

**CITY OF MEDINA
AGENDA FOR COUNCIL MEETING**

January 12, 2026
Medina City Hall – Council Rotunda
7:30 p.m.

Public Hearing:

To consider an amendment to the contract establishing and governing the City of Medina-Montville Township Joint Economic Development District to add certain properties to the District.

Call to Order.

Roll Call.

Reading of minutes. (December 8, 2025 / January 6, 2026 Organizational / January 6, 2026 Special)

Reports of standing committees.

Requests for council action.

Reports of municipal officers.

Confirmation of Mayor's appointment.

George Sam – Historic Preservation Board (2nd Alternate) – Exp. 12/31/26

Motion by Council to authorize designee for public records training.

Motion to designate Clerk of Council and/or Deputy Clerk of Council, to act as the Mayor, the Director of Finance and City Council's designee to attend public records training as required by Sections 149.43 and 109.43 of the Ohio Revised Code.

Notices, communications and petitions.

Unfinished business.

Introduction of visitors.
(speakers limited to 5 min.)

Introduction and consideration of ordinances and resolutions.

Motion to suspend the Rules requiring three readings on the following ordinances and resolutions: Res. 3-26, Ord. 4-26, Ord. 5-26, Ord. 6-26, Ord. 7-26, Ord. 8-26

Res. 3-26

A Resolution requesting the County Auditor to make tax advances during the year 2026 pursuant to Ohio Revised Code Section 321.34.

Ord. 4-26

An Ordinance authorizing the Job Creation Grant Agreement for Sandridge Food Corporation.

Ord. 5-26

An Ordinance amending Sections 31.02 (B)(9), 31.05 and 31.07 of the Salaries and Benefits Code of the City of Medina, Ohio, relative to abolishing the Cable TV Department, creating a Communications Department, and accepting the new updated job descriptions.

Ord. 6-26

An Ordinance amending Ordinance No. 218-25, passed December 8, 2025. (Amendments to 2026 Budget)

Ord. 7-26

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

Ord. 8-26

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)

Council comments.

Ward 4 Vacancy Interviews: (Interviews conducted in order they were received)

- Donald E. Williams
- Bruce G. Gold
- Matthew R. Gregory
- John J. Stanko
- Bill Lamb
- Janice Jokkel

Executive Session. To consider the employment of a public employee or official.

Adjournment.

MEDINA CITY COUNCIL
Monday, December 8, 2025

Call to Order:

Medina City Council met in regular session on Monday, November 24, 2025 at Medina City Hall. The meeting was called to order at 7:30 p.m. by President John Coyne, who also led in the Pledge of Allegiance.

Roll Call:

The roll was called with the following members of Council present: N. DiSalvo, R. Haire, P. Rose, J. Shields, C. Simmons, D. Simpson, and J. Coyne.

Also present were the following members of the Administration: Mayor Hanwell, Greg Huber. Patrick Patton, Keith Dirham, Nino Piccoli, Chief Kinney, Chief Walters, Janson Wehrley, Kathy Patton, Andrew Dutton, Dan Gladish and Kimberly Marshall.

Reading of Minutes:

Mr. Shields moved that the minutes from the regular meeting on November 24, 2025 as prepared and submitted by the Clerk be approved, seconded by Mr. Simpson. The roll was called and minutes were approved with the yea votes of R. Haire, P. Rose, J. Shields, C. Simmons, D. Simpson, J. Coyne, and N. DiSalvo.

Reports of Standing Committees:

Finance Committee: Mr. Coyne stated the Finance Committee met prior to Council this evening and will meet again next year,

Public Properties Committee: Mr. Shields had no report.

Health, Safety & Sanitation Committee: Mr. Simpson had no report.

Special Legislation Committee: Mr. Rose had no report.

Streets & Sidewalks Committee: Ms. Haire had no report.

Water & Utilities Committee: Mr. Simmons had no report.

Emerging Technologies Committee: Ms. DiSalvo had no report.

Requests for Council Action:

Finance Committee

25-248-12/8 – 2026 Tax Advances

25-249-12/8 – Budget Amendments

25-250-12/8 – Expenditure – Vances Law Enforcement – Police

25-251-12/8 – Expenditure – Akron Uniform – Police

25-252-12/8 – Expenditure – Huntington National Bank – Police

25-253-12/8 – Amend S&B Code 31.02, 31.05, 31.07 – Communications Dept.

25-254-12/8 – Collective Bargaining Agreement for Patrol & Communications Officers

25-255-12/8 – Job Creation Grant – Sandridge Food Corporation

25-256-12/8 – Job Creation Grant – Annual Report

Reports of Municipal Officers:

Dennis Hanwell, Mayor, reported that the Candlelight Walk brought in over 17 thousand visitors to Public Square and over 36 thousand visitors in the Historic District and 41 thousand visitors in the Historic District and the South Town and these numbers show a 20% increase from last year. Congratulations and thanks to Councilman Paul Rose for 16 years of service and to Councilman and Mayor-elect Jim Shields for his 24 years as Councilman.

He stated that this meeting is his final Council meeting for the City of Medina after 42 years of service on both the Police Dept. and the Mayor's office. He thanked the public for their support of him in his various positions. He stated besides his faith and family, it has been his greatest honor to serve the city, the residents, businesses and the many visitors. He stated he is thankful for the cooperative and collaborative relationship with Medina City Council for the past 16 years. He was always told it was not possible to have positive relationships between the council and the administration and together they have proved that wrong. It is his hope and prayer that cooperation and collaboration between council and administration succeeds him. They have already shown it's possible and a benefit to all.

Dennis thanked the department heads and staff who have made him proud every day to work alongside. He has repeatedly stated many times he would match our staff against all others stating their commitment and dedication is appreciated and respected. Hope and prayers that Medina City continues on the positive trajectory it is on and that God Blesses the City, the Council, the Administration and the Staff.

Keith Dirham, Finance Director, Keith also expressed his gratitude to Paul Rose, Jim Shields and the Mayor for their years of service. Keith stated he is wearing Medina is an official America 250 Community for the 250th celebration coming up next year. We have merchandise such as the lapel his is wearing and some hats, shirts and coffee cups. There are some things he will address later on the agenda.

Greg Huber, Law Department, had no report. Greg expressed his gratitude toward the mayor stating it has been a privilege and pleasure working with him. Greg also gave regards to Paul Rose stating he will miss both of them very much and wished them well in their retirement.

Kimberly Marshall, Economic Development Director, stated hot off the press is their 2026 Visitor Guide, Kimberly thanked her team and the graphic designer on putting this together. Friday, December 12th are two ribbon cutting events starting with Par Take Kitchen's expansion project and at a new location – 540 Blake Ave. – 1 p.m. and the other ribbon cutting is Star Light Restaurant at Castle Noel located at 260 S. Court St. – 2 p.m.

Kimberly thanked the Mayor stating she doesn't take change very well and doesn't want to say goodbye to the Mayor. Kimberly stated it's been a pleasure working with Paul Rose as well.

Chief Kinney, Police Department, Chief congratulated and wished the Mayor well. Dennis hired Ed back in 1997 and gave him a lot of opportunities here in the Police Dept. and promoting him to Chief. He will be a tough act to follow up.

Chief Kinney stated he enjoyed serving with Paul Rose and wished him well. He also said he looks forward to serving with Jim Shields in his new position as Mayor.

Cindy Lastuka, Municipal Court, Cindy stated to Paul Rose that on behalf of the municipal court and Judge Werner, they appreciate his many years of service and support of the municipal court and the community.

On behalf of Judge Werner that could not be here tonight, Cindy expressed his gratitude for Mayor Hanwell's decade of service to our community, his commitment to protecting our city and securing its peace and prosperity. During his time on the bench there has been no more trustworthy or reliable partner for our court than Mayor Hanwell. In his humble opinion Mayor Hanwell is undisputed MVP in bringing the Municipal Court's pending relocation to the 1969 Courthouse on the square. Dennis is a man he admires and he will miss his unique skills, talents and experience Dennis brought to the mayor's office. Dennis and Chris undeniably earned a long and healthy happy retirement. Job well done Mayor Hanwell!

Nino Piccoli, Service Director, stated they were delayed with leaf pickup because of the heavy snow and ice and will start again this week with the pickup service.

Congratulations to the Mayor, 42 years of service is more commendable than words can express. It's been an honor and privilege working with him over the last 24 years.

To Mr. Rose, he wishes the best to him and his family.

Nino stated that he has known Jim Shields for nearly 25 years as they both got sworn in on the same night. Nino stated that Jim has always had the public's best interest and always will.

Jarrold Fry, Medina TV, wished Paul Rose well and thanked him for his guidance and assistance over the years with the Access Committee. Jarrod thanked Jim Shields for all his work on council and also wished him all the best in his new position as Mayor and looks forward to working with him in the next phase. Starting tomorrow, they will launch the mayor's documentary airing on Medina TV as well as YouTube and Facebook. Congratulations Dennis Hanwell.

Patrick Patton, City Engineer, Patrick stated when he started at City Hall the Mayor's title was Lt. Hanwell and all the time working with him as Lieutenant, Chief and now Mayor has been a pleasure and a true honor, Patrick wished the Mayor good luck and to enjoy his hard-earned retirement.

