

**FINANCE COMMITTEE AGENDA**  
**January 22, 2024**  
**Council Rotunda**

**Finance Committee (6:00 p.m.)**

1. Assignment of Requests for Council Action
2. 24-012-1/22 – Amend S&B Code, 31.02(B)(7) & 31.05 – Police Dept.
3. 24-013-1/22 – Expenditure Over \$35,000 – Lake County Sewer – Street Dept.
4. 24-014-1/22 – Expenditure Over \$35,000 – Goodyear Tire – Street Dept.
5. 24-015-1/22 – Advance Request – OHTF State Grant Fund
6. 24-016-1/22 – Budget Amendments
  - a. 2024-005 – Accept Check Medina Girls Softball
  - b. 2024-006 – Accept Check Feckley Foundation
  - c. 2024-007 – Accept Check Kiwanis
  - d. 2024-008 – Grant Funds for License Plate Reader – Police
  - e. 2024-009 – Advances – PY23 CHIP
  - f. 2024-010 – Solar Eclipse Fund
7. 24-017-1/22 – Expenditure - PY22 CHIP Rehab – 1244 Hadcock Rd.
8. 24-018-1/22 – Expenditure – PY22 CHIP Rehab – 850 North Huntington
9. 24-019-1/22 – RFQ's PY24 CHIP - Grant Consultant
10. 24-020-1/22 – RFQ's PY24 CHIP - Fair Housing Services
11. 24-021-1/22 – 2024 Material Bids
12. 24-022-1/22 – Adopt 2023 NFPA-National Electric Code – Building Dept.
13. 24-023-1/22 – Grant Application – ODOD Brownfield Remediation Program

## REQUESTS FOR COUNCIL ACTION/DISCUSSION

### Finance Committee

- 24-012-1/22 – Amend S&B Code 31.02(B)(7) & 31.05 – Police Dept.
- 24-013-1/22 – Expenditure Over \$35,000 – Lake County Sewer – Street Dept.
- 24-014-1/22 – Expenditure Over \$35,000 – Goodyear Tire & Rubber – Street Dept.
- 24-015-1/22 – Advance Request – OHTF State Grant
- 24-016-1/22 – Budget Amendments
- 24-017-1/22 – Expenditure - PY22 CHIP Rehab – 1244 Hadcock Rd.
- 24-018-1/22 – Expenditure – PY22 CHIP Rehab – 850 North Huntington St.
- 24-019-1/22 – RFQ's/RFP's – PY24 CHIP/CDBG Consultant Services
- 24-020-1/22 – RFQ's/RFP's – PY24 CHIP/CDBG Fair Housing Services
- 24-021-1/22 – 2024 Material Bids – Service Dept.
- 24-022-1/22 – Adopt 2023 NFPA-National Electric Code – Building Dept.
- 24-023-1/22 – Grant Application – ODOD Brownfield Remediation Program

1/22/24

**REQUEST FOR COUNCIL ACTION**

OK  
2/27/2024  
1-5-2024

No. RCA 24-012-1/22

From: **POLICE DEPARTMENT**  
**Chief Edward R. Kinney**

*E.R.K.*

Mayor's Initials:

Committee

*Finance*

Guidelines: See information on back of form

Date: 1/4/24

Subject: **Salaries & Benefit Code 31.02 (B)(7) & 31.05 Police Department**

**Summary and Background**

All full-time communication operators' positions in the Police department have NOT been filled consistently for several years. One or two positions have been either vacant or filled only temporarily at any given time. There has been a need to use part-time communication operators on a temporary basis using the exception noted in the Salaries & Benefit Code Sec. 31.02 & 31.05 which allows the use of 2 authorized part-time communication operators to work temporarily while there are open full-time positions or until all operators are hired, trained and certified to work without probationary oversight.

The department has been fortunate enough to have good ties with past employees that have been willing to come in to assist in our time of need. At this time though, I am respectfully asking Council to remove this above notation from Section 31.02 and 31.05.

Hiring part-time employees on a temporary basis to fill in for any hour of the day or on weekends or holidays is extremely difficult. They want to work, but they would also like to have a schedule that they can plan their life around and know this is a steady income coming in. The department doesn't want to lose these part-time employees. They are flexible and maybe only work a shift or half shift here or there, but the times they work, they are NEEDED.

