

**FINANCE COMMITTEE AGENDA**  
**April 13, 2026**  
**Council Rotunda**

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

1. Assignment of Requests for Council Action
2. 26-023-1/12 – Modify Parking Around the Square
3. 26-073-4/13 – Budget Amendment #2026-020
4. 26-074-4/13 – Intracounty Mutual Aid Agreement for Fire and EMS
5. 26-075-4/13 – Increase P.O. #2026-258 – Huntington Bank – IT
6. 26-076-4/13 – Amend Ord. 22-26, Closing Costs for 338 Foundry St.
7. 26-077-4/13 – Amend S&B 31.07 – Updated Job Descriptions for Muni Court
8. 26-078-4/13 – Purchase 2026 John Deere 624-P Tier Wheel Loader – Streets
9. 26-079-4/13 – Cooperative Purchase – Sodium Chloride (Rock Salt)
10. 26-080-4/13 – Amend Civil Service Rule V (B)(2) & (3) – re: Lateral Transfers
11. 26-081-4/13 – Accept Donation – Medina Youth Baseball Association
12. 26-082-4/13 – Accept Donation – Medina Girls Softball Association
13. 26-083-4/13 – Bids, Job #1150 – S. Huntington St. Bridge Replacement
14. 26-084-4/13 – Bids, Job #1062 – Prospect St. Bridge Replacement
15. 26-085-4/13 – FMVE for North Huntington Street
16. 26-086-4/13 – Engineering Agreement w/ Wheeling & Lake Erie – State Road Recons.
17. 26-087-4/13 – Discussion, City Hall & Police Dept. Needs Assessment & Facility Study

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

### **Finance Committee**

- 26-073-4/13 – Budget Amendments
- 26-074-4/13 – Intracounty Mutual Aid Agreement for Fire and EMS
- 26-075-4/13 – Increase P.O. #2026-258 – Huntington National Bank – IT Dept.
- 26-076-4/13 – Amend Ord. 22-26 – Closing Costs for 338 Foundry St.
- 26-077-4/13 – Amend S&B Code 31.07 – Updated Municipal Court Job Descriptions
- 26-078-4/13 – Purchase 2026 John Deere 624-PTier Wheel Loader – Street Dept.
- 26-079-4/13 – Cooperative Purchase – ODOT Sodium Chloride (Rock Salt)
- 26-080-4/13 – Amend Civil Service Rule V (B)(2) & (3) – re: Lateral Transfers
- 26-081-4/13 – Accept Donation – Medina Youth Baseball Association
- 26-082-4/13 – Accept Donation – Medina Girls Softball Association
- 26-083-4/13 – Bids, Job #1150 – S. Huntington St. Bridge Replacement
- 26-084-4/13 – Bids, Job #1062 – Propsect St. Bridge Replacement
- 26-085-4/13 – FMVE's for North Huntington Street
- 26-086-4/13 – Enginnering Agreement w/ Wheeling & Lake Erie Railway – State Rd.
- 26-087-4/13 – Discussion City Hall and Police Dept. Needs Assessment & Facility Study

**REQUEST FOR COUNCIL ACTION**

**From:** John Coyne, President of Council

**No.** RA 26-023-1/12

**Date:** January 5, 2026

**Committee:** Streets & Sidewalks

**Subject:** **Modify Parking Around the Square**

**Summary and background:**

Discuss modifying parking around the square. Specifically, look at eliminating parking or modifying parking on the west and north sides of the square. If parking is eliminated the sidewalks can be extended providing opportunities for the restaurants to provide outdoor seating and more opportunity for people to enjoy the square views. This is a safety issue as the current parking causes visibility issues not only for pedestrians but also for people trying to navigate parking on busy streets. Also address crosswalk safety on the square in addition to the current bump-outs planned to be installed. This project should be part of the ODOT project.

**Estimated Cost:** \$0

**Suggested Funding:**

**Sufficient Funds in Account:**

**Transfer Needed From:**

**To:**

**New Appropriation Needed into Account:**

**Emergency Clause Requested:** Yes  No

**Reason:**

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**COUNCIL USE ONLY:**

**Committee Recommendation:**

*2/9/26 Hold  
4/7/26 BL/EI pass to Finance  
2-1 (Ed/Bill)  
Chet No*

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



February 26, 2026

Mr. John Coyne, III, President of Council  
City of Medina  
132 North Elmwood Avenue  
Medina, OH 44256

RE: **Medina Public Square Public Realm & Connectivity Study  
#26027**

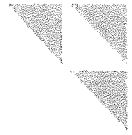
Dear Mr. Coyne:

Thank you for the opportunity to partner with the City of Medina (Medina, Client) to review and envision an updated public realm and connectivity strategy for the historic Medina Public Square (see Exhibit 'C'). OHM Advisors (OHM, Consultant) is excited to help you develop a long-term vision for Public Square and outline short-term solutions to advance the community's overall vision.

We have prepared this letter proposal based on the information provided and discussions with you and other members of the council. Based on our discussion of the proposed scope, this proposal presents our understanding of the project, including the work plan, schedule, and service costs.

### **Work Plan**

- **Task 1.1 Public Square Long-Term Vision:** The consultant team will develop a long-term vision for improvements to Public Square. This vision will make some assumptions but will help to orient stakeholders and the community to the goals. These will be drafted graphically via a site plan and an illustrative rendering.
- **Task 1.2 Short-Term Improvements:** Associated with the long-term vision, the consultant team will develop short-term improvements to the west (South Court) and north (Liberty) sides of the square. The improvements will be graphically represented with a site plan and illustrative renderings. The consultant team will coordinate with the City for any infrastructure information that is not publicly accessible. The consultant team will meet with the client team to review both sets of improvements.
- **Task 1.3 Opinions of Cost:** The consultant team will outline a draft magnitude of cost for both the draft long-term and short-term improvements for Public Square.
- **Meetings:**
  - ▶ Client Team Meeting x1
- **Deliverables:**
  - ▶ Illustrative Renderings: Long-term vision and short-term improvements
  - ▶ Site Plans: Long-term vision and short-term improvements
  - ▶ Opinions of Cost – Draft



## **Schedule**

The project is anticipated to take 3 months to complete, not including any City Council approvals, starting at the time of contract execution.

## **Compensation**

The scope of work will be performed on an hourly rate schedule (see Exhibit B) and will be invoiced based on time and expenses incurred, for a fee not to exceed \$25,000

## **Clarifications and Assumptions**

- ▼ All other work not listed above is excluded from this proposal but can be added as an additional service, if requested.
- ▼ If additional labor effort is required, due to additional meetings not described in the Work Plan, change in schedule, Client-directed changes to the design that are departures from the design direction or scope of work and require rework of information completed in previous submissions, OHM Advisors will negotiate an amendment with the Client for additional services. OHM will not proceed with additional services, without written authorization to proceed from the Client.
- ▼ All deliverables will be submitted electronically in CADD, GIS, and/or PDF format, as applicable.
- ▼ Force Majeure: In the event either party is delayed or prevented from performing this Agreement due to any cause beyond its reasonable control, including but not limited to, strike, labor or civil unrest or dispute, embargo, blockage, work stoppage, protest, pandemics, or acts of God, such delay shall be excused during the continuance of such delay, and the period of performance shall be extended to such extent as may be reasonable to perform after the cause of delay has been removed. In the event any such delay continues for a period of more than thirty (30) days, either party may terminate the Agreement upon written notice to the other party. In the event of any such termination, The Owner shall pay OHM for work performed through the effective date of termination.

## **Client Responsibilities**

- ▼ Client will provide a single point of contact to OHM Advisors who is knowledgeable about the project needs and desired outcomes.
- ▼ Client will provide the following, if available, to assist us with the project: prior as-builts and existing plans, plat maps, site surveys indicating site boundaries, existing topography, access to structures, easements and utility line information, utility availability, building information, etc.



**Authorization and Acceptance**

Thank you for giving us the opportunity to be of service! If this proposal is acceptable to you, your signature on this letter, with a copy returned to us will serve as our authorization to proceed. Upon execution, this Proposal, the attached Exhibit 'A', Standard Terms & Conditions, and the other attachments will form our agreement. This proposal is valid for 30 days.

If you have any questions or comments, please contact me at 440.759.2843. We look forward to working with you on this project.

Sincerely,  
OHM Advisors

Authorization to Proceed:

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Arthur Schmidt, IV, Principal  
[Arthur.schmidt@ohm-advisors.com](mailto:Arthur.schmidt@ohm-advisors.com)  
D: 216.865.1342 C: 440.759.2843

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Josh Slaga, Principal & Project Manager  
[Josh.Slaga@ohm-advisors.com](mailto:Josh.Slaga@ohm-advisors.com)  
C: 216.280.3022

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Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Attachments: Exhibit 'A' Standard Terms and Conditions  
Exhibit 'B' Standard Hourly Rate Schedule

1. **THE AGREEMENT.** These Terms and Conditions and the attached Proposal or Scope of Services, upon acceptance by CLIENT, shall constitute the entire Agreement between OHM ADVISORS, a registered Ohio company, and CLIENT. OHM ADVISORS and CLIENT may be referred to individually as a Party or collectively as Parties. This Agreement supersedes all prior negotiations or agreements and may be amended only by written agreement signed by both Parties.
2. **CLIENT RESPONSIBILITIES.** CLIENT, at no cost, shall:
  - a. Provide access to the project site to allow timely performance of the services.
  - b. Provide all information in CLIENT'S possession as required by OHM ADVISORS to perform the services.
  - c. Designate a person to act as CLIENT'S representative who shall transmit instructions, receive information, define CLIENT policies, and have the authority to make decisions related to services under this Agreement.
3. **PROJECT INFORMATION.** OHM ADVISORS shall be entitled to rely on the accuracy and completeness of services and information furnished by CLIENT, other design professionals, or consultants contracted directly to CLIENT.
4. **PERIOD OF SERVICE.** The services shall be completed within the time specified in the Proposal or Scope of Services, or if no time is specified, within a reasonable amount of time. OHM ADVISORS shall not be liable to CLIENT for any loss or damage arising out of any failure or delay in rendering services pursuant to this Agreement that arise out of circumstances that are beyond the control of OHM ADVISORS.
5. **COMPENSATION.** CLIENT shall pay OHM ADVISORS for services performed in accordance with the method of payment, as stated in the Proposal or Scope of Services. CLIENT shall pay OHM ADVISORS for reimbursable expenses for subconsultant services, equipment rental, or other special project related items at a rate of 1.15 times the invoice amount.
6. **TERMS OF PAYMENT.** Invoices shall be submitted to the CLIENT each month for services performed during the preceding period. CLIENT shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM ADVISORS shall include a service fee at the rate of one (1%) percent per month from said thirtieth day.
7. **STANDARD OF CARE.** OHM ADVISORS shall perform their services under this Agreement in a manner consistent with the professional skill and care ordinarily provided by similar professionals practicing in the same or similar locality under the same or similar conditions.
8. **RESTRICTION OF REMEDIES.** OHM ADVISORS is responsible for the work of its employees while they are engaged on OHM ADVISORS' projects. As such, and in order to minimize legal costs and fees related to any dispute, CLIENT agrees to restrict any and all remedies it may have by reason of OHM ADVISORS' breach of this Agreement or negligence in the performance of services under this Agreement, be they in contract, tort, or otherwise, to OHM ADVISORS, and to waive any claims against individual employees.
9. **LIMIT OF LIABILITY.** To the fullest extent permitted by law, CLIENT agrees that, notwithstanding any other provision in this Agreement, the total liability in the aggregate, of OHM ADVISORS to CLIENT, or anyone claiming under CLIENT, for any claims, losses, damages or costs whatsoever arising out of, resulting from, or in any way related to this Agreement or the services provided by OHM ADVISORS pursuant to this Agreement, be limited to \$25,000 or OHM ADVISORS fee, whichever is greater, and irrespective of whether the claim sounds in breach of contract, tort, or otherwise.
10. **ASSIGNMENT.** Neither Party to this Agreement shall transfer, sublet, or assign any duties, rights under or interest in this Agreement without the prior written consent of the other Party.
11. **NO WAIVER.** Failure of either Party to enforce, at anytime, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either Party at any time to avail themselves of such remedies as either may have for any breach of such provisions.
12. **GOVERNING LAW.** The laws of the State of Ohio will govern the validity of this Agreement, its interpretation and performance.
13. **INSTRUMENTS OF SERVICE.** OHM ADVISORS shall retain ownership of all reports, drawings, plans, specifications, electronic data and files, and other documents (Documents) prepared by OHM ADVISORS as Instruments of Service. OHM ADVISORS shall retain all common law, statutory and other reserved rights, including, without limitation, all copyrights thereto. CLIENT, upon payment in full for OHM's services, shall have an irrevocable license to use OHM's Instruments of Service for or in conjunction with repairs, alterations or maintenance to the project involved but for no other purpose. CLIENT shall not reuse or make any modifications to the Documents without prior written authorization by OHM ADVISORS. In accepting and utilizing any Documents or other data on any electronic media provided by OHM ADVISORS, CLIENT agrees they will perform acceptance tests or procedures on the data within 30 days of receipt of the file.
14. **CERTIFICATIONS.** OHM ADVISORS shall have 14 days to review proposed language prior to the requested dates of execution. OHM ADVISORS shall not be required to execute certificates to which it has a reasonable objection, or that would require knowledge, services, or responsibilities beyond the scope of this Agreement, nor shall any certificates be construed as a warranty or guarantee by OHM ADVISORS.
15. **TERMINATION.** Either Party may at any time terminate this Agreement upon giving the other Party 7 calendar days prior written notice. CLIENT shall within 45 days of termination pay OHM ADVISORS for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.
16. **RIGHT TO SUSPEND SERVICES.** In the event CLIENT fails to pay OHM ADVISORS the amount shown on any invoice within 45 days of the date of the invoice, OHM ADVISORS may, after giving 7 days' notice to CLIENT, suspend its services until payment in full for all services and expenses is received.
17. **OPINIONS OF PROBABLE COST.** OHM ADVISORS preparation of Opinions of Probable Cost represents OHM

**Exhibit A**  
ADVISORS as a design professional familiar with the industry. CLIENT recognizes that OHM ADVISORS has no control over costs of labor, equipment, materials, or a contractor's pricing. OHM ADVISORS makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost.

