

**Sylvania City Council
November 19, 2012**

**6:00 p.m. Economic Development sub-Committee
Utilities & Environment Committee
Finance and Building Grounds**

**7:30 p.m. Council Meeting
Agenda**

1. Roll call.
2. Pledge of Allegiance to the United States of America led by Mrs. Cappellini.
3. Additions to the agenda.
4. Approval of the minutes of the November 5 meeting.
5. Proposed Resolution 16-2012 Adopting a levy endorsement policy.
6. Proposed Resolution 17-2012 Declaring the official intent and reasonable expectation of the City of Sylvania on behalf of the State of Ohio to reimburse its capital improvement fund for the 2 MG elevated tank project with the proceeds of tax exempt debt of the State of Ohio.
7. Committee reports.
8. Committee referrals.

Information

- A. October bank reconciliation.
- B. October cash report from the Division of Taxation.
- C. Schedule of regular City Council meetings for 2013.



City Of Sylvania

SYLVANIA CITY COUNCIL
MARGARET LINTNER, MMC, CLERK

Notice of Council Committee Meetings
Sylvania City Council
November 19, 2012

All meetings are in Council Chambers, 6635 Maplewood Avenue, Sylvania, Ohio 43560.
The first meeting will be at 6:00 p.m., with the next two following consecutively.

Economic Development sub- Committee - to consider the Poggemeyer proposal, and the historic downtown development

Utilities & Environment- to discuss refuse and recycling

Finance and Building & Grounds - Maplewood Marketplace

Minutes of the Meeting of Council
November 5, 2012

- The Council of the City of Sylvania, Ohio met in regular session on November 5, 2012 at 7:30 p.m. with Mayor Craig A. Stough in the chair. Roll was called with the following members present: V. Michael Brown, Katie Cappellini, Doug Haynam, Sandy Husman, Mark Luetke, Mary J. Westphal (6); absent: Todd Milner (1), excused by Mayor Stough. Roll call: Milner absent, excused.
- Mr. Brown 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.
- 5a. Update on Woodstock Ontario.
 - 5b. Report of the Employee & Community Relations Committee.
 - 5c. Scatakular.
 - 11a. Schedule an Economic Development sub-Committee meeting.
 - 12a. Schedule a Building & Grounds and Finance Committee meeting.
 - 12b. Schedule a Utilities & Environment Committee meeting.
 - C. Clerk's retirement.
- Mr. Haynam moved, Mrs. Husman 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 October 15 minutes. Mrs. Westphal moved, Mr. Brown 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 October 15, 2012 be approved as submitted, provided there are no amendments from other members of Council; roll call vote being: Cappellini, Haynam, Husman, Luetke, Westphal, Brown (6) yeas; (0) nays. The motion carried. Approval of the October 15 minutes.
- Mayor Stough stated that Council will now consider agenda item 5.
- Dick Hutchinson, General Manager, NW Ohio, Frontier Communications updated Council on the upgrades in equipment Frontier is doing since acquiring Verizon. They also offer enhanced telecommunications. He introduced Sales Manager Bob Kitzler. Frontier Communications.

Minutes of the Meeting of Council
November 5, 2012

Mayor Stough reported that Woodstock, Ontario is sending two electric linemen and two vehicles to New York to provide service help. He noted that our Sister City also offered to send safety personnel to Sylvania in 2001 to offset any emergency responders we sent to New York.	Woodstock, Ontario.
Mr. Luetke said the Employee & Community Relations Committee met on October 25 to consider several topics. They discussed a policy for endorsing tax levies, and concurred that Council should take a stand when levies are relevant to Sylvania. This also offers a forum for the public. Mr. Luetke moved, Mrs. Westphal seconded, to authorize legislation for a levy endorsement policy based on the committee minutes; roll call vote being: Haynam, Husman, Luetke, Westphal, Brown, Cappellini (6) yeas; (0) nays. The motion carried.	Legislation authorized for levy endorsement policy.
In other business, the committee considered options to provide a live video feed of Council meetings. IT Manager Mike Tansey provided various options. Mr. Tansey said that 300 people visited the download page in the last three months. He said he will soon be able to count the actual audio downloads. Mr. Luetke said the committee will first look at current usage and then consider the cost.	Live audio feed of Council meetings.
Mr. Tansey reported on the proposed website upgrade to allow for more compatibility with phone apps. He proposes that bidders give initial estimates and provide information before formally submitting a RFP. He noted that there is an uptick in mobile traffic. Mr. Luetke moved, Mr. Brown seconded, the authorize Mr. Tansey to request RFPs with an initial bidders conference; roll call vote being: Husman, Luetke, Westphal, Brown, Cappellini, Haynam (6) yeas; (0) nays. The motion carried.	IT Manager authorized to request RFPs for website upgrade.
Mrs. Husman reminded everyone of the S.C.A.T. fund raiser on November 15. Breakfast and a program are offered at the Sylvania Senior Center.	Scatacular, Nov. 15.
Mayor Stough stated that Council will now consider agenda item 6.	
Service Director Kevin Aller's report on the Brint & McCord Intersection Improvements was placed on file. Mrs. Husman presented and read aloud by title only, proposed Ordinance No. 62-2012, a written copy of same having been previously furnished to each member of Council, "Accepting the proposal of DGL Consulting Engineers LLC for professional engineering design services for the Brint and McCord Intersection Improvement Project; appropriating funds therefore in the amount of \$11,000; and declaring an emergency." Mrs. Husman 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.	Ordinance 62-2012, "...proposal ...DGL...engineering design services...Brint and McCord...

