AGENDA

Agenda, Bay Village City Council                                          Date: April 10, 2017
Committee Meeting                                                        Time: 7:30 p.m.
Conference Room                                                          Dwight A. Clark, President of Council, Presiding

ANNOUNCEMENTS

COMMITTEE OF THE WHOLE

Town Hall Meeting Comments

ENVIRONMENT, SAFETY AND COMMUNITY SERVICES COMMITTEE-Vincent

Fireworks Contract

Community Policing Initiatives- Police Sergeant Robert Gillespie

FINANCE & CLAIMS COMMITTEE – Clark

Administrative Compensation Ordinance

2018 Employee Wellness Initiative

PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE-Lieske

St. Raphael’s Catholic Church Sign Request

PUBLIC IMPROVEMENTS, STREETS/SEWERS/DRAINAGE COMMITTEE-Henderson

Award of Contract 2017 Street Resurfacing Program

Review of Bids and Award of Contract for 2017 – 2017 Road Materials Program

RECREATION & PARKS IMPROVEMENT COMMITTEE-Mace

SERVICES, UTILITIES & EQUIPMENT COMMITTEE-Tadych

AUDIENCE

MISCELLANEOUS

CAHOON MEMORIAL PARK TRUSTEES

Motion to approve contract with Hamburg Fireworks Company for 2017 July 4th Fireworks Display, including a rain date of July 5, 2017.

Motion to approve the use of Cahoon Memorial Park for the Huff and Puff Racing Event on behalf of the American Lung Association on Saturday, June 10, 2017 from 9 a.m. to 2 p.m., pending receipt of insurance.
City of Bay Village

Council Minutes, Committee Session March 27, 2017
Dwight A. Clark, President of Council, presiding Conference Room 7:30 p.m.

Present: Clark, Henderson, Lieske, Mace, Stainbrook, Tadych, Vincent, Mayor Koomar

President of Council Clark called the meeting called to order in the Conference Room of Bay Village City Hall at 7:30 p.m.

Also Present: Law Director Ebert, Finance Director Mahoney, Police Chief Spaetzel, Fire Chief Lyons, Community Services Director Selig, Recreation Director Enovitch, Operations Manager Landers, Rick Kuznik, Matt Nocella, Fleet Manager Scott White.

AUDIENCE

The following audience members signed in this evening: Lydia DeGeorge, Alex Dade, Tim Evans, Jaylin Johnson, Claire Banasiak, Jeff Gallatin, Bob Tuneburg, Dick Majewski, Jerrie Barnett.

Mr. Clark announced the presence of student Jaylin Johnson, St. Ignatius High School, Junior Class, attending this meeting as a Government Class assignment. Mr. Clark welcomed Jaylin to the meeting this evening.

ANNOUNCEMENTS

Town Hall Meeting – Monday, April 3, 2017
Dwyer Memorial Center 7:30 p.m.

Mr. Clark called upon Mayor Koomar to advise of the plans for the Town Hall Meeting to be held Monday, April 3, 2017 at 7:30 p.m. Mayor Koomar will be meeting with the representatives of the Cuyahoga County Planning Commission to prepare for the meeting. The last public input session for the Master Plan was held recently, and the County Planning Commission is making some final adjustments to the plan. An overview of the process, surveys, and public input sessions and what occurred will be held on Monday, April 3 at the Town Hall Meeting. More importantly, they will allow Cuyahoga County to do what they do so well, which is to lay out the Master Plan to the Council and the public. It will be a roadmap for the City for the next ten years, and the purpose of the meeting on Monday, April 3 is to allow the County Planning Commission to go through the document.

Mr. Koomar stated that he very much enjoyed working with the Executive Director of the Cuyahoga County Planning Commission, Glen Coyne, AICP, and Planner Micah Stryker, AICP. Mr. Coyne grew up in Bay Village and there is a possibility he may be coming back at some point in time. The project is very special to him and he understands the town center and Cahoon Memorial Park.
ENVIRONMENT, SAFETY AND COMMUNITY SERVICES COMMITTEE-Vincent

Fireworks Contract

Mr. Vincent advised that the agenda for the Special Meeting of Council this evening includes an ordinance to enter into a contract with the Hamburg Fireworks Company for the annual Fourth of July fireworks.

Fire Chief Lyons stated that bids from three contractors were received, and the decision was made to repeat the contract this year with Hamburg Fireworks Company. They did a very good show in 2016, and the sales person, who is a Bay resident, donates his commission saving the City funds and allowing for a bigger show than in previous years. The Fire Department was pleased with the quality of the show and the company’s safety protocol.

Mr. Tadych asked if the donation is tax deductible for the gentleman who is donating his commission. Law Director Ebert stated that the City does not give opinions on whether a donation is tax deductible. He will be furnished a letter thanking him for his donation in kind to a public entity.

Mr. Ebert advised that the contract is in the amount of $11,000. There is a cancellation fee of 15% and that 15% is applied toward the following year’s contract. There is a 25% cancellation fee without that provision for a rain date. Mr. Clark noted that the contract states that the rain date is July 4, 2018, so the contract will have to be corrected. Mayor Koomar noted that technically a rain date has not yet been selected. Mr. Mace noted an adjustment to be made on the ordinance regarding the number of the sections.

Mr. Tadych asked how it is decided how much is to be billed to the Village Foundation. Mayor Koomar stated that the cost of the fireworks to Bay Village is not any more or any less. If the commission is being donated internally, that provides for more shells for a better show which is what we saw last year. Mr. Tadych asked if the Village Foundation is requested to donate half of the $11,000. He was informed that this is what was done late last year. Mr. Clark stated that this has been the protocol in the past to accept some contribution from those generous individuals who help fund the fireworks.

Mrs. Lieske asked if there will be a rain date inserted in the contract. Mr. Vincent stated that the date of July 5 will be the rain date. Mr. Koomar stated that the trustees did not vote on a rain date. Mrs. Lieske stated that it was discussed. Mr. Ebert stated that it will need to be determined at some point in time. Mr. Henderson asked if this should be done before the contract is signed. Mr. Clark stated that the discussion will be held this evening during the Cahoon Memorial Park Trustees meeting.

Chapter 505 Animal Control Ordinance

Mr. Vincent reported that a meeting of the Environment, Safety and Community Services Committee was held this evening to discuss revisions to Chapter 505, the Animal Control
Ordinance, as it specifically relates to control of dogs. There was a nice turnout from the residents, and Law Director Ebert will be asked to add a nuisance section to Chapter 505.

Mr. Vincent commented that all the members of the Committee are in favor of adding a nuisance section. It relates to designating dogs that haven’t reached the levels of dangerous and vicious dogs, which usually means they have bitten other dogs or attempted to bite people. This nuisance section will provide a certain protocol to insure our residents’ safety.

FINANCE & CLAIMS COMMITTEE – Clark

Amended Appropriation Ordinance

Finance Director Mahoney stated that the only change to the appropriations ordinance is in Fund 495, Municipal Building Improvements, for the amount of $10,000. This is for the purchase of the Carillon sound system for the clock tower.

Carillon Donation

Mr. Tadych reported that Gerald B. Smith, 30601 Salem Drive, Bay Village, is donating $10,000 in memory of Bay Village resident Jean E. “Jed” Smith by her loving family. The donation is restricted in its use and should be used in its entirety by the City of Bay Village to repair and upgrade the Bay Village City Hall clock tower and carillon system. Mr. Tadych commented that this is a very admirable deed on the part of Mr. Smith.

Mayor Koomar advised that the Verdin Company has sent a letter to the City of Bay Village dated March 14, 2017 stating that they are pleased to be able to renew the sound of cast bronze bells to the City of Bay Village in the form of upgrading the existing Schulmerich, which is not part of the Verdin Company carillon system, with a Verdin Adagio II carillon. They are now able to complete the process that was begun when the tower clocks were updated in 2015 when Verdin upgraded the central timepiece as well as the new sets of hands for the clock. Also installed was the Verdin Master Clock Controller which will link directly with the Adagio II carillon to keep both systems on a master time schedule set by the Adagio II carillon.

Mr. Clark asked when the work will begin. Mayor Koomar stated that it should be up and running within the next month.

Mr. Clark asked Mayor Koomar to advise if the Verdin Company will provide a warranty with this purchase.

The amended appropriation ordinance will be moved for adoption this evening. Mr. Henderson thanked Finance Director Mahoney for providing to Council the previous appropriation ordinance that was amended February 13, 2017 for their review.

Service Department Vehicle Purchase
Mr. Tadych will introduce a resolution this evening to purchase a 2017 Ford 250 truck for the Service Department in an amount not to exceed $32,000. Mr. Clark noted that this was the amount Council approved as part of the 2017 budget. The vehicle is being purchased through the State of Ohio bidding process, and is fully accessorized. Fleet Manager Scott White stated that the truck should be received by early fall.

Mr. Tadych noted that the resolution received by Council specified that payment would be made from the police category for equipment replacement. That has been changed to the Service Department Equipment Replacement Fund. Mr. Tadych will note this amendment by reading this evening.

PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE-Lieske

Mrs. Lieske stated that Council has been advised of an article in The Plain Dealer on Tuesday, March 21, 2017 regarding eighty cities suing over monopoles. Mr. Ebert stated that this will be discussed in Executive Session this evening.

Mrs. Lieske asked Joan Kemper, Clerk of Council, if any feedback has been received from the February 27, 2017 Planning, Zoning, Public Grounds and Buildings Committee meeting concerning ice rinks installed on residential property, and extending the charge of the Architectural Board of Review to include residential construction.

Ms. Kemper stated that she did not receive any feedback from those in attendance at the February 27, 2017 meeting. She also sent an inquiry out to the members of the Ohio Municipal Clerks Association to learn if other communities were experiencing the ice rink installations on residential property, and had previously inquired about the authority of the Architectural Board of Review in those communities. A complete report has been prepared and reviewed concerning the Architectural Board of Review in neighboring communities. None of the other communities surveyed regarding ice rink installation on private property have experienced this type of construction.

Mrs. Lieske stated that she reviewed the minutes of the February 27 meeting today and highlighted some specific items for follow up. Mrs. Lieske will send requests to Jeff Grassi of SAFEbuilt, Inc., Law Director Ebert, and Mayor Koomar asking for their comments on specific matters in order to keep the discussion of the Planning and Zoning Committee moving forward.

PUBLIC IMPROVEMENTS, STREETS/SEWERS/DRAINAGE COMMITTEE-Henderson

Review of Bids for 2017 Street Resurfacing Program

Mr. Henderson stated that a tabulation of bids for the 2017 Street Resurfacing Program was provided to Council, and called upon Mayor Koomar for further comments. Mayor Koomar stated that the bids were opened at 12 Noon on Friday, March 24, 2017. Service Department Supervisor Curtis Krakowski is in the process of reviewing the bid specifications for each vendor. The prices are competitive and favorable to the City, but Mr. Krakowski will go through
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the bids to insure that the lowest and best bid is recommended. Mr. Henderson asked if the review of lowest and best includes the total cost across the base bids as well as the additional bids. Mayor Koomar stated that Mr. Krakowski is looking at everything individually and then looking at it collectively. Mr. Henderson asked that when the bid review is complete a summary be provided stating why a particular bidder was chosen.