18. **JOB SITE SAFETY.** Neither the professional activities of OHM ADVISORS, nor the presence of OHM ADVISORS or our employees and subconsultants at a construction site shall relieve the Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM ADVISORS has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions.
19. **CONTRACTOR SUBMITTALS.** If included in the services to be provided, OHM ADVISORS shall review the contractor's submittals such as shop drawings, product data, and samples for the limited purpose of checking for conformance with information given and the design concept expressed in the construction documents issued by OHM ADVISORS. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. OHM ADVISORS review shall not constitute approval of safety precautions or, unless otherwise specifically stated by OHM ADVISORS, of any construction means, methods, techniques, sequences or procedures. OHM ADVISORS approval of a specific item shall not indicate approval of an assembly of which the item is a component.
20. **CONSTRUCTION OBSERVATION.** If requested, OHM ADVISORS shall visit the project construction site to generally observe the construction work and answer questions that CLIENT may have. OHM ADVISORS shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the construction work, or to determine whether the construction work is being constructed in accordance with the Contract Documents.
21. **HAZARDOUS MATERIALS.** As used in this Agreement, the term hazardous materials shall mean any substances, including without limitation asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site. Both Parties acknowledge that OHM ADVISORS' Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event OHM ADVISORS or any other person or entity involved in the project encounters any hazardous or toxic materials, or should it become known to OHM ADVISORS that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of OHM ADVISORS' services, OHM ADVISORS may, at its sole option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until CLIENT retains appropriate qualified consultants and/or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations. CLIENT agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless OHM ADVISORS, its officers, partners, employees and subconsultants (collectively, OHM ADVISORS) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability, regulatory or any other cause of action, except for the sole negligence or willful misconduct of OHM ADVISORS.
22. **WAIVER OF CONSEQUENTIAL DAMAGES.** The Parties waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either Party's termination of this Agreement.
23. **WAIVER OF SUBROGATION.** The Parties waive all rights against each other and any of their contractors, subcontractors, consultants, agents, and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to a written contract or other property insurance applicable to the construction work.
24. **THIRD PARTIES.** Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either CLIENT or OHM ADVISORS.
25. **CODE REVIEW/ACCESSIBILITY.** In providing its services under this Agreement, OHM ADVISORS may have to interpret federal and or state laws, codes, ordinances, regulations and/or statutes. CLIENT understands and agrees that these may be subject to different and possibly contradictory interpretations by relevant governmental officials charged with interpreting same and furthermore understands and agrees that OHM ADVISORS does not warrant or guarantee that their interpretation will be consistent with the interpretation of the relevant governmental officials. OHM ADVISORS shall not be liable for unreasonable or unforeseeable interpretation of federal and or state laws, codes, ordinances, regulations and/or statutes by governmental officials charged with interpreting same.
26. **DISPUTE RESOLUTION.** In an effort to resolve any conflicts that arise during the project or following the completion of the project, the Parties agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the Parties mutually agree otherwise, as a prerequisite to further legal proceedings. The Parties agree to share the mediator's fee and any filing fees equally, and the mediation shall be held in the place where the project is located, unless another location is mutually agreed upon.

# 'Exhibit B'

## OHM ADVISORS 2026 HOURLY RATE SCHEDULE



Classification	Level				
	I	II	III	IV	V
Professional Engineer	\$167	\$179	\$194	\$214	\$224
Graduate Engineer	\$145	\$156	\$161	\$169	\$182
Architect/Interior Designer	\$115	\$150	\$175	\$210	\$230
Landscape Architect	\$132	\$142	\$156	\$172	\$188
Planner	\$120	\$141	\$167	\$182	\$193
Project Coordinator/Urban Designer	\$93	\$125	\$142	\$162	\$182
Design Technician	\$115	\$134	\$151	\$170	\$188
Technician	\$109	\$128	\$146	\$163	\$172
Project Specialist	\$138	\$175	\$205	\$229	\$250
Professional Surveyor	\$156	\$173	\$189	\$203	\$215
Surveyor	\$112	\$132	\$144	\$158	\$170

Classification	I	II	III
Administrative Support	\$89	\$110	\$135
Technical Aide	\$85	\$89	\$94
Subject Matter Expert	\$250	\$300	\$375

Classification	
Principal	\$247

Batch Number  
(Finance use only)  
Batch Posted?

\_\_\_\_\_  
\_\_\_\_\_

RCA Number  
(Council use only)

*RCA 26-073-4/13*

**REQUEST FOR APPROPRIATION ADJUSTMENT**

TYPE OF ADJUSTMENT  
(CHECK ONE)

ADMINISTRATIVE  
FINANCE COMMITTEE  
COUNCIL

\_\_\_\_\_  
X  
X

NO. 2026-020  
(Finance use only)

*Finance*

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS	REASON
		104-0301-51124	Parks Unemployment	2,841.28		x	Unemployment
		104-0301-52215	Parks - contractual	5,000.00		x	Van Epp donation for Fireworks
		106-0101-54413	PD - Equip	67,811.00		x	PSAP funds - medina Co.
		107-0110-53313	Fire - operating	200.00		x	Donation from Link/Aligner for After the Fire program
		172-0355-52215	Celebrations - Contractual	1,285.00		x	Glitz & Glamour Raffle
		301-0707-54411	Gen purpose cap - land	35,000.00		x	338 Foundry
		301-0716-54412	Gen purpose cap - courthouse bldgs	184,386.00		x	muni courthouse
169-0705-54412	ct spe proj - bldgs	169-0716-54412	courthouse - bldgs	184,386.00	x		muni courthouse
			Total increases to fund:	296,523.28			
			Total reductions to fund:				
			Total transfers within fund:	184,386.00			

EXPLANATION:

\_\_\_\_\_

DEPARTMENT HEAD: Keith Dirham / Lori Bowers

DATE: 4/7/2026

MAYOR'S APPROVAL:  
(WHEN NECESSARY) \_\_\_\_\_

DATE: \_\_\_\_\_

COUNCIL/COMMITTEE ACTION:

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

ORD. NO. 61-26

CLERK OF COUNCIL/DATE

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

**REQUEST FOR COUNCIL ACTION**

No. RCA 26-074-4/13

FROM: Chief Larry Walters

Committee Finance

DATE: 3/23/26

*JSB*

SUBJECT: Intracounty Mutual Aid Agreement for Fire and EMS

**SUMMARY AND BACKGROUND:**

Request for council to approve the execution of the Intracounty Mutual Aid Agreement for Fire and EMS reviewed and approved by City of Medina Law Director.

**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  
Reason:

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**COUNCIL USE ONLY:**

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

MEDINA COUNTY, OHIO  
INTRACOUNTY MUTUAL AID AGREEMENT  
FOR FIRE AND EMS

WHEREAS, various political subdivisions, elected officials and local governmental units within Medina County, OH desire to create a mutual aid agreement among themselves, (“Agreement”), to provide for additional Fire/EMS protection and other fire department related services in times of emergency and as such need arises; and

WHEREAS, Sections 9.60, 2305.233, and 505.44 of the Ohio Revised Code specifically authorize political subdivisions and local governmental units to enter into such mutual aid agreements; and

WHEREAS, Section 5502.41 of the Ohio Revised Code establishes In-State Mutual Aid Resources (IMAC) to provide for mutual assistance or aid among the participating political subdivisions for purposes of preparing for, responding to, and recovering from an incident, disaster, exercise, training activity, planned event, or emergency, any of which requires additional resources.

WHEREAS, said political subdivisions, elected officials and local governmental units wish to contract with each other to provide for mutual assistance and interchange and use of Fire/EMS personnel and equipment in such times of emergency and at such other times as the need may arise within the respective territories of the undersigned parties;

WHEREAS, all of the parties hereto have an interest in the control of fire, providing emergency medical services, hazardous materials control, technical rescue assistance and/or other support functions and:

WHEREAS, each of the parties owns and maintains equipment and retains personnel who are trained to provide various levels of service in the control of fire, emergency medical care, hazardous materials control, technical rescue assistance and other support functions and;

WHEREAS, in the event of an emergency incident or preplanned event, the parties may require the assistance and support of the other parties to this Agreement to provide supplemental services and support and;

WHEREAS, each of the parties may have the equipment and personnel available to provide such supplemental services and support to the other parties to this Agreement and:

WHEREAS, the facilities of each party are located in such a manner as to enable them to render mutual assistance to the others and;

WHEREAS, each of the parties to this Agreement have determined that it is in the best interests of all to set forth guidelines for providing mutual assistance to each other in the case of an emergency incident or preplanned event;

NOW, THEREFORE, BE IT RESOLVED by and among the undersigned parties that any and/or all political subdivisions, elected officials, and governmental units within the geographical boundaries of Medina County, Ohio, including fire districts, may become parties to this Agreement by appropriate authorization and execution of a copy of this Agreement by the elected official(s), or by the respective legislative bodies of said political subdivision and governmental units, and by depositing a properly executed copy of same with the Medina County Office of Emergency Management. (hereinafter referred to as the “Depository Agency”) that each party agrees to the following:

It is further acknowledged and agreed that the depository agency shall send to each new party a list of all political subdivisions and governmental units who are active parties to this Agreement.

It is further acknowledged and agreed that the Depository Agency shall keep an up-to-date listing of all participating parties to this Agreement and shall send a list of all participating parties to the Medina County Prosecutor's Office not less than annually on or before the 15<sup>th</sup> day of January each year.

The Parties hereto do mutually agree as follows:

1. **Request for Assistance** – The Incident Commander (IC) of the Requesting Party at the scene of an emergency incident or preplanned event within the geographical boundaries of that Party's political subdivision, also known as the Authority Having Jurisdiction (AHJ), is authorized to request assistance from the other parties to this Agreement when confronted with an emergency that presents a need for equipment or personnel in excess of that available from local resources.

The Mutual Aid Box Alarm System (MABAS) pre-determines the response of equipment and personnel to areas of high hazard. This Agreement allows for all parties to automatically request aid from the other parties through the MABAS system upon receipt of an alarm and prior to the establishment of command.

Medina County Emergency Management Agency Involvement: Members of the Medina County Emergency Management Agency's All Hazards Team are authorized to respond and provide mutual aid to parties of this Agreement when the assistance of the All Hazards Team is requested by an Incident Commander. In certain situations, the All Hazards Team may be mobilized without a specific request from a specific jurisdiction.

Preplanned Events: A request for assistance may be made to the other parties to this Agreement to stand by for preplanned events within their jurisdictional boundaries. Standby coverage must be coordinated with the Chief or their designee before the event. This includes but is not limited to football games, fairs, or other large public gatherings.

Backfill: A Party may be requested to backfill and provide coverage for an area of Medina County that lacks Fire/EMS coverage due to resources from multiple departments committed to an incident.

2. **Command Structure** – The Incident Commander of the Requesting Party shall be in command of the operations under which the equipment and personnel sent by the Party or Parties receiving the request shall operate providing that the responding equipment and personnel shall be under the immediate supervision of the Officer in Charge of the responding apparatus. Command responsibilities shall include conformance to the Incident Command structure and full accountability of all resources and personnel operating at the scene.

The Incident Commander may request a Senior Officer of a Party receiving the request to assume command of the incident. However, the AHJ shall retain overall authority and/or responsibility for the incident.

Should a Party receiving the request arrive at the incident prior to the arrival of the Party having jurisdiction, the Officer in Charge of the mutual aid unit will assume command until an officer of the AHJ arrives and assumes command which will be done as soon as possible after arrival.

3. **Duty to Respond** – Each party to this Agreement will respond with equipment and manpower as requested by the Officer in Charge of the Agency of any other party to this Agreement; provided, however, that such response will only be to the extent that, in the judgment of the Officer in Charge of the Party receiving the request, such request would not impede the proper protection of the Party receiving the request's own territory. The Party receiving the request may also decline the request if they are unable to adequately staff the apparatus requested. The Officer in Charge of the Party receiving the request will provide as many resources pursuant to the request as he/she deems advisable under the circumstances.

However, the Officer in Charge of the Party receiving the request has the discretion to determine what and how many resources to deploy, if at all.

4. **Response to Request** – Upon receipt of a request, the Officer in Charge of the Party receiving the request shall:
  - a. Determine if the Party has the equipment and sufficient personnel available to respond to the request. Suggested staffing is that all personnel be certified to a Firefighter I level. The Officer in Charge of the Party receiving the request has the discretion to determine if an apparatus is sufficiently staffed. Some guidelines for the Officer in Charge to consider for adequate staffing includes:
    - i. Engine –Three (3) Firefighters
    - ii. Ladder- Three (3) Firefighters
    - iii. Tenders –Two (2) Firefighters.
    - iv. EMS Units – Two (2) with one Paramedic or Advanced EMT preferred.
    - v. Rescues – Staffing per vehicle capability. (i.e. two-man cab limits personnel)
    - vi. Special – Includes not is not limited to brush truck & UTV. The situation will dictate the number of personnel required.
    - vii. Personnel – Additional personnel, or “manpower” may be requested when no specific apparatus is required. The Requesting Party should specify the number of personnel needed.
  - b. Notify the Requesting Party of their ability to respond and the number of personnel responding.
  - c. In the event the requested equipment is not available or there are insufficient personnel to properly staff the apparatus, then the Officer in Charge will notify the Requesting Party that they are unavailable.
5. **Liability** – This Agreement is intended to be a reciprocal fire protection agreement in which Ohio Revised Code Section 2305.233 applies, providing that no officer or employee as defined in Section 109.36 of the Revised Code, or employee as defined in Section 2744.01 of the Revised Code, rendering fire protection assistance pursuant to a reciprocal fire protection agreement shall be liable in civil damages to any person allegedly harmed by the negligent provision of that assistance.

Each Party to this Agreement agrees to maintain adequate insurance coverage for its own equipment and worker’s compensation insurance for its personnel including but not limited to General Liability coverage.
6. **Compensation** – Each Party agrees that it will not seek compensation from the other parties for services rendered under this Agreement. Each Party shall, at all times, be responsible to its own employees for the payment of wages, other compensations and for carrying workers’ compensation upon said employees.
8. **Annual Review** – This Agreement is intended to and shall reflect the most comprehensive countywide system of mutual aid permitted under Ohio law. Any participating Party of this Agreement may propose revisions to this Agreement. The Medina County Fire Chief’s Association shall conduct an annual review of this Agreement. All Parties shall be advised of any proposed amendment and or revision hereto and no revision or amendment shall be effective until same is ratified by the participating parties and either a new agreement or an addendum to this existing Agreement is executed by the said parties.

9. **Term and Termination** – This Agreement shall be effective immediately upon its execution by the participating parties and ratification as shall be required by their respective municipality and/or political subdivision. This Agreement shall remain in effect indefinitely with respect to the undersigned parties. Any member may withdraw from this Agreement upon providing notice of their intent not less than three months prior to their withdrawal from active member status.

