

Finance Committee
Monday, October 26, 2020
6:00 p.m., Rotunda

In attendance: J. Coyne - Chairman, E. Heffinger, P. Rose, and J. Shields, D. Simpson, J. Hazeltine and Bill Lamb.

Also present: Mayor Hanwell, Greg Huber, Patrick Patton, Keith Dirham, Nino Piccoli, Chief Kinney, Kathy Patton, Jansen Wehrley, Kimberly Marshall, Dan Gladish, Jarrod Fry, Miles Reed and Cindy Lastuka

1. Assignment of Requests for Council Action

2. 20-199-10/26 – Bids, Rotunda Renovation Project

Mr. Piccoli stated that currently the rotunda is not equipped to meet the demands of the way business is being conducted. This has essentially become the new multi-purpose room and there are challenges with respect to the technology not equipped to handle the demands or ability to broadcast and conduct virtual meetings, city council meetings, or maintain the requirements of the public meetings during the COVID crisis and keep communications open to the public and requires an upgrade of the current equipment in this rotunda. More microphones are needed to ensure proper distancing. The playback sound system will need upgraded, as will the visual presentation abilities to the rotunda so that plans or agendas can be shared and put on digital format removing need to have paper copies circulating around the room. The rotunda as it is structured needs updated to meet the safety precautions of COVID-19 removing carpeted walls and benches due to them being difficult to sterilize and maintain. Floor will be elevated to create more spacious distancing during meetings, this will also eliminate people being able to congregating above and around the rotunda spreading germs to the lower bowl. Tables and chairs will be purchased due to the carpeted benches being removed. Revised drawings were available for all to see.

Mr. Coyne spoke of possible corkboard on brick wall for public to view. Suggested enclosing the podium, and including city logo or words "Medina City" on back brick wall. Also mentioned spacing between Council Members with Plexiglas wall.

Kevin Robinette, the architect, spoke of the general layout for the rotunda.

Costs for demo and renovation are approximately \$245,000.00 and costs for modifying audio and visual for this project are still pending the drawings but look to be about \$125,000.00.

Councilman Simpson asked what the timeline is on this since the emergency clause is required. Nino stated about two or three weeks to bid with bid opening on November 10th, with Special Board of Control award hopefully and that will leave construction for after November 10th to December 28th. This has to be completed and ready for business by December 28th

During construction it was suggested using the Performing Arts Center for council meetings. Mr. Shields moved bid for the rotunda renovation project with the emergency clause, seconded by Mr. Simpson. Motion Passed 7-0.

3. 20-200-10/26 – Cooperative Purchase – Rooftop Air Conditioning Unit – City Hall

Mr. Piccoli stated the current rooftop unit does not have capability or capacity to increase volume of fresh air and also does not have an internal exhaust system to remove stagnant air to prevent the building from becoming over pressurized, which in turn affects the airflow throughout the building. Also the comfort control system is an obsolete pneumatic system. The replacement of this unit can be integrated with the existing supply and discharge duct work. It does not have a clean air filtration system that is available with today's technology. The Health Department has blessed this project as a COVID-19 related project. Additionally the existing gas and electricity feeds are sufficient to be utilized in the installation process. All on national bid list. Crane will be needed to remove current unit and set up new unit. We are looking at \$221,234.00 with the install it will be \$25,000 for the removal and replacement. \$246,234.00 total. The boiler correlates with the tracer unit.

Mr. Gladish stated the new unit is much more efficient than what we have here now and energy costs will be a lot less. We have the ability with this new unit to have an upgraded filtration system, the warranty is important and worth the investment.

Mr. Coyne asked when the project would be performed, Dan stated we would expect arrival of the Trane unit around the December 14th, to change the unit out it will be about a 3 day project. We will rely on the boiler for heat. Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion passed 7-0

4. 20-189-9/28 – Approve/Disapprove Solid Waste Management Plan Update

Mr. Piccoli stated they talked about the EPA solid waste plan they are compelled to upgrade every 5 years. Currently the gate rate is at \$50, the anticipation is to go to \$59 per ton in 2028 and hold that until 2035. If this doesn't pass through the multiple jurisdictions, the cities and so forth with their councils and political subdivisions his understanding is the state comes in and takes over and could mandate 25% recycling. They could make cities or entities do curbside recycling.

