**Sylvania City Council**
December 18, 2017

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

1. Roll call. Mrs. Cappellini, Mr. Frye, Mr. Haynam, Mrs. Husman, Mr. Luetke, Mr. Mishka, Mrs. Westphal.

2. Pledge of Allegiance to the United States of America led by Mrs. Westphal.

3. Additions to the agenda.

4. Approval of the Council meeting minutes of December 4, 2017.

5. Presentation of the 2018 Community Calendar by designers Dani Fuller and Rae Betz.

6. Proposed Ordinance No. 87-2017, to make certain adjustments to account allocations with the fund appropriations for the fiscal year ending December 31, 2017.

7. River Crossing Improvements & Hedingham Road and Tantallon Circle Resurfacing Project.
   a. Service Director's report on bids received.
   b. Proposed Ordinance No. 88-2017, Accepting the bid of Gerken Paving, Inc. and awarding the contract for the River Crossing Improvements & Hedingham Road and Tantallon Circle Resurfacing Project.

8. Service Director's report on the purchase of a salt conveyor; and authorize the clerk to advertise for bids.

9. Water Distribution Model-Engineering Services project.
   a. Service Director's report on an update of our water distribution system model.
   b. Proposed Ordinance No. 89-2017, Accepting the proposal of Jones & Henry Engineers to provide engineering services for the City of Sylvania's Water Distribution Model.

10. Proposed Ordinance No. 90-2017, Amending the Codified Ordinances of Sylvania, by increasing water service charges.

11. Notice of liquor permit ownership change for D1, D2, D3, D3A, and D6 permit from S & S Restaurants, LLC d/b/a The Sodbuster, 5758 N. Main St, Units 5 & 6, Sylvania, OH 43560.

12. Committee reports.
    a. Employee & Community Relations Committee meeting from December 13, 2017.

13. Committee referrals.

## INFORMATION

A. November 2017 Cash Report from the Division of Taxation.

B. November 2017 Bank Reconciliation.

Minutes of the Meeting of Council
December 4, 2017

The Council of the City of Sylvania, Ohio met in regular session on December 4, 2017 at 7:30 p.m. with Mayor 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 council present.

Council led the Pledge of Allegiance to the United State of America.

Pledge of Allegiance.

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

The following items were added to the agenda:

8b. Committee-of-the-Whole update.
8c. Schedule an Employee & Community Relations Committee meeting for appointments.

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

Agenda approval.

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

Mrs. Westphal presented the November 20, 2017 meeting minutes. Mrs. Westphal moved, Mrs. Husman 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 November 20, 2017 be approved; roll call vote being: Frye, Haynam, Husman, Luetke, Mishka, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Approval of the November 20 meeting minutes.

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

Mr. Luetke presented and read aloud by title only, proposed Ordinance No. 85-2017, a written copy of same having been previously furnished to each member of Council, "Making certain position and compensation pay plan changes, making certain salary, wage and other service compensation adjustments to the Codified Ordinances of Sylvania, 1979, as amended, and other Ordinances; by granting pay increases to some of the appointed officials whose titles are listed in Section 130.03(e), by granting a two and one half percent (2.5%) pay increase to all non-union city employees and court employees whose positions are included in the list of Occupational Titles of Section 139.02(a) of the Codified Ordinances of Sylvania which increase is reflected in the Annual Wage Rate Schedule4 of Section139.10(D) of the Sylvania Codified Ordinances; by granting pay increases for some of the employees in the Labor and Trades Supervision Group; and declaring an emergency." Mr. Luetke moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Readings of

Ordinance No. 85-2017; "Making Certain Position & Compensation Pay Plan changes...."

said Ordinance; roll call vote being: Haynam, Husman, Luetke, Mishka, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Mr. Luetke moved, Mr. Mishka seconded, that Ordinance No. 85-2017 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 Council will now consider agenda item 6.

Service Director's report on the Geotechnical Engineering and Construction Testing Services; Sylvania River Trail, Phase II project was placed on file. Mrs. Cappellini presented and read aloud by title only, proposed Ordinance No. 86-2017, a written copy of same having been previously furnished to each member of Council, "Accepting the proposal of Bowser-Morner, Inc. for the Geotechnical Engineering and Construction Testing Services relative to the Sylvania River Trail Phase II project; appropriating finds therefore in the amount of $14,400; 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: Luetke, Mishka, Westphal, Cappellini, Frye, Haynam, Husman, (7) yeas; (0) nays. The motion carried.

