

**Sylvania City Council**  
September 3, 2019

**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. Haynam.
3. Additions to the agenda.
4. Approval of the Council meeting minutes of August 19, 2019.
5. Police Chief Schnoor to introduce new Officer Bradley Clay.
6. Petition to change the street name from Hickory Grove to Hickory Grove Road.  
(Referral to the streets committee)
7. Municipal Bridge Inspection.
  - a. Service Director's report regarding inspections.
  - b. Proposed Ordinance No. 70-2019, Consenting to participation in ODOT's Municipal Bridge Inspection Program.
8. Sylvania River Trail Phase 2 Project.
  - a. Service Director's report on Change Order No. 2.
  - b. Proposed Ordinance No. 71-2019, Authorizing Change Order #2 with Miller Bros. Construction, Inc. for River Trail Phase 2.
  - c. Service Director's report on Change Order No. 3.
  - d. Proposed Ordinance No. 72-2019, Authorizing Change Order #3 with Miller Bros. Construction, Inc. for River Trail Phase 2.
9. Proposed Ordinance No. 73-2019, Authorizing the donation of Motorola Portable Radios and Chargers to Swanton Police Department.
10. Proposed Ordinance No. 74-2019, Authorizing to enter into an Agreement with the Ohio Attorney General for the collection of Unpaid Income Tax Collection Services.
11. Proposed Ordinance No. 75-2019, Accepting the proposal of Flanders & Fuller for the 2020 City Calendar.
12. Committee reports.
13. Committee referrals.

**INFORMATION**

- A. Letter from Lucas County Commissioners regarding Annexation Petition No. 2019-2.

Minutes of the Meeting of Council  
August 19, 2019

The Council of the City of Sylvania, Ohio met in regular session on August 19, 2019 at 7:30 p.m. with Acting Mayor Westphal 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 Mr. Cappellini.

Pledge of  
Allegiance.

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

The following items were added to the agenda:

- 3a. Election of President Pro Tem.
- 17a. Schedule an Employee & Community Relations Committee meeting.
- 19. Discuss potential addition to the zoning code.
- 20. Executive Session to discuss litigation matters.

Mr. Haynam moved, Mrs. Cappellini seconded to approve the agenda as amended; roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Richardson, (6) yeas; (0) nays. The motion carried.

Agenda  
approval.

Due to Mayor Stough's absence, Mrs. Westphal will be Acting Mayor.

Due to Mrs. Westphal being Acting Mayor, Mr. Luetke moved, Mr. Haynam seconded, to nominate Mr. Frye as President Pro Tem. There were no other nominations, and all present voted yea (6); (0) nays. The motion carried.

Mr. Frye elected  
President Pro  
Tem.

Mrs. Westphal stated that Council will now consider agenda item 4.

Mr. Frye presented the July 15, 2019 meeting minutes. Mr. Frye moved, Mr. Haynam seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of July 15, 2019 be approved; roll call vote being: Frye, Haynam, Husman, Luetke, Richardson, Cappellini, (6) yeas; (0) nays. The motion carried.

Approval of the  
July 15 meeting  
minutes.

Mrs. Westphal stated that Council will now consider agenda item 5.

Mrs. Westphal reported on the public hearing for the Utility and Ingress/Egress Easements from David R. Webb and Diane M. Webb, 0 Colonial Court, Sylvania held at 7:00 p.m. on this date. Mrs. Westphal stated on one spoke in favor or against the easements.

Report of Public  
Hearing re:  
Easements...  
Colonial Court.

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Mrs. Husman presented and read aloud by title only, proposed Ordinance No. 66-2019, a written copy of same having been previously furnished to each member of Council, "Authorizing the Mayor and Director of Finance to execute and deliver to David R. Webb and Diane M. Webb an easement across Buffer Lot A in Colonial Park for the purpose of construction and maintaining private utilities and also an Ingress/Egress Easement; approving the recommendation of the Municipal Planning Commission; and declaring an emergency."; Mrs. Husman moved, Mr. Haynam seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Husman, Luetke, Richardson, Cappellini, Frye, Haynam, (6) yeas; (0) nays. The motion carried.

Ordinance No.  
66-2019;  
"Approving  
Easements...  
Colonial  
Ct...David &  
Diane Webb...."

Mrs. Husman moved, Mr. Luetke seconded, that Ordinance No. 66-2019 be enacted as an emergency measure as declared therein; roll call vote being: Luetke, Richardson, Cappellini, Frye, Haynam, Husman, (6) yeas; (0) nays. The motion carried.

Mrs. Westphal stated that Council will now consider agenda item 6.

Sylvania Municipal Court Judge Michael Bonfiglio presented an update on the court's activities. Judge Bonfiglio requested to hire a full-time Magistrate and provided details for the need along with financial information on restructuring to reduce the expenses of the court.

Sylvania Muni.  
Court Update.

Mrs. Cappellini moved, Mr. Haynam seconded to refer the request for full time Magistrate position to the Safety Committee for review. Roll call vote being: Richardson, Cappellini, Frye, Haynam, Husman, Luetke, (6) yeas; (0) nays. The motion carried.

Refer request  
for full-time  
magistrate  
position to  
Safety Com.

Mrs. Westphal stated that Council will now consider agenda item 7.

Law Director Brinning provided an update on the Funigan's noise and paintball issues. She has been in contact with Funigans legal counsel, who has agreed to mediate the issue towards resolution. Mr. Paul Hamill, 5327 Quarryside provided pictures of the homes being affected. Council will consider further action if a resolution is not reached by September 16<sup>th</sup>.

Funigans  
Update.

Mrs. Westphal stated that Council will now consider agenda item 8.

Minutes of the Meeting of Council  
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Service Director's report on the Silica Drive resurfacing Change Order No. 1 (Final) was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 67-2019, "Authorizing the Mayor and Director of Finance to approve Change Order No. 1 (Final) to this City's agreement with Henry W. Bergman, Inc. for the Silica Drive Resurfacing Project which reflects the actual work performed on this project; decreasing the contract amount by \$6,538.68; and declaring an emergency." Mr. Richardson moved, Mr. Luetke seconded, that Council dispense with the Second and Third Reading of said Ordinance; roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Richardson, (6) yeas; (0)nays. The motion carried.

Ordinance No.  
67-2019,  
"Authoring  
Change Order  
#1- Silica  
Resurfacing  
project...."

Mr. Richardson moved, Mr. Haynam seconded, that Ordinance No. 67-2019 be enacted as an emergency measure as declared therein; roll call vote being: Frye, Haynam, Husman, Luetke, Richardson, Cappellini, (6) yeas; (0) nays. The motion carried.

Mrs. Westphal stated that Council will now consider agenda item 9.

Service Director's report on Woodstream Farms Resurfacing (Phase 1) Change Order No. 1 (Final) was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 68-2019, "Authorizing the Mayor and Director of Finance to approve Change Order No. 1 (Final) to this City's agreement with Gerken Paving, Inc. for the Woodstream Farms Resurfacing (Phase 1) project which reflects the final installed quantities on this project; increasing the contract amount by \$8,961.97; appropriating funds therefore; and declaring an emergency." Mr. Richardson moved, Mrs. Husman seconded, that Council dispense with the Second and Third Reading of said Ordinance; roll call vote being: Haynam, Husman, Luetke, Richardson, Cappellini, Frye, (6) yeas; (0) nays. The motion carried.

Ordinance No.  
68-2019,  
"...approve  
CO#1 ....  
Woodstream  
Farms  
Resurfacing  
Project..."

Mr. Richardson moved, Mrs. Frye seconded, that Ordinance No. 68-2019 be enacted as an emergency measure as declared therein; roll call vote being: Husman, Luetke, Richardson, Cappellini, Frye, Haynam, (6) yeas; (0) nays. The motion carried.

Mrs. Westphal stated that Council will now consider agenda item 10.

Service Director's report on the Holland-Sylvania Resurfacing Project was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 69-2019, "Authorizing the Mayor and Director of Finance to enter into an amendment to the Joint Cooperation Agreement with the Board of Lucas County Commissioners relative to the Holland-Sylvania Road Resurfacing Project; appropriating funds therefore in the amount of \$116,468.15; and declaring an emergency." Mr. Richardson moved, Mr. Luetke seconded, that Council dispense with the Second and Third Reading of said Ordinance; roll call vote being: Luetke, Richardson, Cappellini, Frye, Haynam,

Ordinance No.  
69-2019,  
"...amendment  
to Joint Co-Op  
Agreement  
....Holland  
Sylvania Rd  
Resurfacing

Minutes of the Meeting of Council  
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Husman, (6) yeas; (0) nays. The motion carried.

Project..."

Mr. Richardson moved, Mr. Haynam seconded, that Ordinance No. 69-2019 be enacted as an emergency measure as declared therein; roll call vote being: Richardson, Cappellini, Frye, Haynam, Husman, Luetke, (6) yeas; (0) nays. The motion carried.

Mrs. Westphal stated that Council will now consider agenda item 11.

Service Director's report on the SOMO Flats Retaining Wall Project was placed on file. Mrs. Husman moved, Mr. Haynam seconded to authorizing the Clerk to advertise for bids for the SOMO Flats Retaining Wall. Roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Richardson, (6) yeas; (0) nays. The motion carried.

Authorize clerk to advertise for bids....SOMO Flats Retaining Wall.

Mrs. Westphal stated that Council will now consider agenda item 12.

Service Director Aller presented the Petition for Zoning Ordinance Amendment ZA-1-2019 a request from Louisville Title Agency of N.W. Ohio for zoning change from B-2 "General Business District" to R-4 "Multi Dwelling Medium High Density District" for property located at 3921 and 3859 Sylvan Lakes Blvd, Sylvania, Ohio 43560.

Referral  
ZA-1-2019, to  
Plan  
Commission;  
Louisville Title,  
B-2 to R-4,  
3921 & 3859  
Sylvan Lakes.

Mr. Haynam moved, Mr. Richardson seconded to refer to the Plan Commission and to request they reject the plan.

Mr. Luetke moved, Mrs. Husman seconded to amend the motion to refer ZA-1-2019 to the Plan Commission for their review and recommendation. Roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Richardson, (6) yeas; (0) nays. The motion carried.

Mr. Luetke moved, Mr. Frye seconded to approve the original motion as amended. Roll call vote being: Frye, Haynam, Husman, Luetke, Richardson, Cappellini, (6) yeas; (0) nays. The motion carried.

Mrs. Westphal stated that Council will now consider agenda item 13.

Mrs. Westphal presented the Petition for Zoning Ordinance Amendment SUP-1-2019 from Shalom of the Pie, LLC, 8216 Erie Street, Sylvania, OH 43560 request for change of hours and use of kitchen for catering. Mr. Haynam moved, Mrs. Husman seconded to refer to the Plan Commission for review and recommendation; Roll call vote being: Frye, Haynam, Husman, Luetke, Richardson, Cappellini, (6) yeas; (0) nays. The motion carried.

Referral  
SUP-1-2019 to  
Plan  
Commission;  
Shalom of the  
Pie, LLC

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Mrs. Westphal stated that Council will now consider agenda item 14.

Mrs. Westphal presented a Notice of transfer of the D5 and D6 liquor permit from Karam Enterprises, Inc. d/b/a Damascene Grill, 5834 Monroe, Suites B & C, Sylvania, Ohio to Damascene Grill LLC, d/b/a Damascene Grill, 5834 Monroe, Suites B & C, Sylvania, Ohio. Mr. Frye moved, Mr. Luetke seconded to not request a hearing. Roll call vote being: Haynam, Husman, Luetke, Richardson, Cappellini, Frye, (6) yeas; (0) nays. The motion carried.

No liquor permit hearing request, Damascene Grill, 5834 Monroe St.

Mrs. Westphal stated that Council will now consider agenda item 15.

Service Director presented obsolete equipment to be no longer if use in our City operations. Mr. Frye moved, Mr. Haynam seconded to approve the disposal of these items by posting them for sale on GovDeals as they are no longer of use to the City; roll call vote being: Husman, Luetke, Richardson, Cappellini, Frye, Haynam, (6) yeas; (0) nays. The motion carried.

Approval of obsolete equipment to be offered on GovDeals.

Mrs. Westphal stated that Council will now consider agenda item 16.

