

Sylvania City Council
October 15, 2018

7:00 p.m. Employee & Community Relations Committee
BZA Appointments, Update on City Logo

7:30 p.m. Council Meeting
Agenda

1. Roll call. Mrs. Cappellini, Mr. Frye, Mr. Haynam, Mrs. Husman, Mr. Luetke, Mr. Richardson, Mrs. Westphal.
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 October 1, 2018.
5. Sylvania School Superintendent, Adam Fineske to provide a district update and information on upcoming levy.
6. Proposed Resolution No. 13-2018, Authorizing to file a grant application with OPWC for the Brint, Centennial, Sylvania-Metamora and King Roads Resurfacing Project.
7. Brookhill Court Improvements Project.
 - a. Service Director's report on Engineering Services contract.
 - b. Proposed Ordinance No. 56-2018, Authorizing to accept proposal of ESA, LLC to provide engineering services for Brookhill Court Improvements.
8. Proposed Ordinance No. 57-2018, Accepting the proposal of Poggemeyer Design Group to update the City of Sylvania's Downtown Plan.
9. Street Banner Permit request from Sylvania Chamber of Commerce.
 - a. Proposed Ordinance No. 58-2018, Approving the Banner Application of Sylvania Chamber of Commerce.
10. Committee reports.
 - a. Employee & Community Relations meeting held on this date.
11. Committee referrals.

INFORMATION

- A. September 2018 Cash Report from the Division of Taxation.
- B. September 2018 Bank Reconciliation.
- C. Board of Architectural Review minutes from October 10, 2018.

Minutes of the Meeting of Council
October 1, 2018

The Council of the City of Sylvania, Ohio met in regular session on October 1, 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 States of America led by Mrs. Husman.

Pledge of
Allegiance.

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

The following items were added to the agenda:

- 10a. Schedule a Finance Committee meeting.
- 10b. Schedule an Employee & Community Relations Committee meeting.
- 11. Report on DORA Ad Hoc Committee appointments.
- 12. Sister City Update.
- 13. SCAT and Sylvania Historical Village Update.

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 September 17, 2018 meeting minutes. Mrs. Westphal moved, Mr. Luetke 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 September 17, 2018 be approved; roll call vote being: Frye, Haynam, Husman, Luetke, Richardson, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Approval of the
September 17
meeting
minutes.

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

Mrs. Brinning provided information on proposed Ordinance No. 54-2018 regarding Small Cell Technology in the right of way. Mr. Frye moved, Mr. Haynam seconded to refer proposed Ordinance 54-2018, Small Cell Technology to the Streets Committee for review and recommendation; roll call vote being: Haynam, Husman, Luetke, Richardson, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Refer proposed
Ordinance No.
54-2018, Small
Cell Technology
to Streets Com.

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

Mr. Frye presented and read aloud by title only, proposed Ordinance No. 55-2018, a written copy of same having been previously furnished to each member of Council, "Amending Section 1505.02-Model Code Adopted of the Sylvania Codified Ordinances, 1979, as amended; and declaring an emergency;" Mr. Frye moved, Mr. Luetke seconded, that Council dispense with the Second and Third Reading of said

Ordinance No.
55-2018,
"Amended
Section
1505.02-Model

Minutes of the Meeting of Council
October 1, 2018

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

Mr. Frye moved, Mr. Haynam seconded, that Ordinance No. 55-2018 be enacted as an emergency measure as declared therein; roll call vote being: Richardson, Westphal, Cappellini, Frye, Haynam, Husman, Luetke, (7) yeas; (0) nays.

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

Mrs. Westphal presented and read aloud by title only, proposed Resolution No. 12-2018, a written copy of same having been previously furnished to each member of Council, “A Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor; and declaring an emergency.” Mrs. Westphal moved, Mr. Luetke seconded, that Council dispense with the Second and Third Reading of said Resolution; roll call vote being: Westphal, Cappellini, Frye, Haynam, Husman, Luetke, Richardson, (7) yeas; (0) nays. The motion carried. Resolution No. 12-2018, “Accepting amount & rates by Co. Budget Commission...”

Mrs. Westphal moved, Mrs. Husman seconded, that Resolution No. 12-2018 be enacted as an emergency measure as declared therein; roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Richardson, Westphal, (7) yeas; (0) nays. The motion carried.

