

Sylvania City Council
July 15, 2013

7:30 p.m. Council Meeting
Agenda

1. Roll call.
2. Pledge of Allegiance to the United States of America led by Mrs. Husman.
3. Additions to the agenda.
4. Approval of the meeting minutes:
 - a. Regular Meeting of June 17, 2013
 - b. Special meeting of July 2, 2013
5. City resident, Jean Keating will address the council regarding the dog limit ordinance.
6. Maplewood Marketplace Improvements:
 - a. Service Director's report on Change Order #1; and
 - b. proposed Ordinance 53-2013.

 - c. Service Director's report on Parking Lot final change order; and
 - d. proposed Ordinance 54-2013,
7. 2013 Resurfacing Project:
 - a. Service Director's report on project bids; and
 - b. proposed Ordinance 55-2013,
8. Proposed Ordinance 46-2013, Amending Community Reinvestment Area # 6.
9. Proposed Resolution No. 9-2013, establishing procedure for Council's appointment to Community Reinvestment Areas Housing Councils.
10. Municipal Planning Commission's recommendation regarding Zoning Ordinance Amendment ZA-2-2013, ZA-3-2013, and ZA-4-3013. (Public hearings are set for August 19th at 7:00p.m.)
11. Committee reports.
 - a. Report of Zoning & Annexation meeting from June 18th.
12. Committee referrals.

Information

- A. June Cash Report from the Division of Taxation.
- B. Minutes of the July 10, 2013 Municipal Planning Commission meeting.
- C. Minutes of the July 10, 2013 Board of Architectural Review meeting.
- D. June 2013 Bank Statement.
- E. Job Creation Program Policy (Draft).

Minutes of the Meeting of Council
June 17, 2013

The Council of the City of Sylvania, Ohio met in regular session on June 17, 2013 at 7:30 p.m. with Mayor Craig A. Stough in the chair. Roll was called with the following members present: Mike Brown, Katie Cappellini, Doug Haynam, Sandy Husman, Mark Luetke, Mary J. Westphal (7); absent: Todd Milner (1), excused by Mayor Stough.

Roll call:
Milner Absent,
excused.

Mr. Hayman led the Pledge of Allegiance to the United States of America.

Pledge of Alleg.

Mayor Stough stated that Council will now consider agenda item 3.

Requests were made for the following additions to the agenda:

Additions to the
agenda.

- 4a. Service Director's Report – Balfour Road complaints.
- 12. Set Special meeting to award Monroe St. Reconstruction Project.

Mr. Luetke moved, Mrs. Westphal seconded, to approve the agenda as amended; roll call vote being: Brown, Cappellini, Haynam, Husman, Luetke, Westphal, (6) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 4.

Mrs. Westphal presented the June 3 minutes. Mrs. Westphal moved, Mr. Luetke seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of June 3, 2013 be approved; roll call vote being: Cappellini, Haynam, Husman, Luetke, Westphal, Brown (6) yeas; (0) nays. The motion carried.

Approval of the
June 3 minutes.

Mayor Stough stated that Council will now consider added agenda item 4a.

Service Director Aller reported on the progress of the Balfour Rd. complaints. Several Balfour Road residents provided additional information on the condition of the property for council to review. The City will contact County agencies and Community Service agencies to help the progression to resolve these matters.

Balfour Road
Property

Mayor Stough stated that Council will now consider agenda item 5.

The Service Director's report on the Erie Street Bridge No. 122 Replacement Project was placed on file. Mr. Brown presented and read aloud by title only, proposed Ordinance 49-2013, a written copy of same having been previously furnished to each member of Council, "Accepting the proposal of Bowser-Morner for construction

Ord. 49-2013
"Accepting...
Bowser-Morner
...Construction

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testing services for the Erie Street Bridge No. 122 Replacement Project; appropriating funds therefore in the amount of \$6,523.25; and declaring an emergency.” Mr. Brown moved, Mr. Haynam seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Luetke, Westphal, Brown, Cappellini, Haynam, Husman, (6) yeas; (0) nays. The motion carried.

TestingErie
Bridge
Replacement.”

Mr. Brown moved, Mrs. Westphal seconded, that Ordinance 49-2013 be enacted as an emergency measure as declared therein; roll call vote being: Westphal, Brown, Cappellini, Haynam, Husman, Luetke, (6) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 6.

The Service Director’s report on the 2013 Resurfacing Project was placed on file. Mrs. Husman moved, Mr. Luetke seconded to authorize the clerk to advertise for bids for the project; roll call vote being: Brown, Cappellini, Haynam, Husman, Luetke, Westphal, (6) yeas; (0) nays. The motion carried.

Advertise Bids
for 2013
Resurfacing
Project

Mayor Stough stated that Council will now consider agenda item 7.

Mr. Haynam moved, Mrs. Westphal seconded to refer Zoning Ordinance Amendment Application Nos. ZA-2-2013, ZA-3-2013 and ZA-4-2013 to the Municipal Planning Commission for review and recommendation: roll call vote being: Cappellini, Haynam, Husman, Luetke, Westphal, Brown, (6) yeas; (0) nays. The motion carried.

ZA-2-2013,
ZA-3-2013,
ZA-4-2013
referral to Plan
Comm.

Mayor Stough stated that Council will now consider agenda item 8.

Mayor Stough presented the Planning Commission’s recommendation for Zoning Ordinance Amendment ZA-1-2013, dated June 3, 2013, made by Renee Mason from “R-3 Multiple Dwelling Medium Density District” to “B-2 General Business District” for 5441 Main Street, Sylvania, OH 43560. Mr. Haynam moved, Mr. Luetke seconded, to set the public hearing date for Zoning Ordinance Amendment Application Nos. ZA-1-2013, ZA-2-2013, ZA-3-2013 and ZA-4-2013 for August 19, 2013 at 7:00p.m. concurrently and to authorize the clerk to advertise the public hearing: roll call vote being: Haynam, Husman, Luetke, Westphal, Brown, Cappellini, (6) yeas; (0) nays. The motion carried.

Set P. Hearing
ZA-1-2013,
ZA-2-2013,
ZA-3-2013,
ZA-4-2013 for
8/19/13, 7:00p.m.

Mayor Stough stated that Council will now consider agenda item 9.

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Mr. Luetke presented and read aloud by title only, proposed Ordinance 50-2013, a written copy of same having been previously furnished to each member of Council, "Accepting the proposal of R/P Marketing Public Relations to upgrade the city's website to be compatible with mobile devices; appropriating funds therefore in the amount of \$75,000; and declaring an emergency." Mr. Luetke moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Luetke, Westphal, Brown, Cappellini, Haynam, Husman, (6) yeas; (0) nays. The motion carried.

Ord. 50-2013
"Accepting R/P
Marketing....
Website
upgrade..."

Mr. Luetke moved, Mr. Westphal seconded, that Ordinance 50-2013 be enacted as an emergency measure as declared therein; roll call vote being: Westphal, Brown, Cappellini, Haynam, Husman, Luetke, (6) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 10.

Mrs. Westphal reported that the Committee-of-the-Whole met 6:30p.m. to review the Community Reinvestment Area No. 3, 8, 6, and 1. The Committee's recommendation is approval of Ordinance 23-2013, "Amending CRA No. 8" and Ordinance 48-2013, "Amending CRA No. 1". Further to refer back to administration Ordinance 22-2013, "Amending CRA No. 3" and Ordinance 46-2013, "Amending CRA No. 6" for further review.

