AGENDA

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

Date: April 9, 2018
Time: 7:30 p.m.

ANNOUNCEMENTS

COMMITTEE OF THE WHOLE

ENVIRONMENT, SAFETY AND COMMUNITY SERVICES COMMITTEE-Mace

Equipment for New Ambulance.

FINANCE & CLAIMS COMMITTEE-Tadych

March 2018 Financial Reports.

Amended Appropriation Ordinance.

PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE-Maier

Roof Repairs at Police Station and Service Garage.

PUBLIC IMPROVEMENTS, STREETS/SEWERS/DRAINAGE COMMITTEE-Stainbrook

Award of Contract – Pavement Marking and Striping Program.

Award of Contract – 2018 Pavement Crack Seal Program.

Update regarding Columbia Road Culvert

RECREATION & PARKS IMPROVEMENT COMMITTEE- Winzig

SERVICES, UTILITIES & EQUIPMENT COMMITTEE-DeGeorge

Authorization for the Finance Director to participate in various Cooperative Purchasing Programs for the purchase of vehicles, machinery, materials and supplies.

AUDIENCE

MISCELLANEOUS
CAHOON MEMORIAL PARK TRUSTEES

Request of the Cleveland Shakespeare Festival to host a performance of *Twelfth Night* in Cahoon Memorial Park on Saturday, July 21, 2018 at 7 p.m., with set up from 5 p.m. and all activity completed by 9:30 p.m., pending receipt of insurance.
City of Bay Village

Council Minutes, Committee Session
Dwight A. Clark, President of Council, presiding
March 19, 2018
Council Chambers 7:30 p.m.

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

Present: Clark, DeGeorge, Mace, Maier, Stainbrook, Tadych, Winzig, Mayor Koomar

AUDIENCE


ANNOUNCEMENTS

Mayor Koomar – Appointment of Lawrence N. Ludwig to the Tree Commission for a three-year term expiring March 19, 2021.

Mayor Koomar advised that there were several candidates for the vacancy on the Tree Commission. Mr. Lawrence Ludwig has been a resident for a number of years and has a background in engineering that will serve the Tree Commission well. Candidates that came in after the deadline will be considered for future openings.

COMMITTEE OF THE WHOLE

Annual Report of the City of Bay Village Tree Commission

Councilman Tadych advised that the Tree Commission, by Charter, is to supply the City with an annual report. In the past that annual report has lacked a presentation point. The Tree Commission is trying to meet the requirement and has put together the annual report for 2017. As the Council representative to the Tree Commission, Mr. Tadych stated that his goal is to do this annually before the end of January in the future. The annual report was sent to the Mayor and to Council.

In 2017, the amount of $5,000 was added to the City Budget for tree planting. In the 2018 City Budget, an additional $5,000 was added. This has been very helpful in the planting of one side of Glen Park. This spring the other half of Glen Park will be planted. The increase in budget numbers has helped a great deal. Mr. Tadych stated that it is hoped that in the future the budget for the Tree Commission can be increased at a gradual pace.
Mr. Clark noted that the report discussed the concern of pruning Oak Trees and the spreading of disease. Notifying residents on best practices through the City website by the Tree Commission would be very helpful.

Mr. Tadych stated that the Tree Commission would like to make a presentation to Council about their needs and what they are accomplishing. They would like to make a slide presentation to Council on April 23, 2018.

Mr. Winzig noted that in the Tree Commission Annual Report, there is some language that is alarming that needs attention. There are words in the report about the Urban Forest being at a crossroads, which implies that there are some issues that have to be addressed, aside from just planting trees. They also talk about investing in technology. They also talk about the City being properly restocked. Mr. Winzig noted that it is very pointed in the report that it is not something just about decorative planting.

Mr. Winzig commented further that he was a guest at the last Tree Commission meeting and he was very impressed with the group. When they come to present to Council there will be some issues that Council will have to consider, beyond just the current plan.

Mr. Tadych stated that the Tree Commission was requested to put an ordinance together by then Acting Mayor Gary Ebert. The ordinance is ready and in the hands of the Mayor and Mr. Ebert, and hopefully ready to be reviewed.

Mr. Winzig noted that, like every good commission, the Tree Commission is requesting increased funding. Mr. Winzig looks forward to the presentation to City Council.

Mr. Tadych noted that the request for funding is for software for the tree planting program. The program is now in a book and needs to be updated. Mr. Liskovec has looked at some possible systems.

Mayor Koomar stated that tree planting sites on treelawns are mentioned in the report. In looking at the nature of our community with utility lines and power poles, he would advocate more toward encouraging residents to plant on private property. That would be the opportunity for appropriate sized species that could not fit on a treelawn but would contribute to the tree canopy.

Mr. Winzig stated that the Tree Commission talked about a general plan for the City and then sharing that with the community. Residents could access the City’s website and find information about tree planting, find out what is being done in their neighborhood, and review a set of recommendations.

Mr. Tadych stated that last year a gentleman approached the Tree Commission stating that the neighbors wanted to put their money together and plant nine tree lawn trees on areas that the City was overlooking. He was given a price for the type of trees that would be fitting and he and his neighbors came forward, wrote a check, and the City planted and maintained the trees. When the City plants the trees, they water them and stake them for two seasons.
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ENVIRONMENT, SAFETY AND COMMUNITY SERVICES COMMITTEE-Mace

Mr. Mace advised that he will have a meeting of the Environment, Safety and Community Services Committee on April 9, 2018 at 6:30 p.m. in the Bay Village City Hall to discuss the dog ordinance.

FINANCE & CLAIMS COMMITTEE-Tadych

February 2018 City Financial Statements

Mr. Tadych advised receipt of the February 2018 City Financial Statements. After receipt of the March 2018 Financial Statements in early April, there will be a meeting of the Finance Committee meeting to review the February and March reports. Mr. Tadych will move to acknowledge receipt of the February 2018 Financial Statements at the Regular Meeting of Council to be held this evening.

