

FINANCE COMMITTEE AGENDA
August 24, 2026
Council Rotunda

Finance Committee (6:00 p.m.)

1. Assignment of Requests for Council Action
2. 26-143-7/13 – Amend Sec. 161.12(e), Income Tax Review Board – Finance
3. 26-148-7/13 – 2026-2027 Municipal Deer Control Program Approval
4. 26-157-8/24 – Then & Now – American Fireworks
5. 26-158-8/24 – Increase P.O. #2026-1314 – HSH Excavating – Service Dept.
6. 26-159-8/24 – 2026 JAG Grant Application / Acceptance – Police
7. 26-160-8/24 – Increase P.O. #2026-1288 – Rocco Masonry – Service
8. 26-161-8/24 – 2026 City Auction
9. 26-162-8/24 – OHMAS Specialized Dockets Funding/Veteran's Treatment Court
10. 26-163-8/24 – Budget Amendments (2% wage increase) - #2026-029
11. 26-164-8/24 – Budget Amendments
 - a. #2026-030
 - b. #2026-031
12. 26-165-8/24 – Fund Transfer Requests
13. 26-166-8/24 – Resolution – Random Acts of Kindness Day
14. 26-167-8/24 – Repeal Ord. 98-26 / Replace Planning & Zoning Fee Schedule
15. 26-168-8/24 – Bids, Job #1136 – South Elmwood Ave. Parking Lot Reconstruction
16. 26-169-8/24 – Increase P.O. #2026-0395 – Davis Tree Farm – Forestry
17. 26-170-8/24 – 406 S. Broadway Street – Discussion
18. 26-171-8/24 – Accept Donation – JUMP Playground
19. 26-172-8/24 – JUMP Playground Replacement
20. 26-173-8/24 – Spring Grove Cemetery Columbarium Wall Phases 4-10
21. Executive Session: (contract negotiations)

REQUESTS FOR COUNCIL ACTION/DISCUSSION

Finance Committee

- 26-157-8/24 – Then & Now – American Fireworks
- 26-158-8/24 – Increase Exp. to HSH Excavating – Service Dept.
- 26-159-8/24 – 2026 JAG Grant Application / Acceptance
- 26-160-8/24 – Increase Exp. to Rocco Masonry – Service Dept.
- 26-161-8/24 – 2026 City Auction
- 26-162-8/24 – Accept Grant Funds for Veteran's Treatment Court
- 26-163-8/24 - Budget Amendments (2% wage increase)
- 26-164-8/24 – Budget Amendments
- 26-165-8/24 – Fund Transfer Requests
- 26-166-8/24 – Resolution – Random Acts of Kindness Day
- 26-167-8/24 – Repeal Ord. 98-26 Replace Planning & Zoning Fee Schedule
- 26-168-8/24 – Bids, Job #1136; South Elmwood Ave. Parking Lot Reconstruction
- 26-169-8/24 – Increase P.O. #26-0395 – Davis Tree Farm – Forestry
- 26-170-8/24 – 406 S. Broadway Street Discussion
- 26-171-8/24 – Accept Donation – JUMP Playground
- 26-172-8/24 – RFQ's JUMP Playground Replacement
- 26-173-8/24 – Spring Grove Cemetery Columbarium Wall Phases 4-10

8/24/26

REQUEST FOR COUNCIL ACTION

No. RCA 26-143-7/13

FROM: Keith H. Dirham
DATE: Thursday, July 2, 2026
SUBJECT: Correct inconsistency and update Sec 161.12

Committee: Finance

SUMMARY AND BACKGROUND:

An appeal to the City of Medina Income Tax Board of Review was recently filed and in the process of getting that committee together I noticed an inconsistency in Section 161.12 (a). This section states that "Each member of the Board shall serve for one year . . ." then goes on to describe staggered three-year terms. I think the intent was to create staggered three-year terms so please correct the quoted portion to state that each member shall serve for three years.

While we are amending that, the dates should be updated as follows:

- Mayor's appointee's term to expire 12/31/2027 and every three years thereafter.
- Council's appointee's term to expire 12/31/2028 and every three years thereafter.
- Board's appointee's term to expire 12/31/2026 and every three years thereafter.

Finally please update section 161.12 (e) to increase from \$500 to \$5,000.

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:

*ORC say Council appts 2
Todd Fischer
Director of Brunswick
interim appt*

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken: 7/13/26 HOLD

Ord./Res.
Date:

161.12 BOARD OF REVIEW ESTABLISHED; MEMBERSHIP; POWERS AND DUTIES; APPEALS.

(a) A Board of Review, consisting of three electors of the City, one to be appointed by the Mayor, one to be appointed by Council and the third to be elected by two so appointed, is hereby created. No member shall be appointed to the Board who holds other public office or appointment. The members of the Board of Review shall serve without pay. A majority of the members of the Board shall constitute a quorum. The Board of Review shall adopt its own procedural rules; it shall keep a record of its transactions. Each member of the Board shall serve for one year or until his successor is appointed and acting. The term of the member appointed by the Mayor shall expire December 31, 2012 and every three years thereafter. The term of the members appointed by Council shall expire December 31, 2013 and every three years thereafter. The term of the member appointed by the other two members shall expire December 31, 2014 and every three years thereafter. In the case of a vacancy in any of the positions on the Board, that vacancy shall be filled by the appointing authority responsible for filling that position and the person so appointed shall serve for the duration of the unexpired term. (Ord. 147-12. Passed 8-27-12.)

(b) Any hearings of the Board may be conducted privately and the provisions of Section 161.09 hereof, with reference to the confidential character of information required to be disclosed by this chapter, shall apply to such matters as may be heard before the Board.

(c) All rules and regulations and amendments or changes thereto, which are adopted by the Administrator under the authority conferred by this chapter, must be approved by the Board of Review before the same become effective. The Board shall hear and pass on appeals from any ruling or decision of the Administrator and, at the request of the taxpayer or Administrator, is empowered to substitute alternate methods of allocation.

(d) Any person dissatisfied with any ruling or decision of the Administrator which is made under the authority conferred by this chapter may appeal therefrom to the Board of Review within thirty days from the announcement of such ruling or decision by the Administrator, and the Board shall, on hearing, have jurisdiction to affirm, reverse or modify any such ruling or decision, or any part thereof. (Ord. 160-03. Passed 10-14-03.)

(e) The Administrator shall have the authority to determine issues regarding a municipal income tax obligation that is subject to appeal and to waive disputed amounts up to five hundred dollars (\$500.00). The Administrator shall notify the taxpayer of their right to appeal a decision and the manner in which they may appeal in accordance with the provisions of this chapter.

(Ord. 212-08. Passed 12-8-08.)

161.09 INVESTIGATIVE POWERS OF THE ADMINISTRATOR; PENALTY FOR DIVULGING CONFIDENTIAL INFORMATION.

- (a) The Administrator, or any authorized employee, is hereby authorized to examine the books, papers, records and Federal income tax returns of any employer or of any taxpayer or person subject to, or whom the Administrator believes is subject to the provisions of this chapter, for the purpose of verifying the accuracy of any return made or, if no return was made, to ascertain the tax due under this chapter. Every such employer, supposed employer, taxpayer or supposed taxpayer, is hereby directed and required to furnish upon written request by the Administrator, or his duly authorized agent or employee, the means, facilities and opportunity for making such examinations and investigations as are hereby authorized.
- (b) The Administrator is hereby authorized to order any person presumed to have knowledge of the facts to appear before him and may examine such person, under oath, concerning any income which was or should have been returned for taxation or any transaction tending to affect such income, and for this purpose may compel the production of books, papers, records and Federal income tax returns and the attendance of all persons before him, whether as parties or witnesses, whenever he believes such persons have knowledge of such income or information pertinent to such inquiry.
- (c) The refusal to produce books, papers, records and Federal income tax returns, or the refusal to submit to such examination by any employer or person subject or presumed to be subject to the tax or required to withhold tax or the failure of any person to comply with the provisions of this section or with an order or subpoena of the Administrator authorized hereby shall be deemed a violation of this chapter, punishable as provided in Section 161.99 hereof.
(Ord. 85-73. Passed 8-6-73.)
- (d) Any information gained as a result of the filing of any tax returns, investigations, hearings or verifications required or authorized by this chapter shall be confidential, except for official purposes, except in accordance with proper judicial order, or except in accordance with the City of Medina-Montville Township Joint Economic Development District and Annexation Contract. Any person divulging such information in violation of this chapter shall be fined not more than five hundred dollars (\$500.00) or imprisoned for not more than six months, or both. Each disclosure shall constitute a separate offense.
- Except as provided in the City of Medina-Montville Township Joint Economic Development District and Annexation Contract, in addition to the above penalty, any employee of the City of Medina who violates the provisions of this section relative to the disclosure of confidential information shall be immediately dismissed from the service of the City.
(Ord. 78-11. Passed 5-23-11.)
- (e) Every taxpayer shall retain all records necessary to compute his tax liability for a period of five years from the date his return is filed, or the withholding taxes are paid.
(Ord. 85-73. Passed 8-6-73.)

REQUEST FOR COUNCIL ACTION

No. RCA 26-148-7/13
Committee: Finance

FROM: Jansen Wehrley ^{Jsw}
DATE: July 8, 2026
SUBJECT: 2026-2027 Municipal Deer Control Program Approval
SUMMARY AND BACKGROUND:

Requesting Council approval of the 2026-2027 Municipal Deer Control Archery Hunting Permit Rules and Regulations, along with the public property locations designated for archery hunting and targeted deer removal.

Archery locations include:

*Jansen - Original Rules + Regs - 2 changes
In addition to what State requires.*

Huffman Cunningham Park, Weight Station, Mckee Property, Jaycee Park, Liberty Park, Vacant parcel on W. Sturbridge, City owned railroad property on W. Smith Road, and Ken Cleveland Park.

Potential targeted deer removal locations include:

Reagan Park, Sycamore Park, Sam Masi Park, Roscoe Ewing Park, Huffman Cunningham Park, Fred Greenwood Park, Ray Mellert Park, Stanberry and Maxine Nichols Park, Liberty Park, Kuehn-Todd Conservation Area, Ken Cleveland Park, Jaycee Park, Mckee Property, Weight Station, City railroad right of way, and Spring Grove Cemetery.

*Last yr 114 - 29 on private property,
Sharp Shooting - after hunting season*

*Sept 26 - Feb 7
Course notification - notify all adjacent property owners.
Map? - Hold off on approving locations until we have maps.
Bill ~~26-148~~ -
55 Vehicle accidents so far this year.
Denise - City Council can help w/ the notifications.
Jansen - how about notice w/ water bill? yes
new letter, social media*

Estimated Cost: \$0

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:

*7/13/26 RH/DS sub to
verification of locations
@ next mtg
7.0*

Ord./Res.
Date:

2026-2027 Archery Season: September 26, 2026 – February 7, 2027



**City of Medina
Municipal Deer Control Permit Information Sheet**

The following information will help guide you through the process of obtaining a Municipal Deer Control Permit, as outlined in Chapter 505.11 of the City of Medina Codified of Ordinances.

The following items are needed to process the Deer Hunting Permit application:

- ☐ **Municipal Deer Control Permit Application**
- ☐ **Property Owner Permission and Agreement Form (2 pages)**
A signed agreement for each property contained within the total acreage is required. The signer of the agreement must be the homeowner, as recorded by the Medina County Auditor. (The police department will mail the signed copy to the homeowner.)
- ☐ **Copy of State of Ohio hunting license and deer permit** (If the only property included in the application is owned by the applicant, their spouse, or parents then proof of successfully passing a hunter education course, or other pre-approved equivalent type of safety training, is required)
- ☐ **Copy of applicant's driver's license or state ID card**
- ☐ **Copy of the Hunters Declaration page of homeowner/renter insurance policy indicating personal liability insurance coverage of at least \$100,000.00**
- ☐ **Stand coordinates or map of the property with boundaries outlined and location of the stand**
- ☐ ***Stand inspection (new stand locations only).***
- ☐ ***Proof of 5 previous deer harvests or 5 years hunting experience(can be found in ODNR login)***

After inspection and review of the application package, the Mayor or his designee may require additional information if deemed necessary. If there are no other conditions or restrictions, then the permit will be issued. This process may take up to two weeks.

For questions, please contact Lieutenant Marcum at 330-725-7777 / smarcum@medinaoh.org
Monday-Friday between 8:30 am -4:30 pm.

2026-2027 Archery Season: September 26, 2026 – February 7, 2027



RULES & REGULATIONS

The following rules are in addition to the ODNR rules and regulations. All hunters must adhere to any state rules or laws about hunting as outlined in Chapters 1531 and 1533 of the Ohio Revised Code and Medina Ordinance 162-22 located in Chapter 505.11 of the City Code of Ordinances or any other rules enacted under those chapters.

- Hunter must be at least 21 years old to participate in the program
- Hunter must provide proof of five years of experience OR provide proof of 5 deer harvests.
- Hunter must notify the **Police Dept. (330-725-7777)** before going out each day and at the end of each day.
- Hunter must **ONLY** use legal archery equipment as described in OAC 1501:31-15-11-(C)-(1)
- Hunter must not hunt deer with the aid of an electronic calling device or light.
- Bowhunting must take place 30 minutes before sunrise to 30 minutes after sunset.
- Hunter must carry a valid hunting license (if required), property owner(s) permission letter, and all permits at all times and must be able to provide all of those documents to any police officer or game official as prescribed by the Ohio Division of Wildlife.
- If the only property included in the application is owned by the applicant, their spouse, or parents then proof of successfully passing a hunter education course, or other pre-approved equivalent type of safety training, is required.
- In addition to checking deer with the state (www.ohiogamecheck.com or call 1-877-TAGITOH), the hunter must notify the City within 24 hours of the hunt and submit a photo of the harvest (ph: 330-725-7777 / email smarcum@medinaoh.org)
- Hunter must remove entrails from the owner's property unless otherwise agreed to by the owner.
- Animals may not be field-dressed in view of the public.
- If a deer leaves the property(ies) the permit was issued for the hunter shall notify the **Police Dept. (330-725-7777)** IMMEDIATELY. The hunter may only retrieve said deer after obtaining that property owner's approval.
- Hunter may not trespass on any adjoining property without permission.
- All equipment must be removed from the area covered under the City permit no later than two weeks after the expiration date of said permit, including, but not limited to, tree stands and ladders.
- Hunter must harvest an antlerless deer prior to an antlered deer

The City of Medina Hunting Rules and Regulations and the City of Medina's Codified Ordinance 162-22 are on our website at www.medinaoh.org.