COW Mtg.
6/17/13, 6:30p.m.

Mrs. Westphal presented and read aloud by title only, proposed Ordinance 23-2013, a written copy of same having been previously furnished to each member of Council, "Amending Community Reinvestment Area No. 8, designating a Housing Officer, establishing a Community Reinvestment Area Housing Council; and declaring an emergency." Mrs. Westphal moved, Mr. Haynam seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Brown, Cappellini, Haynam, Husman, Luetke, Westphal, (6) yeas; (0) nays. The motion carried.

Ord. 23-2013,
"Amending CRA
No. 8...."

Mrs. Westphal moved, Mr. Haynam seconded, that Ordinance 23-2013 be enacted as an emergency measure as declared therein; roll call vote being: Cappellini, Haynam, Husman, Luetke, Westphal, Brown, (6) yeas; (0) nays. The motion carried.

Mrs. Westphal presented and read aloud by title only, proposed Ordinance 48-2013, a written copy of same having been previously furnished to each member of Council, "Amending Community Reinvestment Area No. 1, designating a Housing Officer, establishing a Community Reinvestment Area Housing Council; repealing Resolution No. 24-96; and declaring an emergency." Mrs. Westphal moved, Mrs. Husman

Ord. 48-2013,
"Amending CRA
No. 1...."

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seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Luetke, Westphal, Brown, Cappellini, Haynam, Husman, (6) yeas; (0) nays. The motion carried.

Mrs. Westphal moved, Mr. Haynam seconded, that Ordinance 48-2013 be enacted as an emergency measure as declared therein; roll call vote being: Westphal, Brown, Cappellini, Haynam, Husman, Luetke, (6) yeas; (0) nays. The motion carried.

Mayor Stough stated Council will now consider added agenda item 12.

Mrs. Westphal moved, Mr. Luetke seconded to set a Special meeting of City of Sylvania Council for the purpose of awarding the Monroe Street Reconstruction Project on July 2, 2013 at 5:30 p.m.; roll call vote being: Brown, Cappellini, Haynam, Husman, Luetke, Westphal, (6) yeas; (0) nays. The motion carried.

Special Council
meeting, 7/2/13
at 5:30p.m.

Mayor Stough stated that all items on the agenda had been considered.

Mrs. Westphal moved, Mrs. Cappellini seconded, that this meeting adjourn; all present voting yea (6); (0) nays. The motion carried and the meeting adjourned 9:01p.m.

Adjournment.

Clerk of Council

Mayor

Minutes of the Special Meeting of Council
July 2, 2013

The Council of the City of Sylvania, Ohio met in special session on Tuesday, July 2, 2013 at 5:30 p.m. with Mayor Craig A. Stough in the chair. Roll was called with the following members present: Katie Cappellini, Doug Haynam, Todd Milner, Mary Westphal, V. Michael Brown (5); absent: Sandy Husman, Mark Luetke, (2) excused by Mayor.

Roll call:
Husman, Luetke,
absent, excused.

The Pledge of Allegiance to the United States of America was led by Mayor Stough.

Pledge of Alleg.

There being no items for agenda item 3, Mayor Stough stated that Council will now consider agenda item 4.

Service Director Aller presented his report regarding the Monroe Street Reconstruction and Waterline Replacement Project bids. Mr. Milner presented and read aloud by title only, proposed Ordinance 51-2013, a written copy of same having been previously furnished to each member of Council, "Accepting the bid of Gleason Construction Company, Inc. and awarding the contract for the Monroe Street Reconstruction and Waterline Replacement Project to same; authorizing the expenditure for the project in the amount of \$828,156.35; appropriating funds therefore; and declaring an emergency." Mr. Milner moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Cappellini, Haynam, Milner, Westphal, Brown, (5) yeas; (0) nays. The motion carried.

Ord. 51-2013
"Monroe St.
Reconstruction
and Waterline
project award to
Gleason Constr.
Co., Inc...
\$828,156.35."

Mr. Milner moved, Mr. Haynam seconded, that Ordinance No. 51-2013 be enacted as an emergency measure as declared therein: roll call vote being: Westphal, Cappellini, Haynam, Brown, Milner, (5) yeas; (0) nays. The motion carried.

Service Director Aller presented his report regarding the Monroe Street Reconstruction and Waterline Replacement Project Construction Testing Services. Mr. Brown presented and read aloud by title only, proposed Ordinance 52-2013, a written copy of same having been previously furnished to each member of Council, "Accepting the proposal of Bowser-Morner for construction testing services for the Monroe Street Reconstruction and Waterline Replacement project; appropriating funds therefore in the amount of \$11,385; and declaring an emergency. " Mr. Brown moved, Mr. Milner seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Cappellini, Haynam, Milner, Westphal, Brown, (5) yeas; (0) nays. The motion carried.

Ord. 52-2013,
"Monroe St
Reconstruction
and Waterline
Testing Services
...Bowser-
Morner...
\$11,385..."

Minutes of the Meeting of Council
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Mr. Brown moved, Mrs. Westphal seconded, that Ordinance No. 52-2013 be enacted as an emergency measure as declared therein; roll call vote being: Milner, Westphal, Cappellini, Haynam, Brown (5) yeas; (0) nays. The motion carried.

Mayor Stough stated that all items on the agenda had been considered.

Mrs. Westphal moved, Mr. Milner seconded, that this meeting adjourn; all present voting yea (5); (0) nays. The motion carried and the meeting adjourned at 5:40 p.m.

Adjournment.

Clerk of Council

Mayor

6a



City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

July 12, 2013

To: The Mayor and Members of Sylvania City Council

Re: **MAPLEWOOD MARKETPLACE IMPROVEMENTS
CHANGE ORDER NO. 1**

Dear Mr. Mayor and Council Members:

Paul Avery Company, Inc. of Toledo, Ohio recently completed building renovations as a part of the Maplewood Marketplace Improvements Project. Paul Avery's original contract amount for the project was \$558,523 and received Council approval on December 27, 2012.

During the course of work changes in scope occurred requiring additional labor and materials to complete the project in the amount of \$22,105.78. A few of the larger scope change items included:

- Enlarged supports to meet the structural needs for roof mounted air handlers.
- Additional electrical work and branch circuits.
- Extension of a separation wall between the renovated and old sections of the building.

We have reviewed the request and would like to recommend approval of Change Order No. 1 to Paul Avery Company, Inc. in the amount of \$22,105.78.

Please call if you have any questions.