Ordinance No. 86-2017, "Accepting proposal of Bowser-Morner for Geotechnical Engineering... River Trail Phase II project..."

Mrs. Cappellini moved, Mrs. Westphal seconded, that Ordinance No. 86-2017 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. Mishka presented and read aloud by title only, proposed Resolution No. 12-2017, a written copy of same having been previously furnished to each member of Council, "A Resolution of the Council of the City of Sylvania approving the Lucas County Solid Waste Management District's amended draft Solid Waste Management Plan; and declaring an emergency ." Mr. Mishka moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Readings of said Resolution;, roll call vote being: Westphal, Cappellini, Frye, Haynam, Husman, Luetke, Mishka, (7) yeas; (0) nays. The motion carried.

Resolution No. 12-2017, "...approving Lu Co Solid Waste Management District's Solid Waste Management Plan...."

Mr. Mishka moved, Mrs. Husman seconded, that Resolution No. 12-2017 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 8.

Mr. Mishka reported on the Utilities & Environment Committee meeting from 6:p.m. on this date. He stated after discussion on the 2018 water and sewer rates, the Committee requested legislation be prepared by Administration to increase the rates in 2018.

Report of Utility & Environment Committee meeting... Water/sewer rates....

Mrs. Westphal stated that the Committee-of-the Whole is not ready to set a meeting to discuss the medical marijuana dispensaries in the City.

Mr. Luetke scheduled an Employee & Community Relations Committee meeting for at in the Administration building's Finance Conference room for Friday, December 8, 2017 at 7:30 a.m.

Emp. & Comm. Relations Com. mtg; 12/8/17, 7:30 a.m.

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 8:17 p.m.

Adjournment

Clerk of Council

Mayor

6

ORDINANCE NO. 87-2017

TO MAKE CERTAIN ADJUSTMENTS TO ACCOUNT ALLOCATIONS WITHIN THE FUND APPROPRIATIONS FOR THE FISCAL YEAR ENDING DECEMBER 31, 2017; AND DECLARING AN EMERGENCY.

WHEREAS, City Council duly passed Ordinance No. 70-2016 on December 5, 2016, providing for the annual appropriations for fiscal year 2017, and,

WHEREAS, it is necessary to adjust the 2017 annual appropriation ordinance, by making certain additional appropriations and deductions from previous appropriations, in order to meet the present conditions and to keep appropriations within the anticipated receipts for the year 2017; and,

WHEREAS, attached hereto is "Exhibit A" entitled Adjusted 2017 Budget - Summary of Expenditure Estimates which exhibit identifies by a four-digit department code number and name each account in a Fund identified by a three-digit code and name to which an appropriation adjustment within each Fund is made by this ordinance; and,

WHEREAS, attached hereto is "Exhibit B" entitled Adjusted 2017 Budget – Summary of Revenue Estimates referred to herein as estimated additional resources.

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

SECTION 1. That the 2017 annual appropriation ordinance, be adjusted as reflected in Exhibits A and B attached hereto and made a part hereof.

SECTION 2. That there be and is hereby appropriated to and is hereby withdrawn from accounts of the GENERAL FUND listed in Exhibit A the amounts as indicated for each account with the total amount being changed by the net sum of $0.

SECTION 3. That there be and is hereby appropriated to and is hereby withdrawn from the account of the STREET CM&R FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net the sum of $0.

SECTION 4. That there be and is hereby appropriated to and is hereby withdrawn from the account of the LAW ENFORCEMENT TRUST FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net the sum of $30,000. There is a sufficient balance in the Fund available for appropriation.

SECTION 5. That there be and is hereby appropriated to and is hereby withdrawn from the account of the DRUG LAW ENFORCEMENT TRUST FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net the sum of $1,500. There is a sufficient balance in the Fund available for appropriation.

SECTION 6. That there be and is hereby appropriated to and is hereby withdrawn from the account of the FEDERAL EQUITABLE SHARING FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net the sum of $6,000. There is a sufficient balance in the Fund available for appropriation.

SECTION 7. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the CAPITAL IMPROVEMENT FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of $0.

SECTION 8. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the SPECIAL ASSESSMENT-DITCHES/DRAINS FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of $0.

SECTION 9. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the WATER FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of $0.

SECTION 10. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the SEWER FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of $200,000.There is a sufficient balance in the Fund available for appropriation.