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

Service Director Aller presented the list of items to be offered for sale. Mr. Richardson moved, Mrs. Westphal seconded, to authorize the sale of items from the Public Service Department on GovDeals.com. since they are no longer needed by the City; roll call vote being: Richardson, Westphal, Cappellini, Frye, Haynam, Husman, Luetke, (7) yeas; (0) nays. The motion carried. Items approved for GovDeals.

Mayor Stough stated that there are no items for agenda item 9 so Council will now consider agenda item 10.

Mrs. Westphal set a Finance Committee meeting for Tuesday, October 16, 2018 at 7:30 a.m. in the Finance Conference Room at the Administration building. Finance Com. 10/16/18, 7:30 a.m.

Minutes of the Meeting of Council
October 1, 2018

Mr. Luetke set an Employee & Community Relations Committee meeting for Monday, October 15, 2018 at 7:00 p.m. to discuss upcoming Board of Zoning Appeals appointments and updates to the City logo.	Emp. & Com. Relations 10/15/18, 7:00 p.m.
Mr. Richardson set a Streets Committee meeting for Monday, November 5, 2018, at 6:45 p.m. to discuss proposed Ordinance 54-2018, Small Cell Technology.	Streets Com. 11/5/18 6:45p.m.
Mayor Stough stated Council will now consider agenda item 11.	
Mrs. Westphal provided an update on the DORA Ad Hoc Committee. Mrs. Westphal moved, Mr. Luetke seconded to seat Katie Fields, Jane Worth, Mary Beth Schoen, Jason Kucsma, with Mark Luetke as Chair to the DORA Ad Hoc Committee; roll call vote being: Richardson, Westphal, Cappellini, Frye, Haynam, Husman, Luetke, (7) yeas; (0) nays. The motion carried.	DORA Ad Hoc Committee members.
Mayor Stough stated Council will now consider agenda item 12.	
Mr. Luetke provided an update on the Sister City upcoming activities including Fall Festival on October 21 st and Santa Claus Parade in Woodstock on November 17 th .	Sister City upcoming activities.
Mayor Stough stated Council will now consider agenda item 13.	
Mrs. Husman provided information on SCATACULAR event on October 30 th at 7:30 a.m. at the Senior Center, and the upcoming town hall meetings. She also provided information the merger of the Sylvania Historical Village, Historical Society and the Lathrop House to be name Heritage Sylvania.	SCAT, Syl. Hist. Village update.
Mayor Stough stated that all items on the agenda had been considered.	Adjournment.
Mrs. Westphal moved, Mrs. Cappellini seconded that this meeting adjourn; all present voting yea (7); (0) nays. The motion carried and the meeting adjourned at 8:20 p.m.	

Clerk of Council

Mayor

RESOLUTION NO. 13 -2018

A RESOLUTION AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO FILE A GRANT APPLICATION WITH THE OHIO PUBLIC WORKS COMMISSION FOR THE BRINT ROAD, CENTENNIAL ROAD, SYLVANIA-METAMORA ROAD AND KING ROAD RESURFACING PROJECT; AND DECLARING AN EMERGENCY.

WHEREAS, the Director of Public Service, by report dated October 16, 2017, has requested permission to apply for Ohio Public Works Commission (“OPWC”) grant funding for the Brint Road, Centennial Road, Sylvania-Metamora Road and King Road Resurfacing Project; and,

WHEREAS, the project will be a joint project and application with the Lucas County Engineer’s Office; and,

WHEREAS, the resurfacing includes Brint Road from Ten Mile Creek to Silica Drive; Centennial Road from 0.14 miles south of Sylvania-Metamora Road to the Ohio/Michigan State Line (0.61 miles); Sylvania-Metamora Road from 0.14 miles west of Centennial Road to 0.08 miles east of Centennial Road (0.22 miles), and King Road from Sylvania Avenue to 0.25 miles north of Sylvania Avenue for a total of 1.98 miles, within 61% of the work being in the City limits; and,

WHEREAS, the Director of Public Service, by report dated October 16, 2017, has indicated that the estimated cost for this project is \$1,112,672, with the City of Sylvania contributing \$414,025 (37.2%); Lucas County \$264,705 (23.8%) with the remaining funded by the grant in the amount of \$433,942 (39%) and has recommended the City proceed with the grant application; and,

WHEREAS, Resolution No. 10-2017, passed October 16, 2017, authorized the Mayor and Director of Finance to apply for funds from OPWC, however, a provision authorizing the

Mayor and Director of Finance to enter into Agreements as may be necessary and appropriate was inadvertently omitted from the Resolution and is an OPWC legislation requirement.

