



VOTING ORDER

J. Fenderbosch
A. Gentry
D. Kos
R. Shahmir
G. Smith
K. Zuber
Z. Arnold

CITY OF AVON LAKE
150 Avon Belden Road
Avon Lake, Ohio 44012

The following business is to be considered at the regular meeting of the Avon Lake City Council on April 28, 2025, immediately following the Collective Committee Meeting in the Council Chamber.

Pledge of Allegiance

Roll Call: Mr. Arnold, Mrs. Fenderbosch, Ms. Gentry, Mr. Kos, Mr. Shahmir, Mr. Smith, Mr. Zuber, Mayor Spaetzel, Law Director Ebert, Finance Director Krosse, Public Works Director Liskovec.

Public Hearing

Upon the proposed rezoning of an 11.8627-acre site at the southeast corner of Walker Road and Avon Belden Road (SR 83) from Single-Family Residence (R-1A) and General Commerce (B-2) to Multi-Family Residence (R-3) to allow for the development of a 73-unit townhome community.

Approval of Minutes: February 24, 2025, Council Meeting.

Correspondence

Reports

Mayor
Council President
Law Director
Finance Director
Public Works Director
Standing Committees
Special Committees

Audience Participation

Motions

Accepting the donation of three heavy-duty wagons valued at \$540 from Hooks for Hunger to the City for use at the Fish Cleaning Station. *Sponsor: K. Zuber*

Accepting the donation of \$4,500 from the American Legion Post 211 to the City to purchase six barricade devices for use at City parades. *Sponsor: D. Kos*

Accepting the resignation of Public Works Laborer Matthew Harris, effective April 30, 2025. *Sponsor: G. Smith*

Accepting the resignation due to the retirement of Firefighter/Paramedic Frank Ogle, effective April 30, 2025. *Sponsor: G. Smith*

Permitting Mr. Arnold to be excused from voting on Ordinance Nos. 25-75, 25-94, and 25-95 pursuant to Codified Ordinance 220.19(b). *Sponsor: J. Fenderbosch*

Legislation

Third Readings:

Ordinance No. 25-52, AN ORDINANCE AUTHORIZING A DONATION TO VILLAGE PROJECT AND DECLARING AN EMERGENCY. *Sponsor: K. Zuber*

Ordinance No. 25-67, AN ORDINANCE ADOPTING THE AVON LAKE URBAN FOREST MANAGEMENT PLAN. *Sponsor: J. Fenderbosch*

Resolution No. 25-68R, RESOLUTION ADOPTING THE AVON LAKE FOREST MANAGEMENT TREE COMMISSION STRATEGIC PLAN. *Sponsor: J. Fenderbosch*

Ordinance No. 25-69, AN ORDINANCE AMENDING CODIFIED ORDINANCE CHAPTER 1070.02, MUNICIPAL PARK RULES. *Sponsor: J. Fenderbosch*

Second Readings:

Resolution No. 25-75, A RESOLUTION AUTHORIZING THE FINANCE DIRECTOR TO DISBURSE THE JOBS GROWTH INCENTIVE PROGRAM AWARDS FOR TAX YEAR 2024 AND DECLARING AN EMERGENCY. →*Sponsor: J. Fenderbosch*

Resolution No. 25-76R, A RESOLUTION IN SUPPORT OF HOUSE BILL 3, THE SCHOOL BUS SAFETY ACT. *Sponsor: D. Kos*

Ordinance No. 25-77, AN ORDINANCE AMENDING EMERGENCY TRANSPORT SERVICE FEES IN CODIFIED ORDINANCE SECTION 208.01 AND DECLARING AN EMERGENCY. *Sponsor: D. Kos*

→ Suspension of the rule requiring three readings

Ordinance No. 25-83, AN ORDINANCE TO REZONE AN 11.8627-ACRE SITE AT THE SOUTHEAST CORNER OF WALKER ROAD AND AVON BELDEN ROAD (SR 83) FROM SINGLE-FAMILY RESIDENCE (R-1A) AND GENERAL COMMERCE (B-2) TO MULTI-FAMILY RESIDENCE (R-3) AND DECLARING AN EMERGENCY. *Sponsor: G. Smith*

Ordinance No. 25-84, AN ORDINANCE APPROVING A VACATION OF A PORTION OF ALAMEDA AVENUE AND DECLARING AN EMERGENCY. → *Sponsor: G. Smith*

First Readings:

Ordinance No. 25-85, AN ORDINANCE AMENDING ORDINANCE NO. 25-19R2, APPROPRIATIONS FOR FISCAL YEAR 2025, AND DECLARING EMERGENCY.

→*Sponsor: K. Zuber*

Ordinance No. 25-86, AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF PROFESSIONAL ENGINEER IN AVON LAKE REGIONAL WATER AND ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION. *Sponsor: G. Smith*

Ordinance No. 25-87, AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF SENIOR PROFESSIONAL ENGINEER IN AVON LAKE REGIONAL WATER AND ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION. *Sponsor: G. Smith*

Ordinance No. 25-88, AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF BUSINESS DEVELOPMENT DIRECTOR IN AVON LAKE REGIONAL WATER AND ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION. *Sponsor: G. Smith*

Ordinance No. 25-89, AN ORDINANCE FIXING COMPENSATION RANGES FOR AVON LAKE REGIONAL WATER NON-BARGAINING POSITIONS, REPEALING ORDINANCE NO. 23-193, AND DECLARING AN EMERGENCY. *Sponsor: G. Smith*

Ordinance No. 25-90, AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF DEPUTY CLERK OF COURT IN AVON LAKE MUNICIPAL COURT AND ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION. →*Sponsor: G. Smith*

Ordinance No. 25-91, AN ORDINANCE CONFIRMING THE APPOINTMENT OF BUDDY BYERS AS CLERK OF COURT IN THE AVON LAKE MUNICIPAL COURT, ESTABLISHING THE RATE OF COMPENSATION FOR SAID POSITION, AND DECLARING AN EMERGENCY.

→*Sponsor: G. Smith*

Ordinance No. 25-92, AN ORDINANCE CONFIRMING THE APPOINTMENT OF MICHELLE MILLER-PARKS AS BAILIFF IN THE AVON LAKE MUNICIPAL COURT, ESTABLISHING THE RATE OF COMPENSATION FOR SAID POSITION, AND DECLARING AN EMERGENCY.

→*Sponsor: G. Smith*

Ordinance No. 25-93, AN ORDINANCE CONFIRMING THE APPOINTMENT OF TIMOTHY SEMMENS AS A LABORER IN THE PUBLIC WORKS DEPARTMENT AND DECLARING AN EMERGENCY. →*Sponsor: G. Smith*

Ordinance No. 25-94, AN ORDINANCE AMENDING ORDINANCE NO. 24-122 FOR CONSTRUCTION OBSERVATION AND CONTRACT ADMINISTRATION SERVICES FOR THE 2024 ASPHALT STREET PROGRAM AND DECLARING AN EMERGENCY. →*Sponsor: K. Zuber*

Ordinance No. 25-95, AN ORDINANCE AMENDING ORDINANCE NO. 24-123 FOR CONSTRUCTION OBSERVATION AND CONTRACT ADMINISTRATION SERVICES FOR THE 2024 CONCRETE STREET PROGRAM AND DECLARING AN EMERGENCY. →*Sponsor: K. Zuber*

Public Input

Miscellaneous Business and Announcements

Executive Session

In compliance with Ohio Revised Code Section 121.22(G)(2), Council will adjourn to Executive Session to discuss the purchase of property.

Reconvening of Open Meeting

Adjournment

AN ORDINANCE AUTHORIZING A DONATION TO VILLAGE PROJECT AND DECLARING AN EMERGENCY.

WHEREAS, Village Project of Bay Village, Ohio, is a 501(c)(3) non-profit organization that provides nourishing meals and extended care to residents that are experiencing cancer. This organization supports the entire family as they struggle with this devastating disease; and

WHEREAS, Avon Lake residents receiving active cancer treatments are eligible to receive weekly meals from Village Project at no charge for up to six months; and

WHEREAS, it has been recommended by the Administration and the Finance Committee to award a donation to Village Project to provide financial support for their program that services qualified residents in Avon Lake; and

WHEREAS, Council has determined that said donation is for a public purpose.

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 hereby directs the Finance Director to pay the amount of \$10,000 to Village Project, P.O. Box 40023, Bay Village, Ohio 44140.

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 taken 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 contributing funds to the Village Project organization to provide meals to residents and their families during cancer treatments, thus for the health, safety, and welfare of the residents of Avon Lake. Therefore, this Ordinance shall take effect and be in full force immediately after its passage and approval by the Mayor.

1st reading: 3/10/2025

2nd reading: 3/24/2025

3rd reading:

PASSED: _____

President of Council

POSTED: _____

Approved

ATTEST: _____
Clerk of Council

Mayor

AN ORDINANCE ADOPTING THE AVON LAKE URBAN FOREST MANAGEMENT PLAN.

WHEREAS, the Ohio Department of Natural Resources (ODNR) recommends that municipalities develop and implement an Urban Forest Management Plan to effectively manage trees and the land on which they grow; and

WHEREAS, the Avon Lake Tree Commission was established to foster a community that is committed to the sustainable management of the urban forest by promoting the health and safety of the existing urban tree population and achieving a fully stocked, healthy, and resilient urban forest through its recommendations for tree planting on public lands and rights-of-way and advising the Public Works Director on arboricultural and urban forestry best management practices; and

WHEREAS, the Avon Lake Urban Forest Management Plan (Plan) is a strategic and long-term investment in Avon Lake's tree canopy through efficient and effective tree care, strengthening tree planting to maintain species diversity in the public tree population, equitable preservation, improving the character and aesthetics of neighborhoods and the quality of life; and

WHEREAS, the Avon Lake Tree Commission recommends the City adopt a Plan that will encompass the goals, objectives, actions, and specifications, which they have worked diligently on developing that will utilize the Plan's mission of maximizing the economic, environmental, and social benefits of a sustainable urban forest of the City; and

WHEREAS, Council, coming now to consider said recommendations, approves the Plan in full and desires to put it into effect.

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

Section No. 1: That the Avon Lake Urban Forest Management Plan is hereby adopted, a copy of which is attached hereto and incorporated herein.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of 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.

1st reading: 3/24/2025

2nd reading: 4/14/2025

3rd reading:

PASSED: _____

President of Council

POSTED: _____

Approved

ATTEST: _____

Clerk of Council

Mayor

Avon Lake Urban Forest Management Plan

Mission Statement

Maximize the Economic, Environmental, and Social Benefits of a Sustainable Urban Forest for the Residents of Avon Lake, Ohio.

Goals

That must be reached to validate the Mission Statement

1. Maintain the health and vigor of all trees in the Urban Forest.
2. Plant the largest suitable tree at maturity for the site selected.
3. Achieve a fully stocked Urban Forest.

Objectives

Strategies necessary to reach the goals

1. Remove or prune, all dead, and hazardous trees each year.
2. Evaluate each tree every 2 years after planting for the first 10 years, and every 5 years for the balance of the trees' life and prune as needed.
3. Plant a diverse population of tree species. One tree for each removal (replace) on publicly owned land and 1/50 of the vacant sites based on the initial inventory (replant) (to be determined).
4. Educate the community decision-makers (residents, elected officials, hired employees, volunteers) on the value and need for a sustainable urban forest.

Actions

Actions that will meet the objectives

Specifications

Specific rules for the actions

Implementation

Performing the necessary actions

Action 1: An Inventory of Trees and Planting Sites on Municipal owned or managed property

Specifications

- Initiate and maintain a Tree Inventory with the following information:

- Species—Scientific and Common Name
- Size—Diameter at breast height (four and one-half feet) in inches and crown width and total height
- Condition—Excellent, Good, Fair, Poor
- Maintenance--Routine, High, Hazard
 - Action Recommended (Routine) - Scheduled Removal of dead or damaged branches
 - Action Recommended (High) - Immediate Removal of dead or damaged branches
 - Action Recommended - (Hazardous) Immediate Removal of hazardous branch(es) or immediate removal of tree
- Location
 - Address, street, GPS coordinates. Utility conflicts
- Tree lawn width (in feet)

Implementation

- The Public Works Director completes RFP with assistance of Tree Commission and approval from Avon Lake City Council.
- Best bid selected and survey protocols finalized.
- Tree survey initiated 2025
- Final report presented to Council and at public meeting by contractor and city staff.
- Data used to finalize annual and 5-year plans.

Action 2: Master Planting Design

Specifications

- A Master Planting Design will be developed for every city-maintained street identifying primary and secondary species to be used on each tree lawn. The plan will be used to replace future trees removed or fill empty planting spots. Species will be selected based on species best suited for each site and distribution of species to ensure genetic diversity.
- Master Planting Design will begin in new developments that are prioritized for new tree lawn planting.
- For the remainder of the city, Master Planting Design will be developed first for street segments with the least tree cover beginning with street segments having both a curb and sidewalk (primary) proceeding to street segments with either a curb or sidewalk (secondary) (see Action 6).

- Site Selection Parameters (based on Ohio Division of Forestry standards):
 - Minimum overhead clearance for
 - Small Trees - 30 feet; Medium Trees - 50 feet; Large Trees - 60 feet
 - Minimum distances for ALL trees from
 - Overhead primary electric wires - 10 feet (lateral distance)
 - Underground utilities - 5 feet (lateral distance)
 - Side structures - 20 feet
 - Tree lawn width - 4 feet (small trees), 8 feet (medium trees), >8 feet (large trees)
 - Intersection - 40 feet
 - Visible utilities - 10 feet
 - Fire hydrants - 10 feet
 - Driveways (both planting side & opposite side) – 15 feet
 - Other trees and planting sites - 30 feet
 - Diversity parameters for urban forest population: Maximum for any species 10%, for any genus 20%, for any family 30%

- Appeals:
 - Property owners who feel that another species of tree is more appropriate for a given site may appeal the Urban Forester. Appeals must be made in writing and include what tree should be substituted and why the municipality's selected species is not a good choice and/or which species of tree should be planted and why. All appeals must include the scientific name for clarity and argument should be based on scientific reasoning for the benefit of the community and avoid personal taste or improvement of private property at taxpayers' expense.
 - The Urban Forester shall review all written appeals and may consult with the Tree Commission.

Implementation

- The Master Planting Design will be conducted by the Urban Forester with support from members of the Avon Lake Tree Commission over a 2–3-year period.

Action 3: Systematic Five-Year Hazard Assessment

Specifications

- Hazard Tree Assessment program through periodic Tree Inventory:
 - Identify trees with potentially hazardous structural defects that need to be removed.
 - Identify trees with potential structural defects that can be pruned to manage safety.
 - Data should include location, species, DBH, and description of hazard accompanied by photographs.
- Information collected by Urban Forester, Public Works staff, and trained volunteers to be verified by Urban Forester.
- Data to be added to Tree Inventory database as confirmed by the Urban Forester.

Implementation

- Work to be done by Certified Arborist with TRAQ (tree risk assessment qualification)
- Initial annual assessment will utilize the most recently updated tree survey data.
- Work may be done via drive through, but all potential hazardous trees must be individually assessed.

Action 4: Annual Work Plan and Budget

Specifications

- An annual budget for the following year will be prepared by October 1 with input from Public Works staff and Tree Commission.
- Resources should be allocated in the following order of priority:
 - Planning
 - Hazard tree removal
 - Dangerous branches removal
 - Stump Grinding
 - Watering (First through third year)
 - Young-tree-training
 - Large maintenance pruning
 - Site selection
 - Site preparation
 - Tree planting

Highest priority



Lowest priority

- Budget allocations may, as the circumstance dictates, vary from the priority list but only if it benefits the urban forest program or community as a whole and does not compromise safety or cost effectiveness.
- New tree planting: Determined by the most recent Tree Inventory. The maximum number of trees to be planted each year will equal the number of trees removed in the previous year plus 2% of total planting sites available. Priority will be given to new subdivisions with funds already deposited with the City Street Planting Program. The City may choose to increase the number of trees planted to complete the planting of a segment but will account for the excess in future plantings.
- Watering: Newly planted trees will have Gator Bags or similar ones installed and filled on a weekly basis as is needed for the first 2 years after planting.
- Young Tree Training: Trees shall be pruned if needed to train them for structure and form using the Ohio DNR, Division of Forestry's "7 Steps to Young Tree Training" at years 2, 4, 7, and 10 after planting. Pruning shall be done by trained and Certified Arborist supervised staff only between December 1 and April 1.
- Mature Tree Pruning: Trees over 10 years from planting shall be inspected every 5 years and pruned as needed for structure, health, and safety using ANSI A300 Standards. Pruning shall be done as conservatively as possible.

Implementation

Planting and pruning data shall be entered into the Tree Inventory database.

- Cost Table:
 - Insert cost tables for planting, mulching, watering, young tree training, mature tree pruning, tree removal.
- Develop budget, ensure funding.
- Schedule activities.

Action 5: Regular Educational Sessions, Arbor Day Activities

Specifications

- The scientific based and visible tree management by the City will be the major contributor to the education of residents on the proper care of trees on private property.
- Activities may include Arbor Day Activities, Big Tree Contest, Tree Care Workshop, Seminars, Community decision-maker walk-about, Administration, Staff, Finance Director, Council, Community Day presentations and demonstrations, summer camp activities for school-aged students, Newsletter, social media and Website contributions, News-Press coverage, and community TV spots.

Implementation

- The Tree Commission shall develop a marketing plan to include an Arbor Day activity suitable for Tree City USA requirements and conduct a minimum of two additional educational activities. The plan should be updated annually.

