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February 23, 2024

Dear Council Members, Public and Media,

I am honored and proud to present the City of Medina 2023 Year End Report to you. The city's Community Government Model continues to serve constituents very well. I am very impressed by the work effort and products of city staff and am honored to work alongside them day in and day out. In this cover letter I will provide a brief overview of each department, but the data and statistics are well documented in the respective reports of the Department Heads. I encourage you to review same as time permits. If questions arise after your review, the Department Heads and I would be happy to assist.

#### **Civil Service Commission**

This office is responsible for the competitive testing of entry-level classified employees for the City of Medina and Medina City Schools District. The office also handles all promotional exams and testing of individuals pursuing promotions, as well as establishing promotional ranking lists to the appointing authority after the testing completion. This office assists with human resources issues such as random drug testing, employee referrals for counselling as requested, and posting of posters and services as required both by the State of Ohio and nationally. Due to the requests of the Mayor and School District, as well as the Civil Service Commissioners, additional efforts have been made to attract applicants from diverse and minority populations to assist in hiring staff that is more representative of the city and school district. This office is also the direct liaison to the Medina Hospital for documenting participation in the Healthy Medina program, and arranging speakers, videos, and programs on health and wellness. These programs improve staff members' health and wellness, as well as help the city keep its increases in health care premiums to a minimum.

#### **Community Development Department**

This office is comprised of the Building, Economic Development, and Planning and Zoning offices. This model provides a one-stop location for existing businesses looking to expand in the city, as well as new businesses looking to locate in Medina. This sharing of office personnel allows for cross training and sharing of staff to best serve everyone effectively and efficiently during lunch periods, vacations or staff time off for training.

The Building Department is well respected and appreciated under the leadership of Chief Building Official Dan Gladish. Dan has extensive experience in the field and works hard to keep multiple projects on track and on time. The Building Department is regularly thanked at our monthly ribbon cuttings as for being very customer oriented and friendly while still following all required codes and regulations. Building Inspector Tom Cromer continues to complete the required training and certifications to also become a Building Official in the State of Ohio for redundancy within the Building Department. Tom was recently awarded his Building Official-Interim designation by the State of Ohio.

The Economic Development Department is a great liaison between the city and the business community under Economic Development Director Kimberly Marshall. We have seen a vast increase of development and investment in our commercial areas as well as in our industrial sectors. These have both resulted in a significant increase in our annual income tax collections while still maintaining one of lowest income tax rates in the State of Ohio. Medina has positioned itself as a great place to do business due to our positive customer service model. Our staff regularly meets with current businesses to see how Medina may further assist them, as well as reaching out to potential businesses to see how their plans are proceeding and whether the city may assist them further.

The Planning and Zoning Department further assists existing and new businesses with clearly stated requirements for the city Boards and Commissions under Andrew Dutton's leadership. Andrew and staff assisted with the Comprehensive Plan update. His office also oversaw the completion of a citywide Multi-Use Path Plan, which was recommended by the Comprehensive Plan. Approved in 2023 for construction in 2024 were a new Meijer's store at the former Kmart site, a new Acme store at the corner of Highpoint Drive and South Court Street, and the remodel of the 1969 Courthouse for Municipal Court operations. In early 2024, there are plans to demolish several buildings in the 200 block of South Court Street and the 200 block of South Elmwood Avenue for the construction of the Legacy Hotel and Convention Center. The city is fortunate to have these many ongoing investments in our community.

### **Engineering Department**

The Engineering Department oversees water and road improvement projects, railroad operations/rail repair, airport pavement repair or construction, and future infrastructure recommendations under the leadership of Patrick Patton. The staff also reviews and approves any site plans for residential, commercial, or industrial projects in our community. The placement of the Service Director office adjacent to the Engineering group permits the sharing of clerical staff as well as departmental responsibilities and oversight between both Engineering and Service Departments. In 2023, the city was able to install four electric vehicle charging stations in the parking deck, adjacent to Medina City Hall. These were funded predominantly by an Ohio Environmental Protection Agency grant.

### **Finance Department**

The Finance Department for the city is overseen by Finance Director Keith Dirham, who is elected per Medina City Charter. The department handles all billing for the city for sanitation, water, permits and fees, as well as any monies received by various city departments. The department is audited annually. The department also assists with the budget preparation and revenue estimates for city departments. The department oversees grants received by the city departments and ensures compliance with grant requirements which vary by grant type. The department further handles the bi-weekly payroll for the city staff, and issues annual W-2's to staff. The department oversees the city's Healthcare and Workers Compensation programs, as well as participating in programs, along with Service Director Nino Piccoli, to keep our Workers Compensation rates as low as possible and keep city staff safe on worksites. All purchase orders are issued by Finance to the respective departments whether by requisition, Board of Control approval, Finance Committee approval or Council approval.

### **Fire Department**

The Medina Fire Department provides fire services to the City of Medina, as well as contractually to Medina Township and Montville Township. This service area is also covered for Emergency Medical Services by Medina Life Support Team working out of Medina Hospital, a Cleveland Clinic Hospital. The area of coverage for the above-named jurisdictions is about 51 square miles and has a residential population of over 49,000. The department operates out of three stations in the City of Medina, one in Medina Township and one in Montville Township. The department uses part time staff to cover the hours of 8:00 am to midnight seven days a week. The overnight hours are then handled by paging and calling out staff as needed. There is also a duty officer on call for these hours of non-staffing.

### **Law Department**

The city's Law Department consists of four part time attorneys, including Law Director Greg Huber and Assistant Law Director Matt Lanier, as well as a fulltime clerk and two part-time clerks who work four days a week. The Medina Municipal Court handles cases from the northern two-thirds of Medina County, including the City of Brunswick and the City of Medina. These cases come from not only the local police agencies, but also from the Ohio State Highway Patrol, the Ohio Division of Liquor Control, the Ohio Division of Wildlife, the Medina County Sheriff's Department, the Medina County Parks Rangers, and the Medina County Drug Task Force. Therefore, you will see from the statistical information provided, the staff handles a very large volume of cases.

### **MedinaTV**

MedinaTV is seeing a significant reduction in franchise fees due to local residents and businesses ceasing services with our local cable provider. As a result, the Mayor and Executive Director Jarrod Fry have developed some innovative ways to help support the operations of MedinaTV.

The city has had a long partnership with Medina City School District. The schools provide the studio space as well as monetary support in staffing. MedinaTV, with Council's approval, entered into contractual agreements with both the Medina County Commissioners and Main Street Medina to provide video services, and this brought in outside resources to help support the operations. Council further agreed to use the monies returned each spring from RITA's estimate of tax collection from the year prior to continue to sustain the MedinaTV programs and services. The city will continue to work with Medina City Council to maintain these vital services and programs from MedinaTV that continue to serve our community very well.

### **Medina Community Recreation Center**

The Medina Recreation Center opened January 4, 2003. After nearly twenty years, much of the equipment needs replacement or upgrading. Parks Director Jansen Wehrley and Medina Community Recreation Center Superintendent Christy Moats have been very instrumental in talking with patrons and getting input and recommendations for new equipment needs. The programming has helped raise additional revenues over and above the memberships. The Medina Community Recreation Center is another partnership with Medina City School District. The building is owned by the schools and the schools use it for school programs and team trainings, as well as using school staff for repairs and maintenance of the facility, including cleaning. The Medina Community Recreation Center continues to look clean and well-maintained each day. The city completed the expansion of the fitness room to give the building more space as a result of a \$350,000 capital grant from the State of Ohio coupled with local match dollars to make this a reality. The new addition opened in December of 2023.

### **Parks and Recreation Department**

The Parks and Recreation Department is comprised of Parks Maintenance, Forestry, and Cemetery, all under the leadership of Jansen Wehrley. The city parks encompass over 775 acres of dedicated park land. These include numerous fields and courts for various sports, as well as twelve pavilions. The Parks Department part-time clerk also assists with calls and public needs of cemetery and forestry, which helps keep staff in the field. The city is fortunate to have volunteers and organizations that support financially and/or assist staff with the parks' upkeep. The city has also applied for and received various Foundation funding for projects to improve and enhance city parks. In 2023, Medina converted six new pickle-ball courts from the former tennis courts at A. I. Root Middle School on West Sturbridge Drive. This was another collaborative project between the schools and city, and provided courts available to the schools and community, which were desired by both.

The Forestry Department monitors 13,500 trees in the city right-of-ways. Staff maintains them on a five-year prune cycle, but will address concerns sooner if there are immediate needs. Employees attend classes and continuing education programs to retain their respective certifications.

The Cemetery Department oversees more than thirty-five acres at two locations - Spring Grove Cemetery and Old Town Cemetery. Spring Grove Cemetery is listed on the National Registry of Historic Places, was designated a Level II, Accredited Arboretum, and was recently listed on the National Underground Railroad Network to Freedom. The city is proud of our collaboration with the Friends of the Cemetery. The Friends of the Cemetery has generously donated over \$1,600,000 for various projects and improvements at Spring Grove Cemetery.

### **Police Department**

The Medina Police Department has transitioned back to the Community Policing Model under Chief Ed Kinney's leadership. Some of these activities were abated during COVID to avoid risks to our staff members. The community is better when positive relationships are established with community members in a person to person manner. The department is also upgrading equipment, such as new patrol rifles specifically designed for police operations and rapid response to active shooter calls. Other technology, such as crime fighting/evidence gathering software, cameras and drones has benefitted the department greatly and assists staff in more efficient and effective policing services. Chief Kinney, working with the Medina Civil Service Commission, recently developed a lateral transfer entry program to assist Medina in trying to fill vacant patrol and dispatch positions. The Chief has made great strides in filling vacant dispatcher positions. Lafayette Township, with the support of Medina City Council, recently renewed the policing contract with the city. The new contract is for five years, 2023-2027. They are also very appreciative of the community policing model that Medina Police Department provides to them, in addition to our city residents. The city expects 2024 to bring us further updates to a number of our technologies.

### **Service Department**

The Service Department is comprised of four divisions. These are the Sanitation, Streets, Vehicle Maintenance, and Water. All are under the leadership of Service Director Nino Piccoli.

The Sanitation Division staff works regardless of weather conditions. The Administration has offered to provide them the opportunity to not work on extremely cold days and fill in with a Saturday, but the staff has repeatedly advised that they signed up for work in the elements and would just stay on their normal shifts. This is an example of the dedication and commitment the city regularly sees with its employees. The tip fees for the Medina County Central Processing facility increased from \$53 to \$55 per-ton for the year of 2023. As a result, the city and its customers are diverting as much as they can in a variety of manners. The residential yard waste program diverted over 315 tons of waste. With growing interest in organics recycling, the city diverted over 989 tons of organic waste to the anaerobic digester in Liverpool Township and in excess of 363 tons of vegetable-based organic waste to Earth N' Wood facility in North Canton to be composted. Last, but not least, the Sanitation Division collected over 318 tons of cardboard from commercial customers at no charge and disposed of same at the Medina County Central Processing Facility at no charge.

The Streets Division has a variety of duties and tasks, as you will see in their attached report. Some of the major responsibilities are snow plowing and ice treatment, patching of pot holes, street sweeping, cleanout and repair of the storm sewer system, maintenance and upkeep of city traffic lights and pedestrian crossings, as well as pavement markings throughout the city. The Streets Department also assists with the diversion of leaves picked up residentially from having to go to Medina County Central Processing Facility. In 2023, staff collected 271 truckloads of leaves compared to 319 truckloads in 2022.

The Vehicle Maintenance Division handles preventative maintenance and repairs of city-owned vehicles and equipment. The city can handle the needed repairs much more effectively and efficiently with its own staff, as well as prioritize repairs on vehicles, such as those from the safety services, snow plows, and sanitation trucks. This keeps down time to a minimum. The city also trains one of our mechanics at the Ohio Association of Emergency Vehicle Technicians annually to keep updated on Fire Department trucks and equipment. All of this is funded by charging the respective departments \$80 per hour. This hourly amount was raised to \$90 on May 1, 2023 to cover increases in expenses.

The Water Division provides water system maintenance, testing, hydrant flushing, and repairs of the city's water system. The division also oversees the required annual backflow prevention testing. In 2023, the division changed or repaired radio-read meters on 122 residents and 29 commercial sites. This is a reduction for 2022, which is showing that the meters are working effectively, efficiently and needing less replacement and/or repair. The Water Division staff is on call for water breaks 24/7, as well as having staff monitoring the city water system operations by laptop and cell phones 24/7.

In closing, I will go back to where I started. I am very proud and thankful for each staff member and all they do for our city. It continues to be an honor to work alongside them. The customer service model is exemplary. As my time as Mayor is completing at the end of 2025, I have asked respective department heads that may be retiring then as well to spend 2024 and 2025 preparing succession plans in their respective departments. I would also like to thank City Council, surrounding political subdivisions, and the public for your past and ongoing support of me and our many city services. This continues to reinforce that there is something special about Medina!

Respectfully submitted,



Dennis Hanwell  
Mayor/Safety Director

# CITY OF MEDINA

## 2023 Year End Report

Mayor Dennis Hanwell

Andrew Dutton, Community Development Director

Jarrold Fry, General Manager Medina TV

Dan Gladish, Building Official

Gregory Huber, Law Director

Chief Edward Kinney, Police Department

Kimberly Marshall, Economic Development Director

Medina Civil Service Commission

Medina Finance Department

Patrick Patton, City Engineer

Nino Piccoli, Service Director

Chief Larry Walters, Fire Department

Jansen Wehrley, Parks and Recreation Director

Sherry Crow, Administrative Office Manager

# The City of Medina

Dennis Hanwell, Mayor

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## 2023 Annual Report The Municipal Civil Service Commission of Medina

The office of the Medina Civil Service Commission for the City of Medina and Medina City Schools is located in Medina City Hall, 132 North Elmwood Avenue, Lower Level, Medina OH 44256.

The Civil Service Commission oversees the employment for the City of Medina and the Medina City Schools classified staff. Our department is committed to promote merit-based recruitment, ensure equal opportunities and protect the rights of civil servants.

The City Charter (Art. V, Sec. 8) states that the Mayor, with the approval of City Council, shall appoint three Civil Service Commissioners, each serving a six-year term. The current members are:

Commissioner	Original Date Appointed	Term Expiration
Delmar Jones, Chairman	07/01/2019	06/30/2025
James Palmquist	01/07/1985	06/30/2029
James Monhollen	02/10/1993	06/30/2027

The Civil Service Commission has the responsibility to establish the Civil Service Rules that govern selection, classification, promotion, and termination of the classified employees of the City of Medina and the Medina City Schools. Understanding that collective bargaining agreements trump civil service rules, the Commission also use provisions of the City Charter and, where applicable, the civil service laws of the State of Ohio relative to civil service to guide their rulings.

The Civil Service Commission is responsible to hear appeals from the action of an appointing authority in any case of transfer, reduction or removal. The Commission shall affirm, disaffirm, or modify the decision on appeal.

Throughout 2023, the Commission:

- Held 8 regular meetings (regular meetings are held 1<sup>st</sup> Wednesday of each month as needed)
- Held no appeal hearings

Another responsibility of the Commission is the monitoring and certification of the entire bi-weekly payroll. No city employee can be paid until the Commission certifies that the individual was hired and continues to be employed in accordance with the City Charter, Civil Service Commission Rules and current collective bargaining agreements/pay ordinances. This monitoring process includes verifying personnel transactions such as appointments, changes in pay and leaves of absences (including those employed by the Medina Municipal Court and the Medina Community Recreation Center and seasonal employees). In addition, the secretary to the Commission is responsible for scheduling, monitoring and reporting of all employee drug screens (pre-employment, post-accident and random drug screens).

The Civil Service Commission is responsible for maintaining the City's class plan, which provides a structural framework for all personnel actions and provides the basis for an equitable compensation plan. When a vacancy occurs or when a department is reorganized, the superintendent or director is



asked to review all job descriptions for all affected employees and submit updated job descriptions as needed to the Commission for review and approval, after reviewed by the Law Director and Mayor.

The Civil Service Commission is responsible for the testing and preparing of eligibility lists for original appointments and for promotions of classified employees and maintains eligibility lists for the benefit of appointing authorities. 2023 was a challenging year for attracting applicants, especially for Schools support staff, patrol officers and communication operators' positions. Advertising sources used were the Medina Gazette, The Post, Medina Weekly, Ohio Means Jobs, City Hall bulletin board & website, City & School Cable Channel ad, all employees, local churches, Facebook, Call & Post, Plain Dealer, Monster.com, Beacon Journal, Ohio.com, WorkPlaceDiversity.com, MilitaryVetJobs.com, indeed.com, careerboard.com, Cleveland.com, various state colleges and universities and policeone.com. In addition, we advertise through the Ohio Association of Chiefs of Police, who send out a blast to law enforcement officials across Ohio, graduates from the STEP, PELC and CLEE programs along with posting on their website, Facebook & twitter, along with websites of other associations, such as Ohio Building Association and Ohio Parks and Recreation Association.

The Civil Service Commission keeps records of its proceedings and examinations, which are open to public inspection.

Throughout 2023, the Commission:

- ❖ **Approved new guidelines to accept Lateral Transfer Patrol Officer and Communication Operator applications for consideration for hire**
  - 13 Lateral Patrol Officers tested – 1 hired
  - 9 Lateral Communication Operators tested- 0 hired
- ❖ **Ordered and administered 2 Entry-Level Patrol tests**
  - 58 combined applications received with 31 applicants not showing for various sections of testing and ending with combined 18 candidates ranked on both eligible lists with 3 patrol candidates being hired in 2023
- ❖ **Ordered and administered 2 Entry-Level Communication Operator tests**
  - 50 combined applications received with 25 applicants not showing for various sections of testing and ending with combined 14 candidates ranked on both eligible lists with 3 communication operators being hired in 2023
- ❖ **Extended collection of applications and individual testing for Medina City Schools Support Staff positions (Cook, Server, Custodian, Repair Person, Mechanic, Instructional Paraprofessional, Support Paraprofessional) on an on-going basis until application numbers improve**
- ❖ **Advertised and filed the MCRC Program Specialist and Building Code Enforcement Inspector vacancies**

The City of Medina and the Medina City Schools share the expenses of the Medina Civil Service Commission department. The Medina City Schools are billed on an annual basis covering the period of October 1<sup>st</sup> of the previous year through September 30<sup>th</sup> of the current year. Civil Service Commission expenses are calculated and divided in half after 25% is first deducted to cover secretary's services for personnel administration duties outside Civil Service jurisdiction. This year, Medina City Schools reimbursed the City of Medina for \$45,601.99 for expenditures from October 1, 2022 through September 30, 2023.



***City of Medina  
Community Development Department  
2023 Annual Report***

❖ Economic Development ❖ Planning & Zoning ❖ Building

**COMMUNITY DEVELOPMENT DEPARTMENT MISSION STATEMENT**

*The City of Medina Community Development Department is dedicated to enhancing Medina's quality of life by using a responsive, innovative approach in partnership with our citizens toward the common goal of preserving the community's established values*



## ECONOMIC DEVELOPMENT

*Kimberly Marshall - Economic Development Director*

### *Year in Review*

Mayor Hanwell and City Council Members,

Despite the lingering effects of the COVID-19 pandemic and record inflation, 2023 saw an increased investment from the prior year. The majority of the investment again came from our existing businesses expansions and renovations. Continued growth in the North Court corridor took place with two signature projects. Chase Bank is relocating from Reagan Parkway and building a new facility, and Olio Development purchased the former restaurant building and is in the process of constructing a University Hospitals Urgent Care Center. The year was particularly busy with a lot of hard work getting some larger projects ready to break ground in 2024. Those projects are the ACME Fresh Market Grocery Store on South Court, The Uptown Thirteen Five mixed-use development and The Legacy Hotel located in the downtown and finally, the announcement of Meijer's coming to the location of the former K-Mart building. With the announcement of Meijer's, we are seeing new businesses move into the plaza and existing businesses investing in their retail spaces.

We conducted 31 outreach visits with companies and businesses. The visits are part of the City's business retention and expansion efforts to establish and maintain good relationships and communication. The outreach visits are targeted to companies in the manufacturing and industrial sector, those that are new to the community, as well as some of our small businesses. Finding talent continues to be a challenge. Additionally, some of these visits were to meet with companies and monitor their job creation grants. At the end of 2023, the city had 12 active grants. In 2023, all grants were monitored and we made nine payments in the amount of \$131,052. Since the inception of the Job Creation Grant Program, 1,341 full time jobs and 122 part time jobs have been created, with over \$81.1MM in new payroll.

We hit the "ribbon cutting trail" again, organizing 22 Ribbon Cutting Events for new and expanding businesses, one anniversary and one dedication event. Once again, we partnered with the Medina Chamber of Commerce and Main Street Medina on this endeavor which has proven to be a great collaboration.

The Economic Development Department was involved with the City of Medina Multi-Use Path Plan. Having City trails connect to each other as well as county parks will be a great amenity to promote the city as a destination and provide another option for residents to get to work in a safe manner.

We are looking forward to the ongoing recovery of our business community and some exciting projects in 2024!

Respectfully submitted,  
**Kimberly Marshall**  
**Economic Development Director**

### ***Medina County Workforce Statistics***

- The unemployment rate for Medina County began the year at 3.6% and ended the year at 2.6%
- The civilian labor force numbers began the year at 95,400 and ended the year at 97,000
- Total number of unemployed workers in the county as of January 2023 was 3,500, and by end of the year they had decreased to 2,500
- The annual unemployment average for Medina County in 2023 was 3.2%, which is a preliminary figure at the time of this report.

(Source – Ohio Labor Market Information, Civilian Labor Force Estimates)

### ***City of Medina Workforce Statistics***

- The unemployment rate for the City of Medina began the year at 3.7% and ended the year at 2.6%
- The civilian labor force numbers began the year at 13,000 and ended the year at 13,000
- Total number of unemployed workers in the City as of January 2023 was 500, and by end of the year this number had decreased to 300
- The annual unemployment average for City of Medina was 3.0%

(Source – Ohio Labor Market Information, Civilian Labor Force Estimates)

### ***Industrial Business Expansions Highlights***

**Allfasteners** – expanded with an acquisition of a building in the city located at 950 Lake Rd. This project allowed them to increase their production capacity at 959 Lake Rd. by moving their warehouse operations across the road. Additionally, they invested in an office renovation.

### ***Team NEO/Jobs Ohio Leads***

The City received 80 leads from Team NEO / Jobs Ohio, and we submitted properties on 3 of those leads that met the qualifications.

### ***2023 Investment Numbers***

#### ***Total Investment was \$54,829,221 with 122 Jobs Retained and 178 New Jobs Created***

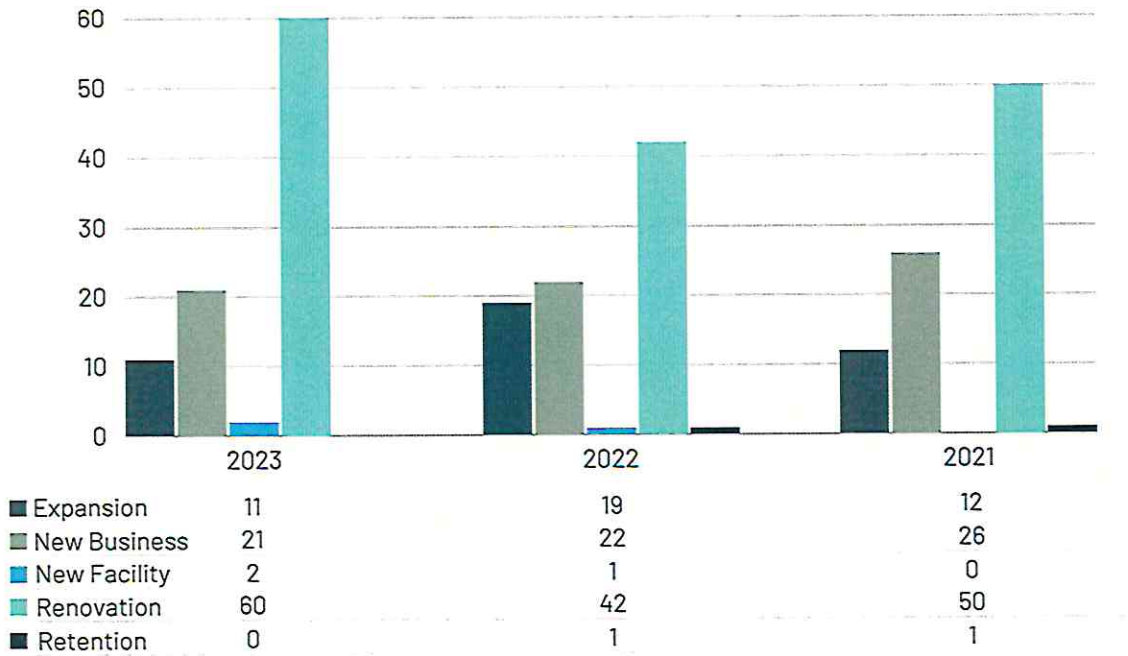
- 21 new businesses added approximately 120 new employees for new investments of \$1,964,150
- 11 expansion projects, that added approximately 53 new employees, 122 retained employees and \$11,871,470.00 in new investment.
- 2 New Facility project, investing \$5,625,000

\*Total Investment above includes:

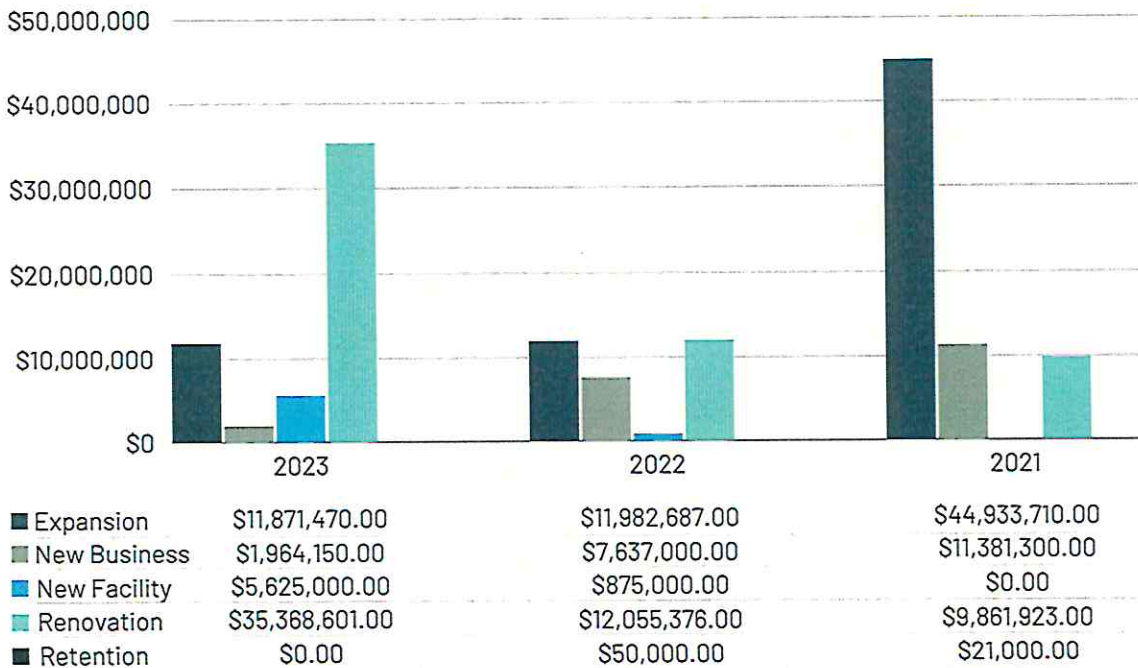
- 3 County Government projects
  - 1 City Government project (Gates Mill Blvd)
  - 2 Non-Profit projects
  - 5 Education projects
- For a total of \$5,832,800.00

The bulk of growth was from existing businesses expanding and investing in their facilities, machinery, and equipment.

