

FINANCE COMMITTEE AGENDA

September 8, 2025

Finance Committee (5:30 p.m.)

1. Assignment of Requests for Council Action
2. 25-172-8/25 – Medina Meow Fix Funding Request
3. 25-174-9/8 – Budget Amendments
 - a. #2025-033
 - b. #2025-034
 - c. #2025-035
4. 25-175-9/8 – Task Order #2 – Delta Airport Consultants
5. 25-176-9/8 – Accept Easements for Prospect Street Bridge
6. 25-177-9/8 – Accept Donations – MCRC
7. 25-178-9/8 – RFP's – Drug Screen & Related Professional Services
8. 25-179-9/8 – Purchase two (2) Pick-Up Trucks – Street Dept.
9. 25-180-9/8 – Increase P.O. #2025-338 – Dynamerican – Public Bldgs.
10. Executive Session: (collective bargaining negotiations/land acquisition)

REQUESTS FOR COUNCIL ACTION/DISCUSSION

Finance Committee

- 25-174-9/8 – Budget Amendments
- 25-175-9/8 – Task Order #2 – Delta Airport Consultants
- 25-176-9/8 – Accepting Easements – Prospect St. Bridge
- 25-177-9/8 – Accept Donations – MCRC
- 25-178-9/8 – RFP's – Drug Screen & Related Services
- 25-179-9/8 – Purchase two (2) Ford Pick Up Trucks – Street Dept.
- 25-180-9/8 – Increase P.O. #2025-338 – Dynamerican – Public Buildings

9/8/25

REQUEST FOR COUNCIL ACTION

From: Keri Huff, Medina Meow Fix

No. RCA 25-172-8/25

Date: August 19, 2025

Committee: Finance

Subject: Medina Meow Fix Funding Request

Summary and background:

Keri Huff contacted Mr. Coyne noting that Medina Meow Fix has used the last of the previous funding received from the City of Medina in 2023 that was being distributed to them through the SPCA. They would like to request an additional \$2,500:00 to be distributed by their accountant/attorney.
\$5,000

See attached for more information.

Bookkeeper - invoices - Sept 2023 \$5,000 Send last batch of invoices to SPCA
end of funding for city limits.
Trapping yesterday on N. Harmony
4,000 cats total put through program.
= factories + dumping grounds. Brookdale Trailer Park
Some monthly donors + fundraising.
Coyne/Huber - Should keep giving \$ through SPCA.

Estimated Cost:

Suggested Funding:

Sufficient Funds in Account: 001-0707-52215

Transfer Needed From:

To:

New Appropriation Needed into Account:

Emergency Clause Requested: Yes ____ No ____

Reason:

COUNCIL USE ONLY:

Committee Recommendation:

8/25/25 Hold - revisit next mtg.

Ord./Res.:

Date:

Kathy Patton

From: John Coyne
Sent: Tuesday, August 19, 2025 11:35 AM
To: Keri Huff; Kathy Patton
Cc: Jim Shields
Subject: Re: Medina Meow Fix

Follow Up Flag: Follow up
Flag Status: Flagged

Keri thanks for email we can put in a Request For Council Action to put in front of council I would ask if you could break out what animals were helped in Medina City as that is real all we can fund as we are using City taxpayer dollars do you have list that shows where animals can from? Let me know thx

Kathy can you set up RCA? Thx

Sent from my iPhone

> On Aug 19, 2025, at 11:23 AM, Keri Huff <kerihorses20@gmail.com> wrote:

>

> Hi John and Jim,

> Medina Meow Fix has completed the usage of Medina City funds. As you know the Medina SPCA held those funds.

> We were wondering if Julie and I could meet with council or how we can go about applying for funds.

> The last time we applied Bill Lamb tried to push through \$5,000 we were granted ~~\$2500~~ with \$500 going to the SPCA for accounting. *5,000 (see Ord 122-23 attached)*

> We actually have an accountant/ attorney on our team that helps with our accounting and we have kept track of all of our billing's, donations etc... over the last 4 years.

> We have been applying for Grants and as we have stayed smaller scale they are few but we keep applying.

> We do have several monthly donors which helps us help many people and animals and we are incredibly diligent on how our funds are used.

> Our barn program has been highly successful and we have partnered very well with the Medina SPCA to place unadoptable animals.

> We have been working with Kitten Crazy, WCH and many groups to place un adoptable animals to prevent euthanasia. Our education has been widely accepted and we have been providing flea medicine, wormer and kibble to support colonies we have TNR'D. We want healthy animals in our community, we also want to assist the individuals who feed these animals, clean feeding areas and watch over the colonies.

> This has been a huge undertaking, we are very close to 4,000 cats helped in 4 years.

>

> What we would like to ask is \$2500 given to MMF so we can process the funds as per contract ourselves. We would give you all accountability, receipts and location.

> This would be city only as always.

>

> Would you please let us know when Julie and I may come in to have a conversation?

>

> With advanced thanks,

>

> Keri

>

>

ORDINANCE NO. 122-23

AN ORDINANCE AUTHORIZING THE EXPENDITURE OF \$5,000.00 TO THE MEDINA COUNTY SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS (SPCA) FOR THE MEDINA MEOW FIX TRAP NEUTER AND RELEASE PROGRAM.

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

- SEC. 1:** That the expenditure of \$5,000.00 to the Medina County Society for the Prevention of Cruelty to Animals (SPCA) for the Medina Meow Fix (501c3) Trap, Neuter and Release Program, is hereby authorized.
- SEC. 2:** That the monies being expended allow for a ten percent (10%) administration fee to be paid to the Medina County Society for the Prevention of Cruelty to Animals (SPCA).
- SEC. 3:** That in accordance with Ohio Revised Code §5705.41(D), at the time that the contract or order was made and at the time of execution of the Finance Director's certificate, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance.
- SEC. 4:** That the funds to cover this expenditure, in the amount of \$5,000.00, are available in Account No. 001-0707-52215.
- SEC. 5:** 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. 6:** That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: August 28, 2023

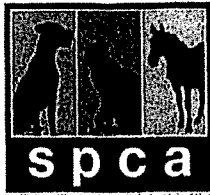
SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: August 29, 2023

SIGNED: Dennis Hanwell
Mayor

11525



MEDINA COUNTY SPCA
8790 Guilford Road
Seville OH 44273

330-723-7722

Invoice

Date	Invoice #
9/1/2023	090123

Bill To
City of Medina 132 N Elmwood Medina, OH 44256

Description	Qty	Rate	Amount
Medina Meow Fix Trap/Neuter/Release Program		4,500.00	4,500.00
Medina County SPCA Administrative Fee		500.00	500.00
Balance Due			\$5,000.00

PO# 2023-1561 Line # 1
 Partial Complete ☒
 Date: 9/5/23
 Approved:

Kathy Patton

RCA 25-172-8/25

From: Julie Pflaum <jcpflaum@yahoo.com>
Sent: Monday, August 25, 2025 3:25 PM
To: Kathy Patton
Cc: Keri Huff
Subject: Re: Medina Meow Fix

Thank you all!

I was able to piece this all together and we pulled the checks deposited from the SPCA since 10/2023.

Now I understand where we are.

Thank you!

See you this evening!

Sent from my iPhone

On Aug 25, 2025, at 3:00 PM, Kathy Patton <kpatton@medinaoh.org> wrote:

Hi Keri,

Sorry, your email got lost in the shuffle today. Just bring everything you have to the meeting and you can give me a copy. The time is set for 6:00 p.m. See you then!

Kathy

From: Keri Huff <kerihorses20@gmail.com>
Sent: Thursday, August 21, 2025 1:11 PM
To: Kathy Patton <kpatton@medinaoh.org>; Julie Pflaum <jcpflaum@yahoo.com>
Cc: John Coyne <jcoyne@medinaoh.org>; Jim Shields <jshields@medinaoh.org>; Teresa Knox <tknox@medinaoh.org>
Subject: Re: Medina Meow Fix

Thank you Kathy,

I don't know why I thought \$2500!! The \$5000 - 10 percent. This lasted us two years, which was amazing!!