Action 6: Long Range (5 year) Work Plan and Budget

Specifications

- To integrate projects across City departments, the Tree Commission shall meet with the Public Works Director and/or Urban Forester to discuss future city projects that will impact trees. Information on street, sewer, building, or other projects will be reported to avoid undue damage to the city's urban forest and for incorporation into the long-range Urban Forest Plan. This will also avoid having trees planted in parks or near city buildings that may interfere with future development plans.
- Long Range Tree Planting Prioritization: The City will fill planting sites as governed by budget and maximum numbers established in Action Item 4.
 - The City will plant primary locations first. Primary locations have a curb and sidewalk, which provide a more protected environment for trees. Once primary locations are filled, secondary sites will be considered. Secondary sites have either curb or sidewalk, but not both. After all secondary sites are filled the Tree Commission will consider planting in tertiary sites. Tertiary sites have neither sidewalk nor curb.

- When selecting tree lawn planting locations, the City will attempt to first plant in areas with limited canopy cover and sites where complete Master Planting Design segments can be planted. The Tree Commission will also favorably consider resident requests and along main arteries where most residents benefit. The Tree Commission will strive to distribute plants throughout the community to enhance tree-age diversity of the community.
- New housing developments will be given priority because funding has already been deposited by developers and encourage tree cover in these cleared areas.
- Replacement of removals will be prioritized in the city's parks and other properties. Additional plantings will be made possible through donations.

Appendix A. Arboriculture Procedures

Typical Urban Forest Management Procedures

Site Preparation Procedure

- In the late summer or early fall of the year prior to transplanting, till and amend the soil (with approximately 15% to 20% organic material) in a curb-to-sidewalk square. Top dress with mulch.

Transplanting Procedure for Bare Root Stock

- In early Spring, rake back the wood chips and soil in the center of the site to a depth that will allow the root flare to be at grade
- Prune roots: above primary root flare
- Train branches by:
 - Identifying and subordinating, or removing super dominant branches
 - Prune to leave one central leader
 - Remove dead or broken branches and suckers from trunk
- First year watering program:
 - On a weekly basis, fill low-profile Gator Bag with approximately fifteen (15) gallons of water which does not contain fertilizer

Young-Tree-Maintenance Program for first ten years following transplanting

- 1st year
 - Early Spring
 - Remove support stake
 - Refresh mulch
 - Summer
 - Control weeds and maintain mulch bed
- 2nd year
 - Late winter (December 1st – April 1st)
 - Young tree train (See 7 Steps)
 - Early Spring
 - Refresh mulch
 - Summer
 - Control weeds and maintain mulch bed
- 3rd year
 - Early Spring
 - Refresh mulch
 - Summer
 - Control weeds and maintain mulch bed

- 4th year
 - Late winter
 - Young tree train (See 7 Steps)
 - Early Spring
 - Refresh mulch
- 5th & 6th years
 - Early Spring
 - Refresh mulch
 - Summer
- Control weeds and maintain mulch bed
- 7th year
 - Late winter
 - Young tree train (See 7 Steps)
 - Early Spring
 - Refresh mulch
- 8th & 9th years
 - Early Spring
 - Refresh mulch
 - Summer
 - Control weeds and maintain mulch bed
- 10th year
 - Late winter
 - Young tree train (See 7 Steps)
 - Early Spring
 - Refresh mulch

Five-year Tree Maintenance for trees older than 10 years (5 sectors of village street trees)

- Five-year Tree Maintenance program for the life of the trees:
 - Remove dead and broken branches for trees Young Tree Training
 - Retro-prune for trees not having had Young Tree Training
- Five-year Tree Maintenance program for the life of the tree:
 - Remove dead and broken branches for trees following Young Tree Training
 - Retro-prune for trees not having had Young Tree Training

Appendix B. Management Standards and Resources

ANSI Z133 Safety Standards, ANSI A300, US Forest Service, ODNR, and ISA Standards.

DRAFT

Appendix D. Additional Information

1. The following identifies the footnotes for the **Mission Statement**:

Maximize the **Economic**¹, **Environmental**², and **Social**³ Benefits of a Sustainable Urban Forest for the Residents of Avon Lake, Ohio.

¹Economic: Trees provide a tremendous economic benefit to the community. Trees have been shown to:

- increase property value and resale value
- reduce crime and vandalism thereby reducing insurance rates
- improve test scores and life decisions among school age girls reducing the need for social services
- reduce energy consumption by reducing the need for air conditioning
- reduce storm water runoff thereby reducing the need for expanded sewer systems

Sources: USDA Forest Service, University of Illinois

²Environmental: Trees have been shown to improve the environment of the community by

- removing carbon from the air as well as preventing carbon from being burned by reducing the need for air conditioning. Less air conditioning - less electricity needed, less electricity - less coal burned and less CO₂ and air pollution
- filter out air pollution and particles
- improves water quality by intercepting and slowing rainfall and allowing it to seep into the ground to be filtered rather than flooding into the storm sewer carrying street grime and pollutants with it

Source: USDA Forest Service

³Social:

- reduces crime and vandalism thereby reducing insurance rates
- improves test scores and life decisions among school ages girls reducing the need for social services
- Reduces stress

Source: University of Illinois

2. The following identifies the footnotes for the **Goals**

1. Maintain the **health and vigor**⁴ of all trees in the Urban Forest.
2. Plant the **largest suitable tree**⁵ at maturity for the site selected.
3. Achieve a **fully stocked**⁶ Urban Forest.

⁴Health and Vigor:

- Healthy, vigorous trees live longer and require less maintenance; thereby maximizing benefits while minimizing cost.

Source: USDA Forest Service, University of Florida

⁵Largest Tree:

- Large trees live longer and provide greater economic benefits than small trees. Undersized trees fail to maximize the potential of the site. This failure is lost value for the community.

Sources: USDA Forest Service; Cost Model by Alan Siewert, ODNR Division of Forestry

⁶Fully stocked:

- Fully stocked means every available site has a tree growing in it. To maximize the benefits for the community all sites need to be stocked and functioning. Allowing a site to remain fallow or empty costs the community.

Note: When restoring an urban forest, mass planting to restock to 100% rapidly is not desirable as it will cause a "Baby Boom". Restocking requires time to develop an all-age, stable population.

Sources: USDA Forest Service Theoretical Urban Forest Model by Alan Siewert, ODNR Division of Forestry

A RESOLUTION ADOPTING THE AVON LAKE ~~FOREST MANAGEMENT TREE~~ COMMISSION STRATEGIC PLAN.

WHEREAS, the Avon Lake ~~Forest Management Tree~~ **Commission** Strategic Plan (Plan) was recommended by the Ohio Department of Natural Resources (ODNR) and initiated by the Avon Lake Tree Commission to formulate sustainable management of the urban forest; and

WHEREAS, the purpose of the Plan is to promote the health and safety of all trees in the urban forest on public land; achieve a fully stocked, healthy, and resilient urban forest; and educate the residents of the importance of maintaining and improving the urban forest; and

WHEREAS, Avon Lake Tree Commission developed and reviewed the Plan and confirmed that the Plan is in alignment with the City’s visions and the direction the City is pursuing.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the Avon Lake ~~Urban Forest Tree~~ **Commission** Strategic Plan is hereby adopted, a copy of which is attached hereto and incorporated herein.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of 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 Resolution shall be in full force and effect at the earliest period allowed by law.

1st reading: 3/24/2025

2nd reading: 4/14/2025

3rd reading:

PASSED: _____

President of Council

POSTED: _____

Approved

ATTEST: _____

Clerk of Council

Mayor

**City of Avon Lake
Tree Commission Strategic Plan**

Adopted: _____

Vision

Avon Lake is a model forest city community with healthy, safe and appropriate community trees.

Mission Statement

Foster a community that is committed to the sustainable management of the urban forest.

Goals

1. Promote the health and safety of all trees in the urban forest on public lands.
2. Achieve a fully stocked, healthy, and resilient urban forest.
3. Educate Avon Lake's citizens on the importance of maintaining and improving the urban forest.

Objectives

1. Promote the health and safety of the existing urban tree population.
2. Support the management of all municipal trees.
3. Work with city staff to ensure annual Tree City USA recognition and Growth Award attainment.
4. Educate the community's residents, elected officials, employees and volunteers about the value and need for a sustainable urban forest.
5. Advise the City of Avon Lake and its residents regarding arboricultural and urban forestry best management practices.
6. Provide recommendations for tree planting on public lands and in new developments.

Annual Review

The Mission Statement, Goals, and Objectives shall be read and reviewed at the first Tree Commission meeting of each year. Changes or amendments shall be documented and reported to the Avon Lake City Council and Mayor for adoption.

Actions

- Action 1:** The Tree Commission shall collaborate with the Director of Public Works to support the Urban Forester to ensure high quality tree management and tree planting programs in Avon Lake by adopting ordinances, contract and bidding procedures, and other tree management procedures as defined by the Ohio Division of Forestry, American Public Works Association (APWA), International Society of Arboriculture (ISA), and American National Standards Institute (ANSI).
- Action 2:** The Tree Commission shall collaborate with the Urban Forester to update preferred tree species lists for public land considering planting sites, diversity, invasiveness, and adaptiveness to a changing climate.
- Action 3:** The Tree Commission shall disseminate news and information regarding the selection, planting, and maintenance of trees within Avon Lake.
- Action 4:** The Tree Commission shall operate a well-managed Tree Commission.
- Action 5:** The Tree Commission shall plan, publicize, and participate in public outreach educational events such as Arbor Day.
- Action 6:** The Tree Commission shall investigate topics regarding public trees brought to the Tree Commission's attention.
- Action 7:** The Tree Commission shall collaborate with the Director of Public Works to assist the Urban Forester, city administration and other stakeholders with the development of an Urban Forest Management Plan.

Implementation

- Action 1: The Tree Commission shall provide support to the Urban Forester to ensure high quality tree management and tree planting programs in Avon Lake by updating ordinances, policies, contract and bidding procedures, municipal tree data, and other tree management procedures based on tree inventories.**
- A. Review Avon Lake tree ordinances annually.
- Action 2: The Public Works Director shall collaborate with the Urban Forester to update lists of trees for planting on public land considering planting sites, diversity, invasiveness, and adaptiveness to a changing climate.**
- A. Assist in the updates of the Street Tree Master Planting Design.
 - B. Develop, maintain, and update the recommended tree lists for parks and other public properties.
 - C. Develop, maintain, and update a list of undesirable trees.
- Action 3: The Tree Commission shall collaborate with the Public Works Director and the Urban Forester to disseminate news and information regarding the selection, planting, and maintenance of trees within Avon Lake.**

- A. Publish tree-related news and information on the Avon Lake website (www.avonlake.org).
- B. Utilize print and news media to publicize events and important notices.
- C. Provide tree-related information at publicly accessible sites. (See Action 5)

Action 4: The Tree Commission shall operate a well-managed tree commission.

- A. Ensure that Tree Commissioners are well educated regarding the management and benefits of urban forests.
- B. Hold regular and special meetings at which the subject of trees insofar as it relates to the city is discussed by the Tree Commissioners.
- C. Support the Municipal Tree Ordinance (Chapter 1018) of the Codified Ordinances of the City of Avon Lake, Ohio
- D. Collaborate with the Urban Forester and staff on annual Tree City USA recognition and Tree City Growth Award applications.
- E. Develop and maintain a Tree Commissioner Notebook containing job descriptions for tree commissioners and officers, contact information, and other materials as needed.

Action 5: The Tree Commission shall collaborate with the Public Works Director and the Urban Forester to plan, publicize, and participate in tree related public outreach educational events.

- A. Host Annual Arbor Day and fall planting events.
- B. Develop an award to recognize city residents or businesses who contribute significantly to the improvement of Avon Lake's urban forest.
- C. Develop workshops and seminars including collaborations with the Avon Lake Environmental Affairs Advisory Board (EAAB) and Avon-on-the-Lake Garden Club.

Action 6: The Tree Commission shall investigate topics regarding public trees brought to the attention of the Tree Commission.

Action 7: The Tree Commission shall collaborate with the Public Works Director to assist the Urban Forester, city administration and other stakeholders with development of an Urban Forest Management Plan to provide a shared vision for Avon Lake's tree canopy to guide future annual work plans and budgets.

AN ORDINANCE AMENDING CODIFIED ORDINANCE CHAPTER 1070.02, MUNICIPAL PARK RULES.

WHEREAS, the Public Service Committee and Avon Lake Tree Commission recommended amending a section of Codified Ordinance Chapter 1070; 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 1070.02 (f) is hereby amended as follows:

(f) *Natural resources and other park objects.*

(1) *Trees, shrubbery, lawns and other plant life.* Except in accordance with the direction of the **Public Works Director or Urban Forester**, no person shall cut, carve or injure the bark or break off the limbs or branches, or mutilate in any way or pick the flowers or seeds of any tree or plant existing in a park, nor dig in or otherwise disturb grass areas or in any other way injure or impair the natural beauty or usefulness of any area, nor remove any plant material from a park.

(2) *Wildlife.* Except pursuant to § 618.13, no person shall feed, molest, harm, frighten, kill, trap, hunt, chase, capture, shoot or throw any object or projectile which may harm any mammal, bird, reptile or amphibian. Fishing is permitted only in areas designated for that purpose by the Recreation Department and in accordance with state law and regulations.

(3) *Statuary, memorials and other objects.* Except in accordance with the direction of the Recreation Department, no person may remove, excavate, take, dig into or destroy any site, object, building, artifact, implement or location of historical, archaeological, geological, scientific or educational interest of every character located in, on, or under the surface of any park.

Residents of the city are eligible to participate in a program to celebrate or memorialize through Avon Lake Plant a Tree, Grow a Legacy Program. Monetary contributions collected by the Avon Lake Plant a Tree, Grow a Legacy Program shall be utilized by the Urban Forester or Public Works Director for uses outlined in the Master Street Tree Plan/Avon Lake Management Plan.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of 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.

1st reading: 3/24/2025

2nd reading: 4/14/2025

3rd reading:

PASSED: _____

President of Council

POSTED: _____

Approved

ATTEST: _____
Clerk of Council

Mayor

A RESOLUTION AUTHORIZING THE FINANCE DIRECTOR TO DISBURSE THE JOBS GROWTH INCENTIVE PROGRAM AWARDS FOR TAX YEAR 2024 AND DECLARING AN EMERGENCY.

WHEREAS, City Council enacted a Jobs Growth Incentive Program to promote the creation of jobs and the economic development of the City; and

WHEREAS, the Community Development Director has tabulated a list of award recipients based on the income tax revenues of these businesses in Avon Lake for the Tax Year 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the Finance Director is hereby authorized to issue and disburse the Jobs Growth Incentive Program awards as determined by the Community Development Director. (Exhibit A)

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were taken 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 Resolution is hereby declared to be an emergency measure, the emergency being the necessity of allowing the Community Development Director to distribute the awards to further the economic growth of the City, thus for the public peace, health, and safety of the City. Therefore, this Resolution shall be in full force and effect from and after its passage and approval by the Mayor.

