

**CITY OF MEDINA
AGENDA FOR COUNCIL MEETING**

March 12, 2018
Medina City Hall
7:30 p.m.

Call to Order.

Roll Call.

Reading of minutes. (February 26, 2018)

Reports of standing committees.

Requests for council action.

Reports of municipal officers.

Mayoral appointment.

Mike Ryan – Records Commission – Exp. 12/31/18

Notices, communications and petitions.

Liquor Permit:

Not to object to the issuance of a D5 permit to FOE Aerie2224 Medina, 696 W. Lafayette Rd. & Deck.

Unfinished business.

Introduction of visitors.

(speakers limited to 5 min.)

Introduction and consideration of ordinances and resolutions.

Ord. 36-18

An Ordinance of the Council of the City of Medina, Ohio, certifying that when a municipal obligation was incurred sums were lawfully appropriated in the funds to satisfy the obligation and sufficient sums currently exist to satisfy this obligation.

(emergency clause requested)

Ord. 37-18

An Ordinance of the Council of the City of Medina, Ohio, certifying that when a municipal obligation was incurred sums were lawfully appropriated in the funds to satisfy the obligation and sufficient sums currently exist to satisfy this obligation.

(emergency clause requested)

Ord. 38-18

An Ordinance of the Council of the City of Medina, Ohio, certifying that when a municipal obligation was incurred sums were lawfully appropriated in the funds to satisfy the obligation and sufficient sums currently exist to satisfy this obligation.
(emergency clause requested)

Ord. 39-18

An Ordinance authorizing the Mayor to sign the Letter of Arrangement with the Auditor of State Dave Yost for the preparation of the annual audit for the City of Medina for the fiscal period ending December 31, 2017.
(emergency clause requested)

Res. 40-18

A Resolution authorizing the mayor to file an application for grant assistance with the Ohio American Academy of Pediatrics for a Bike Helmet Safety Awareness Grant.
(emergency clause requested)

Ord. 41-18

An Ordinance authorizing the payment of \$34,640.00 to Software Solutions Inc. (SSI) for software maintenance of the Finance and Service Departments accounting system.

Ord. 42-18

An Ordinance authorizing the purchase of one (1) 2018 Ford F250 Crew Cab Truck from Montrose Ford to be used by the Parks and Recreation Department.
(emergency clause requested)

Ord. 43-18

An Ordinance authorizing the expenditure of \$5,000.00 to the Medina Metropolitan Housing Authority to support the Medina County Housing Network's Continuum of Care.

Ord. 44-18

An Ordinance authorizing the Mayor to execute a Revocable Use Permit with Peaceworks, Inc., and Ohio Non-Profit Corporation, to use or occupy 4,455 square feet on Bolivar Alley for use as a gardening area plot.

Ord. 45-18

An Ordinance amending Ordinance No. 177-17, passed December 11, 2017. (Amendments to 2018 Budget)

Ord. 46-18

An Ordinance authorizing the Finance Director to make certain fund advances.

Ord. 47-18

An Ordinance amending Section 549.08 of the Codified Ordinances of the City of Medina, Ohio relative to the Discharging of Firearms.

Medina City Council
March 12, 2018

Ord. 48-18

An Ordinance amending Sections 31.05 and 31.07 of the Salaries and Benefits Code of the City of Medina, Ohio relative to the Reorganization of the Parks and Recreation Department and accepting various revised job descriptions.
(emergency clause requested)

Council comments.

Adjournment.

Opening:

Medina City Council met in regular, open session on Monday, February 26, 2018. The meeting was called to order at 7:30 p.m. by President of Council John Coyne who led the Pledge of Allegiance.

Roll Call:

The roll was called with the following members of Council present M. Kolesar, B. Lamb, L. Parnell-Cavey, P. Rose, J. Shields, D. Simpson, and J. Coyne.

Also present were the following members of the Administration: Mayor Dennis Hanwell, Keith Dirham, Greg Huber, Patrick Patton, Nino Piccoli, Chief Painter, Chief Kinney, Jonathan Mendel, Dan Gladish, Kimberly Marshall, Sgt. Zaremba, and Jansen Wehrley.

Minutes:

Mr. Shields moved that the minutes from the regular meeting on February 12, 2018 as prepared and presented by the Clerk be approved, seconded by Mr. Simpson. The roll was called and the minutes were approved by the yea votes of B. Lamb, L. Parnell-Cavey, P. Rose, J. Shields, D. Simpson, J. Coyne, and M. Kolesar.

Reports of Standing Committees:

Finance Committee: Mr. Coyne stated they met prior to tonight's Council meeting and will meet again in two weeks.

Health, Safety & Sanitation Committee: Mr. Kolesar had no meeting scheduled but mentioned the County wants to wait until 2020 before deciding what to do in regards to recycling.

Public Properties Committee: Mr. Shields stated they met recently and will be scheduling another follow up meeting.

Special Legislation Committee: Mr. Lamb stated they held a meeting and discussed term limits and whether or not they are beneficial. Mr. Lamb reported the majority there felt it wasn't the way to go, but agreed we need to work to get people interested, involved, and engaged in the process of local government. He also has a proposal in to discuss expanding the Historic District, which he feels he needs to do some more homework on the topic first before bringing to Council.

Streets & Sidewalks Committee: Mr. Simpson is looking to schedule a meeting in March.

Water & Utilities Committee: Ms. Parnell-Cavy had no report.

Emerging Technologies Committee: Mr. Rose had no report.

Requests for Council Action:

Finance Committee

18-038-2/26 – Budget Amendments

18-039-2/26 – Sustainable Medina County Donation/Funding Request

18-040-2/26 – Then & Now – Cargill Invoice

18-041-2/26 – Then & Now – Access

18-042-2/26 – Then & Now – Medina City & Montville Twp, JEDD Payments
18-043-2/26 – Amend Codified Ord. 549.08 – Discharging Firearms
18-044-2/26 – Authorize 2017 Financial Audit w/ Auditor of State
18-045-2/26 – Bike Helmet Safety Awareness Grant
18-046-2/26 – Expenditure – Annual Software Support – Software Solutions
18-047-2/26 – Purchase 2018 Ford F250 Truck – Parks Dept.
18-048-2/26 – MMHA Supplemental for Continuum of Care
18-049-2/26 – Revocable Use Permit – Peaceworks
18-051-2/26 – Increase P.O. Forestry Department

Public Properties Committee

18-050-2/26 – Parks Department Reorganization

Reports of Municipal Officers:

Dennis Hanwell, Mayor, reported the following:

- 1) Black History Month Celebration at Second Baptist Church, 451 Bronson St., on Thursday, February 22nd at 7 p.m. Very well attended by community, county, townships and city officials.
- 2) Thank you to Chief Painter, Chief Kinney, Service Director Piccoli, Engineer Pat Patton for coming in on their holiday, Monday, February 22nd as a result of a partial building collapse of a building in the 200 block of South Court. They worked entire day evacuating persons at risk, notifying business owners, contacting utility companies, and shutting down South Court for safety. Electric service has been rerouted and occupancy restored to all except the damaged building. Working with gas crews for new gas line and new service laterals to the affected businesses on east side of South Court and south side of East Washington.
- 3) Bicentennial events for March focus on many contributions of women in Medina's history:
 - a. Living History Characters at Medina Library, Saturday March 10, 9:30 a.m. to 2 p.m.; characters such as Freida Snyder, Wilda Bell and Letha House.
 - b. Opportunity for women's groups to present their programs- check website for further info at www.medina200.com.
 - c. A tea is planned that will provide a program on women in Medina history- check www.medina200.com for more information.

Keith Dirham, Finance Director, Keith reminded residents they are required to file income tax returns with the City. We have switched income tax collections from CCA to RITA. There is no change in rates, no change in who has to pay, it's just a change in who is collecting the tax on behalf of the City of Medina. We will have RITA come down here to Medina and help out the tax payers and those dates will be in March and April. There will be a Utility Rate Review meeting tomorrow.

Greg Huber, Law Director, Had no report.

Chief Kinney, Police Chief, Thanked the public for their understanding and continued patience as Columbia Gas works on the issues with the collapsed building on South Court St.

Kimberly Marshall, Economic Development Director, had no report.

Jonathon Mendel, Planning Community Director, had no report.

Chief Painter, Fire Chief, spoke of fire classifications over the years and evaluations from the Insurance Company, and they currently have a special evaluation of Class 3 certification including both Townships.

Mike Wright, Recreation Center Director, was absent and had no report.

Jansen Wehrley, Parks and Recreation Director, stated they do have seasonal labor positions posted on the Civil Service page on the Medina City website.

Dan Gladish, Building Official, had no report.

Patrick Patton, City Engineer, ODOT is getting ready to start the second phase on Rt. 42. There will be an Open House held Thursday, March 8th at Fire Station 1, 300 W. Reagan Parkway for more information.

Nino Piccoli, Service Director, reported that Columbia gas is installing a temporary gas line for the businesses and resident on South Court in relation to the building collapse.

Mayoral appointment:

Utility Rate Review Commission – Christopher Gates (Commercial Rep.) – exp. 12/31/18

Mr. Shields moved to approve the Mayor's appointment, seconded by Mr. Simpson. The roll was called and the appointment was approved by the yea votes of L. Parnell-Cavey, P. Rose, J. Shields, D. Simpson, J. Coyne, M. Kolesar, and B. Lamb.

Notices, Communications and Petitions:

There were none.

Unfinished Business:

There was none.

Introduction of Visitors:

There were none.

Introduction and Consideration of Ordinances and Resolutions:

Ord. 026-18

An Ordinance authorizing the expenditure of \$90,000.00 to Signal Service Company for

various traffic signal and control services for the Street Department. Mr. Shields moved for the adoption of Ordinance/Resolution No. 026-18, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 026-18, seconded by Mr. Simpson. Nino Piccoli stated there were two separate incidents, and they are working with the Law Department in an effort to obtain restitution. \$50,000 is from the two incidents, and the remaining \$40,000 is necessary for the day to day operations. He is requesting the emergency clause so that they can pay the vendor and move forward with the repairs as necessary. The roll was called on adding the emergency clause and was approved by the yea votes of J. Shields, D. Simpson, J. Coyne, M. Kolesar, B. Lamb, L. Parnell-Cavey, and P. Rose. The roll was called and Ordinance/Resolution No. 026-18 passed by the yea votes of P. Rose, J. Shields, D. Simpson, J. Coyne, M. Kolesar, B. Lamb, and L. Parnell-Cavey.

Ord. 027-18

An Ordinance authorizing the expenditure of \$26,104.00 to MNJ Technologies for a mail server upgrade to Microsoft Exchange 2016 for the City of Medina. Mr. Shields moved for the adoption of Ordinance/Resolution No. 027-18, seconded by Mr. Simpson. Sergeant Zaremba stated this is to upgrade the current mail server system due to end of life on the 2016. The roll was called and Ordinance/Resolution No. 027-18 passed by the yea votes of D. Simpson, J. Coyne, M. Kolesar, B. Lamb, L. Parnell-Cavey, P. Rose, and J. Shields.

Ord. 028-18

An Ordinance authorizing the expenditure of \$64,029.78 to Emergitech, Inc. for the annual subscription fees and related expenses for the computer aided dispatch and records management system for the Police Department. Mr. Shields moved for the adoption of Ordinance/Resolution No. 028-18, seconded by Mr. Simpson. Chief Kinney stated this is an expenditure for their yearly maintenance contract on the computer aided dispatch and record management system. The roll was called and Ordinance/Resolution No. 028-18 passed by the yea votes of J. Coyne, M. Kolesar, B. Lamb, L. Parnell-Cavey, P. Rose, J. Shields, and D. Simpson.

Ord. 029-18

An Ordinance authorizing the purchase of one (1) 2019 Freightliner XT Pro 60 Forestry Bucket Truck from Utility One Source Forestry Equipment, LLC to be used by the Forestry Department. Mr. Shields moved for the adoption of Ordinance/Resolution No. 029-18, seconded by Mr. Simpson. Mr. Wehrley stated this will be replacing a 2001 GMC truck that has served the Forestry Department well over the years and this new truck will improve the safety and increase efficiencies and allow them to perform a greater scope of work at heights. The roll was called and Ordinance/Resolution No. 029-18 passed by the yea votes of M. Kolesar, B. Lamb, L. Parnell-Cavey, P. Rose, J. Shields, D. Simpson, and J. Coyne.

Ord. 030-18

An Ordinance authorizing the Mayor to advertise for competitive bids and to award a contract to the successful bidder for the Guilford Boulevard Bridge Replacement Project. Mr. Shields moved for the adoption of Ordinance/Resolution No. 030-18, seconded by Mr. Simpson. Mr. Patton stated this project will replace the twin culverts with a single structure. We have secured a \$605,000 grant through the State of Ohio and there will be a 45 day road closure.

The roll was called and Ordinance/Resolution No. 030-18 passed by the yea votes of B. Lamb, L. Parnell-Cavey, P. Rose, J. Shields, D. Simpson, J. Coyne, and M. Kolesar.

Ord. 031-18

An Ordinance amending Section 31.07 of the Salaries and Benefits Code of the City of Medina, Ohio relative to accepting the revised job description for the Police Lieutenant Position. Mr. Shields moved for the adoption of Ordinance/Resolution No. 031-18, seconded by Mr. Simpson. Chief Kinney stated this is a minor change to the Police Lieutenant job description removing the position of Investigative Specialist and adding in the recommended education Public Safety Leadership Academy. The roll was called and Ordinance/Resolution No. 031-18 passed by the yea votes of L. Parnell-Cavey, P. Rose, J. Shields, D. Simpson, J. Coyne, M. Kolesar, and B. Lamb.