Patrick stated it's always been interesting working with Paul Rose and he has truly enjoyed it. Looking forward to Jim Shields as the next Mayor.

Chief Walters, Fire Department, Congratulated Paul Rose, and Jim Shields.

Spoke highly of Mayor Hanwell and appreciated the support he showed for the fire department and weekend staffing, finding funding for replacement self-contained breathing apparatus and sharing the vision for the 24-hour on duty staffing, to just mention a few.

Andrew Dutton, Community Development Director, Thanked Mayor Hanwell, Councilman Jim Shields and Paul Rose for their many years of public service. You have all played a large part in the continued success of the Medina Community.

Jansen Wehrley, Parks and Recreation Director,

Senior speaker series registration is now available. Rec on the Road events are posted on website www.medinarec.org

Winter Discovery Camp for kids off over Christmas break sign ups on website.
He wished the Mayor well stating he has been an exceptional leader and mentor to him and thanked him for challenging him and giving him the opportunity at what he considers at a relatively young age to join this administration.
Expressed to Paul Rose that it's been a pleasure working with him over the years.
Jansen stated he is looking forward to working with Jim Shields in a new capacity.

Dan Gladish, Building Official, Dan wished Mayor Hanwell and his family all the very best in his retirement and is grateful to have worked for the past 10 years under his leadership.

Notices, communications and petitions

There were none.

Unfinished Business

There is none.

Introduction of visitors

Tammy Kirby resides at 246 W. Friendship St. thanked Councilman Rose and Mayor Hanwell and looking forward to Mr. Shields in his new position as Mayor.
Stated that over Thanksgiving weekend there was a house fire on her block and she is grateful to all the firefighters, police officers and LST as the response time was great, all were safe.

Judy Hadlm resides at 743 Victoria Circle for over 29 years and has a concern about the water pressure in her home. Nino has been helping her and is great. Currently the pressure is at about 40 psi and the norm is 120 psi. and Judy is hoping something can be done to help improve the psi.
Amazon and Fed ex trucks in Medina are getting ridiculous as they park and block many residential streets. Judy spoke on the homelessness in the City of Medina stating she is not a heartless person by any means as she has worked in healthcare for 42 year and would like to keep them off the streets if possible as she feels it is not the face of Medina.

Introduction and consideration of ordinances and resolutions.

Mr. Shields moved to suspend the rules requiring three readings on the following ordinances and resolutions, seconded by Mr. Simpson: Res. 208-25, Ord. 209-25, Ord. 210-25, Ord. 211-25, Ord. 212-25, Ord. 213-25, Ord. 214-25, Ord. 215-25, Ord. 216-25, Ord. 217-25, Ord. 218-25, Res. 219-25, Ord. 220-25. Motion passed by the yea votes of P. Rose, J. Shields, C. Simmons, D. Simpson, J. Coyne, N. DiSalvo, and R. Haire.

Res. 208-25

A Resolution authorizing a grant application with the State of Ohio, Ohio Airport Improvement Program, for a new hangar at the Medina Municipal Airport. Mr. Shields moved for the adoption of Ordinance/Resolution No. 208-25, seconded by Mr. Simpson. Mr. Patton explained we have a need for a new hangar at the Medina Municipal Airport and would like authorization to submit for a grant up to a maximum of \$750,000.00 with a local 10% match. The roll was called and Ordinance/Resolution No. 208-25 passed by the yea votes of J. Shields, C. Simmons, D. Simpson, J. Coyne, N. DiSalvo, R. Haire and P. Rose

Ord. 209-25

An Ordinance amending Chapter 154 of the codified ordinances of the City of Medina, Ohio, by the addition of New Sections 154.05, 154.06 and 154.07, relative to establishing an Airport Manager. Mr. Shields moved for the adoption of Ordinance/Resolution No. 209-25, seconded by Mr. Simpson. Mr. Huber stated the FFA affords to all of the municipalities that over see airport grant monies every year and like to deal with a point person for the government entity. Since he is the Law Director he has always handled Airport Manager duties just as a part of his law director work. Greg is asking to formalize the creation of a position of Airport Manager as a non-paid position which would be serving in the same manner that people serve on the Airport Commission to help the airport. This is needed for coordination between the FAA and the Government entity with respect to overseeing these grant monies and also with communication. This position would be for a 4-year term. The roll was called and Ordinance/Resolution No. 209-25 passed by the yea votes of C. Simmons, D. Simpson, J. Coyne, N. DiSalvo, R. Haire, P. Rose and J. Shields

Ord. 210-25

An Ordinance authorizing the purchase of four (4) 2026 Ford Interceptors from Montrose Ford, including upfitting by Hall Upfitters, for the Police Department. Mr. Shields moved for the adoption of Ordinance/Resolution No. 210-25, seconded by Mr. Simpson. Chief Kinney explained this would authorize them to purchase 4 2026 Ford Interceptors from Montrose Ford. They have a trade in of 4 older vehicles valued at \$18,500.00 total. The roll was called and Ordinance/Resolution No. 210-25 passed by the yea votes of D. Simpson, J. Coyne, N. DiSalvo, R. Haire, P. Rose, J. Shields and C. Simmons.

Ord. 211-25

An Ordinance authorizing the purchase of a 2027 Freightliner 108SD Conventional Chassis Plow Truck from Cleveland Freightliner, Inc. with the Comprehensive Truck Package from Henderson, for the Street Department. Mr. Shields moved for the adoption of Ordinance/Resolution No. 211-25, seconded by Mr. Simpson. Mr. Piccoli stated this is replacing a 2002 plow truck. The new one is a 2027 and we won't see it until 2027. The roll was called and Ordinance/Resolution No. 211-25 passed by the yea votes of J. Coyne, N. DiSalvo, R. Haire, P. Rose, J. Shields, C. Simmons and D. Simpson.

Ord. 212-25

An Ordinance authorizing the purchase of a 2026 Freightliner M2106 Plus Rear Loader Garbage Truck from Best Equipment, for the Sanitation Department. Mr. Shields moved for the adoption of Ordinance/Resolution No. 212-25, seconded by Mr. Simpson. Nino stated this will be replacing an older vehicle and will is through the state bid process. The roll was called and Ordinance/Resolution No. 212-25 passed by the yea votes of N. DiSalvo, R. Haire, P. Rose, J. Shields, C. Simmons, D. Simpson, and J. Coyne.

Ord. 213-25

An Ordinance authorizing the Mayor to accept one (1) Easement necessary for the Medina Street Bridge Project. Mr. Shields moved for the adoption of Ordinance/Resolution No. 213-25, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 213-25, seconded by Mr. Simpson. Mr. Patton stated they needed a

total of three easements to complete the Medina St. bridge project and this is the 3rd and final one. Emergency clause is needed as they would like to file this as soon as possible. The roll was called on adding the emergency clause and was approved by the yea votes of R. Haire, P. Rose, J. Shields, C. Simmons, D. Simpson, J. Coyne, and N. DiSalvo. The roll was called and Ordinance/Resolution No. 213-25 passed by the yea votes of P. Rose, J. Shields, C. Simmons, D. Simpson, J. Coyne, N. DiSalvo, and R. Haire.

Ord. 214-25

An Ordinance authorizing the Mayor to accept a Memorandum Agreement for the property located at 721 S. Court Street. Mr. Shields moved for the adoption of Ordinance/Resolution No. 214-25, seconded by Mr. Simpson. Patrick explained the property owners intend on building a fence on their property and it would cross over top of the existing sanitary sewer. Medina County asked that we accept this MOU that would allow the property owners to put up the fence with certain parameters and restrictions. The roll was called and Ordinance/Resolution No. 214-25 passed by the yea votes of J. Shields, C. Simmons, D. Simpson, J. Coyne, N. DiSalvo, R. Haire and P. Rose

Ord. 215-25

An Ordinance authorizing the expenditure to World Fuel Services, Ascent Aviation Group for the purchase of Jet-A fuel at the Medina Municipal Airport. Mr. Shields moved for the adoption of Ordinance/Resolution No. 215-25, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 215-25, seconded by Mr. Simpson. Keith stated this is to fill the tank and this P.O. is for the year and is an estimate. Emergency clause is needed in case the tank needs refilled in January. The roll was called on adding the emergency clause and was approved by the yea votes of C. Simmons, D. Simpson, J. Coyne, N. DiSalvo, R. Haire, P. Rose and J. Shields. The roll was called and Ordinance/Resolution No. 215-25 passed by the yea votes of D. Simpson, J. Coyne, N. DiSalvo, R. Haire, P. Rose, J. Shields and C. Simmons.

Ord. 216-25

An Ordinance authorizing the expenditure of not to exceed \$130,000.00 to the Medina County Treasurer for the Courthouse Lease Payments. Mr. Shields moved for the adoption of Ordinance/Resolution No. 216-25, seconded by Mr. Simpson. Keith stated this is with moving the courthouse as we are going to have a lease payment to make. The roll was called and Ordinance/Resolution No. 216-25 passed by the yea votes of J. Coyne, N. DiSalvo, R. Haire, P. Rose, J. Shields, C. Simmons and D. Simpson.

