AGENDA

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

Date: November 6, 2017
Time: 7:30 p.m.

ANNOUNCEMENTS

Mayor Koomar
Appointment of Dominic Giovannazzo to the Parks and Recreation Commission for a four-year term expiring November 6, 2021.

COMMITTEE OF THE WHOLE

ENVIRONMENT, SAFETY AND COMMUNITY SERVICES COMMITTEE-Vincent

Police Station Information Technology Room

FINANCE & CLAIMS COMMITTEE-Clark

Administrative Compensation Ordinance

PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE-Lieske

PUBLIC IMPROVEMENTS, STREETS/SEWERS/DRAINAGE COMMITTEE-Henderson

Adoption of Regulations pursuant to the control of grease in wastewater, as part of the agreement with the Rocky River Wastewater Treatment Plant.

RECREATION & PARKS IMPROVEMENT COMMITTEE- Mace

SERVICES, UTILITIES & EQUIPMENT COMMITTEE-Tadych

Memorandum of Understanding – Cuyahoga County Soil and Water Conservation District

AUDIENCE

MISCELLANEOUS

CAHOON MEMORIAL PARK TRUSTEES
City of Bay Village

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

October 30, 2017
Conference Room 7:30 p.m.

Dwight Clark, President of Council, presiding

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

Excused: Mr. Vincent

Also Present: Law Director Ebert, Finance Director Mahoney, Police Chief Spaetzle, Recreation Director Enovitch, Interim Director of Public Service and Properties Liskovic, Chief Building Official Vogel (SAFEbuilt, Inc.)

Dave Barker, Lydia DeGeorge, Joe Krall, Cheryll McCarty, Bill Selong, Jerrie Barnett, Pete Winzig, Tom Kelly, Tara and Denny Wendell, Jeff Gallatin, Dick Majewski, Mary Krauss.

ANNOUNCEMENTS

Mr. Clark asked that Paul Vincent’s family be remembered in thoughts and prayers due to Mr. Vincent’s brother-in-law being injured in an automobile accident today.

Mayor Koomar asked for thoughts and prayers to the family of Sue Kohl, the Mayor’s Administrative Assistant, whose husband was injured in an accident last week. Dave Kohl is hospitalized at Metro Health Center.

ENVIRONMENT, SAFETY AND COMMUNITY SERVICES COMMITTEE-Vincent

Law Director Ebert advised that he spoke to Mr. Vincent today regarding the drafting of new animal control legislation. The goal expressed by Mr. Clark is to have this legislation completed by the end of this year.

FINANCE & CLAIMS COMMITTEE-Clark

Administrative Compensation Ordinance

Mayor Koomar stated that Councilwoman Lieske has asked for additional information on the position of Administrative Project Leader, and the grant activity of the City of Bay Village during the past five years. Mr. Clark noted that the grant for the Reese Park Playground was prior to 2013, and not included in the five-year report.

Amended Appropriation Ordinance

Finance Director Mahoney stated that Police Chief Spaetzle is requesting funds to pay the contracted investigator to continue investigation into the Amy Mihaljevic murder. He had
Committee Meeting of Council
October 30, 2017

previously been paid by the county and they have come to the end of that program. The Chief would like to continue the investigation, and is requesting a $3,000 transfer from his part time wages allocation to another accounting line to be able to pay for the investigator for the remainder of 2017. Mrs. Mahoney noted that this transfer will have a zero effect on the budget for 2017.

Chief Spaetzel stated that this supports the grant that was just received for this investigation. The grant is paying for the investigator to be here, but is not paying any kind of wage. The county was doing that, but they have eliminated that program. The idea is to pick up the balance of the year by transferring the funds from the part time budget into the “other” category. He would be a contracted service employee at that point.

Mrs. Mahoney discussed the need for additional funds for engineering for the Queenswood Bridge Project. Quotations have been received and the engineering cost is $36,541 higher than originally anticipated, which was $132,000. Mrs. Mahoney is asking for that additional amount to be appropriated from the Infrastructure Improvement Fund.

Interim Director of Public Service and Properties Liskovic stated that initially when the estimate came in for the engineering it was a very high level. The scope of services was fairly lengthy, and Mr. Liskovic asked for it to be scaled down slightly. The actual project for the Queenswood Bridge will be done in 2019. A grant will pay for the project with the City responsible for the engineering portion. Mr. Liskovic has a meeting scheduled with the Ohio Department of Transportation (ODOT) on November 9 to discuss the entire program and how the reimbursement from grant funds to the City of Bay Village will be handled. Mrs. Mahoney will provide Council with the detail.

