

Sylvania City Council
February 16, 2016

7:30 p.m. Council Meeting
Agenda

1. Roll call.
2. Pledge of Allegiance to the United States of America led by Mr. Haynam.
3. Additions to the agenda.
4. Approval of the Council meeting minutes of February 1, 2016.
5. Erika Buri, Executive Director of the Olander Park System to provide a 2016 Update of the Park System.
6. Alexis Road & Acres Road Traffic Signal Improvements Project.
 - a. Service Director's report on engineering services agreement.
 - b. Proposed Ordinance No. 13-2016, Accepting the proposal of Tetra Tech, Inc. to provide engineering services for the project.
7. Proposed Resolution No. 4-2016, adopting a statement indicating what services will be provided to the area proposed to be annexed (78-24251, 78-24197, 79-07191, 79-75200, 78-24151, 78-24194 and 78-24204).
8. Proposed Resolution No. 5-2016, adopting a statement indicating what services will be provided to the area proposed to be annexed (78-80064 and 78-80134).
9. Proposed Resolution No. 2-2016, Designating the Clerk of Council as the Mayor and City Council's designee to attend training programs about Public Records Law.
10. Notice of the transfer of the C1, C2, and D6 liquor permit from Khodal India LLC, dba Sylvan Pantry, 4900 McCord Rd, Unit B6, to Megha LLC, dba Sylvan Pantry, 4900 McCord Rd, Unit B6.
11. Committee reports.
12. Committee referrals.

Information

- A. January 2016 Bank Reconciliation.
- B. Municipal Planning Commission minutes from February 10, 2016.
- C. Board of Architectural Review minutes from February 10, 2016.

Minutes of the Meeting of Council
February 1, 2016

The Council of the City of Sylvania, Ohio met in regular session on February 1, 2016 at 7:30 p.m. with Mayor Craig A. Stough in the chair. Roll was called with the following members present: Katie Cappellini, Mark Frye, Doug Haynam, Sandy Husman, Mark Luetke, Jason Mishka, Mary Westphal (7) present; (0) absent.

Roll call:
All present.

Mr. Frye 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.

- 5. Amended Ordinance 8-2015.
- 13. C.O.W. Executive Session to discuss possible legal action.

Mr. Haynam moved, Mrs. Husman seconded to approve the agenda as amended; roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Mishka, Westphal, (7) yeas; (0) nays. The motion carried.

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

Mrs. Westphal presented the January 19, 2016 meeting minutes. Mrs. Westphal moved, Mr. Haynam 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 January 19, 2016 be approved; roll call vote being: Frye, Haynam, Husman, Luetke, Mishka, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Approval of the January 19 meeting minutes.

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

Mr. Frye presented and read aloud by title only, proposed Ordinance No. 8-2016, a written copy of same having been previously furnished to each member of Council, "Amending Chapter 333 of the Sylvania Codified Ordinances by amending Section 333.03-Maximum Speed Limits; assured clear distance ahead, to increase the maximum speed limit on King Road; and declaring an emergency."; Mr. Frye moved, Mr. Luetke seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Haynam, Husman, Luetke, Mishka, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Ordinance No. 8-2016, "... Amending Section 333.03-Maximum Speed Limit ...King Rd..."

Mr. Frye moved, Mr. Luetke seconded, that Ordinance No. 8-2016 be enacted as an emergency measure as declared therein; roll call vote being: Husman, Luetke, Westphal, Cappellini, Frye, Haynam, (6) yeas; Mishka (1) nays. The motion carried.

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

Service Director's report on Northbrook Court Improvements Project was placed on file. Mr. Frye presented and read aloud by title only, proposed Ordinance No. 9-2016, a written copy of same having been previously furnished to each member of Council, "Accepting the bid of PHC, Inc. and awarding the contract for the Northbrook Court Improvements Project to same; authorizing the expenditure for the improvements in the amount of \$236,443; appropriating funds therefore; and declaring an emergency."; Mr. Frye moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Luetke, Mishka, Westphal, Cappellini, Frye, Haynam, Husman (7) yeas; (0) nays. The motion carried.

Ordinance
9-2016,
"Accepting bid
of PHC, Inc.
...Northbrook
Ct.
Improvement
Project..."