Sincerely,
Kevin G. Aller, P.E.
Director of Public Service

Joseph E. Shaw, P.E., P.S.
Deputy Director of Public Service
dsw

CITY OF SYLVANIA, OHIO

CHANGE ORDER Number 1

Project Ordinance No.: 71-2012 Purchase Order No. 46393

Contract: Maplewood Marketplace Improvements

Title of Change Order: _____

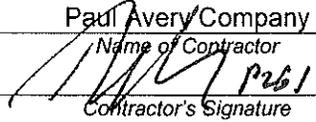
Date: July 8, 2013

Description of Change:

Electrical Panel & Disconnects: \$ 2,330.38
 RTU Supports: \$10,392.90
 Bulletin No. 1: (\$ 2,476.00)
 Bulletin No. 3: \$ 821.00
 Restroom Wall Relocation: \$ 865.00
 Bulletin No. 4: \$ 1,680.00
 Separation Wall: \$ 2,100.00
 IT 051613: \$ 1,257.50
 Bulletin No. 7: \$ 3,742.00
 Rear Door Replacement: \$ 836.00
 Front Window Units: \$ 557.00

RECOMMENDED FOR APPROVAL BY: Kevin G. Aller, P.E. Date _____
Public Service Director

Original Contract Amt	\$	558,523	00
Previous Changes (+ or --)			
This Change (+ or --)	\$	22,105	78
Adjusted Contract Amt	\$	580,628	78

SUBMITTED BY: Paul Avery Company
Name of Contractor
 DATE: 7-10-13 | 
Contractor's Signature

City of Sylvania, Ohio

The above proposal is hereby approved.

The above proposal is hereby approved.

Craig A. Stough, Mayor Date _____ Toby Schroyer, Finance Director Date _____

ORDINANCE NO. 53 -2013

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO APPROVE CHANGE ORDER NO. 1 TO THIS CITY'S AGREEMENT WITH PAUL AVERY COMPANY, INC. FOR THE MAPLEWOOD MARKETPLACE IMPROVEMENT PROJECT WHICH REFLECTS THE ACTUAL MATERIALS USED AND WORK PERFORMED ON THIS PROJECT; INCREASING THE CONTRACT AMOUNT BY \$22,105.78; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 71-2012, passed December 27, 2012, accepted the bid of Paul Avery Company, Inc. for the Maplewood Marketplace Improvement Project, which bid was in the amount of Five Hundred Fifty-Eight Thousand Five Hundred Twenty-Three Dollars (\$558,523.00); and,

WHEREAS, the Deputy Director of Public Service, by report dated July 12, 2013, has recommended the acceptance of Change Order No. 1 of Paul Avery Company, Inc. for said Maplewood Marketplace Improvement Project to reflect the actual quantities of materials used and work performed on this project; and,

WHEREAS, the additional labor and materials were due to changes in the project scope, including enlarged supports to meet the structural needs for roof mounted air handlers, additional electrical work and branch circuits, and extension of a separation wall between the renovated and old sections of the building; and,

WHEREAS, the actual quantities of materials used and work performed on the project resulted in a net increase to the contract in the amount of Twenty-Two Thousand One Hundred Five and 78/100 Dollars (\$22,105.78), for a total contract amount of \$580,628.78.

NOW THEREFORE BE IT ORDAINED by the Council of the City of Sylvania, Lucas County, Ohio, _____ members elected thereto concurring:

SECTION 1. That said change order increasing the contract amount by the sum of Twenty-Two Thousand One Hundred Five and 78/100 Dollars (\$22,105.78), authorized to be appropriated be, and the same hereby is, approved, and the Mayor and the Director of Finance be, and they hereby are, authorized to sign said change order on behalf of this City, thereby indicating such approval and changing the total contract amount.

SECTION 2. That, to provide funds for said change order for improvements, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7316-53562 – Maplewood Marketplace**, the sum of Twenty-Two Thousand One Hundred Five and 78/100 Dollars (\$22,105.78).

SECTION 3. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the adjustments in the contract for said additional improvements should be approved immediately so as not to delay the project completion. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

SECTION 5. It is hereby 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 that 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.

Vote dispensing with the second and third readings: Yeas _____ Nays _____

Passed, _____, 2013, as an emergency measure.

ATTEST:

President of Council
APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

6c



City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

July 2, 2013

To: The Mayor and Members of Sylvania City Council

Re: **MAPLEWOOD MARKETPLACE IMPROVEMENTS – PARKING LOT CONSTRUCTION
FINAL CHANGE ORDER**

Dear Mr. Mayor and Council Members:

Schoen Inc. of Toledo, Ohio recently completed the installation of new parking accommodations as a part of the Maplewood Marketplace Improvements Project. The project included constructing sixteen (16) additional concrete parking spaces including sidewalk and pavement markings. Schoen's bid for the project was \$34,276 and received Council approval on April 2, 2013.

During the course of work, three (3) additional issues outside of the original scope of services surfaced that required immediate attention to complete the project. In summary:

- Heavy rains the week of April 8th caused groundwater seepage through the foundation into a portion of the building's interior undergoing renovations. As a result, additional work in the amount of \$6,757.27 was necessary to excavate and seal coat the exterior foundation and install drainage tile.
- Unsuitable subgrade materials were discovered upon excavation in the southernmost parking lot. As a result, additional work in the amount of \$1,170 was necessary for excavation and backfill of the subgrade.
- The existing concrete driveway used for construction access to the site was not able to withstand construction traffic due to insufficient depth (4"). As a result, additional work in the amount of \$11,789 was necessary to remove and replace the damaged driveway.

We recommend approval of the final change order to Schoen, Inc. in the amount of \$19,716.27.

Please call if you have any questions.

Sincerely,

Kevin G. Aller, P.E.

Director of Public Service

KGA/dsw

6d.

ORDINANCE NO. 54 -2013

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO APPROVE CHANGE ORDER NO. 1 - FINAL TO THIS CITY'S AGREEMENT WITH SCHOEN, INC. FOR THE MAPLEWOOD MARKETPLACE IMPROVEMENTS – PARKING LOT CONSTRUCTION PROJECT WHICH REFLECTS THE ACTUAL MATERIALS USED AND WORK PERFORMED ON THIS PROJECT; INCREASING THE CONTRACT AMOUNT BY \$19,716.27; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 35-2013, passed April 1, 2013, accepted the bid of Schoen, Inc. for the Maplewood Marketplace Improvements – Parking Lot Construction Project, which bid was in the amount of Thirty-Four Thousand Two Hundred Seventy-Six Dollars (\$34,276.00); and,

WHEREAS, the Director of Public Service, by report dated July 2, 2013, has recommended the acceptance of Change Order No. 1 - Final of Schoen, Inc. for said Maplewood Marketplace Improvements – Parking Lot Construction Project to reflect the actual quantities of materials used and work performed on this project; and,

WHEREAS, the additional labor and materials were due to heavy rains resulting in groundwater seepage through the foundation into a portion of the building's interior which required excavation and seal coating, unsuitable subgrade materials requiring excavation and backfill and the existing concrete driveway was unable to withstand construction traffic requiring removal and replacement of the damaged driveway; and,

WHEREAS, the actual quantities of materials used and work performed on the project resulted in a net increase to the contract in the amount of Nineteen Thousand Seven Hundred Sixteen and 27/100 Dollars (\$19,716.27), for a total contract amount of \$53,992.27.

NOW THEREFORE BE IT ORDAINED by the Council of the City of Sylvania, Lucas

County, Ohio, _____ members elected thereto concurring:

SECTION 1. That said change order increasing the contract amount by the sum of Nineteen Thousand Seven Hundred Sixteen and 27/100 Dollars (\$19,716.27), authorized to be appropriated be, and the same hereby is, approved, and the Mayor and the Director of Finance be, and they hereby are, authorized to sign said change order on behalf of this City, thereby indicating such approval and changing the total contract amount.

SECTION 2. That, to provide funds for said change order for improvements, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7316-53562 – Maplewood Marketplace**, the sum of Nineteen Thousand Seven Hundred Sixteen and 27/100 Dollars (\$19,716.27).

