEDURES.

(a) **Pre-Application Meeting:** The owner shall attend a Pre-Application Meeting, if required by the City of Medina Engineer or requested by the owner, to discuss the proposed project, review the requirements of this regulation, identify unique aspects of the project that must be addressed during the review process, and establish a preliminary review and approval schedule.

(b) **Preliminary Comprehensive Stormwater Management Plan:** The owner shall submit two (2) sets of a Preliminary Comprehensive Stormwater Management Plan (Preliminary Plan) and the applicable fees to the City Finance Department. The Preliminary Plan shall show the proposed property boundaries, setbacks, dedicated open space, public roads, water resources, stormwater control facilities, and easements in sufficient detail and engineering analysis to allow the City Engineer to determine if the site is laid out in a manner that meets the intent of this regulation and if the proposed SCMs are capable of controlling runoff from the site in compliance with this regulation. The owner shall submit two (2) sets of the Preliminary Plan and applicable fees as follows:

(1) For subdivisions: In conjunction with the submission of the preliminary plat.

(2) For other construction projects where the development or redevelopment plan will result in the installation of impervious area, artificial turf or permeable pavement systems: In conjunction with the application for a building permit.

(3) For general clearing projects: Prior to commencement of any clearing/demolition activities or in conjunction with the application for a permit.

(c) **Final Comprehensive Stormwater Management Plan:** The owner shall submit two (2) sets of a Final Comprehensive Stormwater Management Plan (Final Plan) and the applicable fees to the Finance Department conjunction with the submittal of the preliminary plat and improvement plans. The Final Plan shall meet the requirements of Section XXXX.08 and shall be approved by the City Engineer prior to approval of the final plat and/or before issuance of a building permit by the Building Inspector.

(d) **Review and Comment:** The City Engineer shall review the Preliminary and Final Plans submitted, and shall approve or return for revisions with comments and recommendations for revisions. A Preliminary or Final Plan rejected because of deficiencies shall receive a narrative report stating specific problems and the procedures for filing a revised Preliminary or Final Plan.

(e) Approval Necessary: Land clearing and soil-disturbing activities shall not begin and building permits shall not be issued without an approved Comprehensive Stormwater Management Plan.

(f) Sublots Will Not Proceed: Comprehensive Stormwater Management Plans for individual sublots in a subdivision will not be approved and building permits will not be issued unless the larger common plan of development or sale containing the subplot is in compliance with this regulation.

(g) Valid for Two Years: Approvals issued in accordance with this regulation shall remain valid for two (2) years from the date of approval or as stipulated in the Construction General Permit.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.07 COMPLIANCE WITH STATE AND FEDERAL REGULATIONS.

Approvals issued in accordance with this regulation do not relieve the owner of responsibility for obtaining all other necessary permits and/or approvals from other federal, state, and/or county agencies. If requirements vary, the most restrictive shall prevail. These permits may include, but are not limited to, those listed below. Owners are required to show proof of compliance with these regulations before the City of Medina will issue a building or zoning permit.

(a) Ohio Environmental Protection Agency (Ohio EPA) National Pollutant Discharge Elimination System (NPDES) Permits authorizing stormwater discharges associated with construction activity or the most current version thereof: Proof of compliance with these requirements shall be the owner's Notice of Intent (NOI) number from Ohio EPA, a copy of the Ohio EPA Director's Authorization Letter for the NPDES Permit, or a letter from the site owner certifying and explaining why the NPDES Permit is not applicable.

(b) Section 401 of the Clean Water Act: Proof of compliance shall be a copy of the Ohio EPA Water Quality Certification application tracking number, public notice, project approval, or a letter from the site owner certifying that a qualified professional has surveyed the site and determined that Section 401 of the Clean Water Act is not applicable. Wetlands, and other waters of the United States, shall be delineated by protocols accepted by the U.S. Army Corps of Engineers at the time of application of this regulation.

(c) Ohio EPA Isolated Wetland Permit: Proof of compliance shall be a copy of Ohio EPA's Isolated Wetland Permit application tracking number, public notice, project approval, or a letter from the site owner certifying that a qualified professional has surveyed the site and determined that Ohio EPA's Isolated Wetlands Permit is not applicable. Isolated wetlands shall be delineated by protocols accepted by the U.S. Army Corps of Engineers at the time of application of this regulation.

(d) Section 404 of the Clean Water Act: If an Individual Permit is required for the development project, proof of compliance shall be a copy of the U.S. Army Corps of

Engineers Individual Permit application, public notice, or project approval. If an Individual Permit is not required, the site owner shall submit proof of compliance with the U.S. Army Corps of Engineer's Nationwide Permit Program. This shall include one of the following:

(1) A letter from the site owner certifying that a qualified Professional Wetland Consultant has surveyed the site and found no waters of the United States.

(2) A site plan showing that any proposed fill of waters of the United States conforms to the general and special conditions specified in the applicable Nationwide Permit. Wetlands, and other waters of the United States, shall be delineated by protocols accepted by the U.S. Army Corps of Engineers at the time of application of this regulation.

(e) Ohio Dam Safety Law: Proof of compliance shall be a copy of the ODNR Division of Soil and Water Resources permit application tracking number, a copy of the project approval letter from the ODNR Division of Soil and Water Resources, or a letter from the site owner certifying and explaining why the Ohio Dam Safety Law is not applicable.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.08 COMPREHENSIVE STORM WATER MANAGEMENT PLANS.

(a) Comprehensive Stormwater Management Plan Required. The applicant shall develop a Comprehensive Stormwater Management Plan describing how the quantity and quality of stormwater will be managed after construction is completed for every discharge from the site and/or into a water resource or small municipal separate storm sewer system (MS4). The Comprehensive Stormwater Management Plan must meet the requirements found in the Construction General Permit and these regulations:

(b) A pre-construction SWP3 review and approval of all projects from construction activities that result in a land disturbance of greater than or equal to one acre, and from construction activities which are part of a larger common plan of development or sale that will disturb one acre or more, to ensure that required post-construction controls are designed per requirements. An objective tool such as software or checklist shall be used to document each SWP3 review. Documentation of any communications regarding review and plan revisions shall be maintained.

(c) These applicable sites shall be inspected to ensure that controls are installed per requirements. An objective tool such as software or checklist shall be used to document each site inspection to ensure all conditions of OHC00006 are addressed.

(d) Preparation by Professional Engineer: The Comprehensive Stormwater Management Plan shall be prepared by a Registered Professional Engineer registered in the state of Ohio and include supporting calculations, plan sheets, and design details. To the extent necessary, as determined by the City Engineer, a site survey shall be performed by a Registered Professional Surveyor registered in the state of Ohio to establish boundary lines, measurements, or land surfaces.

(e) **Community Procedures:** The City Engineer shall prepare and maintain procedures providing specific criteria and guidance to be followed when designing the stormwater management system for the site. These procedures may be updated from time to time, at the discretion of the City Engineer based on improvements in engineering, science, monitoring, and local maintenance experience. The City Engineer shall make the final determination of whether the SCMs proposed in the Comprehensive Stormwater Management Plan meet the requirements of this regulation. The City Engineer may also maintain a list of acceptable SCMs that meet the criteria of this ordinance to be used in the City of Medina.

(f) **Contents of the Comprehensive Stormwater Management Plan:** The Comprehensive Stormwater Management Plan must contain all elements and meet all requirements specified in the Construction General Permit and the following requirements: (Where there are conflicts the most restrictive provisions, as determined by the City of Medina shall prevail)

(1) **Location Information:** The application shall note the phase, if applicable, of the overall development plan and list subplot numbers if project is a subdivision.

(2) **Site maps and SCM design plans:** It is preferred that all SCMs and the entire site be shown on one plan sheet to allow a complete view of the site during plan review. If a smaller scale is used to accomplish this, separate sheets providing an enlarged view of areas on individual sheets should also be provided. Existing and proposed drainage patterns and any relevant offsite SCMs should be depicted. For each SCM, include the following:

- a. An individual identification number
- b. Location and size, including detail drawings, maintenance requirements during and after construction, and design calculations, all where applicable.
- c. Final site conditions and detail drawings of stormwater inlets and permanent SCMs. Details of SCMs shall be drawn to scale and shall show relevant volumes, elevations and sizes of contributing drainage areas.
- d. A completed Ohio EPA WQv Calculator Spreadsheet and/or Runoff Reduction Spreadsheet or other equivalent compliance tools provided by Ohio EPA.
- e. Any other structural and/or non-structural SCMs necessary to meet the design criteria in this regulation and any supplemental information requested by the City Engineer.

(3) **Required Calculations:** The applicant shall submit calculations for projected stormwater runoff flows, volumes, and timing into and through all SCMs for flood control, channel protection, water quality, and the condition of the habitat, stability, and incision of each water resource and its floodplain. These submittals shall be completed for both pre- and post-development land use conditions and shall include the underlying assumptions and hydrologic and hydraulic methods and parameters used for these calculations. The applicant shall also include critical storm determination and demonstrate that the runoff

from offsite areas have been considered in the calculations. For each SCM, identify the drainage area and size in acres, percent impervious cover within the drainage area, volumetric runoff coefficient, peak discharge, and the time of concentration for each subwatershed. Pervious and impervious areas should be treated as separate subwatersheds unless allowed at the discretion of the City Engineer. Identify the SCM surface area, discharge and dewatering time, outlet type and dimensions.

(4) An Inspection and Maintenance Agreement: Binding on the owner and all subsequent owners of lands served by the system of SCMs designed for the site. Such Agreements between the City and the Owner shall be stand-alone documents, shall include all post-construction SCMs, shall be recorded with the deed of the property(s) within the site, and shall provide and stipulate the following:

A. The location of each SCM, including those SCMs permitted to be located in, or within fifty (50) feet of, water resources and identification of the drainage area served by each SCM.

B. The method of funding long-term maintenance and inspections of all SCMs.

C. Features of the design that facilitate maintenance of the practice. Include a plan for providing an area for dewatering of dredged sediment, or the need to truck sediment directly from the site.

D. A schedule for regular maintenance for each aspect of the stormwater management system and description of routine and non-routine maintenance tasks to ensure continued performance of the system as is detailed in the approved Comprehensive Stormwater Management Plan. This schedule may include additional standards, as required by the City Engineer, to ensure continued performance of SCMs permitted to be located in, or within fifty (50) feet of, water resources.

E. Additional standards, as required by the City Engineer, to ensure continual performance of stormwater management practices permitted to be located in, or within fifty (50) feet of, water resources.

F. Identification of the landowner(s), organization, or entity responsible for long-term maintenance, including repairs, of the SCMs.

G. The location and documentation of all access and maintenance easements on the property.

H. The landowner(s), organization, or municipality shall maintain SCMs in accordance with this regulation.

I. A prohibition on alteration of the practice without prior written approval from the City Engineer.

J. The location and documentation of all access and maintenance easements on the property that allows the City of Medina access to the SCM at reasonable times for inspections to document the condition of the practice and to ensure it is functioning as originally designed and approved.

K. Permission for City of Medina to enter upon the property and take whatever action is deemed necessary to maintain facilities that do not perform as specified in the Inspection and Maintenance Agreement, and to be reimbursed by the property owner(s) served by the facility for all expenses incurred within ten (10) days of receipt of invoice from the City of Medina.

L. A release of the City of Medina from all damages, accidents, casualties, occurrences, or claims that might arise or be asserted against said parties from the construction, presence, existence, or maintenance of the SCMs.

M. Alteration or termination of these stipulations is prohibited. The applicant owner must provide a draft of this Inspection and Maintenance Agreement as part of the Comprehensive Stormwater Management Plan submittal. Once a draft is approved, the City Engineer will submit the final version to City Council for approval. Once approved by Council, the City will cause the agreement to be recorded. Once it is recorded, the City will complete final inspection approval of the site.

N. Annual Inspection. There will be an annual inspection of all SCMs indicated in the CSWM. A SCM, in this case, shall be considered all stormwater facilities used for the purpose of water quality as decided upon by the City Engineer. Examples of SCMs requiring annual inspections are wet ponds, dry ponds, sand filters, bio-swales, and constructed wetlands. The City Engineer may require inspections to be performed more regularly if deemed necessary.

1. The landowner(s) or organization shall use a stormwater certified person (e.g., P.E., CESSWI, CPESC), as approved by the City Engineer, for annual stormwater inspections.

2. The Stormwater Inspector shall use the SCM checklists available from the City Engineer.

3. It is deemed a violation of this Section if the City does not receive the annual inspection report before August 1 of each year. In such an event, the City has the authority to enter upon the property to conduct any inspections as necessary to verify that the SCMs are being operated and maintained in accordance with this Chapter and charge the responsible party accordingly. Any accounts that are over thirty (30) days delinquent may be certified to the County Auditor, who shall then place the same on the tax duplicate of the County, with interest as allowed by law, to be collected as taxes are collected.

O. Annual Report. Following the annual inspection, the landowner(s) or organization shall submit an annual stormwater report to the City Engineer. This report shall contain the following:

1. The annual inspection form by a stormwater certified person;
2. Listing of all corrective actions coming from the annual inspection listed as either high priority or normal priority;
3. Records of all regular maintenance performed throughout the year;
4. Records of normal priority corrective actions from the previous year;

5. Contact information of party submitting report.

6. The City shall maintain public records of these annual stormwater reports for a period of five (5) years.

7. The City Engineer, or his designated appointee, will inspect all SCMs every five (5) years to ensure the integrity of the annual inspections.

P. Corrective Actions. Corrective actions created by the annual inspection report shall be listed as either high priority or normal priority.

1. High priority items shall be corrected within three (3) months of the date of the inspection report unless allowed further time by the City Engineer. The certified Stormwater Inspector shall submit a letter to the City Engineer when any high priority item is completed so that the City Engineer can personally inspect.

2. Normal priority items shall be corrected before the next annual inspection and will be listed in the next annual stormwater report.

3. The City is authorized to enter upon the property and to perform the corrective actions identified in the inspection report if the landowner(s) or organization responsible for maintenance does not make the required corrections in the specified time period. In addition to any other penalty provided for in this Chapter, the City shall be reimbursed by the landowner(s) or organization responsible for maintenance for all expenses incurred within ten days of receipt of invoice from the City.