Mr. Lamb will vote yes only because he feels we are trapped and really don't logically have a choice and feels if we had the choice to function free of it on our own we could probably do a much better job of providing the service.

Mrs. Hazeltine reiterated what councilman Lamb stated. Jess does not feel the Solid Waste Management Plan benefits our city in any way and will only vote yes because she feels we have no choice.

Mr. Coyne said he agrees with both Jess and Bill's comments but he will vote no because he doesn't feel we should vote yes to adopt a plan that doesn't work for anybody. It's a valid effort for the county doing the work on the front end but the biggest issue we found out through the tracking devices is on the back end things aren't being recycled. He stated he doesn't want to give encouragement to residents of the City of Medina saying yes we are recycling, when in fact we are not. He can't, with good conscience, say that recycling is happening when it is not. He will vote no.

Mr. Rose agreed that it doesn't do the service to the city. Paul agreed with Mr. Coyne that they really are not recycling and he feels a yes vote will not help fix the problem. We need to send a

NO vote to the county and to the state to fix their stupid law that was enacted way back when and doesn't suit today's needs and break up the cartel that is holding us hostage to their demands.

Mr. Heffinger agreed and feels it's good to make a stink. Most people have no idea what is going on with the trash and we need to make this conversation happen and maybe a way to do that is by pushing back with a no vote and hoping other cities around us will follow.

Mr. Shields moved to approve, seconded by Mr. Simpson. Motion failed 0-7.

5. 20-201-10/26 – Authorize Check Endorsement – 559 N. Harmony St.

Mr. Mendel stated this is associated with damage during a recent storm. The insurance company made the check out to the owner, the mortgage holder which is the owners' father and the City of Medina because we have a lien on the property from a past CHIP grant. This would permit the Mayor to sign off on this check so the owner can receive their money to do repairs to their house. Mr. Shields moved to approve with emergency clause, seconded by Mr. Simpson. Motion passed 7-0.

6. 20-202-10/26 – Discussion: Comprehensive Plan update

Mr. Mendel stated back in May Council basically said to hold off on doing the Comprehensive Plan to see if those funds that were allocated toward it could be used in other ways in the city since we were in the midst of the COVID-19 crisis, and wanted to rehash it in the fourth quarter for discussion to see if Council wants to use Ord. 5-20 that authorizes the RFP issuance. Jonathon stated alternatively he found some other examples where we could do this in house with maybe some outside help for technical needs.

Mr. Lamb stated if we are comfortable with the funding he would recommend we move forward in the same way that we discussed originally. Bill feels it is money well spent if we have that outside help to work with us.

Mr. Rose wants the estimated cost with doing it in house and hiring outside help.

Mr. Mendel does not have the estimated cost for in house but stressed it would be significantly cheaper than hiring an outside consultant. In the RCA the proposals we did receive back in March 2020 was in the range of \$78,000 to \$149,000.

Mr. Huber's recommendation would be to have outside help.

Mr. Simpson's opinion with everything that is going on now, with the CARES Act we are all trying to deal with he feels to postpone this to the beginning of the year.

Mr. Heffinger stated when they were talking about the courthouse project today they brought up that they couldn't do a proper parking study because of COVID-19 and how people are changing their behaviors right now and is curious with COVID-19 currently if that would have an impact on an outside consultant changing their perception of how they viewed the flow of the city and what's happening with traffic patterns and what not.

Jonathon feels with a comprehensive plan for a city like ours that is effectively built out, we are in redevelopment stage of our history. He doesn't think there is going to be significant new sizable

roads and pretty much what you see out there is pretty much what we are going to have for a long time. There may be trends that come out of COVID but he feels the traffic patterns will be an issue for a consultant that has the skills and ability to put together a plan for the next 10 to 15 years from now. Jonathon stated if they start the RFP process in November and we give them 6 to 8 weeks to get a RFP in that would be the end of December. We have to vet the proposal and that will take a couple of weeks so it might not be until March before it ramps up into a process. Even then it will be a 12 to 18 month process to go through that so we can get sufficient community input and vetting of all the different perspectives and different categories of things that are in a comprehensive plan.