Sewer Overview

Mr. Henderson stated that sewers are one of the top priorities for the City, especially concerning the Sunset area, and the Bruce/Russell/Douglas areas. Mr. Henderson noted that Mayor Koomar and he had some conversations this evening about the Sunset neighborhood, and we are getting ready for more discussions on that project. Mayor Koomar stated that there will be more discussion on this in Executive Session this evening. They tried to look at the project as it was submitted last summer. They will pick that up and do some vetting and due diligence. The goal is to move it back to the Public Improvements, Streets, Sewers and Drainage Committee in the near future so they can continue their work. Mayor Koomar would like to be reaching out to the Homeowners Association of the Sunset area. He spoke with Jeff Foster this past weekend and told him he would be in contact with him soon to give him an update on the progress. They are working through the plans and some of the funding that might be necessary.

Mr. Tadych asked about the numbering on the bid sheets for the 2017 Street Resurfacing Program, noting that the bids started at No. 3 as the Book Number. Mr. Landers stated that No. 1 Book Copy was for Curtis Krakowski and No. 2 was for the Service Garage copy, and Book No. 3 was the listing of the contractors.

Rick Kuznik and Matt Nocella Presentation regarding Sewers

Mayor Koomar asked Service Department employees Rick Kuznik and Matt Nocella to be present this evening to provide an update on some of the things that are being done citywide in regard to sewers this year.

Mayor Koomar distributed a list of interceptor sewer systems, force main systems, lift stations and pump houses, each highlighted using different colors for identification purposes. (Exhibit A attached).

Mr. Kuznik gave a Sewer Overview for Calendar Year 2017 as follows:

“SEWER OVERVIEW FOR CALENDER 2017”

2017 PROJECTS AND PLANS

The Service Department Sewer Crew will be undertaking the following assignments in 2017. Along with our normal responding to sewer calls, trouble spot inspecting, cleaning and flushing, the crew will be televising a number of streets in Ward 2 (Paul Vincent) for upcoming street resurfacing expected this summer.
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**Ward 2 Road Resurfacing Project:**
The following sewer systems are being filmed, cleaned and possibly repaired presently and in the immediate future in preparation for road re-surfacing scheduled this year for the following streets: Osborn Road (Douglas to Glen Park); Normandy; Midland; Douglas (Wolf to Knickerbocker); Henry; Jefferson Court; Glen Park (Wolf to Knickerbocker).

Some noteworthy finds thus far are as follows: The Storm Main Sewer on the south side of Osborn Road from 26617 easterly to Wischmeyer Creek (168 ft.) is severely cracked and spalled. Also, on the south side from 26615 back west to the creek—Approximately 122 ft.

A water break was also discovered in the same line west of Wischmeyer Creek to Douglas. The water break has been addressed by the City of Cleveland Water Department. The damaged storm sewer pipe has been viewed by Bob Greytak, the City’s Consulting Engineer from CT Consultants. Photo reports are available. Osborn Road resurfacing will likely be delayed for this season and the effort directed elsewhere.

It should also be noted that when filming these main sewers the individual service lines are filmed under the roads, tree lawns, sidewalks and into the yards to locate service lateral clean out access points and to advise residents of issues in their lines. Residents that have lines with blockages, breaks and other issues are advised with a photo report and our phone number to call us for further advice. We have had very good responses from residents regarding this aspect of filming.

**Section 8 Wards 3 & 4:** (Karen Lieske and Tom Henderson). It is in the plans for this summer to clean, film and, if necessary, repair the sewer system of Section 8 of the City Sewer Map. This includes the following streets: Saddler, Westlawn, Ednil, Winston, Applewood, Appleblossom, Bayview, Breezewood, Salem, Timber Lane, Winsor, Manhasset and Webster.

**Interceptor Line to be cleaned:** The 24 inch Sanitary Sewer Interceptor Line that extends from Bradley Road and Lake Road east to Long Beach Road and the Pump House Facility is scheduled for cleaning this year. This will be the third Interceptor cleaned in the past six (6) years. The projected cost for the 2017 Lake Road Interceptor cleaning is $40,000.00. The most recent Interceptor Sewer Cleaning on Wolf Road from Walmar easterly to the Pump House Facility (1.12 Miles) was $31,000.00 in 2015.

**PUMP HOUSE IMPROVEMENTS:**

1. Flow Monitoring System Control Panels have been installed.
2. Conduit for AMP probes and for Huntington Level Sensors have been installed by Citi Electric.
3. AMP probes installed.
4. Maidlabs (Monitoring Equipment Firm) technician to be here week of March 27th to bring system on line. Will likely take a week to get the monitoring and calculations correct.
5. Work Order placed for the 800 Amp upgrade placed. Awaiting the Illuminating Company to install.”

Mr. Nocella distributed copies taken from a Lateral Inspection Report that shows photos of lateral sewer inspections in the Henry, Osborn, and Knickerbocker area. He advised that if something is found in a resident’s lateral sewer, they leave a full report with these photos on the resident’s door. They are trying to make sure the main line itself has good integrity, not broken or damaged, and then go up each lateral through the right-of-way. All of the reports are being maintained in an electronic record on the sewer truck, and will be switched over at some point to another record system. These inspections provide the opportunity for homeowners to follow through with repairs before there is an actual sewer back-up. These inspections are done prior to the City undertaking a road mill and overlay project so that any sewer repairs can be done prior to road repairs.

Mr. Kuznik noted that Bob Greytak of CT Consultants was brought out to the sewer truck last week to see damage to the storm main on Osborn Road that was discovered during these inspections and he will advise the cost for repairs.

The actual packet that is left on the door for residents was shown to Council. Mayor Koomar noted that he wanted the Council to be familiar with this packet and its contents so that when they get a phone call from a resident the Council representative will have an understanding of what was left at the resident’s door.

Mr. Vincent commented that from his own experience at his home, after contacting a plumber for repairs, the plumber advised him that Bay Village residents are very fortunate to have this type of service, and that no other City provides that service.

Mr. Tadych noted that an 85-year-old resident on Normandy Road was very pleased with the service of the Sewer Department last fall. Mr. Tadych noted that the employees were very prompt as well, and thanked them for their work.

Sanitary sewer cleaning and inspection has been completed on Normandy, Osborn, and Midland. They will finish Henry Road and complete Jefferson Court and Glen Park. They will then go back and film all the storm sewers. The areas near the school on Normandy will be done during spring break to avoid creating traffic problems in the area. The contents of the storm sewers must be evacuated prior to filming, which makes the process very time consuming.

Mr. Kuznik stated that they would like to get the word out to residents, possibly through the Mayor’s newsletter, or email blasts, that the sewer truck will be working in their area because sometimes it will cause a minor disruption in the bathroom plumbing system due to the high pressure going through the line. The pressure pushes the water in the toilet bowl out.

Mayor Koomar commented that C&K Industrial Services is cleaning the Lake Road Interceptor Sewer from Bradley Road east to Long Beach, then south to the pump house facility, and is the firm that has been used for other sewer cleanings. They are very specialized in this type of work
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and the City has been happy with their performance. There may not be a lot of competition in the bidding process, but their past work has been done well.

Considering the cost, Mayor Koomar questioned the right cycle for cleaning the interceptor sewers. When C&K comes in this year, they will discuss with them the possibility of doing some spot checking and getting their recommendation for the appropriate timing for the reasons of cost efficiency.

The Mayor noted that there is now monitoring for Pump Stations 2, 4, and 5, so that if there is a high flow in those pump houses, a text message will alert the administration to look at the levels on line and to make sure no adjustments are needed. Mr. Kuznik added that this should provide good information as to how much rain and flow would trigger back-ups.

Mr. Tadych noted that when Council toured the pump stations last fall there was a request for a generator to be connected rather than to use the diesel fuel for one day in the event of a power failure. Mr. White stated that this would replace the generator that is currently there. It is thirty years old and at some time it will reach its useful life. They are considering a permanent connection where they could bring a rental to temporarily run the pump station if that generator should fail. Mr. White has not received the information regarding the cost of that permanent connection. Once the 800 amp service is installed, they will be able to obtain that cost figure. Mr. Tadych stressed the importance of completing the project.

Mr. Clark stated that he appreciates the good work of the Service and Sewer Departments. He noted that Council has always been challenged in getting the information as to what the overall plan is to the cleaning of sewers, replacing storm and sanitary lines and coordinating it with the road overlay program. Sewers are the number one priority for residents in terms of their concerns.

Mrs. Lieske stated that the note on the door hangers are very well written, clear and concise. The names of the employees is provided at the bottom of the hanging notification. A separate sheet with specific instructions is included for the homeowner to give to the plumber. As customer services goes, and our desire to provide that, this is excellent.

Mayor Koomar commented that the whole sewer team does a really nice job of communicating with the residents and explaining that the City is trying to be proactive and trying to prevent occurrences. Councilwoman Stainbrook noted that she very much favors movement toward proactive measures and residents appreciate that as well.

Mr. Mace asked if the catch basin clean out is a citywide program. Mr. Nocella stated that it was a citywide program eight years ago. Now they do a triage before fall and before spring breaks. They have a triage list of about 75 to 80 catch basins that they hit that they know will cause a problem. The maintenance task is to do those 75 basins and then as they go into the area instead of working on all the catch basins, storm sewers, and cross overs, everything gets cleaned. They take out all of the debris. In 2016 they removed 26 yards of material from the Walker, Bradley, and Lake Road area. Mr. Kuznik noted that the wide pavement of Lake Road off of Huntington
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Park approaching Bryson Lane can flood if not watched due to the leaves falling at the Metroparks property.

Mayor Koomar noted that the whole cycle of the City is in the five year range because they haven’t removed debris in the past. They expect that as the debris is removed the recycling will become easier and quicker. They have a list of trouble spots that are hit at least once per month. The remainder are between every three months, six months, or yearly.

Mr. Clark thanked Mr. Kuznik, Mr. Nocella, and Mr. White for their presentations to Council this evening.

RECREATION & PARKS IMPROVEMENT COMMITTEE-Mace

Mr. Mace called upon Recreation Director Dan Enovitch to comment on the issue of the sign board at Cahoon Memorial Park. Mr. Enovitch stated that they have received three quotations thus far. A fourth and final quotation is expected. There has been dialogue with the schools regarding their partnership on the project. The schools seem receptive. The quotations are for single and double-sided boards, and with low, medium, to high resolution. As those quotations come in the specifications, makes and models will be reviewed prior to making a recommendation to Council.

Mr. Clark asked Mr. Enovitch to provide the quotations received to date in the Council packets this weekend. Mr. Enovitch will provide the three quotations to Council.

Mayor Koomar suggested starting out with a single-sided sign due to the cost of at least $20,000. It would be slightly larger than what we have seen at the Schools and the City. The pixel is ten millimeters versus the sixteen or fourteen millimeters seen around town. It will be higher resolution and multi-colored. The signs are auto dimmed and will automatically dim down at night.

Mrs. Stainbrook noted the importance of being sensitive in regard to the lighting in residential areas.

Mrs. Lieske asked if a one-sided sign could later be converted to a two-sided sign in the future. Director Enovitch stated that it could be expanded to double-sided at a later date.

Mayor Koomar noted that there have been initial discussions with the Board of Education and the Superintendent of Schools. They will have additional discussions to agree on a vendor and a sign. Mr. Clark stated that it is his understanding that the schools have agreed to partner with the City in this endeavor.