(5) Inspection and Maintenance Plan: This plan will meet the requirements of the Construction General Permit and will be developed by the applicant and reviewed by the City Engineer. Maintenance requirements of each SCM during and after construction should be included. Once the Inspection and Maintenance Plan is approved, a recorded copy of the plan must be provided to the property owner or association that will be responsible for long-term operations and maintenance of the BMP and submitted to the City Engineer as part of the final inspection approval as described in XXXX.12.

(6) List of all contractors and subcontractors before construction: Prior to construction or before the preconstruction meeting, provide the list of all contractors and subcontractors and their names, addresses, and phones involved with the implementation of the Comprehensive Stormwater Management Plan including a written document containing signatures of all parties as proof of acknowledgment that they have reviewed and understand the requirements and responsibilities of the Comprehensive Stormwater Management Plan.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.09 PERFORMANCE STANDARDS.

(a) **Stormwater Design General Information.** No person shall develop any real property or connect or cause to be connected any building or other structure, either directly or indirectly, with a drain for the removal of surface, roof, ground or other water to be discharged into a ditch, swale, waterway, stream or an existing storm drainage system for such real property, without complying with the performance standards and paying the charges set forth in this chapter.

(b) **General:** All components of the stormwater system, including SCMs for storage, treatment and control, and conveyance facilities, shall be designed to prevent structure flooding during the 100-year, 24-hour storm event; to maintain predevelopment runoff patterns, flows, and volumes; to meet the requirements of the Construction General Permit; and to meet the following criteria:

(1) **Integrated practices that minimize degradation of water resources.** The SCMs shall function as an integrated system that controls flooding and minimizes the degradation of the physical, biological, and chemical integrity of the water resources receiving stormwater discharges from the site. Acceptable SCMs shall:

A. Not disturb riparian areas, unless the disturbance is intended to support a watercourse restoration project.

B. Maintain predevelopment hydrology and groundwater recharge on as much of the site as practicable. Where feasible, bioretention, permeable pavement with infiltration, underground storage with infiltration, infiltration trenches, infiltration basins, and/or rainwater harvesting must be the water quality SCMs used. Separate SCMs may be used for peak discharge control and water quality treatment.

C. Only install new impervious surfaces and compact soils where necessary to support the future land use.

D. Compensate for increased runoff volumes caused by new impervious surfaces and soil compaction by reducing stormwater peak flows to less than predevelopment levels.

E. Be designed according to the methodology included in the most current edition of the *Ohio Rainwater and Land Development* manual or another design manual acceptable for use by the City and Ohio EPA. SCMs that meet the criteria in this regulation, and additional criteria required by the City Engineer, shall comply with this regulation. Owners may propose alternative practices if they demonstrate to the satisfaction of the City Engineer and Ohio EPA that these practices also meet the above criteria.

(2) **SCMs designed for final use:** SCMs shall be designed to achieve the stormwater management objectives of this regulation, to be compatible with the proposed post-construction use of the site, to protect the public health, safety, and welfare, and to function safely with routine maintenance.

(3) **Stormwater management for all lots:** Areas developed for a subdivision, as defined in the Codified Ordinances of the City of Medina, Part Eleven, Title Three – Subdivision

Regulations, shall provide stormwater management and water quality controls for the development of all subdivided lots. This shall include provisions for lot grading and drainage that prevent structure flooding during the 100-year, 24-hour storm; and maintain, to the extent practicable, the pre-development runoff patterns, volumes, and peaks from each lot.

(4) Stormwater facilities in water resources: SCMs shall not be constructed in water resources unless the owner obtains all appropriate permits from the Ohio EPA, the U.S. Army Corps, and other applicable federal, state, and local agencies, and the activity is in compliance with Chapter XXXX Erosion and Sediment control requirements and the City of Medina's riparian setback requirements, all as determined by the City Engineer.

(5) Stormwater facilities in the floodplain: Stormwater facilities constructed, manufactured or otherwise, that provide treatment of the water quality volume, detention, retention, and/or infiltration, and all related activities, shall not be constructed in any special flood hazard area, as defined in Chapter 1379 Flood Damage Regulations.

(6) Stormwater ponds and surface conveyance channels: All stormwater pond and surface conveyance designs must provide a minimum of one (1) foot freeboard above the projected peak stage within the facility during the 100-year, 24-hour storm. When designing stormwater ponds and conveyance channels, the owner shall consider public safety as a design factor and alternative designs must be implemented where site limitations would preclude a safe design.

(7) Exemption: The site where soil-disturbing activities are conducted shall be exempt from the requirements of Section XXXX.09 if it can be shown to the satisfaction of the City Engineer that the site is part of a larger common plan of development where the stormwater management requirements for the site are provided by an existing SCM, or if the stormwater management requirements for the site are provided by practices defined in a regional or local stormwater management plan approved by the City Engineer.

(8) Maintenance: All SCMs shall be maintained in accordance with the Inspection and Maintenance Plan and Agreements approved by the City Engineer as detailed in Section XXXX.08.

(9) Ownership: Unless otherwise required by the City of Medina, SCMs serving multiple lots in subdivisions shall be on a separate lot held and maintained by an entity of common ownership or, if compensated by the property owners, by the City of Medina. SCMs serving single lots shall be placed on these lots, protected within an easement, and maintained by the property owner.

(10) Agreements with Sub-dividers or Developers: A sub-divider or developer shall be required to construct an on-site SCM for the purposes of water quality and water retention approved by the City Engineer. The combination of stormwater quality and quantity requirements for two or more developments may be placed into one detention basin to be located at a strategic site given that a separate agreement with all parties is developed. The City shall enter into an agreement with the sub-divider or developer, to be approved by Council, containing the following conditions:

A. The sub-divider of a major subdivision shall require the formation of a homeowners' association, which shall assume responsibility for all maintenance, upkeep, repair, replacement and management of the SCM. In other developments, the sub-divider or developer shall make provisions acceptable to the City for maintenance of the SCM area as stated in Section XXXX.11. Easements shall be granted to the City for access to and maintenance of the stormwater management area.

B. If more than one development is to use a single SCM, a separate association of all members using that SCM shall be formed. This association will be held responsible for all future maintenance and repairs of the SCM as stated in this Chapter.

C. The sub-divider or developer shall be exempt from the application of this Section only if authorized by the City Engineer.

D. Where a sub-divider or developer is exempt from the provisions of this Section, that sub-divider or developer shall comply with and pay fees in accordance with this Chapter, governing subdivisions and development prior to the effective date of this Section.

E. All SCMs will be placed within blocks and/or easements to allow City access (See Section XXXX.11).

(11) Preservation of Existing Natural Drainage. SCMs that preserve and/or improve the existing natural drainage shall be used to the maximum extent practicable. Such SCMs may include minimizing site grading and compaction; protecting and/or restoring water resources, riparian areas, and existing vegetation and vegetative buffer strips; phasing of construction operations in order to minimize the amount of disturbed land at any one time, and designation of tree preservation areas or other protective clearing and grubbing practices; and maintaining unconcentrated stormwater runoff to and through these areas. Postconstruction stormwater practices shall provide perpetual management of runoff quality and quantity so that a receiving stream's physical, chemical and biological characteristics are protected and ecological functions are maintained.

(12) Preservation of Wetland Hydrology: Concentrated stormwater runoff from SCMs to wetlands shall be converted to diffuse flow before the runoff enters a wetland(s) in order to protect the natural hydrology, hydroperiod, and wetland flora. The flow shall be released such that no erosion occurs down slope. SCMs such as level spreaders, vegetative buffers, infiltration basins, conservation of forest covers, and the preservation of intermittent streams, depressions, and drainage corridors may be used to maintain the wetland hydrology.

If the owner proposes to discharge to natural wetlands, a hydrological analysis shall be performed to demonstrate that the proposed discharge matches the pre-development hydroperiods and hydrodynamics.

(12) Soil Preservation and Post-Construction Soil Restoration: Except for areas that will be covered by impervious surface or have been incorporated into an SCM, the soil moisture-holding capacity of areas that have been cleared and graded must be restored to that of the original, undisturbed soil to the maximum extent practicable. Areas that have

been compacted or had the topsoil or duff layer removed should be amended using the soil profile restoration design criteria in the *Rainwater and Land Development* manual.

(c) Stormwater Conveyance Design Criteria: All SCMs shall be designed to convey stormwater to allow for the maximum removal of pollutants and reduction in flow velocities. This shall include but not be limited to:

(1) Stream/storm sewer discharge: The stormwater facility (storm sewer main or natural watercourse) that will convey the discharge from the site shall be analyzed to determine if it is capable of conveying the additional storm sewer discharge from the site of a 100-year/24-hour storm. If the designated outlet is not capable of conveying the discharge from the site during the 100-year/24-hour storm, then additional storage must be placed onsite to store the additional volume for a period of forty-eight (48) hours.

(2) Surface water protection: The City Engineer may allow modification to streams, rivers, lakes, wetlands or other surface waters only if the owner shows proof of compliance with all appropriate permits from the Ohio EPA, the U.S. Army Corps, and other applicable federal, state, and local agencies and the activity is in compliance with Chapter XXXX Erosion and Sediment Control and any City of Medina riparian setback requirements that may be in effect, all as determined by the City Engineer.

(3) Off-site stormwater discharges: Off-site stormwater runoff that discharges to or across the owner's development site shall be conveyed through the stormwater conveyance system planned for the development site at its existing peak flow rates during each design storm. Off-site flows shall be diverted around stormwater quality control facilities or, if this is not possible, the stormwater quality control facility shall be sized to treat the off-site flow. Comprehensive Stormwater Management Plans will not be approved until it is demonstrated to the satisfaction of the City Engineer that off-site runoff will be adequately conveyed through the development site in a manner that does not exacerbate upstream or downstream flooding and erosion.

(4) Sheet flow. The site shall be graded in a manner that maintains sheet flow over as large an area as possible. The maximum area of sheet flow shall be determined based on the slope, the uniformity of site grading, and the use of easements or other legally-binding mechanisms that prohibit re-grading and/or the placement of structures within sheet flow areas. Flow shall be directed into an open channel, storm sewer, or other SCM from areas too long and/or too large to maintain sheet flow, all as determined by the City Engineer.

(5) Open channels: Unless otherwise allowed by the City Engineer, drainage tributary to SCMs shall be provided by an open channel with landscaped banks and designed to carry within these banks the ten (10) year, twenty-four (24) hour stormwater runoff from upstream contributory areas.

(6) Drainage systems: Open drainage systems shall be preferred on all new development sites to convey stormwater where feasible. Storm Sewer systems shall be allowed to augment open drainage systems, such as to limit depth of roadside or conveyance ditches. The following criteria shall be used to design storm sewer systems when necessary.

A. Storm sewer design flow shall be based on the Rational Method. Storm sewers shall be designed such that they do not surcharge from runoff caused by the 10 - year, 24 - hour storm, and that the hydraulic grade line of the storm sewer stays below the gutter flow line of the overlying roadway, or below the top of drainage structures outside the roadway, whichever is more restrictive during a 25 - year, 24 - hour storm. The system shall be designed to meet these requirements when conveying the flows from the contributing area within the proposed development and existing flows from offsite areas that are upstream from the development. These calculations will be reviewed and approved by the City Engineer prior to design acceptance. Rainfall data shall be obtained from the latest volume of the NOAA Rainfall ATLAS 14 or per Table 1. Runoff coefficients shall be per Table 2.

Table 1 – Rainfall per Storm Frequency

24-Hour Storm (year)	Rainfall (in.)
2 (50% storm)	2.47
5 (20% storm)	3.06
10 (10% storm)	3.55
25 (4% storm)	4.27
50 (2% storm)	4.87
100 (1% storm)	5.51

Table 2 - Rational Method Runoff Coefficients (C) for City of Medina

Cover Type and Hydrologic Condition	Average percent impervious area	Runoff Coefficients for Hydrologic Soil Groups			
		A	B	C	D
<i>Fully developed urban areas (vegetation established)</i>					
Impervious areas:					
Paved parking lots, roofs, driveways, etc. (excluding unpaved right-of-way)		0.94	0.94	0.94	0.94
Open space (lawns, parks, golf courses, cemeteries, etc.)					
Poor condition (grass cover, 50%)		0.29	0.48	0.63	0.70
Fair condition (grass cover 50% to 75%)		0.07	0.30	0.48	0.58
Good condition (grass cover >75%)		NA	0.19	0.39	0.50
Commercial and businesses (TND - TC)	85	0.70	0.77	0.83	0.85
Industrial	72	0.52	0.67	0.75	0.80
Residential Districts by Average Lot Size:					
Multi-family	80	0.63	0.75	0.80	0.83
1/12 to 1/6 acre lots	75	0.56	0.70	0.77	0.83
1/8 acre	65	0.44	0.60	0.72	0.77
¼ acre	38	0.19	0.40	0.56	0.65
½ acre	25	0.11	0.32	0.50	0.60
1 acre	20	0.08	0.29	0.48	0.58
<i>Undeveloped or agricultural lands</i>					
Cultivated Land:					
Without conservation treatment		0.35	0.52	0.67	0.75
With conservation treatment		0.21	0.34	0.46	0.52

Pasture, grassland, or range – continuous forage for grazing	Hydrologic condition:				
	Poor	0.29	0.48	0.63	0.70
	Fair	0.07	0.30	0.48	0.58
	Good	NA	0.19	0.39	0.50
Meadow – continuous grass, protected from grazing and generally mowed for hay	--	NA	0.16	0.34	0.46
Brush – brush-weed-grass mixture with brush the major element	Poor	0.06	0.27	0.44	0.56
	Fair	NA	0.13	0.32	0.44
	Good	NA	0.06	0.25	0.37
Woods	Poor	0.04	0.26	0.44	0.56
	Fair	NA	0.18	0.37	0.48
	Good	NA	0.12	0.32	0.44
Farmsteads – buildings, lanes, driveways, and surrounding lots	--	0.17	0.39	0.54	0.63

B. Rainfall intensity will be calculated using the equation $i = a/(t+b)^c$

Where:

i = Rainfall intensity (in./hour)

t = Time of concentration (minutes)

Refer to Ohio Department of Transportation's Location & Design Manual, Volume 2 (or latest edition) Drainage Design, Figure 1101-2 for Rainfall Intensity Constants (a, b & c). The maximum slope allowable shall be a slope that produces no less than 2.5-fps and no more than a 10-fps velocity within the pipe barrel under design flow conditions.