Mr. Lamb feels the need to go forward with this sooner than later. Mr. Coyne agrees and with the timeline that Jonathon laid out with March of 2021 starting the comprehensive planning it will still take 8 months to a year to finish it. Mr. Shields moved to move forward with the Comprehensive Planning using an outside firm, seconded by Mr. Simpson. Motion passed 7-0.

7. 20-203-10/26 – Expenditure – Eventide – Radio & Phone Recorder - Police

Chief Kinney stated their current recording system is end of life and we need to upgrade their server, this is the one that they demoed and chose and it records their radio traffic as well as their 911 calls, phone calls and administrative lines, and also connects up with the CAD RMS system as well and will assist in documenting communications and response to the COVID-19 emergency and pandemic.

Mr. Dirham stated regardless if this is approved for CARES Act money or not, they have to buy it and we will just have to change the account number and pay for it out of the Police funds. Chief Kinney requested the emergency clause just based on the time expedience with the COVID-19 funds. Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion passed 7-0.

8. 20-204-10/26 – Expenditure – MNJ Technologies – Tablets for Cruisers - Police

Chief Kinney stated that this is for tablets in their marked patrol vehicles and will assist them in their communications in their effort to manage the pandemic and declared state of emergency. The emergency clause is requested due the time restraints. Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion passed 7-0.

9. 20-205-10/26 – Expenditure – Stryker Medical – AED's – Police

Removed from Agenda ***

10. 20-206-10/26 – Expenditure – Dynamerica – Restroom Renovations – Parks

Jansen stated this is to convert manual flush toilets to touchless. The cost of restroom renovations in the City of Medina Parks is an eligible expenditure of funds from Medina's local Coronavirus Relief Fund. In order to curb the transmission of COVID-19 in the community, the installation of dividers and touchless fixtures in park restrooms is necessary. The cost of these renovations was not accounted for in the budget most recently approved as of March 27th, 2020 and will be incurred by the City of Medina before the period ending December 28th, 2020. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 7-0.

11. 20-207-10/26 – RAD Construction – Rebuild Santa House – Parks

Jansen stated this is to rebuild the Santa House using RAD Construction. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 7-0.

12. 20-208-10/26 – Amend Ord. 57-20 - Lindenwood Lake Dam Improvements

Mr. Patton stated there has been a number of unexpected items come up that is part of that project and are requesting an increase to a total of \$276,000.00. Patrick spoke of all the changes that took place. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 7-0.

13. 20-209-10/26 – Job Creation Grant Agreement – Do It Best, Corp.

Mrs. Marshal stated this is for the purposes of expanding and renovating their facility located at 444 Independence Drive. Creating 30 new full time jobs to the City of Medina. The Business Development Committee did approve their Job Creation Grant application and are recommending it to council. The Job Creation Grants are funded through non-income tax generated revenues.

Mayor Hanwell stated the company in competition with these other states also shared with us that our processes here with everything they've done at this plant they are waiting three or four times as long in other areas to do similar projects and couldn't speak highly enough of the work of the Building Department, and the work of the Community Development Department getting permits approved and getting their processes going. Mr. Rose asked Kimberly to check the grant payments under A-1 and check the dates. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 7-0.

14. Budget Amendments

#7922 – Fire Department

Mr. Coyne stated it was for \$30,000 because it is short in the vehicle line in maintenance. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion Passes 7-0.

#2020-050 – CARES Act Fund / Misc.

Mr. Dirham stated this is a large list of everything and won't be your last appropriation adjustment for CARES Act funds but it gets us rolling. These are all new accounts. Mr. Coyne asked if we could put these all onto one ordinance so that we don't have to have like 55 ordinances for the CARES Act. If we approve it separately in Finance we should be able to consolidate it in council as one ordinance.

15. 20-211-10/26 – Purchase 2020 Newtek Tricaster Kits – Cable TV

Jarrod stated these are to be purchased to use over in the studio and also out in the field to handle all of the needs of COVID-19 with prime example right now covering football games being able to stream and broadcast those events because patrons can't attend those events. Same thing with the holiday concert season coming up through the schools and this equipment will allow them to do all this. Jarrod requests the emergency clause due to the restricted time line with the COVID-19 money and getting it in in time for that. . Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion passed 7-0.

