The following business is to be considered at the regular meeting of the Avon Lake City Council on February 12, 2018 at 7:30 P.M. in the Council Chamber.

Pledge of Allegiance

Roll Call: Mr. Arnold, Mrs. Fenderbosch, Mr. James, Mr. Kos, Mr. Meiners, Mr. O’Donnell, Mr. Zuber, Mayor Zilka, Director of Law Lieberman, Director of Finance Presley, Public Works Director Reitz.

Approval of Minutes: January 22, 2018 Council Meeting as prepared and published.

Appointment of a Fire Lieutenant

Temporary Legislation #11031, confirming the appointment of Christofer McKay to the position of Fire Lieutenant.

Administration of the Oath of Office by Law Director Lieberman

Correspondence

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

Audience Participation

Motions
Approving the advertisement for bids for the Miller Road Park Sand Dredging Project – R. James.

Approving the advertisement for bids for the 2018 Asphalt and Concrete Street Program – R. James.

Approving the advertisement for bids for the 2018 Park Fertilization – R. James.

Approving the advertisement for bids for the 2018 Street Tree Planting Program – R. James.

Approving a contract with Aqua Doc for retention basin maintenance in the amount of $10,050 – R. James.

Confirming the Mayor’s appointment of Julia Short to the Digital Media Commission effective February 13, 2018 and expiring December 31, 2018 – L. Meiners.

Confirming the Mayor’s appointment of Randy Knilans to the Historic Preservation Commission effective February 13, 2018 and expiring December 31, 2019 – D. Kos.

**Legislation**

**Third Readings:**

Temporary Legislation #10993, rezoning Aqua Marine Southeast Expansion at Walker Road and Miller Road.

Temporary Legislation #10997, designating the Beck House (house only) located at 32211 Lake Road as a historic landmark.

**Second Readings:**

Temporary Legislation #11013, adopting a job description for Line Maintenance Leader.

Temporary Legislation #11014, adopting a job description for Line Maintenance Operator.

Temporary Legislation #11015, adopting a job description for Line Maintenance Man.

Temporary Legislation #11016, adopting a job description for Pretreatment Technician.


--- Suspension of the rule requiring three readings
Temporary Legislation #11018, adopting a job description for Laboratory Chief Analyst.

Temporary Legislation #11019, adopting a job description for Laboratory Analyst.

Temporary Legislation #11020, fixing compensation ranges for Avon Lake Regional Water positions.

Temporary Legislation #11023, approving a partial right-of-way vacation for Belmont Drive.

Temporary Legislation #11024, approving the improvement plans for Avon Center Estates, Subdivision No. 2, Phase 5.

First Readings:

Temporary Legislation #11028, authorizing the Mayor to execute a personal services agreement for professional environmental consulting services.

Temporary Legislation #11029, authorizing the purchase of a Ford Focus for the Building Department. →

Temporary Legislation #11030, amending Resolution No. 5-2017 to extend deadlines for owners of lots to install sanitary and/or storm sewer laterals. →

Temporary Legislation #11032, a resolution of gratitude and appreciation to Dan Bucci. →

Temporary Legislation #11033, a resolution of gratitude and appreciation to John Shondel. →

Miscellaneous Business and Announcements

Public Input

Executive Session

In compliance with Ohio Revised Code Section 121.22, Council will adjourn to Executive Session to discuss litigation.

Reconvening of Open Council Meeting

Adjournment

→Suspension of the rule requiring three readings
ORDINANCE NO. _________

AN ORDINANCE CONFIRMING THE APPOINTMENT OF
CHRISTOFER MCKAY AS LIEUTENANT IN THE AVON
LAKE FIRE 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; that accordingly the Fire
Chief has requested an appointment pursuant to the rules and
regulations of the 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 appointment of Christofer McKay to the
position of Lieutenant in the Fire Department, be and he is
hereby approved and confirmed, subject to the Rules and
Administrative Code provisions of the Codified Ordinances,
effective February 13, 2018.

Section No. 2: That the duties and responsibilities to be
performed and undertaken by a Lieutenant in the Fire Department
shall be those set forth for such position in Ordinance No. 126-
2014.

Section No. 3: That with Council’s present knowledge of
Mr. McKay’s experience and ability, it does hereby fix a salary
of $3,184.54/bi-weekly for the position.

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
filling a vacancy in the Fire Department to ensure the efficient
operation of the Department, 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.

PASSED: __________________________  President of Council

POSTED: __________________________  Approved

ATTEST: __________________________
        Clerk of Council  Mayor
ORDINANCE NO. __________

AN ORDINANCE TO REZONE AQUA MARINE SOUTHEAST EXPANSION AT WALKER ROAD AND MILLER ROAD, AND DECLARING AN EMERGENCY.

WHEREAS, Planning Commission has at its meeting of December 5, 2017 approved a request to rezone Aqua Marine Southeast Expansion at Walker Road and Miller Road, Avon Lake now therefore;

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

Section No. 1: That said property, described in Exhibit A, as attached hereto and made a part hereof, is presently zoned B-2 General Commerce, be and it is hereby zoned as R-3 Multi-Family Residential.

Section No. 2: That the official zoning map and Zoning Code of the City of Avon Lake be, and it is hereby amended accordingly, and the Municipal 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 adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 4: That this Ordinance is hereby declared to be an emergency measure to allow the property owner to construct additional multi-family units to allow the timely mortgage closings and further to bring revenue into the City from the collection of property taxes, thus for the health, safety, and welfare of the public. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

1st reading: 12/11/17
2nd reading: 01/22/18
3rd reading:
PASSED: _________________________  President of Council

POSTED: _________________________  Approved

ATTEST: 

Clerk of Council  Mayor
ORDINANCE NO. ____

AN ORDINANCE DESIGNATING THE BECK HOUSE (HOUSE ONLY) LOCATED AT 32211 LAKE ROAD AS A HISTORIC LANDMARK.

