

**Sylvania City Council**  
January 16, 2018

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

1. Roll call. Mrs. Cappellini, Mr. Frye, Mr. Haynam, Mrs. Husman, Mr. Luetke, Mr. Richardson, Mrs. Westphal, present.
2. Pledge of Allegiance to the United States of America led by Mr. Frye.
3. Additions to the agenda.
4. Approval of the Council meeting minutes of January 3, 2018.
5. Proposed Resolution No. 1-2018, Designating the Clerk of Council as the Mayor and City Council's designee to attend training programs about Public Records Law.
6. Proposed Resolution No. 2-2018, Re-appointing Katie Cappellini to the Board of Trustees of Sylvania Area Joint Recreation District for the full calendar year 2018.
7. Council's appointment to the Sylvania Community Services Board for 2018.
8. Committee reports.
  - a. Employee & Community Relations Committee Meeting from this date.
9. Committee referrals.

**INFORMATION**

- A. December 2017 Cash Report from the Division of Taxation.
- B. December 2017 Bank Reconciliation.
- C. Board of Architectural Review minutes from January 10, 2018.
- D. Municipal Planning Commission minutes from January 10, 2018.

Minutes of the Meeting of Council  
Organizational Meeting  
January 3, 2018

Mayor Craig A. Stough called the Organizational Meeting of Council for the 2018 – 2019 term to order on Wednesday, January 3, 2018 at 7:00 p.m. Present were: Katie Cappellini, Mark Frye, Doug Haynam, Sandy Husman, Mark Luetke, Patrick Richardson, Mary J. Westphal.

Call to Order.

Mayor Stough led the Pledge of Allegiance to the United States of America.

Pledge of Alleg.

Judge Michael A. Bonfiglio administered the Oath of Office to Craig A. Stough, Mayor who was duly elected at the General Election on November 7, 2017. Immediately thereafter the Mayor signed written Oath of Office for filing with the Director of Finance.

Mayor sworn-in.

Judge Michael A. Bonfiglio administered the Oath of Office to the Council Members-Elect who were duly elected at the General Election on November 7, 2017, and not previously sworn-in: Katie Cappellini, Patrick Richardson, and Mary J. Westphal. Immediately thereafter the members signed written Oaths of Office for filing with the Director of Finance.

Council members sworn-in.

Mr. Luetke moved, Mrs. Husman seconded that Council hereby determines it is duly constituted of elected and qualified members consisting of Katie Cappellini, Mark Frye, Douglas Haynam, Sandy Husman, Mark Luetke, Patrick Richardson, Mary J. Westphal; roll call vote being, Cappellini, Frye, Haynam, Husman, Luetke, Richardson, Westphal (7) yeas; (0) nays. The motion carried.

Council duly constituted of elected and qualified members.

Mayor Stough stated that Council will now consider the selecting of the Office of President of Council for the 2018-2019 term. Mr. Luetke moved, Mr. Haynam seconded, to nominate Mary Westphal as President of Council; roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Richardson, Westphal (7) yeas; (0) nays. The motion carried.

Westphal elected President of Council for the 2018-2019 term.

Mrs. Westphal presented the List of Committee assignments for 2018-2019.

ANNEXATION & ZONING

Doug Haynam, Chair  
Katie Cappellini  
Sandy Husman  
Mark Luetke

BUILDINGS & GROUNDS

Sandy Husman, Chair  
Katie Cappellini  
Patrick Richardson  
Mary Westphal

2018-2019  
Committee  
Assignments.

Minutes of the Meeting of Council  
January 3, 2018

EMPLOYEE & COMM. RELATIONS

Mark Luetke, Chair  
Katie Cappellini  
Sandy Husman  
Patrick Richardson

PARKS & FORESTRY

Katie Cappellini, Chair  
Doug Haynam  
Sandy Husman  
Patrick Richardson

STREETS

Patrick Richardson, Chair  
Doug Haynam  
Mark Frye  
Mary Westphal

FINANCE

Mary Westphal, Chair  
Mark Frye  
Doug Haynam  
Mark Luetke

SAFETY

Mark Frye, Chair  
Mary Westphal  
Doug Haynam  
Mark Luetke

UTILITIES & ENVIRONMENT

Mary Westphal Chair  
Mark Frye  
Sandy Husman  
Patrick Richardson

Mr. Haynam moved, Mrs. Cappellini seconded to confirm the Council Committee Assignments as presented by Mrs. Westphal; roll call vote being, Frye, Haynam, Husman, Luetke, Richardson, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Mayor Stough stated that this concludes the Organizational Meeting of Council for the 2018-2019 term. Mrs. Westphal moved, Mrs. Husman seconded, that this meeting adjourn; all present voting yea (7); (0) nays. The motion carried and the meeting adjourned at 7:12 p.m.

