AGENDA

Date: May 8, 2017
Time: 7:30 p.m.

Agenda, Bay Village City Council
Committee Meeting
Conference Room
Dwight A. Clark, President of Council, Presiding

ANNOUNCEMENTS

COMMITTEE OF THE WHOLE

Presentation by Clete Miller regarding preliminary transition plan for Community House

ENVIRONMENT, SAFETY AND COMMUNITY SERVICES COMMITTEE-Vincent

FINANCE & CLAIMS COMMITTEE-Clark

Renewal of General Liability Insurance with McGowan Insurance Agency

Tax Budget Year 2018

PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE-Lieske

PUBLIC IMPROVEMENTS, STREETS/SEWERS/DRAINAGE COMMITTEE-Henderson

RECREATION & PARKS IMPROVEMENT COMMITTEE- Mace

SERVICES, UTILITIES & EQUIPMENT COMMITTEE-Tadych

AUDIENCE

MISCELLANEOUS

CAHOON MEMORIAL PARK TRUSTEES

Approval for use of north side of Cahoon Memorial Park by Bay Village Foundation for Memorial Day Services.
City of Bay Village

Council Minutes, Committee Session
Dwight A. Clark, President of Council, presiding

May 1, 2017
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, Community Services Director Selig, Recreation Director Enovitch, Human Resources Administrator Jen Demaline.

AUDIENCE

Jeff Gallatin, Dick Majewski, Suzanne Graham, Lydia DeGeorge, Bill Selong, Tara Wendell, Claire Banasiak, Jerrie Barnett, Carolyn Borsini, Alex Dade, Jeff Gallatin.

ANNOUNCEMENTS

Mayor Koomar advised of the following:

- **Reese Park Restrooms** – The plumbers were on site today and cement will be poured later this week. Electricians will then be on site and it is hoped to have work finished within the next four weeks and operational for the summer months.

- **White Creek Improvement Project** – The Mayor has met with the residents and walked through the program with them with positive feedback. The program was delayed at the request of one of the residents due to the hosting of a private party in the area. City personnel will be rotated through and kept on the yard areas as much as possible. Plates will be put down on the sidewalks. The residents understand the entire process and it should be resumed in approximately three weeks. Mr. Tadych noted that the resident is tickled pink with the project. The Mayor stated that early on in the process, Mr. Kuznik, Service Department Manager, hung informative door hangers and Mr. Krakowski, Infrastructure Manager, addressed the residents regarding the project. Sidewalk replacement and seeding will be done to restore the area as quickly as possible. The headwall coming from the south will be replaced as part of the project. Mr. Henderson noted that a gentleman who lives near the Bradley/Naigle Road area was not particularly pleased with the grass reseeding done in that area after that project completion. He asked if the City will do a better job with the White Creek Improvement Project. Mayor Koomar stated that the Bradley/Naigle reseeding was part of the contractor’s project. The restoration for the White Creek Project will be conducted by the City Service Department. The Mayor further noted that the flow will continue to come, and by going underneath
the bridge and opening that up it will get capacity, which the residents are very happy about, especially during rainy periods.

- **Sunset Project** – Mayor Koomar has spoken with Mr. Henderson, as Chairman of the Public Improvements, Streets, Sewers and Drainage Committee, regarding the Sunset Project. The Mayor sent current plans to Jeff Foster, who represents the homeowners in that area, regarding the project. They have had five or six turnovers in the Homeowners Association, so he will do a bit of educating for those folks. The Association has reviewed the right-of-way and easements that will be needed. In the next week or two they will be holding their annual residents’ meeting and the next step will be to have residents sign off on the right-of-way since they are all part of the park association. Mr. Greytak, of CT Consultants is working to get gas line replacements as an add-on to the project with no cost to the project. Columbia Gas Company has been replacing gas lines. With the new, improved right-of-way, they believe they can get the gas lines in without any underground easement on the park land needed.

- **Master Plan** – Mayor Koomar was at the County today talking about economic development. The County Planning Commission provided the Mayor with a hard copy of the Master Plan for one final review. Mayor Koomar will review that further and should have hard copies for Council later this week for review, and, at the appropriate time, for adoption.