C. The minimum inside diameter of pipe to be used in public storm sewer systems is twelve (12) inches. Smaller pipe sizes may be used in private systems, subject to the approval of the City Engineer.

D. All stormwater conveyance systems shall be designed taking into consideration the tailwater of the receiving facility or water resource. The tailwater elevation used shall be based on the design storm frequency. The hydraulic grade line for the storm sewer system shall be computed with consideration for the energy losses associated with

entrance into and exit from the system, friction through the system, and turbulence in the individual manholes, catch basins, and junctions within the system.

E. Catch basin design spread calculations shall be submitted to the City Engineer for review to determine catch basin spacing and sizing. At a minimum, there shall be at least one total clear lane during a twenty-five (25) year, twenty-four (24) hour storm.

F. The inverts of all curb inlets, manholes, yard inlets, and other structures shall be formed and channelized to minimize the incidence of quiescent standing water where mosquitoes may breed.

G. Headwalls shall be required at all storm sewer inlets or outlets to and from open channels or lakes.

H. Outlets discharging into an open-water conveyance structure shall have an invert at a minimum of three (3) inches above the average water depth during the snow-melt season.

I. The flood elevation for a 100 year, twenty-four (24) hour storm must be a minimum of ten feet away horizontally from the perimeter of any homes within the new subdivision, nor cause any home flooding to adjacent neighboring properties, and shall be at least two feet below the finished grade elevation of any livable structure.

J. All storm sewer outlets from a subdivision must flow either into a public storm sewer, stream of the State, or a major ditch unless authorized by the City Engineer.

K. The maximum distance for sheet flow shall be 300 feet before entering a storm structure. Except, that the maximum overland drainage area tributary to the storm structure shall be no greater than one and one-half (1.5) acres.

(7) Water Resource Crossings. The following criteria shall be used to design structures that cross a water resource within the City of Medina:

A. Water resource crossings other than bridges shall be designed to convey the stream's flow for the minimum 25-year, 24-hour storm or as indicated by the City Engineer. The maximum allowable headwater elevation for such a storm shall be twelve (12) inches below the pavement crown elevation. Water crossings carrying receiving waters located near upstream City borders shall convey no more flow than currently designed to carry unless directed by the City Engineer.

B. Bridges, open bottom arch or spans are the preferred crossing technique and shall be considered in the planning phase of the development. Bridges and open spans should be considered for all State Scenic Rivers, coldwater habitat, exceptional warmwater habitat, seasonal salmonid habitat streams, and Class III headwater streams. The footers or piers for these bridges and open spans shall not be constructed below the ordinary high water mark.

C. If a culvert or other closed bottom crossing is used, twenty-five percent (25%) of the cross-sectional area or a minimum of one (1) foot of box culverts and pipe arches must

be embedded below the channel bed. The conduit or conveyance must be sized to carry the 25-year storm under these conditions.

D. The minimum inside diameter of pipes to be used for crossings shall be twelve (12) inches.

E. The maximum slope allowable shall be a slope that produces a ten (10) fps velocity within the culvert barrel. Erosion protection and/or energy dissipaters shall be required to properly control entrance and outlet velocities.

F. All culvert installations shall be designed with consideration for the tailwater of the receiving facility or water resource. The tailwater elevation used shall be based on the design storm frequency.

G. Headwalls shall be required at all culvert inlets or outlets to and from open channels or lakes.

H. Streams with a drainage area of five (5) square miles or larger should incorporate floodplain culverts at the bankfull elevation to restrict the rise in headwater elevation upstream of the culvert to no more than one (1) foot during the 100-year, 24-hour storm.

I. Bridges shall be designed such that the hydraulic profile through a bridge shall be below the bottom chord of the bridge for either the 100-year, 24-hour storm, or the 100-year flood elevation as determined by FEMA, whichever is more restrictive.

(8) Overland flooding: Overland flood routing paths shall be used to convey stormwater runoff from the 100-year, 24-hour storm event to an adequate receiving water resource or SCM such that the runoff is contained within the drainage easement for the flood routing path and does not cause flooding of buildings or related structures. The peak 100-year water surface elevation along flood routing paths shall be at least one foot below the finished grade elevation of all structures. When designing the flood routing paths, the conveyance capacity of the site's storm sewers shall be taken into consideration.

(9) Compensatory flood storage mitigation: In order to preserve floodplain storage volumes and thereby avoid increases in water surface elevations, any filling within floodplains approved by the City of Medina must be compensated by providing an equivalent storage volume. First consideration for the location(s) of compensatory floodplain volumes should be given to areas where the stream channel will have immediate access to the new floodplain within the limits of the development site. Consideration will also be given to enlarging existing or proposed retention basins to compensate for floodplain fill if justified by a hydraulic analysis of the contributing watershed. Unless otherwise permitted by the City of Medina, reductions in volume due to floodplain fills must be mitigated within the legal boundaries of the development. Embankment slopes used in compensatory storage areas must reasonably conform to the natural slopes adjacent to the disturbed area. The use of vertical retaining structures is specifically prohibited.

(10) Velocity dissipation: Velocity dissipation devices shall be placed at discharge locations and along the length of any outfall channel to provide non-erosive flow velocity

from the structure to a water resource so that the natural physical and biological characteristics and functions of the water resource are maintained and protected.

(d) Stormwater Quality Control: The site shall be designed to direct runoff to one or more SCMs that meet or exceed the criteria in the Construction General Permit. For infiltration-based post-construction SCMs listed in Table 4b of the Construction General Permit, the SWP3 shall demonstrate the design infiltration rate values are derived from site-specific measurements obtained through field tests of the in-situ soil for practices designed to infiltrate the WQv.

(e) Stormwater Quantity Control: The Comprehensive Stormwater Management Plan shall describe how the proposed SCMs are designed to meet the following requirements for stormwater quantity control for each watershed in the development:

(1) The peak discharge rate of runoff from the Critical Storm and all more frequent storms occurring under postdevelopment conditions shall not exceed the peak discharge rate of runoff from a 1-year, 24-hour storm occurring on the same development drainage area under pre-development conditions.

(2) Developers or sub-dividers shall include in their preliminary plans a local watershed study to determine the impact from the development or subdivision caused by stormwater onto the lands adjoining or downstream from the area to be developed, to assure that said lands shall not be adversely affected by the proposed development or subdivision.

(3) Storms of less frequent occurrence (longer return periods) than the Critical Storm, up to the 100-year, 24-hour storm shall have peak runoff discharge rates no greater than the peak runoff rates from equivalent size storms under pre-development conditions. The 1, 2, 5, 10, 25, 50, and 100-year storms shall be considered in designing a facility to meet this requirement.

(4) The Critical Storm for each specific development drainage area shall be determined as follows:

A. Determine, using a curve number-based hydrologic method or other hydrologic method approved by the City Engineer, the total volume (acre-feet) of runoff from a 1-year, 24-hour storm occurring on the development site area only before and after development. These calculations shall meet the following standards:

1. Calculations shall include the lot coverage assumptions used for full build out as proposed.

2. Calculations shall be based on the entire contributing watershed to the development area.

3. Model pervious, directly connected impervious and disconnected impervious areas as separate subwatersheds.

4. Drainage area maps shall include area, curve number, time of concentrations. Time of concentration shall also show the flow path and the separation in flow type.

5. Use the Precipitation-Frequency Atlas of the United States, NOAA Atlas 14, Vol 2(3) or per Table 1 for rainfall depth data for stormwater design.

6. Temporal Distribution - Use the SCS Type II rainfall distribution for all design events with a recurrence interval greater than 1 year. Include lot coverage assumptions used for full build out of the proposed condition.

7. Curve numbers for the pre-development condition must reflect the average type of land use over the past 10 years and not only the current land use. Curve Numbers shall conform to the National Engineering Handbook Table 9-1.

i. Pre-development Curve Numbers – For wooded or brushy areas, use listed values from TR-55 NRCS USDA Urban Hydrology for Small Watersheds, 1986 in good hydrologic condition. For meadows, use listed values. For all other areas (including all types of agriculture), use pasture, grassland, or range in good hydrologic condition.

ii. Post-development Curve Numbers - Open space areas shall use post-construction hydrologic soil groups from the *Rainwater and Land Development* manual unless the soil is amended using the soil profile restoration design criteria in the *Rainwater and Land Development* manual. All undisturbed areas or open space with amended soils shall be treated as “open space in good condition.”

8. Time of Concentration - Use velocity-based methods from (TR-55 NRCS USDA Urban Hydrology in Small Watersheds, 1986) to estimate travel time (Tt) for overland (sheet) flow, shallow concentrated flow and channel flow.

i. Maximum sheet flow length is 300 feet.

ii. Use the appropriate "unpaved" velocity equation for shallow concentrated flow from the Soil Conservation Service National Engineer Handbook Section 4 – Hydrology (NEH-4).

9. The volume reduction provided by permeable pavement, bioretention, or other LID SCMs may be subtracted from the post development stormwater volume. Volume reductions for these practices may be demonstrated using methods outlined in the Ohio *Rainwater and Land Development* manual or a hydrologic model acceptable to the City Engineer.

10. To account for future post-construction improvements to the site, calculations shall assume an impervious surface such as asphalt or concrete for all parking areas and driveways, regardless of the surface proposed in the site description except in instances of engineered permeable pavement systems.

B. From the volume determined in Section XXXX.09, determine the percent increase in volume of runoff due to development. Using the percentage, select the 24-hour Critical Storm from Table 3.

Table 3: 24-Hour Critical Storm

If the Percentage of Increase in Volume of Runoff is:		The Critical Storm will be:
Equal to or Greater Than:	And Less Than:	
----	10	1 year
10	20	2 year
20	50	5 year
50	100	10 year
100	250	25 year
250	500	50 year
500	----	100 year

For example, if the percent increase between the pre- and post-development runoff volume for a 1-year storm is 35%, the Critical Storm is a 5-year storm. The peak discharge rate of runoff for all storms up to this frequency shall be controlled so as not to exceed the peak discharge rate from the 1-year frequency storm under pre-development conditions in the development drainage area. The post-development runoff from all less frequent storms need only be controlled to meet pre-development peak discharge rates for each of those same storms.

(f) Stormwater Management for Previously Developed Areas.

(1) SCMs on previously developed sites must meet the criteria in the Construction General Permit.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.10 ALTERNATIVE ACTIONS.

When the City of Medina determines that site constraints compromise the intent of this regulation, off-site alternatives may be used that result in an improvement of water quality and a reduction of stormwater quantity. Such alternatives shall meet the standards in the Construction General Permit and shall achieve the same level of stormwater quantity control that would be achieved by the on-site controls required under this regulation. The

City Engineer may require proof of Ohio EPA review and approval for any alternative action proposed.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.11 EASEMENTS.

Access to SCMs as required by the City Engineer for inspections shall be secured by easements. The following conditions shall apply to all easements:

- (a) Easements shall be included in the Inspection and Maintenance Agreement submitted with the Comprehensive Stormwater Management Plan.
- (b) Easements shall be approved by the City of Medina prior to approval of a final plat and shall be recorded with the Medina County Auditor and on all property deeds.
- (c) Unless otherwise required by the City Engineer, access easements between a public right-of-way and all SCMs shall be no less than 25-feet wide. The easement shall also incorporate the entire SCM plus an additional 25-foot wide band around the perimeter of the SCMs.
- (d) The easement shall be graded and/or stabilized as necessary to allow maintenance equipment to access and manipulate around and within each facility, as defined in the Inspection and Maintenance Agreement for the site.
- (e) Easements to structural SCMs shall be restricted against the planting in said easement of trees, shrubbery, or other woody growth; against the construction therein of buildings, fences, walls, and other structures that may obstruct the free flow of stormwater and the passage of inspectors and maintenance equipment; and against the changing of final grade from that described by the final grading plan approved by the City of Medina. Any re-grading and/or obstruction placed within a maintenance easement may be removed by the City of Medina at the property owners' expense. Grading and/or obstructions that is/are revised or removed may not be returned to original condition or configurations if determined by the City of Medina to be an obstruction to the operation and maintenance of the stormwater facility.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.12 MAINTENANCE AND FINAL INSPECTION APPROVAL.

To receive final inspection and acceptance of any project, the following must be completed by the owner and provided to the City Engineer:

(a) Final stabilization and all permanent SCMs must be installed and made functional, as determined by the City Engineer and per the approved Comprehensive Stormwater Management Plan.

(b) An As-Built Survey must be certified (sealed, signed and dated) by a Professional Engineer with a statement certifying that the stormwater control measures as designed and installed, meet the requirements of the Comprehensive Stormwater Management Plan approved by the City Engineer. In evaluating this certification, the City Engineer may require the submission of a new set of stormwater practice calculations if he/she determines that the design was altered significantly from the approved Comprehensive Stormwater Management Plan. The As Built Survey must provide the location, dimensions, and bearing of such SCMs and include the entity responsible for long-term maintenance as detailed in the Inspection and Maintenance Agreement.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.13 ON-GOING INSPECTIONS.

The owner shall inspect SCMs regularly as described in the Inspection and Maintenance Plan and Inspection and Maintenance Agreement. The City has the authority to enter upon the property to conduct inspections as necessary, with prior notification of the property owner, to verify that the SCMs are being maintained and operated in accordance with this regulation. Upon finding a malfunction or other need for maintenance, the City of Medina shall provide written notification to the responsible party, as detailed in the Inspection and Maintenance Agreement, of the need for maintenance. Upon notification, the responsible party shall have ten (10) working days, or other mutually agreed upon time, to make repairs or submit a plan with detailed action items and established timelines. Should repairs not be made within this time, or a plan approved by the City Engineer for these repairs not be in place, the City of Medina may undertake the necessary repairs and assess the responsible party.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.14 FEES.