SECTION 3. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the adjustments in the contract for said additional improvements should be approved immediately so as not to delay the project completion. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

SECTION 5. It is hereby 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 that 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.

Vote dispensing with the second and third readings: Yeas _____ Nays _____

Passed, _____, 2013, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

7a



DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

July 11, 2013

To: The Mayor and Members of Sylvania City Council

Re: **2013 RESURFACING PROJECT**

Dear Mr. Mayor and Council Members:

The City of Sylvania Department of Public Service received three quotes on July 10, 2013 for the above referenced project. The project includes pavement improvements including resurfacing and spot repairs for Lane Street, Winding Way, Country Place and Balfour Street (north of Marshall Road).

The lowest quote was submitted by Gerken Paving, Inc. of Napoleon, Ohio. Gerken's quote of \$125,761.78 was approximately 14.2% under the City prepared construction estimate of \$146,629.

We recommend contracting with Gerken Paving, Inc. in the amount of \$125,761.78 to complete the necessary improvements.

Please call if you have any questions.

Sincerely,

Kevin G. Aller, P.E.
Director of Public Service

Joseph E. Shaw, P.E.
Deputy Director of Public Service
dsw

7b

ORDINANCE NO. 55 -2013

ACCEPTING THE BID OF GERKEN PAVING, INC. AND AWARDING THE CONTRACT FOR THE 2013 RESURFACING PROJECT TO SAME; AUTHORIZING THE EXPENDITURE FOR THE PROJECT IN THE AMOUNT OF \$125,761.78; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, plans for the 2013 Resurfacing Project have been completed and are now on file with the Clerk of this Council; and,

WHEREAS, the Clerk of Council was authorized to advertise for bids at the June 17, 2013 Council meeting and thereafter the Clerk advertised for bids, and the bids were opened on April 24, 2013, and thereafter, the Deputy Director of Public Service, by report dated July 11, 2013, stated that the total estimate for the 2013 Resurfacing Project was \$146,629 and the following bids were received:

<u>BIDDERS</u>	<u>BID PRICE</u>
Gerken Paving, Inc.	\$125,761.78
Geddis Paving	131,022.48
Crestline Paving	137,829.08

WHEREAS, the three (3) bids offered by the above bidders meet all of the City=s specifications and the Deputy Director of Public Service, by report dated July 11, 2013, has recommended acceptance of the lowest and best bid of Gerken Paving, Inc. and that the contract for the 2013 Resurfacing Project be awarded to same.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Sylvania, Lucas County, Ohio, _____ members elected thereto concurring:

SECTION 1. That the bid of Gerken Paving, Inc. 9-072 US 24, Napoleon, Ohio 43545, for said 2013 Resurfacing Project, in the amount of One Hundred Twenty-Five Thousand Seven Hundred Sixty-One and 78/100 Dollars (\$125,761.78), is hereby determined to be the lowest and best bid received and the same is hereby accepted.

SECTION 2. That the Mayor and Director of Finance be, and hereby are, authorized and directed to execute a contract with the bidder named in Section 1 above for the furnishing of such labor and materials in accordance with said bid.

SECTION 3. That to provide funds for said improvement project hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-53503 – Street Improvements**, the total sum of One Hundred Twenty-Five Thousand Seven Hundred Sixty-One and 78/100 Dollars (\$125,761.78).

SECTION 4. It is hereby 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 that 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 5. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 6. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the bid of Gerken Paving, Inc. should be accepted immediately so as to provide for the 2013 Resurfacing Project at the earliest possible time. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote dispensing with the second and third readings: Yeas _____ Nays _____

Passed, _____, 2013, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

ORDINANCE NO. 46 -2013

**AMENDING COMMUNITY REINVESTMENT AREA NO. 6,
DESIGNATING A HOUSING OFFICER, ESTABLISHING A
COMMUNITY REINVESTMENT AREA HOUSING COUNCIL;
REPEALING RESOLUTION NO. 26-96; AND DECLARING AN
EMERGENCY.**

WHEREAS, Resolution No. 4-93, passed February 17, 1993, established and described the boundaries of a Community Reinvestment Area (“CRA”) to be known as Community Reinvestment Area Number 6; and,

WHEREAS, Resolution No. 29-96, passed July 1, 1996, directed the Housing Officer of Community Reinvestment Area Number 6 not to accept any new applications for exemptions for this CRA; and,

WHEREAS, the Economic Development Subcommittee met on May 24, 2012, June 11, 2012, and July 10, 2012 to review the City’s Community Reinvestment Areas; and,

WHEREAS, the Committee of the Whole met on March 4, 2013, April 15, 2013 and June 3, 2013 to review the City’s Community Reinvestment Areas; and,

WHEREAS, subsequent to these meetings, the Economic Development Subcommittee recommended that the boundaries of Community Reinvestment Area No. 6 be amended to include residential properties in as shown on the attached “Exhibit A” which include housing facilities or structures of historical significance are located and new housing construction is discouraged; and,

WHEREAS, including the additional properties within the boundaries of Community Reinvestment Area will serve to encourage economic stability, maintain real property values, promote the public health, safety and general welfare, and generate new employment opportunities; and,

WHEREAS, a survey of the housing within the City of Sylvania has been performed; and,

WHEREAS, the Council of the City of Sylvania has deemed it necessary to amend the boundaries of the Community Reinvestment Area to include such areas as permitted in Sections 3735.65 to 3735.70 of the Ohio Revised Code.

NOW, THEREFORE BE IT ORDAINED by the Council of the City of Sylvania, Lucas County, Ohio, _____ members elected thereto concurring:

SECTION 1. That Community Reinvestment Area No. 6 is hereby amended as described in detail on the attached "Exhibit A" which is incorporated herein by reference.

SECTION 2. That Resolution No. 29-96 is hereby repealed and the owner of any real property located in said Community Reinvestment Area Number 6 may file an application with the Housing Officer for an exemption from real property taxation for a new structure or remodeling completed after the effective date of this ordinance.

SECTION 3. That said Community Reinvestment Area No. 6 is one in which housing facilities or structures of historical significance are located and new housing and repair of existing facilities or structures are discouraged.

SECTION 4. That within the above-described Community Reinvestment Area tax exemptions for improvements to real property as described in Ohio Revised Code Section 3735.67 will be granted. For the construction of every dwelling, or commercial or industrial structure located in said area as provided in Ohio Revised Code Section 3735.67(C), an exemption will be granted for up to fifteen years as set forth below.

SECTION 5. That Council hereby designated the Mayor as Housing Officer for the City of Sylvania.

SECTION 6. That there is hereby established a Community Reinvestment Area Housing Council for Community Reinvestment Area No. 6. The Mayor is to appoint two (2) members, the Council is to appoint two (2) members, and the Planning Commission is to appoint one (1) member. The majority of the foregoing members are to appoint two (2) additional members who shall be residents within the Area. The terms shall be for three years. An unexpired term resulting from a vacancy in the Council shall be filled in the same manner as the initial appointment was made.

SECTION 7. The tax exemption shall first apply in the year following the calendar year in which the certification is made to the Lucas County Auditor by the Housing Officer pursuant to Section 5 above. If the remodeling qualifies for an exemption under Section 8 below, the dollar amount by which the remodeling increased the market value of the structure shall be exempt from real property taxation. If the construction qualifies for an exemption under Section 8 below, the structure shall not be considered an improvement of the land on which it is located for the purpose of real property taxation.