****The Mayor or designee shall have the right to refuse or revoke any hunting permit he deems necessary to ensure the safety of the City and the Residents.****

2026-2027 Archery Season: September 26, 2026 – February 7, 2027

**City of Medina
Municipal Deer Control Permit Application**

Name of Applicant

Cell Phone Number

Address

City/Zip

Email

☐

Please check if this is a NEW STAND location (requires inspection)

I acknowledge that only bow hunting of white-tailed deer is permitted in the City of Medina. I further agree to release, indemnify and hold harmless the City of Medina, its employees agents and representatives, from all liability arising from my archery activities. I further hereby acknowledge that any false information discovered in this application for a Municipal Deer Control Permit is punishable under the City of Medina's Codified Ordinance 162-22 and reason for immediate denial of this application or revocation of any permit.

I certify that I understand the provisions of this permit as regulated under city ordinance 505.11. I also understand that I must adhere to any state rules or laws pertaining to hunting as set forth in Chapters 1531 and 1533 of the Ohio Revised Code or any other rules enacted in accordance with those chapters.

Signature of applicant

Date

Items to be included in the application:

- ☐ Property Owner Permission and Agreement Form (2 pages) for each property
- ☐ Copy of State of Ohio hunting license and deer permit (If the only property included in the application is owned by the applicant, their spouse, or parents then proof of successfully passing a hunter education course, or other pre-approved equivalent type of safety training, is required)
- ☐ Copy of applicant's driver's license or state ID card
- ☐ Provide proof of five years of experience OR proof of 5 deer harvests.
- ☐ Stand coordinates or map of the property with boundaries outlined and location of the stand

Property Owners(s) Permission & Agreement Form

2026-2027 Archery Season: September 26, 2026 – February 7, 2027

WHEREAS, the PROPERTY OWNER(S) wishes to permit the HUNTER to hunt on the referenced property in accordance with Chapter 505.11 of the Codified Ordinances of the City of Medina, and

WHEREAS, the PROPERTY OWNER and HUNTER wish to set forth terms and conditions under which the hunting shall take place

The PROPERTY OWNER hereby grants permission to the HUNTER to hunt on the PROPERTY OWNER'S land during the *State of Ohio Division of Wildlife* archery season; or at other times under an *Ohio Division of Wildlife Deer Damage Control Permit*, provided that the terms and conditions set forth in accordance with City of Medina's Codified Ordinance 162-22 are satisfied.

The Hunter and Property Owner(s) accept FULL RESPONSIBILITY. They will conduct all activities in a safe, legal, and responsible manner and agree to release, indemnify, and agree not to hold the City of Medina, its employees, officers, and agents from all liability associated with personal injury and/or property damage, loss and expense, including, but not limited to damages, legal fee and cost of defense in any matter arising from the archery activities.

HUNTER NAME

X _____

Hunter Signature(s)

Date: _____

PROPERTY OWNER NAME(S)

Parcel #(s): _____

Home Phone: _____ Cell Phone: _____

Hunting Property Address _____

Property Owner Address _____
If different than Hunting address

X _____

Property Owner Signature(s)

Date: _____

2026-2027 Archery Season: September 26, 2026 – February 7, 2027

Provide one Agreement for each property owner

Initial As a guest on the Property Owners land, the hunter Agrees to:

- Park their motor vehicle in areas designated by the Property Owner and place notification and an ID form on the vehicle's windshield while hunting.
- Conduct themselves in a legal and ethical manner.
- Respect the Property Owners Land as if it were their own; not to litter and leave the property in the same condition as the hunter found it.
- Assume responsibility for liability for any injury or damage to property or persons.
- Remove all equipment from the area no later than 2 weeks after permit expiration date.
- Remove entrails from the property, unless otherwise allowed by the Property Owner, and not field dress in view.

Initial The Property Owner agrees to:

- Limit the number of Hunters to a maximum of two (2) Hunters at once unless otherwise determined by the Mayor or his designee.
- Consent to the entry upon the hunting property by Medina Police or other persons designated by the Mayor to enforce the provisions of this chapter.
- Notify the Hunter and Mayor's office **immediately** if consent to hunt has been modified or revoked.

Upon permit approval, copies of the executed agreement are mailed to both parties at the addresses listed on page 1 of this agreement.



Municipal Deer Control Application for Archery Hunting on Public Property

Applicant:

Name: _____ Driver License Number: _____

Address: _____ City: _____

State: _____ Phone: _____

E mail: _____

Eligibility Requirements:

- 21 years of age or over
- Valid Hunting License
- Copy of Hunters Declaration page of Homeowner / Renter Insurance policy indicating personal liability insurance coverage of at least \$100,000.00
- Hunter Education Certificate

Items to be submitted with your application include:

- ☐ A copy of your Driver's License or State ID and
- ☐ A copy of harvest report from the Department of Natural Resources. Scan the QR Code and Login. Select view and print your certificate



Locations:

Huffman Cunningham Park	PPN 02819B11101, 02819B08001
Weight Station	PPN 02919A14141, 02919A10036
McKee Property	PPN 02819D03124
Jaycee Park	PPN 02819D11075, 02819D15085, 02819D11070
Liberty Park	PPN 02919A11024
W. Sturbridge	PPN 02819C14035
W. Smith Railroad	PPN 02819A
Ken Cleveland	PPN 02819D09169, 02819D13061

**** Stand locations pre-determined by the Medina Police Department and stand placement will require an inspection**

All applications should be received no later than August 31.

Selected Applicants will be notified by e mail in early September.

Applications can be e mailed to: smarcum@medinaoh.org or mailed to: Medina City Police Department

150 W. Friendship Street Medina OH 44256

REQUEST FOR COUNCIL ACTION

No. RCA 26-157-8/24
Committee: Finance + Council

FROM: Keith H. Dirham
DATE: July 17, 2026
SUBJECT: Authorization to create a Purchase Order and authorize a Then and Now payment greater than or equal to \$3,000 in accordance with ORC 5705.41 (D) (1)

SUMMARY AND BACKGROUND:

In accordance with ORC 5705.41 (D) (1), I respectfully request that Council pass a resolution authorizing payment to American Fireworks (see attached invoice). This invoice is for the rain out fee for fireworks.

This request for Council Action shall serve as the Finance Director's certification that there was at the time of the making of this contract and there is at the time of the execution of this certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of the appropriate fund free from any previous encumbrances.

ORC 5705.41 (D) (1):

Except as otherwise provided in division (D)(2) of this section and section 5705.44 of the Revised Code, make any contract or give any order involving the expenditure of money unless there is attached thereto a certificate of the fiscal officer of the subdivision that the amount required to meet the obligation or, in the case of a continuing contract to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the contract is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances. This certificate need be signed only by the subdivision's fiscal officer. Every such contract made without such a certificate shall be void, and no warrant shall be issued in payment of any amount due thereon. If no certificate is furnished as required, upon receipt by the taxing authority of the subdivision or taxing unit of a certificate of the fiscal officer stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances, such taxing authority may authorize the drawing of a warrant in payment of amounts due upon such contract, but such resolution or ordinance shall be passed within thirty days after the taxing authority receives such certificate; provided that, if the amount involved is less than one hundred dollars in the case of counties or three thousand dollars in the case of all other subdivisions or taxing units, the fiscal officer may authorize it to be paid without such affirmation of the taxing authority of the subdivision or taxing unit, if such expenditure is otherwise valid.

Estimated Cost: \$8,750.00

Suggested Funding:

- sufficient funds in Account No. 001-0707-52215
- transfer needed from Account No. _____ to Account No. _____
- NEW APPROPRIATION needed in Account No. _____

Emergency Clause Requested: Yes

Reason: Vendor is waiting for payment.

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

AMERICAN**FIREWORKS™**

Since 1902

26-999

Bill ToMEDINA, CITY OF
132 N. ELMWOOD AVE
MEDINA, OH 44258**Invoice**

FIREWORKS CELEBRATION

MEDINA, OH

Show No.	S-452
Invoice No.	20593
Purchase Order No.	
Invoice Date	7/13/2026
Display Date	07/11/26
Due Date	Due on receipt

~~104-0301~~ - 52215
001-0707-

Description	Rate	Amount
FIREWORKS DISPLAY	35,000.00	35,000.00
RAIN OUT FEE	8,750.00	8,750.00
THANK YOU FOR YOUR BUSINESS AND YOUR PROMPT PAYMENT.		
Total		\$43,750.00
Payments/Credits		-\$35,000.00
Balance Due		\$8,750.00

"Thank you for your business"

Michigan · Ohio · Virginia · West Virginia

Headquarters - 7041 Darrow Road · P.O. Box 1447 · Hudson, Ohio 44236

Phone 330-650-1776 · Fax 330-653-9030

www.americanfireworks.com

RCA 26-158-8/24

City of Medina

Board of Control/Finance Committee Approval

Administrative Code: 141

Finance
Only

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

-6

3.+-

Date: 7/25/2026Department: ServiceAmount requested: \$18,000

BOC Approval Date: _____

Fill below for Increases only

(Finance Use Only)

Increase Amount: \$18,000.00 PO Number to increase: 2026-1314New PO Total with Increase: \$38,000Account Number: 108-0610-52215Vendor: HSH ExcavatingDepartment Head/Authorized Signature: NP

Item/Description:

Increase needed for emergency storm sewer replacemnet on 36" line Halifax Ln.

+

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

Date Approved/Denied by Finance Committee: _____

Date to Finance: _____

Clerk of council _____

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

Thank you.

740015

Revised:

5/7/2025

REQUEST FOR COUNCIL ACTION

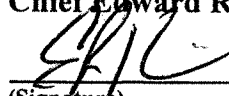
No. RCA 26-159-8/24

Committee Finance

From: POLICE DEPARTMENT
Chief Edward R. Kinney

Mayor's Initials:

Guidelines: See information on back of form


(Signature)

Date: 7/27/26

Subject: 2026 JAG Grant Application/Acceptance

Summary and Background: The Medina Police Department respectfully requests approval to apply to and receive funds from the 2026 Edward Byrne Memorial Justice Assistance Grant (JAG). The amount requested, \$46,357.60, if awarded, will support the replacement and upgrade of the current inventory of conducted energy weapons (CEW). The current conducted energy weapons used by officers, acquired over a decade ago, TASER X26P are near end of life and are no longer being manufactured. As a necessary step the department has enrolled in the TASER 10 Certification Standard Plan, a 10-year agreement to include equipment, support and training resources to replace and update this critical officer-safety equipment. The JAG grant funding will support the 2027 cost for this program

Suggested Funding: N/A

Sufficient Funds in Account:

Transfer Needed From: n/a **To:**

New Appropriation Needed: No

Account No:

Emergency Clause Requested:

No Yes If yes, reason:

Council Use Only:

Committee Recommendation:

Council Action Taken:

Ord./Res.No:

Date:

RCA 26-160-8/21

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

Finance
Only

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

-6

Date: 7/28/2026

Department: _____ Service _____

Amount requested: \$8,000 BOC Approval Date: _____

Fill below for increases only

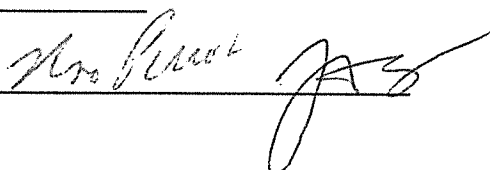
(Finance Use Only)

Increase Amount: \$8,000.00 PO Number to increase: 2026-1288

New PO Total with increase: \$28,000

Account Number: 301-0707-54415

Vendor: Rocco Masonry

Department Head/Authorized Signature: _____ NP 

Item/Description:

Increase to cover expenditures for extra panels of sidewalk related to tree roots

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.

740015

Revised:

5/7/2025

REQUEST FOR COUNCIL ACTION

No. RCA 26-161-8/24

FROM: Nino Piccoli, Service Director

DATE: August 4, 2026

SUBJECT: City Auction

Committee: Finance

SUMMARY AND BACKGROUND:

Respectfully request Council to authorize the Mayor to advertise for the auction, sale or disposal of City equipment and vehicles no longer in use. A complete list of inventory will be submitted to Council for approval.

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:

REQUEST FOR COUNCIL ACTION

No. RCA 26-162-8/24

FROM: MEDINA MUNICIPAL COURT

Committee: Finance

DATE: August 12, 2026

SUBJECT: OHMAS Specialized Dockets Subsidy Project Funding/Veteran's Treatment Court

SUMMARY AND BACKGROUND:

Medina Municipal Court respectfully requests the approval from City Council to receive grant funds from Ohio Department of Mental Health and Addiction Services Specialized Docket Subsidy Project Funding Grant.

Notification of grant funds were received on August 1, 2026.

Award Amount \$75,000

July 1, 2026 to June 30, 2027, fund 109-0757

Estimated Cost:

Suggested Funding:

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

Emergency Clause Requested: YES

Reason: Grant cycle started on 7/1/2026

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord. /Res.

Date:

Batch Number
(Finance use only)
Batch Posted?