WHEREAS, the Avon Lake Planning Commission has at its meeting of December 5, 2017 recommended to Council that the Beck House (house only), located at 32211 Lake Road, be granted Historic Landmark Designation, and

WHEREAS, the request for Historic Landmark Designation for the Beck House has been reviewed by the Avon Lake Historical Preservation Commission according to Planning & Zoning Code Chapter 1268, and

WHEREAS, the Beck House was built by Henry and Emma Beck in 1898 in traditional “Homestead” style, and

WHEREAS, the house was erected on property with a small vineyard and farm which was subdivided through the years and currently is approximately an 1/8 acre lot, and

WHEREAS, the original barn was raised in the 1960s, the cistern was filled in the early 2000s, and the iron water pump remains, and

WHEREAS, the house has a full stone cellar and walk-out stairs and functioning doors and some of the original Chestnut hardwood floors have been refinished, and

WHEREAS, the house has received typical updates over the years, such as electricity to replace the gas lights, plumbing installed in the 1920s, a gas furnace to replace the coal furnace, the excavation of the dirt/slate cellar floor in 2010, and the original slate roof replaced, and

WHEREAS, all remodeling has been thoughtfully and meticulously planned to retain the original character of the house, and
WHEREAS, historic designation gives residents of our community a deeper sense of understanding and appreciation of Avon Lake heritage, now therefore;

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

Section No. 1: That Council of the City of Avon Lake does hereby grant the Beck House (house only) located at 32211 Lake Road the designation of Historic Landmark.

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

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

1st reading: 12/11/17
2nd reading: 01/22/18
3rd reading: 

PASSED: ____________________________

Council President

POSTED: ____________________________

Approved

ATTEST: ____________________________

Clerk of Council

Mayor
ORDINANCE NO. ________

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF LINE MAINTENANCE LEADER, ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION, AND REPEALING ORDINANCE NO. 16-93.

WHEREAS, it has been recommended by the Board of Municipal Utilities and the Human Resources Committee that a job description for the position of Line Maintenance Leader 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 Line Maintenance Leader shall be as shown on the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That Ordinance No. 16-93 is hereby repealed.

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

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

1st reading: 01/22/18
2nd reading:
3rd reading:

PASSED: ____________________________ President of Council

POSTED: ____________________________ Approved

ATTEST: ____________________________ Mayor

Clerk of Council
Job Title: Line Maintenance Leader
Organization: Avon Lake Regional Water
Immediate Supervisor: Manager of Distribution and Collection
Positions Supervised: N/A
FLSA Status: Non-Exempt
Bargaining Unit: Yes
Civil Service Status: Classified

GENERAL RESPONSIBILITIES:

Under the direction of supervisors, will act as an assistant to the D&C Manager and be able to perform all duties of the Line Maintenance Operator. Assist the D&C Manager in executing the daily workload by assigning duties to staff. Replace and perform the duties of the D&C Manager when the manager is absent. Perform the job duties with strict attention to procedures with the knowledge gained through training and experience in a neat, efficient manner maintaining Avon Lake Regional Water's customer service goals. Due to the importance of response time for service to Avon Lake customers, the Line Maintenance Leader must be able to respond by telephone to a work call within 15 minutes from the receipt of said call. May be assigned to any of the work areas within the department.

GENERAL QUALIFICATIONS:

1. Valid Driver’s License
2. Valid Commercial Driver’s License
3. Five (5) years’ experience in Water Distribution and Sewer Collection Systems
4. High school graduate or equivalent
5. Class II Certification in Water Distribution and, within one year of appointment, Class I in Sewer Collection Systems

SPECIFIC DUTIES

Under the overall supervision of the D&C Manager, shall perform a variety of technical and routine tasks including but not limited to:

1. Performing as an assistant to the D&C Manager
2. Assisting in planning and making work orders for the crew
3. Replacing D&C Manager when absent
4. Performing all duties of the Maintenance Operator position
5. Working with office staff to coordinate field work with their needs, or the customer’s needs
6. Helping in the proper recording of field work with office staff
7. Assisting in maintaining all supplies needed for water and sewer work
8. Performing all functions of water and sewer line maintenance
9. Operating all utilities' machinery
10. Performing addition duties as required

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.

1. Knowledge of computers and all standard office software
2. Ability to keep accurate and complete records
3. Communicate effectively, both orally and in writing
4. Ability to replace the D&C Manager during an absence
5. Ability to operate all machinery
6. Ability to read blueprints and maps
7. Ability, skills, and knowledge to complete all duties of the Line Maintenance Operator
8. Knowledge of distribution and collections systems maintenance and operation
9. Math skills requisite for the position
10. Work calmly and effectively with public during emergencies or difficult circumstances
11. Knowledge of OUPS procedures and ability to effectively locate lines in the field
12. Knowledge to proper safety procedures in all areas of work

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. Considerable physical demands with activity that requires heavy lifting and manual labor
2. Work in all-weather environments
3. Physically able to climb water towers and manholes
4. Mentally demanding in emergencies and difficult situations involving the public
5. Alert to ever-changing conditions and problems
6. Work independently or in a team environment
7. Work accurately and calmly under pressure
8. Must work overtime as needed
ORDINANCE NO. ________

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF LINE MAINTENANCE OPERATOR, ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION, AND REPEALING ORDINANCE NO. 17-93.

WHEREAS, it has been recommended by the Board of Municipal Utilities and the Human Resources Committee that a job description for the position of Line Maintenance Operator 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 Line Maintenance Operator shall be as shown on the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That Ordinance No. 17-93 is hereby repealed.

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

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

1st reading: 01/22/18
2nd reading:
3rd reading:

PASSED: _________________________ ____________________________

President of Council

POSTED: _________________________ ____________________________

Approved

ATTEST: _________________________ ____________________________

Clerk of Council    Mayor
Job Title: Line Maintenance Operator

Organization: Avon Lake Regional Water

Immediate Supervisor: Manager of Distribution and Collection

Positions Supervised: N/A

FLSA Status: Non-Exempt

Bargaining Unit: Yes

Civil Service Status: Classified

GENERAL RESPONSIBILITIES:

Under the direction of supervisors, operates and maintains all equipment used by Avon Lake Regional Water and performs all work necessary in the collection of wastewater and distribution of potable water. Performs the job duties with strict attention to procedures with the knowledge gained through training and experience in a neat, efficient manner maintaining Avon Lake Regional Water’s customer service goals. Due to the importance of response time for service to Avon Lake customers, the Line Maintenance Operator must be able to respond by telephone to a work call within 15 minutes from the receipt of said call. May be assigned to any of the work areas within the department.

