

Finance Committee
Monday August 26th, 2024
5:00 p.m. Medina City Hall – Council Rotunda

In attendance: J. Coyne – Chairman, J. Shields, P. Rose, R. Haire, N. DiSalvo, J. Hazeltine and D. Simpson.

Also present: Mayor Hanwell, Greg Huber, Nino Piccoli, P. Patton, K. Dirham, Kathy Patton, Dan Gladish, Cindy Lastuka, Kimberly Marshall, Darin Zaremba, Jansen Wehrley, Chief Walters, Skip Baron, Chet Simmons, Tammy Kirby, Kevin Hutchinson, Nate Seward

1. Assignment of Requests for Council Action

2. 24-151-8/26 – Webpage Update – WRIS Web Services – IT Dept.

Darin Zaremba stated this has been an ongoing project for at least a year and is a rewrite of the City's Web Page. Using current vendor, we've used for years now. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

3. 24-152-8/26 – Annual Transfer Request – Parking Fund

Keith stated this is how we pay for the operations of the Parking Fund, there is some revenue there but not enough to cover what the expenses are, so we make a transfer. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

4. 24-153-8/26 – Increase Exp. – Airgas – MCRC

Mr. Wehrley stated this is to increase their existing purchase order to add \$7,000 to make it a total of \$27,000 and is for CO2 for the swimming pools. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

5. 24-154-8/26 – Increase Exp. – Heritage OP Aquatics – MCRC

Mr. Wehrley stated this is also for pool chemicals specifically chlorine and a sensor. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

6. 24-155-8/26 – Increase Exp. – Paul Davis Restoration – PY20 CHIP

Mr. Dutton stated this is for 30 Circle Drive and is an increase of \$313.00 bringing total to \$25,200 for sump pump to be installed. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

7. 24-156-8/26 – Job Creation Grant Payment – Carlisle Brake & Friction

Ms. Marshall stated this is to authorize a job creation grant payment for tax year 2023 in the amount of \$53,491.89. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

8. 24-157-8/26 – Amend S&B Code – Payroll Clerk Classification / Job Description

Mr. Dirham stated we are not paying comparable to what other cities are paying their payroll clerks. Law Director reviewed the job description and Civil Service approved it. Emergency clause is requested to go with this to July 1st. John questioned other positions within the department to see where everyone else is at. Keith stated Account payable did receive an

increase a couple of years ago due to having a hard time filling that position. Paul feels they should evaluate all the jobs in the city and make sure positions are being fairly paid. We don't have an HR position at City Hall. Mr. Shields feels that position has been harder to fill in several different public sector jobs and the level of responsibility is sky rocketed with what payroll is responsible for.

John, Regi and Simpson were more comfortable with using the 13 pay scale verses 14.

Mayor respectfully suggests Laureen work with Civil Service commissions as well as Kathy as Council Clerk and try to draw the data from both of those present to council and if that is not enough information then bring in an outside consultant to do an overall study.

Mayor Hanwell and Dennie Simpson agree that a Human Resource Director at this time isn't necessary and the knowledge base from the schools HR Director is more than comparable than anyone they can hire for the position.

Mr. Shields moved to amend the pay to step 13 now, retroactive to July 1st, 2024 and will further review all positions including this one with the emergency clause, seconded by Mr. Simpson. Motion passed 7-0.

9. 24-158-8/26 – Mast Parkway Right-of-Way Dedication

Mr. Dutton explained this is the Parkway that goes directly behind the Acme site and recently constructed Ryan Homes development. Built in 2017 and envisioned as a roundabout and currently has two legs of the round-about constructed. This request is to vacate the center of the roundabout which is about .062 acres of grassy area and owned privately by Albrecht.

Mayor Hanwell explained that there is no possible way that a full semi with a trailer could make it around that circle so the choice is if we don't do this the semi would have to go left of center around the circle. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

10. 24-159-8/26 – Various Zoning Code Amendments

Mr. Dutton explained that these are a variety of zoning code amendments. First part is related to basically processes and review. The second part is related to fencing and page 6 is on roofed porches – setbacks. Substantial section on parking lot lighting. Allows short-term rentals within 4,000 ft. of the square.

Paul Rose stated this is a starting point and we can reevaluate in a year. Mr. Rose stated the Planning Commission did approve these amendments pending the approval of the Law Director because there was some wording concerning the amount of days. Mr. Shields moved to approved subject to the Law Director's approval, seconded by Mr. Simpson. Motion passed 7-0.

11. 24-160-8/26 – OHMAS Specialized Dockets Funding / Veteran's Treatment Court

Cindy Lastuka stated they were awarded another \$75,000 in grant to their Veterans Treatment Court. Asking for the emergency clause due to time restraints. Mr. Shields will abstain from voting since he is a member of the ADAHM Board. Mr. Simpson moved to approved with the emergency clause, seconded by Mr. Rose. Motion passed 6-1. Jim Shields abstained.

