

Finance Committee
Monday, April 11, 2022
6:00 p.m. Medina City Hall – Multi-Purpose Room

In attendance: J. Coyne – Chairman, P. Rose, J. Shields, R. Haire, and Dennie Simpson. Bill Lamb and Jessica Hazeltine were absent.

Also present: Greg Huber, Keith Dirham, Patrick Patton, Nino Piccoli, Chief Walters, Chief Kinney, Andrew Dutton, Kimberly Marshall, Dan Gladish, Darin Zaremba, Barb Dzur, Jansen Wehrley, Christy Moats, Rick & Tammy Kirby, Sarah Crawford – Gazette, and Kathy Patton.

1. Assignment of Requests for Council Action

2. 22-072-3/28 – Install Flashing Yellow Solar Road Signs – Sugarhouse/57/Lexington Ridge
Mr. Patton stated he received a quote for each of those signs the total would be \$10,200. They are solar powered and would be an intersection advisory sign yellow in color with LED along the perimeter of the sign, and it would be a 24-hour, 7 day a week flash. Typically, they would be placed about 700 ft. away from the intersection and he would anticipate these would be a little bit closer more like 400 to 500 ft. and is waiting for ODOT to confirm.

Regina Haire stated she is certainly happy that the cost for these two flashing light signs are less than what they originally anticipated and is happy to move forward with this.

Mr. Patton stated that he is anticipating getting a second quote on this project.

Mayor Hanwell stated he was thinking that the 108 Fund could be used for this as it can be used for any street purpose. He is checking if that will still be ok since this is in the Township.

Mr. Shields motioned to fund through the 108 account, if it isn't available then use General Administration account moving forward with installation of flashing road signs, seconded by Mr. Simpson. Motion passed 5-0.

3. 22-077-4/11 – Budget Amendments

#2022-007

Mr. Dirham stated these are all transfers to cover short falls. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 5-0.

#2022-011 – Equitable Sharing Grant.

Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 5-0.

#2022-012 – Education & Travel – 152 Account

Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 5-0.

#2022-013 – Revolving Loan Fund – CHIP Grant

Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 5-0.

4. 22-078-4/11 – Amend Ord. 177-21, Williams Scotsman Lease – Muni Court

Cindy Lastuka stated their current lease with the building expires at the end of May and they are requesting to extend it to the end of 2022. Mr. Coyne asked what the plans were for the building and if they are thinking they want it as a permanent addition. Cindy stated she needs to speak with Judge Werner on that because this is almost their third year using it. It helps alleviate the traffic in front of the clerk office quite a bit by doing the check in right there, and then send them right into the court for an arraignment. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 5-0.

5. 22-079-4/11 – PY2020 CHIP, Private rehab 420 N. Jefferson St.

Barb Dzur stated this one is a little different, they did the transfer in one of the budget amendments. They have orders from the Federal Government that they can't keep large amounts of money in there and they have to spend it. For this CHIP Grant they have to spend \$30,070.00 and that is what the transfer is for. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 5-0.

6. 22-080-4/11 – Amend Ord. 61-22 – Cyber Security Insurance Renewal

Mayor Hanwell stated they were in the process of implementing an Endpoint Detection and Response (EDR) service on the city computers and it had not been fully implemented at the time the policy was to take effect. The result of that was they couldn't bind over assuming it would be done once the new policy was in effect placing an additional charge of \$3,737.00 to their original quote.

Asking to increase the amount from \$16,540.00 to not exceed \$21,000.00 in order to bind it. Darin feels it is well worth it and gives them another level of threat protection for cyber security and ransomware. Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion passed 5-0.

7. 22-081-4/11 – Demolition – 368 Foundry St. – ARPA Funds

Mr. Wehrley stated this is to use ARP funds that were approved by our attorney to demolish the house at 368 Foundry. The property has not yet transferred as of today, but we want to be proactive and get the purchase order secured so that we can get the house down and the property cleaned up and incorporate it into Ray Mellert Park. Received two quotes for the project and are going with Medina Excavating which included some alternate pricing to remove the existing driveway aprons and grade and fill between the two lots that the city owns on Foundry Street. Recommending approval pending the property transfer. Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion passed 5-0.