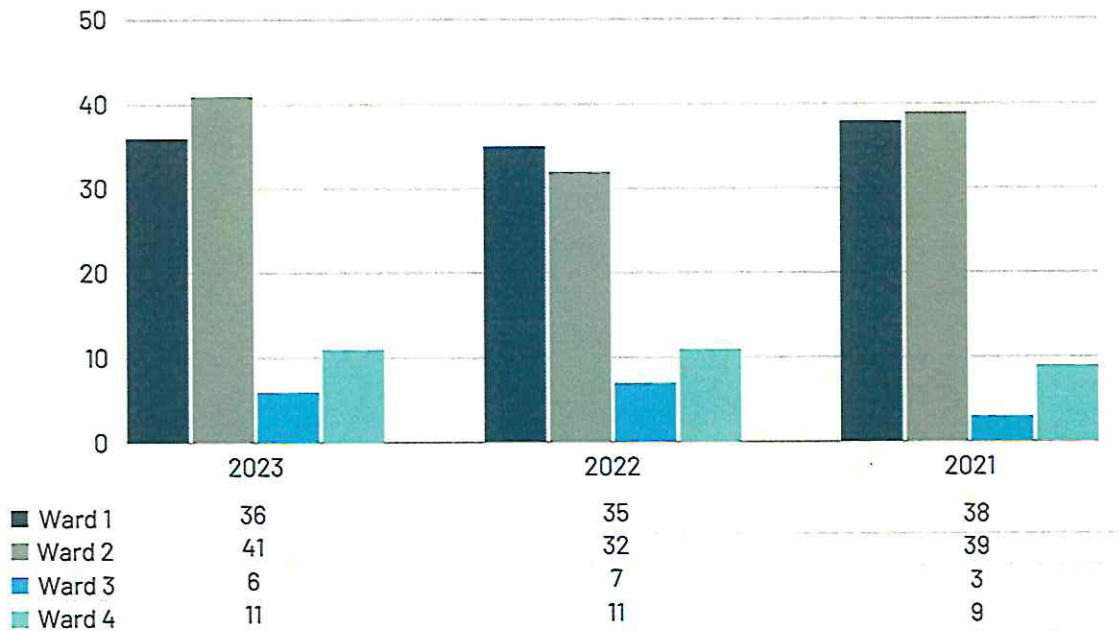
## New and Expanding Businesses



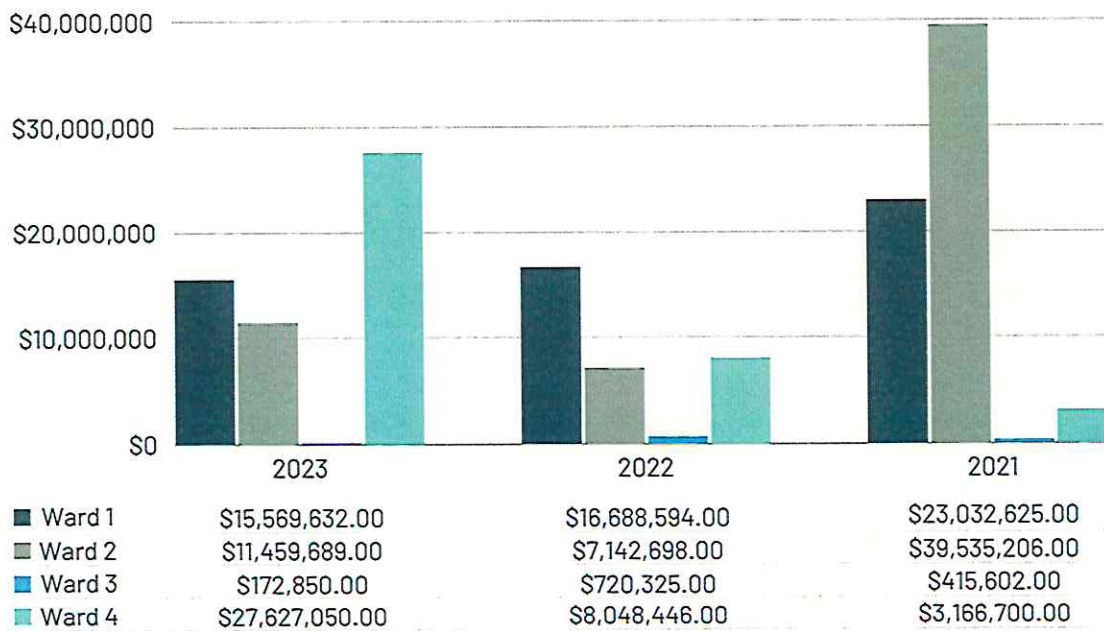
## Total Investment by Project



## Projects by Ward



## Total Investment by Ward



**2023 Business Attractions**

- Black Cat Books & Oddities
- Bubbleberry
- Capricious Hair & Spa
- Crumbl Cookies
- Do It Again
- Finn’s Fickle Goods
- Inter-State Studio & Publishing Co.
- Jersey Mike’s Subs
- JG South Town Market
- Packard Motors
- Premier Bank
- Super Bins
- The Giving Place
- The UpTown Shoppe

**New Businesses located in The Common Ground**

- Pickleback Bar
- Rising Up Rock Gym
- The Grind Coffee Shop
- The Rage Room
- Tater’s Cafe

**Business Incentives**

**Tax Incentives – Community Reinvestment Area (CRA)**

Company	Date Certified	Project
Carbon Holdings, LLC	Pending	Renovation of Residential Real Estate properties; Investment of \$1,782,092
Sandridge Food Corp	Pending	43,000sf Shipping Cooler; Investment of \$12MM

**TIF District Revenues & Payments**

City of Medina - Downtown Redevelopment - TIF Payments			
	2022/Pay2023 Taxes		
	Medina CSD		Medina City JVSD
Commercial Property Effective Rate	40.695451		2.00
Total Mills	58.278937		58.278937
Schools Percentage	69.83%		3.43%
Divided by 50% = percent due schools	34.91%		1.72%
Payment from County (PILOT)	\$ 43,843.55		
Percentage Due Schools	34.91%		1.72%
<b>Amounts Due to the School/MCCC</b>	<b>\$ 15,307.70</b>		<b>\$ 752.31</b>
City portion	\$ 27,783.54		

**\*Since the formation of the TIF District, the city has received \$96,940.38 in TIF Revenue Boards and Committees**

### ***Job Creation Grant Program***

- A Job Creation Grant was approved for Allfasteners
- All existing grants have been reviewed and monitored.

### ***Boards and Committees***

#### Ohio Public Works Commission

Kimberly Marshall was chosen by Senate President Matt Huffman to continue to serve as a commissioner on the Ohio Public Works Commission; meets quarterly.

#### Ohio Economic Development Association

Kimberly Marshall was chosen by her economic development peers from across the State, to serve on the OEDA Board of Directors and is also serving as the Secretary on the Executive Committee.

#### City of Medina Economic Development Committee

Six meetings were held with focus on a proposed Downtown Hotel project, Medina Municipal Airport Expansion project, Business Resources through MAGNET, Brookdale Workforce Housing Project, Multipurpose Trail Feasibility Study Project, and a Medina County Public Transit Update.

#### Medina City Development Corporation (CIC)

The CIC finalized a ground lease for a mixed-use development. Developer is in their due diligence phase of the project.

#### Medina City Development Corp. Grants

- **Targeted Brownfield Assessment (TBA) Assistance**  
The MCDC applied for a Phase II Environmental Site Assessment to assist a potential buyer of 400 South Court Street. The potential buyer had already paid for a Phase I Assessment and the lender was requesting a Phase II. Once the project was approved by the State, they selected, hired and directly reimbursed the firm that completed the Phase II Assessment.
- **Building Demolition and Site Revitalization Grant**  
The application for the demolition and asbestos abatement of the Porter's Shoe Repair building and site revitalization commenced in 2022. The contract was awarded and the work was completed in 2023. All compliance documentation and final reports were submitted in 2023. The MCDC was awarded \$17,600.00.

#### JEDD Board

- Met to discuss a potential Retail Development in the RT 3 Corridor. This project has an approximate investment of \$6.6MM and estimated payroll value of \$2.5MM
- JEDD Brochure was updated and approved by the JEDD Board.



## ***2023 Marketing Initiatives***

- **Historic District Visitors Guide**

The 2023 Visitor Guide was published and distributed in November 2023 prior to Candlelight Walk. All merchants, restaurants, and service providers in the Historic District and South Town, plus other areas businesses with large numbers of visitors, such as Sweets & Geeks and Root Candles received copies to distribute. Copies of the guide have been added to the City website on the Economic Development and Residents pages, and it is available on the Main Street Medina website. Over 15,000 copies were distributed in 2023.

- **Weekly Economic Development Newsletter**

The newsletter was published for 52 weeks in 2023. By the end of 2023, subscriber numbers increased to nearly 2,500. It continues to feature upcoming local events, announcements of new businesses and ribbon cuttings, employment opportunities for the city and city businesses, and updates on city and state road construction projects. The newsletter is also posted on Facebook, LinkedIn, and Instagram.

- **Medina Magazine**

The city continued to work with Image Builders Marketing, Inc. to publish the Medina Magazine in 2023. The city had a full-page ad, provided updates to listings, and proofed the entire magazine before it was published. It is distributed to over 20,000 homes, given to residents and new businesses signing up for new water and rubbish pick-up services, and is given to new businesses during business retention and expansion visits.

- **Cleveland Magazine**

The city had a full-page ad in the Best of the Suburbs issue of the Cleveland Magazine. The city was mentioned in various lists.

- **Social Media**

The Economic Development office manages Facebook, LinkedIn, and Instagram with regular posts. In 2023, the city Facebook page reached 10,246 followers; LinkedIn reached 759 followers, and Instagram had 103 followers.

- **Trademark and Logo Renewals**

The Economic Development Department worked on the renewal process for both the city trademark and city logo.

## **Grants**

- **American Rescue Plan Small Business Workforce Assistance Grants**

The Economic Development Department completed the monitoring and compliance of the 21 grants awarded to city businesses to assist with workforce issues. Grantees received a total of \$106,000.00, and each provided documentation to support the use of their grants by December 31, 2023.

**Barbara Dzur** wrote and submitted the following grant applications for city departments:

- **Urban Canopy Grant**

The city received \$7,500.00 from the Ohio Department of Natural Resources to purchase 45 trees, rain tower tree hydrators, and tree guards. The trees were planted in older, low-middle income areas that need tree replacements to improve the city's urban canopy and add property value and livability to the neighborhoods. These areas included Gayer Drive, Highland Drive, and Ray Mellert Park. The city's 50 % match was comprised of staff time to do tree planting, installation of water towers, tree guards, and mulch.

- **2022 Capital Grant**

The city received a \$350,000.00 Capital Grant for the addition of the new weight room on the Medina Community Rec Center. The grant came through the Ohio Department of Natural Resources which keeps 2% of the award for their administration, so the grant received by the city was actually \$343,000.00. There was a 50% match that was covered by the Recreation Department's carry-forward funds. The project budget totaled \$770,000.00. This project required the city to conduct a Section 106 Review for the State Historic Preservation Office (SHPO). SHPO determined that no archaeological sites or surveys were required.

- **Building Demo & Site Remediation Grant**

All funds for this grant come from the State through the Medina County Port Authority. The grant will be used to demo the four buildings on the property and remediate the land at the Totts Family Farm, 2000 Medina Road. The remediated land will be used to build a new maintenance hangar to serve the Medina Municipal Airport. This project also required a Section 106 Review for SHPO and the FAA. SHPO determined that no archaeological sites or surveys were required.

- **2024 Capital Grant**

A grant application to fund the Uptown Loop - Phase 1 from the newly completed Multi -Use Path Plan developed by the Envision Group has been submitted to State Senator Mark Romanchuk and State Representative Sharon Ray for consideration of funding in the 2024 Capital grant. The grant request is for funding in the amount of \$398,600.00.

- **Certified Local Government Grant**

A grant request was submitted to the Ohio Historic Preservation office for a Certified Local Government Grant to purchase historic markers for 10 local historic properties in the city. The grant was not selected for funding.

- **City Hall Workout Room Funding**

Grant funding was sought from several opportunities.

- A grant request was submitted to the Cleveland Clinic President's Fund and the city was awarded \$1,000.00.
- A request was submitted to the Van Epp Family Foundation created by Murray and Susan Van Epp. The Van Epp's granted the project \$10,000.00.
- A grant was submitted to multiple funds administered by Huntington Bank. We are awaiting decisions from these funds which meet in the first quarter of 2024.

- **Target of Opportunity Grant**

The city received a \$391,000.00 Target of Opportunity Grant in 2021 for funding to complete the renovation of and addition to the Medina County Battered Women's Shelter. Due to the complexity of the project, supply chain issues, and multiple funding agencies for this project, the grant received an extension and was finally completed in 2023. Barbara Dzur served as the local contact for this grant.

***Requests for Proposals***

The city partnered with Montville Township and Medina Township to seek a private ambulance service to provide non-emergency transport for nursing care facilities in the two townships and the city, thus relieving the LST from having to provide non-emergent transport from the nursing homes. Barbara Dzur developed the Request for Proposals application that was sent out to several private ambulance services.



## PLANNING AND ZONING

*Andrew Dutton - Community Development Director*

### ***Major Projects***

1. **Multi-Use Path Plan** – Based on recommendations from the adopted Comprehensive Plan in 2021, staff was authorized to contract with a consultant to complete a Multi-Use Path Plan for the city. In early 2023, the City of Medina entered into an agreement with the Envision Group to conduct a Multi-Use Path Plan. The city partnered with the Medina County Parks District on the plan to examine the City of Medina and surrounding areas.

A Steering Committee was formed to guide the process composed of a variety of City officials, community leaders, residents, and cycling advocates. The Steering Committee met with the Envision Group five times over the course of the project. In addition, there were several initiatives to gather input from the public including two online community surveys and three public meetings.

The draft plan examines the existing path conditions in the area, encapsulates public engagement, proposes path routes in and around Medina, and provides a detailed path to implementation. The plan also details six priority paths including schematic plans, typical sections, trail phasing, and preliminary costs.

In December of 2023, the Steering Committee and the City of Medina Planning Commission formally reviewed the Comprehensive Plan and unanimously recommended approval. City Council will review the Multi-Use Plan in early 2024.

2. **Downtown Parking Study** – To provide background data and analysis of public parking in Downtown Medina, a detailed parking study was completed by Community Development Department Staff. The study's contents intended to provide accurate information regarding parking in Downtown Medina and facilitate future decision making.

The study included a full inventory of all public parking spaces, 18 separate parking occupancy counts, and an analysis of wayfinding. The study also contained tables showing parking counts and maps providing a spatial representation of parking occupancy.

The study demonstrated that, as a whole, public parking in Downtown Medina is capable of supporting the current parking demand, though a perception of parking issues often stemmed from the lack of available parking very near a destination. The study also provided eight general recommendations regarding future parking considerations.

**3. Board and Commissions Significant Approvals** – There were a number of significant residential, commercial, and industrial developments initiated in the City of Medina in 2023. The following projects were assisted by the Community Development Department and approved by one or more of the Historic Preservation Board, Planning Commission, and Board of Zoning Appeals.

- Meijer – An 160,621 sq. ft. new retail building at 1105 North Court Street. The project included the demolition of an existing dilapidated K-Mart building on the site.
- Acme – A 56,360 sq. ft. grocery building at the northwest corner of Wooster Pike and High Point Drive received Preliminary Plan approval. The project is anticipated to receive final Site Plan approval in early 2024.
- Famous Supply – A 32,450 sq. ft. contractor wholesaling and supply business on the east side of Commerce Drive, north of West Smith Road.
- Tru-Fit Products – A 70,000 sq. ft. addition for warehousing and processing at 460 Lake Road.
- Drug Mart – A 75,000 sq. ft. addition for warehousing and processing at 1035 West Smith Road.
- Becco Excavating – A 32,450 sq. ft. office and warehouse facility at 1170 West Smith Road.
- Medina Recreation Center – A 4,328 sq. ft. addition to the Recreation Center at 855 Weymouth Road.
- Urgent Care – A 4,505 sq. ft. urgent care facility at 716 North Court Street. The project included the demolition of an existing dilapidated building on the site. Demolition, site work, and construction of the shell of the building were completed in 2023.
- Medina County Emergency Housing Facility – The rehabilitation and of an existing Medina Metropolitan Housing Authority building at 850 Walter Road.
- Medina County Career Center – A 16,885 sq. ft. construction trades classroom building at 1101 West Liberty Street.

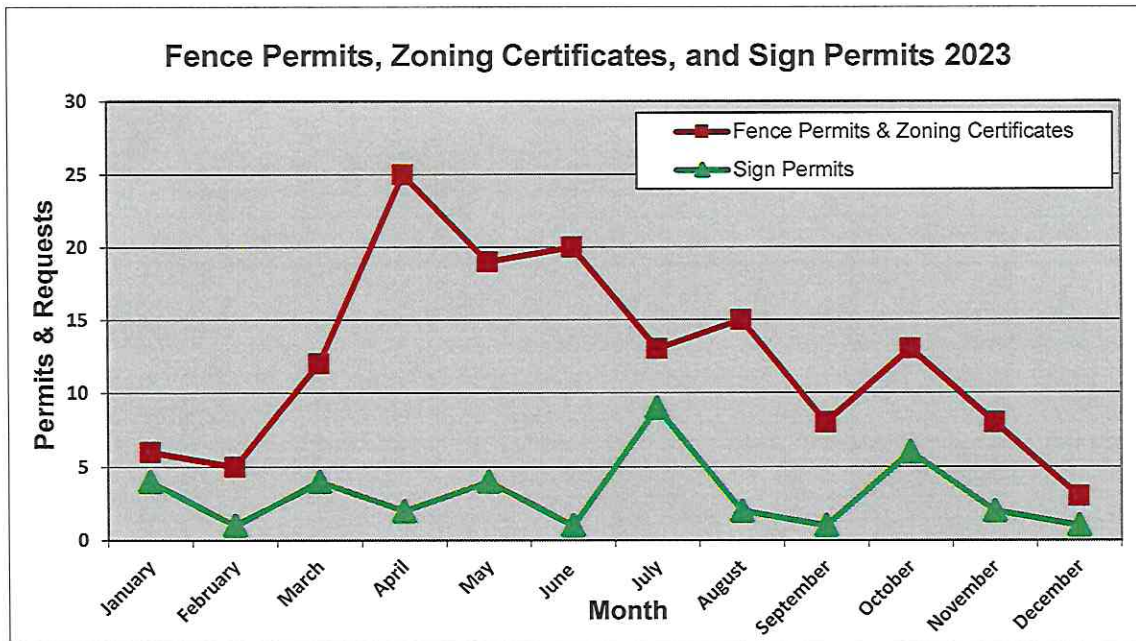
**4. Zoning Code and Parking Ordinance Amendments** – In 2023, the following Zoning Code and Parking Ordinance Amendments were approved by City Council:

- A Zoning Code amendment to provide clarity and consistency regarding uses and definitions and correct discrepancies in the Code. The amendment also specified that new buildings may be constructed in the M-U, required a parking plan in parking exempt areas, increased driveway widths in the I-1 district, reduced dumpster setbacks, and adjusted outdoor storage/bulk storage display regulations.
- An ordinance modified the existing Chapter 351 (Parking Generally) by providing general regulations for Off-Street Parking Facilities and a program for Parking Permits in such facilities.

**Fence Permits and Sign Permits**

A total of **147 Fence Permits and Zoning Certificates and 37 Sign Permits** were issued in 2023. The table and chart below indicate the number issued by month and the total number issued from 2020 to 2023.

Month	Fence Permits & Zoning Certificates	Sign Permits
January	6	4
February	5	1
March	12	4
April	25	2
May	19	4
June	20	1
July	13	9
August	15	2
September	8	1
October	13	6
November	8	2
December	3	1
<b>2023 Total</b>	<b>147</b>	<b>37</b>
2022 Total	111	50
2021 Total	171	38
2020 Total	162	54

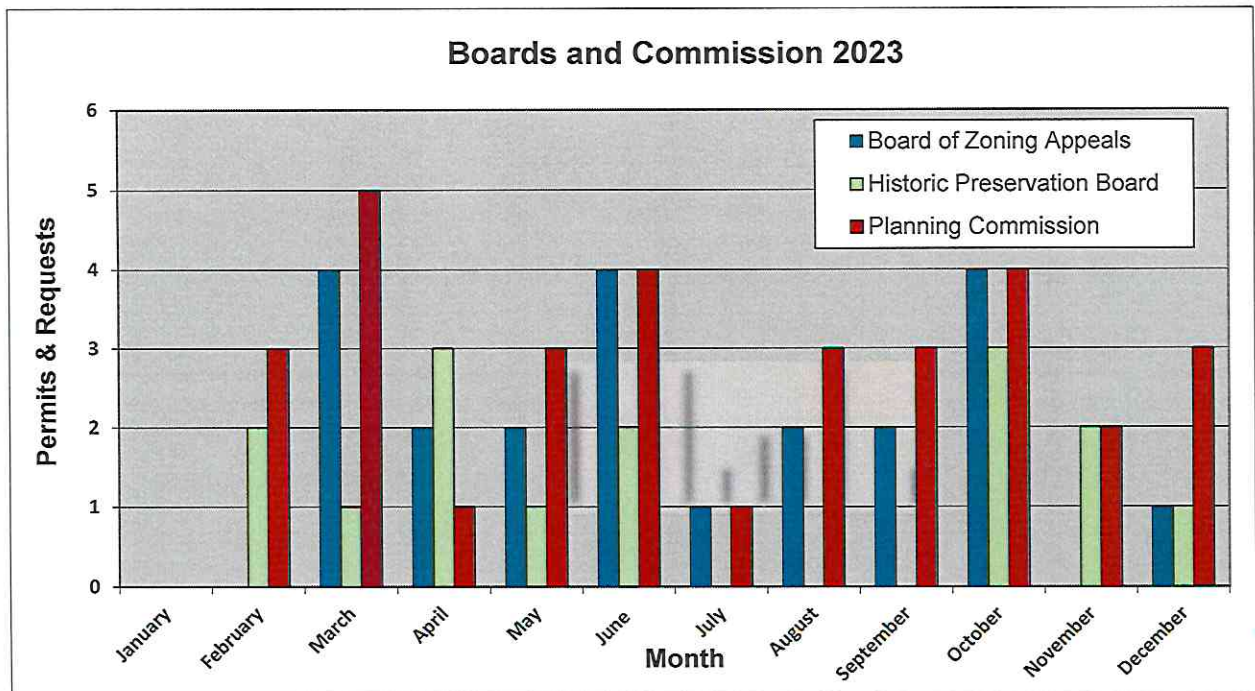


**Boards and Commission**

A total of **22 applications** were heard by the Board of Zoning Appeals, **15 applications** were heard by the Historic Preservation Board, and **32 applications** were heard by the Planning Commission in 2023.

The table and chart below indicate the number of applications heard by month and the total number of applications heard in from 2020 to 2023.

Month	Board of Zoning Appeals	Historic Preservation Board	Planning Commission
January	0	0	0
February	0	2	3
March	4	1	5
April	2	3	1
May	2	1	3
June	4	2	4
July	1	0	1
August	2	0	3
September	2	0	3
October	4	3	4
November	0	2	2
December	1	1	3
<b>2023 Total</b>	<b>22</b>	<b>15</b>	<b>32</b>
2023 Total	22	15	32
2021 Total	28	30	28
2020 Total	19	9	22



**PY21 CDBG Allocation Grant**

In the spring of 2021, the city applied for and received a \$150,000 Community Development Block Grant Allocation. The grant ran from September 1, 2021 through October 31, 2023. Below is an update on the Outcomes/Status for the projects that were completed by September 30, 2023:

Activity	Funding Amount	Projected Outcomes/Status
Medina County Transit	\$73,100	City fixed routes and on-demand bus service ran from in January 2022 through September 2023. A total of 10,047 rides were provided to city residents for medical, work, or general services.
Code Enforcement	\$49,400	The city did not reach its goal of 200 homes for this activity as the position was vacant for a total of five months during the grant period. We only received \$47,883.02.
Community Service - Let's Make a Difference	\$18,000	Let's Make a Difference provided summer enrichment programs for 43 LMI children through an 8-week summer 2023 program run by the City Recreation Center at Ray Mellert Park, and an after-school tutoring program run by LMAD board members at Cups Café
Fair Housing Program – Ohio Regional Development Corp. was contracted to provide this service	\$3,500	4 Fair Housing Training session were conducted by ORDC. Barbara Dzur served as local contact for Fair Housing complaints and referrals to ORDC.
Administration of Grant	\$6,000	Grant activities were monitored, amendments filed, reports filed, purchase orders and invoices processed, Fair Housing complaints received and referred to ORDC, and Barbara Dzur sits on the Medina County Housing Council.



***PY23 CDBG Allocation Grant***

In the spring of 2023, the city applied for and received a \$150,000 Community Development Block Grant Allocation. The grant runs from September 1, 2023 through October 31, 2025. Below is an update on the Outcomes/Status for the projects that are in progress with the grant:

<b>Activity</b>	<b>Funding Amount</b>	<b>Projected Outcomes/Status</b>
Medina County Transit	\$75,000	City "MC Flex" on-demand bus service, began in January 2023 and runs through September 2025
Code Enforcement	\$45,000	Over two years, inspect a minimum of 200 homes, rentals, and accessory structures in the city's Low and Middle Income areas
Fair Housing Program	\$3,500	4 Fair Housing Training Sessions to be completed
Administration of Grant	\$26,500	Monitor grant activities, file required state reports, process purchase orders, and invoices, and serve as local Fair Housing contact

***PY20 Community Housing Impact & Preservation Grant***

In 2020, the Ohio Regional Development Corporation, on behalf of the City of Medina, and in partnership with the City of Brunswick, applied for a Community Housing Impact and Preservation Grant (CHIP). The competitive application was successful and the city was awarded a grant in the amount of \$700,000. This is a multi-year grant which runs from September 1, 2020 through April 30, 2023. Below are the activities, funding amounts, and projected outcomes for the 2020 CHIP grant:

<b>Activity</b>	<b>Funding Amount</b>	<b>Projected Outcomes/Status</b>
Private Rehabilitation	\$390,000	8 units of private rehab 1 unit in progress
Home/Building Repair	\$210,000	12 units of home repairs 9 in progress, 1 completed
Rental/Housing Assistance	\$16,000	4 households to be assisted 2 completed
Fair Housing Program	\$6,500	4 programs to be completed over 2 years
ORDC Grant Administration	\$74,500	ORDC Grant Administration including approval of all CHIP applications, project specs and bids, all contractor contracts, submission of State reports, and filing of property liens
Local Administration of Fair Housing and Grant	\$3,000	Local monitoring, filing of required State reports, filing of lien satisfaction, preparation of purchase orders, advertising of program, working with and monitoring ORDC staff

**PY22 Community Housing Impact & Preservation Grant**

In 2022, Kleinfelder, on behalf of the City of Medina, and in partnership with the City of Brunswick, applied for a Community Housing Impact and Preservation Grant (CHIP). The competitive application was successful and the city was awarded a grant in the amount of \$700,000. This is a multi-year grant which runs from December 1, 2020 through April 30, 2025. Below are the activities, funding amounts, and projected outcomes for the 2022 CHIP grant:

Activity	Funding Amount*	Projected Outcomes/Status
Private Rehabilitation	\$497,400	7 units of private rehab
Home/Building Repair	\$210,000	10 units of home repairs
Rental/Housing Assistance	\$16,000	10 households to be assisted
Fair Housing Program	\$5,000	6 training programs
Kleinfelder Grant Administration	\$76,000	Kleinfelder Grant Administration including approval of all CHIP applications, project specs and bids, all contractor contracts, submission of State reports, and filing of property liens
Local Administration of Fair Housing and Grant	\$3,000	Local monitoring, filing of required State reports, filing of lien satisfaction, preparation of purchase orders, advertising of program, working with and monitoring Kleinfelder staff

*\*Additional existing \$107,404 of program income funds is included in the Funding Amounts*

**PY20 Target of Opportunity CARES Act Grant**

In the spring of 2021, ORDC, on behalf of the city, submitted a CDBG Target of Opportunity CARES Act Grant for which funding would be combined with other grants and donations to complete a complete interior renovation with a small expansion, plus exterior improvements of the Medina County Battered Women’s Shelter. The city received \$391,000.00 to be used toward this project. Work on the project was completed in 2023.

