

NOTE: * Board of Control will begin at 4:00 p.m. in the Multi-Purpose Room at City Hall
* Council is attending a tour of the Municipal Courthouse Renovation at 5:00 p.m.

FINANCE COMMITTEE AGENDA

November 10, 2025

Finance Committee (6:00 p.m.)

1. Assignment of Requests for Council Action
2. 25-183-9/22 – Electric Aggregation Program
3. 25-124-5/27 – Transitioning Medina TV (Cable) to a Communications Dept.
4. 25-222-11/10 – Budget Amendments
 - a. #2025-045
5. 25-223-11/10 – Logo Request Form
6. 25-224-11/10 – New Line Item – Medina Town Hall & Engine House Museum
7. 25-225-11/10 – Transfer MCL 9444 from Medina City Development to City
8. 25-226-11/10 – Accept SWOMA Agreements – Engineering
9. 25-227-11/10 – Increase Exp. Roetzel & Andress – Law Dept.
10. 25-228-11/10 – Grant Assistance – New Hangar at Medina Municipal Airport
11. 25-229-11/10 – Grant Application - ODOD Building Demolition Site Revitalization
12. 25-230-11/10 – Engineering Design Services – Job #1176 SR 3 & 57 Resurfacing
13. 25-231-11/10 – Easements – Job #1123, N. Huntington Reconstruction, Ph. 3
14. 25-232-11/10 – Accept FMVE's for S. Huntington St. Bridge
15. Executive Session: (collective bargaining)

REQUESTS FOR COUNCIL ACTION/DISCUSSION

Finance Committee

- 25-222-11/10 – Budget Amendments
- 25-223-11/10 – Logo Request Form – Economic Dev.
- 25-224-11/10 – New Line Item – Medina Town Hall & Engine Museum
- 25-225-11/10 – Transfer MCL 9444 from Medina City Development (CIC) to City
- 25-226-11/10 – Accept three (3) SWOMA Agreements
- 25-227-11/10 – Increase Exp. – Roetzel & Andress – Law Dept.
- 25-228-11/10 – Grant Assistance – New Hangar at Medina Municipal Airport
- 25-229-11/10 – ODOD Building Demolition Site Revitalization Grant Application
- 25-230-11/10 – Engineering Design Services – Job #1176 SR 3 & 57 Resurfacing
- 25-231-11/10 – Easements – Job #1123 – N. Huntington Reconstruction, Ph. 3
- 25-232-11/10 – Accept FMVE's for S. Huntington Street Bridge

11/10/25

OK
JTH
9-16-25

REQUEST FOR COUNCIL ACTION

No. 25-183-9/22

FROM: Nino Piccoli, Service Director

DATE: September 11, 2025

SUBJECT: Electric Aggregation Program

Committee: Finance

SUMMARY AND BACKGROUND:

I hereby respectfully request Council's consideration and authorization to enter into an agreement with Great Lakes Energy Brokers for the purpose of contract negotiation and closing with energy suppliers wishing to bid on the Request for Proposals (RFP) that will be produced by Great Lakes Energy Brokers. The current City of Medina Electric Aggregation contract will expire May 2026.

Ben Rich -

7.37¢ Kw hr

Started in 2006 w/First Energy

Governmental Aggregation

Market wild lately.

Seeing supply + demand.

- looking at May Contract - start April 15th

Recommends not waiting until winter months.

fall is good time

Come - when is next bid? 2026 already locked in.

Ben - 8.70¢^{Kw hr} estimate - Most people going 12 mos @ a time.

lowest of 4 different suppliers

mayor - why look @ 12 mo if you can lock in for more years?

Price calculated by the supplier.

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~~ Yes

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken: 9/22/25 HOLD

Ord./Res.

Date:



Great Lakes

Energy Brokers

AGREEMENT FOR OPT-OUT ELECTRIC AGGREGATION SERVICES

This Agreement ("Agreement") is made and entered into as of the last date written below, ("Commencement Date"), by and between **Great Lakes Energy Brokers** (hereafter referred to as "Broker") and the City of Medina (Medina County), (hereafter referred to as "Client").

WHEREAS, Client is interested in reducing its overall energy costs by opt-out aggregation for eligible residential and small commercial customers; and

WHEREAS, Broker is certified by the Public Utilities Commission of Ohio and offers energy brokerage and electric aggregation services ("Services") that may reduce the cost per energy unit consumed; and

WHEREAS, Client hereby agrees to utilize Broker as an agent and grants non-exclusive rights to perform such Services, as described in and subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants herein contained, the parties hereto agree as follows:

1.0 Particulars of Service.

- 1.1 Broker shall provide energy related Services, including but not limited to the following:
 - 1.1.1 Design Opt-Out Notification Forms and provide marketing support
 - 1.1.2 Attend two public hearings (if required for newly aggregating communities)
 - 1.1.3 Load data collection and verification
 - 1.1.4 Energy savings estimates
 - 1.1.5 Energy buying consultation and regulatory consultation
 - 1.1.6 Write customized Request for Proposals (RFP)
 - 1.1.7 All contact with potential energy suppliers
 - 1.1.8 Release all necessary client information to switch energy suppliers
 - 1.1.9 Pre-qualify any energy suppliers wishing to bid on the RFP
 - 1.1.10 Contract negotiation and closing with selected supplier
 - 1.1.11 File required PUCO reports and monitor energy cost savings with quarterly reports.

- 1.2 Broker will provide these Services in the following area(s) and/or account number(s): **The City of Medina (Medina County), Ohio**

2.0 Compensation.

- 2.1 An administrative fee consumed in the Client's Area payable by the selected supplier on at least a quarterly basis for the length of the Service Agreement. Only suppliers agreeing to the administrative fee would be eligible to bid.

3.0 Independent Agent.

- 3.1. Broker shall, at all times, during the performance of the Services be an independent agent. The parties shall not have the authority to bind, represent or commit the other as a result of this Agreement.
- 3.2. Nothing in this Agreement shall be deemed or construed to create a joint venture, partnership, or employee-employer relationship between the parties for any purpose and Broker agrees to indemnify and hold harmless Client from and against any and all liability, costs, damages, expenses, fees, fines or penalties in connection with Broker employee or Broker contractor or agent claims of benefits, withholding obligations, payroll taxes, workers' compensation and occupational illness.

4.0 Term.

- 4.1. This Agreement shall be effective upon execution by both parties for power flow starting May of 2026 and shall remain in effect for five years.
- 4.2. Unless either party has requested to terminate this agreement at least six months prior to expiration, it shall renew for subsequent one-year terms and a request for proposal will be sent to potential suppliers.
- 4.3. Client assumes all obligations to arrange for its electric generation service upon termination of this Agreement.

5.0 Limitation of Liability.

- 5.1. Neither Party shall be liable to the other for incidental, consequential, punitive, exemplary or indirect damages, lost profits or other business interruption damages, in tort, contract or otherwise.
- 5.2. Each Party, for itself and its successors and assigns, shall indemnify and hold harmless the other Party from and against any and all claims, actions, liabilities, losses and damages, including reasonable attorney's fees, asserted by any person or persons, including employees and contractors of the indemnifying party, for property damage, personal injury or death related to the performance of this Agreement, except and to

the extent caused by the negligence or intentional misconduct of the indemnified Party.

- 6.0 **Force Majeure.** Neither party shall be liable for any delays or failures in performance due to circumstances beyond their respective controls.
- 7.0 **Confidentiality.** Except for matters of public record, information already within the other party's possession prior to entering into this Agreement, and except to the extent required (through deposition, interrogatory, request for production, subpoena, civil investigative demand or similar process) by a court order, Client agrees to keep confidential all information, including pricing and any data collected hereunder, unless expressly agreed to in writing by Client and Broker. In the event that Client becomes required, in the manner specified above, to disclose any confidential information, Client shall provide prompt written notice to Broker so that Broker may timely seek a protective order or other appropriate remedy. In the event that such protective order or other remedy is not obtained, Client agrees (i) to furnish only that portion of the confidential information that is required to be furnished and (ii) to exercise reasonable commercial efforts to obtain assurance that confidential treatment will be accorded such confidential treatment.
- 8.0 **Compliance with Laws, Permits, and License Requirements.** Broker shall, at its sole cost and expense, comply with all federal, state, and local laws applicable to its work and shall procure all applicable licenses and permits necessary for the fulfillment of its obligations under this Agreement.
- 9.0 **Assignment.** Client and Broker shall not assign or transfer, in whole or in part, this Agreement or any rights or obligations hereunder without the prior written consent of the other party, such consent not to be unreasonably withheld. All of the covenants, conditions and obligations of this Agreement shall extend to and be binding upon the permitted heirs, personal representatives, successors and assigns, respectively, of the parties hereto.
- 10.0 **Merger of Agreement.** This Agreement is an integrated agreement and contains the entire agreement regarding matters herein between the parties. No representations, warranties or promises have been made or relied upon by any party hereto other than as set forth herein. This Agreement supersedes and controls any and all prior communications between the parties or their representatives relative to matters contained herein. Any changes, modifications, or additions to this Agreement shall be made by mutual consent in writing in the form of a supplemental Agreement signed by both parties and attached hereto.
- 11.0 **Notices.** All notices hereunder shall be in writing and shall be delivered by certified mail, return receipt requested, or by overnight carrier to the following addresses:

Broker:

Great Lakes Energy Brokers, LLC
11260 Quail Hollow Drive
Concord Twp, Ohio 44077

Client:

City of Medina, Medina County
132 North Elmwood Avenue
Medina, Ohio 44256

12.0 Governing Law. This Agreement shall be governed by, subject to the jurisdiction of and construed in accordance with, the laws and courts of the State of Ohio.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and represent that the persons whose signatures appear below are duly authorized to execute the same.

Medina (Medina County), OH
CLIENT

By: _____

Print:

Its:

On: July 15, 2025

Great Lakes Energy Brokers, LLC
BROKER

By: _____

Print: Benjamin Rich

Its: President

On: July 15, 2025

OK
2-14-25
5-13-25

REQUEST FOR COUNCIL ACTION

FROM: Mayor Dennis Hanwell

DATE: May 13, 2025

SUBJECT: Discussion on Transitioning Medina TV Department to a City Communications Department

No. 25-124-5/27

Committee: 6/25/25 Emerging Technology
to Finance Comm
11/10/25 Finance

SUMMARY AND BACKGROUND:

Respectfully request Council to discuss and consider transitioning the existing Medina TV Department into a Communications Department. See attached information detailing same.

meeting scheduled for 6-25-25 immediately following budget hearing.

Estimated Cost: None – Will handle within the existing Medina TV approved budgets.

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: 6/25/25 PR/JS 3-0
move to Finance Comm.

Ord./Res.
Date:

Market Comparison

A review of comparable positions in municipalities and organizations demonstrates that Medina's current compensation for the role of Director of Communications is below market averages.

City/Organization	Population	Low Range	High Range
Avon Lake, OH	25,942	\$71,510	\$155,500
Independence, OH	7,481	\$70,400	\$119,800
Westerville, OH	39,190	\$115,003	\$120,037
Cleveland, OH	362,656	\$90,000	\$165,982
Cleveland Clinic	—	\$112,112	\$170,953
State of Ohio (17 Jobs)	—	\$104,915	\$145,247
Cleveland Heights, OH	45,312	\$78,753	\$126,067
York, SC	9,154	\$91,692	\$142,105
Savannah, GA	147,748	\$114,605	\$166,177
Redmond, WA	80,000	\$105,216	\$142,044
Page, AZ	7,230	\$115,072	\$143,297
Edmonds, WA	42,701	\$98,820	\$126,108
Stonecrest, GA	59,000	\$110,582	\$165,874
Botetourt County, VA	33,596	\$87,335	\$131,002
Sarasota County, FL	85,000	\$150,000	\$160,000
Hudson, OH	23,110	\$76,377	\$121,492

Average Compensation Across Market Data

- **Low Range:** \$102,220\$49.14/hour
- **Mid Range:** \$123,386\$59.32/hour
- **High Range:**\$144,551\$69.50/hour

**THE CITY OF MEDINA
JOB DESCRIPTION**

Proposed Changes

TITLE: ~~Cable TV Operations Director~~ **Communications Specialists**

REPORTS TO: ~~Executive Director/General Manager~~ Director of Communications

DEPARTMENT/DIVISION: ~~Cable~~ Communications

CIVIL SERVICES STATUS: Classified

JOB STATUS: Full-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification performs a variety of pre-production, production and post-production duties under the direct supervision of the ~~Cable TV Executive Director/General Manager~~ Director of Communications. This role works collaboratively across departments to manage video, digital, and print communications, enhance public relations, and maintain consistent branding and messaging. The position requires the ability to accept a wide range of products from inception to completion without supervision. This individual is also responsible for assisting in training and supervising volunteers and students.

ESSENTIAL JOB FUNCTIONS:

Works with City, school, county and community representatives to ensure appropriate and useful information for Medina ~~Cable A.C.C.E.S.S.~~ TV

Creates and develops set or scene designs for productions.

Handles production of studio and remote location tapings for broadcast on ~~MCA~~ MedinaTV

Edits Public Service Announcements, promotions and programs for broadcast.

Develops relationships and good communications with various departments and agencies for programming on ~~television channels~~ MedinaTV

Acts as liaison among the City, county, schools and community.

Promotes the development, delivery and growth of ~~Access TV in Medina~~ Communications in the city, county, and schools as well as other contracted entities.

Maintains regular and consistent attendance.

Assists in developing website for television services and explores avenues for use of Internet.

~~Works in conjunction with the local cable company to ensure the best product for viewers.~~

Coordinate communication efforts with other departments to ensure timely distribution of information.

~~Maintains wiring and equipment installation at facility and remote location.~~

Works on video special projects and photographs and videos special events in Medina.

Schedules and conducts orientation and training sessions for students and volunteers, including use, care and maintenance of all production equipment.

Recruits and trains volunteer and student producers and production personnel.

Works with the local news outlets to provide information to the media that will assist in program design and production.

Attends meetings of the ACCESS Committee to provide input at meetings relative to the operation of the production facilities.

Able to perform the physical demands that include but are not limited to having the strength and agility sufficient to lift and maneuver video equipment and television design sets throughout the day, along with the ability to spend a large part of each working day standing, walking, and transporting, handling video equipment. Able to stand, bend, stoop, crawl, squat, lift, kneel and reach occasionally throughout the work day.

EDUCATION, TRAINING AND EXPERIENCE:

~~High school diploma or GED along with experience as a producer of broadcast, independent or public access programming with an understanding of the potential of community utilization of cable television.~~

Bachelor's degree in Communications, Journalism, Public Relations, Marketing, English, or a related field (preferred).

~~Some supervisor or teaching experience and experience in public speaking.~~
1–3 years of experience in communications, media, public relations, or related fields.

~~Experience in lighting for studio and remote locations.~~
Experience in a nonprofit, government, education, or corporate setting is preferred.

QUALIFICATIONS:

Knowledge of:

- ~~Cable television industry;~~
- Familiarity with graphic design tools (e.g., Adobe Creative Suite), video editing, and social media management platforms.
- The City of Medina ACCESS philosophy;
- Field production techniques and principles;
- ~~Operation of basic cable and public access channels; and~~
- Ability to work collaboratively, manage multiple projects, and meet deadlines.

- ~~Video switchers and audio mixers.~~
- Knowledge of photography and video equipment.

Skilled in:

- Handling a wide range of professional video equipment;
- Operating a variety of professional video production equipment, including video cameras, video switching equipment, lighting equipment, microphones and audio control devices, editing systems, computer graphic systems and other related peripherals; and
- Communicating effectively in writing or orally with co-workers, supervisors and the general public, including public speaking ability.

Ability to:

- Work independently and supervise the work of others;
- Maintain good taste and judgment in all production activities;
- Work in a cooperative and encouraging manner with community members, the City, county, and school employees and students; and
- Understand and follow complex oral and written instructions.
- Operate various camera systems and non-linear editing systems.
- Design sets and lighting for various field and studio shoots.

License: Valid driver's license issued by the State of Ohio and remain insurable under the City of Medina's vehicle insurance plan.

FAA Part 107 Drone license preferred

ENVIRONMENTAL ELEMENTS:

This position works mostly indoors but at times works outside in various weather conditions.

WORKING CONDITIONS:

May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED:

Various camera systems and non-linear editing systems, video switchers, audio mixers and lighting.

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require

the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____

**THE CITY OF MEDINA
JOB DESCRIPTION**

IV-810

proposed changes

TITLE: ~~Cable TV Executive Director /General Manager~~ Director of Communications

REPORTS TO: Advisory Commission on Communication Enhancement Support Services for work performed and Mayor for day to day supervision

DEPARTMENT/DIVISION: ~~Cable~~ Communications

CIVIL SERVICES STATUS: Classified

JOB STATUS: Full-time

EXEMPT STATUS: ~~Non-exempt~~ Exempt

CLASSIFICATION FEATURES: The individual in this classification will generally be responsible for the development, growth and delivery of ~~Medina Community Television~~ MedinaTV Services for the residents of the City of Medina. The individual is also responsible for developing and executing a comprehensive communications strategy that enhances the public image, transparency, and community engagement of the city. Work performed will be overseen by the Advisory Commission on Communication Enhancement Support Services (ACCESS), but reports to Mayor for day to day supervision. ~~Procedures and standards to be maintained are outlined by ACCESS. The Cable TV Executive Director/General Manager~~ Director of Communications supervises the work of the ~~Cable TV Operations Director~~ Communications Specialist, ~~Assistant Producer/Technical Operations Director~~ Assistant Director of Communications, and the part-time TV Production Assistant positions.

ESSENTIAL JOB FUNCTIONS:

Oversees the operation of the MedinaTV facility, maintaining high production and ethical standards.

Disseminates rules and regulations governing use of the facility, equipment access, equipment maintenance and other personnel policies and procedures.

Oversees annual budget to determine needs of the ~~facility~~ department while maintaining costs within budget constraints.

Works with the Mayor and other City officials on contract negotiations for MedinaTV services.

~~Establishes a plan to keep channels current with technology and equipment in a cost effective manner.~~
Develop and implement a multi-channel communications strategy aligned with the organization's mission, goals, and priorities.

Assures maintenance and minor equipment repair.

Maintains current records or inventory of purchased equipment.

Works with City, school, county and community representatives to ensure ~~appropriate and useful information for the Television Services.~~ Ensure communication materials reflect the organization's voice, values, and strategic direction.

Supervises work of Department personnel.

Handles production of studio and remote location tapings for broadcast on ~~MCA~~-MedinaTV

~~Edits Public Service Announcement promotions and programs for broadcast.~~

Write, edit, and distribute press releases, speeches, newsletters, talking points, reports, and official statements.

~~Creates and develops set or scene designs for productions.~~ photos, videos and programs for use by the City on all media platforms.

~~Develops relationships and good communications with various departments and agencies for programming on television channels.~~

Support and promote events, initiatives, and programs that increase public awareness and engagement and Coordinate internal communications to ensure staff are informed and aligned with strategic goals.

~~Acts as liaison between the City, schools and community.~~

Serve as the primary spokesperson (PIO) and media contact; respond to press inquiries and manage crisis communications.

~~Maintains and oversees the electronic community bulletin board, as well as the Emergency Alert System.~~

Works with city, school, county and community representatives to ensure appropriate and useful information for various media outlets.

Develops the overall look and content of ~~the channels~~ MedinaTV.

Attends meetings of ACCESS Committee to provide input at meetings relative to the operation of the production facilities.

Maintains regular and consistent attendance.

~~Identifies and solicits grants, as well as other sources of revenue for the channels.~~

Design or oversee the production of promotional materials, videos, graphics, podcasts, and other outreach tools.

~~Works in conjunction with the local cable company to ensure the best product for viewers.~~

Build strong relationships with community groups, media partners, elected officials, and key stakeholders.

Maintains wiring and equipment installation at facility and remote location.

~~Maintains website for the television services and explores avenues for use of Internet while keeping current with all legal issues pertaining to the internet.~~

Oversee the development, design, and continuous improvement of the organization's website, ensuring usability, accessibility (ADA compliance), and visual appeal.

~~Schedules and conducts orientation and training sessions for students and volunteers, including use, care and maintenance of all production equipment.~~

Manage website content strategy, ensuring timely updates and consistent information architecture.

Recruits and trains volunteer producers, student producers and production personnel, including use, care and maintenance of all production equipment.

~~Promotes the development, delivery and growth of community access TV in Medina.~~

Provide guidance and expertise for use of new technologies in day to day operations of the city, as well as, stay up to date with evolving and new technologies to maximize their use to communicate with residents.

~~Works with the local news outlets to provide information to the media that will assist in program design and production.~~ Oversee social media presence, ensuring messaging is consistent, timely, and aligned with branding guidelines.

Able to perform the physical demands that include but are not limited to having the strength and agility sufficient to lift and maneuver video equipment and television design sets throughout the day, along with the ability to spend a large part of each working day standing, walking, and transporting, handling video equipment. Able to stand, bend, stoop, crawl, squat, lift, kneel and reach occasionally throughout the work day.

EDUCATION, TRAINING AND EXPERIENCE:

~~Experience as a producer of broadcast, independent or public access programming with an understanding of the potential of community utilization of cable television.~~ Minimum 5 years of progressively responsible experience in public communications, including strategic planning, media relations, and website management.

~~Supervisory experience in program development and experience in public speaking.~~ Proven track record of successful media campaigns, crisis communications, and stakeholder engagement.

Possession of a Bachelor's degree in communications or related field.

Master's degree preferred.

Have or will obtain FEMA certification as a Public Information Officer within 6 months of accepting position.

License:

Valid driver's license issued by the State of Ohio and remain insurable under the City of Medina's vehicle insurance plan.

FAA Part 107 drone license preferred

QUALIFICATIONS:**Knowledge of:**

- ~~Cable television industry;~~
- Familiarity with graphic design tools (e.g., Adobe Creative Suite), video editing, and social media management platforms.
- Field production techniques and principles;
- ~~Operation of basic cable and public access channels;~~
- The City ACCESS philosophy; and
- ~~City cable TV Franchise agreements and state and federal laws relating to cable television and public access.~~
- working in government, public sector, nonprofit, or similar environments preferred.
- ~~Video switchers and audio mixers.~~
- Experience with broadcast equipment, video cameras, audio, and lighting techniques.

Skilled in:

- ~~Handling a wide range of professional video equipment;~~
- Detail-oriented with a strong sense of design, branding, and digital best practices.
- Operating a variety of professional video production equipment, including video cameras, video switching equipment, lighting equipment, microphones and audio control devices, editing systems, computer graphic systems and other related peripherals; and
- Developing Department budgets.

Ability to:

- Understand and follow complex oral and written instructions;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public;
- Maintain good taste and judgment in all ~~production~~ activities;
- ~~Work in a cooperative and encouraging manner with community members, City and school employees and students;~~
- Collaborative and diplomatic leader who works well with cross-functional teams.
- Able to handle sensitive or high-pressure situations with professionalism and discretion.
- Work independently and supervise the work of others; and
- Provide administrative and professional leadership and direction to Department personnel.

- Operate various camera systems and non-linear editing systems.
- Design sets and lighting for various field and studio shoots.

ENVIRONMENTAL ELEMENTS:

This position works mostly indoors but at times works outside in various weather conditions.

WORKING CONDITIONS:

May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED:

Various camera systems and non-linear editing systems, video switchers, audio mixers and lighting.

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____

THE CITY OF MEDINA
JOB DESCRIPTION

IV-805

Proposed Changes

TITLE: ~~Technical Operations Director~~ Assistant Director of Communications

REPORTS TO: ~~Cable TV Executive Director/General Manager~~ Director of Communications

DEPARTMENT/DIVISION: ~~Cable~~ Communications

CIVIL SERVICES STATUS: Classified

JOB STATUS: Full-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification performs a variety of pre-production, production and post-production duties under the direct supervision of the ~~Cable TV Executive Director/General Manager~~ Director of Communications. The position requires the ability to accept a production project from inception to completion with no additional training or guidance, as well as the ability to assist in the supervision and training of volunteers in production situations. The individual will also oversee and manage the usage of the Medina Performing Arts Center (PAC) in all technical aspects and operations for school, community and professional events that take place at PAC.

ESSENTIAL JOB FUNCTIONS:

Works with city, school, county and community representatives to ensure appropriate and useful information for MedinaTV and use of the Medina Performing Arts Center.

Creates and develops set or scene designs for productions at MedinaTV or Performing Arts Center.

Handles production of studio and remote location tapings for broadcast on ~~Medina Cable Access~~ MedinaTV.

~~Edits Public Service Announcements, promotions and programs for broadcast.~~

Draft and edit press releases, media advisories, talking points, and official communications.

~~Develops relationships with various departments and agencies for programming on television channels.~~

Assist in responding to media inquiries and preparing leadership for public speaking engagements.

Acts as liaison among the city, schools and community on behalf of MedinaTV and the Performing Arts Center

~~Promotes the development, delivery and growth of Access television in Medina.~~

Assist with the management and content updates of the organization's website, ensuring accuracy, accessibility, and alignment with brand standards.

~~Maintains the electronic bulletin boards as well as the Emergency Alert System.~~

Support multimedia content creation, including photos, videos, and graphics, for digital and print use.

~~Maintains and updates box office computer system for the Performing Arts Center.~~

Box Office Operations: Manage the ticketing system, oversee ticket sales, and operate the box office during events.

~~Handles ticket sales for PAC events.~~

Marketing & Communications: Promote PAC events and services via social media, websites, and traditional media outlets.

~~Operates PAC ticket office during available office hours.~~

Facility Management: Oversee the daily operations and maintenance of the PAC and Middle Stage. Ensure the venues are safe, clean, and performance-ready.

Ensures the efficient operation of the PAC and related functions.

Maintains regular and consistent attendance.

Assists in developing/maintaining the website for city of Medina, MedinaTV and the PAC, and explores avenues for use of the Internet.

Updates and uses Social Media to promote both the city of Medina, PAC and Medina TV.

Informs residents of news and information regarding, city of Medina, MedinaTV and the PAC using Social Media and various websites.

Able to search and explore grant opportunities for MedinaTV and the Performing Arts Center.

~~Works in conjunction with the local cable company to ensure the best product for viewers (i.e., live feeds, emergency announcements and satellite and program feeds).~~

Collaboration & Community Engagement: Work with schools, city departments, and community organizations to support programming and shared use of the facility.

Maintains wiring and equipment installation at facility and remote locations for both MedinaTV and the PAC.

~~Manages all equipment owned and operated by PAC.~~

Equipment Oversight: Maintain all technical equipment and infrastructure. Recommend and coordinate purchases and upgrades.

~~Manages usage of Performing Arts Center spaces and Middle Stage facility.~~

Staff Supervision: Hire, train, and manage theater staff and volunteers. Schedule crews for events and manage timekeeping and payroll submissions.

Works with maintenance and custodial of MCS to keep the PAC operating at its fullest potential.

~~Makes recommendations pertaining to the purchasing of equipment for PAC.~~

Emergency Response: Serve as on-call contact for emergencies during events and facility operations.

~~Supervises staff at the PAC.~~

Staff Supervision: Hire, train, and manage theater staff and volunteers. Schedule crews for events and manage timekeeping and payroll submissions.

~~Collects and submits timesheets of PAC staff.~~

Support multimedia content creation, including photos, videos, and graphics, for digital and print use.

~~Schedules and assigns staff to events in the PAC and Middle Stage.~~

Serves as PIO and Director of Communications when Director is unavailable.

Is the first Contact for renters of the PAC to schedule and assign staff to ensure all needs are met for their rental request.

Responsible for training and certifying all support staff with facility operations.

Serves as Operations Director when working in the PAC.

Ensures that the policies and procedures of PAC are followed at all times.

~~Recruits and trains volunteer and student producers and production personnel.~~

Collaborate with departments and stakeholders to gather content and ensure consistent messaging across channels.

Oversees facility management and handles scheduling of PAC events including scheduling conflicts.

Must work hand in hand with information technology to meet the needs of renters of the PAC and Middle Stage.

~~Is the emergency person on call for all Performing Arts events unless otherwise noted.~~

Create and schedule engaging content for social media platforms and email newsletters.

Works with the local news outlets to provide information to the media that will assist in program design and production.

Handles all marketing aspects of the PAC for events and the facility.

Attends meetings of the Advisory Commission on Communication Enhancement Support Services (ACCESS) Committee to provide input at meetings relative to the operation of the production facilities and the Performing Arts Center.

Able to perform the physical demands that include but are not limited to having the strength and agility sufficient to lift and maneuver video equipment and television design sets throughout the day, along with the ability to spend a large part of each working day standing and walking and transporting/ handling equipment up to 100 pounds with the ability to push and pull equipment up to ~~500~~—200pounds. Able to stand, bend, stoop, crawl, squat, lift, kneel and reach occasionally throughout the work day.

EDUCATION, TRAINING AND EXPERIENCE:

~~Possession of a Bachelor's degree or equivalent from a four-year college or university.~~

Bachelor's degree in Communications, Public Relations, Journalism, Marketing, Digital Media, Theater Management, Performing Arts or related field.

~~Five years' experience in theater technology.~~

3+ years of experience in theater or venue management, including technical production.

~~Experience as a producer of broadcast, independent or public access programming with an understanding of the potential of community utilization of cable television.~~

3+ years of professional experience in public relations, communications, journalism, marketing, or related roles.