Mr. Henderson noted that the project is a 95% ODOT and 5% City of Bay Village funding. He asked if the engineering portion has to be entirely borne by the City of Bay Village. He was informed that the City is responsible for the entire cost of engineering for the project.

Mr. Tadych asked how they are going to go about doing the entrance area to get the equipment to the site, and whose piece of property is going to be impacted. Mr. Liskovic stated that there are four pieces of property that are impacted by the project, but the details have yet to be discussed. The entrance to the area and consent of property owners has not yet been defined.

2018 Budget Timeline

Mr. Clark stated that the first reading of the budget is scheduled for November 27, 2017. The second reading will be slated for December 4. The third and final reading is to be determined.

A Finance Committee meeting will be held on Monday, November 6, 2017 at 6:30 p.m. to discuss the administration desires in terms of how they want to handle Capital expenditures next year.

PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE-Lieske
Committee Meeting of Council
October 30, 2017

Amendment to Codified Ordinance Section 1141.04 (J).

Mrs. Lieske advised that Codified Ordinance Section 1141.04 (J) was included in the Council packets this week for discussion. The proposed changes to the ordinance are highlighted in red, and it is Mrs. Lieske’s understanding that the ordinance will be discussed by the Board of Zoning Appeals and the Planning Commission. The meetings of those Boards will be held this week. Mr. Ebert noted that they will look at the lighting issue in regard to the time of operation. Their input will be sent back to the Planning, Zoning, Public Grounds and Buildings Committee before moving forward with Chapter 1141.04 (J) which is presently on reading. Mr. Ebert noted that the moratorium in effect only references Section (J), and will have no impact on the usual type of special permits that go through the Board of Zoning Appeals.

Mrs. Lieske asked for clarification of Number 5 of the ordinance which states no light poles or lighting of courts are permitted. If someone wanted to request a variance they could do so. Mr. Ebert stated that there needs to be some lighting provision in the code, and a variance could be sought if necessary.

Mrs. Lieske stated that if it were something, hypothetically, that was a little more restrictive because there is a big difference if it is on a small lot as opposed to a bigger lot.

PUBLIC IMPROVEMENTS, STREETS/SEWERS/DRAINAGE COMMITTEE-Henderson

Mr. Henderson stated that on September 11, 2017 there was a Public Improvements, Streets, Sewers and Drainage Committee meeting about the Sunset Area Project. Since then the administration has made some progress on engineering work as well as additional research, and have been keeping Mr. Henderson in the loop as Chairperson of the committee. It is Mr. Henderson’s hope to have a Public Improvements Committee Meeting later this month to review Sunset information. A meeting date for the Public Improvements Committee will be established before the end of this year.

Mr. Clark stated that the work on Osborn Road seems to be going well. Mr. Liskovic stated that the work was slowed today by rain, but they will be back on Tuesday, October 31 to finish the project.

RECREATION & PARKS IMPROVEMENT COMMITTEE- Mace

Mr. Mace had no report this evening.

SERVICES, UTILITIES & EQUIPMENT COMMITTEE-Tadych

Mr. Tadych had no report this evening.

AUDIENCE
Lydia DeGeorge stated that Section 1141.04 (J) refers to the First Residence District. Ms. DeGeorge asked what happens to the other zones in the City in reference to this ordinance.

Mr. Ebert stated that the commercial zones get lighting for security purposes, but that would be defined by the Planning Commission or Board of Zoning Appeals as far as the type of lights, shading, hours of operation, etc.

Ms. DeGeorge stated that if we are talking about structures, i.e., ice rinks in the other zones, how would this section apply to other residential zones besides First Residence District. Mr. Ebert stated that it would apply to R-1 and R-3 residential zones.

MISCELLANEOUS

Mr. Tadych asked how the parking lot resurfacing of City owned parking lots on Lake Road is progressing. Mr. Liskovic stated that milling will begin on Tuesday, October 31, and, weather permitting the parking lots will be open for use by the end of next week.

There being no further discussion, the meeting adjourned at 7:52 p.m.

Dwight A. Clark, President of Council  
Joan Kemper, Clerk of Council
Dan,

I agree with you. Dom would be a great addition to the Recreation Commission. Applicants sign a code of conduct prior to approval by city council. Sue please forward the code to Dom, copy Dan with a brief note asking him to sign and return this week. Joan please add it to the next agenda with Dwight’s approval.

Paul

Paul A. Koomar
Mayor
City of Bay Village
440-899-3415
350 Dover Center Road
Bay Village, Ohio 44140

Mayor,

I received an email from Dominic Giovannazzo expressing interest in the open seat on the Recreation Commission.