RCA Number RCA 20-163-8/24
(Council use only) Finance

REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT
(CHECK ONE)

ADMINISTRATIVE
FINANCE COMMITTEE
COUNCIL

X
X

NO. 2026-029
(Finance use only)

account number	description	amount	unappropriat ed funds	reason
001-0210-50111	Straight Time	2,800.00	x	to cover 2% wage increase
001-0210-50112	Overtime	200.00	x	to cover 2% wage increase
001-0210-50114	Holiday Time	200.00	x	to cover 2% wage increase
001-0210-50115	Vacation	200.00	x	to cover 2% wage increase
001-0210-50116	Sick Time	100.00	x	to cover 2% wage increase
001-0210-51121	Employee Retirement	500.00	x	to cover 2% wage increase
001-0210-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
001-0210-51126	Medicare	100.00	x	to cover 2% wage increase
001-0410-50111	Straight Time	2,400.00	x	to cover 2% wage increase
001-0410-50114	Holiday Time	200.00	x	to cover 2% wage increase
001-0410-50115	Vacation Time	200.00	x	to cover 2% wage increase
001-0410-50116	Sick Time	200.00	x	to cover 2% wage increase
001-0410-51121	Employee Retirement	400.00	x	to cover 2% wage increase
001-0410-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
001-0410-51126	Medicare	100.00	x	to cover 2% wage increase
001-0420-50111	Straight Time	2,200.00	x	to cover 2% wage increase
001-0420-50112	Overtime	100.00	x	to cover 2% wage increase
001-0420-50114	Holiday Time	200.00	x	to cover 2% wage increase
001-0420-50115	Vacation	200.00	x	to cover 2% wage increase
001-0420-50116	Sick Time	100.00	x	to cover 2% wage increase
001-0420-51121	Employee Retirement	400.00	x	to cover 2% wage increase
001-0420-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
001-0420-51126	Medicare	100.00	x	to cover 2% wage increase
001-0430-50111	Straight Time	6,500.00	x	to cover 2% wage increase
001-0430-50114	Holiday Time	300.00	x	to cover 2% wage increase
001-0430-50115	Vacation	400.00	x	to cover 2% wage increase
001-0430-50116	Sick Time	300.00	x	to cover 2% wage increase
001-0430-50119	Miscellaneous	600.00	x	to cover 2% wage increase
001-0430-51121	Employee Retirement	1,200.00	x	to cover 2% wage increase
001-0430-51123	Workers' Compensation	300.00	x	to cover 2% wage increase
001-0430-51126	Medicare	200.00	x	to cover 2% wage increase
001-0701-50111	Straight Time	3,100.00	x	to cover 2% wage increase
001-0701-51121	Employee Retirement	500.00	x	to cover 2% wage increase
001-0701-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
001-0701-51126	Medicare	100.00	x	to cover 2% wage increase
001-0702-50111	Straight Time	3,300.00	x	to cover 2% wage increase
001-0702-50114	Holiday Time	100.00	x	to cover 2% wage increase
001-0702-50115	Vacation Time	100.00	x	to cover 2% wage increase

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001-0702-50116	Sick Time	100.00	x	to cover 2% wage increase
001-0702-51121	Employee Retirement	500.00	x	to cover 2% wage increase
001-0702-51123	Workers' Compensation	200.00	x	to cover 2% wage increase
001-0702-51126	Medicare	100.00	x	to cover 2% wage increase
001-0703-50111	Straight Time	5,400.00	x	to cover 2% wage increase
001-0703-50112	Overtime	700.00	x	to cover 2% wage increase
001-0703-50114	Holiday Time	200.00	x	to cover 2% wage increase
001-0703-50115	Vacation	300.00	x	to cover 2% wage increase
001-0703-50116	Sick Time	200.00	x	to cover 2% wage increase
001-0703-51121	Employee Retirement	1,000.00	x	to cover 2% wage increase
001-0703-51123	Workers' Compensation	300.00	x	to cover 2% wage increase
001-0703-51126	Medicare	100.00	x	to cover 2% wage increase
001-0704-50111	Straight Time	8,200.00	x	to cover 2% wage increase
001-0704-50114	Holiday Time	200.00	x	to cover 2% wage increase
001-0704-50115	Vacation	300.00	x	to cover 2% wage increase
001-0704-50116	Sick Time	200.00	x	to cover 2% wage increase
001-0704-51121	Employee Retirement	1,300.00	x	to cover 2% wage increase
001-0704-51123	Workers' Compensation	300.00	x	to cover 2% wage increase
001-0704-51126	Medicare	200.00	x	to cover 2% wage increase
001-0705-50111	Straight Time	21,700.00	x	to cover 2% wage increase
001-0705-50112	Overtime	200.00	x	to cover 2% wage increase
001-0705-50114	Holiday Time	1,100.00	x	to cover 2% wage increase
001-0705-50115	Vacation Time	1,700.00	x	to cover 2% wage increase
001-0705-50116	Sick Time	1,100.00	x	to cover 2% wage increase
001-0705-50119	Miscellaneous	100.00	x	to cover 2% wage increase
001-0705-51121	Employee Retirement	3,700.00	x	to cover 2% wage increase
001-0705-51123	Workers' Compensation	800.00	x	to cover 2% wage increase
001-0705-51126	Medicare	400.00	x	to cover 2% wage increase
001-0707-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
001-0708-50111	Straight Time	500.00	x	to cover 2% wage increase
001-0708-50112	Overtime	100.00	x	to cover 2% wage increase
001-0708-50114	Holiday Time	100.00	x	to cover 2% wage increase
001-0708-50115	Vacation	100.00	x	to cover 2% wage increase
001-0708-50116	Sick Time	100.00	x	to cover 2% wage increase
001-0708-51121	Employee Retirement	100.00	x	to cover 2% wage increase
001-0708-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
001-0708-51126	Medicare	100.00	x	to cover 2% wage increase
001-0710-50111	Straight Time	12,800.00	x	to cover 2% wage increase
001-0710-50112	Overtime	500.00	x	to cover 2% wage increase
001-0710-50114	Holiday Time	600.00	x	to cover 2% wage increase
001-0710-50115	Vacation Time	800.00	x	to cover 2% wage increase
001-0710-50116	Sick Time	600.00	x	to cover 2% wage increase
001-0710-51121	Employee Retirement	2,200.00	x	to cover 2% wage increase
001-0710-51123	Workers' Compensation	500.00	x	to cover 2% wage increase
001-0710-51126	Medicare	300.00	x	to cover 2% wage increase
001-0723-50111	Straight Time	1,300.00	x	to cover 2% wage increase
001-0723-50112	Overtime	100.00	x	to cover 2% wage increase
001-0723-50114	Holiday Time	100.00	x	to cover 2% wage increase
001-0723-50115	Vacation	100.00	x	to cover 2% wage increase

001-0723-50116	Sick Time	100.00	x	to cover 2% wage increase
001-0723-51121	Employee Retirement	300.00	x	to cover 2% wage increase
001-0723-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
001-0723-51126	Medicare	100.00	x	to cover 2% wage increase
001-0741-50111	Straight Time	2,400.00	x	to cover 2% wage increase
001-0741-50114	Holiday Time	200.00	x	to cover 2% wage increase
001-0741-50115	Vacation	200.00	x	to cover 2% wage increase
001-0741-50116	Sick Time	200.00	x	to cover 2% wage increase
001-0741-50119	Miscellaneous	1,100.00	x	to cover 2% wage increase
001-0741-51121	Employee Retirement	600.00	x	to cover 2% wage increase
001-0741-51123	Workers' Compensation	200.00	x	to cover 2% wage increase
001-0741-51126	Medicare	100.00	x	to cover 2% wage increase
001-0742-50111	Straight Time	7,700.00	x	to cover 2% wage increase
001-0742-50112	Overtime	100.00	x	to cover 2% wage increase
001-0742-50114	Holiday Time	400.00	x	to cover 2% wage increase
001-0742-50115	Vacation	500.00	x	to cover 2% wage increase
001-0742-50116	Sick Time	400.00	x	to cover 2% wage increase
001-0742-50119	Miscellaneous	1,200.00	x	to cover 2% wage increase
001-0742-51121	Employee Retirement	1,500.00	x	to cover 2% wage increase
001-0742-51123	Workers' Compensation	400.00	x	to cover 2% wage increase
001-0742-51126	Medicare	200.00	x	to cover 2% wage increase
001-0743-50111	Straight Time	1,600.00	x	to cover 2% wage increase
001-0743-50112	Overtime	100.00	x	to cover 2% wage increase
001-0743-50114	Holiday Time	100.00	x	to cover 2% wage increase
001-0743-50115	Vacation	100.00	x	to cover 2% wage increase
001-0743-50116	Sick Time	100.00	x	to cover 2% wage increase
001-0743-51121	Employee Retirement	300.00	x	to cover 2% wage increase
001-0743-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
001-0743-51126	Medicare	100.00	x	to cover 2% wage increase
001-0748-50111	Straight Time	3,100.00	x	to cover 2% wage increase
001-0748-50114	Holiday Time	200.00	x	to cover 2% wage increase
001-0748-50115	Vacation Time	300.00	x	to cover 2% wage increase
001-0748-50116	Sick Time	200.00	x	to cover 2% wage increase
001-0748-50119	Miscellaneous	800.00	x	to cover 2% wage increase
001-0748-51121	Employee Retirement	600.00	x	to cover 2% wage increase
001-0748-51123	Workers' Compensation	200.00	x	to cover 2% wage increase
001-0748-51126	Medicare	100.00	x	to cover 2% wage increase
102-0145-50111	Straight Time	900.00	x	to cover 2% wage increase
102-0145-50112	Overtime	100.00	x	to cover 2% wage increase
102-0145-51121	Employee Retirement	200.00	x	to cover 2% wage increase
102-0145-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
102-0145-51126	Medicare	100.00	x	to cover 2% wage increase
102-0545-50111	Straight Time	2,000.00	x	to cover 2% wage increase
102-0545-50112	Overtime	100.00	x	to cover 2% wage increase
102-0545-51121	Employee Retirement	300.00	x	to cover 2% wage increase
102-0545-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
102-0545-51126	Medicare	100.00	x	to cover 2% wage increase
102-0610-50111	Straight Time	5,800.00	x	to cover 2% wage increase
102-0610-50112	Overtime	500.00	x	to cover 2% wage increase

102-0610-50114	Holiday Time	700.00	x	to cover 2% wage increase
102-0610-50115	Vacation	1,000.00	x	to cover 2% wage increase
102-0610-50116	Sick Time	700.00	x	to cover 2% wage increase
102-0610-50119	Miscellaneous	500.00	x	to cover 2% wage increase
102-0610-51121	Employee Retirement	1,300.00	x	to cover 2% wage increase
102-0610-51123	Workers' Compensation	300.00	x	to cover 2% wage increase
102-0610-51126	Medicare	200.00	x	to cover 2% wage increase
102-0615-50111	Straight Time	1,600.00	x	to cover 2% wage increase
102-0615-50112	Overtime	700.00	x	to cover 2% wage increase
102-0615-51121	Employee Retirement	400.00	x	to cover 2% wage increase
102-0615-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
102-0615-51126	Medicare	100.00	x	to cover 2% wage increase
102-0620-50111	Straight Time	4,500.00	x	to cover 2% wage increase
102-0620-50112	Overtime	200.00	x	to cover 2% wage increase
102-0620-51121	Employee Retirement	700.00	x	to cover 2% wage increase
102-0620-51123	Workers' Compensation	200.00	x	to cover 2% wage increase
102-0620-51126	Medicare	100.00	x	to cover 2% wage increase
103-0610-50111	Straight Time	700.00	x	to cover 2% wage increase
103-0610-50112	Overtime	200.00	x	to cover 2% wage increase
103-0610-51121	Employee Retirement	200.00	x	to cover 2% wage increase
103-0610-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
103-0610-51126	Medicare	100.00	x	to cover 2% wage increase
104-0301-50111	Straight	10,900.00	x	to cover 2% wage increase
104-0301-50112	Overtime	200.00	x	to cover 2% wage increase
104-0301-50114	Holiday Time	300.00	x	to cover 2% wage increase
104-0301-50115	Vacation	400.00	x	to cover 2% wage increase
104-0301-50116	Sick Time	300.00	x	to cover 2% wage increase
104-0301-51121	Employee Retirement	1,700.00	x	to cover 2% wage increase
104-0301-51123	Workers' Compensation	400.00	x	to cover 2% wage increase
104-0301-51126	Medicare	200.00	x	to cover 2% wage increase
104-0303-50111	Straight Time	200.00	x	to cover 2% wage increase
104-0303-50112	Overtime	100.00	x	to cover 2% wage increase
104-0303-51121	Employee Retirement	100.00	x	to cover 2% wage increase
104-0303-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
104-0303-51126	Medicare	100.00	x	to cover 2% wage increase
104-0305-50111	Straight Time	500.00	x	to cover 2% wage increase
104-0305-50112	Overtime	100.00	x	to cover 2% wage increase
104-0305-51121	Employee Retirement	100.00	x	to cover 2% wage increase
104-0305-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
104-0305-51126	Medicare	100.00	x	to cover 2% wage increase
104-0309-50111	Straight Time	900.00	x	to cover 2% wage increase
104-0309-50112	Overtime	100.00	x	to cover 2% wage increase
104-0309-51121	Employee Retirement	200.00	x	to cover 2% wage increase
104-0309-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
104-0309-51126	Medicare	100.00	x	to cover 2% wage increase
106-0101-50111	Straight Time	72,900.00	x	to cover 2% wage increase
106-0101-50112	Overtime	6,600.00	x	to cover 2% wage increase
106-0101-50114	Holiday Time	3,400.00	x	to cover 2% wage increase
106-0101-50115	Vacation	4,600.00	x	to cover 2% wage increase

106-0101-50116	Sick Time	3,100.00	x	to cover 2% wage increase
106-0101-50118	Shift Premium	500.00	x	to cover 2% wage increase
106-0101-50119	Miscellaneous	4,300.00	x	to cover 2% wage increase
106-0101-51121	Employee Retirement	900.00	x	to cover 2% wage increase
106-0101-51123	Workers' Compensation	2,900.00	x	to cover 2% wage increase
106-0101-51126	Medicare	1,400.00	x	to cover 2% wage increase
106-0102-50111	Straight Time	17,900.00	x	to cover 2% wage increase
106-0102-50112	Overtime	1,000.00	x	to cover 2% wage increase
106-0102-50114	Holiday Time	700.00	x	to cover 2% wage increase
106-0102-50115	Vacation	1,000.00	x	to cover 2% wage increase
106-0102-50116	Sick Time	700.00	x	to cover 2% wage increase
106-0102-50118	Shift Premium	200.00	x	to cover 2% wage increase
106-0102-50119	Miscellaneous	900.00	x	to cover 2% wage increase
106-0102-51121	Employee Retirement	3,200.00	x	to cover 2% wage increase
106-0102-51123	Workers' Compensation	700.00	x	to cover 2% wage increase
106-0102-51126	Medicare	400.00	x	to cover 2% wage increase
106-0103-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
107-0110-50111	Straight Time	17,000.00	x	to cover 2% wage increase
107-0110-50112	Overtime	400.00	x	to cover 2% wage increase
107-0110-50114	Holiday Time	300.00	x	to cover 2% wage increase
107-0110-50115	Vacation	400.00	x	to cover 2% wage increase
107-0110-50116	Sick Time	300.00	x	to cover 2% wage increase
107-0110-50119	Miscellaneous	400.00	x	to cover 2% wage increase
107-0110-51121	Employee Retirement	2,600.00	x	to cover 2% wage increase
107-0110-51123	Workers' Compensation	600.00	x	to cover 2% wage increase
107-0110-51126	Medicare	300.00	x	to cover 2% wage increase
107-0110-51127	Social Security / FICA	7,000.00	x	to cover 2% wage increase
126-0120-51121	Employee Retirement	18,000.00	x	to cover 2% wage increase
140-0640-50111	Straight Time	700.00	x	to cover 2% wage increase
140-0640-51121	Employee Retirement	100.00	x	to cover 2% wage increase
140-0640-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
140-0640-51126	Medicare	100.00	x	to cover 2% wage increase
140-0641-50111	Straight Time	100.00	x	to cover 2% wage increase
140-0641-50112	Overtime	100.00	x	to cover 2% wage increase
140-0641-51121	Employee Retirement	100.00	x	to cover 2% wage increase
140-0641-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
140-0641-51126	Medicare	100.00	x	to cover 2% wage increase
143-0748-50111	Straight Time	600.00	x	to cover 2% wage increase
143-0748-50114	Holiday Time	100.00	x	to cover 2% wage increase
143-0748-50115	Vacation Time	100.00	x	to cover 2% wage increase
143-0748-50116	Sick Time	100.00	x	to cover 2% wage increase
143-0748-51121	Employee Retirement	100.00	x	to cover 2% wage increase
143-0748-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
143-0748-51126	Medicare	100.00	x	to cover 2% wage increase
144-0730-50111	Straight Time	5,600.00	x	to cover 2% wage increase
144-0730-50112	Overtime	500.00	x	to cover 2% wage increase
144-0730-50114	Holiday Time	300.00	x	to cover 2% wage increase
144-0730-50115	Vacation Time	400.00	x	to cover 2% wage increase
144-0730-50116	Sick Time	300.00	x	to cover 2% wage increase