- ~~Experience in theater production.~~
- Strong leadership, organizational, and communication skills.
- Have or will obtain FEMA certification as a Public Information Officer within 6 months of accepting position.

Some supervisor or teaching experience and experience in public speaking as well as experience in lighting for studio and remote locations.

QUALIFICATIONS:

Knowledge of:

- ~~Cable television industry and the City of Medina ACCESS philosophy; and~~
- Ability to manage multiple projects and meet deadlines.
- Field production techniques and principles.

Skilled in:

- Working in a cooperative and encouraging manner with community members, City, county, school employees and students;
- Representing the City, county, school system and community in a favorable light;
- Operating a variety of theatre equipment including a DMX lighting control console, lighting instruments, sound control console, audio processing equipment, wireless microphones, acoustic concert shell, fly system and computerized box office software; and
- Operating a variety of professional video production equipment, including video cameras, video switching equipment, lighting equipment, microphones and audio control devices, editing systems, computer graphic systems and other related peripherals.

Ability to:

- Maintain good taste and judgment in all production activities;
- Update and maintain websites;

- Handle a wide range of professional video equipment;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public;
- ~~Operation of basic cable and public access channels; and~~
- Ability to manage multiple projects and meet deadlines.
- Understand and follow oral and written instructions.

License: Valid driver's license issued by the State of Ohio and remain insurable under the City of Medina's vehicle insurance plan.

FAA Part 107 Drone license preferred

ENVIRONMENTAL ELEMENTS:

The majority of the time is spent working indoors but at times the work performed may involve working outside in various weather conditions. The position includes a high incidence of interaction with county, school and City employees, students and citizens.

WORKING CONDITIONS:

This position requires working various hours including weekends. May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED:

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____

**THE CITY OF MEDINA
JOB DESCRIPTION**

Proposed Changes

TITLE: Cable TV Production Assistant

REPORTS TO: ~~Executive Director/General Manager~~ Director of Communications

DEPARTMENT/DIVISION: ~~Cable~~ Communications

CIVIL SERVICES STATUS: Unclassified

JOB STATUS: Part-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification performs a variety of pre-production, production and post-production duties under the direct supervision of the ~~Cable TV Executive Director/General Manager~~ Director of Communications. This position will require the ability to follow through a production project, from inception to completion, with little or no additional training. The position will require the ability to assist in the supervision of volunteers in production situations.

ESSENTIAL JOB FUNCTIONS:

Record, in the field, program segments for Medina TV programming,

Edit recorded materials into complete programs,

Serves as on-camera talent for programming,

Assist in all aspects of studio and remote production,

Create graphics for production and the bulletin board.

Maintains regular and consistent attendance.

Assists in developing website for television services and explores avenues for use of Internet.

Able to perform the physical demands that include but are not limited to having the strength and agility sufficient to lift and maneuver video equipment and television design sets throughout the day, along with the ability to spend a large part of each working day standing, walking, and transporting, handling video equipment. Able to stand, bend, stoop, crawl, squat, lift, kneel and reach occasionally throughout the work day.

EDUCATION, TRAINING AND EXPERIENCE:

Documented hours of hands-on experience with broadcast equipment or other experience deemed appropriate by the ~~Cable TV Executive Director/General Manager~~ Director of Communications

Some experience in public speaking.

Experience in lighting for studio and remote locations.

License: If expected to drive off-site, a valid driver's license issued by the State of Ohio is required and must remain insurable under the City of Medina's vehicle insurance plan.

QUALIFICATIONS:

Knowledge of:

- General knowledge and understanding of the aesthetics of television;
- The City of Medina ACCESS philosophy;
- Field production techniques and principles;
- Operation of basic cable and public access channels; and
- Video switchers and audio mixers.

Skilled in:

- Handling a wide range of professional video equipment;
- Operating a variety of professional video production equipment, including video cameras, video switching equipment, lighting equipment, microphones and audio control devices, editing systems, computer graphic systems and other related peripherals;
- Videotape editing and equipment operation;
- Computer graphics operation, and implementation.
- Communicating effectively in writing or orally with co-workers, supervisors and the general public, including public speaking ability.

Ability to:

- Work independently and supervise the work of others;
- Maintain good taste and judgment in all production activities;
- Work in a cooperative and encouraging manner with community members, the City and school employees and students; and
- Understand and follow complex oral and written instructions.

- Operate various camera systems and non-linear editing systems.
- Design sets and lighting for various field and studio shoots.
- Direct or produce remote productions.
- Edit and assemble programs from written and verbal instructions.
- Write for the visual media.

ENVIRONMENTAL ELEMENTS:

This position works mostly indoors but at times works outside in various weather conditions.

WORKING CONDITIONS:

May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED:

Various camera systems and non-linear editing systems, video switchers, audio mixers and lighting.

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____

Communications Department

Roles

One Consistent message through all departments and promote the city in a positive light to residents and media. An opportunity to control the narrative about the stories told about our great city.

Public Information Officer

I am already trained and certified by FEMA as a Public Information Officer. I would like to utilize that training in this role for the City. I am also the Web administrator for the City and have been for the last 12 years. I also am a certified drone pilot and can utilize this expertise for the City.

Outside Communications (Always portray the City in a positive light and control the narrative in negative)

Handle website administration (Handle look design and content)

(*Update news stories and keep current. Our last news story currently was Feb 2024)

Update photos and stories for website. (Keep up with look of the site with the seasons.)

Maintain programming and scheduling of programs on social media apps and MedinaTV (Create a more specialized look for news and information)

Create positive news stories that promote employees and the city of medina (A lot of great things happening in the city let's share it with the community)

Assist with public questions and press releases (Available at all times to assist)

Serve as the PIO and spokesperson for the City to members of the media in regular and emergency situations (Already trained and certified)

Speak on the city's behalf at events (Be an additional asset to spread the good word to public, groups, and other entities)

Assist department heads with presentations and speeches (Provide video, photos, and help with design of presentations for the city)

New website has a very important calendar service that will require constant monitoring and updating (This will require staff to constantly monitor and update and fact check)

Internal Communications

Handle website administration (Keep information up to date for internal employees, and assist departments with outward design of website)

Update photos and stories for website (this would be a daily and weekly update to keep website fresh)

Create playlists for video board at City Hall (Create a playlist to inform and promote the city within City Hall)

Assist with Grant work for the City (Providing photo and video results go a long way in grants)

Streamline Internal Communications (Find ways to help all departments gather information in one place to keep all employees informed. Start an internal newsletter to keep employee morale up and stay informed of important matters)

Work to keep positive morale within city departments and keep them informed (See above)

Marketing

Help get information to the press about positive city activities (Assist in sharing the positive with photo, video, and written information)

Handle website administration (Again work to keep website up to date and fresh)

Maintain programming and scheduling of programs on social media apps and MedinaTV (Schedule information and programs in a timely fashion so as to not create overload)

Public Relations

Handle website administration (Find the best way to use the website to promote the City)

Assist in answering questions from the media and public (Handle questions from social media, email, website, etc. Show a quick and positive response)

Social Media

Handle website administration (Keep website current and meeting the needs of the public while promoting the City)

Update photos and stories for website (Keeps website fresh and compelling for the public to revisit)

Create photos/videos for social media /website (Keep all apps fresh and conveying the positive message we want to promote.)

Maintain programming and scheduling of programs on social media apps and MedinaTV (timing here keeps information relevant and builds a loyal base of followers)

Location

I would like to move part of my department over to City Hall. We could wait to do this with the move of the Law Department to Municipal court or if office space opens up sooner at City Hall. That way we can be more responsive to the needs of the City.

With the City funding MedinaTV with the Franchise Fees and also with funds from the RITA Carryover, over I feel that this is a natural creation for this department. This department would cost the city no additional funding unless the Franchise Fees were to disappear, but that is the situation we are currently facing so the City can begin to plan in the five-year budget to fund this department if necessary. We are not seeking any pay adjustments for our staff so once again this is just a house organization at no current additional costs.

These roles can be expanded to cover more as we establish the department. We can also take on additional duties from others through attrition. Also with technology constantly changing we can keep pace and keep the city moving forward. I think for now we can keep the Supervisory structure as it stands to maintain order but could be reevaluated as the department develops.

EMERGING TECHNOLOGIES COMMITTEE

Medina City Hall

Rotunda

June 25, 2025

Approximately 5:28 p.m.

In Attendance: Natalie DiSalvo – Chair, Paul Rose, and Jim Shields.

Also In Attendance: John Coyne, Regi Haire, Chet Simmons, Dennie Simpson and Jarrod Fry.

Emerging Technologies Committee (immediately following Budget Hearing)

1. 25-124-5/27 - Discussion – Transitioning Cable TV Department to City Communications Dept.

Jarrold started with a little on the history/evolution of the Cable TV Department. The department started broadcasting in 1995 for the sole purpose of airing City Council and School Board meetings. Since then, they have evolved into communication services for the City of Medina, Medina City Schools, the Performing Art Center, Medina County, Main Street Medina and others. The biggest evolution came due to COVID as technology and communication processes had to change rapidly to meet the demands of our public. They quickly became a source of information and entertainment for the City on both the schools' channel and the government channel as well as social media. They have expanded the social media aspect to now include streaming through apps such as Apple TV, Roku, Firestick, and Amazon.

They spearheaded the creation of the City website and are on their 3rd redesign. In addition, they handle the website administration day to day. Drone services are another big issue that they have done working with the city schools and career center.

Jarrold stated this new communications dept. will not jeopardize any of the current relationships they have with the schools, County or any other entity that they work with, it's just trying to find a greater return of investment for the City for their dollars that they invest into our department.

Jarrold explained that the schools provide them with housing, currently including phone, internet, heating and cooling for the Cable TV Dept. They work at \$67 an hour for jobs they do for Medina County. They also do some side contractual jobs that pop up on a yearly basis.

Why a need for a new communications department? To have a unified message across the City and to promote a positive image of the City. For maintaining the narrative and public perception. Public media and education and outreach – looking to create content and educational information to help people know about things such as Senior Snowplow Program, leaf pickup and trash delays.

In conclusion, it is both timely and appropriate to expand their collaboration with the City. As technology continues to evolve, so do the ways in which people access information. Having identified communication gap within city along with growing need to modernize the roles and responsibilities of the Cable TV Department, Jarrold feels by establishing a Communication Department it will allow them to meet both of these needs effectively.

Department Structure – They report to the Mayor. Currently Jarrold is the General Manager and

that title would be switched to Director of Communications, the Technical Operations Director switched to the Assistant Director and Operation Director that we have switched to Communications Specialist. This would just be a matter of going to Civil Service to create the change in those job titles and add the extra things that they do now but have not been updated in the job description.

Paul Rose asked what the impact would be on the existing way we do things right now?

Jarrold – No impact on what is already being done, the goal is to bring in and enhance and improve what we do.

Mayor expressed that Jaclyn has stated that this proposal has been discussed with the Access Committee who stated they are in favor of getting this in front of Council and hopefully approving it.

Keith explained that from the 90's and up to early 2010 the cable franchise fee comes in as a quarterly thing and every quarter was more than the prior quarter. As a department head, Keith wanted to share that working with this department is really helpful.

Dennie stated there may be some growing pains but feels everyone would benefit from a new communications department.

Kimberly – will each department still do their own social media? Jarrold stated that wouldn't be feasible and feels each dept. will still do their own social media.

Mayor Hanwell stated this would go to the Civil Service Commission first for the job description changes and for Law Director review, then come to Finance and Council where name change from Cable TV to Communications Department would happen.

Mr. Rose motioned to move this to Finance Committee once all background checks are met with Civil Service, seconded by Mr. Shields. Motion passed 3-0.

There being no further business the Emerging Technologies adjourned at 6:12 p.m.

Natalie DiSalvo – Chairperson

Batch Number
(Finance use only)
Batch Posted?

RCA Number
(Council use only)

RCA 25-222-11/10

REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT
(CHECK ONE)

ADMINISTRATIVE
FINANCE COMMITTEE
COUNCIL

X
X

NO. 2025-045
(Finance use only)

Finance

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS	REASON
		001-0741-50111	svc dir - wages	15,000.00		X	to cover acct (needed due to '24 vacation payout)
		104-0301-53313	parks - operating	58.87		x	mini melts revenue sharing - fred Greenwood park
		109-0705-50111	Probation Grant _ wages	15,732.50		x	to cover grant
		143-0748-52214	econ dev - advert	250.00		x	Design Committee for visitor guide
		147-0659-54411	airport - land improvements	12,825.00		x	airport - dba update
		152-0101-52211	state education	7,406.13		x	OPOTA 3rd qtr training reimb
138-0462-53311	py22 office supplies	138-0462-50111	py22- wages	10.57	x		To cover account
513-0708-52215	ub - contractual	513-0708-50111	ub - wages	20,000.00	x		To cover account
			Total increases to fund:	51,272.50			
			Total reductions to fund:	20,010.57			
			Total transfers within fund:				

EXPLANATION:

DEPARTMENT HEAD: Keith Dirham / Lori Bowers

DATE: 11/3/2025

MAYOR'S APPROVAL:
(WHEN NECESSARY)

DATE:

COUNCIL/COMMITTEE ACTION:

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

ORD. NO. 194-25

CLERK OF COUNCIL/DATE

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

REQUEST FOR COUNCIL ACTION

FROM: Kimberly Marshall
DATE: October 21, 2025
SUBJECT: Logo Request Form

No. RCA 25-223-11/10
Committee Finance

SUMMARY AND BACKGROUND:

This Request is to authorize a Logo Request Form and \$250.00 licensing fee for the City of Medina Logo and the City of Medina America 250 Logo usage by businesses or entities that would like to use the logo where they are selling merchandise.

Civic and Non-Profit Organization not selling merchandise using the logo will not be required to pay a fee to use the logo but will be required to complete the Logo Request Form.

We are requiring all applicants to submit a copy of their document, signage, promotional material or merchandise to the City of Medina for review and approval.

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: We are getting requests to use the Logos and would like to have this process in place as soon as possible.

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:



City of Medina Logo Request Form



The rights to the City of Medina Logo and the Medina America 250 Logo are owned by the City of Medina. They may only be used with written permission/authorization from the City of Medina.

Businesses are required to pay a nominal license fee of \$250.00 to use the logo. These funds go to offset costs of the city's America 250 celebration, ongoing expenses to maintain the logos and administering the authorization.

Civic and non-profit organizations not selling merchandise carrying the logo will not be required to pay a fee to use the logo.

Name of Business/Organization _____

Address _____

City _____ State _____ Zip _____

Contact Name and Title _____

Email Address _____ Phone Number _____

Requested Logo City of Medina ☐ Medina America 250 ☐

Proposed Use _____

Requested file type (PNG, JPEG, SVG, etc.) _____

How many copies of the logo will you make? _____

The Logo shall not otherwise be re-created or manipulated and may not be reproduced for any other purpose without prior written consent from the City of Medina. We will publish the authorized users and the authorized use. Please report any use you believe to be unauthorized.

****Prior to approval of your request, you will be required to submit a copy of your document, signage, promotional material, or merchandise to the City of Medina for review.**

By signing this request form, I hereby certify that the information contained in this request form is true and accurate to the best of my knowledge, and any changes affecting the information contained herein will be made known to the City of Medina.

Signature _____

Date _____

Please complete this form and email it to Kimberly Marshall at kmarshall@medinaoh.org.

OFFICIAL USE	Fee \$ _____
	Upon the basis of the above application and submitted plans, the request for use of the City of Medina Logo and/or the City of Medina America 250 logo is hereby approved.
	Signature _____ Date _____
	Signature _____ Date _____

REQUEST FOR COUNCIL ACTION

From: Chet Simmons

No.

RCA 25-224.4/10

Date: November 3, 2025

Committee:

Finance

Subject: New Line Item – Medina Town Hall and Engine House Museum

Summary and background:

Requesting to add a line item, or a way to track funds specifically acquired for operations supporting the Medina Town Hall and Engine House Museum.

Estimated Cost:

Suggested Funding: Public Buildings

Sufficient Funds in Account:

Transfer Needed From:

To:

New Appropriation Needed into Account:

Emergency Clause Requested: Yes ____ No ____

Reason:

COUNCIL USE ONLY:

Committee Recommendation:

Ord./Res.:

Date:

REQUEST FOR COUNCIL ACTION

No. RCA 25-225-11/10
Committee: Finance

FROM: Kimberly Marshall, Economic Development Director

DATE: October 29, 2025

SUBJECT: Request to Transfer MCL 9444 from Medina City Development Corp. to the
City of Medina

SUMMARY AND BACKGROUND:

The City of Medina transferred three City Lots known as S. Elmwood Parking Lot to the Medina City Development Corporation PPNs as follows:

028-19A-21-265; 028-19A-21-266 and 028-19A-21-267, via Ordinance 79-24

The Medina City Development Corporation had those three parcels surveyed and consolidated which now has formed a new city lot 9444. The MCDC is in the process of having the new deed prepared and plat filed so that a new parcel number can be assigned.

The Medina City Development Corporation wishes to transfer the lot back to the City of Medina for purposes of enhancing economic development in the area which entails a parking lot renovation to include increasing the parking space from 40 to 81 total spaces. (77 parking and 4 ADA parking spaces)

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:



DocId:8538799

Tx:8392671

2024OR008792

LINDA HOFFMANN
MEDINA COUNTY RECORDER
MEDINA, OH
RECORDED ON
06/11/2024 01:59 PM

REC FEE: 50.00

PAGES: 5

DOC TYPE: QC

MEDINA COUNTY RECORDER

LINDA HOFFMANN

(DO NOT REMOVE THIS COVER SHEET.
THIS IS THE FIRST PAGE OF THIS DOCUMENT)

MEDINA CO. MAP OFFICE

APPROVED 6/11/04

FILE # 611341

DATE 6-11-04

This Conveyance has been examined and the Grantor has complied with Section 319.202 of the Revised Code. 6/11/2004

FEE \$ 1.50

EXEMPT A

Anthony P. Capretta, CA Medina County Auditor

QUIT-CLAIM DEED

ORD. 98-24

KNOW ALL MEN BY THESE PRESENTS, that CITY OF MEDINA, OHIO, an Ohio Municipal Corporation, for good consideration received to its full satisfaction of MEDINA CITY DEVELOPMENT CORPORATION, an Ohio Non-Profit Corporation, the Grantee, has Given, Granted, Remised, Released, and Forever Quitclaimed, and does by these presents absolutely give, grant, remise, release, and forever quitclaim unto the said Grantee, its successors and assigns, forever, all such right and title as it, the said Grantor, has or ought to have in and to the following described pieces or parcels of land:

See "Exhibit A " attached hereto for legal descriptions.

Permanent Parcel Nos. 028-19A-21-265; 028-19A-21-266; and 028-19A-21-267

Tax Mailing Address: 132 North Elmwood Avenue, Medina, Ohio 44256

To have and to hold the premises aforesaid, with the appurtenances thereunto belonging to the said Grantee, its successors and assigns, so that neither it, the said Grantor, nor its successors or assigns, nor any other persons claiming title through or under it, shall or will hereafter claim or demand any right to the premises, or any part thereof; but they and every one of them shall by these presents be excluded and forever barred.

IN WITNESS WHEREOF, I have hereunto set my hand, the 29th day of May, 2024, at Medina, Ohio.

CITY OF MEDINA, OHIO
an Ohio Municipal Corporation

By: Dennis Hanwell
DENNIS HANWELL, Mayor

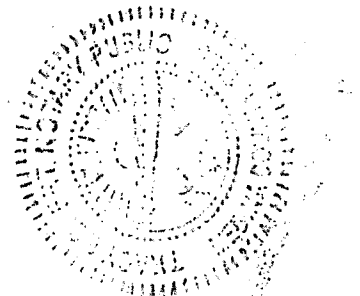
STATE OF OHIO)
COUNTY OF MEDINA)ss:

BEFORE ME, a Notary Public in and for the State and County aforesaid, personally appeared the above-named **City of Medina, Ohio, by Dennis Hanwell, its Mayor**, who executed the foregoing instrument in my presence and acknowledged the same to be his voluntary act.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal this 29th day of May, 2024 ~~2020~~, at Medina, Ohio.

This is an acknowledgment; no oath was administered.

Tracy Eckert My Commission Expires: 8/25/24
NOTARY PUBLIC



This instrument prepared by:
Gregory A. Huber, Law Director
City of Medina
132 North Elmwood Avenue
Medina, OH 44256
(330) 722-9070

EXHIBIT A

Parcel One/Permanent Parcel No. 028-19A-21-265

Situated in the City of Medina, County of Medina and State of Ohio: And being the north part of City Lot 22, and the south part of Lot 23 of said city, and bounded and described as follows: Beginning at a point in the east line of said Lot 22, which point is 55.0 feet south of the northeast corner of said Lot 22; Thence North, in the east lines of Lots 22 and 23, a distance of 100.5 feet; Thence West, in a line parallel to the north line of said Lot 22 to the west line of said Lot 23; Thence South in a west line of Lots 23 and 22, a distance of 100.5 feet; Thence East in a line parallel to the north line of said Lot 22 to the east line of said lot, and the place of beginning, be the same more or less, but subject to all legal highways.

Permanent Parcel No. 028-19A-21-265

Parcel Two/Permanent Parcel No. 028-19A-21-266:

Situated in the City of Medina, County of Medina and State of Ohio: And being the middle part of City Lot 22 on the Medina Township side and bounded and described as follows: On the north, by land in said lot owned formerly by Myron Reese, now or formerly owned by Jean A. and Leonard E. Morse and H.K.P., Inc. as recorded in Deed Volume 1012, Page 342 and Deed Volume 1012, Page 344 respectively, of the Medina County Recorder's Records; on the east by east line of said Lot; on the south by a line parallel with said north line and being 50 feet south thereof; and on the west by land in said lot formerly owned by E.T. Pierce, now or formerly owned by said Jean A. and Leonard E. Morse and H.K.P., Inc. and having a frontage on Elmwood Avenue, of fifty feet, be the same more or less, but subject to all legal highways.

Permanent Parcel No. 028-19A-21-266

Parcel Three/Permanent Parcel No. 028-19A-21-267

Situated in the City of Medina, County of Medina and State of Ohio: And known as being a part of City Lots 20 and 22 on the Medina Township side of said City bounded and described as follows: Beginning at a point in the west line of Lot 22, 55 feet south from the northwest corner of Lot 22 and extending east along the south line of lands owned or formerly owned by

Jean A. and Leonard E. Morse and H.K.P., Inc. as recorded in Deed Volume 1012, Page 342 and Deed Volume 1012, Page 344 respectively, of the Medina County Recorder's Records, to an iron stake at the northwest corner of the above lands now or formerly owned by Jean A. and Leonard E. Morse and H.K.P., Inc. a distance of 60 feet; Thence South along the west line of said Morse and H.K.P., Inc. land 50 feet; Thence West in a line parallel to the north line 60 feet to the west line of Lot 22 and continuing west in the same line in Lot 20, 32 feet to property now or formerly owned by Scott R. and Kimberly A. Evilsizer as recorded in Deed Volume 625, Page 320 of the Medina County Recorder's Records; Thence North along said property line 71.8 feet to an iron stake; Thence East 32 feet to the east line of said Lot 20; Thence South along said lot line 21.8 feet to the place of beginning, be the same more or less, but subject to all legal highways.

Permanent Parcel No. 028-19A-21-267

Address commonly known as: S. Elmwood Avenue, Medina, OH 44256



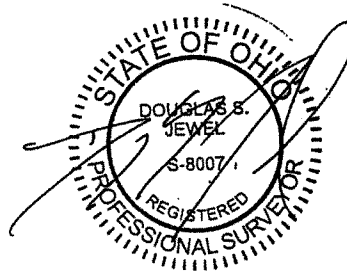
Cunningham & Associates, Inc.

Civil Engineering & Surveying
203 W. Liberty St., Medina, Oh 44256
Phone: (330) 725-5980 * Fax (330) 725-8019

Legal Description for MCL 9444
Project No. 25-115
October 1, 2025

Situated in the City of Medina, County of Medina, State of Ohio and being known the whole of Medina City Lot 9444, as shown by plat as recorded in Document No. 2025PL _____ of Medina County Recorder's Records, containing 0.8685 Acres of land, more or less but subject to all legal highways and all covenants and agreements of record.

This legal description was prepared based on a survey by and/or under the supervision of Douglas S. Jewel P.S. # S-8007 by Cunningham & Associates, Inc. in October 2025.



CREATING MEDINA CITY LOT NUMBER 9444

BEING A REPLAT OF A PART OF MEDINA CITY LOTS 20, 22, & 23
SITUATED IN THE CITY OF MEDINA, COUNTY OF MEDINA AND STATE OF OHIO

PLANS PREPARED BY:
CUNNINGHAM & ASSOCIATES, INC.
CIVIL ENGINEERING AND SURVEYING
204 W. LIBERTY ST. MEDINA, OHIO 44256 (630) 725-3980

ACCEPTANCE

KNOW ALL MEN BY THESE PRESENTS, THAT MEDINA CITY DEVELOPMENT CORPORATION, OWNER OF THE LANDS HEREIN REPLATED, HAS CAUSED THIS REPLAT TO BE MADE BY ME, A SURVEYOR, AND I HAVE RECORDED THIS REPLAT IN THE PUBLIC RECORDS OF THE COUNTY OF MEDINA, OHIO, AND I HAVE SET MY HAND AND OFFICIAL SEAL AT MEDINA, OHIO, THIS _____ DAY OF _____, 2022.

DATE: 10/24/22
FILE: 1614975

COUNTY OF: MEDINA, OHIO
STATE OF OHIO

BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, WHO APPEARED THE ABOVE NAMED _____, PERSONALLY ACKNOWLEDGED THE MAKING OF THE FOREGOING INSTRUMENT AND THE SIGNING OF THIS PLAT TO BE HIS OWN FREE ACT AND DEED IN TESTIMONY WHEREOF I HAVE HEREUNTO SET MY HAND AND OFFICIAL SEAL AT MEDINA, OHIO, THIS _____ DAY OF _____, 2022.

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____



APPROVALS

APPROVED FOR TRANSFER THIS _____ DAY OF _____, 2022

TAX MAP DEPARTMENT

RECEIVED FOR TRANSFER THIS _____ DAY OF _____, 2022

MEDINA COUNTY SHERIFF

RECEIVED AND RECORDED THIS _____ DAY OF _____, 2022

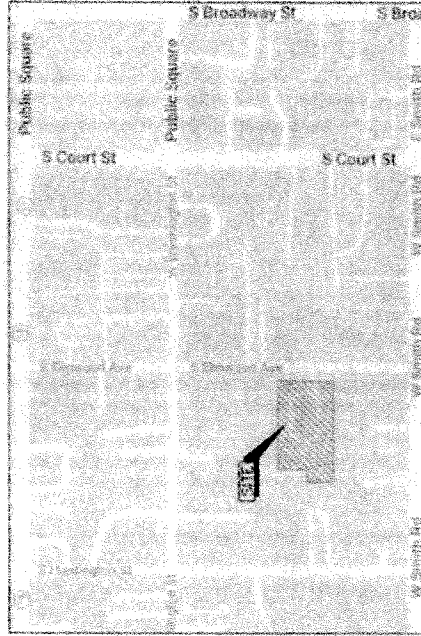
AT _____

RECORDED IN PLAT DOCUMENT NO. _____

PAGE: 1

MEDINA COUNTY RECORDER

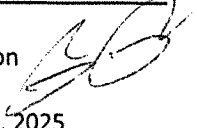
RECORDED BY MEDINA CITY PLANS
1614975



CERTIFICATION:
I, MEDINA COUNTY, HAS DRAWING TO BE OF A SURVEY MADE BY ME OR UNDER MY CLOSEST SUPERVISION AND TO BE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.
DISTANCES ARE GIVEN IN FEET AND DECIMAL PARTS THEREOF. READINGS ARE REFERENCED TO AN ASSUMED MEAN AND ARE USED TO INDICATE ANGLES ONLY.
DOUGLAS S. SMITH, SURVEYOR'S SEAL

REQUEST FOR COUNCIL ACTION

NO. RCA 25-226-11/10

FROM: Patrick Patton 

DATE: November 4, 2025

COMMITTEE
REFERRAL: Finance

SUBJECT: Storm Water Operation and Maintenance Agreements – 1170 W. Smith Road, 1035 Industrial Pkwy. & 5854 W. Smith Rd.

This request asks Council to accept three (3) Storm Water Operation and Maintenance Agreements (SWOMAs) from the following:

1. 1170 W. Smith Rd
2. 1035 Industrial Parkway (ABC Supply)
3. 5854 W. Smith Rd

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

ESTIMATED COST: No cost to the City

SUGGESTED FUNDING: n/a

Sufficient Funds in Account Number:

Transfer Needed from: to:

New Appropriation Account Number:

Emergency Clause Requested: No
Reason:

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

City of Medina Ohio

Document ID:

Corresponding Job ID: C1-2021-09

INSPECTION AND MAINTENANCE AGREEMENT FOR STORM WATER BEST MANAGEMENT PRACTICES

This Inspection and Maintenance Agreement, made this 8th day of October 2021, by and between the 1170 W SMITH ROAD LLC 02819C02001 (hereafter referred to as the Owner) and the City of Medina, Ohio hereafter referred to as the City, provides as follows:

WHEREAS, the Owner is responsible for certain real estate shown as Tax Map Parcel Number 028-19C-02-001 that is situated in the City of Medina, State of Ohio and is known as being all of Medina City Lot No. 4294 to be developed as 1170 W. Smith Rd. LLC Commercial Building and referred to as the Property; and,

WHEREAS the Owner is providing a storm water management system consisting of the following storm water management practices Detention Pond and Appurtenances as shown and described on the attached Comprehensive Storm Water Management Plan (attach copy of development's approved plan); and,

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

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

A. FINAL INSPECTION APPROVAL

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

B. MAINTENANCE PLANS FOR THE STORM WATER MANAGEMENT PRACTICES

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

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

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

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

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

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

The date of inspection; _____

Name of inspector; _____

The condition and/or presence of:

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

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

D. FUNDING

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

E. INDEMNIFICATION

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

IN WITNESS WHEREOF, the undersigned has executed this instrument this 8th day of October, 2025.

