

## FINANCE COMMITTEE AGENDA

December 9, 2024  
Council Rotunda

### Finance Committee (6:00 p.m.)

1. Assignment of Requests for Council Action
2. Medina Pedal Company Presentation – Troy Gerspacher & Brian Hall
3. 24-244-12/9 – Expenditure – Technology Engineering – IT Dept.
4. 24-245-12/9 – Expenditure Over \$20,000 – Armstrong Cable – IT Dept.
5. 24-246-12/9 – Increase Expenditure – Technology Engineering – IT Dept.
6. 24-247-12/9 – Grant Application – America 250-Ohio Grant
7. 24-248-12/9 – Bids, Snow Removal Equipment at Municipal Airport
8. 24-249-12/9 – MOU – City of Medina Railway
9. 24-250-12/9 – SWOMA Agreement – Drug Mart
10. 24-251-12/9 – 2025 Tax Advance Request
11. 24-252-12/9 – Expenditure – Medina County Treasurer – Courthouse Lease
12. 24-253-12/9 – Expenditure – Jet-A Fuel – Airport
13. 24-254-12/9 – Expenditure – Software Solutions – Annual Support
14. 24-255-12/9 – Expenditure Over \$20,000 – Huntington Bank – Police Dept.
15. 24-256-12/9 – Expenditure Over \$20,000 – Technology Engineering – MCRC
16. 24-257-12/9 – Expenditure Over \$20,000 – Heritage Pool Supply – MCRC
17. 24-258-12/9 – Expenditure Over \$20,000 – Airgas – MCRC
18. 24-259-12/9 – Accept Playground Donation from Ken Cleveland Foundation
19. 24-260-12/9 – Budget Amendments  
#2024-061 – Various
20. 24-261-12/9 – Amend Ord. 201-24 re: Concrete Street Repair Program
21. 24-262-12/9 – Guaranteed Max. Price Agreement No. 1 – Municipal Court Renovation
22. Discussion – Keep lights on in the Square through February

## **REQUESTS FOR COUNCIL ACTION/DISCUSSION**

### **Finance Committee**

- 24-244-12/9 – Expenditure – Technology Engineering – IT Dept.
- 24-245-12/9 – Expenditure Over \$20,000 – Armstrong Cable – IT Dept.
- 24-246-12/9 – Increase Exp. to Technology Engineering – IT Dept.
- 24-247-12/9 – Grant Application – America 250-Ohio Grant
- 24-248-12/9 – Bids, Snow Removal Equipment at Municipal Airport
- 24-249-12/9 – MOU - City of Medina Railway
- 24-250-12/9 – SWOMA Agreement – Discount Drug Mart
- 24-251-12/9 – 2025 Property Tax Advance Request
- 24-252-12/9 – Expenditure – Medina County Treasurer – Courthouse Lease
- 24-253-12/9 – Expenditure – Jet-A Fuel – Airport
- 24-254-12/9 – Expenditure – Software Solutions – Annual Support
- 24-255-12/9 – Expenditure Over \$20,000 – Huntington Bank – Police Dept.
- 24-256-12/9 – Expenditure Over \$20,000 – Technology Engineering – MCRC
- 24-257-12/9 – Expenditure Over \$20,000 – Heritage Pool Supply – MCRC
- 24-258-12/9 – Expenditure Over \$20,000 – Airgas – MCRC
- 24-259-12/9 – Accept Replacement Playground Donation – Ken Cleveland Foundation
- 24-260-12/9 – Budget Amendments
- 24-261-12/9 – Amend Ord. 201-24 – Re: Concrete Street Repair Program
- 24-262-12/9 – Guaranteed Max. Price Agreement No. 1 – Municipal Court Renovation

12/9/24

\*\* send to Finance Committee last meeting in November, to Council 1<sup>st</sup> meeting in December.

# REQUEST FOR COUNCIL ACTION

No. ECA 24-244-12/9

FROM: Darin Zaremba, IT

Committee: Finance

DATE:

SUBJECT: Expenditure Over \$35,000 – Technology Engineering Group

## SUMMARY AND BACKGROUND:

The IT Department respectfully requests Council's approval of the expenditures listed below to Technology Engineering Group for IT services, software, and phone system during 2025.

### Purchase Order #1, totaling \$105,350

- \$30,000 for 2025 IT services – maintenance/support, acct 388-0714-52226.
- \$500 for 2025 Zoho password maintenance, acct 388-0714-53321.
- \$7,500 for 2025 Intronis backup software, acct 388-0714-53321.
- \$18,000 for 2025 Trend Micro-A/V & EDR, 215 devices, acct 388-0714-53321
- \$8,600 for 2025 Duo multi factor authentication, 215 pc's,,acct 388-0714-53321.
- \$450 for 2025 Duo multi factor authentication (rec center), acct 574-0350-53321.
- \$5,500 for 2025 Barracuda Email Archiver support, acct 388-0714-53321.
- \$7,300 for 2025 Barracuda Spam/Email Gateway support, acct 388-0714-53321.
- \$5,500 for 2025 PDQ Connect Network IT Management Soft.-215 pc, 16 Servers, 388-0714-53315.
- \$15,500 for 2025 Meraki Support 46 Cameras,14 WAP,20 switches, 10 firewalls 388-0714-53315.
- \$6,500 for 2025 Meraki Support (rec center),7 WAP, 3 Network Switches, 1 Firewall 574-0350-53321.

### Purchase Order #2, totaling \$34,500

- 2025 monthly phone charges for city-wide department phones (see attached spreadsheet for account number breakdown).

Estimated Cost: \$139,850.00

Suggested Funding: see accounts listed above, and on attached spreadsheet.

- sufficient funds in Account No.
- transfer needed from Account No. to Account No.
- NEW APPROPRIATION needed in Account No.

Emergency Clause Requested: No.

Reason:

## COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

<b>Line</b>	<b>Department</b>	<b>Account</b>	<b>Monthly Amount</b>	<b>2025 Estimate</b>
1	General Admin	001-0707-52212	\$ 20.00	\$ 240.00
2	Fire	107-0110-52212	\$ 212.00	\$ 2,544.00
3	Water Office	513-0531-52212	\$ 35.00	\$ 420.00
4	Police	106-0101-52212	\$ 685.00	\$ 8,220.00
5	Rec Center	574-0350-52212	\$ 388.00	\$ 4,656.00
6	Parks	104-0301-52212	\$ 70.00	\$ 840.00
7	Vehicle Maint	676-0746-52212	\$ 25.00	\$ 300.00
8	Cemetery	001-0210-52212	\$ 60.00	\$ 720.00
9	Building	001-0430-52212	\$ 93.00	\$ 1,116.00
10	Civil Service	001-0723-52212	\$ 25.00	\$ 300.00
11	Planning	001-0410-52212	\$ 47.00	\$ 564.00
12	Council	001-0701-52212	\$ 47.00	\$ 564.00
13	Econ Devel	001-0748-52212	\$ 70.00	\$ 840.00
14	Engineering	001-0742-52212	\$ 93.00	\$ 1,116.00
15	Finance	001-0703-52212	\$ 101.00	\$ 1,212.00
16	IT	388-0714-52212	\$ 80.00	\$ 960.00
17	Law	001-0704-52212	\$ 117.00	\$ 1,404.00
18	Mayor	001-0702-52212	\$ 47.00	\$ 564.00
19	Dispatch	106-0102-52212	\$ 170.00	\$ 2,040.00
20	Sanitation	514-0543-52212	\$ 62.00	\$ 744.00
21	Service Director	001-0741-52212	\$ 25.00	\$ 300.00
22	Street	102-0610-52212	\$ 47.00	\$ 564.00
23	Utility Billing	513-0708-52212	\$ 71.00	\$ 852.00
24	WTP	513-0533-52212	\$ 95.00	\$ 1,140.00
25	Forestry	001-0420-52212	\$ 25.00	\$ 300.00
			\$ 2,464.76	\$ 32,520.00

**City of Medina**  
**Board of Control/Finance Committee Approval**  
**Administrative Code: 141**

*Finance Only*

- Department Heads can authorize expenditures up to \$2,000.00 (requisition)
- Board of Control authorizes expenditures from \$2,000.01 to \$20,000.00 (BOC form).
- Finance Committee authorizes expenditures from \$20,000.01 to \$35,000.00 (BOC form).
- Council authorizes expenditures/bids over \$35,000.01 (RCA form). Board of Control awards all bids, unless otherwise specified in authorizing ordinance. (Ord. 77-23)

Date: 11/20/2024

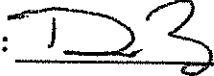
Department: IT

Amount: \$29,543.48

B.O.C. Approval Date: \_\_\_\_\_  
(Finance Use Only)

Account Number: see attached distribution

Vendor: Armstrong Cable

Department head/Authorized signature: 

Item/Description:

Super Blanket - 2025 Internet and Cable TV Services

See attached for locations and fees

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**FINANCE COMMITTEE APPROVAL: (expenditures from \$15,000.01 to \$25,000.00)**

Date Approved/Denied by Finance Committee: \_\_\_\_\_

Date to Finance: \_\_\_\_\_

\_\_\_\_\_  
Clerk of council

- Please have all BOC items for the agenda to the Mayor's Office before 5 p.m. on Friday before the scheduled BOC meeting.
  - Please have all Finance Committee items for the agenda to the Clerk of Council's Office before 5 p.m. on Tuesday before the scheduled Finance Committee meeting.
- Thank you.

