

Finance Committee
Monday, February 28, 2022
6:00 p.m. Medina City Hall – Multi-Purpose Room

In attendance: J. Coyne – Chairman, P. Rose, B. Lamb, Dennie Simpson, R. Haire. and J. Hazeltine. Mr. Shields arrived at 6:44 p.m.

Also present: Mayor Hanwell, Greg Huber, Patrick Patton, Keith Dirham, Nino Piccoli, Jansen Wehrley, Chief Kinney, Chief Walters, Andrew Dutton, Kimberly Marshall, Dan Gladish, Cindy Lastuka, Rick & Tammy Kirby, Stan Sheetz, Sarah Crawford (Gazette) and Kathy Patton.

1. Assignment of Requests for Council Action

2. 22-034-2/28 – Fund Transfer Request – MCRC Operating Fund

Mr. Dirham stated the Joint Operating Agreement with MCRC and Medina HS requires that both we and the school put \$100,000.00 every year into a capital fund and this is to make that annual transfer. Mr. Simpson moved to approve, seconded by Mr. Rose. Motion passed 6-0.

3. 22-035-2/28 – Budget Amendments

#2022-005 – Law Dept / Pub. Bldgs.

Mr. Simpson moved to approve, seconded by Mr. Rose. Motion passed 6-0.

#2022-006 – MCRC – Van Epp Donation

Keith stated this is a donation that needs appropriated so they can spend it. Mr. Simpson moved to approve, seconded by Mr. Rose. Motion passed 6-0.

4. 22-036-2/28 – Water Connection – 4615 Abbeyville Rd.

Mr. Piccoli stated when this property (outside of the city limits) was purchased, the owner wanted to tie into the city waterline. Owner understands it will be 45% more due to him being outside city limits. Mr. Simpson moved to approve, seconded by Mr. Rose. Motion passed 6-0.

5. 22-037-2/28- 2021 Carryforward Ordinance

Mr. Dirham stated this is the annual carryforward appropriation. Mr. Coyne feels this is still working, this is an aggregation of the carryforward not only from the previous year but it includes carryforward from multiple years that are saved by various department heads for various purposes. Mr. Simpson moved to approve, seconded by Mr. Rose. Motion passed 6-0.

6. 22-038-2/28 – MCRC Senior Activities Coordinator Job Description Amendment

Jansen stated this is just a title change and minor job description change for senior activities coordinator job description. What they are looking to do is modify the job description eliminating a lot of the senior specific language, not the job but opening them up to getting assistance for various other programs that might serve other demographics at the rec center. Currently operating without a program specialist. Paygrade would be RC-27 \$14.71 to \$16.11 an hour. Emergency clause is due to needing this for planning and coordination for summer events which needs to occur now. This is pending review by the law director. Mr. Simpson moved to approve with the emergency clause, pending law director approval, seconded by Mr. Rose. Motion passed 6-0.

7. 22- 039-2/28 – MCRC Marketing Job Description & Pay Rate Amendment

Jansen Wehrley is asking to change this job description due to no longer having traveling aides. The main changes in the job description are who the individual reports to and to align with new trends in marketing including digital media and social media. Current pay scale is RC-23 which is \$12.61 - \$14.01 an hour, and we are requesting that be modified to RC-31 \$16.81 - \$18.21 an hour - reason being one of the central functions of this individual is to make our program brochure that we do monthly now instead of quarterly, and requires some experience with the programming and also hoping this brings in someone with experience by modifying the pay scale. Emergency clause is requested due to position being vacant and for the month of April will be subcontracting out. Jansen stated they are asking for the pay raise since this position also requires help with social media, and with the current program they use is In Design and has a substantial learning curve. The pay hasn't changed since the facility opened. Note that employees of the rec center never get cost of living increases. Jansen feels their entire RC Code needs to be reevaluated. Mr. Simpson moved to approve with the emergency clause, seconded by Mr. Rose. Motion passed 6-0.

8. 22-040-2/28 – Authorize Payouts of 2021 Unused Vacation Time

Mr. Dirham stated vacation time is capped every year and you have to have used a minimum of 120 hours during the year. There are three employees that are over the cap and didn't use the 120 hours. Asking to be able to pay these. Mr. Simpson moved to approve, seconded by Mr. Rose. Motion passed 6-0.

9. 22-041-2/28 – Authorize Easements – West Smith Reconstruction

Mr. Patton stated this is for a number of easements that have been signed for this project. Emergency is needed due to hard deadlines with ODOT regarding clearing the right-of-way. Mr. Simpson moved to approve with the emergency clause, seconded by Mr. Rose. Motion passed 6-0.

10. 22-042-2/28 – Bids – Job #1105 – S. Court Water Tower Painting & Repairs

Mr. Piccoli stated they have been waiting a long time for this job to come to advertising and bid. The estimate for construction is \$339,700.00. We have field inspections, advertising and then printing with a total project cost of \$355,500.00. This is for the exterior. Mr. Patton stated this also includes some repairs to the tower. Mr. Simpson moved to approve, seconded by Mr. Rose. Motion passed 6-0.

11. 22-043-2/28 – Storm Water Operation & Maintenance Agreement – Touchstone Properties.