Adjournment.

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Clerk of Council

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Mayor

Minutes of the Meeting of Council  
January 3, 2018

The Council of the City of Sylvania, Ohio met in regular session on January 3, 2018 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, Patrick Richardson, Mary Westphal; (7) present;, (0) absent.

Roll call:  
All present.

Pledge of Allegiance to the United State of America led by Mrs. Cappellini.

Pledge of  
Allegiance.

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

The following items were added to the agenda:

- 7a. Council appointment to SAJRD.
- 7b. Schedule an Employee & Community Relations Committee meeting.

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

Agenda  
approval.

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

Mrs. Westphal presented the December 18, 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 December 18, 2017 be approved; roll call vote being: Frye, Haynam, Husman, Luetke, Richardson, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Approval of the  
December 18  
meeting  
minutes.

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

Service Director's report on the Main Street Reconstruction Project was placed on file. Mr. Richardson moved, Mr. Haynam seconded to authorize the Clerk of advertise for bids for the Main Street Reconstruction Project; roll call vote being; Haynam, Husman, Luetke, Richardson, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Main St.  
Reconstruction  
Project  
authorization to  
bid.

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

Mrs. Westphal moved, Mr. Luetke seconded to confirm the Mayor's appointment of Daniel Arnold to the Municipal Planning Commission commencing January 1, 2018 and expiring December 31, 2021; roll call vote being; Husman, Luetke, Richardson, Westphal, Cappellini, Frye, Haynam, (7) yeas; (0) nays. The motion carried.

Confirmation of  
Mayor's Appt.-  
Dan Arnold to  
Municipal Plan  
Commission.

Minutes of the Meeting of Council  
January 3, 2018

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

Mr. Luetke stated that Council's representative on the SAJRD Board of Trustees is a one year term with Katie Cappellini being our representative in past years. Mrs. Westphal moved, Mr. Haynam seconded to order legislation to re-appoint Katie Cappellini to the Board of Trustees of SAJRD as City Council's representative for 2018; roll call vote being; Luetke, Richardson, Westphal, Cappellini, Frye, Haynam, Husman, (7) yeas; (0) nays. The motion carried.

2018 SAJRD  
Appointment.

Mr. Luetke set an Employee & Community Relations Committee meeting for Tuesday, January 16, 2018 at 8:00 a.m. in the Finance Department Conference Room in Administration Building to discuss the 2019 calendar project to include Requests for Qualifications in a bidding process.

Emp & Com  
Relations Com  
Mtg set for  
1/16/18;  
8:00a.m.

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

Mrs. Westphal moved, Mr. Haynam seconded that this meeting adjourn; all present voting yea (7); (0) nays. The motion carried and the meeting adjourned at 7:45 p.m.

Adjournment.

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Clerk of Council

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Mayor

RESOLUTION NO. 1-2018

**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, \_\_\_\_\_, 2018, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

6

RESOLUTION NO. 2 - 2018

**RE-APPOINTING KATIE CAPPELLINI TO THE BOARD OF TRUSTEES OF SYLVANIA AREA JOINT RECREATION DISTRICT (SAJRD), SHE BEING A MEMBER OF THE COUNCIL OF THIS APPOINTING POLITICAL SUBDIVISION, FOR THE FULL CALENDAR YEAR OF 2018; AND DECLARING AN EMERGENCY.**

WHEREAS, Sylvania City Council appoints a member to the Board of Trustees of the Sylvania Area Joint Recreation District each year; and,

WHEREAS, the City of Sylvania should appoint a member of its Council to the Board of Trustees of the Sylvania Area Joint Recreation District for the 2018 calendar year.

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

SECTION 1. That Katie Cappellini, a member of the Council of this appointing political subdivision, is hereby re-appointed to the Board of Trustees of Sylvania Area Joint Recreation District for the calendar year 2018.