8. 22-082-4/11 – PY22 CHIP Grant Consultant Contract

Mr. Dutton stated this is CHIP contract for PY2020. This is to make the application to the state or for the funding. This is due on the 22nd of April and the emergency clause is needed. Mr. Shields moved to approve with the emergency clause subject to final approval from the Law Director, seconded by Mr. Simpson. Motion passed 5-0.

9. 22-083-4/11 – Expenditure – P25 Unication Pagers – Fire Dept.

Chief Walters stated the radio system in 2019 was upgraded to a P25 digital network but the voice paging system was not done at that time. This notifies the firefighters that are off duty and is their primary means of being notified of an emergency call. Emergency clause is needed because there have been two recent failures in communication with that system. Started a daily test to make sure the current system is still functioning. Mr. Shields moved to approve with the

emergency clause, seconded by Mr. Simpson. Motion passed 5-0.

10. 22-084-4/11 – Expenditure – City-Wide Phone System Replacement

Sgt. Zaremba stated we currently use a Frontier based in-house system server in the basement and a couple of things have happened over the last 6 to 8 months. Frontier notified us that our system will be at end of life very soon with no more support for it. No hardware replacements. It is time for us to get off this train. Today's message was that our support is good throughout the rest of the year and after that we would have to find somebody else to support our system. They are getting out of the in-house phones system. Looked at three other providers. They settled with InterMedia, the initial cost is significantly less because the equipment is free. Benefit is there is no contracts. Key thing we need to be able to do is phone call archiving in the Police Department. We are at about 107 phones city wide this also includes the Rec Center. Mr. Rose asked about training and if that is included. Darin stated they will come in and train for the use of the phones. The functionality of the phones from what we have now have gone leaps and bounds. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 5-0

11. 22-085-4/11 – Bids and Discussion, S. Prospect Street Reconstruction

Mr. Patton stated this is to proceed with bidding and the award of the South Prospect Street Reconstruction. Some issues we need council to weigh in on: the existing width of S. Prospect Street is 21 feet and our codified ordinance requires us to install type A street at 25 foot wide. They did the same on Harmony Street and left it at 21 and are requesting that they do the same for S. Prospect and leave it at 21 feet. Second issue is sidewalks, they will destroy the east side sidewalks putting in the waterlines. The west side sidewalks there are intermitted sections that will have to be replaced. Do we want to upgrade all the sidewalks? Third and last thing is Medina County is going to be paying for the sanitary sewer and there will be an agreement forthcoming.

Mayor Hanwell stated that generally when we go from asphalt to concrete like we are on S. Prospect we've usually done all the infrastructure and the sidewalks on both sides. He mentioned another advantage of having the street at 21 feet is if a street is less than 24 feet, then you can't have parking on the street. There has never been parking on their street so I don't know how they would feel if we widened it enough to be able to park on the street. He also stated he would like council to consider doing both sides for replacing sidewalks.

Mr. Simpson and Mr. Shields are in favor of sidewalks being replaced on both sides.

Mr. Rose is concerned with keeping some sandstone and some concrete and feels it could cause tripping hazards if uneven.

Mrs. Haire stated she feels esthetically it would look better if both sidewalks were uniform but is not opposed to asking the residents what their thoughts are on the matter and would be surprised if the majority decided to keep the sandstone.

Jansen stated they are planning on removing the trees on the east side of the road from Smith Road to Lafayette Road so that they can put most of the utilities in the tree lawn there and a lot of the trees that are there are underneath utility lines as they are and will be removed and then replanted when project is complete.

Patrick stated in terms of bidding, they have estimated the project cost of \$1,610,000.00. The city will be responsible for a little over \$766,000.00, a grant has been obtained by OPWC for

\$493,940.00, and Medina County will be providing \$350,000.00 for sanitary sewer. City's portion will come from the 108 Fund. Mr. Shields moved to allow bidding with sidewalks unless the residents tell us differently, and keeping the street at 21 feet, seconded by Mr. Simpson. Motion passed 5-0.