The Comprehensive Stormwater Management Plan review, filing, and inspection fee is part of a complete submittal and is required to be submitted to the City of Medina before the review process begins. The fees shall be as follows:

Individual Residential Lots and Duplexes	\$250
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Commercial Abbreviated Stormwater Pollution Prevention Plan (SWP3)	\$750
Commercial Full Stormwater Pollution Prevention Plan (SWP3)	\$2,500

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.15 BOND.

(a) If a Stormwater Management Plan is required by this regulation, soil-disturbing activities shall not be permitted until a performance guarantee (cash, bond or letter of credit) of one thousand five hundred dollars (\$1,500)/acre disturbed, has been deposited with the City of Medina. This Bond shall only be required if the proposed work is not covered by other engineering Bonds securing the same improvements, in an amount equal to or greater than the bonding rate presented above, have been deposited with the City of Medina. This bonding instrument must be in a form acceptable to the Law Director and shall be posted for the benefit of the City of Medina to perform the obligations otherwise to be performed by the owner as stated in this regulation and to allow all work to be performed as needed in the event that the owner fails to comply with the provisions of this regulation. No project subject to this regulation shall commence without a Stormwater Management Plan approved by the City Engineer. The stormwater bond will be returned when the following three criteria are met:

(1) After eighty percent (80%) of the lots of the project have been complete or eighty percent (80%) of the total project has been permanently stabilized from the time of permanent stabilization have passed.

(2) The City Engineer conducts an as-built inspection of all water quality practices and issues final acceptance that the water quality practices have been constructed per the approved Plan.

(3) An Inspection and Maintenance Plan has been approved by the City and an Inspection and Maintenance Agreement signed by the developer, the contractor, the City of Medina, and the private owner or homeowners association who will take long-term responsibility for these SCMs, is accepted by the City Engineer.

(b) Once these criteria are met, the owner shall be reimbursed all bond monies that were not used for any part of the project. If all of these criteria are not met after three years of permanent stabilization of the site, the City of Medina may use the bond monies to fix any outstanding issues with all water quality structures on the site and the remainder of the bond shall be given to the private lot owner/ homeowners association for the purpose of long term maintenance of the project.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.16 INSTALLATION OF WATER QUALITY BEST MANAGEMENT PRACTICES.

The owner may not direct runoff through any water quality structures until the site has reached final stabilization as determined by the City Engineer. This is required to prevent the clogging of any of the constructed facilities with sediment due to erosion from un-stabilized areas. This occurs after the completion of the final grade at the site, after all of the utilities are installed, and the site is subsequently stabilized with vegetation or other appropriate methods. The developer must provide documentation acceptable to the City Engineer to demonstrate that the site is completely stabilized. Upon this proof of compliance, the water quality structure(s) may be completed and placed into service. Upon completion of installation of these SCMs, all disturbed areas and/or exposed soils caused by the installation of these SCMs must be stabilized within two (2) days.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.17 VIOLATIONS.

No person shall violate or cause or knowingly permit to be violated any of the provisions of this regulation, or fail to comply with any of such provisions or with any lawful requirements of any public authority made pursuant to this regulation, or knowingly use or cause or permit the use of any lands in violation of this regulation or in violation of any permit granted under this regulation.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.18 APPEALS.

Any person aggrieved by any order, requirement, determination, or any other action or inaction by the **[community]** in relation to this regulation may appeal to the **[Board of Zoning Appeals or court of common pleas]**. Such an appeal shall be made in conformity with **[insert appropriate Ohio Revised Code sections]**. Written notice of appeal shall be served on the **[community]**.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.99 PENALTY.

(a) Any person, firm, entity or corporation; including but not limited to, the owner of the property, his agents and assigns, occupant, property manager, and any contractor or subcontractor who violates or fails to comply with any provision of this regulation is guilty of a misdemeanor of the third degree and shall be fined no more than five hundred dollars

(\$500.00) or imprisoned for no more than sixty (60) days, or both, for each offense. A separate offense shall be deemed committed each day during or on which a violation or noncompliance occurs or continues.

(b) The imposition of any other penalties provided herein shall not preclude the City of Medina instituting an appropriate action or proceeding in a Court of proper jurisdiction to prevent an unlawful development, or to restrain, correct, or abate a violation, or to require compliance with the provisions of this regulation or other applicable laws, ordinances, rules, or regulations, or the orders of the City of Medina.

(Ord. XX-XXXX. Passed XX-XX-XX.)

CHAPTER XXXX

Erosion and Sediment Control

XXXX.01 Purpose and scope.

XXXX.02 Definitions.

XXXX.03 Disclaimer of liability.

XXXX.04 Conflicts, severability, nuisances and responsibility.

XXXX.05 Development of Stormwater Pollution Prevention Plans.

XXXX.06 Application procedures.

XXXX.07 Compliance with State and Federal Regulations.

XXXX.08 Stormwater Pollution Prevention Plan.

XXXX.09 Performance standards.

XXXX.10 Abbreviated stormwater pollution prevention plan.

XXXX.11 Fees.

XXXX.12 Bond.

XXXX.13 Enforcement.

XXXX.14 Violations.

XXXX.15 Appeals.

XXXX.99 Penalty.

CROSS REFERENCES

Stormwater management - see Ch. **XXXX**

XXXX.01 PURPOSE AND SCOPE.

(a) The purpose of this regulation is to establish technically feasible and economically reasonable standards to achieve a level of erosion and sediment control that will minimize damage to property and degradation of water resources, and will promote and maintain the health and safety of the citizens of City of Medina:

(b) This regulation will:

(1) Allow development while minimizing increases in erosion and sedimentation.

(2) Reduce water quality impacts to receiving water resources that may be caused by new development or redevelopment activities.

(c) This regulation applies to all parcels used or being developed, either wholly or partially, for new or relocated projects involving highways, underground cables, or pipelines; subdivisions or larger common plans of development; industrial, commercial, institutional, or residential projects; building activities on farms; redevelopment activities; general clearing; and all other uses that are not specifically exempted in Section XXXX.01(d).

(d) This regulation does not apply to activities regulated by, and in compliance with, the Ohio Agricultural Sediment Pollution Abatement Rules.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.02 DEFINITIONS.

The definitions contained in Ohio Environmental Protection Agency ("Ohio EPA")'s Construction General Permit entitled "Authorization for Storm Water Discharges Associated with Construction Activity under the National Pollutant Discharge Elimination System" in effect at the time a permit is applied for under this chapter shall apply to this chapter, and the following definitions shall also apply:

(a) **ABBREVIATED STORMWATER POLLUTION PREVENTION PLAN (ABBREVIATED SWP3):** The written document that sets forth the plans and practices to be used to meet the requirements of this regulation.

(b) **ACRE:** A measurement of area equaling 43,560 square feet.

(c) **ADMINISTRATOR:** The person or entity having the responsibility and duty of administering and ensuring compliance with this regulation.

(d) **COMMENCEMENT OF CONSTRUCTION:** The initial disturbance of soils associated with clearing, grubbing, grading, placement of fill, or excavating activities or other construction activities.

(e) **COMMUNITY:** Throughout this regulation, this shall refer to City of Medina, its designated representatives, boards, or commissions.

(f) **CONSTRUCTION ENTRANCE:** The permitted points of ingress and egress to development areas regulated under this regulation.

(g) **CONSTRUCTION GENERAL PERMIT:** The most recent General National Pollutant Discharge Elimination System (NPDES) permit for authorization of stormwater discharges associated with construction activities issued by Ohio EPA (Ohio EPA Permit#OHC000006 and its successors)

(h) **CRITICAL AREA:** Any area the disturbance of which would cause soil erosion and sediment runoff and damage to private properties, water courses, storm sewers or public lands due to topography, soil type, hydrology, or proximity to a water course. These areas include, but are not limited to, riparian areas, wetlands, and highly erodible soils.

(i) **DEVELOPMENT AREA:** A parcel or contiguous parcels owned by one person or persons, or operated as one development unit, and used or being developed for commercial, industrial, residential, institutional, or other construction or alteration that changes runoff characteristics.

(j) **DEWATERING VOLUME:** See current Ohio *Rainwater and Land Development* manual.

(k) **DISCHARGE:** The addition of any pollutant to surface waters of the state from a point source.

(l) **DISTURBANCE:** Any clearing, grading, excavating, filling, or other alteration of land surface where natural or manmade cover is destroyed in a manner that exposes the underlying soils.

(m) **DISTURBED AREA:** An area of land subject to erosion due to the removal of vegetative cover and/or soil disturbing activities such as grading, excavating, or filling.

(n) **DRAINAGE:**

(1) The area of land contributing surface water to a specific point.

(2) The removal of excess surface water or groundwater from land by surface or subsurface drains.

(o) **DRAINAGE WAY:** A natural or manmade channel, ditch, or waterway that conveys surface water in a concentrated manner by gravity.

(p) **EROSION:** The process by which the land surface is worn away by the action of wind, water, ice, gravity, or any combination of those forces.

(q) **EROSION AND SEDIMENT CONTROL:** The control of soil, both mineral and organic, to minimize the removal of soil from the land surface and to prevent its transport from a disturbed area by means of wind, water, ice, gravity, or any combination of those forces.

(r) **FINAL STABILIZATION:** All soil disturbing activities at the site have been completed and a uniform perennial vegetative cover with a density of at least eighty percent (80%) coverage for the area has been established or equivalent stabilization measures, such as the use of mulches or geotextiles, have been employed. In addition, all temporary erosion and sediment control practices are removed and disposed of, and all trapped sediment is permanently stabilized to prevent further erosion. Final stabilization also requires the installation of permanent (post-construction) stormwater control measures (SCMs).

(s) **GRADING:** The excavating, filling, or stockpiling of earth material, or any combination thereof, including the land in its excavated or filled condition.

(t) **GRUBBING:** Removing or grinding of roots, stumps and other unwanted material below existing grade.

(u) **IMPERVIOUS:** That which does not allow infiltration.

(v) **LANDSCAPE ARCHITECT:** A Registered Professional Landscape Architect whom is registered in the State of Ohio.

(w) **LARGER COMMON PLAN OF DEVELOPMENT OR SALE:** A contiguous area where multiple separate and distinct construction activities may be taking place at different times on different schedules under one plan.

(x) **MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4):** A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) that are:

(1) Owned or operated by the federal government, state, municipality, township, county, district, or other public body (created by or pursuant to state or federal law) including a special district under state law such as a sewer district, flood control district or drainage districts, or similar entity, or a designated and approved management agency under Section 208 of the Federal Water Pollution Control Act that discharges into surface waters of the state; and

(2) Designed or used for collecting or conveying solely stormwater,

(3) Which is not a combined sewer, and

(4) Which is not a part of a publicly owned treatment works

(y) **NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES):** The national program for issuing, modifying, revoking and reissuing, termination, monitoring and enforcing permits and enforcing pretreatment requirements, under sections 307, 402, 318, 405 under the Clean Water Act.

(z) **OWNER OR OPERATOR:** The owner or operator of any "facility or activity" subject to regulation under the NPDES program.

(1) The party has operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications; or

(2) The party has day-to-day operational control of those activities at a project which are necessary to ensure compliance with A Stormwater Pollution Prevention Plan (SWP3) for the site or other permit conditions (e.g. they are authorized to direct workers at a site to carry out activities required by the SWP3 or comply with other permit conditions.)

(aa) **PARCEL:** Means a tract of land occupied or intended to be occupied by a use, building or group of buildings and their accessory uses and buildings as a unit, together with such open spaces and driveways as are provided and required. A parcel may contain more than one contiguous lot individually identified by a 'Permanent Parcel Number' assigned by the Medina County Auditor's Office.

(bb) **PERCENT IMPERVIOUSNESS:** The impervious area created divided by the total area of the project site.

(ff) PERMANENT STABILIZATION: Establishment of permanent vegetation, decorative landscape mulching, matting, sod, rip rap, and landscaping techniques to provide permanent erosion control on areas where construction operations are complete or where no further disturbance is expected for at least one year.

(gg) PERSON: Any individual, corporation, firm, trust, commission, board, public or private partnership, joint venture, agency, unincorporated association, municipal corporation, county or state agency, the federal government, other legal entity, or an agent thereof.

(hh) PHASING: Clearing a parcel of land in distinct sections, with the stabilization of each section before the clearing of the next.

(jj) PROFESSIONAL ENGINEER: A Registered Professional Engineer registered in the State of Ohio.

(kk) PROFESSIONAL WETLAND CONSULTANT: Individuals competent in botany, hydric soils and wetland hydrology that provide professional services or advice, and meet the education and professional experience requirements as required by the Society of Professional Wetland Scientists.

(mm) RAINWATER AND LAND DEVELOPMENT: Ohio's standards for stormwater management, land development, and urban stream protection. The most current edition of these standards shall be used with this regulation.

(nn) RIPARIAN AREA: The transition area between flowing water and terrestrial (land) ecosystems composed of trees, shrubs and surrounding vegetation which serve to stabilize erodible soil, improve both surface and ground water quality, increase stream shading and enhance wildlife habitat.

(oo) RUNOFF: The portion of rainfall, melted snow, or irrigation water that flows across the ground surface and is eventually conveyed to water resources or wetlands.

(qq) SEDIMENT: The soils or other surface materials that are transported or deposited by the action of wind, water, ice, gravity, or any combination of those forces, as a product of erosion.

(rr) SEDIMENTATION: The deposition or settling of sediment.

(ss) SEDIMENT SETTLING POND: A sediment trap, sediment basin or permanent basin that has been temporarily modified for sediment control, as described in the latest edition of the Ohio *Rainwater and Land Development* manual.

(tt) SEDIMENT STORAGE VOLUME: See current edition of the Ohio *Rainwater and Land Development* manual.

(vv) SOIL DISTURBING ACTIVITY: Clearing, grading, excavating, filling, grubbing or stump removal that occurs during clearing or timber activities, or other alteration of the earth's surface where natural or human made ground cover is destroyed and that may result in, or contribute to, erosion and sediment pollution.

(ww) SOIL & WATER CONSERVATION DISTRICT: An entity organized under Chapter 1515 of the Ohio Revised Code referring to either the Soil and Water Conservation District Board or its designated employee(s). Hereafter referred to as Medina County SWCD.

(xx) STABILIZATION: The use of SCMs, such as seeding and mulching, that reduce or prevent soil erosion by water, wind, ice, gravity, or a combination of those forces.

