

Sylvania City Council
September 15, 2014

7:30 p.m. Council Meeting
Agenda

1. Roll call. Mr. Brown, Mrs. Cappellini, Mr. Hayman, Mrs. Husman, Mr. Luetke, Mr. Milner, Mrs. Westphal.
2. Pledge of Allegiance to the United States of America led by Mr. Milner.
3. Additions to the agenda.
4. Approval of the meeting minutes of September 2, 2014.
5. Jennifer Archer, Sylvania Arts Commission to speak regarding the downtown mural.
6. Lucas County Alert System:
 - a. Service Director's report on Alert System.
 - b. Proposed Ordinance 52-2014, authorizing an agreement with Lucas County to participate in the Lucas County Alert System.
7. Service Director's report on the Harroun Community Park Storm Water Demonstration Project. (Verbal)
8. Committee reports.
9. Committee referrals.

INFORMATION

- A. August 2014 Cash Report from the Division of Taxation.
- D. August 2014 Bank Reconciliation.
- E. Municipal Planning Commission minutes from September 10, 2014.
- F. Board of Architectural Review minutes from September 10, 2014.

Minutes of the Meeting of Council
September 2, 2014

The Council of the City of Sylvania, Ohio met in regular session on September 2, 2014 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, Todd Milner, Mary Westphal (6) present; Mark Luetke (1) absent.

Roll call:
Luetke, absent-excused.

Mrs. Husman 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.

- Item 4a. Move agenda item 7 here.
- Item 10. Emergency Notification System update.
- Item 11. Water Testing update.
- Item 12. Downtown Parking Improvement update.

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

Agenda approved as amended.

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

Mrs. Westphal presented the August 18, 2014 minutes. Mrs. Westphal moved, Mr. Milner 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 August 18, 2014 be approved; roll call vote being: Cappellini, Haynam, Husman, Milner, Westphal, Brown (6) yeas; (0) nays. The motion carried.

Approval of the August 18 minutes.

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

Mrs. Westphal reported on the public hearing for ZA-3-2014 from the Sisters of St. Francis, for zoning change from R-2 to R-1 for 5347, 5335, 5263, 5245, 5261, 5235, 5255 Silica and 7028 and 7036 Burbank, Sylvania Ohio. It was recommended to council for approval.

Mr. Haynam moved, Mrs. Westphal seconded, to excuse Mr. Milner, at his request, due to a possible conflict of interest; roll call vote being: Cappellini, Haynam, Husman, Westphal, Brown (5) yeas; (0) nays. The motion carried.

Milner excused.

Minutes of the Meeting of Council
September 2, 2014

Mr. Haynam presented and read aloud by title only, proposed Ordinance 51, 2014, a written copy of same having been previously furnished to each member of Council, "Approving the recommendation of the Municipal Planning Commission to approve petition of zoning ordinance amendment No. ZA-3-2014 on the petition of the Sisters of St. Francis of Sylvania, Ohio to change the zoning of several parcels of property on Silica Drive and Eubank Drive in the City of Sylvania, Ohio; and declaring an emergency; Mr. Haynam moved, Mr. Brown seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Cappellini, Haynam, Husman, Westphal, Brown, (5) yeas; (0) nays. The motion carried.

Ordinance
51-2014 "
Approving
ZA-3-2014,
petition of Sisters
of St. Francis...."

Mr. Haynam moved, Mrs. Westphal seconded, that Ordinance 51-2014 be enacted as an emergency measure as declared therein; roll call vote being: Husman, Westphal, Brown, Cappellini, Haynam, (5) yeas; (0) nays. The motion carried.

Mr. Milner returned to the table.

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

Mr. Brown presented and read aloud by title only, proposed Ordinance 49-2014, a written copy of same having been previously furnished to each member of Council, "Authorizing the Mayor and Director of Finance to approve Change Order No. 1 (Final) to this City's agreement with Insight Pipe Contracting, L.P. for Monroe Street Sanitary Sewer Lining project reflecting the final installed quantities; decreasing the contract amount by \$1,141.60; and declaring an emergency." Mr. Brown moved, Mrs. Husman seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Cappellini, Haynam, Husman, Milner, Westphal, Brown, (6) yeas; (0) nays. The motion carried.

Ordinance
49-2014,
"Approving
CO #1 (Final),
Monroe St.
Sanitary Sewer
Lining
Project..."

Mr. Brown moved, Mr. Milner seconded, that Ordinance 49-2014 be enacted as an emergency measure as declared therein; roll call vote being: Husman, Milner, Westphal, Brown, Cappellini, Haynam, (6) yeas; (0) nays. The motion carried.