12. 22-086-4/11 – Application for Federal Grant Funds – State Road Reconstruction

Mr. Patton stated that last year at this time they were authorized to apply for the Federal earmarks for State Rd. They were notified by congressman Gonzales's office March 31st. They are again seeking projects. The deadline is April 15th. They are authorized again to apply to that grant for State Road and also asking for the emergency clause. Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion passed 5-0.

13. 22-087-4/11 – Easement for Medina Fiber to locate their facilities on City owned property

Mr. Patton stated this was before council previously and we discussed it, they installed some of facilities in the right-of-way which presented a problem for our water department, being they were very close and even right over our waterlines. The resolution was to allow them to move these facilities just on the other side of the sidewalk which required the city to give them an easement for those facilities. 12x25 ft. area. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 5-0.

14. 22-088-4/11 – West Smith Reconstruction – Purchase of Real Property

Mr. Patton stated this RCA and the next three all have to do with the West Smith Road right-of-way. This is to purchase property located at Baxter and Medina Street where we are going to be realigning the two roads. This is for the contract. Mr. Coyne suggested on the easement form to update the notary clause. Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion passed 5-0.

15. 22-089-4/11 – West Smith Road Dedication Plat

Mr. Patton stated this has to do with a very small city owned parcel of 573 sq. ft. located on the north east corner of that intersection. Even though it is city owned, ODOT requires us to dedicate it as right-of-way in order to clear the right-of-way. Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion passed 5-0.

16. 22-090-4/11 – Easements – West Smith Reconstruction

Mr. Patton stated these are four more easements for the West Smith reconstruction project. Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion passed 5-0.

17. 22-091-4/11 – West Smith Road – Appropriation

Patrick stated for this project there is a total of 17 different properties that they need to obtain easements from. They have secured approvals for all but one and at this time would like to move forward with the appropriation. He heard just prior to this meeting that the last property owner verbally told our right-of-way consultant that they are ready to sign. Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion passed 5-0.

18. 22-092-4/11 – Expenditure – Envirosight Rovver X System Sewer Camera

Mr. Piccoli stated they currently have a 2005 model Rovver system and it is going on 17 years and has seen better days, starting to have issues with functionality when operating. Looking at a new one and with a state bid it's \$101,000.00 looking at a \$10,000.00 trade in. Mr. Shields

moved to approve, seconded by Mr. Simpson. Motion passed 5-0.

19. 22-093-4/11 – Expenditure – Vance’s Law Enforcement – Police

Chief Kinney stated this is a replacement for 23 tasers, magazines and holsters to replace old obsolete models that are no longer serviceable. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 5-0

20. 22-094-4/11 – MCRC Sex Offender Policy Amendment

Mr. Wehrley stated this policy went into effect in the beginning of 2020 at the Rec Center and has worked out well. The company that they used to use to check driver licenses and state issued ID’s against the National Register went out of business and they have this company specifically listed in the exhibit of our ordinance and need to update the policy as well as simplify to reflect what we are actually doing at the facility. One of the major changes is making exceptions for photo ID’s for their larger events like youth basketball, swim meets and larger rentals that come in through the back doors and there is no way to scan ID’s back there because there is no work station. They have purchased a new software and new ID scanners. Mr. Huber needs to review the new policy before we get this up and in use. Mr. Shields moved to approve, subject to final approval of the law director reviewing the policy, seconded by Mr. Simpson. Motion passed 5-0

21. 22-095-4/11 – Part-Time Employee Membership Incentive discussion

Mr. Wehrley spoke on the struggles with hiring staff and that is the reason why this request is being brought up. Their part-time workers and that would be the majority of their Rec Center workers have decreased since January losing a total of 8 employees at the front desk specifically from resignations and also been denied by two potential hires due to the low pay for the position. These jobs have not seen other than a merit increase any sort of cost of living increase for a very long time. Trying to offer an incentive to just part-time employees to be able to use the facility month to month as long as they work minimum of 10 hours. That enables us to get our employees familiar with the fitness equipment in the facility, further connect with the patrons that are there on a daily basis, as well as put more people in the facility that are trained in first aid and CPR.