(zz) STORMWATER: Stormwater runoff, snow melt and surface runoff and drainage.

(aaa) STORMWATER CONTROL MEASURE (SCM): A structure or area designed to remove pollutants from stormwater and/or reduce stormwater flow rates. SCMs are a subset of Best Management Practices (BMPs) as defined in the Construction General Permit.

(bbb) STORMWATER POLLUTION PREVENTION PLAN (SWP3): The written document that sets forth the plans and practices to be used to meet the requirements of this regulation.

(ccc) SUBDIVISIONS, MAJOR AND MINOR: See Ohio Administrative Code 711.001 for definition.

(ddd) SURFACE OUTLET: A dewatering device that only draws water from the surface of the water.

(eee) SURFACE WATER OF THE STATE: Also, Water Resource or Water Body. Any stream, lake, reservoir, pond, marsh, wetland, or other waterway situated wholly or partly within the boundaries of the state, except those private waters which do not combine or affect a junction with surface water. Waters defined as sewerage systems, treatment works or disposal systems in Section 6111.01 of the Ohio Revised Code are not included.

(fff) TEMPORARY STABILIZATION: The establishment of temporary vegetation, mulching, geotextiles, sod, preservation of existing vegetation, and other techniques capable of quickly establishing cover over disturbed areas to provide erosion control between construction operations.

(ggg) TOPSOIL: The upper layer of the soil that is usually darker in color and richer in organic matter and nutrients than subsoil.

(iii) UNSTABLE SOILS: A portion of land that is identified by the City of Medina Engineer as prone to slipping, sloughing, or landslides, or is identified by the U.S. Department of Agriculture Natural Resource Conservation Service methodology as having a low soil strength.

(jjj) WATER RESOURCE Also SURFACE WATER OF THE STATE: Any stream, lake, reservoir, pond, marsh, wetland, or waterway situated wholly or partly within the boundaries of the state, except those private waters which do not combine or affect a junction with surface water. Waters defined as sewerage systems, treatment works or disposal systems in Section 6111.01 of the Ohio Revised Code are not included.

(kkk) WATERSHED: The total drainage area contributing runoff to a single point.

(III) WETLAND: Those areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions, including swamps, marshes, bogs, and similar areas (40 CFR 232, as amended).

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.03 DISCLAIMER OF LIABILITY.

(a) Compliance with the provisions of this regulation shall not relieve any person from responsibility for damage to any person otherwise imposed by law. The provisions of this regulation are promulgated to promote the health, safety, and welfare of the public and are not designed for the benefit of any individual or for the benefit of any particular parcel of property.

(b) By approving an SWP3 under this regulation, the City does not accept responsibility for the design, installation, and operation and maintenance of stormwater management practices.

(c) Performance Liability. No provision of this Chapter shall limit, increase or otherwise affect the liabilities of the owner nor impose any liability upon the City not otherwise imposed by law.

(d) No release from Other Requirements. No condition of this permit shall release the owner from any responsibility or requirements under other Federal, State, or local environmental Chapters. If requirements vary, the most restrictive requirements shall prevail.

(e) Proceeding with Activity. Soil-disturbing activities regulated under this Chapter shall not begin until all necessary City, State and Federal permits and appropriate approvals of the SWP3 have been granted to the site owner.

(f) Performance Responsibility. The owner is responsible for carrying out all provisions of the approved SWP3 and for meeting all the standards and requirements of this Chapter.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.04 CONFLICTS, SEVERABILITY, NUISANCES AND RESPONSIBILITY.

(a) Where this regulation is in conflict with other provisions of law or ordinance or requirements in the Construction General Permit, the most restrictive provisions shall prevail.

(b) If any clause, section, or provision of this regulation is declared invalid or unconstitutional by a court of competent jurisdiction, the validity of the remainder shall not be affected thereby.

(c) This regulation shall not be construed as authorizing any person to maintain a private or public nuisance on their property, and compliance with the provisions of this regulation shall not be a defense in any action to abate such a nuisance.

(d) Failure of City of Medina to observe or recognize hazardous or unsightly conditions or to recommend corrective measures shall not relieve the site owner from the responsibility for the condition or damage resulting therefrom, and shall not result in City of Medina, its officers, employees, or agents being responsible for any condition or damage resulting therefrom.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.05 DEVELOPMENT OF STORM WATER POLLUTION PREVENTION PLANS.

(a) This regulation requires that a Stormwater Pollution Prevention Plan (SWP3) be developed and implemented for all development projects disturbing one (1) acre or more of total land, or less than one (1) acre if part of a larger common plan of development or sale disturbing one (1) or more acres of total land, and on which any regulated activity of Section XXXX.01(c) is proposed. The City Engineer has the discretion to require a SWP3 for projects on sites of any size.

(b) The following activities shall submit an Abbreviated SWP3:

(1) New single-family residential construction regardless of parcel size. If such activities disturb one (1) acre or more, or are part of a larger common plan of development or sale disturbing one (1) acre or more, a full SWP3 and compliance with the Ohio EPA Construction General Permit may be required.

(2) Additions, accessory buildings, for single-family residential construction. If such activities disturb one (1) acre or more, or are part of a larger common plan of development or sale disturbing one (1) acre or more, a full SWP3 and compliance with the Ohio EPA Construction Site General Permit are required.

(3) All non-residential construction. If such activities disturb one (1) acre or more, or are part of a larger common plan of development or sale disturbing one (1) acre or more, compliance with the Ohio EPA Construction Site General Permit and a full SWP3 are required.

(4) General land clearing activities not related to construction. If such activities disturb one (1) acre or more, or are part of a larger common plan of development or sale disturbing one (1) acre or more, compliance with the Ohio EPA Construction Site General Permit and a full SWP3 are required.

(c) Activities disturbing 1/10th (one tenth) or less of an acre are not required to submit a SWP3 or an Abbreviated SWP3, unless required by the City of Medina Engineer. These activities must comply with all other provisions of this regulation.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.06 APPLICATION PROCEDURES.

(a) **SOIL DISTURBING ACTIVITIES SUBMITTING A STORMWATER POLLUTION PREVENTION PLAN (SWP3):** The owner shall submit two (2) sets of the SWP3 and the applicable fees to the City of Medina and as follows:

(1) For subdivisions: After the approval of the preliminary plans and with submittal of the improvement plans.

(2) For other construction projects: SWP3 plans and fees must be submitted in conjunction with the submission of site development plans. The SWP3 must be reviewed and approved by the City Engineer prior to the Chief Building Official for the City of Medina issuing a building permit.

(3) For general clearing projects: SWP3 plans and fees must be submitted prior to the commencement of clearing/demolition activities begin. The SWP3 must be reviewed and approved by the City Engineer prior to the Chief Building Official for the City of Medina issuing a pertinent permit or clearing/demolition activities begin.

(b) **SOIL DISTURBING ACTIVITIES SUBMITTING AN ABBREVIATED STORMWATER POLLUTION PREVENTION PLAN (SWP3):** The owner shall submit two (2) sets of the Abbreviated SWP3 and the applicable fees to the City of Medina as follows:

(1) For single-family home construction: With submission of a residential site plan for the proposed structure. The SWP3 must be reviewed and approved by the City Engineer prior to the Chief Building Official for the City of Medina issuing a building permit.

(2) For other construction projects: SWP3 plans and fees must be submitted prior to construction. The SWP3 must be reviewed and approved by the City Engineer prior to the Chief Building Official for the City of Medina issuing a building permit.

(3) For general clearing projects: SWP3 plans and fees must be submitted prior to the commencement of clearing/demolition activities begin. The SWP3 must be reviewed and approved by the City Engineer before the Chief Building Official for the City of Medina issuing a pertinent permit or clearing/demolition activities begin.

(c) The City Engineer shall review the plans submitted under **XXXX.06 (a) or (b)** for conformance with this regulation and approve or return for revisions with comments and recommendations for revisions. A plan rejected because of deficiencies shall receive a checklist or narrative report stating specific problems and the procedures for filing a revised plan.

(d) Soil disturbing activities shall not begin and building permits shall not be issued without the following:

(1) Approved SWP3 or Abbreviated SWP3.

(2) NOI submittal to Ohio EPA and NPDES permit covered issued, if disturbing one (1) or more acres of land or will disturb less than one acre of land but are part of

a larger common plan of development or sale that will ultimately disturb one or more acres of land.

(3) Physical marking in the field of protected areas or critical areas, including wetlands and riparian areas.

(4) Installation of construction entrances, perimeter sediment barriers and other erosion and sediment controls that must be in place to address initial site conditions.

(e) SWP3 for individual sublots in a subdivision will not be approved unless the larger common plan of development or sale containing the sublot is in compliance with this regulation.

(f) The developer, engineer and contractor, and other principal parties, shall meet with the City Engineer for a Pre-Construction Meeting no less than seven (7) days prior to soil-disturbing activity at the site to ensure that erosion and sediment control devices are properly installed, limits of disturbance and buffer areas are properly delineated, and construction personnel are aware of such devices and areas. Pre-Construction Meetings for Abbreviated SWP3s may be waived at the discretion of the City Engineer.

(g) Approvals issued in accordance with this regulation shall remain valid for one (1) year from the date of approval.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.07 COMPLIANCE WITH STATE AND FEDERAL REGULATIONS.

Approvals issued in accordance with this regulation do not relieve the owner of responsibility for obtaining all other necessary permits and/or approvals from the Ohio EPA, the US Army Corps of Engineers, and other federal, state, and/or county agencies. If requirements vary, the most restrictive requirement shall prevail. These permits may include, but are not limited to, those listed below. All submittals required to show proof of compliance with these state and federal regulations shall be submitted with SWP3s or Abbreviated SWP3s.

(a) Ohio EPA Construction General Permit: Proof of compliance with these requirements shall be the applicant's Notice of Intent (NOI), a copy of the Ohio EPA Director's Authorization Letter for the NPDES Permit including the NPDES Facility Permit number assigned by Ohio EPA, or a letter from the site owner certifying and explaining why the NPDES Permit is not applicable. Please note that when a separate SWP3 shall be prepared for a separate phase or stage of development, a separate NOI or NPDES Permit number must be provided.

(b) Section 401 of the Clean Water Act: Proof of compliance shall be a copy of the Ohio EPA Water Quality Certification application, public notice, or project approval, or a letter from the site owner certifying that a qualified Professional Wetland Consultant has surveyed the site and found no waters of the United States. Wetlands, and other waters of

the United States, shall be delineated by protocols accepted by the U.S. Army Corps of Engineers at the time of application of this regulation.

(c) Ohio EPA Isolated Wetland Permit: Proof of compliance shall be a copy of Ohio EPA's Isolated Wetland Permit application, public notice, or project approval, or a letter from the site owner certifying that a qualified Professional Wetland Consultant has surveyed the site and found no waters of the State. Isolated wetlands shall be delineated by protocols accepted by the U.S. Army Corps of Engineers at the time of application of this regulation.

(d) Section 404 of the Clean Water Act: Proof of compliance shall be a copy of the U.S. Army Corps of Engineers Individual Permit application, if an Individual Permit is required for the development project, public notice, or project approval. If an Individual Permit is not required, the site owner shall submit proof of compliance with the U.S. Army Corps of Engineer's Nationwide Permit Program. Wetlands, and other waters of the United States, shall be delineated by protocols accepted by the U.S. Army Corps of Engineers at the time of application of this regulation. Proof of compliance shall include one of the following:

(1) A letter from a qualified professional who has evaluated the site and determined that Section 404 of the Clean Water Act is not applicable.

(2) A site plan showing that any proposed fill of waters of the United States conforms to the general and specific conditions specified in the applicable Nationwide Permit. Wetlands, and other waters of the United States, shall be delineated by protocols accepted by the U.S. Army Corps of Engineers at the time an application is made under this regulation.

(e) Ohio Dam Safety Law: Proof of compliance shall be a copy of the ODNR Division of Water permit application, a copy of the project approval letter from the ODNR Division of Water, or a letter from the site owner certifying and explaining why the Ohio Dam Safety Law is not applicable.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.08 STORM WATER POLLUTION PREVENTION PLAN.

- (a) The applicant shall submit a SWP3 that meets the requirements of the Construction General Permit and the following additional requirements. The SWP3 shall be certified by a professional engineer, a registered surveyor, certified professional erosion and sediment control specialist, or a registered landscape architect. The SWP3 shall include control measures to ensure that discharges from the construction site and construction support activities comply with the non-numeric effluent limitations contained in the Construction General Permit.
- (b) In addition to all information required by the Construction General Permit, the SWP3 shall also include completed design tools found on the Ohio EPA's website such as the Sediment Basin Compliance Spreadsheet.

- (c) Before any off-site support areas such as borrow or spoil areas, concrete or asphalt batch plants, equipment staging yards or material storage areas are utilized, a SWP3 for the off-site support area must be submitted and approved by the City Engineer. The applicant shall ensure appropriate permits have been obtained to operate the off-site support area. Failure to do so can lead to enforcement action under Sections **XXXX.13 and XXXX. 14** of this code.
- (d) The SWP3 shall be amended if requested by the City of Medina Engineer, whenever there is a change in design, construction, operation or maintenance, which has a significant effect on the potential for the discharge of pollutants to surface waters of the state or if the SWP3 proves to be ineffective in achieving the general objectives of controlling pollutants in stormwater discharges associated with construction activity.
- (e) A pre-construction (SWP3) review and approval of all projects from construction activities that result in a land disturbance of greater than or equal to one acre and from construction activities which are part of a larger common plan of development or sale that will disturb one acre or more shall be implemented. An objective tool such as software or checklist shall be used to document each SWP3 review. Documentation of any communications regarding review and plan revisions and any notification to obtain NPDES permit coverage shall be maintained.
- (f) **MS4 OVERSIGHT INSPECTIONS** - To ensure compliance, all applicable sites shall have an initial inspection. Follow-up inspections shall be on a monthly basis (at least every 31 calendar days). An objective tool such as software or checklist shall be used to document each site inspection to ensure all conditions of OHC000006 are addressed. These inspections are to be conducted by the MS4 or their contracted representative. They are in addition to the self-inspections required of construction site operators under OHC000006.
- (g) The SWP3 may be required to include the following additional information:
 - (1) A soils engineering report. The City of Medina Engineer may require the SWP3 to include a Soils Engineering Report based upon his/her determination that the conditions of the soils are unknown or unclear to the extent that additional information is required to protect against erosion or other hazards. This report shall be based on adequate and necessary test borings and/or site investigation, and shall contain all the information listed below. Recommendations included in the report and approved by the City of Medina Engineer shall be incorporated in the grading plans and/or other specifications for site development.
 - A. Data regarding the nature, distribution, strength, and erodibility of existing soils.
 - B. If applicable, data regarding the nature, distribution, strength, and erodibility of the soil to be placed on the site.
 - C. Conclusions and recommendations for grading procedures.
 - D. Conclusions and recommended designs for interim soil stabilization devices and measures, and for permanent soil stabilization after construction is completed.