Mr. Frye moved, Mr. Mishka seconded, that Ordinance No. 9-2016 be enacted as an emergency measure as declared therein; roll call vote being: Mishka, Westphal, Cappellini, Frye, Haynam, Husman, Luetke, (7) yeas; (0) nays. The motion carried.

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

Mr. Frye presented and read aloud by title only, proposed Ordinance No. 10-2016, a written copy of same having been previously furnished to each member of Council, "Authorizing an agreement with Zambelli Fireworks Manufacturing Co., for the Independence Day Celebration of July 3, 2016 at Centennial Terrace and Quarry; authorizing the Mayor and Director of Finance to sign an agreement for the fireworks display which will cost Twenty-Eight Thousand Eight Hundred Seventy-Five Dollars (\$28,875); authorizing a 50% Deposit payment upon the signing of the agreement which will be shared by the City, Sylvania Township, Coca-Cola Corporation, the Sylvania Area Joint Recreation District and Area Businesses; and declaring an emergency."; Mr. Frye moved, Mr. Haynam seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Westphal, Cappellini, Frye, Haynam, Husman, Luetke, Mishka, (7) yeas; (0) nays. The motion carried.

Ordinance No.
10-2016,
"...agreement
with Zambelli
Fireworks....
July 3, 2016..."

Mr. Frye moved, Mrs. Husman seconded, that Ordinance No. 10-2016 be enacted as an emergency measure as declared therein; roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Mishka, Westphal, (7) yeas; (0) nays. The motion carried.

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

Minutes of the Meeting of Council
February 1, 2016

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 11-2016, a written copy of same having been previously furnished to each member of Council, "Authorizing the donation of bicycles to Sylvania Area Family Services; determining said items to be of no further use to the City of Sylvania; and declaring an emergency."; Mrs. Westphal moved, Mr. Luetke seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Frye, Haynam, Husman, Luetke, Mishka, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Ordinance No.
11-2016,
"...Donation of
bicycles to
SAFS..."

Mrs. Westphal moved, Mr. Luetke seconded, that Ordinance No. 11-2016 be enacted as an emergency measure as declared therein; roll call vote being: Haynam, Husman, Luetke, Mishka, Westphal, : Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

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

Service Director's report on the Sylvania Area Bikeways Initiative was place on file. Mrs. Cappellini presented and read aloud by title only, proposed Resolution No. 3-2016, a written copy of same having been previously furnished to each member of Council, "A Resolution of the Council of the City of Sylvania, Ohio adopting the Sylvania Area Bikeways Plan; and declaring an emergency."; Mrs. Cappellini moved, Mr. Haynam seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Husman, Luetke, Mishka, Westphal, Cappellini, Frye, Haynam, (7) yeas; (0) nays. The motion carried.

Resolution No.
3-2016,
"...adopting the
Sylvania Area
Bikeways
Plan..."

Mrs. Cappellini moved, Mr. Mishka seconded, that Resolution No. 3-2016 be enacted as an emergency measure as declared therein; roll call vote being: Luetke, Mishka, Westphal, Haynam, Husman, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

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

Service Director's report on the Burnham Park Elevated Tank Exterior Painting was placed on file. Mr. Mishka presented and read aloud by title only, proposed Ordinance No. 12-2016, a written copy of same having been previously furnished to each member of Council, "Accepting the proposal of Dixon Engineering, Inc. to provide engineering design and inspection services for the Burnham Park Elevated Tank Exterior Painting Project; appropriating funds therefore in the amount of \$22,837.25; and declaring an emergency."; Mr. Mishka moved, Mr. Frye seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Husman, Luetke, Mishka, Westphal, Cappellini, Frye, Haynam, (7) yeas; (0) nays. The motion carried.

Ordinance No.
12-2016
...Burnham
Park Elevated
Tank Exterior
Painting..."

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Mr. Mishka moved, Mrs. Westphal seconded, that Ordinance No. 12-2016 be enacted as an emergency measure as declared therein; roll call vote being: Luetke, Mishka, Westphal, Haynam, Husman, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Mayor Stough stated that there were no items for agenda items 11 and 12, so Council will now consider agenda item 13.

Mrs. Westphal moved, Mr. Luetke seconded to enter into C-O-W Executive Session to discuss possible legal action. Roll call vote being: Westphal, Haynam, Husman, Cappellini, Frye, Luetke, Mishka, (7) yeas; (0) nays. The motion carried.