Dom has a young family that is involved in many rec programs. He lead our Swim Team program to historical success over the past 6 years.

Below is the email Dom sent me listing some of the city programs and organizations that he and his children are involved in.
I would highly recommend that Dominic Giovannazzo be considered to the open seat on the Recreation Commission.

Please let me know if you have any questions.

Thanks,

Dan Enovitch
City of Bay Village
Director of Recreation
440-899-3453

From: Dominic Giovannazzo [mailto:dgiovannazzo@yahoo.com]
Sent: Wednesday, October 25, 2017 1:21 PM
To: Dan Enovitch <denovitch@cityofbayvillage.com>
Subject: Rec Council

Hi Dan,
I wanted to reach out because you had mentioned a while back that there may be an opening on the Recreation Council. Although due to family obligations, I had to take a step back from the commitment of the swim team this year, I still care very much about and support the Recreation programs in Bay Village and would love to continue to participate through the Council in helping to ensure that Recreation remains a priority.

As you know, I coached the Swim Team for six years. I have also coached through the Bay Soccer Club as well as Bay Men’s Club Baseball. My kids have participated in almost every Recreation program out there, from tennis to cupcake classes, swimming, soccer, baseball, basketball, etc. I am also a past President and active member of the Bay Men’s Club, sit on the finance council at St. Raphael Church, and have been a part of the Fireworks Fundraising Committee since its inception. My wife, Emily, worked for the Rec Department for 5 years. We love this city and the Recreation Department.

I would appreciate your consideration for the open spot on the Council. I would like to be a part of the continued success and growth of Recreation Programs in Bay.
142.03 PARKS AND RECREATION COMMISSION.

There is established a Parks and Recreation Commission which shall consist of 8 members. One shall be a member of City Council. One (who, if not a School Board Member shall be confirmed by Council as hereinafter provided) shall be appointed by the Board of Education for a term of one year. Six members shall be electors of the City appointed by the Mayor for four-year terms. Appointments of the Mayor and, if required, of the representative of the School Board, shall not be effective without the concurrence of a majority of the total number of Councilmen provided for in the Charter. Members appointed by the Mayor shall serve at the pleasure of the Mayor. A vacancy occurring during the term of any member shall be filled for the unexpired term in the same manner authorized for the original appointment.

(Ord. 74-123. Passed 9-3-74.)

142.04 COMMISSION CHAIRMAN.

During the regular meeting held in January of each calendar year, the Commission shall elect a chairman of the Parks and Recreation Commission.

(Ord. 74-76. Passed 6-24-74.)

142.05 ORGANIZATION AND MEETINGS OF THE COMMISSION.

The Chairman shall preside at all meetings. The Secretary of the Director of Recreation shall serve as secretary for the Commission. The Commission shall hold meetings as may be called by the Chairman or upon the request of the Director of Recreation, Council representative, or at least two members of the Commission.

(Ord. 00-116. Passed 12-4-00.)

142.06 POWERS AND DUTIES OF THE COMMISSION.

The Commission shall:

(a) Provide for its own organization;

(b) Advise the Director of Recreation with respect to the planning and organization, within the limitations of available funds, a year round recreation program for the residents of the City of all ages, which promotes the health, welfare, and physical and mental well-being of the residents, and provides an opportunity for wholesome utilization of their leisure time;

(c) Recommend to the Director of Recreation all fees and charges for participation in recreational activities, including the City Swimming Pool, and shall approve the proposed budget for said recreational program submitted by the Director of Recreation prior to its being approved or modified by Mayor and Council;

(d) Act as advisors to the Council, the Planning Commission and the Cahoon Park Trustees in connection with the short and long range planning and implementation of the acquisition, development and improvement of existing physical park and recreational facilities and properties including Cahoon Memorial Park.  

(Ord. 94-126. Passed 12-29-94.)
JOB TITLE: ADMINISTRATIVE ASSISTANT

SUPERVISOR: LAW DIRECTOR

FLSA STATUS: NON – EXEMPT (PART –TIME)

SCHEDULE: NORMAL BUSINESS HOURS (MONDAY-FRIDAY) SOME EVENINGS

JOB SUMMARY: The Administrative Assistant provides clerical and administrative support primarily to the Law Director, other professional members of the Law Department and secondarily to the Mayor’s Office and various City departments as needed.

ESSENTIAL FUNCTIONS:

Assists Law Director and other members of the Law Department in conducting research of files, records, case history, etc., retrieves, compiles and organizes information as required/requested.

Collates data, conducts basic statistical analysis and prepares reports.

Prepares ordinances, reviews for accuracy, ensures correct language is used and proper documentation is included.

