

# City of Bay Village

Council Minutes, Committee Session  
Conference Room

June 25, 2012  
7:30 p.m.

Paul A. Koomar, President of Council, presiding

Present: Clark, Koomar, Lieske, Miller, Pohlkamp, Tadych, Young, Mayor Sutherland

Others

Present: Finance Director Presley, Service Director Galli, Police Lieutenant Kirchner, Fire Chief Lyons, Operations Manager Landers, Community Services Interim Director Ann Orin

President of Council Paul A. Koomar called the meeting to order at 7:30 p.m. in the Conference Room of Bay Village City Hall, and the meeting was open to the public.

## **AUDIENCE**

The following members of the audience signed in this evening: Bruce Geiselman, Jerrie Barnett, Tom Carey, Jeff Gallatin

## **ENVIRONMENT, SAFETY AND COMMUNITY SERVICES COMMITTEE**

### **Amendment to Codified Ordinance 1179.10 (B) (3) regarding political signs**

**Mr. Clark** reviewed Ordinance 12-46, which will be going on third reading and finalization this evening to amend Codified Ordinance Section 721.07 (a) and (b), regarding peddlers and solicitors. Changes have been made to the ordinance since the first reading on June 4, 2012, and the final amended version will be placed for adoption this evening at the special council meeting to follow this committee session.

Mr. Clark stated that a second ordinance, which is an outgrowth of the Environment, Safety and Community Services Committee meeting held Monday, June 18, approves the change to the number of days prior to an election that signs can be posted in residents' yards. That legislation will be presented for adoption this evening.

## **FINANCE AND CLAIMS**

### **Supplemental Appropriation Ordinance**

**Mr. Young** asked Finance Director Presley to review the supplemental appropriation ordinance that will be presented to Council this evening. Mr. Presley made the following comments:

Section A – General Administration – Operating      \$15,000

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This amount partially represents the fireworks that the city is being reimbursed for by donation. The remainder is for grants and donations to the Green Team that have been received.

Service Administration – Benefits \$ 2,690  
Operating (\$ 2,690)

This is a switch in funds to correct the annual appropriation ordinance for the year.

Service Administration – Equipment \$ 700  
Appropriation of funds to pay for electronic equipment in the Service Department

Police- Operating \$ 420  
A refund has been received for a cancelled seminar, and in order for the Police Chief to utilize the funds they need to be appropriated.

Prisoner Care-Wages \$ 2,500  
This amount is for the extended stays of prisoners for Cuyahoga County in the Bay Village jail. To date, the city has received \$2,406 in reimbursement from the county.

Trees – Operating \$ 4,650  
This amount is appropriated to pay for the trees taken down on Saddler Road as a result of the Emerald Ash Borer

Planning Commission – Operating \$ 300  
Board of Zoning Appeals – Operating \$ 300  
New codified ordinance books were purchased as requested for members of the Board of Zoning Appeals and Planning Commission

Parks and Recreation Fund \$ 2,600  
This amount is needed for maintenance of the software used by the Recreation Department in the operation of their programs.

Youth Activities \$20,000  
This amount is appropriated for the cost of improving the Bayway Cabin up to the necessary codes pursuant to the rental agreement with Kiddie Kollege. Mr. Presley stated that the anticipated costs are somewhere between \$14,000 and \$15,000. The amount unused will remain in the fund balance

Endowment Trust Fund – Police-Operating \$ 2,547  
These funds were donated on behalf of the Police Department for special projects, such as the Bike Patrol.

Bond Retirement Fund – Operating \$48,780  
The issuance cost that was reimbursed for the refinancing of the Police Station Construction Bond.

Public Improvement Fund:

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Police Station Equipment \$ 7,500

This amount is for the Smart Board, Sound System and Wi-Fi at the Police Community Room, of which \$2,000 was donated by the VFW.

Cahoon Park Demolition \$ 3,500

This amount was spent for the demolition of the rental home in Cahoon Memorial Park.

Phone System \$50,000

The cost of the new phone system is estimated to be in the \$60,000 to \$70,000 area. This represents a portion of that cost.

Finance Equipment \$10,000

These funds represent the redemption of credit card points, which were used to purchase the electronic tablets and accessories that Council was furnished for their use. Funds are still available.