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

SECTION 1. That the Mayor and Director of Finance of the City of Sylvania are hereby authorized to file an application for OPWC grant funding for the Brint Road, Centennial Road, Sylvania-Metamora Road and King Road Resurfacing Project.

SECTION 2. That the Mayor and Director of Finance are authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

SECTION 3. It is hereby found and determined that for all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. That the Clerk of Council is hereby directed to post a copy of this Resolution in the office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12 of the Charter of this City.

SECTION 5. That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the City should file its application for the grant immediately and therefore this Resolution should be made effective immediately. 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.

ATTEST:

President of Council
APPROVED AS TO FORM:

Clerk of Council
APPROVED:

Director of Law

Mayor

Date

7a.



DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

October 15, 2018

To: The Mayor and Members of Sylvania City Council

Re: **Engineering Services Contract**
Brookhill Court Improvements Project

Dear Mr. Mayor and Council Members:

The City is ready to commence engineering design work for the Brookhill Court Improvements Project. This project will fully reconstruct the existing concrete pavement on Brookhill Court and replace with an asphalt typical section. In addition, the storm sewers and water lines will be replaced.

The City applied for partial project funding through the Ohio Public Works Commission in 2016 and was successfully able to secure funding. City funding for the project was included in the 2018 capital improvement budget. The project is scheduled for construction in the spring of 2019.

The City solicited proposals from three (3) local engineering firms and received proposals from two (2). The lowest proposal received was from ESA, LLC from Toledo, Ohio in the amount of \$6,400.

ESA has previous experience with the City on roadway and utility related improvements. We would recommend approval to proceed ahead with the engineering services proposal with ESA, LLC in the amount of \$6,400.

Please call with any questions.

Sincerely,

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

7b

ORDINANCE NO. 56 -2018

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ACCEPT THE PROPOSAL OF ESA, LLC TO PROVIDE ENGINEERING SERVICES FOR THE BROOKHILL COURT IMPROVEMENTS PROJECT; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$6,400; AND DECLARING AN EMERGENCY.

WHEREAS, the City is ready to commence engineering design work for the Brookhill Court Improvements Project which involves reconstructing the existing concrete pavement on Brookhill Court and replacing with an asphalt typical section as well as replacing the storm sewers and water lines; and,

WHEREAS, the project is scheduled for construction in the Spring of 2019; and,

WHEREAS, the Director of Public Service, by report dated October 15, 2018, has received a proposal from ESA, LLC in the amount of \$6,400 to provide engineering services for the Brookhill Court Improvements Project 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 Mayor and the Director of Finance be, and they hereby are, authorized to sign the proposal of ESA, LLC on behalf of this City, thereby indicating such approval and acceptance said proposal for the engineering services for the Brookhill Court Improvements Project.

SECTION 2. That to provide funds for said services hereby authorized, there is hereby allocated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore allocated to **Account No. 401-7610-53503, Street Improvements**, the amount of Six Thousand Four Hundred Dollars (\$6,400.00).

SECTION 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 4. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 5. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that proposal for said professional services should be approved immediately so that the Brookhill Court Improvements Project can continue moving forward 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

APPROVED AS TO FORM:

ATTEST:

Director of Law

Clerk of Council

APPROVED:

Mayor

Date

8.

ORDINANCE NO. 57 -2018

ACCEPTING THE PROPOSAL OF POGGEMEYER DESIGN GROUP TO UPDATE THE CITY OF SYLVANIA'S DOWNTOWN PLAN; APPROPRIATING FUNDS THEREFORE IN AN AMOUNT NOT TO EXCEED \$13,500; AND DECLARING AN EMERGENCY.

WHEREAS, the Economic Development Subcommittee recently met to review various economic development issues including the proposal from Poggemeyer to update the City's Downtown Plan which was completed in 2014; and,

WHEREAS, Poggemeyer Design Group's proposal includes an update to the downtown market strategy, preparing a target market analysis, identifying activities that the City can undertake to spur continued development in the downtown and vicinity using outcomes of market analysis and strategy and developing a priority matrix for the City at a cost not to exceed \$13,500; and,

WHEREAS, the Economic Development/Administrative Services Director has recommended acceptance of the proposal of Poggemeyer Design Group to update the Sylvania Downtown Plan.