2025 Internet and Cable TV Charges - Armstrong Cable

LINE	DEPT	ACCOUNT	MONTHLY FEE	2024 ANNUAL COST	Estimate 2025 ANNUAL COST
1	INTERNET-COURT	001-0705-52212	\$185.00	\$2,220.00	\$2,320.00
2	INTERNET-PARKING DECK	140-0645-52212	\$59.95	\$719.40	\$819.40
3	INTERNET-WATER TREATMENT PLANT	513-0533-52212	\$59.95	\$719.40	\$819.40
4	INTERNET-MELLERT PARK-331 N HUNTINGTON	104-0301-52212	\$59.95	\$719.40	\$819.40
5	INTERNET-GREENWOOD PARK	104-0301-52212	\$119.95	\$1,439.40	\$1,539.40
6	INTERNET-CITY POOL/MEMORIAL PARK	104-0301-52212	\$29.98	\$359.76	\$459.76
7	INTERNET-CITY POOL/MEMORIAL PARK	574-0303-52212	\$29.97	\$359.64	\$459.64
8	INTERNET/CABLE-300 W REAGAN-FIRE STA#1	107-0110-52212	\$193.47	\$2,321.64	\$2,421.64
9	INTERNET-CITY GARAGE	102-0610-52212	\$59.95	\$719.40	\$819.40
10	INTERNET-RECREATION CENTER	574-0350-52212	\$339.95	\$4,079.40	\$4,179.40
11	INTERNET-500 LAKE RD-FIRE STA#2	107-0110-52212	\$54.95	\$659.40	\$759.40
12	INTERNET-1000 WADSWORTH RD-FIRE STA#3	107-0110-52212	\$54.95	\$659.40	\$759.40
13	INTERNET-CEMETERY	001-0210-52212	\$59.95	\$719.40	\$819.40
14	INTERNET-CITY HALL	001-0707-52212	\$550.00	\$6,600.00	\$6,700.00
15	CABLE-CITY HALL 0707	001-0707-52212	\$66.73	\$800.76	\$900.76
16	CABLE-CITY HALL 0702	001-0702-52212	\$66.72	\$800.64	\$900.64
17	INTERNET-PARKS BARN-995 WEYMOUTH RD	104-0301-52212	\$59.95	\$719.40	\$819.40
18	CABLE-DISPATCH-150 W FRIENDSHIP	106-0102-52212	\$124.02	\$1,488.24	\$1,588.24
19	INTERNET-406 S BROADWAY	104-0301-52212	\$59.95	\$719.40	\$819.40
20	INTERNET-812 GATES MILLS - SAM MASI PARK	104-0301-52212	\$59.95	\$719.40	\$819.40
			\$2,295.29	\$27,543.48	\$29,543.48

RCA 24-246-12/9

Finance Only

**City of Medina**  
**Board of Control/Finance Committee Approval**  
**Administrative Code: 141**

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- Board of Control authorizes expenditures from \$2,000.01 to \$20,000.00 (BOC form).
- Finance Committee authorizes expenditures from \$20,000.01 to \$35,000.00 (BOC form).
- Council authorizes expenditures/bids over \$35,000.01 (RCA form). Board of Control awards all bids, unless otherwise specified in authorizing ordinance. (Ord. 77-23)

Date: 11/27/2024


Department: IT

Amount: \$1,000.00

B.O.C. Approval Date: \_\_\_\_\_  
(Finance Use Only)

Account Number: SEE ATTACHED

Vendor: TECHNOLOGY ENGINEERING

Department head/Authorized signature: 

Item/Description:

\$1,000 increase to PO 24-891 bringing the total PO to \$31,600.00

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22-1153

FINANCE COMMITTEE APPROVAL: (expenditures from \$20,000.01 to \$35,000.00)

Date Approved/Denied by Finance Committee: \_\_\_\_\_

\_\_\_\_\_  
Clerk of council

Date to Finance: \_\_\_\_\_

- Please have all BOC items for the agenda to the Mayor's Office before 5 p.m. on Friday before the scheduled BOC meeting.
  - Please have all Finance Committee items for the agenda to the Clerk of Council's Office before 5 p.m. on Tuesday before the scheduled Finance Committee meeting.
- Thank you.

**REQUEST FOR COUNCIL ACTION**

No. RCA 24-247.12/9

**FROM:** Grants/America 250 - Medina Committee  
**DATE:** November 27, 2024  
**SUBJECT:** America 250 - Ohio Grant

**Committee:** Finance  
City Council

**SUMMARY AND BACKGROUND:**

Council is requested to approve a grant application for an America 250 - Ohio grant in the amount of \$5,000. The grant is to be used toward the funding of America 250 Storytelling and Education activities between April 1 and August 31, 2026. These local activities are to be complimentary to America 250-Ohio programs and projects. There is no local match required.

If grant funds are awarded to the City, the Mayor is hereby authorized to accept the grant and enter into any agreements for the implementation and administration of the grant.

**Estimated Cost:**

**Suggested Funding:**

- sufficient funds in Account No.
- transfer needed from Account No.      to Account No.
- NEW APPROPRIATION needed in Account No.

**Emergency Clause Requested:** No

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**COUNCIL USE ONLY:**

**Committee Action/Recommendation:**

**Council Action Taken:**


**Ord./Res.**

**Date:**



**REQUEST FOR COUNCIL ACTION**

NO. RCA 24-248-12/9

FROM: Patrick Patton   
DATE: December 2, 2024  
SUBJECT: Bids - Snow Removal Equipment at the Municipal Airport

COMMITTEE  
REFERRAL: Finance

This request is for permission to advertise, bid and award the purchase of Snow Removal Equipment (SRE) for use at the Medina Municipal Airport.

The total cost of the equipment is \$300,000. The funding split for these applications is as follows:

- FAA: \$285,000 (95%)
- City: \$ 15,000 ( 5%)
- TOTAL \$300,000 (100%)

Thank you for your consideration.

ESTIMATED COST: \$300,000

SUGGESTED FUNDING: \$285,000 in 147-0659-54413  
\$ 15,000 in 547-0659-54413

Sufficient Funds in Account Number:

Transfer Needed from: to:

New Appropriation Account Number:

Emergency Clause Requested:  
Reason:

Yes

We would like to bid this project as soon as possible in hopes that this equipment can be delivered and put into use this coming winter.

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

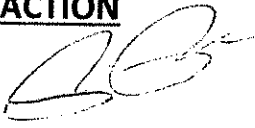
Council Action Taken:

Ord./Res. Number:

Date:

**REQUEST FOR COUNCIL ACTION**

NO. RCA 24-249-12/9

FROM: Patrick Patton   
DATE: December 2, 2024  
SUBJECT: Memorandum of Understanding – City of Medina Railway

COMMITTEE REFERRAL: Finance + City Council

This request is for Council's approval of the attached Memorandum of Understanding (MOU) pertaining to the City's railway, and further authorizing the Mayor to sign the MOU as the representative of the City.

Ordinance 122-24 passed on June 8, 2022 approved a revised MOU for the City's rail line. The Railroad Commission met on June 5, 2024. At that meeting, the four parties (City of Medina, Kokosing, Osborne-Medina and Spray Products) agreed to modifications to the MOU (revisions underlined). The most notable of these revisions is increasing the annual access fee to each of the parties from \$10,000 to \$11,500 (see paragraph #9).

Additionally, paragraphs #11 and #12 were omitted from the new version as they no longer apply.

The entire revised MOU is attached. Thank you for your consideration.

ESTIMATED COST: \$11,500 annual access fee

SUGGESTED FUNDING:

Sufficient Funds in Account Number:

Transfer Needed from: To:

New Appropriation Account Number:

Emergency Clause Requested: Yes  
Reason:

In order to be able to issue the January, 2025 bills with the revised access fee, this ordinance must be approved at the December 9, 2024 Council meeting with the emergency clause.

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number: Ord. 228-24  
Date: 12-9-24

**CITY OF MEDINA RAIL LINE  
MEMORANDUM OF UNDERSTANDING**

Terms to be contained in a Memorandum of Understanding ("MOU") between KOKOSING MATERIALS, INC. (Kokosing), OSBORNE MEDINA, INC. (Osborne), 1000 LAKE HOLDINGS LLC (Spray Products), and the CITY OF MEDINA (City of Medina).

1. A reserve account shall be established and funded out of the fees generated from Kokosing, Osborne, Spray Products and the City of Medina. The parties acknowledge and agree that most, if not all, of the fees generated in the initial years will go towards the yearly maintenance of the rail line. The parties shall agree on an annual amount to be included in the budget that will be allocated from the fees generated and deposited in the reserve account. The reserve account shall not exceed \$200,000, unless otherwise agreed to be reduced or increased among the parties. Once the reserve account reaches a balance of \$200,000 the annual access fee shall be reduced equally between Kokosing, Osborne, Spray Products and the City of Medina; provided, the reserve account maintains a balance of \$200,000. Notwithstanding the above, the parties may agree to increase the reserve account for unanticipated capital repairs and replacements.
2. Kokosing, Osborne and Spray Products shall be liable for any shortfalls contained in the annual budget and not covered by the reserve account. The parties further agree that the level of maintenance on the rail assets serving the Kokosing, Osborne and Spray Products shall be that as is required by the ORDC grant-Federal Railroad Administration Class I standards.
3. The City of Medina shall prepare a proposed budget, as generated by the City of Medina Rail Commission, prior to November 1 of each year, which budget shall be within the projected revenues for each year. The proposed budget shall be available to all parties upon request. Kokosing, Osborne and Spray Products shall have the right to comment on the proposed budget prior to December 15 of each year. If a budget cannot be agreed upon among the parties, the previous year's budget shall be the budget for the succeeding year until a new budget is agreed upon among the parties.
4. The City of Medina, as part of the budget referenced in Section 4 above, shall obtain and maintain a commercial general liability insurance policy in an amount equal to \$5,000,000 combined single limit, which amount may be increased upon agreement of the parties. The City of Medina shall also obtain and maintain casualty insurance on the rail line in an amount acceptable to all the parties.
5. The City of Medina shall contribute fifty percent (50%) of the cost of maintenance and replacement of the existing crossings along the rail line; provided, no new rail crossing shall be added without the consent of the City of Medina. The City of Medina shall have the right to require a crossing to be renovated or replaced; provided that the City of Medina contributes fifty percent (50%) of the cost of said repair or renovation.

