DELIVERED OCT 0 8 2026

CITY OF MIDDLEBURG HEIGHTS, OHIO

Resolution No. 2026-64

Introduced By: Mayor Matthew Castelli

A RESOLUTION
TO ACCEPT A VETERANS & FIRST RESPONDERS FOUNDATION K-9 THROUGH THEIR K-9 ASSISTANCE & PLACEMENT PROGRAM

WHEREAS, the Middleburg Heights Police Department's commitment to public safety and to the effective utilization of a K-9 partnership has been recognized by the Veterans & First Responders Foundation; and

WHEREAS, the Veterans & First Responders Foundation has graciously offered to provide a properly selected and trained K-9 from Excel K-9 Services Inc. to the Middleburg Heights Police Department; and

WHEREAS, the Middleburg Heights Police Department does not currently have a K-9 on staff as K-9 Zeke recently passed away following a prolonged illness; and

WHEREAS, the attached Letter of Intent communicates the VFR Foundation's intent to work with the Middleburg Heights Police Department toward the placement of a K-9 through Excel K-9 Services, Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MIDDLEBURG HEIGHTS, STATE OF OHIO, AS FOLLOWS:

Section 1: That the Mayor and Police Chief are hereby authorized to sign a Letter of Intent, the same or substantially similar to the copy attached hereto and marked "Exhibit A", and to proceed with the next steps toward the successful placement of a VFR Foundation K-9 through Excel K-9 Service, Inc.

Section 2: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Chapter 107 of the Middleburg Heights Code and Section 121.22 of the Ohio Revised Code.

Passed: 10|13|26

David Bortolotto
President of Council

Attest: M. Meola
Clerk of Council

Approved On: 10-14-26

Matth Lusk
Mayor

Presented to Mayor: 10|14|26

	Yea	Nay
Bortolotto	X	
Ali	X	
Sage	ABSENT	
Meany	X	
McGregor	X	
Ference	X	
Zakel	X	

I, MaryAnn Meola Clerk of the Council of the City of Middleburg Hts., Ohio, hereby certify that Res. 2026-64 adopted by the Council of the City of Middleburg Hts., on 10|13|24 was posted for a period of fifteen days, beginning 10|15|24 and remained so posted for fifteen days at the two posting places as designated by Charter.

MaryAnn Meola
Clerk

CERTIFICATE

I, MaryAnn Meola, Clerk of Council of the City of Middleburg Heights, Ohio, do hereby certify that the foregoing is a true and accurate copy of Res. 2026-64 passed on the 13th day of October 2024 by said Council.

MaryAnn Meola
Clerk of Council

VFR

Veterans & First Responders

Dear Chief Swanson,

On behalf of the VFR Foundation, it is our privilege to congratulate the Middleburg Police Department on being selected to receive consideration for a VFR Foundation K9 through our K9 Assistance & Placement Program.

The VFR Foundation is honored to support the men and women who serve our communities. Providing a properly selected and trained K9 is one of the ways we seek to strengthen the resources available to law enforcement officers and enhance their ability to protect and serve their communities.

Your department's commitment to public safety and to the effective utilization of a K9 partnership has been recognized by the VFR Foundation, and we look forward to working with your department throughout the placement process.

PURPOSE OF THIS LETTER

This Letter of Intent formally communicates the VFR Foundation's intent to work with the Middleburg Heights Police Department toward the placement of a K9, subject to completion of the required evaluation, documentation, funding, training, and administrative steps.

This letter is intended to establish the framework for moving forward and does not, by itself, constitute a final transfer or ownership agreement.

NEXT STEPS

Following receipt of this Letter of Intent, the VFR Foundation and the Police Department will work together through the following process:

1. Department Confirmation

The Police Department will confirm its continued interest in receiving a VFR-supported K9 and identify the designated department representative responsible for coordinating the program.

Department Contact: _____
Title: _____
Phone: _____
Email: _____

2. K9 & Handler Requirements

The Department will provide information to Excel K-9 Services Inc. regarding:

- Excel K-9 Services Inc. will be providing the K9 dog
- Excel K-9 Services Inc. will be training the dog
- Excel K-9 Services Inc. will provide State of Ohio certification.
- Intended K9 assignment and operational purpose
- Proposed K9 handler
- Handler qualifications and experience
- Department policies and procedures governing K9 operations
- Anticipated training requirements
- Facility, transportation, housing, and care arrangements
- Veterinary care and ongoing K9 maintenance plan

3. K9 Selection

The VFR Foundation will work with its designated K9 professionals and/or training partners to identify an appropriate K9 based upon the Department's operational needs.

The final K9 selection will be subject to appropriate evaluation for suitability, health, temperament, training potential, and compatibility with the intended assignment and handler.

4. Training & Preparation

Once a K9 has been identified, the VFR Foundation will coordinate with the appropriate training organization and the Department regarding the required training and preparation.

The Department and VFR Foundation will establish a mutually agreed-upon training schedule and anticipated completion date.

5. Veterinary & Documentation Review

Prior to final placement, appropriate documentation regarding the K9's health, veterinary history, vaccinations, and other applicable records will be reviewed.

Additional documentation may be required by the VFR Foundation, K9 provider, training organization, municipality, or other participating parties.

6. Final Placement & Transfer

Upon successful completion of the applicable requirements, the VFR Foundation and the Police Department will execute the appropriate K9 Transfer/Placement Agreement.

That agreement will establish the terms of the K9 placement, including ownership, care, use, responsibilities, and any applicable restrictions or requirements.

7. Public Announcement

Following completion of the placement and with the Department's approval, the VFR Foundation may coordinate a public announcement recognizing the partnership and the community impact made possible through the VFR K9 Program.

The Department will have the opportunity to participate in photographs, presentations, social media recognition, press releases, and other appropriate public recognition.

ONGOING RESPONSIBILITY

The VFR Foundation's goal is not simply to place a K9, but to establish a successful partnership between the K9, handler, department, and community.

Following placement, the Department will be responsible for providing appropriate ongoing care, housing, veterinary services, food, equipment, training, and operational support for the K9 in accordance with applicable law, department policy, and accepted professional standards.

The VFR Foundation may remain in communication with the Department following placement to document the K9's impact and to understand future needs of the department.

CONGRATULATIONS

Once again, congratulations to the Middleburg Police Department.

It is our privilege to partner with your department and to support the officers who put themselves in harm's way each day to protect their community.

We believe a K9 partnership represents more than the placement of an animal. It represents an investment in officer safety, public safety, community service, and the men and women who answer the call to serve.

We look forward to working with you and your team as we move through the next steps toward the successful placement of your VFR Foundation K9.

Respectfully,

David Knott

David Knott

President & Founder
VFR Foundation
Veterans & First Responders

ACKNOWLEDGEMENT OF INTENT

The undersigned acknowledges receipt of this Letter of Intent and confirms the Police Department's intent to proceed with the VFR Foundation K9 placement process, subject to completion of the applicable requirements and execution of a final K9 Transfer/Placement Agreement.

POLICE DEPARTMENT

Department: _____

Chief/Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

VFR FOUNDATION

David Knott
President & Founder

Signature: _____

Date: _____