Currently we have two vacancies. Filling dispatcher positions are difficult. Lateral transfer candidates know what they are signing up for, but original appointments are people who think they can work the hours or handle the phone calls, but it is totally different in the call center than they expect. The department may not reach a full roster of dispatchers for another year or two. It would be reassuring for us, as a department, to know we have part-time dispatchers that we can utilize, and it would be reassuring for them to know this is a steady commitment and they can count on being around as long as the arrangement is good for BOTH parties.

Respectfully requesting to keep the 2 Communication Operators (part-time) as noted in Section 31.02 (B)(7) and 31.05 Police Department. Just asking to remove the noted (\*\*\*\*) section below that specifies the part-time Communication Operator positions may be filled until such time as full-time Communication's Operators are hired, trained and certified to work without probationary oversight.

Thank you.

Estimated Cost:

Suggested Funding: No additional appropriation requested. Will cover with existing funding/carry forward.

Sufficient Funds in Account No: Yes

Transfer Needed From: To:

**New Appropriation Needed:**

**Account No:**

**Emergency Clause Requested:**

No  Yes If yes, reason:

**Council Use Only:**

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**Committee Recommendation:**

**Council Action Taken:**

**Ord./Res.No:**

**Date:**

20, Ord. 175-20, 88-21, 25-23, 114-23)

(7) **POLICE DEPARTMENT**

		<u>Hourly Rate</u>
1	Administrative Asst. – part time	Pay Grade 8A
2	Communication Operators***	Step A of Contract
4	Records Clerk	Pay Grade 5A
2	Stationary Load Limit Inspector*	Pay Grade 5A
1	Parking Meter Attendant**	Pay Grade 58A
1	Patrol Officer****	per contract

\*Two (2) Stationary Load Limit Inspectors not to exceed forty (40) hours per week combined.

\*\*Parking Meter Attendant may be filled with more than one person not to exceed thirty-five (35) hours.

\*\*\* The part-time Communication Operator position shall be a position filled for as long as there are open full-time dispatcher positions available. The part-time Communication Operator position may be filled until such time as full-time Communication's Operators are hired, trained and certified to work without probationary oversight.

\*\*\*\*Patrol Officer not to exceed thirty (30) hours per week.

(Ord. 159-02, 163-03, 164-04, 238-05, 185-06, 138-07, 147-07, 161-08, 43-09, 111-09, 168-09, 98-10, 86-10, 55-11, 134-11, 29-12, 210-12, 137-14, 178-16)

(8) **SANITATION DEPARTMENT**

		<u>Hourly Rate</u>
3	Laborer	per contract

(Ord. 27-13, Ord. 196-21)

(9) **CABLE TV**

		<u>Hourly Rate</u>
2	Cable TV Production Assistant*	Pay Grade 51A

\*Each position of Production Assistant may be filled by more than one person, but each person may not individually exceed twenty-nine (29) hours per week.

(Ord. 134-11, 187-14, 54-16, 196-21)

(10) **ENGINEERING DEPARTMENT**

		<u>Hourly Rate</u>
1	Engineering Assistant	Pay Grade 59A
1	Clerical Help	Pay Grade 5A

(Ord. 216-07, 134-11)

(11) **COMMUNITY DEVELOPMENT DEPARTMENT**

		<u>Hourly Rate</u>
1	Code Enforcement Inspector	Pay Grade 8A *
1	Clerical Help	Pay Grade 5A

\*The part-time position of Code Enforcement Inspector may not be filled if there is a person filling

Part-time and Seasonal Employees                                      Sec. 31.02(A)(1)&(B)(1)                                      Part-time

\*The Director of Parks, Recreation, Cemetery and Forestry is a dual responsibility position covering both the Parks Department and Recreation Center.

(Ord. 273-05, 7-06, 76-08, 81-09, 134-11, 27-13, 173-13, 32-14, 98-17, 48-18, 56-20, 98-21, 111-22, 215-22, 10-23)

**POLICE DEPARTMENT**

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Police Chief	43 A-F	Classified/appointed by Mayor, confirmed by Council
2	Police Lieutenant	20 A-F	Classified
7	Sergeant	per contract	Classified
32	Patrol Officer	per contract	Classified
1	Patrol Officer (part-time)***	per contract	Part-time
11	Communications Operator	per contract	Classified
2	Communication Operator (part-time)*****	Step A of contract	Part-time
1	Administrative Assistant	8 A-F	Classified
1	Administrative Assistant (part-time)	Sec. 31.02(B)(7)	Part-time
1	Parking Meter Attendant (part-time)**	Sec. 31.02(B)(7)	Part-time
4	Records Clerk (part-time)	Sec. 31.02(B)(7)	Part-time
2	Stationary Load Limit Inspector*	Sec. 31.02(B)(7)	Part-time

\*Two (2) Stationary Load Limit Inspectors not to exceed forty (40) hours per week combined.