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 Poggemeyer Design Group in the amount of Thirteen Thousand Five Hundred Dollars (\$13,500.00), to provide professional services in updating the City's Downtown Plan, is hereby accepted.

SECTION 2. That the Economic Development/Administrative Services Director shall promptly give notice to Poggemeyer Design Group 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 **GENERAL FUND** from funds therein not heretofore appropriated to **Account No. 110-7320-51294 – Special Projects** the total sum of Thirteen Thousand Five Hundred Dollars (\$13,500.00).

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 services for updating the City's downtown plan should be provided for immediately. 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:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

9.

City of Sylvania

STREET BANNER APPLICATION/PERMIT

Fee: \$ 100.00

Name of Organization: Sylvania Area Chamber of Commerce

Contact Person: Michelle Spratt

E-mail: mspratt@sylvaniamchamber.org Phone: 419-882-2135

Explanation of the Qualifying Event*: Sylvania Fall Festival

Dates of Event: Sunday, Oct. 21 - Rain date: Sunday, Oct. 28

Installation & Removal Dates of Banner: Oct. 8th - install Oct. 22nd or Oct. 29 removal
[maximum four (4) weeks]

Banner Location: Toledo Edison poles by Wendy's and Country Squire on Monroe Street
 Main Street - Uptown Sylvania Business District

Text of Banner: see attached artwork

Company Installing Banner: TBD

Address: _____

Email: _____ Phone: _____

Fax: _____

Insurance on File: Will be covered within Chamber's liability insurance

Edison Approval: _____

City Approval: _____

The banner and installation shall meet the attached specifications.

- * The purpose of the banner installation shall be one of the following reasons:
 - a. A Sylvania charitable or civic event.
 - b. Banners may not be installed for private commercial or political gain.

Mo Fee - Tony S [Signature]
10/9/14



SYLVANIA
FALL FESTIVAL

**3RD SUNDAY
IN OCTOBER**

9a.

ORDINANCE NO. 58 -2018

APPROVING THE BANNER APPLICATION OF THE SYLVANIA AREA CHAMBER OF COMMERCE; AUTHORIZING THE ZONING ADMINISTRATOR TO INDICATE SUCH APPROVAL ON BEHALF OF THE CITY OF SYLVANIA; AND DECLARING AN EMERGENCY.

WHEREAS, Resolution No. 19-2000, passed June 5, 2000, granted permission to install banners in the public right-of-way on the Toledo Edison poles located on Monroe Street by Wendy's across to the area in front of Country Squire Plaza (near the intersection of Corey Road and Monroe Street); and,

WHEREAS, Resolution No. 19-2000 provided that the applications were to be reviewed on an application-by-application basis and set forth the criterion on which the applications were to be considered; and,

WHEREAS, Ordinance No. 20-2018, passed May 21, 2018, amended Part Eleven – Planning and Zoning Code of the Codified Ordinances of Sylvania, 1979, as amended, by amending Section 1166.07 – Standards for Permitted Signs to permit banners to be installed in the downtown; and,

WHEREAS, the Sylvania Area Chamber of Commerce has submitted a request to hang a banner within said public right-of-way to promote the Fall Festival on October 21, 2018; and,

WHEREAS, the banner will hang from October 15, 2018 – October 29, 2018 and will comply with all of the terms and conditions set forth in Resolution No. 19-2000 and Ordinance No. 20-2018.

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

SECTION 1. That the application of the Sylvania Area Chamber of Commerce to hang a banner on across the downtown block of Main Street between Maplewood Avenue and Monroe Street is found to comply with Section 1166.07(h)(2)(A)(1) and is hereby approved.

SECTION 2. That the Zoning Administrator is authorized to sign said permit granting permission to proceed under the application hereby approved.

