

**Sylvania City Council**  
March 21, 2016

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

1. Roll call.
2. Pledge of Allegiance to the United States of America led by Mr. Luetke.
3. Additions to the agenda.
4. Approval of the Council meeting minutes of March 7, 2016.
5. Mayor Stough to present proclamation to Sisters of St. Francis celebrating their 100 anniversary and their many contributions to our community.
6. Municipal Parking Lot Resurfacing Project.
  - a. Service Director's report on project.
  - b. Proposed Ordinance 18-2016, Accepting proposal of Gerken Paving, Inc. for Municipal Parking Lot Resurfacing project.
7. Service Director's report on Bikes and Roundabouts.
8. Street Right-of-Way Maintenance.
  - a. Service Director's report on proposed policy.
  - b. Refer to Streets Committee for review.
9. Committee reports.
10. Committee referrals.

**INFORMATION**

- A. February 2016 Bank Reconciliation.
- B. Municipal Planning Commission minutes from March 16, 2016.
- C. Board of Architectural Review minutes from March 16, 2016.
- D. Ohio EPA letter dated 3/11/16 regarding water sampling.

Minutes of the Meeting of Council  
March 7, 2016

The Council of the City of Sylvania, Ohio met in regular session on March 7, 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.

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.

Requests were made for the following additions to the agenda:

Additions to the agenda.

- 4a. Judy Koles to speak regarding stray cats & possible poisoning of animals.
- 14. Discussion regarding 100<sup>th</sup> anniversary of Sisters of St. Francis in Sylvania.
- 15. SCAT report and major event information.
- 16. C.O.W. Executive Session to discuss possible legal action.

Mrs. Westphal moved, Mr. Haynam 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 February 16, 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 February 16, 2016 be approved; roll call vote being: Frye, Haynam, Husman, Luetke, Mishka, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Approval of the February 16 meeting minutes.

Judy Koles addressed Council regarding stray cats and stated someone is possibly poisoning wildlife and stray cats in her neighborhood.

Stray cats, possible poisoning.

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

Service Director's report on King Road Widening & Resurfacing & Harroun Road Resurfacing Project was placed on file. Mr. Frye moved, Mr. Luetke seconded to authorize the Clerk to advertise for bids for the King Road Widening and Resurfacing & Harroun Road Resurfacing Project. Roll call vote being: Haynam, Husman, Luetke, Mishka, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

King Rd. & Harroun Rd. Project authorize to advertise for bids.

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

Minutes of the Meeting of Council  
March 7, 2016

The Mayor presented the Zoning Ordinance Amendment Petition No. ZA-1-2016, a request from David Schmitt for a zoning change from R-1 "Single Family Residential Large Lot District" to R-3 PD, "Multiple Dwelling Medium Density District". Mr. Haynam moved, Mrs. Westphal seconded to refer ZA-1-2016 to the Planning Commission for review and recommendation. Roll call vote being: Husman, Luetke, Mishka, Westphal, Cappellini, Frye, Haynam, (7) yeas; (0) nays. The motion carried.

ZA-1-2016  
...referral to the  
Planning  
Commission.

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

Mrs. Westphal moved, Mr. Haynam seconded, that no hearing be requested for the new D3 liquor permit for Dansul, Inc. dba Executive Diners, 5629 Main St., Sylvania, Ohio 43560; roll call vote being: Luetke, Mishka, Westphal, Cappellini, Frye, Haynam, Husman, (7) yeas; (0) nays. The motion carried.

No objection to  
new liquor  
permit for  
Executive  
Diner.

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

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 14-2016, a written copy of same having been previously furnished to each member of Council, "Amending Chapter 1149 of the Planning and Zoning Code of the Codified Ordinances of Sylvania, 1979, as amended, by amending Section 1149.001-General Provisions; and declaring an emergency."; Mr. Haynam moved, Mrs. Husman seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Mishka, Westphal, Cappellini, Frye, Haynam, Husman, Luetke, (7) yeas; (0) nays. The motion carried.

Ordinance No.  
14-2016,  
"...Amending  
Chapter  
1149.001,  
General  
Provisions..."

Mr. Haynam moved, Mrs. Westphal seconded, that Ordinance No. 14-2016 be enacted as an emergency measure as declared therein; roll call vote being: Luetke, Mishka, Westphal, Cappellini, Frye, Haynam, Husman, (7) yeas; (0) nays. The motion carried.