Mrs. Westphal reported on the Committee of the Whole meeting held at 7:00 p.m. on this date. There was discussion on the new city logo final colors and the flag with Fuller Art House. Luetke provided reports on the 2020 city calendar and the proposal for the Downtown Masterplan.

C-O-W Mtg.  
Report re: City Logo.

Mrs. Westphal stated that Council will now consider agenda item 17.

Mr. Luetke set an Employee & Community Relations Committee meeting for Tuesday, September 10, 2019 at 4:15 p.m. to discuss the proposal from Environmental Design Group for the Downtown Masterplan.

Emp & Com Relations Mtg;  
9/10/19, 4:15 p.m.

Mr. Frye set a Safety Committee meeting for Monday, September 16, 2019 at 6:30 p.m. to discuss the request for a full-time Magistrate in the Municipal Court.

Safety Com Mtg. 9/16/19, 6:30 p.m.

Mrs. Westphal stated that Council will now consider agenda item 18.

Mrs. Westphal provided information on the water contract. The City of Sylvania will not vote on this contract until the City of Toledo approves it. The City's priority is language in the contract that includes redundancy and the wholesale vs. retail pricing. Service Director Aller and Law Director Brinning reported on the water contract negotiations with the City of Toledo and outlined Toledo's timeline on their process and public hearing schedule.

Water Contract update.

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Mrs. Westphal stated that Council will now consider agenda item 19.

Mr. Luetke requested the Zoning & Annexation Committee explore the need for facade articulation for developments during the approval process that includes a degree of assessment as it pertains to landscaping, architectural variance to keep property values and maintain upscale development.

Refer Façade  
Articulation to  
Zoning &  
Annexation  
Committee.

Mr. Haynam moved, Mr. Luetke seconded to refer façade articulation during the zoning approval process to the Zoning & Annexation Committee for review. Roll call vote being: Frye, Haynam, Husman, Luetke, Richardson, Cappellini, (6) yeas; (0) nays. The motion carried.

Mrs. Westphal stated that Council will now consider agenda item 20.

Mr. Haynam moved, Mr. Luetke seconded to enter into Executive Session for the discussion of litigation matters at 9:07 p.m. Roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Richardson, (6) yeas; (0) nays. The motion carried.

Executive  
Session re:  
Litigation  
matters.

Mr. Haynam moved, Mrs. Husman seconded to return from Executive Session to General Session at 9:14 p.m. Roll call vote being: Frye, Haynam, Husman, Luetke, Richardson, Cappellini, (6) yeas; (0) nays. The motion carried.

Mrs. Westphal stated all items have been addressed.

Mr. Frye moved, Mrs. Cappellini seconded to adjourn at 9:15 p.m. Roll call vote being: Frye, Haynam, Husman, Luetke, Richardson, Cappellini, (6) yeas; (0) nays. The motion carried.

Adjournment.

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

\_\_\_\_\_  
Mayor

Date: August 22, 2019

To: Sylvania City Council Members  
Mary Westphal, Douglas Haynam, Patrick Richardson, Mark Frye,  
Mark Luetke, Katie Cappellini, Sandy Husman

Through: Joe Shaw, Deputy Service Director  
Department of Public Services, Sylvania  
6730 Monroe Street, Sylvania, OH 43560  
Phone – 419.885.8967

From: Judy Babula     *Signature* \_\_\_\_\_  
7635 Hickory Grove, Sylvania, OH 43560  
419.841.2920 (Home)   419.276.1449 (Cell)

Subject: Request to correct the street name of Hickory Grove  
to Hickory Grove Road by the simple addition of a suffix

Please accept this petition and our request to correct the name of our street, Hickory Grove. I hope that you will read this submission and realize that the request is very simple and that the addition of "Road" to the street name of "Hickory Grove" makes so much sense to its residents, to the City of Sylvania/Lucas County street naming guidelines, for the US Postal Service and for any person or service referencing the street name.

When the Sylvan Lakes Subdivision was developed, it was the intention that one of the first six streets should be called Hickory Grove Road. However, when the plat document was officially submitted to the Sylvania Engineer's Office, it was mistakenly submitted as just Hickory Grove. (The other five streets were submitted correctly and all have suffixes – Sylvan Lakes Boulevard, Sylvan Oaks Way, Hawkins Court, Cranberry Lane and Stratford Court.) I believe this is a very simple mistake and hope that the correction of it is also simple. **Since the street name of Hickory Grove is not in keeping with several of the Sylvania/Lucas County guidelines, and since no suffix of Grv exists in Sylvania or Lucas County, it would seem that these governing entities would want to correct the name, even if it were not being requested by the residents.** Following instructions for correction of street names in Sylvania, I have obtained 22 signatures of the 24 residents on Hickory Grove and am submitting a request that the street name of **Hickory Grove be corrected to be Hickory Grove Road.** The main problem of a street without an actual suffix is that the US Postal Service requires all streets to have a suffix and therefore assigns one. In the case of Hickory Grove, USPS uses Grove as the suffix (a suffix that doesn't really exist) and shortens the name to Hickory Grv. **Doing this makes it seem that the name of the street is Hickory,** which is not the case. Hickory Grv is a misrepresentation of the actual name of this street.

In summary, I believe that the following 8 reasons support the correction to Hickory Grove Road. (Documentation follows.)

- 1) Correct a mistake in the naming of the street from 17 years ago.
- 2) The US Postal Service will be able to use the corrected name and will not have to assign a suffix that doesn't exist.
- 3) The street name will be named similarly to other streets in the Sylvan Lakes Subdivision.
- 4) All streets in the Sylvania listing of streets have suffixes. Hickory Grove does not have one.
- 5) There is no suffix of "Grv" for any of the almost 350 streets in the City of Sylvania, indicating Grv does not exist as a suffix.
- 6) Lucas County AREIS does not list **GRV** as a choice for a suffix in its Property Search feature. This is an indication that there is no street in all of Lucas County that has the suffix of Grove (GRV).
- 7) The Lucas County Auditor's summary indicates the name of the street as Hickory Grove.
- 8) The green metal street signs in Sylvania have a suffix included with street names. Hickory Grove does not.



Date: August 22, 2019  
To: Sylvania City Council Members  
Through: Joe Shaw, Deputy Service Director  
From: Judy Babula  
Subject: Request to correct (not change) the name of Hickory Grove by adding the suffix of Road

Gregory Bonfiglio, GIS Analyst, Lucas County Emergency Services 9-1-1 indicates that the street name correction is subtle and any problems associated with the change would be minimal.

Making this correction will not cause problems with mail delivery. Mail currently addressed to Hickory Grove, Hickory Grove Rd, or Hickory Grv, are all delivered with no problem.

After a street name correction there would be no problem with official documents (governmental, financial, medical, etc.), as many of those entities use account numbers, birth dates, social security numbers, etc. when processing items. Also, as mentioned previously, mail to Hickory Grove Rd is currently being delivered with no problem.

The reason two homeowners did not sign is because they are in our country on Visas and think the street name correction would mean that they must change their Visas, which they fear would be costly. I spoke to a representative at the Department of State, National Visa Center, and was told that this street name correction would not necessitate any change in a Visa. I also spoke with a representative at the United States Citizenship & Immigration Services. She said that as long as mail would be delivered to the correct address after the name change, there would not be a need for changing the Visa. Even if an address change did need to be submitted (which is not the case) there would be no fee. Therefore, there is no concern regarding Visas.

Eight items of documentation showing good cause in support of the street name correction have been submitted in this request. **I ask that you review the request and all documentation, and approve the street name correction of Hickory Grove to Hickory Grove Road.**

During my research of why Hickory Grove gets shortened on mailings to Hickory Grv, and during my research to correct this error, Stacy, US Postal Service, Local Addressing, was contacted and indicated that she will make necessary changes in the official USPS addresses, per approval of Sylvania Department of Public Service.

Thank you very much for your careful consideration of this request.

Judy Babula

Attachments: Petition signed by residents of the street named Hickory Grove (1 page)  
Eight items in support of changing the street name of Hickory Grove to Hickory Grove Road.  
(7 pages)

PETITION TO ADD A SUFFIX TO THE STREET KNOWN AS  
 "HICKORY GROVE" IN SYLVANIA, OHIO IN THE COUNTY OF LUCAS,  
 THEREBY CHANGING IT TO "HICKORY GROVE ROAD"

We, the undersigned, agree with the submission of this petition  
 to change the name of "Hickory Grove" to "Hickory Grove Rd."