12. 24-161-8/26 – Grant Application – 2024 JAG Grant – Police

Chief Kinney stated they are requesting approval and acceptance of funds from the grant. This will cover the costs of early detection cancer blood screening test. Thanks to Fire Chief Walters for doing all the research on that. The full amount is for \$27,258.00. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

13. 24-162-8/26 – Create New Celebrations Fund / Associated Transfers

Mr. Dirham stated when they created the Bicentennial Fund they didn't expect to raise more money than they spent. The city did an advance and then the intention was to repay and the rest would become a transfer and that would be it. Asking that instead of creating a fund for each one of these that comes along he would like to create a celebrations fund. The request is to transfer up to \$13,000 (still money coming in). Mr. Shields moved to approved, econded by Mr. Simpson. Motion passed 7-0.

14. 24-163-8/26 – State Contract – MNJ Technologies – Computer Replacements

Darin Zaremba explained that Windows 10 in October of 2025 will be end of life, so they started the process here at the city of upgrading to Windows 11. Some machines don't have the hardware in place to take that upgrade. Requesting the emergency clause partially for the 30-day quotes but also just for the security of it. Mr. Shields moved to approved with the emergency clause, seconded by Mr. Simpson. Motion passed 7-0.

15. 24-164-8/26 – Budget Amendments

a. #8477 – Transfer – Vehicle Purchase Sanitation

Nino stated this was submitted in anticipation of item #16 which is the request for pickup in the service dept. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

b. #2024-040 – Probation Grant/Valor Court

Cindy Lastuka explained this is the grant for \$75,000 they received. Keith stated it's also for legal services, contractual and general administration and office supplies, celebration transfer, state HW fund, and some probation supervision. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

c. #2024-041 – Payment – Dave's Tree Removal

Keith spoke for Jansen stating this is a check they received that they did not attach to the request to appropriate it. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

d. #2024-042 – County Fair Police Coverage

Chief Kinney stated this is a reimbursement from the Medina County Fair Board for the officers that worked security. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

e. #2024-043 – Hazmat Spill Spray Products

Chief Walters stated this is cost recovery from a hazmat spill that took place in the city. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

16. 24-165-8/26 – Purchase (1) 2024 F150 4x4 Pick Up – Service Dept.

Nino Piccoli stated this is to cover the rest of the P.O. request for the sanitation dept. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

17. 24-166-8/26 – Expenditure – A&A Safety Inc. – Street Dept.

Mr. Piccoli stated they received a grant for the portable traffic signals in the amount of \$40,000.00. His request is for the amount of \$23,100.00 and is the city portion as the total

portion is \$63,100.00. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

18. 24-167-8/26 – Amend S&B Code – Add F/T Account Clerk II – Service Dept.

Mr. Piccoli stated 16 years ago they had a full-time clerk retire from sanitation and at that time they went part-time. Currently there is one full-time water office clerk and one part-time 29 hrs. sanitation office clerk, and then substitute clerks filling in thereafter. Over time there have been some issues filling these hours. Things have fallen through the cracks and it's not because of lack of aptitude, it's mostly due to part-time and substitute fill in and sometimes the information doesn't always translate. Having a full-time clerk would be best for the sanitation dept. having consistency and adequate coverage with better service. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

19. 24-168-8/26 – Amend S&B Code – Add F/T Motor Equip. Operator – Street Dept.

Nino explained that in the Street Dept. they have part-time laborers and full-time and 7 Motor Equipment Operators. Over years they have taken on the maintenance at the airport. With all the tasks the Street Dept. has taken on with helping other departments, they are at the point where they need to add another MEO. They do have a CDL Program for the trainees and have two enrollees that they will be putting through. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

20. 24-169-8/26 – Amend S&B Code – Add Second F/T Sanitation Laborer

Mr. Piccoli referred to the sanitation budget where they talked about how they've been running with part-time laborers for over 15 years. The part-time pool has dried up. Currently have 2 full-time guys that are on loan labor from other departments right now. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

21. 24-170-8/26 – 2024 City Auction

Nino stated this is for our annual city auction and have already compiled quite the list. Temporary slated schedule for the auction is October 26th. Nino plans on having the completed list for council by the next meeting on September 9th. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

22. 24-171-8/26 – Accept Grant – Board of Developmental Disabilities – Muni Court

Cindy Lastuka stated she was approached by the Board of Developmental Disabilities to put in an adult universal changing table. Cindy explained they were able to get a grant to cover the cost of the table. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

23. 24-172-8/26 – EPA Brownfield Assessment Application for former Yost Sunoco Site

Kimberly Marshall stated Council authorized her to apply for the Ohio Department of Development Brownfield Assessment Grant. Still no decision on that grant from the State of Ohio. Looking at other options, they came across this Ohio EPA Targeted Brownfield Assessment grant. They would like to apply for sort of in parallel with the other application. If they are awarded this grant, the State will pick up the entire cost. Requesting the emergency clause to get the grant application in because it does take a couple of weeks for the State to review and approve. Mr. Shields moved to approved with the emergency clause, seconded by Mr. Simpson. Motion passed 7-0.

24. 24-173-8/26 – Interurban Building Relocation and Use

Andrew Dutton stated that due to some changes in the site, there is a water vault that needs to go right next to the Interurban Building and so protecting the Interurban Building becomes difficult at this point and needs to be moved. There are a couple of proposals in the packet. One is to remove the structure off site for safe keeping until the project is complete, then bring it back. Looking for direction on which option to go with.