Minutes of the Meeting of Council
November 5, 2012

Mrs. Husman moved, Mrs. Westphal seconded, that Ordinance No. 62-2012 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.

The Service Director's report on the grant application for the Brint & McCord Intersection Improvements was placed on file. Mrs. Westphal presented and read aloud by title only, proposed Resolution No. 12-2012, a written copy of same having been previously furnished to each member of Council, "A Resolution authorizing the Mayor and Director of Finance to prepare and submit an application to the Ohio Public Works Commission and to execute contracts as required; and declaring an emergency." Mrs. Westphal moved, Mr. Haynam seconded, that Council dispense with the Second and Third Readings of said Resolution; roll call vote being: Brown, Cappellini, Haynam, Husman, Luetke, Westphal (6) yeas; (0) nays. The motion carried.

Resolution 12-2012, "...application...Ohio Public Works Comm..."

Mrs. Westphal moved, Mr. Luetke seconded, that Resolution No. 12-2012 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.

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

The Service Director's report on the Brint & King Roundabout and Monroe Street Reconstruction Projects was placed on file. Mr. Brown presented and read aloud by title only, proposed Resolution No. 13-2012, a written copy of same having been previously furnished to each member of Council, "A Resolution authorizing the Mayor and Director of Finance to prepare and submit an application to the Ohio Public Works Commission and to execute contracts as required; and declaring an emergency." Mr. Brown moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Readings of said Resolution; roll call vote being: Haynam, Husman, Luetke, Westphal, Brown, Cappellini (6) yeas; (0) nays. The motion carried.

Resolution 13-2012, "...application...Ohio Public Works Comm..."

Mr. Brown moved, Mrs. Westphal seconded, that Resolution No. 13-2012 be enacted as an emergency measure as declared therein; roll call vote being: Husman, Luetke, Westphal, Brown, Cappellini, Haynam (6) yeas; (0) nays. The motion carried.

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

Mr. Luetke presented and read aloud by title only, proposed Resolution No. 14-2012, a written copy of same having been previously furnished to each member of Council, "Re-appointing Richard Sands to the Zoning Board of Appeals for a term expiring December 31, 2015; and declaring an emergency." Mr. Luetke moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Readings of said

Resolution 14-2012, "Re-appointing Richard Sands... Zoning Board of

Minutes of the Meeting of Council
November 5, 2012

Resolution; roll call vote being: Luetke, Westphal, Brown, Cappellini, Haynam, Husman (6) yeas; (0) nays. The motion carried. Appeals..."

Mr. Luetke moved, Mr. Haynam seconded, that Resolution No. 14-2012 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.

Mrs. Westphal presented and read aloud by title only, proposed Resolution No. 15-2012, a written copy of same having been previously furnished to each member of Council, "Re-appointing Gary Sommer to the Zoning Board of Appeals for a term expiring December 31, 2015; and declaring an emergency." Mrs. Westphal moved, Mr. Haynam seconded, that Council dispense with the Second and Third Readings of said Resolution; roll call vote being: Brown, Cappellini, Haynam, Husman, Luetke, Westphal (6) yeas; (0) nays. The motion carried. Resolution 15-2012, "Re-appointing ...Gary Sommer...Zoning Board of Appeals ..."

Mrs. Westphal moved, Mr. Luetke seconded, that Resolution No. 15-2012 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.

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

Mr. Luetke moved, Mrs. Westphal seconded, to confirm Mayor Stough's re-appointment of Barbara Conover as the City's representative to the Toledo-Lucas County Board of Health; roll call vote being: Haynam, Husman, Luetke, Westphal, Brown, Cappellini (6) yeas; (0) nays. The motion carried. Confirm Mayor's appointment to Board of Health.