6. The City of Medina agrees that all funds collected from Kokosing, Osborne and Spray Products or other grants obtained by any party related to the rail assets shall only be used for the maintenance, repair and operation of the rail line and no other City of Medina purposes.
7. Kokosing, Osborne, Spray Products or the City of Medina, shall have the right to terminate the Memorandum of Understanding upon at least six (6) months' notice to the other parties. Upon termination, all funds held by the City of Medina shall continue to be used to maintain the rail line until exhausted.
8. The City of Medina shall coordinate all repairs, maintenance and replacement on the rail line during the term of the Memorandum of Understanding. The Medina Rail Line shall be defined as beginning at a point 150 feet northwest of the centerline of North Progress Drive. The endpoint of the approximately 3.76 mile rail line shall be defined as the terminal endpoint of the existing track at its most southerly point.

Included as part of the Medina Rail line are the following structures:

- Separated grade crossings (bridges):
  - o Bridge over the Wheeling and Lake Erie rail line (south of SR 18)
  - o Bridge over West Smith Road (known as AAR DOT #141-895-K)
- At grade crossings (includes crossing surfaces and all warning devices (crossbucks, lights, gates, etc.) ):
  - o North Progress Drive (known as AAR DOT #141-892-P)
  - o State Road, including gates and flashers (known as AAR DOT #141-893-W)
  - o West Liberty Street (SR 18 & SR 57) (known as AAR DOT #141-894-D)
  - o Lafayette Road, including gates and flashers (known as AAR DOT #141-896-S)
  - o Ryan Road, including gates and flashers (known as AAR DOT #141-897-Y)
  - o Imagine Lane (known as AAR DOT #919-860-N)

Osborne shall be solely responsible for the maintenance, repair, replacement and/or upgrade of the existing rail line beyond 150 feet northwest of the centerline of North Progress Drive.

Kokosing shall be solely responsible for the maintenance, repair, replacement and/or upgrade of their rail unloading structure (the hopper) located adjacent to the Medina Rail line.

Spray Products shall be solely responsible for maintenance, repair, replacement and/or upgrade of the spur serving their facility. The spur shall be defined as all rail, ties, switches and any other structure necessary to provide service to their facility with the sole exception of those common rail ties supporting both the Medina Rail line and the Spray Products spur. These common rail ties shall be considered as part of the Medina Rail line. Spray Products shall be responsible for the ties supporting their spur beginning with the first tie on their spur beyond the common ties.

9. The parties agree to increase the annual access fees. The annual access fees for each party shall be as follows: Kokosing - \$11,500; Osborne - \$11,500; Spray Products - \$11,500; and the City of Medina, Ohio - \$11,500. The annual fee shall be billed by the City each January and due to be paid on or before February 1<sup>st</sup> of each calendar year except for the first year (2024), which shall be payable upon execution of this agreement. Upon written request, all parties shall have the option of paying the annual

access fees monthly on a pro rata basis in lieu of a lump sum payment.

10. The annual user fee per car shall remain as follows: Kokosing-\$9.25, Osborne-\$8.00 and Spray Products-\$20.00. User fees per car shall be invoiced to Kokosing, Osborne and Spray Products quarterly. Per car user fees will be effective from the date of execution of this contract. The annual user fee per car may be changed upon agreement of the parties.
11. ~~The parties agree that Osborne's current balance due of \$28,096 for usage fees incurred but not paid since January, 2021 shall be waived in full. Going forward, Osborne shall be responsible for paying both the annual access fee and the per car fee beginning in May, 2022.~~
12. ~~The parties agree to credit Spray Products a total of \$13,600 for overpayment for rail car fees paid between January, 2021 and May, 2022.~~
13. The parties agree to provide the City of Medina with monthly billing reports showing the number of cars per month.
14. The City of Medina shall establish a Rail Commission to oversee the City of Medina rail assets. The Rail Commission shall be made up of at least five (5) members, initially one from Kokosing, one from Osborne, one from Spray Products and two from the City of Medina.
15. The Rail Commission referenced in Section 12 above shall meet as necessary as determined by the members. It is understood that all members have the right to call for a meeting at any time.

IN WITNESS WHEREOF, the parties have duly executed this Memorandum of Understanding as of the last date set forth below:

KOKOSING MATERIALS, INC.

1000 LAKE HOLDINGS, LLC

By (signature): \_\_\_\_\_

By (signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

OSBORNE MEDINA CO.

CITY OF MEDINA, OHIO

By (signature): \_\_\_\_\_

By (signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**REQUEST FOR COUNCIL ACTION**

NO. RCA 24-250-12/9

FROM: Patrick Patton 

DATE: December 2, 2024

COMMITTEE REFERRAL: Finance

SUBJECT: Storm Water Operation and Maintenance Agreement – Discount Drug Mart

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This request asks Council to accept the attached Storm Water Operation and Maintenance Agreement (SWOMA) from Discount Drug Mart and authorize the Mayor to sign the agreement on the City's behalf.

This SWOMA outlines the property owners operation and maintenance plan for a newly installed storm water detention system. This agreement will ensure that the detention system operates as designed throughout the life of the development.

ESTIMATED COST: No cost to the City

SUGGESTED FUNDING: n/a

Sufficient Funds in Account Number:

Transfer Needed from: to:

New Appropriation Account Number:

Emergency Clause Requested: No  
Reason:

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COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

City of Medina Ohio

Document ID:

Corresponding Job ID:

**INSPECTION AND MAINTENANCE AGREEMENT FOR STORM WATER BEST MANAGEMENT PRACTICES**

This Inspection and Maintenance Agreement, made this 14th day of November 2024, by and between the Discount Drug Mart, Inc (hereafter referred to as the Owner) and the City of Medina, Ohio hereafter referred to as the City, provides as follows:

WHEREAS, the Owner is responsible for certain real estate shown as Tax Map Parcel Number 029-19A-18-006 that is situated in the City of Medina, State of Ohio and is known as being all of Medina City Lot No. \_\_\_\_\_ to be developed as a pre-engineered metal building storage facility and referred to as the Property; and,

WHEREAS the Owner is providing a storm water management system consisting of the following storm water management practices for (1) detention basin \_\_\_\_\_ as shown and described on the attached Comprehensive Storm Water Management Plan (*attach copy of development's approved plan*); and,

WHEREAS, to comply with the Ohio Environmental Protection Agency National Pollutant Discharge Elimination System and the City of Medina, Ohio Small Municipal Separate Storm Sewer System and Comprehensive Storm Water Management Plan, pertaining to this project, the Owner has agreed to inspect, maintain, and repair the storm water management practices in accordance with the terms and conditions hereinafter set forth.

NOW, THEREFORE, for and in consideration of the mutual covenants and undertaking of the parties, the parties hereby agree as follows:

**A. FINAL INSPECTION APPROVAL**

The Owner shall certify in writing to the City within 30 days of completion of the storm water management practices that the storm water management practices are constructed in accordance with the approved plans and specifications. The Owner shall further provide an As Built Certification, including As-Built Survey, of the locations of all access and maintenance easements and each storm water management practice, a copy of this complete Inspection and Maintenance Agreement, and the approved inspection and Maintenance Plan

**B. MAINTENANCE PLANS FOR THE STORM WATER MANAGEMENT PRACTICES**

1. The Owner agrees to maintain in perpetuity the storm water management practices in accordance with approved Maintenance Plans listed in #2 below and in a manner that will permit the storm water management practices to perform the purposes for which they were designed and constructed, and in accordance with the standards by which they were designed and constructed, all as shown and described in the approved Comprehensive Storm Water Management Plan. This includes all pipes and channels built to convey storm water to the storm water management practices, as well as structures, improvements, and vegetation provided to control the quantity and quality of the storm water.
2. The Owner shall provide a Maintenance Plan for each storm water management practice. The Maintenance Plans shall include:
  - a. The location and documentation of all access and maintenance easements on the property.
  - b. The location of each storm water management practice, including identification of the drainage areas served by each.
  - c. Photographs of each storm water management practice, including all inlets and outlets upon completion of construction.
  - d. A schedule of inspection.

- e. A schedule for regular maintenance for each aspect of the storm water management practices to ensure continued performance of each practice. The Owner shall provide an easily understood maintenance inspection checklist. The maintenance plan will include a detailed drawing of each storm water management practice. The maintenance plan shall include each outlet structure with all parts clearly labeled. This schedule may include additional standards, as required by the City Engineer, to ensure continued performance of the storm water management practices permitted to be located in, or within 50 feet of water resources.

Alteration or termination of these stipulations is prohibited. The Owner must provide a draft Inspection and Maintenance Plan as part of the Comprehensive Stormwater Management Plan submittal. Once the draft is approved, a recorded copy of the plan must be submitted to the City to receive final inspection approval of the site, as noted above in section A.

- 3. The Owner shall maintain, update, and store the maintenance records for the storm water management practices.
- 4. The Owner shall perform all maintenance in accordance with the Inspection and Maintenance Plan and shall complete all repairs identified through regular inspections, and any additional repairs as requested in writing by the City.

**C. INSPECTION, MAINTENANCE, AND REPAIRS OF STORM WATER MANAGEMENT PRACTICES**

- 1. The Owner shall inspect all storm water management practices listed in this agreement, every three (3) months and after major storm events for the first year of operation.
- 2. The Owner shall inspect all storm water management practices listed in this agreement at least once every year thereafter.
- 3. The Owner shall submit Inspection Reports in writing to the City engineer within 30 days after each inspection. The reports shall include the following:

The date of inspection: \_\_\_\_\_  
 Name of inspector: \_\_\_\_\_  
 The condition and/or presence of:

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_
- (iv) \_\_\_\_\_
- (v) \_\_\_\_\_
- (vi) \_\_\_\_\_
- (vii) \_\_\_\_\_
- (viii) Any other item that could affect the proper function of the Facility.