Mr. Enovitch announced that the Recreation Department is sponsoring the Easter Bunny visit with crafts, games and an Easter Egg Hunt this Saturday, April 1, 2017 from 10 a.m. to 12 Noon at the Community Gym at the Middle School.

AUDIENCE
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There were no comments from the audience this evening.

MISCELLANEOUS

Mr. Clark commented that the minutes of the City Council Planning Session held January 7, 2017 have been completed and contain important information about the City. Mr. Clark expressed kudos to Ms. Kemper for the lengthy document and expressed hope that a City Council Planning Session will be held once per year.

There being no further business to discuss, the meeting adjourned at 8:25 p.m.

__________________________________   ______________ ________________
Dwight A. Clark, President of Council          Joan Kemper, Clerk of Council
City of Bay Village, Ohio
Minutes of a Town Hall Meeting
Held April 3, 2017
7:30 p.m.

Present: Paul A. Koomar, Mayor
Dwight A. Clark, President of Council
Marty Mace, Councilman-at-large
Nancy W. Stainbrook, Councilwoman-at-large
David L. Tadych, Vice President of Council, Councilman Ward 1
Paul Vincent, Councilman, Ward 2
Karen Lieske, Councilwoman, Ward 3
Thomas Henderson, Councilman, Ward 4

Also Present: Law Director Ebert, Finance Director Mahoney, Recreation Director Enovitch, Community Services Director Selig, Police Chief Spaetzel, Fire Chief Lyons, Operations Manager Landers.


Mr. Clark welcomed everyone to the 2017 Town Hall Meeting.

Mr. Clark introduced each member of Council and noted the committees they chair as follows:

FINANCE & CLAIMS COMMITTEE
President of Council Dwight Clark, Chairman

ENVIRONMENT, SAFETY AND COMMUNITY SERVICES COMMITTEE
Councilman Paul Vincent, Chairman

PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE
Councilwoman Karen Lieske, Chairman

PUBLIC IMPROVEMENTS, STREETS/SEWERS/DRAINAGE COMMITTEE
Councilman Tom Henderson, Chairman

RECREATION & PARKS IMPROVEMENT COMMITTEE
Councilman Marty Mace, Chairman
President of Council Clark stated that City Council are elected officials of the City of Bay Village, tasked with two primary responsibilities: pass laws and ordinances, provide funding for and the appropriation of funds to fund the City’s day-to-day operations, and to provide for needed Capital projects, such as equipment, streets, sewers, municipal buildings, etc.

Mr. Clark introduced the Chief Executive Officer of the City of Bay Village, Mayor Paul A. Koomar, the 22nd Mayor of the City of Bay Village.

Mr. Clark called upon Mr. Lawrence Kuh, teacher at the Bay Village Middle School, to lead the Pledge of Allegiance. Roll Call was called by the Clerk of Council with all members of Council and the Mayor responding.

Mayor Koomar recognized the following Directors of the City of Bay Village present:

- Director of Law, Gary Ebert
- Director of Finance, Renee Mahoney
- Director of Recreation, Dan Enovitch
- Director of Community Services, Leslie Selig
- Police Chief Mark Spaetzel
- Fire Chief Chris Lyons

Mayor Koomar noted that these directors are the backbone of the City in the operation of the City day in and day out. They do a wonderful job and the Mayor relies on them each and every day.

**Mayor Koomar** addressed those present stating that the Cuyahoga County Planning Commission has done a wonderful job of working through the process of creating the new City of Bay Village Master Plan. The last Master Plan was completed in 1999 by the County. Master Plans normally have a shelf life of about ten years, so this is long overdue. In 2016, the City applied and received a grant from the County to perform a Master Plan that will be presented this evening. A Master Plan is a guide or framework for the City’s future development, outlines the City’s desired vision, and creates a roadmap to achieve that vision. It then creates and highlights laws, regulations and policies that can bring those visions to reality. It also highlights funding priorities. A Master Plan is only a policy document, it is not law, and it has no immediate effect for change in a City’s regulations or ordinances. It must be adopted and implemented to have any desired effect on the future development of the City. Once adopted by City Council, it becomes a tool to guide action and decision making.
Mayor Koomar introduced Glenn Coyne, FAICP, Executive Director, and Micah Stryker, AICP, Planner, Cuyahoga County Planning Commission, who were key in the whole Master Plan process.

Mr. Stryker recognized the work of James Sonnhalter, Manager of Planning Services, Cuyahoga County Planning Commission, and the Project Team and Steering Committee, composed of Bay Village residents, many present this evening, for their roles in developing the Bay Village Master Plan.

**Master Plan Process**

The Bay Village Master Plan process is five steps, beginning with Current Conditions which is a current profile and analysis of the community. This began with the completion of a Community Survey with a sample size of 1,200 Bay Village households to identify issues and opportunities.

The second step in the process is Community Vision, where broad statements about important ideas regarding the future state of Bay Village are developed.

Goals and Actions follow with the development of more specific goals, policies, and actions to achieve the community’s visions.

Implementation is where strategies, priorities and partners and funding opportunities for undertaking actions and implementing the plan are identified.

The Final Plan is taking all of these phases of the Master Plan process into a single, comprehensive document.

All of these steps lead up to setting the table for adoption. Now that the Master Plan is complete, it will go through City Council for the adoption process.

**Public Involvement & Feedback**

**Community Survey:** Survey of 1,200 households to identify strengths, weaknesses, and opportunities in services, amenities, and development. This was completed in February of 2016.

**Project Team:** The Project Team, composed of members of the City administration and select members of the Boards and Commissions, was the primary point of contact during the planning process. The team guided and directed the process and initiated policy ideas. Six project team meetings were held from May, 2016 through January, 2017.

**Steering Committee:** The Steering Committee, composed of fifteen residents of the City of Bay Village, assisted, provided feedback, and advanced the master Plan. They developed and refined actions and priorities. Three Steering committee meetings were held between June of 2016 and January of 2017.
Public Meetings: The public meetings were the place that public opinion and feedback on the policies and actions developed throughout the planning process were gathered. Three meetings were held between June of 2016 and March of 2017.

Mr. Stryker proceeded through the five phases that created the Bay Village Master Plan.

Current Conditions is composed of community vision, goals and actions, and implementation. The Current Conditions section contains data, demographics, educational attainment, housing information, parks and recreation data, maps, etc.

Community Vision is a small part of the document but a large part of the process in developing the large, overarching actions.

Goals and Actions is taking those community visions and drilling them down to goals actions.

Implementation consists of tables being developed that have priorities and partners to help lead implementation once the plan is adopted. The Implementation Phase will establish timelines, priorities, responsible parties, and funding opportunities to guide the completion of goals and actions.

Final Plan Once the Master Plan is complete it will have to go through the Planning Commission and City Council to be adopted as City Policy. Actions requiring legislation will still need to go through standard procedures of City Council to become law.

Mr. Glen Coyne, FAICP, summarized a highlight of the Vision Statements and select actions from the Master Plan. Mr. Coyne emphasized that these Vision Statement and select actions were suggested to the Steering Committee and the Project Team. All seven of them were edited by the Steering Committee members and the Project Team, resulting in the fact that these are things that were vetted through the process and not just created by the County Planning Commission.

Keeping a Commitment to Place

Tree lined neighborhoods and Lake Erie define the City’s character. The City will maintain neighborhoods, protect the lake, and ensure future development fits the existing sense of place. Mr. Coyne stated that one way to zoom in on that is to improve accessibility to the lake. He suggested a new park space on the vacant side of the mouth of Cahoon Creek across from the Boat Club. This is one example of how they get the process from vague to action.

Other examples (Comments in italics are the comments of Mr. Glenn Coyne)

- Create streetscape plans and design guidelines for major roadways. Comment: It should look nicer when you are driving down some of the roads.
Implement a road diet and streetscape enhancements on Clague Road north of Wolf. Comment: One of the specific ideas was a road diet on Clague Road. What that means is reducing the pavement from Wolf Road to Lake Road, and possibly adding a bike lane or a median, and still carry as much traffic and not have a problem. The first issue was the busses. There certainly needs to have a place for the busses to pull off at the Park-n-Ride lots. We planned for that. That spot would be a little bit wider, but otherwise it would be a much nicer place to drive and we just don’t need that many lanes and pavement that is there now. The corner of Wolf and Clague would benefit from the tightening up of radiuses. That would make the crosswalk a lot easier to get across. Right now it is five lanes; if it could be pinched down to two to two-and-one half lanes it would be much easier to get across.

Residential design guidelines for new development and major alterations. Comment: We have heard a lot about houses being replaced. Small houses being replaced with big houses; big houses being replaced with even bigger houses. It was important to all of the groups that we come up with some kind of type of standards as to how that should happen in the future, and not just let it do whatever it wants. Property inspections and code enforcements were very key to all the discussions during the last year.

Continuing a Dedication to Quality Parks, Recreation, and Lake Erie

Bay Village will continue to protect and improve its parks and environmental amenities as they are consistently cited by residents as one of the most compelling reasons to live in the City.

Develop park space with access to the lake in Cahoon Park across from Bay Boat Club. Comment: Here they called out the kinds of things that no other community has: Huntington Reservation, Cahoon Memorial Park. Lots of places have access to the lake, but Bay Village has all of these parks that are directly on the lake. We want to make sure that we continue to protect and improve those and make sure those spaces continue to be high quality.

Invest in renovations to the Community House. Comment: There is a lot of interest in improving the Community House. It is a real asset that is kind of unpolished and needs a little bit of updating. They have heard that there are some plans in place.

Participate in Metroparks Master Plan update for Huntington Reservation in 2019. Comments: There was great participation from both the Steering Committee and the Project Team about the Metroparks. There are people living in Bay Village that work for the Metroparks. They are getting ready to update their plan for Huntington Reservation in 2019. The community of Bay Village has a lot to say about what goes into that Master Plan. There will be a lot of public meetings for that as well, and it would be good to make sure you know when those will be held. There are ideas for Walker Road Park in partnership with Avon Lake. It is certainly a place that with collaboration with Avon Lake would provide relief to all of the amenities that are in Cahoon Memorial Park. The idea for a park space near the Boat Club. It is just an unpolished piece of land that is there now. The
bridge on Lake Road is going to be replaced. The Mayor has talked to them about allowing some space under the bridge so that you can get from the sledding hill to that piece of land on the north side.

Diversifying Housing Options

Bay Village will maintain existing homes and neighborhood character, while seeking to create diverse housing options that will meet the needs of residents in all stages of life.

- Promote attached housing in an area adjacent to the Village Center. Comment: There was a lot of feedback on the survey and the public meetings about housing. The county is not calling in the plan for the entire City to become dense housing. What they have recommended is there might be places in town where some higher density town homes or cottages or cluster homes might be built. We do not want to leave anybody with the idea that we are trying to change the whole community. You have a character that is really important; maintain it. But, we heard a lot of interest in one level living, and a lot of interest in people who want to age in place, stay here and not have to move, and they looked at alternatives for that. The first area is around the Village Center, and the second is around Dover Junction. That is really it; they are not talking about too many other areas.

- Prioritize the repair of neighborhood infrastructure including sidewalks and streets. Comment: They spent a lot of time for the areas around houses, streets, curbs, and sanitary and storm sewers. There are a lot of recommendations about what can be done with that, and also some funding opportunities.