Amendment to Codified Ordinance 129.12 – Document copying fee; excess payments

Mr. Tadych will present an amendment to Codified Ordinance No. 129.12 which sets forth the cost of copying police records to the public upon request. The ordinance updates the current ordinance and replaces the CD copies with a flash drive copy at a cost of $7.00.

Police Chief Spaetzle commented that most video and audio records in the possession of the Police Department are digital files. Many records are transmitted free of charge via email, while others, because of size, would be more efficiently transmitted by use of a flash drive. The charge of $7.00 was determined by analyzing the typical audio/video file size and then using that as a guide to buy two different size drives. It was determined the average cost of the drives is $7.00.

The Police Department no longer makes videotape or audiotape recordings and suggests each be removed. The CD Rom and floppy disks category will be modified to read Optical Digital Discs with the cost to remain the same at $3.00.

The ordinance amending C.O. 129.12(a) for modifications to the charges for copies of police records will be placed on first reading this evening.

Mr. Winzig asked the number of requests for copies of records. Police Chief Spaetzle stated that the Police Department receives approximately eight to ten requests per day. Copies by email reduce the cost of paper and the time factor involved in making copies.

PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE-Maier

Ms. Maier reported that the first meeting of the year 2018 of the Planning, Zoning, Public Grounds and Buildings Committee was held this evening at 6:30 p.m. Four items were discussed, including the Monopole issue, with wireless communication affecting communities across the state and across
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countries. One of the items that the committee will be working on is design guidelines for the placement of monopoles.

The committee also received an update on the front end parking elimination on Dover Center Road that will be proceeding this summer through the City, specifically in front of Malley’s Ice Cream Store.

The committee discussed front yard storage and will be working on that issue with boat storage and trailer storage.

The final item for discussion and review was Accessory Structures as defined in Chapter 1141 and Home Based Businesses with the potential to perhaps pull those matters into two different ordinances.

PUBLIC IMPROVEMENTS, STREETS/SEWERS/DRAINAGE COMMITTEE-

Stainbrook

Award of Contract for the 2018 Pavement Resurfacing Project

Mrs. Stainbrook stated that bids have been received for the 2018 Pavement Resurfacing Program. The bids have been analyzed by Director of Public Service and Properties Jon Liskovec. Mrs. Stainbrook stated that the City has a good strategy that includes the five-year pavement program for 2018, and there are additional streets included, noted as Bids Alternate No. 1 and No. 2. One of the goals has been to be as close to the budget as possible of $700,000 per year. This year the total amount of the contract is $697,702.50. It is the recommendation of the Service Director after bid review to award the contract to the lowest and best bidder. An ordinance to award the contract to Chagrin Valley Paving Company will be introduced by Mrs. Stainbrook this evening.

A memorandum from Curtis J. Krakowski, CSI, CDT, Infrastructure Manager for the City of Bay Village, to Mr. Liskovec outlines the streets scheduled as follows:

Base Bid Streets:
- Plymouth Drive (Walker to Carlton)
- Bexley Drive (Walmar to Plymouth)
- Carlton Drive (Walmar to Plymouth)
- Bates Drive (Fairwin to Drake)
- Drake Drive (Bates to Walmar)
- Fairwin Drive (Bates to Walmar)
- Hurst Drive (Fairwin to Drake)
- Pellett Drive (Clarewood to Wolf)
- Powell Drive (Clarewood to Wolf)
- Clarewood Drive (Powell to Pellett)

ADD Alternate Bid Streets:
#1 Bexley Drive (Walmar to Bradley)
    Carlton Drive (Walmar to Bradley)

#2 Eagle Cliff Drive (Lake to cul-de-sac)
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Mrs. Stainbrook thanked Mr. Liskovec for all the work that was done to present this information to the Council this evening. The ordinance to be presented this evening by Mrs. Stainbrook will be to approve the contract for the base bid streets, and alternate bids Nos. 1 and 2.

Mr. Clark asked the opinion of Council concerning the inclusion of Option No. 4, an alternate bid to repave Bryson Lane (Lake Road to parking lot) in the amount of $24,000, noting that Bryson Lane gets a great deal of use for access to Dwyer Memorial Center. Mayor Koomar stated that he walked the area yesterday and is trying to balance that possibility out with the potential construction of the new library. It is similar to the reason why Cahoon Road was held back between Wolf Road and Lake Road. The Lake Road Bridge will be closed next year due to the replacement scheduled and Cahoon will experience a great deal of traffic as a detour route.

Mrs. Stainbrook advised that a meeting of the Public Improvements, Streets, Sewers and Drainage Committee will be held on Monday, March 26, 2018 at 6:30 p.m.

RECREATION & PARKS IMPROVEMENT COMMITTEE- Winzig

Mr. Winzig reported that Recreation Director Enovitch held a very informative meeting of the Parks and Recreation Commission on March 7, 2018. Peggy, Andy, and Elizabeth Drumm have sent out information to create awareness of the Bradley Park Playground Project. An information and fund raising event will be held in the spring at the Bay Lodge. More information on this event will be forthcoming.

Mr. Clark noted that Council has received a packet of information concerning the number of people that have participated in Recreation Department activities. Recreation Director Enovitch stated that participation fluctuates from season to season. Mr. Tadych stated that he would like to receive the minutes of the Parks and Recreation Commission meetings at some point.

SERVICES, UTILITIES & EQUIPMENT COMMITTEE-DeGeorge

Police Department purchase of new vehicle to replace Vehicle 1152 – Ford Taurus Detective Vehicle

Ms. DeGeorge will present a resolution at the Regular Meeting of Council this evening authorizing the purchase of a police department vehicle to replace a 2012 Ford Taurus with a 2018 Ford Taurus. This purchase is part of the five year vehicle replacement plan, and Ms. DeGeorge called upon Police Chief Spaetzkel for further comments.