GENERAL QUALIFICATIONS:

1. Valid Driver’s License
2. Valid Commercial Driver’s License
3. Three (3) years’ experience in Water Distribution and Sewer Collection Systems
4. High school graduate or equivalent
5. Class I Certification in Water Distribution
6. Certification in Sewer Collection Systems or a higher Operations Certification in the corresponding system, preferred

SPECIFIC DUTIES

Under the overall supervision of the D&C Manager, shall perform a variety of technical and routine tasks including but not limited to:

1. Helping in the proper recording of field work with office staff
2. Any and all functions of water and sewer line maintenance
3. Inspecting and maintaining of lift stations
4. Collecting meter data, shutting off and turning on services
5. Maintaining utility grounds
6. Completing OUPS tickets
7. Tapping mains
8. Field checking customer complaints
9. Operating all utilities’ machinery
10. Performing addition duties as required
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.

1. Knowledge of computers and all standard office software
2. Ability to keep accurate and complete records
3. Communicate effectively, both orally and in writing
4. Ability to operate all utility vehicles and machinery
5. Ability to maintain all utility vehicles and machinery
6. Ability to read blueprints and maps
7. Knowledge of lift station and pump station equipment, maintenance, and operation
8. Knowledge of general maintenance
9. Knowledge of distribution and collections systems maintenance and operation
10. Basic math skills
11. Knowledge of utility camera equipment and operation
12. Work calmly and effectively with public during emergencies or difficult circumstances
13. Knowledge of OUPS procedures and ability to effectively locate lines in the field
14. Knowledge to proper safety procedures in all areas of work

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. Considerable physical demands with activity that requires heavy lifting and manual labor
2. Work in all-weather environments
3. Physically able to climb water towers and manholes
4. Mentally demanding in emergencies and difficult situations involving the public
5. Alert to ever-changing conditions and problems
6. Work independently or in a team environment
7. Work accurately and calmly under pressure
8. Must work overtime as needed
ORDINANCE NO. ________

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF LINE MAINTENANCE MAN, ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION, AND REPEALING ORDINANCE NO. 19-93.

WHEREAS, it has been recommended by the Board of Municipal Utilities and the Human Resources Committee that a job description for the position of Line Maintenance Man 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 Line Maintenance Man shall be as shown on the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That Ordinance No. 19-93 is hereby repealed.

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

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

1st reading: 01/22/18
2nd reading:
3rd reading:

PASSED: _________________________          President of Council

POSTED: _________________________          Approved

ATTEST: __________________________________________________________________

Clerk of Council          Mayor
Job Title: Line Maintenance Man
Organization: Avon Lake Regional Water
Immediate Supervisor: Manager of Distribution and Collection
Positions Supervised: N/A
FLSA Status: Non-Exempt
Bargaining Unit: Yes
Civil Service Status: Classified

GENERAL RESPONSIBILITIES:

Under the direction of supervisors, operates and maintains equipment used by Avon Lake Regional Water and performs work necessary in the collection of wastewater and distribution of potable water. Performs the job duties with strict attention to procedures with the knowledge gained through training and experience in a neat, efficient manner maintaining Avon Lake Regional Water's customer service goals. Due to the importance of response time for service to Avon Lake customers, the Line Maintenance Man must be able to respond by telephone to a work call within 15 minutes from the receipt of said call. May be assigned to any of the work areas within the department.

GENERAL QUALIFICATIONS:

1. Valid Driver’s License
2. Valid Commercial Driver’s License
3. One (1) year’s experience in Water Distribution and Sewer Collection Systems
4. High school graduate or equivalent
5. Class I Certification in Water Distribution or Sewer Collection Systems, preferred

SPECIFIC DUTIES

Under the overall supervision of the D&C Manager, shall perform a variety of technical and routine tasks including but not limited to:

1. Helping in the proper recording of field work with office staff
2. Assisting in and learning all functions of water and sewer line maintenance
3. Inspecting and maintaining lift stations
4. Collecting meter data, shutting off and turning on services
5. Maintaining utility grounds
6. Completing OUPS tickets
7. Tapping mains
8. Field checking customer complaints
9. Operating some utilities’ machinery
10. Performing addition duties as required
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.

1. Knowledge of computers and all standard office software
2. Ability to keep accurate and complete records
3. Communicate effectively, both orally and in writing
4. Ability to operate some utility vehicles and machinery
5. Ability to maintain some utility vehicles and machinery
6. Ability to read blueprints and maps
7. Knowledge of lift station and pump station operation
8. Knowledge of general maintenance
9. Knowledge of distribution and collections systems maintenance and operation
10. Basic math skills
11. Work calmly and effectively with public during emergencies or difficult circumstances
12. Knowledge of OUPS procedures and ability to effectively locate lines in the field
13. Knowledge to proper safety procedures in all areas of work

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. Considerable physical demands with activity that requires heavy lifting and manual labor
2. Work in all-weather environments
3. Physically able to climb water towers and manholes
4. Mentally demanding in emergencies and difficult situations involving the public
5. Alert to ever-changing conditions and problems
6. Work independently or in a team environment
7. Work accurately and calmly under pressure
8. Must work overtime as needed
ORDINANCE NO._______

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF PRETREATMENT TECHNICIAN, AND ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION.

WHEREAS, it has been recommended by the Board of Municipal Utilities and the Human Resources Committee that a job description for the position of Pretreatment Technician 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 Pretreatment Technician shall be as shown on 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 adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

1st reading: 01/22/18
2nd reading:
3rd reading:

PASSED: _________________________ ____________________________
President of Council

POSTED: _________________________ ____________________________
Approved

ATTEST: _________________________ ____________________________
Clerk of Council       Mayor
GENERAL RESPONSIBILITIES:

Under direct supervision of the Wastewater Plant Manager, shall perform laboratory analyses and pretreatment work as required including, but not limited to, sample collection, monitoring, and reporting, as well as inspection of various industries. Perform the job duties with strict attention to procedures with the knowledge gained through training and experience in a neat, professional, efficient manner, and in a manner that is courteous to all Avon Lake Regional Water customers and general public.