- 4. The Owner grants permission to the City to enter the Property and to inspect all aspects of the storm water management practices and related drainage to verify that they are being maintained and operated in accordance with the terms and conditions hereinafter set forth. The City shall provide the Owner copies of the inspection findings and a directive to commence with the repairs if necessary.
- 5. The Owner shall complete all corrective actions and repairs within ten (10) days of their discovery through Owner inspections or through a request from the City. If repairs will not occur within this ten (10) day period, the Owner must receive written approval from the City engineer for a repair schedule.
- 6. In the event of any default or failure by the Owner in the performance of any of the covenants and warranties pertaining to the maintenance of the storm water management practices, or the Owner fails to maintain the storm water management practices in accordance with the approved design standards and Inspection and Maintenance Plan, or, in the event of an emergency as determined by the City, it is the sole discretion of the City, after providing reasonable notice to the Owner, to enter the property and take whatever steps necessary to correct deficiencies and to charge the cost of such repairs to the Owner. The Owner shall reimburse the City upon demand, within thirty (30) days of receipt thereof for all actual cost incurred by the City, or more with written approval from the City engineer. All costs expended by the City in performing such necessary maintenance or repairs shall constitute a lien against the properties of the Owner. Nothing herein shall obligate the City to maintain the storm water management practices.

**D. FUNDING**

The Owner shall specify the method of funding for the perpetual inspection, operation, and maintenance of the storm water management practices listed in this Inspection and Maintenance Agreement. A description of the funding mechanism shall be submitted to the City and approved by the City.

Owner agrees to take responsibility for all required funding necessary for maintenance and operation of the stormwater control facilities



E. INDEMNIFICATION

1. The Owner hereby agrees that it shall save, hold harmless, and indemnify the City of Medina, Ohio and its employees and officers from and against all liability, losses, claims, demands, costs and expenses arising from, or out of, default or failure by the Owner to maintain the storm water management practices, in accordance with the terms and conditions set forth herein, or from acts of the Owner arising from, or out of, the construction, operation, repair or maintenance of the storm water management practices.
2. The Owner hereby releases the City from all damages, accidents, casualties, occurrences, or claims that might arise or be asserted against the City from the presence, existence, or maintenance of the stormwater management practices.
3. The parties hereto expressly do not intend by execution of this Inspection and Maintenance Agreement to create in the public, or any member thereof, any rights as a third party beneficiary or to authorize anyone not a party heretof to maintain a suit for any damage pursuant to the terms of this Inspection and Maintenance Agreement.
4. This Inspection and Maintenance Agreement shall be a covenant that runs with the land and shall inure to the benefit of and shall be binding upon the parties hereto, their respective successors and assigns, and all subsequent owners of the property.
5. The current Owner shall promptly notify the City when the Owner legally transfers any of the Owners responsibilities for the storm water management practices. The Owner shall supply the City with a copy of any document of transfer, executed by both parties.
6. Upon execution of this Inspection and Maintenance Agreement, it shall be recorded in the Recorder's Office of Medina County, Ohio, at the Owner's expense.

IN WITNESS WHEREOF, the undersigned has executed this instrument this 14<sup>th</sup> day of November 2024

Owner:

Signature: Kristy Carter  
Printed Name Kristy Carter

State of Ohio )  
County of Medina) SS.

The foregoing instrument was acknowledged before me this 14 day of November by Kristy Carter who acknowledged that he did sign this Power of Attorney, and that it is his free act and deed. I have signed and sealed this Power of Attorney at Medina, Ohio, this 14<sup>th</sup> day of November 2024

Notary Signature: Amy Colella  
Printed Name: Amy Colella

My Commission Expires: 11-8-2026  
Notary Seal



Amy Colella  
Notary Public, State of Ohio  
My Commission Expires  
November 8, 2026

IN WITNESS WHEREOF, the undersigned has executed this instrument this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

City of Medina:

Signature: \_\_\_\_\_

Printed Name: Dennis Hanwell, Mayor

State of Ohio )

County of Medina) SS:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_ who acknowledged that he did sign this Power of Attorney, and that it is his free act and deed. I have signed and sealed this Power of Attorney at Medina, Ohio, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Notary Seal:

This instrument was prepared by:

Gregory Huber, Law Director, City of Medina, Ohio  
132 N. Elmwood Avenue  
Medina, OH. 44256

Ver November, 2021

Before you sign  
**Callot**

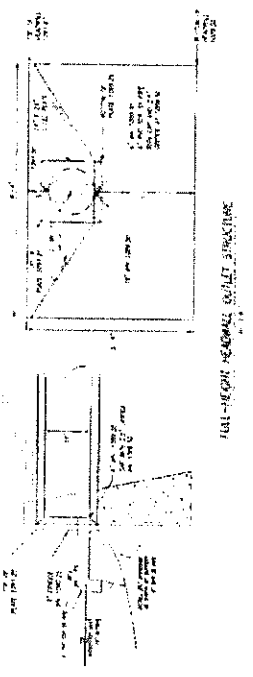
DATE: 11/11/2011  
TIME: 10:00 AM  
PROJECT NUMBER: 22217  
Drawing Name: DWG

UNIT PLAN  
BDM SMITH RD. WAREHOUSE EXPANSION  
COUNTY OF WESSEX  
STATE OF OHIO

**GVE**  
CHAGRIN VALLEY  
ENGINEERING, LTD.

NO. 11111111111111111111

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMITS	11/11/2011
2	ISSUED FOR CONSTRUCTION	11/11/2011
3	ISSUED FOR RECORD	11/11/2011
4	ISSUED FOR AS-BUILT	11/11/2011
5	ISSUED FOR FINAL	11/11/2011



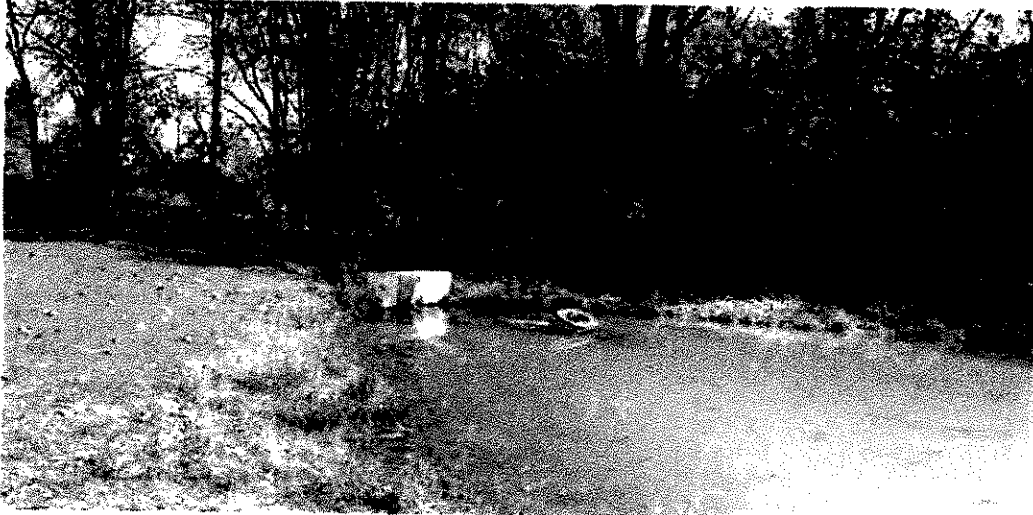
W. SMITH RD.



INLET STRUCTURE (NEXT TO DRIVEWAY)



OUTLET STRUCTURE (PHOTO INCLUDES SKIMMER – TO BE REMOVED)



OUTLET STRUCTURE TO SWALE





MAINTAINING STORMWATER CONTROL MEASURES  
*Guidance for Private Owners & Operators*

ROUTINE AND NON-ROUTINE MAINTENANCE

Dry Pond or Dry Extended Detention Basin

*Routine Maintenance:*

- **Outlet Structures:** Keep outlets such as principle spillway pipe, water quality orifice pipe and emergency spillway free from blockage by sediment, debris, or trash.
- **Dam/Embankment:** Mow grassed dam and embankment of dry pond to prevent establishment of woody vegetation.
- **Erosion and Scour:** Repair soil erosion or scouring on the side slopes leading into the dry pond or within the bottom or forebay of the dry pond.
- **Vegetation Management:** Remove woody vegetation from ponding area of dry pond.
- **Sediment and Debris:** Remove accumulated sediment, debris and trash from the dry pond forebay, low flow channel and ponding area. Remove sediments when accumulation reaches 6 inches in depth.

*Non-Routine Maintenance:*

- **Excessive Sediment:** Remove sediment accumulation from the ponding area prior to 25 percent of the ponding storage volume being lost within the dry pond.
- **Invasive Vegetation:** Treat and remove invasive vegetation from ponding area, side slopes and emergency spillway.
- **Outlet Structure:** Repair or replace damaged outlet structure.
- **Erosion Protection:** Repair or replace riprap or stone protection at pipe inlets, pipe outlets or emergency spillway.
- **Dam/Embankment:** Seek professional consultation if seepage or leaks appear during ponding or erosion is discovered on the dam or embankment of the dry pond.





**MAINTAINING STORMWATER CONTROL MEASURES**  
*Guidance for Private Owners & Operators*

**STORMWATER CONTROL MEASURES**

**Dry Pond or Dry Extended Detention Basin**

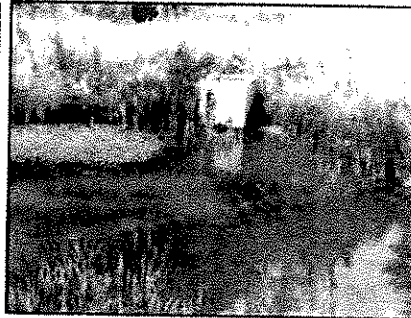
Dry ponds, also known as dry extended detention basins, are stormwater control ponds designed to capture stormwater runoff and detain the stormwater runoff for a designed period of time. Older dry ponds drain completely between storm events and are typically maintained in a mowed grass condition, these ponds have a primary role of detaining flows from large storm events. More recent dry ponds should also capture excess sediments, trash and debris and can remove contaminants from stormwater prior to being released downstream or into a local sewer system. More recently built dry ponds will have additional features called forebays (at inlets) or micropool (at the outlet) that help capture excess sediments, trash and debris and can remove contaminants from stormwater before it leaves the pond.



