

ORDINANCE NO. 151-26

AN ORDINANCE AUTHORIZING 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.

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

- SEC. 1:** That the Mayor is hereby authorized and directed to execute a 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.
- SEC. 2:** That the funds to cover the agreement in the estimated amount of \$42,500.00 are available in Account No. 821-0230-54412.
- SEC. 3:** That a copy of the Agreement is marked Exhibit A, attached hereto and incorporated herein.
- SEC. 4:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 5:** That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: September 28, 2026

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: September 28, 2026

SIGNED: James A. Shields
Mayor

May 26, 2026

ORD. 151.26
Exh. A

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.

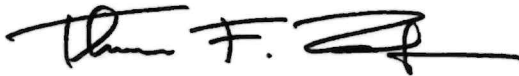
Fee:

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


JAMES A. SHIELDS

Date

9/20/2026

Title

Mayor, City of Medina