SECTION 11. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the RESOURCE RECOVERY FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of $0.

SECTION 12. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the MEDICAL SELF-INSURANCE FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of $0.

SECTION 13. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the INFORMATION TECHNOLOGY FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of $100,000. There is a sufficient balance in the Fund available for appropriation.

SECTION 14. That there be and is hereby appropriated to and is hereby withdrawn from accounts of the INCOME TAX FUND listed in Exhibit A the amounts as indicated in for each account with the total amount being changed by the net sum of $0.

SECTION 15. It is hereby found and determined that all formal actions of the 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 action, were in meetings open to the public, in compliance with all requirements including Section 121.22 of the Ohio Revised Code.

SECTION 16. 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 17. 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 immediate provision should be made for the enactment of additional appropriations for the payment of current expenditures for the calendar year of 2017. 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, _____, 2017, as an emergency measure.

ATTEST:

_____
Clerk of Council

_____
President of Council

APPROVED:

_____
Mayor

_____
Date

APPROVED AS TO FORM:

_____
Director of Law

Exhibit "A"
Adjusted 2017 Budget
Summary of Expenditure Estimates

| Dept. | Name | Personal Services | Contract Services | Materials & Supplies | Capital Outlay | Transfers | Totals |
|---|---|---|---|---|---|---|---|
| 110 | General Fund | | | | | | |
| 7110 | Police Law Enforcement | -40,000 | -10,000 | | | | -50,000 |
| 7115 | Fire Prevention & Insp. | | | | | | 0 |
| 7125 | Police/Fire Communications | | | | | | 0 |
| 7140 | Safety Admin.Support | | | | | | 0 |
| 7210 | Correctional Programs | | | | | | 0 |
| 7215 | Cemetery | | | | | | 0 |
| 7220 | Pymt.Co.Board of Health | | | | | | 0 |
| 7235 | Sylvania Comm. Serv. | | | | | | 0 |
| 7310 | Parks & Forestry | -40,000 | | | | | -40,000 |
| 7320 | Community Programs | | -15,000 | | | | -15,000 |
| 7325 | Syl. Tam O'Shanter | | | | | | 0 |
| 7415 | Zoning Board of Appeals | | -1,400 | 1,400 | | | 0 |
| 7425 | Mowing-Private Property | | -2,000 | | | | -2,000 |
| 7515 | Garbage.& Refuse Collection | -24,000 | 78,000 | | | | 54,000 |
| 7620 | Street Cleaning | 40,000 | 3,000 | -2,000 | | | 41,000 |
| 7710 | Mayor's Office | -5,000 | | 5,000 | | | 0 |
| 7715 | Finance Administration | | | | | | 0 |
| 7725 | Legal Administration | | | | | | 0 |
| 7726 | Prosecutors' Office | 10,000 | -3,000 | 5,000 | | | 12,000 |
| 7730 | Service Administration | | -1,500 | 1,500 | | | 0 |
| 7735 | Legislation | | | | | | 0 |
| 7740 | Municipal Court | -9,500 | | 9,500 | | | 0 |
| 7745 | Civil Service Commission | | | | | | 0 |
| 7750 | Lands & Buildings | | -34,000 | 7,000 | | | -27,000 |
| 7755 | Engineering | | | | | | 0 |
| 7765 | Elections | | | | | | 0 |
| 7775 | Delinquent Land Advertising | | | | | | 0 |
| 8000 | Transfers | | | | | 27,000 | 27,000 |
| | Totals | -68,500 | 14,100 | 27,400 | 0 | 27,000 | 0 |