10. This Agreement may be executed in multiple counterparts.

IN WITNESS THEREOF, \_\_\_\_\_, as \_\_\_\_\_  
(Name of Signer) (Title of Elected official)

On behalf of \_\_\_\_\_, pursuant to Resolution # \_\_\_\_\_  
(Name of Political Subdivision or Governmental Unit)

Adopted on \_\_\_\_\_ by the legislative body of said political subdivision or governmental unit, has executed this Agreement on \_\_\_\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contracting Entity

Received by:

\_\_\_\_\_  
Office of Emergency Management Date

\_\_\_\_\_  
Medina County Prosecutor Date

RCA 26-075-4/13

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 \$35,000.01 (RCA form). Board of Control awards all bids, unless otherwise specified in authorizing ordinance. (Ord. 77-23)

Date: 3/19/2006 Department: IT

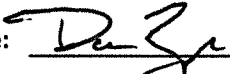
Amount requested: \_\_\_\_\_ BOC Approval Date: \_\_\_\_\_  
Fill below for increases only (Finance Use Only)

Increase Amount: \$4,000 PO Number to increase: 2026-000258 Line 1

New PO Total with increase: \$26,000

Account Number: \_\_\_\_\_

Vendor: H00381 Huntington National Bank

Department Head/Authorized Signature: 

Item/Description: Increase to Huntington CC

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**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.



**City of Medina**  
 132 North Elmwood Ave  
 P.O. Box 703  
 Medina, OH 44258

**PURCHASE ORDER**

Page: 1  
 P.O. Number: 2026000258  
 P.O. Date: 01/01/2026  
 Req. Number: FIN 10/27/25  
 Requested By: Michele Sloan  
 Blanket Type: RB  
 Ship Via:  
 Terms:

**Deliver To** IT/TECHNOLOGY FUND  
 CITY OF MEDINA  
 132 N ELMWOOD AVE  
 MEDINA OH 44256

**Vendor** H00381  
 HUNTINGTON NATIONAL BANK  
 DBA: CITY CREDIT CARD  
 PO BOX 182387  
 COLUMBUS, OH 43218-2387

TERMS:  
 1. City of Medina is exempt from excise or sales tax.  
 2. Purchase order number must appear on all invoices, packages, packing slips, shipping papers and all other correspondence.  
 3. Delivery must be prepaid to destination shown above or billed to same.  
 4. No change may be made in this order without consent of the Director of Finance.  
 DO NOT DUPLICATE THIS ORDER

FID# 34-6001856

Line	Description	Account	Qty	Unit	Price/Unit	Amount
FINANCE COMMITTEE APPROVED 10/27/25						
Accounting						
001	TOOLS/MINOR EQUIPMENT	388-0714-53315				\$20,500.00
002	OFFICE SUPPLIES	388-0714-53311				\$250.00
003	OPERATING SUPPLIES	388-0714-53313				\$250.00
004	MAINT OF EQUIPMENT	388-0714-53321				\$1,000.00

Purchase Order Total: \$22,000.00

ADD LN4 MAINT OF EQUIP; MOVE \$1,000 FROM LN1 TO LN4; 3/11/26

This amount has been lawfully appropriated for such purpose and is in the treasury or in the process of collection.

Director of Finance

1/7/2026

Date

**REQUEST FOR COUNCIL ACTION**

No. RCA 26-076-4/13

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

**Committee:** Finance

**DATE:** March 30, 2026

**SUBJECT:** \$745.72 in closing costs for 338 Foundry Street

**SUMMARY AND BACKGROUND:**

The Finance Department respectfully requests Council to add closing costs to ORD 22-26. Per law director, contract states that city will pay the closing costs. The purchases agreement is marked as Exhibit A. However, the dollar amount listed in the ordinance is \$65,000 which is the purchase price of the property (less closing costs). Please amend the ordinance to include the amount of \$745.72 in closing costs.

**Estimated Cost:** \$745.72

**Suggested Funding:** General Purpose Cap-Land ACQ/IMP

- sufficient funds in Account No. 301-0707-54411
- transfer needed from Account No. to Account No.
- NEW APPROPRIATION needed in Account No.

**Emergency Clause Requested:** Yes

**Reason:** To add closing cost amount to ORD 22-26

**COUNCIL USE ONLY:**

**Committee Action/Recommendation:**

**Council Action Taken:**

**Ord./Res.  
Date:**

**REQUEST FOR COUNCIL ACTION**

No. RCA 26-077-4/13

**FROM:** Medina Municipal Court  
**DATE:** April 1, 2026  
**SUBJECT:** Job Descriptions Salary/Benefits

**Committee:** Finance

**SUMMARY AND BACKGROUND:** The Medina Municipal Court respectfully requests Counsel to accept the updated job descriptions with the Municipal Court.

The submitted job descriptions is to update the information with Civil Service Department. <sup>31.07</sup>

- Chief Probation Officer
- Deputy Chief Probation Officer
- Probation Officer
- Probation Officer/Specialized Docket
- Probation Secretary
- Assignment Commissioner
- Buildings/Properties Custodian
- Grant Funded Probation Officer/Group Facilitator
- Security Officer

Pending Law Director's review of job descriptions.

**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

**Reason:**

**COUNCIL USE ONLY:**

**Committee Action/Recommendation:**

**Council Action Taken:**

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

**Medina Municipal Court  
Chief Probation Officer  
Job Description  
16 A-F**

**SUMMARY**

The Chief of Probation is responsible for the administration, management and supervision of the Probation Department. The Chief Probation Officer shall responsibly plan, organize, develop, coordinate and direct all aspects of the Municipal Probation Department in accordance with all applicable federal, state and local standard, guidelines and regulations. Provides direct supervision to Probation Officers and support staff. Performs other functions as designated by the Municipal Judge and understands, adheres and enforces the policies and procedures of the Municipal Court.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: (other duties may be assigned.)

1. Plan, develop, organize, implement, direct and evaluate all aspects of the Probation Department.
2. Develop, review, update, maintain and enforce policy and procedure that govern the Probation Department and court personnel policy.
3. Direct all phases of the Probation Department operations and assignment of workload.
4. Establish and maintain evidence based practices in supervision and curriculums for offenders, consistent with reducing recidivism.
5. Assist in the recruitment, selection and hiring of competent staff; complete performance evaluations for assigned staff.
6. Coordinate and manage staff training and orientation of new employees.
7. Remain current with research-based innovations in community corrections by membership and activity with professional associations and personal contacts in community corrections.
8. Provide leadership to staff of the Probation Department; assign and delegate work duties and assignments; schedule and conduct staff meetings as necessary.
9. Recognize, counsel or discipline staff as necessary in accordance with Municipal Court Policy and Procedures; report any such activity to the Court Manager.
10. Monitor staff scheduling and manage staff requests for leave to ensure adequate coverage.
11. Conduct case staffing reviews with Probation Officers for quality assurance.
12. Represent the Probation Department at local and state meetings and conferences.
13. Assist the Municipal Judge in the management and oversight of Specialized Docket programs.
14. Prepare Annual Probation Report.

15. Maintain and foster a professional and positive work environment for the Probation Department.
16. Maintains confidentiality of information and professional boundaries.
17. Investigates and recommends to the Court appropriate procedures and programs to ensure effective operation of probation programs with a goal of maintaining public safety and assisting offenders in complying with orders of the Court.
18. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions. It is imperative that Chief Probation Officer is physically able to meet the physical demands of the job including, but not limited to, the ability to stand, sit or walk at least six (6) hours per day, and the ability to push, pull, or lift at least thirty (30) pounds at any given time.

*These statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.*

#### **SUPERVISORY RESPONSIBILITIES**

Directly responsible for the supervision, management, direction and development all staff employed or assigned to the Probation Department. May be required to work outside normal business hours including weekends, evenings and holidays.

#### **KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Interacting with individuals of diverse backgrounds and a variety of socioeconomic backgrounds.
2. Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone.
3. Read and write reports, correspondence and instructions.
4. Exercise good judgment in making decisions in accordance with laws, regulations and policies.
5. Establish and maintain satisfactory working relationships with fellow employees, the general public and persons on probation.
6. Provide administrative and professional leadership and direction to Department personnel.
7. Maintains accurate records and comprehends the necessity for confidentiality and will demonstrate regular and predictable attendance.
8. May be required to work outside normal business hours including, weekends, evenings and holidays.
9. Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

**EDUCATION and/or EXPERIENCE**

A four year degree from and accredited college or university in criminal justice, the social sciences or a related field OR any four year degree coupled with adequate experience in the criminal justice/social work field. Extensive knowledge and skills deploying evidence-based practices with offenders; advanced computer skills, effective inter-personal communications skills and strong organizational skills.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of this position.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check and drug testing.

**Medina Municipal Court  
Deputy Chief Probation Officer  
Job Description  
10 A-F**

**SUMMARY**

The Deputy Chief Probation Officer ("DCPO") assists the Chief Probation Officer ("CPO") in supervising the Department's Probation Officers and support staff, and performs these and other functions as the CPO determines. In addition to ordinary probation officer functions and caseload duties, the DCPO's responsibilities include such administrative responsibilities as the CPO may determine, including without limitation staffing cases, monitoring budgets, scheduling personnel, planning staff meetings/training events, grant application and reporting, statistical data tracking, program development, and serving as a liaison to other departments within the court and other outside agencies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: (other duties may be assigned)

1. Assist the CPO with managing daily department operations and ensure operations are consistent with the CPO's established objectives and priorities.
2. Assume the CPO duties in the CPO's absence.
3. Act as a liaison with internal Court departments and external criminal justice agencies. Represent the Court on various boards, committees, and community projects as designated by the CPO and the Court.
4. Assist with management and accountability of personnel functions associated with hiring, training, performance management, delegating work, and corrective action/disciplinary matters as necessary.
5. Work with the CPO to ensure an effective and efficient work environment that promotes high productivity and the Court's mission. Perform special duties as the CPO may assign.
6. Provide quality, continuously-improving service, that meets or exceeds judicial and public expectations, and that ensures all are treated with courtesy, dignity, and respect.
7. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. It is imperative that probation officers are physically able to meet the physical demands of the job including, but not limited to, the ability to stand, or walk at least six (6) hours per day, and the ability to push, pull, or lift at least thirty (30) pounds at any given time.

*These statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.*

## **SUPERVISORY RESPONSIBILITIES**

**Assists the CPO in the supervision, management, direction and development of all staff employed or assigned to the Probation Department. May be required to work outside normal business hours including weekends, evenings and holidays. Supervisory responsibilities may include the following, without limitation:**

1. Schedule and conduct staff meetings, coordinate and approve staff requests for leave to ensure adequate coverage.
2. Coordinate and manage staff training, orientation for new employees, and assist in recruiting, selecting, and hiring competent staff.
3. Recognize, counsel, and/or discipline staff in accordance with Municipal Court Policy and Procedures, and report all such activity to the CPO and Court Manager.
4. Conduct case and case staffing reviews with Probation Officers for quality assurance.

## **KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Interact with individuals comprising a variety of socioeconomic backgrounds.
2. Communicate effectively in writing and orally, in person and electronically, with co-workers, supervisors, and the general public.
3. Read and write reports, correspondence, and instructions.
4. Exercise good judgment in making decisions in accordance with laws, regulations, and policies.
5. Establish and maintain proactive working relationships with fellow employees, the general public, and persons on probation.
6. Provide administrative and professional leadership and direction to Department personnel.
7. Maintain accurate records, preserve required confidentiality, and demonstrate regular and predictable attendance.
8. May be required to work outside normal business hours including, weekends, evenings and holidays.
9. Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

## **EDUCATION and/or EXPERIENCE**

A four year degree from and accredited college or university in criminal justice, the social sciences or a related field OR any four year degree coupled with **four year experience as Probation Officer** and in the criminal justice/social work field. Consideration may be given to individuals who possess a 2 year degree in social sciences from an accredited college or university PLUS chemical dependency credentials at the CCDCIII level or State of Ohio social work license PLUS two years full time experience in the field of adult community corrections.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of this position.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check and drug testing.

**For more information or to obtain an application contact: [mmc@mmcourt.org](mailto:mmc@mmcourt.org)**

**Medina Municipal Court  
Probation Officer  
Job Description  
7 A-F**

**SUMMARY**

Probation officers are responsible for; supervision of large caseloads of misdemeanor offenders, monitoring individual defendants for compliance with court ordered terms of supervision, and providing notification to the Court of probationers' noncompliance with terms of probation. Probation Officer reports directly to the Chief Probation Officer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: (other duties may be assigned.)

1. Obtaining any/all information as requested by the Court prior to sentencing and presenting it in the manner prescribed by the Court/Chief Probation Officer. Such information includes: information obtained directly from the offenders and their treatment providers, prior criminal history and official accounts from law enforcement, witnesses, and victims.
2. Probation Officers make recommendations towards sentences when reviewing cases with the Judge of the Medina Municipal Court.
3. Regular contact with treatment providers, employers, community service placement sites, drug testing agencies, law enforcement agencies, correctional facilities, community based correction agencies, victim service agencies and other courts of law.
4. Professionalism must be displayed at all levels of interaction with outside agencies as well as with those who are being supervised.
5. Probation Officers must display good judgment in all decision making regarding the supervision of probationers.
6. Probation officers are also responsible for completing any/all miscellaneous tasks as assigned by the Judge of the Medina Municipal Court, including, but limited to general court operations and court security.
7. Assist in conducting all Court sessions, including handling of case files and their presentation for hearing to the Judge or Magistrate, escort defendants and other persons to the bench and/or other court offices.
8. Investigate factual issues at the direction of the Judge or Magistrate relative to any particular defendant or pending case, on issues such as bond, addresses of defendants, and other pertinent case file issue.
9. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. It is imperative that probation officers are physically able to meet the physical demands of the job including, but not limited to, the ability to stand, or walk at least six (6) hours per day, and the ability to push, pull, or lift at least thirty (30) pounds at any given time.

*These statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned*

## **SUPERVISORY RESPONSIBILITIES**

None

## **KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Good written and verbal communication skills.
2. Ability to organize and prioritize duties.
3. Proficient computer skills and ability to become certified in the use of the Ohio LEADS Information System.
4. Maintains accurate records and comprehends the necessity for confidentiality and will demonstrate regular and predictable attendance.
5. Valid Ohio Driver's License.

## **EDUCATION and/or EXPERIENCE**

A four year degree from and accredited college or university in criminal justice, the social sciences or a related field OR any four year degree coupled with adequate experience in the criminal justice/social work field. Consideration may be given to individuals who possess a 2 year degree in social sciences from an accredited college or university PLUS chemical dependency credentials at the CCDCIII level or State of Ohio social work license PLUS two years full time experience in the field of adult community corrections.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of this position.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check and drug testing.

**For more information or to obtain an application email [mmc@mmcourt.org](mailto:mmc@mmcourt.org)**

**Medina Municipal Court**  
**Probation Officer /Specialized Docket**  
**& A-F**

**SUMMARY**

Probation officers are responsible for supervision of large caseloads of misdemeanor offenders, monitoring individual defendants for compliance with court ordered terms of supervision, and providing notification to the Court of probationers' noncompliance with terms of probation. Probation Officer reports directly to the Chief Probation Officer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: (other duties may be assigned.)