- Focus on developing and promoting senior housing for those age 55 and over. Comment: The Knickerbocker Apartments are right now going through some state grant processes to get some real money to have it updated. They have some very nice plans for that. We have heard a lot about senior housing. People do not want to leave Bay Village, but can no longer care for their large house. Through brainstorming they came up with some different styles that people may be comfortable with. Folks in different age categories have different housing needs. How do you balance that and plan for ten to fifteen years ahead for different styles of housing? Things like townhomes, cottage or cluster homes, and in-law suites being added to existing homes. In Rocky River there are a lot of homes in the Beachcliff area that have been added on to the back. A lot of those are designed as in-law suites.

Establishing a Pedestrian & Bicycle Friendly Community

Create an expanded bike and pedestrian network with dedicated infrastructure that serves residents, provides safe connections through the community, and promotes a healthy lifestyle.

- Enhance pedestrian and bicycle infrastructure at important intersections. Comment: We always get blamed as planners that we are injecting this, but it isn’t. This is what the community wanted. There is a great street route in Bay Village. It is up and down, and back and forth. It is a great grid to start with. They wanted to figure ways to expand a bike and pedestrian network. On road,
off road, for all different users, and they want to connect all these great resources. There are just some gaps in the system now where you just can’t get from one spot to another in a real safe way. There are a lot of safety goals and action items in the plan. On an illustrated map, there are circles that identify intersections for improving the crosswalks and bicycle crossings.

- Enhance connections from the Village Center commercial area to Lake Erie Comment: Refer to one of the options with Cahoon Memorial Park. There is a piece of land that dead ends at Clague Road at the Lake. It is a green space and the City of Cleveland’s Water Pumping Station is at the north end. The rest of it is just green grass. In other parts of the County, Parma Heights for example, they have negotiated with the City to put dog parks, or benches. You can’t build anything; you can’t put a building or a picnic shelter. But, you could certainly make use of the space and have it be an amenity to the community. That would be a really neat way, especially if you improve Clague Road like we illustrated. It would end up being a real nice ending point.

- Implement bike lanes on Clague & Wolf Roads to enhance bicycle connectivity. Comment: Another idea is doing something along the south side of Wolf Road. The idea would be to leave two travel lanes the way they are now, build a bio-swale or drainage ditch to take care of drainage from not only the homes, but the street and then do a two-way bike trail, leaving the trees and the sidewalk. You can do all that from Dover Center Road to Clague Road on Wolf Road. It costs a lot of money, but the idea is you can start with sections. Then you would be able to travel from Clague on this trail to Dover, jump over to the other side of the street and all the way to the Metroparks. On the north side of the street the trail is already there. The idea then is that you can get from one end to another without having to be in the street. That is a whole lot safer. Plus, the people have figured out a way to handle storm water in a real efficient way by building this infrastructure. That is where grant funds might be available. You can get grant funds for the trail; grant funds for the drainage, and put it all together for this project on Wolf Road.

Creating a More Vibrant Village Center

A more walkable, bikable, and well-designed Village Center that incorporates mixed-use, diverse housing, and quality design will promote a vibrant civic and economic center.

- Incorporate mixed-use zoning to enhance and strengthen commercial areas. Comment: The County Planning Commission sees a whole lot of parking and a whole lot of pavement – too much, really. It is just not easy to walk or bike through the town center. They would like to see more development and stores fill up, but the future development should be oriented towards people walking through the area and not driving through the area. These recommendations go along with that. Introduce mixed-use zoning in the town center or down by Dover Junction. Talking about economic development and Chamber of Commerce type activity is the key, as well as growing local businesses.

- Create an arts and cultural district connecting amenities and around the Village Center. Comment: There should be an arts and cultural district that extends from
Huntington through the BAYarts, Lake Erie Nature and Science Center, by the Middle School, library, and Cahoon Memorial Park. All of a sudden it becomes this cultural district that nobody else has, if you do it right and tie it all together.

- Create Design Guidelines for the Village Center Commercial Areas. Comment: Set up design guidelines so that when things do develop in the City in the Village Center, people will have rules to follow, they are not just doing whatever it is they want to do. The idea is to install a really prominent cross walk on Wolf Road, create a Village Green, and add the site for the new library on Wolf Road. They have incorporated no driveway on Wolf Road. They are proposing there be a patio that looks into the creek, this be a Village Green that you can walk through to get to the playground, or to the pool. There is parking behind the buildings, and they have even included a drive-thru for the library to drop off books, etc. under the canopy of the library. The idea is to bring the library up to the street, have it create a wall with city hall, and create the Village Green in the space that is sitting there and not doing very much. There is a town home development proposed for the former Shell Gasoline Station site, and that is indicated on the plan. They have talked about reducing the number of driveway cuts in the area and not have so many ways to get in and out of these places and try to funnel the traffic better. They have talked about adding a building on the back of the bowling alley. Presently it is just a blank brick wall that isn’t attractive to anybody. You could put three or four store fronts on the front of that and it would be walkable to Dover Center Road. A building at the end of the Heinen’s property is also proposed – a coffee shop, or donut shop, or something that would get the street lined up a little bit more. Showing redevelopment of the old library/Board of Education site shows a ground floor office and upper floor living. They felt that is something that would go really well on that site. If you go to the Master Plan on line at the Cuyahoga County Planning Commission website, you will see the drawings of examples of what they are suggesting. As they were doing the planning, Vivid Jewelers purchased the Burns Automotive property. The drawings were shared with the County Planning Commission by the Mayor. The driveway will be in the rear and this is a good example of walkable development, and should turn out very nice. They also looked at Dover Junction at the development where the Marathon Gasoline Station used to be located. This is working out very well, and creates the corner. There are other key properties that might be available for development in the future, so they started thinking about time homes and redevelopment for offices. The folks that are redoing the Knickerbocker Apartments have asked about a crosswalk to go to the CVS Drugstore. They are trying to figure out a way to enhance the crosswalk away from the intersection to make it safe for everybody. The County Planning Commission feels that both at the Town Center and Dover Junction there is real opportunity to make it a lot more walkable.

Maintaining & Greening City Infrastructure
High standards of service for all City infrastructure and utilize environmentally sustainable design. Alleviate stormwater management issues through innovative policies and infrastructure.

- Implement a Tree Protection Ordinance for the City. Comment: One of the big things that help with storm water and help with drainage and trees is the program in the City of replacing large trees that are gone on the side streets.
- Adopt a combined sewer separation policy when replacing roads and infrastructure. Comment: As things are being redeveloped, think about the environment, think about how it is being designed and how it is going to last, and what maintenance is going to look like into the future. We know that storm water is an issue, we know that basement flooding is an issue, and there are a lot of recommendations in the Master Plan to deal with that. Sewer separation is a big issue nationwide, and a huge issue in our area. They told us years ago to put the storm and sanitary sewers together, now they are telling us it sends bad stuff into the lake so now EPA says you have to separate. The idea is when you have a major project, go out and find the funds to separate the sewers while you are doing the project.
- Expand the use of green infrastructure throughout the City. Comment: The parking lot at City Hall is a fantastic example of how you can do permeable pavers. The Green Team is fantastic. They have been around a long time and they do really neat stuff. Involve them; they can help. It is technical, but it’s not scary, and they are there to help. Riparian setbacks is a fancy word for the edges of the creeks and there are things that you can do with grading and planting that turns that into a stormwater filter so the creeks don’t flood every time it rains.

Building Community

Support local organizations and institutions to provide an increasing number of spaces and opportunities for people to connect, and provide a high quality of life for Bay Village.

Comment: The Steering Committee added this Vision Statement to the Master Plan. How do we support the churches, schools and institutions, how do they work together and provide that connection. The Fire station: The Fire Chief tells us that the Fire Station is worn out. The Fire Station needs to be replaced or vastly upgraded. Fire Stations and Police Stations are tourist attractions. People go there to see the fire trucks and police cars. That is a community asset that needs to be played out with visitation.

- Identify and secure the land needed for the new library in Cahoon Memorial Park.
- Support connections to the school that create involvement by the whole community. Comment: The schools: what are some of the things that they are doing that the rest of the folks in town can take advantage of, even if they don’t have kids in school?
- Refurbish crossing guard booths with public art featuring local artists and groups. Comment: A lot of people don’t like the crossing guard booths. The idea is to think of a different way of designing the shelter that is now provided by old
phone booths. Another idea is providing one calendar of all the events around town. If there were one place you could go to see that it would be a real neat way to make that happen.

Mr. Coyne referred to the Bay Village Policy Map: Focus Areas which is part of the Master Plan and can be seen at the online site for the Master Plan:


Shown on the map is the suggested Wolf Road corridor, Clague Road adjustments, the Village Town Center, Dover Junction, the Arts and Cultural District, the Safety Campus idea, and intersection improvements. The intersection improvements are prioritized as to which ones should be done first.

Mr. Coyne stated that as they put together how to make the Master Plan happen, they were very deliberate in identifying who is responsible, where the money is going to come from, what priority is it, and how long will it take to get done. They assembled a table with every single action, the proposed timeline, and assigned a priority to each action. A column is included which shows the partners that can be accessed for help, either through technical assistance or funding, or both. The cost is also assigned in ranges. Low is under $100,000, medium is between $100,000 and $500,000, and high is $500,000. This will help in allocating funds over a period of time for larger projects.

In most cases there are potential funding sources shown for action items. These are shown on the Cuyahoga County Planning Commission website with contact information. There are state funds, federal funds, county funds, and other sources of funding.

Mr. Coyne stated that he hopes that the Mayor and Council will adopt this Master Plan, use it for budgeting annually, community development proposals, reviewing rezoning cases, and for grant applications. He noted the need for updates periodically as things change in the City. Mr. Coyne reiterated that this is a policy document, they are not changing any laws. If the Council votes to adopt the plan, there are no zoning changes or no new regulations put in place, or no new budget assigned.

The Implementation Plan is for a period of ten years. There are certain things that must be done by volunteer groups, the Fire Chief, and other groups have to get involved. The implementation is parceled out over the ten years. Mr. Coyne suggested being patient with the plan. High priorities should be considered first, but if something comes up that they didn’t think about, or an opportunity presents itself, it should be added in and thought given to updating the Master Plan.

Mr. Coyne stated that the County Planning Commission is laying the plan on the table for the City. They cannot implement it, the City can, residents and administration both. Because of the amount of time that has been put into it, it would be great to see these things come to fruition. As a native of Bay Village, Mr. Coyne stated that it has been really fun working on the plan. They have gotten fantastic input from the Project Team, Steering Committee and the public.
Mr. Clark asked Mr. Coyne to comment on some of the work the County Planning Commission has done in other suburbs. Mr. Coyne stated that in the last three years they have completed Master Plans for Beachwood, Cleveland Heights, Parma Heights, and University Heights. Presently they are working in Rocky River, Euclid, and Richmond Heights. Next year they will be working in Strongsville, Brecksville, Mayfield Village and Maple Heights. There are 59 different jurisdictions in the County. They are all different. The County Planning Commission is technically not a County department. They are a separate commission, but are in the county building and have county funds. Recommendations can be made independently.

Questions and Answers

Q: “What is the game plan for the community to interact with the City, and how much legality is involved to change something in the Metroparks area?”

