

**VOTING ORDER**

J. Shondel  
D. Bucci  
J. Fenderbosch  
R. James  
D. Kos  
L. Meiners  
O'Donnell

CITY OF AVON LAKE  
150 AVON BELDEN ROAD  
AVON LAKE, OHIO

The following business is to be considered at the regular meeting of the Avon Lake City Council on May 11, 2015 at 7:30 P.M. in the Council Chamber.

**Pledge of Allegiance**

**Roll Call:** Mr. Bucci, Mrs. Fenderbosch, Mr. James, Mr. Kos, Mr. Meiners, Mr. O'Donnell, Mr. Shondel, Mayor Zilka, Director of Law Lieberman, Director of Finance Presley, Public Works Director Reitz.

**Approval of Minutes:** April 27, 2015 Regular Council Meeting as prepared and published.

**Correspondence**

**Reports** Mayor  
Council President  
Public Works Director  
Director of Law  
Director of Finance  
Standing Committees  
Special Committees

**Audience Participation**

**Motion**

Authorizing the Mayor to sign an agreement with Verizon at 32119 Division Road pending approval by the Law Director – J. Shondel.

**Legislation**

**Third Readings:**

**Temporary Legislation #10488, designating the Dunning Home located at 240 Jaycox Road as a historic landmark.**

**Temporary Legislation #10498, repealing Section 288.04 of the Codified Ordinances pertaining to the City's Public Records Policy.**

**First Readings:**

**Temporary Legislation #10501, approving a job description for the position of Engineering Technical Aide 1.**

**Temporary Legislation #10502, amending Codified Ordinance Section 474.08, entitled Keeping to the Right.**

**Temporary Legislation #10503, providing for transfers of funds.→**

**Miscellaneous Business and Announcements**

**Public Input**

**Adjournment**

BY: Mrs. Fenderbosch

TEMP NO: 10488

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE DESIGNATING THE DUNNING HOME LOCATED AT 240 JAYCOX ROAD AS A HISTORIC LANDMARK.

WHEREAS, the Avon Lake Planning Commission has at its meeting of March 3, 2015 recommended to Council that the Dunning Home located at 240 Jaycox Road, currently owned by Tom and Glendalee Burns, be granted Historic Landmark Designation, and

WHEREAS, the request for Historic Landmark Designation for the Dunning Home located at 240 Jaycox Road has been reviewed by the Avon Lake Historical Preservation Commission according to Planning & Zoning Code Chapter 1268, and

WHEREAS, this property was part of a 150 acre land grant deeded in 1843 which ran from Walker Road to the northern point at 240 Jaycox Road, and

WHEREAS, according to tax records, there has been a house on this property since 1851, and

WHEREAS, the Dunning Home has historical landmark registration from the Lorain County Historical Society and the Ohio Historical Society, and

WHEREAS, historic preservation gives residents of our community a deeper sense of understanding and appreciation of Avon Lake heritage, now therefore;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE,  
STATE OF OHIO:

Section No. 1: That the Council of the City of Avon Lake does hereby grant the Dunning Home located at 240 Jaycox Road the designation of Historic Landmark.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which resulted in such

formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No: 3: That this Ordinance shall be in full force and effect from the earliest period allowed by law.

1<sup>st</sup> reading: 3/23/15

2<sup>nd</sup> reading: 4/22/15

3<sup>rd</sup> reading:

PASSED: \_\_\_\_\_

\_\_\_\_\_  
President of Council

POSTED: \_\_\_\_\_

\_\_\_\_\_  
Approved

ATTEST: \_\_\_\_\_

Clerk of Council

\_\_\_\_\_  
Mayor

BY: Mr. Bucci

TEMP NO: 10498

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE REPEALING SECTION 288.04 OF THE  
CODIFIED ORDINANCES PERTAINING TO THE CITY'S  
PUBLIC RECORDS POLICY.

WHEREAS, Section 288.04 of the Codified Ordinances of the  
City governs the availability of public records of the City, and

WHEREAS, Section 149.43 of the Ohio Revised Code also  
governs the availability of public records, and

WHEREAS, the inconsistencies lead to confusion, and

WHEREAS, it is unnecessary to have a separate city ordinance  
addressing the availability of public records, now therefore;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE,  
STATE OF OHIO:

Section No. 1: That Section 288.04 of the Codified  
Ordinances of the City is hereby repealed.

