

**MEDINA TOWNSHIP
COMPREHENSIVE PLAN STEERING COMMITTEE
MEETING
OCTOBER 22ND, 2012**

The Medina Township Comprehensive Plan Steering Committee met in Regular Session on October 22nd, 2012. Chairman Ostmann called the meeting to order at 7:08 pm.

Roll Call

Mr. Ostmann called for a roll of all members. All members were present except for Michael Baach, Alan Hallock, Gale Gordon Summers, Chief Crumley and Chief Arbogast. Also in attendance was Trustee, Ray Jarrett, Director of the Department of Planning Services, Rob Henwood and the general public.

Approval of Minutes

Mr. West motioned to approve the minutes as written. Mr. Traynor seconded the motion. Mr. Ostmann called for a vote. The vote was all in the affirmative.

Discussion of Request for Proposals Submitted to Trustees

Mr. Ostmann gave the names and prices from the three Requests for Proposals received by the Trustees as follows: McKenna & Associates, Cleveland, OH \$27,960.00

Mackin, Pittsburgh, PA \$33,746.00

Mannik & Smith Group, Bowling Green, OH \$29,200.00

Mr. Ostmann said the three proposals did include doing a survey of residents. The members had 2 questions they wanted to ask of the Trustees.

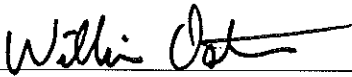
1. Are the Trustees going to check the entities that the consulting firm has worked for?
2. How much input do the Trustees want from the Members in the choice of the consultant.

Mr. Sevougian said Mannik & Smith (Reveille) seem to be focusing on goals and McKenna and Mackin are focusing on process. He feels we should focus on the end result. Mr. Traynor said McKenna seems to be focusing on the number of meetings so does that mean after 14 meetings they will be finished? He also asked if they have done any work locally. Mrs. Szunyog asked if there was a time frame for the scope of work to be done. Mr. Henwood said that either the Steering Committee or the Trustees can select the consultant.


Mr. Jarrett said the consultants have projected putting the following hours into the project: McKenna 304 hours, Reveille 350 hours, Mackin 398 hours. Mr. Jarrett gave the Committee a handout as a brief overview of what the 3 consultants would provide and the time frame. The Trustees are reviewing the RFP's to see if all 3 consulting firms have met all the objectives. To evaluate and make that detailed discussion all in one night would be very hard. Mr. Jarrett said part of the process of having Kirby Date here was to see what the Steering Committee was looking for, put an RFP together and advertise for RFP's. We received 3 RFP's. The consultants will be contacted and asked for their proposals in digital form so they can be sent to the members. Mr. West feels it is best to have the Trustees decide so we are not bogged down in the process and the Committee will then be able to start working on the Comprehensive Plan

SCM10/22/12

Mr. Traynor motioned to adjourn the meeting at 8:00 pm. Mr. Sevougian seconded the motion. Mr. Ostmann called for a vote. The vote was in the affirmative.



William Ostmann, Chairman



~~William West~~, Vice-Chairman
CHRIS TRAYNOR