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

Service Director's report on the purchase of a new dump truck was placed on file. Mr. Frye presented and read aloud by title only, proposed Ordinance No. 15-2016, a written copy of same having been previously furnished to each member of Council, "Authorizing the Mayor and Director of Finance to accept the proposal of Cleveland Freightliner, Inc. for the provision of a new dump truck for the Division of Streets, Department of Public Service; appropriating \$82,292 therefore; 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: Mishka, Westphal, Cappellini, Frye, Haynam, Husman, Luetke, (7) yeas; (0) nays. The motion carried.

Ordinance No.  
15-2016,  
"Authorizing  
the purchase of  
new dump  
truck..."

Minutes of the Meeting of Council  
March 7, 2016

Mr. Frye moved, Mrs. Husman seconded, that Ordinance No. 15-2016 be enacted as an emergency measure as declared therein; roll call vote being: Westphal, Cappellini, Frye, Haynam, Husman, Luetke, Mishka, (7) yeas; (0) nays. The motion carried.

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

Service Director's report on the purchase of a new crackfill machine was placed on file. Mr. Frye presented and read aloud by title only, proposed Ordinance No. 16-2016, a written copy of same having been previously furnished to each member of Council, "Authorizing the Mayor and Director of Finance to accept the proposal of D.J. L. Material & Supply, Inc. for the provision of a new Crackfill Machine for the Division of Streets, Department of Public Service; appropriating \$43,680 therefore; 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: Cappellini, Frye, Haynam, Husman, Luetke, Mishka, Westphal, (7) yeas; (0) nays. The motion carried.

Ordinance No.  
16-2016,  
"Authorize  
...the purchase  
of new Crackfill  
Machine..."

Mr. Frye moved, Mr. Luetke seconded, that Ordinance No. 16-2016 be enacted as an emergency measure as declared therein; roll call vote being: Frye, Haynam, Husman, Luetke, Mishka, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 17-2016, a written copy of same having been previously furnished to each member of Council, "Amending Chapter 735 of the Sylvania Codified Ordinances by amending Section 735.03-Sales on Private Property; license; registration; 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: Haynam, Husman, Luetke, Mishka, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Ordinance No.  
17-2016,  
"Amending  
Chapter 735.03-  
Sales on Private  
Property..."

Mrs. Westphal moved, Mrs. Husman seconded, that Ordinance No. 17-2016 be enacted as an emergency measure as declared therein; roll call vote being: Husman, Luetke, Mishka, Westphal, Cappellini, Frye, Haynam (7) yeas; (0) nays. The motion carried.

Mayor Stough stated that there were no items for agenda items 12 and 13, so item 14 will now be considered.

Minutes of the Meeting of Council  
March 7, 2016

Mayor Stough stated the Sisters of St. Francis are celebrating a year-long 100th anniversary in Sylvania. They will be invited to Council to thank them for all they mean to our community and be presented with a proclamation at the April 4<sup>th</sup> meeting.

Mayor Stough stated that Council will now consider agenda item 15.

Mrs. Husman provided information on the SCAT program, "Life of an Athlete" that will be presented to the community, the high school and junior high to promote good decisions.

SCAT program,  
"Life of an  
Athlete" info.

Mayor Stough stated that Council will now consider agenda item 16.

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

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

Mrs. Westphal moved, Mrs. Husman seconded to return from C-O-W Executive Session and return to regular session. Roll call vote being: Mishka, Westphal, Cappellini, Frye, Haynam, Husman, Luetke, (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 9:23 p.m.

Adjournment.

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Clerk of Council

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Mayor

6a



# City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

March 21, 2016

To: The Mayor and Members of Sylvania City Council

Re: **MUNICIPAL PARKING LOT RESURFACING PROJECT**

Dear Mr. Mayor and Council Members:

This project consists of milling and resurfacing the remaining portion of the Municipal Parking Lot as shown on the enclosed map. The City resurfaced the most northerly portion of this lot adjacent to Council Chambers in 2014.

The resurfacing work is scheduled to occur anytime from June 1<sup>st</sup> through November 1<sup>st</sup> and is anticipated to take two consecutive days to complete. The parking lot will be closed during construction and the work will be coordinated with downtown summer events.

There were a total of three (3) quotes received with the results as follows:

- Gerken Paving, Inc. = \$37,000
- Bowers Asphalt and Paving, Inc. = \$39,800
- Geddis Paving & Excavating, Inc. = \$41,100

The lowest quote was submitted by Gerken Paving, Inc. of Napoleon, Ohio. Their bid of \$37,000 was approximately 28.8% under the Engineer's Estimate of \$52,000. This project is a planned expense in the 2016 budget and will be funded out of the Capital Improvement Fund.