Police Chief Spaetzkel advised that the 2012 Ford Taurus has 108,000 miles and will be turned over to City Fleet Manager Scott White to determine its further use with the City. The vehicle being purchased is through state bid at a cost of $24,448.00. There is an additional cost of $1,900 to change the vehicle over to police function. The total cost is $26,304.84, which is slightly below the appropriated amount of $28,000.

AUDIENCE
Committee Meeting of Council  
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**Mr. Clark** called for comments from the audience regarding matters discussed to this point of the meeting. There were no comments.

**MISCELLANEOUS**

Mr. Clark stated that there will be a Council meeting on Monday, March 26, 2018, beginning at 7:30 p.m. The Regular Meeting of Council scheduled for Monday, April 2, 2018 will not be held due to the fact that it is Easter Break week.

**CAHOON MEMORIAL PARK TRUSTEES**

**Library Update**

**Mayor Koomar** advised that they have been working with the Cuyahoga County Library Executive Board on a location in Cahoon Memorial Park. Some earlier sketches the Library Board had did not fit in with the Master Plan, as well as some of the parking that the administration thought would make the most sense. There was a joint session last week of the Planning Commission and Architectural Board of Review, and the location of the building now fits in with the Master Plan and advice from Mr. Glen Coyne of the Cuyahoga County Planning Commission.

The architects for the new library are engaged by the Cuyahoga County Library Board. They were informed that the building has a civic presence, and the surrounding buildings should be taken into consideration. The Library Board has provided a sketch, and the Mayor had multiple comments for them as to his particular thoughts. The reason it was brought before the Planning Commission and the Architectural Board of Review on March 14, 2018 was to give them additional feedback, and for the City to open it to the public and get their feedback and comments to the Library Board to make sure the building does fit into the town center.

Mr. Clark commented that the Library Board has indicated the desire to break ground this fall for budget considerations.

Mayor Koomar stated that they would like to break ground this fall, and he has spoken to both the Chair of the Planning Commission and the Chair of the Architectural Boards of Review on working through that process appropriately, but keeping in mind that as we come to agreement on this we would keep that deadline in mind and hopefully keep them on track.

Mayor Koomar noted further that the decision of this and the feedback ultimately rests with the eight trustees of Cahoon Memorial Park, the Mayor and seven members of Council. The Boards and Commissions have a large say in the design of the building.

Ms. Maier stated that the purpose of having the Planning Commission and Architectural Board of Review meetings together for the joint session was to make it easier for the public to attend one meeting for the pre-submission hearing. They also talked through ideas to make it more approachable for the public to participate in things going forward, and getting the word out about the project to encourage resident involvement.
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Mayor Koomar stated that about two months ago they started posting upcoming meetings through the City sign board as well as in email blasts and the city website. Ms. Maier noted that information is also accessible at the library.

Mr. Clark stated that one of the questions that he is getting repeatedly is what will happen to the existing library. His answer has been that no determination has been made, nor are we close to any determination whatsoever in terms of how that building will be repurposed. The public will have a definite seat at the table in terms of deciding what's going to happen there. The repurposing will not be an inexpensive venture, and we want to make sure it is purposeful because of its strategic location right next to the middle school.

Mr. Mace stated that at one of the meetings it was suggested that the Library Board has already done a study on needs of the old building. Mayor Koomar stated that he will provide Mr. Mace a copy of that study.

Mayor Koomar advised that when the latest renderings were received, they reached out to the architects on the Boards and Commissions and to former Councilman and Cahoon Memorial Park Trustee Cletie Miller, who is also an architect, to get their professional feedback and help to provide the trustees with input on that sort of civic presence.

Ms. DeGeorge stated that at the meeting on Wednesday, March 14 of the Planning Commission and the Architectural Board of Review, no less than three times, the renderings were referred to as "final". Ms. DeGeorge asked if the renderings are final, or not.

Mayor Koomar stated that he thinks it is our park. The library would like to move forward sooner than later and he can appreciate that, and we will work on a collaborative basis with them. They are hiring the architect, they are supplying the funds, but every year Bay residents contribute to the Cuyahoga County Library System. He would to think those are our funds and this is a joint project and we have to work collaboratively. The Mayor has calls scheduled this week to pass feedback as it comes in back to the Library Board. He stated that he has told them there are eight owners of the property - the Cahoon Memorial Park Trustees.

The Mayor noted that the Boards and Commissions have a very important purpose in the city. He stated that as a Council representative for the Planning Commission during the construction of the middle school, the police station and the pool, his experience was that their job is to make projects the best possible for Bay Village. They take their assignments very seriously.

Mrs. Stainbrook stated that it is part of a process, and we can see that from the drawings we had on Wednesday, March 14. There were already changes to them, for example, the change from stone to brick. It is a process and it is going to evolve like any other building project in the city.

Mr. Clark commented that for all of us that live in Bay Village, we’re all stakeholders in this because we’re all paying property taxes to the library as well. To Mayor Koomar’s point, we all have skin in the game to make this work. You can call it collaboration or call it compromise. It has to work that way because we have one chance to get it right.
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Mr. Clark called for comments from the audience.

Sue Roehl, Lake Road, stated that she is not sure if she understands if the drawing she saw is final. She asked if it is not going to be a glass airport.

Mayor Koomar stated that he cannot say what the final plan will look like. A lot of the feedback from their studies show more natural glass at some level. That is why he has reached out to a lot of the architects and people that live in Bay Village that served before in the commissions and past fiduciary functions, to find what that right balance is for the readers in the library, the kids inside, and to have more access out to Cahoon Park and the woods. The green space is beneficial, but we’ve got to find the balance.