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

Mayor Stough presented the clerk's report on holidays in 2013 that fall on regular Council meeting dates. Mrs. Westphal moved, Mr. Haynam seconded, to change these meeting dates to Tuesdays because the Monday is a holiday: January 21 to January 22, February 18 to February 19, September 2 to September 3; and to waive the July 1 and August 5 meetings unless needed; roll call vote being: Husman, Luetke, Westphal, Brown, Cappellini, Haynam (6) yeas; (0) nays. The motion carried. 2013 meeting schedule.

Mayor Stough stated that Council will now consider agenda item 11.

There was discussion on scheduling several committee meetings. There will be three committee meetings on November 19 prior to the regular Council meeting. They will begin at 6:00 p.m. in Council Chambers and run consecutively. They are: Economic Development sub- Committee - to consider the Poggemeyer proposal, and the historic Nov. 19 committee meetings.

Minutes of the Meeting of Council
November 5, 2012

downtown development; Utilities & Environment- to discuss refuse and recycling; and Finance and Building & Grounds - Maplewood Marketplace.

Mayor Stough read the Clerk of Council's retirement letter. Her retirement date is November 30, and the Mayor says he will be back to Council with an appointment to fill the position. Clerk's retirement.

Mayor Stough stated that all items on the agenda had been considered. Mrs. Westphal moved, Mrs. Husman seconded, that this meeting adjourn; all present voting yea (6); (0) nays. The motion carried and the meeting adjourned at 8:40 p.m. Adjournment.

Clerk of Council

Mayor

5

RESOLUTION NO. 16 -2012

ADOPTING A LEVY ENDORSEMENT POLICY; AND DECLARING AN EMERGENCY.

WHEREAS, from time to time, Sylvania City Council has passed resolutions supporting tax levies placed on the ballot by other community entities; and,

WHEREAS, at the October 15, 2012 meeting of Sylvania City Council, a discussion was held concerning the adoption of a policy by which to guide Council in making the decision of whether to endorse a levy and thereafter this matter was referred to the Employee and Community Relations Committee for its review and recommendation; and,

WHEREAS, the Employee and Community Relations Committee met on October 25, 2012 to consider the adoption of a levy endorsement policy; and,

WHEREAS, at the November 19, 2012 meeting of Sylvania City Council, the Employee and Community Relations Committee recommended that Council adopt a Levy Endorsement Policy to include the following: 1. Tax issues seeking an endorsement must send a formal request for endorsement to Council at least thirty (30) days prior to the election; 2. A financial summary of the organization seeking the endorsement should accompany the request; and 3. Be prepared to discuss the impact the levy will have on the City of Sylvania.

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

SECTION 1. That the City of Sylvania Levy Endorsement Policy as set forth below is hereby approved and adopted:

1. Tax issues seeking an endorsement must send a formal request for endorsement to Council at least thirty (30) days prior to the election;
2. A financial summary of the organization seeking the endorsement should accompany the request;

3. Be prepared to discuss the impact the levy will have on the City of Sylvania.

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 Resolution 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 policy covering levy endorsements requested of the Council of the City of Sylvania should be adopted immediately to provide guidance to those entities seeking an endorsement. Provided this Resolution 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, _____, 2012, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

RESOLUTION NO. 17 -2012

A RESOLUTION DECLARING THE OFFICIAL INTENT AND REASONABLE EXPECTATION OF THE CITY OF SYLVANIA ON BEHALF OF THE STATE OF OHIO (THE BORROWER) TO REIMBURSE ITS CAPITAL IMPROVEMENT FUND FOR THE 2 MG ELEVATED TANK PROJECT (OPWC PROJECT NUMBER CL110/CL120) WITH THE PROCEEDS OF TAX EXEMPT DEBT OF THE STATE OF OHIO; AND DECLARING AN EMERGENCY.

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

SECTION 1. The City of Sylvania reasonably expects to receive a reimbursement for the construction of its 2 MG elevated tank as set forth in Appendix A of the Project Agreement with the proceeds of bonds to be issued by the State of Ohio.

SECTION 2. The maximum aggregate principal amount of bonds, other than for costs of issuance, expected to be issued by the State of Ohio for reimbursement to the local subdivision is \$487,800.00.

SECTION 3. The Clerk of the City of Sylvania is hereby directed to file a copy of this Resolution with this City of Sylvania for the inspection and examination of all persons interested therein and to deliver a copy of this Resolution to the Ohio Public Works Commission.