SECTION 8. That the construction of new structures and the remodeling of existing structures within said Reinvestment Area are hereby declared to be a public purpose for which

exemptions from real property taxation are granted for the following periods:

- A. For remodeling or construction of new dwellings containing not more than two family units and upon which cost of remodeling is Three Thousand Dollars (\$3,000.00) or more, a period of not more than fifteen (15) years and the abatement may be 100% of the increase in property tax valuation as a result of the remodeling or construction.
- B. For remodeling or construction of new dwellings containing more than two family units and upon which cost of remodeling is Ten Thousand Dollars (\$10,000.00) or more, a period of not more than fifteen (15) years and the abatement may be 100% of the increase in property tax valuation as a result of the remodeling or construction.
- C. For remodeling or construction of new commercial structures, a period of not more than ten (10) years and the abatement may be 100% of the increase in property tax valuation as a result of the remodeling or construction.
- D. For remodeling or construction of new mixed use structures, a period of not more than fifteen (15) years and the abatement may be 100% of the increase in property tax valuation as a result of the remodeling or construction.

Any project currently under construction in Community Reinvestment Area No. 6 at the time of the passage of this ordinance may receive exemption based on the terms as amended above.

SECTION 9. That the Clerk is hereby directed to publish this ordinance in a newspaper of general circulation in the municipal corporation once a week for two consecutive weeks immediately following its adoption.

SECTION 10. That the Clerk is hereby directed to forward a copy of this Ordinance to the Lucas County Auditor and the Ohio Department of Development for information purposes.

SECTION 11. It is hereby 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 that 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 12. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Sections 11(c) and 12, of the Charter of this City.

SECTION 13. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the amendments to the boundaries of Community Reinvestment Area will serve to encourage economic stability, maintain real property values, promote the public health, safety and general welfare, and generate new employment opportunities and therefore should be effective immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty

(30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote dispensing with the second and third readings: Yeas _____ Nays _____

Passed, _____, 2013, as an emergency issue.

President of Council

ATTEST:

Clerk of Council

APPROVED:

APPROVED AS TO FORM:

Mayor

Director of Law

Date

EXHIBIT "A"

Description of the Boundaries of Community Reinvestment Area #6

Situated in the State of Ohio, County of Lucas, City of Sylvania, Section 11, Town 9 South, Range 6 East, and being a parcel of land as shown in Exhibit "B" and being more particularly bounded and described as follows:

Beginning at the southwesterly corner of Whetstone Park as recorded in Plat Book Volume 45, Page 71, Lucas County Recorder's Office;

Thence in a northerly direction on the westerly line of Whetstone Park to the centerline of right of way of Alexis Road;

Thence continuing in a northerly direction from the centerline of right of way of Alexis Road to the southeast corner of Lot 2 of Plum Acres Plat I as recorded in Plat Book Volume 52, Pages 15 and 16, Lucas County Recorder's Office;

Thence continuing in a northerly direction from the said southeast corner of Lot 2 on the east line of Plum Acres Plat I to the south line of Trenton Place as recorded in Plat Book Volume 68, Pages 30 and 31, Lucas County Recorder's Office;

Thence in an easterly direction on the said south line of Trenton Place to the westerly right of way line of Roan Road;

Thence in a southerly direction on the said westerly right of way line of Roan Road to the extended intersection of the south line of Lot 152 of Westfield Gardens as recorded in Plat Book Volume 33, Page 5, Lucas County Recorder's Office;

Thence in an easterly direction on the said extended intersection of the south line of Lot 152 of Westfield Gardens to the westerly right of way line Rudyard Road;

Thence in a southerly direction on the said westerly right of way line of Rudyard Road to the northeast corner of Lot 145 of said Westfield Gardens;

Thence in an easterly direction from the said northeast corner of Lot 145 of said Westfield Gardens to the centerline of right of way of Rudyard Road;

Thence in a northerly direction on the said centerline of right of way of Rudyard Road to the extended intersection of the south line of Lot 43 of said Westfield Gardens;

Thence in an easterly direction on the said extended intersection of the easterly line of Lot 43 to the centerline of right of way of Webster Road;

Thence in a southerly direction on the said centerline of right of way of Webster Road to the centerline of right of way of Alexis Road;

Thence in a northeasterly direction on the said centerline of right of way of Alexis Road to the centerline of right of way of Burgess Road;

Thence in a southerly direction on the said centerline of right of way of Burgess Road to the centerline of right of way of McGregor Lane;

Thence in a westerly direction on the said centerline of right of way of McGregor Lane to the extended intersection of the westerly line of Lot 11 of Bentbrook Addition as recorded in Plat Book Volume 56, Page 50, Lucas County Recorder's Office;

Thence in a southerly direction on the said westerly line of Lot 11 of Bentbrook Addition, the westerly lines of Lots 3 through 10 inclusive, to the southwest corner of Lot 3 of said Bentbrook Addition;

Thence in an easterly direction on the southerly line of said Lot 3 to the centerline of right of way of Bentbrook Road;

Thence in a southerly direction on the said centerline of right of way of Bentbrook Road to the extended intersection of the northerly line of Lot 1 of said Bentbrook Addition;

Thence in a southeasterly direction on the northerly line of Lot 1 to the northeast corner of said Lot 1 of Bentbrook Addition;

Thence in a southerly direction on the east line of said Lot 1 to the northwest corner of a parcel of land owned by *L & D Real Estate, Ltd.*, as recorded in Instrument Number 20120208 0006276, Lucas County Recorder's Office, said parcel also being Lucas County Auditor's Tax Parcel 82 05101;

Thence in an easterly direction on the north line of said *L & D Real Estate, Ltd.* parcel to the northwest corner of a parcel of land owned by *L & D Real Estate, Ltd.*, as recorded in Instrument Number 20120208 0006276, Lucas County Recorder's Office, said parcel also being Lucas County Auditor's Tax Parcel 82 05131;

Thence in an easterly direction on the north line of said *L & D Real Estate, Ltd.* parcel to the northwest corner of a parcel of land owned by *L & G Enterprises Co., an Ohio General Partnership*, as recorded in Microfiche 94 009B12, Lucas County Recorder's Office, said parcel also being Lucas County Auditor's Tax Parcel 82 05096;

Thence in an easterly direction on the north line of said *L & G Enterprises Co., an Ohio General Partnership* parcel to the northwest corner of a parcel of land owned by *Silvertown Investors, Ltd.*, as recorded in Microfiche 99 271C08, Lucas County Recorder's Office, said parcel also being Lucas County Auditor's Tax Parcel 82 05124;

Thence in an easterly direction on the north line of said *Silvertown Investors, Ltd.* parcel to the northwest corner of a parcel of land owned by *Silvertown Investors, Ltd.*, as recorded in Microfiche 99 271C08, Lucas County Recorder's Office, said parcel also being Lucas County Auditor's Tax Parcel 82 05121;