Therefore, it is our recommendation that the contract be awarded to Gerken Paving, Inc. of Napoleon, Ohio 43545, in the amount of \$37,000. Please call if you have any questions.

Sincerely,

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

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

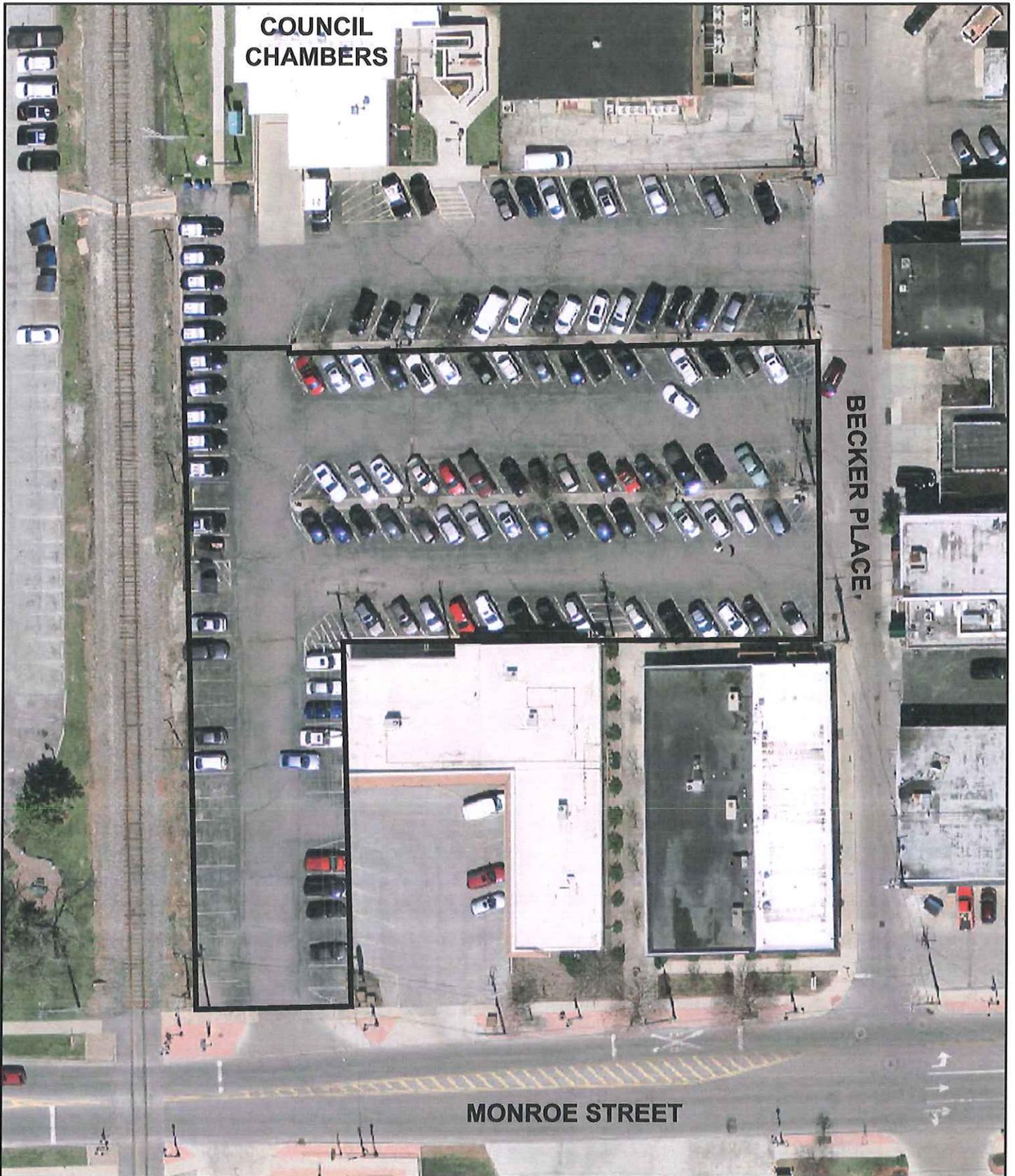
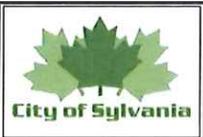
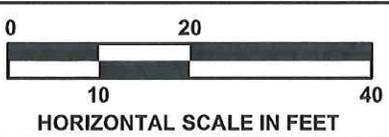