1st reading: 4/14/2025

2nd reading:

3rd reading:

PASSED: _____

President of Council

POSTED: _____

Approved

ATTEST: _____

Clerk of Council

Mayor

JOBS GROWTH INCENTIVE FOR TAX YEAR 2024 LISTED BY AWARD AMOUNT

1 year of growth = 35% award

2 consecutive years of growth = 45% award

3 consecutive years of growth = 55% award

4 consecutive years of growth = 65% award

Entity Name	Business Name	Street #	Street Name	City	ST	Increase in Payroll Tax	Award %	Award Amount
FORD MOTOR COMPANY	Ford Motor Company	1	AMERICAN RD	DEARBORN	MI	\$ 697,698.39	MAX	\$ 50,000.00
AVIENT CORPORATION	Avient Corporation	33587	WALKER RD	AVON LAKE	OH	\$ 108,883.34	35%	\$ 38,109.17
NATIONAL FLEET SERVICES OF OHIO	National Fleet Services of Ohio	607	MILLER RD	AVON LAKE	OH	\$ 22,990.87	65%	\$ 14,944.07
SHERWIN WILLIAMS COMPANY	Sherwin Williams	101	W PROSPECT AVE	CLEVELAND	OH	\$ 15,069.39	35%	\$ 5,274.29
MEXICHEM SPECIALTY RESINS INC	Mexichem		PO BOX 277	AVON LAKE	OH	\$ 13,928.29	35%	\$ 4,874.90
DISCOUNT DRUG MART. INC.	Discount Drug Mart	211	COMMERCE DR	MEDINA	OH	\$ 12,462.56	65%	\$ 8,100.66
ALUMALLOY METALCASTING CO INC	Alumalloy	33659	WALKER RD	AVON LAKE	OH	\$ 11,420.86	65%	\$ 7,423.56
BEARING TECHNOLOGIES LTD	Bearing Tech	1141	JAYCOX RD	AVON	OH	\$ 10,778.62	65%	\$ 7,006.10
AVON LAKE SHEET METAL CO INC	Avon Lake Sheet Metal		PO BOX 64	AVON LAKE	OH	\$ 9,510.18	35%	\$ 3,328.56
KOPF CONSTRUCTION CORPORATION	Kopf Construction	420	AVON BELDEN RD	AVON LAKE	OH	\$ 9,206.53	65%	\$ 5,984.24
LAN WAN SOLUTIONS, INC.	Integrated Network Concepts	32864	PIN OAK PKWY	AVON LAKE	OH	\$ 8,415.82	35%	\$ 2,945.54
FIFTH THIRD BANK NA	Fifth Third Bank	38	FOUNTAIN SQUARE PLZ	CINCINNATI	OH	\$ 7,680.25	35%	\$ 2,688.09
KEYBANK NATIONAL ASSOCIATION	Key Bank	4900	TIEDEMAN RD OH-01-4	BROOKLYN	OH	\$ 7,501.60	35%	\$ 2,625.56
VALENSIL TECHNOLOGIES LLC	ValenSil	34910	AVON COMMERCE PKWY	AVON	OH	\$ 6,710.49	35%	\$ 2,348.67
EDWARD EYRING SONS INC	Eyring Movers	638	MOORE RD	AVON LAKE	OH	\$ 5,325.46	45%	\$ 2,396.46

HINKLEY LIGHTING INC	Hinkley	33000	PIN OAK PKWY	AVON LAKE	OH	\$ 5,015.54	65%	\$ 3,260.10
ALLEN REFRIGERATION INC	Allen Refrigeration		PO BOX 293	AVON LAKE	OH	\$ 4,497.29	35%	\$ 1,574.05
WATTEREDGE LLC	Watteredge	567	MILLER RD	AVON LAKE	OH	\$ 4,447.13	55%	\$ 2,445.92
NORTHERN HAMMERWORKS LLC	Northern Hammerworks	531	MILLER RD	AVON LAKE	OH	\$ 4,159.74	35%	\$ 1,455.91
COFFEE LLC DBA EMILIES COFFEE HOUSE & WI	Emilie's Coffee House & Wine Bar	457	AVON BELDEN RD	AVON LAKE	OH	\$ 4,117.47	35%	\$ 1,441.11
WESTERN SCOTT FETZER CO INC	Western Enterprises	28800	CLEMENS RD	WESTLAKE	OH	\$ 3,363.64	35%	\$ 1,177.27
GORKSI CATERING LLC	Edacious	33451	LAKE RD	AVON LAKE	OH	\$ 3,192.08	35%	\$ 1,117.23
LUBRIZOL CORPORATION	Lubrizol	29400	LAKELAND BLVD	WICKLIFFE	OH	\$ 3,095.54	35%	\$ 1,083.44
OHIO CVS STORES LLC	CVS	1	CVS DR	WOONSOCKET	RI	\$ 2,499.89	35%	\$ 874.96
32421 WALKER RD INVESTME LTD	John Christ Winery	420	AVON BELDEN RD	AVON LAKE	OH	\$ 1,956.25	35%	\$ 684.69
WEEDEN WATERPROOFING INC	Weeden Waterproofing		PO BOX 324	AVON LAKE	OH	\$ 1,822.49	35%	\$ 637.87
CUTTING EDGE LAWN LANDSC	Cutting Edge Landscaping	649	MOORE RD	AVON LAKE	OH	\$ 1,793.72	35%	\$ 627.80
RYKON ACQUISITIONS LLC	Rykon	555	Miller Rd	AVON LAKE	OH	\$ 1,728.00	65%	\$ 1,123.20
TECHNIFAB INC	Technifab	38600	CHESTER RD	AVON	OH	\$ 1,714.97	35%	\$ 600.24
SWEETBRIAR MANAGEMENT	Sweetbriar Management	420	AVON BELDEN RD	AVON LAKE	OH	\$ 1,671.68	65%	\$ 1,086.59
CATANIA MEDALLIC SPECIALTY INC	Catania Medallic	668	MOORE RD	AVON LAKE	OH	\$ 1,567.51	55%	\$ 862.13
EDWARD D JONES CO L P	Edward Jones	12555	MANCHESTER RD	ST LOUIS	MO	\$ 1,494.00	35%	\$ 522.90
SPEVOCK'S NAUTICAL LANES, LLC	Nautical Lanes	1360	W 9TH ST	CLEVELAND	OH	\$ 1,492.89	45%	\$ 671.80
TECH CORP LLC	Tech Corp	33640	PIN OAK PKWY	AVON LAKE	OH	\$ 1,319.35	65%	\$ 857.58

DENTAL STUDIO OF AVON LAKE LLC	Dental Studio of Avon Lake	660	DOVER CENTER RD	BAY VILLAGE	OH	\$ 1,303.41	65%	\$ 847.22
IT ALL ADDS UP LLC	It All Adds Up	32730	WALKER RD	AVON LAKE	OH	\$ 1,278.64	45%	\$ 575.39
EMPIRE SYSTEMS INC	Empire Systems	33683	WALKER RD	AVON LAKE	OH	\$ 1,241.40	45%	\$ 558.63
THOMAS A PLAS DDS LLC	Thomas Plas DDS	33398	WALKER ROAD F	AVON LAKE	OH	\$ 1,174.34	65%	\$ 763.32
CONCRETE & MORE INC	Concrete & More	168	FAIRFIELD RD	AVON LAKE	OH	\$ 1,157.66	35%	\$ 405.18
892 INC	Fratello's	32085	ELECTRIC BLVD	AVON LAKE	OH	\$ 1,147.08	35%	\$ 401.48
SAM DAOUD DDS LLC	Sam Daoud DDS	215	MILLER RD	AVON LAKE	OH	\$ 1,084.93	35%	\$ 379.73
FIVE ALARM PIZZA INC	Salad KraZe	690	AVON BELDEN RD	AVON LAKE	OH	\$ 1,049.59	45%	\$ 472.32
COBOS INSURANCE CENTER LLC	Cobos Insurance	41436	GRISWOLD RD	ELYRIA	OH	\$ 936.12	35%	\$ 327.64
LANDINGS RESTAURANTS LTD	Old School Pizza & Wings	445	AVON BELDEN RD	AVON LAKE	OH	\$ 846.78	35%	\$ 296.37
JESS SHORE INC	The Goddard School	430	AVON BELDEN RD	AVON LAKE	OH	\$ 830.54	35%	\$ 290.69
ASTERIA LLC	Taki's Greek Kitchen	377	LEAR RD UNIT E	AVON LAKE	OH	\$ 823.32	35%	\$ 288.16
THE YARD WORKS INC	The Yard Works	690	MOORE RD	AVON LAKE	OH	\$ 778.25	35%	\$ 272.39
POSH CLEANERS INC	Ridge Cleaners	32805	PIN OAK PKWY	AVON LAKE	OH	\$ 765.29	55%	\$ 420.91
KICZEKS PROSTHETIC LAB INC	Kiczeks Prosthetic Lab	32420	WALKER RD	AVON LAKE	OH	\$ 716.49	35%	\$ 250.77
BURN BOOT CAMP	Burn Boot Camp	32814	WALKER RD	AVON LAKE	OH	\$ 695.30	65%	\$ 451.95
SUMMIT PRODUCTIONS LLC	Summit Productions	32339	LAKE RD	AVON LAKE	OH	\$ 637.50	35%	\$ 223.13
PPERLINE LLC HEATING AND AIR CONDITION	Copperline	186	LEAR RD	AVON LAKE	OH	\$ 626.12	35%	\$ 219.14
GREAT LAKES GYMNASTICS LLC	Great Lakes Gymnastics	33600	PIN OAK PKWY	AVON LAKE	OH	\$ 620.68	35%	\$ 217.24

G H BUSCH AND SON INC	Busch Funeral Home	4334	PEARL RD	CLEVELAND	OH	\$ 584.76	35%	\$ 204.67
RESOLVE HEARING INC	Miracle Ear	32818	WALKER RD	AVON LAKE	OH	\$ 581.09	55%	\$ 319.60
STATE FARM FIRE AND CASUALTY COMPANY	State Farm	1	STATE FARM PLZ	BLOOMINGTON	IL	\$ 578.25	35%	\$ 202.39
LILLIAN MARIE INC	Sisson's	716	AVON-BELDEN RD	AVON LAKE	OH	\$ 571.58	45%	\$ 257.21
CHIP WENTZ INSURANCE AGENCY IN	Chip Wentz State Farm	445	AVON BELDEN RD	AVON LAKE	OH	\$ 551.12	45%	\$ 248.00
CONSTRUCTION SUPPORT SOLUTIONS	Construction Support Solutions	525	AVON BELDEN RD SUITE 1	AVON LAKE	OH	\$ 548.81	45%	\$ 246.96
PARKERS GRILLE & TAVERN LLC	Parker's Grille & Tavern	32858	WALKER RD	AVON LAKE	OH	\$ 547.80	55%	\$ 301.29
SCIARAPPA CONSTRUCTION COMPANY	Sciarappa Construction	32961	PIN OAK PKWY	AVON LAKE	OH	\$ 514.75	55%	\$ 283.11
CUTTING DEPOT INC	Fine Bella	33382	WALKER RD	AVON LAKE	OH	\$ 511.78	45%	\$ 230.30
GOODMAN DISTRIBUTION INC	Goodman Distribution	19001	KERMIER RD	WALLER	TX	\$ 486.59	65%	\$ 316.28
PREMIER DENTAL INC	Premier Dental	424	AVON BELDEN RD	AVON LAKE	OH	\$ 456.93	65%	\$ 297.00
ERIE NAILS LLC	Erie Nails	33382	WALKER RD	AVON LAKE	OH	\$ 373.31	65%	\$ 242.65
CHINA KING ONE CHEN INC	China King		PO BOX 196	WICKLIFFE	OH	\$ 372.00	35%	\$ 130.20
KLOSTERMAN ASSOCIATES INC	Klosterman Associates	33467	LAKE RD	AVON LAKE	OH	\$ 371.64	35%	\$ 130.07
GOONIES DOG SHOP	Goonies Dog Shop	33473	LAKE RD	AVON LAKE	OH	\$ 367.18	35%	\$ 128.51
DOVER INSURANCE AGENCY LLC	Dover Insurance	4858	DOVER CENTER RD	NORTH OLMSTED	OH	\$ 338.87	35%	\$ 118.60
KLINGSHIRN WINERY INC	Klingshirn Winery	33050	WEBBER RD	AVON LAKE	OH	\$ 328.85	45%	\$ 147.98
MOTO UNLIMITED LLC	Moto Unlimited	33640	PIN OAK PKWY	AVON LAKE	OH	\$ 325.70	65%	\$ 211.71
RJ ROTZ ELECTRIC INC	Rotz Electric	296	MOORE RD	AVON LAKE	OH	\$ 280.97	35%	\$ 98.34

CHINA STAR OF JIN INC	China Star of Jin	114	MOORE RD	AVON LAKE	OH	\$ 275.25	35%	\$ 96.34
JENNIE MAY INC.	Third Base Bar & Grill	118	MOORE RD	AVON LAKE	OH	\$ 274.33	65%	\$ 178.31
DISABILITY EXAM CONSULTANTS LL	Disability Exam Consultants	525	AVON BELDEN RD	AVON LAKE	OH	\$ 269.84	55%	\$ 148.41
MCCLAIN PAINTING LLC	McClain Painting	522	ROCKWOOD CT	AVON LAKE	OH	\$ 253.57	35%	\$ 88.75
NEWCASTLE ROOFING & REMODELING INC	Newcastle Roofing	759	AVON BELDEN RD	AVON LAKE	OH	\$ 250.26	45%	\$ 112.62
TOTAL INSURANCE AGENCY GROUP	Total Insurance	445	AVON BELDEN RD	AVON LAKE	OH	\$ 226.43	35%	\$ 79.25
QBM OHIO INC	QBM Ohio		PO BOX 133	PROVIDENCE	RI	\$ 226.20	35%	\$ 79.17
POPOWSKI PAINT & PAPER INC	Popowski Paint & Paper	874	PASADENA AVE	AVON LAKE	OH	\$ 225.70	65%	\$ 146.71
LTOWNPI LLC	Marco's	32730	WALKER RD BLDG F-1	AVON LAKE	OH	\$ 224.10	55%	\$ 123.26
ON GENERATORS DBA POWER ON GENERATORS	Power On Generators	33479	LAKE RD	AVON LAKE	OH	\$ 222.28	65%	\$ 144.48
AVON LAKE STORE LLC	Buffalo Wild Wings	32818	WALKER RD	AVON LAKE	OH	\$ 221.87	35%	\$ 77.65
Strawberry Sunset Supply	Strawberry Sunset Supply	445	AVON BELDEN RD	AVON LAKE	OH	\$ 197.08	35%	\$ 68.98
ROCKWOOD LIVING LLC	Rockwood Living	32745	WALKER RD	AVON LAKE	OH	\$ 192.95	35%	\$ 67.53
JOHN S PYKE III DDS INC	John Pyke Dental	311	REGATTA DR	AVON LAKE	OH	\$ 170.77	35%	\$ 59.77
AVON LAKE BACK NECK INC	Avon Lake Back & Neck	32730	WALKER RD	AVON LAKE	OH	\$ 162.00	45%	\$ 72.90
SHOREHAM DEVELOPMENT COMPANY	Shoreham Development	32745	WALKER RD	AVON LAKE	OH	\$ 161.88	35%	\$ 56.66
IBIZA AVON LAKE LLC	Ibiza	33481	LAKE RD	AVON LAKE	OH	\$ 152.07	35%	\$ 53.22
WE SCORE ENTERPRISES, INC.	We Score Enterprises	33720	WALKER RD	AVON LAKE	OH	\$ 141.90	35%	\$ 49.67
RAPID PROTOTYPE AND MANUFACTURING, LLC	RP&M	33490	PIN OAK PKWY	AVON LAKE	OH	\$ 132.26	35%	\$ 46.29

EILEEN REIGERT	Eileen Reigert State Farm	702	AVON BELDEN RD	AVON LAKE	OH	\$ 128.01	45%	\$ 57.60
TOTH FLOOR COVERINGS INC	Floor Coverings International	32315	REDWOOD BLVD	AVON LAKE	OH	\$ 119.36	65%	\$ 77.58
KRISTINS SCHOOL OF DANCE INC	Miss Kristin's School of Dance	32925	PIN OAK PKWY	AVON LAKE	OH	\$ 102.00	65%	\$ 66.30
POSH A SALON INC	Element LABS	33467	LAKE RD	AVON LAKE	OH	\$ 90.00	45%	\$ 40.50
WYATT-DEMARCO MASSAGE THERAPY	Wyatt-DeMarco Massage and Wellness	1377	EAST AVE	ELYRIA	OH	\$ 88.64	65%	\$ 57.62
ZAK PAK INC	Zak Pak	33475	LAKE RD	AVON LAKE	OH	\$ 86.64	35%	\$ 30.32
GLENN J KUEMERLE DDS INC	Glenn Kuemerle DDC	33398	WALKER RD	AVON LAKE	OH	\$ 82.14	65%	\$ 53.39
MSK TOOL & DIE INC	MSK Tool & Die	685	MOORE RD	AVON LAKE	OH	\$ 81.69	35%	\$ 28.59
PANCHO AND PETEY INC	Johnny's Boathouse	33424	LAKE RD	AVON LAKE	OH	\$ 72.16	55%	\$ 39.69
NORTHERN OHIO CHRIOPRACTIC LLC	Northern Ohio Chiropractic	515	MOORE RD	AVON LAKE	OH	\$ 72.00	35%	\$ 25.20

TOTAL \$ 194,157.97

A RESOLUTION IN SUPPORT OF HOUSE BILL 3, SCHOOL BUS SAFETY ACT.

WHEREAS, the safety and well-being of Ohio's students are of the utmost importance, and ensuring the security of school transportation is a critical component of a safe learning environment; and

WHEREAS, House Bill 3 introduced in the 136th General Assembly by Representatives Willis and Thomas includes provisions to enhance school bus safety, protecting students as they travel to and from school; and

WHEREAS, House Bill 3 aims to implement and expand key school bus safety features, including but not limited to:

- Enhanced stop-arm enforcement mechanisms, ensuring that vehicles obey traffic laws when school buses are loading and unloading students;
- Upgraded camera surveillance systems to monitor driver compliance and enhance security for students onboard;
- Additional lighting and visibility measures, such as extended stop signs, high-intensity LED warning lights, and reflective markings to improve bus visibility in all weather conditions;
- Stronger penalties for violations, deterring reckless driving near school buses and increasing accountability for motorists who put student lives at risk;
- Safety training programs for bus drivers and students, promoting awareness and preparedness in case of emergencies; and

WHEREAS, House Bill 3 establishes the School Bus Safety Fund and provides a \$25 million appropriation from the General Revenue Fund for Fiscal Years 2026 and 2027 to support these safety initiatives, including grants to school districts for the installation and improvement of bus safety features and public education on school bus safety laws; and

WHEREAS, consistent with the recommendations of Governor DeWine's School Bus Safety Working Group, House Bill 3 does not mandate the installation of seat belts on school buses, instead allowing local school districts to determine the necessity and practicality of seat belts based on their unique needs and circumstances; and

WHEREAS, these provisions align with national best practices for school transportation safety and will significantly reduce the risk of accidents, injuries, and fatalities involving school buses; and

WHEREAS, investing in school bus safety measures ensures that Ohio remains proactive in protecting students, giving parents peace of mind, and reinforcing responsible driving behavior in school zones and residential areas.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That Council strongly supports House Bill 3 and urges its swift passage to enhance student safety and strengthen school transportation policies across Ohio, **including the full allocation of the \$25 million School Bus Safety Fund.**

Section No. 2: That the Clerk of Council is directed to forward copies of this resolution be transmitted to Governor Mike DeWine, the Speaker of the Ohio House of Representatives, the President of the Ohio Senate, and the sponsors of House Bill 3, as a formal statement of our commitment to student safety and improved school bus security measures.