SECTION 2. That the Clerk of Council be, and she hereby is, directed to certify a copy of this Resolution to Sylvania Area Joint Recreation District.

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 reason that the re-appointment to the SAJRD Board of Trustees of a member of this appointing political subdivision should be made immediately so that the appointed Councilperson will be duly authorized for the full calendar year of 2018. 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.

Passed, \_\_\_\_\_, 2018, as an emergency measure.

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

ATTEST:

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

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

A



# City of Sylvania

DIVISION OF TAXATION

CHRISTY M. GOLIS, COMMISSIONER OF TAXATION

January 2, 2018

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         |
|--------------------|-----------------|--------------|-----------------|
| December 31, 2017  | \$899,162.29    | \$2,042.31   | \$897,119.98    |
| December 31, 2016  | \$900,395.88    | \$9.52       | \$900,386.36    |
|                    | -----           | -----        | -----           |
| Monthly Difference | -\$1,233.59     | \$2,032.79   | -\$3,266.38     |
| Year to Date 2017  | \$10,900,910.40 | \$246,633.28 | \$10,654,277.12 |
| Year to Date 2016  | \$10,994,932.87 | \$182,442.98 | \$10,812,489.89 |
|                    | -----           | -----        | -----           |
| Yearly Difference  | -\$94,022.47    | \$64,190.30  | -\$158,212.77   |
|                    |                 |              | -1.46%          |

|                    | Deposits        | Refunds      | Balance         |
|--------------------|-----------------|--------------|-----------------|
| December 31, 2017  | \$899,162.29    | \$2,042.31   | \$897,119.98    |
| December 31, 2015  | \$655,646.88    | \$664.82     | \$654,982.06    |
|                    | -----           | -----        | -----           |
| Monthly Difference | \$ 243,515.41   | \$ 1,377.49  | \$ 242,137.92   |
| Year to Date 2017  | \$10,900,910.40 | \$246,633.28 | \$10,654,277.12 |
| Year to Date 2015  | \$9,770,084.51  | \$247,855.37 | \$9,522,229.14  |
|                    | -----           | -----        | -----           |
| Yearly Difference  | \$ 1,130,825.89 | \$(1,222.09) | \$ 1,132,047.98 |
|                    |                 |              | 12%             |

Respectfully submitted,

Christy M. Golis  
Tax Commissioner

c: Mr. Toby Schroyer, Finance Director

**City of Sylvania**

Bank Reconciliation

December 2017

B

Ending balance for Nov 2017 23,798,300.14  
 Add: Monthly Receipts 2,856,131.60  
 Subtotal \$ 26,654,431.74  
 Less: Monthly Disbursements 2,682,736.83  
 Ending balance for Dec 2017 \$ 23,971,694.91

Less:

CD Metamora Bank \$ (2,081,574.53)  
 Star Ohio (78,301.06)  
 Petty Cash (1) (2,050.00)  
 Cemetery Savings (1,062.86)  
 Toledo Community Fund (31,803.18)  
 PNC Money Market (1,030,847.58)  
 Key Bank Securities (1,008,147.32)  
 5/3rd Securities (7,951,341.94)  
 SJS Account (5,551,131.88)  
 Morgan Stanley Investment (2,092,212.02)  
 Sylvania Township Bonds (440,000.00)  
 \$ 3,703,222.54

Less:

\$ 3,703,222.54  
 (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 \$ 3,758,595.83  
 Deposit in Transit:  
 Income Tax 416.84  
 General Deposit 53,816.55

Subtotal \$ 3,812,829.22

Less: Outstanding Checks (2) 109,606.68

Adjusted Bank Balance \$ 3,703,222.54

(2)  
 Nov Outstanding Checks \$ 397,686.04

Checks written this month 759,454.56  
 Voided check #53797 (3,260.00)

Subtotal \$ 1,153,880.60

Checks Cleared this month (1,044,273.92)

Dec Outstanding Checks \$ 109,606.68



Toby Schroyer  
 Director of Finance, City of Sylvania

Board of Architectural Review

Minutes of the regular meeting of January 10, 2018. Mr. Lindsley called the meeting to order.