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

Mr. Milner presented and read aloud by title only, proposed Ordinance 50-2014, a written copy of same having been previously furnished to each member of Council, "Authorizing the Mayor and Director of Finance to approve Change Order No. 1 (Final) to this City's agreement with Lake Erie Electric, Inc. for the Brint and McCord Road Intersection Improvement Project which reflects the actual work performed on this project; increasing the contract amount by \$11,274.05; appropriating funds

Ordinance
50-2014, "CO#1
for Brint &
McCord
Intersection
Project..."

Minutes of the Meeting of Council
September 2, 2014

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: Milner, Westphal, Brown, Cappellini, Haynam, Husman, (6) yeas; (0) nays. The motion carried.

Mr. Milner moved, Mrs. Husman seconded, that Ordinance 50-2014 be enacted as an emergency measure as declared therein; roll call vote being: Milner, Westphal, Brown, Cappellini, Haynam, Husman, (6) yeas; (0) nays. The motion carried.

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

Service Director Aller reported on the progress of the emergency notification system for the City. After final review, recommendation will be presented at next council meeting.

Emergency
Notification
System update.

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

Service Director Aller reported on the water testing for the City. Final recommendations will be presented to council soon.

City water testing
update.

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

Economic Development Director Sanford reported on the downtown parking improvements. He stated the City did not receive the Tier II Grant. He provided information on additional parking spaces in the Municipal lot due to police car placement, re-striping of spaces, and moving of recycle dumpsters.

Downtown
Parking Update.

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

Mrs. Westphal moved, Mr. Brown seconded that this meeting adjourn; all present voting yea (6); (0) nays. The motion carried and the meeting adjourned at 8:05 p.m.

Adjournment.

Clerk of Council

Mayor

69



City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

September 12, 2014

To: The Mayor and Members of City Council

Re: Lucas County Alerts

Dear Mayor and Council Members:

We had been researching various citizen notification services prior to our recent water emergency occurring. This event further emphasized the potential need for such a system.

It is our recommendation that we enter into the attached agreement with Lucas County Emergency Management Agency to participate in their Lucas County Alerts system. This system allows us to do city-wide notices as well as the ability to draw down to specific neighborhoods for more localized notices.

The costs of the program are equally shared among the participants with a maximum fee of \$2,500. We recommend approval of the agreement.

Sincerely,

A handwritten signature in blue ink that reads "Kevin G. Aller / dsw".

Kevin G. Aller, P. E.

Director of Public Service

KGA/dsw

6b

ORDINANCE NO. 52 -2014

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO AN AGREEMENT WITH THE LUCAS COUNTY EMERGENCY MANAGEMENT AGENCY FOR THE CITY OF SYLVANIA'S PARTICIPATION IN THE LUCAS COUNTY ALERT SYSTEM; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, at the August 18, 2014 Committee-of-the-Whole and Council meetings regarding the water emergency of August 2-4, 2014, discussion was held regarding the notification of City residents of the water emergency; and,

WHEREAS, at the September 2, 2014 meeting of Sylvania City Council, the Director of Public Service and Public Safety reported that he was researching citizen notification systems; and,

WHEREAS, the Lucas County Emergency Management Agency has proposed to provide access to a notification system which utilizes voice, text, and data communication which will enable the City to communicate directly with those residents who sign up for the Lucas County Alerts system; and,

WHEREAS, the Director of Public Service, by report dated September 12, 2014, has recommended the City enter into an Agreement with the Lucas County Emergency Management Agency for the use of the Lucas County Alerts system; and,

WHEREAS, the costs of the program are equally shared among the participants with a maximum fee of \$2,500 per year; and,

WHEREAS, a copy of the proposed Agreement is attached hereto as "Exhibit A."

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

SECTION 1. That the Mayor and Director of Finance be, and they hereby are

to enter into an Agreement with the Lucas County Emergency Management Agency, One Government Center, Toledo, Ohio on behalf of the City of Sylvania, to for participation in the Lucas County Alert System.

SECTION 2. That to provide funds for said communication system hereby authorized, there is hereby appropriated from the **GENERAL FUND** from funds therein not heretofore appropriated to **Account No. 110-7320-51294**, the total sum of Two Thousand Five Hundred Dollars (\$2,500.00).

SECTION 3. 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 4. 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 5. 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 Agreement should be executed immediately so as to provide an effective way to directly communicate with all residents in the City of Sylvania who sign up for the Lucas County Alerts system. 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, _____, 2014, as an emergency measure.

