

AGENDA

Agenda, Bay Village City Council
Committee Meeting
Conference Room
Paul Koomar, President of Council, Presiding

September 14, 2015
7:30 p.m.

ANNOUNCEMENTS

COMMITTEE OF THE WHOLE

ENVIRONMENT, SAFETY AND COMMUNITY SERVICES COMMITTEE-Lee

Pending Ordinances

Ordinance 15-37, Littering (Unsolicited Publications) Placed on First Reading 5-4-15
Ordinance 15-38, Amending C.O. 543.11 regarding sidewalks to be cleared of ice and snow
Placed on First Reading 5-4-15

Westwood Road Parking

PUBLIC IMPROVEMENTS, STREETS/SEWERS/DRAINAGE COMMITTEE-Tadych

Project Updates – CT Consultants

City-Wide Storm/Sanitary Sewer Cleaning
Russell/Bruce/Douglas Areas
Sunset Area
Rocky River Wastewater Treatment Plant Flow Testing

Ord. 15-26 Chapter 916, Foundation Drain Disconnection – Placed on First Reading 4-13-15
Codified Ordinance 913.08 and 913.11 – Downspouts

FINANCE & CLAIMS COMMITTEE – Clark

Village Bicycle Cooperative Lease Renewal – update from Law Department

Administrative Compensation Ordinance Amendments

Cuyahoga County Budget Commission certification of property tax rates

PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE-Lieske

Chapter 1158 – Attached Residence District - Moratorium

RECREATION & PARK IMPROVEMENT COMMITTEE-Henderson

SERVICES, UTILITIES & EQUIPMENT COMMITTEE-Vincent

Agenda
Committee Meeting of Council
September 14, 2015

Microphones

2015 Codification Update – Walter Drane Company

MISCELLANEOUS

AUDIENCE

CAHOON MEMORIAL PARK TRUSTEES

Fitness Trail Sign Design

Sculpture Donation - Family Aquatic Center.

Disc Golf Improvement Eagle Scout Project – David Russell

ORDINANCE NO. 15-37
INTRODUCED BY: Mr. Lee

First Reading May 4, 2015

AN ORDINANCE
AMENDING CHAPTER 527 REGARDING LITTERING

BE IT ORDAINED by the Council of the City of Bay Village, Ohio:

SECTION 1. That Chapter 527 of the codified ordinances of the City of Bay Village is hereby amended by enacting new Section 527.05 which shall read as follows:

“527.05 RESIDENTIAL DELIVERY OF PRINTED OR OTHER MATERIALS

- (a) The delivery of any unsolicited printed or other materials of any kind, including, but not limited to, newspapers, advertisements, circulars, telephone directories or product samples shall be made at the door of the subject residence or in a receptacle provided for such deliveries.
- (b) The delivery of any printed or other materials of any kind as described in subsection (a) above shall not be made by placing the same onto the lawns or yard areas, driveways or sidewalks in Residential Areas.
- (c) Whoever violates this section is guilty of a minor misdemeanor.”

SECTION 2. That Chapter 527 of the codified ordinances of the City of Bay Village is hereby amended by enacting new Section 527.05.

SECTION 3. That this Council finds and determines that all formal actions of this Council concerning and relating to the passage of this ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and of any committee that resulted in those formal actions were in meetings open to the public in compliance with law.

SECTION 4. That this ordinance shall be in full force and take effect at the earliest time permitted by law.

PASSED:

PRESIDENT OF COUNCIL

CLERK

APPROVED:

MAYOR

3/31/2015 II

AN ORDINANCE
AMENDING CODIFIED ORDINANCE SECTION 543.11
REGARDING SIDEWALKS TO BE CLEANED OF ICE AND SNOW

BE IT ORDAINED by the Council of the City of Bay Village, Ohio:

SECTION 1. That Codified Ordinance Section 543.11 which presently reads as follows:

543.11 SIDEWALKS TO BE CLEANED OF ICE AND SNOW.

(a) No owner of any parcel of real estate in the City abutting upon any sidewalk shall fail to keep such sidewalk abutting his premises free and clear of snow and ice to a width of twenty-four inches, and to remove therefrom snow and ice accumulated thereon to a width of twenty-four inches within a reasonable time, which will not ordinarily exceed twenty-four hours after the abatement of any storm during which snow and ice may have accumulated.
(Ord. 63-99. Passed 11-4-63.)

(b) Whoever violates this section shall be deemed guilty of a minor misdemeanor and shall be subject to the penalties set forth in Section 501.99, provided however, that any person who is cited for a violation under this section may appear at the police station within seventy-two hours of the time appearing on such citation and enter a plea of guilty and pay a waiver fine of five dollars (\$5.00). After the expiration of the seventy-two hour period, any person so cited may appear at the police station and enter a plea of guilty to such charge and pay a waiver fine of ten dollars (\$10.00), provided a summons has not been issued for such person or a warrant issued for the arrest of such person. In the event of the issuance of a summons or warrant, the matter shall be docketed in Rocky River Municipal Court and the penalties shall be as provided in Section 501.99.
(Ord. 78-32. Passed 3-20-78.)

be and the same is amended to read:

543.11 SIDEWALKS TO BE CLEANED OF ICE AND SNOW.

(a) No owner of any parcel of real estate in the City abutting upon any sidewalk shall fail to keep such sidewalk abutting his premises free and clear of snow and ice to a width of twenty-four inches, and to remove therefrom snow and ice accumulated thereon to a width of twenty-four inches within a reasonable time, which will not ordinarily exceed twenty-four hours after the abatement of any storm during which snow and ice may have accumulated.
(Ord. 63-99. Passed 11-4-63.)

(b) **In the event such owner does not comply with the order to abate such nuisance as set forth in Section 543.11(a), within the time limit specified in Section 543.11(a), after proper "Notice of Violation" has been issued by the Service Director or his authorized agent, the Director or his authorized agent shall cause such snow and ice**

accumulation to be abated and may employ the necessary labor and equipment to perform such task, and collect for said services as provided in Codified Ordinance 521.10.

(c) Whoever violates this section shall be deemed guilty of a minor misdemeanor and shall be subject to the penalties set forth in Section 501.99, provided however, that any person who is cited for a violation under this section may appear at the police station within seventy-two hours of the time appearing on such citation and enter a plea of guilty and pay a waiver fine of five dollars (\$5.00). After the expiration of the seventy-two hour period, any person so cited may appear at the police station and enter a plea of guilty to such charge and pay a waiver fine of ten dollars (\$10.00), provided a summons has not been issued for such person or a warrant issued for the arrest of such person. In the event of the issuance of a summons or warrant, the matter shall be docketed in Rocky River Municipal Court and the penalties shall be as provided in Section 501.99.

SECTION 2. That this Council finds and determines that all formal actions of this Council concerning and relating to the passage of this ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and of any committee that resulted in those formal actions were in meetings open to the public in compliance with law.

SECTION 3. That this ordinance shall be in full force and take effect at the earliest time permitted by law.

PASSED:

PRESIDENT OF COUNCIL

CLERK OF COUNCIL

APPROVED:

MAYOR

543.11 SIDEWALKS TO BE CLEANED OF ICE AND SNOW.

(a) No owner of any parcel of real estate in the City abutting upon any sidewalk shall fail to keep such sidewalk abutting his premises free and clear of snow and ice to a width of twenty-four inches, and to remove therefrom snow and ice accumulated thereon to a width of twenty-four inches within a reasonable time, which will not ordinarily exceed twenty-four hours after the abatement of any storm during which snow and ice may have accumulated.
(Ord. 63-99. Passed 11-4-63.)

(b) Whoever violates this section shall be deemed guilty of a minor misdemeanor and shall be subject to the penalties set forth in Section 501.99, provided however, that any person who is cited for a violation under this section may appear at the police station within seventy-two hours of the time appearing on such citation and enter a plea of guilty and pay a waiver fine of five dollars (\$5.00). After the expiration of the seventy-two hour period, any person so cited may appear at the police station and enter a plea of guilty to such charge and pay a waiver fine of ten dollars (\$10.00), provided a summons has not been issued for such person or a warrant issued for the arrest of such person. In the event of the issuance of a summons or warrant, the matter shall be docketed in Rocky River Municipal Court and the penalties shall be as provided in Section 501.99.

(Ord. 78-32. Passed 3-20-78.)

*Existing
ordinance
for snow and
ice clearing*

ORDINANCE NO.
INTRODUCED BY:

NEW
ORDINANCE
9-9-15

AN ORDINANCE
AMENDING CODIFIED ORDINANCE SECTION 543.11
REGARDING SIDEWALKS TO BE CLEANED OF ICE AND SNOW

BE IT ORDAINED by the Council of the City of Bay Village, Ohio:

SECTION 1. That Codified Ordinance Section 543.11 which presently reads as follows:

543.11 SIDEWALKS TO BE CLEANED OF ICE AND SNOW.

(a) No owner of any parcel of real estate in the City abutting upon any sidewalk shall fail to keep such sidewalk abutting his premises free and clear of snow and ice to a width of twenty-four inches, and to remove therefrom snow and ice accumulated thereon to a width of twenty-four inches within a reasonable time, which will not ordinarily exceed twenty-four hours after the abatement of any storm during which snow and ice may have accumulated.

(Ord. 63-99. Passed 11-4-63.)

(b) Whoever violates this section shall be deemed guilty of a minor misdemeanor and shall be subject to the penalties set forth in Section 501.99, provided however, that any person who is cited for a violation under this section may appear at the police station within seventy-two hours of the time appearing on such citation and enter a plea of guilty and pay a waiver fine of five dollars (\$5.00). After the expiration of the seventy-two hour period, any person so cited may appear at the police station and enter a plea of guilty to such charge and pay a waiver fine of ten dollars (\$10.00), provided a summons has not been issued for such person or a warrant issued for the arrest of such person. In the event of the issuance of a summons or warrant, the matter shall be docketed in Rocky River Municipal Court and the penalties shall be as provided in Section 501.99.

(Ord. 78-32. Passed 3-20-78.)

be and the same is amended to read:

543.11 SIDEWALKS TO BE CLEANED OF ICE AND SNOW.

(a) No owner of any parcel of real estate in the City abutting upon any sidewalk shall fail to keep such sidewalk abutting his premises free and clear of snow and ice to a width of twenty-four inches, and to remove therefrom snow and ice accumulated thereon to a width of twenty-four inches within a reasonable time, which will not ordinarily exceed twenty-four hours after the abatement of any storm during which snow and ice may have accumulated.

(Ord. 63-99. Passed 11-4-63.)

(b) **In the event such owner does not comply with the order to abate such nuisance as set forth in Section 543.11(a), within the time limit specified in Section 543.11(a), after proper "Notice of Violation" has been issued by the Service Director or his authorized agent, the Director or his authorized agent shall cause such snow and ice**

accumulation to be abated and may employ the necessary labor and equipment to perform such task, and collect for said services as provided in Codified Ordinance 521.10.