C-O-W
Executive
Session re:
possible legal
action.

Mrs. Westphal moved, Mr. Luetke seconded to return from C-O-W Executive Session and return to regular session. Roll call vote being: Westphal, Haynam, Husman, Cappellini, Frye, Luetke, Mishka, (7) yeas; (0) nays. The motion carried.

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

Mrs. Westphal moved, Mr. Mishka seconded that this meeting adjourn; all present voting yea (7); (0) nays. The motion carried and the meeting adjourned at 9:02 p.m.

Adjournment.

Clerk of Council

Mayor

6a



City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

February 16, 2016

To: The Mayor and Members of Sylvania City Council

Re: **Alexis Road & Acres Road Traffic Signal Improvements Project**

Dear Mr. Mayor and Council Members:

Last year the City successfully completed the Monroe Street Corridor Signal Review and Optimization Project that received Council approval on January 5, 2015 (Ord. 66-2015). This project reviewed, optimized, and field implemented changes to all traffic signals on the Monroe Street corridor from Sun Valley Boulevard to the traffic signal at the ProMedica Health and Wellness Center facility.

As a result of the project the City learned that traffic flow at the intersection of Alexis Road and Acres Road, although optimized, was deficient. The traffic cycles and timings at Alexis-Acres and Alexis-Monroe are constrained by one single master controller at the Alexis-Monroe intersection.

This project will add a controller to the Alexis-Acres intersection with the goal of enhancing east-west traffic on Alexis Road. This controller will help mitigate traffic delays while maintaining the coordinated phasing already in place on Monroe Street from last year's project.

The City received a proposal from Tetra Tech to engineer traffic control plans and specifications for the improvement in the amount of \$11,000. This fee is a planned expense and was included in the project budget as a part of the 2016 Capital Request.

We recommend approval to proceed ahead with the engineering services agreement with Tetra Tech in the amount of \$11,000.

Sincerely,

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

Kevin G. Aller, P.E.

Director of Public Service



TETRATECH

July 14, 2015

Joe Shaw, P.E., P.S.
Deputy Director
Public Service Department
City of Sylvania
6700 Monroe Street
Sylvania, Ohio 43560

Re: City of Sylvania – Alexis Road and Acres Road Intersection Signal Improvements

Dear Mr. Shaw:

Tetra Tech (Tt) is pleased to submit our proposal to prepare and design signal improvement plans for the intersection of Alexis Road and Acres Road. Below is a breakdown of the project understanding, scope, schedule, and assumptions based on our discussions.

PROJECT UNDERSTANDING

Tetra Tech understands that the City of Sylvania would like to address issues at the above referenced intersection to address phasing deficiencies with the existing traffic controller located at the intersection of Monroe Street and Alexis Road intersection. This existing controller also controls the Alexis Road and Acres Road intersection. The controller is limited in providing flexible phasing between the two intersections, and therefore the traveling public is experiencing traffic delays that could be mitigated by the installation of another traffic controller at the intersection of Alexis Road and Acres Road.

PROJECT SCOPE

Tt will develop construction plans and quantities for the City of Sylvania to bid out these improvements. The plans will utilize ODOT standard pay items as applicable. The controller equipment will be specified in accordance with the current signal equipment system and will be proprietary for compatibility. Tt will prepare a traffic signal plan, wiring diagram, timing and phasing charts, notes and signal quantities. ODOT standard items will be used and reference to the latest ODOT Construction and Material Specifications and Standard Construction Drawings will be listed on the title sheet.

Tt will also assist the City after construction by providing support in the field regarding timing adjustments and performance evaluation of the signal timings and phasing coordination. Tt has estimated this effort to be up to 20 hours.