Section No. 3: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of 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 Resolution shall be in full force and effect at the earliest period allowed by law.

1st reading: 4/14/2025

2nd reading:

3rd reading:

PASSED: _____

President of Council

POSTED: _____

Approved

ATTEST: _____

Clerk of Council

Mayor

AN ORDINANCE AMENDING THE EMERGENCY TRANSPORT SERVICE FEES IN CODIFIED ORDINANCE SECTION 208.01 AND DECLARING AN EMERGENCY.

WHEREAS, the Fire Chief and the Public Safety and Health Committee recommended amending the Emergency Transport Service fees in Codified Ordinance Section 208.01; 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 208.01(2) is hereby amended as follows:

E. Emergency Ambulance Transport Service	
1. Basic life support (BLS)	\$500 \$900 per patient
2. Advanced life support (Level 1)	\$600 \$1,100 per patient
3. Advanced life support (Level 2)	\$700 \$1,200 per patient
4. Loaded patient transport mileage	\$11 \$18 per mile from pick-up point to hospital
5. EMS response without transport	No charge
6. Emergency access gate permit	\$25

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 taken 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 collecting transport fees to offset the costs incurred that are not reimbursed through insurance, thus for the health, safety, and welfare of the citizens of Avon Lake. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

1st reading: 4/14/2025

2nd reading:

3rd reading:

PASSED: _____

President of Council

POSTED: _____

Approved

ATTEST: _____

Clerk of Council

Mayor

AN ORDINANCE TO REZONE AN 11.8627-ACRE SITE AT THE SOUTHEAST CORNER OF WALKER ROAD AND AVON BELDEN ROAD (SR 83) FROM SINGLE-FAMILY RESIDENCE (R-1A) AND GENERAL COMMERCE (B-2) TO MULTI-FAMILY RESIDENCE (R-3) AND DECLARING AN EMERGENCY.

WHEREAS, Planning Commission has, at its meeting of April 1, 2025, approved a request to rezone an 11.8627-acre parcel (the “Property”) at the southeast corner of Walker Road and Avon Belden Road (SR 83) from Single-Family Residence (R-1A) and General Commerce (B-2) to Multi-Family Residence (R-3) to allow for the development of a 73-unit townhome community; and

WHEREAS, the 11.827-acre parcel is hereby designated by the County Auditor as follows:

Parcel No.	Deeded Owner	Address	Zoning
04-00-017-103-021	Woodcraft Properties, LTD.	32701 Walker Road	R-1
04-00-017-103-022	Woodcraft Properties, LTD.	32689 Walker Road	R-1
04-00-017-103-073	Woodcraft Properties, LTD.	32709 Walker Road	R-1 & B-2
04-00-017-103-071	32713 Walker Road, LLC	32713 Walker Road	R-1 & B-2
04-00-017-103-075	Woodcraft Properties, LTD.	535 Avon Belden Road	B-2
04-00-017-103-077	83 Investments, LLC	539 Avon Belden Road	R-1
04-00-017-103-111	83 Investments, LLC	Avon Belden Road	B-2
04-00-017-103-223	Woodcraft Properties, LTD.	Avon Belden Road	B-2

and more particularly described in Exhibit A, attached hereto and made a part hereof.

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

Section No. 1: That the Property, which is presently zoned Single-Family Residence (R-1A) and General Commerce (B-2), is hereby rezoned to Multi-Family Residence (R-3).

Section No. 2: That the official zoning map and the Planning and Zoning Code of the City of Avon Lake is hereby amended accordingly, and the City Engineer is directed to make the necessary changes thereto.

Section No. 3: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees, which resulted in such formal action, 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 is hereby declared to be an emergency measure to allow the property owner to develop the property and contribute to the economic development of Avon Lake, thus for the health, safety, and welfare of the residents of Avon Lake. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

1st reading: 4/14/2025

2nd reading:

3rd reading:

PASSED: _____

President of Council

POSTED: _____

Approved

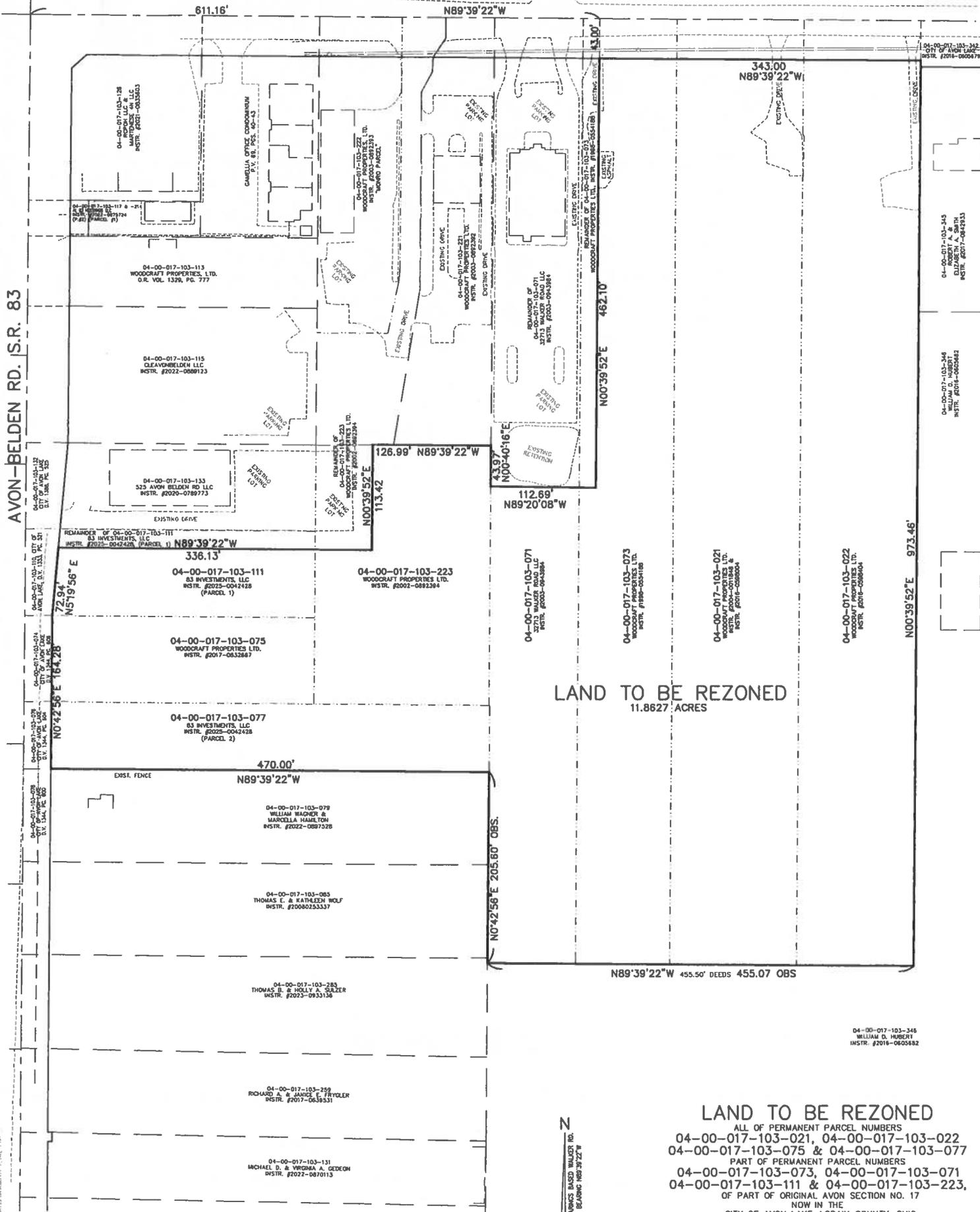
ATTEST: _____

Clerk of Council

Mayor

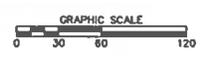
AVON-BELDEN RD. (S.R. 83)

WALKER ROAD



LAND TO BE REZONED
11.8627 ACRES

LAND TO BE REZONED
 ALL OF PERMANENT PARCEL NUMBERS
 04-00-017-103-021, 04-00-017-103-022
 04-00-017-103-075 & 04-00-017-103-077
 PART OF PERMANENT PARCEL NUMBERS
 04-00-017-103-073, 04-00-017-103-071
 04-00-017-103-111 & 04-00-017-103-223,
 OF PART OF ORIGINAL AVON SECTION NO. 17
 NOW IN THE
 CITY OF AVON LAKE, LORAIN COUNTY, OHIO
 BY
 THE HENRY G. REITZ ENGINEERING COMPANY
 4214 ROCKY RIVER DRIVE, CLEVELAND, OH. 44135
 PHONE: (216) 251-3033 reitz@reitzeng.com
 MARCH, 2025



Plotter: A3000, Plot Size: 11x17, Plot Date: 03/10/2025, Plot Time: 10:00:00 AM, Plot User: hreitz

AN ORDINANCE APPROVING A VACATION OF A PORTION OF ALAMEDA AVENUE AND DECLARING AN EMERGENCY.

WHEREAS, Avon Lake Regional Water has petitioned the City for a vacation of unimproved portions of Alameda Avenue within a P-I Public and Institutional Zoning District; and

WHEREAS, the Planning Commission did consider said petition at its regular meeting of April 1, 2025, and recommended that said vacation should be granted; and

WHEREAS, this Council is satisfied that there is good cause for the vacation as prayed for and that such will not be detrimental to the general interest, safety and welfare of the public, and that said vacation should be granted.

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

Section No. 1: That the vacation of unimproved portions of Alameda Avenue in the Avon Lake Harbor Estate Subdivision is hereby vacated. (Exhibit A)

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 allowing the City to finalize a contract for the sale of the property. Therefore, this Ordinance shall go into immediate force and effect from and after its passage and approval by the Mayor.

1st reading: 4/14/2025

2nd reading:

3rd reading:

PASSED: _____

President of Council

POSTED: _____

Approved

ATTEST: _____

Clerk of Council

Mayor



Cunningham & Associates, Inc.

Civil Engineering & Surveying
203 W. Liberty St., Medina, Oh 44256
Phone: (330) 725-5980 * Fax (330) 725-8019

Legal Description for Sublot 2
Project No. 25-120
April 8, 2025

Situated in the City of Avon Lake, County of Lorain, State of Ohio and being known the whole of Sublot 2, as shown by plat for Avon Lake Regional Water Administration Subdivision No. 2 as recorded in Instrument Number 2025-_____ (Plat Volume ____, Page ____)
of the Lorain County Recorder's Records, containing 9.2327 Acres of land, more or less but subject to all legal highways and all covenants and agreements of record.

This legal description was prepared based on a survey by and/or under the supervision of Douglas S. Jewel P.S. # S-8007 by Cunningham & Associates, Inc. in April 2025.

Parcel Map Check Report

Client:
Avon Lake

Prepared by:
S. Galiczynski
Cunningham & Associates, Inc.
203 W. Liberty Street

Parcel Name: Sublot 2

Segment# 1: Line

Course: S88°08'21"E Length: 468.68'
North: 2,840.4867' East: 7,684.1517'

Segment# 2: Line

Course: S2°15'17"W Length: 454.92'
North: 2,385.9189' East: 7,666.2542'

Segment# 3: Line

Course: N87°40'16"W Length: 829.44'
North: 2,419.6236' East: 6,837.4993'

Segment# 4: Line

Course: N1°43'27"E Length: 448.13'
North: 2,867.5508' East: 6,850.9825'

Segment# 5: Line

Course: S88°08'21"E Length: 30.00'
North: 2,866.5766' East: 6,880.9667'

Segment# 6: Line

Course: N1°43'27"E Length: 81.08'
North: 2,947.6199' East: 6,883.4063'

Segment# 7: Line

Course: S87°42'01"E Length: 334.94'
North: 2,934.1798' East: 7,218.0765'

Segment# 8: Line

Course: S1°43'16"W Length: 78.52'
North: 2,855.6952' East: 7,215.7182'

Perimeter: 2,725.72'
Error Closure: 0.0105
Error North : -0.01043

Area: 402,174.61Sq.Ft.
Course: S3°56'45"W
East: -0.00072

Precision 1: 259,591.43

AN ORDINANCE AMENDING ORDINANCE NO. 25-19R2, APPROPRIATIONS FOR FISCAL YEAR 2025, AND DECLARING EMERGENCY.

WHEREAS, certain funds within the amount appropriated in Ordinance No. 25-19R2 do not meet the estimated operational expenses.

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

Section No. 1: That, to provide for the anticipated expenses of the City for fiscal year 2025, commencing on January 1, 2025, the appropriations detailed in Exhibit A are hereby authorized and approved as of that effective date, and Ordinance No. 25-19R2 is hereby amended accordingly.

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 taken 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 establishing a provision of funds for the expenditures of Fiscal Year 2025, in order to maintain the efficient operation of the City and to preserve the health, safety, and welfare of the citizens of Avon Lake. Therefore, this Ordinance shall take effect and be in full force immediately upon its passage and approval by the Mayor.

PASSED: _____

President of Council

POSTED: _____

Approved

ATTEST: _____

Clerk of Council

Mayor



EXHIBIT A

APRIL 28, 2025

Account Classification	Adopted Budget	Budget Amendments	Amended Budget
Fund 101 - General Fund			
EXPENSE			
Salaries & Wages & Benefits	17,531,162.00	2,006.00	17,533,168.00
Operating Expenses	4,724,225.00	183,854.00	4,908,079.00
Capital Expenses	24,148.00	.00	24,148.00
Transfers	2,270,740.00	(856,540.00)	1,414,200.00
EXPENSE TOTALS	\$24,550,275.00	(\$670,680.00)	\$23,879,595.00
Fund 101 - General Fund Totals	\$24,550,275.00	(\$670,680.00)	\$23,879,595.00
Fund 202 - Streets CMR			
EXPENSE			
Salaries & Wages & Benefits	996,652.00	.00	996,652.00
Operating Expenses	866,533.00	26,558.00	893,091.00
Capital Expenses	600,000.00	(20,000.00)	580,000.00
EXPENSE TOTALS	\$2,463,185.00	\$6,558.00	\$2,469,743.00
Fund 202 - Streets CMR Totals	\$2,463,185.00	\$6,558.00	\$2,469,743.00
Fund 203 - State Highway Fund			
EXPENSE			
Operating Expenses	100,000.00	.00	100,000.00
EXPENSE TOTALS	\$100,000.00	\$0.00	\$100,000.00
Fund 203 - State Highway Fund Totals	\$100,000.00	\$0.00	\$100,000.00
Fund 204 - Income Tax Transfer			
EXPENSE			
Transfers	19,097,540.00	.00	19,097,540.00
EXPENSE TOTALS	\$19,097,540.00	\$0.00	\$19,097,540.00
Fund 204 - Income Tax Transfer Totals	\$19,097,540.00	\$0.00	\$19,097,540.00
Fund 205 - Improvement Fund			
EXPENSE			
Operating Expenses	.00	42,500.00	42,500.00
Capital Expenses	.00	.00	.00
Transfers	1,675,000.00	.00	1,675,000.00
EXPENSE TOTALS	\$1,675,000.00	\$42,500.00	\$1,717,500.00
Fund 205 - Improvement Fund Totals	\$1,675,000.00	\$42,500.00	\$1,717,500.00
Fund 206 - Paramedic Fund			
EXPENSE			
Salaries & Wages & Benefits	2,015,628.00	.00	2,015,628.00
Operating Expenses	216,082.00	.00	216,082.00
Debt Expenses	.00	.00	.00
Capital Expenses	469,000.00	.00	469,000.00
EXPENSE TOTALS	\$2,700,710.00	\$0.00	\$2,700,710.00
Fund 206 - Paramedic Fund Totals	\$2,700,710.00	\$0.00	\$2,700,710.00
Fund 207 - Income Tax Capital Improvement			
EXPENSE			



EXHIBIT A

APRIL 28, 2025

Operating Expenses	.00	195,350.00	195,350.00
Capital Expenses	5,595,158.00	3,065,407.53	8,660,565.53
Transfers	.00	.00	.00
EXPENSE TOTALS	\$5,595,158.00	\$3,260,757.53	\$8,855,915.53
Fund 207 - Income Tax Capital Improvement Totals	\$5,595,158.00	\$3,260,757.53	\$8,855,915.53
Fund 208 - Office On Aging			
EXPENSE			
Operating Expenses	50,000.00	17,000.00	67,000.00
EXPENSE TOTALS	\$50,000.00	\$17,000.00	\$67,000.00
Fund 208 - Office On Aging Totals	\$50,000.00	\$17,000.00	\$67,000.00
Fund 209 - Dial A Bus Fund			
EXPENSE			
Salaries & Wages & Benefits	40,834.00	.00	40,834.00
Operating Expenses	6,371.00	.00	6,371.00
EXPENSE TOTALS	\$47,205.00	\$0.00	\$47,205.00
Fund 209 - Dial A Bus Fund Totals	\$47,205.00	\$0.00	\$47,205.00
Fund 210 - Communication Technology			
EXPENSE			
Salaries & Wages & Benefits	367,170.00	.00	367,170.00
Operating Expenses	705,308.00	.00	705,308.00
Capital Expenses	11,500.00	.00	11,500.00
EXPENSE TOTALS	\$1,083,978.00	\$0.00	\$1,083,978.00
Fund 210 - Communication Technology Totals	\$1,083,978.00	\$0.00	\$1,083,978.00
Fund 212 - Law Enforcement Trust Fund			
EXPENSE			
Operating Expenses	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 212 - Law Enforcement Trust Fund Totals	\$0.00	\$0.00	\$0.00
Fund 213 - Law Enforcement Education			
EXPENSE			
Operating Expenses	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 213 - Law Enforcement Education Totals	\$0.00	\$0.00	\$0.00
Fund 214 - Indigent Drivers Alcohol Trust			
EXPENSE			
Operating Expenses	500.00	.00	500.00
EXPENSE TOTALS	\$500.00	\$0.00	\$500.00
Fund 214 - Indigent Drivers Alcohol Trust Totals	\$500.00	\$0.00	\$500.00
Fund 215 - Municipal Court Computer Fund			
EXPENSE			
Operating Expenses	68,400.00	.00	68,400.00
EXPENSE TOTALS	\$68,400.00	\$0.00	\$68,400.00
Fund 215 - Municipal Court Computer Fund Totals	\$68,400.00	\$0.00	\$68,400.00
Fund 216 - COPS Fast Fund			