## Results

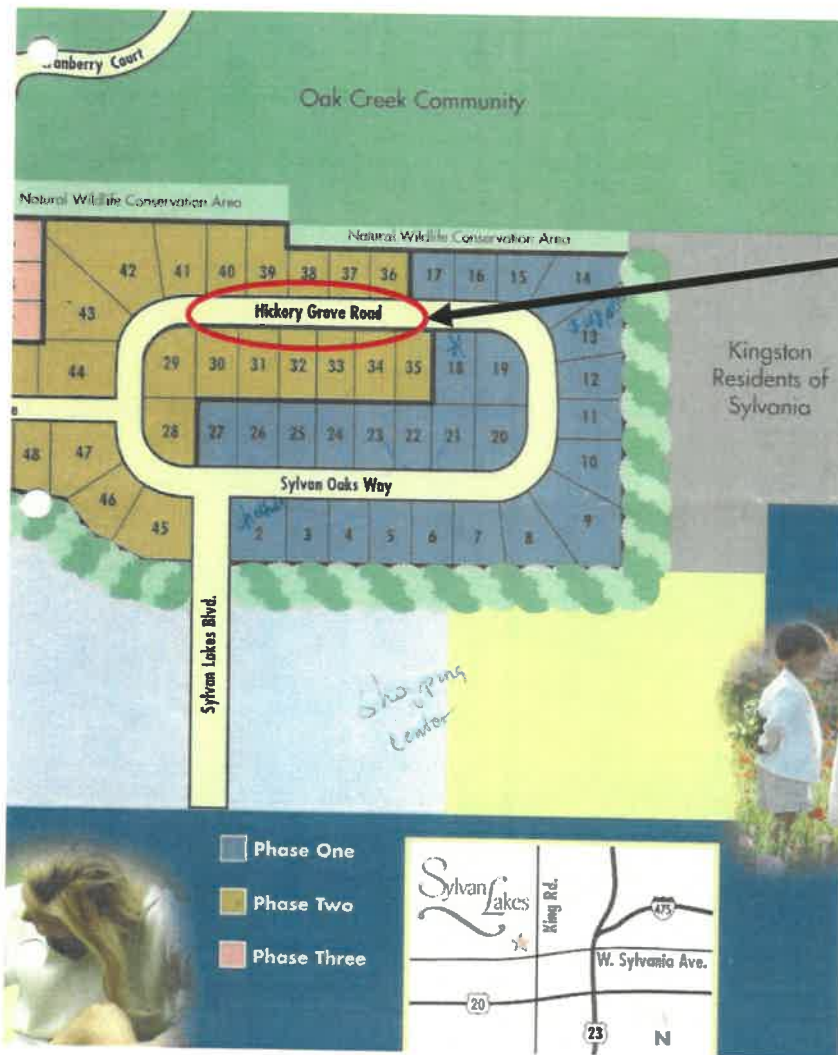
Click rows to view property details

Parcel ID	Assessor #	Owner Name	Parcel Address	SIGNATURES
8205916	45178012	AMBUCAJ JASON S & LOV.	7600 HICKORY GROVE	<i>[Signature]</i>
8205917	45178013	DURAN MARTIN & NICOLE...	7608 HICKORY GROVE	<i>[Signature]</i>
8205918	45178014	RENY EMILY & ADAM (OR...	7616 HICKORY GROVE	<i>[Signature]</i>
8205919	45178015	BRIGGS ROBERT D JR & <i>Math Hill</i>	7624 HICKORY GROVE	<i>[Signature]</i>
8205920	45178016	BEST JAMES & LINDA	7632 HICKORY GROVE	<i>[Signature]</i>
8205921	45178017	SCHUSTER CATHERINE A.	7640 HICKORY GROVE	<i>[Signature]</i>
8205922	45178018	BABULA ANDREW & JUDIT...	7635 HICKORY GROVE	<i>[Signature]</i>
8205923	45178019	FRIES TYRONE U & AMY J	7603 HICKORY GROVE	<i>[Signature]</i>
8205933	45178029	JOSHI RAVINDRA ETAL	7745 HICKORY GROVE	<i>[Signature]</i>
8205934	45178030	IRONS CHARLES G JR & ...	7717 HICKORY GROVE	<i>[Signature]</i>
8205935	45178031	<del>SPARKS GARY A &amp; ANDREA</del> <i>Blanchard, Alex</i>	7709 HICKORY GROVE	<i>[Signature]</i>
8205936	45178032	GOTHIER DAVID G & MAR...	7701 HICKORY GROVE	<i>[Signature]</i>
8205937	45178033	CROWL KEVIN W	7659 HICKORY GROVE	<i>[Signature]</i>
8205938	45178034	GOLDSMITH ROBERT E & ...	7651 HICKORY GROVE	<i>[Signature]</i>
8205939	45178035	MEYLAKHOV YELENA	7643 HICKORY GROVE	<i>[Signature]</i>
8205940	45178036	WINTERS STEPHEN B & M...	7648 HICKORY GROVE	<i>[Signature]</i>
8205941	45178037	GERCAK JOHN S SUC TR	7656 HICKORY GROVE	<i>[Signature]</i>
8205942	45178038	GOODNOUGH BRIAN B & S. <i>AIN JASON + Rachel</i>	7664 HICKORY GROVE	<i>[Signature]</i>
8205943	45178039	MOHAMED MAHMOUD S & ...	7706 HICKORY GROVE	<i>[Signature]</i>
8205944	45178040	TIWARI AMIT K	7714 HICKORY GROVE	<i>[Signature]</i>
8205945	45178041	OATES KURTIS L & MARY	7722 HICKORY GROVE	<i>[Signature]</i>
8205946	45178042	WEGEMER BRIAN & ASHLE...	7730 HICKORY GROVE	<i>[Signature]</i>
8205947	45178043	VIAAJALA SRIDHAR & R...	7738 HICKORY GROVE	<i>[Signature]</i>
8205948	45178044	ETTAHER ABRAHAM F & D...	7746 HICKORY GROVE	<i>[Signature]</i>

DOCUMENTATION IN SUPPORT OF THE NAME CORRECTION  
OF THE STREET "HICKORY GROVE" IN SYLVANIA, OHIO  
IN THE COUNTY OF LUCAS TO "HICKORY GROVE ROAD"

1) **Correct a mistake that was made 17 years ago when the street name was submitted for official documentation.**

Per Stephen Mitchell, the developer of Sylvan Lakes Subdivision, the name of our street was meant to be Hickory Grove Rd, not Hickory with a suffix of Grv. Phase One and Phase Two of the Sylvan Lakes Community as presented by Forrester Wehrle Homes in 2002 shows the name of the street as **Hickory Grove Road**. The two other streets in that first phase were Sylvan Lakes Blvd. and Sylvan Oaks Way. Sylvan Lakes Blvd and Sylvan Oaks Way were placed in records correctly. However, Hickory Grove Road somehow lost "Road" when submitted and recorded, and USPS considers Grove as the suffix shortening the street name to Hickory Grv.



2002 Sylvan Lakes Community  
as presented by Forrester  
Wehrle Homes per Stephen  
Mitchell.

- 1) (Continued) Official Submission of Sylvan Lakes Plat Two  
- believed to be an incorrect submission of the name of the street called Hickory Grove – the suffix “Road” was inadvertently left off

# SYLVAN LAKES PLAT TWO

Part of the Southeast 1/4 of Section 17, Town 9 South, Range 6 East  
SYLVANIA TOWNSHIP, LUCAS COUNTY, OHIO



Suffix of “Road”  
was mistakenly  
left off.

- LEGEND
- MONUMENT BOX WITH 2\"
  - CONCRETE MONUMENT SET
  - 1/2\"
  - 9\"
  - POINT OF BEGINNING
  - UTILITY EASEMENT
  - DRAINAGE EASEMENT
  - SANITARY EASEMENT
  - TOLEDO EDISON COMPANY EASEMENT
  - NON-PUBLIC

TOLEDO EDISON UNDERGROUND UTILITY EAS  
MC SYLVAN LAKES, LLC, AN OHIO LIMITED  
MEMBER PLATED LAND, 50 HENRY GRANT  
THEIR SUCCESSORS AND ASSIGNS (HEREINA  
NON-EXCLUSIVE, PERMANENT RIGHT-OF-WAY  
WITH UNDER, OVER AND THROUGH ALL LO  
EASEMENT ROAD DESCRIBED AS PARALLEL  
LINES TO CONSTRUCT, PLACE, OPERATE, MA  
RELICATE SUCH UNDERGROUND ELECTRIC C  
BELOW GROUND LOCATED TRANSFORMERS /  
OTHER FACILITIES AS ARE DEEMED ACCESSI  
FOR DISTRIBUTING AND TRANSMITTING ELEC  
SUCH LOCATIONS AS GRANTED MAY OCCUR  
EASEMENT PREMISES. SAID EASEMENT INC  
LIABILITY THEREFORE TO REMOVE TREES AN  
SAID EASEMENT PREMISE WHICH MAY WITH  
MAINTENANCE, REPAIR, ADJUSTMENT AND REAR  
EASEMENT PREMISES, AND WITH THE RIGHT  
AND FROM ANY OF THE WITHIN DESCRIBED  
PURPOSES OF THIS RIGHT-OF-WAY AND EA  
JAMES SHALL BE RESTRICTED TO UNDERGO

THE SITE IS NOT LOCATED IN  
FLOOD AREA AS SHOWN ON  
INSURANCE RATE MAP 390-  
EFFECTIVE DATE OCTOBER 6  
THE 100 YEAR FLOOD ELEVATI  
ON OF CREEK IS 680.02; ALL  
ELEVATIONS TO BE 681.0 MI

NOTES:  
THE OWNERS OF ALL LOTS WITHIN THIS PLAT SHA  
MAINTENANCE OF STREET ISLANDS AND DRAINAGE  
ASSOCIATION IS FORMED AND THE RESPONSIBILITY  
TRANSFERRED TO THE HOMEOWNERS ASSOCIATION.  
ALL LOTS HAVE COMPLETED WATER TAPS PREPARE  
SHALL INCLUDE A PERMANENT FEE DUE AT C  
HAPPY, LLC.

RECEIVED & RECORDED

DEC 05 2001

250 PM  
BLS/BK  
MODERN LAND COMPANY, INC.

ESA  
Engineers, Surveyors &  
444 N. Main Street, Toledo, Ohio, 43601

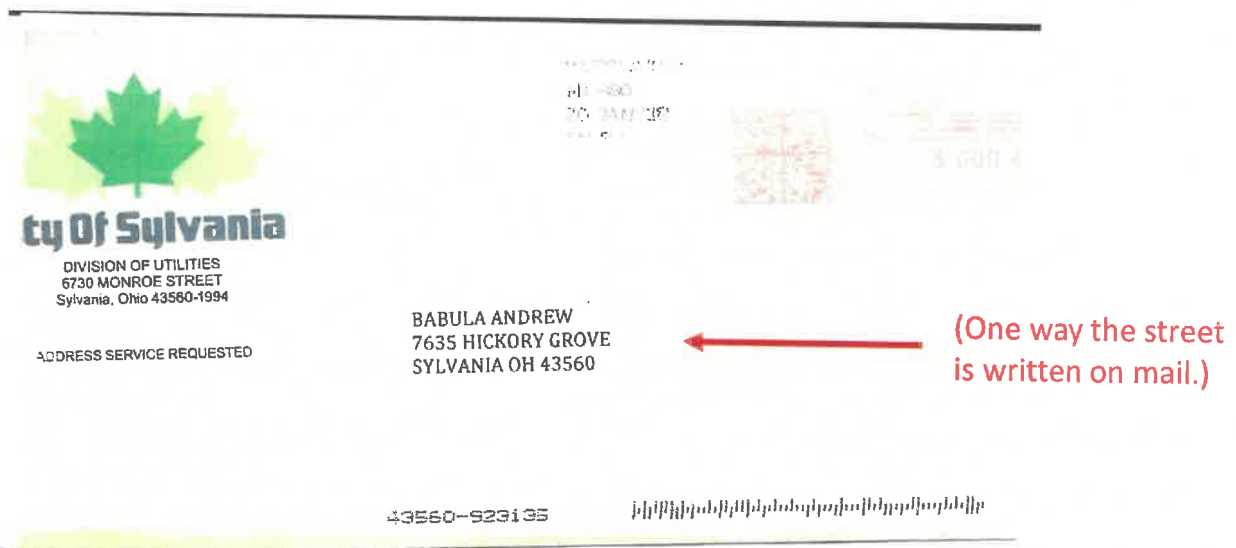
SYLVAN LAKE

CURVE	LENGTH	RADIUS	CHORD	CHORD BEARING	DELTA	TANGENT
C1	194.37	105.00	148.49	N45°43'07\"	90°00'00\"	105.00
C2	184.82	105.00	148.49	N44°18'57\"	90°00'00\"	105.00
C3	22.88	135.00	22.86	N89°13'25\"	08°33'57\"	11.33
C4	65.82	135.00	64.9	N67°12'11\"	2°05'55\"	13.47
C5	63.28	135.00	62.71	N79°51'07\"	26°31'04\"	32.24
C6	80.57	135.00	80.06	N17°54'10\"	25°14'24\"	50.80
C7	25.41	135.00	25.43	N04°41'22\"	10°49'07\"	12.78
C8	63.35	135.00	62.84	N23°34'48\"	18°57'35\"	32.36
C9	81.09	135.00	80.57	N50°01'22\"	25°55'11\"	31.06
C10	81.09	135.00	81.81	N75°10'01\"	28°17'45\"	31.93
C11	117.81	75.00	106.07	N47°03'57\"	90°00'00\"	75.00
C12	117.81	75.00	106.5	N45°43'07\"	90°00'00\"	75.00



- 2) **Hickory Grove should have an actual suffix so it will not have to be assigned one (that doesn't even exist) by the US Postal Service.** When the USPS changes Grove to GRV, this changes the actual name of the street to Hickory instead of the intended Hickory Grove. Some (including those in service and business capacities) do not know what Grv stands for and therefore do not know how it should be recorded in their electronic and paper files.

The lack of a defined suffix by Sylvania also allows for many different versions of the street name when it is placed on mailings. Adding the suffix of "Road" would allow for more consistency in all places where the street name is used.



3-262-2 T11 P1 \*\*\*\*\*AUTO\*\*5-DIGIT 43560  
Andrew Babula  
7635 Hickory Grv  
Sylvania, OH 43560-9231

(US Postal Service default street name)

75421791-004-01 SC

**2018 TICKETS**  
ON SALE SOON!

.....MIXED AADC 140  
Mr. Andrew Babula  
7635 Hickory Gr  
Sylvania, OH 43560

(Another way the street is placed on mail.)

4356039231 R00

- 3) Give an actual suffix to Hickory Grove so all streets in the Sylvan Lakes subdivision do have a suffix and therefore are named similarly

Lucas County Guidelines for Street Naming mentions that all streets in a subdivision should be named similarly. All street names in the subdivision of Sylvan Lakes have an actual suffix except Hickory Grove:

Sylvan Lakes Blvd.  
Sylvan Oaks Way  
Hickory Grove (NO ACTUAL SUFFIX)  
Hawkins Ct  
Cranberry Ln  
Stratford Ct

- 4) The Sylvania Street Listing (sample on next page) shows the name of the street as **Hickory Grove** (no suffix).

This should be corrected to be in line with all other Sylvania streets.

Street Listing 032217

**Annexed 5/18/09: 4818, 4840**

Harrow Ct  
Hawkins Ct  
Hawthorne Dr  
Hedingham Rd  
Heidaway Ln  
**Hickory Grove** (suffix needed)  
Hickory Ridge Rd  
High St  
Highland Ridge Ct  
Highland View Dr

- 5) The Sylvania listing of approximately 350 streets shows **NO OTHER** street in Sylvania with the suffix of Grove (Grv), whereas almost all other streets in Sylvania do have suffixes of Rd, Dr, Ln, Ct, Tr, etc.

There is no suffix of Grv on this page or any other page of the Sylvania listing of approximately 350 streets.

The suffix of Grv simply does not exist.