Ord. 032-18

An Ordinance authorizing the expenditure of \$11,758.00 to TAMCO for the end of term buyout of the Mitel VOIP Phone Equipment for the City of Medina. Mr. Shields moved for the adoption of Ordinance/Resolution No. 032-18, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 032-18, seconded by Mr. Simpson. Sergeant Zaremba stated the current lease is up and want to exercise the option to buy out in order to save money over the next three years. The roll was called on adding the emergency clause and was approved by the yea votes of J. Shields, D. Simpson, J. Coyne, M. Kolesar, B. Lamb, L. Parnell-Cavey, and P. Rose. The roll was called and Ordinance/Resolution No. 032-18 passed by the yea votes of P. Rose, J. Shields, D. Simpson, J. Coyne, M. Kolesar, B. Lamb, and L. Parnell-Cavey.

Ord. 033-18

An Ordinance authorizing the Mayor to enter into the Frontier Services Agreement with Frontier Communications for the Mitel Phone Equipment and Voice Mail System for the City of Medina, Ohio. Mr. Shields moved for the adoption of Ordinance/Resolution No. 033-18, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 033-18, seconded by Mr. Simpson. Sergeant Zaremba stated this is the support contract for this system. Emergency is needed due to needing support on our system. The roll was called on adding the emergency clause and was approved by the yea votes of J. Coyne, M. Kolesar, B. Lamb, L. Parnell-Cavey, P. Rose, J. Shields, and D. Simpson. The roll was called and Ordinance/Resolution No. 033-18 passed by the yea votes of D. Simpson, J. Coyne, M. Kolesar, B. Lamb, L. Parnell-Cavey, P. Rose, and J. Shields.

Res. 034-18

A Resolution supporting the Application by the Ohio Department of Transportation (ODOT) District 3 to the Ohio Transportation Review Advisory Council (TRAC) for funding for the reconstruction and widening of SR 18 from Alder Drive in Medina City to Nettleton Road in Medina and Montville Townships. Mr. Shields moved for the adoption of Ordinance/Resolution No. 034-18, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 034-18, seconded by Mr. Simpson. Mr. Patton stated ODOT is asking that we commit to the \$250,000 towards this project for the right-

of-way phase part. If they can show support from the local communities earlier in the process it might benefit our application and look more favorably on awarding us these funds. Montville and Medina Township have already agreed to this, and we are recommending this as well. The roll was called on adding the emergency clause and was approved by the yea votes of B. Lamb, L. Parnell-Cavey, P. Rose, J. Shields, D. Simpson, J. Coyne, and M. Kolesar. The roll was called and Ordinance/Resolution No. 034-18 passed by the yea votes of M. Kolesar, B. Lamb, L. Parnell-Cavey, P. Rose, J. Shields, D. Simpson, and J. Coyne.

Ord. 035-18

An Ordinance amending Ordinance No. 177-17, passed December 11, 2017. (Amendments to 2018 Budget) Mr. Shields moved for the adoption of Ordinance/Resolution No. 035-18, seconded by Mr. Simpson. Mr. Dirham stated there are two items on this and the first one is money that we received from an insurance payout on a damaged vehicle and it needs to be appropriated so that we may purchase a replacement, and the second one are donations that are passing through. The roll was called and Ordinance/Resolution No. 035-18 passed by the yea votes of L. Parnell-Cavey, P. Rose, J. Shields, D. Simpson, J. Coyne, M. Kolesar, and B. Lamb.

Council Comments:

Mr. Rose stated there was a tragedy here Thursday morning at Medina City Hall where a young man, a sophomore at Akron University tried to take his own life. Mr. Rose stated that there is nothing so permanent that you should take your own life for. Suicide is a permanent solution to a temporary problem, if you have problems, please go talk to someone, it's not worth taking your life over.

Mr. Lamb spoke of his non-profit The Village Orchard Project. The purpose of the project is to develop and select certain areas in town where we will plant and maintain a variety of fruit trees as well as complementing them with plants that are bee and bird nurturing. The idea is to start planting this spring. The first meeting will be held this Saturday at 9 a.m. at Cool Beans.

Mrs. Parnell-Cavey reported she has been contacted by a resident, Erin Cline, who is working with a partnership between Leadership Medina County and the Medina County District Library called the Human Library Project. They have a Facebook page called Human Library Medina Ohio where you can actually check-out a human to sit down and have a conversation with. You can schedule a 20 minute session with someone.

Mr. Simpson spoke of the school tragedy in Parkland Florida, he feels these tragedies should be addressed by the Federal Government. He suggested that everybody contact their State and Federal Legislators and tell them they need to step up and protect our kids.

Mr. Kolesar thanked the Administration and Mayor Hanwell. He stated VCS Salon and Spa had an expansion ceremony this past Friday and he was impressed to see the support from everyone letting our local businesses know just how important they are to us.

Mr. Coyne announced a joint meeting this Monday, March 5th at 6 p.m. with the Medina County Commissioners.

Adjournment:

There being no further business before Council, the meeting adjourned at 8:04 p.m.

Kathy Patton, CMC - Clerk of Council

John M. Coyne, President of Council

ORDINANCE NO. 36-18

AN ORDINANCE OF THE COUNCIL OF THE CITY OF MEDINA, OHIO, CERTIFYING THAT WHEN A MUNICIPAL OBLIGATION WAS INCURRED SUMS WERE LAWFULLY APPROPRIATED IN THE FUNDS TO SATISFY THE OBLIGATION AND SUFFICIENT SUMS CURRENTLY EXIST TO SATISFY THIS OBLIGATION, AND DECLARING AN EMERGENCY.

WHEREAS: Certain certifications are necessary for the continued operations of Municipal Services; and

WHEREAS: This Ordinance will provide for the efficient and lawful certifications to provide Municipal Services as required by Ohio Revised Code Section 5705.41(D); and

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

- SEC. 1:** That in accordance with Ohio Revised Code §5705.41(D), at the time that the contract or order was made and at the time of execution of the Finance Director's certificate, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance.
- SEC. 2:** That the Finance Director is authorized to draw warrants for the payment of Invoice #2903898163 from Cargill for road salt, per the contract.
- SEC. 3:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 4:** That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason because of the immediate need for the authorization of expenditures, this Resolution shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: _____

SIGNED: _____

President of Council

ATTEST: _____

APPROVED: _____

Clerk of Council

SIGNED: _____

Mayor

**INVOICE**
2903898163

Ord. 36-18

Cargill Deicing Technology
A business of CARGILL, INCORPORATED
15407 MCGINTY ROAD WEST
WAYZATA MN 55391
USA

Remit To: Cargill, Incorporated
PO Box 415927
Boston MA 02241-5927
USA

Bill-To: CITY OF MEDINA
MEDINA CITY N ELMWOOD AVE
132 N ELMWOOD AVE
MEDINA OH 44256-1827
USA

Ship-To: CITY OF MEDINA
MEDINA CITY W SMITH RD
781 W SMITH RD
MEDINA OH 44256
USA

Sold-To: CITY OF MEDINA
MEDINA CITY N ELMWOOD AVE

18-780

PO # ~~2903898163~~ 1Partial ☒ Complete ☐

Date: 1/24/18 JV

Signature: [Handwritten Signature]

Billing Date: 01/25/2018
Sales Order: 3160553
Reference Date: 01/25/2018
Your Purchase Order: 16/17 min order - Smith Rd.
Payment Terms: NET 30 DAYS FROM DATE OF INVOICE

Inco Terms: DLD DESTINATION

Shipment Date: 01/25/2018

Gross Weight: 187,400.000 LB

Currency:	USD
Due Amt :	3,073.36
Due Date:	02/24/2018

(All date format in MM/DD/YYYY)

Product Code	Sales Contract	Product Description	Priced Quantity Shipped Quantity	UoM	Price	Extended Amount
100011135	400061517	DEICER SALT ICE CNTRL BLK DR Net Weight: 47,500.000 LB Bill of Lading:1ACQ00301807	23.750 23.750	ST ST	32.80 USD/ST	779.00
100011135	400061517	DEICER SALT ICE CNTRL BLK DR Net Weight: 47,400.000 LB Bill of Lading:1ACQ00302065	23.700 23.700	ST ST	32.80 USD/ST	777.36
100011135	400061517	DEICER SALT ICE CNTRL BLK DR Net Weight: 47,220.000 LB Bill of Lading:1ACQ00302187	23.610 23.610	ST ST	32.80 USD/ST	774.41
100011135	400061517	DEICER SALT ICE CNTRL BLK DR Net Weight: 45,280.000 LB Bill of Lading:1ACQ00302301	22.640 22.640	ST ST	32.80 USD/ST	742.59
Place of Loading	2400 SHIPS CHANNEL CLEVELAND OH 44113-2673 USA			Subtotal		3,073.36
				Sales Tax		0.00
						INVOICE TOTAL
						USD 3,073.36

Billing Enquiries

Telephone: 800-600-7258

Email:

Fax: 440-716-0610

Internet: www.cargillsalt.com

ORDINANCE NO. 37-18

AN ORDINANCE OF THE COUNCIL OF THE CITY OF MEDINA, OHIO, CERTIFYING THAT WHEN A MUNICIPAL OBLIGATION WAS INCURRED SUMS WERE LAWFULLY APPROPRIATED IN THE FUNDS TO SATISFY THE OBLIGATION AND SUFFICIENT SUMS CURRENTLY EXIST TO SATISFY THIS OBLIGATION, AND DECLARING AN EMERGENCY.

WHEREAS: Certain certifications are necessary for the continued operations of Municipal Services; and

WHEREAS: This Ordinance will provide for the efficient and lawful certifications to provide Municipal Services as required by Ohio Revised Code Section 5705.41(D); and

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

- SEC. 1:** That in accordance with Ohio Revised Code §5705.41(D), at the time that the contract or order was made and at the time of execution of the Finance Director's certificate, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance.
- SEC. 2:** That the Finance Director is authorized to draw warrants for the payment of Invoice #2229753 from Access for municipal court document scanning and storage.
- SEC. 3:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 4:** That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason because of the immediate need for the authorization of expenditures, this Resolution shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: _____

SIGNED: _____

President of Council

ATTEST: _____

APPROVED: _____

Clerk of Council

SIGNED: _____

Mayor

Access
Information Protected.
1 Andrews Circle
Brecksville, OH 44141

Invoice

1 877 FileLine | InformationProtected.com

Medina Municipal Clerk of Court
Attn: Nancy Abbott
135 N Elmwood Ave
Medina, OH 44256

Service Billing Period 9/30/2017
Date: 9/30/2017
Invoice #: 2229753
Customer #: QB005800

Total Amount Due: \$4,606.65
By: 10/30/2017

Total Enclosed:

138QB005800

Remit To: PO Box 310511 Des Moines, IA 50331-0511

When making payment, please reference invoice number 2229753

NOTE: MAIN

QTY	ITEMS	SERVICE DESCRIPTION	QUANTITY	RATE	TAX	FEE
Storage						
Storage Period: 10/01/2017 - 10/31/2017						
313		Storage-(IM) IMG CARTON-ZERO RATE	313.00	0.0000	N	0.00
50		Standard Letter Box - LL	60.00	0.0000	N	0.00
		TOTAL FOR Storage	373.00			0.00
		TAX				0.00
Service						
		ImgRec Document Prep	145.50	18.0000	N	2,619.00
		ImgRec Finalization	49,691.00	0.0050	N	248.46
		ImgRec B&W Scan	49,691.00	0.0350	N	1,739.19
		FileBRIDGE Records + AccessMETRICS	1.00	0.0000	N	0.00
		TOTAL FOR Service				4,606.65
		TAX				0.00
		SUB-TOTAL				4,606.65
		TAX				0.00
		INVOICE TOTAL				\$4,606.65

PO# 18-681 Line # 1
 Partial Complete X
 Date: 11/29/18
 Approved: N. Abbott

Then + Now
lets

PLEASE NOTE: To the extent you do not have a currently effective written contract for services with an Access or Retrievox company, by paying this invoice, you agree that the terms and conditions found on <http://informationprotected.com/access-service-terms-and-conditions> (December 1, 2016 version) will apply to and govern the storage, document destruction, imaging and other services provided to you by such company and, therefore, **WILL AFFECT YOUR LEGAL RIGHTS AND OBLIGATIONS, AND LIMITS OUR LIABILITY TO YOU.** However, if you have a currently effective written contract for services with an Access or Retrievox company, the terms and conditions of your written contract will continue to apply as provided in such contract. Further, if you are a "Covered Entity" or "Business Associate" as defined in 45 CFR part 160 and do not have a currently effective written Business Associate Agreement (BAA) or Business Associate Subcontractor Agreement (BASA) with an Access or Retrievox company, by paying this invoice, you agree that the terms and conditions found on www.informationprotected.com/baa constitute a legally effective BAA or BASA, as applicable, between you and such Access or Retrievox company. As determined appropriate by Access, payments that do not reference a specific invoice will be applied to the oldest outstanding invoice. Terms or conditions on purchase orders or similar documents submitted to Access or Retrievox are not binding.

ORDINANCE NO. 38-18

AN ORDINANCE OF THE COUNCIL OF THE CITY OF MEDINA, OHIO, CERTIFYING THAT WHEN A MUNICIPAL OBLIGATION WAS INCURRED SUMS WERE LAWFULLY APPROPRIATED IN THE FUNDS TO SATISFY THE OBLIGATION AND SUFFICIENT SUMS CURRENTLY EXIST TO SATISFY THIS OBLIGATION, AND DECLARING AN EMERGENCY.