EXHIBIT A

APRIL 28, 2025

EXPENSE

Salaries & Wages & Benefits	386,997.00	.00	386,997.00
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EXPENSE TOTALS	\$386,997.00	\$0.00	\$386,997.00
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Fund 216 - COPS Fast Fund Totals	\$386,997.00	\$0.00	\$386,997.00
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Fund 217 - Local Coronavirus Relief Fund

EXPENSE

Salaries & Wages & Benefits	.00	.00	.00
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Operating Expenses	.00	.00	.00
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EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
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Fund 217 - Local Coronavirus Relief Fund Totals	\$0.00	\$0.00	\$0.00
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Fund 218 - American Rescue Plan Act Fund

EXPENSE

Operating Expenses	.00	.00	.00
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Capital Expenses	.00	.00	.00
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Transfers	.00	.00	.00
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EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
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Fund 218 - American Rescue Plan Act Fund Totals	\$0.00	\$0.00	\$0.00
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Fund 219 - Opioid Settlement Fund

EXPENSE

Operating Expenses	.00	.00	.00
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EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
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Fund 219 - Opioid Settlement Fund Totals	\$0.00	\$0.00	\$0.00
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Fund 224 - AL Public Arts Fund

EXPENSE

Operating Expenses	.00	.00	.00
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EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
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Fund 224 - AL Public Arts Fund Totals	\$0.00	\$0.00	\$0.00
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Fund 226 - Economic Development Fund

EXPENSE

Operating Expenses	.00	460,175.00	460,175.00
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Capital Expenses	.00	.00	.00
------------------	-----	-----	-----

EXPENSE TOTALS	\$0.00	\$460,175.00	\$460,175.00
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Fund 226 - Economic Development Fund Totals	\$0.00	\$460,175.00	\$460,175.00
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Fund 227 - Safety Services Communications

EXPENSE

Capital Expenses	.00	.00	.00
------------------	-----	-----	-----

Transfers	.00	.00	.00
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EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
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Fund 227 - Safety Services Communications Totals	\$0.00	\$0.00	\$0.00
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Fund 230 - Board of Building Standards

EXPENSE

Operating Expenses	8,000.00	.00	8,000.00
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EXPENSE TOTALS	\$8,000.00	\$0.00	\$8,000.00
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Fund 230 - Board of Building Standards Totals	\$8,000.00	\$0.00	\$8,000.00
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EXHIBIT A

APRIL 28, 2025

Fund 231 - Employee Sick Time Buy Back Fund

EXPENSE

Salaries & Wages & Benefits	.00	.00	.00
Transfers	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 231 - Employee Sick Time Buy Back Fund Totals	\$0.00	\$0.00	\$0.00

Fund 232 - Street Tree Fund

EXPENSE

Operating Expenses	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 232 - Street Tree Fund Totals	\$0.00	\$0.00	\$0.00

Fund 235 - Consulting Professional Training

EXPENSE

Operating Expenses	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 235 - Consulting Professional Training Totals	\$0.00	\$0.00	\$0.00

Fund 236 - ALMunicipal Court Security Fund

EXPENSE

Salaries & Wages & Benefits	83,138.00	.00	83,138.00
Operating Expenses	.00	.00	.00
EXPENSE TOTALS	\$83,138.00	\$0.00	\$83,138.00
Fund 236 - ALMunicipal Court Security Fund Totals	\$83,138.00	\$0.00	\$83,138.00

Fund 237 - AL Muni Court Interlock Fun

EXPENSE

Operating Expenses	6,000.00	.00	6,000.00
EXPENSE TOTALS	\$6,000.00	\$0.00	\$6,000.00
Fund 237 - AL Muni Court Interlock Fun Totals	\$6,000.00	\$0.00	\$6,000.00

Fund 238 - Court Probation Services Fund

EXPENSE

Operating Expenses	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 238 - Court Probation Services Fund Totals	\$0.00	\$0.00	\$0.00

Fund 239 - Court Special Projects Fund

EXPENSE

Operating Expenses	.00	.00	.00
Capital Expenses	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 239 - Court Special Projects Fund Totals	\$0.00	\$0.00	\$0.00

Fund 240 - Recreation Fund

EXPENSE

Salaries & Wages & Benefits	1,061,909.00	.00	1,061,909.00
Operating Expenses	798,226.00	.00	798,226.00
Capital Expenses	.00	.00	.00
EXPENSE TOTALS	\$1,860,135.00	\$0.00	\$1,860,135.00



EXHIBIT A

APRIL 28, 2025

Fund 240 - Recreation Fund Totals	\$1,860,135.00	\$0.00	\$1,860,135.00
Fund 241 - Legal Research & Court Computer			
EXPENSE			
Operating Expenses	.00	.00	.00
Capital Expenses	.00	.00	.00
	EXPENSE TOTALS	\$0.00	\$0.00
Fund 241 - Legal Research & Court Computer Totals	\$0.00	\$0.00	\$0.00
Fund 301 - General Bond Retirement			
EXPENSE			
Operating Expenses	5,000.00	50,000.00	55,000.00
Debt Expenses	2,696,386.00	.00	2,696,386.00
Transfers	.00	.00	.00
	EXPENSE TOTALS	\$2,701,386.00	\$50,000.00
Fund 301 - General Bond Retirement Totals	\$2,701,386.00	\$50,000.00	\$2,751,386.00
Fund 302 - GO Bond Retirement (Voted)			
EXPENSE			
Operating Expenses	4,500.00	.00	4,500.00
Debt Expenses	329,000.00	.00	329,000.00
	EXPENSE TOTALS	\$333,500.00	\$0.00
Fund 302 - GO Bond Retirement (Voted) Totals	\$333,500.00	\$0.00	\$333,500.00
Fund 400 - OCP-Capital Projects			
EXPENSE			
Debt Expenses	.00	.00	.00
Transfers	.00	.00	.00
	EXPENSE TOTALS	\$0.00	\$0.00
Fund 400 - OCP-Capital Projects Totals	\$0.00	\$0.00	\$0.00
Fund 401 - Avon Lake Boat Club			
EXPENSE			
Capital Expenses	.00	.00	.00
Transfers	.00	.00	.00
	EXPENSE TOTALS	\$0.00	\$0.00
Fund 401 - Avon Lake Boat Club Totals	\$0.00	\$0.00	\$0.00
Fund 407 - Walker/Moore Rd Intersection Fun			
EXPENSE			
Capital Expenses	.00	.00	.00
Transfers	.00	.00	.00
	EXPENSE TOTALS	\$0.00	\$0.00
Fund 407 - Walker/Moore Rd Intersection Fun Totals	\$0.00	\$0.00	\$0.00
Fund 410 - Sewer Seperation Projects			
EXPENSE			
Capital Expenses	.00	.00	.00
Transfers	.00	.00	.00
	EXPENSE TOTALS	\$0.00	\$0.00
Fund 410 - Sewer Seperation Projects Totals	\$0.00	\$0.00	\$0.00



EXHIBIT A

APRIL 28, 2025

Fund 411 - Curtis Sewer Fund

EXPENSE

Transfers	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 411 - Curtis Sewer Fund Totals	\$0.00	\$0.00	\$0.00

Fund 415 - Miller Rd Park Breakwall Fund

EXPENSE

Transfers	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 415 - Miller Rd Park Breakwall Fund Totals	\$0.00	\$0.00	\$0.00

Fund 417 - OCP Fire/Police/Court Facility

EXPENSE

Operating Expenses	.00	.00	.00
Capital Expenses	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 417 - OCP Fire/Police/Court Facility Totals	\$0.00	\$0.00	\$0.00

Fund 421 - OCP-45's Sewer Separation Fund

EXPENSE

Capital Expenses	.00	.00	.00
Transfers	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 421 - OCP-45's Sewer Separation Fund Totals	\$0.00	\$0.00	\$0.00

Fund 424 - OCP Canterbury Road Improvements

EXPENSE

Debt Expenses	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 424 - OCP Canterbury Road Improvements Totals	\$0.00	\$0.00	\$0.00

Fund 426 - OCP Troy School Driveway

EXPENSE

Transfers	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 426 - OCP Troy School Driveway Totals	\$0.00	\$0.00	\$0.00

Fund 430 - OCP Bike Trail

EXPENSE

Operating Expenses	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 430 - OCP Bike Trail Totals	\$0.00	\$0.00	\$0.00

Fund 440 - Walker Rd Widening Fund

EXPENSE

Debt Expenses	.00	.00	.00
Capital Expenses	.00	.00	.00
Transfers	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 440 - Walker Rd Widening Fund Totals	\$0.00	\$0.00	\$0.00



EXHIBIT A

APRIL 28, 2025

Fund 441 - City Wide Signalization Fund

EXPENSE

Capital Expenses	.00	.00	.00
Transfers	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 441 - City Wide Signalization Fund Totals	\$0.00	\$0.00	\$0.00

Fund 442 - Curtis Road Sewer Improvement

EXPENSE

Capital Expenses	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 442 - Curtis Road Sewer Improvement Totals	\$0.00	\$0.00	\$0.00

Fund 443 - North Point Erosion Control

EXPENSE

Transfers	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 443 - North Point Erosion Control Totals	\$0.00	\$0.00	\$0.00

Fund 445 - Pool Reconstruction Fund

EXPENSE

Operating Expenses	.00	.00	.00
Capital Expenses	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 445 - Pool Reconstruction Fund Totals	\$0.00	\$0.00	\$0.00

Fund 446 - ALPS Playground Fund

EXPENSE

Operating Expenses	.00	.00	.00
Capital Expenses	2,112,394.00	.00	2,112,394.00
Transfers	.00	.00	.00
EXPENSE TOTALS	\$2,112,394.00	\$0.00	\$2,112,394.00
Fund 446 - ALPS Playground Fund Totals	\$2,112,394.00	\$0.00	\$2,112,394.00

Fund 480 - Fairfield/Brookfield Improvement

EXPENSE

Capital Expenses	.00	.00	.00
Transfers	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 480 - Fairfield/Brookfield Improvement Totals	\$0.00	\$0.00	\$0.00

Fund 501 - Special Assessment Bond Retire

EXPENSE

Operating Expenses	.00	.00	.00
Debt Expenses	23,700.00	.00	23,700.00
EXPENSE TOTALS	\$23,700.00	\$0.00	\$23,700.00
Fund 501 - Special Assessment Bond Retire Totals	\$23,700.00	\$0.00	\$23,700.00

Fund 520 - SA Walker Road/Lear Rd East

EXPENSE

Operating Expenses	500.00	.00	500.00
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EXHIBIT A

APRIL 28, 2025

Debt Expenses	.00	.00	.00
EXPENSE TOTALS	\$500.00	\$0.00	\$500.00
Fund 520 - SA Walker Road/Lear Rd East Totals	\$500.00	\$0.00	\$500.00
Fund 521 - SA Lear Rd/Walker Rd South			
EXPENSE			
Operating Expenses	1,100.00	.00	1,100.00
Debt Expenses	.00	.00	.00
EXPENSE TOTALS	\$1,100.00	\$0.00	\$1,100.00
Fund 521 - SA Lear Rd/Walker Rd South Totals	\$1,100.00	\$0.00	\$1,100.00
Fund 522 - SA Titus Pitts Hill Ditch			
EXPENSE			
Operating Expenses	.00	.00	.00
Transfers	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 522 - SA Titus Pitts Hill Ditch Totals	\$0.00	\$0.00	\$0.00
Fund 525 - Sidewalk Improvement Fund			
EXPENSE			
Operating Expenses	.00	.00	.00
Capital Expenses	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 525 - Sidewalk Improvement Fund Totals	\$0.00	\$0.00	\$0.00
Fund 527 - Cove Avenue Improvements			
EXPENSE			
Operating Expenses	500.00	.00	500.00
Transfers	.00	.00	.00
EXPENSE TOTALS	\$500.00	\$0.00	\$500.00
Fund 527 - Cove Avenue Improvements Totals	\$500.00	\$0.00	\$500.00
Fund 601 - Police Pension Fund			
EXPENSE			
Salaries & Wages & Benefits	353,555.00	.00	353,555.00
Operating Expenses	5,500.00	1,800.00	7,300.00
EXPENSE TOTALS	\$359,055.00	\$1,800.00	\$360,855.00
Fund 601 - Police Pension Fund Totals	\$359,055.00	\$1,800.00	\$360,855.00
Fund 602 - Fire Pension Fund			
EXPENSE			
Salaries & Wages & Benefits	353,555.00	.00	353,555.00
Operating Expenses	5,500.00	1,800.00	7,300.00
EXPENSE TOTALS	\$359,055.00	\$1,800.00	\$360,855.00
Fund 602 - Fire Pension Fund Totals	\$359,055.00	\$1,800.00	\$360,855.00
Fund 603 - Recreation Trust			
EXPENSE			
Operating Expenses	.00	.00	.00
Capital Expenses	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00



EXHIBIT A

APRIL 28, 2025

Fund 603 - Recreation Trust Totals	\$0.00	\$0.00	\$0.00
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Fund **611 - Deposit Trust**

EXPENSE

Operating Expenses	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00

Fund 611 - Deposit Trust Totals	\$0.00	\$0.00	\$0.00
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Fund **612 - Unclaimed Funds**

EXPENSE

Operating Expenses	500.00	.00	500.00
EXPENSE TOTALS	\$500.00	\$0.00	\$500.00

Fund 612 - Unclaimed Funds Totals	\$500.00	\$0.00	\$500.00
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Fund **701 - Water Fund**

EXPENSE

Salaries & Wages & Benefits	2,130,478.00	.00	2,130,478.00
Operating Expenses	3,230,001.00	.00	3,230,001.00
Debt Expenses	15,700.00	.00	15,700.00
Capital Expenses	40,000.00	.00	40,000.00
Transfers	3,306,635.00	.00	3,306,635.00
EXPENSE TOTALS	\$8,722,814.00	\$0.00	\$8,722,814.00

Fund 701 - Water Fund Totals	\$8,722,814.00	\$0.00	\$8,722,814.00
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Fund **702 - West Ridge Interconnect**

EXPENSE

Operating Expenses	14,500.00	.00	14,500.00
Debt Expenses	94,839.00	.00	94,839.00
Transfers	.00	.00	.00
EXPENSE TOTALS	\$109,339.00	\$0.00	\$109,339.00

Fund 702 - West Ridge Interconnect Totals	\$109,339.00	\$0.00	\$109,339.00
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Fund **703 - ELT1 Fund**

EXPENSE

Operating Expenses	2,984,709.00	.00	2,984,709.00
Capital Expenses	50,000.00	.00	50,000.00
Transfers	.00	.00	.00
EXPENSE TOTALS	\$3,034,709.00	\$0.00	\$3,034,709.00

Fund 703 - ELT1 Fund Totals	\$3,034,709.00	\$0.00	\$3,034,709.00
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Fund **704 - Waterworks Construction Fund**

EXPENSE

Debt Expenses	.00	.00	.00
Capital Expenses	17,300,000.00	.00	17,300,000.00
Transfers	.00	.00	.00
EXPENSE TOTALS	\$17,300,000.00	\$0.00	\$17,300,000.00

Fund 704 - Waterworks Construction Fund Totals	\$17,300,000.00	\$0.00	\$17,300,000.00
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Fund **705 - Water Surplus Fund**

EXPENSE

Capital Expenses	.00	.00	.00
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EXHIBIT A

APRIL 28, 2025

Transfers	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 705 - Water Surplus Fund Totals	\$0.00	\$0.00	\$0.00
Fund 706 - Water Debt Service			
EXPENSE			
Operating Expenses	500.00	.00	500.00
Debt Expenses	3,156,650.00	.00	3,156,650.00
Transfers	.00	.00	.00
EXPENSE TOTALS	\$3,157,150.00	\$0.00	\$3,157,150.00
Fund 706 - Water Debt Service Totals	\$3,157,150.00	\$0.00	\$3,157,150.00
Fund 707 - Water Debt Service Reserve Fund			
EXPENSE			
Transfers	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 707 - Water Debt Service Reserve Fund Totals	\$0.00	\$0.00	\$0.00
Fund 710 - Water Impact Fee			
EXPENSE			
Transfers	750,000.00	.00	750,000.00
EXPENSE TOTALS	\$750,000.00	\$0.00	\$750,000.00
Fund 710 - Water Impact Fee Totals	\$750,000.00	\$0.00	\$750,000.00
Fund 721 - WasteWater Fund			
EXPENSE			
Salaries & Wages & Benefits	1,661,641.00	.00	1,661,641.00
Operating Expenses	1,826,584.00	4,000.00	1,830,584.00
Debt Expenses	106,000.00	(4,000.00)	102,000.00
Capital Expenses	150,000.00	.00	150,000.00
Transfers	1,629,700.00	.00	1,629,700.00
EXPENSE TOTALS	\$5,373,925.00	\$0.00	\$5,373,925.00
Fund 721 - WasteWater Fund Totals	\$5,373,925.00	\$0.00	\$5,373,925.00
Fund 722 - Sewer Collection Fund			
EXPENSE			
Salaries & Wages & Benefits	1,678,012.00	.00	1,678,012.00
Operating Expenses	763,716.00	.00	763,716.00
Debt Expenses	.00	.00	.00
Capital Expenses	2,059,500.00	.00	2,059,500.00
Transfers	1,614,635.00	.00	1,614,635.00
EXPENSE TOTALS	\$6,115,863.00	\$0.00	\$6,115,863.00
Fund 722 - Sewer Collection Fund Totals	\$6,115,863.00	\$0.00	\$6,115,863.00
Fund 723 - Water Distribution Fund			
EXPENSE			
Salaries & Wages & Benefits	1,699,361.00	.00	1,699,361.00
Operating Expenses	1,854,899.00	.00	1,854,899.00
Debt Expenses	.00	.00	.00
Capital Expenses	2,154,600.00	.00	2,154,600.00