A: Mayor Koomar “We have always worked on a collaborative basis with the Metroparks. There is a Bay resident who is actually a Metroparks planner who was on the Steering Committee. I have reached out and started a dialogue with Brian Zimmerman, the Executive Director of Metroparks. We have an upcoming meeting to just have some general discussions on a variety of topics, this obviously would be one. One of the things that Glenn Coyne talked about tonight, the Arts District and the inner spur, we are also doing an activity study with NOACA currently which focuses on walkability, a little more detailed within the park area and the Town Center. One of the ideas would be to connect the Cahoon Bridge back over the creek that used to be down by the sledding hill and to connect up to that side and then eventually connect into the Metroparks. They are in the middle of a Master Plan and I would love at some point if that road were to be moved at the end by Porter Creek where that walking path goes through the fire station, and then dead ends into a road for kids and strollers is to continue that so that we’ve got on one end pedestrian access to the lake, BAYarts, Lake Erie Nature and Science Center, all the way through past the Safety Campus. And then on the other side to the Dwyer Center, the Aquatic Center, and the future site of the library as that develops, and connect that. A lot of that has to do with, obviously, that is not our land, so we have to work on a collaborative basis. What I have chosen to do is open up the dialogue on that. Relative to funding, I think we have to be more strategic with how we approach our grant process. I don’t think we can dabble in it. I’ve reached out to other area Mayors and state lobbyists to look at what other cities do in terms of best practices, and I hope to bring that back to Council probably in the next month. The funding is going to be key to that. I think there are opportunities out there, but we have to have a focus on that front end funding. City Council can appropriate funds from our tax dollars, but to do some of these projects, we are going to need additional outside funds.”

Q: “Is there any plan to create a grant specialist on the City payroll?”
A: Mayor Koomar “I am looking at grant resources and I don’t know what that looks like, if it is an FTE or a consultant or contingency basis. I have seen different models in discussions with others. I am in the process of exploring that, but the short answer is, will we have a resource dedicated to that in some form or fashion, the answer is yes.”

Q: “I am familiar with your work on the Rocky River information earlier. One of the primary focus is the 55 year and older demographic shift. What do your demographics suggest for Bay Village and what priority do those demographics suggest that Bay needs to address?”

A: Glenn Coyne “Cuyahoga County as a whole is aging. The largest growth right now is in the aging section. The survey was very adamant about choices. As I tried to show, we broke everything out by younger folks, middle age folks, and seniors and the answers were different depending on which age category you were in. Bay is especially in a situation where there is a lot of demand of single level living or an alternative home to a home with a larger lot. There was a lot of feedback that the demand is high. The challenge is where you put it because there is not a lot of land. Almost the entire City is built out and most folks do not want townhomes in their backyard. We are trying to find those locations around town that might be receptive to that type of development. One of the spots we talked about in the presentation is the area by Clague. If you put some height there, with two to three stories, you probably could see the lake. Where are some acres that you could do some single level living? The Knickerbocker being renovated is huge. The demand is there and they are making investments. The trick is the location and where the community wants to see those types of developments go in.”

Q: “Was there any thought for that open space on Wolf on the other side of town, Forestview?”

A: Micah Stryker “We talked about that. The Superintendent of Schools was on our Project Team, and there didn’t seem to be a real incentive to make anything happen there. The Schools want to hang onto that property.” Mr. Tadych: “Ward 1 is the only ward that doesn’t have a school. Keep that in mind. The process could go on there.” Mayor Koomar: “A few years ago we had a brief discussion on that and if they were to have to replace a school like Normandy, they need a piece of land to build a new school. Eventually they are going to have to rebuild another school, Westerly.”

Q: Mr. Vincent “Besides the City needing money to meet the challenges of implementation, what other high level or top problem do you see cities have in meeting this ideas?”

A: Mr. Coyne “Sometimes you get so focused on looking inward that you forget about looking outward. The school system is fantastic; they could be a partner. There are other agencies, RTA, they don’t have a lot of money but they do have money for bus shelters and transit waiting environments. Look to see who those recommended partners are and don’t get in the habit of thinking you are all by yourselves. Because you are not. I would
definitely look at Avon Lake and Avon because they have resources you can share. Be open to that, would be my recommendation.”

**Q:** Conda Boyd  “What are the next steps with the library?”

**A:** Mayor Koomar  “We are in initial discussions with the library and right now they are performing some due diligence on the site between city hall and Cahoon Creek, looking at the wetlands. The Bayway Cabin is part of that library expansion; with the new branch it would come down. They were looking, we opened it up last week to check the interior, are there asbestos issues we need to consider if that building were to come down? We are just going through some of the due diligence items and I would expect that part of it to be wrapped up in the next month and I am going to be in touch with the library.” **Mr. Coyne:** “The funding for the library is in place; it has been in place. The County Library Board has the money to build the new library.”

**Q:** “When they build the new library, what happens to the existing library?”

**A:** Mayor Koomar  “The City owns the land and the building.” **Mr. Clark** “Then you start the domino effect of the Master Plan. If the library starts at that particular location it has to pass all the sniff tests we talked about. Then you start opening up other opportunities. The planning document we had is a century old. It was done in 1999. This document is a great fulsome document. There is a lot of stuff in there and it is very expensive. As Council and the administration, we have to prioritize what we are going to do, how we are going to do it, and that is what we are tasked to do over the next year.”

**Q:** Cathy Flament  “I have concerns about the attention to the Historic District. I know that in the meetings it was said that it was going to be a priority and there was high interest in that in the surveys. It doesn’t seem that there is anything talked about such as walk ways to the Learning Center, and I don’t see that addressed.”

**A:** Mr. Coyne  “I have to apologize. There is no way I could go through everything. We do have a few recommendations in the Master Plan that talk about the Community House, but what to do with connectivity and the Mayor mentioned the study that NOACA is working on, how people get around between and within Cahoon Memorial Park. There are certain trails that aren’t there that will need to be put back. As far as the programming, we haven’t recommended any changes to that area. We did not get a whole lot of feedback about that area. Being in Cahoon Park, we sort of concentrated on the areas we thought might change as opposed to spending a lot of time trying to come up with that. Let me talk with you and figure out what types of things you have in mind. We should have them reflected in the plan.” **Mayor Koomar:** “Cathy, you and I have discussed this, for the Community House, we have a fund raiser going and we are looking at a longer term plan for that and we talked about the Cahoon homestead, the Rose Hill Museum, and making the walkway improvements. Council has appropriated money in the last budget to make those improvements in the coming year. Because we had some of those things funded, I don’t think they spent as much time on it. I jumped in on the tail end of the process, and I know there is more in there, but we hired a Geo-technical
engineer this week, they are under contract to look at that. Then we have a Structural Engineer following up and the goal for that is next year is its 200th anniversary and so we are trying to jump on that this year so we have it in good shape for you for next year. Also we discussed focusing on the pathway to the cabin, which if we do this bridge with ODOT, we can get their buy-in on that to have some access to the lake. I think it is going to increase foot traffic there. We can do some signage options and really make it more of a destination place because people will be passing it and we can make some historic signs to improve it. A lot of that short term we are going to fund this year and the Community House will be a longer outlook. We can talk about some paths after.”

Q: “Is there anything planned for Columbia Road Park?”

A: Mr. Coyne “We actually did a drawing to improve the crosswalk there. We have a few ideas there.” Mayor Koomar: “At the end of March we applied for an Active Transportation Grant through ODOT. We applied for a Hawk Intersection. They have some of them in Lakewood. It will turn yellow for pedestrians with a meteor island. It is a $96,000 project, with a 10% city match. The amount of the grant would be $86,000. There are more opportunities for the park in Cahoon on the water front. We have some steps over there that we are watching. If we can we will go after those grant dollars it will supplement city dollars.”

Q: “Is there any thought to how much concrete space do we really need for RTA presence at the two RTA sites?”

A: Mr. Coyne “Ridership on Route 55 is pretty strong comparatively. Both of those parking lots are also used for recreation.”

Q: “Was part of your study used to look at how much Reese Park is utilized versus the value of that land could be repurposed for housing for senior citizens? Where the library is identified to go, what other constraints are there based on the Cahoon Will that prevent bringing other type of enhancements into the City?”

A: Mr. Coyne “We were very sensitive to the fact that a lot of recreation amenities are in Cahoon Park which is not open on Sunday. We spent a lot of time thinking about Bradley Park, Walker Road Park, and Reese Park. The point is that the land at the railroad tracks going some distance to the north could be redeveloped and should be redeveloped and it should have a resident component to it. But, we weren’t going as far as to say that Reese Park should probably go away. We think it is a really important green space. The crosswalk adjustment is because so many people go over there. Could there be some other arrangement of how the tennis courts and basketball courts there are done? There are people that do that kind of analysis that could tell you that very quickly. As far as the Will goes, I know the library is A-Okay as far as being in Cahoon Park.”

Mayor Koomar: “Gary Ebert is doing his research, but in the Will it talks about the trustees maintaining a library. In the Rose Hill Museum, the actual Bay Village Library was located from 1919 to 1960, when it moved over to where the Board of Education is now. In no less than four places in the Will, it does reference libraries and the
importance of libraries. They (Cahoon sisters) were both school teachers and education is key. From that standpoint of having it in the park, that is one of the very few things specifically listed in the Will. We are moving forward and feel comfortable.”

Q: “A lot of attention has been given to senior housing. Has any thought been given to the fact that in fifteen years’ time what will happen with the senior housing?”

A: Mr. Coyne “Actually, yes. A lot of our discussion is that more and more people want to live that way whether they are millennials, or empty nesters. If it is designed properly, it will attract several different categories. If you do it right, it can have a life cycle beyond seniors.” Mr. Stryker: “Also remember there is also a large population that is 40 or 50 years of age right now. In fifteen years they will need this housing.”

Back and forth discussion between audience members ensued regarding senior housing. An audience member stated that he would like to hear comments from Council as to what they feel about it.

Mr. Clark stated that the document did not have any input from Council and by design not to have anyone from Council on the committee. He stated that he has heard quite a bit of evidence that folks would like to find a place to live independently in Bay Village, whether it is stacked, or attached residential housing. We have adopted no approvals whatsoever. I would certainly be in favor of doing something, but you don’t want to change the basic character of the city. It is going to have to be done on a project-by-project basis. In 2011, the City overwhelmingly voted to rezone the former Shell property that sits vacant for the past six years. We would love to have something there. It may not happen for four or five more years, but done the right way it would be great for the City. We certainly don’t want to put up six story apartments. That is what we don’t want to do.

Mayor Koomar stated that the zoning code for these types of homes is 35 feet in height. If you were going to change something along Clague Parkway, that would require a change in an ordinance by Council. Large scale apartment buildings are currently not prohibited under our code. In my sixteen years on Council, developers have pitched housing for purchase, not for rental. I can’t speak for what the future might hold, but that has been the past.

Q: Eric Eakin “Does the Vivid Project involve the tearing down of the old Bay Printing space?”

A: Mayor Koomar “It does not.”

Q: Eric Eakin “Is there a money store going in on Clague Road?”

A: Mayor Koomar “Not to my knowledge.”
Q: (Regarding the library, due to the noise in the room could not comprehend the exact wording).

A: **Mr. Clark**: “The library footprint, as we understand it, will be a square foot size approximately equal to what we have right now, somewhere around 15,000 to 16,000 square feet. We have to deliver a certain piece of property of enough density to make that project work. That is what we have been working on with the library.”