EXHIBIT: A  
 DRAWN BY: JES  
 DATE: 2/22/2016



DEPARTMENT OF PUBLIC SERVICE  
 PROJECT LIMITS MAP  
 MUNICIPAL PARKING LOT  
 RESURFACING PROJECT

6b

ORDINANCE NO. 18 -2016

**ACCEPTING THE PROPOSAL OF GERKEN PAVING, INC. AND AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO A CONTRACT FOR THE MUNICIPAL PARKING LOT RESURFACING PROJECT WITH SAME; AUTHORIZING THE EXPENDITURE FOR THE IMPROVEMENTS IN THE AMOUNT OF \$37,000; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.**

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

WHEREAS, the Director of Public Service, by report dated March 21, 2016, has indicated that the project consists of milling and resurfacing the remaining portion of the Municipal Parking Lot; and,

WHEREAS, the Director of Public Service, by report dated March 21, 2016, stated that the total estimate for the Municipal Parking Lot Resurfacing Project was \$52,000 and the following proposals were received: Gerken Paving, Inc. - \$37,000.00; Bowers Asphalt and Paving, Inc. - \$39,800.00; Geddis Paving & Excavating - \$41,100.00; and,

WHEREAS, the three (3) proposals offered by the above meet all of the City's specifications and the Director of Public Service, by report dated March 21, 2016, has recommended acceptance of the lowest and best proposal of Gerken Paving, Inc. and that the contract for the Municipal Parking Lot Resurfacing Project be entered into with 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 proposal of Gerken Paving, Inc., Napoleon, Ohio for said Municipal Parking Lot Resurfacing Project, in the amount of Thirty-Seven Thousand Dollars (\$37,000.00), is hereby determined to be the lowest and best proposal 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 contractor named in Section 1 above for the furnishing of such labor and materials in accordance with said proposal.

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. 401-7750-53102 – Land Improvements**, the total sum of Thirty-Seven Thousand Dollars (\$37,000.00).

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 bid of Gerken Paving, Inc. should be accepted immediately so as to provide for the commencement of the Municipal Parking Lot 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, \_\_\_\_\_, 2016, as an emergency measure.

\_\_\_\_\_  
President of Council

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Director of Law

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



# City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

March 17, 2016

To: The Mayor and Members of Sylvania City Council

Re: **Bikes and Roundabouts**

Dear Mr. Mayor and Council Members:

A concern of bicyclists traveling through roundabouts was recently included as part of the discussion regarding increasing the speed limit on King Road. Council requested that we research what other communities may have done to address bicyclists concerns.

We have found that efforts to date have primarily been educational effort. Traffic laws are to be followed by motor vehicles, bicyclists, and pedestrians when moving through a roundabout. Accordingly, the attached information item will soon be posted on our City website to assist those with questions. We hope our citizens find it helpful and informative.

Please call if you have any questions.

Sincerely,

Kevin G. Aller, P.E.  
Director of Public Service  
KGA/dsw

## How to Bike Through a Roundabout

With roundabouts popping up across the area, many cyclists may be left wondering just how to navigate this unfamiliar intersection type. The following tips should help clarify how to safely move through roundabouts on a bike:

- Commuter or avid cyclists may enter the roundabout as a vehicle, while recreational or family cyclists may want to dismount and use the pathway/sidewalk around the perimeter of the roundabout.
- Riders who enter the roundabout as a vehicle must follow the same rules as vehicles.
- Be assertive when merging with traffic, claim the lane. Once in the roundabout, ride close to the middle of the lane. Don't hug the curb.
- Try to establish eye contact with vehicle drivers entering the roundabout to verify they see you.
- Less experienced cyclists or those that might be intimidated by the roundabout should dismount and use the pedestrian paths.
- Riders should try to travel at approximately the same speed as motorists within the roundabout.
- Be sure to use proper hand signals when exiting the roundabout.