GENERAL QUALIFICATIONS:

1. High School Graduate.
2. Advanced training or education preferred.
3. Minimum of two (2) years experience in a laboratory or college lab courses, OEPA Lab certification preferred.
4. Pretreatment experience preferred.
5. Class 1 or higher OEPA Collections Certification preferred.
6. Valid driver’s license.

SPECIFIC DUTIES

Under the direction of a supervisor shall perform a variety of technical and routine tasks including, but not limited to:

1. Perform wastewater analysis by making serial dilutions to the required analytical range.
3. Calibrate all laboratory instrumentation.
4. Maintain records of tests run in the lab.
5. Maintain laboratory work areas.
6. Perform inspections at industrial and commercial locations.
7. Perform or set up composite sampling at industrial and commercial locations.
8. Conduct investigations into illegal sewer discharges.
9. Prepare bottles for Plant and Pretreatment sampling.
10. Assist in operating the Wastewater Plant when needed.
11. Maintain grease trap inspections and records.
12. Maintain good customer service practices and procedures.
13. Perform additional functions/tasks, as needed.

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 and requirements of the job change.

2. Ability to use accuracy and precision in preparing standards and calibrating laboratory and treatment process equipment.
3. Ability to interpret and follow both oral and written instructions, procedures and supervisory direction.
4. Ability to perform all standard and complex laboratory tasks.
5. Skills to perform all required work using standard laboratory safety practices.
6. Ability to learn the operation of all laboratory equipment and software.
7. Knowledge of pretreatment requirements and practices.
9. Ability to read and write at a professional level.
10. Skill to run basic machinery.
11. Ability to work safely and efficiently.
12. Keep accurate records, including Chain of Custody forms.
13. Communicate effectively, both orally and in writing.
14. Knowledge to run the Wastewater Plant and all its processes.
15. Basic computer knowledge.

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. Normal physical activity required in hands-on operation of a multi-building Plant.
2. Public safety is a priority; react accordingly.
3. Work outside in all-weather environments.
4. Capable of properly lifting 50 pounds.
5. Alert to ever-changing conditions and problems.
6. Work independently and/or in a team environment.
7. Work accurately and calmly under pressure.
8. Communicate effectively, both orally and in writing.
9. Work safely with laboratory chemicals.
10. Follow oral and written instructions, procedures, and supervisory direction.
11. Must work overtime as needed.
AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE
POSITION OF CUSTOMER SERVICE REPRESENTATIVE, AND
ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID
POSITION.

WHEREAS, it has been recommended by the Board of Municipal
Utilities and the Human Resources Committee that a job
description for the position of Customer Service Representative
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 Customer Service
Representative shall be as shown on 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 adopted in an open meeting of
this Council and that all deliberations of this Council and any
of its committees which resulted in such formal actions, were in
meetings open to the public, in compliance with all legal
requirements, including Section 121.22 of the Ohio Revised Code.

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

1st reading: 01/22/18
2nd reading:
3rd reading:

PASSED: _________________________ ____________________________
President of Council

POSTED: _________________________ ____________________________
Approved

ATTEST: _________________________ ____________________________
Clerk of Council Mayor
Job Title: Customer Service Representative
Organization: Avon Lake Regional Water
Immediate Supervisor: Chief of Utility Operations
Positions Supervised: N/A
FLSA Status: Non-Exempt
Bargaining Unit: Yes
Civil Service Status: Classified

GENERAL RESPONSIBILITIES:
Under direct supervision of the Chief of Utility Operations, with related supervision from the Chief Utilities Executive, performs duties required for operation of Avon Lake Regional Water’s billing, accounting, backflow, record keeping, and payroll programs. Perform the job duties with strict attention to procedures with the knowledge gained through training and experience in a neat, efficient manner maintaining Avon Lake Regional Water’s customer service goals. Note, this description includes current departmental responsibilities. Individual Customer Service Representatives are not expected to master all duties stated.

GENERAL QUALIFICATIONS:
1. Bachelor’s Degree. Related advanced education/training preferred. Ten years of experience showing progressively increasingly complex duties and responsibilities or an Associate’s Degree and 5 years of progressively increasingly complex duties and responsibilities may be considered as a substitute.
2. Must have ability to be bonded.

SPECIFIC DUTIES
Under the guidance of a supervisor, shall perform a variety of technical and routine tasks which may include but not be limited to:

1. Maintain all utility billing records.
   a. Process transactions in utility billing system to produce timely and accurate utility bills.
   b. Download and upload meter reading data to initiate billing according to established schedules.
   c. Review consumption reports to ensure billing accuracy.
   d. Perform critical review of billing exceptions and take appropriate action.
   e. Ensure accurate establishment of new accounts and final bills in a timely manner.
   f. Process all forms of utility bill payments.
2. Receive and process time sheets and prepare salary/status changes.
3. Answer phones, receive guests at the counter, and operate the drive-up window.
4. Maintain computer based record of utility billing deposits, adjustments, water usage, etc.
6. Maintain all backflow prevention program records including registered devices and annual inspection certifications.
   a. Prepare and mail all annual backflow device inspection notices.
   b. Maintain up to date list of approved backflow testers.
7. Maintain all utility locate (OUPS) data entry and notifications.
8. Coordinate and maintain sewer inspections, locations and storm disconnection information.
9. Maintain customer files and records, implementing appropriate retention and destruction schedules.
10. Create and monitor pending and completed distribution/collection work orders.
13. Prepare and maintain accounts payable, fiscal, and related records in accordance with generally accepted accounting practices.
   a. Account for all payments received.
   b. Prepare monthly budget reports.
   c. Prepare journal entries and verify proper coding and posting.
   d. Prepare periodic financial and statistical reports.
   e. Process, record, verify, and correct all transaction information.
   f. Prepare, enter, verify, and back up all financial information.
   g. Develop financial database information.
   h. Maintain all transaction records and files.
   i. Enter accounts payable invoices and process checks.
   j. Resolve account discrepancies.
   k. Maintain cash accounts.
   l. Keep information confidential.
   m. File inventory, fixed asset, and vendor information including checks, invoices, and letters.
   n. Perform technical analysis and reconciliations of recorded financial and related transactions.
14. Maintain good customer service practices and procedures.
15. Perform additional functions/tasks, as needed.