\*\*Parking Meter Attendant may be filled with more than one person not to exceed thirty-five (35) hours.

\*\*\*Patrol Officer (part-time) not to exceed thirty (30) hours per week.

\*\*\*\*\*The part-time Communication Operator position shall be a position filled for as long as there are open full-time dispatcher positions available. The part-time Communication Operator position may be filled until such time as full-time Communication's Operators are hired, trained and certified to work without probationary oversight.

**REQUEST FOR COUNCIL ACTION**

No. RCA 24-013-1/22  
Finance

**FROM:** Nino Piccoli Service Director

**DATE,** December 29, 2023

**SUBJECT:** EXPENDITURE APPROVAL

**SUMMARY AND BACKGROUND:**

Respectfully requesting Council's authorization for a Purchase Order for Lake County Sewer Co. in the amount of \$60,000.00. This expenditure will be used in the Street department for the repairs on the City Storm Sewer system.

**Suggested Funding:** \$60,000

- Sufficient funds in Account No.
- Transfer needed from Account No. 102-0620-53319 to Account No.
- NEW APPROPRIATION needed in Account No.

**Emergency Clause Requested:** NO  
**Reason:**

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**COUNCIL USE ONLY:**

**Committee Action/Recommendation:**

**Council Action Taken:**

**Ord./Res.**  
**Date:**

# REQUEST FOR COUNCIL ACTION

No. RCA 24-014-1/22  
Finance

FROM: Nino Piccoli Service Director  
DATE: December 29, 2023  
SUBJECT: Expenditure Approval

## SUMMARY AND BACKGROUND:

Respectfully requesting Council's authorization for the purchase of supplies from Goodyear Tire and Rubber Company. New and Commercial Recap truck tires are available to the City at or below State Bid pricing. Goodyear has provided excellent products and service to the City of Medina for numerous years.

Suggested Funding: \$65,000.00

- Sufficient funds in Account No. 514-0543-53321
- Transfer needed from Account No.  
to Account No.
- NEW APPROPRIATION needed in Account No.

Emergency Clause Requested: NO  
Reason:

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## COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.  
Date:



# REQUEST FOR COUNCIL ACTION

No. RCA 24-015-1/22  
Committee: Finance

FROM: Keith Dirham, Finance Director  
Lori Bowers, Deputy Finance Director  
DATE: January 16, 2024  
SUBJECT: Advance Request

## SUMMARY AND BACKGROUND:

The Finance Department respectfully requests Council to authorize the Finance Director to make the following fund advances:

Advance From:	Advance To:	Amount	Purpose
General Fund (#001)	OHTF(#129)	\$60,000	Program year 2022 OHTF state grant

These advances (loans) are necessary to cover expenditures until the City receives reimbursement from the grantor agency.

Estimated Cost: \$60,000 from the General Fund. General Fund to be reimbursed once grant funds are received.

Suggested Funding: See above.

Sufficient funds in Account No.:

Transfer needed: From Account No.:  
To Account No.:

NEW APPROPRIATION needed in Account No.: \$60,000 increase to account 001-0707-56615  
Refer to Appropriation Adjustment #2024-009

Emergency Clause Requested: No

Reason:

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## COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.  
Date:

*Ord. 19-25*  
*1-22-24*

(Finance use only)

RCA Number RCA 24-06-1/22  
(Council use only) Finance  
NO. 2024-005

### REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT  
(CHECK ONE)

ADMINISTRATIVE  
FINANCE COMMITTEE  
COUNCIL

\_\_\_\_\_  
\_\_\_\_\_  
x

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS
		115-0610-53313	St. Repair - Operating Supplies	\$2,785.00		x

Accept check #3672 from Medina Girls Softball Association for concrete at Fred Greenwood Park.

DEPARTMENT HEAD: [Signature] DATE: 1/8/24  
MAYOR'S APPROVAL: [Signature] 1/8/2024  
(WHEN NECESSARY)

COUNCIL/COMMITTEE ACTION:

ORD. NO. 20-24

APPROVED: \_\_\_\_\_  
DENIED: \_\_\_\_\_  
RETURNED FOR EXPLANATION: \_\_\_\_\_  
RETURNED TO USE EXISTING ACCOUNT FUNDS: \_\_\_\_\_

CLERK OF COUNCIL/DATE

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

(Finance use only).