Exhibit "A"
Adjusted 2017 Budget
Summary of Expenditure Estimates

| Dept. Code | Name | Personal Services | Contract. Services | Materials & Supplies | Capital | Debt Service | Transfers | Totals |
|---|---|---|---|---|---|---|---|---|
| 222 | Streets CM&R | | | | | | | |
| 7610 | Streets CM&R | -27,000 | -3,000 | 7,000 | | | | -23,000 |
| 7635 | Traffic Signals | | 20,000 | 3,000 | | | | 23,000 |
| | Total | -27,000 | 17,000 | 10,000 | | | | 0 |
| 225 | Law Enforcement Trust | | | | | | | |
| 7126 | Equipment - Police personnel | | | 30,000 | | | | 30,000 |
| 226 | Drug Law Enforcement | | | | | | | |
| 7126 | Equipment - Police personnel | | | 1,500 | | | | 1,500 |
| 229 | Federal Equitable Sharing | | | | | | | |
| 7126 | Equipment - Police personnel | | | 6,000 | | | | 6,000 |
| 401 | Capital Improvement Fund | | | | | | | |
| 7110 | Police | | | | 4,000 | | | 4,000 |
| 7310 | Parks & Forestry | | | | -18,000 | | | -18,000 |
| 7510 | Storm Sewer & Drains | | | | 24,000 | | | 24,000 |
| 7610 | Streets | | | | -290,000 | | | -290,000 |
| 7740 | Municipal Court | | | | -5,500 | | | -5,500 |
| 7750 | Lands & Buildings | | | 42,000 | 241,000 | | | 283,000 |
| 7970 | Promissory Note-Principal | | | | 12,000 | | | 12,000 |
| 8020 | Information Tech | | | | -9,500 | | | -9,500 |
| | Totals | 0 | 0 | 42,000 | -42,000 | | | 0 |
| 503 | Special Assessment-Ditches/Drains | | | | | | | |
| 7510 | Storm Sewers & Drains | 3,500 | | -3,500 | | | | 0 |
| 701 | Water Fund | | | | | | | |
| 7520 | Water Administration | 25,500 | -5,500 | | | | | 20,000 |
| 7525 | Water Distribution | -20,000 | | 15,000 | -15,000 | | | -20,000 |
| | Totals | 5,500 | -5,500 | 15,000 | -15,000 | | | 0 |
| 702 | Sewer Fund | | | | | | | |
| 7530 | Sewer Administration | 30,000 | | | | | | 30,000 |
| 7540 | Sewer Collection | -30,000 | 200,000 | | | | | 170,000 |
| | Totals | 0 | 200,000 | 0 | 0 | | | 200,000 |
| 705 | Resource Recovery | | | | | | | |
| 7314 | Resource Recovery | 1,600 | -5,800 | 4,200 | | | | 0 |
| | Totals | 1,600 | -5,800 | 4,200 | 0 | | | 0 |

Exhibit "A"
Adjusted 2017 Budget
Summary of Expenditure Estimates

| Dept. Code | Name | Personal Services | Contract. Services | Materials & Supplies | Capital | Debt Service | Transfers | Totals |
|---|---|---|---|---|---|---|---|---|
| 707 | Medical Self Insurance | | | | | | | |
| 8030 | Medical Care | -50,000 | 50,000 | | | | | 0 |
| | Totals | -50,000 | 50,000 | 0 | 0 | | | 0 |
| 709 | Information Technology | | | | | | | |
| 8020 | Information Technology | | | | 100000 | | | 100,000 |
| | Totals | 0 | 0 | 0 | 100,000 | | | 100,000 |
| 804 | Income Tax | | | | | | | |
| 7760 | Income Tax | | | 37,000 | | | -37,000 | 0 |
| | | 0 | 0 | 37,000 | 0 | | -37,000 | 0 |

Exhibit "B"
Adjusted 2017 Revenue Estimates
Summary of Revenue Estimates

| | | |
|---|---|---|
| **Law Enforcement Trust Fund** | | |
| 225-0000-41132 | Property Room Revenues | 25,000 |
| Total Law Enforement Trust Fund | | 25,000 |
| **Indigent Drivers Alcohol Treatment Fund** | | |
| 227-0000-40414 | Intergovernmental Revenues | 5,000 |
| Total Federal Equity Sharing Fund | | 5,000 |
| **Debt Service Fund** | | |
| 331-0000-40101 | Real Estate Taxes | 8,000 |
| Total Indigent Support Fund | | 8,000 |
| **Water Fund** | | |
| 701-0000-40601 | Water-Consumer Charges | 1,000,000 |
| Total Water Fund | | 1,000,000 |
| **Sewer Fund** | | |
| 702-0000-41114 | Project Reimbursements/Assessments | 300,000 |
| Total Water Fund | | 300,000 |
| **Information Technology Fund** | | |
| 709-0000-41105 | Miscelleanous Revenue | 3,000 |
| Total Information Technology Fund | | 3,000 |
| **Police Pension Fund** | | |
| 801-0000-40101 | Real Estate Taxes | 17,000 |
| Total Police Pension Fund | | 17,000 |

7a

City Of Sylvania
DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

December 18, 2017

To: The Mayor and Members of Sylvania City Council

Re: **RIVER CROSSING IMPROVEMENTS & HEDINGHAM ROAD AND TANTALLON CIRCLE RESURFACING**

Dear Mr. Mayor and Council Members:

We received bids on December 13, 2017 for the above referenced project. There were a total of four (4) bids received.