(c) Whoever violates this section shall be deemed guilty of a minor misdemeanor and shall be subject to the penalties set forth in Section 501.99, provided however, that any person who is cited for a violation under this section may appear at the police station within seventy-two hours of the time appearing on such citation and enter a plea of guilty and pay a waiver fine of five dollars (\$5.00). After the expiration of the seventy-two hour period, any person so cited may appear at the police station and enter a plea of guilty to such charge and pay a waiver fine of ten dollars (\$10.00), provided a summons has not been issued for such person or a warrant issued for the arrest of such person. In the event of the issuance of a summons or warrant, the matter shall be docketed in Rocky River Municipal Court and the penalties shall be as provided in Section 501.99.

SECTION 2. That this Council finds and determines that all formal actions of this Council concerning and relating to the passage of this ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and of any committee that resulted in those formal actions were in meetings open to the public in compliance with law.

SECTION 3. That this ordinance shall be in full force and take effect at the earliest time permitted by law.

PASSED:

PRESIDENT OF COUNCIL

CLERK OF COUNCIL

APPROVED:

MAYOR

5-6-15 II

ORDINANCE NO.
INTRODUCED BY:

AN ORDINANCE
**AMENDING THE TRAFFIC CONTROL MAP AND FILE OF THE CITY BY
ENACTING TWO NO PARKING SIGNS,
AND DECLARING AN EMERGENCY.**

BE IT ORDAINED by the Council of the City of Bay Village, Ohio:

SECTION 1. That the Traffic Map and File of the City of Bay Village is hereby amended by enacting two no parking signs as follows:

“Two No Parking signs to be erected on the south side of Westwood in front of 29125 Westwood. Each side would indicate *“No Parking, Stopping or Standing between signs (corresponding directional arrow on each sign)”* The western most sign would be placed on the tree lawn near the west terminus of the roadway. The second would be 90’ east of the first sign, located on the tree lawn several feet east of the driveway apron of 29125 Westwood”.

SECTION 2. That the Traffic Control Map of the City be and the same is hereby amended to designate the traffic control as stated, and the Traffic Control File be and the same is hereby amended to provide for the erection of the appropriate signs at said location.

SECTION 3. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. That this ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare, and for the further reason that it is immediately necessary to make said changes to provide for the safety of handicapped individuals, wherefore this ordinance shall be in full force and take effect immediately upon its passage and approval by the Mayor.

PASSED:

PRESIDENT OF COUNCIL

CLERK OF COUNCIL

APPROVED:

MAYOR

7/31/15 II

ORDINANCE NO. 15-26
INTRODUCED BY: Mr. Tadych

First Reading 4-13-15

AN ORDINANCE
ENACTING NEW CODIFIED ORDINANCE CHAPTER 916 ENTITLED
“FOUNDATION DRAIN DISCONNECTION”
AND DECLARING AN EMERGENCY

BE IT ORDAINED by the Council of the City of Bay Village, Ohio:

SECTION 1. That the Codified Ordinances of the City of Bay Village are hereby amended by enacting new Chapter 916 to read as follows:

CHAPTER 916
Foundation Drain Disconnection

- 916.01 Districts.**
- 916.02 Disconnection of foundation drain connections required.**
- 916.03 Approved disconnection procedure.**
- 916.04 Non-compliance fee.**
- 916.05 Definitions.**
- 916.06 Payment option program.**
- 916.07 Eligible participants.**
- 916.08 Designee.**
- 916.09 Voluntary participation.**
- 916.10 Scope of work.**
- 916.11 Approved contractors.**
- 916.12 Contractor selection.**
- 916.13 Release.**
- 916.14 Payment.**
- 916.15 Maintenance.**

CROSS REFERENCE

916.01 DISTRICTS.

The foundation drain disconnection districts established under this article include the following areas, each to have the effective date stated for each such district, and if no date is specified, then effective upon publication of the ordinance adopting this article. Additional districts will be created from time to time by amendment hereto.

- A. Foundation Drain Disconnection District 11 shall consist of the areas identified as the Bruce, Russell, Douglas, Lake Road areas. A map of this area can be found at the Bay Village Service Garage. (SSES Map. There are 18 Districts within the City.)

916.02 DISCONNECTION OF FOUNDATION DRAIN CONNECTIONS REQUIRED.

All direct or indirect connections of a foundation drain within the established district shall be disconnected from the sanitary sewer system within one year after the effective date of establishment of the district in which said connection is located. All connections of any such foundation drain systems or devices shall conform to current standards as adopted under City Building codes.

916.03 APPROVED DISCONNECTION PROCEDURE.

The approved disconnection procedure to a direct or indirect foundation connection to the sanitary sewer system must fully comply with the following and must conform to current standards adopted under City Building codes.

1. **Approved System.** An approved system for the termination of foundation drains must be used. If the system does not allow for gravity drain into the storm sewer, the approved system shall consist of a sump pump and sump pit with a discharge to an approved yard location or to an available storm sewer.
2. **Licensed Contractor.** All work for an approved disconnection procedure shall be performed by a master plumber or a residential building contractor duly licensed by the City. Work done by a residential building contractor under this article must remain within the scope of authorized work as defined by current standards as established under the City of Bay Village building codes.
3. **Plugging of existing connections.** Any direct or indirect connection between the foundation drain and the sanitary sewer system serving the building shall be permanently plugged.
4. **Post-construction inspection.** The installation of a sump pump and associated facilities work shall be inspected by the City. The sanitary sewer customer, or the approved contractor, shall be responsible to schedule the post-construction inspection.

916.04 NON-COMPLIANCE FEE.

Any sanitary sewer customer within an established district with a direct or indirect foundation drain connection to the sanitary sewer system remaining in place one year after the effective date established by City Council will be subject to a monthly fee of \$50.00 for each month of non-compliance. Such fees will continue monthly until the City determines through inspection that the direct or indirect foundation drain connection no longer exists. All unpaid fees, including any administrative costs, will be assessed against the property for collection in the same manner as a property tax, as provided by law.

916.05 DEFINITIONS.

The following definitions shall apply to all sections of this chapter:

- a) "Foundation drain" means any subsurface pipe or conduit located on or around the exterior of the structure or located within a structure for the purpose of conveying ground water, subsurface water, and foundation wall seepage water. Foundation drains may be also commonly referred to drain tiles, footer drains, French drains, curtain drains or subsurface drains.

- b) "Disconnection" means moving foundation drain discharges from the sanitary sewer and redirecting the discharge to a legal clean water conveyance or dispersion system.

916.06 PAYMENT OPTION PROGRAM.

1. All disconnection costs shall be at the owner's expense. In accordance with this funded program, the City will offer zero-interest, 24-month payment plans.
2. The maximum zero-interest funding available under this program shall be the lesser of the actual cost of the required corrections or \$3,000. For payment plans under this section 916.06, minimum monthly payments of \$50.00 will be required until the end of the 24-month term with a final payment in full. Should minimum or final payments not be made, the plan balance and all applicable fees will be assessed against the property for collection in the same manner as property tax, as provided by law. Payments shall be made to the City of Bay Village Finance Department under the Private Property Maintenance fund.

916.07 ELIGIBLE PARTICIPANTS.

Eligible participants shall be owners of single family homes and duplexes that:

1. Are a violating premise within the City of Bay Village and have a letter from the City stating that their foundation drain is the source of the violation.
2. Request participation in the Program and whose participation is approved by the Director of Public Service and Properties and the Finance Director.
3. Are not delinquent on their property tax or sewer fees.
4. The request must be made within 90 days of the effective date established for each district

916.08 DESIGNEE.

In every instance where the Director of Public Service and Properties is required to act or approve an action, the action or approval may be performed by a person designated, in writing, by the Director of Public Service and Properties or the Finance Director, as his or her designee.

916.09 VOLUNTARY PARTICIPATION.

The Director of Public Service and Properties may implement and make available this program where a property owner has voluntarily requested participation in this program.

916.10 SCOPE OF WORK.

The Director of Public Service and Properties shall determine for each eligible participant property the scope of work which may be paid for with the program funds, with the goal of achieving the most cost-efficient and timely correction. If work paid for under this program does not eliminate foundation drain discharges for the eligible participant property, the Director of Public Service and Properties is not precluded from issuing supplemental orders concerning the participation premises. For each eligible participant property, the maximum cost which may be paid with City funds to an eligible participant or eligible participant selected contractor shall be the funding cap set under 916.06(2). If additional work is required it shall be performed at eligible participant's expense.

916.11 APPROVED CONTRACTORS.

The Director of Public Service and Properties shall establish a list of private contractors or contractor teams (referred to as "contractor(s)" throughout this section) approved for performing work under this program based on qualifications including experience, quality of work and insurance. Eligible participants may propose additional contractors for inclusion in the approved list.

916.12 CONTRACTOR SELECTION.

To be eligible to participate in the program, participants shall select an approved contractor as designated in section 916.11.

The Director of Public Service and Properties shall review and approve of the contractor's selection and contract price. The eligible participant shall contract with the selected contractor for performance of the approved scope of work. The City of Bay Village shall not be a party to the contract. The eligible participant's contract shall require the contractor to secure any building permits as may be necessary and shall specify that the eligible participant's final payment to the contractor not be made until (1) the work is inspected and approved by the Director of Public Service and Properties and approved by the eligible participant, whose approval shall not be unreasonably withheld and (2) a release of lien from all contractors or subcontractors performing work on the premises is obtained.

916.13 RELEASE.

As a condition to participation in the program the eligible participant shall release the City of Bay Village, and its officers and employees from all liability relating to the work. When work is completed, the property owner will own all property, equipment, devices and materials used to correct the violation.

916.14 PAYMENT.

After the work is inspected and approved by the Director of Public Service and Properties and approved by the eligible participant, the Director of Public Service and Properties shall authorize payment for 100% of the cost of the approved work (subject to the funding cap set under 916.06(2) from funds approved for this purpose.) Payment will be made directly to the contractor.

916.15 MAINTENANCE.

Eligible participants shall be responsible for operating and maintaining any improvements constructed under this program.

PASSED:

PRESIDENT OF COUNCIL

CLERK OF COUNCIL

APPROVED:

MAYOR

ORDINANCE NO.
INTRODUCED BY:

NEW
ORDINANCE
9-9-15

AN ORDINANCE
AMENDING CODIFIED ORDINANCE SECTION 913.08
REGARDING DOWNSPOUTS, ROOF AND YARD DRAINS

BE IT ORDAINED by the Council of the City of Bay Village, Ohio:

SECTION 1. That Codified Ordinance Section 913.08 which presently reads as follows:

913.08 DOWNSPOUTS, ROOF AND YARD DRAINS.

Downspouts, roof and yard drains shall not be connected to any sanitary sewer.

(Ord. 14-60. Passed 6-9-14.)

be and the same is amended to read:

913.08 DOWNSPOUTS, ROOF AND YARD DRAINS.

Downspouts, roof and yard drains shall not be connected to any sanitary sewer. The disconnection of downspouts for splash boxes, rain gardens, rain barrels or other devices may be permanent provided that no discharge flows onto adjoining properties or public sidewalks. Splashing of downspouts requires a minimum distance of five feet from the house.

SECTION 2. That this Council finds and determines that all formal actions of this Council concerning and relating to the passage of this ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and of any committee that resulted in those formal actions were in meetings open to the public in compliance with law.