Section No. 2: That it is found and determined that all  
formal actions of this Council concerning and relating to the  
adoption of this Ordinance were adopted in an open meeting of  
this Council and that all deliberations of this Council and any  
of its committees which resulted in such formal actions, were in  
meetings open to the public, in compliance with all legal  
requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 3: That this Ordinance shall be in full force  
and effect from and after the earliest period allowed by law.

1<sup>st</sup> reading: 4/13/15  
2<sup>nd</sup> reading: 4/27/15  
3<sup>rd</sup> reading:

PASSED: \_\_\_\_\_  
President of Council

POSTED: \_\_\_\_\_  
Approved

ATTEST: \_\_\_\_\_  
Clerk of Council Mayor

BY: Mr. Bucci

TEMP NO: 10501

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF ENGINEERING TECHNICAL AIDE I FOR THE PUBLIC WORKS DEPARTMENT, ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION, AND REPEALING ORDINANCE NO. 171-2001.

WHEREAS, it has been recommended by the administration and the Human Resources Committee that an updated job description for the position of Engineering Technical Aide I for the Public Works Department be adopted, now therefore;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the specifications, responsibilities, and duties applicable to the position of Engineering Technical Aide I for the Public Works Department shall be as shown on the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That Ordinance No. 171-2001 is hereby repealed.

Section No. 3: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 4: That this Ordinance shall be in full force and effect from the earliest period allowed by law.

1<sup>st</sup> reading:  
2<sup>nd</sup> reading:  
3<sup>rd</sup> reading:

PASSED: \_\_\_\_\_  
President of Council

POSTED: \_\_\_\_\_  
Approved

ATTEST: \_\_\_\_\_  
Clerk of Council Mayor

**CITY OF AVON LAKE**

**POSITION DESCRIPTION**

**PUBLIC WORKS ENGINEERING TECHNICAL AIDE 1**

May, 2015

Job Title: Engineering Technical Aide 1  
Department: Public Works  
Immediate Supervisor: Public Works Director  
Positions Supervised: None  
FLSA Status: Non-Exempt  
Bargaining Unit: USW local 836  
Civil Service Status: Classified

**GENERAL RESPONSIBILITIES:**

Assist the Public Works Director by performing various technical engineering tasks for various public works projects and programs. Performs inspections of various public works and private construction projects.

**GENERAL QUALIFICATIONS:**

The qualified applicant should possess a minimum of a Bachelor's Degree in a related field or an Associate Degree, with four years of related experience, and two years instruction in drafting, surveying or public works construction materials/methods and experience in construction inspection, drafting design and/or surveying; or an equivalent combination of skills, training, and experience. Should have training and/or experience in AutoCAD and GIS. The qualified applicant must possess a valid Ohio driver's license with an acceptable driving record.

*An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.*

**CITY OF AVON LAKE  
POSITION DESCRIPTION**

**PUBLIC WORKS ENGINEERING TECHNICAL AIDE 1**

**SPECIFIC DUTIES:**

Essential functions are noted by an “\*”.

1. Under direction, performs various engineering tasks for various public works projects and programs.
  - Utilizes drafting skills with AutoCAD and GIS. \*
  - Assembles information, drafts detailed plans and specifications for various public works projects.
  - Serves as Survey Party Chief, performs engineering field work including field determination of boundary and right-of-way lines.
  - Draws maps of existing topography in project areas.
  - Performs engineering calculations to compute quantities of material to be used on projects to calculate from and interpret survey notes. \*
  - Provides assistance to contractors, engineers, and general public including explanation of department policies, location of services, and other information as requested.
  - Prepares and maintains various records and reports as required.
  - Prepares documentation including reference drawings, cost estimates, documentation of utilities, etc. \*
  - Assist with preparation of data for improvement programs, including paint striping, sidewalk/street repair and improvements.
  - Assist with preparation of data for legislation, construction standards and subdivision regulations as needed.
  - As directed by the Public Works Director, reviews applications for proposed amendments, proposed projects subject to site plans review, subdivision regulations and conditional use applications to ensure completion and accuracy.
  - As directed by the Public Works Director, interprets relevant aspects of the Planning and Zoning codes contained in City ordinances (or makes recommendations regarding interpretations); responds to related questions as needed.
  - As directed by the Public Works Director, communicates with various department heads involved in administrative review to provide or solicit information, or, to ensure review process is completed in a timely manner.
  - Places signs providing notification of public meetings.