Mrs. Roehl stated she attended meetings and the feedback at those meetings seemed to be “make it fit into Bay Village.” The surrounding buildings all have brick.

The Mayor commented that this has been some of the feedback to the Library Board. There was a discussion of stone because of the Wolf Rd. Bridge and the sandstone. Key Bank has stone and brick. The discussion has been that it has to balance out in this building. It doesn’t have to look identical, it’s going to have little bit more glass, but how do we find that balance?

Steve Schlegel, Jefferson Court, stated that he has only seen one rendering with multiple angles, but really only one rendering. The Planning Commission and the Architectural Board of Review have requested additional renderings because it was split in terms of the feedback the residents gave in what they wanted to see. The single rendering only reflects one portion of the commentary.

Mayor Koomar stated that what they had in their packets and what was presented was different, there had started to be some changes, and that speaks to the plural.

Mr. Schlegel stated that it seems as though there were questions directly in the meeting notes that were relayed on a social media board that many of us follow. It was apparent that these plans are final and they’re moving forward, so at least the library’s interpretation of what’s final and this group’s interpretation of what is final is not in balance.

Mayor Koomar stated that he knows there is an interest for them to move forward and they would like to do so, but it’s in Cahoon Park. We’ve got to find that balance.

Mr. Schlegel stated that it will move forward with the right plan. Mayor Koomar expressed agreement.

Abby Kerns, Normandy Road, stated that she will go on the record saying that it feels like the majority of people want modern, fitting in with what is going on with all the public buildings. For example, everything that’s been built for the last 15 years – the middle school, the police station – have been built to match this building and to keep in that character. Obviously, the drawings presented did not look anything like that. So again, just going on the record as saying it
would be nice if the public were heard a little bit more because if that’s built, I’m not sure that everyone is going to be super pleased.

Mr. Clark stated that that normal protocols have to be followed, which they are trying to expedite. He believes we are all on the same page and trying to do the right thing. The challenge is the library has the money set aside, it’s not like we are going out to issue debt like we did for the police station. The money is set aside, but understanding the fact that we as residents are paying into a levy every year and we’d like to have that seat at the table as well.

Ms. Maier noted that one of the purposes in having that joint session was to create an opportunity for the Planning Commission to hear the comments of the Architectural Board of Review, and vice versa, so that we can work together.

There being no further comments, the meeting adjourned at 8:05 p.m.

Dwight A. Clark President of Council

Joan Kemper, Clerk of Council
Joan Kemper

From: Renee Mahoney
Sent: Tuesday, March 27, 2018 11:14 AM
To: Chris Lyons; Agendas
Subject: RE: Request for Re-appropriation of funds for new ambulance

Thanks Chief – I will prepare a change in the appropriation ordinance for this 😊

Renee

From: Chris Lyons
Sent: Tuesday, March 27, 2018 10:29 AM
To: Agendas <Agendas@cityofbayvillage.com>
Subject: Request for Re-appropriation of funds for new ambulance

Please see the request below and let me know if you have any questions. Thank you in advance for your assistance!

Chief Christopher Lyons, M.S., M.A., OFC
Division of Fire, City of Bay Village
440-899-3471 (direct office)
440-871-1214 (station)
440-871-3787 (fax)

CITY OF BAY VILLAGE
AGENDA REQUEST
OVERVIEW


2. Previous Action: Funds were originally appropriated in 2017. Majority of funding is dedicated to the manufacturer, but remaining funds will be used to outfit the new ambulance with equipment from third-party vendors.

3. Background/Justification for Current Action: Equipment is not available from the manufacturer of the new ambulance, but is important to our ability to serve residents and treat patients effectively and efficiently.


5. Affected Parties: None

6. Implementation Plan: Equipment will be purchased and installed as soon as possible.

7. High-Level Timeline/Schedule: Request that this item be placed on the agenda for the next Regular meeting of Council, in order to get this equipment in service as soon as we are able. Thank you.
OVERVIEW

1. Action Requested

   Properly account for proceeds of Cahoon Will and expenditures relating to Park and Library.

2. Previous Action

   Ida Cahoon willed remaining proceeds of her estate to be divided into 2 equal amounts; one to be used for
   Cahoon Memorial Park Fund to care, maintain and beautify Cahoon Park; one to be used for Library of Dover by
   the Lake Fund to buy books and maintain the Cahoon Library. Until March 2018 these funds were kept in trust at
   KeyBank (formerly Cleveland Trust Company as noted in will). In March 2018 the trust was dissolved and the
   remainder of the funds were distributed to be kept by the City directly. I am not clear on the original amounts of
   the funds but the remainder of the funds equaled $14,928.07 for Cahoon Park and $26,134.96 in Cahoon
   Library. The total of these funds ($40,963.03) have been set up in an individual investment account at KeyBank
   to be placed in a certificate of deposit.

   The City has maintained three funds in relation to Cahoon Park:

   Fund 810 Cahoon Park Income: This fund has accounted for revenue from any rentals such as Community
   House, Bike Coop, Bayway Cabin and the Gazebo. Main source of revenue has been from Kiddie Kollege rent
   ($29,000 in 2017). There has in recent history also been a transfer of General Fund monies to help cover the
   expenditures charged (Budgeted $65,000 for 2018). The main expenditures are for utilities ($52,000 for year
   2017).

   Fund 820 Cahoon Park: Main source of revenue has been a transfer from General Fund ($2,000 per year).
   Expenditures are for water charges associated with the Rose Garden.

   Fund 830 Cahoon Library: Main source of revenue has been a transfer from General Fund ($10,000 per
   year). Main expenditures are for utilities.

3. Background/Justification for Current Action

   The 800 series of funds should be used for Trust or Agency Funds – to be accounted for assets held in trust by
   the City. As one can see from the above previous uses of these funds and mainly by the transfer of the monies
   from General Fund to help fund the expenditures these funds have not really been treated properly as trust
   funds. When the financial statements are prepared at year end the amounts have been rolled into General Fund
   due to the main source of income coming from the General Fund transfers.