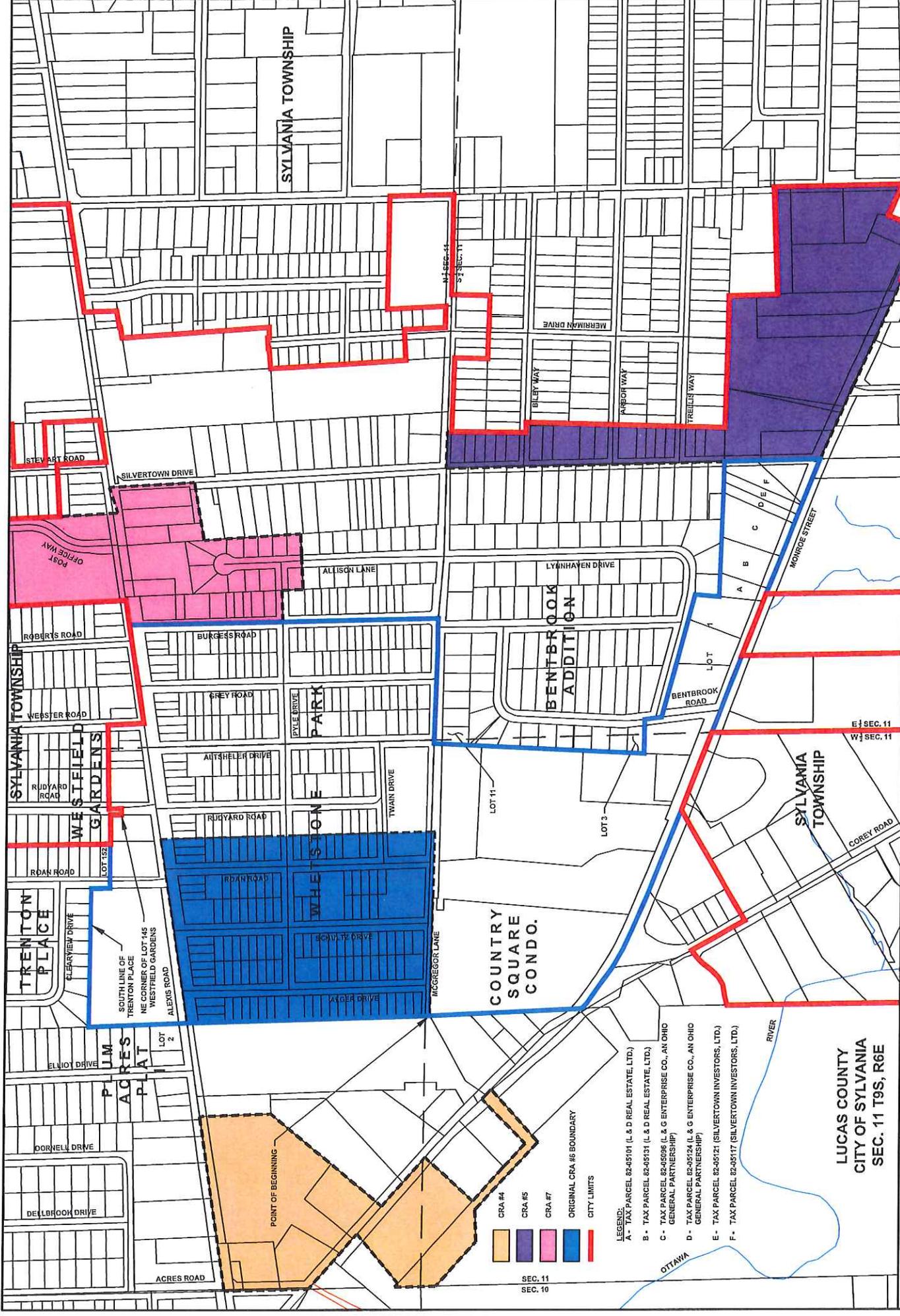
Thence in an easterly direction on the north line of said *Silvertown Investors, Ltd.* parcel to the northwest corner of a parcel of land owned by *Silvertown Investors, Ltd.*, as recorded in Microfiche 99 271C08, Lucas County Recorder's Office, said parcel also being Lucas County Auditor's Tax Parcel 82 05117;

Thence in an easterly direction on the north line of said *Silvertown Investors, Ltd.* parcel to the centerline of right of way of Silvertown Drive;

Thence in a southerly direction on the said centerline of right of way of Silvertown Drive to the centerline of right of way of Monroe Street;

Thence in a northwesterly direction on the said centerline of right of way of Monroe Street to the extended extension of the westerly line of Country Square Condominium as recorded in Plat Book Volume 76, Page 49, Lucas County Recorder's Office;

Thence in a northerly direction on the westerly line of said Country Square Condominium to the point of beginning.



DEPARTMENT OF PUBLIC SERVICE

**LOCATION MAP
COMMUNITY REINVESTMENT AREA #6**

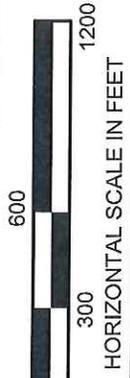


EXHIBIT:	B
DRAWN BY:	JES
DATE:	0711/2013

- LEGEND:**
- A - TAX PARCEL 82-05101 (L & D REAL ESTATE, LTD.)
 - B - TAX PARCEL 82-05121 (L & D REAL ESTATE, LTD.)
 - C - TAX PARCEL 82-05096 (L & G ENTERPRISE CO., AN OHIO GENERAL PARTNERSHIP)
 - D - TAX PARCEL 82-05224 (L & G ENTERPRISE CO., AN OHIO GENERAL PARTNERSHIP)
 - E - TAX PARCEL 82-05121 (SILVERTOWN INVESTORS, LTD.)
 - F - TAX PARCEL 82-05117 (SILVERTOWN INVESTORS, LTD.)

CITY LIMITS

- CRA #4
- CRA #5
- CRA #7
- ORIGINAL CRA #6 BOUNDARY
- CITY LIMITS

LUCAS COUNTY
CITY OF SYLVANIA
SEC. 11 T9S, R6E

RESOLUTION NO. 9 - 2013

A RESOLUTION ESTABLISHING A PROCEDURE FOR SYLVANIA CITY COUNCIL'S APPOINTMENTS TO THE COMMUNITY REINVESTMENT AREA HOUSING COUNCILS; AND DECLARING AN EMERGENCY.

WHEREAS, Sylvania City Council, by Resolution No. 14-2008, passed October 6, 2008, established a procedure for Sylvania City Council's appointments to various boards and committees; and,

WHEREAS, Sylvania City Council now also wishes to establish a procedure for filling vacancies on the Sylvania Community Reinvestment Area Housing Councils.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Sylvania and the Sylvania Township Board of Trustees, Lucas County, Ohio, _____ members elected thereto concurring:

SECTION 1. That the Council of the City of Sylvania hereby authorizes and instructs the Clerk of Council to advertise vacancies on the Community Reinvestment Areas within our City for thirty days and to deliver all resumes received in response to said vacancy to Sylvania City Council's Employee & Community Relations Committee for its review and recommendation to Council.

SECTION 2. It is hereby 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 that 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 3. That the Clerk of Council is hereby directed to post a copy of this Resolution in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the procedure set forth above should be enacted at the earliest possible time. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval

by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by this Charter.

Vote dispensing with the second and third readings: Yeas _____ Nays _____

Passed, _____, 2013, as an emergency measure.