144-0730-51121	Employee Retirement	1,000.00	x	to cover 2% wage increase
144-0730-51123	Workers' Compensation	300.00	x	to cover 2% wage increase
144-0730-51126	Medicare	100.00	x	to cover 2% wage increase
145-0630-50111	Straight Time	300.00	x	to cover 2% wage increase
145-0630-51121	Employee Retirement	100.00	x	to cover 2% wage increase
145-0630-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
145-0630-51126	Medicare	100.00	x	to cover 2% wage increase
160-0705-50111	Straight Time	400.00	x	to cover 2% wage increase
160-0705-50114	Holiday Time	100.00	x	to cover 2% wage increase
160-0705-50115	Vacation Time	100.00	x	to cover 2% wage increase
160-0705-50116	Sick Time	100.00	x	to cover 2% wage increase
160-0705-51121	Employee Retirement	100.00	x	to cover 2% wage increase
160-0705-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
160-0705-51126	Medicare	100.00	x	to cover 2% wage increase
161-0705-50111	Straight Time	1,700.00	x	to cover 2% wage increase
161-0705-51121	Employee Retirement	300.00	x	to cover 2% wage increase
161-0705-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
161-0705-51126	Medicare	100.00	x	to cover 2% wage increase
167-0705-50111	Straight Time	1,000.00	x	to cover 2% wage increase
167-0705-50114	Holiday Time	100.00	x	to cover 2% wage increase
167-0705-50115	Vacation Time	100.00	x	to cover 2% wage increase
167-0705-50116	Sick Time	100.00	x	to cover 2% wage increase
167-0705-51121	Employee Retirement	200.00	x	to cover 2% wage increase
167-0705-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
167-0705-51126	Medicare	100.00	x	to cover 2% wage increase
513-0531-50111	Straight Time	1,600.00	x	to cover 2% wage increase
513-0531-50112	Overtime	100.00	x	to cover 2% wage increase
513-0531-50114	Holiday Time	100.00	x	to cover 2% wage increase
513-0531-50115	Vacation	100.00	x	to cover 2% wage increase
513-0531-50116	Sick Time	100.00	x	to cover 2% wage increase
513-0531-51121	Employee Retirement	300.00	x	to cover 2% wage increase
513-0531-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
513-0531-51126	Medicare	100.00	x	to cover 2% wage increase
513-0533-50111	Straight Time	13,500.00	x	to cover 2% wage increase
513-0533-50112	Overtime	2,500.00	x	to cover 2% wage increase
513-0533-50114	Holiday Time	700.00	x	to cover 2% wage increase
513-0533-50115	Vacation	900.00	x	to cover 2% wage increase
513-0533-50116	Sick Time	600.00	x	to cover 2% wage increase
513-0533-51121	Employee Retirement	2,600.00	x	to cover 2% wage increase
513-0533-51123	Workers' Compensation	600.00	x	to cover 2% wage increase
513-0533-51126	Medicare	300.00	x	to cover 2% wage increase
513-0708-50111	Straight Time	2,000.00	x	to cover 2% wage increase
513-0708-50112	Overtime	100.00	x	to cover 2% wage increase
513-0708-50114	Holiday Time	100.00	x	to cover 2% wage increase
513-0708-50115	Vacation Time	200.00	x	to cover 2% wage increase
513-0708-50116	Sick Time	100.00	x	to cover 2% wage increase
513-0708-51121	Employee Retirement	400.00	x	to cover 2% wage increase
513-0708-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
513-0708-51126	Medicare	100.00	x	to cover 2% wage increase

514-0541-50111	Straight Time	1,600.00	x	to cover 2% wage increase
514-0541-50114	Holiday Time	100.00	x	to cover 2% wage increase
514-0541-50115	Vacation Time	100.00	x	to cover 2% wage increase
514-0541-50116	Sick Time	100.00	x	to cover 2% wage increase
514-0541-51121	Employee Retirement	300.00	x	to cover 2% wage increase
514-0541-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
514-0541-51126	Medicare	100.00	x	to cover 2% wage increase
514-0543-50111	Straight Time	19,400.00	x	to cover 2% wage increase
514-0543-50112	Overtime	1,700.00	x	to cover 2% wage increase
514-0543-50114	Holiday Time	1,000.00	x	to cover 2% wage increase
514-0543-50115	Vacation	1,300.00	x	to cover 2% wage increase
514-0543-50116	Sick Time	900.00	x	to cover 2% wage increase
514-0543-51121	Employee Retirement	3,500.00	x	to cover 2% wage increase
514-0543-51123	Workers' Compensation	800.00	x	to cover 2% wage increase
514-0543-51126	Medicare	400.00	x	to cover 2% wage increase
514-0708-50111	Straight Time	1,700.00	x	to cover 2% wage increase
514-0708-50112	Overtime	100.00	x	to cover 2% wage increase
514-0708-50114	Holiday Time	100.00	x	to cover 2% wage increase
514-0708-50115	Vacation Time	100.00	x	to cover 2% wage increase
514-0708-50116	Sick Time	100.00	x	to cover 2% wage increase
514-0708-51121	Employee Retirement	300.00	x	to cover 2% wage increase
514-0708-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
514-0708-51126	Medicare	100.00	x	to cover 2% wage increase
574-0303-50111	Straight Time	1,400.00	x	to cover 2% wage increase
574-0303-51121	Employee Retirement	200.00	x	to cover 2% wage increase
574-0303-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
574-0303-51126	Medicare	100.00	x	to cover 2% wage increase
574-0350-50111	Straight Time	8,500.00	x	to cover 2% wage increase
574-0350-50112	Overtime	100.00	x	to cover 2% wage increase
574-0350-50114	Holiday Time	400.00	x	to cover 2% wage increase
574-0350-50115	Vacation	600.00	x	to cover 2% wage increase
574-0350-50116	Sick Time	400.00	x	to cover 2% wage increase
574-0350-51121	Employee Retirement	1,400.00	x	to cover 2% wage increase
574-0350-51123	Workers' Compensation	300.00	x	to cover 2% wage increase
574-0350-51126	Medicare	200.00	x	to cover 2% wage increase
574-0351-50111	Straight Time	4,800.00	x	to cover 2% wage increase
574-0351-51121	Employee Retirement	700.00	x	to cover 2% wage increase
574-0351-51123	Workers' Compensation	200.00	x	to cover 2% wage increase
574-0351-51126	Medicare	100.00	x	to cover 2% wage increase
574-0356-50111	Straight Time	6,900.00	x	to cover 2% wage increase
574-0356-51121	Employee Retirement	1,000.00	x	to cover 2% wage increase
574-0356-51123	Workers' Compensation	300.00	x	to cover 2% wage increase
574-0356-51126	Medicare	100.00	x	to cover 2% wage increase
574-0357-50111	Straight Time	2,700.00	x	to cover 2% wage increase
574-0357-51121	Employee Retirement	400.00	x	to cover 2% wage increase
574-0357-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
574-0357-51126	Medicare	100.00	x	to cover 2% wage increase
625-0915-59911	Net Payroll	600,000.00	x	to cover 2% wage increase
625-0915-59912	Federal Withholding Taxes	34,800.00	x	to cover 2% wage increase

625-0915-59913	Police Disability	10,000.00	x	to cover 2% wage increase
625-0915-59915	Public Employee Retirement	24,800.00	x	to cover 2% wage increase
625-0915-59922	State Withholding	8,700.00	x	to cover 2% wage increase
625-0915-59923	Local Withholding	5,000.00	x	to cover 2% wage increase
625-0915-59929	Employee Share Medicare	4,500.00	x	to cover 2% wage increase
625-0915-59930	City Share Medicare	4,500.00	x	to cover 2% wage increase
625-0915-59932	School District Income Tax	300.00	x	to cover 2% wage increase
625-0915-59935	Employee Share FICA	300.00	x	to cover 2% wage increase
625-0915-59936	City Share FICA	400.00	x	to cover 2% wage increase
676-0746-50111	Straight Time	5,200.00	x	to cover 2% wage increase
676-0746-50112	Overtime	100.00	x	to cover 2% wage increase
676-0746-50114	Holiday Time	300.00	x	to cover 2% wage increase
676-0746-50115	Vacation Time	400.00	x	to cover 2% wage increase
676-0746-50116	Sick Time	300.00	x	to cover 2% wage increase
676-0746-51121	Employee Retirement	900.00	x	to cover 2% wage increase
676-0746-51123	Workers' Compensation	200.00	x	to cover 2% wage increase
676-0746-51126	Medicare	100.00	x	to cover 2% wage increase
688-0714-50111	Straight Time	1,500.00	x	to cover 2% wage increase
688-0714-50112	Overtime	100.00	x	to cover 2% wage increase
688-0714-50114	Holiday Time	100.00	x	to cover 2% wage increase
688-0714-50115	Vacation Time	100.00	x	to cover 2% wage increase
688-0714-50116	Sick Time	100.00	x	to cover 2% wage increase
688-0714-51121	Employee Retirement	300.00	x	to cover 2% wage increase
688-0714-51123	Workers' Compensation	100.00	x	to cover 2% wage increase
688-0714-51126	Medicare	100.00	x	to cover 2% wage increase
		<u>1,155,300.00</u>		

EXPLANATION: **See above**

DEPARTMENT HEAD: Keith Dirham / Lori Bowers

DATE: 8/18/2026

COUNCIL/COMMITTEE ACTION:

APPROVED:

ORD. NO. _____

DENIED:

RETURNED FOR EXPLANATION:

RETURNED TO USE EXISTING ACCOUNT FUNDS:

CLERK OF COUNCIL/DATE

ROUTING: ORIGINAL TO FINANCE

COPY TO DEPT. HEAD

COPY TO COUNCIL

(Finance use only)
Batch Posted?

RCA Number
(Council use only)

RCA 26-164-8/24
Finance

TYPE OF ADJUSTMENT
(CHECK ONE)

REQUEST FOR APPROPRIATION ADJUSTMENT

ADMINISTRATIVE
FINANCE COMMITTEE
COUNCIL

X
X

NO. 2026-030
(Finance use only)

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS	REASON
		001-0704-52211	Law - education / travel	15,000.00		x	to cover law books
		001-0705-52213	Muni ct - ins/taxes	25,000.00		x	to cover lib ins - increase needed due to new courthouse
		001-0705-53322	muni - maint of facilities	15,000.00		x	to cover increased exp
		001-0707-56611	Gen Admin - Transfers out	400,000.00		x	to cover transfers needed to repay interest on BAN's
		107-0110-52226	Fire - prof svcs	25,000.00		x	Park Foundation Donation - PPE / Cancer Screenings
		107-0110-53313	Fire - operating supplies	25,000.00		x	Park Foundation Donation - PPE / Cancer Screenings
		107-0110-53321	fire maint of eq	30,000.00		x	to cover maint of eq/mechanics
		109-0705-50111	probation supervision grant	92,527.00		x	probation supervision grant
		109-0705-50112	probation supervision grant	2,000.00		x	probation supervision grant
		109-0705-50114	probation supervision grant	4,000.00		x	probation supervision grant
		109-0705-50115	probation supervision grant	8,000.00		x	probation supervision grant
		109-0705-50116	probation supervision grant	5,000.00		x	probation supervision grant
		109-0705-50117	probation supervision grant	500.00		x	probation supervision grant
		109-0705-51121	probation supervision grant	10,000.00		x	probation supervision grant
		109-0705-51122	probation supervision grant	28,000.00		x	probation supervision grant
		109-0705-51123	probation supervision grant	500.00		x	probation supervision grant
		109-0705-51126	probation supervision grant	500.00		x	probation supervision grant
		109-0705-52211	probation supervision grant	1,000.00		x	probation supervision grant
		109-0705-53311	probation supervision grant	2,000.00		x	probation supervision grant
		162-0705-53313	Court - operating supplies	10,000.00		x	new courthouse items
		162-0705-53315	court - tools / minor	20,000.00		x	new courthouse items
		169-0716-54412	Gen purpose cap - bldgs - courthouse	81,631.50		x	courthouse - ch order #3
		169-0716-55512	Muni Courthouse - int pmt	250,000.00		x	to pay int on ban's
		301-0707-52215	gen purpose cap - contractual	2,300.00		x	law dept - move to new bldg Southtown pillars / S Elmwood parking lot
		301-0707-54411	Gen purpose cap - land imp	30,000.00		x	
		301-0716-54412	Gen purpose cap - bldgs - courthouse	81,631.50		x	courthouse - ch order #3
		301-0716-55512	gen purpose cap -int pmt	150,000.00		x	to pay int on ban's
		901-0920-56611	Transfers - Unclaimed monies	2,965.49		x	to cover transfer of uc funds to general fund
172-0355-52215	celebrations - contractual	172-0355-51129	celebrations - pers svcs	1,000.00	x		to cover exp
			Total increases to fund:	1,317,555.49			
			Total reductions to fund:				
			Total transfers within fund:	1,000.00			

EXPLANATION: See above

DEPARTMENT HEAD: Keith Dirham / Lori Bowers

DATE: 8/18/2026

COUNCIL/COMMITTEE ACTION:

APPROVED: _____
DENIED: _____
RETURNED FOR EXPLANATION: _____
RETURNED TO USE EXISTING ACCOUNT FUNDS: _____

CLERK OF COUNCIL/DATE

ORD. NO. 131-26

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

Batch Number
(Finance use only)
Batch Posted?