SECTION 3. That this ordinance shall be in full force and take effect at the earliest time permitted by law.

PASSED:

PRESIDENT OF COUNCIL

CLERK OF COUNCIL

ORDINANCE NO.
INTRODUCED BY:

NEW
ORDINANCE
9-9-15

AN ORDINANCE
AMENDING CODIFIED ORDINANCE SECTION 913.11
REGARDING CORRECTIVE ORDER AND EXPENSES THEREFOR.

BE IT ORDAINED by the Council of the City of Bay Village, Ohio:

SECTION 1. That Codified Ordinance Section 913.11 which presently reads as follows:

913.11 CORRECTIVE ORDER AND EXPENSES THEREFOR.

If investigations and tests reveal that downspouts, street drains or any surface waters flow into any sanitary sewer, the Director of Public Service and Properties shall order the abatement of such condition. Such order shall require connection of downspouts, yard drains and any other collectors of surface water to flow into the available storm sewer within sixty days. The Director is authorized to require immediate disconnection of any downspout which is found flowing into a sanitary sewer, and such downspout shall be discharged onto a splash box or other device, provided that no water so discharged flows onto adjoining property or over sidewalks. Such provision for splash boxes or other devices may be permanent if such discharge does not cause hardship onto adjoining properties, city sidewalks or current property. Inspection to be provided to assure proper connection. All costs involved in any necessary corrective action shall be at the sole expense of the property owner, contractor or builder involved. Failure to comply with such order shall be considered a violation of this chapter. (Ord. 14-60. Passed 6-9-14.)

be and the same is amended to read:

913.11 CORRECTIVE ORDER AND EXPENSES THEREFOR.

If investigations and tests reveal that downspouts, street drains or any surface waters flow into any sanitary sewer, the Director of Public Service and Properties shall order the abatement of such condition. Such order shall require connection of downspouts, yard drains and any other collectors of surface water to flow into the available storm sewer within sixty days. The Director is authorized to require immediate disconnection of any downspout which is found flowing into a sanitary sewer, and such downspout shall be discharged onto a splash box or other device, provided that no water so discharged flows onto adjoining property or over sidewalks. ~~Such provision for splash boxes or other devices may be permanent if such discharge does not cause hardship onto adjoining properties, city sidewalks or current property. Inspection to be provided to assure proper connection.~~ All work shall be inspected by the Director of Public Service and Properties to assure proper connection or disconnection. All costs involved in any necessary corrective action shall be at the sole expense of the property owner, contractor or builder involved. Failure to comply with such order shall be considered a violation of this chapter.

SECTION 2. That this Council finds and determines that all formal actions of this Council concerning and relating to the passage of this ordinance were taken in an open meeting

CITY OF BAY VILLAGE AGENDA REQUEST JULY 15, 2015

OVERVIEW

1. Action Requested

Update to Compensation ordinance

2. Previous Action

None

3. Background/Justification for Current Action

In the fall the General Foreman is expected to retire and we are anticipating hiring a replacement. In light of this a review has been made about the structure of the management in the Service Department and we would like to restructure the job titles and add ranges to allow for new hire rates and ranges of salaries.

4. Financial Impact

A lower starting rate for a new hire with potential for merit and experience increases. Highest range of the salary consistent with current rates.

5. Affected Parties

Management personnel in Service

6. Implementation Plan

Would enable new management to be brought in at lower level.

7. High-Level Timeline/Schedule

ORDINANCE NO.
INTRODUCED BY:

AN ORDINANCE
**AMENDING SECTION 1 OF ORDINANCE 15-51 REGARDING RATES OF
 COMPENSATION FOR THE OFFICERS AND EMPLOYEES OF THE
 GENERAL ADMINISTRATION DEPARTMENT AND THOSE EMPLOYEES OF
 THE CITY NOT COVERED BY SEPARATE LABOR CONTRACT FOR THE
 CALENDAR YEAR 2015 AND THEREAFTER,
 AND DECLARING AN EMERGENCY.**

BE IT ORDAINED by the Council of the City of Bay Village, Ohio:

SECTION 1. That September 29, 2015 the compensation to be paid to the officers and employees of the GENERAL ADMINISTRATION DEPARTMENT and those employees not covered by separate labor contract shall be:

	July 1, 2015 and thereafter	September 29, 2015 and thereafter
1. Director of Finance	\$93,386	\$93,386
2. Assistant Finance Director	\$67,713	\$67,713
3. Accounts Payable Coordinator	\$17.57 – \$20.12 per hour	\$17.57 – \$20.12 per hour
4. Part-time Human Resources Administrator	28.00 per hour	28.00 per hour
5. Part-time Clerical	\$11.68 – \$15.91 per hour	\$11.68 – \$15.91 per hour
6. Director of Law	\$72,296	\$72,296
7. Prosecutor	\$33,922	\$33,922
8. Dir. Public Service & Properties	\$90,515	\$90,515
9. General Foreman	\$73,425	\$73,425
10. Public Works Supervisor of Operations	\$75,485	\$75,485
11. Public Works Supervisor		\$70,000
12. Sewer Collections Maintenance Foreman Supervisor	\$59,160	\$61,160

13. Infrastructure Manager	\$64,260	\$64,260
14. Property Maintenance Inspector	\$59,160	\$59,160
15. Projects Coordinator	\$30.60 per hour	\$30.60 per hour
16. Part-time	\$8.10 - \$17.22 per hour	\$8.10 - \$17.22 per hour
17. Seasonal	\$8.10 - \$16.64 per hour	\$8.10 - \$16.64 per hour
18. Director of Recreation	\$73,361	\$73,361
19. Asst. Recreation Director	\$43,135	\$43,135
20. Assistant to Mayor	\$45,509	\$45,509
21. Clerk of Council	\$50,210	\$50,210
22. Fire Chief	\$100,864	\$100,864
23. Police Chief	\$100,864	\$100,864
24. Deputy Police Officer		
Start	\$22.88 per hour	\$22.88 per hour
After 2080 hours	\$25.43 per hour	\$25.43 per hour
After 4160 hours	\$28.82 per hour	\$28.82 per hour
After 6240 hours	\$32.83 per hour	\$32.83 per hour
25. Full-time Dispatch	\$17.50-\$22.00 per hour	\$17.50-\$22.00 per hour
26. Part-time Dispatch	\$15.75-\$19.80 per hour	\$15.75-\$19.80 per hour
27. School Guard	\$9.61 - \$14.17 per hour	\$9.61 - \$14.17 per hour
28. Jailer/Matron	\$14.17 per hour	\$14.17 per hour
29. Director of Community Services	\$59,160	\$59,160

30. Assistant Director of Community Services	\$35,700	\$35,700
31. Senior Van Driver	\$8.94 – \$12.55 per hour	\$8.94 – \$12.55 per hour
32. Safety Director	\$5,000	\$5,000

The individual who may serve pro-tem as Secretary to Council or as Secretary to Planning Commission, Board of Zoning Appeals, Recreation Commission, Civil Service Commission, Architectural Board of Review, Tree Commission or Charter Review Committee shall be paid fifty dollars (\$50.00) for the first two hours of attendance and his or her hourly rate thereafter per regular or special meeting attended in lieu of wages.”

and present Section 1 of Ordinance 15-51 is hereby repealed.

SECTION 2. That it is found and determined that all formal actions concerning and relating to the adoption of this ordinance were adopted in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare, and for the further reason that it is necessary to provide for compensation in conformance with agreements reached during labor negotiations and to secure adequate personnel for the City’s needs, wherefore this ordinance shall be in full force and take effect immediately upon its passage and approval by the Mayor.

PASSED:

PRESIDENT OF COUNCIL

CLERK OF COUNCIL

APPROVED:

MAYOR

**CITY OF BAY VILLAGE
POSITION DESCRIPTION
Public Works Supervisor
Public Works Supervisor of Operations**

Title: Public Works Supervisor or Public Works Supervisor of Operations
Department: Service Department
Reports to: Director of Public Safety, Services & Property
Status of Position: Exempt
Bargaining Unit: Non-Bargaining

SUMMARY OF MAJOR DUTIES:

Under general supervision from the Director, the Public Works Supervisor is responsible to lead and supervise service workers engaged in maintenance, repair and general public service work. This position is responsible for supervisory work which involves assigning and inspecting work of service workers in the performance of a wide variety of public works tasks. The Public Works Supervisor is responsible for assuring that routine public works functions are carried out effectively, efficiently and safely. This position is responsible for assigning, instructing, overseeing and inspecting the work of service workers and may also assist in the performance of maintenance, construction and equipment operations.

SUMMARY OF REQUIRED QUALIFICATIONS:

This position requires a high school diploma or equivalent. Possession of a valid State of Ohio commercial driver's license (CDL), Class B with air brake endorsement is required. Considerable experience in public works construction and maintenance activities; some experience as a heavy equipment operator; considerable supervisory experience.

SUMMARY OF EQUIPMENT USED

The position requires the operation of various vehicles in the City's Service vehicle fleet, utilization of a variety of tools including, but not limited to, various hand and power tools, jack hammers and air compressors. Mobile radios, phones and computers.

SUMMARY OF WORK ENVIRONMENT

The Public Works Supervisor performs work in the office and out in the field. This position requires the ability to work in a variety of settings involving exposure to inclement weather, confined spaces, excessive temperatures and humidity, dust, dirt and fumes.

MAJOR DUTIES AND TASKS

Duty **Percentage of Time Spent on Duty**

Supervision **80-90%**

- *Plans, schedules and supervises the work of service workers in all areas of assigned Department operations
- *Monitors and inspects work in progress to ensure conformance with instructions, performance standards and safety rules
- *Identifies the proper material and amount needed for projects and properly acquires materials
- *Manages/directs snow and ice removal during weather events as needed
- *Ability to train, instruct and evaluate subordinates in the development of labor skills.
- *Ability to prepare and amend work schedules
- *Monitors employees' performance and provides/documents feedback as needed
- *Investigates reports of injuries and accidents
- *Interpret and implement elements of a labor contract
- *Must be available to be on call 24/7

Miscellaneous: **10-20%**

- *Maintains time and material records
- *Ability to perform mechanical, equipment operation, maintenance and construction tasks
- *Record keeping and generating reports
- *Answers telephone and email, responds to requests for information and assistance from citizens
- *Follows safety procedures and guidelines; wears safety equipment and clothing as needed
- *Performs miscellaneous tasks or projects as assigned by the Director or Mayor

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

This position requires knowledge of:

- *City and department policies, procedures and Service Department operations
- *Location of City of Bay Village streets, neighborhoods and landmarks
- *Knowledge of traffic laws and safety rules
- *Equipment, vehicle and tool operation and maintenance
- *Basic hand and power tools
- *Road repair materials uses, applications and methods
- *Safety regulations and procedures

This position requires skills and abilities to:

- *Ability to work as a team member
- *Thorough knowledge of methods, materials, equipment and techniques used in municipal public works maintenance and construction projects
- *Ability to comprehend and correctly use a variety of informational documents including reference books and manuals, requisitions, purchase orders, invoices, applications, plans, site plans, grading plans, blueprints and other reports and records
- *Ability to prepare reports, letter, memos, correspondence and other job related documents using

**CITY OF BAY VILLAGE
POSITION DESCRIPTION
Sewer Maintenance Supervisor**

Title: Sewer Maintenance Supervisor
Department: Service Department
Reports to: Director of Public Safety, Services & Property
Status of Position: Exempt
Bargaining Unit: Non-Bargaining

SUMMARY OF MAJOR DUTIES:

Under general supervision from the Director, the Sewer Maintenance Supervisor is responsible to direct, coordinate and supervise the staff, operations, and maintenance activities of the staff. Functional areas of responsibility include maintenance, repair and expansion of sewer facilities; ensure compliance with operational requirements in area of responsibility and evaluate and determine manpower, materials and equipment required for projects. This position may be required to act as the duly authorized representative to the legally responsible official (LRO) for Sanitation Sewer Overflows (SSO)).