Activity	Funding Amount	Projected Outcomes
Battered Women’s Shelter Improvements	\$355,500	Completion of extensive interior and exterior renovations
ORDC Administrative Costs	\$34,500	Preparation of the grant request and environmental review, preparation of bids specs, bidding of projects, awarding of contracts, and reports for the State
Local Administration	\$1,000	Preparation of purchase orders for projects, monitoring of requests for payment, and monitoring of reports

**Additional Grants**

Grant	Funding Amount	Description
2022 Urban Canopy Grant	\$7,500 \$7,500 Local Match	Planting of trees in Ray Mellert Park on Highland Drive and Gayer Drive – In Progress
2022 Capital Grant	\$350,000 \$400,000 Local Match	Addition to the Medina Community Recreation Center – Completed

 **BUILDING DEPARTMENT**  
*Dan Gladish - Chief Building Official*

The City of Medina Building Department strives to protect the Public Safety, Health, and Welfare of the Community through Building Code Enforcement.

***Strategic Highlights***

The department was able to maintain our high standard of providing outstanding customer service during this year.

Contractors continue to have construction issues including long, extended lead times for some items, and unusually high prices on others. All in all, it was a busy year for the City, and most projects moved along at a steady pace.

We want to extend our thanks to all the Businesses, Contractors, Departments, and Residents for their collaboration on this year's projects, which is displayed in the growth of this City.

We, as a department, strive to protect the public safety, welfare, and preservation of this community in all that we do.

***Financial Highlights***

The building department generated \$240,792 in revenue for 2023, which includes commercial and residential permits, and contractor registrations.

We were awarded the CDBG Allocation Grant in the amount of \$24,687 for Property Maintenance Code Enforcement. This grant funds neighborhood focused areas that are inspected on the exterior for Property Maintenance violations. This is a systematic and proactive approach to addressing code violations to ensure the preservation of the Community.

***Operational Highlights***

It was an amazing Building Department team effort in 2023. The inspectors did an exceptional job accommodating the contractors with inspections, even offering same day inspections when needed.

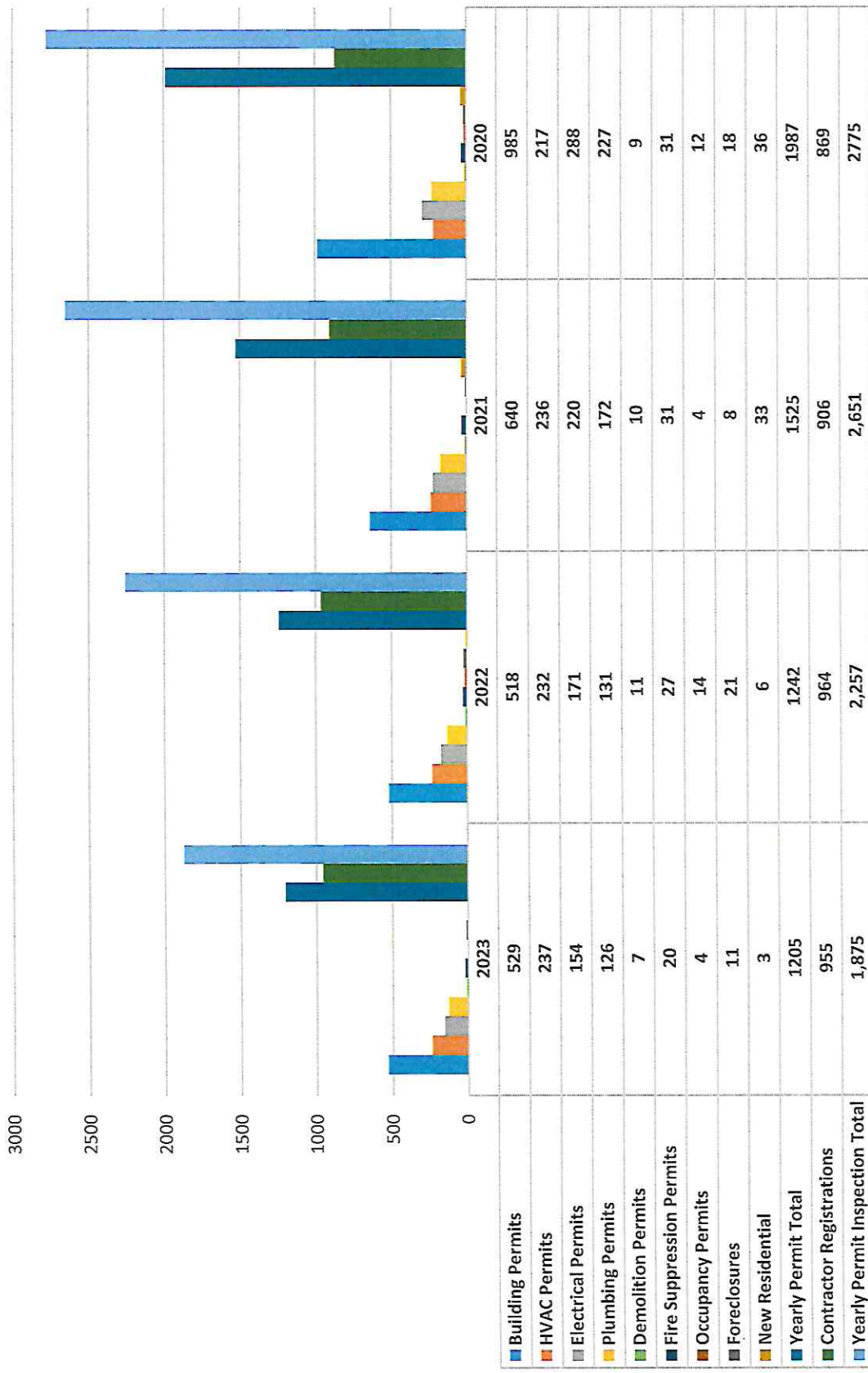
The commercial project highlights for 2023 include:

- Medina County Career Center's two large upgrades to their facility
- The refacing of the facade of 115-117 E Liberty on the square
- Many new tenant projects at the Common Ground building at 220 N State Rd
- New buildings in the city include an urgent care and bank on North Court St
- Many interior alterations for new and existing businesses, including retail, restaurants, commercial, and warehouses

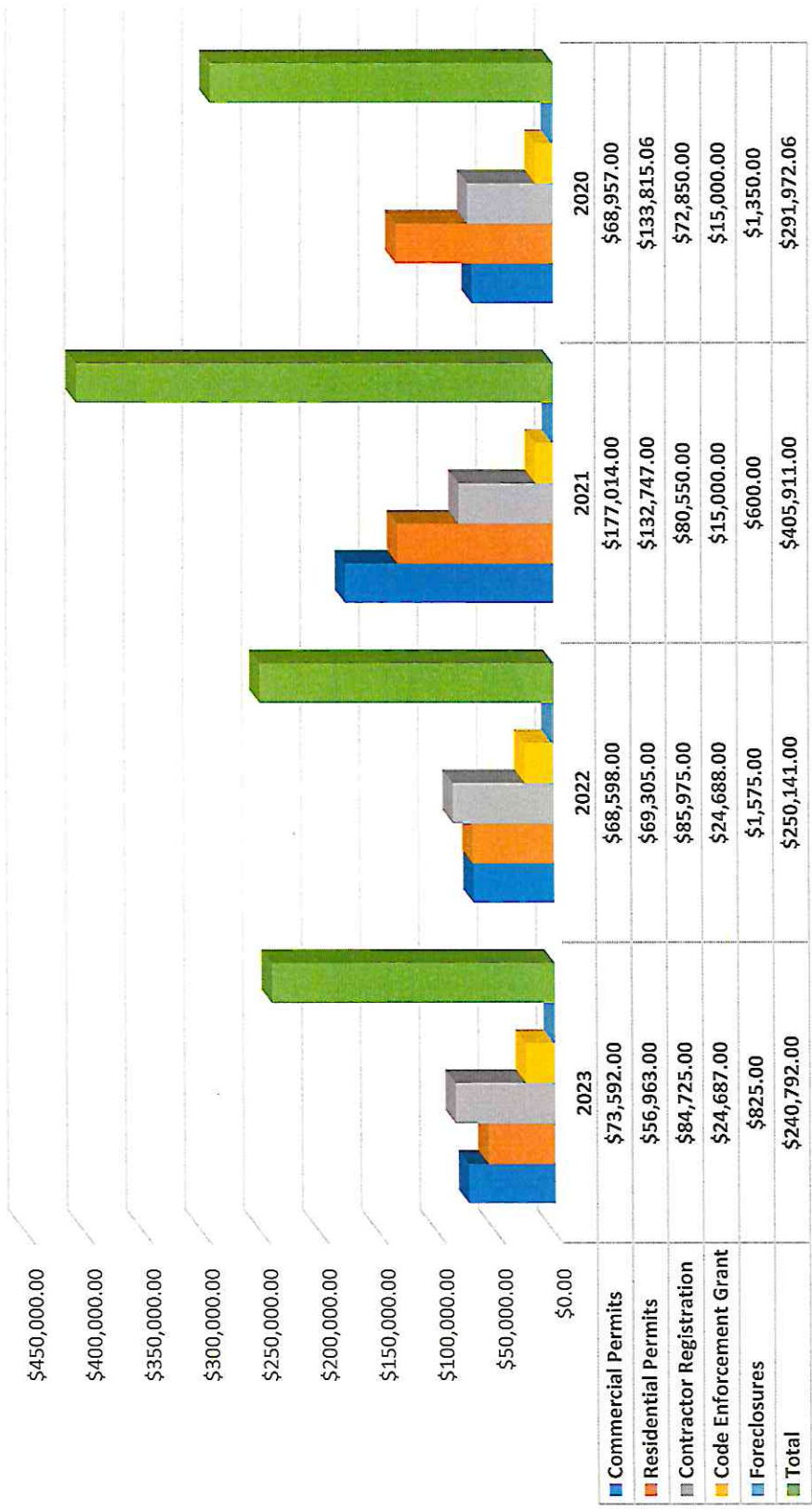
***Looking Ahead***

Our 2024 goal is to continually provide excellent customer service to our residents, contractors, and businesses, as well as streamline operational processes to work more efficiently, continue our education of the Building Codes, and to serve our community to the best of our ability.

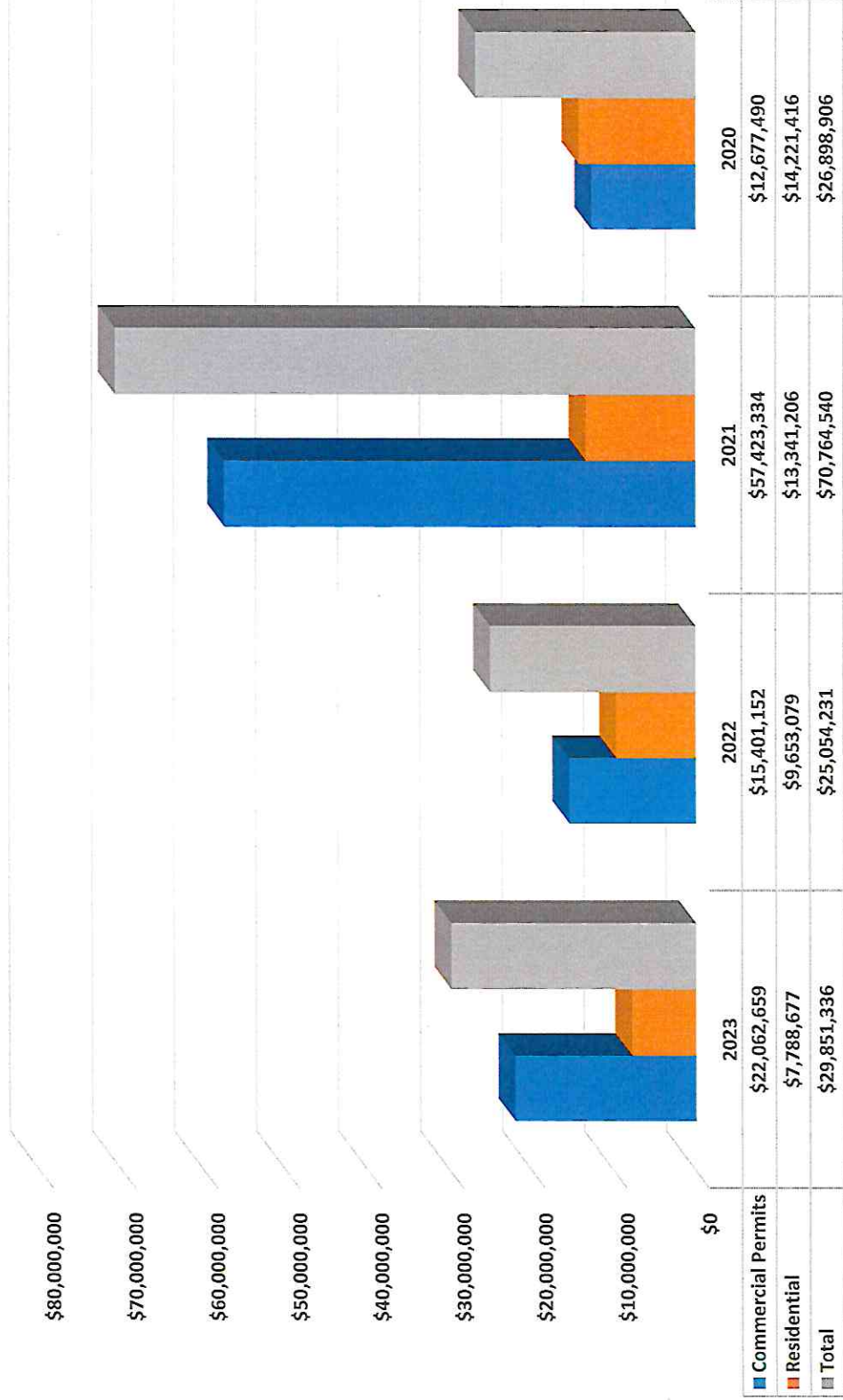
# City of Medina Building Department - Annual Report 2023



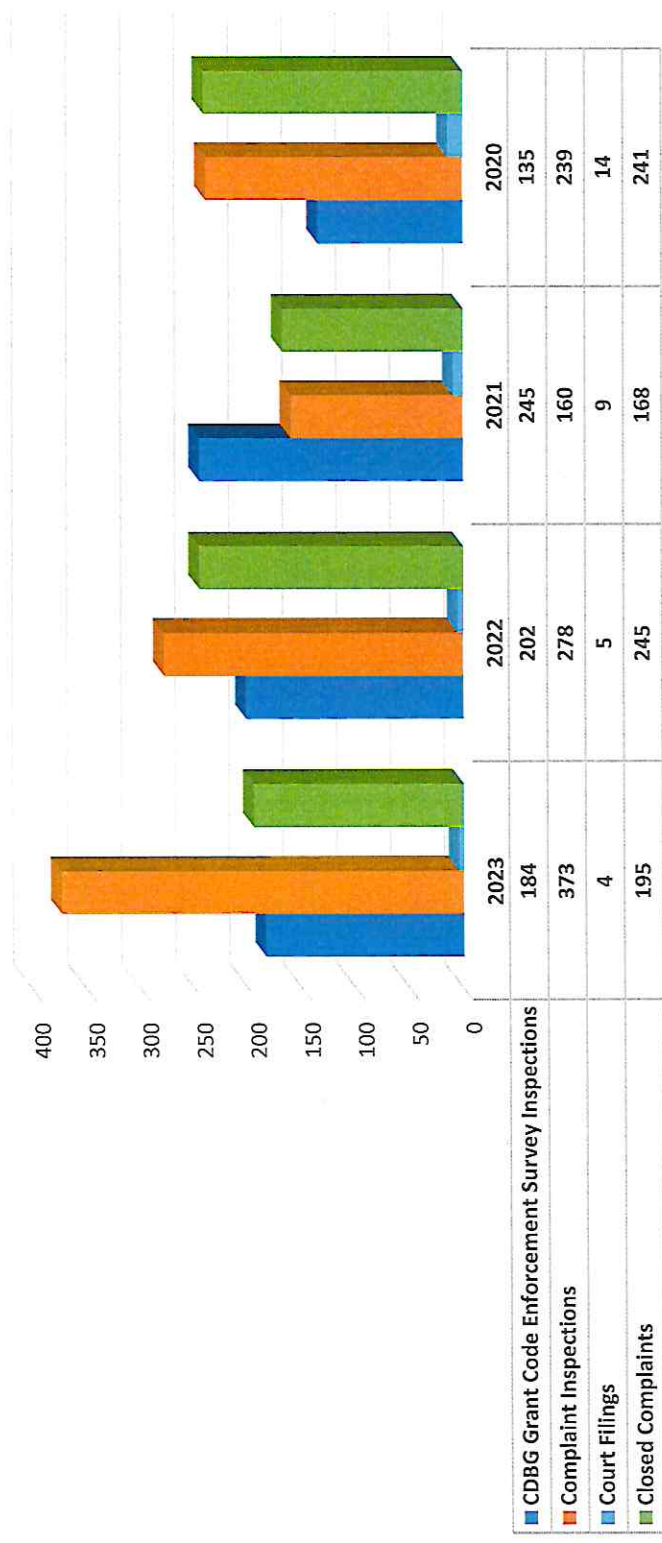
# Revenue Generated

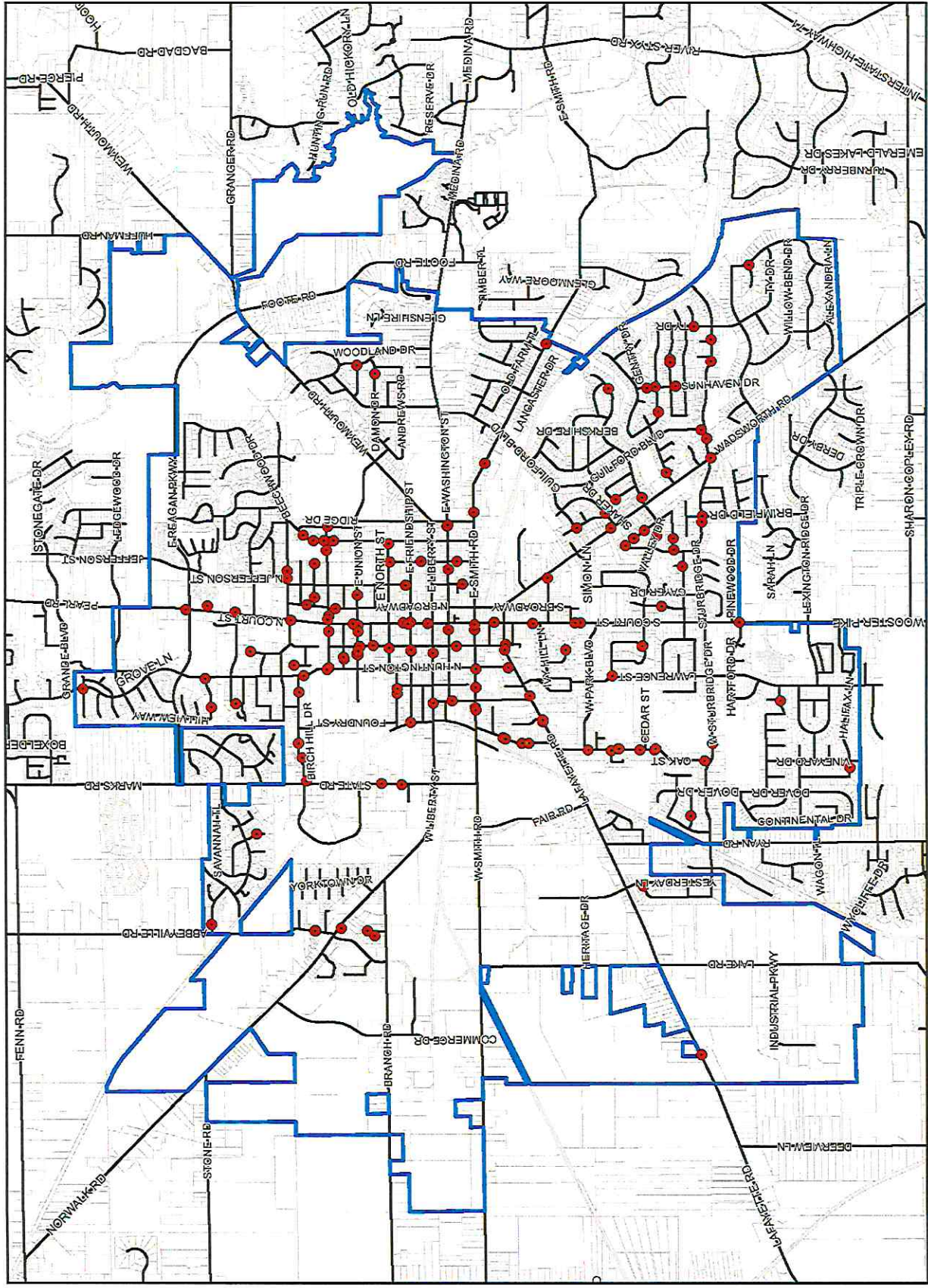


# Estimated Value of Construction



# Property Maintenance & Code Enforcement





● 2023 Code Enforcement Complaints







## **City of Medina Engineering Department**

# **2023 YEAR END REPORT**

### **Departmental Staff**

Patrick Patton, PE	City Engineer
Fred Himmelreich, PE	Assistant City Engineer
Cory Clifford	Engineering Technologist
Dave Drogell	Construction Inspector
Tracy Eckert	Clerk (part time)

January 31, 2024

## SUMMARY OF 2023 WORK EFFORT and ACCOMPLISHMENTS

### 1. Capital Improvement Construction Projects - 2023

Type of Project	Number of Projects Completed or started in 2023	Total Cost	Comment
Street & Storm Water	13	\$8,832,236	Refer to Appendix A
Water System	2	\$949,407	Refer to Appendix B
Miscellaneous	4	\$1,520,200	Refer to Appendix C
<b>TOTAL</b>	<b>19</b>	<b>\$11,301,843</b>	

### 2. Summary of 2023 Capital Improvement Grants/Partnerships

Type of Project	# Projects Completed or started in 2023	Total Construction Cost	# Grant, Loan or Partnership Projects Completed or started in 2023	Total Value of Grants, Loans & Partnerships	Value as a Percentage of Total Construction Cost
Street & Storm Water	13	\$8,832,236	6	\$2,972,281	33.6%
Water System	2	\$949,407	2	\$352,398	37.1%
Miscellaneous	4	\$1,520,200	4	\$1,049,500	69.0%
<b>TOTAL</b>	<b>19</b>	<b>\$11,301,843</b>	<b>12</b>	<b>\$4,374,179</b>	<b>38.7%</b>

### 3. Capital Improvement Project Planning, Development, Engineering and Design – 2023/2024

	Number of active projects planned, developed and designed in 2023 for 2024/2025 construction:	Total (estimated) Cost of projects in development for 2024/2025 construction
Street & Storm Water	17	\$9,383,716
Water System	6	\$1,705,644
Miscellaneous	10	\$10,017,255
<b>TOTAL</b>	<b>33</b>	<b>\$21,106,615</b>

#### 4. Private Projects Site Plans

- Commercial site plans reviewed: 15
- Residential site plans reviewed and approved: 2 single family; 1 multi-family

#### 5. Medina Railway

##### Operational Highlights

- Total Rail Cars: 3,913

##### SR 18 Rail Crossing and Drainage Improvement

- Project completed in 2023
- Total Cost = \$457,000
- Funding Split
  - ORDC Grant \$249,600
  - City Street & Utility Fund \$139,000
  - Rail Operating Fund \$ 68,400

##### Financial

###### Revenues

- 2023 Access Fees: \$ 30,000
- 2023 Usage Fees: \$ 31,195
- 2023 City Contribution: \$ 10,000
- Total Revenue: \$ 71,195

###### Expenditures

- Operating Expenditures: \$ 38,351 (does not include costs of rail improvement project)

###### Account Balance

- End of Year 2023: \$ 109,333

## **Appendix A: 2023 Street & Storm Water Capital Improvements Projects**

**STREET STORM WATER CAPITAL IMPROVEMENTS**

2023 Construction Projects (Projects Completed in 2023 & Projects Under Contract/Under Construction in 2023)		COSTS (actual)						COMMENT
Proj. #	Project	ORD. #	ENGINEERING & DESIGN	CONSTRUC- TION	TOTAL COST	GRANT AMOUNT	NET COST TO CITY	COMMENT
1025	West Smith Road, Phast 4	140-16; 182-19; 139-22; 203-22	\$547,163	\$4,735,717	\$5,282,880	\$1,801,613	\$3,481,267	Under construction; Federal Grant
1061	Gates Mills Blvd. Bridge	98-20; 32-22; 104-22	\$99,374	\$541,738	\$641,112	\$485,120	\$155,992	Project Complete OPWC Grant
1080	Prospect Street Reconstruction	82-22; 124-22	\$7,040	\$1,098,400	\$1,105,440	\$386,508	\$718,932	Project Complete OPWC Grant
1086	South Court Street Curb Replacement	158-22	\$0	\$148,076	\$148,076	\$0	\$148,076	Project Complete
1097	Railroad - Drainage Improvement and SR 18 Crossing	190-22; 20-23	\$10,140	\$457,000	\$467,140	\$249,600	\$217,540	Project Awarded; 2023 Construction
1106	Audible Traffic Signals	n/a	\$0	\$11,640	\$11,640	\$9,440	\$2,200	Project Complete ODOT Project
1114	Historic District Signal Timing Study	14-22	\$40,000	\$0	\$40,000	\$40,000	\$0	Project Complete ODOT Project
1135	Woodland Drive Storm Sewer	n/a	\$1,930	\$33,411	\$35,341	\$0	\$35,341	2023 Construction
1144	2023 Concrete Street Repair Program	40-23; 126-23	\$0	\$708,179	\$708,179	\$0	\$708,179	Project Complete
1145	2023 Concrete Pavement Joint Sealing	41-23	\$0	\$55,435	\$55,435	\$0	\$55,435	Project Complete
1167	Asphalt Resurfacing Program (E. Friendship)	39-23	\$0	\$299,128	\$299,128	\$0	\$299,128	Project Complete
	Install Solar Pedestrian Crossing Signals on E. Union at the High School	n/a	\$0	\$13,150	\$13,150	\$0	\$13,150	Project Complete
	Install Solar Pedestrian Crossing Signals at E. Reagan & Ashwood and at W. Sturbridge at Al Root Middle School	n/a	\$0	\$24,715	\$24,715	\$0	\$24,715	Project Complete
	<b>TOTAL</b>	<b>TOTAL</b>	<b>\$705,647</b>	<b>\$8,126,589</b>	<b>\$8,832,236</b>	<b>\$2,972,281</b>	<b>\$5,859,954</b>	