Abbey Run	Brown Ln	Dunhill	Grainfield Dr
Acres Rd - odd to 6153, even to 5900 & 5950	Burgess Dr	Durbin Rd - odd only to 6021	Granville Dr
Addington Ln	Burkewood Ct	Eagle Creek Ct	Graystone Dr
Alexa Ln	Burnside Dr	Eagle Trace Dr	Green Pine Ct
Alexis Rd - odd 5203 & up, even 5102 - 5244, 5304 - 5318, 5504 & up	Burrwood Dr	Eaglehurst Rd - odd 4003-4025	Green Spruce Dr
<b>Annexed 4/20/15:</b> 5147	Buttemut Ct	Eaglewood Dr	Gregory Dr
Alger Dr	Cadet Dr	Edge View Way*	Grenlock Dr
Allen St	Callaway Grn	Elden Dr	Grey Dr
Allison Ln	Cameron Rd	Eleanor Ct	Guild Ct
Altara Dr	Camden Dr	Elliott Rd	Gwenn Ct
Altsheler Dr	Candlewood Ln	Erie St - odd to 7805, even to 8300,	Hampstead Dr* - 3825-3917
Amy Ln	Caracole Ct**	<b>Annexed 7/21/14:</b> 8269, 8275	Handy St
Angleview Ct	Centennial Rd - 5700-6200 both sides Syl-Met to MI line, and 5331	<b>Annexed 12/3/18:</b> odd 8103- 8263	Harroun Rd - 4820 & 4940, 5000 & up
Angleview Dr	<b>Annexed 12/3/18:</b> even 5340-5630	Eubank Dr - under 7103	<b>Annexed 5/18/09:</b> 4818, 4840-4848
Anvil Ct	Centerview Dr	Fairhaven Rd	Harrow Ct
Apple Creek Rd	Central Park Ave	Fairmeadow Dr	Hawkins Ct
Apple Meadow Dr	Chambersburg Dr	Fairview Dr	Hawthorne Dr
Appomattox Dr	Charlesgate Rd	Fairway Ln - 4926 & up	Heddingham Rd
Arbor Way*** even 5120-5238 odd 5121-5241	Chestnut Dr	<b>Annexed 8/15/16:</b> 4904 and 4912	Heidaway Ln
Arrowhead Dr	Clare Ct	Fifth Ave	Hickory Grove*
Asgard Dr	Claremont Rd	Fleetwood Ln	Hickory Ridge Rd
Aurora Pl	Claude Ct	Forestgate Ct	High St
Avon Ln	Clearview Dr	Fossil Ave	Highland Ridge Ct
Balfour St	Cliff Creek Way*	Fox Hollow Ct	Highland View Dr
Barkwood Ln	Club Rd	Foxpointe Dr	Holland Sylvania Rd - 4541 - 4541 odd, 4615 & 4747, 4755, 4801, 4805
Bent Creek Crossings	Cobblestone Dr (E Cobblestone is not in the city)	Framingham Dr	<b>Annexed 5/18/09:</b> 4507
Bent Oak Rd	Colonial Ct	Frances Ct	<b>Annexed 1/29/16:</b> 4827
Bentbrook Rd	Convent Blvd	Franciscan Blvd	Hollybrook Ln E
Bifrost Way	Coppersmith Rd	Franklin Dr	Hollybrook Ln N
Birch Hollow Ct	Corey Rd - both 5200 - 5245, and 5150, 5154, 5158, 5160	Franklin St	Hollybrook Ln W
Bittersweet Rd	Cornwall Ct	Fredericksburg Dr	Indian Tr
Bog Hollow Rd	Corregidor Dr	Fredericksburg Dr S	Indian Creek Ln
Bonniebrook Rd	Country Commons Ln**	Frejon Ln	Indian Springs Ct
Boynton Dr	Country Pl	Gail Dr	Ivywood Ln
Brainard Dr	Crabtree Ln	Gaines Mill Dr	Jeffrey Ln
Brandy Ln	Cranberry Ln* - 4200-4250	Garden Park Dr	Kevin Ln
Breezy Porch Dr****	Cushman Rd	Gettysburg Dr	King Rd - 3618-3904 even*, 3785-4125 odd*, 4735, 4755, 5011 & up odd side only
Brenden Way	Deepwood Ct - 6000-6013	Gillcrest Rd	<b>Annexed 8/15/16:</b> 4505, 4585, 4605, 4655, 4713
Brint Rd - odd 6517 to 7243, & 7527, 7535	Deepwood Dr - 6024-8066	Gillingham Ct - 7134-7141	<b>Annexed 5/5/14:</b> 4902
Even 6400 to 7060	Deercross Ct	Gillingham Dr - 5902-6062	Kings Run Rd
Brinthaven Rd	Dellbrook Dr	Glasgow Rd	Kingsbridge Dr
Brintwood Rd	Denbridge Dr	Glenbeigh Dr	Kinsman Dr
Brixton Dr	Dornell Dr	Glenhill Dr	Kuenzler Dr
Brooke Ln	Doyle Dr	Glenmore Rd	Langston Pl*
Brookfield Ln	Dressage Ln**	Glynn Ct	
Brookhill Ct		Graham Rd	
Brookline Rd			

Hickory Grove needs a suffix.

- 6) Lucas County AREIS does not list **GRV** as a choice for a suffix in its Property Search feature. This is an indication that there is **no street in all of Lucas County that has the suffix of Grove (GRV)**. GRV does not exist as a suffix.

**AREIS Online**  
Auditor's Real Estate Information System

**Property Search**

Search by Address: Street # 7835, Direction Dir, Street Name HICKORY GROVE, Suffix (dropdown menu), UNIT

Filter By: Options, Sort By: Parcel ID, Ascending, Results page 25

**Instructions:**  
Type the street number and street name. For best results leave off the street suffix. Use the \* as a wild card to a string of characters (when unsure of spelling for example or to return all results on particular streets).

Enter	Returns
731 Sherman	731 Sherman
woodland	All addresses on a street named Woodland
baron	All addresses on street names starting with bar and containing ton

The property and tax information on this site represents data as of the current tax year. Information provided is deemed a reliable point of reference but is not guaranteed and should be independently verified.

**no GRV**

- 7) The Lucas County Auditor's summary indicates the name of the street as **Hickory Grove**. (no suffix, but at least the full name is listed)

**PARCEL ID: 8205922**  
MARKET AREA: 1909R  
BABULA ANDREW & JUDITH A  
TAX YEAR: 2017

**ASSESSOR#: 45178018**  
ROLL: RP OH  
**7835 HICKORY GROVE**  
STATUS: Active



- 8) The green street sign on the street is printed with the full name of Hickory Grove. The sign could be remade to add Rd. Although not necessary, remaking the sign would be in line with the other Sylvan Lakes subdivision signs and most other Sylvania street signs



If the street sign was remade to add the USPS assigned suffix "Grv" this would not indicate the true name of the street. Street name would seem to be "Hickory."



**Hickory** Grv

Most street signs in Sylvania have a suffix.



7a



DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

August 29, 2019

To: Honorable Mayor and Members of Sylvania City Council

Re: **Municipal Bridge Inspection**

Dear Mr. Mayor and Council Members:

The Ohio Department of Transportation (ODOT) is continuing to offer assistance regarding required annual bridge inspection. The program is designed to better offer consistent, effective inspections and is fully funded by ODOT.

We believe this to be a worthwhile program to participate in and request approval of the attached consent legislation for years 2020 through 2022. We have participated in the program since first offered in 2014.

Please call if you have any questions.

Sincerely,

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

Approved Final Scope of Services Minutes Date: \_\_\_\_\_

**GENERAL ENGINEERING SERVICES**  
**Central Office, Office of Structural Engineering**  
**Scope of Services**

The CONSULTANT may be required to perform the following services on a task order type basis for bridges designated by regulation or by agreement as City or Village inspection responsibility. Tasks which may include but are not limited to the following:

**Task 1 - Scour Tasks**

- Task 1A - Scour Critical Assessment
- Task 1B - Scour Plan-of-Action
- Task 1C - Scour Analysis

**Task 2 - Load Rating Tasks**

- Task 2A - Field Measurements for Load Rating
- Task 2B - Load Rating Calculations

**Task 3 - SMS Structure Inventory and Review**

**Task 4 - Inspection Procedures**

- Task 4A - Fracture Critical Plan
- Task 4B - Underwater Inspection Procedures

**Task 5 - Bridge Inspection**

- Task 5A - Routine Bridge Inspection
- Task 5B - Fracture Critical Inspection
- Task 5C - Underwater Dive Inspection

Services shall be conducted in accordance with the following:

- ODOT Manual of Bridge Inspection, Latest Version
- ODOT SMS Bridge and Inventory Coding Guide, Latest Version
- ODOT Bridge Design Manual, Section 900), Latest Version
- Hydraulic Engineering Circulars 18, 20 and 23
- The Manual for Bridge Evaluation, Second Edition 2013 interim with revisions, AASHTO

**Publication**

- Bridge Inspector's Reference Manual, FHWA NHI Publication Number: 12-049,  
Publication Year: 2012
- Underwater Bridge Inspection, FHWA Publication Number: FHWA NHI-10-027,  
Publication Year: 2010

The CONSULTANT shall maintain a project cost accounting system that will segregate costs for individual task orders. The invoicing progress reports shall be detailed enough to show the breakdown of each assigned structure indicating the status of all subtasks. Completion of the individual subtasks is necessary for reimbursement credits.

The Department will be performing an annual Quality Assurance Review (QAR) for each selected consultant in accordance with Manual of Bridge Inspection to ensure accuracy and consistency of the inspection and documentation in SMS. This typically includes an office and field review.

The project will be divided into four (4) sub-projects (SP). A CONSULTANT will be selected for each sub-project. Municipalities opted into the previous inspection program will have the option to renew their legislation. Municipalities with population greater than 50,000 people are excluded from the program. The sub-projects have the following general geographic areas, category characteristics, and maximum contract values for the municipalities with municipal inspection responsibility obtained from SMS data as of March 2019.

**Project: SP01 - District (1, 2, &3), Total Structures = 435\***

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
<b>Single Span</b>	170	158	24	0	<b>352</b>
<b>Multi-Span</b>	21	18	29	15	<b>83</b>
<b>Culvert</b>	156	45	0	0	<b>201</b>
<b>Truss</b>	0	0	2	0	<b>2</b>
<b>Underwater Inspection</b>	0	0	0	0	<b>0</b>
<b>Fracture Critical Inspection</b>	0	4	0	0	<b>4</b>
<b>Load Rating**</b>	149	75	16	10	<b>250</b>

\* Level 1 bridge inspection structures

\*\* Tasked as budget allows w/priority for NBI bridges

General Engineering Services Scope of Services  
Central Office, Office of Structural Engineering  
PID No. 109334

**Project: SP02 - District (4, 11, &12), Total Structures = 270\***

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
Single Span	86	86	25	0	197
Multi-Span	16	14	27	16	73
Culvert	82	36	0	0	118
Truss	1	1	5	0	7
Underwater Inspection	0	0	0	1	1
Fracture Critical Inspection	0	1	5	0	6
Load Rating**	67	35	16	5	123

\* Level 1 Bridge Inspection structures

\*\* Tasked as budget allows w/priority for NBI bridges

**Project: SP03 - District (5, 6, &10), Total Structures = 355\***

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
Single Span	132	126	29	0	287
Multi-Span	7	8	35	18	68
Culvert	108	62	4	0	174
Truss	0	0	8	0	8
Underwater Inspection	0	0	1	1	2
Fracture Critical Inspection	0	0	8	1	9
Load Rating**	141	73	20	8	242

\* Level 1 bridge inspection structures

\*\* Tasked as budget allows w/priority for NBI bridges

**Project: SP04 - District (7, 8 &9), Total Structures = 426\***

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
Single Span	150	125	29	0	304
Multi-Span	27	42	41	12	122
Culvert	135	93	30		231
Truss	0	1	5	1	7
Underwater Inspection	0	0	1	1	2
Fracture Critical Inspection	0	2	4	1	7
Load Rating	180	81	27	2	290

\* Level 1 bridge inspection structures

\*\* Tasked as budget allows w/priority for NBI bridges

Please note that the total number of structure types is estimated based on current SMS data query, and it may be adjusted when tasks are assigned in the future.