WHEREAS: Certain certifications are necessary for the continued operations of Municipal Services; and

WHEREAS: This Ordinance will provide for the efficient and lawful certifications to provide Municipal Services as required by Ohio Revised Code Section 5705.41(D); and

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

- SEC. 1:** That in accordance with Ohio Revised Code §5705.41(D), at the time that the contract or order was made and at the time of execution of the Finance Director's certificate, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance.
- SEC. 2:** That the Finance Director is authorized to draw warrants for the payment of \$22,454.13 to the Medina City and Montville Township JEDD for December 2017 collections disbursed in January 2018.
- SEC. 3:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 4:** That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason because of the immediate need for the authorization of expenditures, this Resolution shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: _____ **SIGNED:** _____

President of Council

ATTEST: _____ **APPROVED:** _____

Clerk of Council

SIGNED: _____

Mayor



134 North Elmwood St.
P.O. Box 703
Medina, Ohio 44044-0703
Phone: (330) 764-3309
Fax: (330) 722-0044
www.medinaoh.org

Ord. 38-18

January 31, 2018

Mary Pawlowski
Medina City & Montville Township JEDD
6665 Wadsworth Road
Medina, OH 44256

RE: JEDD Income Tax – December 2017 Collections Disbursed in January 2017

Dear Ms. Pawlowski:

Enclosed is a check for JEDD money received on January 12, 2018, less a 2% administrative fee pursuant to the Income Tax Administration Agreement passed by the Medina City Council on May 23, 2011 (Ordinance No. 79-11).

JEDD money received:	\$ 22,912.38
Less 2% admin fee:	(458.25)
Balance:	<u>\$ 22,454.13</u>

If you have any questions, please do not hesitate to contact me at (330) 725-8861 ext. 1024 or at finance@medinaoh.org.

Sincerely,

Lori Bowers

Lori Bowers
Deputy Finance Director
City of Medina

Enclosures

17-695 \$9474.37
PO# 18-718 \$12979.76 Line # 1 = \$22,454.13
Partial X '18 Complete X '17
Date: 1/31/18
Approved: *JB* KID

ORDINANCE NO. 39-18

AN ORDINANCE AUTHORIZING THE MAYOR TO SIGN THE LETTER OF ARRANGEMENT WITH THE AUDITOR OF STATE DAVE YOST FOR THE PREPARATION OF THE ANNUAL AUDIT FOR THE CITY OF MEDINA FOR THE FISCAL PERIOD ENDING DECEMBER 31, 2017, AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

- SEC. 1:** That the Mayor is hereby authorized and directed sign the Letter of Arrangement with the Auditor of the State of Ohio Dave Yost for the preparation of the annual audit for the City of Medina for the fiscal period ending December 31, 2017.
- SEC. 2:** That in accordance with Ohio Revised Code §5705.41(D), at the time that the contract or order was made and at the time of execution of the Finance Director's certificate, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance.
- SEC. 3:** That the funds to cover this service shall not exceed \$40,000.00 and are available in Account No. 001-0707-52221.
- SEC. 4:** That a copy of the Modification/Extension Agreement is marked Exhibit A, attached hereto, and incorporated herein.
- SEC. 5:** That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason work on the audit has commenced; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: _____

SIGNED: _____
President of Council

ATTEST: _____
Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor



Dave Yost • Auditor of State

February 9, 2018

Dennis Hanwell, Mayor
City of Medina
132 North Elmwood Street
Medina, Ohio 44256

This letter of arrangement between the City of Medina, Medina County, Ohio (the City) and the Auditor of State describes the objective and scope of the services we will provide, the City's required involvement and assistance in support of our services, the related fee arrangements, and other terms and conditions designed to ensure that our professional services satisfy the City's audit requirements.

Summary of Services

We will audit the City's basic financial statements as of and for the year ended December 31, 2017. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. The objective of an audit is to express our opinion concerning whether the basic financial statements and related notes present fairly, in all material respects, the City's financial position, changes in financial position, required budgetary comparisons, and cash flows (where applicable), in conformity with U.S. generally accepted accounting principles.

We expect to deliver our report on or about June 29, 2018.

We will audit to form an opinion on the basic financial statements. We will also opine on whether supplementary information is fairly presented, in all material respects, in relation to the basic financial statements taken as a whole.

We will apply certain limited procedures to required supplementary information. However, we will not opine or provide any assurance on this information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any other assurance.

We also will read the other information included in the introductory and statistical sections of the Comprehensive Annual Financial Report (CAFR) and consider whether this information, including the manner of its presentation, is materially consistent with information appearing in the financial section. However, we will not express an opinion or any other assurance on the introductory or statistical sections of the CAFR.

Engagement Team

The engagement will be led by:

- * Dan Stuetzer, Chief Auditor, who will be responsible for assuring the overall quality, value, and timeliness of our services to you;
- * Lindsey Young, Senior Audit Manager, who will be responsible for managing the delivery of our services to you; and

- * Josh Ziegler, Audit Manager, who will be responsible for on-site administration of our services to you.

The Auditing Process

Our Responsibilities:

The *Summary of Services* above describes our responsibilities for the City's basic statements and other financial information.

We will conduct our audit in accordance with U.S. generally accepted auditing standards (GAAS) and the Comptroller General of the United States' standards for financial audits included in *Government Auditing Standards*, the Single Audit Act Amendments of 1996, and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Those standards require that we plan and perform the audit to reasonably assure that the financial statements are free of material misstatement.

Because of inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatement may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

We may limit certain procedures to selective testing of data. Therefore we might not detect material error and fraud if it exists. It is not cost-efficient to design procedures to detect immaterial error or immaterial fraud. Also, because of the characteristics of fraud, including attempts at concealment through collusion and forgery, a properly designed and executed audit may not detect a material fraud.

We will communicate all instances where we believe fraud *may* exist to you. These would include instances where we:

- Have persuasive evidence that fraud occurred.
- Determined fraud risks exist and were unable to obtain convincing evidence to determine that fraud was unlikely.

Similarly, noncompliance may have occurred. However, our audit provides no assurance that noncompliance generally will be detected and only reasonable assurance that we will detect noncompliance directly and materially affecting the determination of financial statement amounts. We will inform you regarding material error or noncompliance that come to our attention.

If we find indications of abuse, we will expand our tests to determine its financial statement effect. *Government Auditing Standards* defines *abuse* as behavior which while not necessarily a legal violation, is behavior a prudent person would deem improper or deficient. Because this determination is subjective, *Government Auditing Standards* does not expect auditors to provide reasonable assurance of detecting abuse.

If for any reason we are unable to complete the audit or are unable to form an opinion, we may disclaim an opinion on your financial statements. In this unlikely event, we will communicate the reason for disclaiming an opinion to you, and to those charged with governance, in writing.

Your Responsibilities and Identification of the Applicable Reporting Framework:

We will audit assuming that management and those charged with governance acknowledge and understand they are responsible for:

1. Preparing the financial statements and other financial information, including related disclosures and selecting and applying accounting principles in accordance with accounting principles generally accepted in the United States of America.

2. Providing us with:
 - a. Access to all information of which management is aware that is relevant to preparing and fairly presenting the financial statements such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the audit; and
 - c. Unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.
3. Inform us of events occurring or facts discovered subsequent to the date of the financial statements, of which management may become aware, that may affect the financial statements.
4. Preparing supplementary information (including the Schedule of Expenditures of Federal Awards) in accordance with the applicable criteria.
 - a. Include our report on the supplementary information in any document that includes the supplementary information and that indicates that the auditor has reported on this supplementary information.
 - b. Present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the City of the supplementary information and the auditor's report thereon.
5. Reporting fraud and noncompliance of which you are aware to us.
6. Making available to the auditor draft financial statements and any accompanying other information in time to allow the auditor to complete the audit in accordance with the proposed timeline.
7. Reviewing drafts of the audited financial statements, footnotes, any supplemental information, auditor's reports and any findings; and informing us of any edits you believe may be necessary.
8. Designing and implementing programs and controls to prevent and detect fraud.

You should not rely on our audit as your primary means of detecting fraud.

Compliance with Laws and Regulations

Our Responsibilities

As part of reasonably assuring whether the financial statements are free of material misstatement, we will test the City's compliance with certain provisions of laws, regulations, contracts, and grants if noncompliance might reasonably directly and materially affect the financial statements. However, except for major federal financial assistance programs, our objective is not to opine on overall compliance with these provisions.

Your Responsibilities:

Management and those charged with governance are responsible for:

1. Being knowledgeable of, and complying with, laws, regulations, contracts, and grants applicable to the City.
2. Identifying for us other financial audits, attestation engagements, performance audits, internal audits, reports from regulators or other studies related to the City (if any), and the corrective actions taken to address these audits' significant findings and recommendations.
3. Tracking the status of prior audit findings.
4. Taking timely and appropriate steps to remedy fraud, noncompliance, violations of provisions of laws, regulations, contracts or grant agreements, or abuse we may report.
5. Providing your views and planned corrective action on audit findings we may report.

Internal Control

Our Responsibilities:

As a part of our audit, we will obtain an understanding of your City and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses.

In assessing risk, we consider internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of opining on the effectiveness of the City's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

Your Responsibilities:

Design, implement and maintain internal control relevant to compliance and the preparing and fairly presenting financial statements that are free from material misstatement, whether due to fraud or error. Appropriate supervisory reviews are necessary to reasonably assure that adopted policies and prescribed procedures are followed.

Your Responsibility for Service Organizations:

Service organizations are other governmental entities, organizations, or companies that provide services to you, as the user City, relevant to your internal controls over financial reporting. Service organizations process transactions reflected in your City's financial statements, and therefore fall within the scope of our audit. While service organizations are responsible for establishing and maintaining their internal control, you are responsible for being aware of the service organizations your City uses, and for establishing controls to monitor the service organization's performance. Because the complexity of service organization transaction processing can vary considerably, your monitoring activities can vary accordingly.

When transaction processing is complex and the volume of transactions is relatively high, obtaining and reviewing a service organization auditor's *Independent Service Auditor's Report on Management's Description of a Service Organization's System and the Suitability of the Design and Operating Effectiveness of Controls* Report (Type 2 Service Organization Control Report (SOC 1)) may be the most effective method of meeting your responsibility to monitor a service organization, and may also be the only efficient means by which we can obtain sufficient evidence regarding their internal controls. AT Section 801, *Reporting on Controls at a Service Organization* for service organization reports dated prior to May 1, 2017 and AT-C Section 320, *Reporting on an Examination of Controls at a Service Organization Relevant to User Entities' Internal Control Over Financial Reporting* for service organization reports dated on or after May 1, 2017 discuss the aforementioned report. (In some circumstances, we can accept a suitably-designed agreed-upon procedures report (AUP) in lieu of a SOC 1 report.)

You are responsible for informing our staff of the service organizations your City uses, and for monitoring these service organizations' performance.

Service organizations of which we are aware are:

- Medina County, which bills and collects your City's property taxes.
- Central Collection Agency (CCA), which collects your City's income taxes.

Please confirm to us that, to the best of your knowledge, the above listing is complete.

Of the service organizations above, those for which we believe the complexity of processing and volume of transactions warrant a SOC 1(or AUP) report are:

- Central Collection Agency (CCA), which collects your City's income taxes.

Without an acceptable SOC 1 or AUP report for the above-listed organizations, generally accepted auditing standards may require us to qualify our opinion on your City's financial statements due to an insufficiency of audit evidence regarding service organization transactions included in your City's financial statements. You are responsible for communicating the need for a SOC 1 or AUP report to these service organizations, and also for communicating the deadline for which we need the report to meet your reporting deadline.

Additional Responsibilities and Reporting Under the Uniform Guidance

Our Responsibilities:

For grant funding subject to the Uniform Guidance, as the Guidance requires, we will test controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to opine on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

Additionally, the Uniform Guidance requires that we also plan and perform the audit to reasonably assure whether the auditee has complied with applicable federal statutes, regulations, and terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could directly and materially affect each of your major programs.

In accordance with the Uniform Guidance, we will prepare the following report:

*Independent Auditor's Report on Compliance with Requirements Applicable To **[Each] [the]** Major Federal Program and on Internal Control Over Compliance Required by the Uniform Guidance*

Our report on compliance will include our opinion on compliance with major federal financial assistance programs and also describe instances of noncompliance with Federal requirements we detect that require reporting per the Uniform Guidance. This report will also describe any significant deficiencies and/or material weaknesses we identify relating to controls used to administer Federal award programs. However, this report will not opine on internal control used to administer Federal award programs.

We are also responsible for completing certain parts of OMB Form SF-SAC (the Data Collection Form).

Your Responsibilities:

You are responsible for identifying federal statutes, regulations and the terms and conditions relating to Federal award programs, and for complying with them. You are responsible for compiling the Schedule of Expenditures of Federal Awards and accompanying notes.

For grant funding subject to the Uniform Guidance, you are required to establish and maintain effective internal controls to reasonably assure compliance with federal statutes, regulations and terms and conditions of federal awards and controls relating to preparing the Schedule of Expenditures of Federal Awards. Additionally, you are responsible for evaluating and monitoring noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; taking prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly following up and taking corrective action on reported audit findings; and for preparing a summary of schedule of prior audit findings and a separate corrective action plan.

You are responsible for informing us of significant subrecipient relationships and contractor relationships (previously known as vendor relationships), when the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for completing your City's Data Collection Form and assuring the reporting package (including the Data Collection Form) is filed in accordance with the electronic submission requirements.

You are responsible for providing electronic files that are unlocked, unencrypted and in an 85% text searchable PDF format for your City's single audit submission of the reporting package to the Federal Audit Clearinghouse.