SUMMARY OF REQUIRED QUALIFICATIONS:

This position requires a high school diploma or equivalent. Possession of a valid State of Ohio commercial driver's license (CDL), Class B with air brake endorsement is required. Class I Wastewater Collection System Operator certification must be obtained within (1) one year of assuming the position.

SUMMARY OF EQUIPMENT USED

The position requires the operation of various vehicles in the City's Service vehicle fleet, utilization of a variety of tools including, but not limited to, sewer camera and accessories, various hand and power tools, jack hammers and air compressors. Mobile radios, phones and computers.

SUMMARY OF WORK ENVIRONMENT

The Sewer Maintenance Supervisor performs work in the office and out in the field. This position requires the ability to work in a variety of settings involving exposure to inclement weather, confined spaces, excessive temperatures and humidity, dust, dirt and fumes.

MAJOR DUTIES AND TASKS

Duty **Percentage of Time Spent on Duty**

Sewer Maintenance

80-90%

- *Recommend and assist in the implementation of sewer field operations goals and objectives;
- establish schedules and methods for infrastructure operations; implement policies and procedures
- *Directs and coordinates staff, operations and maintenance activities of sewer maintenance crew;
- functional areas of responsibility includes the installation, maintenance, operation, repair,
- expansion, and relocation of sewer facilities
- *Plan, prioritize, assign, supervise and review the work of assigned staff in sewer maintenance operations
- *Monitors and evaluates sewer operations; recommends improvements and modifications and prepares various reports on operations and activities
- *Participate in budget preparation and administration; prepare cost estimates for budget items;
- monitor and control expenditures
- *Assist in preparation and implementation of capital improvement programs to ensure the sewer collection system will maintain long term and stable operations and compliance with all Federal and State regulations
- *Work with U.S. EPA and Ohio EPA to ensure that the sewer collection system meets all Federal and State requirements
- *Ability to train, instruct and evaluate subordinates in the development of labor skills
- *Monitors employees' performance and provides/documents feedback as needed
- *Research and prepare a wide variety of reports; maintain files and records on plant operations
- *Interpret and implement elements of a labor contract
- *Must be available to be on call 24/7

Miscellaneous:

10-20%

- *Respond timely and effectively to public inquiries
- *Ability to perform mechanical, equipment operation, maintenance and construction tasks
- *Record keeping and generating reports
- *Answers telephone and email, responds to requests for information and assistance from citizens
- *Follows safety procedures and guidelines; wears safety equipment and clothing as needed
- *Performs miscellaneous tasks or projects as assigned by the Director or Mayor

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

This position requires knowledge of:

- *City and department policies, procedures and Service Department operations
- *Location of City of Bay Village sewers, streets, neighborhoods and landmarks
- *Principles and practices of employee supervision, including work planning, assignment, review and evaluation, disciplines, and the training of staff in work procedures
- *Principles and practices of utilities operations, program development and administration
- *Principles, practices, equipment, tools and materials of sewer collection system operation, maintenance and repair
- *Sewer lift station operation, maintenance and repair

*Knowledge of estimating time, materials and equipment needed to perform assigned work
 *Basic principles and practices of budget and Capital Improvement Program development, administration and accountability

*Basic construction and repair methods including carpentry, pipe fitting, painting and cement work
 *OSHA safety principles, practices, and procedures of sewer collection systems, including equipment and hazardous materials
 *Modern office practices, methods and computer equipment, and various software such as spreadsheets, word processing, and maintenance management programs

This position requires skills and abilities to:

- *Ability to work as a team member
- *Ability to comprehend and correctly use a variety of informational documents including reference books and manuals, requisitions, purchase orders, invoices, applications, plans, site plans, grading plans, blueprints and other reports and records
- *Ability to prepare reports, letter, memos, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, dictation and style
- *Ability to accurately record and deliver information, meet deadlines and maintain confidentiality of restricted information; ability to use independent judgment, common sense, and principals of influence and rational systems in the performance of tasks
- *Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between office and departments
- *Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a responsive, understanding, helpful and professional manner with co-workers, supervisors and the general public
- *Ability to accurately record and deliver information

PHYSICAL REQUIREMENTS OF THE JOB

Activity Involved	Frequency of Activity	Items/Weight Involved	Machines/Tools
<u> </u> Lifting	<u> </u> Frequently	<u> </u> up to 50 lbs	<u> </u>
<u> </u> Carrying	<u> </u> Frequently	<u> </u> up to 50 lbs	<u> </u>
<u> </u> Reaching	<u> </u> Frequently	<u> </u>	<u> </u> ladder/bucket truck
<u> </u> Climbing	<u> </u> Frequently	<u> </u>	<u> </u> step stool/ladder
<u> </u> Bending	<u> </u> Frequently	<u> </u>	<u> </u>
<u> </u> Squatting	<u> </u> Frequently	<u> </u>	<u> </u>
<u> </u> Pushing/Pulling	<u> </u> Frequently	<u> </u>	<u> </u>
<u> </u> Twisting/Turning	<u> </u> Frequently	<u> </u>	<u> </u>
<u> </u> Keyboarding	<u> </u> Occasionally	<u> </u>	<u> </u> computer/tablet
<u> </u> Sitting	<u> </u> Occasionally	<u> </u>	<u> </u>
<u> </u> Standing	<u> </u> Frequently	<u> </u>	<u> </u>

The employee who performs this job also needs to possess:

X	Normal hearing with or without corrections
X	Normal vision with or without corrections
X	The ability to drive or operate a vehicle with or without corrections
X	The ability to perform this job in a work environment that occasionally involves exposure to inclement weather, confined spaces, elevations, excessive temperatures and humidity, dust, dirt and fumes
X	The ability to wear protective equipment including various safety equipment and clothing

Employee's Signature

Date

Supervisor's Signature

Date

_____ Walking	_____ Frequently	_____ _____	_____ _____
_____ Crawling	_____ Occasionally	_____ _____	_____ _____
_____ Running	_____ Infrequently	_____ _____	_____ _____

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES
AND CERTIFYING THEM TO THE COUNTY FISCAL OFFICER

(CITY COUNCIL)

Revised Code, Secs. 5705.34-5705.35

The Council of the City of Bay Village, Cuyahoga

County, Ohio, met in _____ session on the _____ day of _____

(Regular Or Special)

2015, at the office of _____ with the following members

present:

Mr./Mrs. _____ moved the adoption of the following Resolution:

WHEREAS, This Council in accordance with the provisions of law has previously
adopted a Tax Budget for the next succeeding fiscal year commencing January 1st,

2016; and

WHEREAS, The Budget Commission of Cuyahoga County, Ohio, has
certified its action thereon to this Council together with an estimate by the County Fiscal Officer of the rate
of each tax necessary to be levied by this Council, and what part thereof is without, and what part
within the ten mill tax limitation; therefore, be it

RESOLVED, By the Council of the City of Bay Village,

Cuyahoga County, Ohio, that the amounts and rates, as determined

by the Budget Commission in its certification, be and the same are hereby accepted, and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said City the rate
of each tax necessary to be levied within and without the ten mill limitation as follows:

**SCHEDULE A
SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET
COMMISSION AND COUNTY FISCAL OFFICER'S ESTIMATED TAX RATES**

FUND	Amount to Be Derived from Levies Outside 10 M. Limitation	Amount Approved by Budget Commission Inside 10 M. Limitation	County Fiscal Officer's Estimate of Tax Rate to be Levied	
			Inside 10 M. Limit	Outside 10 M. Limit
	Column II	Column IV	V	VI
General Fund			0.00	6.88
General Bond Retirement Fund			3.89	0.00
Police Pension				0.69
Park Fund				0.00
Recreation Fund				0.50
Fire Pension Fund				0.69
Paramedic Fund				2.25
TOTAL	\$0	\$0	3.89	11.01

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Maximum Rate Authorized to Be Levied	Co. Fiscal Officer's Est. of Yield of Levy (Carry to Schedule A, Column II)
<p>GENERAL FUND:</p> <p>Current Expense Levy authorized by voters on _____, 20 for not to exceed _____ years.</p> <p>Current Expense Levy authorized by voters on _____, 20 for not to exceed _____ years.</p> <p>Total General Fund outside 10m. Limitation.</p> <p>Park Fund: Levy authorized by voters on _____, 20 for not to exceed _____ years.</p> <p>Recreation Fund: Levy authorized by voters on _____, 20 for not to exceed _____ years.</p> <p>Fund: Levy authorized by voters on _____ for not to exceed _____ years.</p> <p>Fund: Levy authorized by voters on _____, 20 for not to exceed _____ years.</p> <p>Fund: Levy authorized by voters on _____, 20 for not to exceed _____ years.</p> <p>Fund: Levy authorized by voters on _____, 20 for not to exceed _____ years.</p> <p>Fund: Levy authorized by voters on _____, 20 for not to exceed _____ years.</p>		

and be it further

RESOLVED, That the Clerk of this Council be and he is hereby directed to certify a copy of this Resolution to the Fiscal Officer of said County.

Mr./Mrs. _____ seconded the Resolution and the roll being called

upon its adoption the vote resulted as follows:

Mr./Mrs. _____

Mr./Mrs. _____

Mr./Mrs. _____

Adopted the _____ day of _____, 20_____.

Attest:

_____ President of Council

_____ Clerk of Council

**CERTIFICATE OF COPY
ORIGINAL ON FILE**

_____ The State of Ohio, _____ County, ss.

I, _____, Clerk of the Council of the City
of _____ within and for said County, and in whose custody the Files

and Records of said Council are required by the Laws of the State of Ohio to be kept, do hereby
certify that the foregoing is taken and copied from the original _____

now on file, that the foregoing has been compared by me with said original document,
and that the same is a true and correct copy thereof.

WITNESS my signature, this _____ day of _____, 20____

Clerk of Council

No. _____

COUNCIL OF THE CITY OF _____

_____ County, Ohio.

RESOLUTION
ACCEPTING THE AMOUNTS AND RATES
AS DETERMINED BY THE BUDGET
COMMISSION AND AUTHORIZING THE
NECESSARY TAX LEVIES AND CERTIFYING
THEM TO THE COUNTY FISCAL OFFICER

(City Council)

Adopted _____, 20____

Clerk of Council

Filed _____, 20____

County Fiscal Officer

By _____ Deputy

ORDINANCE NO: 15-53
INTRODUCED BY: Mrs. Lieske

*extending
moratorium
(Chap 1158)
ordinance*

AN ORDINANCE
EXTENDING THE MORATORIUM ON THE DEVELOPMENT UNDER CHAPTER
1158 ATTACHED RESIDENCES IN THE CITY OF BAY VILLAGE,
AND DECLARING AN EMERGENCY.