**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 and requirements of the job change.

The successful applicant should possess at a minimum the general qualifications, plus abilities to:
1. Undertake modern office practices and procedures, including all standard equipment and software.
2. Perform all standard and complex clerical tasks.
3. Communicate effectively, both orally and in writing.
4. Work accurately with numbers.
5. Follow oral and written instructions, procedures and supervisory direction.
6. Ability to collect money and record fees from all departments.

To reach the top three steps of the wage range, the Customer Service Representative must also have extensive knowledge in (at the determination of the employer) either:
7. General accounting practices and accounting practices as they relate to the utility.
8. Billing and collection and backflow prevention procedures including all meter reading/billing and backflow software.

Additionally, in the area of specialty above, the Customer Service Representative must be able to generate, interpret, and explain the requisite reports and rules (e.g., billing, backflow reporting, accounting, financial reporting).

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. Quickly answer staff and customer queries.
2. Work accurately, even with repeated interruptions.
3. Prioritize workloads.
4. Always be mentally alert.
5. Professional and courteous.
7. Work independently or in a team environment.
8. Work accurately and calmly under pressure.
9. Must work overtime as needed.
ORDINANCE NO. _______

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE
POSITION OF LABORATORY CHIEF ANALYST, ESTABLISHING
THE QUALIFICATIONS AND DUTIES FOR SAID POSITION, AND
REPEALING ORDINANCE NO. 107-95.

WHEREAS, it has been recommended by the Board of Municipal
Utilities and the Human Resources Committee that a job
description for the position of Laboratory Chief Analyst 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 Laboratory Chief Analyst
shall be as shown on the job description, a copy of which is
attached hereto and made a part hereof.

Section No. 2: That Ordinance No. 107-95 is hereby
repealed.

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

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

1st reading: 01/22/18
2nd reading:
3rd reading:

PASSED: _________________________
President of Council

POSTED: _________________________
Approved

ATTEST: _________________________
Clerk of Council

Mayor
Job Title: Laboratory Chief Analyst
Organization: Avon Lake Regional Water
Immediate Supervisor: Water Filtration Plant Manager
Positions Supervised: N/A
FLSA Status: Non-Exempt
Bargaining Unit: Yes
Civil Service Status: Classified

GENERAL RESPONSIBILITIES:

The Laboratory Chief Analyst shall perform and/or oversee all lab procedures required of Avon Lake Regional Water by regulatory agencies and satisfy all requirements.

GENERAL QUALIFICATIONS:

1. Bachelor’s degree with a focus in chemistry, biology, mathematics or other courses related to this field.
2. Minimum of 3 years of experience in a laboratory setting performing similar types of analyses required of this position.
3. Ability to obtain bacteriological and chemical certifications that are required by the state and federal agencies that govern our organization.
4. Possession of a valid driver’s license and acceptable driving record.

SPECIFIC DUTIES

Under varying levels of direction from a supervisor, shall perform technical and routine tasks including but not limited to:

1. Performing and remaining abreast on all required sampling/analytical procedures, quality assurance, reporting requirements, and other issues required to comply with current and upcoming regulations.
2. Staying informed about all currently required and proposed laboratory tests.
3. Instructing and assisting other plant personnel in their analysis techniques to help ensure the accuracy of their routine testing.
4. Keeping detailed historical calibration and testing results.
5. Maintaining all laboratory testing equipment in a manner that assures reliable and accurate results.
6. Providing oversight of and guidance to the Laboratory Analyst.

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. Use accuracy and precision in preparing standards and calibrating laboratory equipment,
2. Interpret and follow both oral and written instructions, procedures and supervisory direction.
3. Read, comprehend and follow regulatory rules to maintain compliance with testing requirements.
4. Be innovative, organized, self-motivated, and able to multitask.
5. Learn new tools, software and processes as needs dictate.
6. Communicate effectively, both orally and in writing.

Within the first year, the successful applicant should learn/obtain/maintain:
1. Certifications for bacteriological, chemical, organic and metals analysis as required by applicable regulatory organizations.
2. Knowledge of testing and sample collection quality control procedures.
3. Skills to perform required work using standard laboratory safety practices.
4. Proficiency operating analytical equipment and software.

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. Required to work in office, treatment plants, and field environments.
2. Frequently required to talk or hear; stand; walk; use stairs; sit; use hands and fingers to handle or feel objects, tools, and/or controls; and reach.
3. Able to hear and speak to communicate effectively in person and over the telephone. May have to interact with customers and regulators and be able to respond appropriately.
4. Required to climb or balance, stoop, kneel, crouch and reach.
5. Specific vision abilities required by this job include close vision and the ability to adjust focus.
6. Must handle instrumentation with care and safety.
7. Work independently or in a team environment.
8. Work accurately and calmly under pressure, with ability to handle several tasks at the same time.
9. Work safely without presenting a direct threat to self or others.
10. Physically capable of operating City vehicles safely.
11. Exposure to chemical compounds found in an office environment, construction sites, water and wastewater treatment and laboratory facilities; confined spaces; loud noises; construction hazards; dust and/or fumes; heavy equipment; hot and cold temperatures; and severe weather.
12. Mental capacities to make independent decisions.
13. Perform job duties on sites having limited access due to rough grading and/or in various stages of on-going construction.
14. Must be able to safely lift and/or move up to 50 pounds.
15. Must work overtime as needed.
AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF LABORATORY ANALYST, ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION, AND REPEALING ORDINANCE NO. 38-2011.

WHEREAS, it has been recommended by the Board of Municipal Utilities and the Human Resources Committee that a job description for the position of Laboratory Analyst 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 Laboratory Analyst shall be as shown on the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That Ordinance No. 38-2011 is hereby repealed.