- **Osborn Road Home Construction** – Mayor Koomar related information concerning a home that was purchased for flipping, and ended up being sold to a second flipper. From October or November until now, the home has been sitting with a half excavated basement. The builder was brought in to meet with SAFEbuilt representatives, Bob Lyons the City’s Property Maintenance Inspector, Law Director Ebert, and Mayor Koomar. The builder wants to do the right thing and submitted plans to SAFEbuilt, Inc. last week. SAFEbuilt, Inc. turned those plans around quickly and the builder is scheduling the work. The property owner has been notified. The message to the builder was that there must be consistent work on the home. The original purchaser removed the windows which is a point of contention because they boarded with plywood. The Mayor has worked with them, asking that the windows be installed as soon as possible, and the yard be kept up through this spring growing season. The same requirements were put into place for a home that the builder is working on in Ward 4. The Mayor noted that having everyone present and establishing a game plan will have positive results. Mrs. Lieske stated that when the resident reached out to her the first time, she complimented Property Maintenance Inspector Bob Lyons on his demeanor and helpfulness. She noted that it is always nice to hear about one of the City employees out and about in the community and complimented for his work by a resident. Mayor Koomar noted that going forward having those meetings with the builders and setting down expectations of what we like to see in Bay Village is important.
- **Walker Road Park** - In response to concerns of a resident expressed to Councilman Henderson, Mayor Koomar met with the resident and walked the Walker Road Park area. The Mayor met with representatives of the City of Avon Lake and will follow up further. Concerns were of one of the builders in Avon Lake and their use of stockpiling land and how it might affect the Bay Village border. This is being worked through with the Avon Lake City Engineer Joe Reitz. The Mayor is also talking with Engineer Joe Reitz about additional development at the Hunt Club and what that will mean for drainage. The Mayor noted that they will be required to put in additional drainage basins further west and not come into the existing basin that goes into the retention pond in Walker Road Park. The Mayor stated that they are trying to be proactive. Mr. Henderson stated that he also walked the area with the resident and the concern he has is trying to prevent the situation such as Humiston Road when the building was initiated resulting in a more difficult situation than it would have been if issues were addressed before construction began. Right now it looks like that space is open, but there is a lot of dirt being piled up on it. That could be causing the concerns and should be looked at with Avon Lake to address. Mayor Koomar stated that Avon Lake has informed him, and guaranteed, that any development in that land will include the requirement to drain to Walker Road and then to the lake, and not to Walker Road Park.

- **Rocky River Wastewater Treatment Plant Strength and Flow Study** – The study began today. Mayor Koomar stated that there have been multiple meetings on the process. One of the things they have done is worked quite a bit with the sewer crew last week so that they were not flushing sanitary lines during the test period. Pool caulk sealing was finished last week with overtime authorized for completion so that the pool water being drained would not go into the sanitary sewers during the testing. Fire hydrant flushing has been delayed until the fall for the same reason. Additional sewer cleaning has been done on Bradley Road due to back-ups, with the whole line north cleaned toward Wolf Road. This was also completed prior to the testing. The testing will be done through the months of May and June. Mr. Henderson noted that CT Consultants has had opinions about the methodology used in previous strength and flow studies. He asked what Mayor Koomar can talk about as far as the new methodology this year as compared to prior years from an engineering improvement standpoint. Mayor Koomar stated that they have had a lot of discussions with the Rocky River Wastewater Treatment Plant management committee and general meetings regarding the strength and flow study. Carrieanne Rosemark, the new superintendent of the Rocky River Wastewater Treatment Plant is well aware of the concerns. Instead of waiting until the end of the test period to get numbers, the City will receive bi-weekly updates from Ms. Rosemark. Any anomalies that would show up would be addressed in advance. Some of the areas that were of concern last times were some silt areas that can affect the meters. Last week those areas have been flushed again to remove any silt. Sampling hourly will be done, rotating by City, to get more granular data which will be helpful in the analysis. Ms. Rosemark is taking the project very seriously, and there have been good discussions through the process. ABcom is the company doing the testing and a meeting was held by Mayor Koomar with their representative to establish a
working relationship at the onset of the project, and talk about some of the concerns of the past. The company also does some watershed planning which could factor in to some of the ideas relative to Bruce/Russell/Douglas. The firm has been used in the past by the cities of Rocky River and Westlake for watershed planning and modeling. Mr. Clark noted that the work is appreciated because the City of Bay Village share was 24.8% of the flow to the Rocky River Wastewater Treatment Plant. Previously it was not learned of this high percentage until the fall of the year.