This is going to Julie as well. Julie does the records for Medina Meow Fix then they move to our accountant. She will have everything printed out and brought in for Monday. The SPCA is cutting us our last check.

Do you want a copy of every invoice going back 2 years? I believe Paul went through the last batch in 24. The batch we have this time is from the last quarter of 2024 up until August 2025. We can provide those statements

We also have all of the geographic location, Name, address, Date of service for each client involved over the last two years. This will be provided.

This program has been wonderful for Medina city residents.

We will have all of this outlined.

Thank you,
Keri

On Wed, Aug 20, 2025 at 10:30 AM Kathy Patton <kpatton@medinaoh.org> wrote:

Keri,

Also, wanted to let you know Council approved \$5,000 the last time in 2023, see attached Ord. 122-23.

Speaking for John and Jim, I think they would like the information when you come in but if you have it now, feel free to send it to me and I can include it with your request. **Make sure to "reply all" if you do!**

I will get back to you a little later today on the time for Monday.

Thank you,

Kathy

From: Keri Huff <kerihorses20@gmail.com>
Sent: Wednesday, August 20, 2025 9:55 AM
To: Kathy Patton <kpatton@medinaoh.org>
Subject: Re: Medina Meow Fix

Of course. We know it's only Medina City. We can have all of that information for you now or when we come in? The monies are only used as per the contracted agreement and within city limits.

Last year it was difficult due to shipping cats an hour away because Medina had no TNR vet. We are utilizing both clinics this year.

We can provide all information, receipts you need.

Right now we have a plethora of city cats again on North Harmony.

The amount of funding seems to last us a good 12-18 months and 2500 will TNR 42 cats at our mission possible price of 60.00 a cat. This includes their spay/ neuter, a rabies vaccine, an FVRCP vaccine, flea and wormer meds.

We will cover anything above this rate.

This is the basic package.

We can cover euthanasia, illness and antibiotics. Also intake fees for friendly city cats.

After 4 years of doing this I have learned a great deal! My background was horses and learning cats and getting educated in illness, illness control, education and management, especially "why" they are outdoors to begin with has been extremely complex. More than I thought!

I feel we have always and will continue to put our city first with all trapping and help needs.

Thank you for always supporting us!!

Keri

On Tue, Aug 19, 2025 at 11:40 AM Kathy Patton <kpatton@medinaoh.org> wrote:

Yes I will. Do you want it for Monday 8/25? Keri are you available that evening? It would be at the Finance Meeting which would likely begin at 6:00 but may be earlier due to a large agenda. I can let you know actual time tomorrow.

Kathy

-----Original Message-----

From: John Coyne <jcoyne@medinaoh.org>

Sent: Tuesday, August 19, 2025 11:35 AM

To: Keri Huff <kerihorses20@gmail.com>; Kathy Patton <kpatton@medinaoh.org>

Cc: Jim Shields <shieldsj@medinabees.org>

Subject: Re: Medina Meow Fix

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Other Funding Sources

- Online Fundraisers
 - Mayday for Meows (5/2025) - \$5,614
 - Browns & Journey Draft Party (4/2025) - \$175
 - Cleveland Browns vs. Miami Dolphins Draft Room Experience (12/2024) - \$1,055
 - Fall Fix'em Fundraiser (10/2024) - \$3,663
 - Cleveland Browns Pre-Season Game Tickets (7/2024) - \$1,540
 - Medina Meowza Raffle (10/2023) - \$3,351
- Monthly Donors
 - William Post Trust - \$600
 - Anonymous Medina County Donor - \$50
 - Anonymous Medina City Donor - \$25
 - Anonymous Bath Township Donor - \$25
- Grants - We have since brought in Beth Ewing (SPCA) to help with grant writing and this is a work in progress.
- While we do not receive funding from other municipalities, we do provide support to Rittman/Wayne County. This is largely due to the dedication of City Director, Bobbie Beshara, who works tirelessly on behalf of the city's feral cat population. She consistently goes out of her way to promote our work and advocates for additional funding toward TNR efforts. Her support is not something we commonly encounter, and it highlights the value of continued education and collaboration. Having a city manager like her in Wayne County is truly remarkable.

Kathy Patton

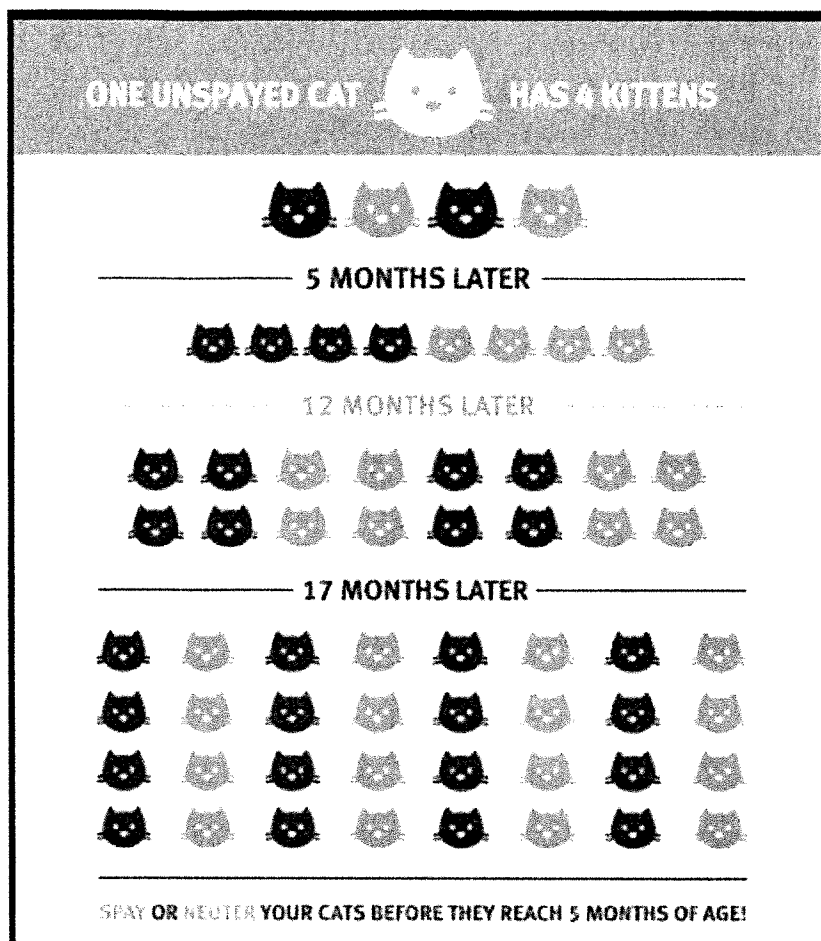
From: Julie Pflaum <jcpflaum@yahoo.com>
Sent: Wednesday, August 27, 2025 12:47 PM
To: Kathy Patton; Keri Huff; John Coyne; Chet Simmons; Dennie Simpson; Regina Haire; Jim Shields; Paul Rose; Natalie Harjar-DiSalvo
Subject: Medina Meow Fix Financial Meeting Followup Documents
Attachments: Finance Meeting Documents 8_27_2025.pdf

Good Afternoon,

Thank you for your time and patience as we compile this formal request for an additional \$5,000 to continue our efforts within the city for the next 2 years.

We're getting a lot of positive feedback in response to the article from Monday's meeting and we're encouraging city residents to reach out to council to convey their experience and the importance of this work. With an increase in community support and education, we are seeing residents take a more active role in the well-being of these cats however we're seeing abandonment rates at an all-time high right now. We've never seen anything like it. While our request is considered, I'd like to include the visual below to depict just how quickly things can come "undone" given female cats can get pregnant as young as 4 months.

Thank you for your time and consideration.



Attached is a document listing:

- Intake Numbers and Dates for Stray/Feral Cats TNRd with associated addresses within city limits.
- Invoice Numbers that are compiled and sent to SPCA for reimbursement for TNR costs only.
- Checks cut by SPCA **excluding** the final check in progress for the remaining balance per Rachel Batten, Humane Agent.