Ord. 217-25

An Ordinance authorizing the payment to Software Solutions Inc. (SSI) for annual support services for the City's VIP Professional Accounting System. Mr. Shields moved for the adoption of Ordinance/Resolution No. 217-25, seconded by Mr. Simpson. Keith stated this is for their financial software for the city. The roll was called and Ordinance/Resolution No. 217-25 passed by the yea votes of N. DiSalvo, R. Haire, P. Rose, J. Shields, C. Simmons, D. Simpson, and J. Coyne.

Ord. 218-25

An Ordinance to make appropriations for current expenses and other expenditures of the City of Medina, Ohio for the Fiscal Year ending December 31, 2026. Mr. Shields moved for the adoption of Ordinance/Resolution No. 218-25, seconded by Mr. Simpson. Keith stated this is the budget for the year updated with the latest healthcare numbers, it is not updated for the union contract. The roll was called and Ordinance/Resolution No. 218-25 passed by the yeas votes of R. Haire, P. Rose, J. Shields, C. Simmons, D. Simpson, J. Coyne, and N. DiSalvo.

Res. 219-25

A Resolution adopting a Five-Year Budget for the City of Medina, Ohio for the period beginning January 1, 2026 through December 31, 2030. Mr. Shields moved for the adoption of Ordinance/Resolution No. 219-25, seconded by Mr. Simpson. The roll was called and Ordinance/Resolution No. 219-25 passed by the yeas votes of P. Rose, J. Shields, C. Simmons, D. Simpson, J. Coyne, N. DiSalvo, and R. Haire.

Ord. 220-25

An Ordinance amending Ordinance No. 209-24, passed November 25, 2024. (Amendments to 2025 Budget) Mr. Shields moved for the adoption of Ordinance/Resolution No. 220-25, seconded by Mr. Simpson. Keith stated this is the one where when we get to the end of the year we have to make some changes to get through the end of the year. The roll was called and Ordinance/Resolution No. 220-25 passed by the yeas votes of J. Shields, C. Simmons, D. Simpson, J. Coyne, N. DiSalvo, R. Haire and P. Rose

Council Comments

John Coyne presented Jim Shields and Paul Rose with plaques as they do for every council member at the end of their term of service or upon retirement.

Jim Shields thanked his Ward 4 constituents, stating it has been an honor and privilege to serve the residents. He was born and raised and lived his entire life in Ward 4.

Paul Rose Sr. expressed that it's been an honor and privilege to serve the residents of the City of Medina. It's been one of the most rewarding experiences he has had in a work type of environment.

Mr. Simpson wished everyone a blessed and peaceful holiday season. Dennie thanked Paul for his many years of service on council, wishing him well. Dennie looks forward to working with Jim Shields as Mayor. He wished Mayor Hanwell the best in retirement stating it's been an honor working with him.

Regi Haire wished everyone Happy Holidays!

Check in on your neighbors, make sure the pets are in and everyone is safe as well. She stated she has enjoyed sitting on this council and working with everyone. Wishes Paul well and is looking forward to working with Jim as Mayor. To Dennis, it's been a pleasure working with you and thanks for your open-door policy. Enjoy your retirement.

Chet Simmons stated he volunteered with Feeding Medina County and he noticed some of the Fire dept. there volunteering also. Enjoyed working with Paul and Jim on Council.

Medina City Council
December 8, 2025

Natalie DiSalvo stated she really appreciates Jim and Paul and the advice they have given her. Natalie shared that the Mayor has always been welcoming and kind and generous and she really appreciates that, she wished him well in his retirement.

Mr. Rose stated it has been his honor and privilege to serve on council for the past 16 years. It has been very rewarding and Paul feels the city is in a much better place now then back when he started. Paul is satisfied with his time working with the SPCA, Emerging Technology Committee and the Emerging Technology Advisory Committee. He stated the lodging tax was also introduced by him. Paul expressed his gratitude to the residents that voted for him and gratitude and praise for the city administrators who always go over and above every day. Gratitude to the Mayor for his many years of service. Thanked his family for all their support. Blessed Christmas to all and Happy New Year.

Mr. Shields reflecting on his 24 years serving on Council stating that it has truly been an honor and a privilege with not one regret. Jim stated he has so much respect and admiration for his fellow council members, we may not always agree but we have always respected each other. He is looking forward to his new role as Mayor. Gave gratitude to John Coyne, administration and council clerks. Jim thanked Chris Hanwell. Jim stated if he was to create a Mount Rushmore of people who have made such an impact in Medina right after H.G Blake would be Dennis Hanwell – Friend of the People! It has been such an honor to work with Dennis Hanwell as Mayor and he will strive everyday to do as well as he did. Dennis Hanwell will always be his role model.

John Coyne expressed his gratitude for Paul and Jim’s service on Council. John stated he looks forward to working with Jim. He has worked the last 27 years with Dennis Hanwell starting back in 1998, wishing him well and best of luck in retirement.
Happy Holidays to everyone.

There being no further business, the meeting was adjourned at 8:32 p.m.

Kathy Patton, Clerk of Council

John Coyne III, President of Council

MEDINA CITY COUNCIL

January 6, 2026, Tuesday

Special Session - Organizational Meeting

Council Rotunda

Opening:

After due notice according to law, Medina City Council met in special, open session Tuesday, January 6, 2026. The meeting was called to order at 5:30 p.m. by President of Council John Coyne who also led the pledge of allegiance.

Invocation:

The invocation was offered by Rev. Dr. Luke Lindon, Medina United Church of Christ.

Oaths of Office were administered to the following:

James A. Shields, Mayor by the Honorable Judith Cross, Bible held by Dennis Hanwell.
Keith H. Dirham, Director of Finance by the Honorable Gary F. Werner, Bible held by wife Deonna Dirham and children.

Chet Simmons, Ward 1 Councilman by daughter Quinn Behler and grandchildren.

Regina Haire, Ward 3 Councilwoman by husband Norbert Manz, Bible held by Dennie Simpson.

Edwin Isabella, At-Large Councilman by Jessica Schmidt, Bible held by mother Barbara Isabella holding his grandfather's service flags.

Roll Call:

President Coyne called for the roll call and the following members of Council were present: J. Coyne, N. DiSalvo, R. Haire, E. Isabella, C. Simmons and D. Simpson.

Confirmation of Council Committee Appointments by President of Council: (Exh. A)

Ms. Haire moved to confirm the Mayor's appointment, seconded by Mr. Simpson. The roll was called and the appointment was confirmed by the yea votes of N. DiSalvo, R. Haire, E. Isabella, C. Simmons, D. Simpson, and J. Coyne.

Confirmation of other Council Committee Appointments: (Exh. B)

Ms. Haire moved to approve the committee appointments by Council, seconded by Mr. Simpson. The roll was called and the appointments were confirmed by the yea votes of R. Haire, E. Isabella, C. Simmons, D. Simpson, J. Coyne, and N. DiSalvo.

Confirmation of President of Council Pro-Tempore: Regi Haire

Mr. Simpson moved to approve the Council appointment of President of Council Pro-Tem (Regi Haire), seconded by Ms. DiSalvo. The roll was called and the appointment was confirmed by the yea votes of E. Isabella, C. Simmons, D. Simpson, J. Coyne, N. DiSalvo, and R. Haire.

Confirmation of Mayor's Director Appointments:

Andrew Dutton, Community Development Director

Dan Gladish, Chief Building Official

Gregory Huber, Director of Law (Exp. 12/31/27)

Kimberly Marshall, Economic Development Director

Nino Piccoli, Service Director

Jansen Wehrley, Director of Parks, Recreation, Cemetery and Forestry

Ms. Haire moved to confirm the Mayor's director appointments, seconded by Mr. Simpson. The roll was called and the appointments were approved by the yea votes of C. Simmons, D. Simpson, J. Coyne, N. DiSalvo, R. Haire and E. Isabella.

Confirmation of Mayor's Appointments: (Exh. C)

Ms. Haire moved to confirm the Mayors appointments as listed on Exh. C, seconded by Mr. Simpson. The roll was called and the appointments were approved by the yea votes of J. Coyne, N. DiSalvo, R. Haire, P. Rose, J. Shields, and D. Simpson.

Consideration of Council Rules:

Ms. Haire moved that Chapter 111, the Rules of Council be re-adopted as they stand, seconded by Mr. Simpson. The roll was called and the amendments were approved by the yea votes of J. Coyne, N. DiSalvo, R. Haire, E. Isabella, C. Simmons and D. Simpson.

Adjournment:

There being no further business, the meeting was adjourned at 5:47 p.m.