Receives and issues timely and accurate responses to records requests on behalf of the City and the Law Department.

Works with the Law Director to draft, review and finalize legal correspondences.

Responds to requests or complaints by researching or directing those issues to appropriate resources to provide effective resolution.

Establishes, evaluates and modifies office procedures to ensure effective department operations.

Processes routine forms for payroll, requisitions, purchase orders and other standard municipal government practices.

Maintains office supply inventory and office equipment. Researches and orders needed supplies and responds to special requests for supplies or services.

Performs routine office procedures including processing mail, photocopying, faxing, collating and distributing documents and/or meeting materials.

Operates standard office equipment including computer, telephone, copy/fax machines, and other office equipment as needed.

Operates various software programs including word processing, spreadsheets, databases, power point presentations and other department-specific programs.

Attends meetings, records minutes, prepares agendas/correspondence/materials/ and maintains files as directed.
Performs other tasks and duties as directed.

REQUIRED EDUCATION, BACKGROUND, KNOWLEDGE, SKILLS AND ABILITIES

Minimum high school diploma (Associate Degree in Business Administration, Computer Science or Finance preferred; Paralegal background/experience a plus), with 1-3 years of work experience in public or private sector related fields.

Knowledge of standard business practices and procedures.

Ability to establish and maintain effective working relationships with supervisor, co-workers, other City employees, Council and the public.

Ability to perform routine office procedures including typing, filing, answering telephones, copying, faxing, e-mailing, etc.

Ability to operate computer software programs to perform word processing, spreadsheet, database management and power point presentations. ("Microsoft Office" knowledgeable).

Ability to communicate effectively in both verbal and written forms

Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment.

COMPENSATION

Based on internal non-exempt job classification wage comparisons and external comparable job classification wages, the following salary range is recommended for your consideration:

<table>
<thead>
<tr>
<th>ENTRY</th>
<th>MIDPOINT</th>
<th>MAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>$28,000</td>
<td>$33,600</td>
<td>$40,320</td>
</tr>
<tr>
<td>($13.46/hr)</td>
<td>($16.15/hr)</td>
<td>($19.38/hr)</td>
</tr>
</tbody>
</table>
JOB TITLE: ADMINISTRATIVE PROJECT LEADER

SUPERVISOR: MAYOR

FLSA STATUS: EXEMPT (FULL-TIME)

SCHEDULE: NORMAL BUSINESS HOURS (MONDAY – FRIDAY) SOME EVENINGS AND WEEK-END HOURS AS NEEDED

JOB SUMMARY: The Administrative Project Leader manages and undertakes a range of project research, analysis, reporting, implementation and administrative activities to support the development and delivery of projects primarily in support of the Mayor and secondarily in support of the Council and Law Director.

ESSENTIAL JOB FUNCTIONS:

- Research, analyze, develop strategies and prepare required documentation associated with commercial, residential and related projects.

- Research, develop, document and maintain procedures to ensure compliance with federal, state and local statues.

- Oversee and coordinate the City’s Public Record Retention Program.

- Interacts with various internal and external high level public and private individuals to provide information and/or assistance to address concerns/problems and/or obtain additional resources to accomplish same.

- Informs the Mayor, Department Heads, and Council regarding pertinent internal and/or external developments and/or issues that may have an impact on the City.

- Attends various government (Federal/State/County/Local) and private sector meetings, conferences, symposiums, seminars, hearings etc. as directed by the Mayor to represent the City.

- Leads and/or assists in the identification and completion of special and/or legislative projects as directed by the Mayor, Law Director or the President of Council.

- Leads and/or assists in analyzing the need for new and/or revisions to IT related projects or systems (Web site/phone/payroll, etc.) and coordinates the required efforts and resources to address same.

- Leads and/or assists in researching, drafting, administratively implementing and monitoring applications for Federal and State grant programs, including Community Development Block Grant (CDBG) funds and other available grants.
REQUIRED EDUCATION, BACKGROUND, KNOWLEDGE, SKILLS AND ABILITIES:

BS/BA or Associate Degree in Business Management, Finance, Computer Science with 3-5 years work experience in public sector or private sector related fields, including hands-on experience in software applications and web technologies.

Ability to identify and analyze problems, evaluate alternative solutions and make sound judgments.

Ability to communicate effectively both verbally and in writing with a variety of people including co-workers, other professionals, appointed and elected officials and the general public.

Possess good team working and organizational skills, including attention to detail and multi-tasking skills.

Possess a strong working knowledge of “Microsoft Office” (Word/Excel/Power point, etc.)

Ability to work under pressure and present and maintain an enthusiastic and confident personality.

Possess and maintain trustworthiness and confidentiality.