### **UNDERSTANDING**

1. Inspections shall be completed by firm's full-time staff prequalified with ODOT for Level 1 bridge inspection according to the Manual of Bridge Inspection.
2. Task order are intended for maintaining compliance with the FHWA 23-Mertics, Ohio Revised Code, and ODOT policy manuals. Deadlines set by the task orders shall be respected.
3. All reports and records compiled under this agreement shall become the property of the City or Village and shall be housed in the City or Village. ODOT shall receive an electronic copy of plans, analysis files, reports and other items mentioned below.
  - a) CONSULTANT shall perform all applicable updates to SMS with new or revised information for structure inventory and appraisal data, inspections, scour, fracture critical members, and load ratings.
  - b) CONSULTANT shall submit copies of all reports and calculations electronically, or in hard copies when requested, to the City or Village for inclusion in their bridge records.
  - c) This includes, as applicable, a printed copy of the inspection report, Scour Plan-of-Action, Fracture Critical Plan, load rating report, gusset plate analysis, inspection procedures, and field measurement notes, digital pictures as well as a reproducible digital data file (.pdf, .doc, .xml, and .xls formats).
4. Copies of all transmittal letters related to this Task Order shall be submitted to Central Office, Office of Structural Engineering.
  - a) When required, CONSULTANTS shall locate the original construction plans, as-built, and shop drawings from archive locations specified by the municipality and upload them onto SMS.

**Services to be furnished by CONSULTANT may include:**

### **TASK 1 - SCOUR TASKS**

**Task 1A – Scour Critical Susceptibility NBIS Item 113)** - The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection. Deliverables include field notes, a completed Scour Critical Assessment Checklist as per Appendix I of the 2014 Manual of Bridge Inspection, and any other reference material needed for the bridge

owner to properly maintain their bridge files. Channel photos or cross sections maybe tasked under this item if assigned.

**Task 1B - Scour Plan-of-Action** - The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection Appendix H for the scope of this task. Deliverables include a completed Scour Plan-of-Action, field notes, calculations, and any other reference material needed by bridge owner to maintain bridge files.

## **TASK 2 – LOAD RATING TASKS**

**Task 2A - Field Measurements for Load Rating** - Should no plans exist or if additional information is required, each main member shall be field measured for load rating. The condition of the member should be noted on the field documentation. All measurements shall be included in the load rating report.

**Task 2B - Load Rating Calculations** – A bridge carrying vehicular traffic shall be rated to determine the safe load carrying capacity. The CONSULTANT shall review existing bridge plans and inspection reports and other inspection information such as photographs and estimates of section loss for bridge members and connections. The analysis for existing structures shall be performed for AASHTO HS20-44 [MS 18] (truck, lane, & military) loading for both inventory and operating levels, and for the four Ohio Legal Loads including the special hauling vehicles (2F1, 3F1, 4F1, and 5C1, SU4, SU5, SU6, SU7, EV2, and EV3) at operating level. The CONSULTANT shall try to complete the load rating analysis utilizing BrR (Virtis) at first. Hand-calculations or Spreadsheets if BrR is not applicable. The BrR analysis file, other load rating files, and BR100 shall be included with the submittal to OSE.

The inventory and operating ratings shall be coded as per the most recent version of the ODOT Bridge Inventory Coding Guide. Update SMS Inventory with the load rating results and upload BR100 pdf file.

The electronic deliverable shall include if applicable an Excel spreadsheet or other files used for analysis for each bridge which shall include the member areas, member capacities both with and without section loss, influence lines (can be the ordinates or graph of the lines), dead loads and dead load stresses in members, live loads and live load stresses in members for all truck loadings and the load ratings of the members. Truck loadings to be used for the ratings are specified in BDM Section 900.

The Load Rating Report shall be prepared by a registered or non-registered engineer and it shall be checked, signed, sealed and dated by an Ohio Registered Professional Engineer.

The Load Rating Report shall explain the method used to calculate the load rating of each bridge.

AASHTO Load Factor Rating (LFR) shall be utilized for all bridges not designed by Load and Resistance Factor Design. AASHTO Load and Resistance Factor Rating (LRFR) shall be utilized for all structures designed for HL93 loading starting October 2010.

Load Rating Report Submittal to the City or Village shall include:

- a. Two (2) printed copies and one electronic pdf copy of the Load Rating Report for each bridge.
- b. Final summary of inventory and operating ratings for each member and the overall ratings of the structure shall be presented for each live load truck. An acceptable format is ODOT form BR-100.
- c. Analysis program input files. Both input and output files shall be submitted when programs other than BrR or spreadsheets are used.
- d. All calculations related to the load rating.
- e. If applicable, the weight limits posting recommendations including a copy of the standard posting sign; such as R12-1 (24" x 30"), R12-H5 (30" x 48"), and R12-H7 (30" x 30").

### **TASK 3 – SMS STRUCTURE INVENTORY AND REVIEW**

The scope of this task includes a limited review of the structure inventory data in the ODOT SMS. In general, the CONSULTANT shall review specific existing ODOT bridge inventory records (as provided by the City and approved by ODOT) of the designated bridge. The CONSULTANT may download the inventory report, which contains inventory data for each bridge on file with ODOT from the ODOT website. The CONSULTANT shall verify this data and determine if the ODOT SMS structure file information needs changing. If no changes are necessary, then no SMS inventory needs to be filled out. If changes are necessary, the scope of this task shall also include completing and filing inventory updates (and supplements, as needed) in SMS. The CONSULTANT shall refer to the ODOT Office of Structural Engineering Inventory and Coding Guide of SMS for inventory coding details.

### **TASK 4 – INSPECTION PROCEDURES**

**Task 4A – Fracture Critical Plan** – A Fracture Critical Member Plan and inspection procedure shall be developed and updated. For more details, refer to Chapter 4: Inspection Types in the Manual of Bridge Inspection. It shall include:

1. Sketches of the superstructure with locations of all fatigue and fracture prone details identified.
  - a. Use framing plan or schematic with detail locations labeled and a legend explaining each labeled item on the scheme.



- b. Use an elevation view for trusses.
- c. Classify similar fatigue/fracture prone details as types (e.g. end of partial cover plate).
- 2. A table or location of important structural details indicating:
  - a. Type of detail (e.g. end of partial cover plate, short web gap, etc.)
  - b. Location of each occurrence of detail
  - c. AASHTO Fatigue Category of detail
  - d. Identify retrofits previously installed
- 3. Risk Factors Influencing the inspector access.

Photos and sketches shall be properly referenced. The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection for additional details on the scope of this task.

**Task 4B – Underwater Inspection Procedures** – An underwater inspection procedure shall be developed. For more details, refer to Chapter 4: Underwater Inspections in the Manual of Bridge Inspection. Please note that ODOT has recently revised Appendix F of the inspection manual. The diving team shall fill out or update the new form and upload it on SMS prior to performing the actual dives. Please contact OSE for a copy of a blank form if not uploaded on SMS at the time.

## **TASK 5 – BRIDGE INSPECTION**

**Task 5A – Routine Bridge Inspection (SMS Input)** - Perform a routine field inspection of the structure to determine the general condition. The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection for additional details on the scope of this task. Section 1111 of the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) modified 23 U.S.C.144, requires Ohio to report bridge element level data for NBIS bridges on the National Highway System (NHS) to FHWA. A condition rating or element level inspection will be assigned. This task includes: Condition Rating Inspection for non-NBI structures, Condition Rating Inspection for NBI structures, and Element Level Inspection for NBI classified as NHS.

**Task 5B – Fracture Critical Inspection** - Perform a fracture critical field inspection of fracture critical items. The CONSULTANT shall update the FCM inspection procedure with current photos and descriptions. The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection for additional details on the scope of this task.

**Task 5C – Underwater Dive Inspection** – Perform Underwater/ In-Water inspection of substructure units according to the cycle shown in SMS. Emergency underwater inspection may arise for specific structures over the duration of the contract period. Work shall be done in accordance with the reference manuals and inspection procedure. Scour risk shall be evaluated after field and data collection.

7b

**ORDINANCE NO. 70 -2019**

**CONSENTING TO THE CITY'S PARTICIPATION IN THE OHIO  
DEPARTMENT OF TRANSPORTATION'S MUNICIPAL BRIDGE  
INSPECTION PROGRAM; AUTHORIZING THE MAYOR AND  
DIRECTOR OF FINANCE TO EXECUTE CONTRACTS AS REQUIRED;  
AND DECLARING AN EMERGENCY.**

WHEREAS, the City of Sylvania has determined the need for the Bridge Inspection Program Services, including, but not limited to routine inspections, element level inspections, critical findings reports, fracture critical member inspections, load rating calculations and reports, weight limits posting sign recommendations, scour assessments, scour plan of actions, development of fracture critical plans, and underwater dive inspection reports if needed; and,

WHEREAS, the City has participated in this program since it was first offered in 2014 and the proposed agreement is for an additional three year term from January 1, 2020 through December 31, 2022; and,

WHEREAS, the Director of Public Service, by report dated August 29, 2019, has recommended that the City continue to participate in the Ohio Department of Transportation's municipal bridge inspection program.

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

SECTION 1. Being in the public interest, the City of Sylvania hereby gives consent to the Director of Transportation to complete the above described project.

SECTION 2. That the Mayor and Director of Finance be, and they hereby are, authorized to enter into contracts on behalf of the City of Sylvania with the Director of Transportation which are necessary to complete the above described project.

SECTION 3. The City of Sylvania shall cooperate with the Director of Transportation in the above-described project as follows: The State shall assume and bear 100% of all of the cost for Bridge Inspection Program Services requested by the City and agreed to by the State. Eligible Bridge Inspection Services are described in Consultant's Scope of Services Task Order Contract. The City of Sylvania agrees to pay 100% of the cost of those features which are not included in Exhibit A. those features may include but not limited to the purchasing and erecting the recommended weight limits posting signs, the implementations of critical findings reports such as partial or total bridge closures, the implementation of the scour plan of actions. When

recommendations affect public safety, ODOT expects full implementation by the LPA. Starting in October 2019, FHWA requires installing posting weight limits posting signs within 30 days from the official date of the approved recommendations. Timely implementation is essential to the success of this program.

SECTION 4. The City of Sylvania agrees that all right-of-way required for the described project will be made available in accordance with current State and Federal regulations.

SECTION 5. It is hereby found and determined that for 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 6. 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 7. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the City should indicate its desire to participate in the Bridge Management System project to promote highway safety and therefore this Resolution should be made effective 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, \_\_\_\_\_, 2014, as an emergency measure.

ATTEST:

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

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

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DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

September 3, 2019

To: The Mayor and Members of Sylvania City Council

Re: **SYLVANIA RIVER TRAIL PHASE 2  
CHANGE ORDER NO. 2**

Dear Mr. Mayor and Council Members:

This change order request contains three items of additional work from the original contract documents for the ongoing Sylvania River Trail Phase 2 Project. A brief summary of these items are as follows:

- Fence Posts in Concrete (CO#3) – Additional work was necessary to install fence posts in concrete for the section of the Trail under US-23 adjacent to the Ottawa River (\$7,345.00).
- Repair of Damaged Fence (CO#4) – A section of newly installed fencing was damaged by a vehicle adjacent to the Burger King property and required repair (\$691.95).
- High Molecular Weight Methacrylate (HMWM) Sealer (CO#5) – Perimeter concrete surfaces on the Elevated Walkway and Bridge sections of the Trail experienced noticeable spalling areas from salt exposure during the 2018-19 winter maintenance season. To reduce the long term effects it is recommended that a High Molecular Weight Methacrylate (HMWM) sealer application be applied to all concrete surfaces (\$8,771.35, 50/50 cost share split with the Contractor).

The total cost of these changes is \$16,808.30. Council approved Change Order No. 1 on September 17, 2018 (Ord. 52-2018) which increased the contract amount from \$2,487,260.26 to \$2,497,640.97. We would recommend approval of Change Order No. 2 which will increase the contract amount from \$2,497,640.97 to \$2,514,449.01. Please call if you have any questions.

Sincerely,

Kevin G. Aller, P.E.