*Typical Dry Pond cross-section view showing different levels of ponding control during storm events.  
Credit: Ohio Rainwater & Land Development Manual*



*Well maintained dry detention basin. Forebay in the background. Main pool area receives periodic mowing to maintain vegetation. Credit: Cuyahoga Soil & Water Conservation District*



*Outlet structure with multiple drains free of obstruction such as vegetation, trash or sediment. Credit: Summit Soil & Water Conservation District*

**MAINTAINING STORMWATER CONTROL MEASURES**  
*Guidance for Private Owners & Operators*

**STORMWATER CONTROL MEASURES**

**MAINTENANCE REQUIRED WHEN:**

- Standing water is visible 72 hours after a rain event.
- Outlet is blocked by trash, debris or vegetation.
- Erosion within the emergency spillway, or blocked by debris.
- Erosion of side slopes or dam portion of pond.
- Low flow orifice, forebay, and micro pool are blocked by trash, debris, or sediment.
- Excessive (wetland) vegetation growing within dry pond area.
- Animal burrows within dam portion or side slopes of pond.
- Trees growing on the dam.
- Foul odors present.

### Dry Pond or Dry Extended Detention Basin Inspection and Maintenance Checklist

<b>Facility:</b>			
<b>Location/Address:</b>			
<b>Date:</b>	<b>Time:</b>	<b>Weather Conditions:</b>	<b>Date of Last Inspection:</b>
<b>Inspector:</b>		<b>Title:</b>	
<b>Rain in Last 48 Hours</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, list amount and timing:</b>			
<b>Pretreatment:</b> <input type="checkbox"/> vegetated filter strip <input type="checkbox"/> swale <input type="checkbox"/> forebay <input type="checkbox"/> other, specify:			
<b>Site Plan or As-Built Plan Available:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			

Inspection Item		Comment	Action Needed
<b>1. PRETREATMENT</b>			
Sediment has accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
Trash and debris have accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2. DEWATERING</b>			
The water quality orifice is visible.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>3. INLETS</b>			
Inlets are in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment has accumulated and/or is blocking the inlets	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is occurring around the inlets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>3. EMBANKMENT</b>			
Sinkholes or cracks are visible in the embankment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
Trees or woody vegetation present on the dam or embankment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4. BASIN OR BOWL AREA</b>			
Trash and debris have accumulated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
Invasive plants are present.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is evident on the basin floor or low flow channel.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
The micro-pool has sediment accumulation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
Sinkholes or animal borrows are present.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>5. SIDE SLOPES AND EMBANKMENT</b>			
Erosion is evident.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
Sinkholes, animal borrows or instability are present.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6. OUTLETS AND OVERFLOW STRUCTURE</b>			
Outlets or overflow structures in poor structural condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment, trash or debris is blocking the outlets or overflow structure.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion is occurring around the outlets or overflow structure	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
Joints are not water tight and/or leaks are visible.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No

**REQUEST FOR COUNCIL ACTION**

No. RCA 24-251-12/9  
Committee Finance

FROM: Keith Dirham, Finance Director  
Lori Bowers, Deputy Finance Director  
DATE: December 2, 2024  
SUBJECT: Property Tax Advance Request

**SUMMARY AND BACKGROUND:**

Please approve the annual resolution requesting that the County Auditor make tax advances during 2025 pursuant to Ohio Rev. Code §321.34.

Estimated Cost:

Suggested Funding:

Sufficient funds in Account No.:

Transfer needed: From Account No.:  
To Account No.:

NEW APPROPRIATION needed in Account No.:

Emergency Clause Requested: **Yes**

Reason: Request to the County Auditor is due on January , 2025. (Received from County on 12/ /24)

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**COUNCIL USE ONLY:**

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.  
Date:



# ANTHONY P. CAPRETTA

## Medina County Auditor

144 North Broadway St. • Medina, Ohio 44256

Date: December 4, 2024

To: Township Fiscal Officers  
Village Clerks  
City Finance Directors  
Library Treasurers  
School Treasurers

From: Kristen Johnson, Tax Settlements *KJ*  
Medina County Auditor's Office

Re: Tax Advances (1st half 2025 collection)  
(2nd half 2025 collection)

Schedule for Advances on the First Half Tax Collection:

REQUEST SLIP DUE BY:

PAYMENT DATES:

FRIDAY: January 17, 2025

FRIDAY: January 24, 2025  
FRIDAY: February 7, 2025  
FRIDAY: February 21, 2025  
FRIDAY: March 7, 2025

Schedule for Advances on the Second Half Tax Collection:

PAYMENT DATES:

FRIDAY: July 11, 2025  
FRIDAY: July 25, 2025  
FRIDAY: August 8, 2025

There will be seven advances for the year, four of them payable during the first half and three of them payable during the second half. When passing your resolution or ordinance, please indicate that you are requesting all available advances for the year.

Please send in one request slip (see attached) and a copy of your resolution or ordinance stating that you want the advances for the year of 2025. Please have your President of the board sign the slip.

If you would like to request the advances but will not have your resolution or ordinance until after the first advance date, let me know.

If you have any special needs or questions, please email or call 330-725-9766.

**REQUEST FOR ADVANCE OF TAXES COLLECTED  
MUNICIPALITIES, SCHOOL DISTRICTS, TOWNSHIPS**

Rev. Code Sec. 321.34

To the Auditor of Medina County, Ohio:

\_\_\_\_\_, Ohio, \_\_\_\_\_, 20 \_\_\_\_\_.

YOU ARE HEREBY REQUESTED to issue your warrant upon the County Treasurer of said County in favor of \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_ in said County for \_\_\_\_\_ Dollars, of the current collection of taxes assessed and collected for and in behalf of said \_\_\_\_\_ which shall be held and treated as an advance payment on the current collection of taxes due said \_\_\_\_\_ at the ensuing settlement, 20 \_\_\_\_\_, as provided by law.

Pursuant to a Resolution adopted by the \_\_\_\_\_, adopted \_\_\_\_\_, 20 \_\_\_\_\_ Resolution No. \_\_\_\_\_.

\_\_\_\_\_  
(President of 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.

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**REQUEST FOR ADVANCE OF TAXES COLLECTED**

MUNICIPALITIES, SCHOOL DISTRICTS, TOWNSHIPS

Rev. Code Sec 321.34

To the Auditor of Medina County, Ohio:

\_\_\_\_\_, Ohio, \_\_\_\_\_, 20\_\_\_\_\_.

YOU ARE HEREBY REQUESTED to issue your warrant upon the County Treasurer of said County in favor of \_\_\_\_\_ as 1 \_\_\_\_\_ of 2 \_\_\_\_\_ in said County for \_\_\_\_\_ Dollars, of the current collection of taxes assessed and collected for and in behalf of said 3 \_\_\_\_\_ which shall be held and treated as an advance payment on the current collection of taxes due said 3 \_\_\_\_\_ at the ensuing settlement, 20\_\_\_\_\_, as provided by law.

Pursuant to a Resolution adopted by the 4 \_\_\_\_\_, adopted \_\_\_\_\_, 20\_\_\_\_\_. Resolution No. \_\_\_\_\_.

\_\_\_\_\_  
*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.

**REQUEST FOR COUNCIL ACTION**

No. RCA 24-252-12/9

**FROM:** Keith H. Dirham, Finance Director  
Lori Bowers, Deputy Finance Director

**Committee:** Finance

**DATE:** December 2, 2024

**SUBJECT:** Expenditure greater than \$35,000 – Medina County Treasurer

**SUMMARY AND BACKGROUND:**

The Finance Department respectfully requests Council to authorize an expenditure not to exceed \$130,000 to Medina County Treasurer (M00561) for the Courthouse Lease (Lease Payments / Casualty Insurance / Shared Security Costs). (Ord 108-23)

**Estimated Cost:** \$130,000

**Suggested Funding: for discussion:**

- 169-0705-52234 - \$42,000 (variable and fixed rate lease)
- 301-0707-52234 - \$42,000 (variable and fixed rate lease)
- 169-0705-52213 - \$8,000 (casualty insurance)
- 001-0707-52213 - \$8,000 (casualty insurance)
- 169-0705-52215 - \$15,000 (shared security costs)
- 001-0707-52215 - \$15,000 (shared security costs)

(Shared Security costs - estimated at \$70,000 / year after building is occupied – amount included to cover 1<sup>st</sup> qtr 2026 payment)

- sufficient funds in Account No.
- transfer needed from Account No. \_\_\_\_\_ to Account No.
- NEW APPROPRIATION needed in Account No.

**Emergency Clause Requested:** No  
**Reason:**



**COUNCIL USE ONLY:**  
**Committee Action/Recommendation:**

**Council Action Taken:**

**Ord./Res.**  
**Date:**



**REQUEST FOR COUNCIL ACTION**

No. RCA 24-253 -12/9

**FROM:** Keith H. Dirham, Finance Director  
Lori Bowers, Deputy Finance Director

**Committee:** Finance

**DATE:** December 2, 2024

**SUBJECT:** Expenditure greater than \$25,000 – Jet-A Fuel

**SUMMARY AND BACKGROUND:**

The Finance Department respectfully requests Council to authorize an expenditure not to exceed \$135,000 to World Fuel Services, Ascent Aviation Group for the purchase of Jet-A fuel at the Medina Municipal Airport during 2025. NOTE: Through November 2024, the City paid \$67,786.95 for Jet-A fuel.

**Estimated Cost:** \$135,000

**Suggested Funding:** Medina Municipal Airport Fund

- sufficient funds in Account No. 547-0650-53314
- transfer needed from Account No. to Account No.
- NEW APPROPRIATION needed in Account No.

**Emergency Clause Requested:** Yes  
**Reason:** To pay for fuel purchased in January.

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**COUNCIL USE ONLY:**

**Committee Action/Recommendation:**

**Council Action Taken:**

**Ord./Res.**  
**Date:**

**REQUEST FOR COUNCIL ACTION**

No. RCA 24-254-12/9

**FROM:** Keith H. Dirham, Finance Director  
 Lori Bowers, Deputy Finance Director  
**DATE:** December 2, 2024  
**SUBJECT:** Expenditure over \$35,000 – Annual Software Support – Software Solutions  
**Committee:** Finance

**SUMMARY AND BACKGROUND:**

The Finance Department requests Council's approval of an expenditure not to exceed \$65,000.00 to Software Solutions, Inc. (SSI) for annual support services for the City's VIP Professional accounting system. The effective period for support services is from March 1, 2025, through February 28, 2026.