WHEREAS, it has been determined that there is a need to request further time to study the impact of Chapter 1158 on Attached Residences in the City of Bay Village;

WHEREAS, this moratorium shall have no effect on the development in the Retail Business District under C.O. 1173; and

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Bay Village, Ohio:

SECTION 1. That Council hereby enacts an additional ninety (90) day moratorium on development under Chapter 1158 by City Council, Planning Commission, Board of Zoning Appeals, and any committee appointed by Council.

SECTION 2. That the Clerk of Council is hereby directed to forward a copy of this legislation to the Building Director, the Planning Commission, Board of Zoning Appeals, and any committee appointed by City Council for review of this legislation.

SECTION 3. That this Council finds and determines that all formal actions of this Council concerning and relating to the passage of this ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and of any committee that resulted in those formal actions were in meetings open to the public in compliance with law.

SECTION 4. That this ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare, and for the further reasons that it is immediately necessary to protect the planning process, wherefore this ordinance shall be in full force and take effect immediately upon its passage and approval by the Mayor.

PASSED: June 15, 2015

Jean J. Kamper

CLERK OF COUNCIL

Paul Brown

PRESIDENT OF COUNCIL

APPROVED: June 16, 2015

Debra J. Sisk

MAYOR

6/3/15 ll

ORDINANCE NO:
INTRODUCED BY:

*new
moratorium
on Chap 1158
ordinance*

**AN ORDINANCE
EXTENDING THE MORATORIUM ON THE DEVELOPMENT UNDER CHAPTER
1158 ATTACHED RESIDENCES IN THE CITY OF BAY VILLAGE,
AND DECLARING AN EMERGENCY.**

WHEREAS, it has been determined that there is a need to request further time to study the impact of Chapter 1158 on Attached Residences in the City of Bay Village;

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SECTION 4. That this ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare, and for the further reasons that it is immediately necessary to protect the planning process, wherefore this ordinance shall be in full force and take effect immediately upon its passage and approval by the Mayor.

PASSED:

PRESIDENT OF COUNCIL

CLERK OF COUNCIL

APPROVED:

MAYOR

9/8/15 II

Minutes of a Meeting of
SERVICES, UTILITIES AND EQUIPMENT REPLACEMENT COMMITTEE

held August 17, 2015

6:45 p.m.

Present: Councilman Paul Vincent, Chairman
Councilman Dave Tadych
Councilwoman Karen Lieske

Also Present: Renee Mahoney, Don Landers

Audience: Dick Majewski, Richard Fink, Mark Chernisky, Bill Selong, Alex Dade, Marty Mace, Lydia DeGeorge, Pam Cottam, Russell Thompson

Councilman Vincent called the meeting to order at 6:45 p.m. and thanked everyone for their attendance. Mr. Vincent advised that tonight's meeting will include review of quotations for microphone installation equipment at city hall, and review of quotations for online municipal codes and the printing of hard copies of the codification of the municipal codes.

Microphone Project

Director of Finance Mahoney submitted a memorandum dated August 14, 2015 advising that "the League of Women Voters has donated \$10,000 to assist in funding a microphone system with the hopes of providing audio of recorded meetings to citizens and to also provide amplified sound in Council Chambers. Currently the City does have recorded audio via the City website. The quality of the audio could be improved from what is available now."

"Council solicited one quote from a vendor to obtain an estimate on project cost. The initial estimate was over \$20,000, which would have provided a system (\$17,000) and increased web capacity (\$4,000). Due to the cost of such project and the need for the City to invest its own money above what was provided by the League of Women Voters, I determined a need to look at additional options."

Mrs. Mahoney stated that she found two companies on the state purchasing bidders list. One is Jefferson Audio Video Systems, Inc. (JAVS) and the other is CourtSmart Digital Systems, Inc., who has not yet submitted their final quotation. A local company, AudioCraft/Video, also supplied a quotation of \$9,637.43, for a microphone system for the Council Chambers only.

The first company to submit a quotation was Leritkal Productions. This is the original company Council contacted to quote the project. The current quotation is \$16,900 which is for a mixer installed in Council Chambers that would record all audio, 12 gooseneck microphones, and choir style microphones in the Conference room. It would also include an iPad to control microphones and recording. The mixer would record and be able to transfer to a USBWAV file which can

Minutes of a Meeting of the
Services, Utilities and Equipment Committee
Held August 17, 2015

then be compressed into an MP3 file for better data storage. Installation costs are included. Mrs. Mahoney has contacted Leritkal Productions for a reduced quote for just Council Chambers.

Mrs. Mahoney's memo concludes with her recommendation "to continue recordings in the Committee Room using the portable digital recorder the City already has and to purchase the installed NoteWise system (\$11,179) in Council Chambers. The City purchased a compact digital recorder a while ago and has just started using it. It produces a better sound than the previously used recording device and is sufficient to adequately produce a digital recording that can be posted to the website. The installed system in Council Chambers would allow for a clear recording of any meetings held in Council Chambers and offer an amplification system. The NoteWise system offers a better recorded product in that residents would be able to jump to a specific speaker if they choose rather than listen to the whole recording. The City would have a laptop available for use by this system so it is probable a new laptop would not need to be purchased."

Mrs. Mahoney gave a demonstration of the sound produced with the new digital recorder. She recommended that this recorder be used for the committee room, without the need to wire the committee room further. Her efforts then turned to just wiring the Council Chambers.

Mr. Vincent noted that portable microphones will be necessary in the Council Chambers for the Directors when they address the audience.

Mr. Vincent stated that the Council met previously to discuss their goal for the microphone system, and worked with the Director of the League of Women Voters. Audience members in the Council Chambers have stated that they are not always able to hear the Council representatives and administration. The solution would be to place speakers in the back of the room.

Mrs. Mahoney noted that she received a quotation from Leritkal Productions in the amount of \$14,500 to install microphones only in the Council Chambers.

Mrs. Lieske asked if there is any place Council could listen to recordings in a Council Chamber room that Leritkal has done to compare the quality of the sound, since the difference between installing microphones in both rooms is only \$2,400.

Mrs. Mahoney stated that other companies have produced less expensive quotations. Mrs. Mahoney stated that she does not believe Leritkal Productions has experience doing Council Chambers. She believes the other company, JAVS, is experienced with Council Chambers. JAVS has provided four different solutions. The quotation for Council Chambers only from JAVS for their NoteWise System is \$11,179.00. The system has six channels, with two people each sharing a channel. Minor notes could be added to the recording as well. The quotation includes speakers to be installed in the back of the room. They provided two different ideas, one being a portable system. The portable system could be moved to the Dwyer Memorial Center if necessary. Mrs. Mahoney's recommendation is the installed system with the NoteWise Software which is \$11,179.00, which compares to the Leritkal Productions quotation of \$14,500. Because

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Services, Utilities and Equipment Committee
Held August 17, 2015

the Council Chambers is so small, there would be a feedback problem with speakers in the front of the Council Chambers and the back of the Council Chambers.

Alex Dade asked if a quotation was received from JAVS for both the committee room and the Council Chambers. Mrs. Mahoney stated that she did receive a quotation for both rooms.

Mrs. Mahoney stated that JAVS has two different types of software. They have the NoteWise Software and an analogue software, which is more robust. It would eventually allow video. The Council Chambers only with the analogue software is \$13,265, and for Council Chambers and the committee room is \$15,953. The representative stated that he would be willing to come before Council and do a demonstration of both software systems. Mrs. Mahoney expressed that she does not know if she can justify spending the money for the analogue software, since the goal was to get a clear audio recording on the website. Mr. Vincent stated that he would like the option at a later time for video. Mrs. Lieske agreed, noting that there could be some reason to video tape certain events.

Mr. Tadych asked if Mrs. Mahoney has heard the recordings played in the Council Chambers. Mrs. Mahoney or Mr. Vincent have not heard the recordings in the Council Chambers. Mr. Tadych expressed that it would be wise to have a demonstration before purchasing the equipment. Flat microphones are included in the quotation from JAVS, rather than gooseneck microphones. Mr. Tadych again expressed that he would like a demonstration of the sound. Mrs. Mahoney noted that the system is used in court rooms.

Discussion followed concerning live streaming of the audios, which will not be considered. Mrs. Mahoney stated that recordings will not be streamed live due to the possibility of inappropriate language, such as swearing. Mr. Dade noted that the FCC does not control what is posted on websites.

Mr. Dade asked if the \$15,900 quotation from JAVS is for both the committee room and the Council Chambers. Mrs. Mahoney responded affirmatively. The software in this package also includes the capability of adding video. Mrs. Mahoney stated that their video is the one that is attached to the microphones with the camera going through. She stated that she does not know how much the cameras are, but thinks they are expensive. Mr. Vincent agreed, but noted that many cities are doing video and some day that may be a possibility for Bay Village. Mrs. Lieske added that if we would have the capability of doing it that would make sense over having to get a whole new system. Mr. Dade noted that the League is paying two third of the cost.

Mr. Vincent stated that he likes the portability of using the equipment at the Dwyer. Although it may not be used very often, it would be nice to have it for town hall meetings. Mrs. Mahoney stated that with the portable system the speakers would be on stands in the back of the room. Mrs. Mahoney prefers a more professional system installed in the Council Chambers. Mr. Vincent questioned whether the speakers could be hung rather than placed on stands.

Mrs. Mahoney stated that she would compare the AudioCraft System, the system proposed by the Bay Village resident, to the Leritkal System. Mrs. Mahoney stated that the AudioCraft

Minutes of a Meeting of the
Services, Utilities and Equipment Committee
Held August 17, 2015

Solution is one microphone short. The bid is for nine microphones and a hand held microphone for \$9,367 for Council Chambers only. There is no software included and the microphones are of the gooseneck type.

Mr. Tadych asked if we have forgotten to ask for anything in these quotations since we don't really have a set of printed specifications. Mrs. Mahoney stated that she does not believe anything has been omitted.

Mr. Vincent asked when JAVS can come out for a demonstration. Mrs. Mahoney stated that if she creates a purchase order they can begin. Mr. Tadych and Mrs. Lieske stated that they would like to hear the sound. Neither JAVS nor CourtSmart are Ohio vendors, but they are on the State of Ohio purchasing list.

Mr. Vincent noted that Leritkal Productions includes a great deal of detail in their quotation. Mrs. Mahoney stated that they do not detail out how much each item costs. Mr. Vincent asked if Mrs. Mahoney could request that information.

Mrs. Lieske commented that the first page of JAVS quotation says that Council will provide a work station for NoteWise software recommended requirements. Mrs. Lieske asked if we meet all of those requirements. Mrs. Mahoney stated that this is in her recommendations that the City would provide a laptop for use. Mr. Tadych asked how old the laptop is. Mrs. Mahoney stated it is five years old.

The NoteWise software has an annual fee of \$600.00 per year, and an annual fee of \$665.00 for the analogue software. It does include upgrades.