Representations from Management

Your Responsibilities

Upon concluding our engagement, management and, when appropriate, those charged with governance will provide to us written representations about the audit that, among other things, will confirm, to the best of their knowledge and belief:

- Management's responsibility for preparing the financial statements in conformity with generally accepted accounting principles, and the Schedule of Expenditures of Federal Awards in accordance with the Uniform Guidance
- The availability of original financial records and related data, the completeness and availability of all minutes of the legislative or other bodies and committee meetings;
- Management's responsibility for the City's compliance with laws and regulations;
- The identification and disclosure to the auditor of all laws, regulations, and provisions of

contracts and grant agreements directly and materially affecting the determination of financial statement amounts and;

- The absence of fraud involving management or employees with significant roles in internal control.

Additionally, we will request representations, as applicable, regarding:

- The inclusion of all components, and the disclosure of all joint ventures and other related organizations;
- The proper classification of funds, net position and fund balances;
- The proper approval of reserves of fund equity;
- Compliance with laws, regulations, and provisions of contracts and grant agreements, including budget laws or ordinances; compliance with any tax or debt limits, and any debt covenants;
- Representations relative to GASB-required supplementary information;
- The identification of all federal assistance programs, and compliance with grant requirements.
- Events occurring subsequent to the fiscal year end requiring adjustment to or disclosure in the financial statements or Schedule of Expenditures of Federal Awards.

Management is responsible for adjusting the financial statements to correct misstatements we may detect during our audit and for affirming to us in the representation letter that the effects of any uncorrected misstatements we aggregate during our engagement and pertaining to the latest period the statements present are immaterial, both individually and in the aggregate, to the opinion units. (*Financial statements include the related footnotes and required and other supplemental information*).

Communication

Our Responsibilities

As part of this engagement the Auditor of State will communicate certain additional matters (if applicable) to the appropriate members of management and to those charged with governance. These matters include:

- The initial selection of and changes in significant accounting policies and their application;
- The process management uses to formulate particularly sensitive accounting estimates and the basis for their conclusions regarding the reasonableness of those estimates;
- Audit adjustments, whether posted or waived;
- Any disagreements with management, whether or not satisfactorily resolved, about matters that individually or in the aggregate could be significant to the financial statements or our opinion;
- Our views about matters that were the subject of management's consultation with other accountants about auditing and accounting matters;
- Major issues that were discussed with management related to retaining our services, including, among other matters, any discussions regarding the application of accounting principles and auditing standards; and
- Serious difficulties we encountered in dealing with management during the audit.

We will present those charged with governance our Summary of Unadjusted Differences (if any) at the conclusion of our audit.

Terms and Conditions Supporting Fee

As a result of our planning process, the City and the Auditor of State have agreed to an approach designed to meet the City's objectives for an agreed-upon fee, subject to the following conditions.

Our Responsibilities:

In providing our services, we will consult with the City regarding matters of accounting, financial reporting or other significant business issues. Accordingly, our fee includes estimated time necessary for this consultation. Circumstances may require the Auditor of State to confirm balances with your financial institution resulting in additional nominal charges which will not require an amendment to this agreement. However, should a matter require research, consultation or audit work beyond this estimate, the Auditor of State and the City will agree to an appropriate revision in services and fee. These revisions will also be set forth in the form of the attached *Amendment to Letter of Arrangement*.

Your Responsibilities:

The City will provide in a timely manner all financial records and related information to us, an initial list of which has been furnished to you, including timely communication of all significant accounting and financial reporting matters, as well as working space and clerical assistance as mutually agreed upon and as is normal and reasonable in the circumstances. When and if for any reason the City is unable to provide these schedules, information and assistance, the Auditor of State and the City will mutually revise the fee to reflect additional services, if any, we require to achieve these objectives. These revisions will be set forth in the form of the attached *Amendment to Letter of Arrangement*.

Confidential Information:

You should make every attempt to minimize or eliminate the transmission of personal information to the Auditor of State (AOS). All documents you provide to the AOS in connection with our services including financial records and reports, payroll records, employee rosters, health and medical records, tax records, etc. should be redacted of any personal information. Personal information includes social security numbers, date of birth, drivers' license numbers or financial institution account numbers associated with an individual. The public office should redact all personal information from electronic records before they are transmitted to the AOS. This information should be fully blacked out in all paper documents prior to sending to the AOS. If personal information cannot be redacted from any records or documents; the public office must identify these records to the AOS.

If redacting this personal information compromises the audit or the ability to prepare financial statements, the public office and the AOS will consider these exceptions on a case-by-case basis. Additionally, if redacting this information creates a hardship on the public office in terms of resources, recordkeeping or other issues, the public office and the AOS may collaborate on alternative methods of providing the public office's data to the AOS without compromising the personal information of individuals served by the public office. The AOS is willing to work with the public office and it is our intent to greatly reduce the amount of personal information submitted to the AOS for audit or financial statement preparation purposes. It is important that the public office review internal policies to find ways to eliminate as much personal information from financial records as possible by substituting non-personal information (i.e., change social security numbers to employee identification numbers).

Fee

Except for any changes in fees and expenses which may result from the circumstances described above, we expect our fees and expenses for our audit services will not exceed \$37,023.

Pursuant to Ohio Rev. Code Section 117.13, you may charge all of this audit's cost to the general fund or you may allocate the cost among the general fund and other eligible funds.

Reporting

We will issue a written report upon completing our audit of your financial statements. We will address our report to those charged with governance. We cannot assure you that we will issue an unmodified opinion. Circumstances may arise in which it is necessary for us to modify our opinion, add an other matters or emphasis-of-matter paragraph or withdraw from the engagement.

Upon completing our audit, we will also issue a written report in accordance with Government Auditing Standards on internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters.

Access to Our Reports and Working Papers

AU-C 905—*Alert That Restricts the Use of the Auditor's Written Communication* requires our reports to disclose the following:

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by Government Auditing Standards:

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

Independent Auditor's Report on Compliance for Each Major Federal Program and on Internal Control Over Compliance Required by the Uniform Guidance:

This report only describes the scope of our internal control compliance tests and the results of this testing based on Uniform Guidance requirements. Accordingly, this report is not suitable for any other purpose.

AU-C 905 requires us to include this restrictive language in our reports due to concerns that other readers may not fully understand the purpose of the report, the nature of the procedures applied in its preparation, the basis or assumptions used in its preparation, the extent to which the procedures performed are generally known or understood, and the potential for the report to be misunderstood, when taken out of the context for which it was intended.

However, under Revised Code Section 117.26, an audit report becomes a public record under Section 149.43, Revised Code, when we file copies of the report with the public officers enumerated in the Revised Code. When we file the reports, our working papers become available to the public upon request, subject to information protected for criminal investigations, by attorney-client privilege or by local, state or federal law. AU-C 905 does not affect public access to our reports or working papers.

Under generally accepted auditing standards, we must retain working papers for five years after the release date of our opinion. However, AOS policy requires we retain working papers for seven years or longer, as needed.

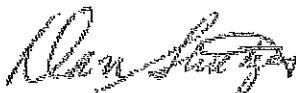
Peer Review Report

As required by *Government Auditing Standards*, we have made our most recent external quality control review report (Peer Review) publicly available, at <https://ohioauditor.gov/publications/15nsaa.pdf>. Audit organizations can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. The Auditor of State received a peer review rating of *pass*.

Please sign and return this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities. If you have any questions, please call Lindsey Young, Senior Audit Manager, at 216-787-5834.

Very truly yours,

Dave Yost
Auditor of State of Ohio



Dan Stuetzer, Chief Auditor

Attachment

cc: Keith Dirham, Finance Director
Council

ACCEPTED BY

DATE

TITLE



2CFR Part 200 REPORTING PACKAGE

2CFR Part 200 Ref.	Item	Responsibility	
		Auditee	Auditor
.508(b); .510(a)	Financial Statements	✓	
.515(a)	Report (opinion) on financial statements		✓
.508(b); .510(b)	Schedule of Expenditures of Federal Awards	✓	
.515(a)	Report ("in-relation-to" opinion) on Schedule of Expenditures of Federal Awards		✓
.515(b)	Report on Compliance and Internal Controls - Financial Statements		✓
.515(c)	Report on Compliance and Internal Controls - (Major) Federal Awards		✓
.515(d)	Schedule of Findings and Questioned Costs ¹		✓
.508(c); .511(a),(b)	Schedule of Prior Audit Findings ⁴	✓	
.512(a), (b)	Data Collection Form ²	✓	✓
.511(c)	Corrective Action Plan ³	✓	

¹ Required in all cases

² You may only submit the reporting package and Data Collection Form electronically. The reporting package will be uploaded and submitted along with the Data Collection Form. The Federal Audit Clearinghouse will distribute the required reporting packages to the Federal agencies per Section __.512(g) of the Uniform Guidance, if the audit requires distribution to a Federal-funding agency. Complete the auditee certification process and submit the single audit reporting package and the Data Collection Form electronically to the Federal Audit Clearinghouse within the earlier of 30 days after receipt of our reports or nine months after the end of the audit period.

³ Required for any GAGAS level or UG findings

SAMPLE
AMENDMENT #___ TO LETTER OF ARRANGEMENT

[Date]

[ENGAGEMENT LETTER ADDRESSEE]

Dear _____:

The letter of arrangement dated _____ between the Auditor of State and the City is hereby amended to reflect the following:

<u>Description of / Causes for Amendment</u>	<u>Estimated Fee Effect</u>
1	
2	
3	
4	
Total this amendment	\$0.00
Previous fee estimate	
Revised fee estimate	<u>\$0.00</u>

Please sign the copy of this letter in the space provided and return it to us. If you should have any questions, please call _____ at _____.

Very truly yours,

Dave Yost
Auditor of State of Ohio

(Name), Chief Auditor

cc: [Engagement Letter cc's]

ACCEPTED BY

DATE

TITLE

RESOLUTION NO. 40-18

A RESOLUTION AUTHORIZING THE MAYOR TO FILE AN APPLICATION FOR GRANT ASSISTANCE WITH THE OHIO AMERICAN ACADEMY OF PEDIATRICS FOR A BIKE HELMET SAFETY AWARENESS GRANT, AND DECLARING AN EMERGENCY.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

- SEC. 1:** That the Mayor is hereby authorized and directed to file an application with the Ohio American Academy of Pediatrics for a Bike Helmet Safety Awareness Grant.
- SEC. 2:** That if the Grant is awarded to the City, the Mayor is authorized to accept the grant and complete all documentation necessary for the implementation and administration of the grant.
- SEC. 3:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 4:** That this Resolution shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: _____ **SIGNED:** _____
President of Council

ATTEST: _____ **APPROVED:** _____
Clerk of Council

SIGNED: _____
Mayor

ORDINANCE NO. 41-18

AN ORDINANCE AUTHORIZING THE PAYMENT OF \$34,640.00 TO SOFTWARE SOLUTIONS INC. (SSI) FOR SOFTWARE MAINTENANCE OF THE FINANCE AND SERVICE DEPARTMENTS ACCOUNTING SYSTEM.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That the payment of \$21,997.50 is hereby authorized to Software Solutions Inc. (SSI) for software maintenance of the Finance and Service departments' eGov Professional accounting system for the period of March 1, 2018 through February 28, 2019.

SEC. 2: That the funds to cover this payment are available as follows:

<u>Account No.</u>	<u>Department</u>	<u>Amount</u>
001-0707-53321	General Administration	\$18,012.00
106-0101-53321	Police	1,386.00
513-0531-53321	Water Office	4,503.00
513-0708-53321	Utility Billing	7,621.00
514-0541-53321	Sanitation	3,118.00

SEC. 3: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 4: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: _____ **SIGNED:** _____
President of Council

ATTEST: _____ **APPROVED:** _____
Clerk of Council

SIGNED: _____
Mayor

ORDINANCE NO. 42-18

**AN ORDINANCE AUTHORIZING THE PURCHASE OF ONE
(1) 2018 FORD F250 CREW CAB TRUCK FROM MONTROSE
FORD TO BE USED BY THE PARKS AND RECREATION
DEPARTMENT, AND DECLARING AN EMERGENCY.**

WHEREAS: In accordance with ORC 125.04 the City of Medina, Ohio requested authority to participate in State contracts which the Department of Administrative Services has entered into for the purchase of supplies, services, equipment and certain materials; and

WHEREAS: The request for participation provides for the waiving of the state and local competitive bidding requirements and allows the City the ability to purchase from centralized state contracts; and

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY
OF MEDINA, OHIO:**

- SEC. 1:** That the purchase of one (1) 2018 Ford F250 Crew Cab Truck from Montrose Ford under the Community University Education Purchasing Association Contract (CUE), is hereby authorized to be used by the Parks and Recreation Department.
- SEC. 2:** That in accordance with Ohio Revised Code §5705.41(D), at the time that the contract or order was made and at the time of execution of the Finance Director's certificate, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance.
- SEC. 3:** That the funds to cover this purchase, in the amount of \$21,408.20.00, are available in Account No. 104-0301-54417.
- SEC. 4:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 5:** That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason to expedite said purchase as soon as possible; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: _____

SIGNED: _____

President of Council

ATTEST: _____

APPROVED: _____

Clerk of Council

SIGNED: _____

Mayor

ORDINANCE NO. 43-18

AN ORDINANCE AUTHORIZING THE EXPENDITURE OF \$5,000.00 TO THE MEDINA METROPOLITAN HOUSING AUTHORITY TO SUPPORT THE MEDINA COUNTY HOUSING NETWORK'S CONTINUUM OF CARE.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

- SEC. 1:** That the expenditure of \$5,000.00 to the Medina Metropolitan Housing Authority is hereby authorized to support the Medina County Housing Network's Continuum of Care.
- SEC. 2:** That in accordance with Ohio Revised Code §5705.41(D), at the time that the contract or order was made and at the time of execution of the Finance Director's certificate, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance.
- SEC. 3:** That the funds to cover this payment are available in Account No. 001-0707-52215.
- SEC. 4:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 5:** That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: _____

SIGNED: _____
President of Council

ATTEST: _____
Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor

ORDINANCE NO. 44-18

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A REVOCABLE USE PERMIT WITH PEACEWORKS, INC., AN OHIO NON-PROFIT CORPORATION, TO USE OR OCCUPY 4,455 SQUARE FEET ON BOLIVAR ALLEY FOR USE AS A GARDENING AREA PLOT.