Intake #	Intake Date	Owner/Signer Name:	Address	City/Twp	Invoice#	Note
23MED86	10/30/2023	Gracey Burger	10 Lasalle	Medina City	2118165	
23MED87	11/1/2023	Ruth Prater	234 N. Harmony St.	Medina City	2118165	
23MED88	11/5/2023	Ruth Prater	234 N. Harmony St.	Medina City	2125946	
23MED89	11/6/2023	Tru Fit	460 Lake Road	Medina City	2125946	
23MED90	11/6/2023	Tru Fit	460 Lake Road	Medina City	2125946	
23MED91	11/6/2023	Tru Fit	460 Lake Road	Medina City	2125946	
23MED92	11/7/2023	Ruth Prater	234 N. Harmony St.	Medina City	2125946	
23MED93	11/12/2023	Tru Fit	460 Lake Road	Medina City	2125946	
23MED94	11/12/2023	Tru Fit	460 Lake Road	Medina City	2125946	
23MED95	11/12/2023	Tru Fit	460 Lake Road	Medina City	2125946	
23MED96	11/12/2023	Tru Fit	460 Lake Road	Medina City	2125946	
23MED97	11/12/2023	Tru Fit	460 Lake Road	Medina City	2125946	
23MED98	11/17/2023	Karen Mains	270 Montview Drive	Medina City	2125946	
23MED99	11/17/2023	Karen Mains	270 Montview Drive	Medina City	2125946	
23MED100	11/17/2023	Karen Mains	270 Montview Drive	Medina City	2132906	
23MED101	11/17/2023	Karen Mains	270 Montview Drive	Medina City	2132906	
23MED102	11/17/2023	Karen Mains	270 Montview Drive	Medina City	2125946	
23MED103	11/17/2023	Karen Mains	270 Montview Drive	Medina City	2132906	
23MED104	11/17/2023	Karen Mains	270 Montview Drive	Medina City	2125946	
23MED105	11/14/2023	Ruth Prater	234 N. Harmony St.	Medina City	2125946	
23MED106	11/15/2023	Ruth Prater	234 N. Harmony St.	Medina City	2125946	
23MED107	11/19/2023	Tammie McCort	322 N. Harmony St.	Medina City	2125946	
23MED108	11/19/2023	Tammie McCort	322 N. Harmony St.	Medina City	2125946	
23MED109	11/19/2023	Tammie McCort	322 N. Harmony St.	Medina City	2125946	
23MED112	12/1/2023	Tru Fit	460 Lake Road	Medina City	2125946	
23MED113	12/4/2023	Linda Long	1268 Joshua Way	Medina City	2128240	
23MED114	12/5/2023	Susan Chaplin	627 South Court Street	Medina City	2128061	
23MED115	12/5/2023	Susan Chaplin	627 South Court Street	Medina City	2128061	
23MED116	12/6/2023	Susan Chaplin	627 South Court Street	Medina City	2128061	
23MED117	12/11/2023	Ruth Prater	234 N. Harmony St.	Medina City	2129763	
23MED118	12/11/2023	Laurie Beane	233 W North	Medina City	2129763	
23MED119	12/12/2023	Ruth Prater	234 N. Harmony St.	Medina City	2129763	
23MED120	12/13/2023	Susan Chaplin	627 South Court Street	Medina City	2129763	

23MED126	12/25/2023	Karen Mains	270 Montview Drive	Medina City	2132906	
23MED127	12/25/2023	Karen Mains	270 Montview Drive	Medina City	2132906	
24MED1	1/2/2024	Laurie Beane	233 W North	Medina City	2134039	First St
24MED2	1/2/2024	Julie Pflaum	635 N Court	Medina City	2134039	
24MED3	1/10/2024	Christopher Salmonski	355 Lake Road	Medina City	2136124	
24MED4	1/9/2024	Christopher Salmonski	355 Lake Road	Medina City	2136124	
24MED5	1/9/2024	Christopher Salmonski	355 Lake Road	Medina City	2136124	
24MED6	1/16/2024	Beth Draganic	1212 Dover Dr.	Medina City	2140315	
24MED8	1/28/2024	Bradway Rogers	1093 Dover Dr.	Medina City	2140315	
24MED9	2/12/2024	Julie Pflaum	635 N Court	Medina City	2149617	
24MED10	2/13/2024	Julie Pflaum	635 N Court	Medina City	2149617	
24MED12	3/18/2024	Rob Harvey	993 Chadwick Ln.	Medina City	2156965	
24MED13	3/25/2024	Nadine Icke	310 Jackson	Medina City	2156965	
24MED14	3/25/2024	Nadine Icke	310 Jackson	Medina City	2156965	
24MED16	4/20/2024	Kathy Anthony	328 E. Washington	Medina City	2164794	
24MED17	4/21/2024	Kathy Anthony	328 E. Washington	Medina City	2164794	
24MED18	4/21/2024	Kathy Anthony	328 E. Washington	Medina City	2164794	
24MED19	4/22/2024	Kathy Anthony	328 E. Washington	Medina City	2164794	
24MED20	4/22/2024	Kathy Anthony	328 E. Washington	Medina City	2164794	
24MED21	4/29/2024	Kathy Anthony	328 E. Washington	Medina City	2167168	
24MED22	5/30/2024	Taylor Bash	Huntington Woods Apt	Medina City	2174654	
24MED23	5/30/2024	Taylor Bash	Huntington Woods Apt	Medina City	2174654	
24MED26	5/31/2024	Taylor Bash	Huntington Woods Apt	Medina City	2174808	
24MED50	8/29/2024	Melissa Campbell	94 Highpoint Drive Unit 38	Medina City	24-3708	
24MED51	8/29/2024	Melissa Campbell	94 Highpoint Drive Unit 38	Medina City	24-3709	
24MED52	8/29/2024	Melissa Campbell	94 Highpoint Drive Unit 38	Medina City	24-3710	
24MED53	8/29/2024	Melissa Campbell	94 Highpoint Drive Unit 38	Medina City	24-3697	
24MED59	9/23/2024	Julie Pflaum	635 N Court St.	Medina City	2210897	
24MED60	10/7/2024	Samantha Harper	438 Abbeyville Rd	Medina	2215280	
24MED64	10/13/2024	Melissa Athens	978 Cloverdale Ave.	Medina City	2217280	
24MED65	10/16/2024	Melissa Athens	978 Cloverdale Ave.	Medina City	2217280	
24MED66	11/10/2024	Jessica Smith	330 N Court St	Medina City	2225944	
24MED67	11/11/2024	Russ Fanello	918 Laurel Glens Dr.	Medina City	2225944	

[illegible]

Batch Number
(Finance use only)
Batch Posted?

RCA Number
(Council use only)

RCA 25-174-9/8

2025-033 Finan

NO.
(Finance use only)

REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT
(CHECK ONE)

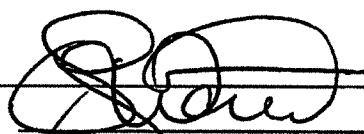
ADMINISTRATIVE
FINANCE COMMITTEE
COUNCIL

X
X

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS
		107-0110-53313	Operating Supplies	\$50,000.00		X
			Total increases to fund:			
			Total reductions to fund:			
			Total transfers within fund:			

EXPLANATION: Accept donation from The Park Foundation

DEPARTMENT HEAD:


Larry Walters, Chief

DATE: 8-20-25

MAYOR'S APPROVAL:
(WHEN NECESSARY)

DATE: _____

COUNCIL/COMMITTEE ACTION:

APPROVED:

DENIED:

RETURNED FOR EXPLANATION:

RETURNED TO USE EXISTING ACCOUNT FUNDS:

ORD. NO. 149-25

CLERK OF COUNCIL/DATE

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

RCA Number RCA 25-174-9/8
(Council use only) 2025-034 Finance

2025-034

Finance

NO. 2023-010
(Finance use only)

ADMINISTRATIVE
FINANCE COMMITTEE
COUNCIL

$\frac{1}{2}$
X
Y

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS	REASON
		106-0101-53315	Tools & Minor Equipment	100.00		X	Donation
			Total increases to fund:				
			Total reductions to fund:				
			Total transfers within fund:				

EXPLANATION:

Appropriate donation to tools and minor equipment.