EXHIBIT A

APRIL 28, 2025

Transfers	968,201.00	.00	968,201.00
EXPENSE TOTALS	\$6,677,061.00	\$0.00	\$6,677,061.00
Fund 723 - Water Distribution Fund Totals	\$6,677,061.00	\$0.00	\$6,677,061.00
Fund 724 - WasteWater Construction Fund			
EXPENSE			
Operating Expenses	.00	.00	.00
Capital Expenses	350,000.00	.00	350,000.00
Transfers	.00	.00	.00
EXPENSE TOTALS	\$350,000.00	\$0.00	\$350,000.00
Fund 724 - WasteWater Construction Fund Totals	\$350,000.00	\$0.00	\$350,000.00
Fund 725 - Trunk Wastewater Fund			
EXPENSE			
Operating Expenses	.00	.00	.00
Debt Expenses	.00	.00	.00
Transfers	29,585.00	.00	29,585.00
EXPENSE TOTALS	\$29,585.00	\$0.00	\$29,585.00
Fund 725 - Trunk Wastewater Fund Totals	\$29,585.00	\$0.00	\$29,585.00
Fund 727 - WasteWater Debt Service Fund			
EXPENSE			
Operating Expenses	500.00	.00	500.00
Debt Expenses	4,792,460.00	.00	4,792,460.00
Transfers	.00	.00	.00
EXPENSE TOTALS	\$4,792,960.00	\$0.00	\$4,792,960.00
Fund 727 - WasteWater Debt Service Fund Totals	\$4,792,960.00	\$0.00	\$4,792,960.00
Fund 728 - WasteWater Repl Reserve Fund			
EXPENSE			
Transfers	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 728 - WasteWater Repl Reserve Fund Totals	\$0.00	\$0.00	\$0.00
Fund 749 - LORCO Custodial Account Fund			
EXPENSE			
Salaries & Wages & Benefits	.00	.00	.00
Operating Expenses	592,500.00	.00	592,500.00
Debt Expenses	16,210.00	.00	16,210.00
Capital Expenses	25,000.00	.00	25,000.00
Transfers	1,791,209.00	.00	1,791,209.00
EXPENSE TOTALS	\$2,424,919.00	\$0.00	\$2,424,919.00
Fund 749 - LORCO Custodial Account Fund Totals	\$2,424,919.00	\$0.00	\$2,424,919.00
Fund 761 - WWC Eastern Trans Line 2 Fund			
EXPENSE			
Capital Expenses	.00	.00	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00
Fund 761 - WWC Eastern Trans Line 2 Fund Totals	\$0.00	\$0.00	\$0.00
Fund 762 - ELT2 Fund			



EXHIBIT A

APRIL 28, 2025

EXPENSE

Operating Expenses	6,131,400.00	.00	6,131,400.00
Capital Expenses	200,000.00	.00	200,000.00
Transfers	111,355.00	.00	111,355.00
EXPENSE TOTALS	\$6,442,755.00	\$0.00	\$6,442,755.00
Fund 762 - ELT2 Fund Totals	\$6,442,755.00	\$0.00	\$6,442,755.00

Fund 765 - Lateral Loan Fund

EXPENSE

Operating Expenses	.00	.00	.00
Debt Expenses	.00	.00	.00
Transfers	118,165.00	.00	118,165.00
EXPENSE TOTALS	\$118,165.00	\$0.00	\$118,165.00
Fund 765 - Lateral Loan Fund Totals	\$118,165.00	\$0.00	\$118,165.00

Fund 801 - Court Transfer Fund

EXPENSE

Operating Expenses	6,000.00	.00	6,000.00
EXPENSE TOTALS	\$6,000.00	\$0.00	\$6,000.00
Fund 801 - Court Transfer Fund Totals	\$6,000.00	\$0.00	\$6,000.00

Grand Totals	\$131,073,156.00	\$3,169,910.53	\$134,243,066.53
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AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF PROFESSIONAL ENGINEER IN AVON LAKE REGIONAL WATER AND ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION.

WHEREAS, it has been recommended by the Avon Lake Municipal Board of Utilities and the Human Resources Committee that a job description for the position of Professional Engineer in Avon Lake Regional Water 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 Professional Engineer in Avon Lake Regional Water shall be as shown in the job description, a copy of which is attached hereto and made a part hereof.

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 taken 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.

1st reading:
2nd reading:
3rd reading:

PASSED: _____

President of Council

POSTED: _____

Approved

ATTEST: _____
Clerk of Council

Mayor

Job Title: Professional Engineer
Organization: Avon Lake Regional Water
Immediate Supervisor: Engineering Services Manager
Positions Supervised: N/A
FLSA Status: Non-Exempt
Bargaining Unit: N/A
Civil Service Status: Unclassified

GENERAL RESPONSIBILITIES:

Under general supervision, perform office and field technical work including, but not limited to:

- Construction site inspection, data collection, and recordkeeping.
- Aid in infrastructure asset management including geospatial and hydraulic modeling of the water and sewer systems.
- Assist in the design and drafting of sanitary sewer and/or waterline project plans and specifications.
- Apply elementary engineering, mapping, and surveying principles and techniques in performing these duties.

This is a multi-disciplinary role combining engineering, GIS/asset management, inspection, drafting, data analysis, and other skills into one, dynamic position. The person filling this role may not initially have all of the qualifications, skills, and abilities but will be required to gain most or all of them.

GENERAL QUALIFICATIONS:

1. College graduate from a four-year Accreditation Board of Engineering & Technology (ABET) approved program with a bachelor's degree in engineering (civil or mechanical preferred).
2. Must possess an Ohio Professional Engineer's License (P.E.) from the Board of Professional Registration for Engineers and.
3. At least four (4) years of experience in engineering work, preferably related to public infrastructure.
4. Possession of a valid driver's license and acceptable driving record.

SPECIFIC DUTIES

Under general direction from the Engineering Services Manager and/or Senior Staff Engineer, shall perform a variety of technical and routine tasks including but not limited to:

1. Assistance with engineering design projects including laying out water and/or sewer lines with AutoCAD, preparing specifications and bidding documents, developing construction cost estimates, overseeing bidding, and preparing permits to install.
2. Assistance with construction project administration including construction oversight, change management, payment processing, and punch list/closeout.
3. Assistance in the development of computerized preventative/predictive maintenance and data management systems.
4. Assistance with routine GIS tasks, including performing data collection and management, preparing maps, datasets, and summary reports to support organization projects and programs. Analyze and perform quality checks on all Asset Management and GIS data.
5. Assistance with maintaining, updating, and verifying the hydraulic model of the water system.
6. Performance of field work associated with the duties above.
7. Assistance in updating and maintaining paper and computerized files, records, databases, and standards. Retrieval of and creation of drawings, reports, diagrams, charts, and maps.
8. Operation of a variety of office and technical tools and equipment necessary to best complete duties, including computers, printers, scanners, cameras, drafting, analysis, and surveying equipment.
9. Performance of additional functions/tasks as needed to assist other engineer staff.
10. Responses to occasional inquiries from public and/or other government officials, in and outside of the utility.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

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

The successful applicant should possess at a minimum the general qualifications, plus abilities to:

1. Fluently use AutoCAD and ESRI ArcGIS software.
2. Interpret and accurately follow both oral and written instructions, procedures, and supervisory direction.
3. Read and prepare engineering plans, specifications, legal descriptions, easements, maps, and software manuals.
4. Exhibit innovation, organization, self-motivation, while multitasking.
5. Ability to learn new tools, software, and processes as project needs dictate.
6. Ability to communicate effectively, orally, graphically, and in writing.

Within the first year, the successful applicant should learn and have:

1. Competency with engineering standards and practices of the utility.
2. Ability to familiarize with Ohio EPA permit-to-install (PTI), SWPPP, and Ten State Standards for Water and Wastewater requirements.
3. Skills in reading land descriptions, maps, drawings, charts, plans, survey records and notes and aerial photos.
4. Knowledge of principles and practices of file and records management.
5. Ability to perform standard and complex office/field tasks including inspection.
6. Knowledge of office and field quality control procedures.
7. Skills and knowledge of standard field practices and safety.
8. Proficiency operating surveying equipment and software.
9. Ability to implement and follow the employer's quality standards as required.

The physical/mental demands described here are representative of the position to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Capability to work in any existing office, treatment plants, and field environments, on utility property or distribution/collection network.
2. Capability to talk and hear, stand, walk, use stairs, sit; use hands and fingers to handle or feel objects, tools, or controls, and reach.
3. Withstand noise level in the work environment (usually moderate and sometimes may be high in the field and at the plants).
4. Adequate hearing and speech to communicate effectively in person and over the telephone. Sufficient composure to interact with potentially abusive and/or irate customers and respond appropriately.
5. Capability to climb or balance, stoop, kneel, crouch and reach.
6. Adequate vision abilities for close vision and the ability to adjust focus.
7. Capability to handle instrumentation with care and safety.
8. Capability to work independently or in a team environment.
9. Capability to work accurately and calmly under pressure, with ability to handle several tasks at the same time.
10. Capability to work safely without presenting a direct threat to self or others.
11. Capability to physically operate ordinary employer vehicles safely.
12. Ability to tolerate ordinary levels of exposure to chemical compounds found in an office environment, construction sites, water and wastewater treatment facilities, confined spaces, loud noises, construction hazards, dust and/or fumes, heavy equipment, hot and cold temperatures, and severe weather.
13. Possess sufficient mental capability to make independent decisions.
14. Ability to perform job duties on sites having limited access due to rough grading and/or in various stages of on-going construction.
15. Capability of safely lifting and/or moving up to 50 pounds.
16. Availability to work overtime as needed.

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF SENIOR PROFESSIONAL ENGINEER IN AVON LAKE REGIONAL WATER AND ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION.

WHEREAS, it has been recommended by the Avon Lake Municipal Board of Utilities and the Human Resources Committee that a job description for the position of Senior Professional Engineer in Avon Lake Regional Water 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 Senior Professional Engineer in Avon Lake Regional Water shall be as shown in the job description, a copy of which is attached hereto and made a part hereof.

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 taken 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.

1st reading:

2nd reading:

3rd reading:

PASSED: _____

President of Council

POSTED: _____

Approved

ATTEST: _____

Clerk of Council

Mayor

Job Title: Senior Professional Engineer

Organization: Avon Lake Regional Water

Immediate Supervisor: Engineering Services Manager

Positions Supervised: Engineer, Professional Engineer, Infrastructure Technician/Specialist

FLSA Status: Non-Exempt

Bargaining Unit: N/A

Civil Service Status: Unclassified

GENERAL RESPONSIBILITIES:

Under limited supervision, perform office and field technical work including, but not limited to:

- Construction site inspection, data collection, and recordkeeping.
- Oversee and manage infrastructure asset management including geospatial and hydraulic modeling of the water and sewer systems.
- Lead engineering staff in the design and drafting of sanitary sewer and/or waterline project plans and specifications.
- Review plans for commercial and residential development within the City of Avon Lake for adherence to Avon Lake Regional Water standards.
- Apply professional engineering, mapping, and surveying principles and techniques in performing these duties.

This is a multi-disciplinary role combining engineering, supervision, GIS/asset management, inspection, drafting, data analysis, and other skills into one, dynamic position.

GENERAL QUALIFICATIONS:

1. College graduate from a four-year Accreditation Board of Engineering & Technology (ABET) approved program with a bachelor's degree in engineering (civil or mechanical preferred).
2. At least five (5) years of experience in engineering work as a licensed Professional Engineer, preferably related to public infrastructure.
3. Must possess an Ohio Professional Engineer's License (P.E.) from the Board of Professional Registration for Engineers and.
4. Possession of a valid driver's license and acceptable driving record.

SPECIFIC DUTIES

Under limited direction from the Engineering Services Manager, shall perform a variety of technical and routine tasks including but not limited to:

1. Lead engineering design projects including laying out water and/or sewer lines with AutoCAD, preparing specifications and bidding documents, developing construction cost estimates, overseeing bidding, and preparing permits to install.
2. Lead construction project administration including construction oversight, change management, payment processing, and punch list/closeout.
3. Lead in the development of computerized preventive/predictive maintenance and data management systems, taking lead on key areas of data collection, manipulation, and analysis.
4. Lead and direct other engineering staff on routine GIS tasks, including performing data collection and management, preparing maps, datasets, and summary reports to support organization projects and programs. Analyze and perform quality checks on all Asset Management and GIS data.
5. Lead maintaining, updating, and verifying the hydraulic model of the water system.
6. Perform field work associated with the duties above.
7. Lead in updating and maintaining paper and computerized files, records, databases, and standards. Retrieve and create drawings, reports, and maps.
8. Operate a variety of office and technical tools and equipment in order to best complete duties, including computers, printers, scanners, cameras, and surveying equipment.
9. Perform additional functions/tasks as needed to assist other engineer staff.
10. Respond to routine inquiries from the public and/or other government officials.
11. Perform the duties of the Engineering Services Manager, as needed and as appropriate.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

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

The successful applicant should possess at a minimum the general qualifications, plus abilities to:

1. Fluently use AutoCAD and ESRI ArcGIS software.

2. Accurately and precisely prepare standards and calibrate electronic field surveying and data acquisition equipment.
3. Interpret and follow both oral and written instructions, procedures, and supervisory direction.
4. Expertly read and prepare engineering plans, specifications, legal descriptions, easements, maps, and software manuals.
5. Exhibit innovation, organization, and self-motivation, while multitasking.
6. Ability to learn new tools, software, and processes as project needs demand.
7. Communicate effectively, orally, graphically, and in writing.
8. Oversee other engineering staff and give direction as required.
9. Successfully manage and oversee projects through completion and orderly recordkeeping.

Within the first year, the successful applicant should learn and have:

1. Competency with engineering standards and practices of the utility.
2. Familiarity with Ohio EPA permit-to-install (PTI), SWPPP, and Ten State Standards for Water and Wastewater requirements.
3. Skills in reading land descriptions, maps, drawings, charts, plans, survey records and notes and aerial photos.
4. Knowledge of principles and practices of file and records management.
5. Ability to perform standard and complex office/field tasks including inspection.
6. Knowledge of office and field quality control procedures.
7. Skills and knowledge of standard field practices and safety.
8. Proficiency operating surveying equipment and software.
9. Ability to implement and follow the employer's quality standards as required.
10. Sensitivity and proficiency in employee management and development.

The physical/mental demands described here are representative of the position to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Capability to work in any existing office, treatment plants, field environments, utility property, or distribution/collection network.

2. Capability to talk and hear, stand, walk, use stairs, sit; use hands and fingers to handle or feel objects, tools, or controls; and reach.
3. Withstand noise level in the work environment (usually moderate and sometimes may be high in the field and at the plants).
4. Adequate hearing and speech to communicate effectively in person and over the telephone. Sufficient composure to interact with potentially abusive and/or irate customers and respond appropriately.
5. Capability to climb or balance, stoop, kneel, crouch and reach.
6. Adequate vision abilities for close vision and the ability to adjust focus.
7. Capability to handle instrumentation with care and safety.
8. Adaptable to work independently or in a team environment. Capable of leading other team members.
9. Capability to work accurately and calmly under pressure, with ability to handle several tasks at the same time.
10. Capability to work safely without presenting a direct threat to self or others.
11. Capability to physically operate ordinary employer vehicles safely.
12. Capability to tolerate ordinary levels of exposure to chemical compounds found in an office environment, construction sites, water and wastewater treatment facilities, confined spaces, loud noises, construction hazards, dust and/or fumes, heavy equipment, hot and cold temperatures, and severe weather.
13. Possess sufficient mental capacity to make independent decisions.
14. Ability to perform job duties on sites having limited access due to rough grading and/or in various stages of on-going construction.
15. Capability of safely lifting and/or moving up to 50 pounds.
16. Availability to work overtime as needed.

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF BUSINESS DEVELOPMENT DIRECTOR IN AVON LAKE REGIONAL WATER AND ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION.

WHEREAS, it has been recommended by the Avon Lake Municipal Board of Utilities and the Human Resources Committee that a job description for the position of Business Development Director in Avon Lake Regional Water 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 Business Development Director in Avon Lake Regional Water shall be as shown in the job description, a copy of which is attached hereto and made a part hereof.

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 taken 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.