RCA Number
(Council use only)

RCA
26-164-8/24
Final

REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT
(CHECK ONE)

ADMINISTRATIVE
FINANCE COMMITTEE
COUNCIL

x
x

NO. 2026-031
(Finance use only)

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS	REASON
		001-0210-53314	CEMETERY	2,500.00		X	To cover unexpected increase to fuel prices
		001-0410-53314	PLANNING	700.00		X	To cover unexpected increase to fuel prices
		001-0420-53314	FORESTRY	4,500.00		X	To cover unexpected increase to fuel prices
		001-0430-53314	BUILDING	3,000.00		X	To cover unexpected increase to fuel prices
		001-0741-53314	SERVICE DIRECTOR	2,000.00		X	To cover unexpected increase to fuel prices
		102-0610-53314	STREET DEPT.	5,000.00		X	To cover unexpected increase to fuel prices
		104-0301-53314	PARKS	15,000.00		X	To cover unexpected increase to fuel prices
		106-0101-53314	POLICE	37,000.00		X	To cover unexpected increase to fuel prices
		107-0110-53314	FIRE	8,000.00		X	To cover unexpected increase to fuel prices
		144-0730-53314	CABLE	300.00		X	To cover unexpected increase to fuel prices
		513-0533-53314	WATER	9,000.00		X	To cover unexpected increase to fuel prices
		514-0543-53314	SANITATION	90,000.00		X	To cover unexpected increase to fuel prices
		574-0357-53314	MCRC	500.00		X	To cover unexpected increase to fuel prices
		676-0746-53314	MECHANIC	500.00		X	To cover unexpected increase to fuel prices
			Total increases to fund:	178,000.00			
			Total reductions to fund:				
			Total transfers within fund:				

EXPLANATION: see above

DEPARTMENT HEAD: Keith Dirham / Lori Bowers

DATE: 8/17/2026

MAYOR'S APPROVAL:
(WHEN NECESSARY) _____

DATE: _____

COUNCIL/COMMITTEE ACTION:

APPROVED: _____
DENIED: _____
RETURNED FOR EXPLANATION: _____
RETURNED TO USE EXISTING ACCOUNT FUNDS: _____

ORD. NO. 131-26

CLERK OF COUNCIL/DATE

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

REQUEST FOR COUNCIL ACTION

NO PCA 26-165-8/24

Committee: Finance

FROM: Keith Dirham, Finance Director
Lori Bowers, Deputy Finance Director
DATE: 8/6/2026
SUBJECT: Trasfer Requests

SUMMARY AND BACKGROUND:

The Finance Department respectfully requests Council to authorize the Finance Director to **transfer** the following:

Transfer From:	Transfer To:	Amount	Purpose
Unclaimed Monies Fund (#901)	General Fund (#001)	\$2,965.49	To Transfer unclaimed monies to the general fund that have been held for 5 years or more.
General Fund (#001)	Muni Courthouse (#169)	\$250,000.00	To Transfer the amount of interest paid for the BAN's - Series 25A
General Fund (#001)	Gen Purpose Cap (#301)	\$150,000.00	To Transfer the amount of interest paid for the BAN's - Series 25B

Estimated Cost:

rom General Fund
from Street/Stromwater Fund

Suggested Funding: See above.

Sufficient Funds in Account

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

NEW APPROPRIATION needed in Account No.:

refer to appropriation #2026-030

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord/Res.
Date:

Ord. 132-26
8/24/26

REQUEST FOR COUNCIL ACTION

No. RCA 267166-8/24

FROM: Mayor Jim A. Shields

Committee: Finance

DATE: August 14, 2026

SUBJECT: Resolution Declaring March 6, 2027, as Random Acts of Kindness Day

SUMMARY AND BACKGROUND:

Respectfully requesting that Council join the City Administration in declaring March 6, 2027, as Random Acts of Kindness Day in the City of Medina.

The City will join other NE Ohio communities in a low-cost, high-impact initiative designed to strengthen community spirit and foster goodwill, compassion and positive connections throughout the community through the intentional performance of acts of kindness (big or small) with no expectation of anything in return.

Brunswick resident and City of Mentor employee, Bill Furman, approached the city about joining this movement. At the same time, a city resident approached Mayor Shields about what the City could do to encourage neighbors to help one another and build stronger connections.

The goal of Random Acts of Kindness Day is to encourage individuals, businesses, and organizations throughout Medina to intentionally perform acts of kindness and make a positive difference in the lives of others. The Random Acts of Kindness movement will also serve as an opportunity for neighbors and residents to connect with one another, strengthen relationships, and build a stronger sense of community.

A sample Resolution is attached.

Estimated Cost: N/A

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:

RESOLUTION NO. .**A RESOLUTION DECLARING MARCH 6, 2027 AS RANDOM ACTS OF KINDNESS DAY IN THE CITY OF MEDINA, OHIO.**

WHEREAS: Kindness is a universal value that fosters stronger, more compassionate communities; and

WHEREAS: Small acts of kindness — whether through words, gestures, or deeds — have the power to uplift individuals, bridge differences, and inspire positive change; and

WHEREAS: Random Acts of Kindness Day encourages people of all ages to intentionally practice kindness in their daily lives; and

WHEREAS: This day serves as a reminder that kindness is not limited to a single day but is a habit that can be cultivated year-round; and

WHEREAS: Promoting kindness aligns with the shared goal of creating a more inclusive, respectful, and supportive society;

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

SEC. 1: That the City of Medina hereby recognizes March 6, 2027 as Random Acts of Kindness Day and encourages all residents to engage in acts of generosity, empathy, and goodwill toward others.

SEC. 2: Be it further resolved that we commit to fostering a culture where kindness is celebrated, practiced and passed forward, making our community a better place for all.

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

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

PASSED: _____

SIGNED: _____

President of Council

ATTEST: _____

APPROVED: _____

Clerk of Council

SIGNED: _____

Mayor

REQUEST FOR COUNCIL ACTION

No. RCA 26-167-8/24
Committee: FINANCIAL

FROM: Andrew Dutton

DATE: 8/18/26

SUBJECT: Planning & Zoning Fee Schedule Correction

SUMMARY AND BACKGROUND:

The fee schedules for Planning and Building were updated in June, per Ordinances 098-26 and 099-26, respectively. Though changes to the Planning fee schedule included only minor changes, a formatting error resulted in incorrect Site Plan fees. This request corrects the Site Plan fees, which were not intended to change with the fee schedule revision in June.

Estimated Cost: -

Suggested Funding:

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

Emergency Clause Requested: Yes

Reason: The correction is requested as soon as possible to apply the appropriate fee.

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

ORDINANCE 098-26 ADOPTED 6/9/26



CITY OF MEDINA
Community Development Department
132 N. Elmwood Ave. Medina, OH 44256
330-722-9023

Planning & Zoning Fee Schedule

Type	Fee
Certificate of Appropriateness - HPB, and TCOV	
Residential	\$25
Non-Residential	\$50
Conditional Sign	\$50
Conditional Zoning Certificate	\$200
Site Plan	
Residential	\$25 plus \$25 per acre
Non-Residential	\$50 plus \$5 per dwelling unit
Subdivision	
Minor	\$150 plus \$15 per lot
Major - Preliminary Plan	\$350 plus \$35 per lot
Major - Final Plat	\$250 plus \$25 per lot
Major - Replat or Right-of-Way Dedication	\$150 plus \$15 per lot
Variance or Appeal	\$200
Wireless Facility	
Tower	\$500
Antenna or Co-location	\$100
Zoning Certificate - Residential	
New Construction	\$250
Addition or Alteration	\$50
Accessory Building/Use	\$25
Driveway Expansion	\$25
Swimming Pool	\$25
Fence - New, Alteration, or Replacement	\$25
Sign - New, Alteration, or Replacement	\$25 per sign
Zoning Certificate - Non-Residential	
New Construction	\$500
Addition or Alteration	\$100
Accessory Building/Use	\$50
Change of Use	\$25
Fence - New/Alteration or Replacement	\$50/\$25
Sign - New, Alteration, or Replacement	\$25 per sign
Zoning Map or Text Amendment	\$300
* See Section 1108.02 of the Planning and Zoning Code for additional fees and escrow requirements not indicated on this Fee Schedule.	

REQUEST FOR COUNCIL ACTION

FROM: Patrick Patton

DATE: August 17, 2026

SUBJECT: Bids: Job #1136: South Elmwood Avenue Parking Lot Reconstruction

NO. RCA 26-168-8/24

COMMITTEE

REFERRAL: Finance

This request is for permission to advertise, bid and award Job #1136: South Elmwood Avenue Parking Lot Reconstruction. This project will consist of a complete reconstruction of the parking lot, increasing the number of parking stalls from 41 to 81.

The total estimate for this project \$492,000. The intent is that the final cost for this project will be split evenly between the City and the Legacy Hotel of Medina, LLC, as noted below:

- Legacy Hotel of Medina, LLC: \$246,000
- City Funds: \$246,000
 - TOTAL: \$492,000

We would like to start the bid process for this project as soon as possible; due to this, we would like to request the emergency clause.

Thank you for your consideration.

ESTIMATED COST: \$492,000

SUGGESTED FUNDING:

Sufficient Funds in Account Number: 301-0408-54411: \$246,000 City Share
301-0408-54411:: \$246,000 Legacy Share

Transfer Needed from: to:

New Appropriation Account Number:

Emergency Clause Requested:

Reason:

Yes

The bid and award process for this project will take approximately 30 days to complete. We would like to start that process as soon as possible.

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

RCA 26-169-8/24

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

Finance
Only

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

Date: 08.17.2026

Department: Forestry

Amount requested: _____

BOC Approval Date: _____

Fill below for increases only

(Finance Use Only)

Increase Amount: \$9,100.00

PO Number to increase: 26-0395

New PO Total with increase: \$29,100.00

Account Number: 001-0420-54411

Vendor: Davis Tree Farm | D00120

Department Head/Authorized Signature: _____



Item/Description: Fall Tree Planting

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

Date Approved/Denied by Finance Committee: _____

Date to Finance: _____

Clerk of council

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

Revised: 5/7/2025



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

PURCHASE ORDER

Page: 1
P.O. Number: 2026000395
P.O. Date: 01/01/2026
Req. Number: 2026-FOR-0018
Requested By: Michele Sloan
Blanket Type: RB
Ship Via:
Terms:

Deliver To FORESTRY DEPARTMENT
CITY OF MEDINA
132 N ELMWOOD AVE
MEDINA OH 44256

Vendor D00120
DAVIS TREE FARM & NURSERY INC
6126 NEFF RD
VALLEY CITY, OH 44280-9530

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
BOC APPROVED 12/8/25						

Accounting

002	TREES-SPRING/FALL PLANTING	001-0420-54411				\$20,000.00
-----	----------------------------	----------------	--	--	--	-------------

CUT		LINE 002	Account 54411	INVOICE		BALANCE
		Dated				
04.15	03.30		# 144638	- 5,399.00		\$ 20,000.-
04.15	03.31		# 144667	- 9,114.00		14,601.-
04.15	04.06		# 144738	- 875.00		5,487.-
						4,612.-

Purchase Order Total: \$20,000.00

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

Keith A. Drifm

Director of Finance

1/7/2026

Date

REQUEST FOR COUNCIL ACTION

No. RCA 26-170-8/24

FROM: Jim Shields, Jansen Wehrley, Andrew Dutton Committee: Finance

DATE: August 14, 2026

SUBJECT: 406 S. Broadway Street Discussion

SUMMARY AND BACKGROUND:

Respectfully requesting that City Council discuss the current condition of the City-owned property at 406 S. Broadway Street, presently occupied by Peaceworks, Inc. under a month-to-month lease arrangement.

After the original lease at 406 S. Broadway Street expired on May 21, 2026, City Administration undertook a detailed review of the property and its operations. During this process, concerns were identified regarding the condition of the building's exterior, which appears to require substantial repair work.

City staff conducted an initial inspection of the structure, originally built in 1892, and concluded that a professional evaluation was necessary. This evaluation provided a comprehensive assessment of the building's condition along with estimated costs associated with the required exterior improvements.

See attached Property Evaluation and Opinion of Probable Costs as well as a Proposal for Bidding Documents from Kevin C. Robinette Architects, LLC.

Estimated Cost: \$TBD

Suggested Funding: TBD

Sufficient funds in Account No.

transfer needed from Account No.

to Account No.

- **NEW APPROPRIATION needed in Account No.**

Emergency Clause Requested: NO

Reason:

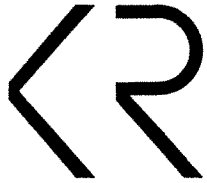
COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:



architects

August 11, 2026

Jansen Wehrley

Director of Parks, Recreation, Cemetery, and Forestry

City of Medina, Ohio

(330)721-6950

Ref: 406 Broadway

Subj: Proposal for Bidding Documents

Jansen.

You have requested a proposal for bidding documents for the property at 406 Broadway. We have recently completed a visual inspection of the property as a mean of preparing a work scope and subsequent estimate of probable cost. We will use this inspection report as a means of mutually understanding anticipated scope.

We would propose the following steps for this work:

1. Field verify existing conditions in order to measure and produce background documents.
2. Preparation of the report into a narrative scope to be added to the drawings, defining the entirety of the work and specification of products as needed.
3. Development of the bid documents based upon your direction and administrative bidding requirements.
4. Administrative review with Andrew Dutton.
5. Building permit review with Dan Gladdish, this may not need to be permitted? I have a call in.
6. Responses to bidders' questions and inquiries.
7. Review and qualification of the bids for City to determine how to proceed.
8. Construction administration: I am not going to propose at this time. With a good bidder, you should not need much if at all?

Fees for this work are proposed at \$4,700.

Should you wish to proceed, I will need to gain access for dimensioning. This will take a couple of hours.

Please contact me with any questions or concerns. Thank you for your consideration.

Kevin.

A handwritten signature in black ink, appearing to read "Kevin C. Robinette". The signature is fluid and cursive, with the first name "Kevin" and last name "Robinette" clearly distinguishable.

Kevin C. Robinette, AIA

Kevin C. Robinette **Architects, LLC**

25053 Letchworth Road.

Beachwood OH 44122

(p) 216.246.0246

(e) robin.c.kevin@gmail.com



architects

July 29, 2026

Ref: 406 S Broadway St.

Subj: Property Evaluation and Opinion of Probable Cost

Mr. Jansen Wehrley
Director of Parks, Recreation, Cemetery and Forestry
City of Medina, Ohio
330.721.6950

Mr. Wehrley.

Thank you for the opportunity of providing the following property evaluation and opinion of probable cost for the historic wood framed structure at 406 S Broadway St. This request is based upon the City's consideration for the future disposition of this structure and potential costs for renovation/restoration, in order to maintain the property with an undetermined potential use.