Director of Public Service

dsw

## CITY OF SYLVANIA, OHIO

**CHANGE ORDER**      Number 2Project Ordinance No.: 82-2017      Purchase Order No. 54535Contract: Sylvania River Trail Phase II

Title of Change Order: \_\_\_\_\_

Date: 8/27/2019

Description of Change:	Fence Posts in Concrete (Project CO#3)	\$7,345.00
	Repair of Damaged Fence (Project CO#4)	\$691.95
	High Molecular Weight Methacrylate Sealer (Project CO#5)	\$8,771.35
<b>TOTAL</b>		<b>\$16,808.30</b>

RECOMMENDED FOR APPROVAL BY: Kevin G. Aller, P.E. Date  
Public Service Director

Original Contract Amt	\$ 2,487,260	26	REVIEWED BY: _____
Previous Changes (+ or -)	\$ 10,380	71	DATE: _____ <span style="float: right;"><i>Engineer</i></span>
This Change (+ or -)	\$ 16,808	30	SUBMITTED BY: _____ <span style="float: right;"><i>Engineers Signature</i></span>
Adjusted Contract Amt	\$ 2,514,449	01	DATE: _____ <span style="float: right;"><i>Name of Contractor</i></span>
			_____ <span style="float: right;"><i>Contractor's Signature</i></span>

City of Sylvania, Ohio

The above proposal is hereby approved.

The above proposal is hereby approved.

Craig A. Stough, Mayor

Date

Toby Schroyer, Finance Director

Date

8b

**ORDINANCE NO. 71 -2019**

**AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO APPROVE CHANGE ORDER NO. 2 TO THIS CITY'S AGREEMENT WITH MILLER BROTHERS CONSTRUCTION, INC. FOR THE RIVER TRAIL PHASE 2 PROJECT WHICH REFLECTS ADDITIONAL WORK PERFORMED ON THIS PROJECT; INCREASING THE CONTRACT AMOUNT BY \$16,808.30; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.**

WHEREAS, Ordinance No. 82-2017, passed November 6, 2017, accepted the bid of Miller Brother Construction, Inc. for the River Trail Phase 2 Project, which bid was in the amount of \$2,487,260.26; and,

WHEREAS, Ordinance No. 52-2018, passed September 17, 2018, authorized the Mayor and Director of Finance to approve Change Order No. 1 to the City's Agreement with Miller Brothers Construction, Inc. for the River Trail Phase 2 Project and increased the contract amount by \$10,380.71, for a total project cost of \$2,497,640.97; and,

WHEREAS, the Director of Public Service, by report dated September 3, 2019, has recommended the acceptance of Change Order No. 2 of Miller Brothers Construction, Inc. for said River Trail Phase 2 Project to reflect three items of additional work performed on the project, including installing fence posts in concrete for the section of the trail under US 23 adjacent to the Ottawa River, repairing newly installed fence that was damaged by a vehicle, and applying sealer to all concrete surfaces on the elevated walkway and bridge sections; and,

WHEREAS, the addition of these items resulted in a net increase to the contract in the amount of Sixteen Thousand Eight Hundred Eight and 30/100 Dollars (\$16,808.30), for a total contract amount of \$2,514,449.01.

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

SECTION 1. That said change order increasing the contract amount by the sum of Sixteen Thousand Eight Hundred Eight and 30/100 Dollars (\$16,808.30), authorized to be appropriated be, and the same hereby is, approved, and the Mayor and the Director of Finance be, and they hereby are, authorized to sign said change order on behalf of this City, thereby indicating such approval and changing the total contract amount.

SECTION 2. That, to provide funds for said change order for improvements, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7750-53585 – River Trail Project**, the sum of Sixteen Thousand Eight Hundred Eight and 30/100 Dollars (\$16,808.30).

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 adjustments in the contract for the additional work performed on the project should be approved 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.

SECTION 5. 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.

Vote dispensing with the second and third readings:      Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Passed, \_\_\_\_\_, 2019, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

8c



September 3, 2019

To: The Mayor and Members of Sylvania City Council

Re: **SYLVANIA RIVER TRAIL PHASE 2  
CHANGE ORDER NO. 3**

Dear Mr. Mayor and Council Members:

This change order request contains one item of additional work from the original contract documents for the ongoing Sylvania River Trail Phase 2 Project. The construction plans and subsequent shop drawings contained an error with respect to the design of the elevated walkway on the south side of the Ottawa River. This section of walkway was designed and constructed with no drainage slope. This resulted in a condition of runoff ponding on the deck, which if left unaddressed, would have continued to leave an unsafe path for travel as well as premature deck surface deterioration.

Several methods of correcting this condition were reviewed, but the preferred alternative was Hydrodemolition with Concrete Overlay. This work will consist of removing the top 1.75" of concrete by hydrodemolition method. Once removed a variable thickness of superplasticized dense concrete will be overlaid. The edge thickness will be 1.75" and tapered to a crown of 2.75" in the center to create the necessary cross slope to adequately drain the deck.

The total cost of this work is estimated to be \$391,114.83. The Service Department has reached an agreement with the Design Engineer to cover the cost of this work. The City will be reimbursed once the work is completed.

We would recommend approval of Change Order No. 3 which will increase the contract amount from \$2,514,449.01 to \$2,905,564.10. Please call if you have any questions.

Sincerely,

Kevin G. Aller, P.E.

Director of Public Service

dsw



CITY OF SYLVANIA, OHIO

**CHANGE ORDER**      Number 3

Project Ordinance No.: 82-2017      Purchase Order No. 54535

Contract: Sylvania River Trail Phase II

Title of Change Order: \_\_\_\_\_

Date: 8/27/2019

Description of Change:	Elevated Walkway Hydrodemo With Overlay (Project CO#6)	\$391,114.83
<b>TOTAL</b>		<b>\$391,114.83</b>

RECOMMENDED FOR APPROVAL BY: Kevin G. Aller, P.E.      *Date*  
Public Service Director

Original Contract Amt	\$ 2,487,260	26	REVIEWED BY: _____
Previous Changes (+ or --)	\$ 27,189	01	DATE: _____
This Change (+ or --)	\$ 391,114	83	SUBMITTED BY: _____
Adjusted Contract Amt	\$ 2,905,564	10	DATE: _____

*Engineer*  
*Engineers Signature*  
*Name of Contractor*  
*Contractor's Signature*

City of Sylvania, Ohio

The above proposal is hereby approved.

The above proposal is hereby approved.

<u>Craig A. Stough, Mayor</u>	<i>Date</i>	<u>Toby Schroyer, Finance Director</u>	<i>Date</i>
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8d

**ORDINANCE NO. 72 -2019**

**AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO APPROVE CHANGE ORDER NO. 3 TO THIS CITY'S AGREEMENT WITH MILLER BROTHERS CONSTRUCTION, INC. FOR THE RIVER TRAIL PHASE 2 PROJECT WHICH REFLECTS ONE ITEM OF ADDITIONAL WORK PERFORMED ON THIS PROJECT; INCREASING THE CONTRACT AMOUNT BY \$391,114.83; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.**

WHEREAS, Ordinance No. 82-2017, passed November 6, 2017, accepted the bid of Miller Brother Construction, Inc. for the River Trail Phase 2 Project, which bid was in the amount of \$2,487,260.26; and,

WHEREAS, Ordinance No. 52-2018, passed September 17, 2018, authorized the Mayor and Director of Finance to approve Change Order No. 1 to the City's Agreement with Miller Brothers Construction, Inc. for the River Trail Phase 2 Project and increased the contract amount by \$10,380.71, for a total project cost of \$2,497,640.97; and,

WHEREAS, Ordinance No. \_\_\_\_-2019, authorized the Mayor and Director of Finance to approve Change Order No. 2 to the City's Agreement with Miller Brothers Construction, Inc. for the River Trail Phase 2 Project and increased the contract amount by \$16,808.30, for a total project cost of \$2,514,449.01; and,

WHEREAS, the Director of Public Service, by report dated September 3, 2019, has recommended the acceptance of Change Order No. 3 of Miller Brothers Construction, Inc. for said River Trail Phase 2 Project to reflect one item of additional work on the project to correct an issue with the elevated walkway and includes hydrodemolition and installation of a concrete overlay; and,

WHEREAS, the addition of this item resulted in a net increase to the contract in the amount of Three Hundred Ninety-One Thousand One Hundred Fourteen and 83/100 Dollars (\$391,114.83), for a total contract amount of \$2,905,564.10.

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

**SECTION 1.** That said change order increasing the contract amount by the sum of Three Hundred Ninety-One Thousand One Hundred Fourteen and 83/100 Dollars (\$391,114.83), authorized to be appropriated be, and the same hereby is, approved, and the Mayor and the Director of Finance be, and they hereby are, authorized to sign said change order on behalf of

this City, thereby indicating such approval and changing the total contract amount.

SECTION 2. That, to provide funds for said change order for improvements, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7750-53585 – River Trail Project**, the sum of Three Hundred Ninety-One Thousand One Hundred Fourteen and 83/100 Dollars (\$391,114.83), it being understood that the design engineer will reimburse the City for this expense upon completion of the repair work.

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 adjustments in the contract for the additional work performed on the project should be approved 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.

SECTION 5. 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.

Vote dispensing with the second and third readings:      Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Passed, \_\_\_\_\_, 2019, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

**ORDINANCE NO. 73 -2019****AUTHORIZING THE DONATION OF MOTOROLA PORTABLE RADIOS AND CHARGERS TO THE SWANTON POLICE DEPARTMENT; DETERMINING SAID PROPERTY TO BE OF NO FURTHER USE TO THE CITY OF SYLVANIA; AND DECLARING AN EMERGENCY.**

WHEREAS, the City of Sylvania previously purchased Motorola Portable Radios, Chargers and Accessories for its Police Department; and,

WHEREAS, this equipment has been replaced by the City of Sylvania Police Department and, therefore, is of no further use to the City; and,

WHEREAS, the Chief of Police has recommended the Motorola Portable Radios, Chargers and Accessories be donated to the Swanton Police Department.

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

**SECTION 1.** That it is hereby determined that the City of Sylvania no longer needs the following Motorola Portable Radios, Chargers and Accessories:

1. 21 Motorola XTS 5000;
2. 11 Impres single unit chargers;
3. 13 3.5mm Adaptor;
4. 16 2 wire kit;
5. 46 Shoulder mics;
6. 4 receiver only earpiece;
7. 18 RF adaptor kits;
8. 7 hardwire kits;
9. 1 pkg of 25 ear tips;
10. 2 Impres Multi Unit chargers

**SECTION 2.** That the Mayor and Director of Finance be, and they are hereby are, authorized to donate the Motorola Portable Radios, Chargers and Accessories equipment described above which are of no further use to the City, to the Swanton Police Department.

**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 the Motorola Portable Radios, Chargers and Accessories described above is no longer needed by the City and should be donated to Swanton Police Department 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, \_\_\_\_\_, 2019, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

**ORDINANCE NO. 74 -2019**

**AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE  
TO ENTER INTO AN AGREEMENT WITH THE OHIO ATTORNEY  
GENERAL FOR THE COLLECTION OF UNPAID INCOME TAX  
COLLECTION SERVICES; AND DECLARING AN EMERGENCY.**

WHEREAS, the Commissioner of Taxation and Director of Finance have recommended that the City of Sylvania enter into an Agreement with the Ohio Attorney General for the collection of unpaid income tax obligations; and,

WHEREAS, a copy of the Agreement is attached hereto as "Exhibit A."

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 Director of Finance be, and they hereby are authorized to enter into an agreement with the Ohio Attorney General for the collection of unpaid income tax obligations.

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 the collection of unpaid income tax obligations should be authorized to be pursued at the earliest possible time, and therefore, this Ordinance should be effective 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, \_\_\_\_\_, 2019, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



**MIKE DEWINE**

★ OHIO ATTORNEY GENERAL ★

Collections Enforcement  
Office 614-466-8360  
Fax 614-752-9070

150 East Gay Street, 21<sup>st</sup> Floor  
Columbus, OH 43215  
[www.OhioAttorneyGeneral.gov](http://www.OhioAttorneyGeneral.gov)

**DELINQUENT DEBT COLLECTION AGREEMENT  
BETWEEN THE  
OHIO ATTORNEY GENERAL  
AND**

**I. PARTIES**

- 1.1. THIS DELINQUENT DEBT COLLECTION AGREEMENT (this "Agreement") is between the Ohio Attorney General (hereinafter "Attorney General") and \_\_\_\_\_ ("Political Subdivision"), collectively referenced herein as the "Parties."