Mr. Coyne asked if this applies only to a single membership or spouse and family also? Jansen stated the proposal is just for a single individual membership. Jansen also stated that their pay is below the median range for surrounding facilities. All city employees have access to the gym at city hall but doesn’t make sense to offer that to part-time Rec Center employees that work at a gym.

Regi Haire asked if full-time employees at the Rec Center are offered a free membership, and Jansen stated no, they don’t have this benefit and he didn’t think it was right to include them in it because like every other full-time employee of the city, they can get the discount, and when looking at the wages the part-time positions are under \$10 an hour. The rec center is currently down about 2,000 members. We have cut staff significantly, and this was the least inexpensive way to try and address the staff shortage problem.

Regi asked that in talking with the current membership is that one of the complaints that current membership does have is that there is not enough staff to assist them?

Jansen stated they are taking steps to make the customer service experience better at the Rec

Center, the next request on here is to address one of those. We've migrated almost all of their programs and almost there with day passes to being able to purchase those online so that you just show up, scan a barcode and walk right in, you don't have to wait in line.

Christy stated they are getting numerous complaints that there are not enough life guarding staff, and they've had to close the pools in the mornings often. In addition to that, the front desk only has two people at it at any given time and that causes lines. Full-time staff is having to step in to cover shifts. Christy stated that some of the part-time staff that have resigned have mentioned that they were upset that they didn't even get a membership from working there, and that is what made them think of this incentive. She believes it will help retain employees. Mr. Shields moved to approve the modification in granting of the free membership for part-time employees who work more than 10 hours/week at the Rec Center, seconded by Mr. Simpson. Motion passes 5-0.

22. 22-096-4/11 – Amend Ord. 55-17 – Rec Center Membership Rates

Jansen Wehrley stated they are looking to migrate memberships to being available online through their software to help reduce lines, and also be able to start an email campaign where they can provide links to the software to be able to sign up at home. The biggest challenge they have with doing it currently is that they have a renewal rate as part of their membership pay structure. Their program is able to use a GEO grid to determine if you are a city resident or city school district resident, but it doesn't have the ability to determine if you are a renewing member or a new member. In order to streamline that and make this work, we need to strike the renewal rate from the membership rate structure. They have a test program set up right now ready to go live with the outdoor pool season pass memberships, and should be able to then put their membership for the rec center online as well.

Christy stated right now would be a great time to do this because they are so low on memberships, they currently have about 6,000 members, normally they run around 8,600. When she gives tours at the rec center, a lot of people say things off handedly assuming they could just apply online. Doing a new membership at the desk takes anywhere from 8 to 10 minutes and that backs up the line considerably. Right now, they only have about 24% of their members as renewing members. In the current system, a renewing member is somebody who has not lapsed more than two weeks and that is the problem because the system can not differentiate how long a person has lapsed. If they go to all new rates then they can definitely put it out there and do email campaigns for members that are doing upcoming renewals. Then they can email them and send them a discount code if they wanted to. They have up to 4 sales a year they can do, and they would like to incorporate this as an incentive.

Mr. Rose asked when is their software able to be replaced? Paul mentioned in all his years in IT he has never ever had the customer change their policies because my software didn't work.

Christy stated they would love to look at a new software option, but this is one of least expensive software that they could afford. It does have all the functionality they need. They've been wanting to step away from the renewal rate for the last several years.

Mr. Shields suggested an idea when people renew that maybe there be a line on there asking if they would like to help sponsor a scholarship for a Rec Center membership or swim lesson, and while they are there they could add an extra \$25 or when we start looking at a fund that the city also has, he knows Rotary, Kiwanis all of those would help us out, he feels there are a lot of generous people out there. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion

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passed 5-0

There being no further business, the Finance Committee adjourned at 7:11 p.m.

John M. Coyne, Chairman