This property was purchased by the city in 2012. Renovation and improvements were implemented in 2014. The structure has been used by a non-profit organization, serving the disabled in the community. These improvements included stabilizing the overall structure, interior finishes and refurbishing of the lower level and selective renovation of the exterior, including siding replacement, painting and addition of contemporary decks and porch. Provisions were made for accessibility to the Lower Level with an accessible restroom.

The building functions well for its current intended purpose. The renovation was reasonably extensive and has served the building well for 12 years. Issue is what a future purpose might entail, to determine the scope of work and improvements required.

The general condition of the building is good, with exceptions for materials and assemblies that require maintenance and upkeep to avoid further deterioration. Following is an outline of facility components with a brief descriptive overview and subsequent estimate of probable costs for potential improvements.

RECOMMENDATIONS:

A recommendation has been requested this is based upon the following assumptions:

- The building represents a functional community amenity for the city of Medina, for people visiting the park.
- The building provides a service to the non-profit, disabled community in its present use.
- The building provides value as a part of the historic fabric of the city of Medina.
- In 2012 the city made what is believed to be a significant investment in this building.
- Based upon these criteria, that there is value for the city to make a further investment, in the near future to protect the integrity of this building.

Following is an outline of building components with an estimate of probable costs for those items to satisfy criteria above. Total range of cost: \$93,530 - \$98,530

*We would recommend a contingency of approximately 20% \$20,000

Following the outline description of building and site components are photos with notations to illustrate stated conditions.

SITEWORK: Structure is at the entry to a municipal park with adjacent parking and accessible path for access to the lower level.

Misc. poured in place concrete walks and steps to be removed	\$1,850
Landscaping, grading and fill with topsoil for grass	\$1,000
Contemporary decks and railings including accessible ramp	

EXTERIOR:

Masonry chimneys and foundations removal and tuckpointing	\$7,800
Exterior carpentry repairs	\$9,000 - \$11,500
Exterior painting, including deck stain, rails only	\$23,880 - \$26,380

*Per contractor proposal from JW

Flat asphalt roof and drip edge	\$4,000
Flashing and trims	\$2,800
Misc. cutting and patching	\$1,500
Window replacement	\$25,200

18 units, 8 at the first floor, 10 at the second floor. This will require some work with interior and exterior trims with painting. Budget \$1,400 per unit.

Existing standing seam metal roofing:

At the time of observation, we were unable to access roof to inspect joints, flashings, etc. however it looks however through limited visual observation, it appears to be in good condition. You will note expense item above for 'flashings and trims'. There was no water penetration observed within attic spaces and no evidence of leaks in the interior. We would allocate an allowance for repairs. \$8,000

INTERIOR:

Basement – renovated in 2014 to accommodate new electrical service and infrastructure support for the equipment currently used within the building.

Lower Level – refinished in 2014 with new walls ceilings and lighting at primary spaces, in very good condition. Original wood flooring, good condition. Accessible restrooms and commercial grade equipment is provided for limited food service as an amenity to the park.

Upper Level – Renovated in 2014 with previous finishes, trims, etc. Plank flooring. Kitchen and bathroom for previous use is functional.

SYSTEMS:

Electrical panel updated in 2014, 200 Amp service in excellent condition.

Heating provided through a boiler with steam piped radiators, throughout upper and lower levels. Boiler is approaching end of its life cycle budgeting should allow for replacement.

\$8,500

Air conditioning provided through mini-split with exterior condensers

Water service is functional

Sanitary has been upgraded to pvc within basement

Please contact me with any questions or concerns.



Kevin C. Robinette, AIA

Kevin C. Robinette **Architects, LLC**

25053 Letchworth Road.

Beachwood OH 44122

(p) 216.246.0246

(e) robin.c.kevin@gmail.com

ORDINANCE NO. 66-21

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER
INTO A MEMORANDUM OF LEASE WITH PEACEWORKS,
INC. FOR THE PROPERTY AT 406 S. BROADWAY STREET.**

WHEREAS: Ordinance No. 76-14, passed May 12, 2014 authorized the Mayor to enter into a Lease Agreement with Peaceworks, Inc. for the property at 406 S. Broadway Street.

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

- SEC. 1:** That the Mayor is hereby authorized and directed to enter into a Memorandum of Lease Agreement with Peaceworks, Inc. for the property at 406 S. Broadway Street, City Lot 1064, Permanent Parcel No. 028-19D-01-117.
- SEC. 2:** That a copy of the Lease Agreement is marked Exhibit A, attached hereto and incorporated herein, and is subject to the Law Director's final approval.
- SEC. 3:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 4:** That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: April 26, 2021

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: April 27, 2021

SIGNED: Dennis Hanwell
Mayor

ORD. 66-21
Exh. A

MEMORANDUM OF LEASE

This Memorandum of Lease is made effective this 28 day of April, 2021, between the **CITY OF MEDINA**, an Ohio municipal corporation, 132 North Elmwood Avenue, Medina, Ohio 44256, as "Lessor" and **PEACEWORKS, INC.**, an Ohio non-profit corporation, 689 West Liberty Street, Suite 7, Medina, Ohio 44256, as "Lessee."

WITNESSETH:

For and in consideration of mutual covenants and agreements and of other valuable considerations, the receipt and sufficiency of which are hereby acknowledged by the Lessor, the Lessor hereby demises to the Lessee and the Lessee hereby leases from the Lessor upon and subject to covenants and agreements set forth in a certain agreement between the Lessor and the Lessee bearing even date herewith, hereinafter called "Lease Agreement," the first floor, second floor, basement and the immediate surrounding area of the residence building located at 406 South Broadway Street in the City of Medina, County of Medina, and State of Ohio, the full legal description of which is set forth on Exhibit A.

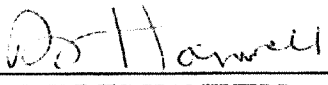
To have to hold the same for a period of five (5) full years from the 27th day of May, 2021, unless sooner terminated under the conditions set forth in the Lease Agreement. For said consideration, the Lessor has granted and hereby does grant unto the Lessee the right and option to extend said term to and including one (1) additional term of five (5) years commencing on the expiration of the original term hereof, all in the manner and upon the covenants and agreements set forth in the Lease Agreement.

(The balance of this page is left blank; signature page to follow)

Signed and acknowledged by the parties hereto the day and year first above written.

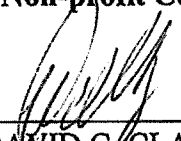
Lessor:

**CITY OF MEDINA,
an Ohio Municipal Corporation**

By: 
DENNIS HANWELL
Its Mayor

Lessee:

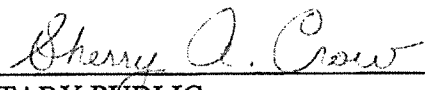
**PEACEWORKS, INC.
an Ohio Non-profit Corporation**

By: 
DAVID G. CLARDY
Its President

STATE OF OHIO)
MEDINA COUNTY) ss:

BEFORE ME, a Notary Public in and for the State and County aforesaid, personally appeared the above-named **CITY OF MEDINA**, an Ohio municipal corporation, by **DENNIS HANWELL, its Mayor**, who executed the foregoing instrument in my presence and acknowledged the same as the voluntary act of said City and his voluntary act individually and as such officer. This is an acknowledgement. No oath or affirmation was administered to the signer.

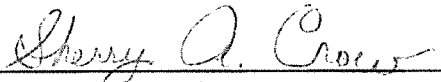
IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal this
27 day of April, 2021, at Medina, Ohio.


NOTARY PUBLIC

STATE OF OHIO)
MEDINA COUNTY) ss:

BEFORE ME, a Notary Public in and for the State and County aforesaid, personally appeared the above-named **PEACEWORKS, INC.**, an Ohio non-profit corporation, by **DAVID G. CLARDY**, its President, who executed the foregoing instrument in my presence and acknowledged the same as the voluntary act of said corporation and his voluntary act individually and as such officer. This is an acknowledgement. No oath or affirmation was administered to the signer.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal this 5th day of May, 2021, at Medina, Ohio.



NOTARY PUBLIC

SHERRY A. CROW
Notary Public
State of Ohio, Medina County
My Commission Expires 5-27-24

THIS INSTRUMENT PREPARED BY:
Michael L. Laribee, Attorney at Law
LARIBEE & HERTRICK, LLP
325 North Broadway Street
Medina, OH 44256
(330) 725-0531

EXHIBIT A

Situated in the City of Medina, County of Medina and State of Ohio: Known as being the south part of Lot No. 1064 (formerly Lot No. 64 on the Montville Township side of the City of Medina) and bounded and described as follows: On the North by the South line of the right-of-way of The Northern Ohio Railroad Company, now known and called the Wheeling and Lake Erie Railway; thence on the East by the East line of said Lot No. 1064, on the South by the South line of said Lot No. 1064, said South line being 367.3 feet in length, East and West, and on the West by the West line of said Lot, being the East line of South Broadway Street. **EXCEPTING THEREFROM:** Situated in the City of Medina, County of Medina, State of Ohio, T-3N, R-14W, and in Medina City Lot 1064, and being part of a 0.3778 hectare (0.9336 acre) parcel conveyed to Washington Properties, Inc. by Official Record Volume 1285, Page 633, dated June 17, 1997, and bounded and described as follows:

Commencing for reference at a point in State Route 57 (South Broadway Street) at the intersection with Wadsworth Road/Lafayette Road, being centerline Station 15+941.559, thence N 00° 41' 49" E along the centerline of right of way of State Route 57 for a record distance of 100.746 m (330.53') to a point at centerline Station 16+042.305, thence S 89° 18' 11" E for a distance of 9.144 m (30.00') to an iron pin set on the easterly existing right of way line of State Route 57 at Station 16+042.305, 9.144 m (30.00') right of centerline of Right of Way of State Route 57, also being the Principle Point of Beginning for the parcel described herein:

1. thence N 00° 41' 49" E for a distance of 14.519 m (47.63') to an iron pin set on the Owner's northerly property line at Station 16+056.824, 9.144 m (30.00') right of centerline of Right of Way of State Route 57;
2. thence along said northerly property line S 76° 44' 16" E for a distance of 13.171 m (43.21') to an iron pin set at Station 16+053.958, 22.000 m (72.18') right of centerline of Right of Way of State Route 57;
3. thence S 00° 41' 49" W for a distance of 6.219 m (20.40') to an iron pin set at Station 16+047.739, 22.000 m (72.18') right of centerline of Right of Way of State Route 57;
4. thence S 67° 47' 12" W for a distance of 13.957 m (45.79') to the Point of Beginning.

The above described area is contained within Medina County Auditor's Permanent Parcel Number 028-19D-01-022 and contains a gross take of 0.0133 hectares (0.0329 acres).

This description was prepared by Polytech, Inc. and reviewed on July 18, 2000, by George A. Hofmann, Registered Surveyor No. 6752.

This description was prepared based on a survey made by George A. Hofmann, P.S. 6752, for the Ohio Department of Transportation, District Three, in 1997 and 2000.

The iron pins set are 19 mm (3/4 inch) diameter rebars, 762 mm (30 inches) in length topped with a 38 mm (1-1/2 inch) diameter aluminum identification cap marked "ODOT R/W, George A. Hofmann, P.S. 6752".

The bearings referred to herein are based on an assumed meridian and are for the purposes of indicating angular measurement only.

The stations referred to herein are from the centerline right of way of State Route 57 as found on DOT right of way plan MED-57-16.029(9.96).

Prior Instrument Reference: Official Record Volume 1285, Page 633.

The above described 0.0133 hectares (0.0329 acres), more or less, of which the present road occupies 0.000 hectares (0.000 acres), more or less.

Permanent Parcel No. 028-19D-01-117 (406 South Broadway Street, Medina, OH 44256)



DR. P. 66-21
Exh.

February 12, 2021

City of Medina
Attn: Mayor Dennis Hanwell/Law Director Greg Huber
132 North Elmwood Avenue,
Medina, OH 44256

Dear Messrs. Hanwell and Huber,

Please accept this letter of request for Peaceworks Inc. to enter two additional five (5) year options for the existing Lease at 406 South Broadway Street, Medina, Ohio 44256.

As you are both aware, the original lease began June 12th, 2014 for a term of five (5) years ending June 12th, 2019. The original five (5) year option will end June 12th, 2024. Peaceworks Inc is requesting two options totaling ten (10) years ending June 12th, 2034.

Please don't hesitate to contact me if you need any further information or assistance with this matter. My contact information is below.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Clardy".

David Clardy
President, Peaceworks Inc.
330-421-6837
dclardy@ifpeace.com

REQUEST FOR COUNCIL ACTION

No. RCA 26-171-8/24

FROM: Jansen Wehrley
DATE: August 18, 2026
SUBJECT: Donation- JUMP Playground

Committee: Finance

SUMMARY AND BACKGROUND:

The Parks and Recreation Department respectfully requests that City Council accept a \$20,000 donation from Murray Van Epp and Sue Van Epp. This contribution represents the first installment of their pledged \$40,000 commitment toward the redesign and reconstruction of the JUMP Playground.

Please see the attached donation letter for additional details.

The Parks and Recreation Department sincerely appreciates the continued generosity and support of the Van Epp family in helping enhance community recreational opportunities.

Estimated cost:

Suggested Funding:

- NEW APPROPRIATION needed in Account No. 104-0301-54413 Project #1209
- NEW APPROPRIATION needed in Account No.

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

8/18/2026

Jansen Wehrley

Director of Parks, Recreation, Cemetery and Forestry
City of Medina

Dear Jansen,

Enclosed you will find a check for \$20,000 for the first installment of our \$40,000 commitment to help fund the redesign and rebuilding of JUMP Park. The second installment will be made available upon approval and construction. We look forward to hearing about the progress on this project, are thankful for the opportunity to help with the funding and wish you the best of luck in this endeavor.

Regards,

A handwritten signature in black ink, appearing to read "Murray and Sue". The signature is fluid and cursive, with the last name "Sue" being more prominent.

Murray and Sue Van Epp
4939 Pine Valley Dr.
Medina OH 44256

REQUEST FOR COUNCIL ACTION

No. RCA 26-112 - 8/24

FROM: Jansen Wehrley ^{ESW} *JW*
DATE: August 17, 2026
SUBJECT: JUMP Playground Replacement

Committee: Finance

SUMMARY AND BACKGROUND:

The Parks and Recreation Department respectfully requests authorization from Council to solicit Requests for Qualifications (RFQ) from qualified design-build contractors for the replacement of the JUMP Playground at Memorial Park.

JUMP Playground is a community-built wooden playground structure that was constructed approximately 33 years ago. Over the years, it has been well maintained and remains a beloved destination for residents and visitors. The Department's goal is to preserve the playground's nostalgic character and destination appeal by replacing it with a modern, inclusive structure that closely reflects the original design.