1st reading:

2nd reading:

3rd reading:

PASSED: _____

President of Council

POSTED: _____

Approved

ATTEST: _____

Clerk of Council

Mayor

Job Title: Business Development Director

Organization: Avon Lake Regional Water

Immediate Supervisor: Chief Utilities Executive

Positions Supervised: Engineering Services Manager, Facilities & Asset Manager, Business & Financial Coordinator

FLSA Status: Exempt

Bargaining Unit: N/A

Civil Service Status: Unclassified

GENERAL RESPONSIBILITIES:

This senior leadership role is responsible for overseeing system expansion, capital project planning, business growth, and financial sustainability to ensure continued high-quality water and wastewater services for the service area. The Business Development Director will drive infrastructure development, foster regional partnerships, and align business objectives with Avon Lake Regional Water’s mission and regulatory requirements.

GENERAL QUALIFICATIONS:

1. Bachelor’s degree in Business Administration, Public Administration, Engineering, Urban Planning, or a related field is required. Master of Business Administration or similarly related graduate degree preferred.
2. 10-plus years of experience in utility management, planning, economic development, and/or business strategy.
3. Experience in capital project planning, infrastructure development, and financial analysis.
4. Familiarity with regulatory agencies such as the United States EPA, Ohio EPA, Jobs Ohio, and Team NEO.
5. Possession of a valid driver’s license with an acceptable driving record.

SPECIFIC DUTIES

Under limited supervision from the Chief Utilities Executive, shall perform a variety of technical and routine tasks including but not limited to:

Strategic Planning & Business Development

- Develop and implement long-term growth strategies for Avon Lake Regional Water, including system expansion and regional collaboration.
- Identify and pursue economic development opportunities, including partnerships with municipalities, businesses, and developers.

- Oversee water and wastewater service agreements and negotiations with external entities.
- Analyze demographic, economic, and infrastructure trends to inform business and capital planning decisions.
- Identify and recruit potential management candidates for expanding organization.

Infrastructure & Capital Project Planning

- Lead the development of master plans and capital improvement programs to ensure the long-term reliability and efficiency of water and wastewater systems.
- Collaborate with engineering and operations teams to assess infrastructure needs and prioritize investments.
- Identify opportunities and secure funding for major projects through grants, loans, and alternative financing mechanisms.
- Ensure capital projects align with regulatory requirements, customer needs, and ALRW goals.

Financial & Economic Sustainability

- Develop business models and metrics to enhance revenue streams while maintaining affordable rates for customers.
- Support the development of financial plans, including rate structures and funding strategies.
- Conduct cost-benefit analyses for potential projects and business opportunities.
- Evaluate potential acquisitions, partnerships, and regional service expansions.

Regulatory & Policy Leadership

- Monitor and influence local, state, and federal policies affecting water and wastewater utilities.
- Represent Avon Lake Regional Water in discussions with regulatory agencies, industry organizations, and legislative bodies.
- Ensure compliance with environmental regulations and advocate for policies that support the utility's mission.

Stakeholder Engagement & Public Relations

- Build strong relationships with bulk customers, municipal leaders, economic development organizations, and industry partners.
- Engage with customers, businesses, and community stakeholders to promote goals and initiatives of ALRW.
- Lead public outreach efforts related to planning initiatives, system expansions, and infrastructure investments.

Leadership Team Building

- Act as stand-in for Chief Utilities Executive in
 - Temporary assignments
 - Leadership functions
 - Organizational liaison
 - Training and coaching of staff

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The job description does not constitute an employment agreement between the employer and the candidate and is subject to change by the employer as the needs of the employer and the requirements of the job change.

The successful applicant should possess at a minimum the general qualifications, plus abilities to:

1. Work independently as a strategic thinker, with a strong business acumen, focusing on long-term growth and viability.
2. Exhibit strong leadership and negotiation skills.
3. Develop knowledge of water and wastewater systems, infrastructure planning, and financing.
4. Demonstrate ability to build partnerships with government entities, businesses, and stakeholders.
5. Exhibit excellent communication and public speaking skills.
6. Develop proficiency in financial modeling, GIS, and project management tools.
7. Be available in the absence of the Chief Utilities Executive, represent the organization as required and/or needed.

Within the first year, the successful applicant should learn and demonstrate:

1. Strong understanding of Avon Lake Regional Water's services, infrastructure, and strategic goals.
2. Familiarity with regional economic development initiatives and how water infrastructure supports business growth.
3. Comfortable relationships with key stakeholders, including municipal officials, economic development agencies, and business leaders.
4. Professional presentations to stakeholders regarding Avon Lake Regional Water's services and regional benefits.

5. Fluency in trends of economic development, infrastructure funding, and water utility expansion to support strategic decision-making.
6. Articulation of a business development roadmap for Avon Lake Regional Water.
7. Ability to work with internal teams (engineering, finance, operations) to coordinate feasibility studies and service expansion plans.
8. Production of grant applications and funding initiatives that enhance Avon Lake Regional Water's infrastructure capabilities.
9. Ability to manage multiple business development initiatives simultaneously and meet deadlines effectively.
10. Demonstrate problem-solving and critical thinking when addressing challenges related to water and wastewater service expansion.
11. Ability to implement and follow the employer's quality standards as required.

The physical/mental demands described here are representative of the position to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to sit, stand, and walk for extended periods, particularly during meetings, site visits, and industry events.
2. Occasional lifting of materials such as reports, marketing materials, and presentation equipment (up to 25 lbs.).
3. Frequent use of computer and office equipment, requiring manual dexterity, visual focus, and repetitive motion.
4. Ability to travel locally and regionally for client meetings, conferences, and business development activities.
5. Strong analytical and problem-solving skills to assess business opportunities, market trends, and regulatory requirements.
6. High level of focus and attention to detail when developing proposals, reviewing contracts, and conducting research.
7. Ability to manage multiple priorities and deadlines in a fast-paced environment with changing demands.
8. Strong interpersonal and communication skills, including the ability to engage with diverse stakeholders and negotiate effectively.
9. Resilience and adaptability to handle challenges, shifting priorities, and complex decision-making processes.
10. Strategic thinking and creativity to identify innovative business development solutions and regional growth opportunities.

This role requires a balance of independent initiative and collaborative teamwork, as well as the ability to work under pressure while maintaining professionalism and sound judgment.

AN ORDINANCE FIXING COMPENSATION RANGES FOR AVON LAKE REGIONAL WATER NON-BARGAINING POSITIONS, REPEALING ORDINANCE NO. 23-193, AND DECLARING AN EMERGENCY.

WHEREAS, the Avon Lake Municipal Utilities Board has established a policy regarding pay ranges for positions within the utility; and

WHEREAS, this policy is used to determine appropriate rates of compensation for existing and prospective employees; and

WHEREAS, the Avon Lake Municipal Utilities Board must pay locally and nationally competitive salaries in order to attract and retain appropriate talent; and

WHEREAS, pursuant to Section 12 of the Avon Lake Charter, entitled Salaries and Pay of Officers and Employees, Council shall fix all salaries and rates of compensation; and

WHEREAS, it is the intention of Avon Lake Regional Water to have compensation ranges for positions fixed.

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

Section No. 1: That the following compensation ranges are hereby fixed effective April 1, 2025:

POSITION	RANGE
Chief Utilities Executive	\$82.91/hour - \$121.11/hour
Business Development Director	\$66.39/hour - \$99.52/hour
Chief of Utility Operations	\$60.32/hour - \$91.07/hour
Business & Financial Coordinator	\$47.60/hour - \$71.30/hour
Engineering Services Manager	\$60.40/hour - \$90.22/hour
Water Filtration Plant Manager	\$44.14/hour - \$65.09/hour
Water Reclamation Facility Manager	\$42.11/hour - \$63.83/hour
Facilities & Asset Manager	\$40.48/hour - \$60.01/hour
Engineer	\$34.03/hour - \$49.79/hour
Professional Engineer	\$38.89/hour - \$57.68/hour
Senior Professional Engineer	\$45.78/hour - \$68.50/hour

Section No. 2: That the high end of non-bargaining salary ranges will be adjusted annually, beginning February 2026, based on the Ohio Public Employees Retirement System (OPERS) as published in February of each calendar year.

Section No. 3: That Ordinance No. 23-193 is hereby repealed.

Section No. 4: 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. 5: That this Ordinance is hereby declared to be an emergency measure, the emergency being the necessity of fixing pay ranges for non-bargaining employees in the Avon Lake Regional Water to be in compliance with the provisions of the Avon Lake Charter. Therefore, this Ordinance shall go into immediate force and effect from and after its passage and approval by the Mayor.

1st reading:

2nd reading:

3rd reading:

PASSED: _____

President of Council

POSTED: _____

Approved

ATTEST: _____

Clerk of Council

Mayor

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF DEPUTY CLERK OF COURT IN AVON LAKE MUNICIPAL COURT AND ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION.

WHEREAS, it has been recommended by the Avon Lake Municipal Judge Allison Manning and the Human Resources Committee that a job description for the position of Deputy Clerk of Court in Avon Lake Municipal Court 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 Deputy Clerk of Court in Avon Lake Municipal Court shall be as shown in the job description, a copy of which is attached hereto and made a part hereof.

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 taken 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.

PASSED: _____

President of Council

POSTED: _____

Approved

ATTEST: _____

Clerk of Council

Mayor



**City of Avon Lake, Ohio
Classification Specification
Deputy Clerk of Court**

JOB FAMILY	GRADE	FLSA STATUS	CLASSIFIED STATUS	PCN
Clerks	N5	Exempt	Unclassified	

CLASSIFICATION SUMMARY
The Deputy Clerk of Court is responsible for completing tasks as required by the Ohio Revised Code and as assigned by the Clerk of Court; is a direct employee of the Clerk of Court; and will be supervised by the Clerk, the Chief Deputy, or the Assistant Chief Deputy.

ESSENTIAL DUTIES ¹	% OF TIME
Files timestamped court documents; receives and issues receipts for fines, fees, and bond payments; balances and reconciles daily cash receipts; balances cash drawer; and reconciles accounts.	30
Responds to inquiries from the legal and law enforcement community and the general public; researches automated and hard-copy files for case status information; and enters/edits case information in the case management system.	30
Generates court documents, forms, and letters, when necessary; schedules change of pleas and sentencing dates for judge and magistrates; scans documents into case files; and retrieves cases for court schedules.	20
Keeps case files and case documents in order; accepts money for bonds (bail) and creates checks for bond refunds; prepares background checks for other law enforcement agencies; and cooperates with other Court personnel.	10
Prepares commitment papers for defendants who are sentenced to jail.	10
Performs other duties of a similar nature or level.	As required

¹ The essential duties, functions, responsibilities, and recommended Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High school diploma, or equivalent (GED), and one year of specialized or technical training or an equivalent combination of education and experience to successfully perform the duties of the job.

CERTIFICATIONS/LICENSES:

Valid Ohio Driver’s License or ID.

PREFERRED QUALIFICATION:

Either a Bachelor of Arts degree or a Bachelor of Science degree in criminal justice or business, or a commensurate level of directly related experience.

KNOWLEDGE OF:

- Computers and related software applications
- Overall office operations
- Overall customer service standards
- How to follow instructions and work procedures
- How to work with little supervision

SKILL IN:

- Word processing
- Basic legal terms
- Bookkeeping (desirable)
- Communication and interpersonal skills, as applied to interaction with coworkers, supervisor, and the public, sufficient to exchange or convey information and to receive work direction

ADA AND OTHER REQUIREMENTS

This position typically requires standing, walking, fingering, grasping, talking, hearing, seeing, and repetitive motions.

SEDENTARY WORK:

Exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

WORKING CONDITIONS:

Work is performed in indoor office environments.

HOURLY/SALARY RANGE* AND BENEFITS **Subject to City Council approval*

- \$19.09 to \$24.68 hourly, or \$39,710.00 to \$51,335.00 annually
- Applicable benefits provided to full-time, non-bargaining employees, as declared by Codified Ordinances

AN ORDINANCE CONFIRMING THE APPOINTMENT OF BUDDY BYERS AS CLERK OF COURT IN THE AVON LAKE MUNICIPAL COURT, ESTABLISHING THE RATE OF COMPENSATION FOR SAID POSITION, AND DECLARING AN EMERGENCY.

WHEREAS, Judge Allison Manning has submitted to this Council for confirmation an appointment to the position of Clerk of Court in the Avon Lake Municipal Court pursuant to Ohio Revised Code Chapter 1901.

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

Section No. 1: That the appointment by the Avon Lake Municipal Court Judge of Buddy Byers to the position of Clerk of Court be, and it is hereby confirmed commencing May 1, 2025.

Section No. 2: That the powers, duties, and responsibilities to be performed and undertaken by the Clerk of the Court shall be those prescribed in Section 1901.31 of the Ohio Revised Code.

Section No. 3: That on the basis of Ms. Byers' experience and ability and the recommendation of the Judge, Council does hereby fix and establish an annual salary of \$75,000 for the position, payable bi-weekly, three-fifths (3/5) of said amount being paid from the City Treasury and two-fifths (2/5) of said amount being paid from the Lorain County Treasury.

Section No. 4: That the Clerk of Council shall provide a certified copy of this Ordinance to the Lorain County Commissioners and the Lorain County Auditor.

Section No. 5: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken 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. 6: That this Ordinance is hereby declared to be an emergency measure, the emergency being the necessity of providing the Municipal Court with adequate personnel for the efficient operation of the Court, thus for the preservation of the public's health, safety, and welfare. Therefore, this Ordinance shall be in full force and effect from and after its passage and approval.

PASSED: _____

President of Council

POSTED: _____

Approved

ATTEST: _____
Clerk of Council

Mayor

AN ORDINANCE CONFIRMING THE APPOINTMENT OF MICHELLE MILLER-PARKS AS BAILIFF IN THE AVON LAKE MUNICIPAL COURT, ESTABLISHING THE RATE OF COMPENSATION FOR SAID POSITION, AND DECLARING AN EMERGENCY.

WHEREAS, Judge Allison Manning has submitted to this Council for confirmation an appointment to the position of Bailiff in the Avon Lake Municipal Court pursuant to Ohio Revised Code Chapter 1901.

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

Section No. 1: That the appointment of Michelle Miller-Parks to the position of Bailiff in the Avon Lake Municipal Court is hereby approved and confirmed effective May 1, 2025.

Section No. 2: That the powers, duties, and responsibilities to be performed and undertaken by the Bailiff shall be those prescribed in Section 1901.32 of the Ohio Revised Code.

Section No. 3: That pursuant to Ohio Revised Code Section 1901.32, Council does hereby fix and establish a salary of \$68,952, payable bi-weekly, with three-fifths (3/5) of said amount being paid from the City Treasury and two-fifths (2/5) of said amount being paid from the Lorain County Treasury.

Section No. 4: That Mrs. Miller-Parks shall be entitled to receive the applicable benefits provided to full-time, non-bargaining employees enumerated in Codified Ordinance Chapter 260.

Section No. 5: That the weekly stipend of \$200 paid to Mrs. Miller-Parks is hereby discontinued effective April 30, 2025.

Section No. 6: That the Clerk of Council shall provide a certified copy of this Ordinance to the Lorain County Commissioners and the Lorain County Auditor.

Section No. 7: That it is found and determined that all formal actions of this Council concerning and relating to the passage 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. 8: That this Ordinance is hereby declared to be an emergency measure, the emergency being the necessity of providing adequate personnel for the efficient operation of the Avon Lake Municipal Court, thus for the preservation of the public's health, safety, and welfare. Therefore, this Ordinance shall be in full force and effect from and after its passage and approval.

PASSED: _____

President of Council

POSTED: _____

Approved

ATTEST: _____

Clerk of Council

Mayor

AN ORDINANCE CONFIRMING THE APPOINTMENT OF TIMOTHY SEMMENS AS A LABORER IN THE PUBLIC WORKS DEPARTMENT AND DECLARING AN EMERGENCY.

WHEREAS, pursuant to the terms of the Civil Service provisions of the Codified Ordinances of Avon Lake, tests have been given and the results certified; accordingly, the Public Works Director and Human Resources Director have requested an appointment pursuant to the regulations of the Civil Service Commission; and the Mayor has submitted to this Council for confirmation an appointment to said position.

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

Section No. 1: That the appointment of Timothy Semmens to the position of Laborer in the Public Works Department be, and it is hereby approved and confirmed, subject to the Civil Service Rules and Administrative Code provisions, effective April 28, 2025.

Section No. 2: That the duties and responsibilities to be performed and undertaken by a Laborer shall be those set forth and prescribed in the job description of said position, adopted by Ordinance No. 29-2012.

Section No. 3: That based upon Mr. Semmens's experience, ability, and current certifications, Council does hereby fix a Step 1 rate of \$28.36 per hour, payable biweekly as determined by the Finance Director.

Section No. 4: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken 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. 5: That this Ordinance is hereby declared to be an emergency measure, the emergency being the necessity to fully staff the Public Works Department to ensure its efficient operations and to continue offering quality services to the residents of Avon Lake, thus for the preservation of the health, safety, and welfare of the residents of Avon Lake. Therefore, this Ordinance shall take effect and be in full force immediately upon its passage and approval by the Mayor.

PASSED: _____

President of Council

POSTED: _____

Approved

ATTEST: _____
Clerk of Council

Mayor

AN ORDINANCE AMENDING ORDINANCE NO. 24-122 FOR CONSTRUCTION OBSERVATION AND CONTRACT ADMINISTRATION SERVICES FOR THE 2024 ASPHALT STREET PROGRAM AND DECLARING AN EMERGENCY.