2. **Performs various inspections of public works and private construction projects.**
  - Inspects projects to ensure compliance with established codes, specifications, procedures and standards.
  - Inspects materials to ensure proper quality, utilization, and performance.
  - Prepares construction inspection reports and correspondence regarding infractions.
  - Discusses work related problems with the Public Works Director, associates, supervisors, contractors, and homeowners as needed to research and resolve issues and problems.
  - Investigates complaints and alleged violations involving public property codes; contact citizens or appropriate agencies to resolve violations.
  
3. **Performs other duties as directed by the Public Works Director.**

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Before being hired, the successful applicant for the job should possess:

- An Associate Degree, two years instruction in drafting, surveying, or public works construction material/methods and experience I construction inspection, drafting design and/or surveying, or an equivalent combination of skills, training and experience;
- Knowledge of basic principles and practices of civil engineering;
- Knowledge of professional standards governing public works projects;
- Knowledge of advanced mathematics including geometry and trigonometry;
- Knowledge of basic design and construction techniques, materials, and standards;
- Knowledge of design and surveying techniques;
- Knowledge of inspection methods;
- Knowledge of safety practices and procedures;
- Ability to prepare, operate, and utilize field/surveying equipment and drafting instruments;
- Ability to read and interpret construction plans and drawings;
- Ability to apply knowledge of construction methods and materials to City improvements;
- Ability to gather, analyze, and interpret data;
- Ability to prepare and maintain accurate documentation;
- Ability to communicate effectively through speech and writing;
- Ability to follow detailed oral and written instructions;
- Ability to develop and maintain working relationships with employees, contractors, and citizens;
- Ability to create files and add information to the G.I.S. mapping system;
- Ability to draw in AutoCad;
- Ability to work overtime as needed.

After performing the job, the employee should also possess:

- Knowledge of department policies and procedures;
- Knowledge of City policies and procedures;
- Knowledge of City projects and records regarding previous projects;
- Knowledge of established City codes, standards, and specifications.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and the requirements of the job change.*

BY: Mr. Kos

TEMP NO: 10502

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING CODIFIED ORDINANCE  
SECTION 474.08 ENTITLED KEEPING TO THE RIGHT,  
AND DECLARING AN EMERGENCY.

WHEREAS, the Safety Committee recommended amending Codified Ordinance Section 474.08, and

WHEREAS, Council coming now to consider said recommendation approves it in full, now therefore;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE,  
STATE OF OHIO:

Section No. 1: That Codified Ordinance Section 474.08 is hereby amended as follows:

~~474.08 KEEPING TO RIGHT.  
Every person operating a bicycle shall keep to the right hand curb upon all streets, highways and other public ways in the City.~~

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 3: That this Ordinance is hereby declared to be an emergency measure to eliminate conflicts with Ohio Revised Code in order to clarify bicycle safety, thus for the health, safety, and welfare of the public. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

1<sup>st</sup> reading:  
2<sup>nd</sup> reading:  
3<sup>rd</sup> reading:

PASSED: \_\_\_\_\_

\_\_\_\_\_  
President of Council

POSTED: \_\_\_\_\_

\_\_\_\_\_  
Approved

ATTEST: \_\_\_\_\_

Clerk of Council

\_\_\_\_\_  
Mayor

BY: Mr. Meiners

TEMP NO: 10503

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE PROVIDING FOR TRANSFERS, AND DECLARING AN EMERGENCY.

WHEREAS, it has been determined by the Finance Director that certain transfers of funds are needed, now therefore;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the following transfers be executed for the month of May:

From 204	Income Tax Transfer Fund	\$812,500.00
To 101	General Fund	\$609,375.00
To 207	Income Tax Capital Improvement Fund	\$162,500.00
To 301	Bond Retirement (Unvoted) Fund	\$ 40,625.00

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 3: That this Ordinance is hereby declared to be an emergency measure, the emergency being the necessity of transferring funds for the current and necessary expenses of the City of Avon Lake, thus for the public welfare. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
Council President

POSTED: \_\_\_\_\_

\_\_\_\_\_  
Approved

ATTEST: \_\_\_\_\_

Clerk of Council

\_\_\_\_\_  
Mayor