Accounts to be charged for the 2025 support service fee is as follows:

Line	Department	Account	Amount	Percent
001	General Admin	001-0707-53321	\$ 26,650.00	41%
002	Streets	102-0610-53321	\$ 1,950.00	3%
003	Parks	104-0301-53321	\$ 2,600.00	4%
004	Police	106-0101-53321	\$ 3,250.00	5%
005	Fire	107-0110-53321	\$ 3,250.00	5%
006	IT	388-0714-53321	\$ 1,950.00	3%
007	Water office	513-0531-53321	\$ 3,250.00	5%
008	WTP	513-0533-53321	\$ 1,950.00	3%
009	cash control	513-0708-53321	\$ 10,400.00	16%
010	Sanitation	514-0543-53321	\$ 5,200.00	8%
011	MCRC	574-0350-53321	\$ 2,600.00	4%
012	Veh maint	676-0746-53321	\$ 1,950.00	3%
		<b>Total</b>	<b>\$ 65,000.00</b>	<b>100%</b>

- Estimated Cost:** \$65,000.00  
**Suggested Funding:** See departments listed above
- sufficient funds in Account No. See accounts listed above
  - transfer needed from Account No. to Account No.
  - NEW APPROPRIATION needed in Account No.

**Emergency Clause Requested:** NO  
**Reason:**

**COUNCIL USE ONLY:**  
**Committee Action/Recommendation:**

**Council Action Taken:**

**Ord./Res.**  
**Date:**

RCA 24-255-12/9

Finance Only

**City of Medina**  
**Board of Control/Finance Committee Approval**  
**Administrative Code: 141**

- Department Heads can authorize expenditures up to \$2,000.00 (requisition)
- Board of Control authorizes expenditures from \$2,000.01 to \$20,000.00 (BOC form).
- Finance Committee authorizes expenditures from \$20,000.01 to \$35,000.00 (BOC form).
- Council authorizes expenditures/bids over \$35,000.00 (RCA form). Board of Control awards all bids, unless otherwise specified in authorizing ordinance. (Ord. 77-23)

Date: 12/2/2024


Department: Police

Amount: \$30,000.00

B.O.C. Approval Date: \_\_\_\_\_  
(Finance Use Only)

Account Number: multiple see below

Vendor: Huntington National Bank

Department Head/Authorized Signature: 

Item/Description:

**2025 Blanket PO**

- Line 1 - 106-0101-52211 \$10,000 Education/Travel
- Line 2 - 106-0101-53315 \$9,000 Tools/Minor Equipment
- Line 3 - 106-0101-53313 \$3,000 Operating Supplies
- Line 4 - 106-0101-53321 \$2,000 Maint of Equipment
- Line 5 - 151-0101-53313 \$1,000 Plaques/Novelty Items
- Line 6 - 150-0101-52211 \$5,000 Police Training

FINANCE COMMITTEE APPROVAL: (expenditures from \$20,000.01 to \$35,000.00)

Date Approved/Denied by Finance Committee: \_\_\_\_\_

Date to Finance: \_\_\_\_\_

\_\_\_\_\_  
Clerk of council

- Please have all BOC items for the agenda to the Mayor's Office before 5 p.m. on Friday before the scheduled BOC meeting.
- Please have all Finance Committee items for the agenda to the Clerk of Council's Office before 5 p.m. on Tuesday before the scheduled Finance Committee meeting.

Thank you.

RCA 24-256-129  
Finance Only

**City of Medina**  
**Board of Control/Finance Committee Approval**  
**Administrative Code: 141**

- Department Heads can authorize expenditures up to \$2,000.00 (requisition)
- Board of Control authorizes expenditures from \$2,000.01 to \$20,000.00 (BOC form).
- Finance Committee authorizes expenditures from \$20,000.01 to \$35,000.00 (BOC form).
- Council authorizes expenditures/bids over \$35,000.00 (RCA form). Board of Control awards all bids, unless otherwise specified in authorizing ordinance. (Ord. 77-23)

Date: 12/2/2024

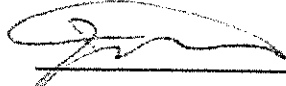
Department: MCRC

Amount: \$25,000.00

B.O.C. Approval Date: \_\_\_\_\_  
(Finance Use Only)

Account Number: 574-0351-53315

Vendor: Technology Engineering Group T00211

Department Head/Authorized Signature: 

Item/Description:

New camera system

Cameras and additional network cable for Rec Center Surveillance.

Replacing aging Meraki System

Ordering cameras in 2024, final install before February 2025.

-----

**FINANCE COMMITTEE APPROVAL: (expenditures from \$20,000.01 to \$35,000.00)**

Date Approved/Denied by Finance Committee: \_\_\_\_\_

\_\_\_\_\_  
Clerk of council

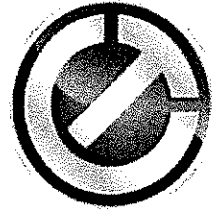
Date to Finance: \_\_\_\_\_

- Please have all BOC items for the agenda to the Mayor's Office before 5 p.m. on Friday before the scheduled BOC meeting.
  - Please have all Finance Committee items for the agenda to the Clerk of Council's Office before 5 p.m. on Tuesday before the scheduled Finance Committee meeting.
- Thank you.

# ESTIMATE

Technology Engineering Group  
3593 Medina Rd, #239  
Medina, OH 44256

info@tegoh.com  
+1 (330) 974-1249  
www.tegoh.com



## Bill to

City of Medina Recreation Center  
855 Weymouth Rd,  
Medina, Oh 44256

## Ship to

City of Medina Recreation Center  
855 Weymouth Rd,  
Medina, Oh 44256

## Estimate details

Estimate no.: 1810

Estimate date: 12/03/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Misc Hardware	Unifi G5 TURRET ULTA CAMERAS	28	\$140.00	\$3,920.00
2.		Misc Hardware	Unifi AI 360 CAMERAS	3	\$431.00	\$1,293.00
3.		Misc Hardware	Unifi G5 TURRET AI	16	\$431.00	\$6,896.00
4.		Misc Hardware	Unifi Enterprise Video Network Recorder	1	\$2,000.00	\$2,000.00
5.		Misc Hardware	Unifi Enterprise NVR Bezel	1	\$310.00	\$310.00
6.		Misc Hardware	WD Purple WD85PURZ 8 TB Hard Drive - 3.5" Internal - SATA (SATA/600)	10	\$220.00	\$2,200.00
7.		Misc Hardware	UNIFI Protect View port for COMPUTER MONITOR viewing of cameras	3	\$216.00	\$648.00
8.		ETHERNET DROPS	ETHERNET DROP INSTALLATION AND TERMINATION/TEST	7	\$425.00	\$2,975.00
9.		Installation-Services	Turn up new hardware, de-install old cameras and environmentally dispose, Install new cameras, train personnel.	1	\$4,300.00	\$4,300.00

Total

**\$24,542.00**

Accepted date

Accepted by

RCA 24-257-12/9

**City of Medina**

**Board of Control/Finance Committee Approval**

*Finance Only*

**Administrative Code: 141**

- Department Heads can authorize expenditures up to \$2,000.00 (requisition)
- Board of Control authorizes expenditures from \$2,000.01 to \$20,000.00 (BOC form).
- Finance Committee authorizes expenditures from \$20,000.01 to \$35,000.00 (BOC form).
- Council authorizes expenditures/bids over \$35,000.00 (RCA form). Board of Control awards all bids, unless otherwise specified in authorizing ordinance. (Ord. 77-23)

Date: 11/20/2024

Department: MCRC

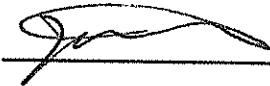
Amount: \$30,000.00

B.O.C. Approval Date: \_\_\_\_\_

(Finance Use Only)

Account Number: 574 - 0356 -53312

Vendor: Heritage Pool Supply 001008

Department head/Authorized signature: 

Item/Description:

\_\_\_\_\_

\_\_\_\_\_

Pool Chemicals Blanket 2025

\_\_\_\_\_

\_\_\_\_\_

FINANCE COMMITTEE APPROVAL: (expenditures from \$20,000.01 to \$35,000.00)

Date Approved/Denied by Finance Committee: \_\_\_\_\_

\_\_\_\_\_  
Clerk of council

Date to Finance: \_\_\_\_\_

- Please have all BOC items for the agenda to the Mayor's Office before 5 p.m. on Friday before the scheduled BOC meeting.
- Please have all Finance Committee items for the agenda to the Clerk of Council's Office before 5 p.m. on Tuesday before the scheduled Finance Committee meeting.

Thank you.

RCA 24-258-12/9

City of Medina

Board of Control/Finance Committee Approval

Finance  
only

Administrative Code: 141

- Department Heads can authorize expenditures up to \$2,000.00 (requisition)
- Board of Control authorizes expenditures from \$2,000.01 to \$20,000.00 (BOC form).
- Finance Committee authorizes expenditures from \$20,000.01 to \$35,000.00 (BOC form).
- Council authorizes expenditures/bids over \$35,000.00 (RCA form). Board of Control awards all bids, unless otherwise specified in authorizing ordinance. (Ord. 77-23)

Date: 11/20/2024

Department: MCRC

Amount: \$30,000.00

B.O.C. Approval Date: \_\_\_\_\_

(Finance Use Only)

Account Number: 574 - 0356 -53312

Vendor: Airgas A00285

Department head/Authorized signature: \_\_\_\_\_

Item/Description:

\_\_\_\_\_

\_\_\_\_\_

Pool Chemicals Blanket 2025

\_\_\_\_\_

\_\_\_\_\_

FINANCE COMMITTEE APPROVAL: (expenditures from \$20,000.01 to \$35,000.00)

Date Approved/Denied by Finance Committee: \_\_\_\_\_

Date to Finance: \_\_\_\_\_

\_\_\_\_\_  
Clerk of council

- Please have all BOC items for the agenda to the Mayor's Office before 5 p.m. on Friday before the scheduled BOC meeting.
- Please have all Finance Committee items for the agenda to the Clerk of Council's Office before 5 p.m. on Tuesday before the scheduled Finance Committee meeting.