WHEREAS: The City has received a request for a Revocable Use Permit from Peaceworks, Inc., a Ohio Non-Profit Corporation located at 689 West Liberty Street #7, Medina, Ohio, to use or occupy 4,455 square feet (0.1023 acres) on Bolivar Alley, at the site of the former Bolivar Alley water storage tank known as Medina City Lot No. 279, Permanent Parcel No. 028-19A-21-140, for the purposes of utilizing the land as a gardening area plot where produce, fruits, vegetables, and other earth-grown gardening activities may occur.

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

- SEC. 1:** That the Mayor is hereby authorized and directed to execute a Revocable Use Permit with Peaceworks, Inc., a Ohio Non-Profit Corporation, 689 West Liberty Street #7, Medina, Ohio for Parcel No. 028-19A-21-140, to grant permission to utilize the land as a gardening area plot where produce, fruits vegetables, and other earth-grown gardening activities may occur.
- SEC. 2:** That a copy of the Revocable Use Permit is marked Exhibit A, attached hereto and incorporated herein.
- SEC. 2:** That the Clerk of Council is hereby directed to file the Revocable Use Permit with the Medina County Recorder.
- SEC. 3:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 4:** That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: _____

SIGNED: _____

President of Council

ATTEST: _____

Clerk of Council

APPROVED: _____

SIGNED: _____

Mayor

Effective date:

REVOCABLE USE PERMIT

Ord. 44-18
Exhibit

Permission is hereby granted to **Peaceworks, Inc., an Ohio Non-Profit Corporation**, ("**Permittee**") located at 689 West Liberty Street, #7, Medina, Ohio 44256, to use or occupy 4,455 square feet (0.1023 acres) on Bolivar Alley at the site of the former Bolivar Alley water storage tank known as Medina City Lot No. 279, Permanent Parcel No 028-19A-21-140, for the purposes of utilizing the land as a gardening area plot where produce, fruits, vegetables, and other earth-grown gardening activities may occur. The area of the encroachment is shown on the site plan attached hereto and incorporated herein as "Exhibit A." This Revocable Use Permit is hereby granted to **Peaceworks, Inc.** The **City of Medina** makes no guarantee as to permitting a successive user the use of the encroachment area.

The granting of this permit shall not be construed as an abridgement or waiver of any rights which the **City of Medina** has in exercising its jurisdictional powers and this permit shall be binding upon the **City of Medina** and the **Permittee**, its successors and assigns.

The **City of Medina** may, at any time, terminate this Use Permit. The **City of Medina**, for any reason and at any time, may order removal of the uses, fixtures, or encroachments that are the subject of this Use Permit. If for any reason the **City of Medina** or its duly authorized representative deems it necessary to order the removal, reconstruction, relocation, or repair of the uses and/or encroachments, it shall be promptly undertaken at the sole expense of **Peaceworks, Inc.** Failure on the part of the **Permittee** to conform to the provisions of this permit shall be cause for suspension, revocation, or annulment of this permit, as the **City of Medina** deems necessary, and the City may remove the uses and/or encroachments at the **Permittee's** sole expense. The **Permittee** shall indemnify and hold the **City of Medina** harmless from any and all liability, loss, claim, suit, and damage which the **City of Medina** may incur on account of death or injury to any person, and for damage to or loss of property of the **City of Medina**, arising out of or resulting from this Use Permit and the occurrence, presence, or existence of the activities occurring on or near the encroachment area. **Permittee** shall not be responsible to indemnify and hold the **City of Medina** harmless from liability caused by the **City of Medina's** (and its employees and agents') own negligence or intentional tortuous conduct.

No alterations other than those authorized by this permit may be made to the area being utilized by the **Permittee** except that the **Permittee** may perform such routine maintenance as is required to keep the encroachments in good condition. The land area and encroachments for

which this permit is issued shall be subject to all permits required by the **City of Medina**. A site plan of the intended encroachments is attached to and incorporated into this permit as "Exhibit A."

Any requests relative to these encroachments shall be in writing to the following:

Law Director
City of Medina
132 North Elmwood Avenue
P.O. Box 703
Medina, OH 44258

Dated at Medina, Ohio, this _____ day of _____, 2018.

CITY OF MEDINA

By: _____
DENNIS HANWELL, Mayor

STATE OF OHIO)
)ss:
COUNTY OF MEDINA)

BEFORE ME, a Notary Public in and for said county and state, personally appeared the above-named, **City of Medina, by Dennis Hanwell, its Mayor**, who executed the foregoing instrument in my presence and acknowledged the same to be the voluntary act of said City and his voluntary act individually and as such officer.

IN TESTIMONY WHEREOF, I have set my hand and official seal this _____ day of _____, 2018, at Medina, Ohio.

NOTARY PUBLIC

Accepted this _____ day of _____, 2018.

PEACEWORKS, INC.,
An Ohio Non-Profit Corporation

By: _____
DAVID CLARDY, Director

STATE OF OHIO)
)ss:
COUNTY OF MEDINA)

BEFORE ME, a Notary Public in and for said county and state, personally appeared the above-named, **Peaceworks, Inc., an Ohio Non-Profit Corporation, by David Clardy, its Director**, who executed the foregoing instrument in my presence and acknowledged the same to be the voluntary act of said corporation and his voluntary act.

IN TESTIMONY WHEREOF, I have set my hand and official seal this _____ day of _____, 2018, at Medina, Ohio.

NOTARY PUBLIC

This instrument prepared by:
Gregory A. Huber
Law Director
City of Medina
132 Elmwood Avenue
P.O. Box 703
Medina, OH 44258
(330)722-9070

- W Tract, Lot, & Section
- W Right Of Way
- W Street Centerline
- W Railroad
- W River Bank & Lake
- W Sublot
- W Condominium
- W Parcel
- W School District
- W Dual-jurisdiction
- W Cities
- W Villages

	Weather	Building
Ortho 2000	Ortho 2004	Ortho 2005
	Ortho 2007	Highway Use
Oblique 2007	Oblique 2011	Owners
	Traffic Counts	Rail Crossing
Work Request	Striping	Bridge / Culvert
		SWCD Map

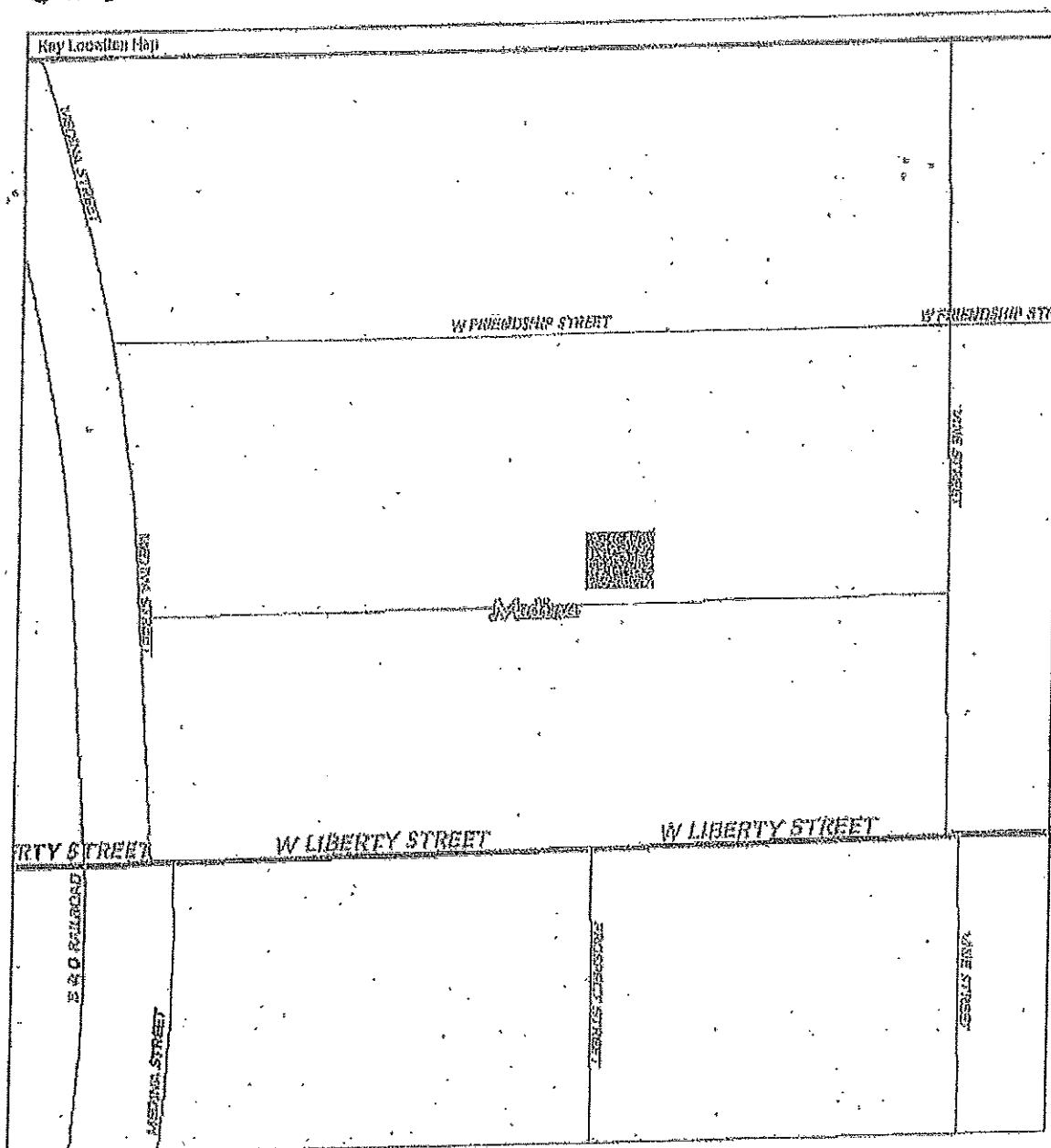
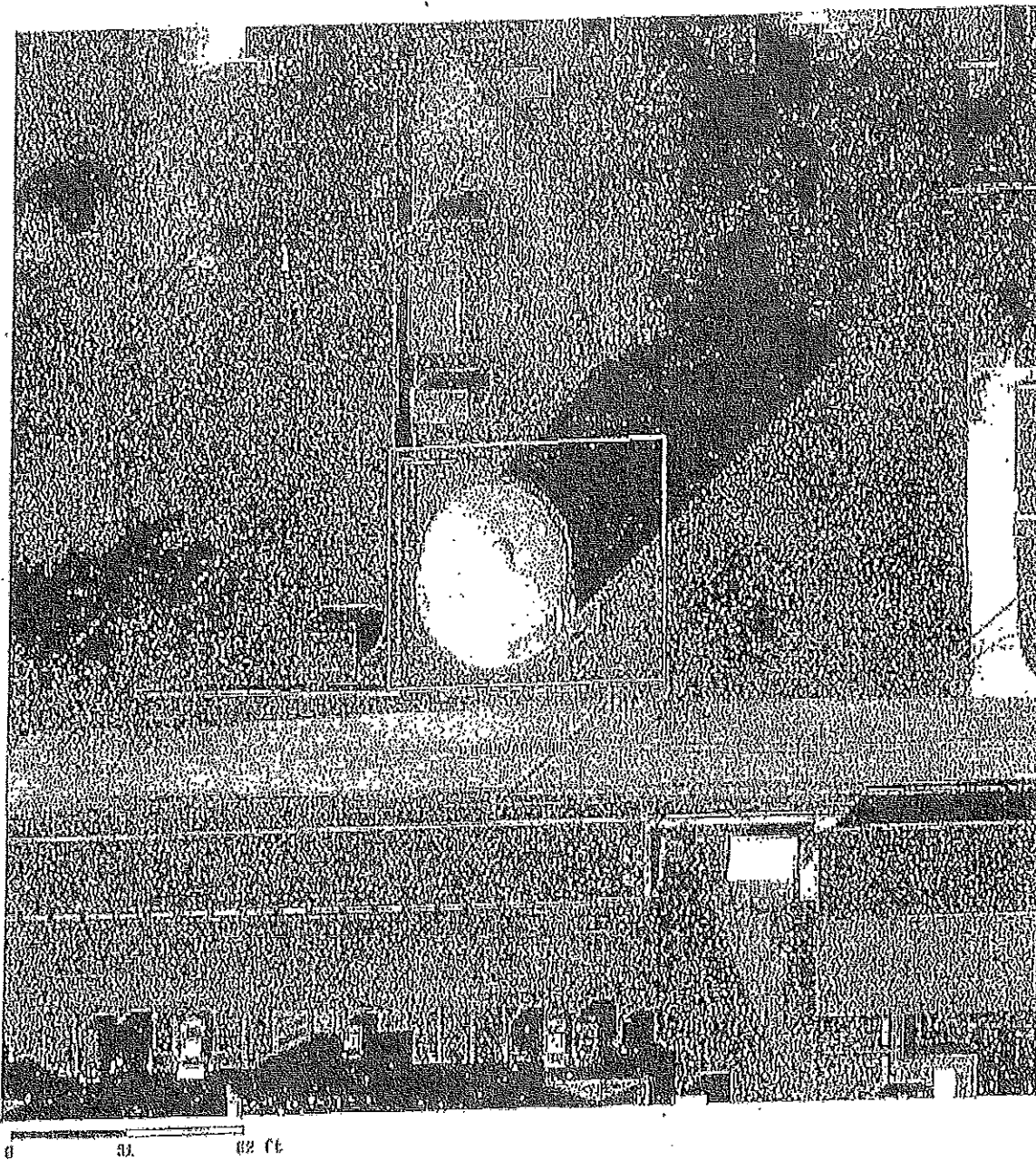