DEPARTMENT HEAD:

DATE: 8/28/2025

MAYOR'S APPROVAL:
(WHEN NECESSARY)

DATE: _____

COUNCIL/COMMITTEE ACTION:

APPROVED:

DENIED:

RETURNED FOR EXPLANATION:

RETURNED TO USE EXISTING ACCOUNT FUNDS:

ORD. NO. 149.25

CLERK OF COUNCIL/DATE

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

RCA Number RCA 25-174-9/8
(Council use only) Finance

NO. 2025-035

ADMINISTRATIVE
FINANCE COMMITTEE
COUNCIL

X

[illegible]

Accept check #48489 from Mini Melts of America, Inc. revenue sharing from ice cream vending machine at Fred Greenwood Park.



DATE: 8/28/25

DoHannell

8-29-25

APPROVED:

DENIED:

RETURNED FOR EXPLANATION:

RETURNED TO USE EXISTING ACCOUNT FUNDS:

ORD. NO. 149-25

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

REQUEST FOR COUNCIL ACTION

NO. RCA 25-175-9/8

FROM: Greg Huber, Patrick Patton

DATE: August 29, 2025

COMMITTEE

REFERRAL: Finance

SUBJECT: Delta Airport Consultants Task Order #2– Airport DBE Program & Goal

In 2024 City Council approved Ordinance 86-24 which authorized a professional services agreement with Delta Airport Consultants, Inc. This request asks for approval of Task Order #2 for that agreement (attached). Task Order #2 is to update the airports federally required DBE Program and Goals. In order to utilize FAA funding on airport projects, the DBE program and goal must be updated every three (3) years.

Please note, this cost for this work is eligible for 95% reimbursement through a FY 2027 FAA grant. The funding breakdown for this task order is as follows:

- FAA Grant: \$12,825. (95%)
- City Match: \$ 675. (5%)
- TOTAL: \$13,500 (100%)

This request asks for Council approval to this task order, and to authorize the Mayor to sign all necessary agreements pertaining to this task order. Thank you for your consideration.

ESTIMATED COST: \$13,500

SUGGESTED FUNDING: \$12,825 in 147-0659-54413 (grant)
\$ 675 in 547-0659-54413 (City share)

Sufficient Funds in Account Number:

Transfer Needed from Account Number:

To Account Number:

New Appropriation Account Number:

Emergency Clause Requested: No
Reason:

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

TASK ORDER NO. TWO (2)
PROFESSIONAL SERVICES AGREEMENT



**DELTA AIRPORT
CONSULTANTS, INC.**

PROJECT: DBE Program and Goal Update

AIRPORT: Medina Municipal Airport

DELTA PROJECT NO.: 25053

DATE OF ISSUANCE: August 1, 2025

ATTACHMENTS: 1) Scope of Services

METHOD OF PAYMENT: Lump Sum

TASK ORDER AMOUNT: \$13,500

PROJECT DESCRIPTION: • DBE Program and Goal Update

The original Agreement for Professional Services between City of Medina (OWNER) and Delta Airport Consultants, Inc. (CONSULTANT) for Professional Services at Medina Municipal Airport dated April 22, 2024, shall govern all TASK ORDERS executed under this Agreement unless modified in writing and agreed to by CONSULTANT and OWNER.

ACCEPTED BY:

Digitally signed by Douglas E
Sander
Date: 2025.08.01 13:26:11 -04'00'

Douglas E. Sander, PE
Vice President
Delta Airport Consultants, Inc.
20545 Center Ridge Road, Suite 450
Cleveland, OH 44116

APPROVED BY:

Dennis Hanwell
Mayor
City of Medina
PO Box 703
Medina, OH 44258-0703

ATTACHMENT 1
SCOPE OF SERVICES



**DELTA AIRPORT
CONSULTANTS, INC.**

DBE Program and Goal Update
Medina Municipal Airport
Delta Project No. 25053

August 1, 2025

PHASE	DETAILED TASKS
DBE Program Assistance	DBE Plan Assistance Sub Contract Administration

MEMO



**DELTA AIRPORT
CONSULTANTS, INC.**

DATE: August 1, 2025

TO: Patrick Patton - Engineer City of Medina

CC: Greg Huber - Law Director City of Medina

FROM: Steve A Potoczak Delta Airport Consultants, Inc.

RE: Reference Information

Task Order No. Two (2)
DBE Program and Goal Update
Medina Municipal Airport

Please find attached, for your use during review, reference information and backup calculations to support the professional services fee for the above referenced project.

Reference Information:

- 1) Fee Summary
- 2) Labor Detail
- 3) Subconsultant Proposal

REFERENCE INFORMATION 1
FEE SUMMARY



**DELTA AIRPORT
CONSULTANTS, INC.**

DBE Program and Goal Update
Medina Municipal Airport
Delta Project No. 25053

August 1, 2025

FEE SUMMARY			
PROFESSIONAL SERVICES			\$3,000
<u>SUBCONSULTANTS</u>			
Ken Weeden & Associates, Inc.	DBE Consulting Services		\$9,000
<u>FIXED FEE</u>			\$1,500
LUMP SUM TOTAL:			\$13,500

REFERENCE INFORMATION 2
LABOR DETAIL



**DELTA AIRPORT
CONSULTANTS, INC.**

DBE Program and Goal Update
Medina Municipal Airport
Delta Project No. 25053

August 1, 2025

TASKS	PRIN	PM	DP	PA
DBE Plan and Goal Update	0	4	4	6

REFERENCE INFORMATION 3
SUBCONSULTANT PROPOSAL



**DELTA AIRPORT
CONSULTANTS, INC.**





**DELTA AIRPORT
CONSULTANTS, INC.**

July 28, 2025

Mr. Kevin Weeden
kevin-weeden@kwaplanning.com
Ken Weeden & Associates, Inc.
P.O. Box 3113
Wilmington, NC 28406

VIA EMAIL

Subject: Request for Proposal DBE Program and Goal Update
DBE Program and Goal Update
Medina Municipal Airport
City of Medina, Ohio
AIP No. TBD

Dear Mr. Weeden:

Delta Airport Consultants, Inc. is preparing a contract for the preparation of a Disadvantaged Business Enterprise (DBE) Program for Medina Municipal Airport in Medina, Ohio.

SCOPE OF WORK

1. Prepare the DBE program and goals methodology for the City of Medina in accordance with the requirements of 49 CFR Part 26. The major components of the program shall include, but not be limited to, the following:
 - a. Establishing overall and/or contract DBE goals through the three-step process of:
 - i. Developing a goal methodology, consistent with CFR Part 26 and acceptable to FAA Civil Rights;
 - ii. Developing a "baseline figure" for the relative availability of DBE's, using an FAA-acceptable methodology for the market area;
 - iii. Making appropriate and acceptable adjustments to the baseline figure to develop an overall goal.
 - b. Fulfilling public participation requirements, including consultation with representative minority and/or women contractor organizations.
2. Develop a proposed FY 26-28 DBE goal, in consultation with our office, using the established goal methodology.
3. Prepare a written narrative documenting the proposed DBE program and methodology, to be submitted to FAA Civil Rights on behalf of the Owner.
4. Coordinate with FAA Civil Rights regarding the review and approval of the program and methodology, including any necessary revisions.

GENERAL

5. Your proposal should include a fee schedule, estimated work hours, anticipated non-salary cost, and a "not-to-exceed" ceiling figure. All expenses shall be estimated based on the latest Federal guidelines for items such as mileage, meals, per-diem, etc. Round your total proposed fee up to the nearest thousand dollars.