**II. PURPOSE**

2.1. The Political Subdivision has requested that the Attorney General undertake, and the Attorney General agrees to undertake, the collection of delinquent debt owed to the Political Subdivision, pursuant to Ohio Revised Code ("O.R.C.") § 131.02. This Agreement sets forth the rights, duties and obligations of the Parties and the amounts to be charged, collected and allocated between the Political Subdivision and Attorney General. This Agreement will become effective in ten business days once fully executed ("Effective Date").

**III. CERTIFICATION OF DEBT**

3.1. The Parties agree that this Agreement shall apply to amounts owed to Political Subdivision that meet the criteria specified on the attached Exhibit "A" (hereinafter the "Debt"). The Parties may, from time to time, change the categories of debt to be certified to the Attorney General by amending Exhibit "A" pursuant to the discretion of the Section Chief of the Collections Enforcement Section of the Attorney General and \_\_\_\_\_ of the Political Subdivision. Such changes to the categories of debt identified on Exhibit "A" shall not be construed as an amendment or termination of this Agreement.

3.2. Political Subdivision hereby warrants that all Debts certified to the Attorney General for collection pursuant to this Agreement are or will be legally due and owing to Political Subdivision at the time of certification.

3.3. Political Subdivision hereby warrants that it has complied or will comply with all conditions precedent to the legality of certifying the Debt for collection prior to certifying the Debt to Attorney General pursuant to this Agreement.



3.4. Political Subdivision hereby warrants that it has obtained the approval of any person or entity whose approval is required as a condition to entering into this Agreement. True and correct copies of any such approvals shall be attached hereto as Exhibit "B."

3.5. Political Subdivision shall identify and itemize the amounts owed in any bills or mailings issued to the debtors prior to certifying the Debt pursuant to this Agreement. Such itemization shall separately identify penalties, fees, costs and interest, if any, added to the principal balance of the amounts owed. For all Debt certified under this Agreement, Political Subdivision shall maintain account records documenting the principal balance of the amounts owed, as well as any penalties, fees, costs and interest, from the date such debt becomes due and owing to Political Subdivision until the debt is paid in full, resolved or written off as specified herein.

3.6. Political Subdivision shall make all account records related to the Debt fully available to specified Attorney General personnel in order for the Attorney General to actively identify and pursue collection activities. Political Subdivision shall retain account records related to the Debt so long as the Debt remains outstanding, or until the Debt is resolved or written off as specified herein.

3.7. Political Subdivision agrees and shall forward all payments received on certified Debt to the Attorney General. In the event that Political Subdivision accepts a debtor's payment on Debt certified to the Attorney General, Political Subdivision agrees to promptly notify the Attorney General of the details of the payment, including date, amount, remitter, check or instrument number and forward the payment to the Attorney General.

3.8. In the event that any debtor owing Debt certified to the Attorney General files bankruptcy or other insolvency proceeding, Political Subdivision shall immediately notify the Attorney General of such filing. The Attorney General shall cease all collection efforts with regard to such Debt. Political Subdivision remains exclusively and solely responsible for protecting its interest in bankruptcy & other insolvency proceedings. Upon notice that Debt certified to the Attorney General is subject to bankruptcy or other insolvency proceeding, the Attorney General shall close the affected accounts and such accounts shall no longer be considered to be certified to the Attorney General. Other insolvency proceeding may include but is not limited to receivership or foreclosure.

#### **IV. ALLOCATION OF FEES AND COLLECTION COSTS**

4.1 The client may choose for each account certified to the Attorney General to bear interest (hereinafter "AGI") at the annual rate established by the Tax Commissioner under O.R.C. § 5703.47. Upon recovery AGI is paid to Political Subdivision, not to Attorney General. AGI may be waived, either by Political Subdivision or the Attorney General. Political Subdivision also has discretion to request that AGI not be assessed as an additional obligation of debtors. If this request is indicated, the cost of AGI will not be added to the Debt. Political Subdivision may execute the Service Level Agreement attached hereto as Exhibit "C" to designate the preference of Political Subdivision as to AGI. If no preference is indicated, Attorney General may waive AGI at its discretion, and the addition of AGI to the Debt will increase the debtors' obligation. The AGI is in place of any separate accruing interest of the Political Subdivision on the Debt once certified to the Attorney General.

4.2 Pursuant to O.R.C. § 131.02, the Attorney General is authorized to deduct the Attorney General's collection cost from all amounts collected, calculated upon all certified amounts recovered, plus interest and fees accruing from the date of certification to Attorney General. Attorney General collection costs may be waived, either by the Attorney General or jointly by the Political Subdivision and the Attorney General. The Parties agree that the Attorney General will pass all Attorney General collection costs on to the debtor as an additional obligation of debtor. The Attorney General collection cost is 10% pursuant to O.R.C. § 109.08.

4.3 Upon agreement, the Attorney General may also hire third party vendors to collect claims for Political Subdivision and to pay such third party vendors for their services ("TPV Fees") from funds collected by them. Political Subdivision may execute the Service Level Agreement attached hereto as Exhibit "C" to designate the preference of Political Subdivision with respect to the assignment of Debt to TPVs. If no preference is indicated the Attorney General will assign Debt to TPVs in accordance with an established assignment strategy. TPV fees shall be paid at rates set by the Attorney General. The Parties agree that the Attorney General will pass all TPV Fees on to debtors as an additional obligation of the debtors.

4.4 Upon agreement the Attorney General may appoint special counsel to collect claims for Political Subdivision and to pay such special counsel for their services ("Special Counsel Fees") from funds collected by them. Political Subdivision may execute the Service Level Agreement attached hereto as Exhibit "C" to designate the preference of Political Subdivision with respect to the assignment of Debt to Special Counsel. If no preference is indicated the Attorney General will assign Debt to Special Counsel in accordance with an established assignment strategy. Special Counsel Fees shall be paid at rates set by the Attorney General. The Parties agree that the Attorney General will pass all Special Counsel Fees on to debtors as an additional obligation of the debtors.

4.5 Political Subdivision may execute a different Service Level Agreement for each category of debt certified pursuant to this Agreement, and each Service Level Agreement shall be attached as additional pages of Exhibit "C."

4.6 Political Subdivision may change or terminate the Service Level Agreement(s) attached hereto as Exhibit "C" upon appropriate written notice as specified therein, and any change or termination of the Service Level Agreement(s) shall not be construed as an amendment or termination of this Agreement.

## **V. DISBURSEMENT PROCESS/PAYMENT OF COLLECTION COSTS**

5.1 On a weekly basis the Attorney General shall disburse to the Political Subdivision the full amounts collected on the Debt minus any applicable collection costs or fees as outlined herein. The Political Subdivision and Attorney General shall have the authority to settle or compromise any account in the Debt which is agreed upon by the Political Subdivision and Attorney General as payment in full based on the best interests of the Parties. At the time of the Attorney General's disbursement to the Political Subdivision, the Political Subdivision will receive the amount collected minus the Attorney General's collection costs and any applicable TPV Fees or Special Counsel Fees pursuant to this Agreement.

5.2 The Parties agree that court cases and judgment liens shall not be dismissed or deemed satisfied without the Political Subdivision's consent that all the fees have been paid by the debtor liable for costs under the court case and/or judgment lien.

5.3 Disbursements to the Political Subdivision of amounts due hereunder may be made via state check or by Automated Clearing House ("ACH") deposit, at the Attorney General's discretion. Political Subdivision acknowledges that the Attorney General prefers to remit all payments by ACH deposit, and Political Subdivision agrees to execute an ACH payment authorization in accordance with the form attached hereto as Exhibit "D" within thirty (30) days after the Effective Date of this Agreement.

## **VI. CERTIFICATION AND CANCELLATION OF DEBT**

6.1. Political Subdivision will certify only Debt to the Attorney General which is past due and final, in accordance with O.R.C. § 131.02(A). O.R.C. § 131.02 provides that the Attorney General and Political Subdivision may determine an appropriate time beyond the regular 45-day requirement to certify delinquent debt. Such exceptions may be made as the Attorney General and the Political Subdivision mutually agree are appropriate.

6.2. The Parties acknowledge and agree that O.R.C. §131.02 empowers the Attorney General to, with the consent of the chief officer of an entity reporting a debt, cancel the debt or cause the same to be canceled. O.R.C. § 131.02(F)(2) provides a general statute of limitations of forty (40) years from the date of certification to collect claims. O.R.C. § 131.02(F)(1) allows the Attorney General to cancel uncollectible claims earlier, with the approval of the Political Subdivision. Political Subdivision may execute the Service Level Agreement attached hereto as Exhibit "C" to designate the preference of Political Subdivision. If no preference is indicated, the write off period will be fifteen (15) years after the date of certification. Exceptions revising the write off period for specified claims or categories of debt may be agreed to by the Attorney General and the Political Subdivision as amendments to the Service Level Agreement, and such amendments shall not be construed as an amendment or termination of this Agreement.

## **VII. CONFIDENTIALITY**

7.1. Any confidential debtor information made available to Attorney General in the course of performance of this Agreement shall be used only for the purpose of carrying out the provisions of this Agreement pursuant to the Attorney General's statutory obligations. Additionally, the Attorney General shall not sell any debtor information to any third parties.

## **VIII. LIABILITY**

8.1. Each Party shall be responsible for its own acts and omissions and those of its officers, employees and agents.

## **IX. CHOICE OF LAW**

9.1. This Agreement is made and entered into in the State of Ohio and shall be governed and construed in accordance with the laws of Ohio. Any legal action or proceeding related to this Agreement shall be brought in Franklin County, Ohio, and the Parties irrevocably consent to jurisdiction and venue in Franklin County, Ohio.

## **X. COMPLIANCE WITH LAW**

10.1. The Parties, in the execution of their respective duties and obligations under this Agreement, agree to comply with all applicable federal, Ohio and local laws, rules, regulations and ordinances.

## **XI. RELATIONSHIP OF THE PARTIES**

11.1. It is fully understood and agreed that a Party's personnel shall not at any time, or for any purpose, be considered as agents, servants, or employees of the other Party.

11.2. Except as expressly provided herein, neither Party shall have the right to bind or obligate the other Party in any manner without the other Party's prior written consent.

## **XII. MODIFICATION**

12.1. This Agreement constitutes the entire agreement between the Parties, and any changes or modifications to this Agreement shall be made and agreed to by the Parties in writing.

## **XIII. TERMINATION/EXPIRATION**

13.1. Either party may terminate this Agreement for any reason by giving written notice, at least forty-five (45) days in advance of the date of termination, to the other Party via e-mail, facsimile transmission, mail, certified mail or personal delivery to the other Party's signatory to this Agreement.

13.2. If there is pending litigation in connection with any Debt, termination shall not be effective until the Attorney General terminates the legal representation in the litigation matter. The Attorney General shall be compensated for Debt collected and received prior to termination. The Parties agree to cooperate so as to effectuate a speedy and efficient transfer of the work to Political Subdivision.

#### **XIV. SIGNATURES**

14.1. The Parties may submit their signatures to the Agreement in counterparts, which taken together will constitute a valid enforceable Agreement. Facsimile or copied signatures shall be considered valid and enforceable.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed, as of the day and year last written below.

ACCEPTED AND APPROVED:

\_\_\_\_\_

\_\_\_\_\_  
Date

OHIO ATTORNEY GENERAL  
MICHAEL DEWINE

By: \_\_\_\_\_

Lisa J. Iannotta  
Section Chief

\_\_\_\_\_  
Date

**DELINQUENT DEBT COLLECTION AGREEMENT  
BETWEEN THE  
OHIO ATTORNEY GENERAL  
AND**

**EXHIBIT "A"**

The Parties agree that the following categories of debt may be certified to the Attorney General. All debt must be final with a minimum principal amount of \$100.00.

**Examples of Categories of Debt to be certified:**

- (a) Statutory fees as assessed by a Political Subdivision;
- (b) Civil court costs; and
- (c) Criminal court costs so long as the defendant is not incarcerated on the date the debt is certified.
- (d) Debt must be declared final with no chance of appeal or no future changes to the amount of the debt sent to the Attorney General for collection purposes.
- (e) Debt from a school system must be as a result of a contractual agreement.