   I would like to disband fund 810 and maintain Funds 820 and 830 to only account for interest income received
   from the deposits relating to the proceeds from the trust formerly held at KeyBank. At some point in the distant
   future when there is a larger corpus in the funds Council may legislate for a major expenditure for either the Park
   or the Library to be paid from the respective funds. Any rental income would be deposited to General Fund
   (instead of 810) and to account for the expenditures I would like to establish two separate sub departments
   under Service 100.511 Cahoon Park and 100.512 Cahoon Library. Rose Garden monies would be accounted
for in Fund 284 "Endowment Trust Funds" where other similar receipts are maintained. There would no longer be a transfer from General Fund to supplement the expenditures for each of these funds.

4. Financial Impact
   None

5. Implementation Plan
   Appropriation changes are included in enclosed appropriation ordinance.

6. High-Level Timeline/Schedule
   Once approved revised financial statements will be incorporated in following month.
OVERVIEW

1. Action Requested
   Appropriation of funds from Fund 496 (Public Buildings Roof Repair) for installation of new flat roof for the service department and for flat roof repairs at the police department.

2. Previous Action
   Multiple repairs have been attempted at both facilities by service staff and outside contractors, but the problems still persist.

3. Background/Justification for Current Action
   Service Department: the flat roof area currently above the sign shop has exceeded its useful life. We have made attempts to execute repairs, but the age of the roof systems is too old for the repairs to be effective. This particular area of the service department is still original to the building and was not replaced either from the fire of 2005 or the hail storm in 2012.

   Cost of Replacement: $15,250.00 + permit + potential sheeting replacement

   Police Department: the flat roof area has recently become problematic and attempts have been made by staff to correct the problem with no success.

   Cost of Repair: $1,695.00

4. Financial Impact
   Appropriate $26,624.90 from Fund 496 to cover the cost of repairs, potential sheeting replacement and permitting as required for the above projects and any other projects or repairs that may arise. Currently, Fund 496 has a balance of $26,624.90.

5. Affected Parties
   Service Department, Police Department, and Fund 496

6. Implementation Plan
   Have all areas repaired as soon as possible upon approval

7. High-Level Timeline/Schedule
   30-90 days
February 14, 2018
City of Bay Village
% Don Landers
31300 Naigle Rd.
Bay Village, Ohio

We hereby submit a list of work and a proposal for the roof replacement of two lower south side roof sections on service garage located at above address:

- Set up all safety equipment and fall protection for employees per OSHA safety practices/guidelines.
- Set up disposal system as needed to facilitate tear off debris into dumpster.
- Remove all ballast stone from roof area being replaced.
- Remove all edge metal from perimeter walls, existing gutter on elevator shaft, b-class vent cones flashing and all existing penetration flashings.
- Remove existing drain caps and drain rings.
- Remove existing BUR roofing system from all field roof areas and walls located in designated two roof sections being replaced.
- Inspect existing roof decking and replace rotten/deteriorated decking at below listed prices.
- Install new insulation board to entire exposed flat roof surfaces to meet manufacture and state revised code substrate requirements.
- New revised codes (April 2017) require R-25 (4.4") average insulation on roof area where existing roof system is removed which will be met with new insulation package.
- Install new .060 GAF Everguard TPO single ply roofing material/system to entire exposed roof surface. TPO will be fully adhered to meet manufacture install specifications for existing concert deck system.
- Attach all seams and perimeter with fasteners and plates as per the manufacture specifications.
- Heat weld all seams with manufacture approved hot air welder (hand and self propelled walk behind)
- Install new manufacturer pre-fab boot flashings and pitch pockets where previous ones were removed.
- Install new custom curb flashings for all existing air conditioner units and wall flashings.
- Install new aluminum termination bar to the top of wall flashing and AC curbs. New termination bar will be compression fastened with new mastic water cut off and manufacture certified sealant. Unit flashings will have new slip metal flashing installed. Wall flashings will have manufacture approved counter flashing.
- Install new custom bent 24g coping metal on all roof edges where previously removed and will be installed over cleat fastening system-color to be selected by owner/management
- Ro flash all existing drains with new TPO target areas and compression ring embedded in new mastic water cut off-All per manufacture install specifications

Remove all roof debris and safety equipment from the job site.

Lunch Room Total: $44,415.00 initial______
Weight Room Total: $17,955.00 initial______

The roof replacement is covered under GAF's 25 year total systems warranty (No Dollar Limit Value) which includes all materials and labor. Roof carries 20 year warranty from manufacture and is extended 20% to 25 years as 1st Choice Roofing is a CMP (Certified Maintenance Professional).
Manufacture NDI warranties require yearly maintenance and inspections to continue coverage. 1st Choice Roofing Co. will provide bi-annual roof inspections and reports, which will be submitted to GAF for record keeping for three years from date of completion at no charge to the customer. From years 4-10 of the warranty, each inspection and report will be charged to customer at $250 per visit. After year 10, an increase of 3% per inspection and report will be additional to original $250 charge. Roof sections will be registered with manufacture and documents will be given to owner and kept on file at 1st Choice Roofing. All roof inspections will be completed with prior notification given to management on site. All drawings and manufacture inspections will be coordinated and completed by 1st Choice Roofing Co.

Wood replacement, masonry work or decking repairs/ replacement will be billed at additional cost of $95.00 per man hour plus cost of materials.

All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs exceeding $500.00 will be executed only upon written orders, and will become an additional charge over and above this estimate. All agreements contingents upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our employees are full covered by Workmen’s Compensation.

A deposit of 1/3 is required at time of contract signing, a second 1/3 is due when roof replacement is 50% completed, the remaining balance plus any additional work is due upon completion Any work not paid for following above guidelines will be considered past due and incur a $50.00 late payment fee in addition to a monthly interest rate of 2% until the balance in paid in full.