STREET STORM WATER CAPITAL IMPROVEMENTS

Design/Planning Efforts Completed in 2023 for 2024-2025 Construction			COSTS (Estimated Costs)						
Proj. #	Project	ORD. #	ENGINEERING & DESIGN	CONSTRUC-TION	TOTAL COST	GRANT AMOUNT	NET COST TO CITY	COMMENT	
1062	Prospect Street Bridge Replacement	21-23	\$241,653	\$1,809,000	\$2,050,653	\$2,008,997	\$41,656	ODOT Grant 2025 Construction	
1074	Lindenwood Lake Headwall Replacement		\$0	\$15,000	\$15,000	\$0	\$15,000	2024 Construction	
1098	City Hall Parking Deck Fast Charging Electric Vehicle Stations			\$40,000	\$40,000	\$40,000	\$0	NOACA Grant Construction TBD	
1113B	Bradway Creek Drainage Study		\$7,400	\$0	\$7,400	\$0	\$7,400	Awarded	
1123	N. Huntington Street Reconstruction, Phase 3	132-21; 160-21	\$57,653	\$965,163	\$1,022,816	\$369,103	\$653,713	\$484,442 OPWC Grant; \$130,000 OPWC Loan	
1132	Annual Pavement Marking Program	72-22	\$0	\$60,000	\$60,000	\$0	\$60,000	2024 Construction	
1137	Medina Street Bridge Replacement	145-22; 5-24	\$72,850	\$552,831	\$625,681	\$490,000	\$135,681	2025 Construction OPWC Grant	
1144	2024 Concrete Street Repair Program		\$0	\$600,000	\$600,000	\$0	\$600,000	2024 Construction	
1145	2024 Concrete Pavement Joint Sealing		\$0	\$60,000	\$60,000	\$0	\$60,000	2024 Construction	
1150	S. Huntington Street Bridge	21-23	\$240,000	\$1,739,500	\$1,979,500	\$1,739,500	\$240,000	ODOT Grant 2025 Construction	
1151	US 42 Resurfacing (Homestead to Lafayette)		\$175,000	\$1,127,700	\$1,302,700	\$902,136	\$400,564	NOACA Grant 2025 Construction	
1156	2024 Sidewalk Replacement Program			\$75,000	\$75,000	\$60,000	\$15,000	Property Owner Assessment 2025 Construction	
1160	Blake Avenue Reconstruction	125-23	\$44,676	\$615,290	\$659,966	\$485,150	\$174,816	OPWC Grant	
1162	East Reagan Rehabilitation			\$25,000	\$25,000	\$0	\$25,000		
1164	2024 Concrete Pavement Joint Sealing			\$60,000	\$60,000	\$0	\$60,000		
1165	2024 Concrete Street Repair Program			\$600,000	\$600,000	\$0	\$600,000		
1170	2024 Asphalt Resurfacing Program			\$200,000	\$200,000	\$0	\$200,000		
		TOTAL	\$839,232	\$8,544,484	\$9,383,716	\$6,094,886	\$3,288,830		

## **Appendix B: 2023 Water System Capital Improvements Projects**

2023 YEAR END REPORT  
ENGINEERING DEPARTMENT  
WATER CAPITAL IMPROVEMENTS

2023 Construction Projects (Projects Completed in 2023 & Projects Under Contract/Under Construction in 2023)		COSTS (actual)					COMMENT	
PROJ. #	PROJECT	ORD. #	ENGINEERING & DESIGN	CONSTRUC-TION	TOTAL COST	GRANT AMOUNT	NET COST TO CITY	
1025	West Smith Road, Phast 4	182-19; 139-22; 203-22	\$0	\$644,125	\$644,125	\$244,966	\$399,159	Under construction; Federal Grant
1080	Prospect Street Reconstruction	82-22; 124-22	\$0	\$305,282	\$305,282	\$107,432	\$197,850	Project Complete OPWC Grant
	<b>TOTAL</b>		<b>\$0</b>	<b>\$949,407</b>	<b>\$949,407</b>	<b>\$352,398</b>	<b>\$597,009</b>	
Design/Planning Efforts Completed in 2023 for 2024-2025 Construction Projects		COSTS (Costs Estimated)					COMMENT	
PROJ. #	PROJECT	ORD. #	ENGINEERING & DESIGN	CONSTRUC-TION	TOTAL COST	GRANT AMOUNT	NET COST TO CITY	
1123	N. Huntington Street Reconstruction, Phase 3	132-21; 160-21	\$6,032	\$301,600	\$307,632	\$115,339	\$192,293	2024-25 Project; OPWC Loan
1140	West Washington & S. Elmwood Water Line Improvements	163-22	\$25,000	\$517,762	\$542,762	\$510,000	\$32,762	2024-25 Project; OPWC Loan
1142	Litchfield Water Main Corrosion Protection		\$10,000	\$50,000	\$60,000	\$0	\$60,000	2024 Project
1168	Granger Road Water Line Bore Under the Rocky River	7-24	\$10,000	\$200,000	\$210,000	\$105,000	\$105,000	2024 Project; Share costs with Medina County
1169	West Smith Road Water Line Bore Under the Wheeling & Lake Erie Railroad		\$12,750	\$150,000	\$162,750	\$0	\$162,750	2024 Project
1171	Progress Drive Elevated Tank Repainting		\$22,500	\$400,000	\$422,500	\$0	\$422,500	2024 Project
	<b>TOTAL</b>		<b>\$86,282</b>	<b>\$1,619,362</b>	<b>\$1,705,644</b>	<b>\$730,339</b>	<b>\$975,305</b>	



## **Appendix C: 2023 Miscellaneous Improvements Projects**

2023 YEAR END REPORT  
ENGINEERING DEPARTMENT  
MISC. CAPITAL IMPROVEMENTS

January, 2024

1 of 1

2023 Construction Projects (Projects Completed in 2023 & Projects Under Contract/Under Construction in 2023)		COSTS (actual)						
Proj. #	Project	ORD. #	ENGINEERING & DESIGN	CONSTRUCTION	TOTAL COST	GRANT AMOUNT	NET COST TO CITY	COMMENT
1055	Medina Recreation Center Fitness Room Addition	213-22	\$48,000	\$770,000	\$818,000	\$350,000	\$468,000	Project Complete State Capital Grant
1076	Level 2 Electric Vehicle Charging Stations (EVCS) at City Hall Parking Structure	153-20	\$0	\$30,000	\$30,000	\$30,000	\$0	Project Complete Ohio EPA Grant
1098	Huffman-Cunningham Field Rocky River Streambank Erosion	23-Sep	\$42,500	\$200,000	\$242,500	\$242,500	\$0	Under Construction; ARPA Grant
1124	Fire Station #1 Parking Lot Improvements		\$2,700	\$427,000	\$429,700	\$427,000	\$2,700	Project Complete ARPA Grant
		<b>TOTAL</b>	<b>\$93,200</b>	<b>\$1,427,000</b>	<b>\$1,520,200</b>	<b>\$1,049,500</b>	<b>\$470,700</b>	

Design/Planning Efforts Completed in 2023 for 2024/25 Construction Projects		COSTS (Estimated Costs)						
Proj. #	Project	ORD. #	ENGINEERING & DESIGN	CONSTRUCTION	TOTAL COST	GRANT AMOUNT	NET COST TO CITY	COMMENT
924	Spring Grove Cemetery Driveway 19-20	170-23	\$8,150	\$60,000	\$68,150	\$0	\$68,150	2024 Construction
1070	Airport Obstruction Removal	128-20	\$150,000	\$260,000	\$410,000	\$397,000	\$13,000	Study Complete; 2025 Project
1095	Fast Charging Electric Vehicle Charging Stations at Medina City Hall	30-21	\$0	\$60,000	\$60,000	\$60,000	\$0	Timeline TBD; NOACA Project
1096	Reagan Park Parks Department Barn		\$7,500	\$130,000	\$137,500	\$0	\$137,500	2024/2025 Construction
1104	Medina Municipal Combined Courthouse		\$720,000	\$8,000,000	\$8,720,000	\$0	\$8,720,000	2024/2025 Construction
1118-1120	Airport CARES & ARPA Improvement Projects		\$0	\$75,000	\$75,000	\$75,000	\$0	Project TBD
1133	Airport Layout Plan Update	57-22; 128-22	\$187,500	\$0	\$187,500	\$178,125	\$9,375	90% Federal Grant; 5% State Grant
1139	Airport Apron Replacement - F Row		\$20,000	\$160,000	\$180,000	\$180,000	\$0	2024 Construction
1158	Spring Grove Cemetery Columbarium #3	142-23	\$20,000	\$120,000	\$140,000	\$0	\$140,000	2024 Construction
1163	Airport Tott's Farm Demolition		\$9,105	\$30,000	\$39,105	\$39,105	\$0	2024 Construction
		<b>TOTAL</b>	<b>\$1,122,255</b>	<b>\$8,895,000</b>	<b>\$10,017,255</b>	<b>\$929,230</b>	<b>\$9,088,025</b>	

# FINANCE DEPARTMENT

The Finance Department is responsible for the accurate recording of all receipts, disbursements and investments. The department issues bi-weekly payroll to City employees, pays vendors, maintains the capital asset system, and generates utility bills for water and rubbish service. The Finance Department prides itself on delivering quality service to both our external and internal customers.

The Finance Department is responsible for compiling the City's Annual Comprehensive Financial Report and the annual budget. The City undergoes an audit each year and was awarded the Auditor of State Award with Distinction for the year ended 2022. The City also received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the year ended 2022.

## Utility Billing

The Utility Billing department is responsible for calculating water meter readings, sanitation charges and any other charges relating to water and rubbish services for City residents and businesses. Each month the billing is mailed or electronically available to our customers and is payable by the due date or the balance receives a 10% late fee.

In 2023, the monthly total billing average for more than 8,000 accounts is \$755,423.00 with a low of \$700,506.00 from April due invoices for services from February and a high of \$810,133.00 from May due for services from March. The total amount billed for utility services in 2023 was \$9,065,073.26.

City utility rates of water and rubbish have remained stable throughout the last two years. Water is supplied from Avon Lake Regional Water. Rubbish collection rates have stayed the same over the last ten years. As costs have increased, the City has strived to maintain reasonable rates for our customers.

The Utility Billing Department sends delinquency notices to customers who are two months behind plus penalties on their utility bill, giving mailed notice of a pending service disconnection date if unpaid. By the date of disconnection, the number of accounts scheduled for disconnection is usually less than 20.

### Number of Delinquency Notices mailed in 2023:

January 220	July 236
February 205	August 223
March 195	September 226
April 208	October 217
May 204	November 216
June 194	December 184

## Accounts Receivable

The accounts receivable area is responsible for receiving and applying all monies paid to the City from various departments: Building, Cemetery, Civil Service, Economic Development, Engineering, Fire, Gazebo & Pavilion rentals, Municipal Court, Service Department including Streets and Water.

## **Payroll**

The City's Payroll position is responsible for bi-weekly payroll, issuing w-2's, as well as administering the City Healthcare and Workers Compensation programs.

### Payroll

The City had 108 new hires / rehires in 2023. There were 3 long-term employee retirements: one with 34 years, one with 33, and one with 25.

There were approximately 344 employees at year end 2023. On average, 325 employees are paid per biweekly pay period. The number is higher during summer months with Parks and outdoor pool employees. The 2023 gross payroll was \$15,080,156.16 and 483 W-2s were issued.

The City offers employees an Employee Assistance Program, with the cost being reimbursed by Medical Mutual.

### Workers Compensation

There were 13 workers' comp claims in 2023, with 248 days of lost work and 70 days modified duty.

The City met the requirements to participate in the Bureau of Workers' Compensation (BWC) Drug-Free Safety Program at the Advanced Level, and have done so every year for the last 9 years. This program requires employee participation, including new hire drug testing, random drug/alcohol testing for current employees, safety training and substance abuse training, with some of the costs reimbursed by the BWC.

The City also continues to participate in the Group Experience Rating, Go-Green Discount Program, Transitional Work Bonus Program, Industry Specific Safety Program, Early Pay Discount Program and Lapse Free program along with Safety Grants when available. Combined, these programs save the City approximately \$30,000 each year, but most importantly help protect City employees through a proactive approach. The City's commitment to creating a safe workplace will help achieve long-term safety and cost saving benefits. The City of Medina is one of very few public employers in Ohio to take advantage of all these programs.

## **Accounts Payable / Purchasing**

The Finance Department's Accounts Payable position is responsible for setting up purchase orders, paying invoices, setting up vendors, issuing 1099s and issuing customer refunds all of which includes keeping the City in compliance with rules, regulations and laws. During Fiscal year 2023, the accounts payable position generated the following items:

### Purchase orders

1,847 Purchase orders generated with a total value of \$21,532,690.71. Purchase order approval must meet the following threshold criteria:

Department heads can authorize expenditures up to \$2,000.

Board of Control authorize expenditures from \$2,001.00 to \$20,000.00

Finance Committee authorizes expenditures from \$20,001.00 to \$35,000.00

Council authorizes expenditures/bids over \$35,000.00

The breakdown by department was:

Department	Quantity	Total Value
Airport	12	\$ 38,945.00
Building	29	\$ 81,646.42
Cable TV	14	\$ 78,375.00
Cemetery	46	\$ 97,436.62
Civil Service	36	\$ 46,692.00
Council	32	\$ 122,282.31
Court Clerk	18	\$ 182,939.95
Economic Development	35	\$ 168,383.83
Engineer	101	\$ 2,565,691.00
Finance	81	\$ 6,232,349.62
Fire	132	\$ 781,296.66
Forestry	39	\$ 74,382.49
General Admin	11	\$ 26,338.50
Grants	56	\$ 893,399.37
IT	48	\$ 421,080.10

Law	34	\$ 312,968.25
Mayor	27	\$ 315,489.50
MCRCC	166	\$ 1,649,861.53
Muni Court	140	\$ 384,667.26
Park	158	\$ 892,609.23
Planning	15	\$ 91,928.49
Police	173	\$ 899,642.74
Public Building	39	\$ 100,800.00
Sanitation	88	\$ 2,345,804.14
Service Director	67	\$ 1,434,556.71
Street	123	\$ 809,062.35
Vehicle Maintenance	41	\$ 48,785.64
Water Office	2	\$ 10,081.00
WTP	84	\$ 425,195.00
Total	1847	\$ 21,532,690.71

### New Vendors

105 new vendors were approved to do business with the City. The approval process includes Board of Control consent and submission of required documents (W9 form and applicable OPERS acknowledgement and Ohio New Hire reporting forms).

### 1099s

87 - 1099s were issued.

# CITY OF MEDINA FIRE DEPARTMENT



## 2023 ANNUAL REPORT

*Larry G. Walters, Chief of Department*

*Dennis Hanwell, Mayor / Safety Director*



The Medina Fire Department provides fire protection services to the City of Medina, Montville Township, and Medina Township. The department covers 51 square miles and has a permanent resident population of over 49,000. All of our firefighters are part-time and respond from six fire stations that are strategically located throughout the city and the townships. The department has firefighters on duty 7 days a week from 8 a.m. to midnight. After midnight, firefighters respond from home when notified of a fire by a voice paging system and a redundant smartphone app called Active911. Once alerted to an emergency call, the firefighters respond to their assigned fire station, usually closest to their home address.

### Fire Stations and Frontline Apparatus

Station 1	300 W. Reagan Pkwy	Fire and LST	<i>(Staffed each day from 08:00 until midnight)</i>
Station 2	500 Lake Rd	Fire Only	
Station 3	1000 Wadsworth Rd	Fire Only	
Station 4	1000 E. Washington	LST Only	
Station 5	6665 Wadsworth Rd	Fire and LST	
Station 6	4869 Nettleton Rd	Fire Only	<i>(Staffed M-F from 4:00 pm until midnight)</i>



**Part-time Professional Firefighters** make up the backbone of the Medina Fire Department. Serving such a large geographical area and nearly 50,000 citizens with part-time firefighters requires a unique level of dedication and sacrifice. Our Firefighters all have full-time employment elsewhere, many with career fire departments in surrounding cities, and choose to serve our department and community on their days off. In addition to our Command Staff listed below, three Captains, five Lieutenants, and thirty-one Firefighters proudly represent the department.

## COMMAND STAFF



**Fire Chief Larry Walters** has served the department for over 28 years as a Firefighter, Lieutenant, and Captain. Chief Walters is also a Team Leader for the Medina County All-Hazards Team for the Rope Rescue and Confined Space Rescue teams. He serves on the Medina County All-Hazards Advisory Committee and as Vice-Chair of the Medina Emergency Management Agency Executive Board. Chief Walters also serves as President of the Medina County Fire Chiefs Association.



**Assistant Chief Mark Crumley** has served the department for 38 years. Assistant Chief Crumley is also the department's full-time Fire Marshal and has served in that role for 27 years. He has responsibility for all of the department's staff scheduling and provides fire code enforcement, plan reviews, and fire safety inspections and testing. Assistant Chief Crumley is also our department's unofficial historian due to his wealth of historical knowledge about the Medina Fire Department.



**Operations Captain Steve Ingersol** has served the department for 24 years in the ranks of Firefighter, Lieutenant and Captain. As Operations Captain, he is responsible for the day-to-day operations of the department, crew assignments, apparatus and asset maintenance. Captain Ingersol also provides fire code enforcement, fire safety inspections and oversees the department's public education, training and certification activities.



**Fire Clerk Jenny Potter** joined the department in 2020 and provides administrative support to the Fire Chief and command staff. Her responsibilities include accounts payable, payroll and the scheduling of fire inspections for the Fire Marshal and Operations Captain. She is on hand to help with special projects and enjoys interacting with the firefighters, community and its residents.



## TRAINING

### Ohio Fire Academy – Fire Blast Lab



*The MFD hosted the Ohio Fire Academy's Fire Blast Lab and instructors using a regional training delivery opportunity that is offered at no cost using State grant funds when three or more fire departments participate. Twenty-three Medina firefighters participated in this training along with firefighters from Erhart-York Twp. Fire Department, Westfield Fire Department, and Lafayette Twp. Fire Department.*

### FDIC 2023 – Hands-On-Training Classes



*Firefighters **Sandy Norsic, D.J. Kasmarcak, Ron Caldwell, and Danny Pierce** traveled to Indianapolis for a week of advanced fire training at the annual FDIC International.*

## TRAINING

### Advanced Training Classes

- Lieutenant Colon - Fire Officer II University of Akron
- Captain Ingersol - NEOFPA Fall Conference at Salt Fork
- Chief Walters - OFCA Officer Development Annual Conference
- Chief Walters - OFCA Winter Symposium at the Ohio Statehouse
- Chief Walters - Week II of Ohio Fire Executive Class
- Chief Walters - Leadership Classes at Firehouse Expo
- Chuck Bohland - Spartan Fire Truck Training Conference
- Chuck Bohland - Emergency Vehicle Technician Certification Level F-3

*LT. Alex Colon completed his Fire Officer II certification and the MFD continues to benefit from his leadership. Captain Ingersol completed three days of advanced training classes at the North Eastern Ohio Fire Prevention Association annual conference. Chief Walters completed his first year of Ohio Fire Executive classes. City of Medina mechanic Chuck Bohland completed a week of advanced Emergency Vehicle Technician training and was successful in obtaining his Level F3 Certification for fire pumps.*

### Advanced Elevator Rescue Class



*Thirty MFD firefighters received advanced elevator rescue training over two days in January. The fire department responds to people trapped in elevator calls several times each year. These calls can be very challenging and require our firefighters to have a technical understanding of elevator systems and safe methods for the rescue of trapped occupants.*

# COMMUNITY OUTREACH PROGRAMS

## *Kids Day of Safety and Play*

In June, MFD crews set up several educational stations focused on fire safety for children on the Square for the annual Kids Day of Safety event. Youth and their families learned about various fire safety topics from DIAL911 and what to do in the event of a fire in their home utilizing our department's Fire Safety Trailer. Our Bullex Fire Extinguisher Training prop was used to teach our citizens how to use a fire extinguisher.



## *Annual Open House*

The 2023 Medina Fire Department Open House was held in October at Fire Station #1 and despite the cold and rainy weather, the event drew nearly 300 visitors who enjoyed food, safety messages, station tours, Sparky the Fire Dog, and much more!



## 2023 SPECIAL EVENTS

### Tunnel2Towers

Partnering with the Tunnel to Towers Foundation, the Medina Fire Department was once again a proud supporter of the annual 5K Run & Walk Medina. This year's event was the largest to date with over 850 registrations.



The Tunnel to Towers Foundation provides "Smart Homes" for injured service members that accommodate their unique needs. The foundation also pays off the home mortgages of fallen Law Enforcement officers and Firefighters.



*MFD firefighters **Brandon Steidl**, **Danny Peirce**, and **Dan Rupert** participate in the annual Tunnel to Towers 5K Run & Walk.*

# GOOD OF THE ORDER

## *New Self-Contained Breathing Apparatus SCBA*

One of the most important pieces of protective equipment worn by firefighters is the self-contained breathing apparatus or SCBA. The SCBA provides clean, cool air for the firefighter to breathe while operating in a smoke-filled building. The MFD purchased 45 new SCBA with spare air cylinders, masks, and a specialized emergency rescue SCBA known as a *Rapid Intervention Team Pack*. All of the new SCBAs include the latest in safety and communication technologies such as voice amplification, low-air alarm systems, man-down alarm systems, emergency breathing air connections, and high visibility lights to assist our firefighters when they are operating in dangerous conditions. Additionally, these SCBA qualified for purchase using ARPA funds so the department did not have to use money from the approved annual budget to purchase.



*MFD firefighters perform hands-on-training to prepare for emergencies involving a trapped, injured or lost firefighter who is running low on the SCBA air supply.*



*MFD Firefighter D.J. Kasmarcak shows how the SCBA is worn by firefighters.*

# GOOD OF THE ORDER

## New Thermal Imaging Cameras

Thermal imaging cameras (TICs) are used by firefighters to search for hidden fires, people who may be trapped, and even pets inside a burning home or building. When the smoke from the fire reduces the visibility to zero, the TIC helps firefighters quickly conduct searches for trapped occupants and locate the fire. In 2023, the Medina Fire Department replaced their 15-year-old TICs with new, state-of-the-art FLIR technology. The department purchased 5 new TICs to equip all of the frontline fire engines and primary ladder truck. This investment will increase the reliability of the thermal imaging camera as a tool, and improve the efficiency and safety of our firefighters and residents.



### Enhanced 2024 Model

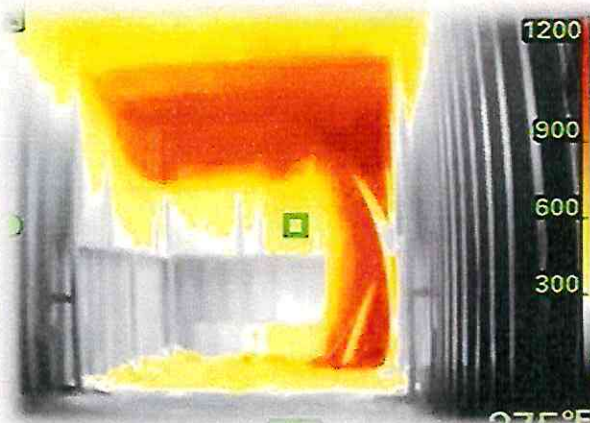
With a FLIR K55 TIC in hand, you can attack fires more strategically, maneuver through smoke more easily, and save lives. The K55 displays crisp thermal images on a bright LCD, helping you navigate better and expedite critical decisions. The 320 x 240 pixel IR sensor and FSX™ Flexible Scene Enhancement produce detail-rich imagery at a 60 Hz frame rate that keeps up with the action.



Firefighter attending to unconscious victim



Firefighters search & rescue



## PUBLIC EDUCATION

Fire prevention through public education is a priority for the Medina Fire Department. In 2023, Captain Steve Ingersol and our Duty Crews provided more education to the commercial and industrial workers, residents, and the children in our communities than ever before!

**427** employees of industrial facilities in Medina received fire extinguisher and emergency evacuation training.

**900+** kids visited our safety trailer and extinguisher training during the annual Kids Day & Teen Fest on Public Square.



**256** people visited Medina Fire Station 1 in October for the annual MFD Open House.

**556** 3rd-grade students went through our Fire Safety House trailer to learn what to do in the event of a home fire.



**3,400** residents of all ages participated in our many public relations activities such as our crews visiting public schools, preschools and daycare facilities, fire station tours, touch-a-truck events, and focused fire education sessions.

# 2023 Calls for Service for the Medina Fire Department

ANALYTICS **eso** **int** **Total Record Volume By Incident Type**

Custom ▾ Jan 1, 2023 - Dec 31, 2023 ▾

**73%**

**FIRE**  
Percentage of Total Incidents

**27%**

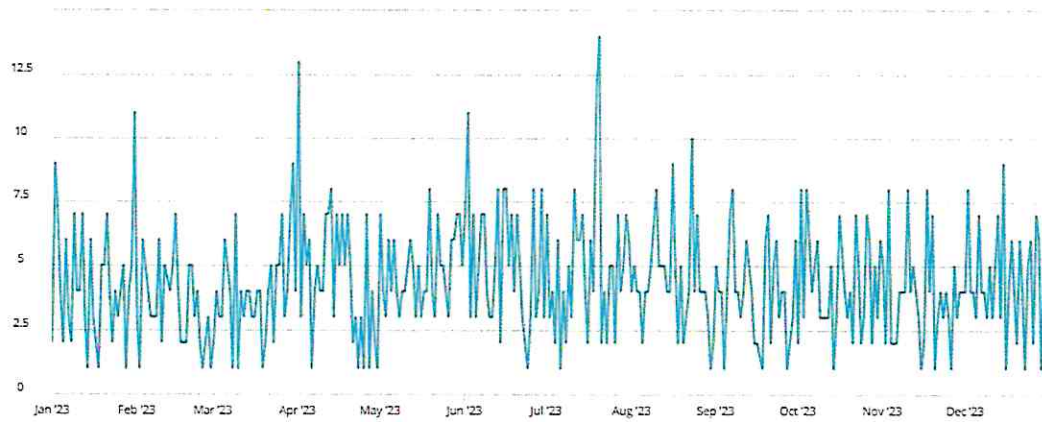
**EMS**  
Percentage of Total Incidents

**1,556**

**INCIDENTS**  
In Selected Time Slice

**365**

**DAYS**  
In Selected Time Slice



	Jan '23	Feb '23	Mar '23	Apr '23	May '23	Jun '23	Jul '23	Aug '23	Sep '23	Oct '23	Nov '23	Dec '23	Jan '24	Total
(11) Structure Fire	3	2	5	4	5	2	3	3	3	3	2			35
(12) Fire in mobile property used as a fixed structure						1								1
(13) Mobile property (vehicle) fire			2	1		2	1	2	1		1			10
(14) Natural vegetation fire				4	6	9	1	1		2	3	2		28
(15) Outside rubbish fire		2		2	4	1		2	2					13
(16) Special outside fire	1	1		1										3
(25) Excessive heat, scorch burns with no ignition		2	1		1	1		1		1	1	2		10
(31) Medical assist	29	16	28	27	33	29	30	23	23	17	24	33		312
(32) Emergency medical service (EMS) incident	13	3	1	10	3	6	9	13	12	10	10	13		103
(35) Extrication, rescue			1	1	2	4	4	1		1	1	1		16
(40) Flammable gas or liquid condition, other									1			1		2
(41) Combustible/f., spills & leaks	4	8	13	11	13	10	14	6	4	4	5	10		102
(42) Chemical release, reaction, or toxic condition	5		1	1	1		4	3			3	3		21
(44) Electrical wiring/equipm. problem	5	2	2	11	3	4	6	6	2	3	3	1		48



# 2023 Calls for Service for the Medina Fire Department

	Jan '23	Feb '23	Mar '23	Apr '23	May '23	Jun '23	Jul '23	Aug '23	Sep '23	Oct '23	Nov '23	Dec '23	Jan '24	Total
(46) Accident, potential accident		1	1				1							3
(50) Service call, other												2		2
(52) Water problem	1				1					2				4
(53) Smoke, odor problem	4	4	5	3	5	2	1	1	3	5	1	4		38
(54) Animal problem or rescue			2	1	2	1				1				7
(55) Public service assistance	8	1	4	10	10	5	3	7	8	7	9	6		78
(56) Unauthorized burning		3	2	2	6	3	5	2	4	3	4	1		35
(61) Dispatched and canceled en route	23	14	11	24	33	41	37	25	19	27	20	27		301
(62) Wrong location, no emergency found	2	1	2			3	2		1	1		1		13
(63) Controlled burning				2							2			4
(65) Steam, other gas mistaken for smoke		1	6	2	5		2	5	1		2	1		25
(67) HazMat release investigation w/no HazMat	1	1					1		1	1				5
(70) False alarm and false call, other			1											1
(71) Malicious, mischievous false alarm											1			1
(73) System or detector malfunction	8	5	21	4	6	3	11	13	16	15	10	11		123
(74) Unintentional system/detect... operation (no fire)	26	17	14	17	12	25	20	18	16	20	12	14		211
(91) Citizen complaint												2		2
Total	133	84	123	138	151	152	155	132	117	123	114	135		1,557

## **2023 LAW DEPARTMENT YEAR END REPORT**

106 cases set for Jury Trial (100 COPs, 5 guilty findings, & 1 not guilty finding)

583 cases set for Bench/Magistrate Trial (521 COPs, 59 guilty findings, & 3 not guilty findings)

258 cases set for motion hearings (suppression/TPO/vehicle forfeiture/SOR)

1947 pretrials were held

62 cases were dismissed

121 trials Defendant failed to appear

547 cases were continued

116 reports were reviewed for charges

15 cases appealed/pending appeal

3840 matters handled in 2023



# MedinaTV

Year End Report

# MedinaTV

## A look back at 2023

MedinaTV is one of the longest running partnerships between the City of Medina and Medina City Schools. This partnership just completed its 28<sup>th</sup> year and has continued to grow each year and provide a great resource for the residents of Medina. MedinaTV is funded by franchise fees collected by the City of Medina. These fees have steadily decreased over the last 4 years. In fact we have seen a decrease of \$76,600.00 of revenue during that time.