Thank you.

# REQUEST FOR COUNCIL ACTION

No. RCA 24-259-12/9

FROM: Jansen Wehrley <sup>JW</sup>

Committee: Finance

DATE: December 3, 2024

SUBJECT: Ken Cleveland Foundation- Replacement Playground Donation

## SUMMARY AND BACKGROUND:

The Parks Department respectfully requests Council authorization to accept the donation from the Ken Cleveland Foundation for the purchase and installation of a replacement playground structure at Ken Cleveland Park. This purchase will be made utilizing the Sourcewell Contract #010521-BUR through Snider Recreation Inc.

The donation will allow us to replace a playground structure that is over 30 years old with a larger more contemporary design. Many of the new features are specifically designed to develop coordination, develop narratives, improve balance, challenge children's abilities, and offer a sensory experience. The playground is intended for children ages 5-12 and will encourage families to get children active in the community, offer new experiences, and provide a sense of adventure.

The Parks Department will be responsible for removing the old playground equipment, preparing the site, and installing a plaque acknowledging Ken Cleveland and the work of the Ken Cleveland Foundation.

The City of Medina's Sourcewell Member ID is #29417

See attached.

**Estimated Cost: \$111,928**

**Suggested Funding: 104-0301-54413**

- sufficient funds in Account No.
- transfer needed from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_
- NEW APPROPRIATION needed in Account No. \_\_\_\_\_

**Emergency Clause Requested: YES**

**Reason: Purchase order must be received prior to 1/31/25**

---

## COUNCIL USE ONLY:

**Committee Action/Recommendation:**

**Council Action Taken:**

**Ord./Res.**

**Date:**



**WILLIAMS AND BATCHELDER, LLP**  
ATTORNEYS AT LAW  
105 WEST LIBERTY STREET  
MEDINA, OHIO 44256

ROBERT J. BUX\*  
WILLIAM B. YOUNG  
ELIZABETH M. BUX\*

ROBERT M.E.Q. STARCHER  
CALEB J. PARKER

JEFFREY L. BRAMLEY  
OF COUNSEL

330.725.6666  
330.723.5400  
330.225.1300  
FAX 330.723.4227  
www.wblawmedina.com

FRANK HEATH (1852-1931)  
JOHN A. WEBER (1895-1958)  
HAROLD L. WILLIAMS (1907-1981)  
WM. G. BATCHELDER, JR. (1914-2011)  
C. NEVADA JOHNSON, JR. (1938-2017)

\*ALSO MEMBER OF FLORIDA BAR

November 26, 2024

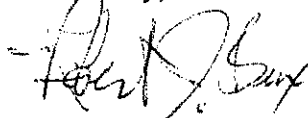
Mr. Jansen Wehrley  
City of Medina  
132 N. Elmwood Avenue  
Medina, OH 44256

Ken Cleveland Park

Dear Mr. Wehrley:

As Secretary to the Ken Cleveland Foundation, I am pleased to advise you that the Foundation Board voted yesterday to approve a gift to the City of Medina for the replacement playground structure at the Ken Cleveland Park on Sturbridge Drive in the amount of \$111,928.00. The gift is conditioned on the City's agreement that the park continue to be called the Ken Cleveland Park in perpetuity. The Foundation Trustee is Huntington National Bank and we will arrange with Don Miksch at the Bank to transfer the funds to the City during the first full week of 2025. Please call me directly if you have any questions.

Sincerely,



Robert J. Bux

Cc: Don Miksch

RESOLUTION NO. 38-79

A RESOLUTION NAMING CERTAIN LANDS AS KEN CLEVELAND PARK.

WHEREAS: Certain lands were donated by Ken Cleveland, Inc.; and  
 WHEREAS: Said lands are presently being utilized as a public park.  
 NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. I: That the lands donated by Ken Cleveland, Inc., located in City Lot 4140, which are presently being used for park purposes, be named Ken Cleveland Park.

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

PASSED: March 12, 1979

SIGNED: Arnold G. Simpson  
 President of Council

ATTEST: Catherine L. Horn  
 Clerk of Council

APPROVED: March 12, 1979

SIGNED: August F. Bell  
 Mayor

I hereby certify that the foregoing Resolution No. 38-79 was duly published by title only in the Medina County Gazette on the 21 day of March and the 20 day of March, 1979.

Catherine L. Horn  
 Clerk of Council

RESOLUTION NO. 39-79

A RESOLUTION AUTHORIZING THE BOARD OF COMMISSIONERS OF MEDINA COUNTY TO CONSTRUCT WITHIN MEDINA COUNTY SEWER DISTRICT NO. 500 CERTAIN SANITARY SEWERAGE IMPROVEMENTS, DESIGNATED SEWER IMPROVEMENT NO. 3, APPROVING DETAILED PLANS THEREFOR, AND DECLARING AN EMERGENCY.

WHEREAS: This Council has heretofore by Resolution No. 31-72 adopted April 30, 1972, authorized the inclusion of certain territory within the corporate limits of the City of Medina in Medina County Sewer District No. 500; and

WHEREAS: There has now been prepared by the Sanitary Engineer of the County the detailed plans, specifications, profiles and estimates and tentative assessments for the construction of certain sanitary sewerage improvements designated Sewer Improvement No. 3 and the Board of Commissioners has determined by Resolution No. 78-584, adopted September 5, 1978, the necessity for such improvement and now intends to proceed with the construction of such improvement;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MEDINA, COUNTY OF MEDINA, STATE OF OHIO:

SEC. I: That this Council does hereby authorize the Board of Commissioners of Medina County to proceed with the construction, maintenance, repair and operation of a lift station and sanitary sewers together with the necessary appurtenances thereto in the following locations:



# Snider Recreation Inc.

10139 Royalton Road, Suite K  
North Royalton, OH 44133

Ph (440)877-9151 Toll Free (800)888-2889 Fx (440)877-9159  
www.cvsnyder.com  
info@cvsnyder.com

## Estimate

Date	Estimate #
11/22/2024	15868S

Name / Address
The City of Medina Parks & Recreation Dept. 785 E Washington St Medina, OH 44256

Ship To
Ken Cleveland Park

Terms	Rep	Customer Phone	Customer Fax	Tax Exempt Number	County
Net 30	JCS	330-721-6950			Medina-OH

Item	Description	Qty	Rate	Total
Design	Sourcewell Contract 010521-BUR Member ID# 29417			
BCI Burke	BCI Burke Design127-193593-1 Nucleus Sale Structure Nucleus NU-3436 Sale Price*: \$76,529	1	117,737.00	117,737.00
Discount Recreation	Swings- 2 Bay, 3.5" Arch Swing with seats	1	5,078.00	5,078.00
Discount Recreation	Subtotal			122,815.00
Discount Recreation	Sourcewell Discount		-15.00%	-18,422.25
Discount Recreation	Discount		-22,785.75	-22,785.75
Freight	Shipping Charges	1	4,180.00	4,180.00
Installation	Installation of Equipment	1	26,141.00	26,141.00
	* demo, wood fiber, and borders provided by the city *Sale pricing/quote good till 1/31/2025			
	Payment for equipment items will be due within 30 days after the products ship.			
	Service-related items will typically be invoiced at completion of the project and will be due within 30 days of the invoice date.			






If tax exempt certificate is not provided appropriate sales tax will be charged. Quote valid for 30 days.

Freight subject to fuel charge. Payment via credit card will incur an additional 3% administrative fee.

<b>Subtotal</b>	\$111,928.00
<b>Sales Tax (6.5%)</b>	50.00
<b>Total</b>	\$111,928.00