Kathy Patton, Clerk of Council

John M. Coyne, President of Council

Exhibit A

2026 MEDINA CITY COUNCIL COMMITTEES by President of Council

FINANCE

John Coyne, Chair (27)
Regina Haire (29)
Chet Simmons (29)
Natalie Harjar-DiSalvo (27)
Ed Isabella (29)
Dennie Simpson (27)
Ward 4 (27)

SPECIAL LEGISLATION

Natalie Harjar-DiSalvo, Chair
Regi Haire
Ward 4

HEALTH, SAFETY & SANITATION

Dennie Simpson, Chair
Regi Haire
Ed Isabella

STREETS & SIDEWALKS

Ed Isabella, Chair
Chet Simmons
Ward 4

PUBLIC PROPERTIES

Regi Haire, Chair
Natalie Harjar-DiSalvo
Dennie Simpson

WATER & UTILITIES

Chet Simmons, Chair
Ed Isabella
Dennie Simpson

EMERGING TECHNOLOGIES

Ward 4, Chair
Chet Simmons
Natalie Harjar-DiSalvo

OTHER COUNCIL APPOINTMENTS by President

Community Investment Corp. (CIC) – Regi Haire & Ed Isabella (Exp. 12/31/27)

Exhibit B

COUNCIL APPOINTMENTS by Council

ACCESS Commission – Chet Simmons (Exp. 12/31/27)
Ward 4 Representative (Exp. 12/31/27)
Archive Commission – Chet Simmons (Exp. 12/31/28)
Archive Commission – Beth Biggins-Ramer (Exp. 12/31/28)
Audit Committee – Regi Haire (Exp. 12/31/27)
Planning Commission – Regi Haire (Exp. 12/31/29)
ESID (Energy Special Improvement District Board) – Chet Simmons, W & U Chair
Firemen’s Dependents Board – Chet Simmons
Medina County Planning Commission – Chet Simmons (Full Member) – Exp. 12/31/28
Natalie Harjar-DiSalvo (Alternate) – Exp. 12/31/28
Charter Review Commission:
Beth Biggins-Ramer – Ward 1 (Council’s Appointment) Exp. 12/31/30
Phebe Simpson – Ward 2 (Council’s Appointment) Exp. 12/31/30
Staci Baker – Ward 3 (Council's Appointment) Exp. 12/31/30
Sandra Baker – Ward 4 (Council's Appointment) Exp. 12/31/30
Norbert Manz – At-Large (Council's Appointment) Exp. 12/31/30

Mayor's 2026 Appointments

Airport Commission

Greg Huber – Airport Manager

Gary Baker – Pilot for Ed Farnham's term – 12/31/2027

Board of Zoning Appeals

Kyle Funk – Full Member – 12/31/2029

Logan Johnson - Full Member – 12/31/2029

Paul Roszak – Full Member – 12/31/2029

Charter Review Commission

Ashley Powell – 12/31/2030

Erica Graffain – 12/31/2030

Paul Rose – 12/31/2030

Bruce Gold- 12/31/2030

Community Investment Corporation

Jim Shields – 12/31/2029

Economic Development Committee

Jim Shields – 12/31/2029

Julie McNabb – 12/31/2029

Historic Preservation Board

Kevin Hutchinson – Full Member – 12/31/2029

Planning Commission

Jeremy Sack – Full Member - 12/31/2029

Nathan Case – Alternate Member - 12/31/2029

Paul Rose – Alternate for Bob Thompson - 12/31/2028

Records Commission

Jim Shields – 12/31/2029

Bob Starcher – 12/31/2027

Recreation Center Advisory Committee

Keith Sooy – 12/31/2028

Suzanne Swain – 12/31/2028

Shade Tree Commission

Richard Melzer – 12/31/2029

Strategic Plan Advisory Committee

Jim Shields – 12/31/2029

MEDINA CITY COUNCIL

Tuesday, January 6, 2026 – Special Council Meeting

Opening:

Medina City Council met in special open session on Tuesday, January 6, 2026. The meeting was called to order at 5:52 p.m. by President of Council John Coyne III.

Roll Call:

The roll was called with the following members of Council present N. DiSalvo, R. Haire, E. Isabella, C. Simmons, D. Simpson, and J. Coyne.

Notices, communications and petitions:

Ms. Haire moved not to object to the issuance of a NEW C-1 permit to Morkva LLC, East to West, 837 North Court Street, seconded by Mr. Simpson. The roll was called and the motion passed by the yea votes of R. Haire, E. Isabella, C. Simmons, D. Simpson, J. Coyne, and N. DiSalvo.

Introduction of Ordinances and Resolutions:

Ms. Haire moved to suspend the rules requiring three readings on tonight's ordinances, seconded by Mr. Simpson. The roll was called and the motion passed by the yea votes of E. Isabella, C. Simmons, D. Simpson, J. Coyne, N. DiSalvo, and R. Haire.

Ord. 1-26

An Ordinance ratifying the Collective Bargaining Agreement between the City of Medina and the Ohio Patrolmen's Benevolent Association for the Patrol Officers and authorizing the Mayor to execute said agreement. Ms. Haire moved for the adoption of Ordinance/Resolution No. 1-26, seconded by Mr. Simpson. The roll was called and Ordinance/Resolution No. 1-26 passed by the yea votes of C. Simmons, J. Coyne, N. DiSalvo, R. Haire and E. Isabella. D. Simpson abstained.

Ord. 2-26

An Ordinance ratifying the Collective Bargaining Agreement between the City of Medina and the Ohio Patrolmen's Benevolent Association for the Communication Officers and authorizing the Mayor to execute said agreement. Ms. Haire moved for the adoption of Ordinance/Resolution No. 2-26, seconded by Mr. Simpson. The roll was called, and Ordinance/Resolution No. 2-26 passed by the yea votes of C. Simmons, D. Simpson, J. Coyne, N. DiSalvo, R. Haire, and E. Isabella.

There being no further business before council, the meeting adjourned at 5:51 p.m.

Kathy Patton, Clerk of Council

John M. Coyne, President of Council

RESOLUTION NO. 3-26

**A RESOLUTION REQUESTING THE COUNTY AUDITOR
TO MAKE TAX ADVANCES DURING THE YEAR 2026
PURSUANT TO OHIO REVISED CODE SECTION 321.34.**

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

- SEC. 1:** That the County Auditor is hereby requested to draw and the County Treasurer to pay on such draft, to the Director of Finance of the City of Medina, Ohio such money as may be in the county treasury from time to time during the year 2026, to the account of the City of Medina, Ohio and lawfully applicable to the purpose of the current fiscal year in which such request is made. Such payments are to be made from time to time as the Director of Finance may request.
- SEC. 2:** That the Clerk of Council is hereby directed to transmit a certified copy of this resolution 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 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 in full force and effect at the earliest period allowed by law.

PASSED: _____

SIGNED: _____
President of Council

ATTEST: _____
Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor

REQUEST FOR ADVANCE OF TAXES COLLECTED

MUNICIPALITIES, SCHOOL DISTRICTS, TOWNSHIPS

Rev. Code Sec 321.34

To the Auditor of Medina County, Ohio:

Medina, Ohio, 2026.

YOU ARE HEREBY REQUESTED to issue your warrant upon the County Treasurer of said County in favor of Keith Dirham as 1 Finance Director of 2 The City of Medina in said County for all available Dollars, of the current collection of taxes assessed and collected for and in behalf of said 3 City which shall be held and treated as an advance payment on the current collection of taxes due said 3 City at the ensuing settlement, 2026, as provided by law.

Pursuant to a Resolution adopted by the 4 Medina City Council adopted _____, 2026. Resolution No. 3-26.

President of the Board - City - Village Treasurer

Fiscal Officer/Treasurer

- 1. Fiscal Officer or Treasurer
2. School District. Township or the (City - Village) of
3. District, Township or Municipality
4. Board of Education of said School District, Board of Trustees of said Township, or Council of said Municipality.

ORDINANCE NO. 4-26

AN ORDINANCE AUTHORIZING THE JOB CREATION GRANT AGREEMENT FOR SANDRIDGE FOOD CORPORATION.

WHEREAS: Ordinance No. 154-07, passed September 24, 2007, adopted a Job Creation Grant Program for the City of Medina, Ohio to provide incentives to businesses to retain, create and expand employment opportunities within the City of Medina without utilizing tax revenues or impacting negatively upon the local school system; and

WHEREAS: Ordinance No. 194-14, passed November 24, 2014, adopted new guidelines effective December 24, 2014; and

WHEREAS: As part of said Job Creation Grant Program, a Business Development Committee was established to review applications and annually review each approved grant for adherence to their grant agreement; and

WHEREAS: The Business Development Committee recommended the attached grant agreement for Sandridge Food Corporation.

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

SEC. 1: That the Job Creation Grant Agreement #JCG28-Sandridge for Sandridge Food Corporation is hereby authorized.

SEC. 2: That the Mayor is hereby authorized to execute all documentation associated with the Grant.

SEC. 3: That a copy of the Job Creation Grant Agreement is marked Exhibit A, attached hereto and incorporated herein and is subject to the Law Director’s final approval.

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

PLEASE REVIEW THE EMPLOYMENT AND PAYROLL NUMBERS FOR CONSISTENCY WITH YOUR APPLICATION FORM. THESE NUMBERS WILL BECOME YOUR COMPANY'S COMMITMENT TO THE CITY OF MEDINA.

ORD 4-26
Exh. A

EXHIBIT A

GRANT# JCG28-Sandridge

(Administrative Only)

JOB CREATION GRANT AGREEMENT

This Agreement made and entered into by and between the CITY OF MEDINA, OHIO, a municipal corporation, with its main offices located at 132 North Elmwood Avenue, Medina, Ohio 44256 (hereinafter referred to as "Medina") and Sandridge Food Corporation with its main offices located at 133 Commerce Drive (hereinafter referred to as "Company"), and is dated as of _____.