“We are at a critical point in the 28 year history of MedinaTV. With franchise fees on a constant decline and the cost of operating increasing every year MedinaTV must evolve and find creative ways to operate in order to survive.” –Jarrod Fry, General Manager MedinaTV

In order to ease some of the pain of these financial shortfalls MedinaTV has created partnerships with Medina County, Main Street Medina, and the Medina County Career Center. These have helped to close the distance on the financial deficit, but more work needs to be done.

City Council graciously passed an Ordinance allowing funds left over from the RITA tax to be used in the budget of MedinaTV. This move has helped to shore up the budget in the short term but work will have to continue to support us long term. Due to this change in revenue MedinaTV is looking to move into more of a communications role with the City of Medina while still working to continue our long standing partnership with Medina City Schools.

# MedinaTV

A look back at  
2023

MedinaTV believes in partnerships as our main goal is to keep our viewers and residents informed about what is happening in City and County government, as well as, the great things happening in our school district and the issues the education system faces. Even in tough times MedinaTV believes in keeping government and education as transparent and informative as we can for our residents.

01 Channel 37 and government programming keeping government transparent for residents.

02 Channel 201 and educational programming are well received in community.

03 Partnerships with other entities keep residents informed.

## Government programming

Channel 37 and government programming had another successful year. MedinaTV produced over 184 new programs for airing on MedinaTV. The staff also assisted in video projects for grants and day to day operations of the city. All meetings of City Council and Medina County Commissioners were aired live on multiple formats to keep government transparent and available to everyone at their own viewing convenience. MedinaTV also assists in communications and presentations on behalf of the City of Medina including the State of the City address, and the welcome monitor at City Hall.

### Educational programming

Channel 201 and educational programming produced over 100 programs for airing on MedinaTV. Videos and technical assistance were provided for projects like In service events, videos and graphics for the video scoreboards at the football field and gymnasium. MedinaTV also assisted in construction/building issues around the district by utilizing our drone services. MedinaTV also employs student staff that assist in covering school events around the district. This also allows these student employees to gain real world skills and expertise in the broadcast field all while going to high school. Past student employees have said how much this work experience has helped them as they have moved on to college and careers.

### Partnerships

MedinaTV has added other partners in MedinaTV programming. 2023 saw MedinaTV reach the end of our agreement with Main Street Medina in gathering video and still photography of Main Street Medina sponsored events. All parties found the partnership to be a very positive experience.

The Medina County Commissioners and MedinaTV continued their partnership in 2023. Live coverage of County Commissioner Meetings is at the forefront of the work done by MedinaTV to aid in government transparency. The work with the county expanded this year as we have assisted with some special video projects to protect the residents of our community. An example would be our work with the SCAM squad to protect residents from scam attempts.

# MedinaTV

## A look back at 2023

MedinaTV with its partnership with Medina City Schools shares a Technical Operations Director position. This individual works for MedinaTV and is the Manager of the Medina Performing Arts Center. The city is responsible for the benefits of the employee while the schools pay the salary of this position. Another great example of the great working relationship these two entities share.

### 04

The partnership between MedinaTV and Medina City Schools includes the operation of the Performing Arts Center.

### 05

MedinaTV is popular on the internet

### 06

MedinaTV is expanding their reach and options for viewers to stay up to date.

## Performing Arts Center

MedinaTV staff also operate the Medina Performing Arts Center. Our Technical Operations Director is the general manager for the PAC. They are responsible for the reservations and staffing for all events held in the PAC. In fact, last year there were 244 events in the Main Stage, 215 events in the Middle Stage, and 272 events in the Studio Theater. The director is also responsible for tours to possible renters, maintenance and purchasing of all lighting and equipment in the facility. The director also handles the staff of paid and unpaid volunteers for every event. This has been quite an undertaking by this staff member who not only does all of this work but also helps with the day to day operation of MedinaTV.

### Presence on the internet

MedinaTV has become a staple to viewers on Facebook and YouTube. The Educational programming had 46,620 views of our wonderful programming over the last year. The Government channel also had a successful year with 17,104 views on Facebook to go with 22,743 views of the same programming on YouTube for a total of 39,847 views in 2023.

### Programming and Social Media options

Channel 201 was the first to see the rollout of our new expanded options for viewing our great programming. The education channel is now capable of livestreaming 24/7 on the internet. In addition to Facebook and YouTube the education channel can now be seen on Roku. In 2024 we look to expand that coverage to Firestick, AppleTV, Android and IOS. The government channel looks to follow suit in 2024.

MedinaTV has changed the head end playback system for both of our channels. Our old company, Leightronix, no longer supports their equipment as they will be going in another direction with their company. MedinaTV now uses TelVue for playback and internet streaming of MedinaTV programming. All of these changes help to promote transparency of the city and schools and give residents plenty of choices to stay up to date with all of the great things happening in Medina.

# MedinaTV

## A look back at 2023

MedinaTV provides valuable services for the city of Medina. From video documentation of city projects to coverage of events that happen in our city MedinaTV is there. MedinaTV follows our city motto of preserving the past by making video documentation of our city and events as well as producing historical documentaries that tell the great stories of Medina's past. We also assist in the 2<sup>nd</sup> part of our motto forging the future by highlighting new businesses starting out in our community and also those who may be looking to start a business in Medina.

07

MedinaTV is looking to become more of a communications arm for the City

08

Funding for the future is an important issue for

09

It is our goal to continue the vision of MedinaTV even with an uncertain future.

## Switch in roles

MedinaTV staff are looking forward to becoming a communications branch for the city. In fact MedinaTV is already doing a lot of the work of a communications department. Some of our staff has already been trained by FEMA to be a public information officer in the event of an emergency in the city. There are also two licensed and certified drone pilots on staff to assist with the needs of the city. MedinaTV staff also handle the look and redesigns of our city's website and also serve as the webmaster to troubleshoot issues as they arise. As mentioned earlier MedinaTV is very involved with all of the social media aspects of the city, as well as, running and operating the day to day operations of the government access channel for the city. Staff have also served as a city representative when language barrier issues have arisen in day to day business of the city and work as an interpreter.

### Finding stability in the future

MedinaTV is hoping this switch to a communications department for the city can help the city to look into a more permanent financial stability for the funding of this department. The leftover use of the RITA funds are a great start and as we make this transition. We look forward to the future conversations with the Mayor and Council to find out how we can best serve the city, its residents, and the community.

### MedinaTV continuing the vision

MedinaTV looks to make 2024 a great year and to continue the great things we provide our viewers and residents. While the future is uncertain, MedinaTV feels as if we have laid the groundwork to grow and serve our residents even better than before. We look forward to taking on the challenges that lie ahead and continue to provide a communications link to promote the transparency between the city and our residents.



### 2023 Year End Summary

- Our long awaited Fitness Room Addition broke ground in May with completion in early December. This new, modern space has added 1,800 square feet to the front of the Rec Center for a more user-friendly fitness room experience. This addition was made possible by a State of Ohio ODNR grant totaling \$350,000 with additional funds from the Rec Center carry-forward budget. No Medina City School Funds were used for this project.
- We have replaced most of our plate loaded weight machines and added several new pieces to increase the selection and variety to accommodate more patrons.
- We have quadrupled our cable stations and replaced the twenty-year-old units. We now have 3 wall mounted stations, one new selectorized cable piece, two functional trainers and two 4-Stack units.
- Our upstairs balcony area (the former free weight room) has been repurposed to house our spinning bikes and a new fitness area was created. This area features light to medium sized weights, additional benches, barbells and specialized cardio machines to target sport specific muscles, like skiing and climbing type machines.
- All the original indoor signage was replaced and updated which has created cohesion between the different spaces and helps with patron policy enforcement.
- Community Room A was transformed into Studio A featuring Monkey Cove. This is a space for children to exercise and enjoy while their parents work out in the same space. Within Monkey Cove, we have installed a traverse climbing wall and added a commercial grade "Jump and Play Island". The traverse wall is 8' X 20' for people of all ages to enjoy and the Jump and Play Island mimics a trampoline. There are several kid sized exercise items and obstacles for kids to explore.
- We have replaced the carpeting in Community Rooms B/C and the back offices with rubberized flooring, enabling us to schedule additional programming and room rentals within these areas.
- The Competition pool, Leisure Pool and Hot Tub went thru an extensive resurfacing project.
  - The plaster was completely removed from all 3 pools and new Diamondbrite plaster was installed.
  - New navy tile for the lap lanes was installed in both the Competition and Leisure Pools.
  - The perimeter tile of the Leisure Pool was replaced with 2 new fun colors (Ocean Blue and Lime Sherbet).
  - The hot tub received all new tile for a whole new look.
  - New white underwater LED lights were installed in the Competition Pool and Hot Tub.
  - New color changing underwater LED lights were installed in the Leisure Pool.
  - New main drain covers were installed in all 3 pools
  - New floor deck drains replaced the original damaged deck drains.
  - Interior paint was updated in both pool areas.

- New Natatorium Purchases:
  - Three new remote, battery operated lift chairs were installed in the Competition Pool, Leisure Pool and Hot Tub.
  - We acquired a new, fun friend for our Jungle Cove... a 10-foot floating alligator!
  - New guard chairs were installed in the Leisure Pool and we refurbished and powder coated all Competition Pool guard chairs
  - New lap lane reels were installed in both Competition and Leisure Pools, as well as a new water basketball hoop in the Leisure Pool.
  - A fifty-foot aquatic inflatable obstacle course has been added to the Competition pool on featured weekends. The inflatable has 3 different obstacles to maneuver thru with a 1.7 meter slide at the end.

In 2023, the Rec Programming Department filled a full time Program Specialist position that had been vacant for three years. This position focuses on developing camps and additional programming. We collaborated with Medina High School administration to utilize cafeteria space within the high school during summer to help grow our Discover Camp from 60 campers a week to 80 campers per week. We also introduced preschool camp and extended specialty camps leading to the highest camp revenues in our 21-year history.

We hired a part time Activities Coordinator to create new community events and assist with acquiring sponsorships. She has expanded our offerings to include family bingo nights, a youth Girls' Night Out, dive in movies, and many holiday themed pool parties. We added food trucks to many events and have partnered with Armstrong Cable, Ferguson, and Cleveland Clinic Medina Hospital to upgrade our youth basketball jerseys this season. One of the most successful events was our Indoor Triathlon, which hosted over 60 participants and 20 volunteers and will now be an annual event. We collaborated with the Let's Make a Difference organization who received grant funds to create a Mellert Park Summer of Fun program. We added a new Kids Club program so parents can work out while their kids explore art, crafts and sports. We also added year round camp drop in days when school is not scheduled. We collaborated with the Medina Lady Bees travel basketball program's former leadership to support 60 young female athletes. We have added new fitness class offerings like spin/fusion, resistance band training and deep water running. We also hosted pickleball tournaments both at the Rec and at the new outdoor courts at Al Root Middle School.

Medina Rec collaborated with Medina City Schools to offer a Water Safety Awareness Day for all 2<sup>nd</sup> grade classes, reaching 410 students. Aquatics staff did a 30-minute presentation in the schools and offered all their families a day of water play at our Leisure Pool to try out their new skills. We also created a new water safety and acclimation program called Tiki Tyke Swim for children 6 months to 6 years old. During each weekly session, certified aquatics staff has 15-20 minutes of instructor lead safety activities, and afterwards families can stay and enjoy our Jungle Cove inclusive water feature. We had over 300 attendees sign up for the program.

Our Learn to Swim Program is still recovering after the decline seen during Covid years and we are certifying more instructors to be able to add more classes. We had 11 sessions of classes with about 600 participants in 2023. The program was held both at Medina Rec and at our outdoor Memorial Pool.

Our indoor pool closures did negatively affect our revenue totals for 2023, but we still ended the year strong with revenues exceeding the average of all pre-Covid years. We had our highest revenues ever in sports, camps, family & community events and the outdoor Municipal Pool.





### 2024 Plans

After a year of construction and renovations, our 2024 plans are to focus on growth and patron needs.

- Focus on building our membership base through targeted marketing.
- Rebuild aquatics revenues by offering more Learn to Swim classes and new programming.
- Explore additional rental opportunities by acquiring new equipment and by building partnerships with local sports organizations.
- Evaluate our current cardio equipment and create an annual replacement plan and budget. We are actively researching replacements for some of our aging cardio equipment.
- Continue to monitor our fitness and activity areas to tweak equipment placement to create a comfortable, safe environment for our wide variety of patrons.
- Request patron feedback to help us navigate fitness trends and meet our members' health and fitness needs with new equipment and class offerings.
- Expand our sponsorship opportunities for both events and partnerships.
- Add more jungle themed fun to the Leisure pool!



## **PARKS & RECREATION DEPARTMENT 2023 YEAR END REPORT**

The Parks and Recreation Department is comprised of three divisions including Parks Maintenance, Forestry, and Cemetery. These departments were combined in 2014 in an effort to better utilize resources, skills, equipment, and labor. The merger has increased operational efficiencies resulting in improved service to the public, quicker turn around on projects, and the ability to keep up with maintenance.

### **PARKS MAINTENANCE:**

Medina City Parks encompasses over 785 acres of dedicated parkland within the City of Medina. Of that, approximately 182 acres are maintained for public enjoyment. Notable amenities include: 12 pavilions, 11 soccer fields, 14 baseball fields, 1 football field, 3 tennis courts/pickleball courts, 2-disc golf courses, 16 miles of mountain bike trails, over 6 miles of paved multipurpose and nature trails, 2 splash pads, and outdoor pool. Additionally, the Parks regularly hosts 8 sports associations and many organized events throughout the year.

### **Expense Topics of Note**

- Installed new security cameras at Sam Masi Park and Sophia Victoria Trailhead. Updated security camera at Fred Greenwood.
- Completed the concrete renovation of the Skate Park located in Reagan Park by grinding down the existing concrete to improve the riding surface.
- Using Sourcewell pricing obtained complete design and replacement for the Skate Park with completion in early 2024.
- Purchased a Smart Gate conveyor unit to increase efficiency with mulching in the parks.
- Purchased a SCAG STII Turf Tiger utilizing Sourcewell contract pricing; additionally defrayed the cost by trading in an older SCAG Cheetah.
- Using Sourcewell contract pricing, purchased two F 150 trucks and auctioned off older vehicles.
- Continued design work and received authorization to advertise, bid, and award a contract for the stream bank stabilization project at Huffman Cunningham Park.
- Thanks to the tremendous generosity of the Johns Family, The Helios Project was installed along the Champion Creek Multipurpose Trail.
- Completed the construction of the new dog park located in Ray Mellert Park. Installed fencing for two large dog areas and one small dog area. Installed numerous amenities for dogs including fire hydrants and play equipment. Benches were generously donated by the Feckley Foundation.
- Completed the installation of a drinking fountain in Sam Masi Park and added a Zero G Swing.

- Replaced lights at the RC Park including light panel, new pedestal, poles and fixtures.
- Replaced swings and installed safety scape mulch in the playgrounds throughout the Parks.
- Replaced partitions / dispensers in the Uptown public restroom due to vandalism.
- Installed a new slide in Memorial JUMP Park.
- Replaced all speed bumps in Reagan Park.
- Replaced the grill in Huffman Cunningham Park.
- Added gravel to the Mountain Bike Trails and Driveways.
- Laser graded and installed conditioner at Reagan Field #1.

## **2023 Highlights**

- Completed annual deer survey.
- Inspected all pedestrian bridges along the multipurpose trail.
- Began site plan and design for a new pole barn in Reagan Park.
- Developed site plan and design for a renovation of the skate park.
- Maintained seventy-one flower urns and various planters in the downtown area.
- Implemented new maintenance plans and continued regular Departmental safety meetings.
- Parks staff renewed all necessary professional licenses.
- In collaboration with the Medina Pickleball Association relined and repaired the tennis/pickle ball court at Ken Cleveland Park.
- Completed the annual turf renovation project in the Uptown Park and on the various athletic fields.
- Employees from MTD/Stanley Black and Decker aided with grass cutting in the Huffman Cunningham Park and the Fred Greenwood Park while product testing their equipment.
- Worked with numerous volunteers and organizations to help maintain park amenities including mountain bike trails, nature areas, R/C raceway, and the disc golf courses.
- 18 Service Projects were performed throughout the various Parks. Additionally, 3 Eagle Scout Projects were completed.
- 3,804 participants were registered with sports associations for various sports.
- 254 pavilion rentals were reserved in 2023 which accounted for \$8,040.00 dollars in revenue. This includes 8 rentals for Medina City Schools and 32 rentals for Community Sponsored Events that are provided at no charge.
- 83 singular events were scheduled in / around the Uptown Park. This number does not reflect multiple events held by one group / organization. i.e., Farmer's Market.

## **2024 Plans to Note**

- Begin Stream Bank Erosion Project in Huffman Cunningham Park.
- Replace entry signs leading into Sycamore Park.
- Finish design, bid, and build new pole barn in Reagan Park.
- Complete Skatepark in Reagan Park.
- Plan and install nature trail connection from the Jaycee Park to Gold Crest Drive.
- Install new playground in Roscoe Ewing Park.
- Purchase and install new permanent vault restroom for the Roscoe Ewing Park.
- Develop plans to rebuild RC track drivers stand.

## **FORESTRY:**

The City of Medina has over 13,500 street trees in the right-of-way. These trees are maintained by the City on a five-year cyclic pruning cycle. The Department's responsibilities include planting, watering, fertilization, treatment, pruning, removing, and stump grinding. For the past 42 years the City of Medina has been designated a Tree City USA by the Arbor Day Foundation program in cooperation with the US Forest Service, United States Department of Agriculture, and the National Association of State Foresters.

### **Expense Topics to Note**

- Approximately \$22,148.00 was spent purchasing replacement trees in 2023. These trees were planted in house by department staff.

### **2023 Highlights**

- Pruned 2,791 street trees.
- Removed 113 street trees that were dead, diseased, dying, or had extensive storm damage.
- Planted 183 trees as street tree replacements, improvements within City Parks, public properties, and Spring Grove Cemetery.
- Watered approximately 156 trees between June and September.
- Pruned in Section 4 of the cyclic pruning cycle.
- Spoke to the Cub Scouts and several local schools on trees and tree identification.
- Fertilized and treated approximately 30 street trees.

### **Accomplishments and Awards**

- Employees attended classes put on by the Ohio Department of Natural Resources Division of Forestry.
- Obtained the necessary continuing education units to retain certifications by attending industry trade shows and classes.
- Over 300 volunteer/community service hours were worked within the Department.
- Fulfilled the requirements to receive the 42<sup>nd</sup> Tree City USA Award and 7<sup>th</sup> Growth Award from the National Arbor Day Foundation.
- Forestry Department staff, along with staff from several other departments, recertified through ACRT for line clearance certification.

### **2024 Plans to note**

- Complete Sections 4 and 5 of the five-year cyclic pruning cycle.
- Remove and replace dead, diseased, or dying trees.
- Work with Medina City Schools and Medina Kiwanis Club in conducting an annual Arbor Day Program.
- Apply for and meet the standards for re-certification as a Tree City USA.

## **CEMETERY:**

The Cemetery encompasses over 35 acres at two locations. Old Town, which dates back to 1818 and Spring Grove dating back to 1883. Spring Grove is listed on the National Registry of Historical Places, is a Level II Accredited Arboretum, and is listed on the National Underground Railroad Network to Freedom. The Cemeteries include a mausoleum, chapel, reflecting pond, two columbarium walls, soldier's monument, over 6,500 monuments, and over 10,000 internments. The Cemetery Division works collaboratively with the Friends of the Cemetery towards the perpetuation and conservation of Medina's Cemeteries. Since 1999 the Friends of the Cemetery has graciously donated and supported over 1.6 million dollars in projects at Spring Grove.

### **Expense Topics to Note**

- Purchased two new trimmers.

### **2023 Highlights**

- Implemented new cemetery data management program; PlotBox.
- Section 13 for personal mausoleums was platted and plated.
- Replaced four monument footers in Section 11.
- Poured four concrete slabs for benches at the Old Town Graveyard. The benches were generously donated by the Friends of the Cemetery.
- The staff was responsible for selling 113 burial plots (27 were in the columbarium wall, 11 were in the Cremains-2 Section, 1 was in the Baby Section and 75 were traditional lots) and reverting 4 lots back to the City.
- The staff performed 58 cremation burials, 47 full internment burials, and 0 baby burials and 2 disinterment's.
- A total of 60 monument footers were poured. Of those, 29 were flush stones and 31 were upright monuments.
- Updated owner information and burial records of mausoleum crypts to ensure accuracy.
- Added pictures of Mausoleum crypt and columbarium niche engravings to cemetery program.
- Removed aluminum siding ceiling in the Mausoleum.
- Repainted all Section signs.
- Removed 8 trees in Spring Grove.
- Worked with the Friends of the Cemetery and Bartlett tree experts to plant 10 trees in Spring Grove and complete phase two of the arboretum tree pruning.
- Worked with the Friends of the Cemetery to add holiday lights to the archway and trees.
- Developed plans for third columbarium wall.
- Developed plans for Section 19 & 20 roadway.

### **2024 Plans**

- Continue to check / verify Plotbox for accuracy of all records.
- Add pictures of all monuments to PlotBox.
- Complete designated maintenance items identified in the Master Plan.
- Add more lots to Section 19.
- Complete installation of Columbarium Wall 3.
- Install new service road between Sections 19 and 20.
- Install / Replace guardrail around the lake.

# MEDINA POLICE DEPARTMENT

## 2023 ANNUAL REPORT

*Edward R. Kinney Chief of Police  
Dennis Hanwell Mayor*



150 W. Friendship  
St.  
Medina, Ohio  
44256  
330-725-7777  
[www.medinaoh.org](http://www.medinaoh.org)





MEDINA POLICE DEPARTMENT  
*Integrity* ★ *Service* ★ *Community*  
2023 Annual Report

Mayor Hanwell and Members of Council,

As we conclude another year, the Medina Police Department is proud to present its comprehensive Year-End Report. This report serves as a reflection on the department's accomplishments, challenges, and ongoing commitment to ensuring the safety and well-being of the community we proudly serve.

Throughout the year, the men and women of the Medina Police Department have worked tirelessly to uphold the values of professionalism, integrity, and community engagement. This report aims to provide a transparent overview of the department's activities, initiatives, and key performance indicators, offering insight into the efforts made to maintain public safety and foster positive relationships within the city.

The Year-End Report highlights the collaborative efforts between law enforcement and the community, from crime statistics and community outreach programs to advancements in technology and training. As we navigate the complexities of modern policing, this report serves as a testament to our dedication to accountability, transparency, and continuous improvement.

We invite you to delve into the pages of this report to gain a deeper understanding of the challenges faced and the successes achieved in our collective pursuit of a safer and more vibrant community. The Medina Police Department remains steadfast in its commitment to serving and protecting, and we express our gratitude to the community for its ongoing support.

We serve proudly and take seriously the responsibility of keeping Medina a secure and welcoming place for all residents and visitors.