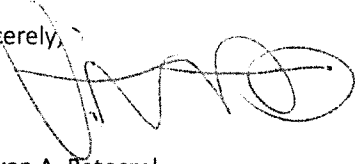
20545 CENTER RIDGE ROAD, SUITE 450. CLEVELAND, OHIO 44116

P. (440) 895-0465 F. (440) 895-0466 WWW.DELTAairport.com

6. If accepted, your proposal shall serve as a basis for a not-to-exceed contract made directly with Delta Airport Consultants, Inc. Substantive deliverables from your proposal will be incorporated into Delta's subconsultant agreement (copy attached for your reference). Do not include any contractual terms or conditions in your proposal or add any verbiage that your proposal terms must be agreed to in writing by Delta; if included, we will return the proposal to you for edits before accepting. Prior to commencement of any services hereunder, the subconsultant agreement must be fully executed between your firm and Delta.
7. Carefully review the insurance requirements noted in the sample subconsultant agreement and notify us if there are any concerns with your firm meeting those requirements prior to submitting your proposal. Please also confirm that your firm meets the required Federal Contract Provisions included in Delta's subconsultant agreement and note that these provisions apply to all sub tier contractors.
8. As soon as your services are complete, your firm should invoice Delta. Your invoice will be included with the next Delta invoice submission to the Owner. Payment for your services will be forwarded within fourteen (14) days of receipt of payment from the Owner for the submitted Delta invoice which includes your invoice. To ensure your invoice is incorporated into Delta's invoice submission to the Owner in a timely fashion, your invoice should be received no later than the 25th of the month. Electronic copies of invoices should be submitted to accounting1@deltaairport.com, in addition to any other individuals that may be specified in the instructions within the subconsultant agreement.
9. Your invoice shall, at a minimum, include the following:
 - a. Project name
 - b. Airport name
 - c. Delta project number
 - d. Invoice number
 - e. Workhour cost, with breakdown of hours and fees
 - f. Non-salary costs
10. If your firm or a member of your team is a disadvantaged business enterprise (DBE), provide a copy(s) of current certification by a State or Federal agency(s), preferably where the project is located.

Delta is requesting your proposal ASAP. It is anticipated that a notice-to-proceed for your work will be given ASAP. If you should have any questions concerning this matter, please do not hesitate to contact our office.

Sincerely,

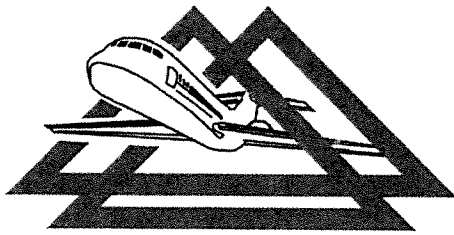


Steven A. Potoczak
Project Manager

Enclosures: Sample Subconsultant Agreement
cc: Greg Huber, City of Medina
Patrick Patton, City of Medina
Reference: Delta Project No. 25053.700

PROPOSED AGREEMENT

DISADVANTAGED BUSINESS ENTERPRISE (DBE) CONSULTING SERVICES



***DELTA AIRPORT
CONSULTANTS, INC.***

On behalf of

**MEDINA MUNICIPAL AIRPORT
(1G5)
Medina OH**

A Proposed Agreement Submitted By:



**KEN WEEDEN & ASSOCIATES
PLANNING CONSULTANTS**

Wilmington – Raleigh – Atlanta

July 2025

**DBE PLANNING SERVICES AGREEMENT BETWEEN
DELTA AIRPORT CONSULTANTS, INC. AND
KEN WEEDEN & ASSOCIATES, INC.**

This will serve as an agreement between Delta Airport Consultants, Inc. and Ken Weeden and Associates, Inc. ("KWA") and will remain in effect until it is terminated according to the terms and conditions stated herein. The tasks to be undertaken as part of this agreement are as follows:

Task 1: Three-Year DBE Goal

- **Task 1.1 – Federal Fiscal Years (FFY) 2026-2028 Overall DBE Goal Methodology**

Task 2: Prepare DBE Program Plan

- **Task 2.1 – Prepare DBE Program Plan**

Task 3: Facilitation of Public Participation

- **Task 3.1 – Draft notice-to-the-public; host and facilitate public meeting**

More details of our approach to each task are presented below.

Task 1: Three-Year DBE Goal (Part 26)

Includes Fiscal Years 2026, 2027, and 2028

KWA proposes to prepare the required three-year overall DBE goal and methodology for federally funded projects at **Medina Municipal Airport** in Medina, Ohio. The three-year overall goal (fiscal years 2026, 2027, and 2028) will meet all the requirements of 49 CFR Part 26 including the new Final Rule effective May 9, 2024.

Goal Setting Process

The goal will be developed based on the two-step process of:

1. Developing a DBE base figure for the relative availability of ready, willing, and able DBEs, using an FAA-acceptable methodology for the agreed-upon market area.
 - This process includes consultation with the designated staff, or engineering consultant, in considering realistic subcontracting possibilities for each project for goal development, considering opportunities in both construction and in professional services.
2. Making appropriate adjustments to the base figure, using methods acceptable to the FAA and consistent with the federal regulations.

Narrative Document & Follow-Up

Develop the updated DBE goal methodology, to be submitted to the engineering consultant and Airport staff. KWA will submit the report to the FAA Civil Rights office via <https://faa.civilrightsconnect.com> after review and input by the engineering consultant or Airport staff. The DBE methodology shall conform to the requirements of 49 CFR Part 26, as of May 9, 2024. KWA will coordinate with the FAA concerning review and approval of the methodology, including follow-up.

Required Information:

The City of Medina, or the engineering consultant, will provide the following information, services, and data to KWA:

1. **Bid tabulations** for airport projects from the past three to five years. The bid tabulations provide available historic information on bidders and proposers on aviation projects and any available information on DBEs for the normal market area. The identification of previous successful and unsuccessful bidders/proposers on aviation projects will help determine the market area.
2. Copy of a **disparity study**, availability study or similar document, if any has been completed within the last five years and is available.
3. The **Airport Capital Improvement Program (ACIP)**, or similar document for the City, showing the listing and description of the 2026-2028 proposed AIP-funded projects. The ACIP will help KWA determine in what federal fiscal year during 2026-2028 that a DBE goal will be required for AIP-funded projects, or projects funded by other sources (*e.g., AIG, ATP, FCT, etc.*).
4. The **engineering cost estimates** for each of the projects for which a DBE goal is required. Line-item cost estimates are preferred, but approximate percentages of the dollar amount for the appropriate work activities is acceptable.
5. The **Uniform Report of DBE Awards or Commitments and Payments** for the last 2-3 federal fiscal years. The DBE accomplishment reports will be utilized to adjust the base figure.
6. **Written authorization** from the City for KWA to add Medina Municipal Airport (1G5) to its FAA Civil Rights Connect account for the purpose of submitting the DBE goal methodology.
7. Review of proposed DBE overall goal and methodology prior to submittal to the FAA.

Task 2: Prepare DBE Program Plan

KWA proposes to prepare the FAA-required Disadvantaged Business Enterprise (DBE) Program plan for the Airport, according to the USDOT DBE program requirements of 49 CFR Part 26. KWA will coordinate with the FAA concerning review and approval of the program, including follow-up.