The primary objective is to design and construct a modern playground that mirrors the existing fort-themed wooden playground while meeting current ADA accessibility standards. The replacement structure will be constructed primarily of recycled composite materials with a wood-grain appearance, improving durability and reducing long-term maintenance needs.

To enhance accessibility, the project may include a combination of concrete walkways, poured-in-place rubber surfacing, and/or engineered wood fiber. Installation of the surfacing will be completed by the playground contractor or subcontractor following the erection of the playground equipment.

To reduce project costs, Parks and Recreation Department staff will remove the existing playground structure and perform site grading after a professional services agreement has been approved by Council. The Department is requesting completion of the project prior to November 2027.

In addition, Department staff will work collaboratively with local civic organizations, foundations, businesses, and residents to secure financial support for the project. The original JUMP Playground was funded entirely through community contributions and business donations, and the Department hopes to continue that tradition as part of this replacement effort.

See attached RFQ draft. **Pending review by the law director.

Estimated cost: \$600,000 - \$1,100,00.00 Contractor build

Suggested Funding: 104-0301-54413 (Current balance \$124,037.00)

- **NEW APPROPRIATION needed in Account No. 104-0301-54413**
- **NEW APPROPRIATION needed in Account No.**

Emergency Clause Requested: No
Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:



XXXXXX, 2026

CITY OF MEDINA, OHIO
INFORMATIONAL PACKET
for
REQUEST FOR QUALIFICATIONS
for
DESIGN-BUILD AND PROFESSIONAL SERVICES FOR THE DESIGN AND
INSTALLATION OF A CUSTOM PLAYGROUND

JAMES SHIELDS - MAYOR

JOHN M. COYNE, III - PRESIDENT OF COUNCIL

- COUNCIL MEMBERS -

CHET SIMMONS

REGI HAIRE

NATALIE DISALVO

BILL LAMB

ED ISABELLA

DENNIE SIMPSON

RESPONSE DUE DATE: XXXXXX, 2026

CITY OF MEDINA

LEGAL NOTICE

The City of Medina is seeking written Request for Qualifications (RFQ) from qualified professional playground firms for design-build and professional services to perform the design and installation of a custom playground within one of the city parks.

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 Request for Qualifications Informational Packet.

The City will only review Statements of Qualifications received from those firms that acquire the Request for 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.

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, XXXXXX, 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: XXXXXXX, 2026
XXXXXXX, 2026

REQUESTS FOR QUALIFICATIONS FOR DESIGN-BUILD AND PROFESSIONAL SERVICES FOR THE DESIGN AND INSTALLATION OF A CUSTOM PLAYGROUND.

Issued by: City of Medina, Ohio

Response Due Date: XXXXXX, 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 (RFQ) requirements.

II. PROJECT INTRODUCTION

The City of Medina is seeking written Requests for Qualifications (RFQ) from qualified professional playground firms for design-build and professional services to perform the design and installation of a custom playground within one of the city parks. These plans will be completed with input from the Medina City Council, City Staff, and interested citizen stakeholder groups. The primary objective is to design and construct an all-inclusive playground similar to the existing wooden playground structure currently in place at the Memorial Park located at 421 E. Homestead Street in Medina, Ohio. The new playground structure should be made mostly of recycled composite material with a woodgrain texture. The playground design should center around keeping the "FORT" theme and closely resemble the current structure while continuing to meet all current ADA standards. The City has conducted surveys and would like the selected firm to review the responses prior to completing the new design. To improve accessibility, the playground surface may consist of a combination of concrete walkways, Poured-in-Place (PIP) rubber surface, or engineered wood fiber that will be installed by the playground contractor or subcontractor once the equipment has been erected.

III. PROJECT SCOPE

The existing wooden playground structure was installed as a community-build project approximately 33 years ago and is in need of replacement. The City of Medina will remove the existing structure and grade the area for the new playground installation once a professional services agreement has been approved by the Medina City Council. Requested completion of this playground replacement project is prior to November of 2027.

IV. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must include the following information:

1. Firm Background and Qualifications:

- A brief description of the 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.
- 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-contractors, their current prequalification categories and the percentage of work to be performed by each sub-contractor.
- List the Project Manager and other key staff members, including any 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, parks department personnel, and the community.

5. Project Schedule:

- The overall approach to the project
- Work program and scope of work
- Project schedule in weeks

6. References:

- Provide at least three references from municipalities or organizations for where similar projects have been completed, including contact information.

7. Requirements for Letters of Interest

- A. Provide the information requested in the Request for Qualifications 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.

NOTE:

- 1. Consultant firms will not be reimbursed for any cost associated with the preparation of the Request for Qualifications for Professional Services to create the playground design.**
- 2. All submissions will become public records and are subject to public records requests under the Ohio Public Records Act.**

V. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- 1. Relevant Experience and Qualifications**
Demonstrated experience and technical expertise in conducting needs assessments and designing and constructing custom built commercial playgrounds.
- 2. Understanding of Project Scope**
A clear demonstration of the firms' understanding of the City's overall objectives of the playground replacement project.
- 3. Proposed Project Team**
The qualifications and experience of the project team, particularly key personnel who will be directly involved in the project.
- 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 Requests for Qualifications (RFQ) by the response due date. Based upon the RFQ 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.

This RFQ is a solicitation of qualifications only and neither the issuance of the RFQ nor the submission of qualifications shall be binding. No binding agreement shall exist with respect to the provision of services until a definitive agreement has been reached and executed between the City and the selected firm.

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, XXXXX, 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
Phone: (330) 721-4721

Late submissions will not be considered.

VIII. QUESTIONS AND CLARIFICATIONS

All questions regarding this RFQ must be submitted in writing by 5:00 PM on XXXXX, 2026 to Patrick Patton at ppatton@medinaoh.org. Responses to all questions will be provided to all RFQ packet holders by XXXXXXX, 2026.

IX. RESERVATION OF RIGHTS

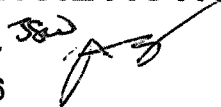
The City of Medina reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed in the best interest of the City. The City also reserves the right to request additional information or clarification from any or all proposers.

X. ANTICIPATED SCHEDULE

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

REQUEST FOR COUNCIL ACTION

No. 26-173-8/24

FROM: Jansen Wehrley 

DATE: August 17, 2026

Committee: Finance

SUBJECT: Spring Grove Cemetery Columbarium Wall Phases 4-10

SUMMARY AND BACKGROUND:

The Cemetery Department respectfully requests authorization for the mayor to enter into a design services agreement with Behnke Associates, Inc. for the design of a new 1,120-niche Columbarium Wall (Phases 4-10) at Spring Grove Cemetery.

The original columbarium at Spring Grove Cemetery was constructed in 2005 with a capacity of 120 niches, all of which have been sold. Columbarium No. 2 was constructed in 2019 and contains 120 niches, with only one niche remaining available. Columbarium No. 3 was completed in 2025, and 74 niches remain available for purchase. Cemetery staff would like to begin the design process now so that the project can be advertised, bid, and awarded in 2027.

The city received two design proposals from Behnke Associates, Inc. One for phased construction and one for a single-phase project. After reviewing the costs and benefits of both options, the Cemetery Commission voted on June 2, 2026, to proceed with the single-phase project. Constructing all phases as one project increases the overall project scale, may make the project more attractive to potential bidders, and will reduce the duration of construction-related impacts in the area surrounding the reflecting pond.

Funding for the future construction of columbarium walls is generated through niche sales. Proceeds from niche sales are distributed among the Cemetery Improvement Fund (58%), Cemetery Investment Fund (30%), and Operating Fund (12%) to support future improvements, perpetual care, and operating expenses.

The Cemetery Department is also requesting authorization to advertise, bid, and award a contract for the construction of Columbarium Phases 4-10 at Spring Grove Cemetery, contingent upon the availability of funding and final bid review.

Attached are the design proposals and a pricing spreadsheet illustrating projected niche-sale revenues and anticipated project funding. **Pending review by the law director.

Estimated cost: Design and Construction Administration- \$42,500.00

Construction Estimate- \$1,292,880.00

Suggested Funding: 821-0230-54412 (Balance is \$104,032.86)

- **NEW APPROPRIATION needed in Account No. Advance to 821-0230-54412**
- **NEW APPROPRIATION needed in Account No. 821-0230-52224**

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

May 26, 2026

Jansen Wehrley
Director of Parks, Recreation, Cemetery, and Forestry
City of Medina, Ohio
(330)721-6950
jwehrley@medinaoh.org

RE: SECOND REVISED Design Services for Columbarium Phases 4-10

Dear Jansen:

We are pleased to submit this fee proposal for the above-mentioned project. Based upon our previous efforts for similar phases, we recommend the following Scope of Work:

1. Using the attached, approved Schematic Design, we will prepare Construction Documents consisting of drawings, specifications, and bid documents. Drawings will consist of:
 - a. Layout, grading and drainage (subdrainage only, no storm lines are required) plan for the new 1,120 niche columbarium, assuming one phase of construction.
 - b. Plans and schedules for any required landscape improvements, assuming one phase of construction.
 - c. Details as required, assuming one phase of construction.
2. Bidding and awarding of work by the City of Medina.
3. Construction administration consisting of submittal review, up to three site visits, processing of change orders, review, and approval of payment applications.
4. Construction closeout consisting of punch list and completion of as-built drawings.

Services and Deliverables:

For the scope of work listed above, we will provide the following:

1. Field review and documentation of existing conditions.
2. Construction Documents including drawings, technical specifications, schedule of items and final cost estimate.
3. Site reports from site visits – up to three.
4. Punch List.
5. As-built record drawings.
6. We anticipate providing construction documents within 120 days from notice to proceed.

Information Needed:

1. The City will supply an existing conditions survey, including location of all existing burials.
2. It is assumed that a SWPPP is not required.
3. The City will provide a geotechnical report and Behnke will incorporate recommendations of same.
4. Any additional existing condition information required to complete the project will be supplied by the City of Medina.

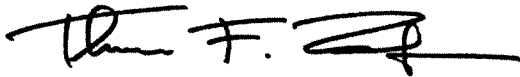
Fee:

Our professional fee for complete design for the above-described work is \$42,500 assuming all design will be completed this year. Our fee is based on the attached cost estimate including a 20% contingency. The columbarium design will match those previously installed. The entry arch design has been eliminated from the project.

Thank you for this opportunity to work with you again.

Sincerely,

BEHNKE ASSOCIATES, INC.



Thomas F. Zarfoss, FASLA
Principal Emeritus

Accepted by _____

Date _____

Title _____

Construction Cost Budget

Spring Grove Cemetery Columbarium Phases 4-10

Prepared by Behnke Landscape Architecture

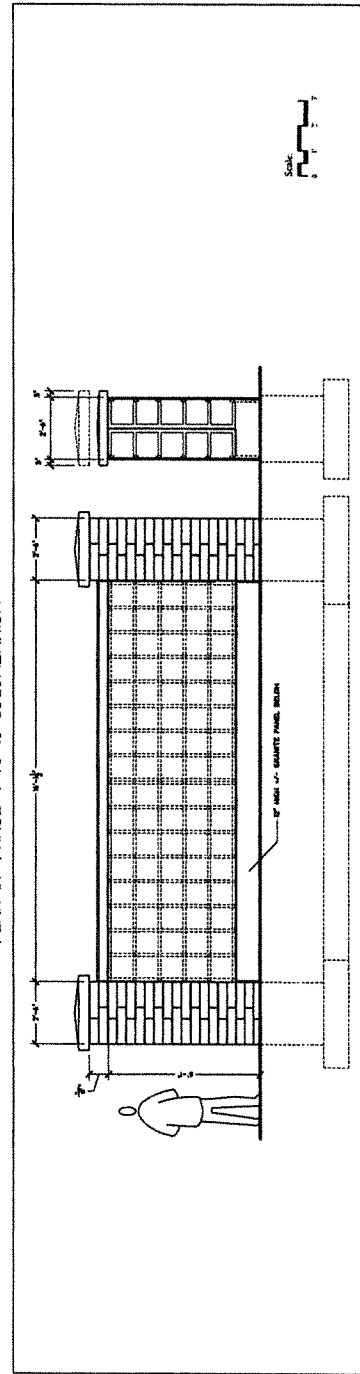
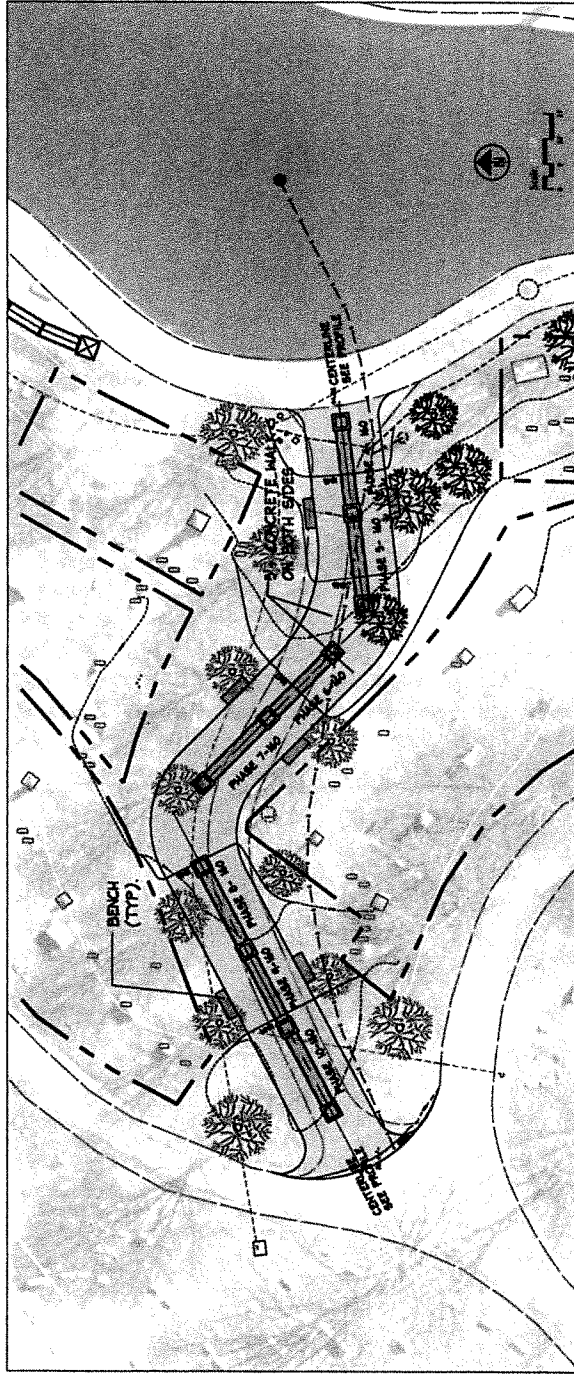
Note: This is not a guarantee of actual bid prices.