1. Obtaining any/all information as requested by the Court prior to sentencing and presenting it in the manner prescribed by the Court/Chief Probation Officer. Such information includes information obtained directly from the offenders and their treatment providers, prior criminal history and official accounts from law enforcement, witnesses, and victims.
2. Probation Officers make recommendations towards sentences when reviewing cases with the Judge of the Medina Municipal Court.
3. Specialized docket officer screens veterans for participation in specialized docket.
4. Specialized docket officer prepares participant reports for specialized docket sessions.
5. Specialized docket officer makes recommendations for advancement/adjustments/sanctions of participants in specialized docket.
6. Regular contact with treatment providers, employers, community service placement sites, drug testing agencies, law enforcement agencies, correctional facilities, community based correction agencies, victim service agencies and other courts of law.
7. Professionalism must be displayed at all levels of interaction with outside agencies as well as with those who are being supervised.
8. Probation Officers must display good judgment in all decision making regarding the supervision of probationers.
9. Probation Officers are also responsible for completing any/all miscellaneous tasks as assigned by the Judge of the Medina Municipal Court, including, but limited to general court operations and court security.
10. Assist in conducting all Court sessions, including handling of case files and their presentation for hearing to the Judge or Magistrate, escort defendants and other persons to the bench and/or other court offices.
11. Investigate factual issues at the direction of the Judge or Magistrate relative to any defendant or pending case, on issues such as bond, addresses of defendants, and other pertinent case file issues.
12. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. It is imperative that Probation Officers are physically able to meet the physical demands of the job including, but not

limited to, the ability to stand, or walk at least six (6) hours per day, and the ability to push, pull, or lift at least thirty (30) pounds at any given time.

*These statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.*

## **SUPERVISORY RESPONSIBILITIES**

None

## **KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties.

1. Pass a comprehensive background investigation including FBI & BCII Record checks
2. Good written and verbal communication skills.
3. Ability to deescalate and redirect recalcitrant/argumentative defendants.
4. Excellent time management skills and ability to organize/prioritize duties.
5. Proficient computer skills and ability to become certified in the use of the Ohio LEADS, OHLEG, Ohio Court Network Information Systems.
6. Maintains accurate records and comprehends the necessity for confidentiality.
7. Demonstrate regular and predictable attendance.
8. Valid Ohio Driver's License.
9. Have NO prohibitions to carrying a firearm.
10. Successful completion of The State of Ohio minimum standards for the training of Probation Officers based on Ohio Revised Code; ORC #: 2301.271

## **EDUCATION and/or EXPERIENCE**

A four-year degree from an accredited college or university in criminal justice, the social sciences or a related field OR any four-year degree coupled with adequate experience in the criminal justice/social work field. Consideration may be given to individuals who possess a 2-year degree in social sciences from an accredited college or university PLUS chemical dependency credentials at the CCDCIII level or State of Ohio social work license PLUS two years' full-time experience in the field of adult community corrections & supervision.

Specialized docket officer must complete specialized docket training through All Rise and Psych Armor.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before the final interview. Employment predicated upon successful completion of criminal record check and drug testing.

**For more information or to obtain an application contact: [mmc@mmcourt.org](mailto:mmc@mmcourt.org)**

**Medina Municipal Court  
Probation Secretary  
Job Description  
5 A-F PART-TIME**

**SUMMARY**

The employee in this position performs a variety of secretarial and administrative duties encompassing a wide and varied scope. This position is responsible for directing the operation of the probation office in an efficient manner. The duties are of such a nature that the employee often must work on several projects covering a wide variety of activity within a limited time period. Probation Secretary reports directly to the Chief Probation Officer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: (other duties may be assigned.)

1. This position demands considerable independence in preparing routine correspondence, giving out information, receiving complaints and gathering information.
2. The ability to perform multiple computer transactions in the probation case management system and related court case management system.
3. Screens telephone calls and incoming mail, personally handling those inquiries that in the employee's judgment that do not require the attention of the Chief Probation Officer.
4. Reviews journal entries to determine court orders and/or case status; tracking court case progress; clarifying information as necessary; taking appropriate action to remedy inconsistent information; reporting discrepancies and complex issues to supervisor.
6. Manages the activities of the Probation Reception Desk. Reviewing Judge's entries to identify reason for referral and coordinating appropriate next step in the intake process (intake questionnaire, victim contact information, DIP referrals, etc.).
7. Files office correspondence and records and determines proper file designation.
8. Extreme attention to detail when reviewing case information, sentencing dates, etc.
9. Maintains regular and consistent attendance.
10. Provide quality service that continuously improves, that meets or exceeds public expectations, and that ensures all are treated with courtesy, dignity, and respect.
11. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. It is imperative that probation officers are physically able to meet the physical demands of the job including, but not limited to, the ability to stand, sit or walk at least six (6) hours per day, and the ability to push, pull, or lift at least thirty (30) pounds at any given time.

*These statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.*

## **SUPERVISORY RESPONSIBILITIES**

None

## **KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone.
2. Ability to organize and prioritize duties.
3. Maintains accurate records and comprehends the necessity for confidentiality and will demonstrate regular and predictable attendance.
4. Understand and follow complex oral and written instructions.
5. Make minor decisions in accordance with department policies and procedures.
6. Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

## **EDUCATION and/or EXPERIENCE**

High school diploma or GED equivalent. Considerable experience in clerical work of a progressively responsible nature.

## **PHYSICAL DEMANDS:**

This position requires that the employee spend the working day in an administrative office atmosphere, at a computer or work stations for extended periods of time. The employee will be standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching as well as the ability to sit continuously at a computer terminal, desk or work station for 6 or more hours a day.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of this position.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check and drug testing.

For more information or to obtain an application contact: [mmc@mmcourt.org](mailto:mmc@mmcourt.org)

**Medina Municipal Court  
Assignment Commissioner  
Job Description  
6 A-F**

**SUMMARY**

The primary purpose of this position is to schedule criminal and traffic cases before the judge, including visiting judges appointed by The Supreme Court of Ohio, and the magistrates of the court, and to perform such other functions as designated by the judge. The Assignment Commissioner is appointed pursuant to Ohio Revised code 1901.33 (A). The Assignment Commissioner reports directly to the Court Manager

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: (other duties may be assigned.)

1. The Assignment Commissioner reviews documentation concerning court cases and accurately schedules contested/non-contested criminal and traffic cases.
2. Prepares and distributes notification to advise parties of legal proceedings, hearings, court dates, etc.
3. Prioritize and organize work activities and managing and meeting multiple deadlines.
4. This position compiles monthly statistical information and prepares reports as required by the Supreme Court of Ohio.
5. Verify the status of pending cases to ensure they are processed within time guidelines and track inactive criminal cases.
5. Reviews and verifies criminal and traffic case assignments. Including, but not limited to: reviewing cases for accuracy and completeness; reviewing judges' dockets to identify and correct potential conflicts; reviewing daily case and assignment lists for accuracy.
6. Communicate effectively with a wide variety of individuals, including Judges, attorneys, co-works, court staff, Clerk's Office staff, and defendants.
7. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. It is imperative that you are physically able to meet the physical demands of the job including, but not limited to, the ability to stand, sit, or walk at least six (6) hours per day, and the ability to push, pull, or lift at least thirty (30) pounds at any given time.

*These statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.*

## **SUPERVISORY RESPONSIBILITIES**

None

## **KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Professional, attentive to detail, dependable, good judgment and diplomatic.
2. Ability to interact effectively in a courteous and professional manner, with diverse populations, including judges, co-workers, other departments/agencies, and customers (including attorneys, defendants, plaintiffs and their families).
3. Manage time, prioritize work and meet established deadlines.
4. Proficient computer skills.
5. Maintains accurate records and comprehends the necessity for confidentiality and will demonstrate regular and predictable attendance.

## **EDUCATION and/or EXPERIENCE**

High school diploma; experience working in the courts or the criminal justice field; computer skills; effective inter-personal communication skills; strong organizational skills.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of this position.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check and drug testing.

**For more information or to obtain an application contact: [mmc@mmcourt.org](mailto:mmc@mmcourt.org)**

**Medina Municipal Court  
Buildings/Properties Custodian  
Job Description  
31 A-F**

**SUMMARY**

The individual in this classification performs custodial work on City and/or Municipal Court premises. This is semi-skilled work. Work performed is largely of a recurring nature; procedures and standards to be maintained are clearly outlined.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** – include the following: (other duties may be assigned.)  
This position directly reports to the City Service Director/ Court Manager.

1. Keeps building(s) and property in clean and orderly condition.
2. Performs routine maintenance activities.
3. Performs heavy cleaning duties.
4. Sweeps, mops, scrubs, and vacuums floors.
5. Gathers and empties trash.
6. Scrubs, sanitizes, and supplies restroom facilities.
7. Dusts furniture, walls, and equipment.
8. Cleans windows, mirrors, and partitions with soap and other cleansers.
9. Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures.
10. Cleans and polishes fixtures and furniture.
11. Manages inventory of cleaning supplies.
12. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. It is imperative that employees are physically able to meet the physical demands of the job including, but not limited to, the ability to stand, or walk at least eight (8) hours per day, and the ability to push, pull, or lift at least thirty (30) pounds at any given time.

*These statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.*

**SUPERVISORY RESPONSIBILITIES**

None

**KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Good written and verbal communication skills.
2. Ability to organize and prioritize duties.
3. Maintains regular and consistent attendance.
4. Valid Ohio Driver's License.
5. Common hand tools used in building and equipment maintenance work.
6. General cleaning principles and practices.
7. Operate equipment and machinery.
8. Understand and follow complex oral and written instructions.

**PHYSICAL DEMANDS:**

This position requires the employee to spend a large part of each working day standing and walking. Bending, stooping, climbing on ladders, twisting, and reaching. At times, the work performed will involve working outside in adverse weather conditions.

**EDUCATION and/or EXPERIENCE**

Some experience in semi-skilled building and equipment maintenance and in cleaning work. High school diploma or GED equivalent preferred and training that provides the required knowledge, skills, and abilities.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of this position.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check and drug testing.

Please request applications from <a href="mailto:mmc@mmcourt.org">mmc@mmcourt.org</a>
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**Medina Municipal Court**  
**Grant Funded Probation Officer/Group Facilitator**  
**31.02 6 A-F**

**SUMMARY**

Probation officers are responsible for supervising large caseloads of misdemeanor offenders, monitoring individual defendants for compliance with court ordered terms of supervision, and notifying the Court of probationers' noncompliance with terms of probation. Probation Officer reports directly to the Chief Probation Officer or the Chief's designee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following (other duties may be assigned):

1. Obtaining any/all information as requested by the Court prior to sentencing and presenting it in the manner prescribed by the Court/Chief Probation Officer. Such information includes, e.g., information obtained directly from the offenders and their treatment providers, witnesses, victims, and prior criminal history and official accounts from law enforcement.
2. Making sentencing recommendations when reviewing cases with the Judge of the Medina Municipal Court.
3. Maintaining regular contact with treatment providers, employers, community service placement sites, drug testing agencies, law enforcement agencies, correctional facilities, community based correction agencies, victim service agencies, and other courts of law.
4. Maintaining professionalism at all levels of interaction with court personnel, outside agencies, and with those probationers who are being supervised.
5. Displaying good judgment in all decision making regarding the supervision of probationers, and proactively seeking guidance and/or input on all decisions made.
6. Completing any/all miscellaneous tasks as assigned by the Judge of the Medina Municipal Court, including, e.g., general court operations and court security.
7. Assist in conducting all Court sessions, including, e.g., by handling of case files and presenting them during hearings before the Judge or Magistrate, and escorting defendants and other persons to the bench and/or to other court offices.
8. Investigating factual issues at the direction of the Judge or Magistrate relative to any particular defendant or pending case, on issues including, e.g., bond, defendant addresses, and other pertinent case file issues.
9. Performing all physical demands of the job, which include without limitation the ability to stand, or walk at least six (6) hours per day, and the ability to push, pull, or lift at least thirty (30) pounds at any given time. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

*These statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.*

## **SUPERVISORY RESPONSIBILITIES**

None

## **KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES**

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the job duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. Possess good written and verbal communication skills.
2. Demonstrated ability to organize, prioritize, and fulfill all job duties.
3. Demonstrated proficiency in computer skills and attention to detail.
4. Possess the ability to become certified in the use of the Ohio Law Enforcement Automated Data System ("LEADS") Information System.
5. Ability to maintain accurate records and to commit to regular and predictable attendance.
6. Ability to recognize, observe, and enforce the decorum and necessary confidentiality attending all court business.
7. Possess a valid Ohio Driver's License.
8. Be subject to no prohibitions against carrying a firearm in the performance of duties.

## **EDUCATION and/or EXPERIENCE**

Candidates must possess a four-year degree from an accredited college or university in criminal justice, the social sciences, or a related field, OR any other four-year degree coupled with adequate experience in the criminal justice/social work field. Consideration may be given to individuals who possess a 2-year degree in the social sciences from an accredited college or university who also have (i) a State of Ohio social work license or chemical dependency credentials at the CCDCIII level, AND (ii) a minimum of two years of full-time experience in the field of adult community corrections.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of this position.

Qualified applicants may be required to submit to pre-employment drug testing and provide writing samples. Proof of education and employment references will be required before final interview. All offers of employment dependent upon successful completion of background investigation.

**This is a Grant Funded position and as such, grant funding can NOT be guaranteed. This position is predicated on the availability of grant funding.**

**For more information or to obtain an application contact: [mmc@mmcourt.org](mailto:mmc@mmcourt.org)**

**Medina Municipal Court**  
**Part-time Court Security Officer**  
**Job Description**  
**31.02 A-F**

**SUMMARY**

This is a part-time Security Guard position for Medina Municipal Court. Security Guards are responsible for the safety of those in the courthouse including removing people if they are disruptive and screening people entering the building for weapons.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** – include the following: (other duties may be assigned.)  
This position directly reports to the Chief Bailiff.

1. Provide security for the Court and possess the ability to effectively handle potentially volatile situations.
2. Secure Court sessions by providing protection and assistance for court personnel and the public.
3. Operate Court metal detectors while screening all visitors, as well as briefcases, purses, packages and personal items entering the Court building in order to detect concealed weapons, hazardous objects and contraband.
4. May assist in securing and clearing the building in emergency situations, or as dictated by the situation. May assist in enforcing safety regulations, rules and laws to ensure the safety of judge, court personnel, attorneys, other law enforcement personnel, prisoners, inmates, visitors and the public.
5. Work independently to resolve urgent issues, process orientated with high attention to detail and triage a problem quickly providing precise/clear information while working under minimum supervision.
6. Ability to provide excellent customer service.
7. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. It is imperative that security officers are physically able to meet the physical demands of the job including, but not limited to, the ability to stand, or walk at least eight (8) hours per day, and the ability to push, pull, or lift at least thirty (30) pounds at any given time.