The lowest bid was submitted by Gerken Paving, Inc. of Napoleon, Ohio. Their bid of $151,748.25 was approximately 9.8% under the Engineer's Estimate of $168,286.

Therefore, it is our recommendation that the contract be awarded to Gerken Paving, Inc. of Napoleon, Ohio 43545, in the amount of $151,748.25.

Please call if you have any questions.

Sincerely,

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

7b

**ORDINANCE NO. 88 -2017**

**ACCEPTING THE BID OF GERKEN PAVING, INC. AND AWARDING THE CONTRACT FOR THE RIVER CROSSING IMPROVEMENTS & HEDINGHAM ROAD AND TANTALLON CIRCLE RESURFACING PROJECT TO SAME; AUTHORIZING THE EXPENDITURE FOR THE IMPROVEMENTS IN THE AMOUNT OF $151,748.25; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.**

WHEREAS, plans for the River Crossing Improvements & Hedingham Road and Tantallon Circle Resurfacing Project have been completed and are now on file with the Clerk of this Council; and,

WHEREAS, the Clerk of Council was authorized to advertise for bids at the November 20, 2017 Council meeting and thereafter the Clerk advertised for bids, and the bids were opened on December 13, 2017, and thereafter, the Director of Public Service, by report dated December 18, 2017, stated that the total estimate for the River Crossing Improvements & Hedingham Road and Tantallon Circle Resurfacing Project was $168,286 and the following bids were received:

| BIDDERS | BID PRICE |
|---|---|
| Gerken Paving, Inc. | $151,748.25 |
| Geddis Paving | 155,788.15 |
| Crestline Paving | 157,654.00 |
| Henry Bergman | 166,390.00 |

WHEREAS, the four (4) bids offered by the above bidders meet all of the City's specifications and the Director of Public Service, by report dated December 18, 2017, has recommended acceptance of the low bid of Gerken Paving, Inc. and that the contract for the River Crossing Improvements & Hedingham Road and Tantallon Circle Resurfacing Project be awarded to same.

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

SECTION 1. That the bid of Gerken Paving, Inc. of Napoleon, Ohio, for said River Crossing Improvements & Hedingham Road and Tantallon Circle Resurfacing Project in the amount of One Hundred Fifty-One Thousand Seven Hundred Forty-Eight and 25/100 Dollars ($151,748.25), is hereby determined to be the best bid received and the same is hereby accepted.

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

SECTION 3. That to provide funds for said improvement project hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-53503, Street Improvements,** and **PERMISSIVE TAX FUND** from funds therein not heretofore appropriated to Account No. **223-7611-53503, Street Improvements and 223-7611-52263, Snow & Ice Removal Materials** , the total sum of One Hundred Fifty-One Thousand Seven Hundred Forty-Eight and 25/100 Dollars ($151,748.25).

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 River Crossing Improvements & Hedingham Road and Tantallon Circle Resurfacing 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, _____, 2018, as an emergency measure.

_____
President of Council

ATTEST:

_____
Clerk of Council

APPROVED AS TO FORM:

_____
Director of Law

APPROVED:

_____
Mayor

_____
Date

8

# City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

December 13, 2017

To: The Mayor and Members of Sylvania City Council

Re: **Salt Conveyer**

Dear Mr. Mayor and Council Members:

As you may imagine, the mound of salt that we accumulate in our storage facilities becomes quite large. In the past our employees have utilized our front end loader to stack the material as high as possible to allow more material storage. This practice can be an unsafe one and one I wish to end.

The firms that deliver the material will equip their trucks with equipment that "throws' the salt into the air in an effort to stack the material higher for a fee. However, the equipment breaks the salt material down into a more powdery material which is less desirable for our use. The control of the stacker is also limited – lights have been broken, material ends up in our roofing system, etc... We don't believe this to be a viable option either.

Therefore, we wish to proceed in purchasing a portable salt conveyor system to assist us in fully utilizing our storage facilities in a safe, efficient manner.

We have received a budget quote of $80,000 for a system to meet our needs. Monclova Township has indicated they plan to be an equal partner with us in this purchase although their board of trustees are meeting December 18 as well to decide whether to move forward. Regardless, we believe this to be the prudent way to proceed in handling our salt deliveries.