Respectfully submitted,

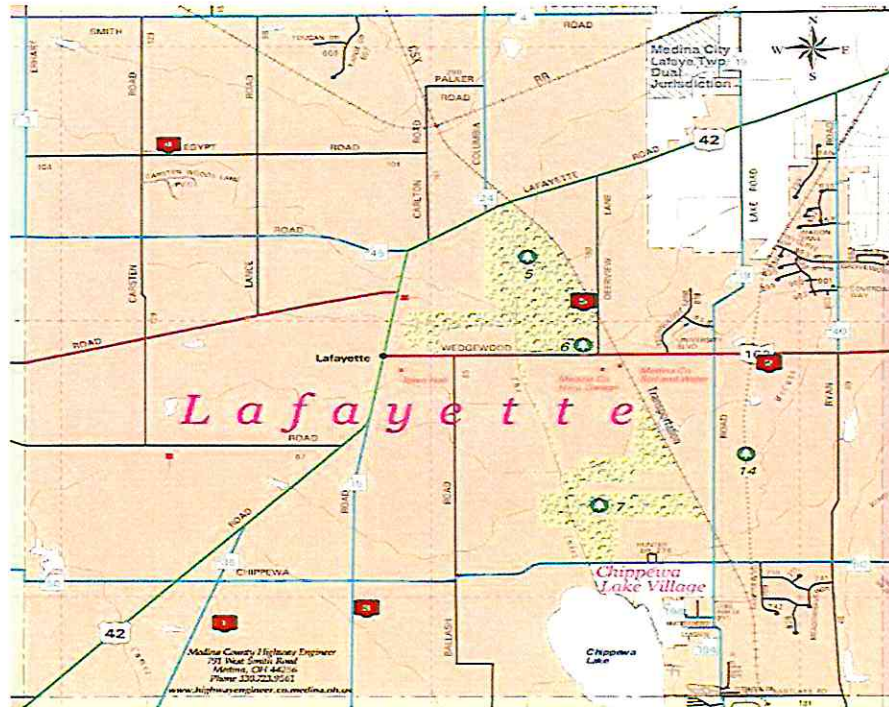


Edward R. Kinney  
Chief of Police





# Lafayette Township Profile



<p><b>Lafayette Township Population</b></p> <p>6,126</p>	<p><b>Square miles</b></p> <p>22.9</p>	<p><b>Borders</b></p> <p>Southwest side of the City of Medina</p>
<p><b>Largest natural lake in Ohio</b></p> <p>Chippewa Lake</p>	<p><b>Technology Park</b></p> <p>Medina County University Center University of Akron</p>	<p><b>Settled</b></p> <p>1820</p>

## *Staff Roster*

Name	Assignment	Hire Date
Edward Kinney	Chief of Police	1997
Scott Marcum	Lieutenant	2000
Bryan Wagner	Lieutenant	2003
Nathan Simpson	Sergeant	2003
Darin Zaremba	Sergeant	1995
Patrick Sloan	Sergeant	2003
Sara Lynn	Sergeant	2005
Joshua Wilson	Sergeant	2008
Raven Ory	Sergeant	2017
Derek Crooks	Sergeant	2014
Daryn Winebrenner	Officer	1995
Dan Warner	Officer	1995
Todd Grice	Officer	1996
Al Roland	Officer/SRO	2005
Matthew Martincin	Officer	2005
Kelly Moran	Officer	2007
Christopher Brink	Officer	2008
James Tighe	Officer/SRO	2009
Gregory Habrat	Officer/Property	2012
James Terwilliger	Officer	2013
Nicholas MacLarren	Officer/SRO	2013
Michael Wovna	Detective	2014
Christopher Deeks	Detective	2014
Jeffrey Smith	Detective	2014
Michael English	Detective	2015
Erica Anderson	Officer	2015
Andrew Dziak	Officer	2016

MEDINA POLICE DEPARTMENT

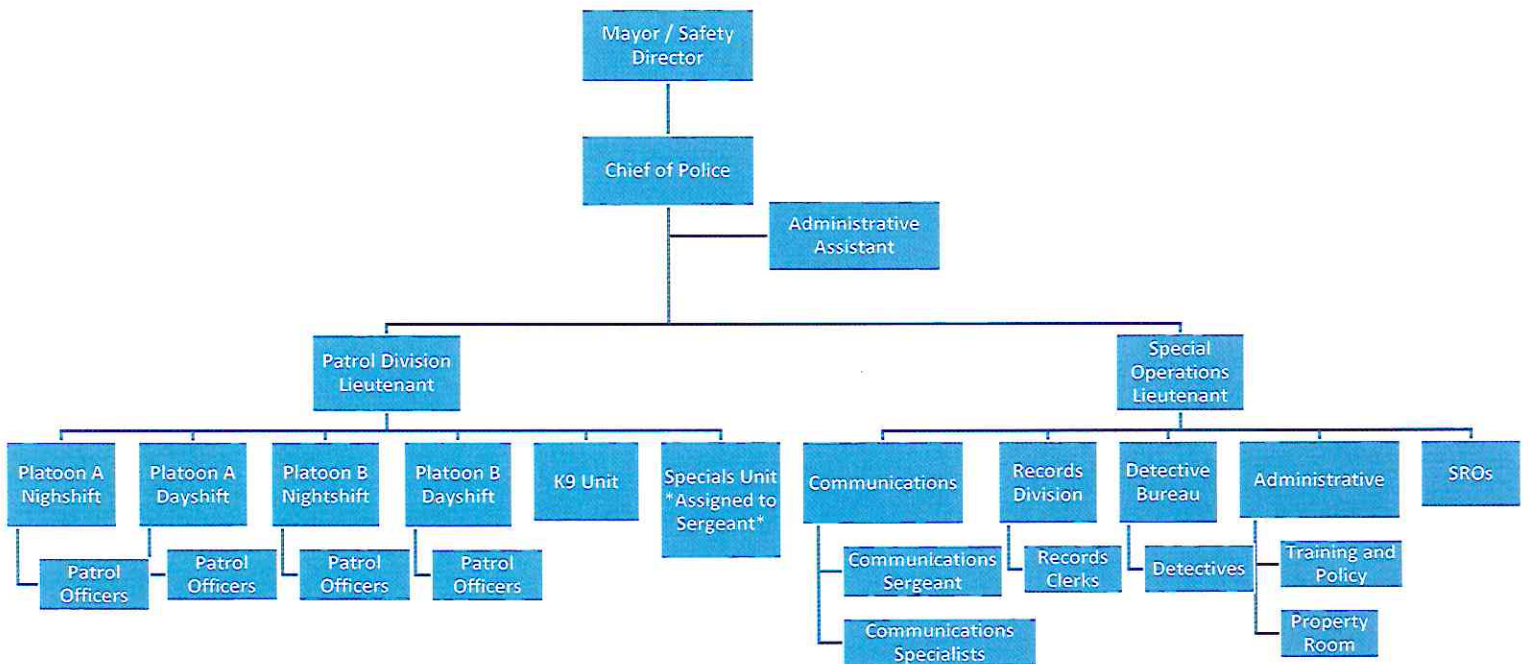
*Integrity* ★ *Service* ★ *Community*

2023 Annual Report

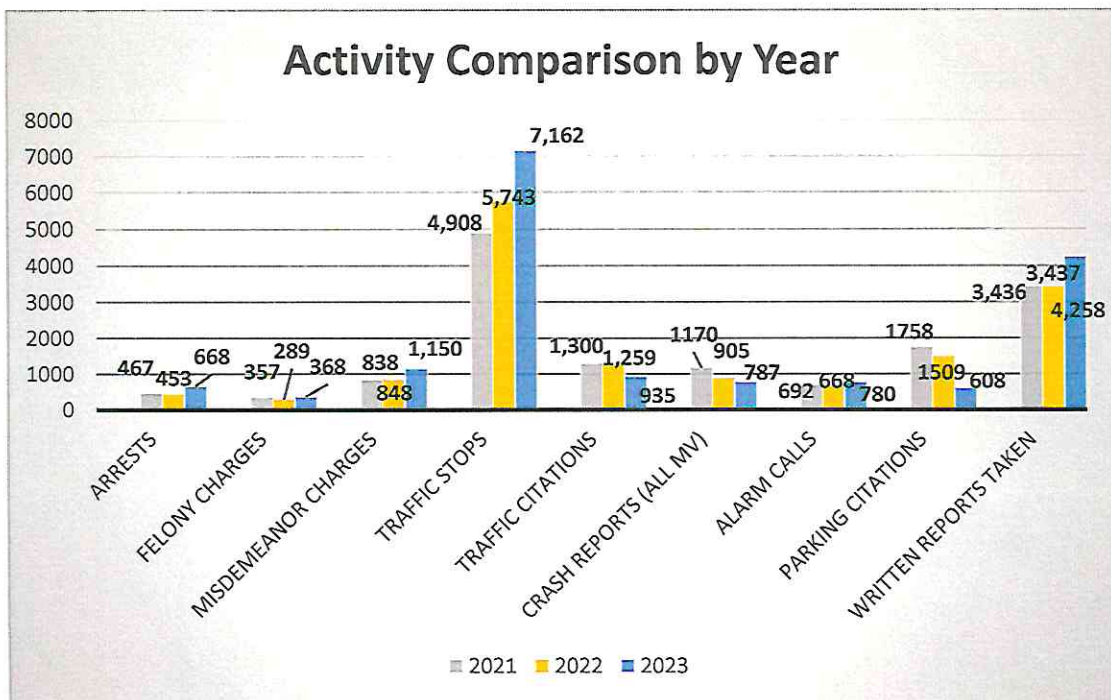
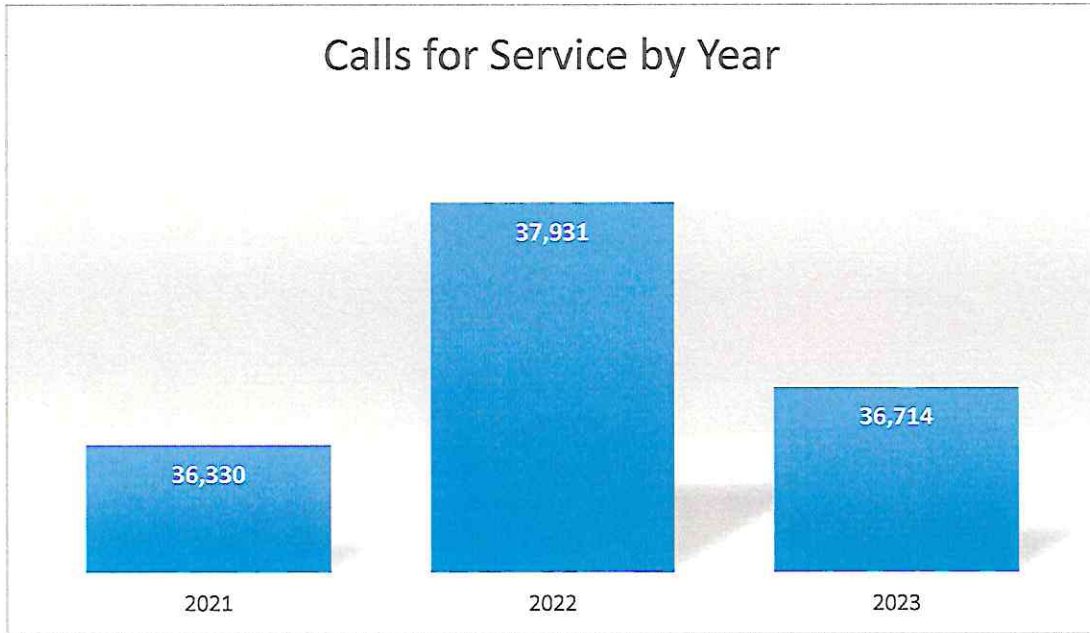
Christopher Wade	Officer	2018
Evan Scherer	Officer	2018
Joseph Calabrese	Officer	2018
Tyler Hughes/K9	Officer	2019
Matthew Witthuhn	Officer	2019
Tyler Howell	Officer	2021
Lauren Brooks	Officer	2021
Ian Baker	Officer	2021
Seth Gonyea	Officer	2022
Tyler Thompson	Officer	2023
Dalton Weber	Officer	2023
Ryan Laskowski	Officer	2023
Bailey Hagan	Officer	2023
Patty Miller	Dispatcher	1999
Denise Indovina	Dispatcher	2001
Andrew Demczyk	Dispatcher	2013
Crystal Vance	Dispatcher	2015
Calvin Undercoffer	Dispatcher	2017
Tricia Glauner	Dispatcher	2022
Patrick Villeneuve	Dispatcher	2022
Stacy Henry	Dispatcher	2023
Jennifer Strassel	Dispatcher	2023
Natalie Santivasci	Administrative Assistant	2011
Alyx Pasanen	Records	2023
Taylor Yaworski	Records	2023
Leann Kerr	Records	2023
William Pavlick	Parking Attendant	2018

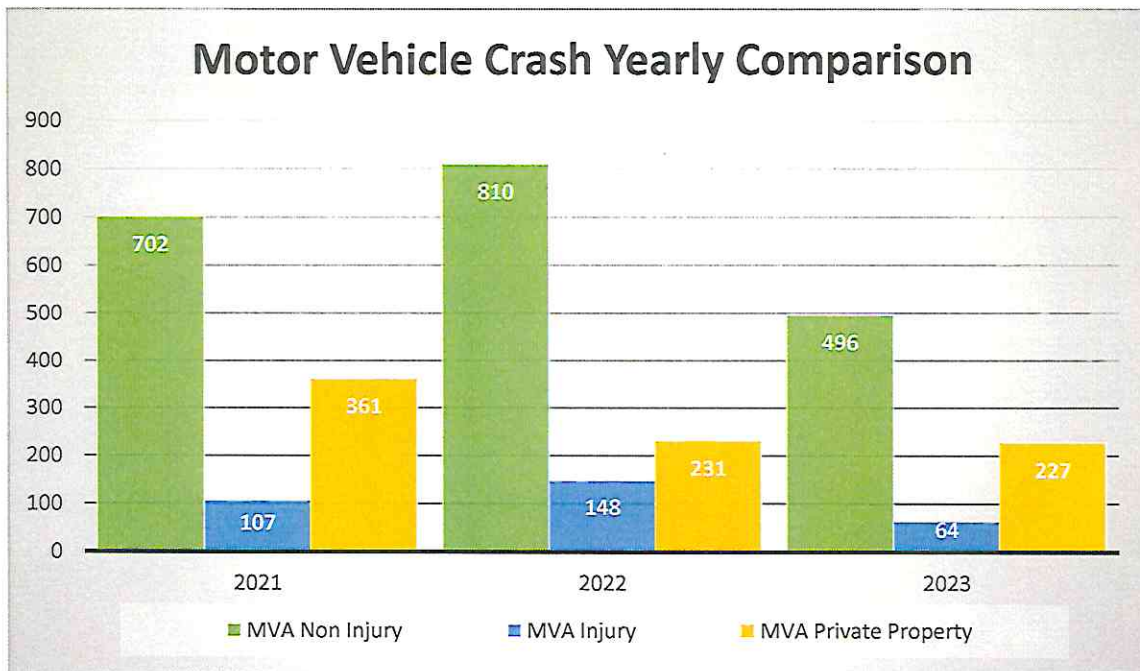
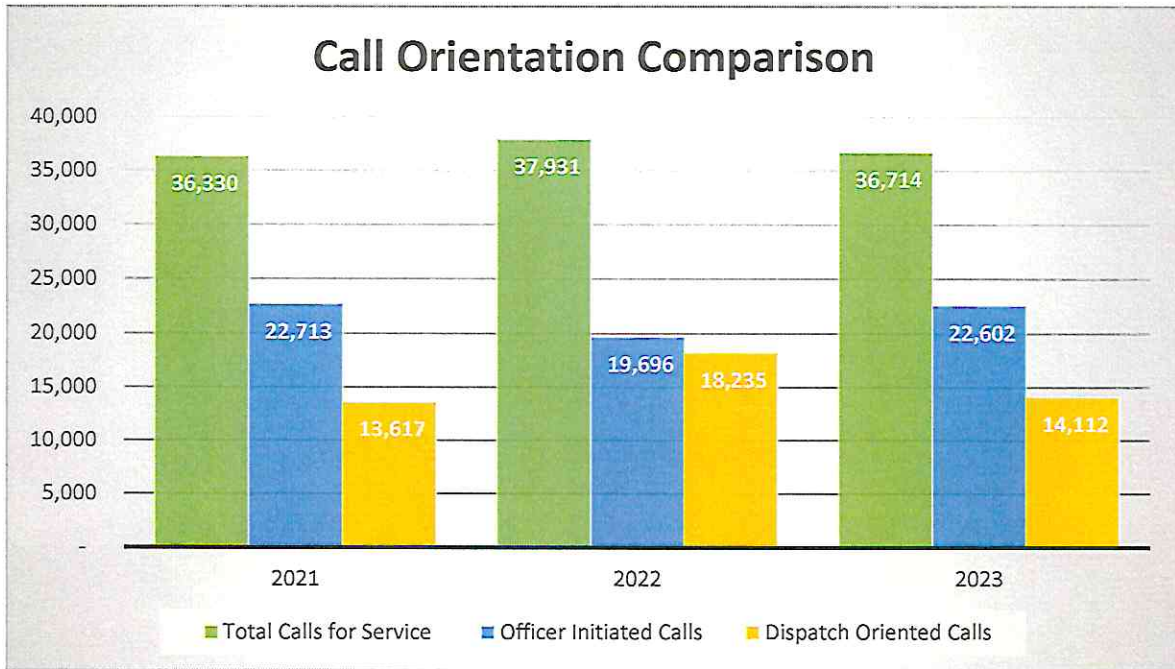
# Medina Police Department

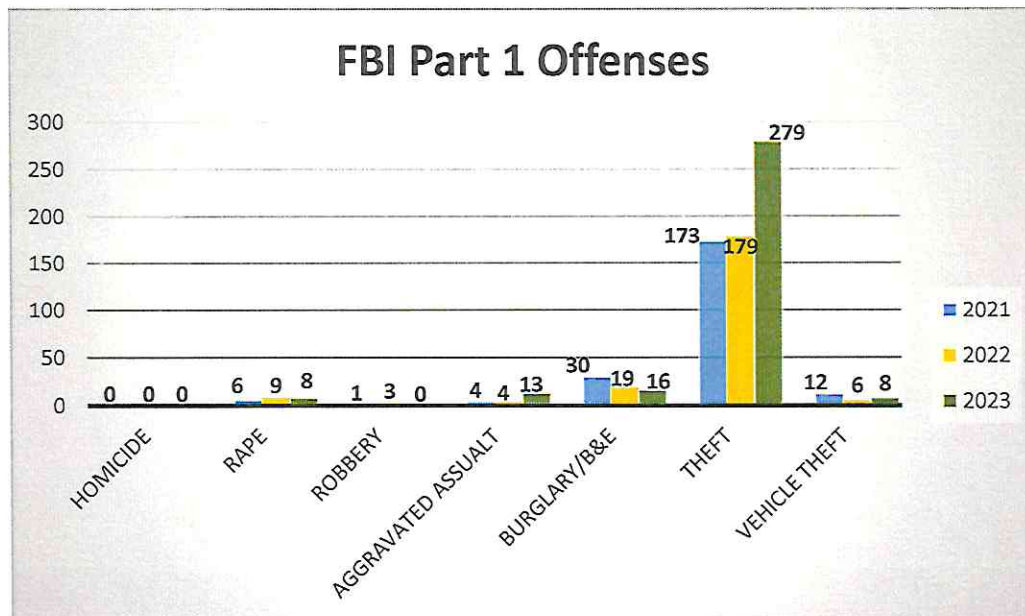
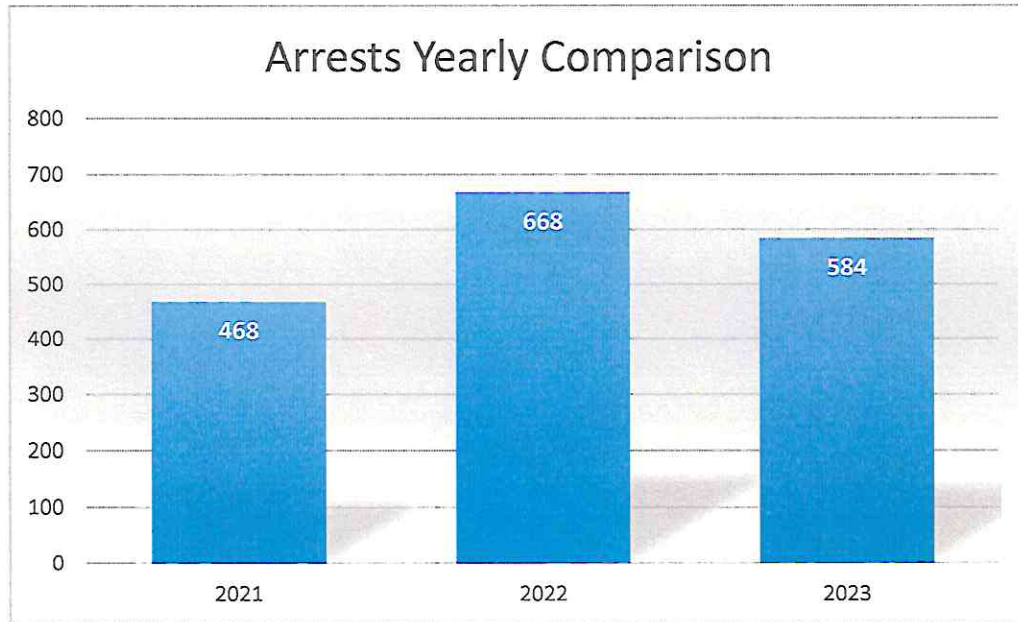
## Organizational Chart



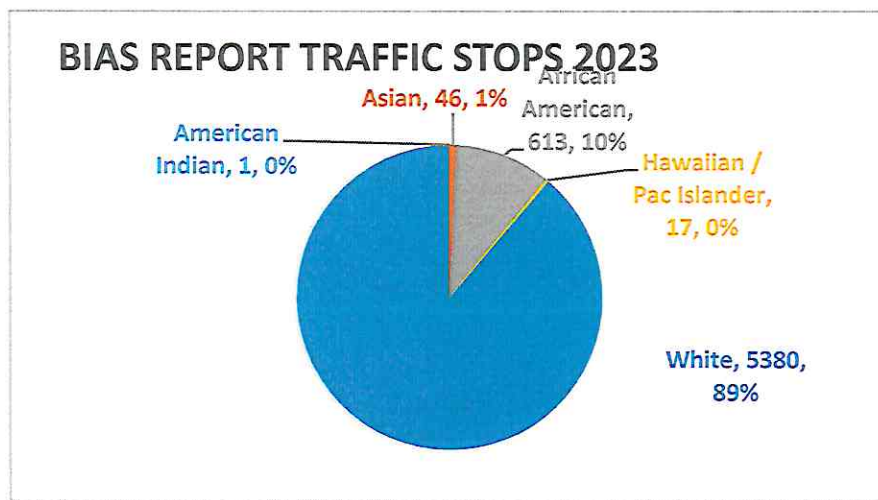
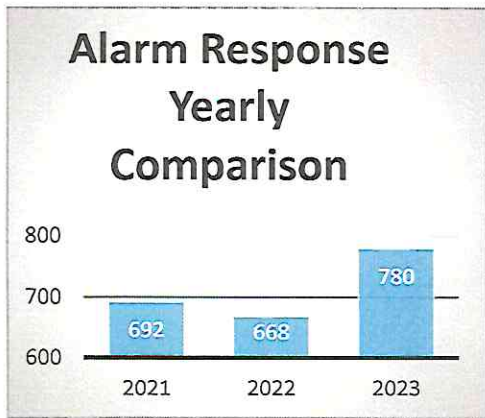
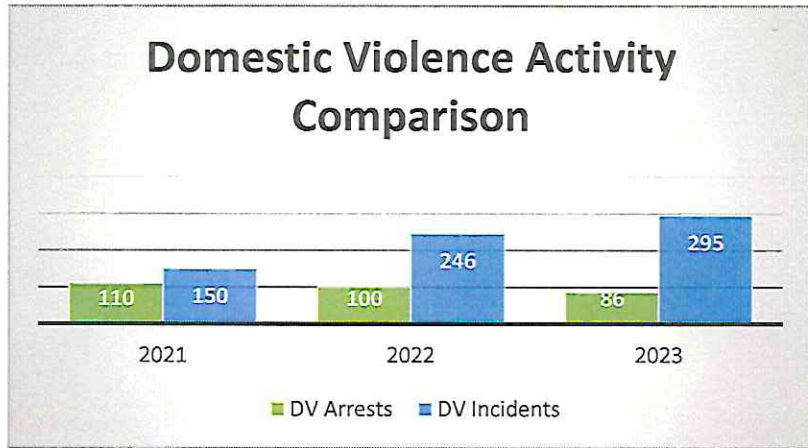
# Department Statistics





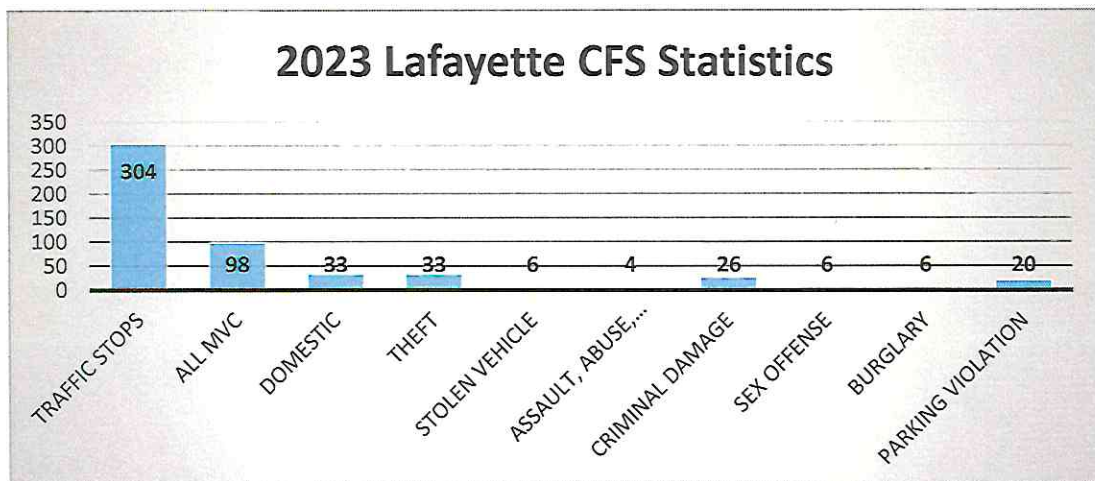
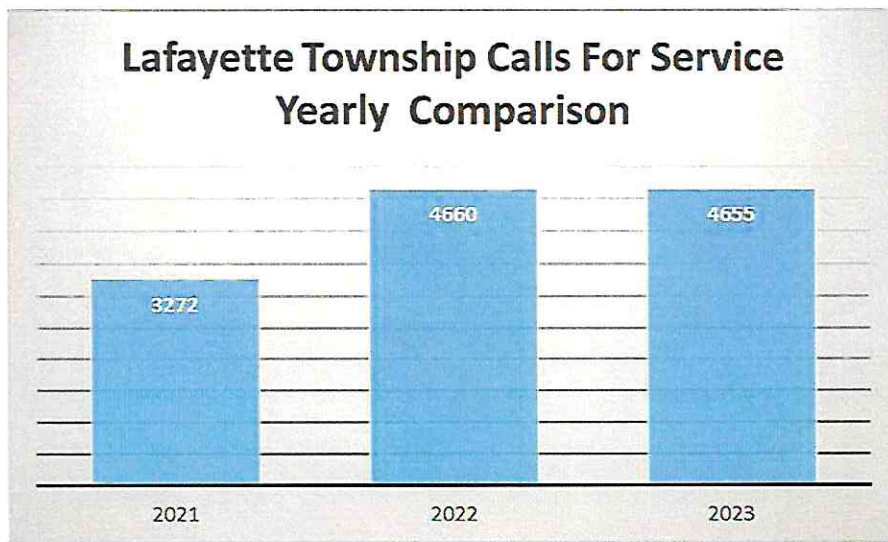






## Lafayette Township Police Service –

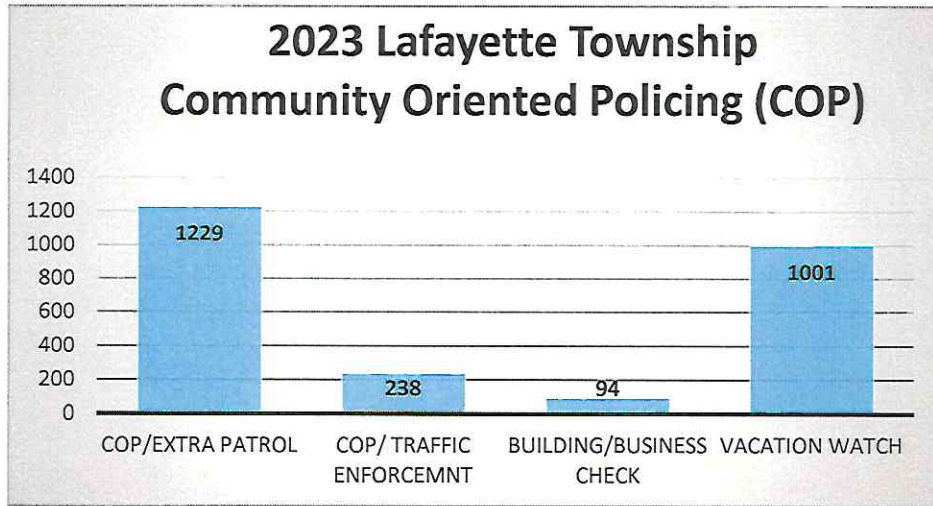
Medina Police Department is retained for police services by Lafayette Township. A five-year contract is in place through 2027. Last year, MPD officers responded to over 4,600 calls for service originating in Lafayette Township. Community Oriented Policing (COP) has grown over the past three years. A glimpse of activity in Lafayette Township for 2023 is reflected in the charts below.



MEDINA POLICE DEPARTMENT

*Integrity* ★ *Service* ★ *Community*

2023 Annual Report



## *Patrol Division*



The uniformed patrol division is the first to represent the Medina Police Department, the City of Medina and Lafayette Township in response to citizen requests for service. The patrol division is also responsible for carrying out initial crime scene investigations, traffic enforcement, motor vehicle accident investigations and assisting on LST and fire calls. The patrol division consists of 41 fulltime officers and is commanded by Lieutenant Bryan Wagner.