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

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

1st reading: 01/22/18
2nd reading:
3rd reading:

PASSED: ___________________________________________ President of Council

POSTED: ___________________________________________ Approved

ATTEST: ___________________________________________ Mayor

Clerk of Council
Job Title: Laboratory Analyst
Organization: Avon Lake Regional Water
Immediate Supervisor: Water Filtration Plant Manager
Positions Supervised: N/A
FLSA Status: Non-Exempt
Bargaining Unit: Yes
Civil Service Status: Classified

GENERAL RESPONSIBILITIES:
Under direct supervision of the Laboratory Chief Analyst and/or Water Plant Manager shall perform all necessary laboratory work including but not limited to sample collection, analysis and reporting of various potable and wastewater parameters. Perform the job duties with strict attention to applicable procedures in a professional, efficient manner. Must be able to perform duties of Laboratory Chief Analyst in his/her absence.

GENERAL QUALIFICATIONS:
1. Associate’s degree with a focus in chemistry, biology, mathematics or other courses related to this field.
2. Minimum of 1 year of experience in a laboratory setting performing similar types of analyses required of this position.
3. Prior Ohio EPA laboratory certification is preferred.
4. Ability to obtain bacteriological and chemical certifications that are required by the state and federal agencies that govern our organization.
5. Possession of a valid driver’s license and acceptable driving record.

SPECIFIC DUTIES
Under varying levels of direction from a supervisor, shall perform technical and routine tasks including but not limited to:

1. Performing and remaining abreast on all required sampling/analytical procedures, quality assurance, reporting requirements and other issues required to comply with current and upcoming regulations.
2. Staying informed about all currently required and proposed laboratory tests.
3. Instructing and assisting other plant personnel in their analysis techniques to help ensure the accuracy of their routine testing.
4. Keeping detailed historical calibration and testing results.
5. Maintaining all laboratory testing equipment in a manner that assures reliable and accurate results.
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. Use accuracy and precision in preparing standards and calibrating laboratory equipment,
2. Interpret and follow oral and written instructions, procedures and supervisory direction.
3. Read, comprehend and follow regulatory rules to maintain compliance with testing requirements.
4. Be innovative, organized, self-motivated, and able to multitask.
5. Learn new tools, software and processes as needs dictate.
6. Communicate effectively, both orally and in writing.

Within the first year, the successful applicant should learn/obtain/maintain:
1. Certifications for bacteriological, chemical, organic and metals analysis as required by applicable regulatory organizations.
2. Knowledge of testing and sample collection quality control procedures.
3. Skills to perform required work using standard laboratory safety practices.
4. Proficiency operating analytical equipment and software.

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. Required to work in office, treatment plants, and field environments.
2. Frequently required to talk or hear; stand; walk; use stairs; sit; use hands and fingers to handle or feel objects, tools, and/or controls; and reach.
3. Able to hear and speak to communicate effectively in person and over the telephone. May have to interact with customers and regulators and be able to respond appropriately.
4. Required to climb or balance, stoop, kneel, crouch and reach.
5. Specific vision abilities required by this job include close vision and the ability to adjust focus.
6. Must handle instrumentation with care and safety.
7. Work independently or in a team environment.
8. Work accurately and calmly under pressure, with ability to handle several tasks at the same time.
9. Work safely without presenting a direct threat to self or others.
10. Physically capable of operating City vehicles safely.
11. Exposure to chemical compounds found in an office environment, construction sites, water and wastewater treatment and laboratory facilities; confined spaces; loud noises; construction hazards; dust and/or fumes; heavy equipment; hot and cold temperatures; and severe weather.
12. Mental capacities to make independent decisions.
13. Perform job duties on sites having limited access due to rough grading and/or in various stages of on-going construction.
14. Must be able to safely lift and/or move up to 50 pounds.
15. Must work overtime as needed.
ORDINANCE NO. ______

AN ORDINANCE FIXING COMPENSATION RANGES FOR
AVON LAKE REGIONAL WATER POSITIONS.

WHEREAS, the Avon Lake Board of Municipal Utilities 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 Board of Municipal Utilities 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 as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANALYST/ASSISTANT</td>
<td>$19.23/hour</td>
<td>$30.16/hour</td>
</tr>
<tr>
<td>ENGINEER</td>
<td>$21.63/hour</td>
<td>$35.52/hour</td>
</tr>
<tr>
<td>COMMUNITY OUTREACH SPECIALIST</td>
<td>$22.10/hour</td>
<td>$45.11/hour</td>
</tr>
<tr>
<td>WATER FILTRATION PLANT MANAGER</td>
<td>$31.88/hour</td>
<td>$53.99/hour</td>
</tr>
<tr>
<td>WATER POLLUTION CONTROL MANAGER</td>
<td>$31.54/hour</td>
<td>$55.67/hour</td>
</tr>
<tr>
<td>ENGINEERING SERVICES MANAGER</td>
<td>$43.11/hour</td>
<td>$69.65/hour</td>
</tr>
<tr>
<td>MANAGER OF DISTRIBUTION &amp; COLLECTION</td>
<td>$35.49/hour</td>
<td>$52.88/hour</td>
</tr>
<tr>
<td>CHIEF OF UTILITY OPERATIONS</td>
<td>$44.21/hour</td>
<td>$76.42/hour</td>
</tr>
<tr>
<td>CHIEF UTILITIES EXECUTIVE</td>
<td>$56.55/hour</td>
<td>$91.57/hour</td>
</tr>
</tbody>
</table>

Section No. 2: That these compensation ranges are set from the effective date of passage through December 31, 2020, and new ranges must be established or wages fixed for subsequent years.
Section No. 3: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

1st reading: 01/22/18
2nd reading:
3rd reading:

PASSED: ____________________________
President of Council

POSTED: ____________________________
Approved

ATTEST: ____________________________
Clerk of Council	Mayor
ORDINANCE NO. ________

AN ORDINANCE APPROVING A PARTIAL RIGHT-OF-WAY VACATION FOR BELMONT DRIVE, AND DECLARING AN EMERGENCY.

WHEREAS, Kopf Construction, 420 Avon Belden Road, Avon Lake has petitioned the City to vacate a partial right-of-way of the easterly 40 feet of Belmont Drive fronting on two sub lots, and

WHEREAS, the Planning Commission did consider said petition aforementioned and did recommend at its regular meeting of January 9, 2018, 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, and that said vacation ought to be granted, now therefore;

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

Section No. 1: That a partial right-of-way of the easterly 40 feet of Belmont Drive fronting on two sub lots is hereby vacated.