The purchase of the conveyor was included in the 2017 Capital Improvement Plan. Therefore, we ask permission for the clerk to advertise for the purchase of a portable sale conveyer.

Please call if you have any questions.

Sincerely,

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

9a

City Of Sylvania
DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

December 14, 2017

To: The Mayor and Members of Sylvania City Council

Re: **Water Distribution Model**
**Engineering Services**

Dear Mr. Mayor and Council Members:

Jones & Henry Engineers developed the City's water system model in the year 2000. Several improvements have been made to our system as a result of recommendations from that model. Water mains have been replaced with larger diameter pipe, loops have been completed, and the new 2-MG elevated tank has been constructed.

We believe it would be beneficial to have our model updated to determine how these improvements have impacted our system. An updated model will further inform us as to improvements still needed. Finally, the updated model will be needed should the City decide to obtain our water source differently than we do currently.

Jones & Henry Engineers provided the model in 2000 and we would recommend that they perform this update as well. They have proposed a not-to-exceed fee of $20,000 to perform the model update. We request approval to enter an into agreement with Jones & Henry. It is our intent to maintain the model in house once this update is completed.

Please call if you should have any questions.

Sincerely,

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

9b.

**ORDINANCE NO. 89 -2017**

**ACCEPTING THE PROPOSAL OF JONES & HENRY ENGINEERS TO PROVIDE ENGINEERING SERVICES FOR THE CITY OF SYLVANIA'S WATER DISTRIBUTION MODEL; APPROPRIATING FUNDS THEREFORE IN AN AMOUNT NOT TO EXCEED $20,000; AND DECLARING AN EMERGENCY.**

WHEREAS, Jones & Henry Engineers developed the City's water system model in 2000 and since that time, several improvements have been made to the City's water system as a result of the recommendations from that model, including replacing water mains with larger diameter pipe, completing loops, and the construction of the 2 MG elevated tank; and,

WHEREAS, the Director of Public Service, in a report dated December 14, 2017, has recommended that the water distribution model be updated to determine how the improvements have impacted the City's water system and also to identify any additional recommended improvements; and,

WHEREAS, the Director of Public Service has received a proposal from Jones & Henry Engineers to update the City's water distribution model at a cost not to exceed $20,000 and recommends acceptance of the proposal.

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 Jones & Henry Engineers in an amount not to exceed Twenty Thousand Dollars ($20,000.00), to provide professional engineering services, is hereby accepted.

SECTION 2. That the Director of Public Service shall promptly give notice to Jones & Henry Engineers to proceed under the proposal hereby approved and accepted.

SECTION 3. That to provide funds for said services hereby authorized, there is hereby appropriated from the **WATER FUND** from funds therein not heretofore appropriated to **Account No. 701-7525-51189, Professional Services** the total sum of Twenty Thousand Dollars ($20,000.00).

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 professional engineering services should be provided for immediately to provide the update of the City's water distribution model 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, _____, 2017, as an emergency measure.

_____
President of Council

ATTEST:

APPROVED AS TO FORM:

_____
Clerk of Council

_____
Director of Law

APPROVED:

_____
Mayor

_____
Date

**ORDINANCE NO. 90 -2017**

**AMENDING THE CODIFIED ORDINANCES OF SYLVANIA, 1979, AS AMENDED, BY INCREASING WATER SERVICE CHARGES PER ONE THOUSAND GALLONS (1,000) FROM NINE AND 71/100 DOLLARS ($9.71) TO ELEVEN AND 65/100 DOLLARS ($11.65) FOR CITY USERS AND FROM TWELVE AND 14/100 DOLLARS ($12.14) TO FOURTEEN AND 57/100 DOLLARS ($14.57) FOR NON-CITY USERS COMMENCING JANUARY 25, 2018; AND DECLARING AN EMERGENCY.**

WHEREAS, at the November 20, 2017 meeting of Sylvania City Council, the Director of Public Service reported that in reviewing the current and future revenues and expenditures of the Water Fund, a water rate increase is necessary; and,

WHEREAS, at the November 20, 2017 meeting of Sylvania City Council, this matter was referred to the Utilities Committee for its review and recommendation; and,

WHEREAS, a Utilities Committee meeting was held on December 4, 2017 to review the increase and thereafter recommended that the water rates be increased to meet the current and future expenditures of the Water Fund.