Tetra Tech
420 Madison Avenue, Suite 1001, Toledo, OH 43604
Tel 419.255.9500 Fax 419.255.9501 www.tetratech.com



Anticipated Sheet List

- Cover Sheet = 1
- Signal Note Sheet = 1
- General Summary Sheet = 1
- Signal Plan Sheet = 1
- Signal Detail Sheet = 1
- Total = 5 sheets

PROJECT SCHEDULE

Tt will begin development upon authorization to proceed from the City. We anticipate the following rough schedule for this project:

Task	Duration
Signal Plans – Stage 2	4 weeks
City Review and Comment	2 Weeks
Finalize Signal Plans	2 Weeks
Timing Evaluation and Adjustments	2 Weeks
Total	10 Weeks

ASSUMPTIONS

The following assumptions were made in preparation of the scope and are required to complete all elements of the above scope of services:

- Traffic Counts of intersections will not be performed. Existing traffic counts information is already included in our Synchro model for the corridor, and this model will be used for the signal timing/phasing.
- No pavement, ramp or curb modifications are planned as part of this project.
- Tt will not be providing any survey or geotechnical services for this project. Tt will utilize existing base cad files from the 2002 Monroe Street Corridor project that was performed for the City by another consultant
- Tt will not be preparing any front end specifications, and no construction phase services are included in this proposal.

Compensation for our personnel directly engaged in the work of this proposal will be based on our payroll cost times a multiplier plus in-house reimbursable expenses. We propose a time and material budget of **\$11,000** for this work. If Tt anticipates that additional effort is required during this project, Tt will submit a written request to the City of Sylvania for authorization prior to completing any additional work. If you concur with our proposal, please sign in the space provided below and return one original signed copy of this proposal to indicate your



authorization to proceed. The agreement for this project is comprised of this proposal and the attached Tt Standard Terms and Conditions (Tt ST&C).

If you have any questions or need additional information, please call me at 419.418.0509. Thank you for giving us this opportunity to serve the City of Sylvania!

Sincerely,

Andrew J. Langenderfer, P.E.
Senior Project Manager

- C: Mr. Kevin Aller, P.E. – Director of Public Service, City of Sylvania
- Mr. Dave Charville, P.E. – Tt
- Mr. Kyle Ramakers, P.E., P.T.O.E. - Tt

Attachment: Tt Standard Terms and Conditions

PROPOSAL ACCEPTED BY _____

TITLE _____ **DATE** _____

CRAIG A. STOUGH, MAYOR

DATE

TOBY SCHROYER, FINANCE DIRECTOR

DATE

6b

ORDINANCE NO. 13 -2016

ACCEPTING THE PROPOSAL OF TETRA TECH, INC. TO PROVIDE ENGINEERING SERVICES FOR THE ALEXIS ROAD AND ACRES ROAD TRAFFIC SIGNAL IMPROVEMENTS PROJECT; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$11,000; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 1-2015, passed January 5, 2015, accepted the proposal of Tetra Tech, Inc. to provide engineering services for the Monroe Street Corridor Signal Review and Optimization Project; and,

WHEREAS, the Monroe Street Corridor Signal Review and Optimization Project reviewed, optimized and implemented changes to all traffic signals on the Monroe Street corridor from Sun Valley Boulevard to the traffic signal at the ProMedica Health and Wellness Center facility; and,

WHEREAS, Tetra Tech was able to learn, through the Monroe Street Corridor Signalization Project, that the traffic flow at the intersection of Alexis Road and Acres Road, though optimized, was deficient due to the traffic cycles and timings at Alexis-Acres and Alexis-Monroe being constrained by one single master controller at the Alexis and Monroe intersection; and,

WHEREAS, Director of Public Service, by report dated February 16, 2016, has indicated that the Alexis Road and Acres Road Traffic Signal Improvements Project will add a controller to the Alexis-Acres intersection with the goal of enhancing east-west traffic on Alexis Road by mitigating traffic delays; and,

WHEREAS, the Director of Public Service has received a proposal from Tetra Tech to engineer traffic control plans and specifications for the improvements in the amount of Eleven Thousand Dollars (\$11,000.00); and,

WHEREAS, the Director of Public Service has recommended that the proposal of Tetra Tech to provide engineering services for the Alexis Road and Acres Road Traffic Signal Improvements Project at a cost of Eleven Thousand Dollars (\$11,000.00), be accepted.

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

SECTION 1. That the proposal of Tetra Tech, 420 Madison Ave., Toledo, OH 43604 in the amount of Eleven Thousand Dollars (\$11,000.00) for providing engineering services for the Alexis Road and Acres Road Traffic Signal Improvements Project, is hereby accepted.

SECTION 2. That the Director of Public Service shall promptly give notice to said consultant to proceed under the proposal hereby approved and accepted.

SECTION 3. That to provide funds for said engineering services hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7635-53611 – Traffic Signals** – the amount of Eleven Thousand Dollars (\$11,000.00).