COMPENSATION:

Based on internal comparisons of current city-wide “exempt” job classifications and levels of pay the following annual salary range is recommended:

<table>
<thead>
<tr>
<th>START</th>
<th>MIDPOINT</th>
<th>MAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>$38,400</td>
<td>$48,000</td>
<td>$57,600</td>
</tr>
</tbody>
</table>

NOTE 1: MIDPOINT represents the target annual salary for a seasoned employee performing the job requirements in a “Satisfactory” manner.

NOTE 2: START represents 80% of the MIDPOINT.

NOTE 3: MAX represents 120% of the MIDPOINT.

(Expanding the salary range to more than plus or minus 20% of the MIDPOINT could be considered)
Gary,
This ordinance is required to be passed by the four cities in the Rocky River Waste Water Treatment Plant. Please complete wording for BV. They have requested passage by 12-31-17.

Paul

Sent from my Sprint Samsung Galaxy S8.

-------- Original message --------
From: CarrieAnne Rosemark <CRosemark@rrcity.com>
Date: 10/26/17 3:59 PM (GMT-05:00)
To: Paul Koomar <pkoomar@cityofbayvillage.com>
Subject: RE: electronic version of grease ordinance

Good Afternoon Mayor,

I am attaching the grease trap ordinance for your review. I was hoping to include all of the ordinance language that we want to change, but we have a few more items to modify in the Enforcement Response Plan. I sent another email relating to that a few minutes ago. I would like to formally present these to all four cities at the same time, but I know that you are interested in review.

Give me a call if you would like to discuss.
Thank You,

CarrieAnne M. Rosemark

Superintendent, Rocky River WWTP

440-895-2593
Please forward per the meeting yesterday.

Thanks, Paul

Paul A. Koomar
Mayor
City of Bay Village
440-899-3415
350 Dover Center Road
Bay Village, Ohio 44140
GREASE INTERCEPTORS, INSTALLATION AND DISPOSAL OF WASTE

The regulation of the collection and disposal of grease in the collection of the City sanitary sewer system and the City of _______ and persons outside the City who, by use with the City, are users of the City's sanitary sewer.

The City shall administer, implement, and enforce the regulations. (City) and/or Control Authority may contract with the Board of Health to conduct inspections and monitoring and to enforce the regulations.

Grease shall be discharged into the sanitary sewer system only at the control device. The following facilities shall discharge all waste grease, and any other fixtures through which grease may be discharged, properly maintained and functioning grease control devices enters the sanitary sewer. The following facilities shall have (s) inlet-flow control-device inspection port and a grease-control device:

- All retail food establishments, including but not limited to:
  - Butchering and processing; and
  - Meat, poultry, seafood, and dairy products facilities; and
  - Plants, restaurants, schools, slaughterhouses; soap and

- Facilities that have food-processing facilities; and
- Facilities discharging grease in amounts that, in the opinion of the County Board of Health, will, alone or in combination with
of intensified use or dwelling, including, but not limited to, assisted-living facilities, convalescent homes, day nursing homes, dormitories, rooming houses, institutions in which food preparation occurs, homes for the mentally ill, juvenile detention homes, motels in which there is a commercial food-serving business, retirement and life-care communities and places with commercial food service, shall be required to have modifications to existing facilities that do not add new waste-generating activities are exempt from this requirement;

shall not be required for single-family residences, duplexes, or apartment complexes, unless the City and/or Control Authority there are discharges from the property that may create a sanitary sewer system. The determination shall be made based on the property and a comparison of the content and amount property with the discharges of other properties similar in determination that the discharges may create problems in the City and/or Control Authority may require the property sized grease interceptor to treat the discharges.

of the ordinance codified in this chapter, an existing facility described in Section 3 (be) (16) above) shall be adequately sized, and properly operated and maintained of the following conditions exist:

1. Control Authority and/or Cuyahoga County Board of Health to be liquid quantities sufficient to inhibit sanitary sewer flow or entrance on the sanitary sewer collection system in order to prevent flow from occurring.

2. Incorporation or kitchen waste plumbing facilities in such a permit issued by the City building department.

3. Charge of oil or grease in excess of 250 mg/L.

4. Applicable Ordinance to maintain a grease interceptor and an undersized grease interceptor. Such a facility shall, at the date of this Ordinance, install an adequately sized grease with the specifications of this Ordinance.