Mr. Vincent stated that he will check to see if any of the local area courts are using the NoteWise system. Mrs. Mahoney stated that she received recommendations from Toledo, Lucas County, and a third reference.

Mr. Tadych asked what other local cities are using. He asked if we have inquired with other communities. Mr. Tadych stated that Avon Lake has both their committee room and Council Chambers wired, and it might be interesting to check with them to see how it is working, how much it cost, and who are the people that are offering it.

Mrs. Mahoney stated that the City has used only 2% of the capacity of Copy.com to place the audio recordings on the web site. Mrs. Mahoney stated that she believes we could use 100 hours before we reach the capacity of 15 gigabytes.

Mr. Vincent noted that a Records Retention policy would have to be filed in compliance with the Ohio Sunshine Law to determine how long the recordings are to be kept. Mr. Tadych stated that he would like to see a trial of the system. Mrs. Mahoney noted that NoteWise.com does not have a sample recording. Mr. Tadych commented that if we have a donation of funds we should do the due diligence to make sure what we are buying is the correct thing, without confusing the issue.

Minutes of a Meeting of the
Services, Utilities and Equipment Committee
Held August 17, 2015

Mr. Dade noted that if these quotations were received because they are on state term contract all that really means is that they have gone to the state purchasing office and done all the paper work. There is no technical review. It gives you the ability to use one of these vendors without doing a public bid.

Mr. Vincent stated that it does seem that having a software recording seems better than uploading an Mp3. Mr. Dade noted that on some software you can even search for words; that is not included in this software.

Mr. Vincent stated that Mr. Tadych has a good point in saying that we don't want to confuse the issue too much, but we want to do a good job in finding good, competent equipment. Mrs. Mahoney stated that she does not know if it is necessary to find more vendors; she has gone through five vendors. Mr. Tadych asked if any of those five vendors are used in other cities around us. Mrs. Mahoney stated that CourtSmart is used in Rocky River, but they did not get back to Mrs. Mahoney with their quotation. She noted that the representative from JAVS can come in and do a demonstration to see the difference in the software. Mrs. Lieske asked Mrs. Kemper to check with clerks in other cities to learn of their systems. Mrs. Lieske stated that she would like to listen to the sound. Mrs. Mahoney said she can have the JAVS representative send her a sound.

Mr. Tadych stated that he does not think Council has all the answers to move forward.

Quotations for Codification Services

Mr. Vincent asked the members of the committee if they use the online codes for their work.

Mrs. Lieske stated that she has used the online code a few times, but not consistently. Mr. Tadych stated that the history of the City with the company that they have been using for years is a good history.

Mr. Vincent noted that he uses the code reference exclusively on-line, and does not use the printed version. He has been impressed with the different options of Municode. When you upload their system, you can find a redline version of the code and you can actually see what has been done over a period of time. You can also steal codes from all their customers across the board, which is a huge asset when trying to learn how to deal with many municipal problems. Municode is user-friendly with a smart phone and an iPad.

Quotations were sought from the existing supplier of the code, the Walter Drane Company, and Municode.

Walter Drane Company.....	\$3,615.07
Municode.....	\$1,934.00

Minutes of a Meeting of the
Services, Utilities and Equipment Committee
Held August 17, 2015

Mr. Vincent suggested the committee review Municode's website. Mrs. Lieske noted that she likes the research capability of Municode.

Discussion of these topics will continue after seeking further information, most probably on September 14, 2015. Mr. Tadych noted that it would be nice to obtain additional donations for the recording/microphone equipment.

Mr. Vincent thanked everyone for their attendance and cooperation. The meeting adjourned at 7:20 p.m.

Paul Vincent, Chair

Joan Kemper, Secretary

THE WALTER H. DRANE COMPANY

Municipal Codes
23811 Chagrin Boulevard
Suite 344
Beachwood, Ohio 44122-5525

Phone (216) 514-1022
E-Mail: whdrane1@aol.com

Fax (216) 514-4740
Web Site: www.walterdrane.com

Joan Kemper
Clerk of Council
Bay Village, OH

DATE August 24, 2015

P.O.

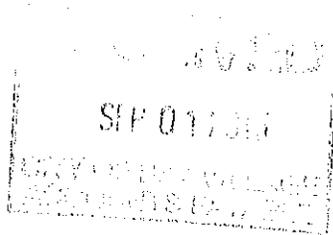
CONTRACT

INVOICE NO. 17761

JK

Preparation of 40 sets of Replacement Pages and
Updating Internet
Shipping and handling

\$ 3,600.00
15.07



Total \$ 3,615.07

Payments/Credits \$0.00

Balance Due \$ 3,615.07

Joan Kemper

From: Paul Koomar <paulkoomar@gmail.com>
Sent: Wednesday, August 26, 2015 12:02 PM
To: Joan Kemper; Tom Henderson
Subject: Fwd: Fitness Trail Sign Design Memo with Attachments
Attachments: Fitness Trail Sign Design Memo with Attachments 08.26.15.pdf

Joan,
Please add this to the agenda. I'll forward in a separate email to the mayor. Thanks, Paul

----- Forwarded message -----

From: "Tom Henderson" <thenderson@cityofbayvillage.com>
Date: Aug 26, 2015 11:58 AM
Subject: Fitness Trail Sign Design Memo with Attachments
To: "Paul Koomar" <paulkoomar@gmail.com>
Cc:

Paul,

Per our conversations, attached is a memo for the Cahoon Memorial Park Trustees meeting on September 14, 2015.

Please let me know if you have any questions or comments. If not, please include in everyone's packets at the appropriate time.

If you could also send this to Debbie when it's included in the Cahoon Memorial Park Trustees' packets, I'd appreciate it.

Thanks,
Tom

Thomas E. Henderson, MBA
Councilman - Ward 4, City of Bay Village
thenderson@cityofbayvillage.com / (440) 385-7268

Memo

To: Cahoon Memorial Park Trustees
From: Tom Henderson, Recreation and Parks Improvement Committee Chairperson
Re: Fitness Trail Sign Design
Date: August 26, 2015

Fellow Trustees,

On November 17, 2014, the Cahoon Memorial Park Trustees and City Council Committee of the Whole approved the installation of exercise equipment at the Cahoon Memorial Park T. Richard Martin Walking Trail, pending receipt of necessary funds through private fundraising efforts.^{1,2}

That fundraising effort was successful: O'Neill Healthcare and Highland Consulting Associates each donated \$3,500; Bay Village Foundation and Bay Village Kiwanis each donated \$1,000; Perfect Fit Health Club and Arthur's Shoe Tree each donated \$750 and one anonymous sponsor donated \$500.³

I would like to thank these local businesses and organizations for their commitment to the health and wellness of our community!

The Bay Village Foundation, which served fiscal intermediary, recently transferred all \$11,000 to the City of Bay Village. These private donations will cover the \$10,500 cost to purchase the equipment from Fitness Trails America (at a 30% discount from the \$14,900 list price) and \$500 towards labor/miscellaneous installation costs.

As discussed during the Committee Session on November 17, 2014, in order to recognize the generosity of sponsors' philanthropic donations, each fitness station's instructional sign will incorporate recognition of the business/organization(s) that sponsored the equipment at that station.⁴

To ensure that the design of these signs is aesthetically reasonable, I've asked Mr. Koomar to hold a Cahoon Memorial Park Trustees meeting on September 14, 2015 in which we can review the signs' design. These designs are included as an attachment to this memo.

-Tom

¹ Cahoon Memorial Park Trustees 11/17/14 Meeting Minutes, Page 1

² Regular Meeting of Council 11/17/14 Meeting Minutes, Page 3

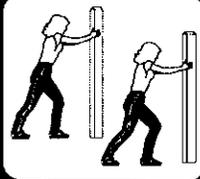
³ Finance Committee of Council 07/29/15 Meeting Minutes, Page 1

⁴ Committee Session of Council 11/17/14 Meeting Minutes, Page 9

16"

TRAILS

ACHILLES STRETCH



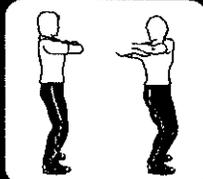
Grasp post. Move right foot back, feet straight ahead. Move left knee and hips toward post. Slowly stretch back heel down and slightly bend back knee. Hold slight stretch for required time. Recover. Reverse legs. Repeat to your level.

Year	Number of Repetitions	Benefits
2012	10	Improves flexibility
2013	15	Improves balance
2014	20	Improves circulation

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TRAILS

TRUNK TWIST



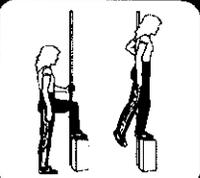
Stand, feet shoulder width apart, knees slightly bent. Fold arms across chest, turn slowly to right from the waist. Repeat to your left. Repeat to your level.

Year	Number of Repetitions	Benefits
2012	10	Improves flexibility
2013	15	Improves balance
2014	20	Improves circulation

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TRAILS

STEP-UP



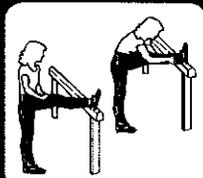
Choose slump of challenging height. Using pole to maintain balance, place left foot on stump. Step up; step down with right leg. Then step up with right leg; step down with left. Continue by alternating legs.

Year	Number of Repetitions	Benefits
2012	10	Improves flexibility
2013	15	Improves balance
2014	20	Improves circulation

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TRAILS

STRETCH-BAR



Place left heel on bar at a comfortable height, keeping knees slightly bent. Slowly bend forward from the waist. Hold slight stretch for required time, staying relaxed. Slowly recover. Reverse legs. Repeat to your level.

Year	Number of Repetitions	Benefits
2012	10	Improves flexibility
2013	15	Improves balance
2014	20	Improves circulation

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32"

This is not playground equipment. Children under 12 years should be supervised by adults. Equipment users are advised to follow the instructional signage and equipment is used at your own risk.

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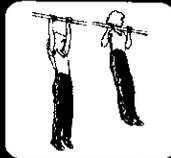
Highland

CONSULTING ASSOCIATES, INC.
Family Wealth Advocates®

16"

TRAILS

CHIN-UP



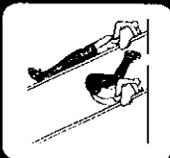
Select bar higher than your reach.
Jump and grip bar palms outward.
Pull yourself up until chin above
bar. Release by lowering body slowly
to starting position.
Repeat to your level.

Activity Goal	Age Group	Benefits
10-15 min	12-17	Strength
15-20 min	18-24	Strength
20-30 min	25-34	Strength
30-45 min	35-44	Strength
45-60 min	45-54	Strength
60-75 min	55-64	Strength
75-90 min	65-74	Strength
90-105 min	75-84	Strength
105-120 min	85-94	Strength

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TRAILS

BODY CURL



Lie on bench with legs straight.
Grasp handles and raise feet
above head. Lower legs and repeat.
Repeat to your level.