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 City should provide for the engineering services for the Alexis Road and Acres Road Traffic Signal Improvements 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, _____, 2016, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

RESOLUTION NO. 4 -2016

ADOPTING A STATEMENT, PURSUANT TO REVISED CODE OF OHIO 709.03 (D), INDICATING WHAT SERVICES WILL BE PROVIDED TO THE AREA PROPOSED TO BE ANNEXED TO THE CITY OF SYLVANIA BY PETITION FOR ANNEXATION FILED WITH THE BOARD OF LUCAS COUNTY COMMISSIONERS; AND DECLARING AN EMERGENCY.

WHEREAS, on February 1, 2016, this Council received notice from James E. Moan that he was the authorized agent for the petitioners of the territory sought to be annexed (Parcel Nos. 78-24251, 78-24197, 79-07191, 79-75200, 78-24151, 78-24194 and 78-24204 on King Road) by the City of Sylvania to the City of Sylvania filed with the Board of Commissioners of Lucas County, Ohio on January 4, 2016; and,

WHEREAS, pursuant to the Revised Code of Section 709.03 (D) this Council is required to adopt a statement indicating what services, if any, the City of Sylvania will provide to the territory proposed for annexation upon annexation.

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

SECTION 1. That upon annexation to the City of Sylvania the territory proposed to be annexed by said annexation petition will be provided, by the City of Sylvania, with the following services:

- a. Domestic garbage, trash and refuse generated on the premises of each residential property will be removed and disposed of once a week;
- b. Police protection will be furnished by the City of Sylvania;
- c. Street shade trees will be sprayed, trimmed, planted, removed and their leaves and branches disposed of as a part of the City tree program;
- d. Green yard waste pickup will be provided for residential property on a bi-weekly basis during the months of March through November;
- e. Curbside recycling will be provided bi-weekly for single-family residential units;
- f. Storm drainage facilities will be regularly and routinely cleaned and cleared;
- g. The minimum sanitary sewer system value and capital connection charge for future connections will be reduced from \$940 to a charge of \$430 or less;

- h. The maximum sanitary sewer system value and capital connection charge for future connections will be reduced from \$202,100 to a charge of \$92,450;
- i. The territory described in the petition is within the Sylvania Water District;
- j. Snow plowing will be provided for public streets;
- k. Street sweeping will be provided for public streets;
- l. Site plan, preliminary and final plat review and approvals will be provided.
- m. The above services will be provided within six months after the date of the granting of the annexation petition.
- n. If a street or highway will be divided or segmented by the boundary line between the township and the municipal corporation as to create a road maintenance problem, the municipal corporation to which annexation is proposed has agreed as a condition of the an annexation to assume the maintenance of that street or highway or to otherwise correct the problem. As used in this section, “street” or “highway” has the same meaning as in section 4511.01 of the Revised Code.
- o. If the municipal zoning permits uses in the annexed territory that the municipal corporation determines are clearly incompatible with the uses permitted under current county or township zoning regulations in the adjacent land remaining within the township from which the territory was annexed, the legislative authority of the municipal corporation will require, in the zoning ordinance permitting the incompatible uses, the owner of the annexed territory to provide a buffer separating the use of the annexed territory and the adjacent land remaining within the township. For the purposes of this section, “buffer” includes open space, landscaping, fences, walls, and other structured elements; streets and street rights-of-way; and bicycle and pedestrian paths and sidewalks.

SECTION 2. That the Clerk of this Council shall file with the Board of Commissioners of Lucas County, Ohio a certified copy of this Resolution and shall also provide petitioners with a certified copy of this Resolution.

SECTION 3. 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 4. 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 5. 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 this Resolution should be effective immediately so that it will be

effect and served upon the Board of Commissioners of Lucas County, Ohio. 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, 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, _____, 2016 as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

RESOLUTION NO. 5 -2016**ADOPTING A STATEMENT, PURSUANT TO REVISED CODE OF OHIO 709.03 (D), INDICATING WHAT SERVICES WILL BE PROVIDED TO THE AREA PROPOSED TO BE ANNEXED TO THE CITY OF SYLVANIA BY PETITION FOR ANNEXATION FILED WITH THE BOARD OF LUCAS COUNTY COMMISSIONERS; AND DECLARING AN EMERGENCY.**

WHEREAS, on February 1, 2016, this Council received notice from James E. Moan that he was the authorized agent for the petitioners of the territory sought to be annexed (Parcel Nos. 78-80064 and 78-80134 on Fairway Lane) by the City of Sylvania to the City of Sylvania filed with the Board of Commissioners of Lucas County, Ohio on January 4, 2016; and,

WHEREAS, pursuant to the Revised Code of Section 709.03 (D) this Council is required to adopt a statement indicating what services, if any, the City of Sylvania will provide to the territory proposed for annexation upon annexation.