RCA Number RCA 24-016-1/22  
(Council use only) Finance

### REQUEST FOR APPROPRIATION ADJUSTMENT

NO. 2024-006

TYPE OF ADJUSTMENT  
(CHECK ONE)

ADMINISTRATIVE  
FINANCE COMMITTEE  
COUNCIL

\_\_\_\_\_  
\_\_\_\_\_ x \_\_\_\_\_

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS
			104-0301-54413 - Parks Maint Equipment	\$2,000.00		x

Accept check #1950332 The Feckley Charitable Foundation Huntington National Bank for improvements to the Dog Park located at Ray Meiert Park

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

DATE: 1/10/24  
1/10/2024

COUNCIL/COMMITTEE ACTION:

ORD. NO. 20-24

APPROVED: \_\_\_\_\_  
DENIED: \_\_\_\_\_  
RETURNED FOR EXPLANATION: \_\_\_\_\_  
RETURNED TO USE EXISTING ACCOUNT FUNDS: \_\_\_\_\_

CLERK OF COUNCIL/DATE

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









# REQUEST FOR COUNCIL ACTION

No. RCA 24-017-1/22  
Committee: Finance

FROM: Andrew Dutton

DATE: January 17, 2024

SUBJECT: PY 2022 CHIP, Private Rehab Project at 1244 Hadcock Road, Brunswick, Ohio

## SUMMARY AND BACKGROUND:

A purchase order request to Green Home Solutions for a PY22 CHIP Private Rehabilitation project at 1244 Hadcock Road in Brunswick.

This purchase order previously received approval in November of 2023. This request splits the purchase order between CHIP HOME Funds and CHIP-LAP Funds, which were recently received as part of a Lead Abatement Program. The purchase order will be split as follows:

Account 139-0462-52215 (CHIP HOME) - \$41,925.00

Account 129-0463-52215 (CHIP-LAP) - \$30,000.00

Total \$71,925.00

The project includes installing new roof, gutters and downspouts, soffit repairs, new vinyl replacement windows, new insulated doors, storm door new sliding patio door, project is a Lead Abatement Project, windows troughs/sills/floors cleaning – interim control, install new natural gas hot water heater, basement sump pump, basement water supply and drain lines, install new bathroom shower on the 1st floor, install new natural gas boiler and update electrical throughout the home.

Project Number: AC-22-07 (CHIP Funds)

Estimated Cost: \$71,925.00

### Suggested Funding:

- sufficient funds in Account No. 139-0462-52215 & 129-0463-52215
- transfer needed from Account No.
- NEW APPROPRIATION needed in Account No.

Emergency Clause Requested: Yes

Reason: The project was approved and is underway. The contractor will be requesting draws shortly.

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### COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:





December 4, 2023

Mr. Andrew Dutton  
Community Development Director  
City of Medina  
132 North Elmwood Avenue  
Medina, Ohio 44256  
[adutton@medinaoh.org](mailto:adutton@medinaoh.org)

Ms. Pam Plavecski  
Division of Planning  
City of Brunswick  
4095 Center Road  
Brunswick, Ohio 44212  
[pplavecski@brunswick.oh.us](mailto:pplavecski@brunswick.oh.us)

Re: City of Medina PY2022 CHIP  
Kleinfelder Project No.: 20233423.002A-6004

Dear Mr. Dutton and Ms. Plavecski:

The following project has been put out to bid and we are hereby ready to begin construction with your concurrence.

<u>Applicant</u>	<u>Bid Amount</u>	<u>Contractor</u>
Judith L. Rundle 1244 Hadcock Road Brunswick, Ohio 44212 <b>(Private Owner Rehab)</b>	\$41,925.00 <b>(CHIP HOME Funds)</b>	Green Home Solutions 4900 Brook Park Road Cleveland, Ohio 44134 <b>Federal Tax ID#: 27-1075386</b>

The project is using CHIP HOME funds for Private Owner Rehab in the amount of \$41,925 (hard cost) and \$14,385 (soft cost).