WITNESSETH:

WHEREAS, Medina has encouraged the creation and retention of new job opportunities throughout the City of Medina; and

WHEREAS, Sandridge Food Corporation is desirous to expand their business in the City of Medina located at 111 Commerce Dr., Medina, Ohio to create 10 new full-time employment opportunities (hereinafter sometimes referred to as the "PROJECT") within the boundaries of the City of Medina, provided that the appropriate development incentives are available to support the economic viability of said PROJECT; and

WHEREAS, the Council of the City of Medina, Ohio by Ordinance No. 154-07 adopted September 25, 2007 created the Job Creation Grant Program pursuant to Article XVIII, Section 3 and Article VIII, Section 13 of the Ohio Constitution; and

WHEREAS, the City of Medina, having the appropriate authority for the stated type of program, is desirous of providing Sandridge Food Corporation with incentives available for the development of the PROJECT; and

WHEREAS, Sandridge Food Corporation has submitted a proposed Agreement application (herein attached as Exhibit A1) to the City of Medina (said application hereinafter referred to as "Application"); and

WHEREAS, Sandridge Food Corporation has remitted the required application fee of \$ 500.00 made payable to the City of Medina; and

WHEREAS, the Business Development Committee of the City of Medina has investigated the application of Sandridge Food Corporation and has recommended the same to Medina City Council on the basis that Sandridge Food Corporation is qualified by financial responsibility and business experience to create employment opportunities in the City of Medina and improve the economic climate of Medina; and

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained and the benefit to be derived by the parties from the execution hereof, the parties herein agree as follows:

1. Description of the Project.

- A. Sandridge Food Corporation shall renovate a facility located at 111 Commerce Drive, Medina, Ohio

2. Project Investment.

- A. The PROJECT will involve a total investment, plus or minus 10%, by the Property Owner of **\$5,333,408,.68** (dollars) the PROJECT.
- B. The PROJECT will involve a total investment, plus or minus 10%, by Sandridge Food Corporatoin as follows:

1. Acquisition of Buildings	<u>\$</u>	<u>1,600,000.00</u>
2. Improvements to Existing Building	<u>\$</u>	<u>3,733,408.64</u>
TOTAL	\$	5,333,408,.68

- C. Improvements to facility will begin approximately October, 2024 and will be completed approximately October, 2025.

3. Job Creation and Retention.

- A. Sandridge Food Corporation shall create in the City of Medina within a time period not exceeding **36** months after the occupation of the aforesaid facility, the equivalent of **10** new full-time permanent job opportunities in the City of Medina.

- 1) Sandridge Food Corporation schedule for hiring permanent full-time employees is as follows:

<u>Year</u>	<u>Number of Jobs New to Medina</u>
1	3 (2026)
2	3 (2027)
3	4 (2028)

- B. The job creation period begins approximately January, 2026 and all jobs will be in place by December 2028.

- C. The Company currently has 704 employees in the City of Medina. In total, the Company has 704 full-time permanent employees in the State of Ohio.
- D. The increase in the number of employees new to the City of Medina will result in approximately \$600,000 of additional annual payroll in the City if Medina when the projected maximum employment level is achieved.

4. Issuance of Grant.

- A. The City of Medina hereby grants a Job Creation Grant based upon the creation of new payroll and jobs in the City of Medina, and the implementation of the PROJECT, according to the schedules contained herein in Section 4(C).

<u>Years</u>	Amount of Grant as a Percentage
	<u>Payroll Taxes New to Medina</u>
3	40%

Funding for the grant issued herein shall only be from the following non-tax revenue sources: interest income, permit fees, activity fees, service charges, and tax incentive application and monitoring fees.

- B. For purposes of calculating the amount of the grant, the new payroll upon which the grant is based may not exceed 25% above the maximum payroll projected in Section 3(D) above. The grant amount shall be based on the current 1.25% income tax rate. The maximum grant amount in any year shall be **\$3,750.00 (maximum NEW PAYROLL projection x 125% X 1.25% x 40% of grant)**
- C. To receive a grant in any given year, Sandridge Food Corporation must retain full time permanent jobs existing in Medina prior to the Agreement.
 - (1) If Sandridge Food Corporation does not achieve at least 90% of new payroll and employment projections, Sandridge Food Corporation shall receive reduced incentives according to the schedule below:

<u>% of New Payroll Projection Achieved</u>	<u>Amount of Grant as a Percentage of Payroll Taxes New to Medina</u>
90-100%	full grant
85-89%	reduce grant by 5% (Ex.: 40% grant reduced to 35%)
80-84%	reduce grant by 10% (Ex.: 40% grant reduced to 30%)
75-79%	reduce grant by 15%
Less than 75%	no grant for that year; and

- (2) If Sandridge Food Corporation fails to meet 75% of new payroll and new employment projections in any given year, the grant shall not be awarded for that year.
- (3) New payroll is defined as that amount in excess of the amount in Section 3(E) above.

5. Grant Payments.

A. Initial Grant Payment.

- (1) Year 3 projections must be met by December 31, 2028. The initial grant payment shall be made by approximately July 1, 2029 (following year), or Tax Incentive payments will commence upon the fulfillment of job creation and payroll obligations provided that Sandridge Food Corporation files its Reconciliation of City Income Tax Withheld Form S-W3 by February 28, 2026, at the latest or February 28, 2024 at the earliest. Reconciliation is confirmed by the City of Medina Finance Department.
- (2) If the project start date or occupancy of the project facility is delayed, Year 1 may be extended to the following year and the Year 1 projections deadline adjusted accordingly, upon written request by Sandridge Food Corporation to the Economic Development Director, provided that the extension is approved by the Economic Development Director with notice to the Business Development Committee.
- (3) If the project or occupancy of a project facility begins in the third or fourth quarter of the year and Sandridge Food Corporation is not able to meet its Year 1 projections by December 31st of that year, Year 1 will be considered the first full year of occupancy, and the first grant payment will occur in the year following the first full year of the project or occupancy of the project facility.

- B. Timing of Annual Grant Payments. Annual grant payments shall be made by June 30th of the following year, provided that Sandridge Food Corporation files its Reconciliation of City Income Tax Withheld Form S-W3 by February 28th and reconciliation is confirmed by the City of Medina Finance Department. If Sandridge Food Corporation requests an extension for filing of its S-W3 form, the City of Medina shall make the grant payment within three months of the extended filing date. It is the responsibility of Sandridge Food Corporation to advise the Economic Development Director of the filing extension.

- C. Use of Grant Payments. Grants shall be allocated by Sandridge Food Corporation for land acquisition, building acquisition, purchase of

machinery/equipment, purchase of furniture/fixtures, and/or other non-construction related and non-installation related costs of the project.

6. Payment of Taxes and Filing Reports and Returns. **Sandridge Food Corporation** shall pay all taxes and shall file all tax reports and returns as required by law. If **Sandridge Food Corporation** fails to pay such taxes or file such returns and reports, all incentives granted under this Agreement are terminated beginning with the year for which such taxes are charged or such reports or returns are required to be filed and thereafter.
7. Information for Annual Review. **Sandridge Food Corporation** shall timely provide to the City of Medina any information reasonably required by the City of Medina to evaluate **Sandridge Food Corporation** compliance with the Agreement.
8. Maintenance of Grant.
 - A. Medina shall perform such acts as are reasonably necessary or appropriate to effect, claim, reserve, and maintain incentives granted under this Agreement including, without limitation, joining in the execution of all documentation and providing necessary information to maintain the incentives granted hereunder.
 - B. If for any reason the Job Creation Grant Program is discontinued, entitlements granted under this Agreement shall continue for the number of years specified under this Agreement, unless **Sandridge Food Corporation** materially fails to fulfill its obligations under this Agreement and Medina terminates or modifies the incentives granted under this Agreement.
9. Certification as to Payment of Taxes. **Sandridge Food Corporation** certifies that at the time this Agreement is executed, **Sandridge Food Corporation** does not owe any delinquent real or tangible personal property taxes to any taxing authority of the State of Ohio, and does not owe delinquent taxes for which **Sandridge Food Corporation** is liable under Chapter 5733, 5735, 5739, 5741, 5743, 5747, or 5753 of the Ohio Revised Code, or, if such delinquent taxes are owed, **Sandridge Food Corporation** currently is paying the delinquent taxes pursuant to an undertaking enforceable by the State of Ohio or an agent or instrumentality thereof, has filed a petition in bankruptcy under 11 U.S.C.A. 101, et seq., or such a petition has been filed against **Sandridge Food Corporation**. For the purposes of the certification, delinquent taxes are taxes that remain unpaid on the latest day prescribed for payment without penalty under the chapter of the Revised Code governing payment of those taxes.
10. Non-Discrimination Hiring. Medina has developed a policy to ensure recipients of Job Creation Grants practice non-discriminatory hiring in its operations. By executing this Agreement, **Sandridge Food Corporation** is committing to following non-discriminatory hiring practices acknowledging that no individual may be denied employment solely on the basis of race, religion, sex, disability, color, national origin, or ancestry.