ATTEST:

President of Council
APPROVED AS TO FORM:

Clerk of Council
APPROVED:

Director of Law

Mayor

Date

**AGREEMENT BETWEEN
THE LUCAS COUNTY EMERGENCY MANAGEMENT AGENCY
AND THE CITY OF SYLVANIA**

This agreement is entered into this _____ day of _____, 2014 by and between the Lucas County Emergency Management Agency and the City of Sylvania.

RECITALS

The goal of the Lucas County Emergency Management Agency and the City of Sylvania is to develop a notification system (also known as Lucas County Alerts) which will improve capabilities for internal and non-emergency communications.

The notification system will be capable of utilizing voice, text message, and/or data communication. Because text messages are the most efficient, timely, and cost-effective method of mass communication available through the notification system, Lucas County Alerts will use text messages as the primary method of communication.

The purpose of this agreement is to institutionalize the roles of the Lucas County Emergency Management Agency and the City of Sylvania in the notification system and process.

AGREEMENT

I. Term of Agreement

This agreement shall commence on the _____ day of _____, 2014 and shall remain in force until such time that a party to it provides thirty (30) day written notice of their intent to terminate the agreement. This agreement does not and is not intended to confer any rights or remedies upon any person other than the parties.

II. Availability of Notification System

The Lucas County Emergency Management Agency shall provide the City of Sylvania access to a notification system which utilizes voice, text, and data communication. The Lucas County Emergency Management Agency will serve as the primary administrator of the system and shall create sub-administrative and user log-in accounts for use by the City of Sylvania.

The Lucas County Emergency Management Agency will provide training and instruction to alert initiators.

III. Use of Notification System

The City of Sylvania may use the notification system to send non-emergency alerts to citizens who reside within the jurisdiction of the City of Sylvania and to individuals who subscribe to alerts within that jurisdiction via a public subscription entry point.

The City of Sylvania may also use the notification system for communications relating to internal operations, including communications between employees of the City of Sylvania.

The City of Sylvania may not send emergency alerts to the public through the notification system. All alerts notifying the public of an immediate danger or hazard will be initiated by the Lucas County Sheriff's Office upon notification by a public safety agency within the jurisdiction of the City of Sylvania.

IV. Cost of Notification System

The total annual cost of the notification system is \$40,500. A portion totaling \$25,000 shall be paid using E-911 funds.

The remaining jurisdictional cost of the notification system, totaling \$15,500, shall be assessed proportionally based on the number of parties utilizing the notification system for non-emergency purposes. A total cost of \$15,500 annually shall be divided equally among the Lucas County Emergency Management Agency, the City of Sylvania, and all other parties participating in the notification system for non-emergency purposes. The annual cost to be invoiced to each jurisdiction, excluding the Lucas County Emergency Management Agency, shall not exceed \$2,500.

Upon execution of the agreement for usage of the notification system, the Lucas County Emergency Management agency shall provide the City of Sylvania a projected cost for non-emergency usage of the system which shall be based on the total number of known participants at the time of the agreement.

On July 1st of each year, the Lucas County Emergency Management Agency shall send each participating agency an invoice for the annual fee, which will be divided equally among non-emergency participants as of that date. The fee shall be reassessed annually.

V. Additional Voice Calls

The Lucas County Emergency Management Agency reserves the right to bill jurisdictions for the number of non-emergency voice calls that exceed the jurisdiction's population. As long as the county allotment of voice calls for the calendar year is not exceeded, there is no charge. If the county allotment of voice calls for the calendar year is exceeded and a jurisdiction exceeds its own allotment of voice calls, the jurisdiction will be charged at a

rate of ten cents per call for a proportional amount of the calls which exceeded the county allotment.

The jurisdiction may purchase a separate allotment of voice calls from the notification vendor independently of this agreement. If the jurisdiction purchases additional voice calls from the vendor directly, it will not be charged by the Lucas County Emergency Management Agency for voice calls which exceed the jurisdiction's population but do not exceed the number of voice calls purchased by the jurisdiction.

VI. Entire Understanding

This agreement shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind, preceding this shall not be binding, except for the extent incorporated in this agreement.

VII. Modification of Agreement

Any modification, addendum or additional obligation assumed by either party in connection with this agreement shall be binding only if evidenced in writing signed by each party or an authorized representative to each party.