<u>Applicant</u>	<u>Bid Amount</u>	<u>Contractor</u>
Judith L. Rundle 1244 Hadcock Road Brunswick, Ohio 44212 <b>(Private Owner Rehab)</b>	\$30,000.00 <b>(CHIP-LAP Funds)</b>	Green Home Solutions 4900 Brook Park Road Cleveland, Ohio 44134 <b>Federal Tax ID#: 27-1075386</b>

The project is using CHIP-LAP funds for Private Owner Rehab in the amount of \$30,000 (hard cost). The total project cost is estimated at \$86,310.

On October 10, 2023, Marcia Walters, approved our request for exceed for this project. Should you have any questions or concerns, please do not hesitate to contact me directly at (567) 331-2679.

Sincerely,

KLEINFELDER

*Brandi Cowell*

Brandi Cowell  
Housing Specialist  
Representative for the City of Medina CHIP

# REQUEST FOR COUNCIL ACTION

No. RCA 24-018-1/22  
Committee: Finance

FROM: Andrew Dutton

DATE: January 17, 2024

SUBJECT: PY 2022 CHIP, Private Rehab Project at 850 North Huntington Street

## SUMMARY AND BACKGROUND:

A purchase order request to Green Home Solutions for a PY22 CHIP Private Rehabilitation project at 850 North Huntington Street in Medina.

This purchase order previously received approval in November of 2023. This request splits the purchase order between CHIP HOME Funds and CHIP-LAP Funds, which were recently received as part of a Lead Abatement Program. The purchase order will be split as follows:

Account 139-0462-52215 (CHIP HOME) - \$25,575.00

Account 129-0463-52215 (CHIP-LAP) - \$15,000.00

Total \$40,575.00

Exterior work for the project includes installing new gutters and downspouts, a new kitchen vent, the reconstruction of a concrete patio, new vinyl replacement windows, and new doors.

Interior work for the project includes new doors, ceiling repair, a new dryer vent, a new gas range and vent, a dishwasher, smoke and carbon monoxide detectors, and updated electrical throughout the home.

Project Number: AC-22-07 (CHIP Funds)

Estimated Cost: \$40,575.00

Suggested Funding:

- sufficient funds in Account No. 139-0462-52215 & 129-0463-52215
- transfer needed from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_
- NEW APPROPRIATION needed in Account No. \_\_\_\_\_

Emergency Clause Requested: Yes

Reason: The project was approved and is underway. The contractor will be requesting draws shortly.

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COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:



December 4, 2023

Mr. Andrew Dutton  
Community Development Director  
City of Medina  
132 North Elmwood Avenue  
Medina, Ohio 44256  
[adutton@medinaoh.org](mailto:adutton@medinaoh.org)

Re: City of Medina PY2022 CHIP  
Kleinfelder Project No.: 20233423.002A-6027

Dear Mr. Dutton:

The following project has been put out to bid and we are hereby ready to begin construction with your concurrence.

**Applicant**

Richard F. Hurst  
850 North Huntington Street  
Medina, Ohio 44256  
**(Private Owner Rehab)**

**Bid Amount**

\$25,575.00  
**(CHIP HOME Funds)**

**Contractor**

Green Home Solutions  
4900 Brook Park Road  
Cleveland, Ohio 44134  
**Federal Tax ID#: 27-1075386**

**The project is using CHIP HOME funds for Private Owner Rehab in the amount of \$25,575 (hard cost) and \$12,500 (soft cost).**

**Applicant**

Richard F. Hurst  
850 North Huntington Street  
Medina, Ohio 44256  
**(Private Owner Rehab)**

**Bid Amount**

\$15,000.00  
**(CHIP-LAP Funds)**

**Contractor**

Green Home Solutions  
4900 Brook Park Road  
Cleveland, Ohio 44134  
**Federal Tax ID#: 27-1075386**

**The project is using CHIP-LAP funds for Private Owner Rehab in the amount of \$15,000 (hard cost).**

The total project cost is estimated at \$53,075 (including \$12,500 for Kleinfelder soft costs). Should you have any questions or concerns, please do not hesitate to contact me directly at (567) 331-2679.