Narrow Banding Radio Upgrade \$30,000

These funds represent an upgrade for the Police, Fire and Service Department as required by the FCC.

City Hall Renovations \$25,000

This represents the anticipated cost of further renovations to the former Police Dispatch area and the Police Chief's office in the basement of city hall.

Dwyer –ADA Grant \$55,125

This appropriation will pay for the modification to permit disability access to the doors and washrooms at the Dwyer Memorial Center in accordance with grant funds received.

Mrs. Lieske asked if there would be a possibility of including a Reverse 911 system in the new phone system purchase for the city, for which funds are being appropriated. Mr. Presley stated that the purchase is just for the phone system for the city operating functions.

Sidewalk Construction and Repair Fund – Operating \$22,500

This amount is to appropriate dollars up to the full contract that was awarded for the 2012 Sidewalk Replacement Program. Costs will be billed back to residents included in this year's program.

Swimming Pool Fund – Operating (\$4,500)  
Equipment \$4,500

This appropriation is a correction between the two categories.

Sewer Fund – Operating \$25,000

The amount appropriated is for the utilities for the pump stations, which should have been much higher in past years. First Energy's metering system was inaccurate.

General Insurance Fund – Operating \$40,000

The amount of \$15,000 is earmarked for the Alex Sill Company for the appraisal/arbitration for the hail damage to the buildings. The remainder is for the increased cost of the Travelers Insurance approved recently by Council.

Mr. Young stated that partial reimbursement has been received for the prisoners. The city will continue to receive additional reimbursements.

Mr. Pohlkamp asked if the amount of \$7,500 represented the entire donation for the Smart Board at the police station community room. Mr. Presley stated that the amount of \$2,000 was donated and the city contributed the remainder. Assistant Finance Director Ruth Popovich has been trying to get the room up to technical availability since it opened. When the \$2,000 donation was received, additional funds were available in the Bond Retirement Fund and it made sense to complete the project. Mr. Young noted that the cost will be paid off through savings in having the room equipped for training sessions for police and other city departments.

### **2012 Bond Issuance**

**Acquiring Motorized Servicing Vehicles, Equipment and Apparatus \$975,000**  
**Renovating and Otherwise Improving City Hall (\$25,000)**  
**Improving City Streets (\$525,000)**  
**Acquiring Electronic Equipment (\$80,000)**

Mr. Presley commented that the motorized equipment amount of \$975,000 represents the 2011 and 2012 motorized equipment. It is necessary to repay the Bond Retirement Fund for the advance still outstanding of \$395,000. The remainder of the \$975,000 includes the necessity to have funds available for the purchase of a new fire truck, which may not arrive until 2013. Funds must be in the account for purchase when the contract is signed.

### **Automatic Data Processing (ADP) Inc. Agreement**

Mayor Sutherland distributed an accounting of what the administration is anticipating as a direct cost savings for the contract with ADP, Inc. for payroll services. The Mayor stated that this accounting does not consider the soft costs. The system that the city is currently using has four stations, which requires payment per station, plus support. They are still looking at that, and may not have the exact answer until they get into implementation. They are not sure if they can back out of all four, or can back out of two, but are anticipating that this would be the savings. They will no longer have to print checks, do direct deposit, payroll change notices, (which is extensive in the summer that many people of the administration touch), or year-end W2 forms and mailing. The payroll processing at the Service Department has included paying someone five hours of overtime per pay period. That will go away. The Payroll and Benefits Coordinator will retain about ten hours per week with this function, and the rest of the time will be assigned to the Building Department. This will allow the elimination of the full time position in the Building Department. This position will be covered by two part-time employees. The staffing also includes the Assistant to the Building Director. The total hard costs, direct costs, are approximately \$69,000.

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Mr. Clark asked if the Building Department position is currently unfilled. The Mayor stated that it is unfilled. They have been holding it open in anticipation of this decision.

Mr. Young asked if that was included in the savings before as far as the Building Department. Mr. Presley stated that it is still appropriated.

Mr. Presley stated that the dollars quoted are annualized dollars.