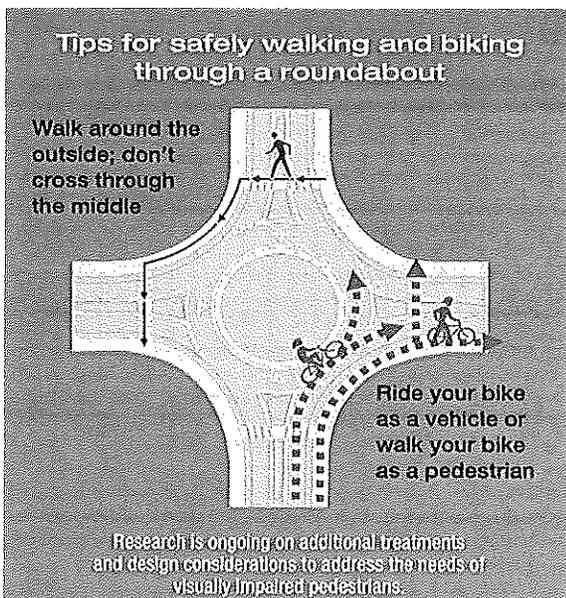


Image Source: FHWA

8a



# City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

March 17, 2016

To: The Mayor and Members of Sylvania City Council

Re: **Street Right-of-Way Maintenance**

Dear Mr. Mayor and Council Members:

We have enclosed a proposed policy of the maintenance of lawn and landscaped areas within City right-of-ways.

We would request that the policy be referred to the Streets Committee for review and comment. Necessary legislation can then be prepared if deemed necessary

Please call if you have any questions.

Sincerely,

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

Kevin G. Aller, P.E.  
Director of Public Service  
KGA/dsw

## **MOWING AND GROUNDS MAINTENANCE WITHIN STREET RIGHTS-OF-WAY**

### **I. PURPOSE**

The purpose of this policy is to establish the responsibility for mowing and grounds maintenance of those areas within the City limits that are within street rights-of-way, that are behind the curb and gutter, that are within traffic or median islands and that are beyond the edge of pavement on street without curb and gutter.

### **II. COVERAGE**

This policy, upon adoption by the Sylvania City Council shall be applicable to the mowing and grounds maintenance by City forces, by individual property owners and by homeowners associations of areas within street rights-of-way in the City of Sylvania corporate limits, and shall remain in effect until such a time that it is altered, modified or rescinded by the City Council.

### **III. POLICY**

#### **A. Definitions**

1. Street Right-of-Way – the land area in which a paved or gravel street exists which has been dedicated to public use and which paved or gravel street has been accepted for maintenance by the City or by the Ohio Department of Transportation.
2. Mowing – The cutting of grass or other similar ground covering vegetative material for the purpose of creating a neat, clean and uniform appearance of that material.
3. Ground Maintenance – The raking of leaves and the removal of debris of any sort for the purpose of creating a neat and clean appearance.
4. Landscape Maintenance – The pruning, clipping, shaping of ornamental shrubs or trees; the daily, weekly or monthly weed removal, watering, fertilizing, mulching or other special detailed attention given to annual or perennial flowers, bedding plants, shrubs, trees or other vegetative material. This also includes the tasks outlined in grounds maintenance above.
5. Major Thoroughfare – A street which serves as a primary traffic artery of the urban area, serving the major centers of activity and carrying traffic between such centers at moderate speeds.
6. Collector Street – A street which penetrates various land use classifications and whose primary function is traffic service, collecting traffic from streets intersecting it and funneling it to major thoroughfares.
7. Residential Street – A street whose primary function is to serve the immediately abutting residential land use, i.e., only local traffic generated by the residents in proximity of the street.
8. Cul-de-sac – A street which serves abutting land uses and which terminates in a turnaround and originates at the intersection with another street.

#### B. City Responsibilities

The City of Sylvania accepts responsibility for mowing and grounds maintenance only to those areas listed below:

1. Along major thoroughfares except in those areas that are regularly maintained by the Ohio Department of Transportation. The City may elect to maintain some of the ODOT maintained rights-of-way, if the City deems it in its best interest.
2. Traffic islands and median islands within the rights-of-way of major thoroughfares when such islands require only mowing and are not planted with shrubbery or other vegetation that require landscape maintenance and when such islands are not regularly maintained by ODOT or some other organization or group. The City may elect to maintain some of the ODOT maintained traffic islands or medians, if the City deems it in its best interest.
3. The City of Sylvania may mow and perform certain grounds maintenance on street rights-of-way below the classification of major thoroughfare, if the City deems it to be in its best interest.

The City of Sylvania accepts no responsibility for the mowing, grounds maintenance or landscape maintenance for any traffic island or any median island on any street below the classification of "major thoroughfare" which intersects a major thoroughfare.