5/26/2026

#	ITEM	QUAN	UNIT	UNIT COST	TOTAL
1	General Conditions Incl Fees/Permits/Etc	1	LS	\$ 25,000	\$ 25,000
2	Remove Portion of Existing Walk	1700	SF	\$ 2	\$ 3,400
3	Clear Trees	9	EA	\$ 600	\$ 5,400
4	Excavation and Grading	1	LS	\$ 15,000	\$ 15,000
5	Relocate Electric	120	LF	\$ 40	\$ 4,800
6	Relocate Water	190	LF	\$ 50	\$ 9,500
7	Relocate Storm	80	LF	\$ 60	\$ 4,800
8	Catch Basin	2	EA	\$ 5,000	\$ 10,000
7	Valve Boxes	1	LS	\$ 5,000	\$ 5,000
8	5" Concrete Pavement	2500	SF	\$ 30	\$ 75,000
9	Concrete Foundation/Wall	105	CY	\$ 1,100	\$ 115,500
10	Site Furnishings - Benches by others	6	EA	\$ -	\$ -
11	Columbarium (Niches, Covers, Copings, Stone Veneer)	1120	EA	\$ 700	\$ 784,000
12	4" Perforated Subdrain	400	LF	\$ 25	\$ 10,000
13	Topsoil/Seed Disturbed Areas	1	LS	\$ 10,000	\$ 10,000
				Subtotal	\$ 1,077,400
				20% Construction Contingency	\$ 215,480
				Total	\$ 1,292,880

NOTE: ALL COSTS ASSUME 2026 CONSTRUCTION. IF PHASES ARE BUILT IN SUBSEQUENT YEARS THEN ALL COSTS NEED TO BE INFLATED.

PLAN OF PHASE 4 TO 10 COLUMBARIUM



ELEVATION AND CROSS-SECTION OF COLUMBARIUM

SD-1
 REV.

Columbarium Phases 4 & 5
 (and Beyond)
 Spring Grove Cemetery
 Medina, OH

DATE	DESCRIPTION	BY	CHKD
10/1/10	REVISED	XXX	XXX
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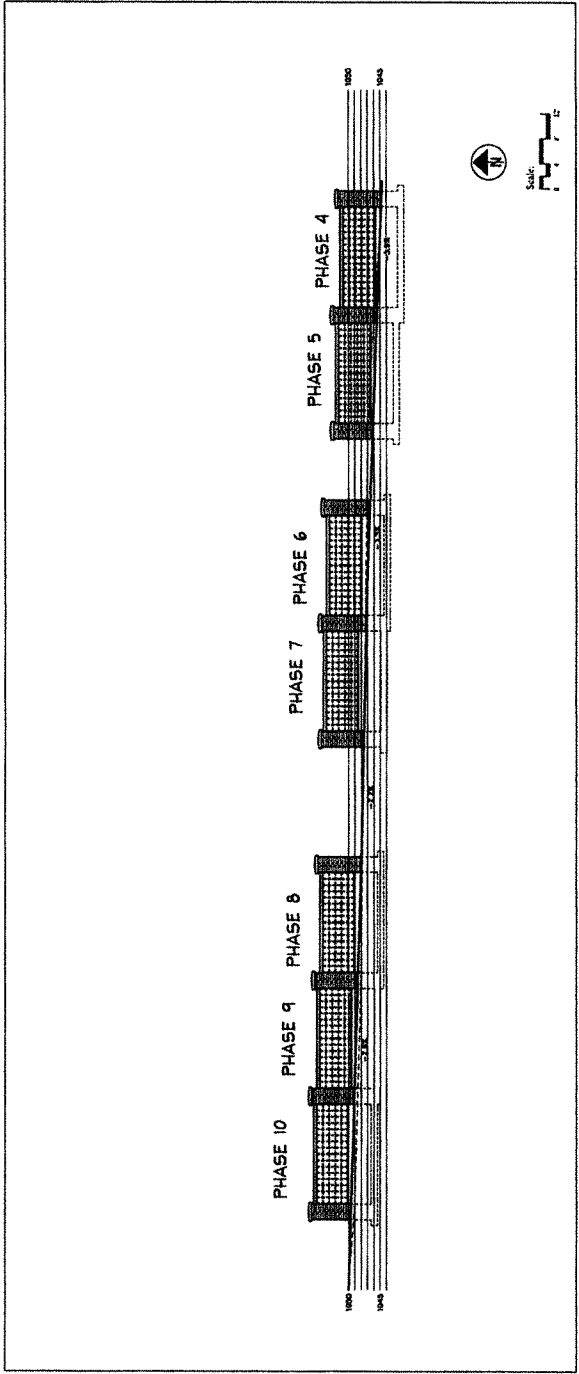
Client:

Contract:

Columbarium Phases 4 & 5
 (and Beyond)
 Spring Grove Cemetery
 Medino, OH

Drawn by	Checked by
Scale	
North Arrow	
Legend	
Notes	

SD-2
 REV



PROFILE OF PHASE 4 TO 10 COLUMBARIUM

May 26, 2026

Jansen Wehrley
Director of Parks, Recreation, Cemetery, and Forestry
City of Medina, Ohio
(330)721-6950
jwehrley@medinaoh.org

RE: REVISED Design Services for Three Phases of Columbarium: 4/5, 6/7, 8-10

Dear Jansen:

We are pleased to submit this fee proposal for the above-mentioned project. Based upon our previous efforts for similar phases, we recommend the following Scope of Work:

1. Using the attached, approved Schematic Design, we will prepare Construction Documents consisting of drawings, specifications, and bid documents. Drawings will consist of:
 - a. Layout, grading and drainage (subdrainage only, no storm lines are required) plan for the new columbarium, assuming three phases of design.
 - b. Plans and schedules for any required landscape improvements, assuming three phases of design.
 - c. Details as required, assuming three phases of design.
2. Bidding and awarding of work by the City of Medina.
3. Construction administration consisting of submittal review, up to three site visits, processing of change orders, review, and approval of payment applications, assuming three phases of design.
4. Construction closeout consisting of punch list and completion of as-built drawings, assuming three phases of design.

Services and Deliverables:

For the scope of work listed above, we will provide the following:

1. Field review and documentation of existing conditions.
2. Construction Documents including drawings, technical specifications, schedule of items and final cost estimate.
3. Site reports from site visits – up to three.
4. Punch List.

5. As-built record drawings.
6. We anticipate providing construction documents within 60 days from notice to proceed.

Information Needed:

1. The City will supply an existing conditions survey, including location of all existing burials.
2. It is assumed that a SWPPP is not required.
3. The City will provide a geotechnical report and Behnke will incorporate recommendations of same.
4. Any additional existing condition information required to complete the project will be supplied by the City of Medina.

Fee:

Our professional fees for complete design for Columbarium by phase is as follows:

Phase 4/5: \$24,500 assuming 2026 design year

Phase 6/7: \$24,500 assuming 2027 design year

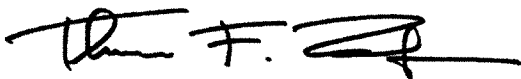
Phase 8-10: \$37,500 assuming 2028 design year

Our fees are based on the attached cost estimate including a 20% contingency. The columbarium design will match those previously installed. Design of the entry arch has been eliminated.

Thank you for this opportunity to work with you again.

Sincerely,

BEHNKE ASSOCIATES, INC.



Thomas F. Zarfoss, FASLA
Principal Emeritus

Accepted by _____ Date _____

Title _____

Construction Cost Budget

Spring Grove Cemetery Columbarium Phases 4/5, 6/7, 8-10

Prepared by Behnke Landscape Architecture

Note: This is not a guarantee of actual bid prices.

5/26/2026

Columbarium Phase 4 /5 with changes required to 80'+/- of existing walk to accommodate it:

#	ITEM	QUAN	UNIT	UNIT COST	TOTAL
1	General Conditions Incl Fees/Permits/Etc	1	LS	\$ 15,000	\$ 15,000
2	Remove Portion of Existing Walk	800	SF	\$ 2	\$ 1,600
3	Clear Trees	3	EA	\$ 800	\$ 2,400
4	Excavation and Grading	1	LS	\$ 6,000	\$ 6,000
5	Relocate Electric	80	LF	\$ 40	\$ 3,200
6	Relocate Water	100	LF	\$ 50	\$ 5,000
7	Valve Boxes	1	LS	\$ 3,000	\$ 3,000
8	5" Concrete Pavement	1200	SF	\$ 35	\$ 42,000
9	Concrete Foundation/Wall	30	CY	\$ 1,200	\$ 36,000
10	Site Furnishings - Benches by others	2	EA	\$ -	\$ -
11	Columbarium (Niches, Covers, Copings, Stone Veneer)	320	EA	\$ 750	\$ 240,000
12	4" Perforated Subdrain	200	LF	\$ 25	\$ 5,000
13	Topsoil/Seed Disturbed Areas	1	LS	\$ 5,000	\$ 5,000
Subtotal					\$ 364,200
20% Construction Contingency					\$ 72,840
Total					\$ 437,040

Columbarium Phase 6 /7 with changes required to 40'+/- of existing walk to accommodate it:

#	ITEM	QUAN	UNIT	UNIT COST	TOTAL
1	General Conditions Incl Fees/Permits/Etc	1	LS	\$ 15,000	\$ 15,000
2	Remove Portion of Existing Walk	300	SF	\$ 2	\$ 600
3	Clear Trees	3	EA	\$ 800	\$ 2,400
4	Excavation and Grading	1	LS	\$ 6,000	\$ 6,000
6	Relocate Water	80	LF	\$ 50	\$ 4,000
7	Relocate Storm	80	LF	\$ 60	\$ 4,800
8	Catch Basin	2	EA	\$ 5,000	\$ 10,000
9	5" Concrete Pavement	600	SF	\$ 35	\$ 21,000
10	Concrete Foundation/Wall	30	CY	\$ 1,200	\$ 36,000
11	Site Furnishings - Benches by others	2	EA	\$ -	\$ -
12	Columbarium (Niches, Covers, Copings, Stone Veneer)	320	EA	\$ 750	\$ 240,000
13	4" Perforated Subdrain	100	LF	\$ 25	\$ 2,500
14	Topsoil/Seed Disturbed Areas	1	LS	\$ 5,000	\$ 5,000
Subtotal					\$ 347,300
20% Construction Contingency					\$ 69,460
Total					\$ 416,760

Construction Cost Budget

Spring Grove Cemetery Columbarium Phases 4/5, 6/7, 8-10

Prepared by Behnke Landscape Architecture

Note: This is not a guarantee of actual bid prices.

5/26/2026

Columbarium Phase 8-10 with changes required to 70'+/- of existing walk to accommodate it:

#	ITEM	QUAN	UNIT	UNIT COST	TOTAL
1	General Conditions Incl Fees/Permits/Etc	1	LS	\$ 20,000	\$ 20,000
2	Remove Portion of Existing Walk	700	SF	\$ 2	\$ 1,400
3	Clear Trees	3	EA	\$ 800	\$ 2,400
4	Excavation and Grading	1	LS	\$ 6,000	\$ 6,000
5	Relocate Electric	40	LF	\$ 40	\$ 1,600
6	Valve Boxes	1	LS	\$ 3,000	\$ 3,000
7	Relocate Water	80	LF	\$ 50	\$ 4,000
8	5" Concrete Pavement	900	SF	\$ 35	\$ 31,500
9	Concrete Foundation/Wall	45	CY	\$ 1,200	\$ 54,000
10	Site Furnishings - Benches by others	2	EA	\$ -	\$ -
11	Columbarium (Niches, Covers, Copings, Stone Veneer)	480	EA	\$ 750	\$ 360,000
12	4" Perforated Subdrain	200	LF	\$ 25	\$ 5,000
13	Topsoil/Seed Disturbed Areas	1	LS	\$ 5,000	\$ 5,000
				Subtotal	\$ 493,900
				20% Construction Contingency	\$ 98,780
				Total	\$ 592,680

NOTE: ALL COSTS ASSUME 2026 CONSTRUCTION. IF PHASES ARE BUILT IN SUBSEQUENT YEARS THEN ALL COSTS NEED TO BE INFLATED.

(and Beyond)
Spring Grove Cemetery

Drawn by _____ Checked by _____

Drawn by _____ Checked by _____



PROFILE OF PHASE 4 TO 10 COLUMBARIUM

belinke
IMB/CAS ARCHITECTURE
1216 West Elm Street
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T 216.286.9326 F 216.286.9260
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CLBM-3	WITH	CHANGED %	TO	58%	30%	12%	
ROWS	PRICES	# OF NICHES	TOTAL				TOTAL
TOP	\$3,250.00	40	\$130,000.00	\$75,400.00	\$39,000.00	\$15,600.00	\$130,000.00
MIDDLE	\$2,750.00	40	\$110,000.00	\$63,800.00	\$33,000.00	\$13,200.00	\$110,000.00
BOTTOM	\$2,250.00	40	\$90,000.00	\$52,200.00	\$27,000.00	\$10,800.00	\$90,000.00
			\$330,000.00	\$191,400.00	\$99,000.00	\$39,600.00	\$330,000.00
Administrative fee- Niche sell back							\$250.00
Charge for niche cover replacement, as applicable:							\$600.00
OPEN CLOSE FEE	\$350.00	120					\$42,000.00
To recover funds lost on second wall							

CLBM-4-10 Proposed	WITH	CHANGED %	TO	58%	30%	12%	
ROWS	PRICES	# OF NICHES	TOTAL				TOTAL
TOP	\$3,250.00	224	\$728,000.00	\$422,240.00	\$218,400.00	\$87,360.00	\$728,000.00
MIDDLE	\$2,750.00	224	\$616,000.00	\$357,280.00	\$184,800.00	\$73,920.00	\$616,000.00
MIDDLE	\$2,750.00	224	\$616,000.00	\$357,280.00	\$184,800.00	\$73,920.00	\$616,000.00
MIDDLE	\$2,750.00	224	\$616,000.00	\$357,280.00	\$184,800.00	\$73,920.00	\$616,000.00
BOTTOM	\$2,250.00	224	\$504,000.00	\$292,320.00	\$151,200.00	\$60,480.00	\$504,000.00
			\$3,080,000.00	\$1,786,400.00	\$924,000.00	\$369,600.00	\$3,080,000.00
Administrative fee- Niche sell back							\$250.00
Charge for niche cover replacement, as applicable:							\$600.00
OPEN CLOSE FEE	\$350.00	1120					\$392,000.00
						TOTAL AMOUN	\$3,472,000.00