Owner:

Signature: _____

Printed Name: _____

State of Ohio)

County of Medina) SS:

The foregoing instrument was acknowledged before me this 8th day of October, 2025 by Ronald T Bengough Jr who acknowledged that he did sign this Power of Attorney, and that it is his free act and deed. I have signed and sealed this Power of Attorney at Medina, Ohio, this 8th day of October, 2025.

Notary Signature: _____

Printed Name: _____

My Commission Expires: 01/14/2026

Notary Seal:



IN WITNESS WHEREOF, the undersigned has executed this instrument this _____ day of _____, 20_____.

City of Medina:

Signature: _____

Printed Name: Dennis Hanwell, Mayor

State of Ohio)

County of Medina) SS:

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

Notary Signature: _____

Printed Name: _____

My Commission Expires: _____

Notary Seal:

This instrument was prepared by:

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

Ver. November, 2021

**Exhibit A: Storm Water Quantity/Quality
Best Management Practice (BMP) Maintenance Plan
1170 West Smith Road**

Storm Water Retention and Water Quality Pond

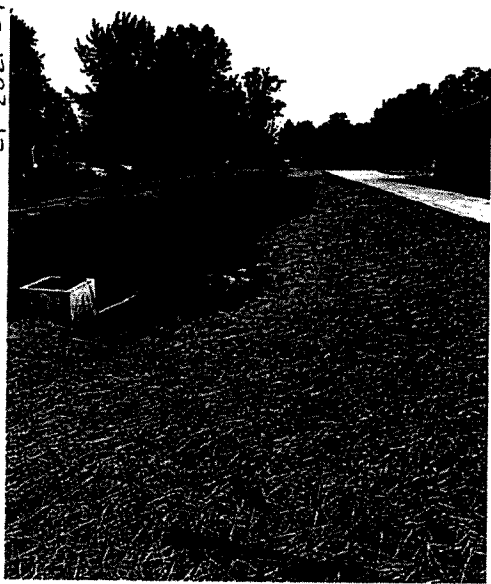
• Summary of design features, minimum frequencies of inspection, and items to look for

11-2021-09

Design Features	Frequency of Inspection (minimum)	
Access Easement or Access Area	Annually	• Ensure there are no encroachments into or damage to the easement or access area that would prohibit equipment from reaching the basin to perform maintenance activities
Sources of Inflow (15" Storm Sewers) Water Quality Orifice (1" Orifice) and down-turned elbow	Annually Every two months	• Check the condition of the pipe, headwall and outlet protection (e.g. rip rap apron) • Ensure there are no blockages of the orifice caused by trash and debris build-up • Maintain a minimum 1-foot clearance between the bottom of the orifice / down-turned elbow and the top of the sediment layer
Primary Outlet (Weir)	Annually	• Ensure there are no blockages caused by trash and debris build-up
Secondary Outlet (Outlet Structure Window & Rim)	Annually	• Ensure there are no blockages caused by trash and debris build-up
Emergency Spillway	Annually	• Ensure there are no blockages caused by trash and debris build-up or illegal dumping • Ensure there is no erosion of the spillway bottom and side slopes
Outlet Structure	Annually	• Ensure there are no cracks, settling, heaving, pipe separation, or blockages within
Outlet Pipe (12" Storm Sewer)	Annually	• Check the condition of the pipe, headwall and outlet protection
Main Pool Area, including micropools	• Monitor annually • Survey the elevation of accumulated sediments at least every 10-years	• Monitor the accumulation of sediment and corresponding loss of storage capacity • To return the main pool area to its original dimensions, dredging must occur when the available volume for the detention basin is reduced to the following at the associated elevation: ≤ 2123 ft³ @1094.00 Restore to a minimum volume for the detention basin is as follows: 2654 ft³ below elevation 1094.00 • Ensure there is an appropriate location to dispose of dredged sediments on or off the site
Inside and outside slopes	• Mow at least once each year during the growing season • Monitor annually	• Ensure adequate vegetative cover with no rills and gullies or slumping of side slopes

Funding for the perpetual inspection, operation and maintenance of the 1170 West Smith Road stormwater management system and all related SCM/BMP's shall be provided by the property owner and maintained in the property maintenance fund (grounds maintenance fund, building & properties fund, general fund, etc ...)

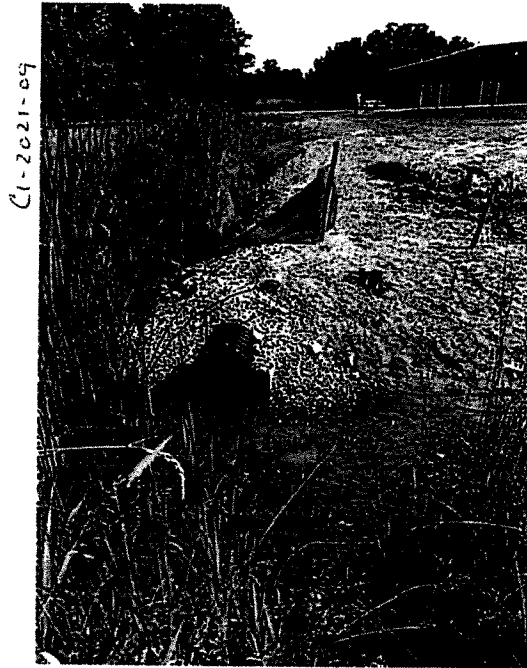
01-2021-07



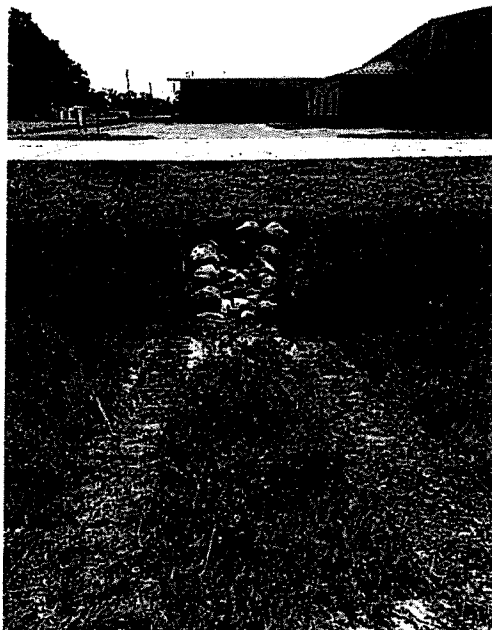
DETENTION BASIN



WEST SIDE OF BASIN



BASIN OUTLET PIPE



HW-1

01-2021-09



HW-2



CONTROL STRUCTURE



CONTROL STRUCTURE

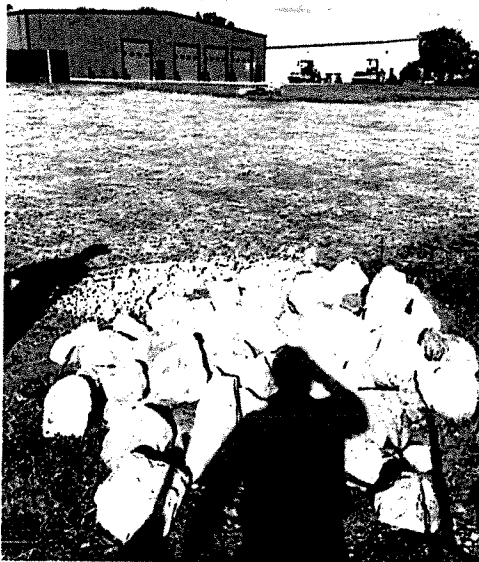


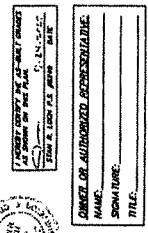
EMERGENCY SPILLWAY

C1-2021-2.9



EMERGENCY SPILLWAY





(AS-BUL T)
STORY LEGEND

AZTECH BFD:
DATE: 7-23-2025
DRAWN BY: JDC
CHECKED BY: SRL
JOB NO.: 2021J761
DRAWING NO.: 2021J761

City of Medina Ohio

Document ID:

Corresponding Job ID:

INSPECTION AND MAINTENANCE AGREEMENT FOR STORM WATER BEST MANAGEMENT PRACTICES

This Inspection and Maintenance Agreement, made this 22 day of September, 2025, by and between the Menomog Properties Medina OH, LLC (hereafter referred to as the Owner) and the City of Medina, Ohio hereafter referred to as the City, provides as follows:

WHEREAS, the Owner is responsible for certain real estate shown as Tax Map Parcel Number 028-19C-17-005 that is situated in the City of Medina, State of Ohio and is known as being all of Medina City Lot No. 3187 to be developed as A paved storage lot and referred to as the Property; and,

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

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

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

A. FINAL INSPECTION APPROVAL

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

1

B. MAINTENANCE PLANS FOR THE STORM WATER MANAGEMENT PRACTICES

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

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

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

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

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

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

The date of inspection; _____

Name of inspector; _____

The condition and/or presence of:

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

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

D. FUNDING

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

E. INDEMNIFICATION

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

IN WITNESS WHEREOF, the undersigned has executed this instrument this 22 day of September, 2025.

Owner: Monomoy Properties Medina OH, LLC

Signature: _____

Printed Name: Chris Macri

State of ~~Ohio~~ South Carolina
County of ~~Medina~~ Berkeley SS:

The foregoing instrument was acknowledged before me this 22 day of September by Agreement who acknowledged that he did sign this Power of Attorney, and that it is his free act and deed. I have signed and sealed this Power of Attorney at Medina, Ohio, this 22 day of September, 2025. Agreement Berkeley

South Carolina

Notary Signature: _____

Printed Name: TAYLOR GLEASON

My Commission Expires: March 15, 2034

Notary Seal:



IN WITNESS WHEREOF, the undersigned has executed this instrument this _____ day of _____
_____, 20_____.

City of Medina:

Signature: _____

Printed Name: Dennis Hanwell, Mayor

State of Ohio)

County of Medina) SS:

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

Notary Signature: _____

Printed Name: _____

My Commission Expires: _____

Notary Seal:

This instrument was prepared by:

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

Ver. November, 2021

**Exhibit A: Storm Water Quantity/Quality
Best Management Practice (BMP) Maintenance Plan**
1035 Industrial Parkway
City of Medina, Ohio

Funding Long-Term Inspection and Maintenance Needs

- The Owner shall be responsible for funding of the perpetual inspection, operation, and maintenance of the stormwater management system listed in this agreement.

Retention/Water Quality Ponds

- Summary of design features, minimum frequencies of inspection, and items to look for.

Design Feature	Frequency of Inspection (minimum)	What to Look For
Water Quality Orifice: 1.3"	Every two months	• Ensure there are no blockages of the orifice caused by trash and debris build-up. • Maintain a minimum 1-foot clearance between the bottom of the orifice and the EJW trap & hood and the top of the sediment layer
Detention Orifice: 6"	Annually	• Ensure there are no blockages caused by trash and debris build-up
Secondary Outlet (Outlet Structure Rim)	Annually	• Ensure there are no blockages caused by trash and debris build-up
Emergency Spillway	Annually	• Ensure there are no blockages caused by trash and debris build-up or illegal dumping. • Ensure there is no erosion of the spillway bottom and side slopes
Outlet Structure	Annually	• Ensure there are no cracks, settling, heaving, pipe separation, or blockages within
Storm Sewer Outlet Pipe: 12"	Annually	• Check the condition of the pipe, headwall, and outlet protection.

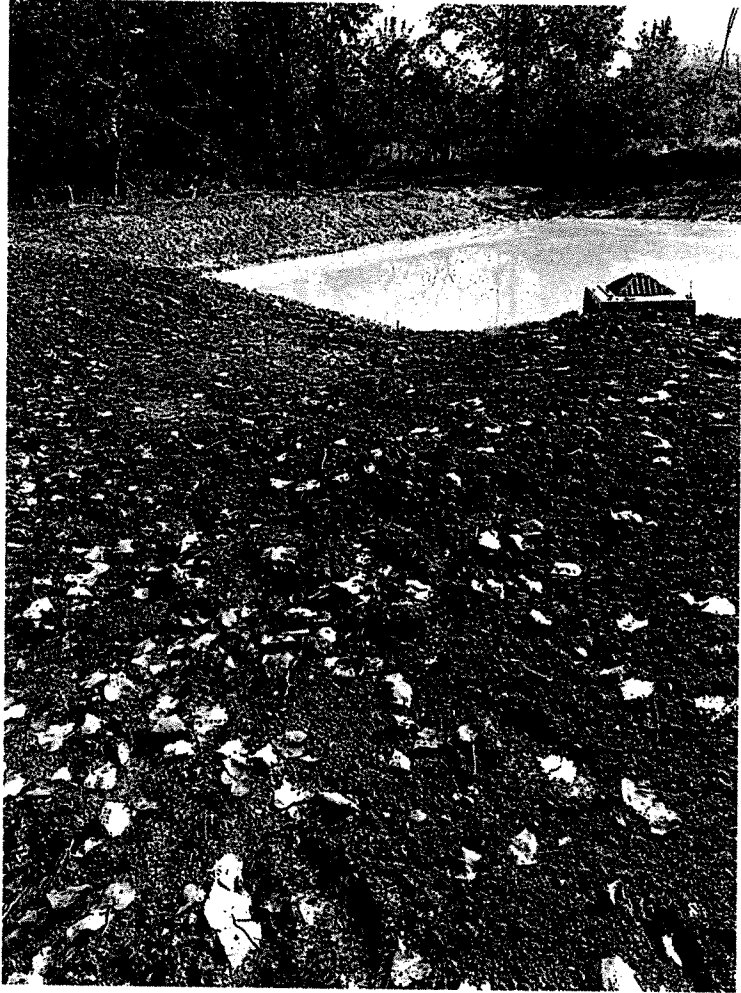
Design Feature	Frequency of Inspection (minimum)	What to Look For
Main Pool Area	• Monitor annually. • Survey the elevation of accumulated sediments at least every 10-years	• Monitor the accumulation of sediment and corresponding loss of storage capacity. • To return the main pool area to its original dimensions, dredging must occur when the available volume for the retention basin is reduced to the following at the associated elevation: $\leq 516 \text{ ft}^3 @ 1014.55$ Restore to a minimum volume for the retention basin is as follows: $3,097 \text{ ft}^3$ below elev. 1014.55 • Ensure there is an appropriate location to dispose of dredged sediments on or off the site
Inside and outside slopes	• Mow at least once each year during the growing season • Monitor annually	• Ensure adequate vegetative cover with no rills and gullies or slumping of side slopes



OVERALL POND



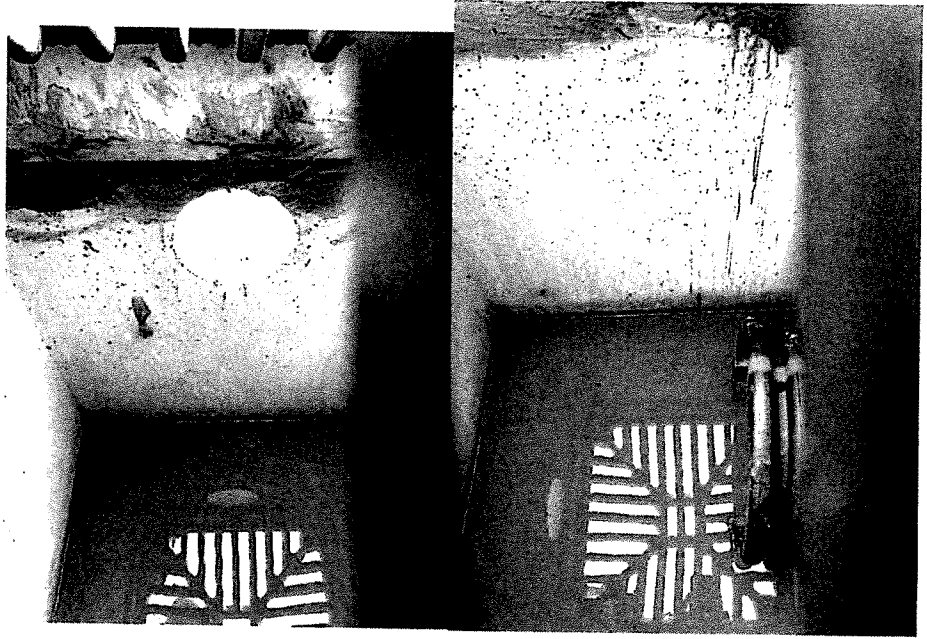
OUTLET STRUCTURE EXTERIOR



EMERGENCY SPILLWAY



12" INLET AND HALF CONCRETE HEADWALL



INTERIOR OUTLET STRUCTURE

City of Medina Ohio

Document ID:

Corresponding Job ID: CI-2023-01

INSPECTION AND MAINTENANCE AGREEMENT FOR STORM WATER BEST MANAGEMENT PRACTICES

This Inspection and Maintenance Agreement, made this 18 day of SEPTEMBER 2025, by and between the A F STAN REAL ESTATE LLC
053-31C-02-007 (hereafter referred to as the Owner) and the City of Medina, Ohio hereafter referred to as the City, provides as follows:

WHEREAS, the Owner is responsible for certain real estate shown as Tax Map Parcel Number _____ that is situated in the City of Medina, State of Ohio and is known as being all of Medina City Lot No. Dual Jurisdiction-9078 to be developed as 5854 West Smith Road, gravel truck parking lot and referred to as the Property; and,

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

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

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

A. FINAL INSPECTION APPROVAL

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

B. MAINTENANCE PLANS FOR THE STORM WATER MANAGEMENT PRACTICES

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

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

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

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

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

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

The date of inspection; _____

Name of inspector; _____

The condition and/or presence of:

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

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

D. FUNDING

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

E. INDEMNIFICATION

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

IN WITNESS WHEREOF, the undersigned has executed this instrument this 18 day of September, 20 25.

Owner:

Signature: Alexander Stan

Printed Name: Alexandru Stan

State of Ohio)

County of Medina) SS:

The foregoing instrument was acknowledged before me this 18 day of September by Alexandru Stan who acknowledged that he did sign this Power of Attorney, and that it is his free act and deed. I have signed and sealed this Power of Attorney at Medina, Ohio, this 18 day of September, 20 25

Notary Signature: Tracy Eckert

Printed Name: Tracy Eckert

My Commission Expires: August 25, 2029

Notary Seal:



TRACY ECKERT
Notary Public
State of Ohio
My Comm. Expires
August 25, 2029

IN WITNESS WHEREOF, the undersigned has executed this instrument this _____ day of _____, 20_____.

City of Medina:

Signature: _____

Printed Name: Dennis Hanwell, Mayor

State of Ohio)

County of Medina) SS:

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

Notary Signature: _____

Printed Name: _____

My Commission Expires: _____

Notary Seal:

This instrument was prepared by:

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

Ver. November, 2021

**Exhibit A: Storm Water Quantity/Quality
Best Management Practice (BMP) Maintenance Plan
5854 W. Smith Road
City of Medina, Ohio**

Funding Long-Term Inspection and Maintenance Needs

- The Owner shall be responsible for funding of the perpetual inspection, operation, and maintenance of the stormwater management system listed in this agreement.

Retention/Water Quality Ponds

- Summary of design features, minimum frequencies of inspection, and items to look for.

Design Feature	Frequency of Inspection (minimum)	What to Look For
Water Quality Orifice: 2.25"	Every two months	• Ensure there are no blockages of the orifice caused by trash and debris build-up. • Maintain a minimum 1-foot clearance between the bottom of the orifice and the EJIW trap & hood and the top of the sediment layer
Primary Outlet Orifice: 7"	Annually	• Ensure there are no blockages caused by trash and debris build-up
Secondary Outlet (Outlet Structure Rim)	Annually	• Ensure there are no blockages caused by trash and debris build-up
Emergency Spillway	Annually	• Ensure there are no blockages caused by trash and debris build-up or illegal dumping. • Ensure there is no erosion of the spillway bottom and side slopes
Outlet Structure	Annually	• Ensure there are no cracks, settling, heaving, pipe separation, or blockages within
Storm Sewer Outlet Pipe: 12"	Annually	• Check the condition of the pipe, headwall, and outlet protection.

Design Feature	Frequency of Inspection (minimum)	What to Look For
Main Pool Area, including micropools	- Monitor annually. - Survey the elevation of accumulated sediments at least every 10-years	- Monitor the accumulation of sediment and corresponding loss of storage capacity. - To return the main pool area to its original dimensions, dredging must occur when the available volume for the retention basin is reduced to the following at the associated elevation: $\leq 8,004 \text{ ft}^3 @ 1094.4$ Restore to a minimum volume for the retention basin is as follows: $9,604 \text{ ft}^3$ below elev. 1094.4 - Ensure there is an appropriate location to dispose of dredged sediments on or off the site
Inside and outside slopes	- Mow at least once each year during the growing season - Monitor annually	Ensure adequate vegetative cover with no rills and gullies or slumping of side slopes

18" Culvert Pipe – From Railroad right of way to Smith Road culvert

- Summary of design features, minimum frequencies of inspection, and items to look for.

Design Feature	Frequency of Inspection (minimum)	What to Look For
18" Pipe Inlet	Annually	Ensure there are no blockages at the upstream end of the culvert caused by trash and debris build-up.
18" Pipe Outlet	Annually	Ensure there are no blockages at the downstream end of the culvert caused by trash and debris build-up
18" Culvert Pipe	Annually	Ensure continual function of culvert pipe. Repair/replace in the event of failure



Pond Outlet



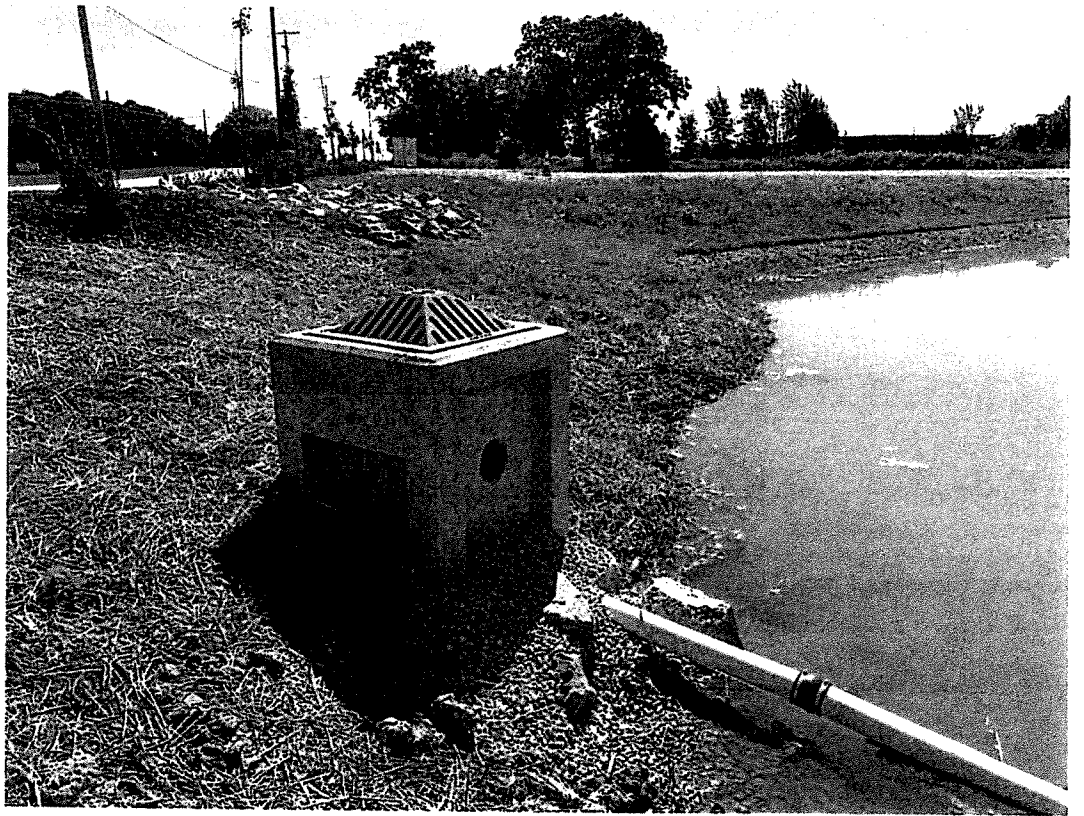
Existing 18" Storm – Downstream End



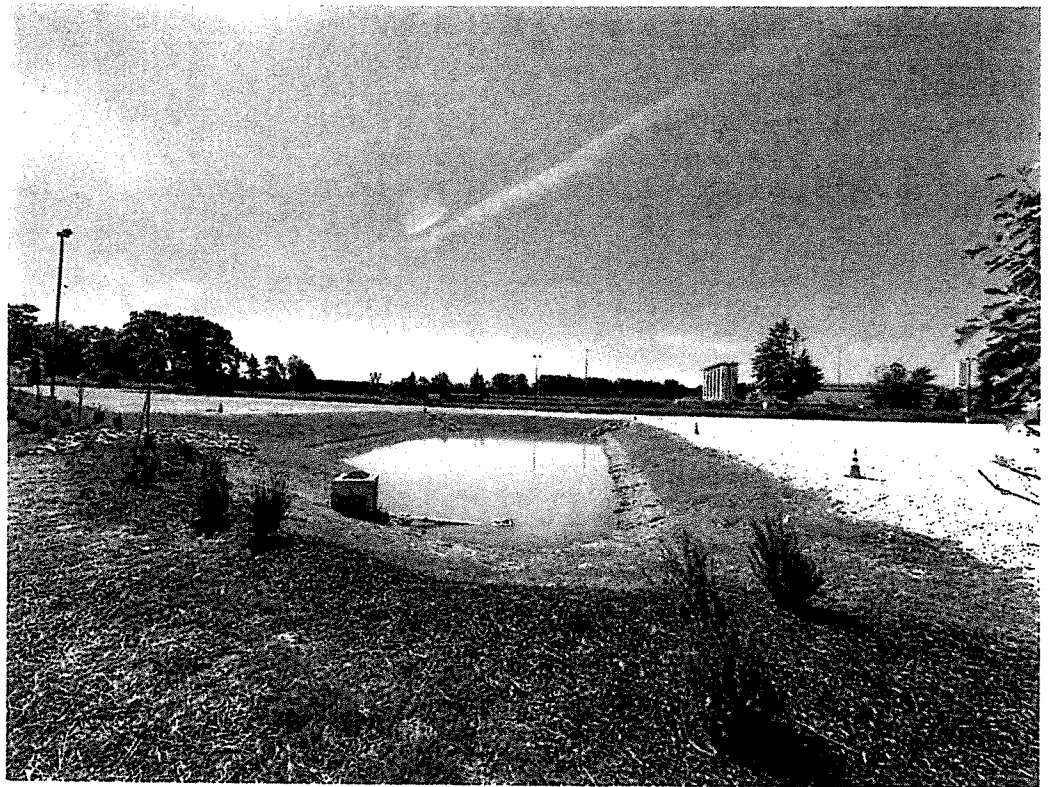
Existing 18" Storm-Upstream End



Emergency Spillway



Outlet Structure Exterior



Overall Pond

RCA 25-227-11/10

City of Medina

Board of Control/Finance Committee Approval

Administrative Code: 141

Finance
Only

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

Date: 11/4/2025

Department: Law Department

Amount requested: \$15,000

BOC Approval Date: _____

Fill below for increases only

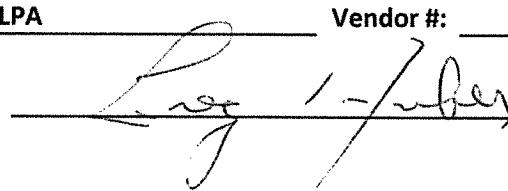
(Finance Use Only)

Increase Amount: \$15,000.00 PO Number to increase: 2025000920

New PO Total with increase: \$35,000.00

Account Number: 001-0704-52226

Vendor: Roetzel & Andress LPA Vendor #: R00283

Department Head/Authorized Signature: 

Item/Description:

increase po to pay current invoices and for legal services for remainder of the year

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

REQUEST FOR COUNCIL ACTION

NO. RCA 25-228-11/10

FROM: Greg Huber, Patrick Patton

DATE: November 5, 2025

COMMITTEE
REFERRAL: Finance

SUBJECT: Authorization to Submit for Grant Assistance for a New Hangar at Medina Municipal Airport

This request is for Council's authorization to submit a grant application with the State of Ohio through their Ohio Airport Improvement Program for a new hangar at Medina Municipal Airport.

Grants are available up to a maximum \$750,000 with a 10% local match. It is expected that a new hangar will cost in excess of \$1 million.

Finally, please note that in addition to the authorization to submit the grant application, this request asks that if successful, the Mayor be authorized to enter into an agreement with OPWC to accept the grant.