EXHIBIT A 3/15/2012

Parcel Airphoto and '06 Contours Flip Map 2007



Place the Mouse Over the Map And Click to Flip Map Views
Disclaimers: Ortho Contours

3/15/2012

ORDINANCE NO. 45-18

**AN ORDINANCE AMENDING ORDINANCE NO. 177-17,
PASSED DECEMBER 11, 2017. (Amendments to 2018 Budget)**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That Ordinance No. 177-17, passed December 11, 2017, shall be amended by the following additions:

<u>Account No./Line Item</u>	<u>Additions</u>
546-0530-52215 (S. Prospect Water Emergency)	\$37,232.31 *
546-0530-53313 (S. Prospect Water Emergency)	12,231.14 *
104-0301-54412 (Kiwanis Donation-Pool)	2,000.00 *
574-0358-50111 (Healthy Medina)	3,500.00 *
574-0358-53313 (Healthy Medina)	19,505.35 *
574-0358-53315 (Healthy Medina)	8,200.00 *
574-0353-53313 (Café-Operating)	1,000.00 *
574-0303-53322 (Pools)	21,000.00 *
574-0303-53315 (Pools)	4,000.00 *
574-0303-50111 (Pools)	5,000.00 *
574-0303-52212 (Pools)	3,600.00 *
574-0303-53313 (Pools)	6,000.00 *
574-0350-52212 (Admin)	5,275.00 *
574-0351-53322 (Facilities)	18,000.00 *
821-0230-54412 (Cemetery-Wall Project)	53,000.00 *
001-0210-54412 (Cemetery)	15,000.00 *
125-0457-52215 (Medina Transit)	22,500.00 *
001-0707-52215 (Medina Transit)	67,500.00 *
001-0707-56615 (Guilford Bridge Project)	605,340.00 *
386-0661-54414 (Guilford Bridge Project)	605,340.00 *

SEC. 2: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 3: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

* - new appropriation

PASSED: _____

SIGNED: _____

President of Council

ATTEST: _____

APPROVED: _____

Clerk of Council

SIGNED: _____

Mayor

ORDINANCE NO. 46-18**AN ORDINANCE AUTHORIZING THE FINANCE
DIRECTOR TO MAKE CERTAIN FUND ADVANCES.****BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:**

SEC. 1: That the Finance Director is hereby authorized to make the following fund advances:

- \$605,340.00 from (001) General Fund to (386) FHWA Fund for the Guilford Bridge Project.

SEC. 2: That the Clerk of Council is hereby authorized to forward a certified copy of this Ordinance to the Medina County Auditor.

SEC. 3: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 4: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: _____

SIGNED: _____

President of Council

ATTEST: _____

APPROVED: _____

Clerk of Council

SIGNED: _____

Mayor

ORDINANCE NO. 47-18**AN ORDINANCE AMENDING SECTION 549.08 OF THE
CODIFIED ORDINANCES OF THE CITY OF MEDINA, OHIO
RELATIVE TO THE DISCHARGING OF FIREARMS.**

WHEREAS: That Section 549.08 of the codified ordinances of the City of Medina, Ohio presently reads as follows:

549.08 DISCHARGING FIREARMS.

- (a) No person shall discharge any air gun, rifle, shotgun, revolver, pistol or other firearm within the corporate limits of the Municipality.
- (b) This section does not apply when firearms are used in self-defense, in the discharge of official duty or when otherwise lawfully authorized.
- (c) Whoever violates this section is guilty of a misdemeanor of the fourth degree.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY
OF MEDINA, OHIO:**

SEC. 1: That Section 549.08 of the codified ordinances of the City of Medina, Ohio shall be amended to read as follows:

549.08 DISCHARGING FIREARMS.

- (a) No person shall discharge any air gun, rifle, shotgun, revolver, pistol or other firearm within the corporate limits of the Municipality.
- (b) This section does not apply when firearms are used in self-defense, in the discharge of official duty or when otherwise lawfully authorized.
- (c) **This section does not apply when firearms are utilized to discharge blanks that are not propelling any projectile, and the activity utilizing the firearm or firearms to discharge blanks is approved in writing by the Mayor of the City of Medina. A request to the Mayor for written authorization to engage in an event involving the discharge of firearms must be submitted to the Mayor thirty (30) days prior to the scheduled event. Failure to submit a timely request for authorization shall result in disallowance of the request.**
- (d) **Whoever violates this section is guilty of a misdemeanor of the fourth degree.**

SEC. 2: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 3: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: _____

SIGNED: _____
President of Council

ATTEST: _____
Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor

Effective date: April 11, 2018



ORD 47-18

132 North Elmwood St.
Rt. Box 703
Medina, Ohio 44256-0703
Phone: 330-764-3319
Fax: 330-722-9045
www.medinaoh.org

Authorization to Discharge Blanks in Medina City

As Mayor and Safety Director for the City of Medina, Ohio, I hereby authorize the discharge of blanks from firearms within Medina City, pursuant to Medina City Codified Ordinance 549.08 (c). The organizing group overseeing this event will ensure that no live rounds are on the grounds or in the vehicles at the event; that the weapons are inspected prior to discharge by two representatives of group to ensure no live rounds remain in weapons; and will ensure that a safe area immediately adjacent to where the firearms will be discharged is established. Signatures below permit authorization and agreement to the aforementioned conditions. The undersigned organization and/or individual agrees to provide liability insurance coverage covering this event in an amount no less than \$1,000,000 in coverage. The undersigned individual and/or organization agrees to indemnify and hold the City of Medina harmless from any and all loss, damages, claims, and/or demands arising from this event. The undersigned individual and/or organization with the intention of binding themselves, their heirs, executors, administrators, successors, and assigns, release and discharge the City of Medina from all claims, demands, actions, judgments, and executions which the undersigned ever had, or now have, or may have arising from or created by the discharge of firearm activity that is being authorized herein.

City of Medina

Organization Approved:

Mayor Dennis Hanwell

Date

Date

Printed Name and Position

Preserving the Past. Forging the Future

ORDINANCE NO. 48-18

**AN ORDINANCE AMENDING SECTIONS 31.05 AND 31.07
OF THE SALARIES AND BENEFITS CODE OF THE CITY
OF MEDINA, OHIO RELATIVE TO THE
REORGANIZATION OF THE PARKS AND RECREATION
DEPARTMENT, AND ACCEPTING VARIOUS REVISED JOB
DESCRIPTIONS, AND DECLARING AN EMERGENCY.**

WHEREAS: Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio presently reads as follows relative to the Parks and Recreation Department:

PARKS AND RECREATION DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Parks & Recreation Director (annual salary paid bi-weekly)	Pay Grade 112
1	Parks Superintendent	15 A-F
1	City Arborist	9 A-F
2	Laborer	31 A-F per contract
1	Sexton	32 A-F per contract
1	Clerical Help	Sec. 31.02(B)(1)
1	Tree Technician	Sec. 31.02(B)(1) per contract *
1	Cemetery Laborer	Sec. 31.02(B)(1) per contract
1	Turf Technician	per contract + 7%
	Part-time and Seasonal Employees	Sec. 31.02(A)(1)&(B)(1)

*See 31.04 (I)

(Ord. 273-05, 7-06, 76-08, 81-09, 134-11, 27-13, 173-13, 32-14, 98-17)

WHEREAS: Section 31.07.7 of the Salaries and Benefits Code of the City of Medina, Ohio, The Schematic List of Classes presently reads as follows relative to the Clerical and Administrative and the Labor, Trades and Labor Supervisor positions:

<u>Clerical and Administrative</u>	<u>Code</u>
Clerk-Typist	05
Probation Secretary	10
Law Department Secretary	15
Building Department Administrative Assistant	20
Building Department Administrative Assistant	20
Economic Development/Planning Administrative Assistant	25
Administrative Office Manager	35
Clerk of Council/Certified Clerk of Council	40
Secretary to Civil Service Commission	50
Parks & Recreation Director	60
Community Development Director	65
Public Service Director	70
Law Director/Chief Prosecutor	75

Assistant Prosecutor	80
Economic Development Director	95
(Ord. 273-05, 47-06, 88-06, 82-10, 83-10, 25-11)	

<u>Labor, Trades and Labor Supervisor</u>	
Building Maintenance & Repair	405
Building & Properties Custodian	410
Laborer	415
City Arborist	425
Motor Equipment Operator	435
Sexton	445
Equipment Maintenance Mechanic	450
Equipment Maintenance Superintendent	455
Street Foreman	475
Street Superintendent	480
Sanitation Foreman	485
Sanitation Superintendent	490
Parks Superintendent	495
(Ord. 81-09, 33-14, 168-17)	

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read as follows relative to the Parks and Recreation Department:

PARKS AND RECREATION DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Parks Director/Superintendent of Parks, Cemetery & Forestry (annual salary paid bi-weekly)	Pay Grade 112
1	Parks Superintendent	15 A-F
1	Parks Foreman	37 A-F
1 ***	Parks Maintenance Technician	32 A-F
1	City Arborist	9 A-F
2 1 **	Laborer	31 A-F per contract
1	Sexton	32 A-F per contract
1	Clerical Help	Sec. 31.02(B)(1)
1	Tree Technician	Sec. 31.02(B)(1) per contract *
1	Cemetery Laborer	Sec. 31.02(B)(1) per contract
1	Turf Technician	per contract + 7%
	Part-time and Seasonal Employees	Sec. 31.02(A)(1)&(B)(1)

*See 31.04 (I)

** One (1) Laborer position will be abolished following the next vacancy.

*** The Parks Maintenance Technician position will be filled following a Laborer vacancy.

(Ord. 273-05, 7-06, 76-08, 81-09, 134-11, 27-13, 173-13, 32-14, 98-17, 49-18)

SEC. 2: That Section 31.07.7 of the Salaries and Benefits Code of the City of Medina, Ohio, The Schematic List of Classes shall be amended as follows relative to the Clerical and Administrative, and the Labor, Trades and Labor Supervisor positions:

<u>Clerical and Administrative</u>	<u>Code</u>
Clerk-Typist	05
Probation Secretary	10
Law Department Secretary	15
Building Department Administrative Assistant	20
Building Department Administrative Assistant	20
Economic Development/Planning Administrative Assistant	25
Administrative Office Manager	35
Clerk of Council/Certified Clerk of Council	40
Secretary to Civil Service Commission	50
Parks & Recreation Director/Superintendent of Parks, Cemetery and Forestry	60
Community Development Director	65
Public Service Director	70
Law Director/Chief Prosecutor	75
Assistant Prosecutor	80
Economic Development Director	95
(Ord. 273-05, 47-06, 88-06, 82-10, 83-10, 25-11, 49-18)	
<u>Labor, Trades and Labor Supervisor</u>	
Building Maintenance & Repair	405
Building & Properties Custodian	410
Laborer	415
Parks Foreman	420
City Arborist	425
Motor Equipment Operator	435
Sexton	445
Equipment Maintenance Mechanic	450
Equipment Maintenance Superintendent	455
Street Foreman	475
Street Superintendent	480
Sanitation Foreman	485
Sanitation Superintendent	490
Parks Superintendent	495
Parks Maintenance Technician	495
(Ord. 81-09, 33-14, 168-17, 49-18)	

SEC. 3: That the position of Parks Superintendent is hereby abolished.

SEC. 4: That the revised job descriptions for the **Parks Director/Superintendent of Parks, Cemetery & Forestry; Parks Maintenance Technician; Parks Foreman; City Arborist; Sexton; and Part-Time Turf Technician**, attached hereto, are hereby accepted and approved.