*These statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.*

**SUPERVISORY RESPONSIBILITIES**

None

## **KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Must be certified by Ohio Peace Officer Training Commission (OPOTC) to carry a weapon and re-qualify for firearms certification annually and be able to provide certification as proof.**
2. Must provide personal firearm.
3. Good written and verbal communication skills
4. Ability to organize and prioritize duties.
5. Valid Ohio Driver's License.
6. First Aid knowledge/training.

## **EDUCATION and/or EXPERIENCE**

At least three years of verifiable experience as a certified law enforcement officer or its military equivalency. The experience must have included general arrest authority.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of this position.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check and drug testing.

Please submit your resume and cover to [mmc@mmcourt.org](mailto:mmc@mmcourt.org)



Quote Id: 180026

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**2026 JOHN DEERE 624 P-TIER WHEEL LOADER QUOTE**

Prepared For:  
**CITY OF MEDINA**



Prepared By: **DARIN STAMBAUGH**  
**MURPHY TRACTOR & EQUIPMENT**  
**1550 INDUSTRIAL PARKWAY S**  
**BRUNSWICK, OH 44212**  
  
Tel: 330-220-4999  
Mobile: 216-308-5511  
Fax: 330-220-4449  
[DSTAMBAUGH@MURPHYTRACTOR.COM](mailto:DSTAMBAUGH@MURPHYTRACTOR.COM)

Date: 06 Apr 2026

Offer Expires: 29 May 2026

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*Confidential*

**Quote Summary**

**Prepared For:**

ANDRE GOE  
 CITY OF MEDINA  
 132 N ELMWOOD AVE  
 MEDINA, OH 44256  
 PHONE: 330-722-9037  
 MOBILE: 330-591-0137  
 AGOE@MEDINAOH.ORG

**Prepared By:**

DARIN STAMBAUGH  
 MURPHY TRACTOR & EQUIPMENT  
 1550 INDUSTRIAL PARKWAY S  
 BRUNSWICK, OH 44212  
 PHONE: 330-220-4999  
 MOBILE: 216-308-5511  
 DSTAMBAUGH@MURPHYTRACTOR.COM

**Quote Id:** 1800026  
**Created On:** 27 Mar 2026  
**Last Modified On:** 06 Apr 2026  
**Expiration Date:** 29 May 2026

**Equipment Summary**

	Qty	Extended
2026 JOHN DEERE 624 P-TIER WHEEL LOADER	1	\$267,242.00
JD PROTECT PREVENTATIVE MAINTENANCE - 24MO/2000HR FLUIDS & FILTERS	1	\$4,412.00
JOHN DEERE EXTENDED WARRANTY - 60MO/2000HR POWERTRAIN & HYD	1	\$3,947.00
GROENEVELD-BEKA TWIN-3 AUTO LUBE SYTEM WITH 4L PUMP	1	\$12,253.00
FACTORY FREIGHT	1	\$3,021.00
SETUP & FUEL	1	\$2,267.00
LOCAL FREIGHT & FOLLOW UP	1	\$3,639.00
<b>Sourcewell Discount Equipment Total</b>		<b>\$296,781.00</b>

**Quote Summary**

**Notes:**

1. Please allow up to 16 weeks for delivery from signing
2. Std & Ext Warranty now require oil sample testing at each service
3. Murphy Tractor Sourcewell Contract: 011723-JDC  
 Customer Sourcewell Member #: 29417

<b>Equipment Total</b>	\$296,781.00
<b>MTEC Discount</b>	-\$10,675.00
<b>Sub Total</b>	\$286,106.00
<b>Balance Due</b>	\$286,106.00

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

# Selling Equipment

Quote Id: 1800026

Customer: CITY OF MEDINA

## 2026 JOHN DEERE 624 P-TIER WHEEL LOADER-ORDER

**Equipment Notes:**

 Hours: 0  
 Stock Number: ORDER

**Selling Price**

\$296,781.00

Code	Description	Qty	List
6042DW	JOHN DEERE 624 P-TIER WHEEL LOADER	1	\$346,186.00
<b>Standard Equipment Plus Options Included in Base</b>			
183N	JDLINK CONNECTIVITY	1	
0400	STANDARD LOADER	1	
0452	HIGH LIFT Z-BAR	1	
	Increase of 14" Hinge Pin Height to 14' 2"		
0612	LEVEL 2 TRIM PACKAGE	1	
	Includes: 15 AMP Converter, 140 AMP Alternator, Halogen Lighting, Premium Heated & Cooled Seat, & Ride Control		
0656	LEVEL 2 PERFORMANCE (AG) PACKAGE, INCLUDES:	1	
	LOCKING FRONT & REAR DIFFERENTIAL		
	AUTO DIFF LOCK		
	WHEEL SPIN CONTROL		
	The wheel spin control system option reduces rim pull by reducing engine RPM to help prevent tire spinning and increase tire longevity especially when trying to load the bucket when the machine is in first gear forward.		
	PILE SLIP ASSIST		
	Pile Slip Assist proactively enables differential lock ahead of pile engagement which can reduce tire slip, improve bucket fill and lower overall cycle times.		
0951	REAR CAMERA (PRIMARY DISPLAY)	1	
	Includes: Rear camera with display integrate into monitor		
1100	LESS DETECTION SYSTEM	1	
1205	BASIC RADIO PACKAGE	1	
1301	LEFT SIDE STEPS	1	
1862	LEVEL 2 FLEET HEALTH	1	
	Includes: Auto Active Warm Up, Auto Daily Fluid Checks, Fluid Loss Monitoring, Battery Health Monitoring, Mobile Alerts		
2201	LESS PAYLOAD SCALE W/ CYCLE	1	
	Shipped Payload Scale Ready. A payload scale field kit may be added at a later time.		
2261	8" PRIMARY TOUCHSCREEN DISPLAY	1	
2300	LESS SECONDARY DISPLAY	1	
4095	JD POWERTECH PVS 6.8L FT4/EU		
5121	20.5R25 L3 1STAR RADIAL TIRES ON 3 PIECE RIMS	1	
5554	FENDERS, FULL COVERAGE FRONT & REAR	1	
6522	STD REAR COUNTERWEIGHT W/ REAR HITCH & PIN	1	

# Selling Equipment

Quote Id: 1800026

Customer: CITY OF MEDINA

7026	JOYSTICK CONTROLS	1	
	Provides a single lever (joystick) control for the boom and the bucket. 3rd (Aux Hyd) function controlled with integrated proportional thumb roller.	1	
7054	THREE FUNCTION AUXILARY HYDRAULICS		
7403	HYDRAULIC COUPLER, HI-VIS/ISO PATTERN	1	
7827	3.50CY ENHANCED PERMANENCE BUCKET	1	
7458	BOLT ON CUTTING EDGE, BUCKET	1	
7503	96" WIDE FORK FRAME	1	
7703	72" CONSTRUCTION TINES	1	
8500	COLD WEATHER PACKAGE		
	Includes: Engine block heater (120V) & Hydraul XH Hyd Oil	1	
8295	HEATED & POWERED EXTERIOR MIRRORS		
8501	DEBRIS PACKAGE	1	
	Includes: Hydraulic Reversing Fan, Centrifugal Engine Pre-Cleaner, Cab Fresh Air Pre-Cleaner		
8522	GUARDS - BOTTOM	1	
8502	MAINTENANCE & SERVICE PACKAGE	1	
	Includes: Engine Compartment Light & Environmental Drains	1	
8508	AUXILARY EQUIPMENT PACKAGE	1	
	Includes: License Plate Bracket, SMV Emblem, Fire Extinguisher, External Seat Belt Indicator w/ Bracket & Strobe Beacon, & Orange Beacon Light w/ Bracket.	1	
	<b>Standard Options Total</b>		<b>\$84,255.00</b>
	<b>Service Agreements</b>		
	JD PROTECT PREVENTATIVE MAINTENANCE - 24MO/2000HR FLUIDS & FILTERS	1	\$4,412.00
	JOHN DEERE EXTENDED WARRANTY - 60MO/2000HR POWERTRAIN & HYD	1	\$3,947.00
	<b>Service Agreements Total</b>		<b>\$8,359.00</b>
	<b>Dealer Attachments</b>		
HLP351	GROENEVELD-BEKA TWIN-3 AUTO LUBE SYTEM WITH 4L PUMP	1	\$12,253.00
	<b>Dealer Attachments Total</b>		<b>\$12,253.00</b>
	<b>Other Charges</b>		
	FACTORY FREIGHT		\$3,021.00
	SETUP & FUEL		\$2,267.00
	LOCAL FREIGHT & FOLLOW UP		\$3,639.00
	<b>Other Charges Total</b>		<b>\$3,639.00</b>
	<b>Suggested Price</b>		<b>\$454,692.00</b>
	<b>Customer Discounts</b>		
	<b>Customer Discounts Total</b>		<b>-\$157,911.00</b>
<b>Total Selling Price</b>			<b>\$296,781.00</b>



**RESOLUTION AUTHORIZING PARTICIPATION  
IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2026**

**WHEREAS**, the (INSERT POLITICAL SUBDIVISION NAME, COUNTY LOCATION) (hereinafter referred to as the "Political Subdivision") hereby submits this written agreement to participate in the Ohio Department of Transportation's (ODOT) annual road salt bid in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT road salt contract:

- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision hereby acknowledges that upon the Director of ODOT's signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
- c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees that each party hereto shall be responsible for liability associated with that party's own errors, actions, and failures to act.
- d. The Political Subdivision's electronic order for Sodium Chloride (Road Salt) will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- e. The Political Subdivision hereby agrees to purchase a minimum of 85% of its electronically **submitted** salt quantities from its awarded salt supplier during the contract's effective period; and
- f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and
- g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, May 1, by 5:00 p.m. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: [Contracts.Purchasing@dot.ohio.gov](mailto:Contracts.Purchasing@dot.ohio.gov) by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision's participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision's participation agreement and/or a Political Subdivision's request to rescind its participation agreement.

**NOW, THEREFORE**, be it ordained by the following authorized person(s) that this participation agreement for the ODOT road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT salt contract:

\_\_\_\_\_ (Authorized Signature) \_\_\_\_\_ Approval Date  
\_\_\_\_\_ (Authorized Signature) \_\_\_\_\_ Approval Date  
\_\_\_\_\_ (Authorized Signature) \_\_\_\_\_ Approval Date  
\_\_\_\_\_ (Authorized Signature) \_\_\_\_\_ Approval Date  
\_\_\_\_\_ (Authorized Signature) \_\_\_\_\_ Approval Date

**THIS RESOLUTION MUST BE UPLOADED TO THE SALT PARTICIPATION WEBSITE BY NO LATER THAN MAY 1, 2026.**

PLEASE NOTE: THE DEPARTMENT WILL NOT ACCEPT TYPED SIGNATURES. PARTICIPATION AGREEMENTS SUBMITTED WITH TYPED SIGNATURES WILL BE INVALID AND INELIGIBLE FOR APPROVAL. YOU CANNOT SUBMIT A WORD DOCUMENT VERSION OF THIS PARTICIPATION AGREEMENT. NO EXCEPTIONS.

# REQUEST FOR COUNCIL ACTION

No. RCA 26080 4/13

FROM: Chief Kinney & Civil Service Commission

Committee: Finance

DATE: 4/7/2026

SUBJECT: Revision of Civil Service Rule V (B) (2) & (3)

## SUMMARY AND BACKGROUND:

The Civil Service Commission respectfully requests City Council to consider and accept a revision to Civil Service Rule V (B) Minimum Qualifications (2) Experience and Education and (3) License or Certification. This request was brought to the Commission's attention by Chief Kinney. To help with recruitment of lateral transfers to the police department from out of state, the Attorney General's office has recently revised the out of state equivalency process for officers applying for Ohio Peace Officer certification. This change has made it significantly more convenient for qualified applicants to transfer to agencies in Ohio. There is still a state administered testing process, as well as an initial background check to ensure candidates are properly evaluated.

Additions to be considered for Civil Service Rule V (B) Minimum Qualifications (2) Experience and Education:

Lateral Transfer Patrol Officers must be currently employees with a minimum of one (1) year of full-time peace officer experience, or previously employed with the last twelve (12) months as a full-time peace officer, with an Ohio State Certified Law Enforcement Agency in a jurisdiction in the State of Ohio, including having completed the probationary period at that employment. ***Out-of-state lateral transfer applicants for Patrol Officer must have equivalent experience with a Certified Law Enforcement Agency from another state within the United States.***

Lateral transfer Communication Officers must be currently or previously employed within the last twelve (12) months as a full-time Communication Operator with a minimum of one (1) year of full-time serve with an agency that dispatches for Police, Fire or EMS. ***Out of State lateral transfer applicants for Communication Operator must have equivalent experience with a dispatch center from another state within the United States.***

Additions to be considered for Civil Service Rule V (B) Minimum Qualifications (3) License or Certification:

Lateral transfer Patrol Officers must be certified by the Ohio Peace Officer Training Academy ("OPOTA") or present to the Commission OPOTA letter of training equivalency. ***Out of state lateral applicants for Patrol Officer must have an equivalent certification from a state within the United States and obtain an OPOTA reciprocal certification prior to appointment.***

With this addition to the Civil Service rule, this will allow the Commission to be consistent and mirror revisions of requirements for Lateral Transfer Candidates by other agencies in northeast Ohio. These requests were approved by Law Director Greg Huber on 4/6/2026.

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

Emergency Clause Requested:

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

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

# REQUEST FOR COUNCIL ACTION

No. RCA-26-081-4/13

FROM: Jansen Wehrley <sup>SSCW</sup>  
DATE: April 7, 2026  
SUBJECT: Accept Donation- Medina Youth Baseball Association

Committee: Finance

*OK*

## SUMMARY AND BACKGROUND:

Respectfully request Council to accept the donation of approximately \$30,000.00 in field renovations for three baseball fields. Ray Mellert Park field #1, Ray Mellert Park field #2, and Reagan Park field #3. This work we be completed by a professional athletic field contractor and will greatly improve the playing conditions for all participants in their organization.

### 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

Reason:

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### COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.  
Date:

## Jansen Wehrley

---

**From:** cfrazier1624@gmail.com  
**Sent:** Monday, April 6, 2026 12:35 PM  
**To:** Jansen Wehrley  
**Subject:** MYBA/City Baseball Field Project

Jansen,

On behalf of the Medina Youth Baseball Association (MYBA), we would like to request permission to do approximately \$30,000 of work on the following fields:

- Mellert 1
- Mellert 2
- Reagan 3

If you have any questions of regarding the scope of the work or if you need additional information, please contact me.

Regards,

Chad Frazier  
MYBA Executive Board Member



Agricultural Design, Inc.