Mr. Patton stated this is something we are going to start to see more frequently, this is a result of an EPA guideline. Every new project includes a detention structure either a basin or a buried structure. EPA requires them to enter into an agreement with the owners of that structure which basically mandates that they maintain these. They keep records, there are annual inspections. There is no cost to the city but it will require some effort to record keep and inspect. Mr. Simpson moved to approve, seconded by Mr. Rose. Motion passed 6-0.

12. 22-044-2/28 – Storm Water Operation & Maintenance Agreement – Chick Fil A

Mr. Patton stated same as the last ordinance but this one is for Chick fil A. Mr. Simpson moved to approve, seconded by Mr. Rose. Motion passed 6-0.

13. 22-045-2/28 – Amend Ord. 127-17 – Pavilion Rental Fees

Mr. Wehrley stated this is to modify the pavilion rental times from 4 hours to 3 hours for a reservation time, reason being is to provide a greater opportunity for more residents and individuals to reserve pavilions. Trying to migrate towards using the rec center software to facilitate online bookings in three pre-determined time blocks so that at Fred Greenwood Park for example, it is rented on average around 60 times throughout the summer and we end up denying a good handful of residents because the time block that people pick happens to be 12 to 4 p.m. and the splashpad turns on at 12 p.m. Online will also enable them to do administrative bookings for our large events like the invitational soccer tournament or the softball tournament. Mr. Simpson moved to approve, seconded by Mr. Rose. Motion passed 6-0.

14. 22-047-2/28 – Supreme Court of Ohio 2022 Tech Grant Application – Muni Court

Cindy Lastuka asked for approval for the Municipal Court to go ahead and apply for the Ohio Supreme Court 2022 Tech Grant. This would be used for e-filing if granted. Mr. Simpson moved to approve, seconded by Mr. Rose. Motion passed 6-0.

15. 22-048-2/28 – Right of Way Purchase – West Smith Reconstruction

Mr. Patton stated this one is similar to the one previously, just different in that this is a right-of-way purchase. Asking council to accept a contract for sale totaling \$300.00. Emergency is needed due to hard deadline from ODOT. Mr. Simpson moved to approve with the emergency clause, seconded by Mr. Rose. Motion passed 6-0.

16. 22-049-2/28 – Authorize Lawsuit – Retrievox, Inc. & Access Information Management

Mr. Huber stated they entered into a contract in 2005 with Gateway for storage of Law Department records, and the Building Department entered into a contract shortly thereafter. The Finance Department can't find a contract, but they have been storing their records there. He doesn't know what the rate is and doesn't know what the arrangement is, because there is not contract with Finance. The bottom line is that it worked pretty well because Gateway was over on Windfall Road if we needed to retrieve records for whatever reason we could go over and get them quickly. Gateway sold out to Retrievox and Access and they moved our files down to Columbus without any word to us and what has happened since then is we can't, especially since COVID, get on the phone to talk to anybody, any communication has been through email and frequently we don't get any communication back at all. Greg wrote to them and terminated this contract for the Law department and requested what information there is to figure out what we owe them so we can go get our files and get control of these files. He hadn't received any word back from anybody for a long period of time and finally some communication through email started but nobody to call. The Finance and Building Departments want to move forward with a lawsuit so we all can get our files back from Columbus. They moved down there with no advance warning to us at all except that Gateway sold out and our files got moved. Greg stated this has been going on for two years now and frankly the suit is for declaratory action.

Mr. Coyne asked if they have to approve some type of appropriation for the filing of the complaint, because it's going to cost money to file it.

Greg stated he doesn't think so, he has enough money in a couple of accounts to cover the filing fee and once they have defense counsel assigned he won't charge anything to the city for his time on this.

Keith stated the Finance Department was storing things with Gateway before he was Finance Director. He thinks the contract with Gateway predates his time at City Hall. Keith can't find a contract with Gateway. Mr. Simpson moved to approve, seconded by Mr. Rose. Motion passed 6-0.

Keith spoke about the new budget software that they are using and this doesn't apply to the payroll line those will be budgeted based on the assumptions that we are already using, it applies to the rest of the blocks. The system is going to put in an automatic inflation factor and what Keith is asking is to know from council what that should be. Keith feels the number for 2027 should be in the neighborhood of like 10% to cover for the fact that we have to make up for the difference by the time we get out 5 years.

Mr. Lamb spoke on the fiber optic lines going in throughout the city and how he has received multiple complaints from residents every place they have put the lines in. The concerns fall into these two categories: will they be cleaning up since the snow is gone? Secondly, most of the people that have contacted him believe this is a city project. Residents also believe their tree lawns will never be restored to prior the work.

Mr. Patton stated it is his department that oversees this since they issued the right-of-way permit. They are required to clean up after they have completed their work.

Mr. Piccoli stated they are on notice for filling holes and cleaning up remnants.

17. Executive Session: (land acquisition)

It was moved by Mr. Shields and seconded by Mr. Simpson to enter into Executive Session at 7:07 p.m. to consider the purchase of property for public purposes or the sale of property at competitive bidding because premature disclosure would give an unfair competitive or bargaining advantage to a person who's personal, private interest is averse to the general public interest, including the Mayor, Law Director and City Engineer. The roll was called and approved by the yeas and nays of B. Lamb, P. Rose, J. Coyne, D. Simpson, R. Haire, and J. Hazeltine.

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

John M. Coyne, Chairman