#### C. Property Owner Responsibilities

Within all parts of the City of Sylvania, individual property owners are responsible for mowing and grounds maintenance of all areas between their property lines and the edge of the street. These areas are to include from the edge of the pavement or from the back of the curb and gutter to the street right-of-way or the front, side or rear property line which is the same as the street right-of-way. The individual property owners shall also mow and otherwise perform grounds maintenance upon any utility strip or planting strip that lies between the edge of the pavement or the back of the curb and gutter and the street edge of any sidewalk that runs parallel with the street.

When the street right-of-way has been cleared to the property line, and that cleared street right-of-way area has been covered with grass or other similar ground cover, but the property fronting this street remains essentially undeveloped, whether that property is undisturbed woods, undisturbed former fields, or an area that has been graded, grassed and left fallow, the property owner has the responsibility to mow and perform grounds maintenance on the improved street right-of-way adjoining his property.

All traffic islands or median islands on all collector streets, residential streets, and cul-de-sacs in subdivisions, shall be mowed and shall have grounds maintenance performed by the homeowners association and/or adjoining property owners of the subdivision in which they are located.

#### D. Responsibilities Within Planned Unit Developments

The individual property owners and the homeowners associations in all Planned Unit Developments (PUD) each have certain individual responsibilities and certain mutual responsibilities for mowing, grounds maintenance or landscape maintenance for all areas within the street rights-of-way.

Individual property owners are responsible for mowing and grounds maintenance of all areas between their property lines and the edge of the street. These areas include from the edge of the pavement or from the back of the curb and gutter to the street right-of-way or the front, side or rear property line that is contiguous with or the same as the street right-of-way. The individual property owners shall also mow and otherwise perform grounds maintenance upon any utility strip or planting strip that lies between the edge of the pavement or the back of the curb and gutter and the street edge of any sidewalk that runs parallel with the street.

The homeowners associations have the responsibility for mowing, grounds maintenance and landscape maintenance in all areas within their PUD that are within street rights-of-way that have been cleared and graded and covered with grass or other similar ground cover for erosion control purposes that are not maintained by individual property owners. Those areas include street right-of-way areas which adjoin common area property, open space property and undeveloped property whether that property is undisturbed woods, undisturbed former fields, or areas that have been graded, grassed and left fallow.

All traffic islands or median islands on all collector streets, residential streets, and cul-de-sacs, shall be mowed, shall have grounds maintenance, and shall have landscape maintenance performed by the homeowners association of the PUD in which they are located.

When a PUD makes landscaping improvements along major thoroughfares, either in that area between the back of the curb and gutter and the street right-of-way or between the edge of pavement and the street right-of-way or in traffic islands or median islands along the major thoroughfare, which require grounds maintenance or landscape maintenance daily, weekly or monthly, those landscaped areas shall be maintained by the homeowners association of the planned unit development which installed them.

**City of Sylvania**  
Bank Reconciliation  
February 2016

**A**

<b>CHECKBOOK BALANCE</b>	
Ending balance for January 2016	19,050,320.22
Add: Monthly Receipts	<u>2,124,774.16</u>
Subtotal	\$ 21,175,094.38
Less: Monthly Disbursements	<u>1,631,763.89</u>
Ending balance for February 2016	\$ 19,543,330.49
Less:	
CD Metamora Bank	\$ (2,000,000.00)
Star Ohio	(77,104.04)
Petty Cash (1)	(2,050.00)
Cemetery Savings	(1,062.86)
Toledo Community Fund	(31,803.18)
PNC MoneyMarket	(1,028,473.19)
Key Bank Securities	(1,008,128.82)
5/3rd Securities	(5,881,627.04)
SJS Account	(3,460,593.28)
Morgan Stanley Investment	(2,037,162.13)
Sylvania Township Bonds	(505,000.00)
	\$ 3,510,325.95
Less:	
	<u>\$ 3,510,325.95</u>
(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

<b>BANK BALANCE</b>	
EOM 5/3rd Bank Balance	\$ 3,547,743.78
Deposit in Transit	1,023.11
OPERS adjustment	0.04
	<u>3,548,766.93</u>
Subtotal	\$ 3,548,766.93
Less: Outstanding Checks (2)	<u>38,440.98</u>
Adjusted Bank Balance	\$ 3,510,325.95
(2)	
Jan Outstanding Checks	\$ 160,021.86
Checks written this month	663,708.38
	<u>\$ 823,730.24</u>
Subtotal	\$ 823,730.24
Checks Cleared	<u>(785,289.26)</u>
Feb Outstanding Checks	\$ 38,440.98



Toby Schroyer  
Director of Finance, City of Sylvania

B

## Sylvania Municipal Planning Commission

Minutes of the regular meeting of March 16, 2016. Mr. Lindsley called the meeting to order.