6100 Buffham Road

Seville, OH 44273

P: 330.607.3402

F: 330.683.1256

<https://www.agdesignohio.com/>

March 18, 2026

**Medina Infield Renovations**

Chad Frazier,

[fraz@neo.rr.com](mailto:fraz@neo.rr.com)

330.472.7450

**4 Cobblestone Infields:**

Edge – Material removed from the site

Conditioner- Delivery and installation of a total of 6 tons

Clay installation in Mounds and Batter's Boxes

**Our price to complete this scope of work is \$10,000.00**

**1 Infield at Blake Elementary:**

Edge – Material removed from the site

Infield Mix – 80 tons of Infield mix delivered and installed with laser equipment

Base Anchors and Plugs– **\$150.00/per set**

Pitching Rubber and Home Plate

Clay in Pitcher's Area and Batter's Boxes

Delivery and Installation of 2 Tons of Conditioner

**Our price to complete this scope of work is \$14,300.00**

**2 Infields at Mallert Park**

Edge – Material removed from the site

Infield Mix – 120 tons of Infield mix delivered and installed with laser equipment

Clay in Pitcher's Area and Batter's Boxes

Delivery and Installation of 4 Tons of Conditioner

**Our price to complete this scope of work is \$20,800.00**

**2 Infields at Reagan Park (3 & 4)**

Edge – Material removed from the site

Infield Mix – 140 tons of Infield mix delivered and installed with laser equipment

Clay in Pitcher's Area and Batter's Boxes

Delivery and Installation of 4 Tons of Conditioner

Our price to complete this scope of work is ~~\$22,800.00~~ ≈ 10,000<sup>+</sup>

*only fields #3*

Please feel free to contact me with any questions or concerns at 330.607.3402 or [ryan@agdesignohio.com](mailto:ryan@agdesignohio.com).

Thank you for giving us the opportunity to provide you with this information and we would hope to work with you in the near future.

Sincerely yours,  
Ryan Gregoire

# REQUEST FOR COUNCIL ACTION

No. RCA 26-082-4/13

**FROM:** Jansen Wehrley *SSW*  
**DATE:** April 7, 2026  
**SUBJECT:** Accept Donation- Medina Girls Softball Association

**Committee:** Finance

*JW*

## SUMMARY AND BACKGROUND:

Respectfully request Council to accept the donation of approximately \$29,000.00 in field renovations for two softball fields at Fred Greenwood Park. Fred Greenwood Park field #1 and Fred Greenwood park #2. This work we be completed by a professional athletic field contractor and will greatly improve the playing conditions for all participants in their organization.

**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

**Reason:**

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**COUNCIL USE ONLY:**

**Committee Action/Recommendation:**

**Council Action Taken:**

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



Agricultural Design, Inc.

6100 Buffham Road

Seville, OH 44273

P: 330.607.3402

F: 330.683.1256

<https://www.agdesignohio.com/>

Greenwood Park  
350 W. Sturbridge Drive  
Medina, OH 44256  
Neal Casper  
Ncasper@travelers.com  
12/3/2025

Dear Mr Casper,

This proposal is for the renovation of 2 infields. Our proposed scope of work is as follows:  
Fields 1 and 2. We will edge the fields and redefine all transition areas. All material generated during this process will be removed from on site. 80 tons of Oscar Brugman's infield mix will be delivered and installed. Grading will be completed with automated equipment under the full control of a laser. Acceptable tolerances will not exceed +/- .25 inches from the proposed plane(s). Our price to complete this scope of work is \$10,290 per infield.

**Additional Options:**

New home plate delivery and installation. \$368 each

Packing clay within the batter's boxes. \$1,260 per field

Packing clay within the pitcher's area. \$788 per field

Base sleeve delivery and installation. \$50/sleeve

2 Tons of conditioner delivery and installation. \$1,575/field

Total per field: \$14,431.00

Greenwood Park fields #1 and #2 grand total: \$28,862.00.

Please feel free to contact me with any questions or concerns at 330.607.3402. Thank you for giving us the opportunity to provide you with this information and we would hope to work with you in the near future.

Sincerely yours,  
Ryan Gregoire

## Jansen Wehrley

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**From:** Casper, Neal T <NCASPER@travelers.com>  
**Sent:** Monday, April 6, 2026 5:52 PM  
**To:** Jansen Wehrley  
**Cc:** Casper, Neal T  
**Subject:** Greenwood Park - renovation of fields #1 and #2  
**Attachments:** Greenwood Park Infields 2025.doc; Greenwood Park Infields 2025.doc

Hi Jansen,

Attachment #1 is the original Ag Design bid. Attachment #2 has field 3 information removed.

Per our recent conversations, Medina Girls Softball Association (MGSA) is seeking permission to complete \$28,862.00 of field upgrades to Greenwood Park fields #1 and #2 this spring.

This breaks down to \$14,431.00 per field, for a total of \$28,862.00.

Regarding forgoing permanent pitching rubbers on Fields #1 and #2, MGSA will be purchasing turf pitching lanes for those 2 fields. While we will still have temporary pitching rubbers on location to use as needed, using the turf pitching lanes the most we can will speed up changing pitching distances, and hopefully help prevent the wear on the pitching circles.

If you need any further information or clarification, please just let me know.

Thank you,

**Neal Casper | Claim Manager | Property Claim**  
Travelers Mid-South Claim Center  
Mailing Address: PO Box 650293 | Dallas, TX 75266  
W: 216-410-2040 F: 877-241-0294

The state of Florida requires us to provide the following information, my FL License Number is G065863, Company Employee Adjuster.



### Everything You Need at Your Fingertips

With 24/7 access to your claim online via [MyTravelers®](#), you can check your claim status, view your deductible, interact with us and upload documents. Log in to [MyTravelers®](#) or download the app.

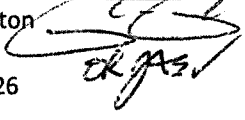

**Available to Insureds and Contractors** - To upload documents to your claim, please use this link: [Claim Upload Center](#).

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**REQUEST FOR COUNCIL ACTION**

NO. RCA 26-083-4/13

FROM: Patrick Patton   
DATE: April 7, 2026 

COMMITTEE REFERRAL: Finance

SUBJECT: Bid: Job #1150 – S. Huntington Street Bridge Replacement

This request is for permission to advertise, bid and award Job #1150 – S. Huntington Street Bridge Replacement. This project will consist of the removal of the existing bridge and the installation of a new 48 foot by 41 foot by 5 foot concrete structure. In addition, associated utility relocations and pavement replacements will be completed.0

The engineer’s estimate for this project is \$1,656,000.

The City previously secured approval for a grant from the Ohio Department of Transportation (ODOT) for this project. The funding split for construction will be as follows:

- ODOT : \$1,573,200.
- City (108): \$ 82,800.
  - o TOTAL \$1,656,000.

This project is scheduled for completion during the 2027 construction season.

Thank you for your consideration.

ESTIMATED COST: \$1,656,000

SUGGESTED FUNDING: 380-0671-54418 (ODOT): \$ 1,573,200  
108-0671-54414 (City share): \$ 82,800

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:

**REQUEST FOR COUNCIL ACTION**

NO. RCA 26-084-4/13

FROM: Patrick Patton 

COMMITTEE REFERRAL: Finance

DATE: April 7, 2026

SUBJECT: Bid: Job #1062 – Prospect Street Bridge Replacement

This request is for permission to advertise, bid and award Job #1062 – Prospect Street Bridge Replacement. This project will consist of the removal of the existing bridge and the installation of a new 40 foot by 30 foot by 8 foot concrete structure. In addition, associated utility relocations and pavement replacements will be completed.

The engineer’s estimate for this project is \$1,066,000.

The City previously secured approval for a grant from the Ohio Department of Transportation (ODOT) for this project. The funding split for construction will be as follows:

- ODOT : \$ 718,000.
- City (108): \$ 348,000.
  - o TOTAL \$1,066,000.

This project is scheduled for completion during the 2026 construction season.

Thank you for your consideration.

ESTIMATED COST: \$1,066,000

SUGGESTED FUNDING:	380-0679-54418 (ODOT):	\$ 718,000
	108-0679-54414 (City share):	\$ 348,000

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:

**REQUEST FOR COUNCIL ACTION**

NO. RCA 26-085-4/13

FROM: Patrick Patton

*OK AS*

COMMITTEE REFERRAL: Finance

DATE: April 7, 2026

SUBJECT: Fair Market Value Estimates (FMVE) for North Huntington Street

In order to complete the reconstruction of North Huntington Street, Phase 3, the City must acquire several easements. In order for the City's right-of-way consultant (Rourke Acquisition Services) to proceed with the offer to purchase and complete negotiations and acquisition, Council must authorize acceptance of the Fair Market Value Estimates (FMVE) for the project. Below please find a summary for the value this easement:

Address	Parcel	FMVE
304-390 N. Huntington Street	028-19A-17-003 & 004	\$9,597
	TOTAL	\$9,597

To summarize, this request asks for Council's acceptance of the FMVE appraisals for the above easements, and authorizes the Mayor to sign each FMVE appraisal; by his signature the City will thus authorize the Consultant to proceed with the acquisition process.

Thank you for your consideration.

ESTIMATED COST: \$9,597

SUGGESTED FUNDING: 108-0610-54411

Sufficient Funds in Account Number:

Transfer Needed from: To:

New Appropriation Account Number:

Emergency Clause Requested: Yes

Reason: This is the first of several steps necessary to complete acquisition; we would like to start this process as soon as possible.

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:  
Date:

OWNER'S NAME

Union Square Multifamily, LLC

COUNTY Medina  
ROUTE North Huntington St Recon  
SECTION N/A  
PARCEL NO. 5-SH  
PROJECT I.D. NO. N/A

Subject

Address/Location	Zoning	Utilities	APN		
304-390 W. Union Street, Medina, Ohio 44256. Located off the north and south sides of W. Union Street and the west side of North Huntington Street, within the city of Medina, Medina County, Ohio.	(R-3) High Density Urban Residential District	All Public	028-19A-17-003 & 028-19A-17-004		
			Large Parcel Size	Large Parcel Unit	Highest and Best Use
			10.065 Gross/Net	Acres	Residential Development

**Comments**

Considering unity of title, unity of use and contiguity, the subject property and larger parcel is identified by the Medina County Auditor as Parcel Numbers 028-19A-17-003 and 028-19A-17-004 titled to Union Square Multifamily, LLC. The property contains 10.065 gross/net acres per the Auditor and is located off the north and south sides of W. Union Street and the west side of North Huntington Street, within the city of Medina, Medina County, Ohio. The site is improved with multi-family residential buildings and related improvements constructed around 1979 and is serviced by public water and sanitary sewer services.

The subject property is zoned (R-3) High Density Urban Residential District. The purpose of the R-3 High Density Urban Residential District is to encourage relatively high density residential development in areas generally adjacent to built up sections of the community or in areas of existing development of such density, and therefore to provide a more orderly and efficient extension of public utilities. The development is to consist of single-family and two-family dwellings in areas served with centralized sewer and water facilities. The principal permitted use is a single-family detached dwelling. The minimum lot size is 8,000 sq.ft. for a single-family detached dwelling with a minimum lot frontage of 40 feet. The subject's multi-family use is legally non-conforming per Medina City zoning officials. The property represents a legally non-conforming use before and after the proposed taking.

The subject property is overall rectangular in shape and is not located within a known 100-year flood hazard. The highest and best use of the property is for residential oriented development in conformance with current zoning regulations and area trends.

Comparable Sales

Sale #	Location/address	Highest and best use	Verification source	Sale Date
1	South side of Bluebell Parkway, east of Pearl Road, Brunswick Hills Township, Medina County, Ohio.	Residential	Broker/Agent	5/2/2025
APN(s)		Zoning	Utilities	Sale Price
001-02D-27-037 and 001-02D-28-043		(RR) Rural Residential	All Public	\$510,000
		Parcel Size	10.24± Gross / Net Acres	
		Unit Value Indication	\$49,805/Net Acre	

Comments

The site is located off the south side of Bluebell Parkway, east of Pearl Road and south of Foskett Road within Brunswick Hills Township, Medina County, Ohio. The site is generally level and at-grade with adjacent thoroughfares and properties and is not located within a known 100-year flood hazard area. The site is approved by court order with the right to build 140 units and is serviced by Brunswick CSD.



**Preparers Conclusion****Comments**

The proposed highway easement is located along the subject's frontage on N. Huntington Street. The taking is nearly rectangular in configuration and measures 8.0 ft. at its southern boundary and extends 332.10 feet along its eastern boundary fronting on N. Huntington Street containing 0.0630 net acres.

There is grass and concrete sidewalk areas located within the proposed take area. The replacement cost value of these items were derived via the Marshall Valuation Service. No compensation is accorded for natural growth items which are merged into the underlying land value or for items encroaching in the existing right-of-way.

The easement is compensated at a rate of 100% of the fee simple land value less \$1.00 since the owner will retain titled ownership to the encumbered land area.

The residue parcel will contain 10.065 gross/10.002 net acres. The subject will continue to be considered a legally non-conforming use as in the before scenario.

There is no damage to the residue parcel, there is only the part taken.

**Total Estimated Compensation:** **\$9,597.00**

**Comments**

The compensation estimate is considered reflective of market rates being paid for similar properties in the market area.

**Total FMVE:** **\$9,597.00**

**Signatures****Person Preparing Analysis**


**Typed Name:** G. Franklin Hinkle, II  
**Title:** Appraiser  
**Date:** 3/10/2026

**Signature**

**Typed Name:** James Shields  
**Title:** Mayor, City of Medina  
**Date:**

**Administrative Settlement****Signature**

**Typed Name:**  
**Title:**  
**Date:**

**FMVE Amount:**  
**Additional Amount:**  
**Total Settlement:**

THE PERSON PERFORMING THIS ANALYSIS MUST HAVE SUFFICIENT UNDERSTANDING OF THE LOCAL REAL ESTATE MARKET TO BE QUALIFIED TO MAKE THE VALUATION | THE PREPARER PERFORMING THIS VALUATION SHALL NOT HAVE ANY INTEREST, DIRECT OR INDIRECT, IN THE REAL PROPERTY BEING VALUED FOR THE AGENCY | COMPENSATION FOR MAKING THIS VALUATION SHALL NOT BE BASED ON THE AMOUNT OF THE VALUATION ESTIMATE | THIS VALUATION COMPLIES WITH THE REQUIREMENTS OF 49 CFR 24.102 (C) (2) (ii)

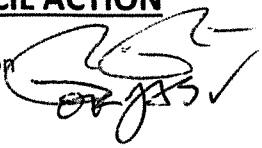
**REQUIRED ATTACHMENTS**

Jurisdictional Exception  
 Property Record Card and GIS Plat  
 Plat and Legal Description of Taking  
 Plan and Profile  
 GIS Aerial Map Showing Location of Take Area  
 Photographs of the Subject Property  
 The Map of Comparable Sales  
 Appraiser Qualifications

**REQUEST FOR COUNCIL ACTION**

NO. RCA 26-086-4/13

FROM: Patrick Patton



DATE: April 7, 2026

COMMITTEE  
REFERRAL:

Finance

SUBJECT: Engineering Agreement with the Wheeling & Lake Erie Railway regarding the State Road Reconstruction Project

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This request asks Council to enter into the attached Preliminary Engineering Agreement with the Wheeling & Lake Erie Railway (W&LE) and authorize the Mayor to sign the agreement for the City.