Q: “Will the parking be shared by the pool? That parking lot is full in the summer time.”

A: **Mayor Koomar** “We are at the point where we are not going to add extra parking, but we want to utilize what parking we have. If you look at the spot where the Bayway Cabin now exists there is an opportunity to slide that more toward Wolf Road which will create additional parking. The Planning Commission will look closely at that. Also, that parking lot has grown somewhat organically, and there is an opportunity to make it more efficient and increase the number of spaces we have. There is also the opportunity to take some of that overflow parking by Cahoon Creek and actually extend it north. There is an opportunity with the city hall parking lot in the summer months to ask the library staff to park there because there is capacity during the day. If we don’t have to pave any more green space that is a good thing. We didn’t want to take any field space or passive green space that people would use for kite flying. The key is that it would be close to the Middle School. Jessica Breslin, the Branch Manager, does a great job with the after school programs and Math and Science tutors. These are programs that will only grow with the new location. All those factors fit into that. Parking will be a key of making sure we have enough and that will be the function of the Planning Commission.”

Mr. Clark expressed appreciation to Mr. Glenn Coyne and Micah Stryker and the entire team for the work they have put into the creation of the Bay Village Master Plan.

**Mayor Koomar** acknowledged the presence of Operation Manager Donny Landers and thanked Mr. Landers and Joan Kemper for their preparations for the meeting this evening. There being no further questions or comments, Mr. Clark thanked everyone for their attendance this evening and invited them to enjoy the refreshments provided.

_________________________   _______________________ 
Dwight Clark, President of Council   Joan Kemper, Clerk of Council
CITY OF BAY VILLAGE
POSITION DESCRIPTION
Director of Public Service and Properties

Title: Director of Public Service and Properties
Department: Service Department
Reports to: Mayor
Status of Position: Exempt
Bargaining Unit: Non-Bargaining

SUMMARY OF MAJOR DUTIES:

Appointed by the Mayor and working under the overall direction of the Mayor, the Director of Public Service and Properties is responsible for all functions of the Service Department. This includes overseeing the staffing, planning, implementation and day to day operations of the department. This is a highly responsible position directing the activities of the Service Department including but not limited to the care and maintenance of streets and storm drains, the sewer system, the City's fleet of vehicles and equipment, City parks and facilities, environmental protection efforts, and maintaining other important infrastructure. This position is also responsible to plan, organize and direct the operation and maintenance, planning and design of all City projects and preparation and management of the Service Department budget. The Director is accountable for the effectiveness of the public services of the department, for its fiscal and ethical integrity and for the public services values reflected in the conduct of its personnel.

SUMMARY OF REQUIRED QUALIFICATIONS:

This position requires at least 6 years experience in a responsible position in municipal government (municipal service department preferred) with proven leadership responsibilities; plus any combination of education and experience equivalent to graduation from an accredited college or university with major coursework in a related field. Possession of a valid State of Ohio driver's license and the ability to maintain insurability under the City's vehicle insurance policy is required.

SUMMARY OF EQUIPMENT USED

The Director of Public Service and Properties uses the City's telephone system, computer, and two-way radios and must have operational knowledge of City vehicles including all Service Department equipment. This position requires the use of mobile technology to include portable devices and the ability to learn different operating systems and programs.

SUMMARY OF WORK ENVIRONMENT

The work is performed in a typical office setting where the employee is not generally exposed to adverse environmental conditions, although the position may require occasionally performing work

April 2017
in a variety of conditions and settings involving exposure to inclement weather, poor lighting/ventilation, unpleasant odors or excessive heat or cold.

MAJOR DUTIES AND TASKS

Supervision

* Supervises assigned staff. Monitors effectiveness of staffing levels, work assignments and procedures, modifies as needed to maximize efficiency of department operations.
* Provides direction and guidance to assist subordinates in completion of assignments.
* Monitors and evaluates employees' performance and provides feedback as needed. Ensures compliance with policies and procedures. Recommends discipline when appropriate.
* Oversees training and instruction of employees
* Interviews applicants and makes recommendations for hiring decisions
* Administers the City's labor contracts. Participates on the City's labor negotiations team and represents City's interests. Conducts grievance and disciplinary hearings
* Communicates with and resolves conflicts between employees, supervisors and union representatives
* Conducts/attends regular meetings with staff and Directors to exchange information and coordinate activities

Administration

* Plans, develops and directs day-to-day operations of the Service Department. Determines long-range goals and oversees strategic planning for and development and delivery of services to citizens and customers
* Preparation and management of the Department's budget
* Develops policies and procedures for the Service Department
* Administers purchasing of services and goods for the Department
  - Authorizes the purchase of supplies and materials for City purchases; signs all purchase orders
  - Develops and writes specifications and initiates public bidding procedures for purchases over a specified level
  - Responds to inquiries and requests for information from potential and successful bidders
  - Writes and prepares contracts and ordinances to complete purchasing process
  - Gathers quotes, pricing, etc., for outside services
* Attends City Council meetings to provide information about Service Department activities, progress of various projects, purchasing and bidding information
* Coordinates efforts with the Law Department to investigate and respond to claims or lawsuits against the City.
* Prepares various periodic reports including but not limited to the department's Annual Report, EPA reports, grant reporting, etc.
* Responsible for conducting the full range of activities for procuring grant funding. Identify grant funding opportunities and prepare, submit and manage grant proposals
* Works collaboratively with the Engineering Department to partner on city wide projects
* Serves as a member of the senior management team providing guidance and recommendations to the Mayor and works in partnership with all Directors

April 2017
Community Relations
* Responds to questions, concerns and complaints from City residents regarding service issues
  - Meets with residents and groups as requested—on site and after hours as needed
  - Informs citizens of division services, policies and procedures
  - Investigates questions or incidents as reported by citizens
* Develops and implements solutions to various citizen problems; resolves conflicts as needed
* Represents the City at various public meetings as needed
* Researches, writes and prepares information to disseminate to City residents regarding various public services
* Contacts utilities companies to report or discuss service issues; coordinates efforts with utility companies to address and resolve issues or concerns

Miscellaneous Duties
* Performs miscellaneous duties as needed or directed by Mayor
* Assists Mayor with various projects involving research, writing and presentations as directed
* Meets all job safety requirements and all applicable PERPP (Public Employment Risk Reduction Program) safety standards and ensures that all members of the department are engaged in safe work practices

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

This position requires knowledge of:
* City and department policies, procedures and Service Department operations
* City ordinances
* Location of City of Bay Village streets, neighborhoods and landmarks
* Budget development, administration, public financing and purchasing regulations
* State, federal and local laws affecting City Departmental operations
* State, federal and local employment rules and regulations
* Employee and labor relations principles, contract administration and negotiations
* Safety regulations and procedures

This position requires skills and abilities to:
* Organize, prioritize and coordinate a variety of simultaneous activities and assign tasks accordingly
* Supervise employees effectively; plan and assign work
* Define, research, document, develop and implement solutions to problems
* Develop, plan and implement programs, policies and procedures
* Maintain awareness of information and issues affecting City services and operations including weather, supply, staffing levels and legislative changes
* Resolve problems involving employees, citizens and representatives of various private and public entities
* Develop and maintain effective working relationships with citizens, employees, community leaders and representatives of various private and public entities
* Communicate effectively in written and verbal forms
* Represent the City to the community, other government officials, and the public; respond effectively to inquiries from the same

April 2017
*Respond effectively in emergency situations
*Maintain confidential information
*Maintain a positive community image
*Negotiate contracts and maintain successful employee and union relationships
*Operate City vehicles and equipment including two-way radio

### PHYSICAL REQUIREMENTS OF THE JOB

<table>
<thead>
<tr>
<th>Activity Involved</th>
<th>Frequency of Activity</th>
<th>Items/Weight Involved</th>
<th>Machines/Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifting</td>
<td>occasionally</td>
<td>up to 50 lbs</td>
<td></td>
</tr>
<tr>
<td>Carrying</td>
<td>occasionally</td>
<td>up to 50 lbs</td>
<td></td>
</tr>
<tr>
<td>Reaching</td>
<td>occasionally</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Climbing</td>
<td>occasionally</td>
<td></td>
<td>step stool/ladder</td>
</tr>
<tr>
<td>Bending</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Squatting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pushing/Pulling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twisting/Turning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keyboarding</td>
<td>frequently</td>
<td></td>
<td>computer/tablet</td>
</tr>
<tr>
<td>Sitting</td>
<td>frequently</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standing</td>
<td>frequently</td>
<td></td>
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</tr>
<tr>
<td>Walking</td>
<td>frequently</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crawling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Running</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 is typical busy and includes frequent distractions

_________________________  __________________________
Employee’s Signature      Date

_________________________  __________________________
Supervisor’s Signature     Date

April 2017
ORDINANCE NO.
INTRODUCED BY:

AN ORDINANCE
AMENDING SECTION 1 OF ORDINANCE 17-2 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 2017 AND THEREAFTER,
AND DECLARING AN EMERGENCY.

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

SECTION 1. That January 1, 2017 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:

<table>
<thead>
<tr>
<th>Position</th>
<th>January 1, 2017 and Thereafter</th>
<th>April 1, 2017 and Thereafter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Director of Finance</td>
<td>$97,397</td>
<td>$97,397</td>
</tr>
<tr>
<td>2. Assistant Finance Director</td>
<td>$70,621</td>
<td>$70,621</td>
</tr>
<tr>
<td>3. Accounts Payable Coordinator</td>
<td>$18.32 – $20.98 per hour</td>
<td>$18.32 – $20.98 per hour</td>
</tr>
<tr>
<td>4. Part-time Human Resources Administrator</td>
<td>29.20 per hour</td>
<td>29.20 per hour</td>
</tr>
<tr>
<td>5. Part-time Clerical</td>
<td>$12.18 – $16.80 per hour</td>
<td>$12.18 – $16.60 per hour</td>
</tr>
<tr>
<td>6. Director of Law</td>
<td>$75,401</td>
<td>$75,401</td>
</tr>
<tr>
<td>7. Prosecutor</td>
<td>$35,379</td>
<td>$35,379</td>
</tr>
<tr>
<td>8. Dir. Public Service &amp; Properties</td>
<td>$85,000-95,000</td>
<td>$80,000-95,000</td>
</tr>
<tr>
<td>10. Public Works Supervisor</td>
<td>$73,007</td>
<td>$73,007</td>
</tr>
<tr>
<td>11. Sewer Maintenance Supervisor</td>
<td>$63,787</td>
<td>$63,787</td>
</tr>
<tr>
<td>12. Infrastructure Manager</td>
<td>$67,020</td>
<td>$67,020</td>
</tr>
<tr>
<td>Position</td>
<td>Salary</td>
<td>Salary</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>----------------</td>
<td>----------------</td>
</tr>
<tr>
<td>13. Property Maintenance Inspector</td>
<td>$61,701</td>
<td>$61,701</td>
</tr>
<tr>
<td>14. Projects Coordinator</td>
<td>$31.91 per hour</td>
<td>$31.91 per hour</td>
</tr>
<tr>
<td>15. Part-time</td>
<td>$8.15 – $17.96 per hour</td>
<td>$8.15 – $17.96 per hour</td>
</tr>
<tr>
<td>16. Seasonal</td>
<td>$8.15 – $17.35 per hour</td>
<td>$8.15 – $17.35 per hour</td>
</tr>
<tr>
<td>17. Director of Recreation</td>
<td>$75,012</td>
<td>$75,012</td>
</tr>
<tr>
<td>18. Asst. Recreation Director</td>
<td>$46,311</td>
<td>$46,311</td>
</tr>
<tr>
<td>19. Assistant to Mayor</td>
<td>$47,463</td>
<td>$47,463</td>
</tr>
<tr>
<td>20. Clerk of Council</td>
<td>$52,366</td>
<td>$52,366</td>
</tr>
<tr>
<td>21. Fire Chief</td>
<td>$105,196</td>
<td>$105,196</td>
</tr>
<tr>
<td>22. Police Chief</td>
<td>$105,196</td>
<td>$105,196</td>
</tr>
<tr>
<td>23. Deputy Police Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start</td>
<td>$23.87 per hour</td>
<td>$23.87 per hour</td>
</tr>
<tr>
<td>After 2080 hours</td>
<td>$26.52 per hour</td>
<td>$26.52 per hour</td>
</tr>
<tr>
<td>After 4160 hours</td>
<td>$30.06 per hour</td>
<td>$30.06 per hour</td>
</tr>
<tr>
<td>After 6240 hours</td>
<td>$34.24 per hour</td>
<td>$34.24 per hour</td>
</tr>
<tr>
<td>25 Animal Control Officer</td>
<td>$18.00-$22.00 per hour (part time)</td>
<td>$18.00-$22.00 per hour (full time)</td>
</tr>
<tr>
<td>26. Jailer/Matron</td>
<td>$14.78 per hour</td>
<td>$14.78 per hour</td>
</tr>
<tr>
<td>27. Full time Dispatch</td>
<td>$17.89-22.50 per hour</td>
<td>$17.89-22.50 per hour</td>
</tr>
<tr>
<td>28. Part time Dispatch</td>
<td>$16.10-20.25 per hour</td>
<td>$16.10-20.25 per hour</td>
</tr>
<tr>
<td>29. Director of Community Services</td>
<td>$61,701</td>
<td>$61,701</td>
</tr>
</tbody>
</table>
30. Assistant Director of Community Services  $37,233
31. Senior Van Driver  $9.14 – $13.09 per hour
32. Safety Director  $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 17-2 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
The City of Bay Village 2018 Wellness Plan
ADMINISTERED BY UpShot Health