Activity Goal	Age Group	Benefits
10-15 min	12-17	Strength
15-20 min	18-24	Strength
20-30 min	25-34	Strength
30-45 min	35-44	Strength
45-60 min	45-54	Strength
60-75 min	55-64	Strength
75-90 min	65-74	Strength
90-105 min	75-84	Strength
105-120 min	85-94	Strength

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32"

TRAILS

SIT-UP



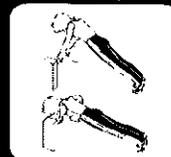
Lie on bench with knees bent, feet
flat and hands behind head.
Curl slowly forward to bring elbows
to the knees and curl back down to
start position.
Repeat to your level.

Activity Goal	Age Group	Benefits
10-15 min	12-17	Strength
15-20 min	18-24	Strength
20-30 min	25-34	Strength
30-45 min	35-44	Strength
45-60 min	45-54	Strength
60-75 min	55-64	Strength
75-90 min	65-74	Strength
90-105 min	75-84	Strength
105-120 min	85-94	Strength

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TRAILS

PUSH-UP



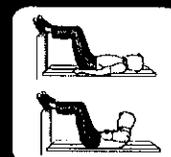
Grasp arms outstretched and
back straight. Alternate body legs
bent, knees on ground.
Lower yourself keeping back
straight and push up to starting
position. Repeat to your level.

Activity Goal	Age Group	Benefits
10-15 min	12-17	Strength
15-20 min	18-24	Strength
20-30 min	25-34	Strength
30-45 min	35-44	Strength
45-60 min	45-54	Strength
60-75 min	55-64	Strength
75-90 min	65-74	Strength
90-105 min	75-84	Strength
105-120 min	85-94	Strength

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TRAILS

BENCH CURL



Lie on bench with heels on post at
comfortable height, arms by your feet.
Curl slowly toward to raise chest
toward knees, hold, curl back down.
Breathe easily throughout.
Repeat to your level.

Activity Goal	Age Group	Benefits
10-15 min	12-17	Strength
15-20 min	18-24	Strength
20-30 min	25-34	Strength
30-45 min	35-44	Strength
45-60 min	45-54	Strength
60-75 min	55-64	Strength
75-90 min	65-74	Strength
90-105 min	75-84	Strength
105-120 min	85-94	Strength

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Equipment users are advised to follow the instructional signage and equipment is used at your own risk.

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DONATED BY

**O'Neill
Healthcare**

16"

TRAILS

LEG-STRETCH



Grasp bar with arms outstretched. Place right knee under chest, stretch left leg back. Slowly move pins forward and down. Hold slight stretch for required time. Recover. Reverse legs. Repeat to your level.

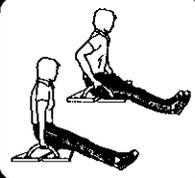
Your Fitness Level	Number of Repetitions	Benefits
Beginner	10	Improves flexibility
Intermediate	15	Improves flexibility
Advanced	20	Improves flexibility

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32"

TRAILS

SEATED-DIPS



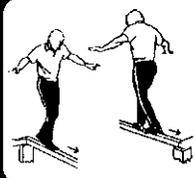
Sit on bench between dip handles of challenging height, place heels on ground. Grip handles and with legs straight, push up to straighten arms. Recover by bending arms slowly. Repeat to your level.

Your Fitness Level	Number of Repetitions	Benefits
Beginner	10	Strengthens triceps
Intermediate	15	Strengthens triceps
Advanced	20	Strengthens triceps

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TRAILS

BALANCE BEAM



Stand on balance beam and walk to the end of beam.

Your Fitness Level	Number of Repetitions	Benefits
Beginner	10	Improves balance
Intermediate	15	Improves balance
Advanced	20	Improves balance

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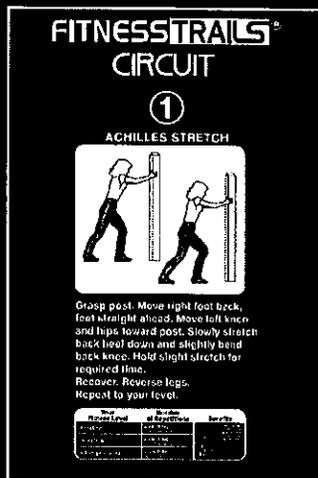
Bay Village Foundation



FITNESSTRAILS[®] CIRCUIT

Join the millions of participants who enjoy the Fitness Trails[®] Circuit regularly to develop and maintain overall physical fitness and good health.

The Fitness Trails[®] Circuit consists of a series of fitness stations, (where you perform specified exercises) which are spaced along a jogging and walking path in this area. Simply follow the numbers on the station signs to each fitness station until you reach the end of the Fitness Trails[®] Circuit.



GRADED EXERCISE:

WARM-UP TO COOL-DOWN.

The Fitness Trails[®] Circuit is specifically designed to begin with stretching and warm-up exercises, then challenge you with more demanding exercises, followed by a cool-down series leading to the finish. Fitness Trails[®] Circuit signs act as a "coach" for people who are inexperienced in pacing themselves in an exercise program.

FITNESS STATIONS.

Most fitness stations have exercise apparatus, designed to accommodate people of all sizes. Perform each exercise exactly as it is described for a safe and effective program.

At each station there is a recommended number of repetitions suggested on each sign for three different "fitness levels".

As you select your fitness level-Starting, Sporting, or Champion-remember that the number of repetitions only represents recommended goals. Choose a comfortable level of activity.

It is important to consult your physician before engaging in any vigorous exercise activity.

Your Fitness Level	Number of Repetitions
Starting	2 each leg Hold 10 seconds
Sporting	2 each leg Hold 15 seconds
Championship	2 each leg Hold 20 seconds

YOU CAN CHALLENGE YOURSELF.

To develop a greater degree of personal challenge on the Fitness Trails[®] Circuit, you can gradually increase the number of repetitions at each fitness station and the speed at which you run the Fitness Trails[®] Circuit. You can compete against others, against your own best time, or not compete at all.

We are pleased to be able to provide this fun out door activity combined with medically sound exercise principles. We hope that you'll enjoy the Fitness Trails[®] Circuit regularly. Let us know how it works for you.

GOOD LUCK - GOOD HEALTH

This is not playground equipment. Children under 12 years should be supervised by adults.
Equipment users are advised to follow the instructional signage and equipment is used at your own risk.

HEART CHECK

Cardiovascular Fitness Guide

Cardiovascular health is the key to overall fitness. This guide will assist you to achieve the maximum cardiovascular benefit from the Fitness Trails program. If you apply the following formula, you will experience definite improvement in your level of cardiovascular fitness.

TO BE FIT, THINK 'F.I.T.'

FREQUENCY Exercise at least three times per week, on an every-other-day basis.

INTENSITY Exercise hard enough to elevate your pulse rate into the 'training zone'. Research has shown that exercising at an intensity below your 'training zone' will not produce much cardiovascular improvement. Exercising at an intensity above your zone will be hard to maintain and may be harmful for beginners. Your heart rate determines if it is necessary to speed up or slow down during exercise, but as another guide to your maximum desirable intensity you should always be able to carry on a conversation while exercising - if not ease up.

TIME Maintain your heart rate within your 'training zone' for at least 20 consecutive minutes. Shorter periods will not produce much improvement.

NOTE: These are minimum requirements for improving your fitness.

HOW TO APPLY THE F.I.T. RULE TO THE Fitness Trails Program:

1. Determine your 'training zone' from the chart. Use the 10 second count during exercise.
2. Check your pulse at the beginning of exercise to determine your starting pulse rate.
3. Proceed through the Fitness Trails program, following the signs and instructions.
4. When arriving at the Heart Check Station (look for the ) count your pulse rate for 10 seconds as illustrated here.



5. If necessary, adjust your pace to ensure that your pulse rate stays within the 'training zone' for at least 20 consecutive minutes.
6. When you have finished exercising, cool down slowly until your pulse rate is close to the starting level.

This is not playground equipment. Children under 12 years should be supervised by adults. Equipment users are advised to follow the instructional signage and equipment is used at your own risk.

Heart Check Guide

Age	Training Zone	
	60 sec count	10 sec count
20 & below	140-170	23-28
25	135-165	23-28
30	130-160	22-27
35	125-155	21-26
40	120-150	20-25
45	115-145	19-24
50	110-140	18-23
55	105-135	17-22
60 & above	100-130	16-21

Caution: The information described above is based on the average for healthy adults. If you have any questions concerning your ability to exercise at these levels, if you have not exercised for some time, or if you experience any difficulty with exercise, consult your doctor.





9 > 325 Feet
> Par 3

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DISC GOLF
COURSE



9









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Concrete Tee Pad Installation, Design and Construction

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Concrete Tee Design and Construction

Tee Pads can vary in size and design and there are no set standards for construction. Tee pad layouts range from simple grass, dirt or compacted fill like decomposed granite to formed concrete slabs. Where possible, many course designers and players prefer concrete tee pads for durability.

DGA DISC POLE HOLE PERMANENT DISC GOLF BASKETS

[DGA Disc Golf Basket Main Page](#)

[Mach X Disc Golf Basket](#)

[Mach V Disc Golf Basket](#)

[Mach III Disc Golf Basket](#)

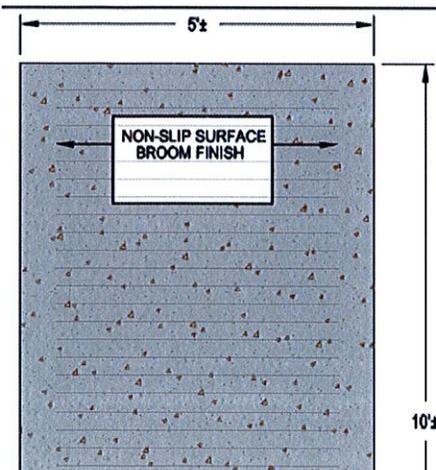
[Mach II Disc Golf Basket](#)

[Disc Golf Basket Installation](#)

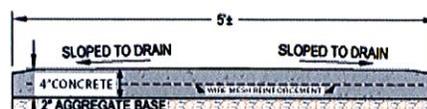
CLICK BELOW TO REQUEST A QUOTE USING OUR ONLINE FORM.

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MACH 2 & MACH 5 DISC GOLF BASKET EQUIPMENT & ACCESSORIES



The following information is a general guideline for one type of concrete tee pad design. For more information about mixing and forming concrete, please contact your local hardware store, consult a contractor or search online for more detailed information.



Profile of a Tee Pad

Concrete is mixed in lots of different ways. Make sure tee pads are level as possible, front to back and from side to



Broom finish on a concrete Tee Pad for traction

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 0

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[Print](#)

DGA Contact Info

Disc Golf Association | DGA
 73 Hangar Way
 Watsonville CA, 95076
 Phone: (831) 722-6037
 Fax: (831) 722-8176

Disc Golf Course Design Resources

- [Benefits of Disc Golf](#)
- [Disc Golf Baskets](#)
- [Disc Golf Course Design](#)
- [DGA Disc Golf Development Guide](#)
- [Disc Golf Basket Installation](#)
- [Disc Golf Course Components](#)
- [Disc Golf Equipment Installation Check List](#)

Click below to request a quote using our online form.