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

SECTION 1. That Section 923.02 Water Rate Schedule, of the Codified Ordinances of Sylvania, 1979, as amended, be, and the same hereby is, amended effective January 25, 2018 to read as set forth on "Exhibit A" attached hereto and made a part hereof.

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

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the increased water service charges should be enacted at the earliest possible time. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

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

Passed, _____, 2017, as an emergency measure.

_____
President of Council

APPROVED:

_____
Mayor

ATTEST:

_____
Clerk of Council

_____
Date

APPROVED AS TO FORM:

_____
Director of Law

923.02 WATER RATE SCHEDULE

The following rate is hereby established for consumers of water of the City and such rate applies to water consumed during each month unless otherwise provided in these regulations.

WATER RATE SCHEDULE

| | City User | Non-City User |
|---|---|---|
| Commencing January 25, 2018 | $11.65 per 1,000 gallons | $14.57 per 1,000 gallons |

(Ord. ___-2017. Passed _____-2017).

"Exhibit A"

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

**NOTICE TO LEGISLATIVE AUTHORITY**

TO

| | |
|---|---|
| 7643087 PERMIT NUMBER / STCK TYPE<br>ISSUE DATE<br>05 17 2017 FILING DATE<br>D1 D2 D3 D3A D6 PERMIT CLASSES<br>48 TAX DISTRICT / 077 / A / F19555 RECEIPT NO. | S & S RESTAURANTS LLC<br>DBA THE SODBUSTER<br>5758 N MAIN ST UNITS 5 & 6<br>SYLVANIA OHIO 43560 |

FROM 12/13/2017

| | |
|---|---|
| PERMIT NUMBER / TYPE<br>ISSUE DATE<br>FILING DATE<br>PERMIT CLASSES<br>TAX DISTRICT / RECEIPT NO. | |

MAILED 12/13/2017 RESPONSES MUST BE POSTMARKED NO LATER THAN. 01/16/2018

**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 STCK 7643087
(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

ICK 4556 $100

Office Hours
8:00 a.m. - 5:00 p.m.
For Questions call
(614) 644-3156

Ohio Department of Commerce - Division of Liquor Control
6606 Tussing Road, Reynoldsburg, Ohio 43068-9005
http://www.com.ohio.gov/liqr

# APPLICATION FOR CHANGE OF LLC MEMBERSHIP INTERESTS

**PROCESSING FEE $100.00**

**CAUTION: ALLOW 10 TO 12 WEEKS FOR PROCESSING**

2017 DEC -8 AM 10:33
OHIO DIV. LIQUOR CONTROL
LICENSING SCAN RM. 1-7

PERMIT HOLDER REQUESTS APPROVAL OF THE DIVISION OF LIQUOR CONTROL OF THE FOLLOWING:

| Permit Holder Name: | Permit Premises Address: |
|---|---|
| S & S Restaurants LLC, DBA The Sodbuster | 5758 N. Main Street, Units 5 & 6<br>Sylvania, OH 43560 F019555 |
| Liquor Permit Number(s): 7643087 | Federal Tax ID Number: |

Email Address:

Attorney's Name, Address and Telephone Number (If represented):

**Please be advised that any social security numbers provided to the Division of Liquor Control in this application may be released to the Ohio Department of Public Safety, the Ohio Department of Taxation, the Ohio Attorney General, or to any other state or local law enforcement agency if the agency requests the social security number to conduct an investigation, implement an enforcement action, or collect taxes.**

## PLEASE COMPLETE ALL AREAS OF SECTION A & B BELOW

**Section A - PREVIOUS** List of managing members and all persons with a 5% or greater membership or voting interest in the LLC

| NAME | SOCIAL SECURITY # OR FEDERAL TAX ID # | OFFICE HELD | INTEREST | BIRTHDATE |
|---|---|---|---|---|
| 1) Matthew C. Smith | | CEO | ☐ Managing Member<br>☐ Voting interest ____ %<br>☒ Membership interest 50 % | |
| 2) Paul M. Spoerl | | President | ☐ Managing Member<br>☐ Voting interest ____ %<br>☒ Membership interest 50 % | |
| 3) | | | ☐ Managing Member<br>☐ Voting interest ____ %<br>☐ Membership interest ____ % | |
| 4) | | | ☐ Managing Member<br>☐ Voting interest ____ %<br>☐ Membership interest ____ % | |