SECTION 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 5. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that permission should be granted immediately to provide for the immediate installation of the banner. 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:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date



A

City of Sylvania

DIVISION OF TAXATION

CHRISTY M. GOLIS, COMMISSIONER OF TAXATION

October 1, 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
September 30, 2018	1,061,088.72	10,476.13	1,050,612.59
September 30, 2017	859,753.66	14,304.79	845,448.87
Monthly Difference	201,335.06	-3,828.66	205,163.72
Year to Date 2018	8,342,339.45	224,525.88	8,117,813.57
Year to Date 2017	8,424,865.28	208,696.83	8,216,168.45
Yearly Difference	-82,525.83	15,829.05	-98,354.88
			-1.20%

Respectfully submitted,

Christy M. Golis
Tax Commissioner

c: Mr. Toby Schroyer, Finance Director

B

City of Sylvania
Bank Reconciliation
September 2018

Ending balance for July 2018	26,082,108.95
Add: Monthly Receipts	<u>2,988,906.06</u>
Subtotal	\$ 29,071,015.01
Less: Monthly Disbursements	<u>2,332,837.93</u>
Ending balance for August 2018	\$ 26,738,177.08
Less:	
CD Metamora Bank	\$ (2,081,574.53)
Star Ohio	(79,377.92)
Petty Cash (1)	(2,050.00)
Cemetery Savings	(1,062.86)
Toledo Community Fund	(31,803.18)
Key Bank Securities	(8,148.71)
5/3rd Securities	(8,442,437.84)
SJS Account	(5,619,162.51)
Morgan Stanley Investment	(2,111,582.03)
First Federal Bank (CD)	(2,000,000.00)
Key Bank (CD)	(1,000,000.00)
Sylvania Township Bonds	(375,000.00)
	\$ 4,985,977.50
Bank adj.	0.06
	<u>\$ 4,985,977.56</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

BANK BALANCE	
EOM 5/3rd Bank Balance	\$ 4,967,172.49
Deposit in Transit:	
Income Tax	620.33
General Deposit	54,771.89
Subtotal	\$ 5,022,564.71
Less: Outstanding Checks (2)	36587.15
Adjusted Bank Balance	\$ 4,985,977.56
(2)	
July Outstanding Checks	\$ 714,112.46
Checks written this month	916,305.91
Void Ck#72127	(13.10)
Subtotal	<u>\$ 1,630,405.27</u>
Checks Cleared this month	<u>(1,593,818.12)</u>
August Outstanding Checks	\$ 36,587.15



Toby Schroyer
Director of Finance, City of Sylvania

Board of Architectural Review

Minutes of the regular meeting of October 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 excused.

Mr. Arnold moved, Mr. McCann seconded to approve the Minutes of the September 12, 2018, 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 – app. no. 42-2018 requested by Daniel L. Bartolet of OCP Contractors for Dave White Acura, 5868 Monroe Street, Sylvania, Ohio 43560. Application is for an exterior renovation. Mr. Bartolet was present. Mr. Bartolet explained that they would be installing two new windows and replacing the current overhead doors. Mr. Arnold moved, Mr. McCann seconded, to grant a Certificate of Appropriateness for the design shown in the drawing submitted with the application. Vote being: McCann, Arnold, Stough and Lindsley (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 4 – Regulated Sign – app. no. 44-2018 requested by Garrett Poorman for Valvoline Instant Oil Change, 6303 Monroe Street, Sylvania, Ohio 43560. Application is for a new monument sign. Mr. Poorman was present and explained that they would be removing the polo sign and installing a monument sign in a different location of the property. He added that Zoning Administrator, Tim Burns, and Deputy Service Director, Joe Shaw, had visited the property and marked the location that the sign would be installed, which he showed in a picture on his phone. He explained that the sign would be installed at this location as to not interfere with the future widening of Monroe Street. Sign is within the limits of the Sylvania Sign Code. Mr. Arnold moved, Mr. McCann seconded, to grant a Certificate of Appropriateness for the sign shown in the drawing submitted with the application, to be installed at the location marked in the field by Mr. Burns and Mr. Shaw. Vote being: McCann, Arnold, Stough and Lindsley (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 5 – Regulated District – app. no. 43-2018 requested by by Tapan Patel for Dunkin' Donuts, 5649 W. Alexis Road, Sylvania, Ohio 43560. Application is for an exterior renovation and addition. Architect, Marsha Horning, was present with Mr. Patel. Mrs. Horning gave a brief presentation on the design of the building. The building walls will utilize the current gray efface which will be resurfaced and grooved. The building walls will have some dark brown laminate woodgrain and white shiny sections. Dunkin's signature orange band will around the upper portion of the building. Mr. Patel and Mr. Horning said that the new updated design is one of only 4 in the tri-state area to use Dunkin's new image. There was further discussion of some of the other details of the design including the outside patio area and the movement of the current glass doors. Mr. McCann moved, Mr. Arnold seconded, to grant a Certificate of Appropriateness for the design 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 October 10, 2018
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Mr. McCann 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