Dennie Simpson is comfortable with having the Historical Society take care of it whether it be temporary or permanently.

Regi asked who would take care of the cost for moving the building.

Jason Stevenson stated they would contribute towards the cost, and he doesn't know that number.

John Coyne feels it should be enjoyed by all, somewhere in the downtown area.

Nino stated the best approach would be to keep it on the premises for now, until it's decided where to move, possibly the Feckley lot. The cost to move \$2,500. Using crane.

Mr. Shields moved to place the Interurban Building in the Feckley Lot utilizing the crane that is coming to install HVAC in public restrooms, to buy us some time to decide where the final spot will be, with the emergency clause, seconded by Mr. Simpson. Motion passed 7-0.

25. 24-174-8/26 – Cyber Security Grant Application

Mayor Hanwell stated the State of Ohio set up a grant specific to Ohio cybersecurity. Maximum grant is for \$20,000.00 with a 20% match so we would be committed to \$4,000.00 if we secure the maximum. Asking for permission to apply. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

26. 24-175-8/26 – Bids, Airport Hangar Apron Improvements

Patrick stated this project would replace a little over a thousand square yards of existing concrete pavement adjacent to the F row Hangar where the pavement has deteriorated to a point to where it could be dangerous to airplanes. Final estimate is \$200,000 for the project. \$180,000.00 in ARPA funds and \$20,000.00 in Airport Funds. There may be more money from ARPA available. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

27. 24-176-8/26 – Design Discussion, US 42 Resurfacing

Patrick stated they were awarded a little over \$900,000.00 through NOACA to resurface. As part of that project they will be doing some ADA curb ramps. Considering putting in some pedestrian bump outs, total of 4 with 2 at Liberty St. and 2 at Washington St. The idea there is to give a protected area for pedestrians trying to cross east west Court St. It limits the distance that they can be exposed to traffic. The idea is it might create a little bit of a safety improvement. ODOT is confident we can access ODOT safety funds to pay for the design and construction and some storm sewer work. John Coyne stated he would like to keep the historic nature of the square as much as possible when it comes to the design of the bump outs if possible. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

28. 24-177-8/26 – Design Discussion, N. Huntington Sidewalks

Patrick stated they have a little over \$600,000.00 in grant loan funds for N. Huntington St. between Homestead and West North a complete reconstruction. Patrick wants to do an improvement and separate the sidewalk from the curb between West Union and West North giving pedestrians a little buffer for safety. On the west side they would separate it, create a tree lawn that would require an easement from Union Square. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

29. 24-178-8/26 – Utility Easement for Legacy Hotel Project

Patrick stated the city does need to grant the Legacy Hotel an easement to install their waterline, powerline and some storm sewers on city property at the Feckley lot. There are going to be several easements that need to be completed between the city and the hotel. This one is critical to them starting, it's time contingent. They would install and perpetually maintain the waterline, power and storm sewer. Mayor Hanwell suggested adding the emergency clause, Cunningham is doing it for them and they told them that we need it by 9/9/24 at the next council meeting. Mr. Shields moved to approved with the emergency, seconded by Mr. Simpson. Motion passed 7-0.

30. 24-179-8/26 – Exp./Agreement – Grail, Inc. – Cancer Screening for Fire Dept.

Chief Walters stated it used to be that firefighters suffered most from heart disease as it related to the industry, but due to all the plastics and things that are in the fires they put out over the last 10 years, it's become evident that cancer has become the leading cause. This was brought to the Health, Safety and Sanitation Committee earlier this year and at that time they researched some options for the screening. They ultimately settled on Grail, Inc. using a blood test / screening for multi cancer early detection. Paying for this by using a donation that was received from the Park Foundation and requesting the emergency clause as this screening is very popular and hard to get on their schedule and received screening dates of September 26th and 27th. Mr. Shields moved to approved with the emergency, subject to final approval of the law director, seconded by Mr. Simpson. Motion passed 7-0.

31. 24-180-8/26 – Amend Ord. 95-23, Increase Estimate Amount

Mr. Patton stated that last year council authorized a 3-year agreement between the city and our GIS Provider. There is an opportunity to upgrade that to include some enhanced aerial imagery for an additional \$2,750.00. Nate Stewart works at city hall and has been instrumental in building our GIS system and spoke on the upgrade. Mr. Shields moved to approved, seconded by Mr. Simpson. Motion passed 7-0.

32. Executive Session: (imminent/pending litigation)

It was moved by Mr. Shields and seconded by Mr. Simpson to enter into Executive Session at 6:35 p.m. for conferences with the City's Law Director concerning disputes involving the City which are the subject of pending or imminent court action to include the Mayor and the Law Director. The roll was call and passed by the yea votes of N. DiSalvo, R. Haire, J. Hazeltine, P. Rose, J. Shields, D. Simpson and J. Coyne.

The Finance Committee reconvened, and there being no further business, adjourned at 7:30 p.m.

John Coyne, Chairman