Thank you for your consideration.

ESTIMATED COST: No cost to submit the application. If the grant application is successful, the City will be responsible for the local share of the project as noted above.

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:

OK
Bo-Jamrell
1/25/25

REQUEST FOR COUNCIL ACTION

No. RCA 25-229-11/10
Committee: Finance

FROM: Kimberly Marshall, Economic Development Director

DATE: November 3, 2025

SUBJECT: ODOD Building Demolition Site Revitalization Grant Application

SUMMARY AND BACKGROUND:

This request is to authorize the Mayor to apply for an Ohio Department of Development Building Demolition Site Revitalization Grant to demo the South Elmwood Parking Lot and execute any and all paperwork pertaining to the grant. If approved, the City will need to enter into a Subrecipient Grant agreement.

The Medina County Commissioners have appointed the Medina County Land Bank as Lead Entity for the program funding. The application period begins October 29 and the Land Bank must submit applications by November 19, 2025.

Budget Estimate for the project is: \$500,000, however we are still working on getting necessary quotes for the project. We are estimating that the grant application will have \$100K - \$125K in eligible expenses.

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: **YES**

Reason: Applications due to November 17th to the Land Bank

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:



Building Demolition and Site Revitalization Program Guidelines

Included in House Bill 96, the state operating budget for State Fiscal Years (FY) 2026-2027, Ohio Revised Code (ORC) 122.6512 updated the “building demolition and site revitalization program” overseen by the Ohio Department of Development (Development). The purpose of the program is to award grants for the demolition of commercial and residential buildings and revitalization of surrounding properties on sites that are not brownfields. This program provides \$21,500,000 per fiscal year, allowing for an approximate \$230,000 reserved per county. Reserved funds are available for one-calendar year from the date of appropriation (July 1, 2025). A portion of the total funding will be used for Development’s administrative purposes.

Key Dates

Grant Performance Period

FY 2026: Begins July 1, 2025

FY 2027: Begins July 1, 2026

Grant agreements will expire one year after the award announcement date.

Application Date

Fiscal Year 2026 applications will open Oct. 29 at 10 a.m. Applications must be submitted by Nov. 19 at 5 p.m.

Eligible Applicants

A “Lead Entity” must be designated for each county. If funded, the Lead Entity will be the award recipient and the responsible party with whom Development will execute a grant agreement for the grant funds. There shall be only one Lead Entity per county. Lead Entities are designated in accordance with the following:

Counties with a population of less than 100,000, or a population of more than 100,000 without a land bank, must submit a list of recommendations to Development to select the Lead Entity. If the county has a population of 100,000 or more and has a land bank, the land bank is the Lead Entity.

- (a) If the county has a population of less than 100,000 according to the most recent federal decennial census, the director shall select the Lead Entity from a list of recommendations made by the board of county commissioners of the county. The board shall submit a Lead Entity Letter of Intent and any other documentation required by local ordinance or county code for the director to select a Lead Entity for that county.
- (b) If the county has a population of 100,000 or more according to the most recent federal decennial census and the county does not have a county land reutilization corporation (land bank), the director shall select the Lead Entity from a list of recommendations made by the board of county commissioners of the county. The board shall submit a lead-entity letter of intent and any other documentation required by local ordinance or county code for the director to select a Lead Entity for that county.
- (c) If the county has a population of 100,000 or more according to the most recent federal decennial census and the county has a county land reutilization corporation, the county land reutilization corporation is the Lead Entity for that county.

This updated Lead Entity Letter of Intent must be submitted to Development.

Subrecipient Agreement

The Lead Entity must enter a subrecipient agreement with known entities that may carry out activities supported by the grant award and will have responsibility for programmatic decision making. A subrecipient agreement is required to be submitted with the application if the Lead Entity intends to work with other recipients that will receive grant money through the Lead Entity. Subrecipients (i.e., other local governments, nonprofit organizations, community development corporations, regional planning commissions, community action agencies, etc.) must be submitted as part of the application, if applicable.

Lead entities are responsible for ensuring any subrecipients follow all program guidelines and applicable terms from the Development grant agreement.

The subrecipient agreement must include, at a minimum, the following: statement of work, records and reports, budget (including budget justification) and balances, compliance with federal and state laws, and suspension and termination provisions.

Eligible Properties

Blighted, vacant or abandoned commercial and residential buildings on sites that are not brownfields are eligible properties. A "brownfield" is defined as an abandoned, idled, or under-used industrial, commercial, or institutional property where expansion or redevelopment is complicated by known or potential releases of hazardous substances or petroleum. The contamination to be remediated at a brownfield site is required at the subsurface level. Eligible commercial properties include buildings that were zoned and/or used for retail, office, manufacturing, industrial, industrial warehousing, institutional, or other non-residential or mixed-use (meaning any mix of these uses or a mix of residential and commercial uses) purposes. Structures that are affixed to the land and that were used for either commercial or residential uses can participate.

Partial or internal demolitions that are necessary for a vacant and blighted structure to be demolished are eligible. Interior demolition and asbestos abatement for structures is allowable for redevelopment purposes but not for the rehabilitation of structures.

Occupied structures are not eligible unless they are contiguous and/or connected to a vacant/abandoned and blighted structure that is necessary to demolish. Structures that were used for agricultural purposes are not eligible to participate. As funds are legislatively allocated to cover demolition and subsequent site revitalization, structures requiring only rehabilitation are not eligible. If available, Lead Entities may utilize the local government's strategic plan and/or Community Housing Improvement Strategy as a resource to identify blighted, vacant, or abandoned structures.

Subsequent redevelopment of the properties will be at the discretion of Lead Entities or local governments pursuant to their strategic or community plans or, in the case of nuisance abatement demolitions, private owners. Lead Entities or local government subrecipients may elect to place demolition liens or assessments on properties that were demolished to abate a nuisance. Program funds may be used for site revitalization of surrounding properties on sites that are not brownfields for post demolition costs but not for other redevelopment purposes.

Eligible Costs

Administrative costs: The reasonable administrative and operating costs below are eligible expenses, not to exceed 10% of the total amount of the grant. All administrative costs must be demonstrated with hourly pay rates, and dates costs were incurred.

All work must be completed before the expiration of the Development grant agreement. Lead Entities will have 30 days after the expiration of their grant agreement to submit disbursement requests. A final project report is required before the final disbursement of any remaining grant funds.

Cost Category	
General Administrative Costs	• General Management and Oversight of Program • Technical Support Services • Contractor pre-qualification • Spec-writing and bid preparation • Contract preparation • Evaluation and Monitoring • Invoice processing/payment • Preparation of Program Disbursement Requests • Report Preparation • Local Historic Review/Assessments (Ohio Historic Preservation Office clearance is not required) • State Audit(s) • Other expenses approved on a case-by-case basis by Development

Eligible Pre-Demolition Costs	• Acquisition of Real Estate (no more than 10% of the total request, not to exceed the county auditor property value) • Initial property inspections/assessments • Property security costs, board up • Grass mowing prior to demolition • Interior and exterior debris removal and disposal (including illegal dumping, junk vehicles, discarded tires, etc.) • Environmental assessments • Asbestos surveys • Contract preparation and review by third-parties • Architectural/engineering fees, including cost estimates, bid specifications and job progress inspections • Bid advertisements for vendors • Other expenses approved on a case-by-case basis by Development
Eligible Demolition Costs	• Removal and disposal of asbestos • Removal and disposal of other hazardous materials • Demolition of buildings including disposal, backfill, compaction • Clearance of structures and improvements (trees, shrubs, poles, porch piers, patios, fireplaces, fences, barriers, walls, driveways, aprons, service walks, parking lots, light poles, smokestacks, signage, etc.) • Removal of underground storage tanks and utility services including electrical transformers • Removal and/or filling/capping of septic systems and wells • Removal of additional exterior or interior dumping of debris prior to demolition • Vehicle towing • Equipment purchases or rentals, such as safety fencing, erosion control silt socks, portlets, etc. • Saw-cutting adjacent party walls and parging the wall to remain • Regulatory permit and inspection fees • Documented, labor, material, or equipment costs • Relocation of utility structures above ground • Other expenses approved on a case-by-case basis by Development
Eligible Post-demolition Costs (Required for each project)	• Site restoration (grading and seeding) • Public sidewalk, curb or catch basin repair or, if required by local municipality, installation

Eligible Post-demolition Costs (Optional for each project and capped at \$5,000 per project)	• Greening and improvements (Trees, shrubs, flowers, and other landscaping) • Architectural elements (fencing, signage, benches, and other hardscaping)
Ineligible Costs	• Marketing of project site(s) • Litigation expenses for legal unrelated to tax foreclosure • Property taxes • Property insurance premiums • Payment of delinquent utility costs • Post-demo property maintenance including mowing • Costs incurred prior to the grant period (except for match) • Conference costs, including travel/lodging to attend a conference

Prevailing Wage Rates and Labor Standards: Grantees will comply with the provisions of ORC Sections 4115.03 to 4115.16, inclusive, as applicable, with respect to the payment of all mechanics and laborers employed in construction work financed with grant funds.

Total project awards are determined at the discretion of Development.

Matching Funds

Match funding is not required for FY 2026 projects.

Application Process

A *grant user access form* must be submitted to Development. The grant user access form will identify who needs to submit the grant application, submission disbursements, and reporting. Once the grant user access form is submitted, Development will provide access to Lead Entities on or before application opening.

Beginning Aug. 28, 2025, Development will begin accepting Lead Entity designation letters and grant user access forms. Development will notify the community of the determination of the Lead Entity before the application opens.

All documents should be emailed to reddevelopment@development.ohio.gov and the subject line should be "Letter of Intent and Grant User Access Form" or "Grant User Access Form" as appropriate. The grant user access form must be submitted as an Excel file.

In addition to the documentation above, all Lead Entities must create an OH|ID account. For more information on creating an OH|ID, please click [here](#).

Additional requests and other budget modifications are described below. Should projects be removed due to withdrawal or cure, replacement projects may be submitted for consideration.

Project award selection is at the discretion of Development.

Eligible applicants will be required to provide the following on each application:

- Applicant contact information (including indicating a primary contact)
- County represented
- Budget
- Budget Justification (may be in the form of a Project Budget and Cost Estimate (PACE))
- Scope of Work including:
 - Project name
 - Estimated start and end date
 - Project location (county parcel ID number (required); address; city; state; ZIP code)
 - Project description (short and concise)
 - Anticipated location end use
- Required Documentation for each project location includes the following and should follow the proper file naming conventions when submitted
 - Verification of blighted (VB_Project Name)
 - Verification of vacant or abandoned (VV_Project Name)
 - Before project pictures (PP_Project Name)
 - Property ownership information, including parcel number (PO_Project Name)
 - Proof of Access (PA_Project Name)
- If applicable Documentation
 - Subrecipient agreement(s) (if other recipients will receive grant money through the Lead Entity) (SA_Project Name)
 - Environmental Site Assessments (Phase I/II)
- Optional Documentation
 - Contracts
 - Permits
 - Asbestos Surveys

Please note that Chrome is the preferred web browser when making the online application submission.

Grant Amendments or Revisions

Amendments to a Lead Entity's grant agreement are allowable, and may be requested by a Lead Entity that did not complete all work prior to the expiration of their agreement. The Lead Entity will need to demonstrate the need for revised project/s timelines to complete their awarded planned productions.

For grant modifications not requesting additional funds, the Lead Entity may submit a grant revision. Grant revisions may include requesting to add a subrecipient that it had not identified in its application via a grant revision process or adding newly identified project sites. Such an addition shall be subject to review and approval by Development. Modifications should be received by Development by May 1, 2026.

Development reserves the right, on July 1, 2026, to recapture and apply to the state allocation any county reserved funds that have not yet been obligated.

Reimbursement Requests

Upon execution of a grant agreement, Development will provide access to a disbursement request. An Ohio Supplier ID is required for disbursement. If the eligible applicant does not currently have an Ohio Supplier ID, the entity will be required to register for an Ohio Supplier ID at OhioPays.ohio.gov. Lead Entities will only be able to receive an award once a valid Ohio Supplier ID matching the FEIN/SSN provided in the application has been obtained and is verified by Development. Lead Entities that need assistance obtaining an Ohio Supplier ID or need to make changes to an existing Ohio Supplier ID should visit OhioPays.ohio.gov.

Lead Entities may submit one reimbursement request per month through the *Reimbursement Request Tool* for your Demolition and Site Revitalization Program grant. In no event shall a request for payment be submitted to obtain funds for activities until the applicable grant conditions, if any, have been satisfied. Failure to comply with this provision and the procedures as outlined in the reimbursement manual, the grant agreement, or all applicable laws, may result in delayed payments or the suspension of the applicable award. Such an action will be rescinded upon satisfactory proof that the conditions and procedures are satisfied. Supporting documentation must be provided to receive a reimbursement of funds. Supporting documentation may include contracts, invoices, proof of proper disposal of waste and asbestos containing materials, timesheets, etc. Development may request additional documentation in support of the reasonable and necessary costs.

If the entity is requesting funds for costs not yet paid, a rationale must be provided for the upfront payment. Documentation demonstrating the amount of the requested costs (i.e., signed contract) must be provided before Development will determine if those costs can be reimbursed. Approval of upfront payments may be limited to 20% of the total grant amount.

Reporting

Two types of reports are required of the Lead Entities under this program:

1. **Quarterly Performance Report:** This report must include documentation of demolition including before, during, and after pictures of demolition activity for each address, expenses, matching funds if required, environmental reports, authority for demolition (title, consent, court order, etc.) and contractor release of liens. Quarterly Performance Reports are due by 5:00 p.m. on the second Friday after the end of each quarter.
2. **Final Performance Report:** Lead Entities must provide a final performance report on demolitions and land reutilization before the final disbursement of funds. This report must include the number of demolitions completed, expenditures including in-kind contributions, and program accomplishments including community and economic benefits realized.

The following is a list of supporting documents that need to be submitted to Development regarding environmental reporting. It includes, but is not limited to:

- Demolition permit notifications sent to Ohio Environmental Protection Agency
- Asbestos inspection reports and surveys

- Local demolition permits and/or inspections (from building departments, when applicable)
- Fire department or building inspections (when applicable)
- Well and septic abandonment permits (for homes that may have old septic tanks or wells on the property),
- Landfill receipts for general demolition debris
- Asbestos containing materials disposal receipts/dump tickets (when applicable)

Furthermore, if your project included disposal/removal of any asbestos-containing materials, you must provide documentation from a certified or licensed professional or demolition contractor clearly stating that all such material was properly handled and disposed of. This supporting documentation can either be a letter or Development Compliance Form (that can be used in lieu of the letter).

Grantees are required to report project activity to Development quarterly along with a final report, as outlined in the grant agreement, until funds are drawn down and the project is complete. Failure to comply with this provision and the procedures outlined in this manual, the grant agreement, and all applicable laws, may result in delayed payments or the suspension of the applicable award.

Lead Entities may submit reports through the *Reporting Tool* for your Demolition and Site Revitalization Program grant.

Program Income

This program's goal is to encourage demolition and revitalization beyond its current funding allocation. Revenues may be generated by a Lead Entity or subrecipient during this process as a result of collection of liens, assessments, salvage proceeds, and/or final disposition of vacant properties. Any revenue generated in connection with this program will remain with the Lead Entity or subrecipient and is restricted to future demolition, brownfield remediation, neighborhood stabilization activities, or economic development activities. The Lead Entity should submit to Development a final program income report at the close of the grant agreement.

Compliance Areas

All Lead Entities must have policies and procedures in place to manage the details of all activities effectively and consistently, including administration, demolition management, and compliance areas. These policies and procedures must incorporate all federal, state, and local regulations and guidelines.

Final inspection and retainage payments

The Lead Entity shall have a final inspection conducted on all demolition projects. All punch list items shall be completed and inspected prior to submitting each disbursement request. The Lead Entity may include in their disbursement requests the full amount of any demolition contract retainage payment that the Lead Entity has yet to pay. Development recognizes that retainages are typically held back until grass has grown on the site and that this can sometimes span across several seasons of the year. Extensions of time to submit evidence that retainages have been paid will be made by Development on a case-by-case basis.

Contractors

Screening of contractors: The Lead Entity or subrecipient must identify and document the requirements that local contractors must meet to participate in the program. The requirements should be rigorous enough to screen out unqualified or unstable contractors but not so stringent as to prevent the participation of competent contractors. Contracts shall include anti-kickback and non-collusion clauses and property tax certifications. The following requirements apply to the screening of contractors conducting work through the program.

Liability insurance: Private contractors must have adequate liability and property damage insurance.

Workers' Compensation: Private contractors must, at a minimum, be paying into the Ohio Workers' Compensation Program. A private contractor operating a sole proprietorship and who has no employees is exempt from this requirement.

Debarment: Check the Federal and State debarment list for additional evaluation.

Certifications: Have policies regarding a Drug Free Workplace, and EEO.

Ethics: All contractor personnel must be knowledgeable of and understand Ohio Ethics and Conflict of Interest Laws.

Local Procurement Policies: The Lead Entity and subrecipients must identify and document policies and procedures for barring poor performing contractors from continuing to participate in the program.

Contracts

Demolition of a property shall not take place until a contract has been executed between the Lead Entity or subrecipients and contractors or vendors and the "right of recession" date has expired. The contract must meet industry standards and contain the following:

- Work start date and completion date
- Total amount of money to be paid for the work
- Responsibilities, terms and conditions for all parties
- Daily property maintenance and site cleanup provisions
- Any requirements and limitations regarding sub-contractors
- Work specifications
- Be signed and dated
- Procedures for inspections, payments, changes in the scope or cost of work, resolving disputes and termination of the contract
- Appropriate federal and state provisions, including, but not limited to prevailing wage and equal opportunity, etc.
- Requirements regarding the release of liens
- All applicable warranties

- Procedures for settling of disputes
- Exhibit page to include program guidelines and grant agreement

Lead Entities or subrecipients who maintain a high volume of projects and have master demolition contracts governing multiple demolitions may submit the master contract form for pre-approval by Development. Once approved, these awardees may submit notices to proceed issued in connection with the master contract with disbursement requests rather than the entire demolition contract.

It is important to directly reference the grant agreement terms and conditions as well as the program guidelines. As such, Lead Entities or subrecipients should include the program guidelines and the agreement as an exhibit to contracts.

Environmental Compliance

The Lead Entities, all subrecipients, and all subcontractors for the Lead Entities or subrecipients' subcontractors must comply with all applicable federal, state, and local environmental laws.

Lead-based paint requirements: Awardees must follow all applicable state and local regulations, laws and policies in effect regarding Lead- Based Paint.

Asbestos requirements: Awardees must follow all applicable state and local regulations, laws, and policies in effect regarding asbestos.

Demolition permits: The city and/or county may also require permits for the demolition of a building.

Updates to Program Guidelines

Changes and/or corrections to any part of the program guidelines may be made from time to time and will be provided by Development to the Lead Entities and/or posted on Development's website. Development reserves the right to make exceptions to these guidelines on a case-by-case basis for any reason.

Indemnification

Unless otherwise exempted by law, any Lead Entity and subrecipient shall indemnify and hold harmless the State of Ohio and the Ohio Department of Development, including its agents, officers, and employees against any and all claims, liabilities, and costs for any personal injury or property damage, or other damages that may arise out of or in connection with the Lead Entity's or subrecipient's performance of a contract.

Definitions

The term "vacant" means that the property is currently not occupied by any lawful occupant and has not been lawfully occupied for at least 60 days (unless vacated due to fire, casualty, or other emergency).

The term "blight" incorporates the same definitions as "blighted area," "slum," and "blighted parcel" as found in ORC 1.08 which are as follows:

"Blighted area" and "slum" mean an area in which at least 70 percent of the parcels are blighted parcels and those blighted parcels substantially impair or arrest the sound growth of the state or a political subdivision of the state, retard the provision of housing accommodations, constitute an economic or social liability, or are a menace to the public health, safety, morals, or welfare in their present condition and use.

"Blighted parcel" means either of the following:

- A parcel that has one or more of the following conditions:
 - A structure that is dilapidated, unsanitary, unsafe, or vermin infested and that because of its condition has been designated by an agency that is responsible for the enforcement of housing, building, or fire codes as unfit for human habitation or use
 - The property poses a direct threat to public health or safety in its present condition by reason of environmentally hazardous conditions, solid waste pollution, or contamination
 - Tax or special assessment delinquencies exceeding the fair value of the land that remain unpaid 35 days after notice to pay has been mailed.
- A parcel that has two or more of the following conditions that, collectively considered, adversely affect surrounding or community property values or entail land use relationships that cannot reasonably be corrected through existing zoning codes or other land use regulations:
 - Dilapidation and deterioration
 - Age and obsolescence
 - Inadequate provision for ventilation, light, air, sanitation, or open space
 - Unsafe and unsanitary conditions
 - Hazards that endanger lives or properties by fire or other causes
 - Noncompliance with building, housing, or other codes
 - Nonworking or disconnected utilities
 - Is vacant or contains an abandoned structure
 - Excessive dwelling unit density
 - Is located in an area of defective or inadequate street layout
 - Overcrowding of buildings on the land
 - Faulty lot layout in relation to size, adequacy, accessibility, or usefulness
 - Vermin infestation
 - Extensive damage or destruction caused by a major disaster when the damage has not been remediated within a reasonable time
 - Identified hazards to health and safety that are conducive to ill health, transmission of disease, juvenile delinquency, or crime
 - Ownership or multiple ownership of a single parcel when the owner, or a majority of the owners of a parcel in the case of multiple ownership, cannot be located.

The term “brownfield” is defined as an abandoned, idled, or under-used industrial, commercial, or institutional property where expansion or redevelopment is complicated by known or potential releases of hazardous substances or petroleum. The contamination to be remediated is required at the subsurface level, unless remediation is needed to gain access to the subsurface contamination (i.e. building demolition) to contain the contaminant (i.e. asbestos abatement). If no known or potential releases of hazardous substances or petroleum are identified by a Phase I property assessment, but a building or structure with documented asbestos is present, the property is eligible to prevent a future release during planned demolition or renovation activities.

The term “residential” shall mean a structure that is:

- On land zoned for residential use.
- Being used as a residential dwelling and been used as a residential dwelling.
- Connected to any structure that is currently used or has previously been properly used as a residential dwelling as a mixed use.

REQUEST FOR COUNCIL ACTION

NO. RCA 25-230-11/10

FROM: Patrick Patton 

DATE: November 4, 2025

COMMITTEE

REFERRAL: Finance

SUBJECT: Engineering Design Services for Job #1176 SR 3 & 57 Resurfacing

The City of Medina has entered into an agreement the Ohio Department of Transportation (ODOT) to complete the resurfacing of State Route 3 from Public Square north to the City limits. In addition to resurfacing, all existing curb ramps will be brought up to current ADA standards. ODOT will be providing \$990,000 towards the anticipated \$2,082,000 construction costs.

In order to move the project forward, the City will need to engage a design consultant. As required by the Ohio Revised Code, we have conducted a qualifications based selection process to select the consultant. This selection process is now complete. We have determined that GPD Group is the most qualified consultant for this work. This request asks for Council to authorize the attached agreement with GPD Group. Please note, per the agreement with ODOT, the City is responsible for 100% of the cost of engineering and design.

Thank you for your consideration.

ESTIMATED COST: \$218,750.

SUGGESTED FUNDING: 108 0610 54411:

Sufficient Funds in Account Number:

Transfer Needed From:
To:

New Appropriation:

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:



October 3, 2025
2512150.06

Patrick Patton, PE
City Engineer
City of Medina
132 N Elmwood Avenue
Medina, Ohio 44256

MED-3-9.868; MED-57-10.42 (PID 114935)

Dear Mr. Patton,

GPD Group is pleased to present this proposal for engineering work for the SR 57 and SR 3 corridor resurfacing in the City of Medina. The project consists of the rehabilitation work along SR 57 (Broadway Street/Wadsworth Road) from the south side of E. Washington Street to Sugar House Lane and SR 3 (South Court Street) from the south side of US Route 42 (Lafayette Road) to Pinewood Drive for an approximate length of 3.2 miles. The enclosed proposal is based on meetings and conversations with the City of Medina, Request for Proposal, and ODOT Scoping form for MED-3-9.868; MED-57-10.42 PID 114935 (attached to this document) and offers the following clarifications:

- Field work will consist of a two man crew to locate top and bottom of curb elevations, locate utility structures and locate all existing topographic features to assist with ADA compliant design for curb ramps at all locations to be found non-compliant per the curb ramp inspections task. No property pins will be located with this task. Topographic survey will also be completed at six drive aprons to assist in the design updated aprons as noted below. **See attached survey scope.**
- Curb ramp inspections will take place for all existing ramps within the project limits. Ramps will be inspected for ADA compliance utilizing ODOT's ramp inspection forms. Upon completion of the curb ramp inspections, data will be provided and presented to the City prior to the commencement of ramp design.
- Roadway resurfacing plans will be prepared through the project limits, utilizing aerial photography. Survey is only anticipated at intersections with curb ramp design work. Twenty scale plan over quantity sheets will be provided for SR 57 and SR 3. Driveway design for six driveways to prevent vehicle scraping upon exit and entry will be included in the plan set. All non-compliant curb ramps within the project corridor will be designed in sufficient detail to satisfy ADA, ODOT, and PROWAG requirements. ADA Waivers will be sought from ODOT for curb ramps that cannot meet ADA compliance. It is not the intent of this project to acquire right-of-way, proposed work will be kept within the footprint of the existing walks.
- Drainage work will be limited for this project. The City of Medina will repair all drainage structures prior to the project; therefore, it will be assumed that most structures will not need to be adjusted during construction. Only a small contingency amount will be provided in the plan set for any unforeseen circumstances.
- Maintenance of Traffic efforts will involve preparing MOT notes that outline the general maintenance of traffic during construction. Detailed notes, and construction sequences will be developed. A detour plan will be provided to detour trucks when construction occurs in Public Square. The City of Medina will provide specific dates and events when construction is restricted. Detailed plans are not included in this proposal.



- Traffic control efforts will involve preparing notes, details and subsummaries for pavement marking replacement. All pavement markings will be replaced in kind. Crosswalks will be installed at all curb ramps. Crosswalks will be adjusted to be centered on proposed curb ramps. A crosswalk detail will be provided to show how new crosswalks will align with curb ramps. Blue raised pavement markings (RPM) will be installed at the center of the pavement at all fire hydrant locations. No detailed plans are anticipated for the pavement marking and RPM replacements. A 20-scale plan sheet will be provided on SR 3 for the transition in and out of the bike lanes south of South Dr. No signing work is anticipated. No proposed RRFBs are anticipated.
- Traffic signal modification plans will be developed at the signalized intersections of SR 3 / Sturbridge Drive, SR 3 / Ridgeview Drive / Koons Avenue, SR 3 / Lafayette Road, SR 57 / Smokerise Drive / Valley Drive, and SR 57 / Smith Road to provide ADA compliant pedestrian accommodations with pushbuttons located adjacent to level landing areas. Plans will be developed in accordance with ODOT standards and the Ohio Manual of Uniform Traffic Control Devices (OMUTCD). All existing signal infrastructure, besides the pushbuttons and signage, will remain in place and only modified as necessary to accommodate the proposed curb ramp designs.
- Coordination with all utilities throughout the duration of the project including submittals at each stage of the project.
- Two staged submittals will be provided: Stage 2 and Final Tracings.
- Probably construction cost updates will be provided with each staged submittal.

Project Assumptions

- GPD assumes the design process will require a minimum of two (2) field visits and one (1) project coordination and review meeting with the City of Medina.
- The City of Medina will require two submittals: Stage 2 and final plans.
- ODOT will complete all environmental tasks in house.

Project Exclusions

- Resident notification letters
- R/W resolution or acquisition
- Project meetings
- Level A or B SUE
- Project manual
- Borings and geotechnical report
- Bidding assistance

Proposed Schedule

- Consultant Authorization – October 31, 2025
- Stage 2 Submission – June 30, 2026
- Stage 2 Review Comments – August 15, 2026
- PS&E Submitted – December 11, 2026



Proposed Fee

GPD proposes to perform the above-described scope of services on a lump sum basis per the attached back-up documentation. This work will be done for a total fee of \$218,750. We anticipate approximately 1,971 manhours to complete these services within an expected duration of fourteen months. GPD Group appreciates the trust the City of Medina has placed on us and look forward to this high-profile project for the City.