Mayor Koomar notified Ward 2 Councilman Paul Vincent that they are finishing the filming and flushing of sewers on two streets for the road overlay program this year. That drains directly into Wischmeyer Creek so it is a very short window of infiltrating with the sanitary sewers, if it were to leak. They are putting dye into the water so they can monitor the sanitary sewers. If they start to see dye they will realize there is a problem, stop, and readdress it.

- **Drug Awareness Evening April 12, 2016** – Mayor Koomar stated that this was the new effort, above Bay Family Services. A meeting will be held later this week to talk about next steps to keep the dialogue going. It was a powerful presentation and a good starting point. There was input received from parents that had not gone through the ABC’s of drug prevention. Education will begin at the fourth grade level. A fact sheet will be put together that talks about some of the assumptions and what Narcan is and other educational points. The effort continues to move forward. Mr. Vincent noted that Bay High School has the complete presentation posted on their website. Mayor Koomar noted that the presentation was also done as an assembly at the Middle School and the High School. The message was consistent and affords an opportunity for parents to speak to their children about the presentation.

**COMMITTEE OF THE WHOLE**

*Margaret Lann, Cleveland Restoration Society*  
Heritage Home Loan Program

**Mr. Clark** stated that Margaret Lann of the Cleveland Restoration Society held a workshop this evening with over 40 interested residents concerning the Heritage Home Loan Program offered to Bay Village residents with homes 50 years or older. Mrs. Lann will provide a summary of her presentation at the Regular Meeting of Council this evening.

**Rocky River Wastewater Treatment Plant - Update regarding Testing**

Mr. Clark noted that Mayor Koomar provided this update in his report this evening and will keep Council informed going forward.

**ENVIRONMENT, SAFETY AND COMMUNITY SERVICES COMMITTEE-Vincent**

**Mr. Clark** noted that Mr. Vincent will be appointed as the Council representative to Bay Family Services this evening at the Regular Meeting of Council. Mr. Vincent thanked the Mayor and
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President of Council for the opportunity to serve. Mayor Koomar stated that Mr. Vincent has expressed an interest, is the father of three young children, and that demographic is very important.

FINANCE & CLAIMS COMMITTEE – Mr. Clark

Fiscal Officer’s Certificates/Bond and Note Ordinances

Mr. Clark referred to a Memorandum from Finance Director Mahoney dated April 26, 2017 providing an overview of the 2017 debt program. Mrs. Mahoney notes that in 2017 the City will pay down $1,009,000 of 2013-2016 debt and issue new money of $1,471,500 for a total issue of $4,375,500. Mr. Henderson and Mr. Tadych will divide the introduction of the nine ordinances to be presented this evening. The first recognizes the refunding of $2,904,000 for the 2013-2016 debt that will not be paid down. The next eight ordinances represent the new issuance of $1,471,500. By law, they need to be approved by separate ordinance based on their use.

Mr. Henderson noted that the debt issued is for Capital equipment such as police cars, ambulance, and the $700,000 road program. Mr. Henderson stated that he reviewed the information from Finance Director Mahoney and it corresponds with the work done during the 2017 Budget process. It is anticipated that the interest rate for the debt will come in at about 1.25%, which is consistent with these kinds of bonds across the markets. Mr. Tadych noted that this is about the same low rate as last year.

Mr. Henderson directed a question to Mayor Koomar regarding one of the notes. He stated that it includes funding for the Clear Span product. The existing Clear Span product for salt storage had storm damage for which the City received $25,000 in reimbursement. This funding is for an additional Clear Span coverage. Mr. Henderson would like to make sure it is the intent of the administration to purchase a Clear Span coverage for top soil. We originally thought it would be a $15,000 project, but given that the replacement of the existing Clear Span was going to cost $26,000, we were concerned that $15,000 might not be the actual price of the new one for top soil. Mayor Koomar will investigate further.

Mr. Tadych noted that the first ordinance is for debt of $2,904,000 and is debt that was incurred back in 2013 through 2016. After paying back part of the $3.9 million, we are down to $2.9 million and we are just going to add another $1,400. The first one is powerful, and the others are just for different items but they all have to be separated by different ordinances. Mr. Clark agreed, noting that Bond Counsel has stated that the ordinances must be separated by purpose. It is important to note that we have been vigilant in the way that we handle the amortization of the debt so that all the equipment, with the exception of the large fire truck purchased several years ago, gets paid off in five years. On average, we pay down about $1 million per year of debt. We have also done a transfer from the General Fund for road improvements at about $250,000 per year. Three readings will be conducted for the ordinances: May 1, May 8 and May 15.