Mr. Tadych asked if the salary amounts for the two different positions, payroll and building, will be reallocated. Mr. Presley stated that both come out of the General Fund. Mayor Sutherland stated that she proposed a blended rate rather than paying two different rates. Mr. Presley stated that he will appropriate 25% in the Finance Department, and 75% in the Building Department. Mr. Tadych stated that this would be the correct way because if there is overtime in the Building Department, it should be allocated there.

Mr. Presley stated that the tentative start day for the change for the Payroll and Benefits Coordinator is October 1, 2012.

Mr. Koomar asked what the amount of \$51,735 for the full time Building Department Clerk represents. Mr. Presley stated that the amount represents salary, health care, and pension, annually. Mr. Clark asked if this was budgeted for in 2012. Mayor Sutherland responded affirmatively. She stated that this was one of the openings that was a result of all the changes in personnel that occurred when the Mayor's assistant left and was replaced with the Building Director's assistant. The Building Department Clerk was promoted to Assistant to the Building Director and a part time clerk in the Building Department left employment.

Mr. Young asked if the annualized savings will be backed out for the period of October 1 to the end of 2012. Mr. Presley stated that there will be implementation costs, but the first three months of the ADP program will be without charge.

Mr. Young commented that he has been very worried about the Building Department and the staffing thereof. He is glad to see that they will be receiving some help.

Mr. Koomar asked if we have always been paying overtime for someone to process payroll. Mayor Sutherland responded affirmatively.

The Mayor stated that when you look at the indirect impacts, she is positive that the city is going to see some of those indirect cost savings, as discussed in executive session. This will be a wonderful tool providing real time access for the directors and administration to find out, for example, what kind of overtime has accumulated during a snowstorm. Presently it takes a long time to get that type of information because most of it is done manually. The Recreation Department has many students in the summer who fill out a three page form which is signed off by the Director, the Mayor, the Finance Director and then is processed by the payroll clerk. Checks are generated for those employees, stuffed into envelopes, etc. The Mayor stated that it is a very cumbersome system. The Recreation Department will be able to hook into the system very easily because of the upgrades to their system recently. The other aspect will benefit the

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employees. They will be able to access their payroll website, change information, and have real time access to how many hours they have worked.

Mr. Koomar asked if the \$7,810 on the report given to Council is an annual amount. Mr. Presley stated that it is a reduction in an employee's wage for salary and pension portion annually.

Mr. Miller asked if Council will be given access to the payroll internet information as employees only, or as directors. The Mayor stated that Council will be given access as employees only. There are also fail safes built into the system that require directors' approval for changes.

Leslie Mullins from Automated Data Processing, Inc. was present to answer questions.

Mr. Presley stated that as part of all of this he has gone to another city that is using the software. They are very pleased with it. Mr. Presley and his assistant visited during a week when they had payroll to process and feel that, without a doubt, this system will work well for the City of Bay Village.

Mr. Koomar asked if there is a contract link with the ordinance. The Mayor stated that there is not a contract link. Thirty days notice is required for cancellation of the service. One of the selling points is that 80% of their customers who cancel their service return within a two year period. If there is a cancellation, they would back the city out of the system. The contract is a per pay period contract.

Mr. Koomar asked Ms. Mullins if they have any corporate or municipal clients that have a contract link to know that we would be locked in for a specific rate for a specific time. Mayor Sutherland stated that they have an agreement that would allow the same price for three years, but it is a contract. Ms. Mullins related that it is a zero percent increase for the second year, and a 3% increase for the third year. Most providers in the industry increase by 4% every year. ADP, Inc. is very conservative with that. If the city signed up for a three year price block, they typically ask for a three month notice for cancellation. In the event that you leave after one month, they charge a three month cancellation fee.

Mr. Clark asked if there is a termination fee associated with the agreement to be authorized by the ordinance pending approval this evening. Ms. Mullins stated that there is not a termination fee, but a request for notification of cancellation to prepare to return data.

Mr. Clark asked if there will be three months free service if the contract begins October 1, 2012. The only fee to be charged for the first three months will be the implementation fee.

Mr. Tadych asked about the difference in the monthly equipment and operating fees ranging from \$2,800 to \$3,750. He was informed that the higher cost per month is based on the number of pays per month and the employee population. Additional employees are added seasonally.