Sincerely,

GPD Group



David Neumeyer, PE
Senior Project Manager



Erin Becker, PE
Deputy Project Manager

Enclosures:

Fee Estimate Proposal

Surveying Services Proposal



MED-3-9.868; MED-57-10.42 Patrick Patton PID #114935 GPD Group October 3, 2025		Summary of Estimated Manhours & Fees & Expenses					
Task		Survey	MOT & Traffic Control	Traffic Signals	Roadway & Drainage	Total Hours	Total Fee per Task
LG&T / TS&L	Hours	522	-	-	38	560	\$52,951
	Total Fee	\$49,077	-	-	\$3,874		
Stage 2	Hours	-	56	112	669	837	\$96,280
	Total Fee	-	\$6,290	\$13,429	\$76,560		
PS&E	Hours	-	110	34	430	574	\$69,520
	Total Fee	-	\$12,828	\$4,735	\$51,956		
Total Hours		522	166	146	1137	1,971	\$218,750
Discipline Total		\$49,077	\$19,118	\$18,164	\$132,391	1,971	\$218,750
Lump Sum Fee					\$218,750		

MED-3-9.868; MED-57-10.42
Patrick Patton
PID #114935
CONSULTANT: GPD Group
DATE: October 3, 2025
REVISION: ____ REVISION DATE: _____

MED-3-9.868; MED-57-10.42
Patrick Patton
PID #114935
CONSULTANT: GPD Group
DATE: October 3, 2025
REVISION: ____ REVISION DATE: _____

SURVEY & RIGHT of WAY				Unit of Measure	# of Units	PM \$203.13	R/W Specialist P/S \$123.50	Tech/Designer \$108.88	Survey Crew Chief \$85.75	Rodman/ Clerical \$41.25	Total Hours
A. PRELIMINARY ENGINEERING / LG&T TASKS											
1. Project Control and Benchmarks Type - "B" set every 1000'				Instrument	20	1	4	10	80	80	175
2. Topographic Survey and Staking (see R/W)				comparisons	54	1	10	95	120	120	347
TOTAL: A. PRELIMINARY ENGINEERING / LG&T TASKS					74	2	14	108	200	200	522
TOTAL SURVEY & RIGHT of WAY					74	2	14	108	200	200	522

SURVEY & RIGHT of WAY				Total Hours	Labor Cost	Direct Expenses	Subconsultant Cost	Total Cost
A. PRELIMINARY ENGINEERING / LG&T TASKS								
1. Project Control and Benchmarks Type - "B" set every 1000'				175	\$15,945.93			\$15,945.93
2. Topographic Survey and Staking (see R/W)				347	\$33,130.61			\$33,130.61
TOTAL: A. PRELIMINARY ENGINEERING / LG&T TASKS				522	\$49,076.54	\$0.00	\$0.00	\$49,076.54
TOTAL SURVEY & RIGHT of WAY				522	\$49,076.54	\$0.00	\$0.00	\$49,076.54

MED-3-9.868; MED-57-10.42
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MED-3-9.868; MED-57-10.42
Patrick Patton
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REVISION: __ REVISION DATE: _____

MOT & TRAFFIC CONTROL				No. of Sheets	PM \$203.13	Senior Engineer \$189.00	Engineer \$123.50	Designer \$108.88	Drafter/ Clerical \$81.25	Total Hours
B. STAGE 2 DESIGN TASKS										
1	MOT Notes			4		4	16		12	32
2	MOT Detail Plans			1		2	4		2	8
3	Traffic Control Notes and Details			1		1		4	4	9
4	Bike Lane Pavement Marking Plan			1		1		3	3	7
TOTAL C. STAGE 2 DESIGN TASKS				7	0	8	20	7	21	66
C. PS&E										
1	Update MOT Plans and Cost Estimate					4	4		4	12
2	MOT Quantities			1		2	4		2	8
3	Update Traffic Control Plans					4		16	8	28
4	Traffic Control Quantities			15		16		30	16	62
TOTAL D. PS&E				16	0	28	8	46	30	110
TOTAL TRAFFIC				23	0	34	28	53	51	168

Total Sheets: 23
Hours Per Sheet: 7.22

MOT & TRAFFIC CONTROL				Total Hours	Labor Cost	Direct Expenses	Subcontract Cost	Total Cost
B. STAGE 2 DESIGN TASKS								
1	MOT Notes			32	\$3,627.00			\$3,627.00
2	MOT Detail Plans			8	\$994.50			\$994.50
3	Traffic Control Notes and Details			9	\$929.52			\$929.52
4	Bike Lane Pavement Marking Plan			7	\$739.39			\$739.39
TOTAL C. STAGE 2 DESIGN TASKS				56	\$4,390.41	\$8.00	\$0.00	\$4,398.41
C. PS&E								
1	Update MOT Plans and Cost Estimate			12	\$1,495.00			\$1,495.00
2	MOT Quantities			8	\$594.50			\$594.50
3	Update Traffic Control Plans			28	\$3,068.08			\$3,068.08
4	Traffic Control Quantities			62	\$7,270.40			\$7,270.40
TOTAL D. PS&E				110	\$12,827.98	\$8.00	\$0.00	\$12,835.98
TOTAL TRAFFIC				168	\$19,118.39	\$0.00	\$0.00	\$19,118.39

Cost Per Sheet: \$831
Average Bid Rate: \$115.17

MED-3-9.868; MED-57-10.42
Patrick Patton
PID #114935
CONSULTANT: GPD Group
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REVISION: ____ REVISION DATE: ____

MED-3-9.868; MED-57-10.42
Patrick Patton
PID #114935
CONSULTANT: GPD Group
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REVISION: ____ REVISION DATE: ____

NOT & TRAFFIC CONTROL									
D. STAGE 2 DESIGN TASKS									
1	Traffic Signal Notes	3	1	4	4	4	4	4	12
2	Traffic Signal Plans	5	1	8	40	20	20	68	68
3	Traffic Signal Details	5		8	15	8	8	31	31
TOTAL: E STAGE 2 DESIGN TASKS		13	1	20	59	0	31.5	111.5	
E. PS&E									
1	Upgrade Traffic Signal Plans		1	8	12		4	25	
2	Traffic Signal Quantities	1	1	4	4			9	
TOTAL: F. PS&E		1	2	12	16	0	4	34	
TOTAL SIGNALS		14	3	32	75	0	35.5	145.5	

Total Sheets: 14
Hours Per Sheet: 10.39

NOT & TRAFFIC CONTROL									
D. STAGE 2 DESIGN TASKS									
1	Traffic Signal Notes	12						\$1,495.00	\$1,495.00
2	Traffic Signal Plans	68						\$8,120.13	\$8,120.13
3	Traffic Signal Details	31						\$3,813.88	\$3,813.88
TOTAL: E STAGE 2 DESIGN TASKS		111						\$13,428.91	\$13,428.91
E. PS&E									
1	Upgrade Traffic Signal Plans	25						\$3,562.13	\$3,562.13
2	Traffic Signal Quantities	9						\$1,373.13	\$1,373.13
TOTAL: F. PS&E		34						\$4,935.26	\$4,935.26
TOTAL SIGNALS		145						\$18,364.17	\$18,364.17

Cost Per Sheet: \$1,297
Average Bid Rate: \$124.84

MED-3-9.868; MED-57-10.42
Patrick Patton
PID #114935
CONSULTANT: GPD Group
DATE: October 3, 2025
REVISION: __ REVISION DA

ROADWAY & DRAINAGE		Total Hours	Labor Cost	Direct Expenses	Subcontract Cost	Total Cost
F. PRELIMINARY ENGINEERING / Q&T TALKS						
1	Entire Curb Ramp Compliance Inspection	36	\$3,874.08	\$0.00	\$0.00	\$3,874.08
TOTAL: F. PRELIMINARY ENGINEERING / Q&T TALKS		36	\$3,874.08	\$0.00	\$0.00	\$3,874.08
G. STAGE 2 DESIGN TASKS						
1	Title Sheet	7	\$741.00			\$741.00
2	Schematic Plan/Project Control	26	\$2,638.00			\$2,638.00
3	Typical Sections and Pavement Repair Details	28	\$3,133.00			\$3,133.00
4	General Notes	14	\$1,719.00			\$1,719.00
5	General Notes/Quantity Sheets - 20 Scales, SR57 and SR3	300	\$33,960.00			\$33,960.00
6	ADA Compliant Curb Ramp Detail Design Sheets	300	\$33,967.63			\$33,967.63
7	QA/QC and Revisions	48	\$6,708.00			\$6,708.00
8	Construction Cost Estimate	7	\$1,025.13			\$1,025.13
9	Submittals (City of Madison and ODOT CD)	7	\$866.13			\$866.13
10	Utility Coordination & Submittal	6	\$1,218.78			\$1,218.78
TOTAL: G. STAGE 2 DESIGN TASKS		643	\$78,840.38	\$0.00	\$0.00	\$78,840.38
H. PS&E						
1	Updates and Finalize Title Sheet (EGD and SS)	2	\$162.50			\$162.50
2	Updates and Finalize Schematic Plan	8	\$972.00			\$972.00
3	Updates and Finalize Sectional Profiles and Permanent Repair Details	6	\$741.00			\$741.00
4	Updates and Finalize General Notes	23	\$2,638.63			\$2,638.63
5	Estimated Quantities	69	\$7,444.13			\$7,444.13
6	General Summary	9	\$1,113.13			\$1,113.13
7	Updates and Finalize Roadway Plan/Quantity Sheets - SR57 and SR3	92	\$10,354.52			\$10,354.52
8	Updates and Finalize ADA Compliant Curb Ramp Detail Design Sheets	156	\$19,460.28			\$19,460.28
9	QA/QC and Revisions	48	\$6,708.00			\$6,708.00
10	Construction Cost Estimate	7	\$1,025.13			\$1,025.13
11	Submittals (City of Madison and ODOT CD)	7	\$866.13			\$866.13
12	Utility Coordination & Submittal	6	\$1,218.78			\$1,218.78
TOTAL: H. PS&E		439	\$51,686.28	\$0.00	\$0.00	\$51,686.28
TOTAL ROADWAY & DRAINAGE		1137	\$132,340.78	\$0.00	\$0.00	\$132,340.78

Cost Per Sheet:	\$1.293
Average Bill Rate:	\$116.44

1. Surveying and Mapping

a. Notification Letters

- i. No notification letters will be sent out by GPD regarding this survey proposal.
- ii. The proposal assumes the client has notified all property owners before the survey commences and has ensured that free access will be provided to all parcels included in and adjoining the project site.
- iii. If access coordination, access fees, or access documents are required for any of the parcels included in or around the survey project area, these items must be secured and paid for by the client before the fieldwork begins.
- iv. GPD will not access properties without confirmation from the client that this notification was sent, and the property owner provides permission for access at the time of our field visit.

b. Project Control

- i. Project shall be referenced horizontally to Ohio State Plane Coordinate System, North Zone NAD83(2011) datum and vertically to the NAVD88 datum based on averaged GNSS observations using ODOT RTN Network. Project will be established on state plane grid coordinates.
- ii. Establishing one project control point (typical cut cross in concrete walk outside of topo limits) with horizontal coordinates & elevation established by GPS. Establish one azimuth control point (typical cut cross in concrete walk outside of topo limits) with horizontal coordinates only. Some intersections may use control from other nearby intersections. No level observations will be performed

c. Boundary, C/L, and R/W Resolution

- i. No centerline and R/W will be resolved.
- ii. No GIS for boundary lines or right of way will be used.

- iii. This GIS information is provided by third parties or depicted in records/mapping provided by third parties that may or may not show accurate location information. The third parties involved in said coordination were not contractually obligated to GPD Group. GPD Group accepts no liability or responsibility relating to this provided information. No warranty or guarantee is expressed or implied by GPD Group as to the location or accuracy of any GIS provided information labeled in the drawing and is shown for informational purposes only.
- iv. Existing easements of record will not be shown or researched.

d. Topographic Survey

- i. Topographic survey will be completed for each quadrant of each of the street intersections on SR 57 starting at the south side of Sugar House Lane going north to E. Washington Street and on SR 3 starting at the south side of Pinewood Drive to Lafayette Street. There are 58 total number of corners/quadrants. Each quadrant area is a width from the 2 feet into street from street gutter / edge pf pavement to back of walk and a length being 20 feet on tangent past curb radius PT / PC end points.
- ii. Topographic survey will be completed for 6 driveways, 840 Wadsworth to 890 Wadsworth, limits 2 feet into street gutter / edge pf pavement to back of walk and 5 feet outside of the driveway edges
- iii. Topographic Surveys shall be conducted utilizing a combination of conventional survey methods along with HDS terrestrial laser scanning, and UAV photogrammetry.
- iv. Trees will be located with the trunk diameter and a distinction of either evergreen or deciduous being noted. Species of trees will not be given. Landscaping will be outlined, and major features (i.e. ornamental trees, structures, bushes) will be located.

e. Utility Survey

- i. Tickets will be placed through Ohio 811 to obtain utility contacts for plan information and field markings. GPD will derive subsurface utility mapping from 811 provided existing records, 811 provided field marking locations, and aboveground utility appurtenance locations.

- ii. As a result of Ohio 811 coordination as described in O.R.C. 153.64, subsurface utility lines shown herein were marked on the ground by third parties or depicted in records/mapping provided by third parties that may or may not show accurate location information. The third parties involved in said coordination were not contractually obligated to GPD Group.
- iii. GPD Group accepts no liability or responsibility arising out of any matters relating to the markings or information provided by the 811 coordination of said subsurface utilities. No warranty or guarantee is expressed or implied by GPD Group as to the location or accuracy of any 811 provided subsurface utility labeled in the drawing "as per plan" or "as per field markings" and are shown for informational purposes only.
- iv. The survey will show all above ground planimetric site features, all above ground utilities and any underground utilities as apparent from above ground visual observations or as marked by Ohio811 ticket. Ohio811 will not locate private utilities. Therefore, irrigation lines, invisible pet fences and any other privately installed utility lines will not be marked. Underground facilities, to include, but not limited to, storage tanks, septic tanks/systems, leach beds, utilities, including service lines (in accordance with Section 153.64 ORC) drainpipes and exposed field tiles shall be located and identified as to the size and type where possible.
- v. GPD will not collect invert information for the sanitary and storm sewers throughout the project.
- vi. GPD will not survey inside any culvert.

f. CAD Drawings

- i. Mapping of existing conditions will be completed in Autodesk Civil3D 2026 utilizing the ODOT State Kit template. An AutoCAD .dwg drawing file will be provided.

g. Survey Documents

- i. No other survey documents will be prepared, such as Plats, ALTAs, easement exhibits, or easement legal descriptions.

CLIENT AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, entered into this ____ day of _____, 20____, by _____ City of Medina a(n) _____ corporation located at 132 Elmwood Ave, Medina Ohio 44256 hereinafter referred to as "**CLIENT**," and Glaus, Pyle, Schomer, Burns & DeHaven, Inc. dba **GPD Group**, an Ohio corporation located at 520 South Main Street, Suite 2531, Akron, Ohio 44311, hereinafter referred to as "**CONSULTANT or GPD**."

WHEREAS, **CLIENT** desires **CONSULTANT** to perform certain technical services in connection with _____ "**PROJECT**"; and **CONSULTANT** desires to perform such services.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereto agree as follows:

I. SCOPE OF WORK

CONSULTANT shall perform **PROJECT** in a manner consistent with the care and skill ordinarily used by members of the same profession practicing under similar circumstances at the same time and in the same location. **PROJECT** shall be defined as the scope of work per Attachment A which is hereby incorporated by reference, or any other work **CONSULTANT** performs for **CLIENT**.

II. TIME OF PERFORMANCE

CONSULTANT shall endeavor to perform **PROJECT** with reasonable diligence and expediency after receipt of a written "Notice to Proceed" from **CLIENT**.

III. COMPENSATION AND PAYMENT

CLIENT shall pay invoices in full within thirty (30) days after invoice date. Any invoice or part thereof which has not been paid within sixty (60) days shall accrue interest at 1.5% per month (18% per annum) until paid in full. Payment shall be applied to interest first, and then principal. **CONSULTANT** shall have the right to suspend work, terminate the agreement, and retain and/or retrieve all work product until such invoices have been paid in full.

IV. COMPLIANCE WITH LAWS

CONSULTANT shall observe and abide by applicable laws, ordinances, and regulations of federal, state, and local governments, in connection with the work performed hereunder.

V. SUBCONTRACT AND ASSIGNMENT

CLIENT shall not assign this Agreement without the consent of **CONSULTANT**. **CONSULTANT** shall be permitted to assign rights and obligations in this Agreement as it sees fit. Work performed by any subconsultant shall not relieve the **CONSULTANT** of any liability or responsibility for the proper performance of the work under this Agreement.

VI. INSPECTIONS

All work performed by **CONSULTANT** shall be subject to the quality inspection and approval by **CLIENT** at all times, but such approval shall not relieve **CONSULTANT** of responsibility for the proper performance of the work. **CONSULTANT** shall provide sufficient, safe, and proper facilities at all times for such inspection of the work, and shall furnish all information concerning the work, and grant **CLIENT**'s duly authorized representatives free access at all reasonable times to **CONSULTANT**'s facilities where the work under this Agreement is to be performed.

VII. CHANGES

CLIENT shall have the right, at any time prior to completion of the work to direct changes in this Agreement, including but not limited to, change in the Scope of Work. If the change causes an increase or decrease in the cost of, or the time required for the **CONSULTANT**'s performance under this Agreement; the **CONSULTANT** must submit to **CLIENT** within ten (10) days after receipt of the change notice any request for adjustment. **CLIENT** will issue an addendum to this Agreement for equitable adjustments.

VIII. TERMINATION FOR CONVENIENCE

a) **CLIENT** shall have the right at any time prior to terminate this Agreement in whole, or in part, by written notice to **CONSULTANT**. Upon receipt of this notice the **CONSULTANT** shall immediately discontinue performance, will not place any further orders, and will cancel all orders to subcontractors.

b) In the event of termination for convenience **CLIENT** shall pay the **CONSULTANT** for all work performed and accepted by **CLIENT** prior to termination, plus the profit due for the work performed. However, in no event shall **CLIENT** be obligated to pay more than the Agreement value less any previously paid funds.

IX. DEFAULT

a) Should the **CONSULTANT** breach any provision of this Agreement **CLIENT** shall have the rights and remedies provided by law or under these terms and conditions.

b) **CLIENT** shall have the right at any time to terminate this Agreement in whole, or in part, if the **CONSULTANT** fails to perform any of its obligations or if the **CONSULTANT** fails to give **CLIENT** assurance of adequate performance within ten (10) working days after written request by **CLIENT** for such assurances.

c) In the event of a breach of the Agreement **CLIENT** may:

- 1) Declare the **CONSULTANT** to be in default.
- 2) Cancel this Agreement in whole or in part.
- 3) Withhold payment of any further funds which may be due the **CONSULTANT** until the default is corrected.
- 4) Pursue any and all other remedies afforded by law.

X. INDEMNIFICATION AND INSURANCE

a) **CONSULTANT** and **CLIENT** agree to indemnify and hold each other (which collectively includes officers, directors and employees) harmless from all damages, liabilities, claims, expenses, or costs (including reasonable attorneys' fees, expert-witness fees, and defense costs) to the extent caused by its own negligent acts, professional errors, or omissions arising out of the work, **PROJECT**, or this Agreement. Due to the relative risks and rewards, the risks have been allocated that **CLIENT** agrees to limit the liability of **CONSULTANT** to **CLIENT** or any party claiming through **CLIENT** to a maximum aggregate total of five (5) times the fee, not to exceed fifty thousand dollars (\$50,000). Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, **CONSULTANT**, their respective officers, directors, partners, employees, contractors or subconsultants shall not be liable to **CLIENT**, nor shall **CLIENT** make any claim, for incidental, indirect, or consequential damages arising out of or connected in any way to the **PROJECT** or to this Agreement. To the extent allowed by applicable law, and notwithstanding the foregoing, no action or claim whether in tort, contract, or otherwise shall be brought against **CONSULTANT** more than one (1) year after the completion of the applicable portion of **CONSULTANT**'s work as delineated in this Agreement and respective Attachments.

b) Unless otherwise required in this Agreement, the **CONSULTANT** shall, during the performance of the work, maintain the following insurance in the types and amounts and with insurers satisfactory to **CLIENT**.

- 1) Worker's Compensation:
Statutory requirements at the location(s) of work and in accordance with the **CONSULTANT**'s established program for employees.
- 2) Employer's Liability:
\$1,000,000 Bodily Injury by Accident (Each occurrence)
\$1,000,000 Bodily Injury by Disease (Policy Limit)
\$1,000,000 Bodily Injury by Disease (Each Person)
- 3) Comprehensive General Liability:
\$1,000,000/per occurrence; \$2,000,000/general aggregate
- 4) Automobile:
\$1,000,000 Combined Single Limit per accident
- 5) Professional Liability:
\$1,000,000

Prior to commencing performance of the work, the **CONSULTANT** shall furnish **CLIENT** with a Certificate of Insurance as evidence of the

required insurance and such Certificate shall provide for ten (10) days written notice to **CLIENT** prior to cancellation thereof.

CLIENT shall be named as additional insured on coverages furnished under 3) and 4) hereunder and **CONSULTANT** and its respective insurers shall waive any and all rights of subrogation against **CLIENT** which may arise under any policies of insurance provided hereunder.

XI. INDEPENDENT CONTRACTOR

The **CONSULTANT** is an independent contractor and shall not be regarded as an employee or agent of **CLIENT**.

XII. CONFIDENTIALITY

No publicity releases (including news releases and advertising) relating to this Agreement or the work hereunder shall be issued by the **CONSULTANT** without the prior written approval of **CLIENT**.

XIII. EXAMINATION OF RECORDS

The **CONSULTANT** agrees that **CLIENT** will have access to and the right to examine any books, documents, papers, and records of any and all the transactions relating to this Agreement. The **CONSULTANT** shall maintain all records for a period of three (3) years after completion of the work.

XIV. OWNERSHIP OF DOCUMENTS

Upon completion and payment in full of all monies due to **CONSULTANT**, all drawings, specifications, reports, information, or data prepared by or furnished to **CONSULTANT** in connection with any or all work to be performed under this Agreement shall be the property of **CLIENT**. The **CONSULTANT** shall have no liability for any claim, liability, or cost arising out of any unauthorized reuse or modification of the Construction Documents without the written authorization of **CONSULTANT**.

XV. PARTIAL INVALIDITY

If any term, covenant, condition, or provision of this Agreement is found by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect, and shall in no way be affected, impaired, or invalidated thereby.

XVI. HEADINGS

Headings in this Agreement are for convenience only and are not intended to be used in interpreting or construing the terms, covenants, and conditions of this Agreement.

XVII. GOVERNING LAW AND DISPUTE RESOLUTION

The validity or construction of this Agreement, as well as the right and duties of the parties hereinunder, shall be governed by the laws of the State of Ohio. Any claim or dispute arising out of this agreement or **PROJECT** shall be submitted to non-binding mediation prior to arbitration in a proper venue in Summit County, Ohio.

XVIII. SUPPLEMENTS TO AGREEMENT

The following exhibits, supplements, or addendums form an integral part of this Agreement.

☒ Attachment "A" Scope of Work

XIX. ENTIRE AGREEMENT

This Agreement constitutes the whole agreement between the parties with respect to the subject matter contained herein and there are no terms other than those contained herein. No modification or amendment of this Agreement shall be valid unless in writing and signed by the parties hereto.

**GLAUS, PYLE, SCHOMER, BURNS &
DEHAVEN, INC. DBA GPD GROUP**

Witness:

Name:

Title:

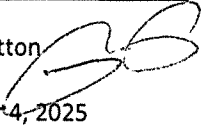
CLIENT:

Witness:

Name:

Title:

CLIENT Is An Equal Opportunity Employer

REQUEST FOR COUNCIL ACTIONNO. RCA 25-231-11/10FROM: Patrick Patton 

DATE: November 4, 2025

COMMITTEE

REFERRAL: Finance

SUBJECT: Easements for Job #1123: North Huntington Reconstruction, Ph. 3

In order to complete the above captioned project, the City must acquire several easements. Two of the property owners have agreed and signed the easements, the properties are as follows:

Address	Parcel	FMVE
240 W. Union	028-19A-17-050	\$1,015
236 Bradway	028-19A-17-072	\$7,687
	TOTAL	\$8,702

This request asks for Council's acceptance of the easements and authorization to make payment to the property owners for these easements.

Thank you for your consideration.

ESTIMATED COST: \$8,702

SUGGESTED FUNDING: 108-0610-54411

Sufficient Funds in Account Number:

Transfer Needed from: To:

New Appropriation Account Number:

Emergency Clause Requested: Yes

Reason: The property owner has signed the easement, we would like to get it recorded and the owner paid as soon as possible. Please note, Council approved the easement appraisals on 7/14/25 (Ord No. 125-25)

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

LPA RE 804
Rev. 04/2021

E
LPA

EASEMENT

Colleen Turk, unmarried, and Crystal R. Turk, unmarried, and the Grantor(s), in consideration of the sum of \$1,015.00, to be paid by the City of Medina, the Grantee, does convey(s) to Grantee, its successors and assigns, an easement, which is more particularly described in Exhibit A attached, the following described real estate:

PARCEL(S): 3-SH

N. Huntington Street Reconstruction, Phase III

SEE EXHIBIT A ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF

Medina County Current Tax Parcel No. 028-19A-17-050

Prior Instrument Reference: 2023OR009469, Medina County Recorder's Office.

Grantor(s), for himself and his successors and assigns, covenant(s) with the Grantee, its successors and assigns, that he is the true and lawful owner(s) in fee simple, and has the right and power to convey the property and that the property is free and clear from all liens and encumbrances, except: (a) easements, restrictions, conditions, and covenants of record; (b) all legal highways; (c) zoning and building laws, ordinances, rules, and regulations; and (d) any and all taxes and assessments not yet due and payable; and that Grantor(s) will warrant and defend the property against all claims of all persons.

The property conveyed 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, Colleen Turk, has hereunto set her hand on the 15th day of October, 2025.


Colleen Turk

STATE OF OHIO,

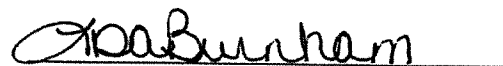
COUNTY OF MEDINA ss:

BE IT REMEMBERED that on the 15 day of October, 2025, before me the subscriber, a Notary Public in and for said state and county, personally came the above named Colleen Turk, who acknowledged the foregoing instrument to be her voluntary act and deed. No oath or affirmation was administered to Colleen Turk 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.

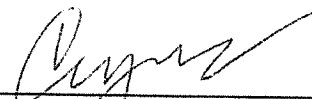


Lisa Burnham
Resident Summit County
Notary Public, State of Ohio
My Commission Expires:
February 19, 2028



NOTARY PUBLIC
My Commission expires: February 19, 2028

IN WITNESS WHEREOF, Crystal R. Turk, has hereunto set her hand on the 15 day of October, 2025.



Crystal Turk

STATE OF OHIO,

COUNTY OF MEDINA ss:

BE IT REMEMBERED that on the 15 day of October, 2025, before me the subscriber, a Notary Public in and for said state and county, personally came the above named Crystal R. Turk, who acknowledged the foregoing instrument to be her voluntary act and deed. No oath or affirmation was administered to Crystal R. Turk 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.

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



Lisa Burnham
Resident Summit County
Notary Public, State of Ohio
My Commission Expires:
February 19, 2028



NOTARY PUBLIC
My Commission expires: February 19, 2028

This document was prepared by or on behalf of the City of Medina, Ohio.



Cunningham & Associates, Inc.

Civil Engineering & Surveying
203 W. Liberty St., Medina, Oh 44256
Phone: (330) 725-5980 * Fax (330) 725-8019

EXHIBIT A

Legal Description for Highway Easement
Project No. 22-232
November 26, 2024

Situated in the City of Medina, County of Medina, State of Ohio and being known as part of Medina City Lot (MCL) 162, also being a part of lands conveyed to Colleen and Crystal R. Turk by deed dated June 28, 2023 as recorded in Document Number 2023OR009469 of the Medina County Recorder's Records, further bounded and described as follows:

Commencing at the intersection of the Easterly Right-of-Way of North Huntington Street, having a varied width Right-of-Way, with Southerly Right-of-Way of West Union Street, having a 40-foot Right-of-Way, and the **TRUE PLACE OF BEGINNING** of the easement area herein described:

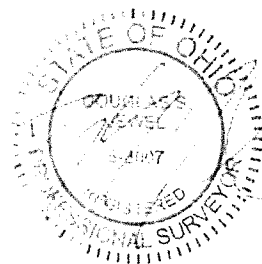
Thence along the Northern line of said MCL 162 and Southerly Right-of-Way of West Union Street, bearing North $88^{\circ}25'14''$ East, a distance of 24.64 feet to a point thereon;

Thence, along a curve to the left having a radius of 25.00 feet with a central angle (Delta) of $89^{\circ}10'00''$, the long chord of which bears South $43^{\circ}50'14''$ West for a distance of 35.10 feet for an arc length of 38.91 feet to a point on the Easterly Right-of-Way of North Huntington Street;

Thence along the Easterly Right-of-Way of North Huntington Street, bearing North $00^{\circ}44'46''$ West, a distance of 24.64 feet to the intersection of the Easterly Right-of-Way of North Huntington Street with the Southerly Right-of-Way West Union Street and the **TRUE PLACE OF BEGINNING**, containing 0.0030 Acres of land, more or less but subject to all legal highways and all covenants and agreements of record.

Bearings are based on an assumed meridian and are used herein to indicate angles only.

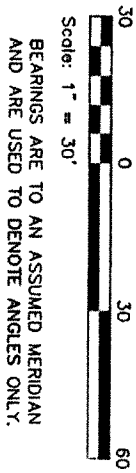
This legal description was prepared based on a survey by and/or under the supervision of Douglas S. Jewel P.S. # S-8007 by Cunningham & Associates, Inc. in November 2024.