Authorized Signature __________________________ Date 3-12-18

Note: This proposal may be withdrawn if not accepted within 30 days

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. I have read the back of the proposal for additional terms and conditions.

Signature __________________________ Date
KileyCan Inc.  
19000 Miles Rd  
44128  
Warrensville Hts. Ohio.  
216-904-9699  
https://www.facebook.com/IHeartFlatRoofs/

SUBMITTED TO: City of Bay Village Service Center  James Vagase and Don Landers

WORK TO BE PERFORMED AT:
ADDRESS: 31300 Naigle Rd. Bay Village Ohio 44140

DATE: March 5, 2018  
PHONE NO. 440-871-1221

To furnish the materials and perform the labor necessary for the completion of:

1. SW CORNER ROOF OVER OFFICE.
   A. Tear off existing Tar and gravel BUR roof
   B. Install R30 insulation and tapered insulation panel system - positive drainage
   C. Install Firestone/Genflex 0.60 TPO Thermoplastic roof system and flashings. Terminate @ parapet walls. Tie into cinder block walls - Riglet into masonry n counter flashings. Install new retrofit drains with clamping ring terminations
   Total ($18360.00).
Proposal
WEST SIDE ROOFING CO., INC.
5360 West 130th Street
Brookpark, Ohio 44142
(216) 898-1900 FAX (216) 898-1320

NAME
City of Bay Village
STREET
350 Dover Center Rd.
CITY, STATE and ZIP CODE
Bay Village, Ohio 44140

PHONE
440-871-1221

DATE
3/6/18

JOB NAME
Tear-off / Re-roof

JOB LOCATION
West and East lower sections of service department

CONTACT
James Vagase
DATE OF PLANS

Cell
440-866-2549

SALES REP
Brad Hutcherson 216-276-1374

We shall furnish and supply all necessary labor, materials and equipment to perform the following scope of work:
West Side Roofing Company to supply all permits.

1. Dry-Vacuum all loose gravel from roof surface and haul away from site.
2. Tear-off all existing roof material in designated sections.
3. Remove existing metal coping, wall and curb flashings and haul away.
4. Replace any damaged wood nailers and blocking*.
5. Remove any un-used or abandon protrusions or equipment and cover over openings with new deck or replace any damaged decking (cost of all new deck will be an additional cost of $4.95 SQ FT). *
6. Install a ½” per foot (with ½” per foot saddles) full tapered isocyanurate insulation system over entire roof section to divert water to existing drains.
7. Mechanically fasten an additional single layer of 1.5” insulation over tapered into steel deck (total average R-factor to be R-30).
8. Raise skylights and any mechanical curbs as needed to accommodate tapered and meet system height.
9. Install new roof over entire sections using a fully adhered .060 TPO roof system.
10. Replace old rusty stack flashings using new of proper size and configuration.
11. Provide and install new drain insert assemblies as needed and work new material into drains.
12. Re-flash perimeter walls, stacks, and remaining curbs and protrusions using TPO material as per manufacturer’s specifications.
13. Install termination bar against high walls on inside perimeter.
14. Provide and install 24-gauge pre-finished fascia system around exterior perimeter walls.
15. Clean up and haul away all debris.

Total roof system will be covered by manufacturer’s unlimited 20 yr. Warranty.

Options: a.) Delete total tapered system (roof may hold some water) - deducts $17,000.00
b.) Delete manufacturer’s system warranty – deducts $1,000.00

West Roof - $15,250.00
East Roof - $43,550.00

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:
Fifty-Eight Thousand Eight Hundred and 00/100 Dollars
$58,800.00

Payment to be made as follows:
Upon completion of each section.

* Wood is at additional cost. Decking at $3.50 ft. / $2.50 $ roll will be an additional $55.00 a sheet. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All guarantees contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman’s Compensation Insurance.

Authorized
Brad Hutcherson
Signature
Note: This proposal may be withdrawn by us if not accepted within 30 Days

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance:

TERMS: PAYMENT DUE UPON RECEIPT AFTER 30 DAYS 1 ½% PER MONTH ON UNPAID BALANCE
SUBMITTED TO : James Vagase and Don Landers

WORK TO BE PERFORMED AT:
ADDRESS : 28000 Wolf Rd. Bay Village Ohio 44140

DATE : March 8, 2018

PHONE NO. 440-871-1221

To furnish the materials and perform the labor necessary for the completion of : Repair incorrect valley area tie in.

1. Remove shingles and valley at tie end to flat roof. Install ice and water shield- (entire area) and modified bitumen on secondary tie in. Install new shingles and aluminum Valley to match existing. Go over entire roof seal and reattach any loose or deteriorated flashings

Total $1850.00
We shall furnish and supply all necessary labor, materials and equipment to perform the following scope of work: West Side Roofing Company to supply all permits.

1. Remove a 10' x 10' area of shingles and existing surrounding valley flashing up from rubber flat roof in lower slope saddle area above evidence room.
2. Remove one shingle width from lower level valley metal.
3. Fully adhere .060 EPDM rubber material over lower slope saddle section.
4. Terminate new rubber material under existing valley above and surrounding shingles.
5. Install new valley metal below saddle.
6. Install new shingles into valley using roof cement.
7. Replace soil stack flashing above flat roof on east slope section above leak.
8. Replace all missing and damaged shingles above sally port and hand seal into surrounding shingles.
9. Clean up and haul away all debris.

Workmanship Guaranteed against leaks for 5 years (areas worked on)

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

One Thousand Six Hundred Ninety-Five and 00/100 Dollars

$1,695.00

Payment to be made as follows:

Upon completion of each section.