16. 20-212-10/26 – Expenditure – Dynamerican – Restroom Renovation – Service

The cost of restroom renovations in the City of Medina Parks is an eligible expenditure of funds from Medina's local coronavirus relief fund. In order to curb the transmission of COVID-19 in the community, the installation of dividers and touchless fixtures in park restrooms is necessary. The cost of these renovations was not accounted for in the budget most recently approved as of March 27th, 2020 and will be incurred by the City of Medina before the period ending December

28th, 2020. Nino stated there are approximately 51 toilets, 24 sinks, 24 auto soap dispensers that they are looking to convert. The intent is to split this between Dynamerican and Mason Builders. Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion passed 7-0.

17. 20-213-10/26 – Expenditure – Mason Custom Builders – Restroom Renovation – Service

The cost of restroom renovations in the City of Medina Parks is an eligible expenditure of funds from Medina's local coronavirus relief fund. In order to curb the transmission of COVID-19 in the community, the installation of dividers and touchless fixtures in park restrooms is necessary. The cost of these renovations was not accounted for in the budget most recently approved as of March 27th, 2020 and will be incurred by the City of Medina before the period ending December 28th, 2020. Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion passed 7-0.

18. 20-214-10/26 – Litchfield Heating – HVAC Replacement

The services to be provided by Litchfield Heating in conjunction with the installation of a new HVAC system at City Hall are necessary expenditures due to the COVID-19 public health emergency. Specifically, Litchfield Heating will be installing a new HVAC system in Medina City Hall that will allow for greater ventilation by increasing the amount of outside air intake. Increased ventilation in a room is known to reduce the amount of contaminants in the air, which include viruses like COVID-19. The cost of these services was not accounted for in the budget most recently approved as of March 27th, 2020 and will be incurred by the City of Medina before the period ending December 28th, 2020. Nino stated that this is not to exceed a \$25,000 P.O. and we are looking at getting this in between December 7th and the 14th. Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion Passes 7-0.

19. 20-215-10/26 – Litchfield Heating – Boiler Replacement

The services to be provided by Litchfield Heating in conjunction with the installation of a new HVAC system at City Hall are necessary expenditures due to the COVID-19 public health emergency. Specifically, Litchfield Heating will be installing a new HVAC system in Medina City Hall that will allow for greater ventilation by increasing the amount of outside air intake. Increased ventilation in a room is known to reduce the amount of contaminants in the air, which include viruses like COVID-19. The cost of these services was not accounted for in the budget most recently approved as of March 27th, 2020 and will be incurred by the City of Medina before the period ending December 28th, 2020.

Nino stated our current boiler does not operate properly and at the same time it is instrumental in this whole change over from removing the existing Trane unit and with the installation of the new replacement unit - that will be our only source of heat with respect to the offices on the parameters. He is asking for a P.O. from Wolff Brothers on the Cooperative Purchasing Program of \$25,000.00. Nino is asking for a P.O. for Litchfield Heating and Cooling for \$23,500 not to exceed P.O. for Wolff Brothers who does have the 3 boilers in stock. Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion passed 7-0.

20. 20-216-10/26 – Cooperative Purch. Audio/Video – B & H Photo – Rotunda Renovation

Jarrod stated this will be through the Cooperative Purchasing Program and is the first step with the Rotunda renovations getting the technology ordered and in place to keep this project moving on a timely basis and on schedule. Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion Passes 7-0.

21. 20-217-10/26 – Amend Code 133.01 – Association Memberships – Police
Chief Kinney stated this is requesting permission to be members of Leadership Medina County for all of our employees who have graduated their programs to maintain that association. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 7-0.

To be added to the agenda:

22. 20-218-10/26 – Expenditure – Talberts – Office Furniture Law Department
Mr. Coyne stated this is regarding the CARES Act Funding. Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion passed 7-0.

23. Executive Session: (imminent Litigation / Personnel)
It was moved by Mr. Shields and seconded by Mr. Simpson to enter into Executive Session at 7:00 p.m., to consider the employment of a public employee or official and also 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, Engineer and the Law Director. The roll was called and the motion passed with the yea votes of P. Rose, J. Shields, D. Simpson, J. Coyne, J. Hazeltine, E. Heffinger, and B. Lamb.

Executive session adjourned at 7:20 p.m. There being no further business before the Finance Committee, the meeting adjourned at 7:20 p.m.

John M. Coyne, Chairman