5. Applicable ordinances to maintain a grease interceptor and a grease interceptor. Such a facility shall, within 60 days of this Ordinance, install an adequately sized grease with the specifications of this Ordinance.
for other applicable ordinances to maintain a grease
unit prior to commencement of discharge to the sanitary
installation. Dates must be made in writing to the City,
Cuyahoga County Board of Health, at least thirty (30) days in
advance. The written request shall include the reasons for the
compliance with the compliance date set forth, the additional time
required to complete the work, and the steps to be taken to avoid future delays.
The County Board of Health shall determine the date for
compliance.

Any other applicable ordinances to maintain a grease
tank trap is not feasible may use
the City, and/or Control Authority and/or Cuyahoga
Authority determine whether a facility may exercise this option for
The bioremediation method and product must be approved
Authority and/or Cuyahoga County Board of Health in writing
system. In addition, the operator must maintain written
contract with a bioremediation supplier approved through the
Authority and/or Cuyahoga County Board of Health.

The product of food preparation and/or cleanup, reasonable
waste oil and grease into a separate container for
maintained by products of food preparation and/or cleanup,
be discharged to any drains or grease interceptors. Such
container designed to hold such waste and either utilized by
additional places.

shall be placed directly into a grease interceptor, or into any
place:
Surface active agents, enzymes, degreasers, or any type of
use interceptor wastes,
else excessive foaming in the sanitary sewer system, or
passing the solid or semi-solid contents of the grease
sewer system.
all not exceed 150 degrees Fahrenheit (150°F). The
device inspection port shall be considered equivalent to

ar fixtures shall not discharge through a grease interceptor.

ase interceptor through the inlet-flow-control device.

The installed, the waste from such units shall discharge
system without passing through a grease interceptor.
Section 3____(ba) (56), are exempted from this

Where necessary permits prior to installation of any grease trap

The City and/or Control Authority will oversee the installation of

At a minimum distance of ten (10) ft. from sinks and

Affix cooling of wastewater. Water temperatures must be

Heat (150°F) prior to entering grease trap.

The plug shall be installed on the effluent line of each grease trap.

of six (6) inches in diameter and be connected to the sewer

allow for sampling activities. The port shall be installed in

protected from storm water contamination and maintained in a

dition. The plug on the sample port must be easily

Removal of grease or grit generator to allow grease or grit interceptor waste

be by a transporter who does not have all applicable

registrations, including any permit required by the

Health Waste haulers.

The need to remove the grease from the interceptor or trap, the

file with the operator and submitted to the City,

Cuyahoga County Board of Health:

name, address, and telephone number,

secondary contact person at the vacuum truck company,

Health permit number,

authorized representative of the vacuum truck company

terms of the contract, and

phone number of the disposal site.

representative present when the grease trap was cleaned.

shall provide a Certificate of Insurance, Certificate of

Endorsement.
maintaining grease traps in continuous proper working condition, the party responsible for inspecting, repairing, replacing, or remounting as necessary to ensure proper operation and function with discharge limitations at all times.

such system, unless it is demonstrated to the City, and/or Cuyahoga County Board of Health that the pumping frequency and interval is without impairment of the operation of the public Authority and/or Cuyahoga County Board of Health may require additional pumping as needed. Any schedule less frequent than quarterly shall be maintained by the facility at the facility's expense.

Interceptor shall maintain an Interceptor Maintenance Log for the previous three (3) years. This log shall include the date, time, and disposal site, initials of individual recording the entry, and shall be maintained in a conspicuous location on the premises of the facility for immediate availability to any authorized inspector.

City Council, has the option to establish permit fees under such ordinances. Each permit shall be for a period of one (1) year. The City Council may determine the amounts for permits with shorter durations. All permits
and/or facility to discharge into the sanitary sewer system in violation of this Ordinance, or of any condition set forth in this
cause or permit the plugging or blocking of, or otherwise
interference of the operation of a grease interceptor or the
alteration or removal of any flow constricting devices so
the design capacity of the interceptor.

Discharge grease in excess of 250 mg/l to the sanitary

by suspend water or sewer service when such suspension
may be imposed or excessive maintenance to be required to prevent
waste collection system
sanitary sewer system, or
Control Authority to violate any condition of its NPDES or City

suspension of the water or sewer service shall immediately stop
the event of a failure of the person to comply voluntarily with
or Control Authority may take such steps as deemed
operation of water or sewer service, to prevent or
damage to the sanitary sewer system or sewer connection
The City and/or Control Authority shall reinstate the
receipt of proof that such conditions causing the suspension
A detailed written statement submitted by the facility
harmful discharge and the measure(s) taken to prevent any
the City and/or Control Authority within fifteen (15)

provision of this ordinance, or who shall fail to comply with
guilty of a misdemeanor and, upon conviction, shall be
an two thousand dollars ($2,000.00) for each violation and
shall constitute a separate offense and shall be punished
loss, or damage occasioned by the City and/or Control

and/or Facility to

in violation of this
cause or permit the
interference of the
the design capacity of
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guilty of a misdemeanor and, upon conviction, shall be
an two thousand dollars ($2,000.00) for each violation and
shall constitute a separate offense and shall be punished
loss, or damage occasioned by the City and/or Control
per disposal of said materials. The violator shall be further
ive fee equal to one-half (1/2) of assessed clean-up costs.
ity has the option to take additional action against any
or more sanitary sewer blockages in one calendar year
ation.