* Wood is an additional cost. Decking at $3.50 ft. / Plywood will be an additional $5.00 a sheet. All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimates. All agreements contingent upon adverse, accidents or delays beyond our control. Buyer to carry fire, tornado and other necessary insurance. Our workmen are fully covered by Workman's Compensation Insurance.

Authorized Signature

Brad Hutcherson

Note: This proposal may be withdrawn by us if not accepted within 30 Days

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance:

Signature

Signature

TERMS: PAYMENT DUE UPON RECEIPT AFTER 30 DAYS 1 ½% PER MONTH ON UNPAID BALANCE
New Rubber Saddle

Replace Existing Valley

New Saddle Area
Memorandum

Date:        April 4, 2018

To:          Jon Liskovec, Service Director

From:        Curtis J. Krakowski, CSI, CDT
              Infrastructure Manager

Re:          Bid Results for the 2018 Asphalt Pavement Crack Seal

The City of Bay Village advertised and received proposals from interested contractors on Friday, March 23, 2018, for the 2018 Asphalt Pavement Crack Seal. The bid included a Base Bid and two (2) additional Alternate streets. The streets scheduled are as follows:

**Base Bid Streets:**

- Bradley Road (Lake Road to Wolf Road) 4,870 linear feet
- Bradley Road (Wolf Road to Southern City Limits) 2,400 linear feet
- Walker Road (Western City Limits to Bradley Road) 2,520 linear feet
- Wolf Road (Bradley road to Bassett Road) 2,720 linear feet

**Alternate Streets:**

- #1 Wolf Road (Sutcliffe to Porter Creek) 1,760 linear feet
- #2 Wolf Road (29109 Wolf road to 29529 Wolf Road) 1,330 linear feet

The bid strategy was to include the scheduled streets listed in the 5-year crack seal program for 2018 in the Base Bid, but include additional areas to maximize the use of our $50,000.00 budget.

A total of two (2) bids were received. The lowest bid was $19,975.00 and the second bid was $49,200.00. This cost includes all Base Bid and Alternates streets. I have attached the Bid Tabulation sheet for reference.

The bids were reviewed and the results were discussed with the individual contractors. We made the determination that the lowest bid was 60% below our estimate and may contain omissions that would not meet our expectations and level of performance. We felt this concern was sufficient to discard their proposal and consider the second bid.

When reviewing the second bid, we felt it was complete, competitive and below the advertised bidding estimate. I discussed their bid to confirm their understanding of the Project’s requirements and the City’s expectations of quality and scheduling. They also...
have a good working relationship with the City and have been awarded the pavement crack seal contract in previous years.

As we determined the areas to crack seal this year, we purposely separated Bradley Road due to the level of deterioration that has developed over the past winter months from Wolf Road, south, to the railroad tracks. Since this length of road will require some significant base repair, it may not be in our best interest to apply the crack seal material, only to remove portions of it or damaging it while the pavement is repaired. For this reason, we would recommend removing this area from the proposed contract as we look for methods to repair this section, either by milling and overlaying or to have our service department make partial depth repairs during the summer.

By removing this area, this would bring our total bid amount to $42,300.00 and the overall length of road being crack sealed to 13,200 linear feet.

Based on our complete review of all bids and conversations with the contractors, it would be our recommendation to award the contract to Specialized Construction, Inc. for $42,300.00.

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

cjk

CC: Paul Koomar, Mayor  
Bay Village City Council  
Gary Ebert, Law Director  
Renee Mahoney, Finance Director  
File
CITY OF BAY VILLAGE
2018 ASPHALT PAVEMENT CRACK SEAL PROPOSALS

March 23, 2018
12:00 Noon

<table>
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<tr>
<th>COMPANY</th>
<th>BID BOND / CHECK</th>
<th>BASE BID PROPOSAL</th>
<th>ADD ALTERNATE 1</th>
<th>ADD ALTERNATE 2</th>
<th>TOTAL PROPOSAL</th>
<th>COMMENTS</th>
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<td>$6,700.00</td>
<td>$6,200.00</td>
<td>$49,200.00</td>
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Bradley Road Base Bid Proposal
Bradley Road (CR 60) – North Section
(Lake Road to Wolf Road)
Labor: $4,725.00  
Material: $1,575.00
Lump Sum Total of North Section (Labor + Material above): $6,300.00

Bradley Road (CR 60) – South Section
(Wolf Road to Southern City Limits)
Labor: $2,550.00  
Material: $850.00
Lump Sum Total of South Section (Labor + Material above): $3,400.00

Walker Road Base Bid Proposal
Walker Road (CR 213)
(Western City Limits to Bradley Road)
Labor: $2,437.50  
Material: $812.50
Lump Sum Total (Labor + Material above): $3,250.00

Wolf Road Base Bid Proposal
Wolf Road (CR 125)
(Bradley Road to Bassett Road)
Labor: $3,300.00  
Material: $1,100.00
Lump Sum Total (Labor + Material above): $4,400.00

ADD Alternates
Separate line items below to be added to the value of the Base Bld.

1. Wolf Road (CR 125)
   (Sutcliffe Drive to Porter Creek Drive)
Labor: $1,012.50  
Material: $337.50
Lump Sum Total (Labor + Material above): $1,350.00

2. Wolf Road (CR 125)
   (29109 Wolf Road to 29529 Wolf Road)
Labor: $956.25  
Material: $318.75
Lump Sum Total (Labor + Material above): $1,275.00

(RFP - 3 of 4)
ALL Work shall be completed no later than May 18, 2018, unless authorized by the City of Bay Village.

Company: American Pavement Inc.

Contact Name: Scott H. Hudspeth

Contact Phone: 614.873.2191

E-Mail: api@americanpavement.com

Submission of this Proposal indicates our full understanding of the Scope of Work listed above and verification that we have visited ALL areas to determine the extent of the labor and material needed to fully complete this Work. We also understand that the City of Bay Village reserves the right to accept or reject any and all Proposals and select any ADD Alternates at the time of award to be in the best interest of the City, as approved by Bay Village City Council.