Members present: Mayor Craig Stough, Ken Marciniak, Daniel Arnold and Brian McCann (4) present. Thomas Lindsley excused. Zoning Administrator, Timothy Burns and Deputy Service Director, Joe Shaw present.

Mr. Arnold moved, Mr. Marciniak seconded to approve the Minutes of the February 10, 2016, meeting as submitted. Vote being: Stough, McCann, Marciniak and Arnold (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 3 – Council Referral – Zoning Ordinance Amendment Petition No. ZA-1-2016, a request from David Schmitt to change the zoning from R-1, “Single-Family Residential Large Lot District” to R-3 PD, “Multiple Dwelling Medium Density District” for property located at 4337 McCord Road, Sylvania, Ohio 43560. Mayor Stough made a statement directed to the Planning Commission, clarifying that the application is for a zoning change; and that it is for the Planning Commission to make a recommendation to Council to approve or disapprove the application and also explained that a Planned Development allows for a higher density and private roads. He further stated that it is for the Planning Commission if it’s appropriated from a planning standpoint and determine if it meets the rules. Mr. Schmitt was present and explained that the original submission was a request to change the zoning from R-1 to R-3 PD, however after recently meeting with Service Director, Kevin Aller, Deputy Service Director, Joe Shaw and Zoning Administrator, Tim Burns, they are changing the request to amend the zoning from R-1 to R-1 PD. He further stated that the original submission was for a 47 unit development, with both 6 and 4 unit buildings on the South side of the property; and that per the request of the Service Department, have since reduced the number of units to a total of 45, shown on the revised plan submitted to the Service Department on March 15<sup>th</sup>, and that the units on the South side will be 2 unit buildings instead of 4 and 6 unit buildings which were shown in drawing that he submitted to the Planning Commission members during the meeting. Mr. Shaw added that after looking further into the development application, it was determined that the R-3 zoning wasn’t necessary as the density that he is requesting would be applicable to R-1 zoning. Councilman Mark Luetke of 4327 Todd Dr. was present and stated that he had the following concerns about the development that he would like the Planning Commission to consider: 1) The density seems tight 2) Design standards including green space, landscaping and setbacks 3) Safety including the access of safety vehicles, trucks, etc. He further stated that he was happy to find out that the Service Department requested that there would be sidewalks in the development. There was further discussion about the sidewalks, and Mr. Schmitt stated that the plan is to only have the sidewalks, which would be rolled sidewalks, and would be on only one side of the road. He further added that he will install sidewalks on both sides of the road if he’s required, but that the small setbacks would make it hard to do. Mr. Marciniak stated that his concern is that there would be proper storm drainage/detention. Mr. Schmitt responded that the

**Planning Commission**  
**Meeting Minutes of March 16, 2016**  
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design allows for adequate drainage/detention and Mr. Shaw acknowledged that is does. Mayor Stough stated that the PD designation would allow for both narrower private roads and shorter setbacks than normally required. Mr. Shaw stated that there would be easements obtained by the City to allow the City to provide and maintain utilities including water and sanitary but that the City would not be providing refuse or yard waste pickup. Mr. Marciniak asked for clarification on what the Planning Commission's recommendation to Council should be if they should wish to recommend to Council to approve the applicants request for a zoning amendment. Mr. Burns stated that since the request is now for a zoning amendment from R-1 to R-1 PD, that the Planning Commission would need to recommend that Council not approve the R-3 PD zoning amendment with a recommendation that Council instead amend the zoning to R-1 PD. Some of the members stated that they would like more time before making their decision. Mr. Marciniak moved, Mr. Arnold seconded to table the discussion and decision until the April 13th, 2016 meeting, noting that the discussion and decision would be regarding a recommendation to approve a zoning amendment to R-1 PD instead of R-3 PD. Vote being: McCann, Marciniak, Arnold and Stough (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

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

Submitted by,



Debra Webb, Secretary  
Municipal Planning Commission

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Board of Architectural Review

Minutes of the regular meeting of March 16, 2016. Mr. Lindsley called the meeting to order.