- E. Design criteria for corrective measures when necessary.
- F. Opinions and recommendations covering the stability of the site.
- G. Delineations of surface waters of the state located on the site. Affirmation by the U.S. Army Corps of Engineers may be required.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.09 PERFORMANCE STANDARDS.

The SWP3 must contain a description of the controls appropriate for each stage of construction operation and the applicant must implement such controls. BMP selection and design must meet the criteria established within the current Construction General Permit. BMP's must be designed, constructed, and installed to meet the specifications in the *Rainwater and Land Development* manual or another design manual acceptable to the City of Medina. The approved SWP3, and the sediment and erosion controls, and non-sediment pollution controls contained therein, shall be implemented, and maintained according to the requirements in the Construction General Permit. Site operators must conduct site inspections as described in the Construction General Permit. The following shall also apply:

(a) BMPs must be implemented to ensure sediment is not tracked off-site and that dust is controlled. These BMPs must include, but are not limited to, the following:

(1) Construction entrances shall be built and shall serve as the only permitted points of ingress and egress to the development area. These entrances shall be built of a stabilized pad of aggregate stone or recycled concrete or cement sized greater than 2" in diameter placed over a geotextile. Culverts shall be provided where construction entrances cross drainage ditches and water bars shall be provided to divert sediment-laden runoff away from connected roadways.

(2) Streets and catch basins adjacent to construction entrances shall be kept free of sediment tracked off site. Streets directly adjacent to construction entrances and receiving traffic from the development area, shall be cleaned daily to remove sediment tracked off-site. If applicable, the catch basins on these streets nearest to the construction entrances shall also be cleaned weekly and protected from sediment-laden runoff, if feasible without posing a public safety hazard.

(3) Based on site conditions, the City Engineer and/or the Medina County SWCD may require additional best management practices to control off site tracking and dust. These additional BMPs may include:

A. Fencing shall be installed around the perimeter of the development area to ensure that all vehicle traffic adheres to designated construction entrances.

B. Applicants shall take all necessary measures to comply with applicable regulations regarding fugitive dust emissions, including obtaining necessary permits for such emissions. The City Engineer and/or the Medina County SWCD may require dust

controls including the use of water trucks to wet disturbed areas, tarping stockpiles, temporary stabilization of disturbed areas, and regulation of the speed of vehicles on the site.

(b) Construction vehicles shall avoid water resources. If it is infeasible to provide and maintain an undisturbed natural buffer around water resources, the SWP3 shall comply with all the following additional requirements:

(1) All stream crossings shall be designed as specified in the most recent edition of the *Rainwater and Land Development* manual.

(2) Temporary stream crossings shall be constructed if water resources or wetlands will be crossed by construction vehicles during construction.

(3) Construction of bridges, culverts, or sediment control structures shall not place soil, debris, or other particulate material into or close to the water resources or wetlands in such a manner that it may slough, slip, or erode.

(4) Protected areas or critical areas, including wetlands and riparian areas shall be physically marked in the field prior to earth disturbing activities.

(c) FINAL STABILIZATION. Final stabilization shall be determined by the City of Medina Engineer. Once a definable area has achieved final stabilization, the owner may note this on the SWP3, and no further inspection requirement applies to that portion of the site. Final stabilization also requires the installation of permanent (post-construction) stormwater control measures (SCMs). Obligations under this chapter shall not be completed until installation of post-construction SCMs is verified.

(d) DISPOSITION OF TEMPORARY PRACTICES. All temporary and permanent erosion and sediment control practices shall be disposed of within thirty days after final site stabilization is achieved or after the temporary practices are no longer needed, unless otherwise authorized by the City Engineering Department. Trapped sediment shall be permanently stabilized or removed to prevent further erosion.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.10 ABBREVIATED STORM WATER POLLUTION PREVENTION PLAN.

(a) In order to control sediment pollution of water resources, the owner shall submit an Abbreviated SWP3 in accordance with the requirements of this regulation.

(b) The Abbreviated SWP3 shall be certified by a Registered Professional Engineer, a Registered Professional Surveyor, certified Professional Erosion and Sediment Control Specialist, or a Registered Landscape Architect.

(c) The Abbreviated SWP3 shall include a minimum of the following SCMs. City of Medina may require other SCMs as site conditions warrant.

(1) **Construction Entrances:** Construction entrances shall be built and shall serve as the only permitted points of ingress and egress to the development area. These entrances shall be built of a stabilized pad of aggregate stone or recycled concrete or cement sized greater than two inches (2") in diameter, placed over a geotextile fabric, and constructed in conformance with specifications in the most recent edition of the *Rainwater and Land Development* manual.

(2) **Concrete Truck Wash Out:** The washing of concrete material into a street, catch basin, or other public facility or natural resource is prohibited. A designated area for concrete washout shall be indicated on the plan. Use for other waste and wastewater is prohibited.

(3) **Street Sweeping:** Streets directly adjacent to construction entrances and receiving traffic from the development area, shall be cleaned daily as needed or when directed by the City Engineer or Service Director to remove sediment tracked off-site. If applicable, the catch basins on these streets nearest to the construction entrances shall be cleaned weekly.

(4) **Stabilization.** The development area shall be stabilized as detailed in Table 1 and Table 2.

Table 1: Permanent Stabilization

Area requiring stabilization	Time frame to apply erosion controls
Any areas that will lie dormant for one year or more	Within seven days of the most recent disturbance
Any areas within 50 feet of a surface water of the state and at final grade	Within two days of reaching final grade
Areas at final grade	Within seven days of reaching final grade within that area

Table 2: Temporary Stabilization

Area requiring stabilization	Time frame to apply erosion controls
Any disturbed areas within 50 feet of a surface water of the state and not at final grade	Within two days of the most recent disturbance if the area will remain idle for more than 14 days
Any disturbed areas that will be dormant for more than 14 days but less than one year, and not within 50 feet of a surface water of the state	<p>Within seven days of the most recent disturbance within the area</p> <p>For residential subdivisions, disturbed areas must be stabilized at least seven days prior to transfer of permit coverage for the individual lot(s).</p>
Disturbed areas that will be idle over winter	Prior to the onset of winter weather

Note: Where vegetative stabilization techniques may cause structural instability or are otherwise unobtainable, alternative stabilization techniques must be employed. Permanent and temporary stabilization are defined in Part VII of the Ohio Construction General Permit (OHC000006).

(5) Inlet Protection. Erosion and sediment control practices, such as boxed inlet protection, shall be installed to minimize sediment-laden water entering active storm drain systems, including rear yard inlets. Straw, hay bales, and filter socks are not acceptable forms of inlet protection.

(6) Silt Fence and other Perimeter Controls: Silt fence and other perimeter controls approved by the City of Medina shall be used to protect adjacent properties and water resources from sediment discharged via sheet (diffused) flow. Silt fence shall be placed along level contours and the permissible drainage area is limited to those indicated in the Construction General Permit.

(7) Internal Inspection and Maintenance. All controls on the development area shall be inspected at least once every seven calendar days and within twenty-four (24) hours after any storm event greater than one-half (½) inch of rain per twenty-four (24) hour period. Maintenance shall occur as detailed below:

A. When SCMs require repair or maintenance. If the internal inspection reveals that a SCM is in need of repair or maintenance, with the exception of a sediment-settling pond, it must be repaired or maintained within three (3) days of the inspection. Sediment settling ponds must be repaired or maintained within ten (10) days of the inspection.

B. When SCMs fail to provide their intended function. If the internal inspection reveals that a SCM fails to perform its intended function and that another, more appropriate SCM is required, the Abbreviated SWP3 must be amended and the new SCM must be installed within ten (10) days of the inspection.

C. When SCMs depicted on the Abbreviated SWP3 are not installed. If the internal inspection reveals that a SCM has not been implemented in accordance with the schedule, the SCM must be implemented within ten (10) days from the date of the inspection. If the inspection reveals that the planned SCM is not needed, the record must contain a statement of explanation as to why the SCM is not needed.

(8) Final Stabilization: Final stabilization shall be determined by the City of Medina Engineer.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.11 FEES.

Reference Chapter XXXX Comprehensive Stormwater Management, Section 14 for applicable fees.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.12 BOND.

(a) If a SWP3 or Abbreviated SWP3 is required by this regulation, soil-disturbing activities shall not be permitted until either a Cash Bond, Performance Bond or Letter of Credit in the amount of one thousand five hundred dollars (\$1,500) for a single-family residential lot, or one thousand five hundred dollars (\$1,500) per acre for subdivisions, has been deposited with the City of Medina Finance Department. This bonding instrument must be in a form acceptable to the Law Director and shall be posted for the City of Medina to perform the obligations otherwise to be performed by the owner of the development area as stated in this regulation and to allow all work to be performed as needed in the event that the owner fails to comply with the provisions of this regulation. The bond shall be returned after all work required by this regulation has been completed and final stabilization has been reached, all as determined by the City Engineer.

(b) The bond will be retained until all areas disturbed by construction activity are permanently stabilized. Where vegetative growth is used to achieve permanent stabilization, the area shall comply with final stabilization requirements in the Construction General Permit.

(c) No project subject to this regulation shall commence without a SWP3 or Abbreviated SWP3 approved by the City Engineer.

(d) Upon the failure of the owner and/or developer and/or contractor(s) to complete any work ordered by the City Engineer, the City may elect to contract with others or employ its own employees to remedy all or part of the said unfinished work and the owner and/or developer and/or contractor(s) shall be liable to the City of Medina for the cost of such work and for the cost to the City to collect its costs if not paid upon presentment. The

City shall have the right to enter upon the disturbed lands to correct such failure and to abate any nuisance found.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.13 ENFORCEMENT.

(a) If the City of Medina and/or the Medina County SWCD determines that a violation of the rules adopted under this code exist, the City of Medina or representative may issue an immediate stop work order if the violator failed to obtain any federal, state, or local permit necessary for sediment and erosion control, earth movement, clearing, or cut and fill activity.

(b) All development areas may be subject to external inspections by the City Engineer and/or the Medina County SWCD to ensure compliance with the approved SWP3 or Abbreviated SWP3.

(c) After each external inspection, the City Engineer and/or the Medina County SWCD shall prepare and distribute a status report to the applicant.

(d) If an external inspection determines that operations are being conducted in violation of the approved SWP3 or Abbreviated SWP3, the City Engineer and/or the Medina County SWCD may take action as detailed in Sections XXXX.13 and XXXX.14 of this regulation.

(e) Failure to maintain and repair erosion and sediment controls per the approved SWP3 plan may result in the following escalation. The penalty is determined by the total number of violations per site even if the violations are for different BMPs.

(1) First Violation: The City Engineer will issue a Notice of Deficiency to the owner or operator. All controls are to be repaired or maintained per the SWP3 plan within three (3) days of the notification. If controls have not been corrected after this time, the City Engineer may issue a Stop Work Order for all activities until corrections have been made.

(2) Second Violation: The City Engineer may issue a formal Notice of Violation which includes a \$500 administrative fee against the SWP3 Bond or site plan deposit. All controls are to be repaired or maintained per the approved SWP3 plan within three (3) days of the Notice of Violation. If controls have not been corrected after this time, the City Engineer may issue a Stop Work Order for all activities until corrections have been made.

(3) Third and subsequent violations: The City Engineer may issue a Stop Work Order for all construction activities and charge a \$1,000 administrative fee against the SWP3 bond or site plan deposit. The Stop Work Order will be lifted once all controls are in compliance with the approved SWP3 plan.

(f) The City Engineer shall have the authority to make immediate on-site adjustments to the SWP3 in order to achieve compliance with this ordinance.

(g) A final inspection will be made to determine if the criteria of this code has been satisfied and a report will be presented to the City of Medina and the site operator on the site's compliance status.

(h) The City Engineer will monitor soil-disturbing activities for non-farm residential, commercial, industrial, or other non-farm purposes on land of less than one contiguous acre to ensure compliance required by these Rules.

(i) The City Engineer shall notify the U.S. Army Corps of Engineers when a violation on a development project covered by an Individual or Nationwide Permit is identified. The City Engineer shall notify the Ohio Environmental Protection Agency when a violation on a development project covered by a Section 401 Water Quality Certification and/or Isolated Wetland Permit is identified.

(j) The City of Medina shall not issue building permits for projects regulated under this code without approved SWP3s.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.14 VIOLATIONS.

(a) No person shall violate or cause or knowingly permit to be violated any of the provisions of this regulation, or fail to comply with any of such provisions or with any lawful requirements of any public authority made pursuant to this regulation, or knowingly use or cause or permit the use of any lands in violation of this regulation or in violation of any permit granted under this regulation.

(b) Upon notice, the City Engineer may suspend any active soil disturbing activity for a period not to exceed ninety (90) days and may require immediate erosion and sediment control measures whenever he or she determines that such activity is not meeting the intent of this regulation. Such notice shall be in writing, shall be given to the owner, and shall state the conditions under which work may be resumed. In instances, however, where the City Engineer finds that immediate action is necessary for public safety or the public interest, he or she may require that work be stopped upon verbal order pending issuance of the written notice.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.15 APPEALS.

Any person aggrieved by any order, requirement, determination, or any other action or inaction by the **[community]** in relation to this regulation may appeal to the court of common pleas. Such an appeal shall be made in conformity with **[insert appropriate Ohio Revised Code sections]**. Written notice of appeal shall be served on the **[community]** and a copy shall be provided to the **[county]** SWCD.