Mrs. Lieske stated that Page 4 of the Committee Meeting agenda talks about the ordinance providing for the sale of $2,904,000 of notes including the installing of a fuel dispensing system
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for the Service Department. Mrs. Lieske stated that she believed this was purchased last year. Mr. Tadych stated that it is a rolling over of a prior debt.

PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE-Lieske

Amendment to Chapter 1351, Determination of Grade Lines

Mrs. Lieske stated that she sent an email to Mr. Clark and Council on April 30, 2017 asking that the ordinance for an amendment to Chapter 1351, Determination of Grade Lines, be pulled from the agenda this evening. Mrs. Lieske has scheduled a meeting for the Planning, Zoning, Public Buildings and Grounds Committee for Monday, May 8, 2017 with plans for this to be an agenda item for the committee meeting. Mrs. Lieske asked that this proposed amendment be reviewed initially by the Planning and Zoning Committee, and then sent back to the Council as a whole.

Mr. Ebert stated that the City does not have a Director of Public Service determine grade lines. That needs to be changed as soon as possible. Mrs. Lieske stated that she would like a discussion with the committee that the intent when a Service Director is hired we consider having this be part of that person’s job rather than having to pay someone. Mr. Ebert stated that in his thirty plus years it has never been the Director of Public Service, including Jim Sears, Dan Galli, and Gordon Forsmark.

Mayor Ebert stated that a surveyor that is technically trained is needed for the setbacks and grades. We went to Bramhall Engineering in for the engineering component with a surveyor to accurately document the grade.

Mr. Clark suggested reviewing the ordinance through committee first, and placing it on first reading on Monday, May 8, 2017. It must go through three readings. Mayor Koomar noted that the City is using Bramhall Engineering and the ordinance is to reflect what is actually happening.

Mr. Ebert stated that years ago there used to be someone from the Engineer Department check the grade with someone from the City’s Building Department. The state code does require a licensed engineer so you are going to need that in place. That is what happened on Humiston.

Mr. Vincent stated that he was reviewing Chapter 1351 again and recognized that a person in violation could be charged with a Fourth Degree Misdemeanor. He asked if anything was ever done with that Humiston developer. Mr. Ebert stated that he prefers to discuss this in Executive Session. It is a matter of litigation.

Mrs. Lieske reiterated that a meeting of the Planning, Zoning, Public Buildings and Grounds Committee will be held on Monday, May 8 at 6:30 p.m. The agenda will be posted within the next day or two.

Mrs. Lieske asked Mayor Koomar if he was briefed by the County about the Greenprint Interactive Mapping System. Mayor Koomar stated that he has been told about it. Mrs. Lieske stated that she has been in contact with Elaine Price, the lead for the Greenprint system, on another project. Ms. Price has offered to come to City Council for a demonstration. It is a way to strike a balance between development and preservation or enhancement of a community’s natural assets. If you
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investigate Greenprint on line, it will provide further information. The date of May 22, 2017 at 6 p.m. has been set for a meeting of the Planning, Zoning, Public Grounds and Buildings Committee for a demonstration of Greenprint for the committee, Council, administration and interested public. The timing would be perfect with the Master Plan copy being received within the next week or so. The program is totally free.

The Planning, Zoning, Public Buildings and Grounds Committee will be meeting on May 8 at 6:30 p.m., and May 22, 2017 at 6 p.m.

Mr. Tadych stated that he hopes that by May 8 he can also have to the Planning and Zoning Committee information concerning the removing of the spoils on new property and the removal of about 85% of the spoils rather than spreading it over the lot itself. Mr. Tadych is working on getting the ordinances from other cities.

PUBLIC IMPROVEMENTS, STREETS/SEWERS/DRAINAGE COMMITTEE-Henderson

Osborn Road Sewer Replacement Project – Authorization to advertise for bids.

Mr. Henderson stated that in previous discussions it was decided not to take away from the Street Resurfacing Program to fix the Osborn Road Sewer problem. It will be treated as a separate project. They are going to fix the storm sewer under the roadway prior to resurfacing.