Mr. Koomar stated that a maximum cost would be approximately \$53,000 versus the proposed savings on the Mayor's document of \$68,000.

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The Mayor stated that one of the reasons they picked the October 1 time frame is because they want to wait until the summer employees are gone. There will be paperwork involved in pulling those students out of the system. The Mayor suggested that the administration consider employing fewer students at a greater number of hours to control the student employee population.

Mr. Koomar asked if flex spending accounts for health care are included in the contract with ADP, Inc. Mr. Presley stated that those accounts are included.

Mr. Tadych asked if the intent is to roll over everything this year into ADP, Inc. for the year end so there will be one W2 for everyone.

Mr. Clark asked Ms. Mullins if she saw any conversion challenges to the city different than any other city. Ms. Mullins stated that the City of Streetsboro just decided to utilize the ADP, Inc. service and they are adopting a much more complex time and attendance system. The City of Independence has the same service the City of Bay Village is implementing. Some cities just use ADP, Inc. for payroll and eventually move into the time and attendance portion.

Mr. Koomar asked the service that will be covered for the City of Bay Village. Ms. Mullins stated that the agreement is for collecting time and putting it into payroll, and a small HR piece such as PTO, accruals and things of that nature. It acts as a one-system for all of the employee data, and a communication piece for the employees to get their pay stubs on their own.

Mr. Koomar asked if employees can retrieve documentation for health care. Mr. Presley stated that as the Mayor indicated, employees who have changes in their status as far as health care can input those changes, but the changes would still have to go through managerial approval.

Mr. Miller asked if the directors will be able to do projections for vacations and post that in advance and have it visible for more people than the individual. Mayor Sutherland stated that this would be something that they will have to work out during implementation. There will be an implementation team that will come in to work with the city. Implementation takes twelve to fourteen weeks.

Mr. Presley stated that in researching this service, he and his assistant met with the next largest company, looked at their software and received a proposal. They did not quite match up in the services provided and a comparison of the rates of the two providers was made based upon Bay Village's criteria and employee population. In their comparison, ADP, Inc. is less expensive than the other company and offers the best package that will work for Bay Village, having seen it operation elsewhere.

Mayor Sutherland stated that she did check with the Mayor of Independence, Ohio, and her contacts at Cleveland Metroparks and they are all very happy with ADP, Inc. They are larger entities than Bay Village. Metroparks is interesting because they have a wide assortment of employees. The other company investigated seemed to be in small cities or villages that have less than 50 employees. The City of Independence, Ohio, has been with ADP, Inc. for at least

ten years, and openly acts as a reference for ADP, Inc. Mayor Sutherland stated that the City of Avon Lake, Ohio also uses ADP, Inc.

Mr. Clark noted that Ms. Mullins mentioned that the City of Streetsboro has signed on to ADP, Inc., for a more robust service. He asked what that service includes. Ms. Mullins stated that they are using everything identical to what Bay Village has been proposed, except for the time keeping system. The only difference is that the system scans the hand, rather than just a biometric thumb punch. It is a more robust time-keeping clock system. The City of Bay Village will have the biometric thumb punch system. Mayor Sutherland noted that it will not be necessary to go to that length with some departments, such as the Fire Department, or for some of the employees at city hall. Service and Police will have the thumb punch. The Recreation Department has a system in place.

Mr. Young thanked Mayor Sutherland and Finance Director Presley for providing the financial information concerning the payroll services presented this evening. He stated that he does not have a problem going forward, dollar-wise, feels that the savings are there, and is happy to have additional staffing for the Building Department. Mr. Young reiterated that he does not have a problem with the direct cost savings and/or the comparison between the two companies. Mr. Young recommends adoption of the ordinance for an agreement with ADP, Inc.

Mr. Tadych stated that ADP, Inc. has been something that he has worked with in the past and he thinks it is a marvelous way to do business and is all for it.

Mr. Koomar asked if the 4% increase annually charged by ADP, Inc. is a reasonable rate of increase for future years. Ms. Mullins responded affirmatively.

Mr. Koomar asked Mayor Sutherland if the Fire Department is the only department that will not have the biometrics thumb punch for attendance records. The Mayor stated that in addition to the Fire Department, Community Services and the administration at city hall will not have the biometric thumb punch requirement. Employees can also just log on to their computers. The system will be tailored to each department.