[Request a Quote](#)

DGA Disc Golf Discs Main Page



DGA Disc Golf Discs

DGA Disc Golf Basket Main Page



DGA Disc Golf Baskets and Targets

Discs by Flight Characteristics

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- [Beginner Discs](#) [Distance Drivers](#)
- [Fairway Drivers](#) [High-Speed Discs](#)
- [Mid-Range Discs](#) [Overstable Discs](#)
- [Putters](#) [Turn Over Discs](#)
- [Under Stable Discs](#)

DGA Disc Golf Baskets

- [DGA Disc Golf Basket Main Page](#)
- [Mach X Disc Golf Basket](#)
- [Mach V Disc Golf Basket](#)
- [Mach III Disc Golf Basket](#)
- [Mach II Disc Golf Basket](#)
- [Disc Golf Basket Installation](#)

Joan Kemper

From: Paul Koomar <paulkoomar@gmail.com>
Sent: Wednesday, September 09, 2015 8:07 AM
To: Joan Kemper
Subject: Fwd: proposed Disc Golf Course Improvement Eagle Project; pictures

----- Forwarded message -----

From: **Kuh, Lawrence** <Lawrence.Kuh@bayschoolsohio.org>
Date: Wed, Sep 2, 2015 at 12:45 PM
Subject: RE: proposed Disc Golf Course Improvement Eagle Project; pictures
To: Deborah Sutherland <dsutherland@cityofbayvillage.com>, "Raymond N. Russell" <rrussell@tarolli.com>
Cc: Paul Koomar <paulkoomar@gmail.com>, Scott Thomas <sthomas@cityofbayvillage.com>, Dan Enovitch <denovitch@cityofbayvillage.com>, Dwight Clark <dwight.clark@firstmerit.com>, Dwight Clark <dacbay@gmail.com>, "janrayrussell@aol.com" <janrayrussell@aol.com>

I will be there to support our Eagle Scout. :)

Lawrence Kuh
Bay Middle School
Lawrence.Kuh@bayschoolsohio.org

PLEASE NOTE: This message and any response to it may constitute a public record and, therefore may be subject to disclosure upon request under Ohio law. However, if electronic communications contain student records or medical information, they shall be maintained as confidential to the fullest extent of the law.

From: Deborah Sutherland [dsutherland@cityofbayvillage.com]
Sent: Tuesday, September 01, 2015 5:00 PM
To: Raymond N. Russell
Cc: Paul Koomar; Scott Thomas; Dan Enovitch; Dwight Clark; Dwight Clark; janrayrussell@aol.com; Kuh, Lawrence
Subject: RE: proposed Disc Golf Course Improvement Eagle Project; pictures

Hi Russ:

The meeting would be on Monday, Sept 14. at 7:30 pm. If you can't make it back from Columbus, I know Mr. Kuh would do a fine job pinch hitting for you. He has lots of experience!

Let me know if you need a laptop and/or projector.

Best regards,

Deb
Sent from my ASUS Pad

"Raymond N. Russell" <rrussell@tarolli.com> wrote:

We would be happy to make a presentation! I am scheduled to be at Nationwide Children's Hospital in Columbus that day, but hopefully the presentation would be in the evening and I would be able to make it back, and if not, I expect Mr. Kuh, my wife, or our scoutmaster could step in for me.

I was thinking we would just provide a few power-point slides, describing what a disc golf cement tee is, how they are made, and where we were planning on placing them. It would probably take about 10-15 minutes or so.

Thank you for giving us a chance on this.

Best Regards,

Raymond N. Russell, Ph.D.
Tarolli, Sundheim, Covell & Tummino L.L.P.
1300 East Ninth Street, Suite 1700
Cleveland, OH 44114
Phone: (216) 621-2234
Fax: (216) 621-4072
Email: russell@tarolli.com
Website: www.tarolli.com

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-----Original Message-----

From: Deborah Sutherland [mailto:dsutherland@cityofbayvillage.com]
Sent: Tuesday, September 01, 2015 4:27 PM
To: Raymond N. Russell
Cc: Paul Koomar; Scott Thomas; Dan Enovitch; Dwight Clark; Dwight Clark
Subject: Re: proposed Disc Golf Course Improvement Eagle Project; pictures

Hi Russ:

Can you and your son present the project to Council on Sept. 14th? Holes 8 & 9 look like a good alternative.

Debbie
Sent from my ASUS Pad

"Raymond N. Russell" <russell@tarolli.com> wrote:

Dear Mrs. Sutherland,

To help the percolation process, I'm including a few pictures of the two holes we're hoping to upgrade with concrete tees, along with a picture showing the pouring of a concrete disc golf tee. These pictures should give you a good idea of the location I'm talking about for the alternate hole 8 and 9 tees, and what we would like to do to improve them. A discussion of how to make a concrete disc golf tee can be found at <http://www.discgolf.com/disc-golf-education-development/disc-golf-course-design/concrete-tee-pad-installation/>

If there is any additional information I can provide, please let me know. We need a decision as soon as possible, since it will take some time to prepare and once it starts getting cold, it will not be possible to prepare the concrete tees.

Best Regards,

Raymond N. Russell, Ph.D.
Tarolli, Sundheim, Covell & Tummino L.L.P.
1300 East Ninth Street, Suite 1700
Cleveland, OH 44114
Phone: (216) 621-2234
Fax: (216) 621-4072
Email: rrussell@tarolli.com
Website: www.tarolli.com

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-----Original Message-----

From: Deborah Sutherland [mailto:dsutherland@cityofbayvillage.com]
Sent: Wednesday, August 19, 2015 9:29 AM
To: Raymond N. Russell
Cc: Paul Koomar; Scott Thomas; Dan Enovitch
Subject: RE: Making a presentation on a proposed Disc Golf Course Improvement Eagle Project

Hmmm. Let me percolate on this a bit. I am tending toward option 3 but let me talk with my staff.

-----Original Message-----

From: Raymond N. Russell [mailto:rrussell@tarolli.com]
Sent: Wednesday, August 19, 2015 9:15 AM
To: Deborah Sutherland
Cc: Paul Koomar; Joan Kemper
Subject: RE: Making a presentation on a proposed Disc Golf Course Improvement Eagle Project

Debbie,

Thanks for the note. My son David turns eighteen on April 1st of next year, and his Eagle project must be completed before then, so this does put us in a bit of a bind. I have a few ideas.

- 1) We could switch from a concrete tee to one or more rubber mat tees. These are not as nice as concrete tees, and cost nearly as much, but they are easily removed.
- 2) I would be happy to guarantee prompt removal of the tee, and my own expense, upon request from Bay Village, should this be an issue.
- 3) We could move the proposed tee from the first hole, which is adjacent to the skate park, to the 8th or 9th hole, which is closer to the swimming pool and the park building. This wouldn't have the visual impact of a tee on the first hole, but there is actually worse erosion on the tees and 8 and 9, so a concrete tee would be more useful here.

I can appreciate the importance of the technical service grant, and do not want to do anything to jeopardize that. However, we do have approval of the Boy Scout council for the current project, and as I indicated, David is quickly running out of time. We tried to do a project for the Bay Boat club last summer, but the Boat Club became impatient due to the delay in the approval process, and ended up doing the project themselves before we could get to it.

We would certainly appreciate any other ideas you might have.

Best Regards,

Raymond N. Russell, Ph.D.
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-----Original Message-----

From: Deborah Sutherland [mailto:dsutherland@cityofbayvillage.com]
Sent: Wednesday, August 19, 2015 7:37 AM
To: Raymond N. Russell
Cc: Paul Koomar; Joan Kemper

Subject: RE: Making a presentation on a proposed Disc Golf Course Improvement Eagle Project

Hi Ray:

Sorry for the delay. I have been out of town and waiting for more definitive information regarding the initiative Paul referred to. We have received a \$50,000 technical assistance grant from the metropolitan planning organization for our area. I have asked them to look at how to improve the connectivity between the east and west sides of Cahoon Park. The study should be completed some time in the spring. Therefore, I do not think it is wise to construct anything of a permanent nature until we see the study's recommendations. So, as I mentioned to Mr. Kuh, we are in a holding pattern until then.

I know this may not sync up with your son's timetable so if you have any other ideas, please let us know.

Thanks,

Debbie
Sent from my ASUS Pad

"Raymond N. Russell" <rrussell@tarolli.com> wrote:

Thanks, Paul! I'll look forward to hearing from the Mayor next week. As an Eagle yourself, I'm sure you appreciate that this final project is the biggest hurdle of them all.

There's a lot of college-related activity going on this time of year. I just took David on a couple campus visits earlier this week. A lot of things have changed since I lived in a dorm.

Best Regards,

Raymond N. Russell, Ph.D.
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From: Paul Koomar [<mailto:paulkoomar@gmail.com>]
Sent: Thursday, August 13, 2015 10:14 PM

To: Joan Kemper; Deborah Sutherland
Cc: Raymond N. Russell
Subject: RE: Making a presentation on a proposed Disc Golf Course Improvement Eagle Project

Mr. Russell,

Sorry for the delay in responding to you. We were moving my daughter to college today. The mayor is leading a planning initiative for the portion of Cahoon Park area where your son's Eagle Scout project would take place. She is currently on vacation but will be back on Monday and can provide you guidance on your son's project. I've copied her on this email. Please tell your son congratulations on his progress towards Eagle Scout. I'm also an Eagle Scout. It's a great achievement.

Regards, Paul

On Aug 13, 2015 8:42 AM, "Joan Kemper"

<jkemper@cityofbayvillage.com<<mailto:jkemper@cityofbayvillage.com>>> wrote:

Mr. Russell:

I have forwarded your request to President of Council Paul Koomar.

From: Raymond N. Russell [<mailto:rrussell@tarolli.com><<mailto:rrussell@tarolli.com>>]

Sent: Thursday, August 13, 2015 8:34 AM

To: Joan Kemper

Subject: RE: Making a presentation on a proposed Disc Golf Course Improvement Eagle Project

Joan –

Any word on getting a time before the council to discuss the Disc Golf Course improvement? We've been working with Lawrence Kuh, and he indicated he'd like to be present for the presentation as well.

Raymond N. Russell, Ph.D.

Tarolli, Sundheim, Covell & Tummino L.L.P.

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From: Joan Kemper [<mailto:jkemper@cityofbayvillage.com>]

Sent: Monday, August 10, 2015 8:01 AM

To: Raymond N. Russell
Subject: RE: Making a presentation on a proposed Disc Golf Course Improvement Eagle Project

Mr. Russell,

I have forwarded your request to the President of Council and will get back to you today.

From: Raymond N. Russell [mailto:rrussell@tarolli.com]
Sent: Sunday, August 09, 2015 1:57 PM
To: Joan Kemper
Cc: janrayrussell@aol.com<mailto:janrayrussell@aol.com>
Subject: Making a presentation on a proposed Disc Golf Course Improvement Eagle Project

Dear Joan,

My son and I are trying to get approval for an Eagle Project on the Bay Disc Golf Course. We have worked with Mr. Kuh, and have his approval, but he said that we would need to make a presentation to the city council. We would like to make the presentation as soon as possible. Could you let me know when we might be able to make our presentation? It would be primarily done by my son, David Russell, who is the one working on getting Eagle rank.

Raymond N. Russell, Ph.D.
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