(Ord. XX-XXXX. Passed XX-XX-XX.)

XXXX.99 PENALTY.

(a) Any person, firm, entity or corporation; including but not limited to, the owner of the property, his agents and assigns, occupant, property manager, and any contractor or subcontractor who violates or fails to comply with any provision of this regulation is guilty of a misdemeanor of the third degree and shall be fined no more than five hundred dollars (\$500.00) or imprisoned for no more than sixty (60) days, or both, for each offense. A separate offense shall be deemed committed each day during or on which a violation or noncompliance occurs or continues.

(b) The imposition of any other penalties provided herein shall not preclude the City of Medina instituting an appropriate action or proceeding in a Court of proper jurisdiction to prevent an unlawful development, or to restrain, correct, or abate a violation, or to require compliance with the provisions of this regulation or other applicable laws, ordinances, rules, or regulations, or the orders of the City of Medina.

(c) All expenses incurred by the City of Medina to initiate an enforcement action, implement a mitigating event, remediation of damages caused or resolve a violation shall be the responsibility of the owner shall be deducted from any funds or bonds on file with the Finance Department.

(Ord. XX-XXXX. Passed XX-XX-XX.)

CHAPTER XXXX

Illicit Discharge and Illegal Connection Control

- XXXX.01 Purpose and scope.
- XXXX.02 Applicability.
- XXXX.03 Definitions.
- XXXX.04 Disclaimer of liability.
- XXXX.05 Conflicts, severability, nuisances and responsibility.
- XXXX.06 Responsibility for administration.
- XXXX.07 Discharge and connection prohibitions.
- XXXX.08 Monitoring of illicit discharges and illegal connections.
- XXXX.09 Enforcement.
- XXXX.10 Remedies not exclusive.
- XXXX.99 Penalty.

CROSS REFERENCES

Erosion and sediment control - see Ch. XXXX

Storm Water Management - see Ch. XXXX

XXXX.01 PURPOSE AND SCOPE.

The purpose of this regulation is to provide for the health, safety, and general welfare of the residents of the City of Medina through the regulation of illicit discharges to the municipal separate storm sewer system (MS4). This regulation establishes methods for controlling the introduction of pollutants into the MS4 in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process as required by the Ohio Environmental Protection Agency (Ohio EPA). The objectives of this regulation are:

- (a) To prohibit illicit discharges and illegal connections to the MS4.
- (b) To establish legal authority to carry out inspections, monitoring procedures, and enforcement actions necessary to ensure compliance with this regulation.

(Ord. XX-XX. Passed XX-XX-XX.)

XXXX.02 APPLICABILITY.

This regulation shall apply to all residential, commercial, industrial, or institutional facilities responsible for discharges to the MS4 and on any lands in the City of Medina, except for those discharges generated by the activities detailed in Section **XXXX.07** (a)(1) to (a)(3) of this regulation.

(Ord. XX-XX. Passed XX-XX-XX.)

XXXX.03 DEFINITIONS.

The words and terms used in this regulation, unless otherwise expressly stated, shall have the following meaning:

(a) **Best Management Practices (BMPs):** means schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants to storm water. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

(b) **Community:** means the City of Medina, its designated representatives, boards, or commissions.

(c) **Environmental Protection Agency or United States Environmental Protection Agency (USEPA):** means the United States Environmental Protection Agency, including but not limited to the Ohio Environmental Protection Agency (Ohio EPA), or any duly authorized official of said agency.

(d) **Floatable Material:** in general, this term means any foreign matter that may float or remain suspended in the water column, and includes but is not limited to, plastic, aluminum cans, wood products, bottles, and paper products.

(e) **Hazardous Material:** means any material including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

(f) **Illicit Discharge:** as defined at 40 C.F.R. 122.26 (b)(2) means any discharge to an MS4 that is not composed entirely of storm water, except for those discharges to an MS4 pursuant to a NPDES permit or noted in Section **XXXX.07**.

(g) **Illegal Connection:** means any drain or conveyance, whether on the surface or subsurface, that allows an illicit discharge to enter the MS4.

(h) **Municipal Separate Storm Sewer System (MS4):** as defined at 40 C.F.R. 122.26 (b)(8), municipal separate storm sewer system means a conveyance or system of conveyances

(including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains):

(1) Owned or operated by a State, city, town, borough, county, parish, district, municipality, township, county, district, association, or other public body (created by or pursuant to State law) having jurisdiction over sewage, industrial wastes, including special districts under State law such as a sewer district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the Clean Water Act that discharges to waters of the United States;

(2) Designed or used for collecting or conveying storm water;

(3) Which is not a combined sewer; and

(4) Which is not part of a Publicly Owned Treatment Works (POTW) as defined at 40 C.F.R. 122.2.

(i) National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge Permit: means a permit issued by EPA (or by a State under authority delegated pursuant to 33 USC §1342(b)) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general areawide basis.

(j) Off-Lot Discharging Home Sewage Treatment System: means a system designed to treat home sewage on-site and discharges treated wastewater effluent off the property into a storm water or surface water conveyance or system.

(k) Owner/Operator: means any individual, association, organization, partnership, firm, corporation or other entity recognized by law and acting as either the owner or on the owner's behalf.

(l) Pollutant: means anything that causes or contributes to pollution. Pollutants may include, but are not limited to, paints, varnishes, solvents, oil and other automotive fluids, non-hazardous liquid and solid wastes, yard wastes, refuse, rubbish, garbage, litter or other discarded or abandoned objects, floatable materials, pesticides, herbicides, fertilizers, hazardous materials, wastes, sewage, dissolved and particulate metals, animal wastes, residues that result from constructing a structure, and noxious or offensive matter of any kind.

(m) Storm Water: any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation.

(n) Wastewater: The spent water of a community. From the standpoint of a source, it may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants, and institutions.

(Ord. XX-XX. Passed XX-XX-XX.)

XXXX.04 DISCLAIMER OF LIABILITY.

Compliance with the provisions of this regulation shall not relieve any person from responsibility for damage to any person otherwise imposed by law. The provisions of this regulation are promulgated to promote the health, safety, and welfare of the public and are not designed for the benefit of any individual or for the benefit of any particular parcel of property.

(Ord. XX-XX. Passed XX-XX-XX.)

XXXX.05 CONFLICTS, SEVERABILITY, NUISANCES AND RESPONSIBILITY.

(a) Where this regulation is in conflict with other provisions of law or ordinance, the most restrictive provisions, as determined by the City of Medina, shall prevail.

(b) If any clause, section, or provision of this regulation is declared invalid or unconstitutional by a court of competent jurisdiction, the validity of the remainder shall not be affected thereby.

(c) This regulation shall not be construed as authorizing any person to maintain a nuisance on their property, and compliance with the provisions of this regulation shall not be a defense in any action to abate such a nuisance.

(d) Failure of the City of Medina to observe or recognize hazardous or unsightly conditions or to recommend corrective measures shall not relieve the site owner from the responsibility for the condition or damage resulting therefrom, and shall not result in the City of Medina, its officers, employees, or agents being responsible for any condition or damage resulting therefrom.

(Ord. XX-XX. Passed XX-XX-XX.)

XXXX.06 RESPONSIBILITY FOR ADMINISTRATION.

The City of Medina shall administer, implement, and enforce the provisions of this regulation. The City of Medina may contract with the Medina County Board of Health to conduct inspections and monitoring and to assist with enforcement actions.

(Ord. XX-XX. Passed XX-XX-XX.)

XXXX.07 DISCHARGE AND CONNECTION PROHIBITIONS.

(a) Prohibition of Illicit Discharges. No person shall discharge, or cause to be discharged, an illicit discharge into the MS4. The commencement, conduct, or continuance of any illicit discharge to the MS4 is prohibited except as described below:

(1) Water line flushing; landscape irrigation; diverted stream flows; rising ground waters; uncontaminated ground water infiltration; uncontaminated pumped ground water; discharges from potable water sources; foundation drains; air conditioning condensate; irrigation water; springs; water from crawl space pumps; footing drains; lawn watering; individual residential car washing; flows from riparian habitats and wetlands; de-chlorinated/de-brominated/de-salinated swimming pool discharges; street wash water with dry cleanup methods and no detergents to minimize pollutants; and discharges or flows from fire fighting activities. These discharges are exempt until such time as they are determined by the City of Medina to be significant contributors of pollutants to the MS4.

(2) Discharges specified in writing by the City of Medina as being necessary to protect public health and safety.

(3) Discharges from off-lot discharging home sewage treatment systems existing prior to January 1, 2007 and permitted by the Medina County Board of Health for the purpose of discharging treated sewage effluent in accordance with Ohio Administrative Code 3701-29, or other applicable Medina County Board of Health regulations, until such time as the Ohio Environmental Protection Agency issues an NPDES permitting mechanism for household sewage treatment systems existing prior to January 1, 2007. These discharges are exempt unless such discharges are deemed to be creating a public health nuisance by the Medina County Board of Health. Discharges from new or replacement off-lot household sewage treatment systems installed after January 1, 2007 are not exempt from the requirements of this regulation.

In compliance with the City of Medina Storm Water Management Program, discharges from all off-lot discharging home sewage treatment systems must either be eliminated or have coverage under an appropriate NPDES permit issued and approved by the Ohio Environmental Protection Agency. When such permit coverage is available for systems existing prior to January 1, 2007, discharges from off-lot discharging home sewage treatment systems existing prior to January 1, 2007 will no longer be exempt from the requirements of this regulation.

(b) Prohibition of Illegal Connections. The construction, use, maintenance, or continued existence of illegal connections to the MS4 is prohibited.

(1) This prohibition expressly includes, without limitation, illegal connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.

(2) A person is considered to be in violation of this regulation if the person connects a line conveying illicit discharges to the MS4, or allows such a connection to continue.

(Ord. XX-XX. Passed XX-XX-XX.)

XXXX.08 MONITORING OF ILLICIT DISCHARGES AND ILLEGAL CONNECTIONS.

(a) Establishment of an Illicit Discharge and Illegal Connection Monitoring Program: The City of Medina shall establish a program to detect and eliminate illicit discharges and illegal connections to the MS4. This program shall include the mapping of the MS4, including MS4 outfalls and home sewage treatment systems; the routine inspection of storm water outfalls to the MS4, and the systematic investigation of potential residential, commercial, industrial, and institutional facilities for the sources of any dry weather flows found as the result of these inspections.

(b) Inspection of Residential, Commercial, Industrial, or Institutional Facilities.

(1) The City of Medina shall be permitted to enter and inspect facilities subject to this regulation as often as may be necessary to determine compliance with this regulation.

(2) The City of Medina shall have the right to set up at facilities subject to this regulation such devices as are necessary to conduct monitoring and/or sampling of the facility's storm water discharge, as determined by the City of Medina.

(3) The City of Medina shall have the right to require the facility owner/operator to install monitoring equipment as necessary. This sampling and monitoring equipment shall be maintained at all times in safe and proper operating condition by the facility owner/operator at the owner/operator's expense. All devices used to measure storm water flow and quality shall be calibrated by the City of Medina to ensure their accuracy.

(4) Any temporary or permanent obstruction to safe and reasonable access to the facility to be inspected and/or sampled shall be promptly removed by the facility's owner/operator at the written or oral request of the City of Medina and shall not be replaced. The costs of clearing such access shall be borne by the facility owner/operator.

(5) Unreasonable delays in allowing the City of Medina access to a facility subject to this regulation for the purposes of illicit discharge inspection is a violation of this regulation.

(6) If the City of Medina is refused access to any part of the facility from which storm water is discharged, and the City of Medina demonstrates probable cause to believe that there may be a violation of this regulation, or that there is a need to inspect and/or sample as part of an inspection and sampling program designed to verify compliance with this regulation or any order issued hereunder, or to protect the public health, safety, and welfare, the City of Medina may seek issuance of a search warrant, civil remedies including but not limited to injunctive relief, and/or criminal remedies from any court of appropriate jurisdiction.

(7) Any costs associated with these inspections shall be assessed to the facility owner/operator.

(Ord. XX-XX. Passed XX-XX-XX.)

XXXX.09 ENFORCEMENT.

(a) Notice of Violation. When the City of Medina finds that a person has violated a prohibition or failed to meet a requirement of this regulation, the City of Medina may order compliance by written Notice of Violation. Such notice must specify the violation and shall be hand delivered, and/or sent by registered mail, to the owner/operator of the facility. Such notice may require the following actions:

(1) The performance of monitoring, analyses, and reporting. The Ohio EPA will be notified within 24-hours if any illicit discharge takes place related to illicit sanitary cross connections from industrial, commercial or multi-family sources and from leaking or broken sanitary sewer lines that are actively contributing sewage to your small MS4. Notification shall include the location, general description, date, and approximate time the illicit discharge was discovered.

(2) The elimination of illicit discharges or illegal connections;

(3) That violating discharges, practices, or operations cease and desist;

(4) The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property; or

(5) The implementation of source control or treatment BMPs.

(b) If abatement of a violation and/or restoration of affected property is required, the Notice of Violation shall set forth a deadline within which such remediation or restoration must be completed. Said Notice shall further advise that, should the facility owner/operator fail to remediate or restore within the established deadline, a legal action for enforcement may be initiated.

(c) Any person receiving a Notice of Violation must meet compliance standards within the time established in the Notice of Violation.

(d) Hearing: If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, the City of Medina shall issue a citation for noncompliance. Notice of the citation shall be hand delivered and/or sent registered mail.

(e) Injunctive Relief: It shall be unlawful for any owner/operator to violate any provision or fail to comply with any of the requirements of this regulation pursuant to Ohio R.C. 3709.211. If an owner/operator has violated or continues to violate the provisions of this regulation, the City of Medina may petition for a preliminary or permanent injunction restraining the owner/operator from activities that would create further violations or compelling the owner/operator to perform abatement or remediation of the violation.

(Ord. XX-XX. Passed XX-XX-XX.)

XXXX.10 REMEDIES NOT EXCLUSIVE.

The remedies listed in this regulation are not exclusive of any other remedies available under any applicable federal, state or local law and it is in the discretion of the City of Medina to seek cumulative remedies.

(Ord. XX-XX. Passed XX-XX-XX.)

XXXX.99 PENALTY.