SECTION 4. This City of Sylvania finds and determines that all formal actions of this city concerning and relating o the adoption of this Resolution were taken in an open meeting of this City of Sylvania and that all deliberations of this City of Sylvania and any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with all legal requirements.

SECTION 5. 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 6. 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 7. That this ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately from and after its passage. The reason for the emergency lies in the fact that this ordinance is necessary for the immediate preservation of the public peace, health,

safety and property and for the further reason that this ordinance must be immediately effective in order to permit the timely submittal of the application for the above project.

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

Passed, _____, 2012, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

City of Sylvania
Bank Reconciliation
October 2012

A

CHECKBOOK BALANCE

Ending balance for Sep 2012 \$ 25,163,997.53

Add: Monthly Receipts 2,054,681.25

Subtotal \$ 27,218,678.78

Less: Monthly Disbursements 2,113,568.01

Ending balance for Oct 2012 \$ 25,105,110.77

Less:

Certificates of Deposit \$ (1,000,000.00)

Star Ohio (76,908.53)

Petty Cash (1) (2,050.00)

Cemetery Savings (1,062.86)

Toledo Community Fund (27,743.82)

PNC MoneyMarket (1,025,956.55)

Key Bank Securities (1,006,418.43)

5/3rd Securities (12,016,807.88)

SJS Account (5,201,445.84)

Sylvania Township Bonds (735,000.00)

 \$ 4,011,716.86

Less:

Mastercard posting (42,394.97)

\$ 3,969,321.89

(1)

Division of Public Service \$ 150.00

Department of Finance 200.00

Division of Water 400.00

Division of Police 200.00

Municipal Court 700.00

Division of Taxation 150.00

Division of Forestry 150.00

Division of Zoning 100.00

Petty Cash Balance \$ 2,050.00

BANK BALANCE

EOM 5/3rd Bank Balance \$ 3,986,714.73

Deposit in Transit 3,687.05

Subtotal \$ 3,990,401.78

Less: Outstanding Checks (2) 21,079.89

Adjusted Bank Balance \$ 3,969,321.89

(2)

Sep Outstanding Checks \$ 173,472.41

Checks written this month 823,979.41

Voided Ck # 60814 (145.74)

Voided Ck # 60997 (144.11)

Subtotal \$ 997,161.97

Checks Cleared (976,082.08)

Oct Outstanding Checks \$ 21,079.89



Treasurer, City of Sylvania

B



City of Sylvania

DIVISION OF TAXATION

ANGELA J. KUHN, COMMISSIONER

November 5, 2012

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
October 31, 2012	697,865.57	8,653.37	689,212.20
October 31, 2011	677,752.61	-	677,752.61
Monthly Difference	20,112.96	8,653.37	11,459.59
Year to Date 2012	7,596,394.03	163,009.97	7,433,384.06
Year to Date 2011	7,345,077.46	180,664.69	7,164,412.77
Yearly Difference	251,316.57	(17,654.72)	268,971.29

Respectfully submitted,

Angela J. Kuhn
Tax Commissioner

c: Mr. Toby Schroyer, Finance Director

**CITY OF SYLVANIA, OHIO
SCHEDULE OF REGULAR MEETINGS FOR THE YEAR 2013**

City Council meets in Council Chambers located in the Municipal Building (also the Police Division) at 6635 Maplewood Ave., Sylvania Ohio 43560 at **7:30 p.m.** unless otherwise noted

The **Municipal Planning Commission** meets in Council Chambers at **5:30 p.m.** unless otherwise noted

The **Board of Appeals (Zoning)** meets in Council Chambers at **7:00 p.m.** as needed

JANUARY

7 City Council Monday
16 Planning Comm Wed
22 City Council Tuesday

FEBRUARY

4 City Council Monday
13 Planning Comm Wed
19 City Council Tuesday

MARCH

4 City Council Monday
13 Planning Comm Wed
18 City Council Monday

APRIL

1 City Council Monday
10 Planning Comm Wed
15 City Council Monday

MAY

6 City Council Monday
15 Planning Comm Wed
20 City Council Monday

JUNE

3 City Council Monday
12 Planning Comm Wed
17 City Council Monday

JULY

10 Planning Comm Wed
15 City Council Monday

AUGUST

14 Planning Comm Wed
19 City Council Monday

SEPTEMBER

3 City Council Tuesday
11 Planning Comm Wed
16 City Council Monday

OCTOBER

7 City Council Monday
16 Planning Comm Wed
21 City Council Monday

NOVEMBER

4 City Council Monday
13 Planning Comm Wed
18 City Council Monday

DECEMBER

2 City Council Monday
11 Planning Comm Wed
16 City Council Monday