SEC. 5: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 6: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason to have new structure in place prior to the busy spring/summer season; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: _____

SIGNED: _____
President of Council

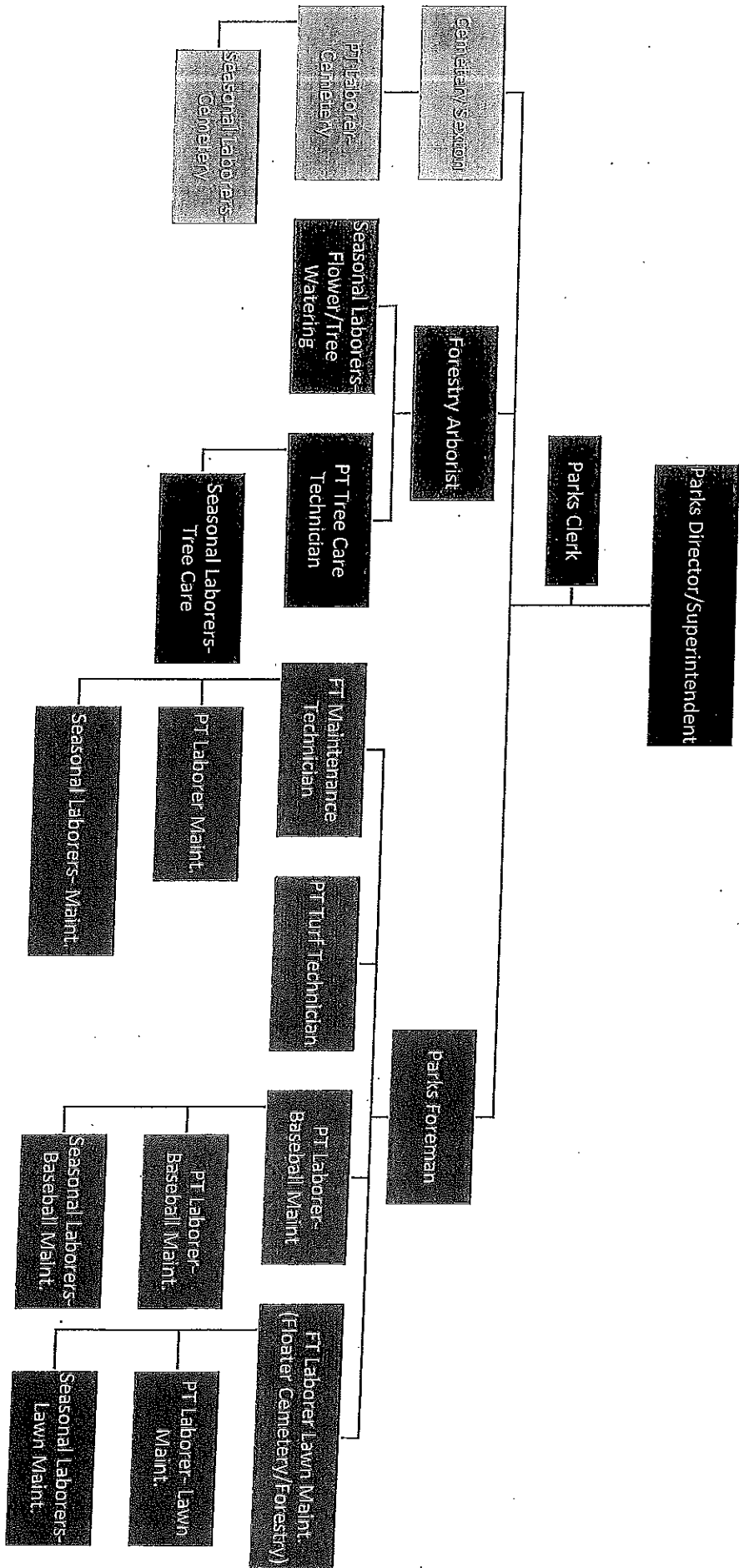
ATTEST: _____
Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor

ORD 48-19

Proposed Parks Department Structure 2018



THE CITY OF MEDINA
JOB DESCRIPTION

ORD 48-18

TITLE: Parks Director/Superintendent of Parks, Cemetery, and Forestry

REPORTS TO: Mayor

DEPARTMENT/DIVISION: Parks

CIVIL SERVICES STATUS: Unclassified

JOB STATUS: Full-time

EXEMPT STATUS: Exempt

CLASSIFICATION FEATURES: The person in this classification is responsible for park development and recommending future acquisitions and repairs to ensure that the necessary physical facilities are available for park and playground recreational needs. This employee administers a comprehensive City sports program involving local, independent associations for a variety of groups, ages and interest levels within the City. In addition, this employee is responsible for the efficient operation of the City's cemetery and Forestry Department. This employee functions with wide latitude under the administrative direction of the Mayor.

ESSENTIAL JOB FUNCTIONS:

Recommends the acquisition and directs the development of park and playground areas, including appropriate and functional structures and facilities to serve the widest recreational interests of the community.

Administer a comprehensive maintenance, operations and capital improvement program to all public parks, trails, playgrounds, picnic shelters, athletic fields, swimming pool, splash pads, forestry and cemetery properties and buildings.

Prepares and administers the budget for Department operations and administration. Additionally prepares and administers the parks, forestry, and cemetery budgets.

Supervises and directs the work of all full-time, part-time and seasonal staff for the parks, ~~outdoor pool~~, splash pad, forestry and cemetery departments.

Works directly with the City Arborist in planning, development, and implementation of various tree related projects

Works directly with the engineering department regarding park projects, quotes, bids, specifications and project progress.

Responsible for overseeing the operation of the winter Senior Snow Plow Program and the Deer Management Plan.

Responsible for overseeing the maintenance, operation, and capital improvements ~~and budgets~~ for the outdoor pool and splash pad. parks, cemetery, and forestry departments.

Responsible for the operations management, maintenance of the Uptown Park City Square and coordination for preparing the set-up and clean-up of events held on the Square.

Interprets Department programs through media releases, speeches to community groups and media appearances.

Works directly with City sports associations and provides constant interaction through voicemail and email. Responsible for field usage, scheduling, and athletic field preparation.

Develops an athletic field maintenance schedule and application program.

Coordinates an athletic field usage plan with Medina schools.

Works with various associations coordinating capital improvement projects.

~~Works with adjacent township officials for athletic field development and scheduling.~~

Works with non-profit organizations on community projects

Maintains regular and consistent attendance.

Works closely with Service Director.

Coordinates with the Mayor's office manager in many areas.

Performs or assists in more difficult or skilled tasks including training, demonstrations, in the absence of the Parks Foreman, City Arborist, or Cemetery Sexton, or in the event of an emergency.

Prepares or directs the preparation and compilation of reports and data as required.

Attends all meetings as required and reports on department progress and issues.

EDUCATION, TRAINING AND EXPERIENCE:

High school diploma and possession of a bachelor's degree preferably in parks and recreation administration, wildlife management, forestry, resource management or recreation and a working knowledge of park management practices. ~~Graduate work in recreation areas of study preferred.~~ Advanced degree may be applied toward experience requirement.

At least five years of increasingly responsible professional recreation experience, including work in a private, public or military recreational delivery system.

Considerable experience within a park and recreation setting, experience with both passive and active recreation preferred.

Supervisory experience, excellent communications skills and the ability to manage multiple priorities required.

Certifications:

Ohio Parks & Recreation Association, Member

International Society of Arboriculture, Certified Arborist

Revised 2/15/18

Certified Playground Inspector

National Swimming Pool Foundation Certified Pool and Spa Operator

CPR & First Aid

License:

Valid driver's license issued by the State of Ohio and must remain insurable by the City of Medina's vehicle insurance plan. A valid State of Ohio Commercial Drivers License (Class A) is preferred.

Within one year of date of hire, must possess Category 8, 6A, and CORE Commercial Applicators License as issued by the Ohio Department of Agriculture for the purchase and use of pesticides, and renew when necessary.

QUALIFICATIONS:

Knowledge of:

- Principles and methods of park and playground planning, development, and maintenance.
- Considerable knowledge in Urban Forestry and Arboricultural operations.

Skilled in:

- Reading and writing reports, correspondence and instructions;
- Operating a motor vehicle; and
- Communicating effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone.

Ability to:

- Develop and maintain effective working relationships with subordinates and to promote and maintain high morale and enthusiasm;
- Provide administrative and professional leadership and direction to Department personnel;
- Cooperate with and interpret recreation philosophies to City officials, public and private groups and agencies and the general public; and
- Understand and follow oral and written instructions.

PHYSICAL DEMANDS:

This position involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching. Strength and agility to lift and maneuver heavy objects such as tools, supplies, equipment. Ability to climb into or onto and operate vehicles and equipment. Considerable time may be spent in a vehicle driving to job sites to check work progress.

ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend part of each working day in the office and at recreation sites and facilities. The position includes a high incidence of interaction with fellow employees, sport associations and citizens.

WORKING CONDITIONS:

May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED:

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____

THE CITY OF MEDINA
JOB DESCRIPTION

ORD 48-18

TITLE: Parks Foreman

REPORTS TO: Parks Director/Superintendent

DEPARTMENT/DIVISION: Parks

CIVIL SERVICES STATUS: Classified

JOB STATUS: Full-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification supervises a group of employees in the Laborer and Seasonal classifications who are engaged in general maintenance or repair work. Such work includes assigning and inspecting the work of parks department personnel and may require technical knowledge or skill. Areas of work and standards to be met are assigned by the Parks Director/Superintendent. All work is performed under the direction of the Parks Director/Superintendent.

ESSENTIAL JOB FUNCTIONS:

Assigns and supervises the work of all full-time, part-time, and seasonal personnel working in the Parks Department and other tasks involving manual labor operations.

Transports work crews to their job sites.

Assigns vehicles to transport employees to their jobs.

Inspects work in progress to assure conformance with instructions.

Makes and adjusts work assignments as required.

Performs or assists in performing more difficult or skilled tasks assigned to the Department. Including the operation of equipment.

Oversees the operation of trucks, mowers, tractors, backhoe, skid-steer, chipper, sprayers, chainsaws and a variety of landscape equipment.

Fills in for and assists the Sexton and City Arborist as needed or required.

Performs skilled maintenance, repair, and winterization on a variety of mechanical systems including but not limited to the city pool, splash pads, irrigation systems, and water fountains.

Performs or assists in performing maintenance and repairs on amenities and structures within the parks system including but not limited to painting, carpentry, plumbing, and electrical.

Assembles and maintains a variety of parks and recreation equipment.

Maintains regular and consistent attendance.

Processes budgeting and material requisition invoices.

Creates and maintains material records, maintenance records, annual reports, and other documents pertaining to record keeping annually.

Coordinates interdepartmental training and safety meetings.

Assists other City departments as assigned.

Discusses job requirements with, and receives detailed instructions from, direct supervisor and may perform Parks Director/Superintendent's duties when the Parks Director/Superintendent is unavailable.

EDUCATION, TRAINING AND EXPERIENCE:

Considerable experience as a laborer or motor equipment operator. Previous supervisory experience. High school diploma or GED, or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

License:

Possession of a valid Ohio Commercial Drivers License (CDL) Class "A" or the ability to obtain one within (6) months and must remain insurable under the City of Medina's vehicle insurance plan.

Within one year of date of hire, must possess Category 8 Commercial Applicators License as issued by the Ohio Department of Agriculture for the purchase and use of pesticides, and renew when necessary.

QUALIFICATIONS:

Knowledge of:

- Department repair and maintenance requirements.
- Traffic and safety regulations and accident prevention practices; and
- Landscape maintenance and basic arboricultural operations.

Skilled in:

- Personal computer use with an emphasis in Microsoft Word, Excel, and office
- Operating heavy motor equipment under all types of weather conditions; and
- Repairing and adjusting Department vehicles and equipment.

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio.
- Assign and supervise department work;
- Operate heavy equipment;
- Read and write reports, correspondence, instructions and Department records;
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.
- Provide administrative and professional leadership and direction to Department personnel in the Parks Director/Superintendent's absence; and
- Understand and follow oral and written instructions.

PHYSICAL DEMANDS:

Strength and agility sufficient to lift and maneuver heavy objects such as bags of cement or sand, heavy tools and equipment; ability to climb into and operate large equipment and trucks; and to climb into and out of holes of depth as required for street maintenance and construction. The position may require an employee to stand or walk during a scheduled shift with bending, stooping, squatting, climbing, twisting, reaching, working on irregular surfaces, working in the open on moving vehicles and working underground.

ENVIRONMENTAL ELEMENTS:

This position requires the employee to work in an office atmosphere, at a desk and on a telephone or radio, as well as outside in all types of weather situations. This position has exposure to and interaction with citizens.

WORKING CONDITIONS:

May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED:

Trucks, mowers, tractors, backhoe, skid-steer, chipper, sprayers, chainsaws, aerial man lifts and a variety of landscape equipment used in operations of the Department. General office equipment such as computer, fax machine, and copier.

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____

ORD 4818

**THE CITY OF MEDINA
JOB DESCRIPTION**

TITLE: Arborist

REPORTS TO: Parks and Recreation Director/Superintendent

DEPARTMENT/DIVISION: Parks/Forestry

CIVIL SERVICES STATUS: Classified

JOB STATUS: Full-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The employee in this classification plans, implements and administers City wide tree maintenance and planting program, and may assist Parks Superintendent Foreman with daily operations. Work performed by the individual in this classification is under the general supervision of the Parks Director/Superintendent.

ESSENTIAL JOB FUNCTIONS:

Supervises and works directly with contractors for all tree care operations including tree removal, stump removal and pruning to ensure compliance with work being performed.

Supervises and implements a tree care maintenance program, directly supervises and performs major arboricultural work in-house.

Ability to direct City crews in the Forestry Department, Cemetery Department, and Parks Department as needed or in absence of the Parks Superintendent Foreman for daily work orders and assignments.

Responsible for storm damage, emergency tree removal and clean-up.

Inspects planting sites for size, placement, and tree selection.

Coordinates and performs stump removal, young tree training, tree pruning, removal, fertilization and air spade techniques.

Provides brief advice to residents on tree care, landscape installation, maintenance, and identification of plants to promote best arboricultural/landscape management practices.

Promotes and educates the public and community groups on proper tree care techniques and the value of trees to the community.

Coordinates and performs snow removal on municipal parking lots, parking garage, and assists as directed.

Coordinates interdepartmental training and safety meetings.

Creates records, annual reports, and other documents pertaining to record keeping annually.

Assists Parks Department with pruning and removal of park trees as needed.

Responsible for the management and maintenance of all municipal street trees.

Maintains regular and consistent attendance.

Attend meetings as assigned.

Manages part-time, full-time, or seasonal employees.

Process budgeting and material requisition invoices.

Works together with the Parks and Cemetery Departments for various projects in the City.

Other duties as assigned.