Mayor Sutherland complimented Finance Director Presley and Assistant Finance Director Ruth Popovich for their hard work on this project. She stated that they did a marvelous job and appreciates their efforts.

#### **PLANNING, ZONING, PUBLIC GROUNDS AND BUILDINGS COMMITTEE**

**Mr. Miller** advised that progress has been made on the solar energy ordinance but it is not yet ready to be presented.

#### **RECREATION & PARKS IMPROVEMENT COMMITTEE-Lieske**

**Mrs. Lieske** had no report this evening.

#### **SERVICES, UTILITIES & EQUIPMENT COMMITTEE-Tadych**

### **Janitorial Services at City Hall, Service Garage, Bay Lodge, Kennel**

**Mr. Tadych** will present a contract this evening for janitorial services for the city hall, service garage, Bay Lodge and the kennel. Service Director Galli stated that he sent out requests for proposals and the same company that has been providing the service offered the lowest price proposal. Mr. Galli is pleased with the service provided by Center Cleaning Services.

Mr. Tadych asked about the clean-up procedure for Bay Lodge. Mr. Galli stated that the city hall is cleaned on Mondays, Wednesdays and Fridays. The Service Garage is cleaned on Tuesdays and Thursdays. The Bay Lodge and kennel are cleaned as required at a unit cost of \$59.00 for the Bay Lodge, and \$25.00 for the kennel. Mr. Tadych asked if any of the cleaning of the Bay Lodge is billed back to the renters of the lodge. Mr. Galli stated that it is not billed back. A deduction in the price was obtained through negotiation, from \$89.00 to \$59.00 for the Bay Lodge.

Mr. Tadych asked if there has been discussion with the Friends of the Bay Village Kennel to see if they would be willing to do the cleaning or supplement the money for the cleaning of the kennel. Mr. Galli stated that at this time they still have to go privatized because there is an administrative union position involved, and volunteers cannot be used. Mr. Tadych asked if the Friends of the Bay Village Kennel would be willing to supplement the money, if they were asked. At the Mayor's suggestion, Mr. Tadych stated that he would be happy to ask. He stated that the Friends of the Bay Village Kennel keep telling the city that they have money for the kennel and they would like to help with the kennel. Mayor Sutherland stated that what they would really like them to do, which would be good for them and good for the community, is to work with Mr. Galli on getting the county out here and doing a promotion to get people to register their dogs and obtain their dog licenses. Mr. Galli stated that he toured the county facility last week and he would recommend anyone to tour the facility that they have in Valley View, Ohio. The people at the county facility recommended that if they could get 100% of dog owners to license their dogs that would help their budget. The money goes directly back to the facility. Mayor Sutherland stated that dog owners are already paying for the kennel, and when all the dogs are licensed a lot of the dogs that run away are able to be reunited with their owners. The City of Bay Village has sent six dogs in a year down to the kennel, and they were all adopted out, other than the one the owner's came for. Mr. Galli added that the adoption rate at the county kennel is 75%, one of the highest in the larger counties in the State of Ohio. Mr. Galli stated that they will talk with the county kennel administration in the fall about having a program in the City of Bay Village to urge people to license their dogs.

### **PUBLIC IMPROVEMENTS, STREETS/SEWERS/DRAINAGE COMMITTEE**

#### **Cahoon Creek Aerial Sewer Replacement**

**Mr. Pohlkamp** stated that the city has received a thirty-year no interest loan for the aerial sewer replacement, however the bid has come in a little higher than anticipated. Mr. Galli has provided an analysis, by memorandum dated June 21, 2012 of the bid opening and summary of the bids received:

Terrace Construction Company, Inc. is the low bidder at \$949,910.50. The Ohio Public Works Commission (OPWC) has increased to 100% of the application, or \$844,000.00 of a zero percent loan. Mr. Galli reviewed the bids with CT Consultants and discussed the increase from the cost estimate as well as several options regarding the project. In addition, they included the low bidder, Terrace Construction, in an array of construction options. In order for the project to remain eligible for the OPWC financial assistance, the city cannot approve a construction contract or begin construction until the agreement with the OPWC has been fully executed. OPWC is scheduled to finalize agreements by mid-July. They have been contacted regarding the availability and possibility of additional financial assistance (loan funds). Mr. Galli noted that the \$185,000 increase of the bid over the estimated cost is due to the fluctuation of steel prices.