11. Transfer and Assignment. This Agreement is not transferable or assignable without the express, written approval of City of Medina. The City of Medina acknowledges that it would be unreasonable to withhold such consent in the event of a proposed transfer or assignment to any parent, subsidiary or affiliate of Sandridge Food Corporation or to any third party so long as with respect to all or any of such proposed transfers or assignments, the proposed transferee or assignee adequately and sufficiently demonstrates to the City of Medina, to the City of Medina's reasonable satisfaction, its financial ability, business experience and intentions to continue its operations of the Facility and Project in a manner similar to that of Sandridge Food Corporation in all pertinent respects.

12. Termination or Modification of Incentives.

- A. If Sandridge Food Corporation fails to meet 75% of new payroll or new employment projections in any given year, the grant shall not be awarded for that year.
- B. If Sandridge Food Corporation fails to meet 75% of new payroll or new employment projections for three consecutive years, this Agreement shall be terminated by the City of Medina.
- C. If the project does not proceed as specified in Section 5(A)(1) of the Agreement or within the approved one-year extension period, the City of Medina may terminate the Agreement upon recommendation of the Business Development Committee.
- D. If Sandridge Food Corporation fails to submit required information and/or reports as set forth in Section 7 above, the City of Medina may terminate or modify this Agreement and deny or modify future grants heretofore granted from the date of Sandridge Food Corporation's breach or default.

In the case as provided in this Subsection D, the City of Medina's termination or modification of this Agreement may be instituted only if Sandridge Food Corporation fails to cure any breach of any term of this Agreement as determined by the City of Medina within ten (10) days of receiving written notice of such failure from the City of Medina or, if cure of the breach cannot be completed within ten (10) days, if Sandridge Food Corporation has not made a good faith start of the cure, and/or not diligently pursued same.

- E. Nothing contained in Sections 12(A), 12(B), 12(C), or 12(D) shall permit the City of Medina to recapture or otherwise deny Sandridge Food Corporation the benefit of a grant in respect of any period prior to the date of such termination or modification by the City of Medina.

F. The City of Medina may terminate or modify this Agreement and may also require the repayment of the full amount of grant payments awarded under this Agreement, upon the occurrence of any of the following:

- 1) the City of Medina determines that the certification as to delinquent taxes required by this Agreement is fraudulent, or
- 2) In the event that **Sandridge Food Corporation** vacates the Facility and/or moves the Project out of the City of Medina or terminates its operations at the Facility altogether during a 10 (numeral) year period beginning on the effective date of this Agreement.

The City of Medina may, absent any legislative action, resolution or court ordered mandate to the contrary, collect any and all grant payments awarded under this Agreement, and **Sandridge Food Corporation** shall pay directly to the City of Medina or its authorized agent any and all grant payments awarded under this Agreement due on the date **Sandridge Food Corporation** moves the Project out of the City of Medina or terminates its operations at the Facility altogether during the 10 year period beginning on the effective date of this Agreement; or within ten (10) days from the date **Sandridge Food Corporation** is notified by the City of Medina that any tax certification is fraudulent.

G. **Sandridge Food Corporation** or successor entity shall promptly notify the City of Medina if any of the following events occur:

- (i) If control of **Sandridge Food Corporation** or substantially all of its assets located at the Project site is obtained by another entity or shareholders or
- (ii) If **Sandridge Food Corporation** merges with another entity or
- (iii) If **Sandridge Food Corporation** substantially restructures itself through an acquisition or divestiture or otherwise

and if any of these events affects the ability of **Sandridge Food Corporation** or its successor entity to perform substantially the obligations of **Sandridge Food Corporation** under this Agreement and to meet the employment and payroll projections anticipated herein. "Control of **Sandridge Food Corporation**" for the purposes of this subsection means that persons and/or entities owning the majority of Company's outstanding voting stock at the date of this Agreement cease to own such or cease to have the unconditional right to elect a majority of **Sandridge Food Corporation's** board of directors.

H. Each provision for modification or termination hereunder shall not affect **Sandridge Food Corporation's** obligations or the City of Medina's rights under any other provision of this Agreement.

13. Fees. **Sandridge Food Corporation** shall pay an annual fee of \$ 500 (five hundred dollars) in each year that **Sandridge Food Corporation** has a grant agreement in effect upon notification that such payment is due. The proceeds will be used to defray costs of program administration and to help fund the program.
14. Any notices, statements, acknowledgements, consent approvals, certificates, or requests required to be given on behalf of either party shall be made in writing addressed as follows:

If to the City to: James Shields, Mayor
Medina City Hall
132 N. Elmwood Avenue
Medina, Ohio 44256

With a copy to: Director of Law– City of Medina
Gregory Huber
Medina City Hall
132 N. Elmwood Avenue
Medina, Ohio 44256

If to _____ to:

Sandridge Food Corporation

Jordan D. Sandridge, Co-President
133 Commerce Drive
Medina, OH 44256

or such other address as may be noticed.

15. Condition Precedent. **Sandridge Food Corporation** and Medina acknowledge that this Agreement must be approved by formal action of the legislative authority of the City of Medina as a condition for the Agreement to take effect.

IN WITNESS WHEREOF, the City of Medina, Ohio, by Dennis Hanwell, its Mayor, and pursuant to Ordinance No. 154-07 and **Sandridge Food Corporation**, by **Jordan Sandridge, Co-President**, have caused this instrument to be executed on the _____ day of _____, 2026.

WITNESSED BY:

CITY OF MEDINA

By: _____

Title: Mayor

WITNESSED BY:

By: _____

Title: _____

The legal form and correctness of the within instrument is hereby approved.

DIRECTOR OF LAW– CITY OF MEDINA

By: _____

Date: _____

ORDINANCE NO. 5-26

AN ORDINANCE AMENDING SECTIONS 31.02 (B) (9), 31.05 AND 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO ABOLISHING THE CABLE TV DEPARTMENT, CREATING A COMMUNICATIONS DEPARTMENT, AND ACCEPTING THE NEW UPDATED JOB DESCRIPTIONS.

WHEREAS: Section 31.02 (B)(9) of the Salaries and Benefits Code of the City of Medina, Ohio presently reads as follows pertaining to the Cable TV Department:

(B) (9) **CABLE TV**

		<u>Hourly Rate</u>
2	Cable TV Production Assistant*	Pay Grade 51A

*Each position of Production Assistant may be filled by more than one person, but each person may not individually exceed twenty-nine (29) hours per week.

WHEREAS: Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio presently reads in part as follows pertaining to the Cable TV Department:

CABLE TV

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Cable TV Executive Director/General Manager	16 A-F
1	Cable TV Operations Director	12 A-F
2	Cable TV Production Assistant (part-time)**	Sec. 31.02 (B)(9)
1	Technical Operations Director*	14 A-F

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

SEC. 1: That Section 31.02 (B)(9) of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read as follows pertaining to the **Communications Department**:

(B) (9) **COMMUNICATIONS**

		<u>Hourly Rate</u>
2	Cable-TV Production Assistants*	Pay Grade 51A

*Each position of Production Assistant may be filled by more than one person, but each person may not individually exceed twenty-nine (29) hours per week.

SEC. 2: That Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read in part as follows, pertaining to the ~~Cable-TV~~

Communications Department:

COMMUNICATIONS

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	1
1	Director of Communications	16 A-F	
1	Communications Specialist	12 A-F	
1	Assistant Director of Communications*	14 A-F	
1	Production Assistant (part-time)**	Sec. 31.02 (B) (9)	

Note: All ~~Cable TV~~ Communications Department positions are appointed by and under the ACCESS Commission. *Jointly funded position with Medina City Schools. See agreement authorized by Ord. 246-06, 101-17. ** The position of Production Assistant may be filled by more than one person not to exceed twenty-nine (29) hours per week combined.

Ord. 54-04, 246-06, 187-14, 54-16, 101-17, 105-21, 5-26.

Creation of the Communications Department absorbs the previous Cable TV Department, Medina Cable Access, and Medina TV. All previous ordinances and resolutions referencing the Cable Department, Medina Cable Access and Medina TV will now fall under the Communications Department. Job descriptions have been updated to reflect changes in job responsibilities.

SEC. 3: That Section 31.07 of the Salary and Benefits Code is hereby amended by accepting the new job descriptions for Director of Communications, Asst. Director of Communications, Communications Specialist and Production Assistant (P/T).

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

Effective date:

NEW

**THE CITY OF MEDINA
JOB DESCRIPTION**

TITLE: Director of Communications

REPORTS TO: Advisory Commission on Communication Enhancement Support Services for work performed and Mayor for day to day supervision

DEPARTMENT/DIVISION: Communications

CIVIL SERVICES STATUS: Classified

JOB STATUS: Full-time

EXEMPT STATUS: Exempt

CLASSIFICATION FEATURES: The individual in this classification will generally be responsible for the development, growth and delivery of MedinaTV Services for the residents of the City of Medina. The individual is also responsible for developing and executing a comprehensive communications strategy that enhances the public image, transparency, and community engagement of the city. Work performed will be overseen by the Advisory Commission on Communication Enhancement Support Services (ACCESS), but reports to Mayor for day to day supervision. Director of Communications supervises the work of the Communications Specialist, Assistant Director of Communications, the part-time TV Production Assistant positions, and any future positions in the Department of Communications.