**Section B - REVISED** List of managing members and all persons with a 5% or greater membership or voting interest in the LLC

| NAME | SOCIAL SECURITY # OR FEDERAL TAX ID # | OFFICE HELD | INTEREST | BIRTHDATE |
|---|---|---|---|---|
| 1) Matthew C. Smith | | CEO | ☐ Managing Member<br>☐ Voting interest ____ %<br>☒ Membership interest 100 % | |
| 2) | | | ☐ Managing Member<br>☐ Voting interest ____ %<br>☐ Membership interest ____ % | |
| 3) | | | ☐ Managing Member<br>☐ Voting interest ____ %<br>☐ Membership interest ____ % | |
| 4) | | | ☐ Managing Member<br>☐ Voting interest ____ %<br>☐ Membership interest ____ % | |

A

# City of Sylvania

DIVISION OF TAXATION
CHRISTY M. GOLIS, COMMISSIONER OF TAXATION

December 4, 2017

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 |
|---|---|---|---|
| November 30, 2017 | $657,679.89 | $4,707.34 | $652,972.55 |
| November 30, 2016 | $674,224.11 | $14,499.97 | $659,724.14 |
| Monthly Difference | -$16,544.22 | -$9,792.63 | -$6,751.59 |
| Year to Date 2017 | $10,001,748.11 | $244,590.97 | $9,757,157.14 |
| Year to Date 2016 | $10,094,536.99 | $182,433.46 | $9,912,103.53 |
| Yearly Difference | -$92,788.88 | $62,157.51 | -$154,946.39 |
| | | | -1.56% |

| | Deposits | Refunds | Balance |
|---|---|---|---|
| November 30, 2017 | $657,679.89 | $4,707.34 | $652,972.55 |
| November 30, 2015 | $771,715.33 | $16,634.68 | $755,080.65 |
| Monthly Difference | $ (114,035.44) | $ (11,927.34) | $ (102,108.10) |
| Year to Date 2017 | $9,999,470.28 | $244,590.97 | $9,754,879.31 |
| Year to Date 2015 | $9,114,437.63 | $247,769.55 | $8,866,668.08 |
| Yearly Difference | $ 885,032.65 | $ (3,178.58) | $ 888,211.23 |
| | | | 10% |

Respectfully submitted,

Christy M. Golis
Tax Commissioner

c: Mr. Toby Schroyer, Finance Director

B

# City of Sylvania
Bank Reconciliation
November 2017

| | |
|---|---|
| Ending balance for Oct 2017 | 25,644,387.63 |
| Add: Monthly Receipts | 2,321,370.65 |
| Subtotal | $ 27,965,758.28 |
| Less: Monthly Disbursements | 4,167,458.14 |
| Ending balance for Nov 2017 | $ 23,798,300.14 |

| Less: | |
|---|---|
| CD Metamora Bank | $ (2,000,000.00) |
| Star Ohio | (78,213.39) |
| Petty Cash (1) | (2,050.00) |
| Cemetery Savings | (1,062.86) |
| Toledo Community Fund | (31,803.18) |
| PNC Money Market | (1,030,558.18) |
| Key Bank Securities | (1,008,146.47) |
| 5/3rd Securities | (7,936,492.66) |
| SJS Account | (5,547,722.78) |
| Morgan Stanley Investment | (2,087,963.27) |
| Sylvania Township Bonds | (440,000.00) |
| | $ 3,634,287.35 |

| Less: | |
|---|---|
| | $ 3,634,287.35 |

(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 |
| Divisiion of Forestry | 150.00 |
| Petty Cash Balance | $ 2,050.00 |

BANK BALANCE

| | |
|---|---|
| EOM 5/3rd Bank Balance | $ 4,031,949.34 |
| Deposit in Transit: NSF - Deposit | 24.05 |
| Subtotal | $ 4,031,973.39 |
| Less: Outstanding Checks (2) | 397,686.04 |
| Adjusted Bank Balance | $ 3,634,287.35 |

(2)

| | |
|---|---|
| Oct Outstanding Checks | $ 24,672.50 |
| Checks written this month | 1,099,275.78 |
| voided check #70989 | (1,000.00) |
| Subtotal | $ 1,122,948.28 |
| Checks Cleared this month | (725,262.24) |
| Nov Outstanding Checks | $ 397,686.04 |

Toby Schroyer
Director of Finance, City of Sylvania