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

Section No. 1: That Ordinance No. 24-122 is hereby amended as follows:

Section No. 1: That Bramhall Engineering & Surveying Company of Avon, Ohio, be, and they are hereby authorized and directed to provide construction observation and contract administration of the 2024 Asphalt Road Program. The agreement shall state among its terms that the cost of said personal services shall not exceed \$32,320.

Section No. 2: Upon completion of said design services, the Finance Director is hereby directed to deliver to Bramhall Engineering & Surveying Company of Avon, Ohio, the warrant of this City in an amount not to exceed \$32,320 and to cause said warrant to be paid.

Section No. 2.1: The agreement is hereby amended in the amount of \$28,385 to provide for additional services for the 2024 Asphalt Road Program for a revised total of \$60,705. (Exhibit A)

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 taken 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 providing construction observation and contract administration in the reconstruction of pre-determined concrete streets identified in the 2024 Asphalt Street Program in the City, thus for the health, safety, and welfare of the citizens of Avon Lake. Therefore, this Ordinance shall take effect and be in full force immediately after its passage and approval by the Mayor.

PASSED: _____

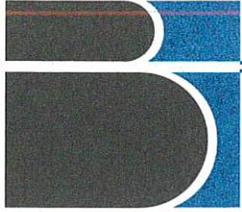
President of Council

POSTED: _____

Approved

ATTEST: _____
Clerk of Council

Mayor



BRAMHALL
ENGINEERING &
SURVEYING COMPANY

April 8, 2025

Mayor Mark A. Spaetzel
City of Avon Lake
150 Avon Belden
Avon Lake, Ohio 44012

Reference: Professional Services for Construction Observation and Contract Administration
(Contract Modification)
2024 Road Program – Asphalt Pavement Reconstruction
Avon Lake, Ohio

Dear Mayor Spaetzel:

Attached please find our Proposal for additional Professional Services for the above referenced project.

We appreciate your interest in Bramhall Engineering and Surveying Company and we look forward to working with you on this project.

Sincerely,

BRAMHALL ENGINEERING & SURVEYING COMPANY

Christopher L. Howard, P.E., CPESC
Vice President

Enclosure(s)

**CONSTRUCTION OBSERVATION AND CONTRACT ADMINISTRATION
CONTRACT MODIFICATION
2024 ROAD PROGRAM – ASPHALT PAVEMENT RECONSTRUCTION
AVON LAKE, OHIO**

Scope of Services

To meet your objectives Bramhall Engineering and Surveying Company (BRAMHALL) proposes to provide the following additional services for the Asphalt Road Reconstruction Project starting on or about April 14, 2025 and having project completion by May 16, 2025. (Please note that this is based on the revised schedule provided by the Contractor and subject to change).

Construction Observation

BRAMHALL will provide the Professional Construction Observation and Contract Administration as outlined below:

1. BRAMHALL will provide an Owners Representative that will serve as the City's agent with the Contractor and any Sub-Contractors.
2. A representative of BRAMHALL shall act as the Owners Representative as per the following:
 - a) Be present during all on-site activities by the Contractor and Sub-Contractors and conduct on-site observations of the work in progress to determine if the work is proceeding in accordance with the Contract Documents and that completed work will conform to the Contract Documents.
 - b) Report to the City whenever BRAMHALL believes that any work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or does not meet the requirements of any observations, tests, or approvals required to be made, or has been damaged prior to final payment, and advise the City when work should be corrected or rejected or should be uncovered for observation.
 - c) Verify that tests are conducted as required by the Contract Documents and City requirements in the presence of the required personnel, and that the General Contractor maintains adequate records thereof; observe, record and report to the City appropriate details relative to the test procedures.
 - d) Accompany representatives of the Contractor and/or City on construction observation site visits and record any comments or direction rendered during such visits.
 - e) Attend to members of the public who have issues with the project and serve to positively rectify these issues.
 - f) Attend pre-construction and all job progress meetings and other job conferences as needed with the Contractor, City and regulatory agencies.
 - g) Transmit to the Contractor clarifications and interpretations of the Contract Documents as approved by the City.

**CONSTRUCTION OBSERVATION AND CONTRACT ADMINISTRATION
CONTRACT MODIFICATION
2024 ROAD PROGRAM – ASPHALT PAVEMENT RECONSTRUCTION
AVON LAKE, OHIO**

3. Reports:

- a) Furnish the City with the daily logs as required for progress of the work and the Contractor's compliance with the approved progress schedule. Included shall be pay items completed and quantified, test data, and comments relative to observations of the day's work. Copies of the daily logs are to be provided to the City on a weekly basis, or as otherwise determined to be appropriate.
- b) Consult with the City in advance of scheduled major tests, inspections, or start of significant phases of work.
- c) The Owners Representative will report directly to the Director of Public Service. All reports shall be submitted on standard BRAMHALL forms to the City.
- d) Maintain a set of drawings on-site on which authorized changes are noted.

4. BRAMHALL is required to bring to the attention of the Contractor any failure of the work or materials to conform to the Specifications and Contract. Any lack of corrective action or lack of cooperation shall immediately be referred to the City.

5. BRAMHALL is authorized to recommend rejection of non-specific materials either during the submittal phase or as they arrive at the project site.

6. BRAMHALL will review Pay Requests from the Contractor and submit to the City for processing.

7. Completion

BRAMHALL shall:

- a) Submit to the Contractor a list of observed items requiring completion or correction.
- b) Conduct a final observation, and prepare a final list of items to be completed or corrected in conformance with the contract documents.
- c) Verify that all items on the final list have been completed or corrected, and submit recommendations to the City concerning acceptance.
- d) Provide a marked-up copy of the As-Built Drawings for the City.

**CONSTRUCTION OBSERVATION AND CONTRACT ADMINISTRATION
CONTRACT MODIFICATION
2024 ROAD PROGRAM – ASPHALT PAVEMENT RECONSTRUCTION
AVON LAKE, OHIO**

The authority of BRAMHALL shall have the following limitations:

Except upon written instruction of the City, BRAMHALL shall not:

1. Authorize any deviation from the Contract Documents or approve any substitute materials or equipment.
2. Issue instructions contrary to the Contract Plans, Specifications or Contract Documents.
3. Exceed limitations on the City's authority as set forth in the Contract Documents.
4. Undertake any of the responsibilities of the Contractor, Subcontractor or the Contractor's superintendent.
5. Advise on or issue directions relative to any aspect, means, methods, techniques, sequences or procedures of construction unless such is specifically called for in the Contract Documents.
6. Issue directions as to safety precautions and programs in connection with the work.

BRAMHALL shall not be liable for defective work, acts of omission, or construction means and methods of the Contractor.

Clarifications and Exceptions

1. This Proposal is based on 40 hours of Construction Observation per week. This Proposal includes estimated hours for overtime which is defined as any hours worked Monday through Friday in excess of 8 hours in a single day, or on a Saturday, Sunday.
2. For hours worked in excess of 40 hours or 8 hours per day, excluding Saturday, Sunday, BRAMHALL shall be compensated at 1.5 times the hourly rate stated in this Proposal.
3. For hours worked on Saturday, Sunday or any Legal Holiday, BRAMHALL shall be compensated at 2.0 times the hourly rate stated in this Proposal.
4. For partial work days, BRAMHALL shall be compensated as follows:

<u>Work Terminated</u>	<u>Compensated For</u>
After start but prior to 2 hours	2 hours
After 2 hours, prior to 4 hours	4 hours
After 4 hours, less than 8 hours	8 hours

5. BRAMHALL shall be notified at least 48 hours in advance for scheduling of Inspections.
6. Review of shop drawings are included with this Proposal.

**CONSTRUCTION OBSERVATION AND CONTRACT ADMINISTRATION
CONTRACT MODIFICATION
2024 ROAD PROGRAM – ASPHALT PAVEMENT RECONSTRUCTION
AVON LAKE, OHIO**

Professional Services Fee

BRAMHALL proposes to provide the Professional Services as noted herein for the following:

***Construction Administration and Observation* \$28,385.00**

Please note that the Construction Observation Services is a Not-To-Exceed Estimate and will be billed hourly. This Estimate is based on the following:

Senior Construction Inspector (Straight Time) – 5 weeks x 40 hours/week x \$70 /hour = \$14,000.00

Senior Construction Inspector (Overtime) – 5 weeks x 10 hours/week x \$105/hour = \$5,250.00

Senior Project Manager – 5 weeks x 8 hours/week x \$155 /hour = \$6,200.00

Additional time for services from last year that could not be billed = \$2,935.00

If additional time is required, we will not proceed unless authorized by the City.

The work will be billed monthly based on our estimate of the portion of the total services actually complete at the time of billing.

The above rates are valid for services provided through December 31, 2025. Charges for our services after this date are subject to escalation.

ACKNOWLEDGED AND ACCEPTED

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**BRAMHALL ENGINEERING
& SURVEYING COMPANY**



Christopher L. Howard, P.E., CPESC
Vice President
Date: April 8, 2025

ACKNOWLEDGED AND ACCEPTED

=====

CITY OF AVON LAKE

Mark A. Spaetzel
Mayor

Date

AN ORDINANCE AMENDING ORDINANCE NO. 24-123 FOR CONSTRUCTION OBSERVATION AND CONTRACT ADMINISTRATION SERVICES FOR THE 2024 CONCRETE STREET PROGRAM AND DECLARING AN EMERGENCY.

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

Section No. 1: That Ordinance No. 24-123 is hereby amended as follows:

Section No. 1: That Bramhall Engineering & Surveying Company of Avon, Ohio, be, and they are hereby authorized and directed to provide construction observation and contract administration of the 2024 Concrete Street Program. The agreement shall state among its terms that the cost of said personal services shall not exceed \$60,600.

Section No. 2: Upon completion of said design services, the Finance Director is hereby directed to deliver to Bramhall Engineering & Surveying Company of Avon, Ohio, the warrant of this City in an amount not to exceed \$60,600 and to cause said warrant to be paid.

Section No. 2.1: The agreement is hereby amended in the amount of \$81,440 to provide for additional services for the 2024 Concrete Street Program for a revised total of \$142,145. (Exhibit A)

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 taken 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 providing construction observation and contract administration in the reconstruction of pre-determined concrete streets identified in the 2024 Concrete Street Program in the City, thus for the health, safety, and welfare of the citizens of Avon Lake. Therefore, this Ordinance shall take effect and be in full force immediately after its passage and approval by the Mayor.

PASSED: _____

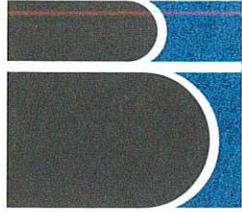
President of Council

POSTED: _____

Approved

ATTEST: _____
Clerk of Council

Mayor



BRAMHALL
ENGINEERING &
SURVEYING COMPANY

April 8, 2025

Mayor Mark A. Spaetzel
City of Avon Lake
150 Avon Belden
Avon Lake, Ohio 44012

Reference: Professional Services for Construction Observation and Contract Administration
(Contract Modification)
2024 Road Program – Concrete Pavement Reconstruction
Avon Lake, Ohio

Dear Mayor Spaetzel:

Attached please find our Proposal for additional Professional Services for the above referenced project.

We appreciate your interest in Bramhall Engineering and Surveying Company and we look forward to working with you on this project.

Sincerely,

BRAMHALL ENGINEERING & SURVEYING COMPANY

Christopher L. Howard, P.E., CPESC
Vice President

Enclosure(s)

**CONSTRUCTION OBSERVATION AND CONTRACT ADMINISTRATION
CONTRACT MODIFICATION
2024 ROAD PROGRAM – CONCRETE PAVEMENT RECONSTRUCTION
AVON LAKE, OHIO**

Scope of Services

To meet your objectives Bramhall Engineering and Surveying Company (BRAMHALL) proposes to provide the following additional services for the Concrete Road Reconstruction Project starting on or about April 7, 2025 and having project completion by July 25, 2025. (Please note that this is based on the revised schedule provided by the Contractor and is subject to change).

Construction Observation

BRAMHALL will provide the Professional Construction Observation and Contract Administration as outlined below:

1. BRAMHALL will provide an Owners Representative that will serve as the City's agent with the Contractor and any Sub-Contractors.
2. A representative of BRAMHALL shall act as the Owners Representative as per the following:
 - a) Be present during all on-site activities by the Contractor and Sub-Contractors and conduct on-site observations of the work in progress to determine if the work is proceeding in accordance with the Contract Documents and that completed work will conform to the Contract Documents.
 - b) Report to the City whenever BRAMHALL believes that any work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or does not meet the requirements of any observations, tests, or approvals required to be made, or has been damaged prior to final payment, and advise the City when work should be corrected or rejected or should be uncovered for observation.
 - c) Verify that tests are conducted as required by the Contract Documents and City requirements in the presence of the required personnel, and that the General Contractor maintains adequate records thereof; observe, record and report to the City appropriate details relative to the test procedures.
 - d) Accompany representatives of the Contractor and/or City on construction observation site visits and record any comments or direction rendered during such visits.
 - e) Attend to members of the public who have issues with the project and serve to positively rectify these issues.
 - f) Attend pre-construction and all job progress meetings and other job conferences as needed with the Contractor, City and regulatory agencies.
 - g) Transmit to the Contractor clarifications and interpretations of the Contract Documents as approved by the City.

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3. Reports:

- a) Furnish the City with the daily logs as required for progress of the work and the Contractor's compliance with the approved progress schedule. Included shall be pay items completed and quantified, test data, and comments relative to observations of the day's work. Copies of the daily logs are to be provided to the City on a weekly basis, or as otherwise determined to be appropriate.
- b) Consult with the City in advance of scheduled major tests, inspections, or start of significant phases of work.
- c) The Owners Representative will report directly to the Director of Public Service. All reports shall be submitted on standard BRAMHALL forms to the City.
- d) Maintain a set of drawings on-site on which authorized changes are noted.

4. BRAMHALL is required to bring to the attention of the Contractor any failure of the work or materials to conform to the Specifications and Contract. Any lack of corrective action or lack of cooperation shall immediately be referred to the City.

5. BRAMHALL is authorized to recommend rejection of non-specific materials either during the submittal phase or as they arrive at the project site.

6. BRAMHALL will review Pay Requests from the Contractor and submit to the City for processing.

7. Completion

BRAMHALL shall:

- a) Submit to the Contractor a list of observed items requiring completion or correction.
- b) Conduct a final observation, and prepare a final list of items to be completed or corrected in conformance with the contract documents.
- c) Verify that all items on the final list have been completed or corrected, and submit recommendations to the City concerning acceptance.
- d) Provide a marked-up copy of the As-Built Drawings for the City.

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The authority of BRAMHALL shall have the following limitations:

Except upon written instruction of the City, BRAMHALL shall not:

1. Authorize any deviation from the Contract Documents or approve any substitute materials or equipment.
2. Issue instructions contrary to the Contract Plans, Specifications or Contract Documents.
3. Exceed limitations on the City's authority as set forth in the Contract Documents.
4. Undertake any of the responsibilities of the Contractor, Subcontractor or the Contractor's superintendent.
5. Advise on or issue directions relative to any aspect, means, methods, techniques, sequences or procedures of construction unless such is specifically called for in the Contract Documents.
6. Issue directions as to safety precautions and programs in connection with the work.

BRAMHALL shall not be liable for defective work, acts of omission, or construction means and methods of the Contractor.

Clarifications and Exceptions

1. This Proposal is based on 40 hours of Construction Observation per week. This Proposal includes estimated hours for overtime which is defined as any hours worked Monday through Friday in excess of 8 hours in a single day, or on a Saturday, Sunday.
2. For hours worked in excess of 40 hours or 8 hours per day, excluding Saturday, Sunday, BRAMHALL shall be compensated at 1.5 times the hourly rate stated in this Proposal.
3. For hours worked on Saturday, Sunday or any Legal Holiday, BRAMHALL shall be compensated at 2.0 times the hourly rate stated in this Proposal.
4. For partial work days, BRAMHALL shall be compensated as follows:

<u>Work Terminated</u>	<u>Compensated For</u>
After start but prior to 2 hours	2 hours
After 2 hours, prior to 4 hours	4 hours
After 4 hours, less than 8 hours	8 hours

5. BRAMHALL shall be notified at least 48 hours in advance for scheduling of Inspections.
6. Review of shop drawings are included with this Proposal.

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Professional Services Fee

BRAMHALL proposes to provide the Professional Services as noted herein for the following:

***Construction Administration and Observation* \$81,440.00**

Please note that the Construction Observation Services is a Not-To-Exceed Estimate and will be billed hourly. This Estimate is based on the following:

Senior Construction Inspector (Straight Time) – 16 weeks x 40 hours/week x \$70 /hour = \$44,800.00

Senior Construction Inspector (Overtime) – 16 weeks x 10 hours/week x \$105 /hour = \$16,800.00

Senior Project Manager – 16 weeks x 8 hours/week x \$155 /hour = \$19,840.00

If additional time is required, we will not proceed unless authorized by the City.

The work will be billed monthly based on our estimate of the portion of the total services actually complete at the time of billing.

The above rates are valid for services provided through December 31, 2025. Charges for our services after this date are subject to escalation.

ACKNOWLEDGED AND ACCEPTED

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**BRAMHALL ENGINEERING
& SURVEYING COMPANY**



Christopher L. Howard, P.E., CPESC
Vice President
Date: April 8, 2025

ACKNOWLEDGED AND ACCEPTED

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CITY OF AVON LAKE

Mark A. Spaetzel
Mayor

Date