This project includes reconstruction of State Road) within railroad right-of-way at their grade crossing south of Smith Road. In order to be granted authorization to complete any work within their right-of-way, W&LE must review and approve the project plans. This agreement must be in place for W&LE to review these project plans.

Thank you for your consideration.

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ESTIMATED COST: \$15,000.

SUGGESTED FUNDING: 108-0610-54411

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:

WLE AKRON Subdivision Mile Post 139.52

Agreement No. \_\_\_\_\_

**PRELIMINARY ENGINEERING AGREEMENT**

This Engineering Agreement (“Agreement”) is made as of \_\_\_\_\_, 2026 by and between **Wheeling & Lake Erie Railway Company**, a Delaware corporation with its principal place of business in Ohio (“RAILROAD”), and the **City of Medina, Ohio**, (“CITY”)

**EXPLANATORY CITYMENT**

1. The CITY wishes to facilitate the development of plans for **State Road Improvements (MED-CR22-0.12)** over the RAILROAD’s **Akron** Subdivision tracks at Mile Post **139.52**, in the **City of Medina** in **Medina** County, OH. (the “Project”).
2. The project work will include the following: 1) Installation of a new twelve (12) inch water line (bore and jack operation) beneath the RAILROAD’s tracks; 2) Removal and replacement of the existing concrete pavement within the railroad right-of-way adjacent to the existing precast concrete grade crossing panels (the existing panels will not be disturbed); 3) Installation of approximately 3 additional precast grade crossing panels, abutting the existing crossing; on the west side only; 4) Installation of new concrete sidewalk abutting both sides of the new grade crossing panels on the west side of State Road. The CITY has requested that RAILROAD proceed with certain necessary engineering and/or design services for the Project to facilitate the parties’ consideration of the Project.
3. Subject to the approval of RAILROAD, which approval may not be unreasonably withheld, the Project is to be constructed, if at all, at no cost to RAILROAD, under a separate construction agreement to be executed by the parties at a future date.

NOW, THEREFORE, for and in consideration of the foregoing Explanatory Statement and other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the parties agree as follows:

1. **Scope of Work**

- 1.1 **Generally.** The work to be done by RAILROAD under this Agreement may consist of: (1) the preparation or review and approval of engineering and design plans, specifications, drawings and other documents pertaining to the Project, (2) the preparation of cost estimates for RAILROAD's work in connection with the Project, and (3) the review of construction cost estimates, site surveys, assessments, studies and related construction documents submitted to RAILROAD by the CITY for the Project (“**Engineering Work**”). Engineering Work may also include: (1) office reviews, (2) field reviews, (3) attendance at hearings and meetings, and (4) preparation of correspondence, reports, and other documentation in connection with the Project. Nothing contained in this Agreement shall oblige RAILROAD to perform work which, in RAILROAD’s opinion, is not relevant to RAILROAD’s participation in the Project.

- 1.2 Effect of RAILROAD Approval or Preparation of Documents. By its review, approval or preparation of plans, specifications, drawings or other documents pursuant to this Agreement (collectively, the “Plans”), RAILROAD signifies only that the Plans and improvements constructed in accordance with the Plans satisfy RAILROAD’s requirements.

RAILROAD expressly disclaims all other representations and warranties in connection with the Plans, including, but not limited to, the integrity, suitability or fitness for the purposes of the CITY, or any other purpose of such Plans or improvements constructed in accordance with the Plans.

2. Reimbursement of RAILROAD Expenses.

- 2.1 Reimbursable Expenses. The CITY shall reimburse RAILROAD for all costs and expenses incurred by RAILROAD in connection with the Engineering Work, including, without limitation: (1) all out of pocket expenses, (2) travel and lodging expenses, (3) telephone, facsimile, and mailing expenses, (4) costs for equipment, tools, materials and supplies, (5) sums paid to consultants and subcontractors by RAILROAD and (6) RAILROAD labor, together with RAILROAD labor overhead percentages established by RAILROAD pursuant to applicable law, (collectively, “Reimbursable Expenses”).

- 2.2 Estimate. RAILROAD has estimated the total Reimbursable Expenses for the Project to be approximately \$15,000 (the “Estimate” as amended or revised). As per 23 CFR 646.216 (d) (vi), RAILROAD shall submit an itemized estimate for approval by the CITY prior to beginning work. In the event RAILROAD anticipates that actual Reimbursable Expenses may exceed such Estimate, it shall provide the CITY with the revised Estimate of total Reimbursable Expenses for the CITY's approval and confirmation that sufficient funds have been appropriated to cover the total Reimbursable Expenses as reflected in the revised Estimate. RAILROAD may elect, by delivery of notice to the CITY, to immediately cease all further Engineering Work, unless and until CITY provides such approval and confirmation.

- 2.3 Federal Reimbursement. Any federal reimbursement to the CITY for railroad work performed on projects undertaken pursuant to the provisions of 23 CFR part 646, subpart B, shall be made in accordance with 23 CFR part 140, subpart I, as applicable.

2.4 Payment Terms

- 2.4.1 The CITY shall pay RAILROAD for Reimbursable Expenses in the amounts and on the dates set forth in the Payment Schedule attached to this Agreement as Exhibit A (the “Payment Schedule,” as revised from time to time pursuant to Section 2.2). RAILROAD agrees to submit invoices to the CITY for Reimbursable Expenses. The CITY shall remit payment to RAILROAD within thirty (30) days following delivery to the CITY of such proper invoice or, if later, the payment date (if any) set forth in the Payment Schedule.

- 2.4.2 Following completion of all Engineering Work, RAILROAD shall submit to the CITY a final invoice that reconciles the total Reimbursable Expenses incurred by RAILROAD against the total payments received from the CITY. The CITY shall pay to RAILROAD the amount by which actual Reimbursable Expenses exceed total payments, as shown by the final invoice, within thirty (30) days following delivery to CITY of the final invoice.

2.4.3 In the event that the CITY fails to pay RAILROAD any sums due RAILROAD under this Agreement: (i) the CITY shall pay RAILROAD interest as permitted by applicable law on the delinquent amount until paid in full; and (ii) RAILROAD may elect, by delivery of notice to CITY: (A) to immediately cease all further work on the Project, unless and until the CITY pays the entire delinquent sum, together with accrued interest; and/or (B) to terminate this Agreement.

2.4.4 All invoices from RAILROAD shall be delivered to the CITY in accordance with Section 6 of this Agreement. All payments by the CITY to RAILROAD shall be made by CITY issued warrant check and mailed to the following address or such other address as designated by RAILROAD's notice to CITY:

Wheeling & Lake Erie Railway Company  
100 East First Street  
Brewster, Ohio 44613

3. Appropriations. The CITY represents to RAILROAD that: (i) the CITY has obtained appropriations sufficient to reimburse RAILROAD for the Reimbursable Expenses encompassed by the initial Estimate; (ii) the CITY shall use its best efforts to obtain appropriations necessary to cover Reimbursable Expenses encompassed by subsequent Estimates approved by the CITY; and (iii) the CITY shall promptly notify RAILROAD in the event that the CITY is unable to obtain such additional appropriations. It is agreed and understood by all parties that the obligations described in this agreement are subject to Section 126.07 of the Ohio Revised Code.

4. Termination.

4.1 By the CITY. The CITY may terminate this Agreement, for any reason, by delivery of notice to RAILROAD. Such termination shall become effective upon the expiration of fifteen (15) calendar days following delivery of notice to RAILROAD or such later date designated by the notice.

4.2 By RAILROAD. RAILROAD may terminate this Agreement as provided pursuant to Section 2.4.3.

4.3 Consequences of Termination. If the Agreement is terminated by either party pursuant to this Section or any other provision of this Agreement, the parties understand that it may be impractical for them to immediately stop the Engineering Work. Accordingly, they agree that, in such instance a party may continue to perform Engineering Work until it has reached a point where it may reasonably and safely suspend the Engineering Work. The CITY shall reimburse RAILROAD pursuant to this Agreement for the Engineering Work performed, plus all costs reasonably incurred by RAILROAD to discontinue the Engineering Work and all other costs of RAILROAD incurred as a result of the Project up to the time of full suspension of the Engineering Work. Termination of this Agreement or Engineering Work on the Project, for any reason, shall not diminish or reduce the CITY's obligation to pay RAILROAD for Reimbursable Expenses incurred in accordance with this Agreement. In the event of the termination of this Agreement or the Engineering Work for any reason, RAILROAD's only remaining obligation to the CITY shall be to refund to the CITY payments made to RAILROAD in excess of Reimbursable Expenses in accordance with Section 2.

5. Subcontracts. RAILROAD shall be permitted to engage consultants and subcontractors to perform all or any portion of the Engineering Work.



12. Record Keeping Requirements. The RAILROAD shall keep all financial records in a manner consistent with generally accepted accounting procedures. Documentation to support each action shall be filed in a manner allowing it to be readily located. During the period covered by this contract and until the expiration of three years after final payment under this contract, the RAILROAD agrees to provide CITY, its duly authorized representatives or any person, agency, or instrumentality providing financial support to the work undertaken hereunder, with access to and the right to examine any books, documents, papers, and records of the RAILROAD involving transactions related to this contract.

13. Conflicts of Interest

13.1 No personnel of RAILROAD who exercises any functions or responsibilities in connection with the review or approval of the understanding or carrying out of any such work, shall, prior to the completion of said work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge and fulfillment of his or her functions and responsibilities with respect to the carrying out of said work.

13.2 Any such person who acquires an incompatible or conflicting personal interest, on or after the effective date of this contract, or who involuntarily acquires any such incompatible or conflicting personal interest, shall immediately disclose his or her interest to CITY in writing. Thereafter, he or she shall not participate in any action affecting the work under this contract, unless CITY shall determine that, in the light of the personal interest disclosed, his or her participation in any such action would not be contrary to the public interest.

14. Equal Employment Opportunity

14.1 In carrying out this contract, the RAILROAD shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, disability, sexual orientation, gender identity, or age. The RAILROAD will ensure that applicants who are hired to perform the Engineering Work and that employees performing the Engineering Work are treated during employment without regard to their race, religion, color, sex, national origin, disability, sexual orientation, gender identity, or age. Such action shall include, but not be limited to, the following: Employment, Upgrading, Demotion, or Transfer; Recruitment or Recruitment Advertising; Layoff or Termination; Rates of Pay or other forms of Compensation; and Selection for Training including Apprenticeship.

14.2 The RAILROAD agrees that while it is performing the Engineering Work it will post on the internet notices setting forth the provisions of this nondiscrimination clause. In all solicitations or advertisements for employees placed by or on behalf of the RAILROAD for the Engineering Work, the RAILROAD will CITY that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, disability, or age. The RAILROAD shall incorporate the foregoing requirements of this paragraph in all of its contracts for any of the work prescribed herein (other than subcontracts for standard commercial supplies or raw materials) and will require all of its subcontractors for any part of such work to incorporate such requirements in all subcontracts for such work.

14.3 RAILROAD agrees to fully comply with Title VI of the Civil Rights Act of 1964, 42 USC Sec. 2000. RAILROAD shall not discriminate on the basis of race, color, or national origin in its programs or activities. The Director of Transportation may monitor the RAILROAD's compliance with Title VI.

15. Antitrust. CITY and the RAILROAD recognize that in actual economic practice, overcharges resulting from antitrust violations are usually borne by CITY. As consideration for the award of the contract, and intending to be legally bound, the RAILROAD assigns to CITY all right, title and interest, to all claims and causes of action the RAILROAD now has or may acquire under CITY or federal antitrust laws PROVIDED that the claims or causes of action relate to the goods or services that are acquired and used for purposes of the Engineering Work and are Reimbursable Expenses, and EXCEPT as to any claims or causes of action which result from antitrust violations that occur after the price is established under the Contract and that are not passed on to CITY. Additionally, RAILROAD warrants that any overcharges resulting from antitrust violations by RAILROAD's first tier suppliers and subcontractors shall not be knowingly passed on to CITY.
16. Compliance with Law. The RAILROAD agrees to comply with all applicable federal, CITY, and local laws in the conduct of the work hereunder. RAILROAD accepts full responsibility for payment of all taxes including without limitation, unemployment compensation insurance premiums, all income tax deductions, social security deductions, and any and all other taxes or payroll deductions required for all employees engaged by RAILROAD in the performance of the work authorized by this contract. CITY is exempt from federal excise taxes and all CITY and local taxes, unless otherwise provided herein. CITY does not agree to pay any taxes on commodities, goods, or services acquired from any RAILROAD.
17. Certification of Funds. It is expressly understood by the parties that none of the rights, duties, and obligations described in this contract shall be binding on either party until all statutory provisions under the Ohio Revised Code, including but not limited to Section 126.07, have been complied with and until such time as all necessary funds are made available and forthcoming from the appropriate CITY agencies, and, when required, such expenditure of funds is approved by the General Assembly and by the Controlling Board of the CITY of Ohio or, in the event that federal funds are used, until such time that CITY gives the RAILROAD written notice that such funds have been made available to CITY, by CITY's funding source.
18. Change or Modifications. Either party may, at any time during the term of this contract, request amendments or modifications. Requests for amendments or modifications shall be in writing and shall specify the requested changes and the justifications of such changes. Should the parties consent to modification of the contract, then an amendment shall be drawn, approved, and executed in the same manner as the original contract.
19. Applicable Law. This Agreement shall be governed by the laws of the CITY of Ohio and any applicable federal law, specifically 23 CFR part 646, subpart B.
20. Governing Law/Severability.
  - 20.1 This Contract and any claims arising out of this Contract shall be governed by the laws of the CITY of Ohio. Any provision of this Contract prohibited by the law of Ohio shall be deemed void and of no effect.
  - 20.2 If any provision of the Contract or the application of any such provision shall be held by a court of competent jurisdiction to be contrary to law, the remaining provisions of the Contract shall remain in full force and effect.