✓ 75% of all healthcare costs are spent treating conditions that are lifestyle related and preventable.
✓ The City of Bay Village is committed to helping you achieve your best health! Your participation in the program is voluntary, but by participating you will earn a valuable discount on your health insurance premiums.
✓ Your specific results will not be shared with your employer, and will remain confidential between you and the nurse practitioner.
✓ Spouses that are covered under the health plan are invited to participate in the 2018 wellness plan so that family plans can gain the discount too.

PLAN DESIGN FOR PLAN YEAR 2018
Participants (employees + spouses) Earn Discounts by Participating in Wellness Activities

<table>
<thead>
<tr>
<th>Wellness Activities (3 Step Process)</th>
<th>Spousal Participation if covered on the health plan</th>
<th>Employee Participation if covered on the health plan</th>
<th>Incentive Earned for Employees and Spouses if all 3 steps are achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participate in the upcoming wellness screening event in the fall or visit your PCP for an annual wellness exam before 11/1/17.</td>
<td>✓</td>
<td>✓</td>
<td>Earn a $25 per month discount on health insurance premiums once you complete the 3 step process. ($300 Annual Benefit!)</td>
</tr>
<tr>
<td>Complete the on-line health risk assessment through the Optum portal</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Schedule an initial wellness planning session with the UpShot Health NP on or before 12/21/17 to review screening results and develop a personalized health improvement plan for the coming year. The NP will then determine follow-up appointments in 2018 based upon health status.</td>
<td>OPTIONAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employees and Spouses Convert Participation into Savings and Increase Health Awareness!

Just by you and your spouse participating, you are taking an important first step in controlling your share of healthcare costs. Participation in this program is voluntary. If you choose not to participate, you will miss the opportunity to earn valuable discounts on your health insurance costs in 2018.

QUESTIONS?
Contact Maria at UpShot Health
Maria@upshothealthcare.com
Or Jen Demaline at
(440) 263-8247

Proprietary and Confidential
www.upshothealthcare.com
2018
Thanks and blessings,

Duration: 6/12/17 - 8/4/17
Placement: Tree lawn area by church entrance driveway off Dover Center Road
The dimensions are 18 in x 24 in

I have a sign request concerning a temporary sign on our St. Raphael Church property:

Good afternoon Joan,

Low

Possible Spam - Bay Village Spam Filter St. Raphael Sign Request for City Council
Joan Kemper
Wednesdays, March 29, 2017 6:14 PM
Mark Cunningham <mcunningham@saintraphelparish.com>

Joan Kemper
Memorandum

To: Paul A. Koomar, Mayor
From: Curtis J. Krakowski, CSI, CDT Infrastructure Manager
Date: 3.31.2017
Re: Bid Results for the 2017 Pavement Maintenance & Resurfacing Program
Broken Storm Sewer Pipe Filmed on Osborn Road

Bid Results for the 2017 Pavement Maintenance & Resurfacing Program

The City of Bay Village received Bids from interested Asphalt Paving Contractors on Friday, March 24, 2017, for the above referenced Project. The Base Bid included resurfacing portions of Douglas, Normandy, Midland, Osborn, Jefferson Court and Henry Roads. The length of roads scheduled is 9,580 linear feet or approximately 1.8 miles, all which were part of the City’s 5-Year Pavement Resurfacing Program for 2017.

A total of five (5) Bids were received. The Base Bid estimate for this Project was $625,000.00. The Bids ranged from a high of $635,175.00 to a low of $531,415.00. I have attached the Bid Tabulation sheet for your reference.

Based on our review, the “Lowest Responsive and Responsible Bidder” was Barbicas Construction Company, Inc. for $531,415.00. Their Bid was competitive, complete and below the Advertised Bidding Estimate. I contacted the apparent lowest Bidder earlier this week to discuss their Bid and confirm their understanding of the Project’s requirements and the City’s expectations of quality and scheduling. We also requested a list of Projects of similar scope throughout the area. This included municipalities such as Westlake, Painesville, Wadsworth, Moreland Hills, Solon; Including ODOT and Cleveland MetroParks Projects

The Bid also included two (2) ADD Alternates. Alternate #1, to resurface Glen Park Drive (Wolf Road to Knickerbocker Road) and Alternate #2, to resurface Cahoon Road (Lake Road to Wolf Road). A detailed breakdown of the Alternates is included in the Bid Tabulation. If the City chooses to accept Alternate #1, Barbicas Construction Company, Inc. would still be the lowest Bidder at $685,724.50, but this would exceed our $650,000 resurfacing budget. If the City chooses to accept Alternate #2, Barbicas Construction Company, Inc. would also be the lowest Bidder at $648,895.00. Accepting Alternate #2 would add an additional street to our resurfacing program to complete in 2017 and still be within our $650,000 budget.

Based on our review of all Bids and conversations with the apparent low Bidder and their references, it would be our recommendation to award the Contract to Barbicas Construction Company Inc. for $648,895.00, which includes the Base Bid and Alternate #2.

Broken Storm Sewer Pipe Filmed on Osborn Road

During the Bidding Period, the City’s Sewer Crew was filming the underground storm and sanitary sewers of the scheduled streets to be paved this year. During this time, it was discovered that approximately 300’ linear feet of 15” vitrified clay storm sewer pipe is severely damaged and is in need of replacement prior to this street being resurfaced.

We are currently reviewing this information with our consulting City Engineer, Bob Greytak. We requested that he provide us with a recommendation of the repair or replacement of this pipe along with an estimated budget. This information will become available to us in the upcoming days.
Once we have an understanding of what is required to replace this pipe, along with any street repairs involved in excavating and backfilling the road, we will make a determination on how to proceed. Until then, we will need to remove Osborn Road from the resurfacing schedule.

Our options at this point are to either use money from the $650,000 pavement resurfacing budget to repair this pipe and remove the some streets from the Contract to be awarded to Barbicas Construction Company, Inc, or consider this pipe replacement as a separate emergency project and appropriate additional funds to replace this pipe and resurface Osborn Road once this work is completed.

I will continue to update you on the storm sewer pipe information as it becomes available.

If you have any questions or comments, feel free to let me know.

Cjk

CC: Bay Village City Council
    Gary Ebert, Law Director
    Renee Mahoney, Finance Director
    File

City of Bay Village
Page 2 of 2
CALCULATED
BASE BID TOTAL | ADDITIONAL
ALT. #1  (GLEN PARK) | ADDITIONAL
ALT. #2  (CAHOON ROAD) | TOTALS FOR
BASE, #1, #2

CONSTRUCTION ESTIMATE: $625,000.00 $150,000.00 $110,000.00 $885,000.00

BIDDER NO. 1: BARBICAS CONSTRUCTION CO., INC.
124 DARROW ROAD, SUITE 1
AKRON, OHIO 44305-3835
(330) 733-9101
*BID DOCUMENT NO. 5

$531,415.00 $154,309.50 $117,480.00 $803,204.50
(CORRECT TOTAL)

BIDDER NO. 2: BURTON SCOT CONTRACTORS LLC
11330 KINSMAN ROAD
NEWBURY, OHIO 44065
(440) 564-1011
*BID DOCUMENT NO. 8

$635,175.80 $175,972.80 $126,916.60 $938,065.20

BIDDER NO. 3: KARVO PAVING CO.
4524 HUDSON DRIVE
STOW, OHIO 44224
(330) 929-9616
*BID DOCUMENT NO. 9

$598,754.20 $163,798.20 $129,833.00 $892,385.40

BIDDER NO. 4: CROSSROADS ASPHALT RECYCLING
13421 HAWKE ROAD
COLUMBIA STATION, OHIO 44028
440 236-5066
*BID DOCUMENT NO. 3

$581,725.00 $150,000.50 $111,178.00 $842,903.50

$107,480.00 (TOTAL INCORRECT)
<table>
<thead>
<tr>
<th>CONTRACTOR</th>
<th>CALCULATED BASE BID TOTAL</th>
<th>#1</th>
<th>#2</th>
<th>TOTAL FOR BASE, #1, #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIDDER NO. 5: CHAGRIN VALLEY PAVING 17290 MUNN ROAD CHAGRIN FALLS, OHIO 44023 440 543-2253</td>
<td>$565,264.20</td>
<td>$148,819.60</td>
<td>$101,623.00</td>
<td>$815,706.80</td>
</tr>
<tr>
<td>BIDDER NO.</td>
<td>UNIT BID PRICE</td>
<td>TOTAL ITEM AMOUNT</td>
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<tr>
<td>------------</td>
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</tr>
<tr>
<td>1</td>
<td>103 BONDS</td>
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<td>5</td>
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<td>AVERAGE</td>
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<td>2</td>
<td>609 MAINTAINING TRAFFIC</td>
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<td>$11,500.00</td>
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<td>614 MOBILIZATION</td>
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<td>1</td>
<td>$20,000.00</td>
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<td>448</td>
<td>ASPHALT CONCRETE (SURFACE COURSE TYPE 1)</td>
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<tr>
<td>1</td>
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<tr>
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<td>3</td>
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<td>4</td>
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<td>BIDDER NO.</td>
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<td>APSHALT CONCRETE (INTERMEDIATE COURSE-TYPE 1)</td>
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<td>$73,975.20</td>
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</table>

| 10         | ADA SIDEWALK RAMPS |
| 1          | $6.45            | $16,125.00        |
| 2          | $11.00           | $27,500.00        |
| 3          | $12.00           | $30,000.00        |
| 4          | $11.00           | $27,500.00        |
| 5          | $12.00           | $30,000.00        |
| AVERAGE    | $10.49           | $26,225.00        |

| 11         | CATCH BASIN (ADJUST TO GRADE) |
| 1          | $650.00          | $35,100.00        |
| 2          | $575.00          | $31,050.00        |
| 3          | $585.00          | $31,590.00        |
| 4          | $580.00          | $31,320.00        |
| 5          | $585.00          | $31,590.00        |
| AVERAGE    | $595.00          | $32,130.00        |

