

**MEDINA TOWNSHIP
COMPREHENSIVE PLAN STEERING COMMITTEE
MEETING
JUNE 11TH, 2012**

The Medina Township Comprehensive Plan Steering Committee met in Regular Session on June 11th, 2012. Chairman Ostmann called the meeting to order at 7:05 pm.

Roll Call

Mr. Ostmann called for a roll of all members. All members were present. Asst. Chief Kasson sat in for Chief Crumley. Also in attendance were Trustee Ray Jarrett, Asst. County Prosecutor, Brian Richter, Director of Planning Services, Rob Henwood and the general public.

Approval of Minutes

Mr. Apana moved to approve the minutes as written. Mr. Baach seconded the motion. The vote was all in the affirmative. There were no nays or abstentions.

Discussion of RFP from Kirby Date

Brian Richter, Asst. County Prosecutor representing Bill Thorne, explained Mr. Thorne's comments on the RFP. His main issue with the RFP was the references to the 2008 draft plan. He doesn't have any problem if you use whatever was accumulated from the prior plan to utilize the information for review of this new plan, but he had concerns since it was not updated properly. Actually making certain references to work that was done and so forth. He had taken some of this out. Mr. Richter suggested that when the committee decides the wording of the RFP it should be sent to the Prosecutors office for review.

Mr. Baach said the only problem with the plan was that the meetings were never advertised and asked if the extensive work that was previously done could be used. Mr. Richter said the 2008 plan was never adopted and Mr. Thorne said the information can be incorporated. Mr. Richter said the wording could say "utilize the work from 2008". Mr. Thorne will suggest the proper wording.

The Committee discussed the RFP received from Kirby Date. Tony Ratajczak gave his comments on what he feels should be changed as follows:

In the first paragraph, first line, "Medina Township is a community of 8636" you should insert "people" and also, the second from the bottom line states "parcels are available and it should say "suitable".

In Purpose, the second bullet, "and transportation scenarios" should be added.

He feels the seventh bullet is not necessary "Assess the status of the township budget in light of future land use changes". Other members feel Ms. Date just suggested the cost of community services study or potential impact on revenue. Mr. Ostmann said she just suggested a comprehensive overview of the budget, how many Policemen and Firemen we have and what the levies bring in. Mr. West said her comment was to "assess the township budget, is income covering current costs, what is the source of shortfall, how do development decisions affect the township budget and are there pending events that could affect the bottom line.

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RFP Discussion Con't

Mr. Ratajczak continued with his corrections as follows:

Under the Phase section, 1.1 should say "develop a questionnaire, send it, receive it and analyze the data".

1.2 The sentence should read "the consultant "shall" review...

Under Project Scope the wording should be consultant "shall" not "will".

Under Administrative Organization and Project Kick-Off 0.2 should say "data tabulation".

Under Section III. Project Scope needs rewording regarding "consultant providing expertise to the township" because the next sentence says the "services provided by the committee"

In 4.1 "action steps can be classified as high, medium and low cost". Who are the costs assessed to? He was told that just means each step will be classified according to cost.

Paragraph VII "Consultant selection criteria".

Mr. Baach and Mr. Hallock asked how a consultant will be chosen and will there be an objective measure used to "score" the proposals received. Mr. Ostmann said a joint workshop can be held to review the RFP's turned in. Mr. Jarrett said it will objective to a point, you have to look at the qualifications of the firm, size of the staff, where they are located and how much time they are willing to put in with the draft we have.

Everyone is to make their changes and submit them to the Secretary to forward to Mr. Thorne. If any questions come in from the applicants for consultants it will be forwarded to Mr. Ostmann and the same answer must be given to all applicants.

There was a question about whether oil & gas would be in the comprehensive plan. The Trustees will be reviewing all documents and it will then be decided it on.

Mr. Jarrett said to get the final RFP draft with the corrections to the Trustees and the Prosecutors Office. The Prosecutors Office will make the changes and send them to the Trustees, the Trustees will review the changes and notify the committee and then a meeting date will be sent.

Public Comment

Sandra Bilek (3414 Hamlin Road) was concerned about the all-inclusive oil and gas comment stating it would raise the cost of a consultant. She asked that the oil/gas comment be left in the document.

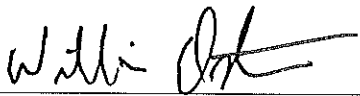
Russ Stevens (4597 Foote Road) said the guidelines for planned developments is 50 acres and feels that amount should be reduced.

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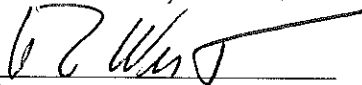
Public Comment Con't

Elaine Orlandi (3875 Cook Road) asked if the comprehensive plan will affect the entire township and was told yes. She also asked what the time frame was and was told 6 to 9 mo.

Mr. Ostmann adjourned the meeting at 8:03 pm.



William Ostmann, Chairman



William West, Vice-Chairman