Section No. 2: That the vacation of a partial right-of-way of the easterly 40 feet of Belmont Drive fronting on two sub lots is hereby approved.

Section No. 3: That the Public Works Department of the City of Avon Lake is hereby directed to record the partial right-of-way vacation plat with the County Recorder.

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 an emergency to allow the property owner to begin construction as soon as possible to continue with construction drawings and completion of construction, thus for the welfare of the public.
Therefore, this Ordinance shall go into immediate force and effect from and after its passage and approval by the Mayor.

1st reading: 01/22/18
2nd reading: 
3rd reading: 

PASSED: _________________________ ____________________________  
President of Council

POSTED: _________________________ ____________________________  
Approved

ATTEST: _________________________ ____________________________  
Clerk of Council Mayor
ORDINANCE NO. ________

AN ORDINANCE APPROVING THE IMPROVEMENT PLANS FOR AVON CENTER ESTATES, SUBDIVISION NO. 2, PHASE 5, AND DECLARING AN EMERGENCY.

WHEREAS, Planning Commission has at its meeting of January 8, 2018, approved the improvement plans for Avon Center Estates Subdivision No. 2, Phase 5, now therefore;

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

Section No. 1: That the Improvement Plans for Avon Center Estates Subdivision No. 2, Phase 5, consists of 11 buildable 80 feet wide lots on the platted road and require two of the existing sub lots to be used and include storm and sanitary sewers, rear yard drainage, waterlines, and pavement submitted to and approved by the Planning and Zoning Code, and referred to this Council, be and is hereby approved.

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 declared to be an emergency measure, to allow the project to move forward and to prevent unnecessary delay in the mortgage closings of homes and to allow the City to begin collecting property taxes on these properties to add to the revenue of the City, thus for the public health, safety, and welfare. Therefore, this Ordinance shall go into immediate force and effect from and after its passage and approval by the Mayor.

1st reading: 01/22/18
2nd reading:
3rd reading:
ORDINANCE NO. _______

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A PERSONAL SERVICES AGREEMENT FOR PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES, AND DECLARING AN EMERGENCY.

WHEREAS, Section 59 of the Avon Lake City Charter, entitled Competitive Bidding, authorizes the expenditure of funds exceeding $25,000 without public bidding for "personal services" as defined in the Charter, and

WHEREAS, the Administration and Council desire to continue to retain the personal services of a professional environmental consulting firm to monitor the closed landfill at the Public Works Department, now therefore;

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

Section No. 1: That the Mayor is hereby authorized and directed to enter into an agreement with HzW Environmental Consultants, LLC of Mentor, Ohio for the purpose of retaining personal, professional services to monitor the closed landfill.

Section No. 2: That said agreement shall state among its terms that the cost of said personal, professional services shall not exceed $54,000.00. Upon receipt of an itemized billing, in conformance with the guidelines and scope of work as set forth in said agreement, to the satisfaction of the Public Works Director, the Director of Finance is hereby directed to deliver to HzW Environmental Consultants, LLC the warrant of this City in the amount due and payable and to cause said warrant to be paid.

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

Section No. 4: That this Ordinance is hereby declared to be an emergency measure, the emergency being the necessity of providing for professional environmental consulting services to test samples for groundwater monitoring according to EPA requirements, thus for the health, safety, and welfare of the
public. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

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

PASSED: _________________________  President of Council

POSTED: _________________________  Approved

ATTEST: _________________________  _________________________
        Clerk of Council                     Mayor
ORDINANCE NO. ________

AN ORDINANCE AUTHORIZING THE PURCHASE OF A FORD FOCUS FOR THE BUILDING DEPARTMENT, AND DECLARING AN EMERGENCY.

WHEREAS, Section 59A of the Avon Lake City Charter authorizes purchases not exceeding $25,000.00 without public bidding, and

WHEREAS, a quotation was solicited for the purchase of a Ford Focus for the Building Department, and

WHEREAS, Council coming now to consider said quotations has determined that the quotation submitted by Kowalski Ford of Avon Lake, Ohio is the best responsive quotation and is acceptable to this Council, now therefore;

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

Section No. 1: That the quotation by Kowalski Ford of Avon Lake, Ohio to supply the City with a Ford Focus for the Building Department in an amount not to exceed $16,950.00 plus delivery fees, be and it is hereby accepted and approved.

Section No. 2: That upon delivery to this City of the Ford Focus with the proper specifications, to the full satisfaction of the Building Official and Director of Finance, then the Director of Finance is hereby directed to deliver to Kowalski Ford of Avon Lake, Ohio, the warrant of this City in an amount not to exceed $16,950.00 plus delivery fees and to cause said warrant to be paid.

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

Section No. 4: That this Ordinance is hereby declared to be an emergency measure to provide the Building Department with
a safe and reliable vehicle in order that they may promptly, safely, and efficiently perform their duties, 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.

PASSED: ___________________________  President of Council

POSTED: ___________________________  Approved

ATTEST: ___________________________  ___________________________
Clerk of Council  Mayor
RESOLUTION NO. _____________

A RESOLUTION AMENDING RESOLUTION NO. 5-2017 TO EXTEND THE DEADLINES FOR OWNERS OF LOTS TO INSTALL SANITARY AND/OR STORM SEWER LATERALS, AND DECLARING AN EMERGENCY.