President of Council

ATTEST:

Clerk of Council

APPROVED:

Mayor

Date

APPROVED AS TO FORM:

Director of Law



City Of Sylvania

MUNICIPAL PLANNING COMMISSION

July 11, 2013

To: Mayor and Members of City Council

Re: **Council Referrals – ZA-2-2013, ZA-3-2013 and ZA4-2013**

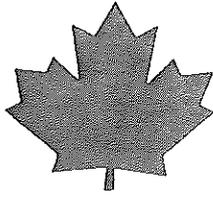
Dear Mayor and Members of Council:

Following is an excerpt from the minutes of the regular meeting of the Municipal Planning Commission of July 10, 2013, ZA-2-2013, ZA-3-2013 and ZA-4-2013 requested by David M. Garner for Edifice Rex, Ltd. to change the zoning from R-3 Multiple Dwelling Medium Density District to B-2 General Business District for the properties located at 5445, 5453 and 5457 Main St.:

..." Mr. Marciniak moved, Dr. Backus seconded to recommend approval that the zoning of the properties located at 5445, 5453 and 5457 Main St. to be changed from R-3 Multiple Dwelling Medium Density District to B-2 General Business District. Vote being: Marciniak, Backus, Stough, Lindsley (4) aye; (0) nay. Motion passed by a 4 to 0 vote."...

Sincerely,

Debra Webb, Secretary
Municipal Planning Commission



City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE

ROBERT H. OBERLY, ZONING ADMINISTRATOR

July 2, 2013

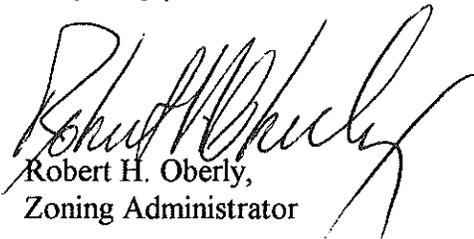
To: Chairman and Members of Sylvania Municipal Planning Commission

Re: **Council Referral ZA-2-2013, ZA-3-2013, ZA-4-2013.**

Dear Mr. Chairman and Members:

We have reviewed the Agenda Items for the July 10, 2013 meeting. The requested action is the continuation of the requested action of June 12, 2013 meeting and the necessary steps to prevent spot zoning along Main Street. With your recommendation properties will be zoned B-2 from Monroe Street south to 5445 Main street.

Very truly yours,



Robert H. Oberly,
Zoning Administrator



A.

City of Sylvania

DIVISION OF TAXATION
, COMMISSIONER

July 1, 2013

Mayor Craig A. Stough and Members of Council
City of Sylvania
Sylvania, Ohio

Dear Mayor Stough and Council Members:

The monthly cash report from the Division of Taxation is as follows:

	Deposits	Refunds	Balance
June 30, 2013	\$694,606.47	\$8,256.58	\$686,349.89
June 30, 2012	\$611,270.34	\$41,898.17	\$569,372.17
Monthly Difference	----- \$83,336.13	----- -\$33,641.59	----- \$116,977.72
Year to Date 2013	\$5,178,995.38	\$126,849.19	\$5,052,146.19
Year to Date 2012	\$4,872,708.20	\$115,580.35	\$4,757,127.85
Yearly Difference	----- \$306,287.18	----- \$11,268.84	----- \$295,018.34
			6.20%

Respectfully submitted,

Christy M. Golis
Tax Commissioner

c: Mr. Toby Schroyer, Finance Director

Sylvania Municipal Planning Commission

Minutes of the regular meeting of July 10, 2013. Mr. Lindsley called the meeting to order.

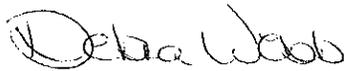
Members present: Mayor Craig Stough, Read Backus, Ken Marciniak and Thomas Lindsley (4) present. Mr. Robert Oberly present.

Mr. Marciniak moved, Dr. Backus seconded to approve the Minutes of the June 12, 2013, meeting as submitted. Vote being: (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Items 3, 4 and 5 - Council Referrals - ZA-2-2013, ZA-3-2013 and ZA-4-2013 requested by David M. Garner for Edifice Rex, Ltd. to change the zoning from R-3 Multiple Dwelling Medium Density District to B-2 General Business District for the properties located at 5445, 5453 and 5457 Main St., Sylvania, OH 43560. Mr. David Garner was present. Mayor Stough stated that these properties are adjacent to the property that came before the Planning Commission last month, as described in the meeting minute's, and that City Council has scheduled a common Public Hearing date, for all four properties concurrently, which will take place in August. He also added that many of the comments made at last month's meeting are pertinent to these properties. Mr. Garner stated that although his development plans for the properties are not definite, he has begun renovations on the property located at 5445 Main St., and his intention is to have that property function as part of the River Center Foundation. The property may function as the location of the business offices and may also include an art gallery for the expression of the artistic abilities and creativity for people with eating disorders and psychiatric problems in general. Mr. Garner further added that his plan is to maintain the character of the residential home. Mr. Marciniak moved, Dr. Backus seconded to recommend approval that the zoning of the properties located at 5445, 5453 and 5457 Main St. to be changed from R-3 Multiple Dwelling Medium Density District to B-2 General Business District. Vote being: Marciniak, Backus, Stough, Lindsley (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Dr. Backus moved, Mr. Marciniak seconded to adjourn the meeting. All present voted aye. Meeting adjourned.

Submitted by,



Debra Webb, Secretary
Municipal Planning Commission

Board of Architectural Review

Minutes of the regular meeting of July 10, 2013. Mr. Lindsley called the meeting to order.

Members present: Mayor Craig Stough, Read Backus, Ken Marciniak and Thomas Lindsley (4) present. Mr. Robert Oberly present.

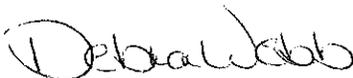
Mr. Marciniak moved, Mayor Stough seconded to approve the Minutes of the June 12, 2013, meeting as submitted. Vote being: (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 3 – Regulated Sign – app. no. 15-2013 requested by Toledo Sign for Hanger Clinic, 5551 Monroe St., Sylvania, Ohio 43560. Myra Guel of Toledo Sign was present. Application is for internally lit channel letters and company logo to be installed on the front wall of the building. Sign is within the sign code regulations. Mr. Marciniak moved, Dr. Backus seconded, to grant a Certificate of Appropriateness for the sign shown in the drawing submitted with the application. Vote being: Marciniak, Backus, Stough and Lindsley (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 4 – Regulated Sign – app. no. 16-2013 requested by Harmon Sign for St. Joseph Church “East Campus”, 5373 Main St., Sylvania, Ohio 43560. Mr. Scott Brady of Harmon Signs was present. Application is for a new monument sign to be installed on the east campus of the church at the Ravine Dr. entrance. The sign is to provide direction for people when they come to the east campus for various activities taking place in the gymnasium. They often end up going to the church on the main campus. This will be the second sign to be installed on the property and Mr. Oberly stated that it is allowed as the property is on a corner lot. Mr. Oberly asked the members to consider the sign as a directional sign as this is a residential area and the sign will need be closer than 10 feet of the right of way. The sign would not be seen if it were back that far due to the trees. Although the sign will be internally lit, Mr. Brady stated that only the green portion of the sign will be lit at night after 10 p.m. Mr. Marciniak moved, Dr. Backus seconded, to grant a Certificate of Appropriateness for the sign shown in the drawing submitted with the application with the condition that they work with Mr. Oberly on the location of the sign. Vote being: Marciniak, Backus, Stough and Lindsley (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Mr. Marciniak moved, Mayor Stough seconded to adjourn the meeting. All present voted aye. Meeting adjourned.