Sincerely,

**KLEINFELDER**

*Brandi Cowell*

Brandi Cowell  
Housing Specialist  
Representative for the City of Medina CHIP

# REQUEST FOR COUNCIL ACTION

No. PCA 24-019-1/22

FROM: Andrew Dutton

Committee: Finance

DATE: January 17, 2024

SUBJECT: PY24 CHIP Grant Consultant Application Contract

## SUMMARY AND BACKGROUND:

This is a request to authorize the Mayor to solicit Requests for Qualifications (RFQ's)/Request for Proposals (RFP's) for consultant services for the PY24 City of Medina Community Housing Impact and Preservation Program (CHIP) and Community Development Block Grant (CDBG) Grant Program applications, including administration and implementation, and to award RFQ/RFP to the successful bidder. The city will once again make an application in partnership with the City of Brunswick.

Estimated Cost: -

Suggested Funding:

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

Emergency Clause Requested: Yes

Reason: This is the first step in a lengthy CHIP Application process. The call for RFP/RFQ applications from consultants must be advertised twice, a consultant must be selected, and numerous additional required steps must be taken prior to the application's submission to the State in May or June of 2024.

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## COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

# REQUEST FOR COUNCIL ACTION

No. RCA 24-020-1/22

FROM: Andrew Dutton

Committee: Finance

DATE: January 17, 2024 *Fair Housing*

SUBJECT: PY24 CHIP Grant Consultant Application Contract

## SUMMARY AND BACKGROUND:

This is a request to authorize the Mayor to solicit Requests for Qualifications (RFQ's)/Request for Proposals (RFP's) for Fair Housing services for the PY24 City of Medina Community Housing Impact and Preservation Program (CHIP) and Community Development Block Grant (CDBG) Grant Program applications and to award RFQ/RFP to the successful bidder. The city will once again make an application in partnership with the City of Brunswick.

Estimated Cost: -

Suggested Funding:

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

Emergency Clause Requested: Yes

Reason: This is a step in a lengthy CHIP Application process. The call for RFP/RFQ applications from consultants must be advertised twice, a consultant must be selected, and numerous additional required steps must be taken prior to the application's submission to the State in May of 2024.

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### COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

OK  
2-1-2024  
1-179-2024

# REQUEST FOR COUNCIL ACTION

No. RCA 24-021-1/22

FROM: Nino Piccoli, Service Director  
DATE: January 17, 2024  
SUBJECT: 2024 Material Bids

Committee: Finance

## SUMMARY AND BACKGROUND:

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

Estimated Cost:

Suggested Funding:

- Sufficient funds in Account No.
- Transfer needed from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_
- NEW APPROPRIATION needed in Account No. \_\_\_\_\_

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

ok  
M. Hammett  
1-12-24

# REQUEST FOR COUNCIL ACTION

No. RCA 24-022-1/22

Committee: Finance

FROM: Dan Gladish, Chief Building Official

DATE: January 16, 2024

SUBJECT: Adoption of the newest versions of the "NFPA – National Electrical Code" Codified Ordinances - Chapter 1333  
On March 1, 2024 the State of Ohio Board of Building Standards will be adopting the **2023 NFPA-National Electrical Code.**

## SUMMARY AND BACKGROUND:

Respectfully request authorization by Council to revise section 1333.01 as follows:

*That certain documents, three copies of which are on file in the office of the Chief Building Official of the City, being marked and designated as the "2023 NFPA – National Electrical Code" is hereby adopted as the 2023 "NFPA – National Electrical Code" of the City of Medina, for the control of buildings or classes of buildings specified in Section 3781.06 of the Ohio Revised Code as herein provided; and each and all of the regulations, provisions, penalties, conditions and terms of said NFPA – National Electrical Code are hereby referred to, adopted, and made a part hereof, as if fully set out in this chapter.*

This revision changes "2017 NFPA – National Electrical Code" to "2023 NFPA – National Electrical Code". The State of Ohio Board of Building Standards will adopt this change on March 1, 2024.

Estimated Cost: Not Applicable

Suggested Funding: Not Applicable

- Sufficient funds in Account No. N/A
- Transfer needed from Account No. – N/A
- To Account No. – N/A
- NEW APPROPRIATION needed in Account No. – N/A

Emergency Clause Requested: No

Reason: N/A

## COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

# REQUEST FOR COUNCIL ACTION

No. \_\_\_\_\_

Committee: Finance

FROM: Dan Gladish, Chief Building Official

DATE: January 16, 2024

SUBJECT: Adoption of the newest versions of the Ohio Building Codes  
Codified Ordinances - Chapter 1335

On March 1, 2024 the State of Ohio Board of Building Standards will be adopting the following:  
**2024 Ohio Building Code and Related Codes (includes the incorporation of the 2021 International Existing Building Code with Ohio Amendments).**