WHEREAS, the Ohio Environmental Protection Agency (the “OEPA”) has mandated that all sanitary sewers in the City of Avon Lake be separated from storm sewers by the year 2020 to eliminate the flow of sanitary waste into Lake Erie;

WHEREAS, to comply with the mandate of the OEPA, combined storm water/sanitary sewers are being eliminated and new sanitary and, possibly, storm sewers are being installed in certain streets in the City that did not have separate sanitary sewers;

WHEREAS, Council deems it necessary that sanitary and/or storm laterals from certain lots in the City be installed to complete the sewer separation, that water from owners’ properties be directed to the correct sewers, and that the owners of such lots to bear the cost of such installation;

WHEREAS, Council adopted Resolution No. 5-2017, mandating that the owners of certain lots install such sanitary and/or storm laterals in accordance with plans and specifications filed in the office of the Clerk of Council; and

WHEREAS, Council desires to amend said resolution to grant certain owners additional time to install such laterals, now therefore;

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

Section No. 1: That Section No. 3 of Resolution No. 5-2017 is amended to read as follows:

Section No. 3: That the owners of the Affected Lots (the “Affected Owners”) shall install such sanitary and/or storm laterals in accordance with the plans and specifications filed in the office of the Clerk. Due to construction schedules in Avon Lake, owners have different compliance dates. Affected Owners must confirm that clean water sources such as foundation drains, yard and/or driveway drains, and downspouts are not discharging into sanitary laterals by:

a. November 30, 2018, for homes in the Group A area;
b. June 30, 2019, for homes in the Group B area; and
c. November 30, 2019, for homes in the Group C area.
The Group C area entails homes in the 45 Area Combined Sewer Separation Project (Forest, Grove, Lakeview, Lakewood, Oakwood, South Point, and Tomahawk) and on Avondale.

The Group B area entails homes in the Fairfield-Brookfield Sewer Separation Project (Berkshire, Brookfield, Fairfield, Inwood north of Redwood, parts of Lake, and parts of Electric), as well as homes on streets with formerly combined sewers that do not have storm access including Avon Belden (north of Redwood), Beachdale, Beck, Curtis, Fay, Forest Hill, Groveland, Hermann, Karen, Sunset, Vanda, Vineyard, and Woodstock (Electric to Lake).

The Group A area includes all other homes on formerly combined sewer area streets including the Belmar project area (Artsdale, Ashwood, Belmar, parts of Electric, parts of Lake, Mooreland, and parts of Redwood), the Moorewood project area (Beachwood, Crestwood, Parkwood, Moorewood, parts of Electric, parts of Redwood, and Vinewood), Avon Belden (south of Redwood), Bellaire, Burton, Cherry, Dellwood, Drummond, Duff, Electric (not included elsewhere), Glenview, Harvey, Inwood (south of Redwood), James, Jaycox, June, Lake (not included elsewhere), Lear, Miller, Moore, Mull, Norman, Parkview, Redwood (not included elsewhere), West Shore, Woodstock (south of Electric), Yoder, and York.

Section No. 2: That as herein amended Resolution No. 5-2017 shall remain in full force and effect.

Section No. 3: That the Clerk of Council is directed to serve notice of the passage of this Resolution on the Affected Owners as provided by law.

Section No. 4: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution 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 Resolution is hereby declared to be an emergency measure, the emergency being the need to comply with the mandate of the EPA to keep sanitary waste out of Lake Erie and further to help keep sanitary waste backup out of basements, thus for the health, safety, and welfare of the public. Therefore, this Resolution shall go into immediate force and effect from and after its passage and approval by the Mayor.

PASSED: _________________________  ____________________________

President of Council

POSTED: _________________________  ____________________________
Approved

ATTEST: _________________________  ____________________________
        Clerk of Council               Mayor
<table>
<thead>
<tr>
<th>Address Type</th>
<th>Name</th>
<th>Address1</th>
<th>Address2</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>128 ARTSDALE</td>
<td>AVON LAKE</td>
<td>OH</td>
<td>44012</td>
<td></td>
<td></td>
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<tr>
<td>140 ASHWOOD</td>
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<td></td>
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33200 Lake
33223 Lake
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69 Maplecliffe
84 moore
88 Rice Park
31727 Walker
32571 Walker
32681 Walker
Service Address Short
RESOLUTION NO. ________

A RESOLUTION OF GRATITUDE AND APPRECIATION TO DAN BUCCI.

WHEREAS, this Council wishes to pause and express its gratitude for commendable public service performed by Dan Bucci during his service to the community as Council-At-Large from January 1, 2010 to December 31, 2017, and

WHEREAS, Dan Bucci served with intelligence and integrity and faithfully executed the duties required of him as a member of Avon Lake City Council, and

WHEREAS, Dan conscientiously served on the Finance Committee, Economic Development Committee, Environmental Committee, Human Resources Committee, and Safety Committee and served as Chair of the Economic Development Committee and Human Resources Committee, now therefore;

BE IT RESOLVED by the Council of the City of Avon Lake, County of Lorain, State of Ohio:

Section No. 1: That this Council does for and on behalf of the citizens of Avon Lake extend its sincere appreciation and gratitude to Dan Bucci for his distinguished service to the community and highly commend him for the manner in which he carried out the duties and responsibilities of the office of Council-At-Large.

Section No. 2: That the Clerk of Council shall include this Resolution in the minutes of this meeting and she is hereby requested to transmit a copy of this Resolution to Dan Bucci.

PASSED: _________________________ ____________________________
President of Council

POSTED: _________________________ ____________________________
Approved

ATTEST: _________________________ ____________________________
Clerk of Council Mayor
RESOLUTION NO. ________

A RESOLUTION OF GRATITUDE AND APPRECIATION TO
JOHN SHONDEL.

WHEREAS, this Council wishes to pause and express its
gratitude for commendable public service performed by John
Shondel during his service to the community as Council-At-Large
from January 23, 2012 to December 31, 2017, and

WHEREAS, John Shondel served with intelligence and integrity
and faithfully executed the duties required of him as a member of
the Avon Lake City Council, and

WHEREAS, John Shondel conscientiously served on the
Environmental Committee, Human Resources Committee, Public
Utilities Committee, and Sewer Committee and served as Chair of
the Environmental Committee, Human Resources Committee and Public
Utilities Committee, now therefore;

BE IT RESOLVED by the Council of the City of Avon Lake,
County of Lorain, State of Ohio:

Section No. 1: That this Council does for and on behalf of
the citizens of Avon Lake extend its sincere appreciation and
gratitude to John Shondel for his distinguished service to the
community and highly commend him for the manner in which he
carried out the duties and responsibilities of the office of
Council-At-Large.

Section No. 2: That the Clerk of Council shall include this
Resolution in the minutes of this meeting and she is hereby
requested to transmit a copy of this Resolution to John Shondel.

PASSED: ___________________________          President of Council
POSTED: ___________________________             Approved
ATTEST: ___________________________             Mayor
        Clerk of Council

PRESIDENT OF COUNCIL
APPROVED
CLERK OF COUNCIL