Submitted by,



Debra Webb, Secretary
Municipal Planning Commission

City of Sylvania

Bank Reconciliation

June 2013



CHECKBOOK BALANCE

Ending balance for May 2013 \$ 22,555,535.73

Add: Monthly Receipts 6,128,965.70

Subtotal \$ 28,684,501.43

Less: Monthly Disbursements 6,433,315.77

Ending balance for Jun 2013 \$ 22,251,185.66

Less:

Certificates of Deposit \$ (1,000,000.00)
 Star Ohio (76,941.52)
 Petty Cash (1) (2,050.00)
 Cemetery Savings (1,062.86)
 Toledo Community Fund (28,386.02)
 PNC MoneyMarket (1,027,105.80)
 Key Bank Securities (1,007,308.74)
 5/3rd Securities (12,114,624.65)
 SJS Account (5,214,463.77)
 Sylvania Township Bonds (680,000.00)
 \$ 1,099,242.30

Less:

NSF (64.28)
 NSF (35.30)
 NSF (92.77)
 Utilities adj (6.00)

\$ 1,099,043.95

(1)

Division of Public Service \$ 150.00
 Department of Finance 100.00
 Division of Water 600.00
 Division of Police 200.00
 Municipal Court 700.00
 Division of Taxation 150.00
 Division of Forestry 150.00

Petty Cash Balance \$ 2,050.00

BANK BALANCE

EOM 5/3rd Bank Balance \$ 1,114,695.10

Deposits in Transit 489.41

Subtotal \$ 1,115,184.51

Less: Outstanding Checks (2) 16,140.56

Adjusted Bank Balance \$ 1,099,043.95

(2)

May Outstanding Checks \$ 196,602.50

Checks written this month 949,115.92

Subtotal \$ 1,145,718.42

Checks Cleared (1,129,577.86)

Jun Outstanding Checks \$ 16,140.56

Toby Schroyer
 Director of Finance, City of Sylvania

- DRAFT - E
7/12/13

**CITY OF SYLVANIA
JOB CREATION PROGRAM
APPLICATION & GUIDELINES**

PURPOSE: The purpose of the program is to maintain Sylvania's competitiveness as a location for new businesses and the expansion of existing businesses. This program may be used in conjunction with other financing and incentive programs available through the federal government, the State of Ohio, and / or the Toledo-Lucas County Port Authority. Job Creation Program benefits are generally not intended to be used with other City of Sylvania tax incentives. When available, property tax abatement is to be favored over the Job Creation Program as the preferred method of economic incentive.

GOAL: The goal of the Job Creation Program is to provide an incentive to companies investing in the City of Sylvania.

ELIGIBLE APPLICANTS: Any private company located or locating within the City of Sylvania, which will increase job opportunities and annual payroll, is eligible to submit an application for this Job Creation Program. Governmental or non-profit entities may also be eligible provided such applicant may not receive property tax abatement, nor occupy tax abated or tax-exempt property, during the duration of its Job Creation Program benefit. All applicants must clearly demonstrate a need for the grant above and beyond mere entitlement. Preference will be given to corporate offices and similar types of facilities. Commercial retail operations are not eligible.

APPLICATION PROCESS: Applications are available at the City of Sylvania Administration Building, 6730 Monroe Street, 2nd Floor and can be obtained from the Economic Development Director or Finance Director. There is a \$200 application fee to apply for the incentive.

FINAL APPROVAL: The Council of the City of Sylvania has the final approval of all grant applications. Grants will be awarded on a first come - first served basis, until all appropriated funds are utilized. Payments of grants in future years will be conditional upon and subject to appropriations of non-tax revenues by Council for such payments.

DETERMINATION OF GRANT AMOUNT: The specific grant to any one company will be based upon the company's gross payroll and the amount of municipal income tax such a payroll will generate in the City of Sylvania.

AMOUNT OF GRANT (Creation Projects): The amount granted will be up to one-third of the amount projected to be paid in municipal income taxes in the first year after the project is completed. The grant is based on a minimum of \$500,000 of new or increased payroll and five (5) new jobs as a result of the expansion or relocation project. The amount would increase in multiples of \$100 of annual payment per \$20,000 of payroll up to a maximum of \$50,000.

For example, a company with a "Year 1" payroll of \$1 million with a minimum of fifteen (15) employees which located in Sylvania in "Year 2" could receive a grant of \$5,000 ($\$1 \text{ million} \times .015 = \$15,000$ divided by 3 = \$5,000). Note that grant payments are made one year in arrears for payroll and employment verification purposes.

An existing company which is expanding is also eligible for the grant based upon the increased payroll and additional employees resulting from the expansion.

The dollar amount of the grant is calculated based on information provided to the City at the time of the grant request. Once the grant amount is determined, it will not be increased during the grant period. However, if the

annual payroll decreases, the grant payment would be decreased proportionally.

The projected annual payroll must be maintained throughout the duration of the grant period in order to maintain the amount of the annual grant payment.

No grant award will exceed \$250,000, payable in five (5) annual payments of up to \$50,000 each.

TERMS OF THE GRANT:

Applicant company must complete and submit an application form, with documentation as required by the City.

All applicants must make a brief presentation to Sylvania City Council prior to legislative action by Council approving or disapproving the jobs grant application. The presentation should briefly explain the nature of the company, project, and the necessity of the jobs grant.

To be eligible for jobs grant benefits, applicants must have approval of their jobs grant application by Sylvania City Council prior to the start of their project. The execution of a lease, purchase agreement, or construction contract is generally considered to denote the start of a project.

The grant will be for a fixed number of years, not to exceed five (5). The number of years will be determined by the number of jobs created by the company locating or expanding. All grant projects and payments will be adjusted to a calendar year basis.

Should the number of jobs decrease during the grant period, the number of years that the payments will be awarded will be decreased accordingly. The maximum years of eligibility are five (5).

If any company receiving a grant award is considering a second expansion project, it is eligible to apply for a second grant award. However, Council will make the final decision as to whether or not to grant a second award to a company.

The acceptance of jobs grant benefits from the City of Sylvania will require a contractual commitment on the part of the applicant to substantially maintain the subject project operations in the City of Sylvania for a period of time equal to a ratio of 1.5 years per approved grant year (example: 5 year jobs grant = 7 ½ year commitment to remain in Sylvania). Failure by the applicant to abide by this commitment may require the applicant to reimburse the City of Sylvania 100% of said job grant benefits paid to the applicant in relation to the approved project.

Job grant benefits may only be assigned to a successor company (in the event of a transfer in ownership) by action of the Sylvania City Council.

COMPLIANCE REQUIREMENTS:

In order to receive approved jobs grant benefits, the company must annually make application to the Director of Finance on forms that he may from time to time prescribe. Such payment application shall provide job creation documentation and related information for the preceding grant year.

The company must be current on all other taxes, assessments, and Revolving Loan Fund payments, if applicable, and must certify that it will remain so.

The company and the City of Sylvania will execute a contract stating the amount of the grant award, the term of the award, any other terms and conditions, and what the company must do to receive the remaining grant payments.