SITUATED IN THE CITY OF MEDINA,
COUNTY OF MEDINA, STATE OF OHIO
AND BEING KNOWN AS PART OF
ORIGINAL MEDINA CITY LOT 162

Curve Table				
Curve #	Radius	Delta	Chord Bearing	Arc Length
C1	23.00	89°10'00"	S43°30'14"W	35.10
				38.91

Line Table		
Line #	Direction	Length
L1	N88°25'14"E	24.64
L2	N0°44'46"W	24.64



NORTH HUNTINGTON STREET
(R/W VARIES)

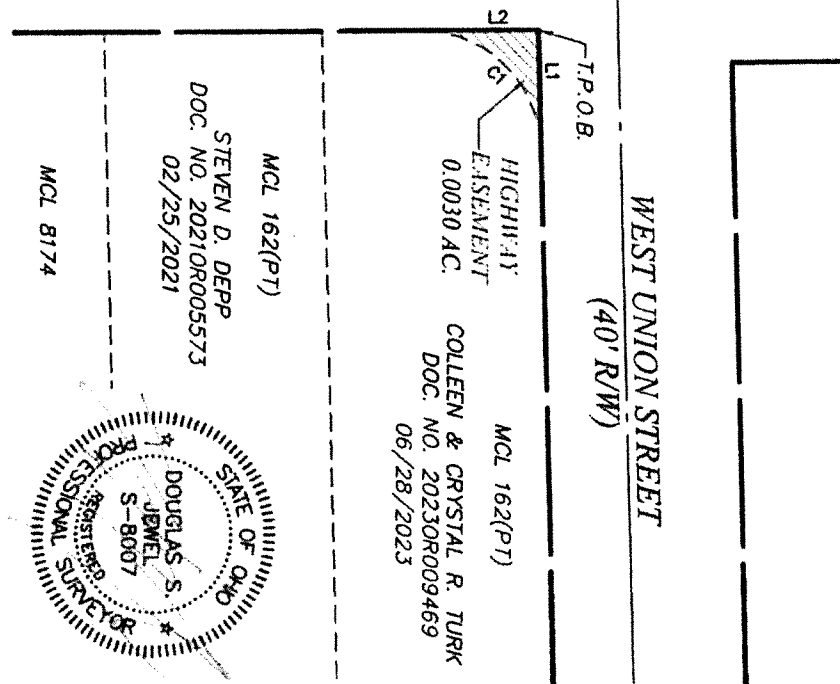


	EXHIBIT B
	CUNNINGHAM & ASSOCIATES, INC. CIVIL ENGINEERING and SURVEYING 203 W. LIBERTY ST. MEDINA, OHIO 44256-3300-725-5989

Part of MCL 466
 LOCATED IN
 CITY OF MEDINA
 COUNTY OF MEDINA
 STATE OF OHIO

PROJECT NO. 22-232
 DATE 11/20/2024
 DRAWN BY E.A.H.

SHEET NO. 1/1

LPA RE 804
Rev. 04/2021

E
LPA

EASEMENT

Tracy Knox, unmarried, the Grantor(s), in consideration of the sum of \$7,687.00, to be paid by the City of Medina, the Grantee, does convey(s) to Grantee, its successors and assigns, an easement, which is more particularly described in Exhibit A attached, the following described real estate:

PARCEL(S): 4-S

N. Huntington Street Reconstruction, Phase III

SEE EXHIBIT A ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF

Medina County Current Tax Parcel No. 028-19A-17-072

Prior Instrument Reference: 2022OR021106, Medina County Recorder's Office.

Grantor(s), for itself and its successors and assigns, covenant(s) with the Grantee, its successors and assigns, that he is the true and lawful owner(s) in fee simple, and has the right and power to convey the property and that the property is free and clear from all liens and encumbrances, except: (a) easements, restrictions, conditions, and covenants of record; (b) all legal highways; (c) zoning and building laws, ordinances, rules, and regulations; and (d) any and all taxes and assessments not yet due and payable; and that Grantor(s) will warrant and defend the property against all claims of all persons.

The property conveyed is being acquired by Grantee for a public purpose, namely the establishment, construction, reconstruction, widening, repair or maintenance of a public storm sewer.

IN WITNESS WHEREOF, Tracy Knox, has hereunto set her hand on the 27 day of November, 2025.

Tracy Knox
Tracy Knox

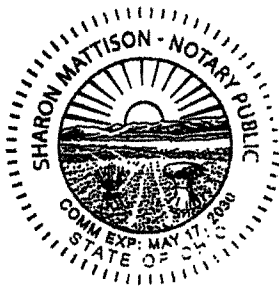
STATE OF OHIO,

COUNTY OF MEDINA ss:

BE IT REMEMBERED that on the 27 day of November, 2025, before me the subscriber, a Notary Public in and for said state and county, personally came the above named Tracy Knox, who acknowledged the foregoing instrument to be her voluntary act and deed. No oath or affirmation was administered to Tracy Knox 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.

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



Sharon Mattison
NOTARY PUBLIC
My Commission expires: 5/17/2030

This document was prepared by or on behalf of the City of Medina, Ohio.



Cunningham & Associates, Inc.

Civil Engineering & Surveying
203 W. Liberty St., Medina, Oh 44256
Phone: (330) 725-5980 * Fax (330) 725-8019

EXHIBIT A

Legal Description for 30-Foot Storm Sewer Easement
Project No. 22-232
November 20, 2024

Situated in the City of Medina, County of Medina, State of Ohio and being known as part of Medina City Lot (MCL) 737, also being a part of lands conveyed to Tracy L. Knox by deed dated October 15, 2022 as recorded in Document Number 2022OR021106 of the Medina County Recorder's Records, further bounded and described as follows:

Commencing at the Northwest corner of said MCL 737, also being the intersection of the Easterly Right-of-Way of North Huntington Street, having a varied width Right-of-Way, and the Southern Right-of-Way of Bradway Street, having a 45-foot Right-of-Way and the **TRUE PLACE OF BEGINNING** of the easement area herein described;

Thence along the Southerly Right-of-Way of Bradway Street, bearing South $89^{\circ}15'14''$ East, a distance of 30.00 feet to a point thereon;

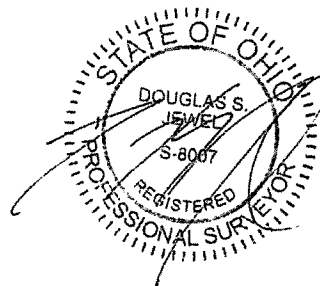
Thence at a right angle and parallel to the Easterly Right-of-Way of North Huntington Street, bearing South $00^{\circ}44'46''$ East, a distance of 45.00 feet to a point;

Thence at a right angle and parallel to the Southerly Right-of-Way of Bradway Street, bearing South $89^{\circ}15'14''$ West, a distance of 30.00 feet to a point on the Easterly Right-of-Way of North Huntington Street;

Thence at a right angle and along the Easterly Right-of-Way of North Huntington Street, bearing North $00^{\circ}44'46''$ East, distance of 45.00 feet to the Southerly Right-of-Way of Bradway Street and the **TRUE PLACE OF BEGINNING**, containing 0.0310 Acres of land, more or less but subject to all legal highways and all covenants and agreements of record.

Bearings are based on an assumed meridian and are used herein to indicate angles only.

This legal description was prepared based on a survey by and/or under the supervision of Douglas S. Jewel P.S. # S-8007 by Cunningham & Associates, Inc. in October 2024.



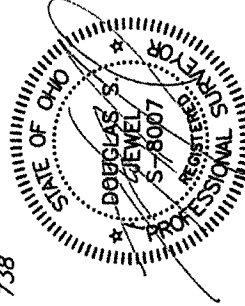
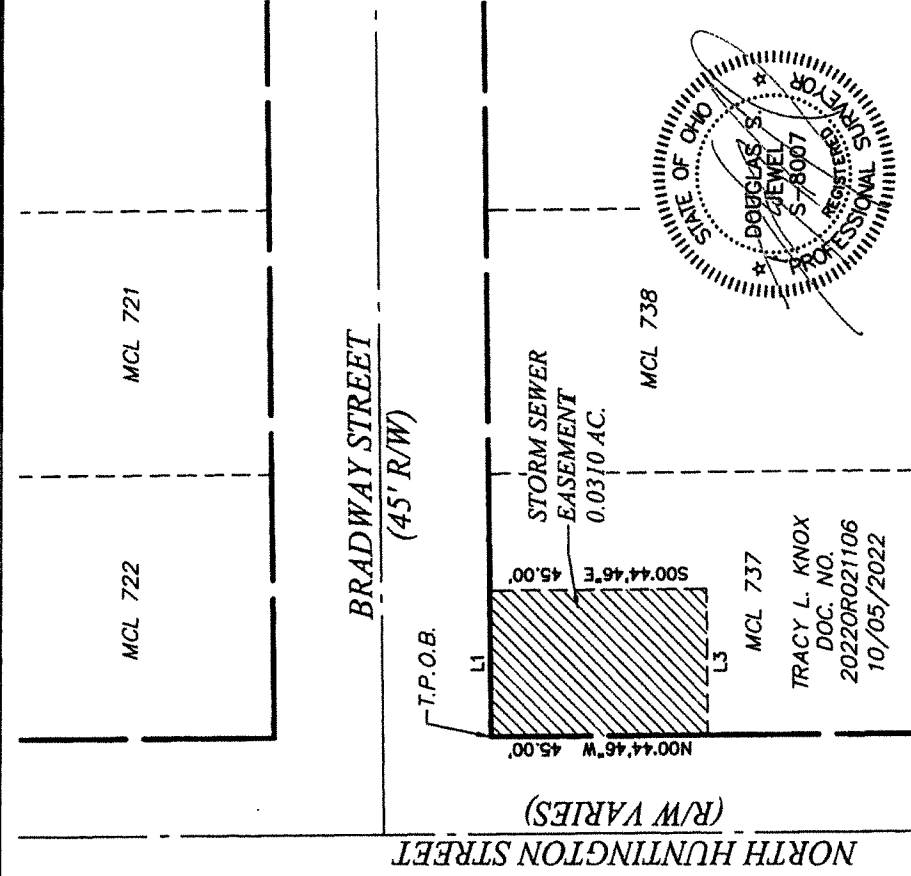
SITUATED IN THE CITY OF MEDINA,
COUNTY OF MEDINA, STATE OF OHIO
AND BEING KNOWN AS PART OF
ORIGINAL MEDINA CITY LOT 737

Line Table		
Line #	Direction	Length
L1	N89°15'14"E	30.00
L3	S89°15'14"W	30.00



Scale: 1" = 30'

BEARINGS ARE TO AN ASSUMED MERIDIAN
AND ARE USED TO DENOTE ANGLES ONLY.



TRACY L. KNOX
DOC. NO.
20220R021106
10/05/2022

EXHIBIT B	Part of MCL 466 LOCATED IN: CITY OF MEDINA COUNTY OF MEDINA STATE OF OHIO	DRAWN BY: SG DATE: 11/30/2024	PROJECT NO: 22-232	ACAD FILE NO: Exhibit 05	SHEET NO. 1/1
	CUNNINGHAM & ASSOCIATES, INC. CIVIL ENGINEERING AND SURVEYING 208 W. LIBERTY ST. MEDINA, OHIO 44256 330-725-5980				

REQUEST FOR COUNCIL ACTION

NO. RCA 25-232-11/j

FROM: Patrick Patton

DATE: November 5, 2025

COMMITTEE

REFERRAL: Finance

SUBJECT: Fair Market Value Estimates (FMVE) for S. Huntington Street Bridge

In order to complete the reconstruction of the S. Huntington Street Bridge, the City must acquire nine easements. In order for the City's right-of-way consultant (O. R. Colan) to proceed with the offer to purchase and complete negotiations and acquisition, Council must authorize acceptance of the Fair Market Value Estimates (FMVE) for the project. Below please find a summary for the value of eight (8) of the nine (9) the easements:

See below for a summary of the required easements:

Address	Parcel	FMVE
233 Lafayette	028-19C-05-388; 028-19C-05-140; 028-19C-05-141	\$8,340
401 S. Huntington	028-19C-05-129	\$300
375 S. Huntington	028-19C-05-128	\$300
333 S. Huntington	028-19C-05-382	\$1,610
319 S. Huntington	028-19C-05-395	\$1,645
323 S. Huntington	028-19C-05-396	\$7,806
S. Huntington	None	\$300
300 W. Smith	028-19C-05-124	\$11,199
	TOTAL	\$31,500

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

As a reminder, the City is receiving \$1,739,500 in construction funding through ODOT's Municipal Bridge Program.

Thank you for your consideration.

ESTIMATED COST: \$31,500

SUGGESTED FUNDING: 108-0610-54411

Sufficient Funds in Account Number:

Transfer Needed from: To:

New Appropriation Account Number:

Emergency Clause Requested: Yes

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

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

VA
REV. 06-2025

MED-MR 929-0.14 / Parcel 1-SH,SW,T (Habitat for Humanity of Medina Co., Inc.)

VALUE ANALYSIS
(\$15,000 OR LESS)

OWNER'S NAME

Habitat for Humanity of Medina County, Inc.

COUNTY Medina
ROUTE MR 929
SECTION 0.14
PARCEL NO. 1-SH,SW,T
PROJECT I.D. NO. 120263

Subject

Address/Location	Zoning	Utilities	APN		
233 Lafayette Rd. Medina, OH 44256 Medina County	C-2 Central Business District	All Public	028-19C-05-388; 028-19C-05-140; 028-19C-05-141		
			Larger Parcel Size	Larger Parcel Unit	Highest and Best Use
			3.9181	Acre	Commercial
Comments					
The irregularly shaped larger parcel contains 3-parcels and is located along the north side of Lafayette Rd. the third lot east of S. Huntington St. The larger parcel has 128' of frontage and access to Lafayette Rd.; 462.67' of frontage and access along S. Huntington St. and 55.51' of frontage and access along S. Elmwood Ave. totaling 3.9181 net acres. Per auditor's records, the larger parcel has not transferred since 11/2018. The site has access to all public utilities, is commercially zoned permitting mixed use and most commercial uses as well as single family and multifamily uses. The site complies with current zoning code as it relates to site size and setback restrictions and is considered to be a legal conforming use. The site is not is not located within a flood plain and is improved with a former 36,667 sf retail grocery store that is now owned by Habitat for Humanity. The building and most of the site improvements have been excluded from this appraisal report.					

Comparable Sales

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
1	4030 Carrack Dr. Medina Twp., OH 44256 Medina Co.	Commercial	Public Records & CoStar	3/9/2023
APN(s)		Zoning	Utilities	Sale Price
026-06DDD-31-109		LB – Limited Business District	All Public	\$505,000
				Parcel Size
				2.0222 Ac.
				Unit Value Indication
				\$249,728/Acre
Comments				
Sale 1 is located to the east of Medina, in Medina Township, one lot south of SR 18 at the corner of Carrack Dr. & Foote Rd, an area of developing commercial activity. The site measures 381.41. along Carrack Dr. and 234.40' along Foote Rd. Public utilities are available and the site was later improved with Primrose Daycare and Preschool of Medina.				
Sale #	Address/Location	Highest and best use	Verification source	Sale Date
2	1201 & 1033 N. Court St. Medina, OH 44256 Medina Co.	Commercial	Public Records & CoStar	3/21/2024
APN(s)		Zoning	Utilities	Sale Price
028-19A-09-210		C-3 General Commercial District	All Public	\$613,990
028-19A-04-226				Parcel Size
				1.9835 Ac.
				Unit Value Indication
				\$309,549/Acre
Comments				
Sale 2 is made up of (2) parcels that were acquired at the same time by the same buyer. At the time of sale they were improved parking lots that were split into interior outlots within the Medwick Marketplace Shopping Center. The sites are currently for lease with Benderson Development for an undisclosed amount. The sites are on the north and south sides of the main entrance to the Meijer shopping center between Hillview Way and W. Reagan Parkway. All public utilities are available and the site is located within a high visibility/superior commercial location.				

MED-MR 929-0.14 / Parcel 1-SH,SW,T (Habitat for Humanity of Medina Co., Inc.)

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
3	988 Lavern Dr.	Commercial	Public Records, CoStar	12/6/2024
APN(s)	Wadsworth, OH 44281	Zoning	Utilities	Sale Price
040-20B-05-072	Medina Co	C-3 Intensive Commercial District.	All Public	\$425,000
				Parcel Size
				2.50 Ac
				Unit Value Indication
				\$170,000/Acre

Comments

Sale 3 is located in nearby Wadsworth and located along the east side of Wadsworth with good proximity to SR 224. The site is mostly rectangular in shape measuring 219' x 497.46'+-. The site has access to public utilities and the site was acquired for commercial development and later improved with Primrose Daycare and Preschool of Wadsworth.

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
4	Pearl Rd.	Commercial	Public Records, CoStar	7/11/2022
APN(s)	Brunswick, OH 44212	Zoning	Utilities	Sale Price
003-18D-07-040	Medina, OH	C-G General Commercial	All Public	\$250,000
				Parcel Size
				2.333 Ac.
				Unit Value Indication
				\$107,158/Acre

Comments

Sale 4 is located in nearby Brunswick, OH, and located along Pearl Rd. (SR 42, south of SR 303). The site is located south of 1575 Pearl Rd. The site is rectangular in shape and measures 337.58' x 330'. After the purchase the northern half of the site has been developed in to a fast food/drive-thru facility with access to public utilities.

Overall Comments / Reconciliation

Comments

The subject is a large site located in Medina's CBD, an area where few comparably sized land sales have occurred. The above vacant land sales were similarly zoned and located within overall comparable neighborhoods that typical commercial developers would consider when in the market for sizeable commercial sites. The sales ranged in value from \$107,158 to \$309,549/per acre with site sizes ranging from 1.9835 to 2.5 acres. Based on the above discussion the appraiser will apply a reconciled value of \$225,000/acre.

Reconciled Value: \$225,000/Acre

Part Taken - Land

Parcel # Suffix	Net Take Area	% Acquired	Temporary Take Period	Unit Value	Comments	Total Value
1-SH	0.0148 Ac.	100%-\$1	N/A	\$225,000/Ac	0.0148 Ac. x \$225,000/Ac less \$1 = (Rnd)	\$3,330.00
1-SW	0.0089 Ac.	50%	N/A	\$225,000/Ac.	0.0089 Ac. x \$225,000/Ac x 50% = (Rnd)	\$1,005.00
1-T	0.0733 Ac.	10%	12 Months	\$225,000/Ac	0.0733 Ac. x \$225,000/Ac. x 10% x 1 yr. = (Rnd)	\$1,650.00
Total:						\$5,985.00

Part Taken - Improvements

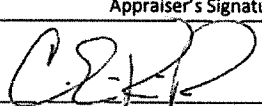
Parcel # Suffix	Description	Quantity	Units	Unit Value	Depreciation	Improvement Value
1-SH	Grass	467	SF	\$0.30	0%	\$145.00
1-SH	Asphalt Pavement	177	SF	\$5.50	35%	\$635.00
1-SH	Concrete Curb	18	LF	\$28.50	15%	\$440.00
1-SW	Asphalt Pavement	246	SF	\$5.50	35%	\$880.00
1-SW	Concrete Curb	10	LF	\$28.50	15%	\$245.00
1-SW	Grass	30	SF	\$0.30	0%	\$10.00
Total:						\$2,355.00

Cost to Cure

Parcel # Suffix	Description	Cost to Cure
N/A		
Total:		\$0.00

Preparers Conclusion	Comments
The project involves the replacement of bridge MED-MR929-0.14 (SFN 5265509) over Champion Creek, including replacement of pavement along with storm, sanitary and waterwork. Parcel 1-SH is a 0.0148-acre irregular shaped permanent standard highway easement acquisition that is required for the project and located along the existing S. Huntington St. r/w. The SH easement measures 13.5' x 17.10' x 14.14' x 88.00' x 11.54' x 126.07' along S. Huntington St. Impacted site improvements include grass, asphalt pavement and concrete curb valued above. The appraiser also notes some lateral growth along the north side of the acquisition that has been blended with the land value. Parcel 1-SW is a permanent 0.0089 acre irregular shaped sewer easement located near the northwest corner of the site along the south side of Parcel 1-SH. Parcel 1-SW measures 7.50' x 7.98' x 56.63' x 34.72' x 14.14' x 17.10'. Parcel 1-SW is valued at 50% of the fee simple value of the site. The impacted site improvements include asphalt paving, concrete curb and grass that has been valued above. Parcel 7-T is a 0.0733 acre temporary easement that is being acquired to perform grading, drive apron, water storm and sanitary connections. The temporary is irregular in shape and measures 16.50' x 10.14' x 32.82' x 4' x 11' x 11.70' x 45.50' x 24.88' x 121' x 8' x 121' x 11.54' x 88' x 14.14' x 17.10'. Parcel 1-T overlaps the proposed Parcel 1-SW. Due to the short 12 month duration of the temporary easement the appraiser will ignore the overlap. At the end of the temporary easement's 12 month duration of the project, the land encumbered by the temporary easement will be returned to the property owner in fee. The impacted site improvements include grass, asphalt paving, concrete curbs that the appraiser understands will be replaced as part of the project. Per the r/w plans, the appraiser notes that a 15" tree has been marked save and the existing fence gate has been marked Do Not Disturb. All site improvements have been valued in part from Marshall Valuation Service and from local garden centers. The larger parcel will be reduced from a 3.9181 net acre site to a 3.9033 net acre site with a 0.0148 acre PRO and subject to a 0.0089 acre sewer easement. The residue larger parcel remains a legal conforming use, same as before the take. The appraiser also understands that access to the property will be maintained throughout the duration of the project.	
Total Estimated Compensation: \$8,340.00	

FMVE Conclusion	Comments
The conclusions of this report appear to be fair and reasonable.	
Total FMVE: \$8,340.00	

Signatures	
Appraiser's Signature	Agency Signature
	
Typed Name: C. Eric Kirk, MAI, SRA	Typed Name: Dennis Hanwell
Title: Appraiser	Title: Mayor of the City of Medina
Date: 10/15/2025	Date:

Administrative Settlement			
Signature			
Typed Name:		FMVE Amount:	
Title:		Additional Amount:	
Date:		Total Settlement:	\$0.00
THE PERSON PERFORMING THIS ANALYSIS MUST HAVE SUFFICIENT UNDERSTANDING OF THE LOCAL REAL ESTATE MARKET TO BE QUALIFIED TO MAKE THE VALUATION THE PREPARER PERFORMING THIS VALUATION SHALL NOT HAVE ANY INTEREST, DIRECT OR INDIRECT, IN THE REAL PROPERTY BEING VALUED FOR THE AGENCY COMPENSATION FOR MAKING THIS VALUATION SHALL NOT BE BASED ON THE AMOUNT OF THE VALUATION ESTIMATE THIS VALUATION COMPLIES WITH THE REQUIREMENTS OF 49 CFR 24.102 (C) (2) (ii)			

VA
REV. 06-2025

VALUE ANALYSIS
(\$15,000 OR LESS)

OWNER'S NAME

Spring Grove Properties, LLC

COUNTY Medina
ROUTE MR 929
SECTION 0.14
PARCEL NO. 3-T
PROJECT I.D. NO. 120263

Subject

Address/Location	Zoning	Utilities	APN		
401 S Huntington St Medina, OH 44256 Medina County	R-3 - High Density Urban District	All Public	028-19C-05-129		
			Larger Parcel Size	Larger Parcel Unit	Highest and Best Use
			0.320	Acre	Residential

Comments

The larger parcel is located along the west side of S. Huntington St. the 8th lot north of Lafayette St. The site has 60' of frontage with a full motion access to S. Huntington St. Per the auditor's records, the larger parcel is irregularly shaped measuring 60' x 175' x 100' x 180' and per the R/W Plans the site is calculated as 0.320 Net Ac. The site has access to all public utilities; it is residentially zoned permitting single family residential uses with accessory uses & home occupation. Other Conditional Uses are permitted subject to board approval. Per R-3 zoning ordinance, the site does not comply with minimum 40' front yard depth or the 75' width at the building line. As a result the site is considered to be a legal nonconforming use.

Per auditor's records, the larger parcel has not transferred within the last 5 years. The site is not located within a flood plain and is improved with a 1,398 sf residence with a 2-car detached garage. The residence, garage and most of the site improvements are removed from the acquisition and have been excluded from this appraisal report.

Comparable Sales

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
1	245 S. Vine St.	Residential	Public Records & MLS	6/18/2021
APN(s)	Medina, OH 44256	Zoning	Utilities	Sale Price
028-19A-21-312	Medina Co.	R-3 - High Density Urban District	All Public	\$20,000
				Parcel Size
				0.0999 Ac.
				Unit Value Indication
				\$200,200/Acre

Comments

Sale 1 is located along the west side of S. Vine St.; the 5th lot south of W. Washington St. Vine St. is a dead end street at the Wheeling & Lake Erie Railroad. The site measures 49.5' x 86.88' and is smaller than the subject. Public utilities are available at the street and the site was later developed residentially and sold 10/16/2024 for \$200,000. The site is considerably smaller than the subject, it is similarly zoned with access to all public utilities.

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
2	322 W. Smith Rd.	Residential	Public Records	9/23/2021
APN(s)	Medina, OH 44256	Zoning	Utilities	Sale Price
028-19C-05-121	Medina Co.	C-2 Central Business District	All Public	\$20,000
				Parcel Size
				0.1309 Ac.
				Unit Value Indication
				\$152,788/Acre

Comments

Sale 2 is located along the south side of W. Smith Rd., the 4th lot west of S. Huntington St. The site is considered to be in the Periphery Subdistrict of the C-2 District and dwelling units are conditionally permitted. The site measures 57' +/- x 114' +/- along the east side and 88' +/- along the west side with a rear dimension of 61' +/- . The site has access to all public utilities and is smaller than the subject. As of the date of this appraisal the site is currently listed for sale for \$45,000 since August 2025 and is in contract for an undisclosed sale price..

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
3	West Park Blvd. Medina, OH 44256 Medina Co.	Residential	Public Records	5/13/2025
APN(s)		Zoning	Utilities	Sale Price
028-19C-09-217		P-F Public Facilities District	All Public	\$40,000
				Parcel Size
				0.30 Ac.
				Unit Value Indication
		\$133,333/Acre		

Comments

Sale 3 is located along the south side of West Park Blvd, west of Lawrence St. and east of Oak St. The site is irregular in shape and comparable in size to the subject. The site measures 87.24' along West Park Blvd., 158.66' along the east side, 96.53' & 39.32' along the west side and a rear boundary of 113.90' and the site overlooks a neighbor's pond. The site also sold 7/1/2024 for \$49,000 and per the realtor, the property owner could not build the "very modern home" that he wanted so the site was sold. Per the agent, there is a driveway easement granted to the neighbor to the east to cross the subject property. The site has access to public utilities and was purchased by Habitat for Humanity of Medina Co. for residential development.

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
4	351 Bronson St. Medina, OH 44256 Medina Co.	Residential	Public Records	12/23/2024
APN(s)		Zoning	Utilities	Sale Price
028-19A-17-015		R-3 - High Density Urban District	All Public	\$65,000
				Parcel Size
				0.3544 Ac.
				Unit Value Indication
			\$183,409/Acre	

Comments

Sale 4 is located along the north side of Bronson St., at the north dead end of N. Vine St. and is adjacent to the 15 Ac. Ray Mellert Municipal Park. The site at the time of sale was improved with a 1984 14' x 56' mobile home with additions totaling 942 SF. Per the agent, the structure was in poor condition and that renovating the structure was unlikely with no contributory value of the mobile home. The cost to remove the structure was offset by its salvage value. Since the purchase the mobile home was removed to make way for residential development. The site is rectangular in shape measuring 82.5' x 182.26' +/- The site has similar zoning, located in a superior neighborhood with access to public utilities.

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
5	549 S. Court St. Medina, OH 44256 Medina Co.	Residential	Public Records	6/29/2022
APN(s)		Zoning	Utilities	Sale Price
028-19C-05-334		R-3 - High Density Urban District	All Public	\$89,900
				Parcel Size
				0.6240 Ac.
				Unit Value Indication
			\$144,071/Acre	

Comments

Sale 5 is located along the west side of Court St., the 5th lot south of South St. The site is larger than the subject site but has access to all public utilities and is rectangular in shape. As of the date of value, what appears to be a residence is being constructed on site.

Overall Comments / Reconciliation

Comments

The above comparable sales have been considered in the valuation of the subject site. Few vacant land sales have occurred within the immediate area and the above land sales are sites that typical buyers would consider when in the market for a single family residential site. The sales ranged in value from \$133,333 to \$200,200/per acre with site sizes ranging from 0.0999 to 0.6240 acres bracketing the subject site. Based on the above discussion the appraiser will apply a reconciled value of \$160,000/acre.