In 2023 the Police Department added four new officers to the ranks. Officer Tyler Thompson and Officer Dalton Weber both graduated from the Ohio State Patrol Academy in February of 2023. Officer Tyler Thompson was a member of the Medina Fire Department and is a lifelong Medina city resident. Officer Dalton Webber graduated from the Ohio State University and was recruited after completing his internship at the Medina Police Department. Officer Ryan Laskowski was hired in March of 2023 as the departments first lateral transfer. Officer Ryan Laskowski brings a total of 12 years of experience collectively between Lakewood and Wooster PD. In April of 2023, Bailey Hagan was hired. Officer Hagan completed the Basic Police Academy through Cuyahoga Community College. He is a Strongsville High School graduate who now resides in Brunswick.

MEDINA POLICE DEPARTMENT  
*Integrity* ★ *Service* ★ *Community*  
2023 Annual Report

The Medina Police Department employees received an abundance of training in 2023. The Ohio Attorney General mandates 24 hours of continuing education for all Officers, these hours were again exceeded in 2023. Officers attended Dr. Gilmartin's seminar on Emotional Survival for Law Enforcement which was sponsored by The Medina County Chief's Association and Alternative Paths. In addition, Officers attended legal update training, defensive tactics update training, firearms training, emergency vehicle operations training, self-defense instructor training, school-based policing training, supervisory course training, active threat incident training, patrol interdiction training and critical intervention training to name a few. In June of 2023 Sergeant Joshua Wilson graduated from the Ohio State University's Public Safety Leadership Academy (PSLA). The PSLA program is an intense 11-week residential training program geared toward building strong leaders in Law Enforcement. Sergeant Joshua Wilson's capstone project encompassing officer education and training led to the deployment of his model within the department.



### **VEHICLE PURSUIT REVIEW** –

Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. Officers must remember that the most important factors to the successful conclusion of a pursuit are self-discipline and sound professional judgement. An officer's conduct during the course of a pursuit must be objectively reasonable; that is to say, "what a reasonable officer would do under the circumstances".

The Medina Police Department had nine vehicle pursuit incidents in 2023. All nine pursuits were reviewed. The corresponding incident report, any evidence and video footage were collected and analyzed. Eight of the nine vehicle pursuit incidents were compliant with Medina Police Department Policy 314 VEHICLE PURSUITS. During a July 2023 pursuit Officers pursued a vehicle at unsafe speeds and failed to terminate the pursuit when appropriate. Due to these factors, two Officers received written reprimands and the shift Sergeant received a written reprimand for lack of supervisory control over the pursuit.

### **USE OF FORCE REVIEW** –

The Medina Police Department recognizes and respects the value of all human life and dignity without prejudice. Vesting officers with the authority to use reasonable force to protect the welfare of the public requires monitoring, evaluation and a careful balancing of all interests.

The Medina Police Department used force in thirty-four incidents in 2023. All thirty-four incidents were reviewed. Similar to the review of Vehicle Pursuits the process includes analyzing corresponding incident reports, use of force reports, video coverage and all evidence to determine compliance. Thirty-two of the thirty-four incidents complied with the Medina

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Police Department Policy 300.4 REPORTING THE USE OF FORCE. During one incident the involved Officers were verbally counseled for failing to use a safety belt during the transport of the subject. During another incident two Officers failed to immediately activate their body worn cameras, they were both verbally counseled.

The thirty-four use of force incidents in 2023 are represented in the following demographics by race and sex; 19 White Males, 4 White Females, 8 Black Males, 3 Black Females.

**K9 DEPLOYMENTS –**



In early 2023 the Medina Police Department retired K9 Nero and began the process of acquiring a new canine. Officer Tyler Hughes was selected to be the newest canine handler and selected his new partner, Tango. Tango is a one-year-old German Shephard who was bred in Czech Republic. Tango received extensive training at Shallow Creek Kennels (PA) and is certified in narcotics, apprehension and tracking.

Both Tango and Officer Tyler Hughes completed their training in November of 2023 and were certified through the State of Ohio for patrol utilization. Tango has already assisted in one arrest and several drug seizures. Officer Tyler Hughes has been busy introducing Tango to the community through patrol interactions and demonstrations.

**SCHOOL RESOURCE OFFICERS -**



The Medina Police Department provides three full-time School Resource Officers (SRO) that work collaboratively with the Medina City School District. The SRO positions are partially funded by the Medina County Drug Advisory Committee(MCDAC) grant established by the anti-drug levy. Medina Police Department completed the grant application process for consideration.

Under the command of Lieutenant Scott Marcum, SRO Nicholas MacLarren is assigned to Medina Senior High School, SRO Al Roland is assigned to A.I. Root Middle School and SRO James Tighe is housed at Claggett Middle School. These SRO's primarily ensure a safe and positive learning environment for students, staff, facilities and community. The



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SRO's role is based on a triad concept; law enforcement, teacher and informed counselor.

In their law enforcement roll, each SRO is responsible for any calls for service occurring within their respective school. They also collaborate with other agencies such as the Medina County Health Department and Medina County Job and Family Services. The SRO's serve as a liaison between the youth and law enforcement by establishing relationships in a non-confrontational environment. As counselors, School Resource Officers work with the faculty



and administrators to uphold school policies and procedures. They maintain a close working relationship with school counselors, social workers, psychologists, nurses, and teachers to assist students in building positive relationships. Officers MacLarren, Roland, and Tighe recognize the importance of mentoring youth at risk. They work

diligently to build rapport with students at risk, and take extra time to provide guidance to those students with special needs.

Officer Tighe takes on additional duties as a certified D.A.R.E. instructor. The Drug Abuse Resistance Education (D.A.R.E.) program is the most comprehensive drug prevention curricula in the world. Officer Tighe teaches the concepts of D.A.R.E. to 5<sup>th</sup> grade students within the Medina City Schools. The effective multicultural curriculum includes subject matter that includes bullying, internet & social media safety, vaping, and negative effects of all types of drug use. Officer Tighe engages the students in scenario-based activities and encourages development of positive and effective skill in decision making.

As teachers, our SRO's lead and participate in after school activities where they can also build positive relationships with our youth. Our SRO's lead many youth programs such as "ROADWISE"; a teenage awareness driving program using driving simulators to promote safe driving habits. In conjunction with the American Automobile Association and during driver safety month our SRO's provide students and staff with vehicle safety checks. They also teach concepts of the "Sober Truth Program" with a goal of reducing the use of alcohol in our youth. SRO's teach applicable self-defense strategies and basic safety awareness through the "Campus Awareness Training" (CAT) to graduating females that will be transitioning to the college campus life. Also among the SRO schedule are various activities and programs such as, "See Something/Say Something" presentations, Bike to School, Shop with a Cop, Special Olympics, dances, rallies, assemblies and they are active participants in the Medina County Police Activities League.

While the primary goal of our School Resource Officers is to provide safety, they also play an integral role in uniting law enforcement, youth, faculty, and community on a foundation of understanding and cooperation.

### **Medina County SWAT TEAM**

Medina Police Department dedicates three officers to the Medina County SWAT Team. SWAT officers engage in rigorous monthly training that specializes in SWAT scenarios, skills development, and team collaboration and coordination. In 2023, the Medina County SWAT Team was activated 5 times:

- On March 11, 2023, the SWAT Team was activated to act as a react team in the City of Wadsworth in regards to a drag queen reading.
- On June 10, 2023, the SWAT Team was activated for a male who threatened his neighbors. The suspect was wearing body armor and was observed with a long gun. The suspect was outside his residence yelling that people were trying to kill him. After almost 5 hours, the suspect exited the front of his residence and was taken into custody.
- On July 21, 2023, the SWAT Team was activated to secure a residence for a search warrant in the City of Wadsworth. The suspect had an extensive CCH and was known to have weapons. The suspect exited his residence and was taken into custody.
- On October 21, 2023, the SWAT Team was activated to secure a residence for a search warrant and also for an arrest warrant. The charge in this case was rape, a felony of the first degree. The suspect was taken into custody without incident.
- On October 27, 2023, the SWAT Team was activated to secure a residence for a search warrant in the City of Wadsworth. The suspect was known to carry firearms and had an extensive CCH. It was decided to use a city utility truck and have three operators drive to the residence acting as if there was a gas leak. As the truck pulled up with the yellow light flashing, the suspect asked what was going on. When he was told there was a gas leak, he exited his residence and operators moved in and secured the suspect.

### **COMMUNITY OUTREACH** –

Through out the year officers commit time in connecting with the community on an amicable level. They extend trainings and expertise where reasonable and they attend and participate in many community events, they stop and chat when time allows, and bike through neighborhoods. Officers attended many community events throughout the year. Some of the events include; Easter Egg Hunts, National Night Out, Bike to School, Touch a Truck, Juneteenth Festival, Halloween events, Candle Light Walk, Kids Day on the Square, Visit from Santa, Shop with a Cop, various

job fairs and block parties and many other community events. The Annual Special Olympics Torch Run came through Medina once again. Lieutenant Bryan Wagner, Sergeant Nathan Simpson and Detective Michael English carried the Flame of Hope in support of the mission. Many Officers also participated in the Tunnels to Towers 5K, several in full uniform. Here are a few additional highlights –



### **Women's Self Defense Class**

Medina Police Officers taught Women's Self Defense classes in 2023. This is a five-week instructional course hosted at the Medina Rec Center that teaches women personal safety and various techniques including striking, escaping and countering an attack. The final day of class participants adorn protective pads and use their new skills to simulate real life scenarios.



### **Kids Day of Safety and Play, Touch a Truck & National Night Out -**



During the Summer of 2023 Medina Police Officers engaged with the community during several events including the Kids Day of Safety and Play on Public Square, National Night Out and Touch a Truck both hosted at the Medina Recreation Center parking lot.

Officers open and display police vehicles for children to sit in and tour, demonstrate equipment, engage with attendees, and give out coloring books, pencils, stickers and even place temporary tattoos on children attending.



### **Shop with a Cop –**

The Fraternal Order of Police Lodge #204 supports this county wide event and rallies together many county organizations to spread the joy of Christmas. The Medina Police Department was represented by numerous departmental members and hosted 20 children this year. First responders





and volunteers from around the county accompany less fortunate children through a day of holiday activities that include, a visit from Santa, breakfast, transport in a lights and siren vehicle parade, shopping at Walmart and lunch with many special treats and fun between. We are thankful for the strong support and widespread community generosity that elevates this event to its capacity.

### **Juvenile Diversion-**

The Medina Police Department participates in the Medina County Juvenile Traffic Diversion Program. A program offered to all first-time juvenile traffic offenders ages 16 or 17 years old. The one day class provides an alternative to the Juvenile Court system for an initial offense. A three-hour class is offered at Medina High School and is taught by police officers. Driving simulators and hands-on driving exercises are used in a controlled environment to enhance the classroom portion. Participation requires a fee of \$50 which covers the administrative costs. Upon completion of the program, neither the juvenile nor their parent(s) need to appear in court. Thus the juvenile's driving record remains clear. Medina Police referred 84 juveniles to the program in 2023.

## **SPECIAL OPERATIONS DIVISION**

### **Detective Bureau –**

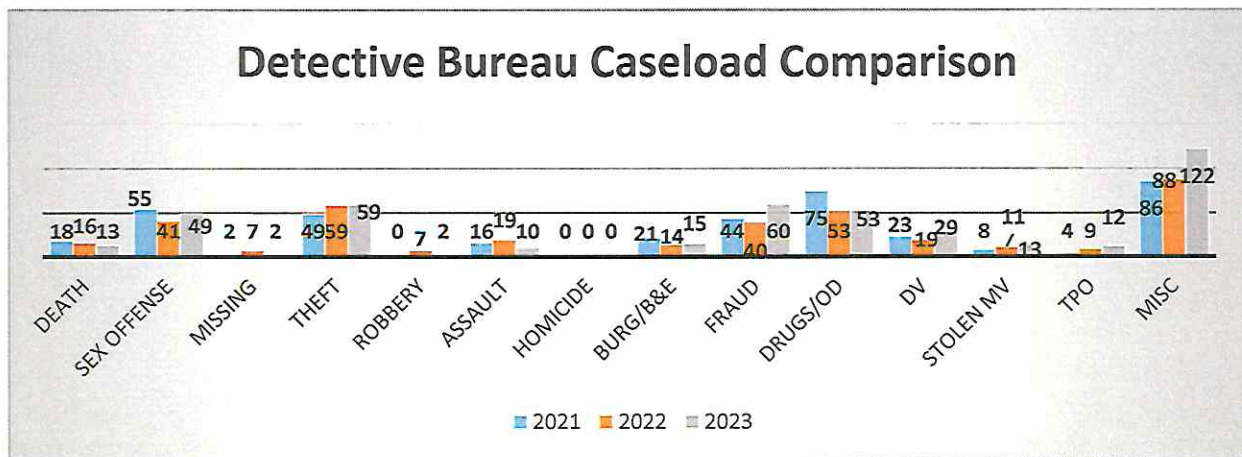


Lieutenant Scott Marcum commands the Detective Bureau. The officers assigned to the Detective Bureau investigate felony and misdemeanor cases and complete pre-employment background investigations. Most DB cases originate with the Patrol Division and are forwarded to the DB for additional investigation.

Detectives are responsible for managing cases throughout the investigative process and through court proceedings. The Detective Bureau is staffed with four detectives. Detectives rotate through a weekly on-call schedule throughout the year and they respond from home for emergency investigations.

A detective is currently assigned to work as a liaison with the Medina County Drug Taskforce in which assistance is provided with search warrants and undercover drug operations. Detectives are also assigned to the Child Abduction Response Team (CART), which is a county wide, multi-jurisdictional team. The detectives assigned to CART participate regularly in

training and scenarios specific to investigations involving missing or abducted children and at-risk adults. The Detective Bureau was forwarded 473 cases in 2023. Cases are triaged prior to assignment which allows detectives the ability to prioritize solvable cases with actionable leads or evidence over cases with a low probability of being solved. More than 240 cases were presented to the grand jury resulting in 135 felony charges. More than 45 search warrants were obtained along with countless requests for grand jury subpoenas. There were 24 cases in which digital forensics were used and detectives completed 16 pre-employment background investigations.



**Property/Evidence -**

Daily maintenance of the Medina Police Department’s Property/Evidence Room involves the collection, preservation, storage, security and disposition of evidence and other property. Evidence is maintained only as long as necessary for use in any pending investigation or prosecution. Non-evidentiary property is maintained only until it can be returned to its rightful owner or otherwise be disposed of in accordance with the law.

The Property Room is managed by a part-time officer under the command of Lieutenant Scott Marcum. The officer devotes 29 hours a week to the department’s continuous flow of property and evidence. In addition to the preservation of property and evidence the property officer handles testing submissions, tends to inquiries regarding property and organizes the annual property auction. Assistance is sometimes rendered by support staff personnel and intermittent volunteers when necessary and sustainable.

The property officer also handles maintenance of the Prescription Drug Drop Box in the lobby of the police department. The total collection for 2023 was 338.59 pounds.



**Property Room Activity**

	<b><u>Property Received</u></b>	<b><u>Narcotics</u></b>	<b><u>BCI Lab Submissions</u></b>	<b><u>Items Destroyed</u></b>	<b><u>Items Forfeited</u></b>	<b><u>Items Auctioned</u></b>
<b><u>2023</u></b>	<b>1217</b>	<b>377</b>	<b>123</b>	<b>540</b>	<b>620</b>	<b>35</b>
<b><u>2022</u></b>	<b>1023</b>	<b>285</b>	<b>123</b>	<b>1058</b>	<b>674</b>	<b>33</b>
<b><u>2021</u></b>	<b>1161</b>	<b>494</b>	<b>203</b>	<b>1081</b>	<b>1421</b>	<b>65</b>

**Dispatch/Communications -**



In totality, The Medina Police Department Communications Center provides dispatch services for five first responder agencies including police, fire and EMS. Communication services are provided to the Medina Police (includes Lafayette Township) and the Medina City Fire Department. Three agencies contract our dispatch services; Montville Police Department, Medina Township Police Department and the Cleveland Clinic’s Life Support Team. Additionally, the Communication Center serves as a

point of contact for all City services outside regular business hours since the communication center operates 24 hours a day 365 days a year.

In 2023 the Communications Center staff handled 69,230 Calls for Service (CFS) to include all five of the agencies served. They also handled 8,443 9-1-1 calls and processed 80,426 calls on the non-emergency phone line. Our communication operators answered 99.58% of 9-1-1 calls in less than 15 seconds, and 99.83% of 9-1-1 calls were answered under 20 seconds which significantly exceeds the standard set by Ohio Administrative Code, Rule 5507-1-18, established at 90% within 15 seconds and 95% within 20 seconds. Furthermore, 73% of 9-1-1 calls were answered in three seconds or less.

The Medina Communications center is currently considered a secondary Public Safety Answering Point (PSAP). This designation follows that all wireless calls are initially routed through the Medina County Sheriff’s Dispatch Center, to which their telecommunicators must

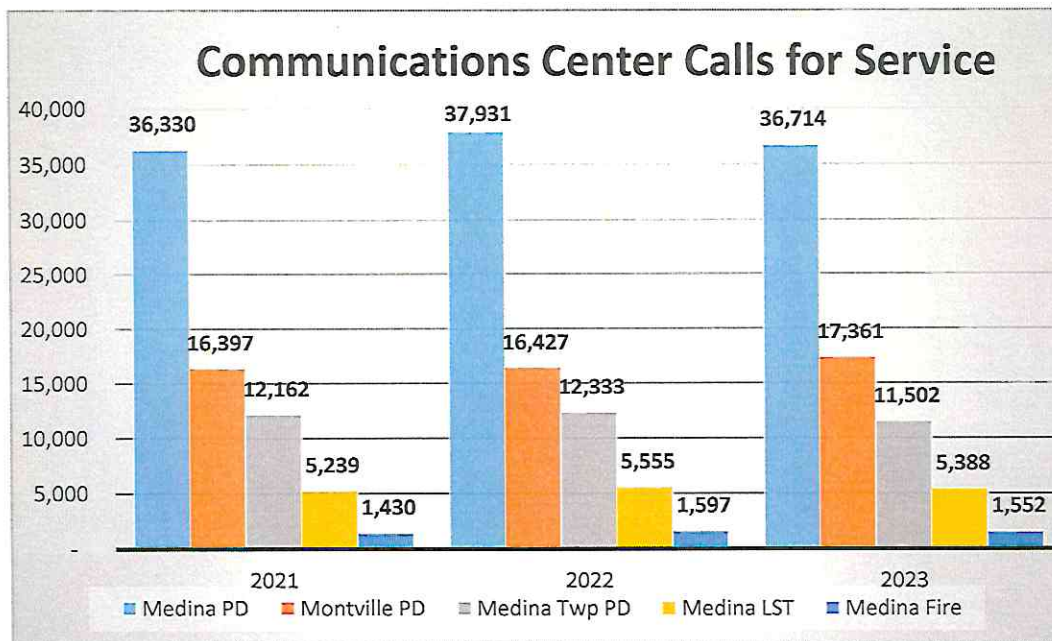
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forward them to the responsible agency. In 2023, The Medina Police Department received 6,007 transferred 9-1-1 calls from the Medina County Sheriff's Office. Throughout 2022, Medina Police Department completed all of the necessary requirements to become a primary PSAP, to include training and other rules set forth by the Ohio 9-1-1 Program Office and the Ohio Administrative Code. As we move forward into 2024, to better serve our communities, Medina Police Department will continue working with the county and wireless carriers for direct routing of wireless 9-1-1 calls that originate within our communication center's boundaries to include; the City of Medina, Montville Township and Medina Township.

In 2023 two communications operators were recognized at the Medina County Safe Communities Award Ceremony for their skillful and attentive handling of observing an alert for a stolen vehicle entering the City of Medina. Patrick Villeneuve and Tricia Glauner dispatched, logged and coordinated with other agencies flawlessly as a pursuit took place, which eventually led to three arrests and prevention of a crime.



We welcomed two new hires to the communications center in 2023. Stacey Henry was hired in June. She is a resident of the City of Medina. Jennifer Strassel was hired in November and resides in Sharon Township. Both have completed their training programs and look forward to serving our communities. We currently have two vacancies in the communication center.



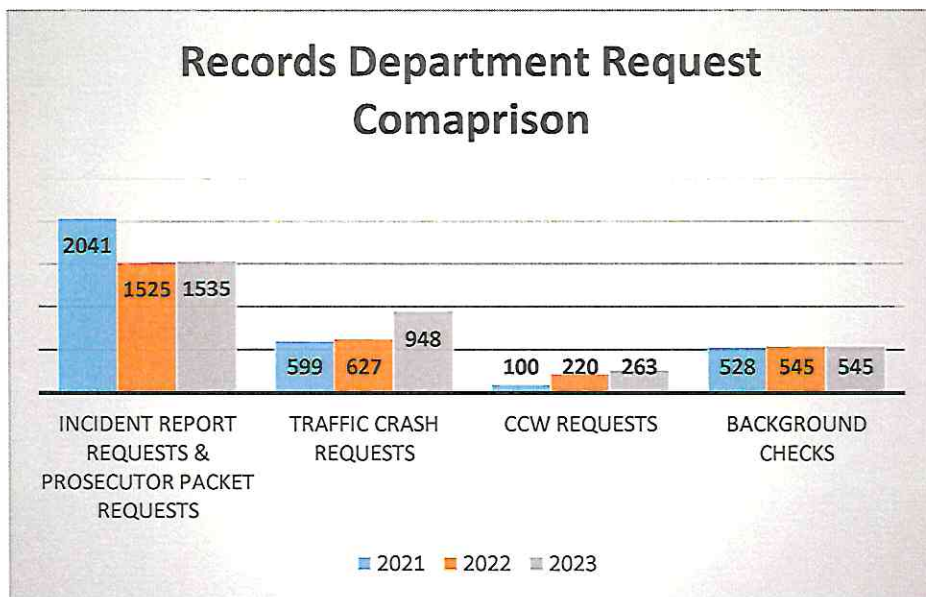
**Records Department –**

The Records Division is manned by one full-time records custodian and three part-time records clerks, under the command of Lieutenant Scott Marcum. Records staff serve as an central point of support to all divisions of the Medina Police Department, to the public and the many agencies with which we collaborate.



All police records, to include many forms of citations, car and body camera video, electronic recordings, such as radio communication and 911 calls are processed, stored and distributed by the Records Division Staff. In addition, Records personnel assist in state mandated reporting of accidents, towed vehicle tracking, domestic violence reporting, maintenance of parking violations, false-alarm notifications and vacation watch tracking.

The Medina Police Department Records staff organize, file, preserve and prepare all forms of records for retention and destruction according to the department records retention schedule. They assist the public daily by fulfilling public records requests, issuing solicitor registration licenses, issuing bicycle licenses, and as a source of general information. The records division is an essential entity to the department, the community and beyond.



## *Police Specials Unit*

The Medina Police Department “Specials Unit” was established in April of 1958. At that time, nine members of the community formed the volunteer unit to assist and supplement the Medina Police Department. Over the years, the unit has grown and evolved, but one aspect remains the same; the members of the unit continue to donate thousands of volunteer hours to the community and the police department. Our Special’s Unit consisted of 19 members in 2023. Ten members being OPOTC state certified and held to the same standards for training as a full-time officer. The remaining nine non-certified members are not required to complete the training, but many choose to do so. All members are regularly trained to handle medical emergencies. We gained one non-certified member to the Specials roster in 2023. Special Stephen Rice, a Cleveland Clinic communications operator is happy to give back to the community.

Collectively in 2023, members volunteered nearly 1,354 hours to the community and to MPD. Hours are accumulated by attending monthly meetings, fulfilling training requirements, riding with officers, working paid details and most importantly, working volunteer details. The Specials Unit provides security and traffic control at most community and school events.

Many of these events could not be held without the presence of Specials Unit volunteers. We thank them for their dedication to serving the Medina community. The members of the Specials’ Unit plan on continuing on with their long-dedicated history of serving the Medina Community into 2024.



## **Sanitation Department Year End Report**

### **2023**

During the year 2023, the City of Medina Sanitation Department transported and disposed of waste at multiple locations in Medina and Stark Counties. The locations used were The Medina County Recycling and Transfer Facility in Seville, The Medina County Liverpool Waste Water Treatment Plant and Digester in Liverpool Township and Earth N' Wood composting facility in North Canton.

The Sanitation Department disposes of residential, commercial and industrial solid waste, as well as residential yard waste and source separated cardboard at The Medina County Recycling and Transfer Facility. On January 1, 2023, the tip fee was increased from \$53.00 per ton to \$55.00 per ton. In the 2023 calendar year, the department disposed of 26,142.21 tons of solid waste at the facility. The total fees paid to the Medina County Solid Waste District were \$1,404,073.76.

In 2023, The Sanitation Department continued their curbside yard waste recycling program. From the middle of April through the middle of November, the department collected residential yard waste at the curb on a separate route. This service was provided at no cost to the residents. The City paid \$26.00 per ton to dispose of the yard waste at the facility. Through everyone's efforts, the department diverted 315.49 tons of yard waste from going into the landfill.

Weekly collections of cardboard, on the commercial Frontload route, totaled 318.39 tons this year. This service is also provided at no cost to the City customers. The cardboard was dumped at the Medina Recycling and Transfer Facility at no cost to The City.

This year the department was met with significant challenges with respect to the transportation and diversion of industrial food waste from the landfills. Several times throughout the year, the Liverpool Digester was unable to accept the food waste for various reasons. The City then utilized the Earth N' Wood Facility in North Canton to compost the waste, rather than taking it to a landfill. This year, the City disposed of 989.55 tons of food waste at The Liverpool Digester and 363.08 tons at the Earth N' Wood Composting Facility.

The Sanitation Department registered 11 outside haulers for the 2023-2024 year in accordance with City Ordinances allowing haulers to operate within the City limits of Medina.

During the 2023 year, The Sanitation Department delivered 39 roll-off containers to residential and commercial accounts within and outside of the City of Medina for temporary use.

As of December 2023, the City maintains 22 permanent business roll-off containers with pickups being on a scheduled basis for most of the businesses.

The Sanitation Department provides 7,570 residential homes with curbside pickup each week. Additionally, there are 1114 commercial dwelling units that utilize curbside pickup every week as well. Some receive service multiple times throughout the week. (Commercial units also include condo complexes within the City and Brookdale Mobile Homes.)

The Sanitation Department currently rents 457 front load dumpsters to 351 Commercial account holders that receive service from 1 to 6 days a week. The city also provides the same service with a rear load truck to 74 commercial customers that utilize 98 rear-load style dumpsters, 101 commercial hand stops and 5 businesses that utilize 96-gallon tipper cans.