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

SECTION 1. That upon annexation to the City of Sylvania the territory proposed to be annexed by said annexation petition will be provided, by the City of Sylvania, with the following services:

- a. Domestic garbage, trash and refuse generated on the premises of each residential property will be removed and disposed of once a week;
- b. Police protection will be furnished by the City of Sylvania;
- c. Street shade trees will be sprayed, trimmed, planted, removed and their leaves and branches disposed of as a part of the City tree program;
- d. Green yard waste pickup will be provided for residential property on a bi-weekly basis during the months of March through November;
- e. Curbside recycling will be provided bi-weekly for single-family residential units;
- f. Storm drainage facilities will be regularly and routinely cleaned and cleared;
- g. The minimum sanitary sewer system value and capital connection charge for future connections will be reduced from \$940 to a charge of \$430 or less;

- h. The maximum sanitary sewer system value and capital connection charge for future connections will be reduced from \$202,100 to a charge of \$92,450;
- i. The territory described in the petition is within the Sylvania Water District;
- j. Snow plowing will be provided for public streets;
- k. Street sweeping will be provided for public streets;
- l. Site plan, preliminary and final plat review and approvals will be provided.
- m. The above services will be provided within six months after the date of the granting of the annexation petition.
- n. If a street or highway will be divided or segmented by the boundary line between the township and the municipal corporation as to create a road maintenance problem, the municipal corporation to which annexation is proposed has agreed as a condition of the an annexation to assume the maintenance of that street or highway or to otherwise correct the problem. As used in this section, "street" or "highway" has the same meaning as in section 4511.01 of the Revised Code.
- o. If the municipal zoning permits uses in the annexed territory that the municipal corporation determines are clearly incompatible with the uses permitted under current county or township zoning regulations in the adjacent land remaining within the township from which the territory was annexed, the legislative authority of the municipal corporation will require, in the zoning ordinance permitting the incompatible uses, the owner of the annexed territory to provide a buffer separating the use of the annexed territory and the adjacent land remaining within the township. For the purposes of this section, "buffer" includes open space, landscaping, fences, walls, and other structured elements; streets and street rights-of-way; and bicycle and pedestrian paths and sidewalks.

SECTION 2. That the Clerk of this Council shall file with the Board of Commissioners of Lucas County, Ohio a certified copy of this Resolution and shall also provide petitioners with a certified copy of this Resolution.

SECTION 3. 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 4. 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 5. 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 this Resolution should be effective immediately so that it will be effect and served upon the Board of Commissioners of Lucas County, Ohio. 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, 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, _____, 2016 as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

RESOLUTION NO. 2 -2016

A RESOLUTION DESIGNATING THE CLERK OF COUNCIL AS THE MAYOR AND CITY COUNCIL’S DESIGNEE TO ATTEND TRAINING PROGRAMS AND SEMINARS ABOUT THE PUBLIC RECORDS LAW AS REQUIRED BY OHIO REVISED CODE SECTION 109.43; AND DECLARING AN EMERGENCY.

WHEREAS, Ohio Revised Code Section 109.43 requires that all elected officials, except Judges, attend three hours of training per term of office about the Public Records Law; and,

WHEREAS, the Mayor and all members of Sylvania City Council wish to appoint the Clerk of Council as their designee for the purposes of attending all required training seminars and programs about the Public Records Law as required by Ohio Revised Code 109.43.

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

SECTION 1. That the Clerk of Council is hereby designated as the Mayor and all members of Sylvania City Council’s designee for the purposes of attending all training programs and seminars as required by Ohio Revised Code 109.43.