CT Consultants included \$62,500 to do on-site inspection and construction management in their estimate of costs. Mr. Galli will remove \$40,000 and do the inspection in-house with Service Department personnel and have CT Consultants do the construction administration and some of the oversight that is required by the state. Potential additional dollars are reduced to \$129,000 to the city by taking this measure. Mr. Galli noted that \$70,000 of contingency funds is included in the contract. If the project is managed right, Mr. Galli does not anticipate any additional dollars. Consideration is also being given to changing the type of pipe to steel pipe that is concrete lined.

Mr. Pohlkamp noted that due to the fact that a construction contract cannot be entered into until the agreement with the Ohio Public Works Commission is finalized, Council will have to approve the contract in a special meeting in July. He asked the time-line for the project after approval. Mr. Galli stated that the contract could begin after two manholes are rebuilt and shop drawings are ordered for this specialized project. He recommended award of the contract to Terrace Construction Company, Inc. Mr. Galli spoke with Law Director Ebert about the possibility of changing the type of pipe. Mr. Ebert would be comfortable with a change of materials as a change order. Mr. Galli noted that his biggest concern in the change of pipe is the life-cycle of the pipe. If the life-cycle of the steel, concrete lined pipe would be less than fifty years, it would not be recommended to change the material. Mr. Galli further noted the possibility of asking OPWC for additional loan dollars if they become available.

Mr. Clark stated that the city had applied for grant money as well but did not receive a grant. He asked who the successful grant applicants are. Mr. Galli stated that no grant money was awarded this year; all monies are being distributed in the form of loans. Mayor Sutherland stated that usually the OPWC gets \$30 million to distribute through Cuyahoga County, but actually got less money this year.

Mr. Clark asked Mr. Galli if he was surprised by the fact that there were only two bidders for the project. Mr. Galli stated that he talked with a number of prospective bidders who did not bid because the project was too small and other companies did not like the risk of the bypass pumping. There was a prequalification in the specifications that the bidder had to be Ohio Department of Transportation prequalified, or had to come in with a reference list stating that they had done this type of work before. The risk of the bypass pumping includes rebuilding two manholes and setting up apparatus that pumps the sewage from one manhole to the next for a

thirty day period. Triple redundancy for the pumps is required; one operating and two back-ups in the event of a power outage.

### **Dwyer Memorial Senior Center ADA Accessibility Upgrades and Improvements**

Mr. Pohlkamp reviewed the ordinance that he will present at the special meeting of Council this evening authorizing the Mayor to enter into an agreement with Dane Contractors, Inc., for the ADA accessibility upgrades and improvements at the Dwyer Memorial Senior Center. He noted the contract amount is \$55,122.58, and the city has received \$49,900 in grant funds for the work. The project includes the bathrooms, and the front, north and south doors of the building. The two west bathrooms will be brought up to ADA accessibility. Mr. Galli commented that after the grant was received, the city looked at having architectural firms do a set of drawings and then go out for competitive bids. It was learned that the cost in that traditional format would have been about 25% of the cost of construction. They went instead to a design/bid format and as an alternate added the west door. This price includes the west door.

Mr. Pohlkamp asked the deadline for construction in terms of the grant. Mr. Galli stated that the project must be completed by December 31, 2012. Construction will be completed by mid to late October, 2012.

### **MISCELLANEOUS**

**Mr. Koomar** asked the members of Council to send Clerk of Council Joan Kemper their list of Mondays that they will be out of town during the months of July and August in order to know when it will be possible to schedule special meetings.

**Fire Chief Lyons** reported near drownings at Huntington Beach today. A juvenile got into trouble in the water and an adult went in to assist and got into trouble as well. The Bay Village Fire and Police Departments, along with the Metroparks Ranger assisted with two rescues. A third person, a lifeguard overcome by the exertion, also went to the hospital.