ESSENTIAL JOB FUNCTIONS:

Oversees the operation of the MedinaTV facility, maintaining high production and ethical standards.

Disseminates rules and regulations governing use of the facility, equipment access, equipment maintenance and other personnel policies and procedures.

Oversees annual budget to determine needs of the Department while maintaining costs within budget constraints.

Works with the Mayor and other City officials on contract negotiations for MedinaTV services.

Develop and implement a multi-channel communications strategy aligned with the organization's mission, goals, and priorities.

Assures maintenance and minor equipment repair.

Maintains current records or inventory of purchased equipment.

Works with City, school, county and community representatives to ensure communication materials reflect the organization's voice, values, and strategic direction.

Supervises work of Department personnel.

Handles production of studio and remote location tapings for broadcast on MedinaTV.

Writes, edits, and distributes press releases, speeches, newsletters, talking points, reports, and official statements.

Creates photos, videos and programs for use by the City on all media platforms.

Supports and promotes events, initiatives, and programs that increase public awareness and engagement and Coordinates internal communications to ensure staff are informed and aligned with strategic goals.

Serves as the primary spokesperson (PIO) and media contact; responds to press inquiries and manages crisis communications.

Works with city, school, county and community representatives to ensure appropriate and useful information for various media outlets.

Develops the overall look and content of MedinaTV.

Attends meetings of ACCESS to provide input at meetings relative to the operation of the production facilities.

Maintains regular and consistent attendance.

Designs or oversees the production of promotional materials, videos, graphics, podcasts, and other outreach tools.

Builds strong relationships with community groups, media partners, elected officials, and key stakeholders.

Maintains wiring and equipment installation at facility and remote location.

Oversees the development, design, and continuous improvement of the organization's website, ensuring usability, accessibility (ADA compliance), and visual appeal.

Manages website content strategy, ensuring timely updates and consistent information architecture.

Recruits and trains volunteer producers, student producers and production personnel, including use, care and maintenance of all production equipment.

Provides guidance and expertise for use of new technologies in day-to-day operations of the City, as well as, stays up to date with evolving and new technologies to maximize their use to communicate with residents.

Oversees social media presence, ensuring messaging is consistent, timely, and aligned with branding guidelines.

Able to perform the physical demands that include but are not limited to having the strength and agility sufficient to lift and maneuver video equipment and television design sets throughout the day, along with the ability to spend a large part of each working day standing, walking, and transporting, handling video equipment. Able to stand, bend, stoop, crawl, squat, lift, kneel and reach occasionally throughout the work day.

EDUCATION, TRAINING AND EXPERIENCE:

Minimum 5 years of progressively responsible experience in public communications, including strategic planning, media relations, and website management.

Proven track record of successful media campaigns, crisis communications, and stakeholder engagement.

Possession of a Bachelor's degree in communications or related field.

Master's degree preferred.

Have or will obtain FEMA certification as a Public Information Officer within 6 months of accepting position.

License:

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

FAA Part 107 drone license preferred

QUALIFICATIONS:

Knowledge of:

- Familiarity with graphic design tools (e.g., Adobe Creative Suite), video editing, and social media management platforms.
- Field production techniques and principles;
- The City ACCESS philosophy; and
- Working in government, public sector, nonprofit, or similar environments preferred.
- Experience with broadcast equipment, video cameras, audio, and lighting techniques.

Skilled in:

- Detail-oriented with a strong sense of design, branding, and digital best practices.
- Operating a variety of professional video production equipment, including video cameras, video switching equipment, lighting equipment, microphones and audio control devices, editing systems, computer graphic systems and other related peripherals; and
- Developing Department budgets.

Ability to:

- Understand and follow complex oral and written instructions;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public;
- Maintain good taste and judgment in all activities;

- Be collaborative and diplomatic leader who works well with cross-functional teams.
- Be able to handle sensitive or high-pressure situations with professionalism and discretion.
- Work independently and supervise the work of others; and
- Provide administrative and professional leadership and direction to Department personnel.
- Operate various camera systems and non-linear editing systems.
- Design sets and lighting for various field and studio shoots.

ENVIRONMENTAL ELEMENTS:

This position works mostly indoors but at times works outside in various weather conditions.

WORKING CONDITIONS:

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

EQUIPMENT USED:

Various camera systems and non-linear editing systems, video switchers, audio mixers and lighting.

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: _____

NEW

**THE CITY OF MEDINA
JOB DESCRIPTION**

TITLE: Assistant Director of Communications

REPORTS TO: Director of Communications

DEPARTMENT/DIVISION: Communications

CIVIL SERVICES STATUS: Classified

JOB STATUS: Full-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification performs a variety of pre-production, production and post-production duties under the direct supervision of the Director of Communications. The position requires the ability to accept a production project from inception to completion with no additional training or guidance, as well as the ability to assist in the supervision and training of volunteers in production situations. The individual will also oversee and manage the usage of the Medina Performing Arts Center (PAC) in all technical aspects and operations for school, community and professional events that take place at PAC.

ESSENTIAL JOB FUNCTIONS:

Works with city, school, county and community representatives to ensure appropriate and useful information for MedinaTV and use of the Medina Performing Arts Center.

Creates and develops set or scene designs for productions at MedinaTV or Performing Arts Center.

Handles production of studio and remote location tapings for broadcast on MedinaTV.

Drafts and edits press releases, media advisories, talking points, and official communications.

Assists in responding to media inquiries and preparing leadership for public speaking engagements.

Acts as liaison among the city, schools and community on behalf of MedinaTV and the Performing Arts Center

Assists with the management and content updates of the organization's website, ensuring accuracy, accessibility, and alignment with brand standards.

Supports multimedia content creation, including photos, videos, and graphics, for digital and print use.

Box Office Operations: Manages the ticketing system, oversees ticket sales, and operates the box office during events.

Marketing & Communications: Promotes PAC events and services via social media, websites, and traditional media outlets.

Facility Management: Oversees the daily operations and maintenance of the PAC and Middle Stage. Ensures the venues are safe, clean, and performance-ready.

Ensures the efficient operation of the PAC and related functions.

Maintains regular and consistent attendance.

Assists in developing/maintaining the website for City of Medina, MedinaTV and the PAC, and explores avenues for use of the Internet.

Updates and uses Social Media to promote the City of Medina, PAC and Medina TV.

Informs residents of news and information regarding, City of Medina, MedinaTV and the PAC using Social Media and various websites.

Able to search and explore grant opportunities for MedinaTV and the Performing Arts Center.

Collaboration & Community Engagement: Works with schools, City departments, and community organizations to support programming and shared use of the facility.

Maintains wiring and equipment installation at facility and remote locations for both MedinaTV and the PAC.

Equipment Oversight: Maintains all technical equipment and infrastructure. Recommends and coordinates purchases and upgrades.

Staff Supervision: Hires, trains, and manages theater staff and volunteers. Schedules crews for events and manages timekeeping and payroll submissions.

Works with maintenance and custodial of MCS to keep the PAC operating at its fullest potential.

Emergency Response: Serves as on-call contact for emergencies during events and facility operations.

Supports multimedia content creation, including photos, videos, and graphics, for digital and print use.

Serves as PIO and Director of Communications when Director is unavailable.

Is the first Contact for renters of the PAC to schedule and assign staff to ensure all needs are met for their rental request.

Responsible for training and certifying all support staff with facility operations.

Serves as Operations Director when working in the PAC.

Ensures that the policies and procedures of PAC are followed at all times.

Collaborates with departments and stakeholders to gather content and ensure consistent messaging across channels.

Oversees facility management and handles scheduling of PAC events including scheduling conflicts.

Must work hand in hand with information technology to meet the needs of renters of the PAC and Middle Stage.

Creates and schedules engaging content for social media platforms and email newsletters.

Works with the local news outlets to provide information to the media that will assist in program design and production.

Handles all marketing aspects of the PAC for events and the facility.

Attends meetings of the Advisory Commission on Communication Enhancement Support Services (ACCESS) to provide input at meetings relative to the operation of the production facilities and the Performing Arts Center.

Able to perform the physical demands that include but are not limited to having the strength and agility sufficient to lift and maneuver video equipment and television design sets throughout the day, along with the ability to spend a large part of each working day standing and walking and transporting/ handling equipment up to 100 pounds with the ability to push and pull equipment up to 200 pounds. Able to stand, bend, stoop, crawl, squat, lift, kneel and reach occasionally throughout the work day.

EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree in Communications, Public Relations, Journalism, Marketing, Digital Media, Theater Management, Performing Arts or related field.

3+ years of experience in theater or venue management, including technical production.

3+ years of professional experience in public relations, communications, journalism, marketing, or related roles.

- Strong leadership, organizational, and communication skills.
- Have or will obtain FEMA certification as a Public Information Officer within 6 months of accepting position.

Some supervisor or teaching experience and experience in public speaking as well as experience in lighting for studio and remote locations.

QUALIFICATIONS:

Knowledge of:

- Field production techniques and principles.