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 Clerk of Council should be designated as the Mayor and all members of Sylvania City Council’s designee for the purpose of attending all seminars and training programs required by Ohio Revised Code 109.43 at the earliest possible time. 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, _____, 2016, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

10

NOTICE TO LEGISLATIVE AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

5805900 <small>PERMIT NUMBER</small>			TRFO <small>TYPE</small>	MEGHA LLC DBA SYLVAN PANTRY 4900 MCCORD RD UNIT B6 SYLVANIA OHIO 43560
06	01	2015 <small>ISSUE DATE</small>		
02	02	2016 <small>FILING DATE</small>		
C1	C2	D6 <small>PERMIT CLASSES</small>		
48	077	A <small>TAX DISTRICT</small>	F15487 <small>RECEIPT NO.</small>	

FROM 02/04/2016

4619131 <small>PERMIT NUMBER</small>				KHODAL INDIA LLC DBA SYLVAN PANTRY 4900 MCCORD RD UNIT B6 SYLVANIA OHIO 43560
06	01	2015 <small>ISSUE DATE</small>		
02	02	2016 <small>FILING DATE</small>		
C1	C2	D6 <small>PERMIT CLASSES</small>		
48	077	 <small>TAX DISTRICT</small>	 <small>RECEIPT NO.</small>	



MAILED 02/04/2016 RESPONSES MUST BE POSTMARKED NO LATER THAN. 03/07/2016

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.
REFER TO THIS NUMBER IN ALL INQUIRIES **A TRFO 5805900**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD IN OUR COUNTY SEAT. IN COLUMBUS.

WE DO NOT REQUEST A HEARING.
DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature) _____ (Title)- Clerk of County Commissioner (Date) _____
 Clerk of City Council
 Township Fiscal Officer

CLERK OF SYLVANIA CITY COUNCIL
6730 MONROE ST
SYLVANIA OHIO 43560

City of Sylvania

Bank Reconciliation

January 2016

A

CHECKBOOK BALANCE

Ending balance for December \$ 19,013,928.76
 Add: Monthly Receipts 3,005,912.11
 Subtotal \$ 22,019,840.87
 Less: Monthly Disbursements 2,969,520.65
 Ending balance for Jan 2016 \$ 19,050,320.22

Less:

CD Metamora Bank \$ (2,000,000.00)
 Star Ohio (77,079.54)
 Petty Cash (1) (2,050.00)
 Cemetery Savings (1,062.86)
 Toledo Community Fund (31,803.18)
 PNC MoneyMarket (1,028,429.64)
 Key Bank Securities (1,008,128.02)
 5/3rd Securities (5,872,667.45)
 SJS Account (3,460,593.28)
 Morgan Stanley Investment (2,034,556.31)
 Sylvania Township Bonds (505,000.00)
 \$ 3,028,949.94

Less:

Adjustment (0.20)

\$ 3,028,949.74

(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 \$ 3,185,654.20
 Deposit in Transit 3,317.40

Subtotal \$ 3,188,971.60

Less: Outstanding Checks (2) 160,021.86

Adjusted Bank Balance \$ 3,028,949.74

(2)

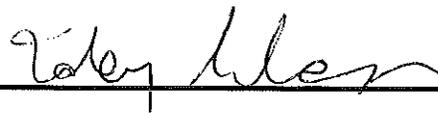
Dec Outstanding Checks \$ 234,725.95

Checks written this month 657,656.54

Subtotal \$ 892,382.49

Checks Cleared (732,360.63)

Jan Outstanding Checks \$ 160,021.86



Toby Schroyer
 Director of Finance, City of Sylvania

Sylvania Municipal Planning Commission

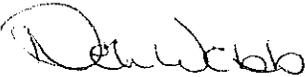
Minutes of the regular meeting of February 10, 2016. Mr. Lindsley called the meeting to order.

Members present: Mayor Craig Stough, Ken Marciniak, Daniel Arnold, Brian McCann, and Thomas Lindsley (5) present. Zoning Administrator, Timothy Burns present.

Mr. Arnold moved, Mr. McCann seconded to approve the Minutes of the January 13, 2016, meeting as submitted. Vote being: Stough, McCann, Marciniak, Arnold and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Mr, McCann 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 February 10, 2016. Mr. Lindsley called the meeting to order.

Members present: Mayor Craig Stough, Ken Marciniak, Daniel Arnold, Brian McCann, and Thomas Lindsley (5) present. Zoning Administrator, Timothy Burns present.