**Susan Fink** asked about speed limit signs on Wolf Road. When traveling east bound on Wolf Road, from the Middle School, the first time that a speed limit sign reducing the speed to 25 mph is at the corner of Cahoon Road and Wolf Road, past the Middle School. But, if going west bound, the 25 mph hour speed limit sign is at city hall, and it continues that way. Mrs. Fink asked what happened to the 25 mph limit sign west of the Middle School, there is none.

Mrs. Fink was informed by Police Lieutenant Kirchner that the school zone is 20 mph and there are flashers that go on during school hours. Mrs. Fink stated that when she travels west and gets to Cahoon, which is out of the business district, there is no sign to indicate that the speed limit is 35 mph until after she gets past the Middle School and the park. It is different on both sides of the street.

Mrs. Fink stated further that she has been reading the minutes for the Charter Review Commission and one thing that caught her eye was the mutual aid agreement, the discussions that were mentioned in the minutes, and the possibility of some disparity. Mrs. Fink stated that

the reason she brings this up is that her next door neighbor recently fell and broke her hip. The Fire Department came out with the ambulance and fire truck. The neighbor did not have a lock box, and had to use the axe on the truck to get into the house and take the woman to the hospital. Mrs. Fink began to think about the fact that with mutual aid, is this an even agreement, or are we balancing out with a deficit in one community versus another. Because, if you didn't have the fire truck as well as the ambulance it would have taken them a lot longer to get her out. At age 90, you don't want to wait that long. Mrs. Fink stated that she has a concern, and it was voiced in the Charter Review Commission minutes that somebody also had a concern about the balance of sharing of mutual aid. Is it equal? Mayor Sutherland stated that this was one of the firefighters. Mrs. Fink stated that it was brought out and she wanted to know if it is even, where it is.

Mayor Sutherland stated that they are continuing to look at that. You can't just look at one isolated piece of information because we also share HAZMAT and SWAT, and the WEB Unit. There are a lot of things that go into that. If you look, sometimes, just at how many ambulance runs did we make to Westlake it might look like it's out of sync a little bit, but there are many factors you have to look at. It's not just one isolated thing.

Fire Chief Lyons stated that sometimes a single set of numbers doesn't tell the entire story. If we have a large incident in Bay Village we do rely on Westlake's greater number and larger staffing of the Fire Department to assist Bay Village. For instance, in a structure fire, National Fire Prevention recommends that you have seventeen firefighters on the scene in the first five to ten minutes. In a city the size of Bay Village, we typically have five or six firefighters on duty on typical days. We would rely on a greater number from Westlake to supplement that for us. It is not necessarily an even give and take in terms of those numbers, but we do rely on each other for a variety of reasons.

The Mayor asked who responded to the Huntington Beach calls today. Chief Lyons stated that Bay Village had assistance from Avon Lake, Rocky River, Westlake, and later, from North Olmsted. The Coast Guard was enroute but cancelled after all the people in the water were accounted for.

## **CAHOON MEMORIAL PARK TRUSTEES**

**Mr. Koomar** stated that he read in the newspaper about potential improvements to the Bay Skate and Bike Park. Mayor Sutherland stated that it is something very minor. The users of the park stand in two different areas and it gets muddy. They have asked for a couple of cement waiting pads for the north and south end. The Bay Skate and Bike Park Foundation will pay for the materials and the Service Department will do the work in the fall of this year.

Mr. Koomar adjourned the meeting for a brief special meeting of Council at 8:30 p.m.

After the special meeting of Council which adjourned at 8:59 p.m., in compliance with Section 121.22 of the Ohio Revised Code, Mr. Pohlkamp **MOVED** to adjourn to Executive Session at 9:00 p.m. regarding, contracts labor contracts and personnel.

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Roll Call Vote: Yeas- Clark, Koomar, Lieske, Miller, Pohlkamp, Tadych, Young. Nays – None.  
**Motion carried 6-0.**

Council reconvened in an open committee meeting at 9:04 p.m. Present were: Clark, Koomar, Lieske, Pohlkamp, Miller, Tadych, Young. Also present: Mayor Sutherland.

There being no further business to discuss, the meeting adjourned at 9:05 p.m.

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Paul A. Koomar, President of Council

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Joan Kemper, Clerk of Council