Submitted by, (sign name) 

representing American Pavement Inc. on this 25 day of March, 2018.

(Attach ALL supplemental information after this page)
**Bradley Road Base Bid Proposal**

Bradley Road (CR 60) – North Section  
(Lake Road to Wolf Road)

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<th>Labor: 6,000</th>
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Lump Sum Total of North Section (Labor + Material above): $13,400

Bradley Road (CR 60) – South Section  
(Wolf Road to Southern City Limits)

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<th>Labor: 3,900</th>
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Lump Sum Total of South Section (Labor + Material above): $6,900

**Walker Road Base Bid Proposal**

Walker Road (CR 213)  
(Western City Limits to Bradley Road)

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<th>Labor: 3,000</th>
<th>Material: 3,450</th>
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Lump Sum Total (Labor + Material above): $6,450

**Wolf Road Base Bid Proposal**

Wolf Road (CR 125)  
(Bradley Road to Bassett Road)

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<th>Labor: 5,000</th>
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Lump Sum Total (Labor + Material above): $9,550  
Includes Gutter Seal

**ADD Alternates**

Separate line items below to be added to the value of the Base Bid.

1. **Wolf Road (CR 125)**  
(Sutcliffe Drive to Porter Creek Drive)

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<th>Labor: 3,000</th>
<th>Material: 3,700</th>
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Lump Sum Total (Labor + Material above): $6,700  
Includes Gutter Seal

2. **Wolf Road (CR 125)**  
(29109 Wolf Road to 29529 Wolf Road)

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<th>Labor: 3,900</th>
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Lump Sum Total (Labor + Material above): $6,600  
Includes Gutter Seal

(RFP - 3 of 4)
ALL Work shall be completed no later than May 18, 2018, unless authorized by the City of Bay Village.

Company: Specialized Construction

Contact Name: John R. Galik

Contact Phone: 216-271-3363

E-Mail: jgalik@specon4l.com

Submission of this Proposal indicates our full understanding of the Scope of Work listed above and verification that we have visited ALL areas to determine the extent of the labor and material needed to fully complete this Work. We also understand that the City of Bay Village reserves the right to accept or reject any and all Proposals and select any ADD Alternates at the time of award to be in the best interest of the City, as approved by Bay Village City Council.

Submitted by, (sign name) John R. Galik
representing Specialized Construction on this 21 day of March, 2018.

(Attach ALL supplemental information after this page)
CITY OF BAY VILLAGE  
2018 PAVEMENT MARKING & STRIPING PROPOSALS  

March 23, 2018  
12:00 Noon

<table>
<thead>
<tr>
<th>COMPANY</th>
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<th>COMMENTS</th>
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<td>A &amp; A Safety</td>
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<td>Duramark</td>
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CITY OF BAY VILLAGE
2018 PAVEMENT MARKING & STRIPING PROGRAM
UNIT PRICE PROPOSAL FORM

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TOTAL COST FOR ALL ITEMS: $20,664.00

AMERICAN ROADWAY LOGISTICS

COMPANY NAME

DATE

(RFP Form - 1)
Company: AMERICAN ROADWAY LOGISTICS

Contact Name: JONATHO NS CLAXTON

Contact Phone: 330-659-2013

E-Mail: jclaxton @ amclinc . us

Submission of this Proposal indicates our full understanding of the Scope of Work listed above and verification that we have visited ALL areas to determine the extent of the labor and material needed to fully complete this Work. We also understand that the City of Bay Village reserves the right to accept or reject any and all Proposals to be in the best interest of the City, as approved by Bay Village City Council.

Submitted by, (sign name)

representing AMERICAN ROADWAY LOGISTICS on this 23 day of March, 2018.

(Attach ALL supplemental information after this page)
<table>
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TOTAL COST FOR ALL ITEMS: $21,954.75

A & A Safety Inc. (COMPANY NAME) 3/12/18 (DATE)
Company: A3A Safety, Inc.

Contact Name: Shawn Dang

Contact Phone: (513) 943-4100

E-Mail: kgilbert@aasafetyinc.com

Submission of this Proposal indicates our full understanding of the Scope of Work listed above and verification that we have visited ALL areas to determine the extent of the labor and material needed to fully complete this Work. We also understand that the City of Bay Village reserves the right to accept or reject any and all Proposals to be in the best interest of the City, as approved by Bay Village City Council.

Submitted by, (sign name) shawn

representing A3A Safety, Inc. on this 12th day of March, 2018.

(Attach ALL supplemental information after this page)
<table>
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TOTAL COST FOR ALL ITEMS: $28,676.40

(DATE) 3/23/2018
Submission of this Proposal indicates our full understanding of the Scope of Work listed above and verification that we have visited ALL areas to determine the extent of the labor and material needed to fully complete this Work. We also understand that the City of Bay Village reserves the right to accept or reject any and all Proposals to be in the best interest of the City, as approved by Bay Village City Council.

Submitted by, (sign name) [Signature] - President

representing [Company Name] on this 23 day of March, 2018.

(Attach ALL supplemental information after this page)
Joan Kemper

From: Sue Kohl  
Sent: Monday, March 19, 2018 4:31 PM  
To: Agendas  
Subject: Cleveland Shakespeare Festival

Joan,

The Cleveland Shakespeare Festival would like to host a performance of *Twelfth Night* in Cahoon Park in the evening on Saturday, July 21st.

Can you please add this to next week's agenda?

Thank you.

Sue
Joan,  

Shakespeare Festival info:  
All summer programs start at 7:00pm and we try to keep them 90 to 110 minutes in length with no intermission.  

We usually start set-up between 5 & 5:30. Goal for break-down & out is by 9/9:30.

Sue