Mr. Arnold moved, Mr. Marciniak seconded to approve the Minutes of the January 13, 2016, meeting as submitted. Vote being: Stough, Arnold, McCann, Marciniak and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 3 – Regulated Sign – app. no. 1-2016 requested by Donald E. Smith for Sylvania Community Church of the C&MA, 5516 Silica Dr., Sylvania, Ohio 43560. Application is for new face on an existing monument sign. Mr. Smith was present and submitted a revised drawing which showed some changes to the wording on the sign. Sign within the limits of the Sylvania Sign Code. Mr. Marciniak moved, Mr. McCann seconded, to grant a Certificate of Appropriateness for the sign shown in the revised drawing submitted at the meeting. Vote being: McCann, Marciniak, Arnold, Stough and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 4 – Regulated Sign – app. no. 2-2016 requested by Tony Lockard of Marygrove Awnings for V Collection, 5630 Main Street, Sylvania, Ohio 43560. Application is for two new awning signs. Mr. Lockard was present. Signs are within the limits of the Sylvania Sign Code. Mr. McCann moved, Mr. Arnold seconded, to grant a Certificate of Appropriateness for the signs shown in the drawing submitted with the application. Vote being: McCann, Marciniak, Arnold, Stough and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 5 – Regulated Sign – app. no. 3-2016 requested by Cute Signs for Damascene Grill, 5834 Monroe Street, Sylvania, Ohio 43560. Mr. Marciniak recused himself from the discussion and vote due to a business conflict of interest. Mr. Application is for an LED lit channel letter wall sign. Mr. Navil Shajd of Cute Signs was present. Sign is within the limits of the Sylvania Sign Code. Mr. Arnold moved, Mr. McCann seconded, to grant a Certificate of Appropriateness for the sign shown in the drawing submitted with the application. Vote being: McCann, Arnold, Stough and Lindsley (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

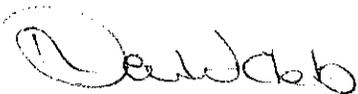
Item 5 – Regulated Sign – app. no. 4-2016 requested by Matthew Vankooghwet of Sign Pro for Fairways at Sylvania, 5831 Monroe Street, Sylvania, Ohio 43560. Mr. Norman Thal, President of Fairways Condominium Association was present. Application is for a new face on an existing wall. Sign within the limits of the Sylvania Sign Code. Mr. McCann moved, Mr. Arnold seconded, to grant a Certificate of Appropriateness for the sign shown in the drawing submitted with the application. Vote being: McCann, Marciniak, Arnold, Stough and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 6 – Building Review – app. no. 62-2015 requested by Kevin P. Carrol, agent of West Carroll Architecture for Dave White Acura, 5868 Monroe Street, Sylvania, Ohio 43560 (continued from the December 16, 2015 meeting). Application is for the review of the updated building design. Mr. Burns stated that this application was before the board previously for preliminary review and

comments; and that the design before the board tonight is a redesign which took into consideration the comments from the board as well as the architectural design section of the City's code. He further stated that the design before the board tonight is another preliminary design. Mr. Carrol stated that they are looking for an approval of the concept tonight so it can be tweaked with the company to develop a final building scope. The updated design incorporates some brick piers on the Monroe Street façade of the building and also preserves the sloped roof design which blends in better with the streetscape of the adjacent buildings. Mayor Stough asked if the evergreen trees between the property and the church would need to be removed. Mr. Carroll stated that he believed that they would and that it is the intent of the company to open a dialog with the church regarding the replacement of the trees with other vegetation; and that he believed that the new vegetation would need to be located on the church side of the property. Mayor Stough stated that he would like some more brick to be incorporated on the east side of the building to soften the design and blend in with the area. The other members of the board agreed that they approved of the direction that new design is going by maintaining the traditional materials on the Monroe Street side of the building, that they also encourage their use on the east side of the building, and that the applicant works with the church to provide some vegetative screening on that side of the building. Mr. Carrol stated he understood the requests and that he hopes to come back to the board in about 60 days with a final design.

Mr. McCann moved, Mr. Arnold seconded to adjourn the meeting. All present voted aye. Meeting adjourned.

Submitted by,

A handwritten signature in cursive script, appearing to read "Debra Webb".

Debra Webb, Secretary
Municipal Planning Commission