ance shall be held to be invalid, such invalidity shall not
this chapter. The governing body declares that it would have
this chapter if it had known that such part or parts thereof
MEMORANDUM OF UNDERSTANDING
Between the Cuyahoga Soil and Water Conservation District and the
City of Bay Village

This Memorandum of Understanding (“MOU”) is made this ___ day of __________, 2018 (“Effective Date”), between the Cuyahoga Soil and Water Conservation District (SWCD) and City of Bay Village (“City”), for providing assistance with technical assistance in implementing soil and water conservation measures.

Purpose – Implementation of a conservation program that promotes best practices for pollution prevention and corresponds with the City’s Municipal Separate Storm Sewer System (MS4) permit.

Recognizing the need for effective collaboration in protecting soil and water resources and in carrying out its mandated responsibilities, especially related to the National Pollutant Discharge Elimination System (NPDES) Storm Water Permit, the City and the Cuyahoga SWCD accept this agreement as the document which describes the process for exchange. Cooperation between these two units of government facilitates solutions to problems encountered by the City as it plans for the development/redevelopment and conservation of its environment, as well as, water quality improvements. The Ohio Revised Code, Chapter 940, describes the Cuyahoga SWCD’s authority for engaging in this Mutual Agreement.

NOW, THEREFORE, the parties’ understanding is as follows:

Project Tasks
The Cuyahoga SWCD and the City have mutually agreed to the scope of technical assistance related to pollution prevention on disturbed sites, including construction sites disturbing one or more acres of total land, including the entire area disturbed in the larger common plan of development or sale (≥1 acre) as required under the NPDES rules. Construction activities disturbing less than one acre and not part of a larger common plan of development or sale of total land (<1 acre), and not covered under the NPDES rules, will be reviewed by the Cuyahoga SWCD as requested by the City.

The Cuyahoga SWCD will: (i) perform storm water pollution prevention plan (SWP3) reviews for proposed development, redevelopment and infrastructure renovation projects; (ii) perform abbreviated construction plan reviews, as requested by the City; (iii) perform field reviews of active construction projects; (iv) perform long-term maintenance field reviews of post-construction water quality facilities; and (vii) provide written technical advisory reports detailing plan review recommendations, site conditions, and recommendations for compliance and/or maintenance activities needed, and provide fact sheets or training to further promote best practices.

Cuyahoga SWCD’s Role Related to Storm Water Pollution Prevention Activities

NPDES, Minimum Control Measure 4 – Stormwater Pollution Prevention/Erosion & Sediment Control

1. The Cuyahoga SWCD will provide technical assistance, related to storm water pollution prevention and stormwater quality management, as requested, including:
   Preliminary site planning meetings or conference calls
   a. Review of development, redevelopment, and infrastructure renovation plans for compliance with NPDES rules (Ohio Revised Code 3745 39-04 (B) (1) through (6)) and the current edition of Ohio’s Rainwater and Land Development standard guidance manual;
   b. Provide rapid field assessment of soils and soil quality; and
   c. Provide an annual report of all activities undertaken (including copies of any other data collected).
2. The annual conservation program will include technical assistance related to NPDES covered construction activities of an estimated of:
   a. 1-3 active construction sites (≥1 acre);
   b. Initial SWP3 reviews, as received (≥1 acre);
   c. Subsequent SWP3 review, as needed (≥1 acre);
   d. Technical advisory inspections (field reviews) and reporting (12 per year per site) once construction begins;
   e. Plan reviews for abbreviated construction plans will be performed by request of the City.