Reconciled Value: \$160,000/Acre

Part Taken - Land

Parcel # Suffix	Net Take Area	% Acquired	Temporary Take Period	Unit Value	Comments	Total Value
3-T	0.0022 Ac.	10%	12 Months	\$160,000/Ac	0.0022 Ac. x \$160,000/Ac. x 10% x 1 yr. = (Rnd)	\$40.00
Total:						\$40.00

Part Taken – Improvements

Parcel # Suffix	Description	Quantity	Units	Unit Value	Depreciation	Improvement Value
N/A						
Total:						\$0.00

Cost to Cure

Parcel # Suffix	Description	Cost to Cure
N/A		
Total:		\$0.00

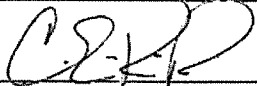
Preparers Conclusion

Comments
The project involves the replacement of bridge MED-MR929-0.14 (SFN 5265509) over Champion Creek, including replacement of pavement along with storm, sanitary and waterwork.
Parcel 3-T is a 0.0022 acre temporary easement that is being acquired for the project to perform grading, sidewalk and water connection. The temporary is irregular in shape and measures 12' x 8.5' x 11' x 8.56' totaling 0.0022 acres. The temporary easement has a 12 month duration and at the end of the project the land encumbered by the temporary easement will be returned to the property owner in fee. The impacted site improvements include grass that the appraiser understands will be replaced as part of the project.
All site improvements (if any) have been valued in part from Marshall Valuation Service and from local garden centers. The larger parcel will remain a 0.320 net acre site same as before the acquisition. The residue larger parcel remains a legal nonconforming use, same as before the acquisition. The appraiser also understands that access to the residence will be maintained throughout the duration of the project.
Total Estimated Compensation: \$35.00

FMVE Conclusion

Comments
The conclusions of this report are fair and reasonable. Based on ODOT's minimum award policy, the appraiser will apply the minimum award of \$300.
Total FMVE: \$300.00

Signatures

Appraiser's Signature	
	
Typed Name:	C. Eric Kirk, MAI, SRA
Title:	Appraiser
Date:	10/15/2025

Agency Signature	
Typed Name:	Dennis Hanwell
Title:	Mayor of the City of Medina
Date:	

Administrative Settlement

Signature			
Typed Name:		FMVE Amount:	
Title:		Additional Amount:	
Date:		Total Settlement:	\$0.00
THE PERSON PERFORMING THIS ANALYSIS MUST HAVE SUFFICIENT UNDERSTANDING OF THE LOCAL REAL ESTATE MARKET TO BE QUALIFIED TO MAKE THE VALUATION THE PREPARER PERFORMING THIS VALUATION SHALL NOT HAVE ANY INTEREST, DIRECT OR INDIRECT, IN THE REAL PROPERTY BEING VALUED FOR THE AGENCY COMPENSATION FOR MAKING THIS VALUATION SHALL NOT BE BASED ON THE AMOUNT OF THE VALUATION ESTIMATE THIS VALUATION COMPLIES WITH THE REQUIREMENTS OF 49 CFR 24.102 (C) (2) (ii)			

**VALUE ANALYSIS
(\$15,000 OR LESS)**

MED-MR 929-0.14 / Parcel 4-T (Fisher)

OWNER'S NAME

Lester W. Fisher and Marilee S. Fisher

COUNTY Medina
ROUTE MR 929
SECTION 0.14
PARCEL NO. 4-T
PROJECT I.D. NO. 120263

Subject			
Address/Location	Zoning	Utilities	APN
375 S Huntington St Medina, OH 44256 Medina County	R-3 - High Density Urban District	All Public	028-19C-05-128
			Larger Parcel Size 1.368
			Larger Parcel Unit Acre
			Highest and Best Use Residential
Comments			
The larger parcel is located along the west side of S. Huntington St. the 5th lot south of W. Smith Rd. Per the auditor's records the site has 42.30' of frontage and is an irregular/flag shaped site – See Aerial for Measurements. The site has a full motion access to S. Huntington St and per the r/w plans the site is calculated as 1.368 Net Ac. The site has access to all public utilities; it is residentially zoned permitting single family residential uses with accessory uses & home occupation. Other Conditional Uses are permitted subject to board approval. Per R-3 zoning ordinance, the site complies with minimum size and setback restrictions and is considered to be a legal conforming use. Per auditor's records, the larger parcel has not transferred within the last 5 years. The site is not is not located within a flood plain and is improved with a 1,398 sf residence with a 2-car detached garage. The residence, garage and most of the site improvements are removed from the acquisition and have been excluded from this appraisal report. Per the county auditor's aerial map, the neighboring property to the north appears to encroach onto the subject property.			

Comparable Sales				
Sale #	Address/Location	Highest and best use	Verification source	Sale Date
1	1083-1091 Wadsworth Rd.	Residential	Public Records & MLS	3/18/2025
APN(s)	Medina, OH 44256	Zoning	Utilities	Sale Price
028-19D-14-183	Medina Co.	R-1 - Low Density Residential	All Public	\$144,000
028-19D-14-183		District		Parcel Size
				0.8781 Ac.
				Unit Value Indication
				\$163,990/Acre
Comments				
Sale 1 is located along the west side of Wadsworth Rd. near the city limits between Sturbridge Dr. and Brandywine Dr. The consists of (2) buildable lots with the southern lot bring developed residentially after the purchase. The site backs up to a pond owned by a private party and measures 130' along Wadsworth Rd. x 215' x 226.81' x 274.5' totaling 0.8781 net acres. Public utilities are available at the street and the south side of the site was developed after the purchase.				
Sale #	Address/Location	Highest and best use	Verification source	Sale Date
2	476 Cambridge Dr.	Residential	Public Records	1/27/2025
APN(s)	Medina, OH 44256	Zoning	Utilities	Sale Price
028-19D-14-187	Medina Co.	R-1 - Low Density Residential	All Public	\$164,000
		District		Parcel Size
				2.9733 Ac.
				Unit Value Indication
				\$55,178/Acre
Comments				
Sale 2 is located at the easterly end of Cambridge Dr., a cul-de-sac near the southeast portion of the City. The site is irregularly shaped and per the auditor's office has 83.71' of frontage along Cambridge Dr. The site has a 1.20 acre pond on site with an effective net acreage of 1.7733 acres or \$92,483/Ac. The site has access to all public utilities and is larger than the subject. The appraiser understands that the site was purchased for future residential development.				

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
3	West Park Blvd. Medina, OH 44256 Medina Co.	Residential	Public Records	5/13/2025
APN(s)		Zoning	Utilities	Sale Price
028-19C-09-217		P-F Public Facilities District	All Public	\$40,000
				Parcel Size
				0.30 Ac.
				Unit Value Indication
				\$133,333/Acre

Comments

Sale 3 is located along the south side of West Park Blvd, west of Lawrence St. and east of Oak St. The site is irregular in shape and comparable in size to the subject. The site measures 87.24' along West Park Blvd., 158.66' along the east side, 96.53' & 39.32' along the west side and a rear boundary of 113.90' and the site overlooks a neighbor's pond. The site also sold 7/1/2024 for \$49,000 and per the realtor, the property owner could not build the "very modern home" that he wanted so the site was sold. Per the agent, there is a driveway easement granted to the neighbor to the east to cross the subject property. The site has access to public utilities and was purchased by Habitat for Humanity of Medina Co. for residential development.

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
4	351 Bronson St. Medina, OH 44256 Medina Co.	Residential	Public Records	12/23/2024
APN(s)		Zoning	Utilities	Sale Price
028-19A-17-015		R-3 - High Density Urban District	All Public	\$65,000
				Parcel Size
				0.3544 Ac.
				Unit Value Indication
				\$183,409/Acre

Comments

Sale 4 is located along the north side of Bronson St., at the north dead end of N. Vine St. and is adjacent to the 15 Ac. Ray Mellert Municipal Park. The site at the time of sale was improved with a 1984 14' x 56' mobile home with additions totaling 942 SF. Per the agent, the structure was in poor condition and that renovating the structure was unlikely with no contributory value of the mobile home. The cost to remove the structure was offset by its salvage value. Since the purchase the mobile home was removed to make way for residential development. The site is rectangular in shape measuring 82.5' x 182.26' +/- The site has similar zoning, located in a superior neighborhood with access to public utilities.

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
5	549 S. Court St. Medina, OH 44256 Medina Co.	Residential	Public Records	6/29/2022
APN(s)		Zoning	Utilities	Sale Price
028-19C-05-334		R-3 - High Density Urban District	All Public	\$89,900
				Parcel Size
				0.6240 Ac.
				Unit Value Indication
				\$144,071/Acre

Comments

Sale 5 is located along the west side of Court St., the 5th lot south of South St. The site is larger than the subject site but has access to all public utilities and is rectangular in shape. As of the date of value, what appears to be a residence is being constructed on site.

Overall Comments / Reconciliation

Comments

The above comparable sales have been considered in the valuation of the subject site. Few vacant land sales have occurred within the immediate area and the above land sales are sites that typical buyers would consider when in the market for a single family residential site. The sales ranged in value from \$55,178 to \$183,409/per acre with site sizes ranging from 0.30 to 2.9733 acres bracketing the subject site. Based on the inverse relationship between site size and per unit value and the flag shaped site configuration, the appraiser will apply a reconciled value of \$120,000/acre.

Reconciled Value: \$120,000/Acre

Part Taken - Land

Parcel # Suffix	Net Take Area	% Acquired	Temporary Take Period	Unit Value	Comments	Total Value
4-T	0.0045 Ac.	10%	12 Months	\$120,000/Ac	0.0045 Ac. x \$120,000/Ac. x 10% x 1 yr. = (Rnd)	\$55.00
Total:						\$55.00

Part Taken – Improvements

Parcel # Suffix	Description	Quantity	Units	Unit Value	Depreciation	Improvement Value
N/A						
Total:						\$0.00

Cost to Cure

Parcel # Suffix	Description	Cost to Cure
N/A		
Total:		\$0.00

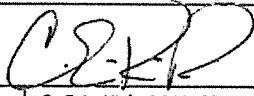
Preparers Conclusion

Comments
The project involves the replacement of bridge MED-MR929-0.14 (SFN 5265509) over Champion Creek, including replacement of pavement along with storm, sanitary and waterwork.
Parcel 4-T is a 0.0045 acre temporary easement that is being acquired for the project to perform grading, sidewalk and water connection. The temporary is mostly rectangular in shape and measures 12.44' along S. Huntington St. x 15.5' x 12.62' x 15.5' totaling 0.0045 acres. The temporary easement has a 12 month duration and at the end of the project the land encumbered by the temporary easement will be returned to the property owner in fee. The impacted site improvements include grass, a portion of the owner's concrete drive and a portion of the northern neighbor's concrete drive. The appraiser understands that the impacted site improvements will be replaced as part of the project.
All site improvements (if any) have been valued in part from Marshall Valuation Service and from local garden centers. The larger parcel will remain a 1.3680 net acre site same as before the acquisition. The residue larger parcel remains a legal conforming use, same as before the acquisition. The appraiser also understands that access to the residence will be maintained throughout the duration of the project.
Total Estimated Compensation: \$55.00

FMVE Conclusion

Comments
The conclusions of this report are fair and reasonable. Based on ODOT's minimum award policy, the appraiser will apply the minimum award of \$300.
Total FMVE: \$300.00

Signatures

Appraiser's Signature

Typed Name: C. Eric Kirk, MAI, SRA
Title: Appraiser
Date: 10/15/2025

Agency Signature
Typed Name: Dennis Hanwell
Title: Mayor of the City of Medina
Date:

Administrative Settlement

Signature	FMVE Amount:	
Typed Name:	Additional Amount:	
Title:	Total Settlement:	\$0.00
Date:		

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

OWNER'S NAME

David A. Martin, II and Leslee A. Martin

COUNTY Medina
ROUTE MR 929
SECTION 0.14
PARCEL NO. 5-SH,T
PROJECT I.D. NO. 120263

Subject

Address/Location	Zoning	Utilities	APN		
333 S Huntington St Medina, OH 44256 Medina County	R-3 - High Density Urban District	All Public	028-19C-05-382		
			Larger Parcel Size	Larger Parcel Unit	Highest and Best Use
			0.1800	Acre	Residential

Comments

The larger parcel is located along the west side of S. Huntington St. the 4th lot south of W. Smith Rd. The site has 60' of frontage with a full motion access to S. Huntington St. The site is rectangular in shape and per the r/w plans has 60' of frontage and per the auditor's records have clockwise measurements of 129.29' x 60.08' x 129.19' and per the R/W Plans the site is calculated as 0.1800 Net Ac., differing slightly from the auditor's site size. Per R-3 zoning ordinance, the site does not comply with minimum 8,000 sf site size, the 75' width at the building line or the 30' minimum rear yard depth. As a result the site is considered to be a legal nonconforming use. Per the auditor's aerial map, the subject appears to encroach upon the neighboring property to the south – See Aerial.

Per auditor's records, the larger parcel has not transferred within the last 5 years. The site has access to all public utilities; it is residentially zoned permitting single family residential uses with accessory uses & home occupation. Other Conditional Uses are permitted subject to board approval. The site is not located within a flood plain and is improved with a 1,342 sf residence with a 2-car attached garage. The residence, garage and most of the site improvements are removed from the acquisition and have been excluded from this appraisal report.

Comparable Sales

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
1	245 S. Vine St.	Residential	Public Records & MLS	6/18/2021
APN(s)	Medina, OH 44256	Zoning	Utilities	Sale Price
028-19A-21-312	Medina Co.	R-3 - High Density Urban District	All Public	\$20,000
				Parcel Size
				0.0999 Ac.
				Unit Value Indication
				\$200,200/Acre

Comments

Sale 1 is located along the west side of S. Vine St.; the 5th lot south of W. Washington St. Vine St. is a dead end street at the Wheeling & Lake Erie Railroad. The site measures 49.5' x 86.88' and is smaller than the subject. Public utilities are available at the street and the site was later developed residentially and sold 10/16/2024 for \$200,000. The site is considerably smaller than the subject, it is similarly zoned with access to all public utilities.

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
2	322 W. Smith Rd.	Residential	Public Records	9/23/2021
APN(s)	Medina, OH 44256	Zoning	Utilities	Sale Price
028-19C-05-121	Medina Co.	C-2 Central Business District	All Public	\$20,000
				Parcel Size
				0.1309 Ac.
				Unit Value Indication
				\$152,788/Acre

Comments

Sale 2 is located along the south side of W. Smith Rd., the 4th lot west of S. Huntington St. The site is considered to be in the Periphery Subdistrict of the C-2 District and dwelling units are conditionally permitted. The site measures 57'± x 114'± along the east side and 88'± along the west side with a rear dimension of 61'±. The site has access to all public utilities and is smaller than the subject. As of the date of this appraisal the site is currently listed for sale for \$45,000 since August 2025 and is in contract for an undisclosed sale price..

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
3	West Park Blvd. Medina, OH 44256 Medina Co.	Residential	Public Records	5/13/2025
APN(s)		Zoning	Utilities	Sale Price
028-19C-09-217		P-F Public Facilities District	All Public	\$40,000
				Parcel Size
				0.30 Ac.
				Unit Value Indication
				\$133,333/Acre

Comments

Sale 3 is located along the south side of West Park Blvd, west of Lawrence St. and east of Oak St. The site is irregular in shape and comparable in size to the subject. The site measures 87.24' along West Park Blvd., 158.66' along the east side, 96.53' & 39.32' along the west side and a rear boundary of 113.90' and the site overlooks a neighbor's pond. The site also sold 7/1/2024 for \$49,000 and per the realtor, the property owner could not build the "very modern home" that he wanted so the site was sold. Per the agent, there is a driveway easement granted to the neighbor to the east to cross the subject property. The site has access to public utilities and was purchased by Habitat for Humanity of Medina Co. for residential development.

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
4	351 Bronson St. Medina, OH 44256 Medina Co.	Residential	Public Records	12/23/2024
APN(s)		Zoning	Utilities	Sale Price
028-19A-17-015		R-3 - High Density Urban District	All Public	\$65,000
				Parcel Size
				0.3544 Ac.
				Unit Value Indication
				\$183,409/Acre

Comments

Sale 4 is located along the north side of Bronson St., at the north dead end of N. Vine St. and is adjacent to the 15 Ac. Ray Mellert Municipal Park. The site at the time of sale was improved with a 1984 14' x 56' mobile home with additions totaling 942 SF. Per the agent, the structure was in poor condition and that renovating the structure was unlikely with no contributory value of the mobile home. The cost to remove the structure was offset by its salvage value. Since the purchase the mobile home was removed to make way for residential development. The site is rectangular in shape measuring 82.5' x 182.26' +/- . The site has similar zoning, located in a superior neighborhood with access to public utilities.

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
5	549 S. Court St. Medina, OH 44256 Medina Co.	Residential	Public Records	6/29/2022
APN(s)		Zoning	Utilities	Sale Price
028-19C-05-334		R-3 - High Density Urban District	All Public	\$89,900
				Parcel Size
				0.6240 Ac.
	Unit Value Indication			
				\$144,071/Acre

Comments

Sale 5 is located along the west side of Court St., the 5th lot south of South St. The site is larger than the subject site but has access to all public utilities and is rectangular in shape. As of the date of value, what appears to be a residence is being constructed on site.

Overall Comments / Reconciliation

Comments

The above comparable sales have been considered in the valuation of the subject site. Few vacant land sales have occurred within the immediate area and the above land sales are sites that typical buyers would consider when in the market for a single family residential site. The sales ranged in value from \$133,333 to \$200,200/per acre with site sizes ranging from 0.0999 to 0.6240 acres bracketing the subject site. Based on the above discussion and the inverse relationship between size and per unit value the appraiser will apply a reconciled value of \$180,000/acre.

Reconciled Value: \$180,000/Acre

Part Taken - Land

Parcel # Suffix	Net Take Area	% Acquired	Temporary Take Period	Unit Value	Comments	Total Value
5-SH	0.0025 Ac.	100%-\$1	N/A	\$180,000/Ac.	0.0025 Ac. x \$180,000/Ac. Less \$1 = (Rnd)	\$450.00
5-T	0.0200 Ac.	10%	12 Months	\$180,000/Ac.	0.0200 Ac. x \$180,000/Ac. x 10% x 1 yr. = (Rnd)	\$360.00
Total:						\$810.00

Part Taken – Improvements

Parcel # Suffix	Description	Quantity	Units	Unit Value	Depreciation	Improvement Value
5-SH	Grass	109	SF	\$0.30	0%	\$35.00
5-T	Landscape Bed with Masonry Border	19	SF	\$20/SF	10%	\$345.00
5-T	Shrubs	4	Each	\$60	0%	\$240.00
5-T	Light Post and Light Fixture	1	Each	\$200	10%	\$180.00
Total:						\$800.00

Cost to Cure

Parcel # Suffix	Description	Cost to Cure
N/A		
Total:		\$0.00

Preparers Conclusion

Comments
The project involves the replacement of bridge MED-MR929-0.14 (SFN 5265509) over Champion Creek, including replacement of pavement along with storm, sanitary and waterwork.
Parcel 5-SH is a 0.0025 acre irregularly shaped permanent standard highway easement located along the northeast corner of the site and is being acquired for the project. The acquisition measures 36.44' along S. Huntington St. x 3.5' x 25.48' x 8.54'. Impacted site improvements include grass valued above.
Parcel 3-T is a 0.0200 acre temporary easement that is being acquired for the project to perform grading and water connection. The temporary is irregular in shape and measures 23.56' x 15.50' x 35.38 x 24.99' x 16.00' x 25.48' x 11.54'. The temporary easement has a 12 month duration and at the end of the project the land encumbered by the temporary easement will be returned to the property owner in fee. The impacted site improvements include grass and concrete driveway that the appraiser understands will be replaced as part of the project. Impacted site improvements include a masonry landscape bed with 4-shrubs and a light pole with light fixture valued above.
All site improvements have been valued in part from Marshall Valuation Service and from local garden centers. The larger parcel will be reduced from a 0.1800 net acre site to a 0.1775 net acre site with a 0.0025 acre standard highway easement. The residue larger parcel remains a legal nonconforming use, same as before the acquisition. The appraiser also understands that access to the residence will be maintained throughout the duration of the project.
Total Estimated Compensation: \$1,610.00

FMVE Conclusion

Comments
The conclusions of this report are fair and reasonable.
Total FMVE: \$1,610.00

Signatures

Appraiser's Signature

Typed Name: C. Eric Kirk, MAI, SRA
Title: Appraiser
Date: 10/15/2025

Agency Signature
Typed Name: Dennis Hanwell
Title: Mayor of the City of Medina
Date:

Administrative Settlement

Signature	
Typed Name:	FMVE Amount:
Title:	Additional Amount:
Date:	Total Settlement: \$0.00

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

VALUE ANALYSIS
(\$15,000 OR LESS)

MED-MR 929-0.14 / Parcel 6-SH,T (Fisher)

OWNER'S NAME

Lester W. Fisher and Marilee H. Fisher

COUNTY Medina
ROUTE MR 929
SECTION 0.14
PARCEL NO. 6-SH,T
PROJECT I.D. NO. 120263

Subject

Address/Location	Zoning	Utilities	APN		
319 S Huntington St Medina, OH 44256 Medina County	R-3 - High Density Urban District	All Public	028-19C-05-395		
			Larger Parcel Size	Larger Parcel Unit	Highest and Best Use
			1.0940	Acre	Residential
Comments					
The larger parcel is located along the west side of S. Huntington St. the 3 rd lot south of W. Smith Rd. Per the r/w plans the site has 40' of frontage and is an irregular/flag shaped site – See Aerial Map for measurements. The site has a full motion access to S. Huntington St and per the r/w plans the site is calculated as 1.0940 Net Ac. The site has access to all public utilities; it is residentially zoned permitting single family residential uses with accessory uses & home occupation. Other Conditional Uses are permitted subject to board approval. Per R-3 zoning ordinance, the site complies with minimum size and setback restrictions and is considered to be a legal conforming use.					
Per auditor's records, the larger parcel has not transferred within the last 5 years. The site is not is not located within a flood plain and is improved with a residence of unknown size. The residence and most of the site improvements are removed from the acquisition and have been excluded from this appraisal report. The appraiser acknowledges an adjacent property with the same ownership. The adjacent parcel is considered to be a separate larger parcel. Per the county auditor's aerial map, the subject property appears to encroach onto the adjacent property to the south.					

Comparable Sales

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
1	1083-1091 Wadsworth Rd.	Residential	Public Records & MLS	3/18/2025
APN(s)	Medina, OH 44256	Zoning	Utilities	Sale Price
028-19D-14-183	Medina Co.	R-1 - Low Density Residential District	All Public	\$144,000
028-19D-14-183				Parcel Size
				0.8781 Ac.
				Unit Value Indication
				\$163,990/Acre
Comments				
Sale 1 is located along the west side of Wadsworth Rd. near the city limits between Sturbridge Dr. and Brandywine Dr. The consists of (2) buildable lots with the southern lot bring developed residentially after the purchase. The site backs up to a pond owned by a private party and measures 130' along Wadsworth Rd. x 215' x 226.81' x 274.5' totaling 0.8781 net acres. Public utilities are available at the street and the south side of the site was developed after the purchase.				
Sale #	Address/Location	Highest and best use	Verification source	Sale Date
2	476 Cambridge Dr.	Residential	Public Records	1/27/2025
APN(s)	Medina, OH 44256	Zoning	Utilities	Sale Price
028-19D-14-187	Medina Co.	R-1 - Low Density Residential District	All Public	\$164,000
				Parcel Size
				2.9733 Ac.
				Unit Value Indication
				\$55,178/Acre
Comments				
Sale 2 is located at the easterly end of Cambridge Dr., a cul-de-sac near the southeast portion of the City. The site is irregularly shaped and per the auditor's office has 83.71' of frontage along Cambridge Dr. The site has a 1.20 acre pond on site with an effective net acreage of 1.7733 acres or \$92,483/Ac. The site has access to all public utilities and is larger than the subject. The appraiser understands that the site was purchased for future residential development.				

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
3	West Park Blvd.	Residential	Public Records	5/13/2025
APN(s)	Medina, OH 44256	Zoning	Utilities	Sale Price
028-19C-09-217	Medina Co.	P-F Public Facilities District	All Public	\$40,000
				Parcel Size
				0.30 Ac.
				Unit Value Indication
				\$133,333/Acre

Comments

Sale 3 is located along the south side of West Park Blvd, west of Lawrence St. and east of Oak St. The site is irregular in shape and comparable in size to the subject. The site measures 87.24' along West Park Blvd., 158.66' along the east side, 96.53' & 39.32' along the west side and a rear boundary of 113.90' and the site overlooks a neighbor's pond. The site also sold 7/1/2024 for \$49,000 and per the realtor, the property owner could not build the "very modern home" that he wanted so the site was sold. Per the agent, there is a driveway easement granted to the neighbor to the east to cross the subject property. The site has access to public utilities and was purchased by Habitat for Humanity of Medina Co. for residential development.

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
4	351 Bronson St.	Residential	Public Records	12/23/2024
APN(s)	Medina, OH 44256	Zoning	Utilities	Sale Price
028-19A-17-015	Medina Co.	R-3 - High Density Urban District	All Public	\$65,000
				Parcel Size
				0.3544 Ac.
				Unit Value Indication
				\$183,409/Acre

Comments

Sale 4 is located along the north side of Bronson St., at the north dead end of N. Vine St. and is adjacent to the 15 Ac. Ray Mellert Municipal Park. The site at the time of sale was improved with a 1984 14' x 56' mobile home with additions totaling 942 SF. Per the agent, the structure was in poor condition and that renovating the structure was unlikely with no contributory value of the mobile home. The cost to remove the structure was offset by its salvage value. Since the purchase the mobile home was removed to make way for residential development. The site is rectangular in shape measuring 82.5' x 182.26' +/-.

The site has similar zoning, located in a superior neighborhood with access to public utilities.

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
5	549 S. Court St.	Residential	Public Records	6/29/2022
APN(s)	Medina, OH 44256	Zoning	Utilities	Sale Price
028-19C-05-334	Medina Co.	R-3 - High Density Urban District	All Public	\$89,900
				Parcel Size
				0.6240 Ac.
				Unit Value Indication
				\$144,071/Acre

Comments

Sale 5 is located along the west side of Court St., the 5th lot south of South St. The site is larger than the subject site but has access to all public utilities and is rectangular in shape. As of the date of value, what appears to be a residence is being constructed on site.

Overall Comments / Reconciliation

Comments

The above comparable sales have been considered in the valuation of the subject site. Few vacant land sales have occurred within the immediate area and the above land sales are sites that typical buyers would consider when in the market for a single family residential site. The sales ranged in value from \$55,178 to \$183,409/per acre with site sizes ranging from 0.30 to 2.9733 acres bracketing the subject site. Based on the inverse relationship between site size and per unit value and the flag shaped site configuration, the appraiser will apply a reconciled value of \$120,000/acre.

Reconciled Value: \$120,000/Acre

Part Taken - Land

Parcel # Suffix	Net Take Area	% Acquired	Temporary Take Period	Unit Value	Comments	Total Value
6-SH	0.0032 Ac.	100% - \$1	N/A	\$120,000/Ac	0.0045 Ac. x \$120,000/Ac. less \$1 =(Rnd)	\$385.00
6-T	0.0147 Ac.	10%	12 Mo.	\$120,000/Ac.	0.0147 Ac. x \$120,000/Ac. x 10% x 1 yr. = (Rnd)	\$180.00
Total:						\$565.00

Part Taken – Improvements

Parcel # Suffix	Description	Quantity	Units	Unit Value	Depreciation	Improvement Value
6-SH	Gravel Driveway	46	SF	\$2.00	50%	\$50.00
6-SH	Grass	93	SF	\$0.30	0%	\$30.00
6-T	18" Tree	1	Each	\$1000	0%	\$1,000.00
Total:						\$1,080.00

Cost to Cure

Parcel # Suffix	Description	Cost to Cure
N/A		
Total:		\$0.00

Preparers Conclusion

Comments
The project involves the replacement of bridge MED-MR929-0.14 (SFN 5265509) over Champion Creek, including replacement of pavement along with storm, sanitary and waterwork.
Parcel 6-SH is a 0.0032 acre rectangular shaped permanent standard highway easement located along the east/front of the site and is being acquired for the project. The acquisition measures 40' along S. Huntington St. x 3.5'. Impacted site improvements include grass, a portion of the gravel driveway valued above.
Parcel 6-T is a 0.0147 acre temporary easement that is being acquired for the project to perform grading, driveway approach and to remove the 18" tree. The temporary is rectangular in shape measuring 40' x 16' adjacent to the west of Parcel 6-SH. The temporary easement has a 12 month duration and at the end of the project the land encumbered by the temporary easement will be returned to the property owner in fee. The impacted site improvements include grass and gravel driveway that the appraiser understands will be replaced as part of the project. Impacted site improvements include an 18" tree valued above.
All site improvements (if any) have been valued in part from Marshall Valuation Service and from local garden centers. The larger parcel will be reduced from a 1.0940 net acre site to a 1.0908 net acre site with a 0.0032 acre PRO. The residue larger parcel remains a legal conforming use, same as before the acquisition. The appraiser also understands that access to the residence will be maintained throughout the duration of the project.
Total Estimated Compensation: \$1,645.00

FMVE Conclusion

Comments
The conclusions of this report are fair and reasonable.
Total FMVE: \$1,645.00

Signatures

Appraiser's Signature	
	
Typed Name:	C. Eric Kirk, MAI, SRA
Title:	Appraiser
Date:	10/15/2025

Agency Signature	
Typed Name:	Dennis Hanwell
Title:	Mayor of the City of Medina
Date:	

Administrative Settlement

Signature	
Typed Name:	FMVE Amount:
Title:	Additional Amount:
Date:	Total Settlement: \$0.00

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

OWNER'S NAME

Lester W. and Marilee H. Fisher

COUNTY Medina
ROUTE MR 929
SECTION 0.14
PARCEL NO. 7-SH,T
PROJECT I.D. NO. 120263

Subject

Address/Location	Zoning	Utilities	APN		
323 S Huntington St Medina, OH 44256 Medina County	R-3 - High Density Urban District	All Public	028-19C-05-396		
			Larger Parcel Size	Larger Parcel Unit	Highest and Best Use
			0.3229	Acre	Residential

Comments

The larger parcel is located along the west side of S. Huntington St. the 2nd lot south of W. Smith Rd. with a full motion access to S. Huntington St. The site is mostly rectangular in shape and per the r/w plans has 100' of frontage and per a platted survey dated 7/30/2025 the site has clockwise measurements of 129.36' x 13.77' x 94.50' x 143.20' and is calculated as 0.3229 Net Ac. and extends to the north side of Champion Creek. Per R-3 zoning ordinance, the subject's estimated front setback of 33'+- does not comply with minimum 40' of front setback and as a result the site is considered to be a legal nonconforming use. Front yard setbacks distances well below 40' are not unusual in this market.

Per auditor's records, the larger parcel has not transferred within the last 5 years. The site has access to all public utilities; it is residentially zoned permitting single family residential uses with accessory uses & home occupation. Other Conditional Uses are permitted subject to board approval. Despite the fact that a portion of Champion Creek is included within the site boundary, the site is not located within a flood plain. The site is improved with a 1,326 sf residence. The residence and most of the site improvements are removed from the acquisition and have been excluded from this appraisal report. The appraiser acknowledges an adjacent property with the same ownership. The adjacent parcel is considered to be a separate larger parcel.

Comparable Sales

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
1	245 S. Vine St. Medina, OH 44256 Medina Co.	Residential	Public Records & MLS	6/18/2021
APN(s)		Zoning	Utilities	Sale Price
028-19A-21-312		R-3 - High Density Urban District	All Public	\$20,000
				Parcel Size
				0.0999 Ac.
	Unit Value Indication			
				\$200,200/Acre

Comments

Sale 1 is located along the west side of S. Vine St.; the 5th lot south of W. Washington St. Vine St. is a dead end street at the Wheeling & Lake Erie Railroad. The site measures 49.5' x 86.88' and is smaller than the subject. Public utilities are available at the street and the site was later developed residentially and sold 10/16/2024 for \$200,000. The site is considerably smaller than the subject, it is similarly zoned with access to all public utilities.

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
2	322 W. Smith Rd. Medina, OH 44256 Medina Co.	Residential	Public Records	9/23/2021
APN(s)		Zoning	Utilities	Sale Price
028-19C-05-121		C-2 Central Business District	All Public	\$20,000
				Parcel Size
				0.1309 Ac.
				Unit Value Indication
				\$152,788/Acre

Comments

Sale 2 is located along the south side of W. Smith Rd., the 4th lot west of S. Huntington St. The site is considered to be in the Periphery Subdistrict of the C-2 District and dwelling units are conditionally permitted. The site measures 57'+- x 114'+- along the east side and 88'+- along the west side with a rear dimension of 61'+-. The site has access to all public utilities and is smaller than the subject. As of the date of this appraisal the site is currently listed for sale for \$45,000 since August 2025 and is in contract for an undisclosed sale price..

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
3	West Park Blvd.	Residential	Public Records	5/13/2025
APN(s)	Medina, OH 44256	Zoning	Utilities	Sale Price
028-19C-09-217	Medina Co.	P-F Public Facilities District	All Public	\$40,000
				Parcel Size
				0.30 Ac.
				Unit Value Indication
				\$133,333/Acre

Comments

Sale 3 is located along the south side of West Park Blvd, west of Lawrence St. and east of Oak St. The site is irregular in shape and comparable in size to the subject. The site measures 87.24' along West Park Blvd., 158.66' along the east side, 96.53' & 39.32' along the west side and a rear boundary of 113.90' and the site overlooks a neighbor's pond. The site also sold 7/1/2014 for \$49,000 and per the realtor, the property owner could not build the "very modern home" that he wanted so the site was sold. Per the agent, there is a driveway easement granted to the neighbor to the east to cross the subject property. The site has access to public utilities and was purchased by Habitat for Humanity of Medina Co. for residential development.

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
4	351 Bronson St.	Residential	Public Records	12/23/2024
APN(s)	Medina, OH 44256	Zoning	Utilities	Sale Price
028-19A-17-015	Medina Co.	R-3 - High Density Urban District	All Public	\$65,000
				Parcel Size
				0.3544 Ac.
				Unit Value Indication
				\$183,409/Acre

Comments

Sale 4 is located along the north side of Bronson St., at the north dead end of N. Vine St. and is adjacent to the 15 Ac. Ray Mellert Municipal Park. The site at the time of sale was improved with a 1984 14' x 56' mobile home with additions totaling 942 SF. Per the agent, the structure was in poor condition and that renovating the structure was unlikely with no contributory value of the mobile home. The cost to remove the structure was offset by its salvage value. Since the purchase the mobile home was removed to make way for residential development. The site is rectangular in shape measuring 82.5' x 182.26' +/-.

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
5	549 S. Court St.	Residential	Public Records	6/29/2022
APN(s)	Medina, OH 44256	Zoning	Utilities	Sale Price
028-19C-05-334	Medina Co.	R-3 - High Density Urban District	All Public	\$89,900
				Parcel Size
				0.6240 Ac.
				Unit Value Indication
				\$144,071/Acre

Comments

Sale 5 is located along the west side of Court St., the 5th lot south of South St. The site is larger than the subject site but has access to all public utilities and is rectangular in shape. As of the date of value, what appears to be a residence is being constructed on site.

Overall Comments / Reconciliation

Comments

The above comparable sales have been considered in the valuation of the subject site. Few vacant land sales have occurred within the immediate area and the above land sales are sites that typical buyers would consider when in the market for a single family residential site. The sales ranged in value from \$133,333 to \$200,200/per acre with site sizes ranging from 0.0999 to 0.6240 acres bracketing the subject site. Based on the above discussion the appraiser will apply a reconciled value of \$160,000/acre.

Reconciled Value:	\$160,000/Acre
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Part Taken - Land

Parcel # Suffix	Net Take Area	% Acquired	Temporary Take Period	Unit Value	Comments	Total Value
7-SH	0.0246 Ac.	100%-\$1	N/A	\$160,000/Ac.	0.0246 Ac. x \$160,000/Ac. Less \$1 = (Rnd)	\$3,940.00
7-T	0.0295 Ac.	10%	12 Months	\$160,000/Ac	0.0295 Ac. x \$160,000/Ac. x 10% x 1 yr. = (Rnd)	\$475.00
Total:						\$4,415.00

Part Taken – Improvements

Parcel # Suffix	Description	Quantity	Units	Unit Value	Depreciation	Improvement Value
5-SH	Grass	80	SF	\$0.30	0%	\$30.00
5-SH	18" Tree	1	Each	\$1,500	0%	\$1,500.00
5-SH	Gravel Driveway	42	SF	\$2.00	30%	\$60.00
5-T	Stump	1	Each	\$1	0%	\$1.00
5-T	12" Tree	1	Each	\$1,000	0%	\$1,000.00
5-T	8" Tree	1	Each	\$800	0%	\$800.00
Total:						\$3,391.00

Cost to Cure

Parcel # Suffix	Description	Cost to Cure
N/A		
Total:		\$0.00

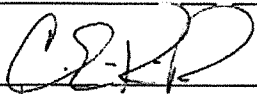
Preparers Conclusion

Comments
The project involves the replacement of bridge MED-MR929-0.14 (SFN 5265509) over Champion Creek, including replacement of pavement along with storm, sanitary and waterwork. Parcel 7-SH is a 0.0246 acre irregularly shaped permanent standard highway easement located along the east / front of the site and is being acquired for the project. The acquisition measures 100' along S. Huntington St. x 3.5' x 14.14' x 67.24' x 13.5'. Impacted site improvements include grass and 1-18" tree valued above. The appraiser notes natural growth within the standard highway easement and the value of the natural growth has been blended with the land value. Parcel 7-T is a 0.0295 acre temporary easement that is being acquired for the project to perform grading and to construct drive apron, bridge footing, reconstruction of stacked rock wall and the removal of 1-stump and 3-trees. The temporary is irregular in shape and measures 22.53' x 14.14' x 67.24' x 13' x 46.04' x 27.86' x 11.66' x 9' x 8.85' x 16'. The temporary easement has a 12 month duration and at the end of the project the land encumbered by the temporary easement will be returned to the property owner in fee. The impacted site improvements include grass and gravel driveway that the appraiser understands will be replaced as part of the project. Other impacted site improvements include a (1) 8" tree, (1) 12" tree and (1) 15" stump valued above. The appraiser also notes natural growth within the Temporary Easement and the value of the natural growth has been blended with the land value. All site improvements have been valued in part from Marshall Valuation Service and from local garden centers. The larger parcel will be reduced from a 0.3229 net acre site to a 0.2983 net acre site with a 0.0246 acre standard highway easement. The residue larger parcel will have a reduced front yard setback of 20'+- and remains a legal nonconforming use, same as before the acquisition. The appraiser also understands that access to the residence will be maintained throughout the duration of the project.
Total Estimated Compensation:
\$7,806.00

FMVE Conclusion

Comments
The conclusions of this report are fair and reasonable.
Total FMVE:
\$7,806.00

Signatures

Appraiser's Signature	
	
Typed Name:	C. Eric Kirk, MAI, SRA
Title:	Appraiser
Date:	10/15/2025

Agency Signature	
Typed Name:	Dennis Hanwell
Title:	Mayor of the City of Medina
Date:	

Administrative Settlement			
Signature			
Typed Name:		FMVE Amount:	
Title:		Additional Amount:	
Date:		Total Settlement:	\$0.00
THE PERSON PERFORMING THIS ANALYSIS MUST HAVE SUFFICIENT UNDERSTANDING OF THE LOCAL REAL ESTATE MARKET TO BE QUALIFIED TO MAKE THE VALUATION THE PREPARER PERFORMING THIS VALUATION SHALL NOT HAVE ANY INTEREST, DIRECT OR INDIRECT, IN THE REAL PROPERTY BEING VALUED FOR THE AGENCY COMPENSATION FOR MAKING THIS VALUATION SHALL NOT BE BASED ON THE AMOUNT OF THE VALUATION ESTIMATE THIS VALUATION COMPLIES WITH THE REQUIREMENTS OF 49 CFR 24.102 (C) (2) (ii)			

REQUIRED ATTACHMENTS
Photographs of the Subject Property Aerial Sketch of the larger Parcel Project Plans Legal Description Comparable Sales Location Map Appraisal Scoping Check List Appraisal Qualifications

VA
REV. 06-2025

VALUE ANALYSIS
(\$15,000 OR LESS)

OWNER'S NAME

Hawkins Markets, Inc.

COUNTY Medina
ROUTE MR 929
SECTION 0.14
PARCEL NO. 8-SH,SW,T
PROJECT I.D. NO. 120263

Subject

Address/Location	Zoning	Utilities	APN		
S. Huntington St. Medina, OH 44256 Medina County	C-2 Central Business District	All Public	No Parcel Number		
			Larger Parcel Size	Larger Parcel Unit	Highest and Best Use
			0.1073	Acre	Commercial

Comments

The larger parcel is rectangular in shape and located along the east side of S. Huntington St. the 2nd lot south of W. Smith Rd., Medina, Oh. Per the r/w plans, the larger parcel has 23.60' of frontage along S. Huntington with a depth of 191.15'+- per the auditors online measurement tool. The subject site has no postal address or auditor's parcel number. Per the title report, the larger parcel was identified in the Medina County Engineer's Office on several plats from various years showing the subject tract having no known owner throughout the years but acknowledges that Champion Creek flows through the subject tract. The r/w plans state that Hawkins Market is the property owner, however, according to the title report Hawkins Market never had title to this parcel of land. The survey for Hawkins Market extended to the subject's south property line. Also, the parcel to the north of said subject parcel the survey goes to the subject's north property line. The subject site has no auditor's parcel number and has no record of transfer. The site is unimproved and Champion Creek travels through the site extending to the east and westward below the S. Huntington St. Bridge. The subject property is a creek bed with a mostly year round flow of water. The site is commercially zoned but based on the above discussion the site is not physically buildable or conventionally developable. The site has no use other than for assemblage and as a result the subject's highest and best use is for assemblage with an adjacent property. The site improvements include natural growth which has been blended with the land value.

Comparable Sales

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
1	Root Rd.	Assemblage	Public Records & CoStar	5/2/2023
APN(s)	Near 4088 Root Rd.)	Zoning	Utilities	Sale Price
232-30-074	North Olmsted, OH Cuyahoga Co.	A – One Family Residence District	All Public	\$4,500
				Parcel Size
				0.2342 Ac.
				Unit Value Indication
				\$19,214/Acre

Comments

Sale 1 is an interior lot located in nearby North Olmsted that was purchased by the adjoining property owner to the south. The site is unbuildable as it is too narrow to be independently developed and the site is encumbered by driveway easements to the two adjoining property owners on either side of the site. The site measures 60' x 170' deep, it has access to all public utilities and is not located within a flood prone area.

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
2	18 Hunters Ridge Ln.	Assemblage	Public Records	4/25/2024
APN(s)	Olmsted Township, OH	Zoning	Utilities	Sale Price
028-19C-05-121	Cuyahoga Co.	R-15 Single Family District	All Public	\$10,000
				Parcel Size
				0.9430 Ac.
				Unit Value Indication
				\$10,604/Acre

Comments

Sale 2 is an unbuildable lot in a residential subdivision in Olmsted Township that was purchased by the neighborhood homeowner's association. It is encumbered by a gas well and the mineral rights did not transfer with the surface rights. The site is larger than the subject and measures 106' x 267'+- . Municipal utilities are available and the site is not located within a flood prone area.

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
3	207 Boalt St (Rear) Sandusky, OH Erie Co.	Assemblage	Public Records, CoStar	4/21/2022
APN(s)		Zoning	Utilities	Sale Price
57-01394.000		C-S Commercial Services District	All Public	\$500
				Parcel Size
				0.057 Ac
				Unit Value Indication
				\$8,772/Acre
Comments				
Sale 3 is an interior lot located in nearby Fairlawn and located along the west side of Ghent Rd., the 2 nd lot north of Smith Rd. with good proximity to Summit Mall. The site is parallelogram shaped measuring 99.9 x 230'+-. The site has superior visibility with access to public utilities and the site was acquired for future commercial development.				

Overall Comments / Reconciliation**Comments**

The subject is an unbuildable site located in Medina's CBD, an area where few comparably sized unbuildable land sales have occurred. As a result the appraiser has widened the scope of his search to include the above sales. The above sales are also unbuildable for various reasons stated above. Zoning has no influence on land value when a site is considered to be unbuildable with a highest and best use of assemblage. The sales ranged in value from \$8,772 to \$19,214/per acre with site sizes ranging from 0.057 to 0.9430 acres bracketing the subject site. Based on the above discussion the appraiser will apply a reconciled value of \$12,000/acre.

Reconciled Value:**\$12,000/Acre****Part Taken - Land**

Parcel # Suffix	Net Take Area	% Acquired	Temporary Take Period	Unit Value	Comments	Total Value
8-SH	0.0073 Ac.	100%- \$1	N/A	\$12,000/Ac	0.0073 Ac. x \$12,000/Ac less \$1 = (Rnd)	\$90.00
8-SW	0.0041 Ac.	50%	N/A	\$12,000/Ac.	0.0041 Ac. x \$12,000/Ac x 50% = (Rnd)	\$25.00
8-T	0.0073 Ac.	10%	12 Months	\$12,000/Ac	0.0073 Ac. x \$12,000/Ac. x 10% x 1 yr. = (Rnd)	\$10.00
Total:						\$125.00

Part Taken – Improvements

Parcel # Suffix	Description	Quantity	Units	Unit Value	Depreciation	Improvement Value
N/A						
Total:						\$0.00

Cost to Cure

Parcel # Suffix	Description	Cost to Cure
N/A		
Total:		\$0.00

Preparers Conclusion

Comments

The project involves the replacement of bridge MED-MR929-0.14 (SFN 5265509) over Champion Creek, including replacement of pavement along with storm, sanitary and waterwork.

Parcel 8-SH is a 0.0073-acre rectangular shaped permanent standard highway easement acquisition that is required for the project and located along the existing S. Huntington St. r/w. The SH easement measures 23.6' along S. Huntington St. with a depth of 15.5'. The impacted site improvements along the creek bed include trees and natural growth. The value of the natural growth has been blended with the land value.

Parcel 8-SW is a permanent 0.0041 acre rectangular shaped sewer easement located adjacent to the east of Parcel 8-SH. Parcel 8-SW measures 23.6' x 7.5'. Parcel 8 is valued at 50% of the fee value. The impacted site improvements along the creek bed include trees and natural growth. The value of the natural growth has been blended with the land value.

Parcel 8-T is a 0.0073 acre temporary easement that is being acquired to perform grading and drive construction. The temporary easement is irregular in shape and measures 23.6' x 10.5' x 24.34' x 16.5'. Parcel 8-T overlaps the proposed Parcel 8-SW. Due to the short 12 month duration of the temporary easement the appraiser will ignore the overlap. At the end of the temporary easement's 12 month duration of the project, the land encumbered by the temporary easement will be returned to the property owner in fee. The appraiser notes there are trees and natural growth within the creek bed that has been blended with the land value.

All site improvements have been valued in part from Marshall Valuation Service and from local garden centers. The larger parcel will be reduced from a 0.1073 net acre site to a 0.1000 net acre site with a 0.0073 acre PRO and subject to a 0.0041 acre permanent sewer easement. The residue larger parcel remains an unbuildable site, same as before the acquisitions.

Total Estimated Compensation: **\$125.00**

FMVE Conclusion

Comments

The conclusions of this report are fair and reasonable. Based on ODOT's minimum award policy, the appraiser will apply the minimum award of \$300

Total FMVE: **\$300.00**

Signatures

Appraiser's Signature

Typed Name: C. Eric Kirk, MAI, SRA

Title: Appraiser

Date: 10/28/2025

Agency Signature

Typed Name: Dennis Hanwell

Title: Mayor of the City of Medina

Date:

Administrative Settlement

Signature

Typed Name:

Title:

Date:

FMVE Amount:

Additional Amount:

Total Settlement:

\$0.00

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

REQUIRED ATTACHMENTS

Photographs of the Subject Property
Aerial Sketch of the larger Parcel
Project Plans
Legal Description
Comparable Sales Location Map
Appraisal Scoping Check List
Appraisal Qualifications

OWNER'S NAME

Gaetana Campea and Giuseppina Campea

COUNTY Medina
ROUTE MR 929
SECTION 0.14
PARCEL NO. 10-SH,T
PROJECT I.D. NO. 120263

Subject

Address/Location	Zoning	Utilities	APN		
300 W. Smith Rd. Medina, OH 44256 Medina County	C-2 Central Business District	All Public	028-19C-05-124		
			Larger Parcel Size	Larger Parcel Unit	Highest and Best Use
			0.2462	Acre	Residential

Comments

The larger parcel is located at the southwest corner of W. Smith Rd. and S. Huntington St., a signalized intersection with a full motion access to both W. Smith Rd. and S. Huntington St. The site is rectangular in shape and per the auditor's records has 65' of frontage along W. Smith Rd. and 165' of frontage along S. Huntington St. Per C-2 zoning ordinance, the site is considered to be located within the Periphery Subdistrict of the C-2 District and dwelling units are conditionally permitted but is considered to be a legal nonconforming use. Per Mr. Andrew Dutton, Community Development Director at the Medina Zoning Office the there is no lot area requirement for dwelling use and there is no setback requirements for the north, east and west sides of the site. The south side of the site requires 30' as it borders a residential district. As a result the subject complies with the zoning site size and setback requirements; however the residential use within the C-2 zoning is considered to be a legal nonconforming use.

Per auditor's records, the larger parcel has not transferred within the last 5 years. The site has access to all public utilities; it is commercially zoned but residentially developed and is considered to be a legal nonconforming or grandfathered use. The site is not located within a flood plain and is improved with a 2,552 sf residence with (2) attached garages. The residence and most of the site improvements are removed from the acquisition and have have been excluded from this appraisal report.

Comparable Sales

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
1	245 S. Vine St.	Residential	Public Records & MLS	6/18/2021
APN(s)	Medina, OH 44256	Zoning	Utilities	Sale Price
028-19A-21-312	Medina Co.	R-3 - High Density Urban District	All Public	\$20,000
				Parcel Size
				0.0999 Ac.
				Unit Value Indication
				\$200,200/Acre

Comments

Sale 1 is located along the west side of S. Vine St.; the 5th lot south of W. Washington St. Vine St. is a dead end street at the Wheeling & Lake Erie Railroad. The site measures 49.5' x 86.88' and is smaller than the subject. Public utilities are available at the street and the site was later developed residentially and sold 10/16/2024 for \$200,000. The site is considerably smaller than the subject, it is similarly zoned with access to all public utilities.

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
2	322 W. Smith Rd.	Commercial/Residential	Public Records	9/23/2021
APN(s)	Medina, OH 44256	Zoning	Utilities	Sale Price
028-19C-05-121	Medina Co.	C-2 Central Business District	All Public	\$20,000
				Parcel Size
				0.1309 Ac.
				Unit Value Indication
				\$152,788/Acre

Comments

Sale 2 is located along the south side of W. Smith Rd., the 4th lot west of S. Huntington St. The site is considered to be in the Periphery Subdistrict of the C-2 District and dwelling units are conditionally permitted. The site measures 57'± x 114'± along the east side and 88'± along the west side with a rear dimension of 61'±. The site has access to all public utilities and is smaller than the subject. As of the date of this appraisal the site is currently listed for sale for \$45,000 since August 2025 and is in contract for an undisclosed sale price. The site is commercially zoned with residential uses permitted by variance.

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
3	West Park Blvd.	Residential	Public Records	5/13/2025
APN(s)	Medina, OH 44256	Zoning	Utilities	Sale Price
028-19C-09-217	Medina Co.	P-F Public Facilities District	All Public	\$40,000
				Parcel Size
				0.30 Ac.
				Unit Value Indication
				\$133,333/Acre

Comments

Sale 3 is located along the south side of West Park Blvd, west of Lawrence St. and east of Oak St. The site is irregular in shape and comparable in size to the subject. The site measures 87.24' along West Park Blvd., 158.66' along the east side, 96.53' & 39.32' along the west side and a rear boundary of 113.90' and the site overlooks a neighbor's pond. The site also sold 7/1/2024 for \$49,000 and per the realtor, the property owner could not build the "very modern home" that he wanted so the site was sold. Per the agent, there is a driveway easement granted to the neighbor to the east to cross the subject property. The site has access to public utilities and was purchased by Habitat for Humanity of Medina Co. for residential development.

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
4	351 Bronson St.	Residential	Public Records	12/23/2024
APN(s)	Medina, OH 44256	Zoning	Utilities	Sale Price
028-19A-17-015	Medina Co.	R-3 - High Density Urban District	All Public	\$65,000
				Parcel Size
				0.3544 Ac.
				Unit Value Indication
				\$183,409/Acre

Comments

Sale 4 is located along the north side of Bronson St., at the north dead end of N. Vine St. and is adjacent to the 15 Ac. Ray Mellert Municipal Park. The site at the time of sale was improved with a 1984 14' x 56' mobile home with additions totaling 942 SF. Per the agent, the structure was in poor condition and that renovating the structure was unlikely with no contributory value of the mobile home. The cost to remove the structure was offset by its salvage value. Since the purchase the mobile home was removed to make way for residential development. The site is rectangular in shape measuring 82.5' x 182.26' +/- . The site has similar zoning, located in a superior neighborhood with access to public utilities.

Sale #	Address/Location	Highest and best use	Verification source	Sale Date
5	549 S. Court St.	Residential	Public Records	6/29/2022
APN(s)	Medina, OH 44256	Zoning	Utilities	Sale Price
028-19C-05-334	Medina Co.	R-3 - High Density Urban District	All Public	\$89,900
				Parcel Size
				0.6240 Ac.
				Unit Value Indication
				\$144,071/Acre

Comments

Sale 5 is located along the west side of Court St., the 5th lot south of South St. The site is larger than the subject site but has access to all public utilities and is rectangular in shape. As of the date of value, what appears to be a residence is being constructed on site.

Overall Comments / Reconciliation

Comments

The above comparable sales have been considered in the valuation of the subject site. Few vacant land sales have occurred within the immediate area and the above land sales are sites that typical buyers would consider when in the market for a single family residential site. The sales ranged in value from \$133,333 to \$200,200/per acre with site sizes ranging from 0.0999 to 0.6240 acres bracketing the subject site. Based on the above discussion the appraiser will apply a reconciled value of \$160,000/acre.

Reconciled Value: \$160,000/Acre

Part Taken - Land

Parcel # Suffix	Net Take Area	% Acquired	Temporary Take Period	Unit Value	Comments	Total Value
7-SH	0.0214 Ac.	100%-\$1	N/A	\$160,000/Ac.	0.0214 Ac. x \$160,000/Ac. Less \$1 = (Rnd)	\$3,425.00
7-T	0.0613 Ac.	10%	12 Months	\$160,000/Ac	0.0613 Ac. x \$160,000/Ac. x 10% x 1 yr. = (Rnd)	\$985.00
Total:						\$4,609.00

Part Taken – Improvements

Parcel # Suffix	Description	Quantity	Units	Unit Value	Depreciation	Improvement Value
5-SH	Grass	400	SF	\$0.30	0%	\$120.00
5-SH	White Picket Fence	100	LF	\$38.00	10%	\$3,420.00
5-SH	Landscape Light	1	Each	\$65.00	10%	\$60.00
5-SH	Shrub/Bush	1	Each	\$120.00	0%	\$120.00
5-SH	Concrete Driveway	106	SF	\$9.30	15%	\$840.00
5-SH	Gravel Driveway	216	SF	\$2.00	10%	\$390.00
5-SH	Planted Ground Cover	210	SF	\$2.50	0%	\$525.00
5-T	Planted Ground Cover	222	SF	\$2.50	0%	\$555.00
5-T	White Picket Fence	11	LF	\$38.00	10%	\$380.00
5-T	Landscape Light	1	Each	\$65.00	10%	\$60.00
5-T	Shrub/Bush	1	Each	\$120.00	0%	\$120.00
Total:						\$6,590.00

Cost to Cure

Parcel # Suffix	Description	Cost to Cure
N/A		
Total:		\$0.00

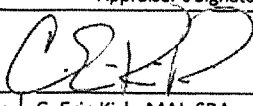
Preparers Conclusion

Comments	
The project involves the replacement of bridge MED-MR929-0.14 (SFN 5265509) over Champion Creek, including replacement of pavement along with storm, sanitary and waterwork. Parcel 10-SH is a 0.0214 acre irregularly shaped permanent standard highway easement located along the east side of the lot along S. Huntington St. and is being acquired for the project. The acquisition measures 165' along S. Huntington St. x 13.5' x 30.76' x 14.14' x 124.39' x 3.5'. Impacted site improvements include Grass, White Picket Fence, 1-Landscape Light, 1-Shrub/Bush, Concrete Driveway, Gravel Driveway and Planted Ground Cover valued above. Parcel 10-T is a 0.0613 acre temporary easement that is being acquired for the project to perform grading, drive construction, the removal of a landscape light, picket fencing, a shrub and to construct bridge footings, and to reconstruct the stacked wall. The temporary is irregular in shape and is adjacent to the west of Parcel 10-SH. Parcel 10-T measures, 15' along W. Smith Rd., then measures 124.39' x 14.14' x 30.76' x 13' x 11.95' x 21.21' x 16' x 18.60' x 101.17'. The temporary easement has a 12 month duration and at the end of the project the land encumbered by the temporary easement will be returned to the property owner in fee. The impacted site improvements include grass, gravel and concrete driveway that the appraiser understands will be replaced as part of the project. Other impacted site improvements include Planted Ground Cover, White Picket Fence, a Landscape Light and a Shrub/Bush. All site improvements have been valued in part from Marshall Valuation Service and from local garden centers. The larger parcel will be reduced from a 0.2462 net acre site to a 0.2248 net acre site with a 0.0214 acre standard highway easement. The residue larger parcel will have a reduced side yard of with a side setback of 24.5'+- and remains compliant with the C-2 setback restrictions. The residential use in a C-2 commercial use makes the property a lefal nonconforming use, same as before the acquisition. The appraiser also understands that access to the residence will be maintained throughout the duration of the project.	
Total Estimated Compensation:	\$11,199.00

FMVE Conclusion

Comments	
The conclusions of this report are fair and reasonable.	
Total FMVE:	\$11,199.00

Signatures

Appraiser's Signature	
	
Typed Name:	C. Eric Kirk, MAI, SRA
Title:	Appraiser
Date:	10/15/2025

Agency Signature	
Typed Name:	Dennis Hanwell
Title:	Mayor of the City of Medina
Date:	

Administrative Settlement

Signature			
Typed Name:		FMVE Amount:	
Title:		Additional Amount:	
Date:		Total Settlement:	\$0.00
THE PERSON PERFORMING THIS ANALYSIS MUST HAVE SUFFICIENT UNDERSTANDING OF THE LOCAL REAL ESTATE MARKET TO BE QUALIFIED TO MAKE THE VALUATION THE PREPARER PERFORMING THIS VALUATION SHALL NOT HAVE ANY INTEREST, DIRECT OR INDIRECT, IN THE REAL PROPERTY BEING VALUED FOR THE AGENCY COMPENSATION FOR MAKING THIS VALUATION SHALL NOT BE BASED ON THE AMOUNT OF THE VALUATION ESTIMATE THIS VALUATION COMPLIES WITH THE REQUIREMENTS OF 49 CFR 24.102 (C) (2) (ii)			

REQUIRED ATTACHMENTS

Photographs of the Subject Property
 Aerial Sketch of the larger Parcel
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