Related Codes include the - **2024 Ohio Mechanical Code** and the **2024 Ohio Plumbing Code.**

## SUMMARY AND BACKGROUND:

Respectfully request authorization by Council to revise section 1335.01 as follows:

*That certain documents, three copies of which are on file in the office of the Chief Building Official of the City, being marked and designated as the "2024 Ohio Building Code and Related Codes (Includes the Incorporation of the of the 2021 International Existing Building Code with Ohio Amendments)", is hereby adopted as the 2024 Ohio Building Code and Related Codes (Includes the incorporation of the 2021 International Existing Building Code with Ohio Amendments) of the City of Medina, for the control of buildings or classes of buildings specified in Section 3781.06 of the Ohio Revised Code as herein provided; and each and all of the regulations, provisions, penalties, conditions and terms of said Ohio Building Code and Related Codes (includes the incorporation of the 2021 International Existing Building Code with Ohio Amendments) are hereby referred to, adopted, and made a part hereof, as if fully set out in this chapter.*

This revision changes "2017 Ohio Building Code" to "2024 Ohio Building Code and related Codes (includes the incorporation of the 2021 International Existing Building Code with Ohio Amendments".

The State of Ohio Board of Building Standards will adopt this change on March 1, 2024.

Estimated Cost: Not Applicable

Suggested Funding: Not Applicable

- Sufficient funds in Account No. N/A
- Transfer needed from Account No. – N/A
- To Account No. – N/A
- NEW APPROPRIATION needed in Account No. – N/A

Emergency Clause Requested: No

Reason: N/A

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## COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:



# REQUEST FOR COUNCIL ACTION

No. \_\_\_\_\_

Committee: Finance

FROM: Dan Gladish, Chief Building Official

DATE: January 16, 2024

SUBJECT: Adoption of the newest versions of the Ohio Plumbing Code  
Codified Ordinances - Chapter 1345

On March 1, 2024 the State of Ohio Board of Building Standards will be adopting the  
**2024 Ohio Plumbing Code.**

## SUMMARY AND BACKGROUND:

Respectfully request authorization by Council to revise section 1345.01 as follows:

*That certain documents, three copies of which are on file in the office of the Chief Building Official of the City, being marked and designated as the "2024 Ohio Plumbing Code is hereby adopted as the 2024 Ohio Plumbing Code of the City of Medina, for the control of buildings or classes of buildings specified in Section 3781.06 of the Ohio Revised Code as herein provided; and each and all of the regulations, provisions, penalties, conditions and terms of said Ohio Plumbing Code are hereby referred to, adopted, and made a part hereof, as if fully set out in this chapter.*

This revision changes "2017 Ohio Plumbing Code" to "2024 Ohio Building Code". The State of Ohio Board of Building Standards will adopt this change on March 1, 2024.

Estimated Cost: Not Applicable

Suggested Funding: Not Applicable

- Sufficient funds in Account No. N/A
- Transfer needed from Account No. – N/A
- To Account No. – N/A
- NEW APPROPRIATION needed in Account No. – N/A

Emergency Clause Requested: No

Reason: N/A

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## COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

OK  
Do Hanwell  
1-17-2024

# REQUEST FOR COUNCIL ACTION

No. RCA 24-023 1-22

FROM: Kimberly Marshall, Economic Development Director Committee: \_\_\_\_\_

DATE: January 17, 2024

SUBJECT: ODOD Brownfield Remediation Program - Assessment Grant Application

## SUMMARY AND BACKGROUND:

This request is to authorize the Mayor to apply for an Ohio Department of Development Brownfield Remediation Program – Assessment Grant Application to cover the cost of Environmental Assessments for the former Yost Sunoco site located at 426 W Liberty St and execute any and all documents. If approved, the City will need to enter into a Subrecipient Grant agreement with the Medina County Port Authority.

The Medina County Commissioners have appointed the Medina County Port Authority as Lead Entity for the program funding. Grant applications are due to the State of Ohio by April 1, 2024 but the Port Authority needs our application NLT January 29, 2024 as the applications are reviewed on a first come first serve basis.

Budget Estimate for the project is estimated at \$400,000, of that the city will need to have a match of \$100,000.

Estimated Cost: \$100,000 *Fund TBD By Council*  
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: Applications due to Port Authority on January 29, 2024.

## COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

**TABLE 1**  
**PROJECT COST SUMMARY**  
**ODOD Brownfield Remediation Program (BRP) - Assessment Application**  
**Former Yost Sunoco, 426 W. Liberty St., Medina, Ohio**

ACTIVITY	BUDGET	DESCRIPTION
Geophysical Survey and Utility Clearance	\$7,500	Conduct a geophysical survey to confirm the likely limits/number of USTs and identify whether additional USTs may be present. Conduct utility clearance before assessment activities.
UST Removal for Assessment of Underlying Soils	\$98,000	Complete BUSTR Closure/Removal of 3 x 10,000-gallon USTs to allow assessment of underlying soil. Costs include the removal and disposal of the USTs in accordance with BUSTR regulations, concrete demolition/removal, and backfilling UST cavity to grade.
Soil Borings/Monitoring Wells (Installation)	\$77,500	Drilling subcontractor costs for labor, equipment and supplies for installation of up to 20 soil borings and 6 monitoring wells. Includes well abandonment costs upon project completion.
Field Oversight and Environmental Sampling	\$74,500	Assumes 1-2 personnel on-site for each activity: UST removal, borings/soil sampling, well installation, and 2 rounds of groundwater sampling. Includes IRS per diem of \$59 for meals, \$107 for lodging and \$0.67/mile for field vehicles.
Field Supplies/Equipment Rental	\$18,000	Includes costs for photoionization detector rental, groundwater sampling equipment rental and disposable sampling supplies.
Laboratory Analyses of Investigative Samples	\$49,500	Laboratory subcontractor costs for analyses (standard turnaround) of up to 40 soil and 12 groundwater samples. Target parameters include BUSTR VOCs, PAHs, and TPH.
Geotechnical Laboratory Analyses	\$7,500	Geotechnical assessment of soil properties, including grain size analyses, atterberg limits, loss on ignition (organic matter content), unit weight, porosity, and permeability.
Land Survey	\$5,500	Survey critical project locations and elevations, such as borings, monitoring wells, and excavation limits.
BUSTR Closure, Tier 1 Investigation/Delineation, and Tier 2 Evaluation Reports	\$62,000	Assumes 400 hours of labor at \$155/hour for data review, summary and validation, figure preparation, report preparation, and Ohio BUSTR meetings/exchanges.
<b>TOTAL PROJECT COST</b>	<b>\$400,000</b>	
City of Medina Match (25%)	\$100,000	Medina City Council has approved a set-aside of \$100,000 to cover the 25% match required on this project.
<b>ODOD BRP Grant Request</b>	<b>\$300,000</b>	



# MEMO

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TO: Kimberly Marshall, Economic Development Director

FROM: Gregory A. Huber, Law Director

DATE: January 10, 2024

RE: Access; City of Medina Yost gas station property

The Yost gas station property has been forfeited to the State of Ohio as a result of a failure of sale at the last sheriff sale involving the property. There are underground gas and oil tanks located on the property. There is an open question as to the possible extent of gasoline and/or oil contamination of the soil and groundwater located under the property. There is currently a desire to complete an environmental assessment with respect to possible underground contamination.

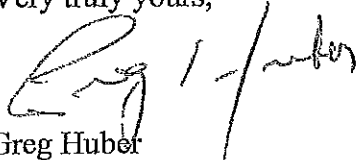
ORC 5723.01(A)(4) advises that a political subdivision in which the forfeited land is located may enter upon the forfeited land for the specific purpose of conducting an environmental assessment of the forfeited land and any other improvements located on the land. Moreover, unless the political subdivision engages in conduct that is willful or wanton misconduct, the political subdivision is not liable in any civil or administrative action for trespass or any other action resulting from entering upon the forfeited land for purposes of completing the environmental assessment. County Prosecutor, Mike Lyon advised that Medina County is supportive of examining the property for purposes of an environmental assessment.

Accordingly, if the City of Medina wishes to enter upon the Yost property for the purpose of completing an environmental assessment, the City of Medina should enjoy an immunity from any civil or administrative lawsuit as afforded by ORC 5723.01(A)(4).

ORC 5723.01 clearly gives the City of Medina a legal right to complete an environmental assessment on the subject Yost gas station property. Moreover, the Revised Code section affords the City of Medina immunity from lawsuits as long as the City of Medina does not engage in any willful or wanton misconduct with respect to the environmental assessment that is completed on the property.

Should you have any additional questions, please do not hesitate to contact me.

Very truly yours,

  
Greg Huber