Required Information:

The City, or the engineering consultant, will provide the following information, services, and data to KWA:

- 1) The name, title, mailing address, and email address for the designated **Disadvantaged Business Enterprise Liaison Officer (DBELO)** for the airport, as well as the **Administrative Reconsideration Official (ARO)**. The DBELO is responsible for the administration of the DBE program, including reviewing bids for good faith efforts. If the DBELO determines that the lowest bidder did not meet the DBE goal, and did not demonstrate good faith efforts to meet the DBE goal, the bidder may appeal to the ARO. The ARO must be a separate individual from the DBELO.
- 2) The City's policy for holding retainage from prime contractors. The options are as follows:
 - a) The City does not hold retainage from prime contractors, and prime contractors are prohibited from holding retainage from subcontractors; or

- b) The City does not hold retainage from prime contractors, but permits prime contractors to hold retainage from subcontractors; or
 - c) The City holds retainage from prime contractors, and prime contractors may hold retainage from subcontractors.
- 3) The City's policy on whether it requires bidders, with respect to good faith efforts, to be **responsive** (i.e., submitting all documentation, including DBE subcontractors, at the time of bid opening), or **responsible** (i.e., submitting documentation, including DBE contractors, within five days after bid opening).
- 4) The City's method of monitoring payments of prime contractors to subcontractors, and the return of retainage to subcontractors. Examples are as follows:
- a) Posting prime contractor payments to a website, database, or other place accessible to subcontractors to alert them to the start of the xx-day clock for payment.
 - b) Use of an automated system that requires real time entry of payments to, and receipts by, prime contractors and subcontractors and regularly monitoring that system.
 - c) Other affirmative steps to monitor prompt payment and retainage requirements (describe specific steps).
- 5) Review of the updated DBE program plan prior to submittal to the FAA.


Task 3: Facilitation of Public Participation

KWA will assist the City in fulfilling its public participation requirements of the regulations (49 CFR Part 26.45(g)(1)). KWA will prepare and coordinate the publication of the notice to the public announcing the proposed contract goal methodology per the requirements of the regulations. KWA will coordinate with the City to host a public participation session via web conference to solicit input from representative minority and/or women contractor organizations, individual contractors and subcontractors, and other small business advocates.

FEE PROPOSAL/COMPENSATION

KWA proposes to provide the services described above based on the fee scheduled contained in the attached spreadsheet (**ATTACHMENT 1**). Please note that the compensation for Tasks 1-3 are lump-sum-not-to-exceed projections. Invoices will be submitted upon the completion of each work item.

ATTACHMENT 1: FEE PROPOSAL
Delta Airport Consultants, Inc.
DBE PROGRAM SERVICES

DBE Services for Delta Airport Consultants, Inc. - Medina Municipal Airport							
Scope of Work / Fee Estimate: July 2025							
 Ken Weeden & Associates, Inc.							
Task	Project Manager	Senior Project Planner	Compliance Specialist I	Total Hours	Total Labor Fee	Total Costs	
Billing Rates w/indirect costs	\$253.00	\$194.00	\$99.00				
Task 1 Three-Year DBE Goal							
1.1 FFY 2026-2028 DBE Goal Methodology	2	24	8	34	\$5,954.00	\$5,954.00	
Total Hours Task 1	2	24	8	34		\$5,954.00	
	\$506.00	\$4,656.00	\$792.00		\$5,954.00		
Task 2 Prepare DBE Program Plan							
2.1 Prepare DBE program plan	0	6	0	6	\$1,164.00	\$1,164.00	
Total Hours Task 2	-	6	-	6		\$1,164.00	
	\$0.00	\$1,164.00	\$0.00		\$1,164.00		
Task 3 Facilitation of Public Participation							
3.1 Draft notice-to-the-public; host and facilitate public meeting	0	8	3	11	\$1,849.00	\$1,849.00	
Total Hours Task 3	-	8	3	11		\$1,849.00	
	\$0.00	\$1,552.00	\$297.00		\$1,849.00		
TOTALS , PERSONNEL	2	38	11	51		\$8,967.00	
Grand Total (ROUNDED)							\$9,000.00

REQUEST FOR COUNCIL ACTION

NO. RCA 25-176-9/8

FROM: Patrick Patton

DATE: August 29, 2025

SUBJECT: Appraisals for Prospect Street Bridge

COMMITTEE
REFERRAL: Finance

In order to complete the reconstruction of the Prospect Street Bridge, the City must acquire four easements. Two of the property owners have signed their easements, they are attached. Below please find a summary for the two (2) easements:

Address	Parcel	FMVE
503 W. Smith Road	028-19A-20-049	\$300
248 Prospect Street	028-19A-21-316	\$332
	TOTAL	\$662

To summarize, this request asks for Council's acceptance of these easements.

Thank you for your consideration.

ESTIMATED COST: \$688

SUGGESTED FUNDING: 108-0610-54411

Sufficient Funds in Account Number:

Transfer Needed from: To:

New Appropriation Account Number:

Emergency Clause Requested: Yes

Reason: Council previously approved the FMVEs for these easements. The property owners each signed their easements more than 30 days ago. We would like to get the easements recorded as soon as possible.

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

TEMPORARY EASEMENT

Montrose Land Corporation, An Ohio Corporation, the Grantor(s), in consideration of the sum of \$300.00, to be paid by the City of Medina, the Grantee, does grant to Grantee the temporary easement(s) to exclusively occupy and use for the purposes mentioned in Exhibit A the following described real estate:

PARCEL(S): 2-T

MED-MR-262.0.29 (PROSPECT ST.) PID:120265

SEE EXHIBIT A ATTACHED

Medina County Current Tax Parcel No. 028-19A-20-049

Prior Instrument Reference: Instrument No. 2001OR023509, Medina County Recorder's Office.


To have and to hold the temporary easement(s), for the aforesaid purposes and for the anticipated period of time described below, unto the Grantee, its successors and assigns.

The duration of the temporary easement(s) granted to the Grantee is 12 months immediately following the date on which the work described above is first commenced by the Grantee, or its duly authorized employees, agents, and contractors.

The temporary easement(s) interest granted is being acquired by Grantee for a public purpose, namely the establishment, construction, reconstruction, widening, repair or maintenance of a public road.

IN WITNESS WHEREOF Montrose Land Corporation, An Ohio Corporation has caused its name to be subscribed by James Patneau, its duly authorized President, and its duly authorized agent on the 27th day of July, 2005.

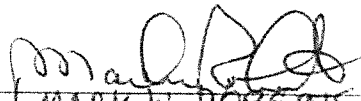
MONTROSE LAND CORPORATION, AN
OHIO CORPORATION

By: 
James Patneau
President

STATE OF OHIO, COUNTY OF MEDINA SS:

BE IT REMEMBERED, that on the 27th day of July, 2005, before me the subscriber, a Notary Public in and for said state and county, personally came the above named James Patneau, who acknowledged being the President and duly authorized agent of Montrose Land Corporation, An Ohio Corporation, and who acknowledged the foregoing instrument to be the voluntary act and deed of said entity. No oath or affirmation was administered to James Patneau with regard to the notarial act.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.


MARK W. ROBERTS
NOTARY PUBLIC
My Commission expires: 10/14/06

This document was prepared by: The City of Medina

EXHIBIT A

LPA RX 887 T

JD

Page 1 of 2

Rev. 07/09

Ver. Date 02/10/2025

PID 120265

**PARCEL 2-T
MED-MR-262-0.29 (PROSPECT)
TEMPORARY EASEMENT FOR THE PURPOSE OF
PERFORMING THE WORK NECESSARY TO
GRADE
FOR 12 MONTHS FROM DATE OF ENTRY BY THE
CITY OF MEDINA, MEDINA COUNTY, OHIO**

[Surveyor's description of the premises follows]

Situated in the State of Ohio, County of Medina, City of Medina, located within Original Medina Township, Township 3 North, Range 14 West of the Connecticut Western Reserve and being part of Lot 311 as shown on Blakes Addition to the Original Plat of Medina in Plat Book 1 page 9 and described in a deed to Montrose Land Corporation in Doc. No. 2001 OR023509 (All records are on file at the Recorder's Office, Medina County, Ohio), lying on the left side of the centerline of right of way of Prospect Street and said parcel being more fully described as follows:

Beginning at the southeasterly corner of said Lot 311, the northeasterly corner of Lot 316 of said Blakes Addition and being on the westerly right of way of Prospect Street, having a Sta. 102+99.01 ~ 30.36 feet left of the centerline of Prospect Street as shown in MED-MR-262-0.29 (Prospect) Right of Way plans prepared by ms consultants, inc. for the City of Medina and the Ohio Department of Transportation;

Thence South 89° 38' 36" West, following the southerly line of said Lot 311 and the northerly line of said Lot 316, for a distance of 10.00 feet to Sta. 102+98.93 ~ 40.36 feet left;

Thence North 00° 09' 00" East, passing through said Lot 311, for a distance of 44.29 feet to the southerly line of the Wheeling & Lake Erie Railroad, having a Sta. 103+43.21 ~ 40.36 feet left;

Thence South 77° 21' 30" East, continuing through said Lot 316 and following the southerly line of said Railroad, for a distance of 10.24 feet to the westerly right of way of Prospect Street and the easterly line of said Lot 311, having a Sta. 103+41.00 ~ 30.36 feet left;

Thence South 00° 09' 00" West, following the westerly right of way of Prospect Street and the easterly line of said Lot 311, for a distance of 41.99 feet to the **Beginning**, and containing 431 square feet or 0.010 acres of land, more or less, in Medina County Auditor Parcel Number 028-19A-20-049, of which Present Road Occupied is 0.000 square feet.

EXHIBIT A

LPA RX 887 T

Page 2 of 2

Rev. 07/09

North for the above description is based on the Ohio County Coordinate System Medina LDP and referenced to the North American Datum of 1983 (2011) determined by GPS Observations on May 29, 2024.

The above description was prepared under the direction and supervision by Chad S. Snow, Registered Professional Surveyor No. 8559 and is based on an actual field survey performed by ms consultants, inc. in May and June 2024.

[Faint, illegible handwritten text]

TEMPORARY EASEMENT

Montrose Land Corporation, An Ohio Corporation , the Grantor(s), in consideration of the sum of \$332.00, to be paid by the City of Medina, the Grantee, does grant to Grantee the temporary easement(s) to exclusively occupy and use for the purposes mentioned in Exhibit A the following described real estate:

PARCEL(S): 5-T

MED-MR-262.0.29 (PROSPECT ST.) PID:120265

SEE EXHIBIT A ATTACHED

Medina County Current Tax Parcel No. 028-19A-21-316

Prior Instrument Reference: Instrument No. 2001OR023509, Medina County Recorder's Office.

To have and to hold the temporary easement(s), for the aforesaid purposes and for the anticipated period of time described below, unto the Grantee, its successors and assigns.

The duration of the temporary easement(s) granted to the Grantee is 12 months immediately following the date on which the work described above is first commenced by the Grantee, or its duly authorized employees, agents, and contractors.

The temporary easement(s) interest granted is being acquired by Grantee for a public purpose, namely the establishment, construction, reconstruction, widening, repair or maintenance of a public road.

IN WITNESS WHEREOF Montrose Land Corporation, An Ohio Corporation has caused its name to be subscribed by James Patneau, its duly authorized President, and its duly authorized agent on the 29th day of July, 2005.

MONTROSE LAND CORPORATION, AN
OHIO CORPORATION

By: [Signature]
James Patneau
President

STATE OF OHIO, COUNTY OF MEDINA SS:

BE IT REMEMBERED, that on the 29th day of July, 2005, before me the subscriber, a Notary Public in and for said state and county, personally came the above named James Patneau, who acknowledged being the President and duly authorized agent of Montrose Land Corporation, An Ohio Corporation, and who acknowledged the foregoing instrument to be the voluntary act and deed of said entity. No oath or affirmation was administered to James Patneau with regard to the notarial act.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.

[Signature]
MARK W. ROBERTS
NOTARY PUBLIC
My Commission expires: 10/14/20

This document was prepared by: The City of Medina

EXHIBIT A

LPA RX 887 T

JD

Page 1 of 2

Rev. 07/09

Ver. Date 02/10/2025

PID 120265

**PARCEL 5-T
MED-MR-262-0.29 (PROSPECT)
TEMPORARY EASEMENT FOR THE PURPOSE OF
PERFORMING THE WORK NECESSARY TO
GRADE
FOR 12 MONTHS FROM DATE OF ENTRY BY THE
CITY OF MEDINA, MEDINA COUNTY, OHIO**

[Surveyor's description of the premises follows]

Situated in the State of Ohio, County of Medina, City of Medina, located within Original Medina Township, Township 3 North, Range 14 West of the Connecticut Western Reserve and being part of Lot 380 as shown in Medina 1898 Plat Book M page 7 and described in a deed to Montrose Land Corporation in Doc. No. 2001 OR023509 (All records are on file at the Recorder's Office, Medina County, Ohio), lying on the right side of the centerline of right of way of Prospect Street and said parcel being more fully described as follows:

Commencing at a 5/8" iron pin found at the northwesterly corner of said Lot 380, the southwesterly corner of Lot 379 and being on easterly right of way of Prospect Street, having a Sta. 104+94.54 ~ 29.70 feet right of the centerline of Prospect Street as shown in MED-MR-262-0.29 (Prospect) Right of Way plans prepared by ms consultants, inc. for the City of Medina and the Ohio Department of Transportation;

Thence South 00° 09' 00" West, following easterly right of way of Prospect Street and the westerly line of said Lot 380, for a distance of 24.54 feet to Sta. 104+70.00 ~ 29.70 feet right and being the **True Place of Beginning** of the parcel herein described;

Thence South 89° 51' 00" East, passing through said Lot 380, for a distance of 8.00 feet to a point having a Sta. 104+70.00 ~ 37.70 feet right;

Thence South 00° 09' 00" West, continuing through said Lot 380, for a distance of 65.54 feet to the northerly line of the Wheeling & Lake Erie Railroad, having a Sta. 104+04.46 ~ 37.70 feet right;

Thence North 77° 22' 09" West, continuing through said Lot 380 and following the northerly line of said Railroad, for a distance of 8.19 feet to the easterly right of way of Prospect Street and having a Sta. 104+06.23 ~ 29.70 feet right;

EXHIBIT A

LPA RX 887 T

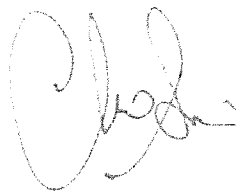
Page 2 of 2

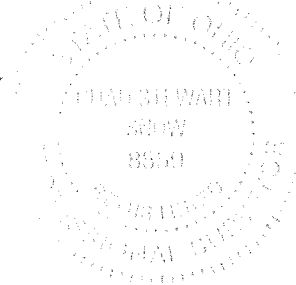
Rev. 07/09

Thence North $00^{\circ} 09' 00''$ East, following the line thereof, for a distance of 63.77 feet to the **True Place of Beginning**, and containing 517 square feet or 0.012 acres of land, more or less, in Medina County Auditor Parcel Number 028-19A-21-316, of which Present Road Occupied is 0.000 square feet.

North for the above description is based on the Ohio County Coordinate System Medina LDP and referenced to the North American Datum of 1983 (2011) determined by GPS Observations on May 29, 2024.

The above description was prepared under the direction and supervision by Chad S. Snow, Registered Professional Surveyor No. 8559 and is based on an actual field survey performed by ms consultants, inc. in May and June 2024.

 3/18/25



OK
D. Hammett
8.29.25

REQUEST FOR COUNCIL ACTION

No. RCA 25-177-9/8

FROM: Medina Recreation Center ^{TSW}

Committee: Finance

DATE: September 1, 2025

SUBJECT: Request to Accept Universal Changing Table and Signage Donations

SUMMARY AND BACKGROUND:

Request to accept donations to the Recreation Center.

Foundations Worldwide, Inc. has generously offered to donate a universal changing station for one of the Recreation Center's family changing rooms. This unit is designed for all sizes and ages up to 1,200 lbs. and will help many community members with disabilities and mobility issues who utilize the pools and recreation center facilities. This changing station is valued at \$10,500.

Additionally, the Medina County Board of Developmental Disabilities is generously donating the customized instructional signage to hang near the changing table. This signage is valued at \$800.00.

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:

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

Christy Moats

From: Gregory Burchard <gburchard@foundations.com>
Sent: Thursday, August 21, 2025 9:55 AM
To: Bobby Richards; Christy Moats; Ed Dryer; Meghan Caughey
Cc: Patti Hetkey; Cheryl Boncek; Kate McFarlane
Subject: RE: Universal Changing Table

Hi Christy,

Normally priced, the Ascent is \$9,950, with an additional freight charge of \$400 in Ohio, and \$150 accessorial delivery fee. All in, the donation is valued at \$10,500, and Foundations is grateful for the opportunity to support our local community with Medina Rec and the Medina DD!!

Thanks!

Gregory Burchard
Business Development Manager
Office: 330-722-5033 x117
Mobile: 330-410-7941
gburchard@foundations.com

Foundations Worldwide, Inc.
3380 Brecksville Road
Richfield, OH 44286



From: Bobby Richards <rrichards@mcbdd.org>
Sent: Wednesday, August 20, 2025 2:01 PM
To: Christy Moats <cmoats@medinaoh.org>; Ed Dryer <edd@mcbdd.org>; Meghan Caughey <mcaughey@medinaoh.org>
Cc: Patti Hetkey <PattiH@mcbdd.org>; Gregory Burchard <gburchard@foundations.com>
Subject: Re: Universal Changing Table

Hi Christy,

For signs, I would estimate around \$800. The signs I had made for our building cost around that price last year.

Greg - would you be able to provide the value of the donation for us? Thank you.

Thank you,

would just need to set up a time for a representative to come out to get specifications for the signage. If this is something you would like, please let us know.

We are very excited for this ongoing partnership with the Medina Recreation Center in helping to serve Medina residents with developmental disabilities and their families!

Thanks again for this great partnership!



Ed Dryer, *Director of community Supports and Development*
Medina County Board of Developmental Disabilities
4691 Windfall Rd, Medina, Ohio 44256
Phone: 234-802-0106

edd@mcbdd.org | www.mcbdd.org



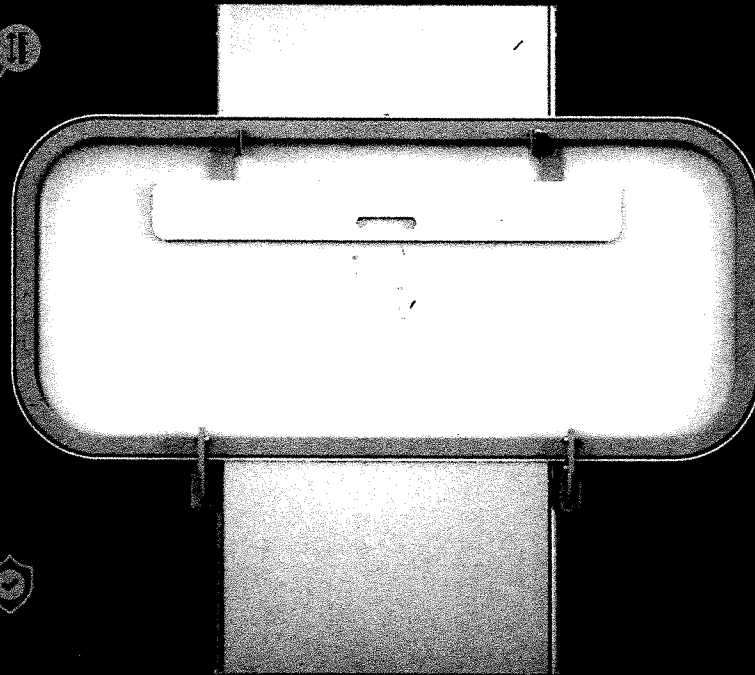
ASCENT

Welcome to a New Level of Inclusion

Height-adjustable
from 16" to 39"
with smooth
dual-controlled
buttons

Supports a
safe working
load of up to
500 pounds
of weight

Soft-plunge
release tray
and automatic
retracting safety
feature



Mounts to most
walls (avoiding
costly and
time-consuming
construction)

Engineered,
manufactured,
and warranty
served in
the USA

Rated for IPX6
water ingress
protection for
safest cleaning on
the market



For inquiries and orders visit
wwwFOUNDATIONS.com/ascent or
email ascent@FOUNDATIONS.com

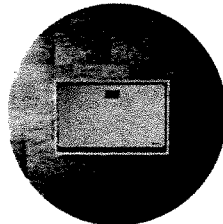


CHANGING STATIONS FOR A CHANGING WORLD™

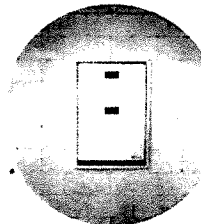
Foundations® changing stations offer **the widest product selection** to accommodate every budget and design objective in public washrooms.



Polyethylene



Stainless Steel



Vertical

Foundations is the complete solution to children's products for child care centers, hotels, public washrooms, and the home nursery. All products reflect our commitment to safety, innovation, quality, and value.

*OK
As-Hammell
8-28-25*

REQUEST FOR COUNCIL ACTION

No. RCA 25-178-9/8

FROM: Tracy Eckert / Administrative Office Manager

Committee: Finance

DATE: August 28, 2025

SUBJECT: Drug Screen and Related Professional Services

SUMMARY AND BACKGROUND:

Respectfully request authorization for the Mayor to solicit requests for proposals (RFP's) for drug screening and associated professional services for the employees of the City of Medina and to award the contract to the successful bidder. The current contract with USA Mobile Drug Testing of Northeast Ohio expires December 31, 2025.

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:

OK
D. Williams
9-2-25

REQUEST FOR COUNCIL ACTION

No. RCA 25-119-9/8
Finance

FROM: Nino Piccoli
Street Department
DATE: August 27, 2025

SUBJECT: Purchase of & (1) 2025 F-150 4X4Crew Cab XL Ford Pick Up Truck and (1) 2026 F250 4X4 SD Crew Cab Ford Pick Up Truck

SUMMARY AND BACKGROUND:

Respectfully request Council's authorization for the purchase of (1) 2025 F-150 4X4 crew Cab XL Pickup Truck (\$49,039.58) and (1) 2026 F-250 4X4 Truck (\$52,642.88). Upon approval, this purchase will be made utilizing the (CUE) Community University Education Purchasing Contract from Montrose Ford for the total amount of \$101,682.46.

Estimated Cost: \$101,682.46

Suggested Funding:

- sufficient funds in Account No. 105-0610-54417
- transfer needed from Account No.
To Account No.
- NEW APPROPRIATION needed in Account No.

Emergency Clause Requested: No
Reason:

Council Action Taken:

Ord./Res.
Date:

OK Dr. H... 9-2-25

RCA 25-180-9/8

Finance Only

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

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

-6

Date: 8/20/2025 Department: Public Buildings


Amount requested: \$5,000 BOC Approval Date: _____
Fill below for increases only (Finance Use Only)

Increase Amount: ##### 5000 PO Number to increase: 2025-338

New PO Total with increase: \$23,000

Account Number: 001-0743-53322

Vendor: Dynamerican

Department Head/Authorized Signature: 

Item/Description:

Plumbing repair/replacement City Hall- PD

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

Date Approved/Denied by Finance Committee: _____

Clerk of council

Date to Finance: _____

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



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

PURCHASE ORDER

Page: 1
P.O. Number: **2025000338**
P.O. Date: 01/01/2025
Req. Number: BOC 12/9/24

Requested By: Michele Sloan
Blanket Type: RB
Ship Via:
Terms:

Deliver To PUBLIC BUILDINGS
CITY OF MEDINA
132 N ELMWOOD AVE
MEDINA OH 44256

Vendor D00802
DYNAMERICAN
DBA: WOOD INVESTMENT PROPERTIES
1011 LAKE ROAD
MEDINA, OH 44256

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 12/9/24						
Accounting						
001	MAINTENANCE-PUBLIC BLDGS	001-0743-53322				\$30,000.00

Purchase Order Total: \$30,000.00

\$10,000 INCREASE; BOC APPROVED 1/13/25
\$12,000 INCREASE; FINANCE COMMITTEE APPROVED 7/14/25

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

Director of Finance

1/7/2025

Date