21. Drug-Free Workplace. RAILROAD agrees to comply with all applicable CITY and federal laws regarding drug-free workplace. RAILROAD shall make a good faith effort to ensure that all RAILROAD employees, while performing the Engineering Work on CITY property, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.
22. Ohio Ethics Law Requirements. In accordance with Executive Order 2007-01S, RAILROAD, by signing this document, certifies: (1) it has reviewed and understands Executive Order 2007-01S, (2) has reviewed and understands the Ohio ethics and conflict of interest laws, and (3) will take no action inconsistent with those laws and this order. RAILROAD understands that failure to comply with Executive Order 2007-01S is, in itself, grounds for termination of this contract and may result in the loss of other contract with the CITY of Ohio.
23. Ohio Elections Law. RAILROAD certifies that all applicable parties listed in Division (I)(3) or (J)(3) of R.C. 3517.13 are in compliance with Divisions (I)(1) and (J)(1) of R.C. 3517.13.
24. Force Majeure. Except as otherwise provided herein, neither the RAILROAD nor CITY shall be liable to the other for any delay or failure of performance of any provisions contained herein, nor shall any such delay or failure or performance constitute default hereunder, to the extent that such delay or failure is caused by force majeure. The term force majeure, as used herein shall mean without limitation: acts of God, such as epidemics; lightning; earthquakes; fire, storms; hurricanes; tornadoes; floods; washouts; droughts, or other severe weather disturbances; explosions; arrests; restraint of government and people; and other such events or any other cause which could not be reasonably foreseen in the exercise of ordinary care, and which is beyond the reasonable control of the party affected and said party is unable to prevent.
25. CITY Audit Findings. RAILROAD affirmatively represents to CITY that it is not subject to a Finding for Recovery under R.C. 9.24, or that it has taken the appropriate remedial steps required under R.C. 9.24 or otherwise qualifies under that section. RAILROAD agrees that if this representation is deemed to be false, the contract shall be void *ab initio* as between the parties to this contract, and any funds paid by CITY hereunder shall be immediately repaid to CITY, or an action for recovery may be immediately commenced by CITY for recovery of said funds.
26. Debarment. RAILROAD represents that it is not debarred from consideration for contract awards by the Director of the Department of Administrative Services, pursuant to either R.C. 5513.06 or R.C. 125.25. If this representation is found to be false, this Agreement is void *ab initio* and RAILROAD shall immediately repay to CITY any funds paid under this Agreement.
27. Signatures. Any person executing this Contract in a representative capacity hereby warrants that he/she has been duly authorized by his/her principal to execute this Contract on such principal's behalf.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in duplicate, each by its duly authorized officers, as of the date of this Agreement.

City of Medina, OH:

By: \_\_\_\_\_  
James Shields  
Mayor

Wheeling & Lake Erie Railway Company

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

## **EXHIBIT A**

### **PAYMENT SCHEDULE**

#### Progress Payments

Notwithstanding anything to the contrary set forth in this Agreement, the CITY shall pay RAILROAD in arrears for its Reimbursable Expenses, rather than in advance, with only such exceptions, such as purchasing materials and equipment, as the parties mutually agree. Accordingly, the CITY shall remit full payment to RAILROAD, with no retainage, for its Reimbursable Expenses within thirty (30) days following delivery to the CITY of an invoice.

**REQUEST FOR COUNCIL ACTION**

FROM: Patrick Patton

DATE: April 7, 2026

SUBJECT: Discussion – City Hall and Police Department Needs Assessment and Facility Study

NO. RCA 26-087- 4/13

COMMITTEE REFERRAL: Finance

This request asks Council to review and discuss the attached draft of a Request for Qualifications (RFQ) from consultants interested in completing a Needs Assessment and Facility Study for City Hall and the Police Department. The facility study will include a review of the Police Department building, City Hall and the 'old' Municipal Court building.

No legislation is needed at this time (once a consultant has been selected, a separate RCA will be submitted requesting Council approval). At this time we would like to discuss the RFQ and develop a consensus between the City staff and Council regarding the scope and intent of this study.

In addition to discussing the study, we will need to agree on a panel of individuals who will review the statements of qualifications received and conduct an interview with one or more of the interested consultants.

Thank you for your consideration

ESTIMATED COST: No cost at this time; once a consultant has been selected and recommended for award a separate RCA will be submitted requesting approval and including costs.

SUGGESTED FUNDING:

Sufficient Funds in Account Number:

Transfer Needed from:

New Appropriation Account Number:

Emergency Clause Requested: No  
Reason:

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

# DRAFT #2



April 17, 2026

**CITY OF MEDINA, OHIO**  
**INFORMATIONAL PACKET**  
**for**  
**STATEMENT OF QUALIFICATIONS**  
**for**  
**NEEDS ASSESSMENT AND FEASIBILITY STUDY OF MEDINA CITY HALL,**  
**MEDINA POLICE DEPARTMENT AND MEDINA MUNICIPAL COURT FACILITIES**

JAMES SHIELDS - MAYOR

JOHN M. COYNE, III - PRESIDENT OF COUNCIL

- COUNCIL MEMBERS -

CHET SIMMONS

NATALIE DISALVO

ED ISABELLA

REGI HAIRE

BILL LAMB

DENNIE SIMPSON

**RESPONSE DUE DATE: May 15, 2026**

# DRAFT #2

CITY OF MEDINA

LEGAL NOTICE

The City of Medina is inviting interested qualified consulting firms to submit a Statement of Qualifications for the completion of a needs assessment and feasibility study of the Medina City Hall, Medina Police Department and the Medina Municipal Court facilities

The City of Medina will utilize a qualifications-based selection process to select design consultants for this project. Firms interested in submitting a Statement of Qualifications for consideration of award must contact the City of Medina to acquire the Statement of Qualifications Informational Packet.

The City will only review Statements of Qualifications received from those firms that acquire the Statement of Qualifications Informational Packet. The packet may be obtained by submitting a written request to the City of Medina Engineering Department, Medina City Hall, 132 North Elmwood, Medina, Ohio 44256, or by contacting City Engineer Patrick Patton by telephone at 330-721-4721 or by email at [ppatton@medinaoh.org](mailto:ppatton@medinaoh.org).

Five (5) copies of the Statement of Qualification for each project must be sealed in an envelope marked "City of Medina - Statement of Qualifications". The Statement of Qualifications should be addressed to the City Engineer, City of Medina, Medina City Hall, 132 North Elmwood, Medina, Ohio 44256. Qualification Statements must be received no later than 4:30 P.M. on Friday, May 15, 2026. Responses received after the specified time and date will not be considered. The City of Medina reserves the right to reject any and all Statements of Qualifications submitted and the right to waive any informalities or irregularities in the selection process. Contact the City Engineer for questions or further information.

Serafino Piccoli  
Service Director  
City of Medina, Ohio

Gazette: April 17, 2026  
April 24, 2026

# DRAFT #2

## STATEMENT OF QUALIFICATIONS FOR A NEEDS ASSESSMENT AND FEASIBILITY STUDY OF THE MEDINA CITY HALL, MEDINA POLICE DEPARTMENT AND THE MEDINA MUNICIPAL COURT FACILITIES

Issued by: City of Medina, Ohio

Response Due Date: May 15, 2026

### I. COMMUNICATIONS RESTRICTIONS

Please note the following policy concerning communication between Consultants and The City of Medina during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

#### Communications which are strictly prohibited:

Any discussions or marketing activities related to this specific project.

#### Allowable communications include:

Technical or scope of services questions specific to the project or SOQ requirements.

### II. PROJECT INTRODUCTION

The City of Medina, Ohio, is seeking qualified consultants to submit a Statement of Qualifications for conducting a two part study of the Medina City Hall, Medina Police Department and the Medina Municipal Court facilities. Part one of the study will include a comprehensive needs assessment of Medina City Hall and the Medina Police Department

The second part of the study will be the completion of a feasibility study of the existing Medina City Hall, Medina Police Department and the Medina Municipal Court facilities for use by the City Administration and Police Department. This study aims to evaluate current and future space needs, identify deficiencies in the existing facilities, and assess options for either remodeling the current facilities or constructing new ones. The ultimate goal is to develop a plan that ensures that both departments can meet the needs of the community now and in the future while maximizing value and efficiency.

The three buildings that will be part of the feasibility study are located as follows:

- Medina City Hall: 132 N. Elmwood Ave., Medina, OH
- Medina Police Department: 150 W. Friendship St., Medina, OH
- Medina Municipal Court: 135 N. Elmwood Ave., Medina, OH

For clarification, the Medina Municipal Court will be leaving their current facility and moving to a new facility in 2026. This study will not include a needs assessment for the Court, only City Hall and the Medina Police Department. This study will include a feasibility study of how all three facilities (the Medina Municipal Court building, Medina City Hall and the Medina Police Department) can be utilized to meet the needs of the City Administration and Police Department.

### III. PROJECT SCOPE

The selected consultant will be responsible for providing a detailed needs assessment and feasibility study, including but not limited to the following tasks:

# DRAFT #2

## 1. Needs Assessment:

- Conduct an in-depth analysis of the current Medina City Hall and Police Department facilities.
- Assess the operational requirements, workflow, and space needs for both the City Hall and the Police Department, factoring in projected growth for the next 20 to 30 years.
- Evaluate facility needs in terms of public access, safety, security, technology infrastructure, ADA compliance, and environmental considerations.
- Engage with city staff, police department personnel, and other relevant stakeholders to gather input on current challenges and anticipated future needs.
- Attendance at one or more public meetings may be required.

## 2. Feasibility Study:

- Complete a site visit to document the existing conditions of all three facilities. This documentation shall include review of the building systems (mechanical, electrical and plumbing) and structure.
- Provide options for the renovation and/or expansion of the existing Medina City Hall, Medina Police Department and the Medina Municipal Court facilities, including preliminary design concepts, cost estimates, and timelines.
- Present options for the construction of new facilities, including site selection analysis, design concepts, cost estimates, and timelines.
- Include a comparative analysis of the advantages and disadvantages of remodeling vs. new construction, considering factors such as cost-effectiveness, operational efficiency, long-term sustainability, and impact on city services.
- Analyze the feasibility of phased approaches to renovation or construction, to minimize disruption to city services during any future work.
- Provide an analysis of the financial impact of each option, including initial capital investment, maintenance and operational costs, and potential financing strategies.
- Assess the long-term operational impact on both departments, including how each option will improve service delivery, public safety, and administrative functions.
- Develop a strategy for engaging the public and soliciting input from the community on the proposed options. This may include public meetings, surveys, or other outreach efforts to ensure that community feedback is incorporated into the final report.
- Attendance at one or more public meetings may be required.

## 3. Final Report:

- Provide a detailed final report summarizing the findings, with recommendations for the best course of action. The report should include conceptual designs, preliminary cost estimates, financial analysis, and any other relevant documentation necessary to make informed decisions.

## IV. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must include the following information:

### 1. Firm Background and Qualifications:

- A brief description of the consulting firm, including its history, relevant experience, and qualifications.

### 2. Project Team:

- Identify key personnel assigned to this project and their relevant qualifications and experience.
- Provide resumes of the project manager and lead consultants.

# DRAFT #2

- Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
- 3. Project Experience:**
- Submit a list of recent projects of similar scope and complexity, with references.
  - Discuss the experience of the key staff members on similar projects, and the staff qualifications related to the selection sub-factors noted.
  - List significant sub-consultants, their current prequalification categories and the percentage of work to be performed by each sub-consultant.
  - List the Project Manager and other key staff members, including key sub-consultant staff. Include staff members that will be responsible for the work, and the project responsibility of each.
- 4. Proposed Approach:**
- A detailed approach to performing the scope of work outlined above. This section shall include discussion of the following:
    - a. Understanding of the project
    - b. Technical approach
    - c. Innovative ideas
  - Describe your methodology for engaging with city staff, police department personnel, and the community.
- 5. Project Schedule:**
- Provide a timeline (in weeks) with project milestone dates through completion and submittal of final deliverables.
- 6. References:**
- Provide at least three references from municipalities or organizations for whom similar studies have been conducted, including contact information.
- 7. Requirements for Letters of Interest**
- A. Provide the information requested in the Statement of Qualification Content in the same order listed above, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
  - B. Letters of Interest shall be limited to twenty (20) 8½" x 11" single sided pages.
  - C. Please adhere to the following requirements in preparing and binding letters of interest:
    - 1. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
    - 2. Page numbers must be centered at the bottom of each page.
    - 3. Use 8½" x 11" paper only.
    - 4. Bind letters of interest by stapling at the upper left-hand corner only. Do not utilize any other binding system.
    - 5. Do not provide tabbed inserts or other features that may interfere with machine copying.

**V. EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:

# DRAFT #2

1. **Relevant Experience and Qualifications**

Demonstrated experience in conducting needs assessments and feasibility studies for municipal facilities, particularly city halls and police departments.

2. **Understanding of Project Scope**

A clear understanding of the project scope and objectives, as demonstrated in the proposed approach and methodology.

3. **Proposed Project Team**

The qualifications and experience of the project team, particularly key personnel who will be directly involved in the study.

4. **Project Schedule**

The proposed timeline and cost-effectiveness of the approach, including any innovative methods for minimizing costs or improving project efficiency.

5. **References**

Feedback from previous clients regarding the firm's performance on similar projects.

VI. **Selection Procedures**

The City of Medina will review and rank each Statement of Qualification (SOQ) by the response due date. Based upon the SOQ review, the City will develop a short list of firms to be invited to attend an interview/presentation with one or more of the submitting firms. The firm determined to be the most qualified for this project will be invited to negotiate a contract for some or all the above work. If an agreement is reached, an agreement will be entered into by both parties for some or all of the above work. If no agreement is reached, the next highest-ranking firm will be invited to negotiate, until a mutually agreeable contract has been established. Negotiation for subsequent services shall occur at the time those services are needed.

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

The City of Medina will afford minority and women owned businesses equal opportunity to submit qualifications and will not discriminate on the basis of race, color, sex, religion or national origin. The City of Medina reserves the right to reject any and all qualification statements or SOQ's received and to waive any informalities or irregularities in the qualification statement submittal, review and selection process.

VII. **SUBMISSION LOCATION AND DEADLINE**

Proposals must be submitted by Friday, May 15, 2026 at 4:30 PM local time to:

**City of Medina Engineering Department**  
**132 North Elmwood Avenue**  
**Medina, Ohio 44256**  
**Attn: Patrick Patton**  
**Email: [ppatton@medinaoh.org](mailto:ppatton@medinaoh.org)**  
**Phone: (330) 721-4721**

Late submissions will not be considered.

# DRAFT #2

## VIII. **QUESTIONS AND CLARIFICATIONS**

All questions regarding this SOQ must be submitted in writing by 5:00 PM on May 8, 2026 to Patrick Patton at [ppatton@medinaoh.org](mailto:ppatton@medinaoh.org). Responses to all questions will be provided to all RFQ packet holders by May 12, 2026.

## IX. **RESERVATION OF RIGHTS**

The City of Medina reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed in the best interest of the City. The City also reserves the right to request additional information or clarification from any or all proposers.

## X. **ANTICIPATED SCHEDULE**

- RFQ Issued: April 17, 2026
- Deadline for Questions: May 8, 2026 at 5:00 PM
- Proposal Submission Deadline: May 15, 2026 at 4:30 PM
- City Review: May 18, 2026 through May 29, 2026
- Interviews: Week of June 1, 2026 (tentative)
- Rankings of Consultant Complete: June 5, 2026
- Agreement Negotiations: TBD
- Council Approval and Notice to Proceed: 45 days after agreement negotiations are completed.