EXECUTION

In Witness Whereof, this memorandum of understanding is considered and executed through signature by:

Lucas County Emergency Management Agency

Approved as to form:

Patricia R. Moomey, EMA Director

John Borell, Lucas County Prosecutor's Office

City of Sylvania

Craig A. Stough, Mayor

Leslie Brinning, Law Director

Toby Schroyer, Finance Director



City of Sylvania

DIVISION OF TAXATION

CHRISTY M. GOLIS, COMMISSIONER OF TAXATION

A

September 2, 2014

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
August 31, 2014	650,808.65	18,245.02	632,563.63
August 31, 2013	634,513.31	10,882.18	623,631.13
Monthly Difference	16,295.34	7,362.84	8,932.50
Year to Date 2014	6,610,026.62	169,988.24	6,440,038.38
Year to Date 2013	6,548,284.88	148,960.42	6,399,324.46
Yearly Difference	61,741.74	21,027.82	40,713.92
			0.64%

Respectfully submitted,

Christy M. Golis
Tax Commissioner

c: Mr. Toby Schroyer, Finance Director

C

Sylvania Municipal Planning Commission

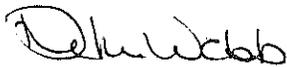
Minutes of the regular meeting of September 10, 2014. Mr. Lindsley called the meeting to order.

Members present: Mayor Craig Stough, Mark Frye, Ken Marciniak, Brian McCann and Thomas Lindsley, (5) present. Mr. Timothy Burns Present.

Mr. Marciniak moved, Mr. McCann seconded to approve the Minutes of the August 13, 2014, meeting as submitted. Vote being: Stough, McCann, Marciniak, Frye and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote. Vote being: Stough, McCann, Frye, Marciniak and Lindsley (5) aye; (0) nay.

Mr. Frye 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 September 10, 2014. Mr. Lindsley called the meeting to order.

Members present: Mayor Craig Stough, Mark Frye, Ken Marciniak, Brian McCann and Thomas Lindsley, (5) present. Mr. Timothy Burns Present.

Mr. Marciniak moved, Mr. McCann seconded to approve the Minutes of the August 13, 2014 meeting as submitted. Vote being: Stough, McCann, Marciniak, Frye and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 3 – Ratification of Vote for Approval – Building Review app. no. 25-2014 requested by Miller Diversified for St. Francis Veterinarian Hospital, 5544 W. Alexis Road Sylvania, Ohio 43560. Application was presented at the August 13, 2014 meeting. There were only two voting members present, Mr. McCann and Mayor Stough. Both members voted to approve the application at that meeting. Mr. McCann moved, Mayor Stough seconded, to grant a Recommendation of Appropriateness for the building shown in the drawing submitted with the application. Vote being: Frye, McCann, Stough and Lindsley (4) aye; (0) nay. Mr. Marciniak did not participate in the vote as he recused himself from the discussion and vote at the August 13, 2014 meeting due to a business conflict of interest. Motion passed by a 4 to 0 vote.

Item 4 – Regulated Sign – app. no. 26-2014 requested by Matthew Van Koughnet of Sign Pro for Sheri Meyers Pet Styling Salon, 5529 Harroun Road Sylvania, Ohio 43560. Application is for wall sign. Mayor Stough stated that he attended the ribbon cutting ceremony and that the sign was already up. Mr. Burns stated that there was some miscommunication and that the sign was put up before approval of the Board of Architectural Review; and that the sign is within the limits of the Sylvania Sign Code. Mr. Frye Moved, Mr. Marciniak seconded to grant a Certificate of Appropriateness for the sign shown in the drawing submitted with the application. Vote being: Frye, McCann, Marciniak, Stough and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 5 – Regulated Sign – app. no. 27-2014 requested by Kimberly Clark for Dura Magnetics, Inc., 5500 Schultz Drive Sylvania, Ohio 43560. Ms. Kimberly Clark of Dura Magnetics was present. Application is for one wall sign and three directional awning signs. Mr. Burns stated that the signs are within the limits of the Sylvania Sign Code. Mr. Marciniak moved, Mr. Frye seconded, to grant a Certificate of Appropriateness for the signs shown in the drawing submitted with the application. Vote being: Frye, McCann, Marciniak, Stough and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 6 – Regulated Sign – app. no. 28-2014 requested by Brian Heil of Toledo Sign for U.S. Renal Care, 7635 Sylvania Avenue Sylvania, Ohio 43560. Brian Heil present. Application is for a wall sign. Mr. Lindsley made a comment about the reduction in price of the sign on the application. Mr. Burns stated that the original application was submitted for two wall signs on two different walls but that the code only allows one; and that when he informed Mr. Heil that