EDUCATION, TRAINING AND EXPERIENCE:

An Associate's degree in Urban Forestry, Arboriculture, Forest Management, Horticulture, Agriculture or other related field and/or a minimum of (3) years of experience in forestry, tree care and maintenance, or any combination of education, training and work experience which provides the required skill set to perform essential functions of the job. A minimum of at least 2 years experience in tree insect and disease diagnosis is preferred.

CERTIFICATIONS:

Certified Arborist or the ability to obtain certification within (12) months of hire. Must be able to maintain the certification through continuing education credits as required.

CPR and First Aid certification

LICENSES:

Possession of a valid Ohio Commercial Drivers License (CDL) Class "A" or the ability to obtain one within (6) months and must remain insurable under the City of Medina's vehicle insurance plan.

QUALIFICATIONS:

Knowledge of:

- The care of trees, pruning, young tree training, fertilization/treatment, removal, planting, staking/guying, root collar excavation, and equipment operation;
- Compliance with all ANSI A300, Z133.1 standards pertaining to arboricultural practices and safety requirements;

- Identification of diseases and harmful insects and their prevention and treatment;
- The occupational hazards involved with and the safety precautions required in the operation of equipment; and
- The ability to inspect work completed to ensure compliance with industry standards.

Skilled in:

- Personal computer use with an emphasis in Microsoft Word, Excel, PowerPoint, and Access;
- Recordkeeping;
- Supervising increased number of workers during summer months;
- Customer Service.

Ability to:

- Work well without supervision;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;
- Work in high places with extensive knowledge in climbing with ropes and saddle, and also an aerial bucket truck;
- Rig and lower trees safely and efficiently with required equipment;
- Understand and follow complex oral and written instructions; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

PHYSICAL DEMANDS:

Strength and agility sufficient to lift and maneuver trees and equipment as required and to climb into trees, into and onto and operate vehicles and equipment. This position also involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching.

ENVIRONMENTAL ELEMENTS:

Work is performed primarily outdoors in varying weather conditions.

WORKING CONDITIONS:

Maybe required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED: Chipper, Skid-Steer, Bucket Truck, Dump Truck, Backhoe, Snow Plow, Standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____

THE CITY OF MEDINA
JOB DESCRIPTION

IV-445

Ord. 48-18

TITLE: Sexton

REPORTS TO: Parks and Recreation Director/Superintendent, Service Director, or Foreman

DEPARTMENT/DIVISION: Parks/Cemetery

STATUS: Classified

JOB STATUS: Full-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification performs manual labor of more than ordinary difficulty involving the use of skills acquired by experience or on-the-job training. The individual in this position is responsible for maintenance of grounds and perpetual care for municipal cemeteries. The position requires direct contact with the general public as well as administrative responsibility for the municipal cemetery, with a high degree of direct contact with the general public. Work performed by the individual in this classification is under the general supervision of the Parks and Recreation Director. Director/Superintendent.

ESSENTIAL JOB FUNCTIONS:

Provides direct assistance to the public in the sale of cemetery lots.

Handles all paperwork in the sale and conveyance of cemetery lots.

Receives and responds to problems and public complaints.

Works with funeral directors and vault companies to assist with burials and accommodations.

Keeps all cemetery records current including maps and database for burials.

Disseminates information to the public regarding grave locations, planting of flowers and cemetery rules and regulations.

Operates light-duty and heavy-duty vehicles and equipment in maintenance of cemetery grounds such as a backhoe.

Inspects fluid levels and safety inspections on equipment and works with vehicle maintenance department to maintain and service all cemetery equipment and vehicles.

Performs a variety of unskilled and semi-skilled labor tasks such as constructing structures with lumber or pouring the concrete which becomes the foundations for headstones.

Assists with snow removal on cemetery grounds and other City property.

Manages part time or seasonal employees.

Revised 2/15/18

Processes budgeting and material requisition invoices.

Reads cemetery records and maps and makes important decisions regarding burial and headstone placement.

Works together collaboratively with the Forestry and Parks and Recreation Departments for various projects in the City.

Maintains regular and consistent attendance.

Attends meetings as assigned.

EDUCATION, TRAINING AND EXPERIENCE:

High School diploma or GED is preferred. Experience or training in records management and performing semi-skilled maintenance and construction task or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

License:

Valid driver's license issued by the state of Ohio and ability to remain insurable under the City of Medina's vehicle insurance plan.

QUALIFICATIONS:

Knowledge of:

- Microsoft Excel, Access and Paint Shop Pro;
- A variety of semi-skilled maintenance and manual tasks; and
- Traffic and safety regulations and accident prevention practices.

Skilled in:

- Recordkeeping;
- Supervising increased number of workers during summer months; and
- Customer service.

Ability to:

- operate equipment and machinery by both night and day;
- Maintain City of Medina Cemetery records;
- Communicate and relate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio often under stressful circumstances;
- Understand and follow complex oral and written instructions; and

- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

PHYSICAL DEMANDS:

Strength and agility sufficient to lift and maneuver heavy objects, tools, and equipment, and to climb into and operate vehicles and equipment. This position also involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching.

ENVIRONMENTAL ELEMENTS:

The position requires working outside in all types of weather situations.

WORKING CONDITIONS:

This position requires that the employees work closely with members of the public who are recently bereaved in a sensitive and caring manner. May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED: Standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers, Skid-Steer, Backhoe, Dump Truck and Snow Plow

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____

THE CITY OF MEDINA
JOB DESCRIPTION

IV-415

Ord 48-18

TITLE: ~~Laborer~~ Maintenance Technician

REPORTS TO: Department Head, Parks Director/Superintendent, Foreman, or Arborist

DEPARTMENT/DIVISION: As assigned

CIVIL SERVICES STATUS: Classified

JOB STATUS: As assigned

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The work in this class is manual labor of more than ordinary difficulty that often involves the use of acquired skill and calls for the use of some skills acquired by experience or on-the-job training. An employee in this classification usually works under the supervision of a the Parks Foreman or Arborist superintendent who issues oral work orders and inspects work frequently. An employee in this classification may be assisted by unskilled laborers.

ESSENTIAL JOB FUNCTIONS:

Performs a variety of semi-skilled construction, maintenance tasks, landscaping, tree maintenance, and lawn care.

Assists Parks Foreman Motor Equipment Operators in the maintenance and repair of City equipment and property.

Assists in Performs repairs of on park property including, but not limited to: pavilions, fences, sports fields, parking lots, splash pads, athletic field lighting, vandalism, a wide variety of mechanical equipment, and playground structures.

Assists in street or sidewalk repair and resurfacing.

Assists Department personnel as needed.

Prepares and maintains City facilities including mowing, athletic field preparation, turf grass maintenance, litter and trash pick-up, hiking trail maintenance, fence repair and dragging and lining ball fields.

~~Acts as assistant to mechanics, carpenters, sign painters, and other tradesmen when special skills are not required.~~

Operates chain saws, wood chippers, jackhammers, cut-off saws, pick-up trucks, backhoes, and other equipment and vehicles as assigned.

Assists in snow removal, including in parks, municipal parking lots, driveways, and streets as directed.

Sharpens chain saws, axes, sickles and other tools.

Prepares soil and plants and cultivates flowers, grass and shrubs.

Collects waste from various City park locations. ~~and from the back of packer truck.~~

~~May install City playground equipment and perform minor maintenance to equipment and facilities.~~
Assembles and maintains a variety of parks and recreation equipment

Paints City equipment and property as assigned.

Work may include digging footers, building concrete forms, pouring and finishing concrete, patching storm pipe ~~from the inside~~, laying asphalt, hauling debris, removing or pruning trees, and removing snow.

Assists in daily maintenance of vehicles and equipment.

Reports illegal and inappropriate behavior to Supervisors.

Cleans and repairs vandalized City property.

Maintains regular and consistent attendance.

Fills in for and assists the Parks Foreman or Arborist as needed or required

Other duties as assigned.

EDUCATION, TRAINING AND EXPERIENCE:

~~Some~~ Experience in performing semi-skilled maintenance or construction tasks.

At least two years of experience in tree maintenance, landscaping, or lawn care preferred ~~if working in the Parks department.~~

High school diploma or GED preferred, or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

License:

Must have and maintain a valid driver's license issued by the State of Ohio and must remain insurable under the City of Medina's vehicle insurance plan. Commercial driver's license preferred.

QUALIFICATIONS:

Knowledge of:

- Semi-skilled maintenance and manual tasks;
- Plumbing, carpentry, and electrical
- Traffic and safety regulations; and
- Accident prevention practices.

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;
- Operate equipment and machinery by both night and day;
- ~~Operate City radios in a professional manner;~~
- Lift at least 60 pounds on a regular basis;
- Pass a pre-employment drug test, physical examination, background check and Department of Motor Vehicle report;
- Observe unsafe conditions of roadways; and
- Understand and follow complex oral and written instructions.

PHYSICAL DEMANDS:

Strength and agility sufficient to lift and maneuver heavy objects and the ability to climb into and operate large equipment and trucks. Bending, stooping, squatting, climbing of scaffolding and ladders, twisting, reaching, and working on irregular surfaces and in the open on moving vehicles is also involved.

ENVIRONMENTAL ELEMENTS:

This position requires that the employee stand or walk most of a scheduled shift with bending, stooping, squatting, climbing of scaffolding and ladders, twisting, reaching, and working on irregular surfaces and in the open on moving vehicles. It also involves working outside in all types of weather situations and occupational exposure to interaction with citizens.

WORKING CONDITIONS:

May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED:

Operates chain saws, jackhammers, wood chippers, riding and push mowers, pick-up trucks, backhoes, bucket trucks, and other equipment and vehicles as assigned.

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____

THE CITY OF MEDINA
JOB DESCRIPTION

Ord. 48-18

TITLE: Turf Technician

REPORTS TO: Parks Foreman Superintendent

DEPARTMENT/DIVISION: Parks

CIVIL SERVICES STATUS: Unclassified

JOB STATUS: Part-Time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The work in this class is manual labor of more than ordinary difficulty that often involves the use of acquired skill and calls for the use of some skills acquired by experience or on-the-job training. An employee in this classification usually works under the supervision of a foreman or superintendent who issues oral work orders and inspects work frequently. An employee in this classification may be assisted by unskilled laborers.

ESSENTIAL JOB FUNCTIONS:

Assists Parks Superintendent in preparing and performing annual turf maintenance needs

Turf maintenance functions such as seeding, sodding, fertilizing, aerating, spraying, soil preparation, and irrigation.

Performs a variety of semi-skilled construction and maintenance tasks.

Assists Department personnel as needed.

Prepares and maintains City facilities including mowing, athletic field preparation, turf grass maintenance, litter and trash pick-up, hiking trail maintenance, fence repair and dragging and lining ball fields.

Acts as assistant to mechanics, carpenters, sign painters, and other tradesmen when special skills are not required.

Operates chain saws, jackhammers, cut-off saws, pick-up trucks and other equipment and vehicles as assigned.

Assists in snow removal.

Sharpens saws, axes, sickles and other tools.

Prepares soil and plants and cultivates flowers, grass and shrubs.

Collects waste from City park locations and from the back of packer truck.

May install City playground equipment and perform minor maintenance to equipment and facilities.

Paints City equipment and property as assigned.

Work may include digging footers, building concrete forms, pouring and finishing concrete, patching storm pipe from the inside, laying asphalt, hauling debris and removing snow.

Assists in daily maintenance of vehicles and equipment.

Reports illegal and inappropriate behavior to Supervisors.

Cleans and repairs vandalized City property.

Maintains regular and consistent attendance.

EDUCATION, TRAINING AND EXPERIENCE:

Some experience in performing semi-skilled maintenance or construction tasks. High school diploma or GED preferred, or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

At least (3) years of turf maintenance preferred

CPR First Aid certification

License:

Valid driver's license issued by the State of Ohio and must remain insurable under the City of Medina's vehicle insurance plan.

Valid commercial applicator license (Core) from Ohio Department of Agriculture. Additional certifications of Turf (8) and Ornamentals and Weeds (6c) preferred, or the ability to obtain additional certifications within 6 months.

QUALIFICATIONS:

Knowledge of:

- Semi-skilled maintenance and manual tasks;
- Application of dry and liquid fertilizers and pesticides;
- Ability to properly calibrate and maintain application equipment as required;
- Understand the occupational hazards and regulations associated with turf maintenance;
- Traffic and safety regulations; and
- Accident prevention practices.

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;

- Create reports and record keeping as required by the Ohio Department of Agriculture;
- Identify disease, insects, weeds, soil conditions and different methods for treatment;
- Operate equipment and machinery by both night and day;
- Lift at least 60 pounds on a regular basis;
- Pass a pre-employment drug test, physical examination, background check and Department of Motor Vehicle report;
- Observe unsafe conditions of roadways; and
- Understand and follow complex oral and written instructions.

PHYSICAL DEMANDS:

Strength and agility sufficient to lift and maneuver heavy objects and the ability to climb into and operate large equipment and trucks. Bending, stooping, squatting, climbing of scaffolding and ladders, twisting, reaching, and working on irregular surfaces and in the open on moving vehicles is also involved.

ENVIRONMENTAL ELEMENTS:

This position requires that the employee stand or walk most of a scheduled shift with bending, stooping, squatting, climbing of scaffolding and ladders, twisting, reaching, and working on irregular surfaces and in the open on moving vehicles. It also involves working outside in all types of weather situations and occupational exposure to interaction with citizens.

WORKING CONDITIONS:

May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED:

Operates chain saws, jackhammers, riding and push mowers, pick-up trucks, tractor mounted, walk behind, and backpack turf application equipment, and other equipment and vehicles as assigned.

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____