(a) Any person, firm, entity or corporation; including but not limited to, the owner and or operator of the property, his agents and assigns, occupant, property manager, and any contractor or subcontractor who violates or fails to comply with any provision of this regulation is guilty of a misdemeanor of the third degree and shall be fined no more than five hundred dollars (\$500.00) or imprisoned for no more than sixty (60) days, or both, for each offense. A separate offense shall be deemed committed each day during or on which a violation or noncompliance occurs or continues beyond the date established in the Notice of Violation as set forth in Section XXXX.09.

(b) All expenses incurred by the City of Medina to initiate an enforcement action, implement a mitigating event, remediation of damages caused or resolve a violation shall be the responsibility of the property owner and/or operator.

(Ord. XX-XX. Passed XX-XX-XX.)

REQUEST FOR COUNCIL ACTION

No. RCA 25-090-4/14
Committee Finance + Council

FROM: Patrick Patton/Kimberly Marshall

DATE: April 9, 2025

SUBJECT: FY26 Community Project Grant Application – State Road Reconstruction

SUMMARY AND BACKGROUND:

This request is to authorize the Mayor to submit a FY26 Community Project Grant application to Congressman Max Miller's office for the State Road Reconstruction – Phase 2 project

Phase 2 is the Section between Progress Dr., South to Birch Hill. It is 1,355 feet long

Cost estimates include ROW, Construction and Engineering

Total Cost of the project is estimated at \$2,690,000

However, the local match portion is \$772,400 – This is 29% match

State Road is on the NOACA Functional Classification Map, therefore it is eligible for federal funds.

Suggested Funding:

- Sufficient funds in Account No. 108 Account
- Transfer needed from Account No. _____ to Account No. _____
- NEW APPROPRIATION needed in Account No. 108 Account

Emergency Clause Requested: YES

Reason: We just received notice of the opportunity and deadline to apply is April 18, 2025

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

State Road (PID 122984)

Proposed Phasing Plan



Legend

- Original Scope - Total Length = 3,565 LF
- Proposed Phase 1 - Length = 2,210 LF
- Proposed Phase 2 - Length = 1,355 LF

Google Earth

CITY OF MEDINA
STATE ROAD RECONSTRUCTION
PRELIMINARY BUDGET SUMMARY

PHASE	STREET NAME	SECTION LIMITS	PAVEMENT INFO				COST ESTIMATES			PRELIMINARY BUDGET ESTIMATE*
			FEDERAL CLASS.	LENGTH	WIDTH	AREA	RIGHT OF WAY	CONSTRUCTION (with 25% contingency)	ENGINEERING	
2	STATE RD	Progress Dr., south	Collector	foot	foot	sq. ft.				
		from to		1,355	29	39,295	\$25,000	\$2,396,656	14%	\$268,426
		Birch Hill								\$2,690,000

*Rounded to nearest \$1,000

FUNDING REQUEST SUMMARY				
	Federal Funds	Local Funds	TOTAL	
	\$*	\$*	\$*	
Right of Way	\$0	\$25,000	\$25,000	0%
Construction	\$1,917,600	\$479,400	\$2,397,000	80%
Engineering	\$0	\$268,000	\$268,000	0%
TOTAL	\$1,917,600	\$772,400	\$2,690,000	71%

*Rounded to nearest \$1,000

State Road is on NOACA's Functional Classification Map, therefore it is eligible for federal funds.

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

**Highway Infrastructure Projects
Department of Transportation (DOT)
Guidelines and Requirements for Appropriations Submissions**

**Member Request deadline is May 23, 2025, at 6:00 PM EST.
Members must post CPF requests on their websites on June 13, 2025.**

Highway Infrastructure Projects are capital projects eligible under title 23 of the United States Code. Eligible projects are described under section 133 of title 23, United States Code, as amended by title III of division A of the Infrastructure Investment and Jobs Act. Tribal and territorial capital projects authorized under chapters 1 and 2 of title 23, United States Code, are also eligible.

All projects must be:

1. Capital projects or project-specific design for a capital project.
2. Supported by the state or Tribal government that would administer the project. Inclusion in a Statewide Transportation Improvement Plan (STIP) or Transportation Improvement Plan (TIP) would satisfy this requirement.
3. Requested by state, local, or Tribal entities.

The subcommittee will not fund activities that are administrative in nature even if they are eligible expenses under the statutory citation. These include general operating expenses and planning activities required under sections 134 and 135 of title 23, United States Code.

Applicants should be aware that Highway Infrastructure Projects have a non-federal cost share calculated on a sliding scale. The cost-share requirements are defined in statute and vary based on activity, location, and other factors.

Additionally, projects must comply with federal requirements such as Buy America and the National Environmental Policy Act. The Committee strongly encourages Member offices and potential funding recipients to reach out to their state departments of transportation to determine the eligibility and viability of projects.

For each Highway Infrastructure Projects request, Members will need to provide specific information through the electronic submission process. The database will include the following questions to assist the subcommittee in vetting and selecting projects.

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

Demonstration of Community Support:

Demonstration of community support for a project is crucial for determining whether it should receive funding. Projects must have substantial evidence of community support to be considered for funding. Community support documentation can include letters from elected officials and community groups, local transportation or community development plans, publications (including news articles), and any other documents demonstrating public support for the project.

Community Project Funding Supplemental Questions in the Database for Highway Infrastructure Projects:

1. Description and benefits of the project and why it is needed.
2. Was this project funded within this account in the FY25 House Transportation-HUD bill? (Y/N)
 - If yes, please provide the title of the project, and the page number it appeared on, as it shows in the table in the back of House Report 118-584.

NOTE: If you submitted this project in a different account in the THUD bill or another bill in FY25 – and it later appeared in the THUD bill – please conform your request to match the bill and account where the project ended up. For example, if you submitted a roadway project under the Highway Infrastructure Programs (HIP) account, and after technical review it was funded in the Economic Development Initiatives (EDI) account, please submit it through EDI this year.

3. Type of project eligible under 23 USC 133 (Surface Transportation Block Grant Program); 23 USC 201 (Federal Lands and Tribal Transportation Programs); 23 USC 202 (Tribal Transportation Program); or 23 USC 165 (Territorial and Puerto Rico Highway Program).

NOTE: Choose from 23 USC 133, 23 USC 201, 23 USC 202, or 23 USC 165.

4. If the request is for a phase of a larger project, describe all other phases and how this request relates to the entire project.
5. Please provide a history of any federal funding already received or approved for the project. Include both formula funds and any discretionary grants.

EXAMPLE: *FY20 TIGER/BUILD Grant: \$10 million; FHWA Formula Funds: \$5 million.*

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

6. Does the project have other public (state, local) and/or private funds committed to meet match or cost-share requirements for costs related to construction, operations, and maintenance? If so, what is the source and amount of those funds?

7. Is the project on a STIP or a TIP? If yes, please provide a link to the plan.

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

**TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE CERTIFICATIONS AND
FEDERAL NEXUS STATEMENTS**

To comply with House rule XXIII, clause 17, and Committee guidance, below is suggested text for a statement of federal nexus and a financial disclosure certification to accompany **each** Community Project Funding request:

Dear Chairman Cole and Ranking Member DeLauro:

I am requesting funding for _____ [project] in Fiscal Year 2026. The entity to receive funding for this project is _____, located at _____ (address including street name, city, state and zip code). The funding would be used for _____. The project is an appropriate use of taxpayer funds because _____.

The project has a federal nexus because the funding provided is for purposes authorized by _____ [choose the applicable program's citation: 23 USC 133; 23 USC 201; 23 USC 202; or 23 USC 165].

I certify that I have no financial interest in this project, and neither does anyone in my immediate family.

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on June 13, 2025. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

Questions: If you have any questions about Community Project Funding eligible for Highway Infrastructure Projects, please email TH.MemberRequests@mail.house.gov and include "Highway Infrastructure Projects" in the subject line.

REQUEST FOR COUNCIL ACTION

No. RCA 25-091-4/14
Committee Finance + Council

FROM: Kimberly Marshall / Patrick Patton

DATE: April 9, 2025

SUBJECT: FY26 Community Project Grant Application – Medina Municipal Airport

SUMMARY AND BACKGROUND:

This request is to authorize the Mayor to submit a FY26 Community Project Grant application to Congressman Max Miller's office for the Medina Municipal Airport Entrance Access Road & Apron Project.

The project includes Plans, Specs and Construction. The project is listed on the Master Airport Layout Plan/Airport Improvement Program.

Total Cost of the project is estimated at \$2,680,000
However, the local match portion is \$134,000

Suggested Funding:

- Sufficient funds in Account No.
- Transfer needed from Account No. _____ to Account No. _____
- NEW APPROPRIATION needed in Account No. 547-0650-54411

Emergency Clause Requested: YES

Reason: We just received notice of the opportunity and deadline to apply is April 18, 2025

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res. Res 79-25
Date: 4-14-25

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

**Airport Improvement Program (AIP)
Department of Transportation
Guidelines and Requirements for Appropriations Submissions
Database**

**Member Request deadline is May 23, 2025, at 6:00 P.M.
Members must post CPF requests on their website on June 13, 2025.**

AIP community project funding requests are intended to enhance airport safety, capacity, and security, and address environmental issues.

All projects must be:

- AIP eligible in accordance with 49 U.S.C. 47100 et seq., and FAA policy and guidance.
- Included in the FAA's National Plan of Integrated Airport Systems (NPIAS).
- Supported broadly by local stakeholders, including residents, businesses, and elected officials.
- Administered by an airport and/or airport sponsor.

Federal Requirements:

Projects must comply with federal requirements such as Buy America and the National Environmental Policy Act. The potential grantee should reach out to FAA Regional District Offices to ensure that projects are in compliance.

Cost Share:

For large and medium primary hub airports, the grant covers 75 percent of eligible costs (or 80 percent for noise program implementation). For small primary, reliever, and general aviation airports, the grant covers a range of 90-95 percent of eligible costs, based on statutory requirements. Specific cost share requirements should be understood by the grantee, and verified by the FAA Regional District Office, along with other requirements to receive FAA funding.

Demonstration of Community Support:

Demonstration of community support for a project is crucial for determining whether it should receive funding. Projects that are not accompanied by substantial evidence of community support will not be considered for funding. Community support documentation can include letters from elected officials and community groups, local transportation or community development plans, publications (including news articles), and any other documents that demonstrate public support for the project.

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

Database Questions:

For each AIP community project funding request, Members will need to provide specific information through the database. The database will include the questions below to assist the Chair in evaluating and selecting projects. The Chair may require additional information on the project beyond the information provided in the database.

1. Airport Recipient and Project Name.
 - EXAMPLE: *Rehabilitate runway. Airport Name (Include three letter or number airport code).*
 - NOTE: This description may be used to list the project in the House report and should be as accurate as possible to ensure that the funding is provided to the correct project and location.
2. General description of the project and why it is needed.
3. Was this project funded within this account in the FY25 House Transportation-HUD bill? (Y/N)
 - If yes, please provide the title of the project, and the page number it appeared on, as it shows in the table in the back of House Report 118-584.
4. Has the airport sponsor provided assurances that the project is eligible under AIP statutes? Airport sponsors should engage with their Federal Aviation Administration Airport District Offices to ensure eligibility under statutory requirements.
5. What are the benefits of this project and why is it a priority?
6. Amount requested for the community project for Fiscal Year 2026, and the total project cost.
7. Does the project have other public (federal, state, local) and/or private funds for the required cost-share and committed for the forecasted operations and maintenance costs? What is the source and amount of those funds?
8. Has the airport submitted a grant application for this same project to FAA?

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

**DIRECTIONS AND TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE
CERTIFICATIONS AND FEDERAL NEXUS STATEMENTS:**

Pursuant to House rule XXIII, clause 17, Members are required to send the Chair and Ranking Member a letter stating that the Member and his/her spouse do not have a financial interest in certain proposed projects. The Chair of the Appropriations Committee is expanding this requirement to a Member's "immediate family" (defined as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law). The Chair is also requiring Members to include a statement regarding project's federal nexus.

Below is suggested text for a statement of federal nexus and a financial disclosure certification to accompany each Community Project Funding request:

Dear Chairman Cole and Ranking Member DeLauro:

"I am requesting funding for _____ [project] in Fiscal Year 2026. The entity to receive funding for this project is _____, located at _____ (address including street name, city, state and zip code).

The funding would be used for _____.

The project has a federal nexus because the funding provided is for purposes authorized by 49 U.S.C. 47100 et seq.

I certify that I have no financial interest in this project, and neither does anyone in my immediate family."

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on June 13, 2025. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

Questions: If you have questions or require further information on AIP community project requests, please email the subcommittee staff at TH.MemberRequests@mail.house.gov with "AIP" in the subject line.

REQUEST FOR COUNCIL ACTION

No. RCA 25-092-4/14

FROM: Civil Service Commission Committee: Finance
DATE: 4/9/2025
SUBJECT: Extra Employee for Training Purpose

SUMMARY AND BACKGROUND:

The Civil Service Commission is requesting Council's permission for an exception / extension to the four-week training period allowed under Section 31.04 (B) of the Salaries & Benefits Code to allow additional training for the in-coming Civil Service Secretary, Kimberly Leightner.

Laureen Wilson will be working through May 30, 2025. The Commission would like to have Kim have as much time learning the various responsibilities of her new position. Ms. Leightner is willing to work her part-time schedule in Engineering (24 hours weekly) and start training in the Civil Service department (16 hours weekly) effective immediately which could give her an extra three weeks of training availability.

The Commission would appreciate being granted permission to allow Ms. Leightner to train effective immediately through May 30th, which is a seven-week training period. She would be paid according to the Pay Code at Pay Grade 13 Step A when in training with the CSC secretary. Kim Leightner will be covering her Engineering Clerk duties until a replacement is found. When a replacement for her position is found, Kim will need to dedicate at least one week to training him/her late April or early May, which could shorten the training extension being requested.

Estimated Cost: approximately \$2110 (3 additional training weeks of 16 hrs (24 hrs weekly still covering clerk duties) \$1560 wages and \$550 benefits)

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

Emergency Clause Requested: yes
Reason: Positions already filled.

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

*Ord. 70-25
4-14-25*