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

Mr. Arnold moved, Mr. McCann seconded to approve the Minutes of the December 13, 2017 meeting as submitted. Vote being: Stough, Arnold, McCann, and Lindsley (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 3 – Regulated District Building Review – 51-2017 requested by Brandon Fields for Inside the Five, 5703 Main Street, Sylvania, Ohio 43560. Application is for Building Review. Mr. Jessie Miller of Miller Diversified present. Mr. Burns recommended that the door and the ADA ramp be voted on separately as the ramp must get further approval from the City as it's located in the City's right-of-way. Mr. Arnold moved, Mr. McCann seconded, to grant a Certificate of Appropriateness for the door 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. Mr. Arnold moved, Mr. McCann seconded, to grant a Certificate of Appropriateness for the ramp shown in the drawing submitted with the application subject to approval by the City. Vote being: McCann, Arnold, Stough and Lindsley (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 4 – Regulated Sign – app. no. 1-2018 requested by Dana Fairchild of Toledo Sign for Healthy Family Chiropractic, 6377 Monroe St., Sylvania, Ohio 43560. Application is for a new face on a wall sign and a new panel on an existing monument sign. Mr. Fairchild was present. Mayor Stough stated that he would need to push away from the table for the discussion and vote due to a business conflict. Sign 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, Arnold and Lindsley (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Mayor Stough returned to the table.

Item 5 – Regulated Sign – app. no. 2-2018 requested by Julie Bair of Bennet Management Corp. for Tony Packo's Café, 5812 Alexis Rd., Sylvania, Ohio 43560. Application is for a new wall sign, a new monument sign and two directional signs. Ms. Bair was present. Mr. Burns stated that the wall sign on the west sign of the building shown in drawings is not up for review as the code only allows for one wall sign and that Bennet Management has been informed. Ms. Bair acknowledged that she was informed that they could not have two wall signs and agreed that the sign shown on the west wall is not part of this review and asked if they could apply for a variance. Mr. Burns stated that the application for a variance would need to be filed with the Board of Zoning Appeals. Mr. McCann moved, Mr. Arnold seconded, to grant a Certificate of Appropriateness for the wall sign on the south side of the building, the monument sign and the directional signs 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.

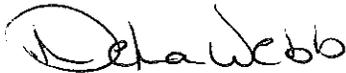
**Board of Architectural Review**  
**Minutes of the January 10, 2018 Meeting**  
**Page 2**

Item 6 – Regulated District Building Review – app. no. 3-2018 requested by Julie Bair of Bennet Management Corp. for Tony Packo’s Café, 5812 Alexis Rd., Sylvania, Ohio 43560. Application is for a Building Review. Ms. Bair was present and presented pictures of the Secor Location and stated that this building would be very similar. Mr. Arnold moved, Mr. McCann seconded, to grant a Certificate of Appropriateness building design shown in the drawings submitted with the application and presented at the meeting. Vote being: McCann, Arnold, Stough and Lindsley (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 7 – Regulated Sign – app. no. 5-2018 requested by Tim Grohnke of Gardner Signs, Inc. for Cricket, 5553 Monroe St., Sylvania, Ohio 43560. Application is for a new wall sign and a window sign. 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, Arnold, Stough and Lindsley (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

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

Submitted by,



Debra Webb, Secretary  
Municipal Planning Commission

Sylvania Municipal Planning Commission

Minutes of the regular meeting of January 10, 2018. Mr. Lindsley called the meeting to order.

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

Mr. McCann moved, Mr. Arnold seconded to approve the Minutes of the December 13, 2017 meeting as submitted. Vote being: Stough, Arnold, McCann, and Lindsley (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

1. Organizational Meeting

a. Election of Officers:

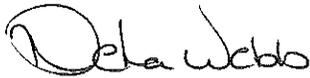
1. Chair – Mayor Stough moved, Mr. McCann seconded to elect Tom Lindsley as Chair of the Sylvania Municipal Planning Commission. Vote being: McCann, Arnold, Stough and Lindsley (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

2. Vice-Chair Mr. Lindsley moved, Mr. Arnold seconded to elect Brian McCann as Vice-Chair of the Sylvania Municipal Planning Commission. Vote being: McCann, Arnold, Stough and Lindsley (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

2. Additions

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

Submitted by,



Debra Webb, Secretary  
Municipal Planning Commission