## **STREET DEPARTMENT DUTIES / RESPONSIBILITIES**

1. PLOW AND SALT ROADS AND PARKING LOTS
2. LEAF PICKUP
3. CATCH BASIN REPAIR
4. CATCH BASIN CLEANOUT
5. CATCH BASIN CLEAN OFF
6. STORM SEWER REPAIR
7. STORM SEWER JETTING
8. STORM SEWER CAMERA
9. STORM SEWER PREP FOR GROUTING
10. STORM DETENTION/RETENTION BASIN MAINTENANCE
11. STORM SEWER OUTFALLS MAINTENANCE
12. DITCHING ROADSIDES
13. STREAM / CREEK CLEANING
14. MOWING ROADSIDES
15. BERMING ROADSIDES
16. STREET SWEEPING
17. DECANT/SWEEPING HAULING
18. EMERGENCY SPILL CLEANUP
19. DEAD ANIMAL AND DEBRIS REMOVAL FROM STREETS
20. ROADWAY PAVEMENT MARKING/PAINTING
21. STREET SIGN REPAIR, MAINTENANCE, INSTALLATION AND SIGN MAKING
22. STREET LIGHT LUMINAIRE MAINTENANCE AND REPAIRS
23. TRAFFIC LIGHT MAINTENANCE AND REPAIR
24. PEDESTRIAN CROSSING MAINTENANCE AND REPAIR
25. CHRISTMAS LIGHT INSTALLATION AND REPAIRS
26. CONCRETE/ASPHALT REPAIR
27. SIDEWALK REPLACEMENT AND REPAIR
28. MAILBOX REPAIR/INSTALLATION
29. TRAFFIC CONTROL/FLAGGING TRAFFIC
30. LED MESSAGE BOARD PLACEMENT
31. PARADE CONE/BARRICADE PLACEMENT
32. GUARDRAIL REPAIR/ MAINTENANCE
33. SHOP MOWING
34. COLD PATCHING OF POTHOLES
35. FLAG LOWERING/RAISING, INSTALLATION, MAINTENANCE
36. BUILDING MAINTENANCE
37. ALL OTHER DUTIES ASSIGNED
38. AIRPORT MAINTENANCE (Mowing, Plowing, Lighting, Etc.)

load = x16 ton

### 2023 Leaf Totals

Round 1	36
Round 2	133
Round 3	96
Round 4	6
Total	271

4336 Tons

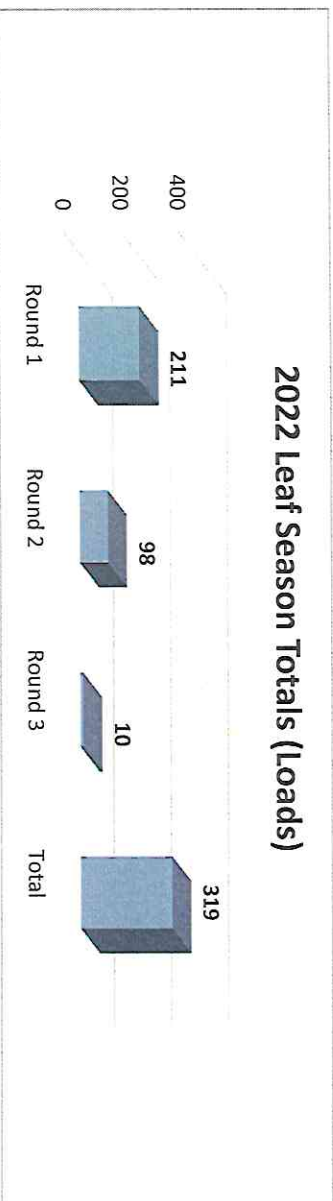


### 2022 Leaf Totals

Round 1	211
Round 2	98
Round 3	10
Total	319

5,104 Tons

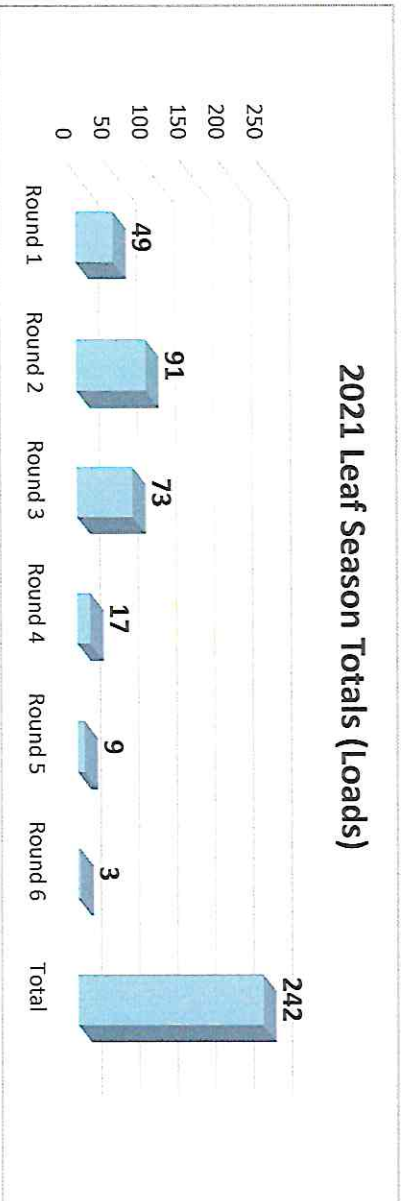
Start date 10/24/22



### 2021 Leaf Totals

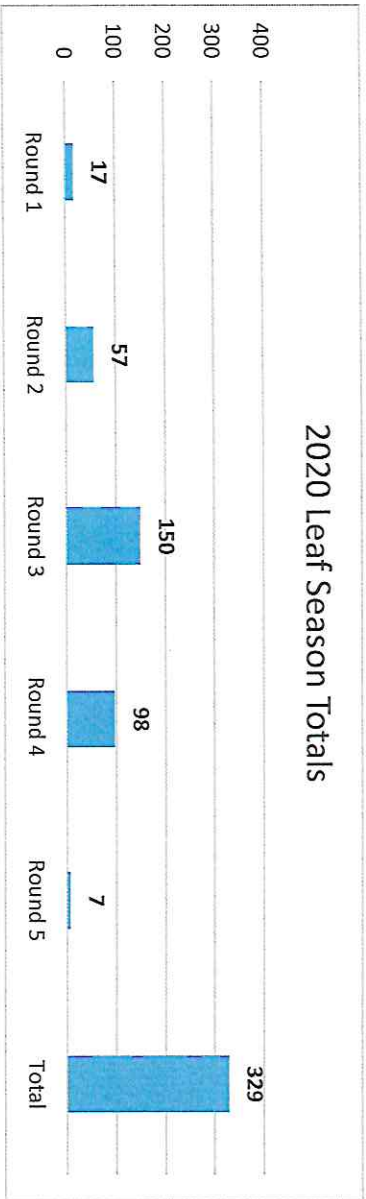
Round 1	49
Round 2	91
Round 3	73
Round 4	17
Round 5	9
Round 6	3
Total	242

3,872 Tons



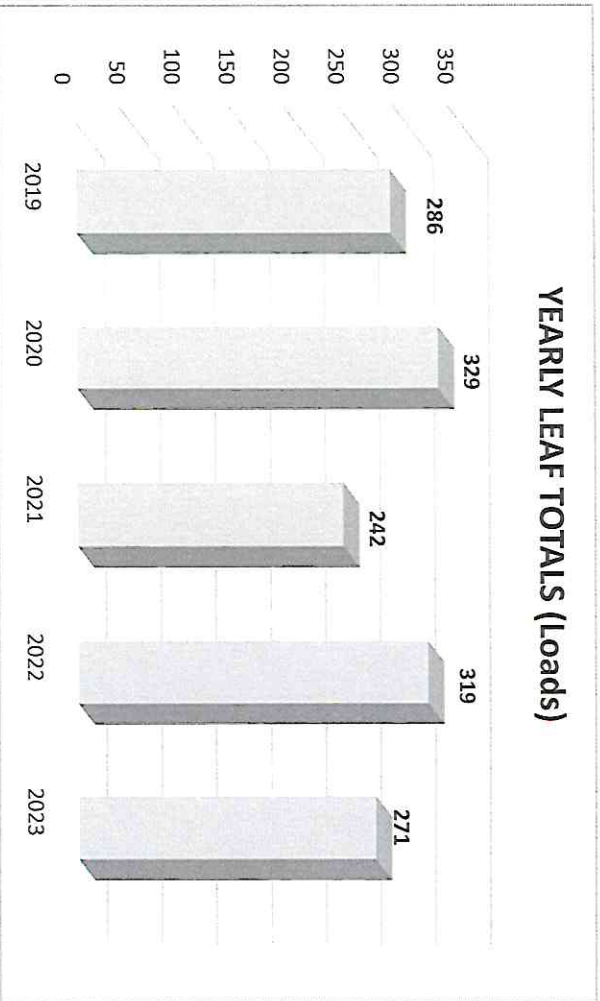
2020 Leaf Totals

Round 1	17
Round 2	57
Round 3	150
Round 4	98
Round 5	7
Total	329



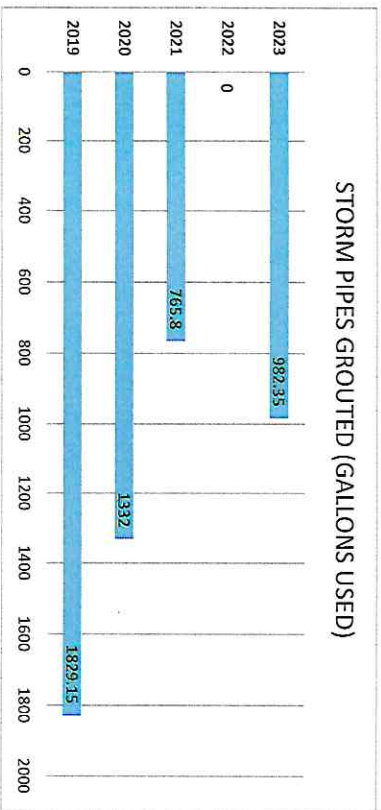
YEARLY TOTALS

2019	286
2020	329
2021	242
2022	319
2023	271



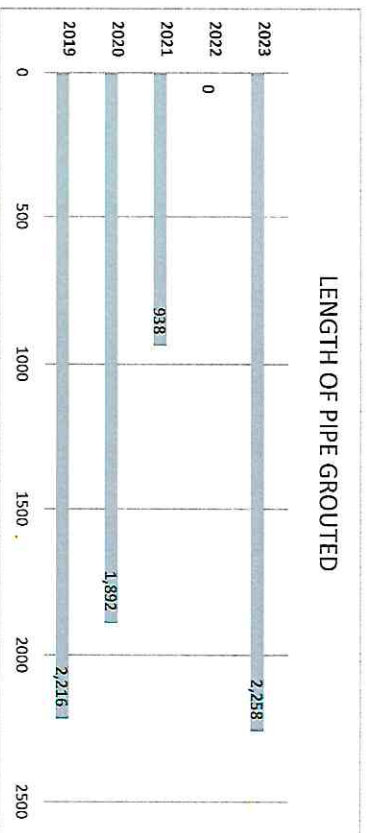
**STORM PIPES GROUTED (GALLONS USED)**

2019	1829.15
2020	1332
2021	765.8
2022	camera oos
2023	982.35



**LENGTH OF PIPE GROUTED**

2019	2216
2020	1892
2021	938
2022	camera oos
2023	2258



**2020 Catch Basin Debris**      **2020 Street Sweepings**

9.28	13.94
18.42	13.25
18.58	16.85
7.51	10.16
<b>53.79 Total</b>	<b>14.41</b>
	13.02
	14.67
	15.69
	15.67
	15.42
	15.17
	14.93
	0.05
	11.39
	20.15
	<b>204.77 Total</b>

**2021 Catch Basin Debris (TON)**      **2021 Street Sweepings (TON)**

4/15/2021	16.62	1/19/2021	6.46
5/19/2021	14.09	3/18/2021	12.23
5/20/2021	21.78	5/28/2021	17.53
8/5/2021	17.09	6/7/2021	14.31
12/2/2021	19.05	6/7/2021	15.22
12/15/2021	20.38	7/13/2021	11.8
12/17/2021	15.42	7/29/2021	16.17
		9/10/2021	13.9
		9/10/2021	15.33
		9/10/2021	13.06
	<b>124.43 Total</b>		<b>136.01 Total</b>

**2023 Catch Basin Debris (TON)**      **2023 Street Sweepings (TON)**

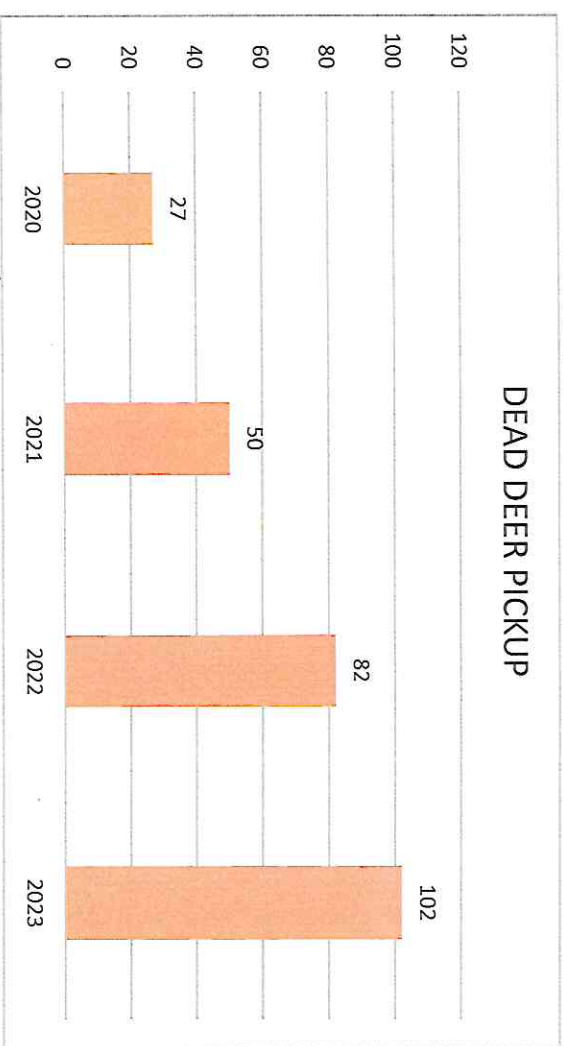
4/3/2023	12.8	2/24/2023	19.84
5/1/2023	15.95	5/25/2023	14.15
12/23/2023	9.64	5/26/2023	16.98
		6/5/2023	16.36
		6/8/2023	6.5
		6/14/2023	15.5
		6/14/2023	11.74
		6/22/2023	12.64
		6/29/2023	10.37
		7/21/2023	18.88
		9/12/2023	13.33
		9/20/2023	15.72
		12/13/2023	16.45
	<b>38.39 Total</b>		<b>188.46 Total</b>

**2022 Catch Basin Debris (TON)**      **2022 Street Sweepings (TON)**

3/18/2022	13.93	2/10/2022	10.76
4/1/2022	18.57	6/24/2022	12.31
5/20/2022	13.55	7/6/2022	11.77
5/31/2022	17.64	7/25/2022	15.69
6/2/2022	18.27	8/30/2022	14.47
12/8/2022	11.83	9/2/2022	16.25
		9/12/2022	13.56
		9/19/2022	13.02
		10/4/2022	14.39
		10/21/2022	11.83
	<b>93.79 Total</b>		<b>134.05 Total</b>
	<b>\$2,231.68 Dump Cost</b>		<b>\$9,772.93 Dumping Cost</b>

DEER Year	Total
2019	32
2020	27
2021	50
2022	82
2023	102

Dead Animal Misc	Total
2022	125
2023	79



## 2021

SIGNS HIT 2021 38  
SIGNS MISSING 2021 12

Salt 2021 DELIVERED 1577.54 TON From 1/1/21 - 3/18/21

2021 Calcium Chloride 0

**Asphalt 2021**  
Cold Patch 79.8 tons Hot Mix 28.68 tons

## 2022

SIGNS HIT 2022 30  
SIGNS MISSING 2022 12  
NEW/REPLACING 66

Salt 2022 DELIVERED 1014.79 TON 2/21/22-3/7/22

**Asphalt 2022**  
Cold Patch 95.31 Tons Hot Mix 0.00

### Special Projects Completed 2022

- \* Luminaire Replacement historic district - (28)
- \* Flag Changing several times.
- \* Replaced all Christmas lights on street trees around the Square.

## 2023

SIGNS HIT 2023 16  
SIGNS MISSING 2023 11  
NEW/REPLACING

Salt 2023 DELIVERED 787.78 TON Jan 10th and 11th

**Asphalt 2023**

Cold Patch	Hot Mix
54.06 Tons	34.19 Tons

**Special Projects Completed 2023**

- \*Concrete poured - 164.5 yds.
- 18 Catch basins total rebuilt plus Pads
- 5 street Slabs Replaced
- 4 Slabs at Fire Station 2
- \*Replaced 36" culvert at Roscoe Ewing Park
- \*Sealed Streets building floor
- \*Took over Airport Maintenance
- \*Clean and inspected all catch basins
- \*Inspected all outfalls and detention ponds
- \*Temporary culvert repair at Fred Greenwood Park

**CALL OUTS**

2021		2022		2023	
JAN	14	JAN	12	JAN	8
FEB	13	FEB	15	FEB	2
MARCH	4	MARCH	2	MARCH	6
APRIL	2	APRIL	0	APRIL	0
MAY	2	MAY	0	MAY	0
JUNE	0	JUNE	0	JUNE	0
JULY	5	JULY	2	JULY	0
AUGUST	0	AUGUST	0	AUGUST	0
SEPTEMBER	0	SEPTEMBER	3	SEPTEMBER	0
OCTOBER	0	OCTOBER	1	OCTOBER	0
NOVEMBER	3	NOVEMBER	1	NOVEMBER	0
DECEMBER	3	DECEMBER	4	DECEMBER	1
	<b>46</b>		<b>40</b>		<b>17</b>

2019 - 10 Luminaires replaced



# Year End Report

## Vehicle Maintenance 2023

Since the inception of Vehicle Maintenance in 2004, we have been maintaining an ever-growing fleet of vehicles and equipment used throughout the City's Service departments and the Airport. This is accomplished with a crew of only four mechanics.

Vehicle Maintenance charges an internal hourly fee that was increased from \$80 to \$90 dollars as of May 1, 2023. The cost for servicing the fleet has only increased \$35.00 over a (19) nineteen- year period. The billed hours to City departments for 2023 totaled 6091 hours. Included in the hourly rate are many of the supplies and materials used in routine maintenance procedures. Vehicle Maintenance also performs specialized welding and fabricating.

In addition to regular service intervals we are using New Hampshire Oil Undercoating (NHOI) products and oil spraying our vehicles for rust prevention in an effort to protect and prolong the life of the fleet.

Vehicles are scheduled for service by tracking hours, miles and/or the frequency in which they are used. Some newer vehicles have an Oil Life Monitoring Function which helps further assist in the preventive maintenance scheduling. This information is gathered from inspection and various other maintenance request forms submitted by the drivers. The current service schedule used by the Vehicle Maintenance department is as follows:

Cars and Light Trucks	300 Hrs. or 4000 Mi.
Police Vehicles	4000 Miles or Oil Life Monitor
Medium Duty Trucks	300 Hrs. or 4000 Mi.
Heavy Trucks	300 Hrs.
Heavy Equipment	250 Hrs.
Mowers and Small Equip.	100 Hrs. or as required

Service notification stickers are used to remind drivers of when service is needed to further assist in scheduling preventive maintenance, showing hours and mileage for next service due.

Through the use of oil analysis, we were able to help keep cost down by doubling the interval on 9 of the large sanitation trucks, therefore saving approximately 27 oil changes a year.

With the continued rising cost of new equipment, it is essential to perform preventive maintenance on the equipment to further the longevity of its useful service life.

# Year End Report

## Vehicle Maintenance 2023

Vehicles and Equipment by departments:

28 Police

19 Fire - Including Medina Township and Montville Township

26 Streets

15 Sanitation

24 Parks

14 Water - including the New Hydro Excavation Truck

14 Cemetery

8 Forestry

8 Pieces of heavy equipment

16 + Vehicles from other departments

Plus, all other UTV's and small equipment

To further the ability of the department, Vehicle Maintenance has updated its diagnostic tools to assist in troubleshooting and repairing the more complex electrical problems which occur with the newer computer controlled electrical, fuel and emissions systems used in both gas and diesel vehicles as well as equipment.

Vehicle Maintenance is committed to training department employees as much as possible. As such, staff attends the OAEVT (Ohio Association of Emergency Vehicle Technicians) once a year in an effort to stay current with best practices related to the City's Fire Department trucks and Fire equipment apparatus.

As always, it is the Vehicle Maintenance department's goal to provide the City departments with the necessary services to keep their vehicles and equipment in safe operating condition in a timely and cost-effective manner. As we like to say "We Keep This City Rolling".

**Year 2023  
Water Department**

1. Service Disconnections due to non-pay:

Jan	16	(+ 0 non-sufficient funds)
Feb	9	(+ 0 " )
Mar	14	(+ 0 " )
Apr	23	(+ 0 " )
May	17	(+ 0 " )
June	11	(+ 1 " )
July	10	(+ 0 " )
Aug	10	(+ 0 " )
Sept	12	(+ 0 " )
Oct	8	(+ 0 " )
Nov	11	(+ 0 " )
Dec	5	(+ 0 " )
<b>TOTAL</b>	<b>146</b>	<b>1</b>

2. Water Meter Changes (includes complete meter changes + radio read meter repairs)

Residential / Commercial

Jan	6/2	July	7/0
Feb	11/2	Aug	6/2
Mar	11/5	Sept	9/3
Apr	11/2	Oct	16/1
May	15/3	Nov	7/0
June	12/6	Dec	11/3

TOTAL: 122 residential / 29 commercial

3. Water Permits:

5 Water Service permits issued in 2023  
(3 Commercial taps, 2 Residential taps)

4. Backflow Prevention Testing

Total: 1,084 Testable Containment  
Backflow Prevention Devices in system  
1,057 Total # tested in calendar year 2023  
27 devices on inactive connections  
Performed 111 on site surveys.  
Did testing on 35 City own backflow devices.

5. Microbiological Contaminants

Routine:	428
Repeat:	0
Special:	<u>24</u>
<b>TOTAL</b>	<b>452</b>

- 6. TTHM and HAA5 – Disinfection By-Products  
4 each per quarter at 4 locations  
TOTAL 32
- 7. UCMR 5 (Fourth Unregulated Contaminant Monitoring Rule)  
PERFLUORINATED ALKYL ACIDS (EPA 537.1), Metal- Lithium (220.7),  
TOTAL of 14 samples collected for 32 different tests on first round
- 8. LEAD AND COPPER SAMPLING  
  
TOTAL 30 samples taken in 2023
- 9. Yearly Pumpage @ Spieth Road Station  
1.083 Billion Gallons  
2.989 Million Gallons per day average
- 10. Hydrants  
Total Flushed: 1,443 of 1702  
Repaired: 43  
Replaced: 2  
Removed: 0  
Inactive: 0  
Painted: 0  
Flow Tests: 10

11. Water Breaks Total: 50

Woodland 255	Jan-23	CI	8	concrete rd
W. Liberty 682	Jan-23	CI	12	asph. Rd
Cardinal 264	Jan-23	CI	6	treelawn
N.Broadway 523	Jan-23	CI	6	asph rd
N.State 135	Feb-23	CI	6	concrete rd
Lake tank	Feb-23	DI	12	concrete rd
S. Elmwood 330	Feb-23	CI	6	concrete rd
Cardinal @ Wren Way	Feb-23	CI	6	treelawn
Cardinal 290	Feb-23	CI	6	treelawn
Lake Rd 500	Feb-23	CI	6	treelawn
N. Court 735	Mar-23	CI	4	asph rd
Cedar 645	Mar-23	CI	6	concrete rd
Howard @ Broadway	Mar-23	CI	2	treelawn
Lafayette @ Orchard	Apr-23	CI	6	asph rd
Howard @ Broadway	Apr-23	CI	2	treelawn
Branch 903	May-23	CI	12	treelawn
Lawrence 750	May-23	CI	6	concrete rd
Circle 37	May-23	CI	6	concrete rd
Lawrence 750	May-23	CI	6	concrete rd
Granger 4056	May-23	CI	10	treelawn
Providence 410	May-23	DI	8	treelawn
Granger 4056	May-23	CI	10	treelawn
Dogwood 821	May-23	CI	8	concrete rd
N. Broadway 221	May-23	CI	6	asph rd

Weymouth 994	Jun-23	CI	10	asph rd
Wadsworth 1180	Jun-23	DI	12	treelawn
Wadsworth 1102	Jun-23	DI	12	treelawn
Woodland 215	Jun-23	CI	8	concrete rd
Blake 515	Jun-23	CI	6	asph rd
S. Court 569	Jun-23	CI	4	asph rd
Lafayette 315	Jul-23	CI	6	asph rd
Foote Rd. #35	Jul-23	DI	8	treelawn
Northland 232	Jul-23	CI	12	conc
Woodland 112	Jul-23	CI	8	treelawn
Howard @ Jefferson	Jul-23	CI	4	conc
Koons 139	Aug-23	CI	6	treelawn
Strawberry 347	Aug-23	CI	8	treelawn
Weymouth @ river	Aug-23	CI	8	
State 120	Sep-23	CI	6	concrete rd
State 80	Sep-23	CI	6	concrete rd
N. Huntington 120	Oct-23	CI	6	concrete rd
Baxter 354	Oct-23	CI	4	treelawn
N. Jefferson 1168 #29	Oct-23	DI	8	treelawn
E. Smith 831	Nov-23	CI	6	treelawn
Woodland 345	Nov-23	CI	8	treelawn
Cedar 637	Nov-23	CI	6	concrete rd
E. Friendship 223	Nov-23	CI	4	asph rd
Wildwood 831	Dec-23	DI	8	treelawn
E. North 439	Dec-23	CI	6	concrete rd
N. Broadway 833	Dec-23	CI	6	treelawn
Walter @ Longview	Dec-23	CI	8	treelawn

12. BOIL ORDERS: Issued for water breaks/water line projects necessitating testing  
0 for 2023 Calendar Year

13. UTILITY LOCATES: Underground water line locate service/remarking requests

<u>Total:</u>	7,021		
Jan	567	July	549
Feb	658	Aug	616
Mar	945	Sept	459
Apr	618	Oct	470
May	759	Nov	338
June	737	Dec	305

14. WORK ORDERS (Finals/Restores) Totals: 537/43  
(Finals: changes in billing service/ Restores: instituting billing service)

Jan	37/3	July	41/3
Feb	23/0	Aug	45/5
Mar	40/7	Sept	50/1
Apr	40/7	Oct	59/0
May	33/9	Nov	42/3
June	65/4	Dec	62/1

15. Curb box, Curb stops, service line repairs/replacements:

Repair/replace curb boxes: 114  
Replace curb stops: 13  
Replace lead services: 4

16. VALVE AND VALVE BOX REPAIRS

Valve repairs: 8  
Valve replaced: 1  
Valve installed: 1  
Valve box repairs: 39  
Valves exercised: 749

17. Landscaping from water breaks: 42 (including restoration for new services)

18. BUILDING, EQUIPMENT, and SYSTEM MAINTENANCE

Mowing at Water plant, Pump Stations, Tanks, and W. Reagan sound mounds.  
Worked with Data-Command to upgrade telemetry at all 3 pump stations and 3 tanks to cellular.  
Worked with DRV Incorporated to troubleshoot and repair VFDs at Spieth, Fair Rd, and Koons.  
Conducted VFD assessment and maintenance as necessary at all pump stations.  
Replaced and rebuilt chlorine feed lines and regulators at SRBPS.  
Chlorine related Training and programming at Spieth Road pump Station.  
Recalibration of new chlorine analyzer at Spieth Road Pump Station.  
Continued scrapping of obsolete piping and wiring at Water Plant.  
Daily checks and flushing as needed to maintain chlorine residual at pump stations.  
Continued updating Valve Box Books from edited scans of water projects.  
Continued GPS work and updates to iamGIS to map all of the City's assets..  
Continued work on Asset Management plan as required by new EPA regulations.  
Maintain EPA compliance with valve exercising and maintenance.  
Coordinated, planned and installed emergency water main on route 18 with Fechko Excavating  
Relocated material/items from the Clear Well building to the Water Plant.  
Abandoned 10" main on Granger Road and transferred customers to the Medina County Sanitary Engineer's water system resulting from a Water break in the Rocky River.  
Worked on lead and copper inventory list per EPA standards for compliance.