<p>| 12         | MANHOLE (ADJUST TO GRADE) |
| 1          | $475.00           | $18,525.00        |
| 2          | $575.00           | $22,425.00        |
| 3          | $415.00           | $16,185.00        |
| 4          | $410.00           | $15,990.00        |
| 5          | $412.00           | $16,068.00        |
| AVERAGE    | $457.40           | $17,838.60        |</p>
<table>
<thead>
<tr>
<th>BIDDER NO.</th>
<th>UNIT BID PRICE</th>
<th>TOTAL ITEM AMOUNT</th>
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<tbody>
<tr>
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<tr>
<td>AVERAGE</td>
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<td>$30,000.00</td>
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OFFICIAL PROPOSAL
CITY OF BAY VILLAGE, OHIO

FOR THE FURNISHING OF AGGREGATE AND OTHER GRANULAR MATERIAL FOR ROAD MAINTENANCE

Date March 24, 2017

TO THE COUNCIL OF THE CITY OF BAY VILLAGE, OHIO:

The undersigned, Shelly Materials, Inc., proposes to do all work and to furnish all materials necessary to deliver to the stock pile certain amounts of aggregate or to deliver same to various streets in the City of Bay Village, Ohio for the year 2017 in accordance with specifications to be determined by the Director of Public Service and Property.

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>DELIVERED TO LOCATIONS WITHIN CITY LIMITS</th>
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<tbody>
<tr>
<td>1. #1 Limestone Per Ton</td>
<td>$19.75</td>
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<tr>
<td>2. #57 Limestone Per Ton</td>
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<td>3. #8 Limestone Per Ton</td>
<td>$20.50</td>
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<td>4. #10 Limestone Per Ton</td>
<td>$18.50</td>
</tr>
<tr>
<td>5. #304 Limestone Per Ton</td>
<td>$16.25</td>
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<tr>
<td>6. Fill Sand Per Ton</td>
<td>$14.25</td>
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</tbody>
</table>

Deliveries to be made in 15 ton minimum loads and 25 ton maximum loads.

All materials to meet the current State of Ohio, Department of Highways Construction and Materials Specifications 703-1 for Course Aggregate.

Each bid must be accompanied by a certified or cashier's check in the amount of $100.00 on some solvent bank as a guarantee that if the bid is accepted, a contract will be entered into and its performance properly secured. The right is expressly reserved to accept or reject any separately itemized proposals or portions of bids.

The City of Bay Village is an Equal Opportunity Employer and does not discriminate against the handicapped.

Contractor: Shelly Materials, Inc.
Address: 8920 Canyon Falls Blvd., #120
Twinsburg, OH 44087
Phone No.: 330-425-7881
Fax No.: 330-425-3270
Signature: Chad Reel
Title: Vice President
OFFICIAL PROPOSAL
CITY OF BAY VILLAGE, OHIO

FOR ASPHALT MATERIALS FOR THE CALENDAR YEAR 2017.

Date: March 24, 2017

TO THE COUNCIL OF THE CITY OF BAY VILLAGE, OHIO:

The undersigned, Stoneco, Inc., dba Allied Corporation proposes to furnish asphalt materials, as required, for the following prices:

<table>
<thead>
<tr>
<th>Plant</th>
<th>Location</th>
<th>Price per Ton</th>
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<tbody>
<tr>
<td>77</td>
<td>4900 W 150th St.</td>
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<td>76</td>
<td>2214 W 20th St.</td>
<td>$75.00</td>
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</tbody>
</table>

Asphalt (patching) material at Batching Plant

401 $50.00 Ton
448 $60.00 Ton

All materials to meet the current State of Ohio, Department of Highways, Construction and Materials Specifications for Items 301, and 448. Item 448 will consist of a mix design (JMF) for light or medium duty traffic suitable for use as a road patching material.

A certified or cashier’s check in the amount of $100.00 shall be submitted with each proposal as a guarantee that if the bid be accepted, a contract will be entered into and its performance properly secured.

The right is expressly reserved to accept or reject any separately itemized proposal or portions of bids.

The City will consider the distance to and from the batching plant, as well as the timeframe necessary to complete a round trip.

Amount of material to be installed will be based upon the City’s needs during the course of the contract year.

The City of Bay Village is an Equal Opportunity Employer and does not discriminate against the handicapped.

Contractor: Stoneco, Inc., dba Allied Corporation
Address: 8920 Canyon Falls Blvd., #120
         Twinsburg, OH 44087

Phone No.: 330-425-7861
FAX No.: 330-425-3270
Signature: Chad Reel
Title: Vice President
OFFICIAL PROPOSAL
CITY OF BAY VILLAGE, OHIO


Date MARCH 22, 2017

TO THE COUNCIL OF THE CITY OF BAY VILLAGE, OHIO:

The undersigned, WESTVIEW CONCRETE CORP., proposes to furnish ready mix concrete for various streets within the City of Bay Village for the following prices:

PURPOSE:
The purpose for this bid is to obtain itemized costs for the furnishing of concrete for the calendar year 2017. All concrete is to be delivered to a specified site within the City of Bay Village, utilizing the costs proposed in this bid document.

SCOPE:
The Service Department utilizes the 1-3-5 mixture (4.5 sack cement) for base repairs, footer mixes, and posts.

The Service Department utilizes the Class "C" (O.D.O.T. Spec) concrete with fiber for all residential and commercial flat work, as well as concrete road repairs and curbing. On many of the jobs, Hi-early strength is added in order to open driveways and roadways earlier.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>COST</th>
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<tbody>
<tr>
<td>1.</td>
<td>Cu. Yd. 1-3-5 mixture (4.5 sacks cement)</td>
<td>$96.50</td>
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<tr>
<td>2.</td>
<td>Cu. Yd. Class &quot;C&quot; (O.D.O.T. specs)</td>
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<tr>
<td></td>
<td>Added cost for residential fiber (1 lb. per yard)</td>
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<tr>
<td></td>
<td>Added cost for commercial fiber (1.5 lb. per yard)</td>
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<tr>
<td></td>
<td>Added cost for Hi-early strength concrete</td>
<td>$6.00</td>
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<tr>
<td>3.</td>
<td>Additional cost for loads below minimum (under-load charges per load)</td>
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<tr>
<td></td>
<td>1-2.75 Yards</td>
<td>$110.00</td>
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<td>3-3.75 Yards</td>
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<td>6-7.75 Yards</td>
<td>$35.00</td>
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</table>
4. State all additional costs for multiple stops and/or demurrage time.

SEE ATTACHED

5. State normal delivery hours 7:00 A.M. to 3:30 P.M.

6. State all additional costs for delivery other than regular business hours.
   $____50.00 per LOAD.

7. State all additional costs for delivery on Saturday. $____50.00 per load.

All materials to meet current O.D.O.T. specs.

A certified or cashier's check in the amount of $100.00 shall be submitted with each proposal as a guarantee that, if the bid is accepted, a contract will be entered into and its performance properly secured.

The right is expressly reserved to accept or reject any separately itemized proposals or portions of bids.

The City of Bay Village is an Equal Opportunity Employer and does not discriminate against the handicapped.

Contractor ____________________________
WESTVIEW CONCRETE CORPORATION

Address ______________________________
26000 SPRAGUE RD
OLMSTED FALLS OHIO 44138

Phone No. ____________________________
440-235-1806

FAX No. ____________________________
440-235-1893

Signature ____________________________

Title ________________________________
VICE PRESIDENT
Please make note of the following 2017 additional charges:

**Underload Delivery Charges:**

1.00 to 2.75 CU.YD     $110.00 per load  
3.00 to 3.75 CU.YD.   $75.00 per load  
4.00 to 4.75 CU.YD.   $55.00 per load  
5.00 to 5.75 CU.YD.   $45.00 per load  
6.00 to 7.75 CU.YD.   $35.00 per load  

**Demurrage Charges:**

$1.50 per minute after an allowed 10 minutes per yard. Maximum 60 minutes per load.

**Late Load:**

Load after 3:30 pm. - $50.00 per load

**Saturday Delivery:**

7:00 am. – 12:00 pm. - $50.00 per load

**Add Stop Charge:**

$15.00 per stop

**Dye Clean Up:**

$80.00 per load

**Winter Heat:**

November 1st – April 30th * $6.00 per yard
2017 APPLICATION FOR USE OF PUBLIC STREETS AND PUBLIC FACILITIES

SPONSOR ___ HUFF AND PUFF RACING INC. __________________________

REPRESENTED BY ___ DYLAN KADOW _______________________________

ADDRESS ___ 115 INWOOD BLVD. AVON LAKE, OHIO 44012 ___________

TELEPHONE NO. ___ 440-787-6146

PURPOSE OF EVENT 501(C)(3) NONPROFIT CHARITY RUN FOR AMERICAN LUNG AS

DATE OF EVENT __ JUNE 10TH ___________ HOURS OF EVENT 9AM-2PM __

STREETS OF EVENT __ Cahoon Rd, Porter Creek Dr., Park Ln., Wolf Rd.

Total number of expected people that this event will draw (i.e. a total of participants, staff, and fans/observers: Rough estimate: 30 volunteers, 10 staff, 500-800 participants, 200 spectators.

Event sponsor must pay for all City costs including overtime prior to the permit being granted.

COST of CITY PERSONNEL NEEDED TO CONDUCT THE EVENT:

Estimated Fire hours ______________ at $ ______ per hour

Estimated Service Department hours _______ @ _______ per hour: total $ _______

FEE $ ________ Check payable to City of Bay Village and due 30 days prior to event)

Police costs will be determined by Lt. Mark Palmer (440-899-3651) and handled by the Police Department. Lt. Kirchner will authorize release of permit when payment is received.

*Total Police costs: $ _______ and due 30 days prior to event)

Sponsor shall include the City of Bay Village, Bay Village residents and Bay Village employees in its liability insurance coverage for the event. Liability insurance coverage shall not be less than $1,000,000. Bodily Injury and Property Damage $100,000. Insurance policy must be submitted to City at least thirty (30) days prior to event. Proof of required insurance coverage shall be properly documented.

Permit holder agrees to indemnify, hold harmless and, if requested, defend the City and/or its employees or agents from and against any claim arising from personal injuries, property damage or other losses directly or indirectly arising from said activity.

Proper administration of event applications shall be the responsibility of the Mayor.

The Mayor may waive permit fee or other requirements for Bay Village civic groups, Bay Village Schools or City sponsored activities.

PERMIT HOLDER ___________________________ Date Applied _________________