FEIN 46-5631661

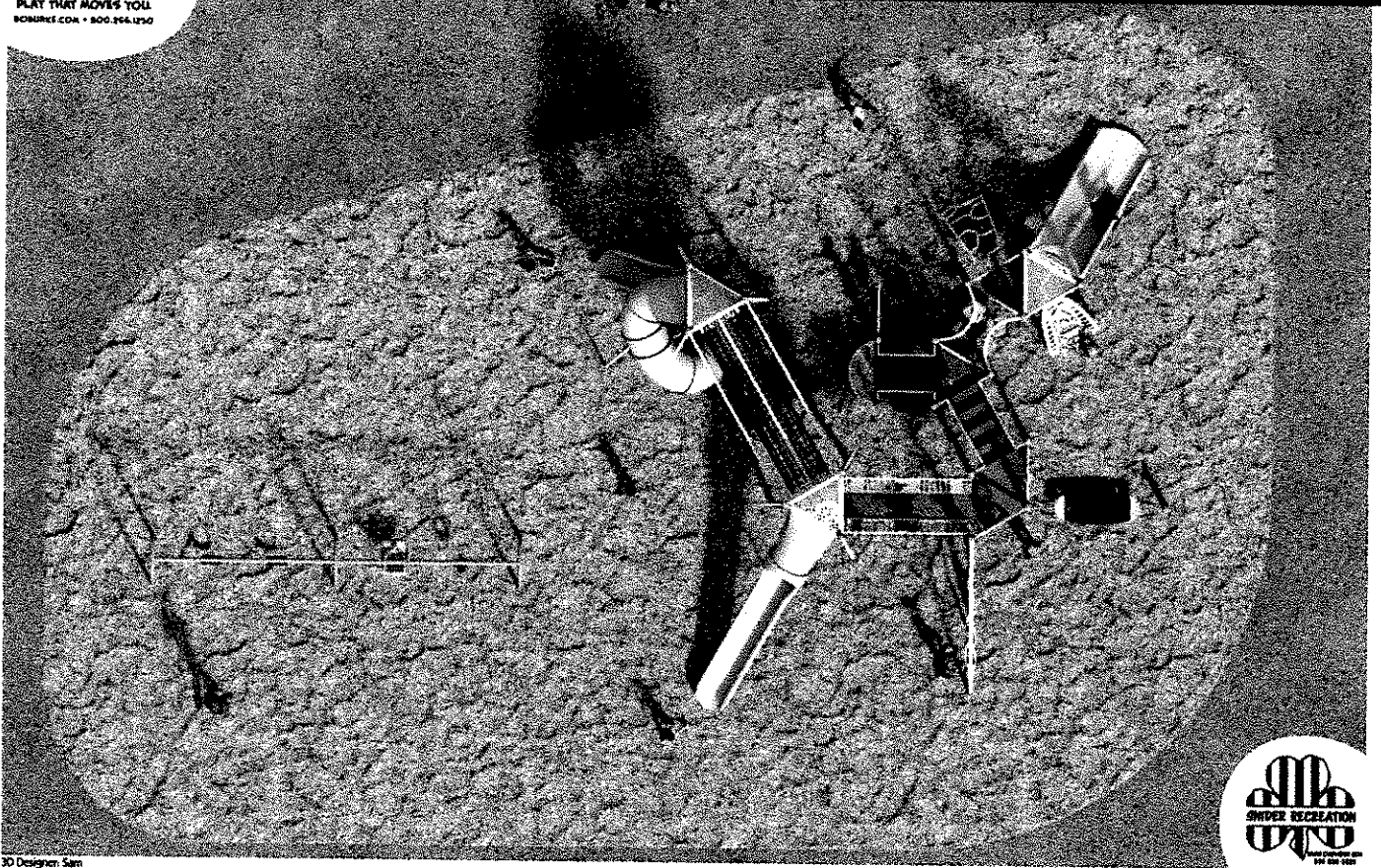
**COLOR KEY**

	ORANGE ACROSS
	NAVY
	OCEAN
	GRAY
	GRAY/BLACK



3D Designer: Sam





3D Designer: Sam

## DESIGN SUMMARY

Snider Recreation, Inc. is very pleased to present this Proposal for consideration for the Ken Cleveland Park located in Medina. BCI Burke Company, LLC has been providing recreational playground equipment for over 100 years and has developed the right mix of world-class capabilities to meet the initial and continuing needs of City of Medina. We believe our proposal will meet or exceed your project's requirements and will deliver the greatest value to you.

The following is a summary of some of the key elements of our Proposal:

- Project Name: Ken Cleveland Park
- Project Number: 127-193593-1
- User Capacity: 88
- Age Groups: 5 to 12
- Dimensions: 74' 4"x50' 3"
- Designer Name: Lee Olig

Snider Recreation, Inc. has developed a custom playground configuration based on the requirements as they have been presented for the Ken Cleveland Park playground project. Our custom design will provide a safe and affordable playground environment that is aesthetically pleasing, full of fun for all users and uniquely satisfies your specific requirements. In addition, proposal # 127-193593-1 has been designed with a focus on safety, and is fully compliant with ASTM F1487 and CPSC playground safety standards.

We invite you to review this proposal for the Ken Cleveland Park playground project and to contact us with any questions that you may have.

Thank you in advance for giving us the opportunity to make this project a success.



Batch Number  
(Finance use only)  
Batch Posted?

[ ]  
[ ]

RCA Number  
(Council use only)

RCA 24-260-12/9  
Finance

REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT  
(CHECK ONE)

ADMINISTRATIVE  
FINANCE COMMITTEE  
COUNCIL

[ ]  
[ X ]  
[ X ]

NO. 2024-061  
(Finance use only)

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS	REASON
		001-0210-53322	Cem - maint of facilities	16,607.84		x	Garra estate/Telamink cemetery donation
		001-0743-52215	public bldg - contractual	3,200.00		x	interurban bldg reimb from Legacy Hotel
		104-0301-54411	Park Maint - Land improvements	120,500.00		x	For Foundry property - expect to receive donation from Tom & Jill Lincoln Foundation in January 2025
		135-0130-52215	EMS - contractual	140,000.00		x	to cover ye exp
171-0650-54411	arpa - airport-land improv	171-0301-54411	arpa - pk maint - land improve	2,068.51	x		arpa adj - to cover project exp
			Total increases to fund:	280,307.84			
			Total reductions to fund:				
			Total transfers within fund:	2,068.51			

EXPLANATION:

[ ]

DEPARTMENT HEAD: Keith Dirham / Lori Bowers

DATE: 12/3/2024

MAYOR'S APPROVAL:  
(WHEN NECESSARY)

DATE:

COUNCIL/COMMITTEE ACTION:

APPROVED: \_\_\_\_\_  
DENIED: \_\_\_\_\_  
RETURNED FOR EXPLANATION: \_\_\_\_\_  
RETURNED TO USE EXISTING ACCOUNT FUNDS: \_\_\_\_\_

ORD. NO.

226-24

CLERK OF COUNCIL/DATE

ROUTING: ORIGINAL TO FINANCE  
COPY TO DEPT. HEAD  
COPY TO COUNCIL



**REQUEST FOR COUNCIL ACTION**

NO. RCA 24.261-12/9

FROM: Patrick Patton 

DATE: December 3, 2024

COMMITTEE REFERRAL: Finance

SUBJECT: Amend Ordinance 201-24 regarding Concrete Street Repair Program

This request asks Council to increase purchase order number 2024-0739 by \$12,000 to cover additional concrete replacement. In order to increase the PO, Council would have to amend Ordinance 201-24 by increasing the amount authorized.

These repairs are necessary due to water line breaks and concrete that was removed to allow for the replacement of lead water lines.

Thank you for your consideration.

ESTIMATED COST: \$12,000. (Increases total amount authorized to \$67,000)

SUGGESTED FUNDING:

Sufficient Funds in Account Number: 513 0533 54414 (\$12,000)

Transfer Needed from: to:

New Appropriation Account Number:

Emergency Clause Requested: No  
Reason:

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

**REQUEST FOR COUNCIL ACTION**

NO. RCA 24-262-12/9

FROM: Patrick Patton 

DATE: December 3, 2024

COMMITTEE REFERRAL: Finance

SUBJECT: Medina Municipal Court Renovation- Guaranteed Maximum Price Agreement No. 1

---

Earlier this year Council selected The Ruhlin Company (Ruhlin) to perform Construction Manager at Risk duties for the Medina Municipal Court Renovation project. At that time, Council entered into an agreement with Ruhlin where they would complete various pre-construction duties related to the project. That work is ongoing.

The next steps in this process is for Council to enter into Guaranteed Maximum Price (GMP) contracts at various stages of the plan development. This request asks Council to enter into an agreement with Ruhlin to complete abatement, demolition and other items at the Medina Municipal Courthouse. This agreement is known as the Guaranteed Maximum Price #1 (GMP #1).

The preliminary budget estimates for GMP #1 Abatement and Demolition is attached.

Please note, Ruhlin is currently securing bids from potential sub-contractors. Those bids will determine the actual total cost for the GMP. The final guaranteed maximum price amount will be known and distributed to Council prior to the January 13 Council meeting.

Thank you for your consideration.

ESTIMATED COST: \$2,170,970 (final GMP amount expected by January 7, 2025)

SUGGESTED FUNDING:

Sufficient Funds in Account Number:

Transfer Needed from: to:

New Appropriation Account Number:

Emergency Clause Requested: No  
Reason:

---

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

## SUMMARY OF PROBABLE COST

Project: **CITY OF MEDINA  
MEDINA MUNICIPAL COURT RENOVATION**



The Ruhlin Company

Design: **Brandstetter Carroll inc.**  
Phase: **PRELIMINARY GMP #1 ABATEMENT & DEMOLITION**  
Date: **12/3/2024**

Overall Area: **28,700 SF**

BP	DESCRIPTION - SCOPE OF WORK			SF COST	ESTIMATE
1	ASBESTOS ABATEMENT	28,700	SF	\$27.70	\$795,000
2	DEMOLITION	28,700	SF	\$26.69	\$766,000
3	PLUMBING (Make Safe)	28,700	SF	\$1.50	\$43,000
4	HVAC (Make Safe)	28,700	SF	\$2.89	\$83,000
5	ELECTRICAL (Make Safe)	28,700	SF	\$0.45	\$13,000
6	GENERAL REQUIREMENTS	28,700	SF	\$1.55	\$44,500
TOTAL OF ABOVE COSTS - TRADES WORK		28,700	SF	\$60.78	\$1,744,500
ALLOWANCE No. 1 - Demo Permit & EPA Application		1	LS	\$5,000	\$5,000
DESIGN/ESTIMATING CONTINGENCY		8%			\$139,960
<b>TOTAL DIRECT CONSTRUCTION</b>		<b>28,700</b>	<b>SF</b>	<b>\$66</b>	<b>\$1,889,460</b>
<b>PRE-CONSTRUCTION STAGE COMPENSATION</b>					
Ruhlin Staff and Reimbursable Costs		1	LS	\$ 38,335	\$38,335
<b>CONSTRUCTION STAGE COMPENSATION</b>					
Ruhlin Staff		1	LS	\$152,265	\$152,265
General Conditions		1.50%			\$28,342
CM Contingency		1.5%			\$31,051
CM Fee		1.5%			\$31,517
<b>TOTAL CONSTRUCTION COSTS</b>		<b>28,700</b>	<b>SF</b>	<b>\$76</b>	<b>\$2,170,970</b>
<b>PRICING COSTS (to be included by owner)</b>					

- |   |              |
|---|--------------|
| a. Owner Contingency - Scope Changes or Unforeseen Conditions | Not Included |
| b. A/E Design Costs   | Not Included |
| c. Testing and Inspections                                    | Not Included |
| d. Costs for Relocating Owner's Furniture, Books, Etc..       | Not Included |
| e. Temporary Power Consumption                                | Not Included |
| f. Temporary Heat & Fuel Consumption                          | Not Included |