**Examples of Categories of Debt NOT to be certified:**

- (a) Debt that is against a juvenile.
- (b) Debt against a presently incarcerated individual.
- (c) Debt that is involved in a bankruptcy, rental or foreclosure action.
- (d) Debt from any type of utility.
- (e) Debt resulting from code enforcement violations.

**PLEASE NOTE: THE ATTORNEY GENERAL'S OFFICE RESERVES THE RIGHT TO  
DECLINE ACCEPTANCE OF ACCOUNTS BASED ON QUANTITY, VALUE, OR DEBT TYPE**

**PLEASE LIST THE TYPE OF DEBTS YOU WILL BE CERTIFYING TO THE  
ATTORNEY GENERAL'S OFFICE:**

**DELINQUENT DEBT COLLECTION AGREEMENT  
BETWEEN THE  
OHIO ATTORNEY GENERAL  
AND**

**EXHIBIT "B"**

The Delinquent Debt Collection Agreement Between the Ohio Attorney General and

, executed by \_\_\_\_\_,

, on \_\_\_\_\_, is hereby ratified and approved.

POLITICAL SUBDIVISION AUTHORITY (I.E. COUNTY COMMISSIONERS, COUNCIL)

\_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

POLITICAL SUBDIVISION LEGAL AUTHORITY (I.E. PROSECUTOR, LAW DIRECTOR)

\_\_\_\_\_  
Date \_\_\_\_\_



**DELINQUENT DEBT COLLECTION AGREEMENT  
BETWEEN THE  
OHIO ATTORNEY GENERAL  
AND**

**EXHIBIT "C"  
SERVICE LEVEL AGREEMENT**

The following Service Level Agreement is made between the Attorney General of Ohio, Collections Enforcement Section ("AGO") and ("CLIENT"), collectively referenced herein as the "Parties". CLIENT authorizes and the Parties to this Service Level Agreement agree to the following (if no line is checked, the Parties' agreement is indicated by asterisk, which is the default agreement):

**Attorney General Interest (AGI)**

☐ AGO is granted the authority to add AGI to the amount owed by the debtor to be paid to the client (see section IV (4.1) of the Debt Collection Agreement.

**AGI**

☐ AGO is NOT granted the authority to add AGI to the amount owed by the debtor to be paid to the client.

**If AGI is to be added**

☐ AGO is granted the authority to waive AGI\*  
☐ CLIENT and AGO jointly waive AG Interest

**Write Off Period:**

☐ 15 years\*  
\_\_\_\_ Years (insert number of years)

**Third Party Vendor:**

☐ AGO will forward uncollected Debt.\*  
☐ AGO will not forward uncollected Debt.

**Special Counsel:**

☐ AGO will forward uncollected Debt.\*  
☐ AGO will not forward uncollected Debt.

Either Party may terminate this Service Level Agreement for any reason by giving written notice, at least forty-five (45) days in advance of the date of termination to the other Party, via e-mail, facsimile transmission, regular U.S. mail, certified mail or personal delivery to the other Party's signatory to this Agreement. Regardless of the termination of this agreement, CLIENT is still legally obligated to certify its outstanding Debt pursuant to the Delinquent Debt Collection Agreement between the Parties, until that Agreement is separately terminated. This Service Level Agreement shall remain and continue in full force and effect unless modified or terminated in writing.

IN WITNESS WHEREOF, the Parties hereto have caused this Service Level Agreement to be executed, as of the day and year last written below.

ACCEPTED AND APPROVED:

\_\_\_\_\_  
Date

OHIO ATTORNEY GENERAL  
MICHAEL DEWINE

By: \_\_\_\_\_  
Lisa J. Iannotta  
Section Chief  
Date

11

**ORDINANCE NO. 75 -2019**

**ACCEPTING THE PROPOSAL OF FLANDERS & FULLER FOR THE  
2020 CITY OF SYLVANIA CALENDAR; APPROPRIATING FUNDS  
THEREFORE IN AN AMOUNT NOT TO EXCEED \$3,000; AND  
DECLARING AN EMERGENCY.**

WHEREAS, planning and preparation of the City's Community Calendar for the year 2020 has begun; and,

WHEREAS, the Economic Development Director solicited proposals from several firms and we received proposals from three firms to work with the City to design and create the 2020 City of Sylvania Calendar; and,

WHEREAS, the proposals were reviewed at the August 19, 2019 Committee-of-the-Whole meeting and thereafter, the Committee recommended the proposal of Flanders & Fuller be accepted; and,

WHEREAS, the proposal of Flanders & Fuller includes brainstorming the initial concept and theme, art direction for calendar design and photos, layout initial design for approval, photograph specific images for each month, input City events and content, revise as requested, proofreading and color and quality checks for an amount not to exceed Three Thousand Dollars (\$3,000.00).

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 Flanders & Fuller in an amount not to exceed Three Thousand Dollars (\$3,000.00) for designing and creating the City of Sylvania 2020 Community Calendar, is hereby accepted.

**SECTION 2.** That the Economic Development Director shall promptly give notice to said consultant 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** an amount not to exceed Three Thousand Dollars (\$3,000.00).

SECTION 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 5. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 6. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the City should provide for the development of the 2020 City of Sylvania Community Calendar 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, \_\_\_\_\_, 2019, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



RECEIVED

AUG 28 2019

CITY OF SYLVANIA  
CITY COUNCIL

**A**  
Board of County  
Commissioners

Tina Skeldon Wozniak  
*President*  
Pete Gerken  
Gary L. Byers

Jody L. Balogh  
*Clerk of the Board*

August 26, 2019

Ms. Sharon Bucher  
Clerk of Council  
City of Sylvania  
6730 Monroe Street  
Sylvania, OH 43560

Re: Annexation Petition No. 2019-2  
Portions of Sylvania Township to the City of Sylvania

Dear Ms. Bucher:

Enclosed is a copy of Resolution No. 19-696 accepting the filing of subject petition and setting the hearing date for October 29, 2019 at 2:00 p.m. in the Commissioners Hearing Room, First Floor, One Government Center, Toledo, Ohio.

If you have any questions, please feel free to call our office.

Sincerely,

A handwritten signature in blue ink that reads "Jody L. Balogh".

Jody L. Balogh, Clerk

/jlb

Enclosure (1)

**Date:** August 13, 2019

**Resolution No. 19-696**

**Title:** Accepting the Filing of Annexation Petition No. 2019-2, Portions of Sylvania Township to the City of Sylvania (22.8485± acres)

**Department/Agency:** Commissioners

**Contact:** Jody L. Balogh, Clerk

**Summary/Background:** There was filed with this Board on August 5, 2019, a petition for the annexation by a majority of the owners of approximately 22.8485 acres of land, more or less, of real estate in Sylvania Township to the City of Sylvania by James A. Moan, Esq., agent for the petitioners. The list of parcels included in Annexation Petition 2018-6 is attached. The petitioner requests that the territory be annexed pursuant to the Regular Annexation procedures contained in O.R.C. Section 709.02.

**Budget Impact:** N/A

**Statutory Authority/ORC:** 709.02

**Commissioner Byers offered the following resolution:**

WHEREAS, in consideration of the above, NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners, Lucas County, Ohio, that:

Section 1. This Board acknowledges receipt of Annexation Petition No. 2019-2, Portions of Sylvania Township to the City of Sylvania (22.8485± acres) with a deposit of \$150.00 to be placed into account 8040-8035-418160. The list of parcels included in Annexation Petition 2019-2 is attached. The clerk of this Board is directed to enter said petition upon the journal of this Board.

Section 2. This Board's August 13, 2019 meeting is the first available regular session of the Board since the filing of the petition.

Section 3. This Board hereby sets the hearing date of October 29, 2019, at 2:00 p.m., in the Commissioners' Hearing Room, First Floor, One Government Center, Toledo, Ohio.

Section 4. The petition, legal description and map are hereby referred to the Lucas County Engineer to determine that there is an accurate legal description of the perimeter of the territory proposed to be annexed, and a map or plat of the territory.

Section 5. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law.

**August 13, 2019**

**Accepting the Filing of Annexation Petition No. 2019-2, Portions of Sylvania Township to the City of Sylvania (22.8485± acres)**

**Page 2**

Section 6. This resolution shall be in full force and effect from and immediately upon its adoption.

**Action Taken:**

Commissioner Byers voted yes

Commissioner Gerken voted yes

Commissioner Skeldon Wozniak voted yes

A handwritten signature in dark ink, appearing to read "Jody L. Balogh", is written over a horizontal line.

Jody L. Balogh, Clerk

**LIST OF PROPERTY OWNERS**  
**PURSUANT TO O.R.C. SECTION 709.02(D)**

RECEIVED

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Parcels Included in the Annexation Petition

LOGAN COUNTY  
COMMISSIONERS

<u>Parcel No.</u>	<u>Property Owner</u>	<u>Mailing Address</u>
1. 79-10101 79-10104 79-10107	Plat Six Country Walk Homeowners Assoc.	7410 Kendall Way Sylvania, OH 43560
2. 79-10001	William & Randi Scovell	4753 Carriage Crossing Sylvania, OH 43560
3. 79-10004	Michelle W. Hills	4743 Carriage Crossing Sylvania, OH 43560
4. 79-10007	Gina M. Oswald, Trustee	4733 Carriage Crossing Sylvania, OH 43560
5. 79-10011	Rama Jasty-Rao	4723 Carriage Crossing Sylvania, OH 43560
6. 79-10014	Usha A. Salvi, Trustee	4713 Carriage Crossing Sylvania, OH 43560
7. 79-10017	Muthana A. & Sahad Al Quraishi	4703 Carriage Crossing Sylvania, OH 43560
8. 79-10021	Eric S. & Julie A. Leggett	7445 Kendall Way Sylvania, OH 43560
9. 79-10024	Rebecca L. Ball & Stephen J. Birchard	7435 Kendall Way Sylvania, OH 43560
10. 79-10027	Michael J. & Clarissa S. Brighty, Jr.	7425 Kendall Way Sylvania, OH 43560
11. 79-10031	Ashraf F. Banoub	7415 Kendall Way Sylvania, OH 43560
12. 79-10034	Janet F. Colville, Trustee	7405 Kendall Way Sylvania, OH 43560
13. 79-10037	Sahar Swade Naddaf, Trustee	4634 Swathmore Pl. Sylvania, OH 43560
14. 79-10041	Allan M. & Kristin M. Poturalski	4644 Swathmore Pl. Sylvania, OH 43560



15. 79-10044	Jeanne McCarthy	4704 Swathmore Pl. Sylvania, OH 43560
16. 79-10047	Karen M. Kasper, Trustee	4714 Swathmore Pl. Sylvania, OH 43560
17. 79-10051	Heather M. Campos, Trustee	4724 Swathmore Pl. Sylvania, OH 43560
18. 79-10054	Joseph & Diane M. Belinske IV	4734 Swathmore Pl. Sylvania, OH 43560
19. 79-10057	Susan M. Hopkins, Trustee	4744 Swathmore Pl. Sylvania, OH 43560
20. 79-10061	Paul Vesoulis, Trustee	4754 Swathmore Pl. Sylvania, OH 43560
21. 79-10064	Michael G. & Juliana R. Sample	7400 Windsor Ridge Sylvania, OH 43560
22. 79-10097	Imad Harb	4744 Carriage Crossing Sylvania, OH 43560
23. 79-10094	Marc A. Guenther	4734 Carriage Crossing Sylvania, OH 43560
24. 79-10091	Susan L. McKernan, Trustee	4724 Carriage Crossing Sylvania, OH 43560
25. 79-10087	Janice & Philip Edinger	4714 Carriage Crossing Sylvania, OH 43560
26. 79-10084	Kenneth B. & Evelyn I. Gummow	7430 Kendall Way Sylvania, OH 43560
27. 79-10081	Thomas J. & Barbara A. McKinch	7410 Kendall Way Sylvania, OH 43560
28. 79-10074	Michael & Joyce Guinness	4721 Swathmore Pl. Sylvania, OH 43560
29. 79-10077	Dustin G. & Kathryn E. Williams	4711 Swathmore Pl. Sylvania, OH 43560
30. 79-10071	Nasser Hajar & Diala El Halabi	4731 Swathmore Pl. Sylvania, OH 43560
31. 79-10067	Angi Chang & Huan-Kun Chang	4741 Swathmore Pl. Sylvania, OH 43560