Members present: Mayor Craig Stough, Ken Marciniak, Daniel Arnold and Brian McCann (4) present. Thomas Lindsley excused. Deputy Service Director, Joe Shaw present.

Mr. Arnold moved, Mr. Marciniak seconded to approve the Minutes of the February 10, 2016, meeting as submitted. Vote being: Stough, Arnold, McCann and Marciniak (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 3 – Regulated Sign– app. no. 5-2016 requested by Brian Schroyer for Spoke Life Cycles, 6363 Monroe Street, Sylvania, Ohio 43560. Application is for a new wall sign. Sign is within the limits of the Sylvania Sign Code. Mr. Schroyer was present and stated that the new wall sign would be installed on the wall of the portion of the building facing Monroe Street. Mr. Marciniak 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 and Stough (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 4 – Regulated Sign– app. no. 6-2016 requested by Brian Heil of Toledo Sign Co. for Stitch 2 Stitch, 6748 Sylvania Avenue, Sylvania, Ohio 43560. Application is for a new wall sign, a new panel in and existing monument sign and a new window sign. Ms. Wendy Jones of Toledo Sign Co. was present and stated that the new wall sign would be internally lit channel letters, the window sign would be vinyl letters on the window and that there would be a new tenant panel installed on the existing monument sign. Signs are within the limits of the Sylvania Sign Code. Mr. Arnold moved, Mr. Marciniak seconded, to grant a Certificate of Appropriateness for the sign shown in the drawing submitted with the application. Vote being: McCann, Marciniak, Arnold and Stough (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 5 – Regulated District – app. no. 7-2016 requested by Ghalab Abualhana, MSF Director for Masjid Saad Foundation, 5225 Alexis Road, Sylvania, Ohio 43560. Application is for an addition to an existing building. Mr. Abualhana and Engineer, Husam Muhsen, present. Mr. Marciniak moved, Mr. Arnold seconded to grant a Certificate of Appropriateness for the building design submitted with the application. Vote being: McCann, Marciniak, Arnold and Stough (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 6 – Regulated Sign – app. no. 8-2016 requested by Karrie Brock of Fast Signs for Great Clips, 7620 W. Sylvania Avenue, Sylvania, Ohio 43560. Application is for a new tenant panel in an existing monument sign. Sign is within the limits of the Sylvania Sign Code. Mr. Arnold moved, Mr. Marciniak seconded, to grant a Certificate of Appropriateness for the sign shown in

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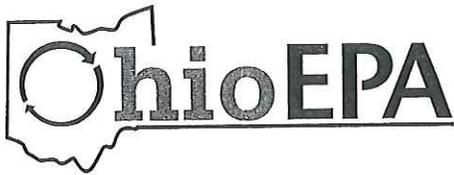
the drawing submitted with the application. Vote being: McCann, Marciniak, Arnold and Stough (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

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

Submitted by,

A handwritten signature in black ink, appearing to read "Debra Webb". The signature is written in a cursive, flowing style.

Debra Webb, Secretary  
Municipal Planning Commission



John R. Kasich, Governor  
Mary Taylor, Lt. Governor  
Craig W. Butler, Director

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MAR 16 2016

CITY OF SYLVANIA  
DEPT. OF PUBLIC SERVICE

RE: Sylvania City  
General Correspondence  
Drinking Water Program  
Lucas County  
PWS ID: OH4801303

March 11, 2016

Mr. Kevin Aller, Director of Public Service  
City of Sylvania  
6730 Monroe Street  
Sylvania, Ohio 43560

SUBJECT: Community Water System; STU #4855846; increase in Total Coliform Bacteria sampling

Dear Mr. Aller:

In a review of our files, the population for the City of Sylvania has increased to 21,516.

OAC Rule 3745-81-21(A)(1)(a) states, "The minimum monitoring frequency for total coliform for community water systems is based on the population served by the community water system." Based on your new population, the number of samples required per month is 25.

The City of Sylvania is required to increase their Total Coliform Bacteria sampling to 25 samples per month beginning in April 2016.

Sincerely,

Jill A. Schiefer, MPA  
Environmental Specialist II  
Division of Drinking and Ground Waters  
/zss

pc: Craig Stough, Mayor  
City Council  
Lucas County Health Department  
DDAGW-NWDO File

ec: Ben Black, ORC  
David France, ORC  
Paul G. Brock, PE, Engineering Supervisor, DDAGW-NWDO