Participation with Ohio Department of Transportation for the purchase of Road Salt for the 2017/2018 Seasons

Mayor Koomar stated that looking at what is left over from last year and what we need to take possession of in the next month, we have ratcheted down the amount as closely as possible keeping in mind the possibility of a harsh northeast Ohio winter. The process of review resulted in a slightly lower purchase number than last year. The Mayor noted that it is necessary to stay in the program in case there is need to purchase more, but to keep within the minimum and maximum requirements. Cargill has agreed to hold the salt for a month while the Clear Span is repaired. Otherwise, there would be a $16,000 storage charge.

RECREATION & PARKS IMPROVEMENT COMMITTEE-Mr. Mace

Mr. Mace reminded everyone that May 13, 2017, from 3 p.m. to 5 p.m., is the grand opening of the newly refurbished Play in Bay playground, recognition of Project of the Year, and Citizen of the Year. It is hoped to see many people in attendance to view the great improvements at Play in Bay.

Mr. Mace noticed that there was work done at the Bay Skate and Bike Park by the folks that funded the skate park, who had the money on deposit with the foundation. They were able to improve the top ramp and perform minor repairs. Mr. Tadych asked if the City is going to inspect the work to make sure it is done right. Mayor Koomar agreed.
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SERVICES, UTILITIES & EQUIPMENT COMMITTEE-Mr. Tadyeh

Dwyer Memorial Senior Center Generator Project – Authorization to advertise for bids.

Mr. Tadyeh stated that this generator project has been discussed at length, and tonight we will grant authorization to advertise for bids for a generator. Mayor Koomar stated that based on the loads for current power and for the kitchen long term, a 60 kilowatt generator will be sufficient. Previous concern that there might need to be a 100 kilowatt generator has been dismissed after load testing and would have exceeded the $50,000 grant.

Clear Span for Salt Storage Area – Approval of contract for replacement

Mr. Tadyeh commented that the shipping for the Clear Span is $1660.00, but, the contract for replacement will be approved in the amount of $25,000. Mr. Clark stated that it is necessary to pay up front and be reimbursed by the insurance company.

AUDIENCE

Mrs. Barnett asked if there is anything new to report regarding the hiring of the Animal Control Officer. Human Resources Administrator Jen Demaline stated that they are actively recruiting for the position.

MISCELLANEOUS

Mr. Clark expressed appreciation to Monica Thomas, Mr. and Mrs. Gary Ebert and the entire team for putting together a wonderful ceremony and get together last Saturday evening at the Lakewood Country Club. The successful event was attended by many residents of the City, and friends of the City for the benefit of the renovation of the Community House. Mr. Clete Miller, former City Councilman, will attend the Council meeting of May 8 to talk about the concept of the renovation and the work that has been done so far.

Mr. Clark introduced Mr. Anthony Spaetzel, son of Police Chief Mark Spaetzel. Anthony is a Junior at Ohio University, majoring in Education and planning to teach Government and History at the high school level. Anthony also has a Minor in Political Science and worked on the campaign of Nathan Manning. He has a keen interest in politics and is looking forward to interning in the Council office beginning July 5 through August.

Meeting adjourned at 8:17 p.m.

Dwight A. Clark, President of Council

Joan Kemper, Clerk of Council
OVERVIEW

1. Action Requested
   Ordinance to approve insurance contract for 2017/2018

2. Previous Action
   Annual renewal of insurance policy

3. Background/Justification for Current Action
   Policy increase of 3.2% from $151,718 to $156,506. Modest increase is due to increase
   in equipment valuation. City had 2 claims of significance in 2106/2017. Most recently
   the wind damage to the Clear Span salt storage, loss estimate of $25,000. Also Reese
   Park restroom fire with loss estimate of $7,200.

4. Financial Impact
   Originally estimated 6.6% increase for budget purposes from 2016 to 2017. Budgeted amount was
   $161,718 so actual is under the budgeted amount.

5. Affected Parties
   NA

6. Implementation Plan
   Approved ordinance and renewal to McGowan in time to renew for June 15.

7. High-Level Timeline/Schedule
   Need to have ordinance passed June 5 to have renewal completed in time for June 15 renewal. Anticipate 3
   readings on May 8, May 15 and June 5 with passage on June 5.