Skilled in:

- Working in a cooperative and encouraging manner with community members, City, county, school employees and students;
- Representing the City, county, school system and community in a favorable light;

- Operating a variety of theatre equipment including a DMX lighting control console, lighting instruments, sound control console, audio processing equipment, wireless microphones, acoustic concert shell, fly system and computerized box office software; and
- Operating a variety of professional video production equipment, including video cameras, video switching equipment, lighting equipment, microphones and audio control devices, editing systems, computer graphic systems and other related peripherals.

Ability to:

- Maintain good taste and judgment in all production activities;
- Update and maintain websites;
- Handle a wide range of professional video equipment;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public;
- Ability to manage multiple projects and meet deadlines.
- Understand and follow oral and written instructions.

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

FAA Part 107 Drone license preferred

ENVIRONMENTAL ELEMENTS:

The majority of the time is spent working indoors but at times the work performed may involve working outside in various weather conditions. The position includes a high incidence of interaction with county, school and City employees, students and citizens.

WORKING CONDITIONS:

This position requires working various hours including weekends. May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED:

Various camera systems and non-linear editing systems, video switchers, audio mixers and lighting. A DMX lighting control console, lighting instruments, sound control console, audio processing equipment, wireless microphones, acoustic concert shell, fly system and computerized box office software.

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: _____

NEW

**THE CITY OF MEDINA
JOB DESCRIPTION**

TITLE: Communications Specialist

REPORTS TO: Director of Communications

DEPARTMENT/DIVISION:-Communications

CIVIL SERVICES STATUS: Classified

JOB STATUS: Full-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification performs a variety of pre-production, production and post-production duties under the direct supervision of the Director of Communications. This role works collaboratively across departments to manage video, digital, and print communications, enhance public relations, and maintain consistent branding and messaging. The position requires the ability to accept a wide range of duties and tasks from inception to completion without supervision. This individual is also responsible for assisting in training and supervising volunteers and students.

ESSENTIAL JOB FUNCTIONS:

Works with City, school, county and community representatives to ensure appropriate and useful information for MedinaTV

Creates and develops set or scene designs for productions.

Handles production of studio and remote location tapings for broadcast on MedinaTV

Edits Public Service Announcements, promotions and programs for broadcast.

Develops relationships and good communications with various departments and agencies for programming on MedinaTV

Acts as liaison among the City, county, schools and community.

Promotes the development, delivery and growth of Communications in the city, county, and schools as well as other contracted entities.

Maintains regular and consistent attendance.

Assists in developing website for television services and explores avenues for use of Internet.

Coordinates communication efforts with other departments to ensure timely distribution of information.

Works on video special projects and photographs and videos special events in Medina.

Schedules and conducts orientation and training sessions for students and volunteers, including use, care and maintenance of all production equipment.

Recruits and trains volunteer and student producers and production personnel.

Works with the local news outlets to provide information to the media that will assist in program design and production.

Attends meetings of the ACCESS Committee to provide input at meetings relative to the operation of the production facilities.

Able to perform the physical demands that include but are not limited to having the strength and agility sufficient to lift and maneuver video equipment and television design sets throughout the day, along with the ability to spend a large part of each working day standing, walking, and transporting, handling video equipment. Able to stand, bend, stoop, crawl, squat, lift, kneel and reach occasionally throughout the work day.

EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree in Communications, Journalism, Public Relations, Marketing, English, or a related field (preferred).

1–3 years of experience in communications, media, public relations, or related fields.

Experience in a nonprofit, government, education, or corporate setting is preferred.

QUALIFICATIONS:

Knowledge of:

- Familiarity with graphic design tools (e.g., Adobe Creative Suite), video editing, and social media management platforms.
- The City of Medina ACCESS philosophy;
- Field production techniques and principles;
- Ability to work collaboratively, manage multiple projects, and meet deadlines.
- Knowledge of photography and video equipment.

Skilled in:

- Handling a wide range of professional video equipment;
- Operating a variety of professional video production equipment, including video cameras, video switching equipment, lighting equipment, microphones and audio control devices, editing systems, computer graphic systems and other related peripherals; and

- Communicating effectively in writing or orally with co-workers, supervisors and the general public, including public speaking ability.

Ability to:

- Work independently and supervise the work of others;
- Maintain good taste and judgment in all production activities;
- Work in a cooperative and encouraging manner with community members, the City, county, and school employees and students; and
- Understand and follow complex oral and written instructions.
- Operate various camera systems and non-linear editing systems.
- Design sets and lighting for various field and studio shoots.

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

FAA Part 107 Drone license preferred

ENVIRONMENTAL ELEMENTS:

This position works mostly indoors but at times works outside in various weather conditions.

WORKING CONDITIONS:

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

EQUIPMENT USED:

Various camera systems and non-linear editing systems, video switchers, audio mixers and lighting.

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**

NEW

TITLE: Production Assistant

REPORTS TO: Director of Communications

DEPARTMENT/DIVISION: Communications

CIVIL SERVICES STATUS: Unclassified

JOB STATUS: Part-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification performs a variety of pre-production, production and post-production duties under the direct supervision of the Director of Communications. This position will require the ability to follow through a production project, from inception to completion, with little or no additional training. The position will require the ability to assist in the supervision of volunteers in production situations.

ESSENTIAL JOB FUNCTIONS:

Record, in the field, program segments for Medina TV programming,

Edit recorded materials into complete programs,

Serves as on-camera talent for programming,

Assist in all aspects of studio and remote production,

Create graphics for production and the bulletin board.

Maintains regular and consistent attendance.

Assists in developing website for television services and explores avenues for use of Internet.

Able to perform the physical demands that include but are not limited to having the strength and agility sufficient to lift and maneuver video equipment and television design sets throughout the day, along with the ability to spend a large part of each working day standing, walking, and transporting, handling video equipment. Able to stand, bend, stoop, crawl, squat, lift, kneel and reach occasionally throughout the work day.

EDUCATION, TRAINING AND EXPERIENCE:

Documented hours of hands-on experience with broadcast equipment or other experience deemed appropriate by the Director of Communications.

Some experience in public speaking.

Experience in lighting for studio and remote locations.

License: If expected to drive off-site, a valid driver's license issued by the State of Ohio is required and must remain insurable under the City of Medina's vehicle insurance plan.

QUALIFICATIONS:

Knowledge of:

- General knowledge and understanding of the aesthetics of television;
- The City of Medina ACCESS philosophy;
- Field production techniques and principles;
- Operation of basic cable and public access channels; and
- Video switchers and audio mixers.

Skilled in:

- Handling a wide range of professional video equipment;
- Operating a variety of professional video production equipment, including video cameras, video switching equipment, lighting equipment, microphones and audio control devices, editing systems, computer graphic systems and other related peripherals;
- Videotape editing and equipment operation;
- Computer graphics operation, and implementation.
- Communicating effectively in writing or orally with co-workers, supervisors and the general public, including public speaking ability.

Ability to:

- Work independently and supervise the work of others;
- Maintain good taste and judgment in all production activities;
- Work in a cooperative and encouraging manner with community members, the City and school employees and students; and
- Understand and follow complex oral and written instructions.

- Operate various camera systems and non-linear editing systems.
- Design sets and lighting for various field and studio shoots.
- Direct or produce remote productions.
- Edit and assemble programs from written and verbal instructions.
- Write for the visual media.

ENVIRONMENTAL ELEMENTS:

This position works mostly indoors but at times works outside in various weather conditions.

WORKING CONDITIONS:

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

EQUIPMENT USED:

Various camera systems and non-linear editing systems, video switchers, audio mixers and lighting.

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: _____

ORDINANCE NO. 6-26

**AN ORDINANCE AMENDING ORDINANCE NO. 218-25,
PASSED DECEMBER 8, 2025. (Amendments to 2026 Budget)**

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

SEC. 1: That Ordinance No. 218-25, passed December 8, 2025, shall be amended by the following additions:

<u>Account No./Line Item</u>	<u>Additions</u>
001-0705-53315	1,965.00 *
104-0301-53322	324.12 *
104-0301-54411	2,000.00 *
104-0301-54411	20,500.00 *
106-0101-53315	100.00 *
106-0101-53315	100.00 *
107-0110-53313	500.00 *
107-0110-53315	1,000.00 *
108-0673-54414	741,464.00 *
109-0673-54414	902,136.00 *
131-0320-53315	1,595.29 *
380-0682-56615	510,000.00 *
386-0673-54414	500,000.00 *

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. 7-26

AN ORDINANCE AUTHORIZING THE FINANCE DIRECTOR TO MAKE CERTAIN FUND TRANSFERS.

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 transfers:

- \$150,000 from the MCRC Operating Fund (#574) to the MCRC Capital Fund (#575) in accordance with the Joint Operating Agreement between the City of Medina and the Medina City School District, passed by Medina City Council on July 9, 2001, via Ordinance No. 101-01, and amended on November 25, 2013, via Ordinance No. 191-13, and amended on July 11, 2022 via Ordinance No. 143-22.
- \$11,500 from the General Fund (#001) to the Railroad Fund (#145) for the City’s share of the railroad operation.

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. 8-26

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 #82462 from Flock Safety for service to the two additional cameras added at the end of 2024.

SEC. 3: That the funds to cover this expenditure in the amount of \$6,000.00 are available in Account No. 106-0101-53321.

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 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