3. Stormwater Pollution Prevention Program: $2,840.00

NPDES, Minimum Control Measure 5 – Post Construction Stormwater Management

1. As required under the MS4 Permit, the Cuyahoga SWCD will also provide annual inspections of all post construction stormwater control measures (water quality and water quantity basins):
   a. Transition meetings will be held with SWCD staff, city personnel and site personnel to review long-term operations and maintenance needs, and reporting requirements;
   b. 6-8 water quality stormwater control measures, annual long-term maintenance field reviews, including rapid field assessment, of post-construction water quality facilities;
   c. Technical advisory inspection and reporting to the City and landowners with SCMs on their properties;
   d. Project file management
   e. Mapping of facility locations;
   f. Maintenance program fact sheets, individual site assessments and training, when needed

2. Post Construction Stormwater Management Program: $1,280.00

The Cuyahoga SWCD will also provide technical advice on planning issues, including:

   a. Technical assistance on local legislation if the City pursues universal application of accepted best management practices at construction sites;
   b. Sound storm water management;
   c. Protection of sensitive natural areas;
   d. General evaluation of sensitive areas such as creeks, floodplains, soils, slopes, wetlands, watersheds, woodlands or other unique areas that are planned for development;
   e. Recommendations for stream bank and wetlands restoration, slope erosion control; and
   f. Small drainage systems and wildlife habitat enhancements.

City’s Role Related to Storm Water Pollution Prevention Activities

1. The City will designate someone to serve as the City’s liaison for the storm water pollution prevention program.

2. The City will recognize the environmental and economic functions of naturally-vegetated open spaces, such as wetlands, stream corridors, ravines, woodlands and fields as worthy of the City’s protection as open space.

3. The City will utilize the Cuyahoga SWCD’s technical assistance including plan reviews, project inventories, evaluations, and inspections of planned construction sites, water quality and water quantity basins or sensitive natural areas of concern.
4. The City will direct builders, developers and consultants to the Cuyahoga SWCD for assistance on planning and conservation early in the concept planning stage of the construction planning cycle.

5. The City will adopt, apply and enforce Cuyahoga SWCD recommendations by not authorizing commencement and/or issuing work stoppage and other remedies.

6. The City will provide the Cuyahoga SWCD with field surveys, proposed layouts, designs or meeting notices needed for adequate technical assistance in a timely manner.

7. The City recognizes that the Cuyahoga SWCD has no regulatory authority to enforce NPDES rules.

**Agreed Procedures**

- The City agrees to grant an annual conservation appropriation to the SWCD, not to exceed $4,120 per twelve month period following the Effective Date and the Cuyahoga SWCD agrees to use the grant funds to provide a conservation program for the City.

- The City and the SWCD will determine the most effective manner to appropriate the funds.

- The City will provide a resolution to the SWCD that acknowledges this working agreement and provides documentation to facilitate dispersal of funds to the SWCD on an annual basis.

- The Cuyahoga SWCD is not granted regulatory authority in the Ohio Revised Code.

- The Cuyahoga SWCD and the City will meet at least once a year to coordinate a work plan and exchange information.

- The Cuyahoga SWCD will provide the City with a written annual summary, relevant to its role, as outlined in this MOU.

- The NPDES rules, current edition of Ohio’s *Rainwater and Land Development* standard guidance manual, and standards of the USDA, Natural Resources Conservation Service will be used in planning and application of conservation measures.

- That both parties will review quality of assistance and address concerns as they arise.

- That all assistance provided by the Cuyahoga SWCD is offered on a non-discriminatory basis without regard to race, age, marital status, handicap or political persuasion.

- The City recognizes the Cuyahoga SWCD’s obligation to make its reports and other written materials available to the public on request in accordance with the Ohio Public Records Act.

**Term, Renewal, Termination**

The term of this MOU shall commence on the date (the “Initial Effective Date”) SWCD receives written notice from the City, in a form approved by SWCD and in accordance with Sections 5705.41 and 5705.44 of the Ohio Revised Code, as applicable, indicating that the City has agreed to provide funds, in an amount agreed to by the parties, to support SWCD’s general operations for the following 12-month period (the “Initial City Notice”). This MOU shall terminate on the 12-month anniversary of the Initial Effective Date in the event the City does not renew this MOU as set forth herein.

This MOU may be renewed by City for any 12-month period following the Initial MOU Term (a “Subsequent MOU Term”) provided that the SWCD receives written notice, as described above (a “Subsequent City
Notice”), not less than 30 days prior to expiration of the Initial MOU Term (the date the District receives a Subsequent City Notice, a “Subsequent Effective Date”), and shall continue to renew for any 12-month period provided that the SWCD receives a Subsequent City Notice not less than 30 days prior to expiration of any Subsequent MOU Term then in effect.

This MOU may be amended or terminated at any time by mutual consent of both parties, or the agreement may be terminated by either party giving thirty (30) day’s advance written notice to the other.

In witness thereof, the Memorandum executed and agreed to on the latest day, month and year written below:

Cuyahoga Soil & Water Conservation District

By: Ruth Skuly
Chair

Date:

City of Lakewood

By: Hon.
Mayor Paul Koomar

Date: