

**Sylvania City Council**  
**being held via Zoom**  
January 19, 2021

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

1. Roll call. Mrs. Cappellini, Mr. Frye, Mr. Haynam, Mr. McCann, Mr. Richardson, Ms. Stough, Mrs. Westphal.
2. Pledge of Allegiance to the United States of America led by Ms. Stough.
3. Additions to the agenda.
4. Approval of the regular council meeting minutes of January 4, 2021.
5. COVID-19 Update.
6. LUC-Monroe-0127 Bridge Rehabilitation Project.
  - a. Service Director's report on the project.
  - b. Authorize the Clerk to advertise for bids.
7. 6302-6342 Brint Road Waterline.
  - a. Service Director's report on Cost Recovery.
  - b. Proposed Ordinance No. 8-2021, Establishing the 6302-6342 Brint Road Waterline and the Cost Recovery Fee for the Area.
8. Elden Ditch Hydraulics Study.
  - a. Service Director's report on the Contract for Professional Surveying and Engineering Services.
  - b. Proposed Ordinance No. 9-2021, Accepting the Proposal of Fishbeck to conduct Professional Engineering and Survey Services for the Elden Ditch Hydraulic Study.
9. Police Vehicles Purchase.
  - a. Service Director's report on the vehicles purchase.
  - b. Proposed Ordinance No. 10-2021, Authorizing to accept the proposal of Dave White Chevrolet for the purchase of one 2019 Chevrolet Traverse.
  - c. Proposed Ordinance No. 11-2021, Authorizing to accept the proposal of Yark Automotive Group to purchase one 2021 Dodge RAM 1500 Quad Cab Pick-up Truck.
10. Proposed Ordinance No. 12-2021, Amending Chapter 157-Off-Street Parking on the Sylvania Codified Ordinance, by adding Section 1157.16-Bicycle Parking.
11. Proposed Ordinance No. 13-2021, Amending Section 125.02-Division of Police, Amending Section 139.02(a)-Content and Coverage of the Compensation Plan.

12. Confirmation of Amended Council Committee Assignments for 2020-2021 term.
13. Committee reports.
14. Committee referrals.

### **INFORMATION**

- A. December 2020 Bank Reconciliation.
- B. Board of Architectural Review minutes from January 13, 2021.
- C. Municipal Planning Commission minutes from January 13, 2021.

Minutes of the Meeting of Council  
January 4, 2021

The Council of the City of Sylvania, Ohio met in regular session via Zoom on January 4, 2021 at 7:40 p.m. with Mayor Stough in the chair. Roll was called with the following members present: Katie Cappellini, Mark Frye, Doug Haynam, Brian McCann, Patrick Richardson, Lyndsey Stough, Mary Westphal; (7) present; (0) absent.

Roll call:  
All present.

Pledge of Allegiance to the United States of America led by Mr. Richardson.

Pledge of  
Allegiance.

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

The following items have been added to the agenda:

- 4a. Election of Council President.
- 16. Downtown Master Plan Update.
- 17. Executive Session to discuss possible litigation.

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

Agenda approval.

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

Mrs. Westphal presented the December 21, 2020 meeting minutes. Mrs. Westphal moved, Mr. McCann seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of December 21, 2020 be approved; roll call vote being: Frye, Haynam, McCann, Richardson, Stough, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Approval of the  
December 21,  
2020 meeting  
minutes.

Mrs. Westphal presented her resignation as Council President, but will continue to be an active member of Council.

Westphal resigns  
as Council  
President.

Mrs. Westphal moved, Mr. McCann seconded, to nominate Mark Frye as President of Council for the remainder of the term through December 31, 2021. There were no other nominations, roll call vote being: Haynam, McCann, Richardson, Stough, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Frye voted  
Council  
President.

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

Mayor Stough provided an COVID-19 Update. Mayor stated the building is locked, with citizen's ability to call and make appointments. All city business is being addressed as usual. He stated the police registered a complaint regarding the vaccine distribution priority for police departments across the state.

COVID-19  
Update.

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

Mayor Stough reviewed the amendment application for Application No. SUP-1-2020 from David A. Sabo for a Zoning Change from “B-2”, General Business District to “B-2/SUP”, Special Use Permit for property located at 7600 W. Sylvania Avenue, Sylvania, Ohio 43560. The public hearing was held on December 21, 2020 and is now in Council for discussion. One person spoke in support of and one person spoke in opposition to the application. Mr. Haynam provided an overview of the modifications to the Plan Commission’s recommendations. Jeff Swinford, on behalf of the applicant fielded questions from Council on lead, arsenic and noise.

Continued  
discussion on  
SUP-1-2020.

Mr. Haynam introduced and read by title only Ordinance No. 7-2021, “Granting a Special Use Permit to allow the operation of a Gun Club at 7600 W. Sylvania Avenue, Sylvania, Ohio, on the application of David A. Sabo on behalf of Midwest Shooting Center, modifying the Recommendation of the Municipal Planning Commission, and declaring an emergency”; Mr. Haynam moved, Mr. McCann seconded passage of Ordinance No. 7-2021 as an emergency measure. Roll call vote being: Frye, yes; Haynam, yes; McCann, yes; Richardson, yes; Stough, no; Westphal, yes; Cappellini, yes; (6) yeas; (1) nays. The motion carried.

Ordinance No.  
7-2021,  
“Granting  
SUP-1-2020, to  
operate Gun  
Club, 7600 W.  
Sylvania Ave....”

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

Service Director’s report on the Monroe Street & Harroun Road Improvements Modification to ODOT Real Estate Agreement No. 34971 was placed on file. Mrs. Westphal introduced and read by title only Ordinance No. 1-2021, “Authorizing the Mayor and Director of Finance to enter into an Amendment to the Real Estate Agreement No. 34971 between the State of Ohio, Department of Transportation and the City of Sylvania for Right-of-Way Acquisition relative to the Monroe Street and Harroun Road Improvement Project; appropriating additional funds for the Right-of-Way Acquisition costs in the amount of \$270,000; and declaring an emergency”; Mrs. Westphal moved, Ms. Stough seconded passage of Ordinance No. 1-2021 as an emergency measure. Roll call vote being: Haynam, McCann, Richardson, Stough, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Ordinance No.  
1-2021,  
“...Amendment  
to the R.E.  
Agreement No.  
34971 for Right-  
of-way...Monroe  
& Harroun  
Improvement  
Project...”

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

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Service Director's report on the Cushman Road Improvements was placed on file. Mr. McCann introduced and read by title only Ordinance No. 2-2021, "Accepting the bid of Salenbien Trucking & Excavating and awarding the Contract for the Cushman Road Improvement Project to same; authorizing the expenditure for the improvements in the amount of \$891,8939.44; appropriating funds therefore; and declaring an emergency"; Mr. McCann moved, Mr. Frye seconded passage of Ordinance No. 2-2021 as an emergency measure. Roll call vote being: McCann, Richardson, Stough, Westphal, Cappellini, Frye, Haynam, (7) yeas; (0) nays. The motion carried.

Ordinance No. 2-2021,  
"Accepting the bid...Salenbien Trucking... Cushman Road Improvements"

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

Service Director's report on the Professional Engineering Services for the Silica Drive Bridge Replacement Project was placed on file. Mr. Richardson introduced and read by title only Ordinance No. 3-2021, "Accepting the proposal of DGL Consulting Engineers, LLC to provide Professional Engineering Services for the Silica Drive Bridge Replacement Project; appropriating funds therefore in the amount of \$260,378; and declaring an emergency". Mr. Richardson moved, Mrs. Westphal seconded passage of Ordinance No. 3-2021 as an emergency measure. Roll call vote being: Richardson, Stough, Westphal, Cappellini, Frye, Haynam, McCann; (7) yeas; (0) nays. The motion carried.

Ordinance No. 3-2021,  
"Accepting proposal of DGL Engineers... Silica Drive Bridge Replacement Project..."

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

Service Director's report on the Construction Engineering Services for the Monroe Bridge Rehabilitation was placed on file. Mr. Haynam introduced and read by title only Ordinance No. 4-2021, "Accepting the proposal of Fishbeck to provide Construction Engineering Services for the Monroe Street Bridge over Ten Mile Creek Rehabilitation Project; appropriating funds therefore in the amount of \$13,168; and declaring an emergency". Mr. Haynam moved, Ms. Stough seconded passage of Ordinance No. 4-2021 as an emergency measure. Roll call vote being: Stough, Westphal, Cappellini, Frye, Haynam, McCann, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No. 4-2021,  
"Accepting proposal of Fishbeck...Const Engineering... Monroe St Bridge over Ten Mile Creek Rehabilitation..."

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

Service Director's report on the Engineering Services Contract for the Harroun Road Pedestrian Hybrid Beacon project was placed on file. Mrs. Westphal introduced and read by title only Ordinance No. 5-2021, "Accepting the proposal of DGL Consulting Engineers, LLC to provide Engineering Services for the Harroun Road Pedestrian Hybrid Beacon Project; appropriating funds therefore in an amount not to exceed \$11,500; and declaring an emergency". Mrs. Westphal moved, Mr. McCann seconded

Ordinance No. 5-2021,  
Accepting proposal of DGL ...Engineering Svcs...Harroun

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passage of Ordinance No. 5-2021 as an emergency measure. Roll call vote being: Westphal, Cappellini, Frye, Haynam, McCann, Richardson, Stough; (7) yeas; (0) nays. The motion carried.

Road Pedestrian  
Hybrid Beacon  
..."

Mayor Stough stated that Council will now consider agenda item 12.

Mr. Frye introduced and read by title only Ordinance No.6-2021, "Authorizing the Mayor and Director of Finance to enter into an Agreement on behalf of the City of Sylvania between the City of Sylvania and the Board of Lucas County Commissioners for the Suburban Court Services Program; agreeing to participate in funding a portion of the Local Share for Suburban Courts' Services; appropriating \$25,000 therefore; and declaring an emergency". Mr. Frye moved, Mr. Haynam seconded passage of Ordinance No. 5-2021 as an emergency measure. Roll call vote being: Cappellini, Frye, Haynam, McCann, Richardson, Stough, Westphal; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
6-2021,  
Suburban Court  
Services Program  
for 2021..."

Mayor Stough stated that Council will now consider agenda item 13.

Mr. Frye introduced and read by title only Resolution No.1-2021, "A Resolution designating the Clerk of Council as the Mayor and City Council's Designee to attend training programs and seminars about the Public Records Law as required by Ohio Revised Code Section 109.43; and declaring an emergency". Mr. Frye moved, Mrs. Westphal seconded passage of Resolution No. 1-2021 as an emergency measure. Roll call vote being: Frye, Haynam, McCann, Richardson, Stough, Westphal, Cappellini; (7) yeas; (0) nays. The motion carried.

Resolution No.  
1-2021,  
"Designating  
Clerk as Mayor  
& Councils  
designee re:  
Public Records  
training..."

Mayor Stough stated that Council will now consider agenda item 14.

Mr. Haynam reported on the Zoning & Annexation Committee meeting held at 6:30 p.m. on this date with discussion on changes in the Zoning Code to accommodate Bike Racks and to discuss zoning requirements for first floor retail use in the first two block of Main Street off Monroe Street. He reported the parking requirements that include bike racks and reduced parking could be added in the Site Plan process. Haynam reported the land use for Main Street will be discussed with property owners, DSA and council members and this Committee will reconvene for further discussion.

Z & A Com. Mtg  
Report: Bike  
Racks & Land  
Use-Main Street.

Mayor Stough stated the since there is no items for agenda item 15, Council will now consider agenda item 16.

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Economic Development Director Sanford reported the Committee-of-the-Whole will meet on Wednesday, January 6, 2021 at 3:30p.m. with Michele Johnson to discuss the Downtown Master Plan.

Mayor Stough stated that Council will now consider agenda item 17.

Mr. Frye moved, Mr. Haynam seconded to enter into Executive Session for the purpose of discussion of possible litigation at 9:00 p.m. Roll call vote being: Cappellini, Frye, Haynam, McCann, Richardson, Stough, Westphal, (7) yeas; (0) nays. The motion carried.

Executive  
Session:  
Possible  
Litigation.

Mr. Haynam moved, Mr. Frye seconded to return from Executive Session to General Session at 9:30 p.m. Roll call vote being: Frye, Haynam, McCann, Richardson, Stough, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Mayor Stough stated all agenda items have been addressed.

Mr. McCann moved, Mr. Richardson seconded to adjourn at 9:31 p.m. Roll call vote being: Frye, Haynam, McCann, Richardson, Stough, Westphal, Cappellini, (7) yeas; (0) nays.

Adjournment.

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Clerk of Council

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Mayor



DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

January 19, 2021

To: The Mayor and Members of Sylvania City Council

Re: **LUC-Monroe-0127 Bridge Rehabilitation**

Dear Mr. Mayor and Council Members:

The bidding documents for the above referenced project are complete.

This project will rehabilitate the Monroe Street bridge deck over the North Branch of Tenmile Creek using hydrodemolition with a concrete overlay. This process consists of removing the top 3" of concrete with high pressured water and overlaying the remaining sound surface with rigid concrete. Other rehabilitation work includes full/partial depth slab repairs, curbing and sidewalk reconstruction, and bridge railing and guardrail replacement.

Construction is scheduled for June and July of 2021 and will require a full bridge closure for two weeks. Once the bridge deck work is completed the contractor will open one lane of traffic in each direction for an additional five weeks to complete replacements of parapet walls, railing, sidewalks, guardrail, decorative lighting, and install a new bridge deck drip irrigation system for planters.

The estimated construction cost of the project is \$188,311. This was a planned expense in the 2021 capital improvement budget and will be funded from account number 401-7610-53503.

We would request that the Clerk of Council be authorized to advertise for bids.

Sincerely,

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



7a



DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

January 19, 2021

To: The Mayor and Members of Sylvania City Council

Re: **6302-6342 Brint Road Waterline  
Cost Recovery**

Dear Mr. Mayor and Council Members:

City Council approved construction of this project via Ordinance 89-2020 and construction of the waterline was recently completed. The project extended along Brint Road westerly from Harroun Road approximately 400 feet.

The properties along Brint Road receive a benefit from the waterline's location. Accordingly, we have created a cost recovery roster and map showing those properties receiving such benefit and the corresponding value of that benefit. Please note that the property will only pay these costs should they choose to connect to the waterline. The cost will rise annually 1.78% as shown utilizing the current Ohio Water Development Authority bond rate.

Please call if you have any questions.

Sincerely,

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

7b

**ORDINANCE NO. 8 -2021**

**ESTABLISHING THE 6302-6342 BRINT ROAD WATERLINE AND THE COST RECOVERY FEE FOR THE AREA; AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE TO ADJUST THE COST RECOVERY FEE TO REFLECT ACTUAL CONSTRUCTION COSTS; AND DECLARING AN EMERGENCY.**

WHEREAS, Ordinance No. 89-2020, passed by Sylvania City Council on October 19, 2020, accepted the proposal of Provo Construction for the installation of an 8" waterline to provide water service to 6302-6342 Brint Road, Sylvania, Ohio; and,

WHEREAS, Ordinance No. 110-2020, passed by Sylvania City Council on December 21, 2020, authorized the Mayor and Director of Finance to approve Change Order No. 1 (Final) to this City's Agreement with Provo Construction for the 6302-6342 Brint Road Waterline Project which increased the contract amount by \$2,632, for a total contract amount of \$35,790;

WHEREAS, the City of Sylvania has constructed a waterline along Brint Road to serve the area described on the attached; and,

WHEREAS, there are five parcels, identified on the attached Cost Recovery Fee Schedule that are benefitted equally by said waterline, and all of said benefitted area is located within the City of Sylvania, Ohio, and within the City of Sylvania Water Service Area, as that term is defined in the Water Agreement; and,

WHEREAS, the Director of Public Service has determined the unpaid portion of the project costs of said waterline allocable to said benefitted area to be Thirty-Nine Thousand Two Hundred Ninety-Six and 25/100 Dollars (\$39,296.25) as shown on the attached exhibit and has calculated the benefit to properties not connected to the Sylvania Water System within said service area to be \$7,859.25 per parcel; and,

WHEREAS, a service area should be established and the basis for the connection fee should be determined, by this Council, for those properties in the service area, that may, in the future, request to tap into the Sylvania Water System.

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

SECTION 1. That the area as shown on said map for 6302-6342 Brint Road attached hereto is hereby established as the 6302-6342 Brint Road Water Service Area.

SECTION 2. That the connection fee cost recovery schedule, as set forth on "Exhibit A," is hereby adopted as the cost recovery fee schedule applicable to all area within the cost recovery service area established by Section 1 hereof, for all connections therein to Sylvania's water system.

SECTION 3. No connections within said area shall be made to the Sylvania Water System unless the applicable connection fee is first paid to the City of Sylvania.

SECTION 4. That the Director of Public Service is hereby authorized to increase or decrease the cost recovery fee amount proportionately to the extent the actual construction costs are less than or more than the estimated construction costs and the Director of Public Service is hereby further authorized to propound rules to implement this Ordinance.

SECTION 5. That this Ordinance shall be recorded in the Office of the Recorder of Lucas County, Ohio.

SECTION 6. 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 7. 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 8. 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 this Ordinance should be effective forthwith so that the public will promptly know the costs for connecting to the Sylvania Water System within the Service Area hereby established. 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 on passage as an emergency: Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Passed, \_\_\_\_\_, 2021, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

**6302-6342 BRINT ROAD  
WATERLINE COST RECOVERY**

- I.      Benefitted Area:      6302-6342 Brint Road as shown on the map attached hereto.
  
- II      Cost:  
         The cost of 6302-6342 Brint Road Waterline is shown on the attached.
  
- III.    Cost Recovery Fee  
         The Cost Recovery Fee, including interest will be as shown on the attached.

Interest will be computed using the multipliers shown on the attached where  $n$  = number of years from January 1, 2022 to the date of payment of the cost recovery charge

“Exhibit B”

Exhibit B

6302-6342 Brint Road Waterline

Cost Recovery  
January 19, 2021

Parcel ID	Owner	Address	City	State	Zip	Description	Cost Recovery
8204028	FELL GREGORY J	6332 BRINT RD	SYLVANIA	OH	43560	6 9 10 SW 1/4 W 70 FT E 316.81 FT N LINE MEAS 198.91 FT E LINE E OF HARROUN N OF BRINT	\$7,859.25
8204032	FELL GREGORY J	5015 HARROUN RD	SYLVANIA	OH	43560	6 9 10 SW 1/4 IRREG PCE E OF HARROUN N OF BRINT MEAS 106.81 FT ON N LINE 56.34 FT S LINE 199.02 FT W LINE	\$7,859.25
8204026	FELL GREGORY J & AMY L (ORSURVTC)	6342 BRINT RD	SYLVANIA	OH	43560	6 9 10 SW 1/4 IRREG PCE N OF BRINT RD MEAS 70 FT S LINE 20.57 FT N LINE 198.86 FT E LINE	\$7,859.25
8204029	FELL GREGORY J	6322 BRINT RD	SYLVANIA	OH	43560	6 9 10 SW 1/4 W 70 FT E 246.81 FT N LINE MEAS 198.97 FT E LINE E OF HARROUN N OF BRINT	\$7,859.25
8204030	FELL GREGORY J	6302 BRINT RD	SYLVANIA	OH	43560	6 9 10 SW 1/4 W 70 FT E 176.81 FT N LINE MEAS 199.02 FT E LINE E OF HARROUN N OF BRINT	\$7,859.25

1/1/2022	\$7,999.14	1/1/2031	\$9,375.74	Annual Increase = 1.78%
1/1/2023	\$8,141.53	1/1/2032	\$9,542.63	
1/1/2024	\$8,286.45	1/1/2033	\$9,712.49	
1/1/2025	\$8,433.95	1/1/2034	\$9,885.37	
1/1/2026	\$8,584.07	1/1/2035	\$10,061.33	
1/1/2027	\$8,736.87	1/1/2036	\$10,240.42	
1/1/2028	\$8,892.38	1/1/2037	\$10,422.70	
1/1/2029	\$9,050.67	1/1/2038	\$10,608.22	
1/1/2030	\$9,211.77	1/1/2039	\$10,797.05	
		1/1/2040	\$10,989.24	

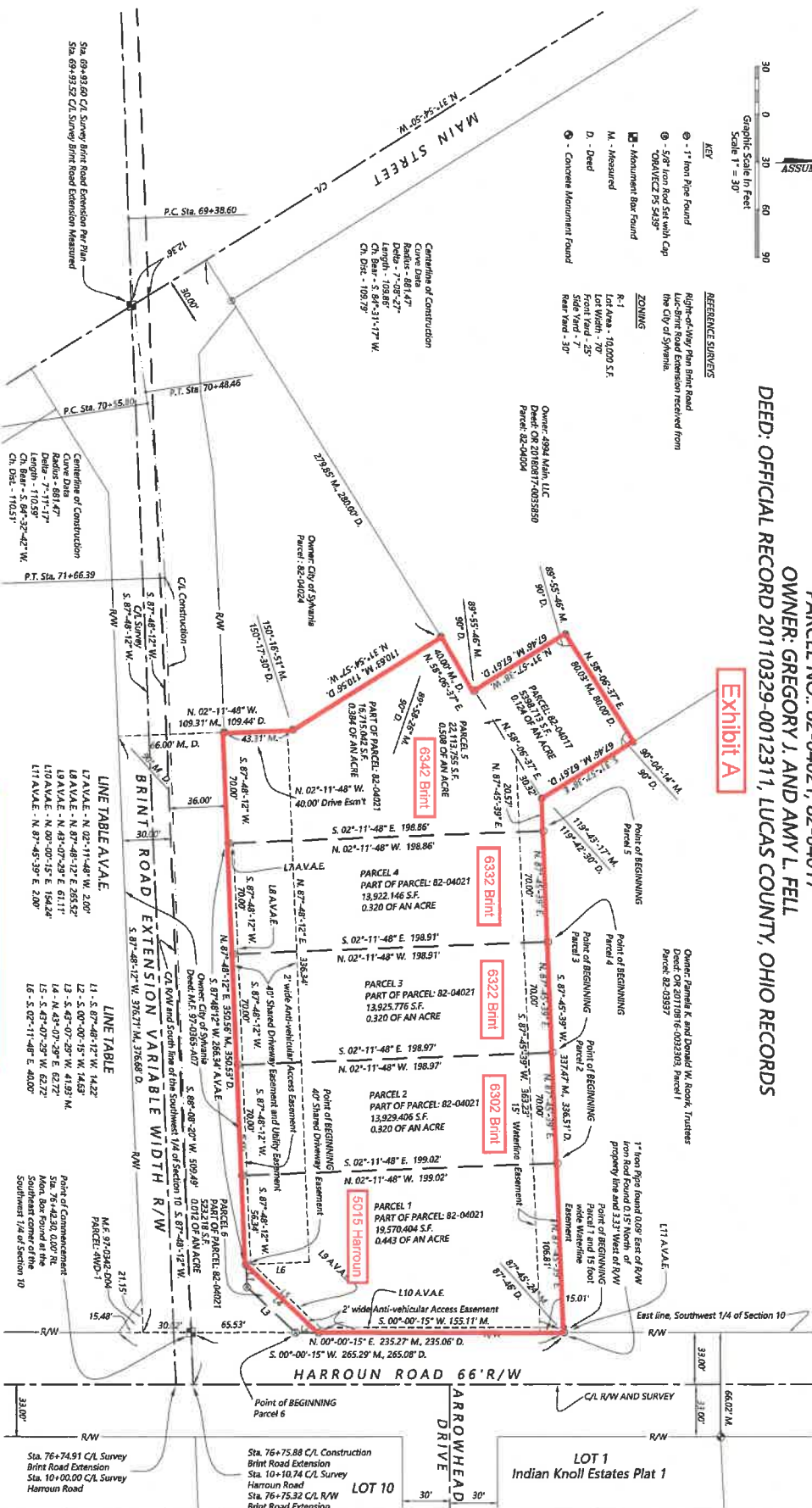
## FOH

CITY OF SYLVANIA, LUCAS COUNTY, OHIO

PARCEL NO.: 82-04021, 82-04017

CORD 20110329-0012317, LUCAS COUN

## Exhibit A



## Benefitting Properties

George V. Oravec Ohio Registered Surveyor No. 5439

PART OF THE SOUTHWEST 1/4 OF SECTION 10,  
TOWN 9 SOUTH, RANGE 6 EAST  
CITY OF SYLVANIA, LUCAS COUNTY, OHIO

**ORAVECZ & ASSOCIATES, LLC**  
ENGINEERS & SURVEYORS  
5333 SECOR ROAD, SUITE 2, TOLEDO, OHIO, 43623  
PHONE: 419-474-6664 or 419-474-2405  
FAX: 419-474-5059  
EMAIL: GORAVECZ@ORAVECZASSOCIATES.COM

DRAWN BY RDC SCALE $1" = 30'$ DATE 1/2/2020		SHEET NO. <div style="text-align: center; font-size: 2em;">1 / 2</div>	ORDER NO. 24767
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8a



DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

January 19, 2021

To: The Mayor and Members of Sylvania City Council

Re: **Elden Ditch Hydraulic Study**  
**Contract for Professional Surveying and Engineering Services**

Dear Mr. Mayor and Council Members:

The Utilities & Environment Committee discussed the Elden Ditch watershed at their meeting held September 8, 2020. At this meeting, the Service Department shared a brief historical timeline of events in this area dating back to 1965. In addition, the Service Department introduced an engineering proposal prepared by Fishbeck to provide a detailed hydraulic study of the watershed. At the conclusion of the meeting, the Committee recommended including the engineering proposal in the 2021 budget with the goal that any proposed infrastructure improvements resulting from the study could be considered for future Ohio Public Works Commission (OPWC) grant opportunities.

The scope of work in the Fishbeck proposal includes five (5) specific Task Orders. These Task Orders include data collection and drainage map generation (#1), existing system analysis (#2), storm sewer routing and recommendations (#3), proposed system analysis, with and without upstream detention (#4), and final deliverables including an executive summary (#5).

Fishbeck's proposal amount is \$28,970 to complete this scope of services. The team of Fishbeck engineers to be assigned to this project are very familiar with the City and have performed previous hydraulic studies for the Highland Meadows/Griffith Park Subdivision in 2009-10 and most recently for the Alexis Road corridor in 2018. Funding of the study would be from the 503-7510-51686 account.

We would recommend approval of the proposal from Fishbeck in the amount of \$28,970. Please call if you should have any questions.

Sincerely,

Kevin G. Aller, P.E.

Director of Public Service



8b

ORDINANCE NO. 9 -2021

**ACCEPTING THE PROPOSAL OF FISHBECK TO CONDUCT PROFESSIONAL ENGINEERING AND SURVEY SERVICES FOR THE ELDEN DITCH HYDRAULIC STUDY; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$28,970; AND DECLARING AN EMERGENCY.**

WHEREAS, at the September 8, 2020 Utilities and Environment Committee, the Elden Ditch watershed was discussed and thereafter, a recommendation was made to include a hydraulic study of the watershed in the 2021 budget; and,

WHEREAS, the Director of Public Service, in a report dated January 19, 2021, has recommended that the proposal of Fishbeck to provide professional surveying and engineering services relative to the Elden Ditch Hydraulic Study at a cost of Twenty-Eight Thousand Nine Hundred Seventy Dollars (\$28,970.00), be approved and accepted; and,

WHEREAS, the Fishbeck proposal includes data collection and drainage map generation, existing system analysis, storm sewer routing and recommendations, proposed system analysis (with and without upstream detention) and final deliverables including an executive summary.

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 Fishbeck in the amount of Twenty-Eight Thousand Nine Hundred Seventy Dollars (\$28,970.00) for providing professional surveying and engineering services relative to the Elden Ditch Hydraulic Study, is hereby accepted.

**SECTION 2.** That the Director of Public Service shall promptly give notice to said engineers to proceed under the proposal hereby approved and accepted.

**SECTION 3.** That to provide funds for said services hereby authorized, there is hereby appropriated from the **SPECIAL ASSESSMENT DITCHES & DRAINS FUND** from funds therein not heretofore appropriated to **Account No. 503-7510-51686, Maintenance of Infrastructure** the amount of Twenty-Eight Thousand Nine Hundred Seventy Dollars (\$28,970.00).

**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 professional surveying and engineering 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 on passage as an emergency:                      Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Passed, \_\_\_\_\_, 2021, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

June 19, 2020

Joseph E. Shaw, PE, PS  
Deputy Service Director  
City of Sylvania  
6730 Monroe Street  
Sylvania, OH 43560-1948

**Proposal for Professional Engineering and Survey Services  
Elden Ditch Hydraulic Study**

Dear Joe:

Fishbeck is pleased to provide hydraulic analysis services for the Elden Ditch watershed study. The Fishbeck team has had the pleasure of providing services to the City of Sylvania (City) in the past. We are confident our assembled team can provide you with outstanding technical quality to cover all required tasks for this project and ensure critical factors are satisfied and understood.

## Scope of Services

The Fishbeck team is prepared to provide the survey and engineering services as outlined in the City's *Request for Proposal* dated June 11, 2020.

## Professional Services Fees

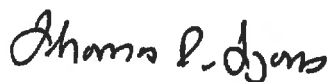
Fishbeck proposes to perform the referenced services for a lump sum fee of Twenty-Eight Thousand Nine Hundred Seventy Dollars (\$28,970). The breakdown of costs is attached in the Proposed Consultant Fee Summary.

## Authorization

We are available to begin as soon as you provide us with an authorization to proceed. Invoices will be submitted every four weeks and payment is due upon receipt.

If you have any questions or require additional information, please contact me at 937.802.3269 or [tlyons@fishbeck.com](mailto:tlyons@fishbeck.com).

Sincerely,



**Thomas R. Lyons, PE**  
Senior Project Manager

Attachment

By email

Copy: Michael L. Berrevoets, PE – Fishbeck

**Proposed Consultant Fees Labor and Summary**

Project: Elden Ditch Hydraulic Study  
 Client: City of Sylvania  
 Consultant: Fishbeck  
 Date: 6/15/2020

**Legend and Billing Rate (Year 2020)**

Personnel Category	Rate
S2 = 2 Person Survey Crew	\$173
PE = Civil Engineer, PE	\$119
E = Staff Engineer, EI	\$89
PM = Project Manager, PE	\$190

**SURVEYING & ENGINEERING SERVICES**

<b>Task Order #1 - Data Collection &amp; Drainage Map</b>					
GPS Survey of Storm Structures and Ditch Critical Points	S2	PE	E	Total Hours	Total Cost
	8	6		14	\$2,098
Structure Inventory	10			10	\$1,730
Drainage Map creation with appropriate runoff coefficients		24	80	104	\$9,976
<b>Subtotal</b>	<b>18</b>	<b>30</b>	<b>80</b>	<b>128</b>	<b>\$13,804</b>
<b>Task Order #2 - System Analysis (Existing)</b>					
Hydraulic Analysis using ODOT CDSS	PM	PE	E	Total Hours	Total Cost
	1	8	40	49	\$4,702
<b>Subtotal</b>	<b>1</b>	<b>8</b>	<b>40</b>	<b>49</b>	<b>\$4,702</b>
<b>Task Order #3 - Update Routing</b>					
Provide recommended storm sewer routing improvements	PM	PE	E	Total Hours	Total Cost
	1	24		25	\$3,046
<b>Subtotal</b>	<b>1</b>	<b>24</b>	<b>0</b>	<b>25</b>	<b>\$3,046</b>
<b>Task Order #4a - System Analysis (Proposed-No Detention)</b>					
Hydraulic Analysis using ODOT CDSS	PM	PE	E	Total Hours	Total Cost
	1	4	20	25	\$2,446
<b>Subtotal</b>	<b>1</b>	<b>4</b>	<b>20</b>	<b>25</b>	<b>\$2,446</b>
<b>Task Order #4b - System Analysis (Proposed-With Detention)</b>					
Detention Calcs	PM	PE	E	Total Hours	Total Cost
	1	4	16	21	\$2,090
Hydraulic Analysis using ODOT CDSS		4		4	\$476
<b>Subtotal</b>	<b>1</b>	<b>8</b>	<b>16</b>	<b>25</b>	<b>\$2,566</b>
<b>Task Order #5 - Deliverables and Results</b>					
Coordination Meeting with the City to review results	PM	PE	E	Total Hours	Total Cost
		6		6	\$714
Provide all task order maps, structure inventory sheets, and CDSS/Detention files		2	4	6	\$594
Executive Summary of findings and recommendations	1	6		7	\$904
<b>Subtotal</b>	<b>1</b>	<b>14</b>	<b>4</b>	<b>19</b>	<b>\$2,212</b>

Total Fishbeck Costs:	\$28,776
Total Direct Costs (mileage):	\$194
<b>Total Services:</b>	<b>\$28,970</b>

## Professional Services Agreement

PROJECT NAME Elden Ditch Watershed Study  
Hydraulic Analysis Services  
FISHBECK CONTACT Thomas R. Lyons, PE  
CLIENT City of Sylvania  
CLIENT CONTACT Joseph Shaw, PE, PS  
ADDRESS 6730 Monroe Street, Sylvania, OH 43560-1948

Client hereby requests and authorizes Fishbeck to perform the following:

SCOPE OF SERVICES: In accordance with proposal dated June 19, 2020.

AGREEMENT. The Agreement consists of this page and the documents that are checked:

- ☒ Terms and Conditions for Professional Services, attached.  
☒ Proposal dated June 19, 2020  
☐ Other:

METHODS OF COMPENSATION:

- ☒ Lump Sum for Defined Scope of Services  
☐ Hourly Billing Rates plus Reimbursable Expenses  
☐ Other:

Total Budget for Above Scope of Services: Twenty-Eight Thousand Nine Hundred Seventy Dollars (\$28,970)

ADDITIONAL PROVISIONS (IF ANY): N/A

APPROVED FOR:

City of Sylvania

BY: \_\_\_\_\_

TITLE: Mayor

DATE: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: Director of Finance

DATE: \_\_\_\_\_

ACCEPTED FOR:

Fishbeck

BY: Michael J. Bernier

TITLE: Vice President/Senior Civil Engineer

DATE: January 5, 2021

1. **METHOD OF AUTHORIZATION.** Client may authorize Fishbeck to proceed with work either by signing a Professional Services Agreement or by issuance of an acknowledgment, confirmation, purchase order, or other communication. Regardless of the method used, these Terms and Conditions shall prevail as the basis of Client's authorization to Fishbeck. Any Client document or communication in addition to or in conflict with these Terms and Conditions is rejected.
2. **CLIENT RESPONSIBILITIES.** Client shall provide all criteria and full information as to requirements for the Project and designate in writing a person with authority to act on Client's behalf on all matters concerning the Project. If Fishbeck's services under this Agreement do not include full-time construction observation or review of Contractor's performance, Client shall assume responsibility for interpretation of contract documents and for construction observation, and shall waive all claims against Fishbeck that may be in any way connected thereto.
3. **HOURLY BILLING RATES.** Unless stipulated otherwise, Client shall compensate Fishbeck at hourly billing rates in effect when services are provided by Fishbeck employees of various classifications.
4. **REIMBURSABLE EXPENSES.** Those costs incurred on or directly for Client's Project. Reimbursement shall be at Fishbeck's current rate for mileage for service vehicles and automobiles, special equipment, and copying, printing, and binding. Reimbursement for commercial transportation, meals, lodging, special fees, licenses, permits, insurances, etc., and outside technical or professional services shall be on the basis of actual charges plus 10 percent.
5. **OPINIONS OF COST.** Any opinions of probable construction cost and/or total project cost provided by Fishbeck will be on a basis of experience and judgment, but since it has no control over market conditions or bidding procedures, Fishbeck cannot warrant that bids or ultimate construction or total project costs will not vary from such estimates.
6. **PROFESSIONAL STANDARDS; WARRANTY.** The standard of care for services performed or furnished by Fishbeck will be the care and skill ordinarily used by members of Fishbeck's profession practicing under similar circumstances at the same time and in the same locality. Fishbeck makes no warranties, express or implied, under this Agreement or otherwise, in connection with Fishbeck's services.
7. **TERMINATION.** Either Client or Fishbeck may terminate this Agreement by giving ten days' written notice to the other party. In such event, Client shall pay Fishbeck in full for all work previously authorized and performed prior to the effective date of termination, plus (at the discretion of Fishbeck) a termination charge to cover finalization work necessary to bring ongoing work to a logical conclusion. Such charge shall not exceed 30 percent of all charges previously incurred. Upon receipt of such payment, Fishbeck will return to Client all documents and information which are the property of Client.
8. **SUBCONTRACTORS.** Fishbeck may engage subcontractors on behalf of Client to perform any portion of the services to be provided by Fishbeck hereunder.
9. **PAYMENT TO FISHBECK.** Invoices will be issued every four weeks, payable upon receipt, unless otherwise agreed. Interest of 1 percent per four-week period will be payable on all amounts not paid within 28 days from date of invoice, payment thereafter to be applied first to accrued interest and then to the principal unpaid amount. Any attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by Client.

Client agrees to pay on a current basis, in addition to any proposal or contract fee understandings, all taxes including, but not limited to, sales taxes on services or related expenses which may be imposed on Fishbeck by any governmental entity.

If Client directs Fishbeck to invoice another, Fishbeck will do so, but Client agrees to be ultimately responsible for Fishbeck's compensation until Client provides Fishbeck with that third party's written acceptance of all terms of this Agreement and until Fishbeck agrees to the substitution.

In addition to any other remedies Fishbeck may have, Fishbeck shall have the absolute right to cease performing any basic or additional services in the event payment has not been made on a current basis.

10. **HAZARDOUS WASTE.** Fishbeck has neither created nor contributed to the creation or existence of any hazardous, radioactive, toxic, irritant, pollutant, or otherwise dangerous substance or condition at any site, and its compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposure to such substances or conditions. Fishbeck shall not be responsible for any alleged contamination, whether such contamination occurred in the past, is occurring presently, or will occur in the future, and the performance of services hereunder does not imply risk-sharing on the part of Fishbeck.
11. **LIMITATION OF LIABILITY.** To the fullest extent permitted by law, Fishbeck's total liability to Client for any cause or combination of causes, which arise out of claims based upon professional liability errors or omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the greater of \$250,000 or the amount of the fee earned under this Agreement.

To the fullest extent permitted by law, Fishbeck's total liability to Client for any cause or combination of causes, which arise out of claims for which Fishbeck is covered by insurance other than professional liability errors and omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the total insurance proceeds paid on behalf of or to Fishbeck by Fishbeck's insurers in settlement or satisfaction of Client's claims under the terms and conditions of Fishbeck's insurance policies applicable thereto.

Higher limits of liability may be considered upon Client's written request, prior to commencement of services, and agreement to pay an additional fee.

12. **DELEGATED DESIGN.** Client recognizes and holds Fishbeck harmless for the performance of certain components of the Project which are traditionally specified to be designed by the Contractor.
13. **INSURANCE.** Client shall cause Fishbeck and Fishbeck's consultants, employees, and agents to be listed as additional insureds on all commercial general liability and property insurance policies carried by Client which are applicable to the Project. Client shall also provide workers' compensation insurance for Client's employees. Client agrees to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against Fishbeck.  
  
Upon request, Client and Fishbeck shall each deliver to the other certificates of insurance evidencing their coverages.  
  
Client shall require Contractor to purchase and maintain commercial general liability and other insurance as specified in the contract documents and to cause Fishbeck and Fishbeck's consultants, employees, and agents to be listed as additional insureds with respect to such liability and other insurance purchased and maintained by Contractor for the Project. Contractor must agree to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against Fishbeck.
14. **INDEMNIFICATION.** Fishbeck will defend, indemnify, and hold Client harmless from any claim, liability, or defense cost for injury or loss sustained by any party from exposures to the extent caused by Fishbeck's negligence or willful misconduct. Client agrees to defend, indemnify, and hold Fishbeck harmless from any claim, liability, or defense cost for injury or loss sustained by any party from exposures allegedly caused by Fishbeck's performance of services hereunder, except for injury or loss to the extent caused by the negligence or willful misconduct of Fishbeck. These indemnities are subject to specific limitations provided for in this Agreement.
15. **CONSEQUENTIAL DAMAGES.** Client and Fishbeck waive consequential damages for claims, disputes, or other matters in question relating to this Agreement including, but not limited to, loss of business.
16. **LEGAL EXPENSES.** If either Client or Fishbeck makes a claim against the other as to issues arising out of the performance of this Agreement, the prevailing party will be entitled to recover its reasonable expenses of litigation, including reasonable attorney's fees. If Fishbeck brings a lawsuit against Client to collect invoiced fees and expenses, Client agrees to pay Fishbeck's reasonable collection expenses including attorney fees.
17. **OWNERSHIP OF WORK PRODUCT.** Fishbeck shall remain the owner of all drawings, reports, and other material provided to Client, whether in hard copy or electronic media form. Client shall be authorized to use the copies provided by Fishbeck only in connection with the Project. Any other use or reuse by Client or others for any purpose whatsoever shall be at Client's risk and full legal responsibility, without liability to Fishbeck. Client shall defend, indemnify, and hold harmless Fishbeck from all claims, damages, losses, and expenses, including attorney's fees arising out of or resulting therefrom.
18. **ELECTRONIC MEDIA.** Data, reports, drawings, specifications, and other material and deliverables may be transmitted to Client in either hard copy, digital, or both formats. If transmitted electronically, and a discrepancy or conflict with the electronically transmitted version occurs, the hard copy in Fishbeck's files used to create the digital version shall govern. If a hard copy does not exist, the version of the material or document residing on Fishbeck's computer network shall govern. Fishbeck cannot guarantee the longevity of any material transmitted electronically nor can Fishbeck guarantee the ability of the Client to open and use the digital versions of the documents in the future.
19. **GENERAL CONSIDERATIONS.** Client and Fishbeck each are hereby bound and the partners, successors, executors, administrators, and legal representatives of Client and Fishbeck are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

Neither Client nor Fishbeck shall assign this Agreement without the written consent of the other.

Neither Client nor Fishbeck will have any liability for nonperformance caused in whole or in part by causes beyond Fishbeck's reasonable control. Such causes include, but are not limited to, Acts of God, civil unrest and war, labor unrest and strikes, acts of authorities, and events that could not be reasonably anticipated.

This Agreement shall be governed by the law of the principal place of business of Fishbeck.

This Agreement constitutes the entire agreement between Client and Fishbeck and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

### End of Terms and Conditions for Professional Services





DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

January 19, 2021

To: The Mayor and Members of Sylvania City Council

Re: **Police Vehicle Purchase**

Dear Mr. Mayor and Council Members:

The Police Division is requesting authorization to purchase one new vehicle and one used vehicle to be added to the non-road patrol portion of their fleet.

The new vehicle is a 2021 Dodge Ram 1500 Quad Cab pickup that would be purchased in compliance with the Ohio State Cooperative Purchasing Program. This vehicle will be purchased from the Yark Automotive Group in Sylvania Township for the purchase price of \$26,499. The pickup will be used by the Police Captains and to transport the various trailers in the department and to collect large evidence items. The new pickup will replace an existing 2006 Ford F-150 pickup that has much corrosion.

The used vehicle is a 2019 Chevrolet Traverse that would be purchased from Dave White Chevrolet for the purchase price of \$30,275. This vehicle will be used by the Police Captains and for out of town training sessions, multiple officer transport and Volunteer/Explorer transportation. This vehicle will replace an existing 2007 Ford Explorer with 102,000 miles and much corrosion.

Once the new vehicles are received we will also be disposing of an existing 2009 Ford Crown Victoria with 112,000 miles. Our current vehicle plan for the department will take us from 25 fleet vehicles to 23 fleet vehicles

These vehicles are included in the 2021 Capital Improvement Plan and will be purchased from 401-7110-53401. We ask for your approval to purchase:

1. 2021 Dodge Ram 1500 Quad Cab pickup from Yark Automotive Group for \$26,499
2. 2019 Chevrolet Traverse from Dave White Chevrolet for \$30,275

Please call if you have any questions.

Sincerely,

Kevin G. Aller, P.E.

Director of Public Safety/Service





TOYOTA  
IN MALLARD

CHEVROLET  
NOW IN PERRYSSBURG

January 13, 2021

Jason Music / Captain Miller  
Vehicle Maintenance Manager  
City of Sylvania  
5509 Harroun Rd  
Sylvania OH 43560

**RE: Updated Quote for 2021 Ram 1500 Quad Cab 4x4**

Please see below pricing and information for the ordering of a new 2021 Ram 1500 Quad Cab Classic using FCA Government Small Quantity Program. Pricing is out the door and includes all fees.

**2021 RAM 1500 CLASSIC Quad Cab 4x4 – 6'4" Bed**

3.6L V6, 8 Spd Auto Transmission

Cloth Seating and Rubberized Vinyl Floor. Color Diamond Black.

Power Locks/Mirrors/Windows – Keyless Entry

Added Options: All Terrain Tires. Trailer Tow Group, Remote Start & Security Alarm Group

**Bid Price: \$26499.00**

*Note – Additional Option Prices over Base Price, All Included in Bid Price. Remote Start and Security Alarm Group - \$525, Diamond Black Paint - \$100, All Terrain Tires - \$241, Cloth Seats - \$300, Trailer Tow Group - \$528, Protection Group - \$375.*

Lead Time will be approximately 3 months after receipt of order.

If you have any questions, please feel free to contact me.

Thank You

Jack Moses  
Yark Automotive Group  
Fleet Sales Manager  
[jmoses@yarkauto.com](mailto:jmoses@yarkauto.com)  
419-842-7707 – Office  
419-842-7729 – Fax  
419-930-7801 – Cell



Date/Time: 1/12/2021 1:36:56 PM

Buyer: Sylvania Police  
Cell Phone: (419) 885-0469

Salesperson: Jon Dunphy

**2019 Chevrolet Traverse LT Cloth w/1LT 2093251**



VIN: 1GNEVGKW8KJ231007  
Odometer: 34,725  
Color: Graphite Metallic  
Body Type: SUV

MSRP/Retail	\$31,995.00
Selling Price	\$29,990.00
Rebate	0.00
Lic/Fee	\$35.00
Proc/Doc Fee	\$250.00
Total Taxes	0.00
Trade Allowance	0.00
Trade Payoff	0.00
Cash Down	0.00
Amount Financed	\$30,275.00

\*\* All payments and rate quotes are approximate and are subject to credit approved\*\*  
Save money with more down payment!  
Lower BALANCE equals a lower monthly investment,  
Less finance charges and a shorter trade cycle.

X  
Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

X  
Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

**ORDINANCE NO. 10 -2021****AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ACCEPT THE PROPOSAL OF DAVE WHITE CHEVROLET FOR THE PURCHASE OF ONE 2019 CHEVROLET TRAVERSE FOR THE SYLVANIA CITY POLICE DEPARTMENT; AND DECLARING AN EMERGENCY.**

WHEREAS, funds were included and authorized in the 2021 budget for the replacement of two vehicles for the Sylvania City Police Department; and,

WHEREAS, the Director of Public Safety, by report dated January 19, 2021, has received a proposal from Dave White Chevrolet to provide a used 2019 Chevrolet Traverse at a cost of \$30,275 and has recommended approval of the proposal as this pricing meets the pricing established through the Ohio State Cooperative Purchasing Program; and,

WHEREAS, the used Chevrolet Traverse will be used by the Police Captains, for transportation to out-of-town training sessions and Volunteer/Explorer transportation and this Traverse will replace an existing 2007 Ford Explorer with 102,000 miles and a lot of corrosion.

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

SECTION 1. That the Mayor and the Director of Finance be, and they hereby are, authorized to sign the proposal of Dave White Chevrolet on behalf of this City, thereby indicating such approval and acceptance for the provision of one used 2019 Chevrolet Traverse for the Police Division, Department of Public Safety.

SECTION 2. That the Mayor and Director of Finance be, and hereby are, authorized and directed to sign any and all instruments and to do any and all things necessary to complete said purchase.

SECTION 3. That, upon receipt of delivery of said vehicle by the City of Sylvania, the Director of Finance is hereby authorized to issue his warrant or warrants in payment therefore from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7110-53401 –Vehicle-Police**, the total sum of Thirty Thousand Two Hundred Seventy-Five Dollars (\$30,275.00).

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 proposal for said vehicle should be approved immediately so that the purchase can be made 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 on passage as an emergency: Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Passed, \_\_\_\_\_, 2021, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

9c

ORDINANCE NO. 11 -2021

**AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ACCEPT THE PROPOSAL OF YARK AUTOMOTIVE GROUP FOR THE PURCHASE OF ONE 2021 DODGE RAM 1500 QUAD CAB PICK-UP TRUCK FOR THE SYLVANIA CITY POLICE DEPARTMENT; AND DECLARING AN EMERGENCY.**

WHEREAS, funds were included and authorized in the 2021 budget for the replacement of two vehicles for the Sylvania City Police Department; and,

WHEREAS, the Director of Public Safety, by report dated January 19, 2021, has received a proposal from Yark Automotive Group to provide the 2021 Dodge Ram 1500 Quad Cab Pick-Up Truck at a cost of \$26,499 and has recommended approval of the proposal as this pricing meets the pricing established through the Ohio State Cooperative Purchasing Program; and,

WHEREAS, the new pick-up truck will be used by the Police Captains and to transport the various trailers used by the Police Department and this truck will replace an existing 2006 Ford F-150 pick-up truck.

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

SECTION 1. That the Mayor and the Director of Finance be, and they hereby are, authorized to sign the proposal of Yark Automotive Group on behalf of this City, thereby indicating such approval and acceptance for the provision of one new 2021 Dodge Ram 1500 Quad Cab pickup and equipment for the Police Division, Department of Public Safety.

SECTION 2. That the Mayor and Director of Finance be, and hereby are, authorized and directed to sign any and all instruments and to do any and all things necessary to complete said purchase.

SECTION 3. That, upon receipt of delivery of said pickup truck by the City of Sylvania, the Director of Finance is hereby authorized to issue his warrant or warrants in payment therefore from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7110-53401 –Vehicles-Police**, the total sum of Twenty-Six Thousand Four Hundred Ninety-Nine Dollars (\$26,499.00).

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 proposal for said vehicle should be approved immediately so that the purchase can be made 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 on passage as an emergency: Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Passed, \_\_\_\_\_, 2021, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

**ORDINANCE NO. 12 -2021**

**AMENDING CHAPTER 1157 – OFF-STREET PARKING OF THE  
SYLVANIA CODIFIED ORDINANCES, 1979, AS AMENDED, BY ADDING  
SECTION 1157.16 – BICYCLE PARKING; AND DECLARING AN  
EMERGENCY.**

WHEREAS, the Zoning and Annexation Committee met on January 4, 2021 to review and discuss the City's off-street parking requirements and to consider adding a requirement for bicycle parking spaces; and,

WHEREAS, thereafter, the Zoning and Annexation Committee recommended that Chapter 1157 – Off-Street Parking should be amended to include bicycle parking requirements; and,

WHEREAS, the recommended amendments have been made and are as set forth on the attached "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 Chapter 1157 – Off-Street Parking of the Codified Ordinances of Sylvania, 1979, as amended, be and it is, hereby further amended to read as set forth on the attached "Exhibit A."

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the amendment to this Chapter should be provided for immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the

Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the

Mayor or as otherwise provided by this Charter.

Vote dispensing with the second and third readings:

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

Passed, \_\_\_\_\_, 2021, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_

Clerk of Council

\_\_\_\_\_

Director of Law

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



## CHAPTER 1157 Off-Street Parking

1157.01	Purpose.	1157.09	Existing Parking Spaces.
1157.02	Off-street Parking Space.	1157.10	Location.
1157.03	Parking Areas on Applications.	1157.11	Truck Parking.
1157.04	Central Business District.	1157.12	Front Yard Parking Prohibited.
1157.05	Requirements.	1157.13	Improvements.
1157.06	Computing Required Spaces.	1157.14	Parking Areas Adjacent to Residentially Zoned Land.
1157.07	Application to Existing Buildings; Change of Use.	1157.15	Additional Requirements.
1157.08	Enlargement of Existing Buildings.	1157.16	Bicycle Parking.

\* \* \* \* \*

### 1157.16 BICYCLE PARKING.

- (a) Purpose. The requirements for bicycle parking are established for the purpose of ensuring adequate and safe facilities to accommodate bicycle parking and to encourage use of bicycles for travel as an alternative to use of motorized vehicles.
- (b) Time of Compliance. For applicable parking lots that were approved prior to the initial effective date of this section, required bicycle parking spaces shall be provided no later than two (2) years after the initial effective date of this section. For other applicable parking lots and garages, required bicycle parking spaces shall be provided prior to site plan approval.
- (c) Number of Bicycle Parking Spaces. Bicycle parking spaces shall be provided at a rate of one (1) bicycle parking space for each twenty (20) automobile spaces provided. However, no automobile parking lot or garage shall be required to provide more than **twenty-four (24)** bicycle parking spaces.
- (e) Bicycle Parking Space Size. Required bicycle parking spaces for nonresidential uses must have minimum dimensions of two (2) feet in width by six (6) feet in length.
- (f) Bicycle Parking Space Location. Required bicycle parking spaces shall be located at least as close to the entrance of the building as the nearest non-handicapped automobile parking space.
- (g) Bicycle Racks and Lockers. Each required bicycle parking space shall be equipped with a bicycle rack or "bicycle locker", as defined in this section.
- (1) Design. Bicycle racks and lockers must be securely anchored to the ground or a building. Bicycle racks must provide a stable frame to which the bicycle

may be conveniently secured, such as the inverted-U, post and loop, or another type of rack that meets these standards. Bicycle racks that support the wheel but not the frame of the bike may not be used to fulfill a bicycle parking requirement. In parking lots and parking garages, physical barriers, such as posts or bollards, shall be provided so as to prevent a motor vehicle from striking a parked bicycle.

(2) Residential Uses. Neither bicycle racks nor bicycle lockers are required for bicycle parking associated with residential uses. Required bicycle parking for residential uses may be provided in garages, storage rooms, or any other resident-accessible, secure areas.

(h) Bike Locker. As used in this section, "bike locker" means a locker or storage space large enough to house a single bicycle and which may be secured and accessed by a single user.

(Ord. \_\_\_\_-2021. Passed \_\_\_\_-2021.)

11

**ORDINANCE NO. 13 -2021**

**AMENDING SECTION 125.02 – DIVISION OF POLICE; AMENDING  
SECTION 139.02(a) – CONTENT AND COVERAGE OF THE  
COMPENSATION PLAN; AMENDING SECTION 139.03(d) – SPECIAL  
COMPENSATION PROVISIONS OF THE CODIFIED ORDINANCES OF  
SYLVANIA, 1979, AS AMENDED; AND DECLARING AN EMERGENCY.**

WHEREAS, Ordinance No. 11-2020, passed February 18, 2020, authorized the Mayor and Director of Finance to enter into an agreement to establish the Lucas County 911 Regional Council of Governments and consolidate all 911 dispatching throughout Lucas County; and,

WHEREAS, the consolidation is expected to occur on or around September 1, 2021 and, as a result of the consolidation, the City will no longer need to employ telecommunicators; and,

WHEREAS, at the October 16, 2020 meeting of Sylvania City Council, the Director of Public Safety reported that although, as of the consolidation, there will be no need for telecommunicators, there is a need for Police Division Clerks and requested a Safety Committee meeting be scheduled to review staffing options; and,

WHEREAS, the Safety Committee met on November 2, 2020 to review the staffing options for the Police Division Clerk positions at the Police Department; and,

WHEREAS, at the November 16, 2020 meeting of Sylvania City Council, legislation was ordered to provide for three full-time Police Division Clerks to staff the Police Department from 8:00 a.m. – 8:00 p.m.

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

SECTION 1. That Section 125.02 of the Codified Ordinances of the City of Sylvania, 1979, as amended, be, and the same hereby is, amended to read as set forth on “Exhibit A.”

SECTION 2. That Section 139.02(a) of the Codified Ordinances of the City of Sylvania, 1979, as amended, be, and the same hereby is, amended to read as set forth on "Exhibit B."

SECTION 3. That Section 139.03(d)(7) of the Codified Ordinances of the City of Sylvania, 1979, as amended, be, and the same hereby is, amended to read as set forth on "Exhibit C."

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 adjustments to the Division of Police personnel structure 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 on passage as an emergency:                      Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Passed, \_\_\_\_\_, 2021, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

#### 125.02 DIVISION OF POLICE.

The Chief of the Division of Police, to be called the Chief of Police, shall, under the Director of Public Safety, have exclusive control of the stationing and transfer of all police officers and other officers and employees constituting the police force, under such rules and regulations as the Director may promulgate from time to time. The Chief of Police shall have a police secretary whose duties he shall assign within the Division. The police force shall be composed of a Chief of the Division of Police; two captains, who shall be directed by and answerable to the Chief; six sergeants, who shall be answerable to and assigned by the Chief; twenty-six police officers and/or cadets, who shall be answerable to and assigned duties by the Chief of Police; five telecommunicators until the effective date of the Lucas County 911 Dispatch Consolidation which is expected to occur on or around September 1, 2021; two full-time Police Division Clerks and one full-time Police Division Clerk II, from September 1, 2021 or the effective date of the Lucas County 911 Dispatch Consolidation, all of whom shall be answerable to and assigned duties by the Chief of Police; and such additional personnel, both full-time and part-time as Council shall hereafter authorize. The Chief of Police may set up, combine and/or abolish and assign or reassign any member of the police force to, or withdraw therefrom, any of the following sections: Office of Community Affairs; Detective Bureau; Court Officer; Property and Evidence Room; Road Patrol. In the event of an emergency, the Mayor may appoint additional police officers and other officers for temporary service during the emergency.

(Ord. \_\_\_\_-2021. Passed \_\_\_\_-2021.)

139.02

CONTENT AND COVERAGE OF THE COMPENSATION PLAN.

(a) Classes in the Plan. The Classification Plan shall consist of the classes listed in this section, with such changes from time to time as may be recommended by the Treasurer and approved by Council. All positions in each class shall be compensated in accordance with the class grade for each class as shown in this section and at the rates of pay for each class grade as set forth in Section 139.03. The salary rates as established for each class grade shall be the compensation for work of salaried employees on a normal full-time schedule not to exceed the number of hours per week shown in this section for the respective groups of classes.

<u>CLASS CODE</u>	<u>CLASS GRADE</u>	<u>CLASS TITLE</u>
*	*	*
	Police Division Clerk	13
	Police Division Clerk II	15
*	*	*

(Ord. \_\_\_\_-2021. Passed \_\_\_\_-2021.)

“Exhibit B”

139.03 DEFINITION AND ADOPTION OF THE COMPENSATION PLAN.

\* \* \*

(d) Special Compensation Provisions.

\* \* \*

- (7) Police Division Clerk I and II Shift Differential. In addition to the compensation provided by the salary and wage schedule in Section 139.02(a), Police Division Clerk I and II employees who are required to work past 4:30 p.m. shall be paid a premium of an additional Fifty-Five cents per hour (\$0.55) for that time worked beyond 4:30 p.m.

(Ord. \_\_\_\_-2021. Passed \_\_\_\_-2021.)

“Exhibit C”



**SYLVANIA CITY COUNCIL COMMITTEE ASSIGNMENTS 01/01/2020-12/31/2021**Amended 1/19/21**ANNEXATION & ZONING**

Doug Haynam, Chair  
Katie Cappellini  
Lyndsey Stough  
Mary Westphal

**EMPLOYEE & COMM. RELATIONS**

Patrick Richardson, Chair  
Katie Cappellini  
Doug Haynam  
Brian McCann

**PARKS & FORESTRY**

Katie Cappellini, Chair  
Doug Haynam  
Lyndsey Stough  
Brian McCann

**STREETS**

Mary Westphal, Chair  
Patrick Richardson  
Doug Haynam  
Mark Frye

**BUILDINGS & GROUNDS**

Lyndsey Stough, Chair  
Katie Cappellini  
Patrick Richardson  
Mark Frye

**FINANCE**

Mark Frye, Chair  
Mary Westphal  
Doug Haynam  
Patrick Richardson

**SAFETY**

Mark Frye, Chair  
Mary Westphal  
Brian McCann  
Lyndsey Stough

**UTILITIES & ENVIRONMENT**

Brian McCann, Chair  
Katie Cappellini  
Mark Frye  
Patrick Richardson

# City of Sylvania

Bank Reconciliation

December 2020

A

Ending balance for November 2020	30,612,924.83
Add: Monthly Receipts	<u>2,786,060.38</u>
Subtotal	\$ 33,398,985.21
Less: Monthly Disbursements	<u>2,715,046.28</u>
Ending balance for December 2020	\$ 30,683,938.93

Less:

CD Metamora Bank	\$ (2,176,639.59)
Star Ohio	(82,294.65)
Petty Cash (1)	(2,050.00)
Cemetery Savings	(1,062.86)
Toledo Community Fund	(31,803.18)
Key Bank Securities	(8,173.14)
5/3rd Securities	(8,119,035.79)
SJS Account	(5,828,713.96)
Morgan Stanley Investment	
UBS Financial	(7,342,492.48)
First Federal Bank (CD)	(2,100,782.56)
Key Bank (CD)	(1,048,400.00)
Sylvania Township Bonds	(155,000.00)
	\$ 3,787,490.72

Bank Encoding Error 12/2/20	0.04
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(1)	\$ 3,787,490.76
Division of Public Service	\$ 150.00
Department of Finance	100.00
Division of Water	600.00
Division of Police	200.00
Municipal Court	700.00
Division of Taxation	150.00
Division of Forestry	150.00

Petty Cash Balance	\$ 2,050.00
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## BANK BALANCE

EOM 5/3rd Bank Balance	\$ 3,880,385.81
Deposit in Transit:	
Income Tax	28,282.19
General Deposit	5.90

Subtotal	\$ 3,908,673.90
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Less: Outstanding Checks (2)	121,183.14
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Adjusted Bank Balance	\$ 3,787,490.76
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(2)	
November Outstanding Checks	\$ 330,900.17


Checks written this month	899,591.07
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Voided Check #76923 dtd 11/4/20	(340.00)
Voided Check #76907 dtd 11/4/20	(166.00)
Voided Check #76095 dtd 11/4/20	(560.00)
Voided Check #76902 dtd 11/4/20	(4,960.00)

Subtotal	\$ 1,224,465.24
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Checks Cleared this month	<u>(1,103,282.10)</u>
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December Outstanding Checks	\$ 121,183.14
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Toby Schroyer  
Director of Finance, City of Sylvania

Board of Architectural Review

Minutes of the regular meeting of January 13, 2021. Mr. Lindsley called the meeting to order.

Members present: Mayor Craig Stough, Kate Fischer, Carol Lindhuber, Jeff Schaaf and Ken Marciniak, (5) present (Kate Fischer unable to respond to roll call due to technical issues). Zoning Administrator, Timothy Burns also present.

Ms. Lindhuber moved, Mr. Schaaf seconded to approve the Minutes of the December 16, 2020 meeting as submitted. Vote being: Stough, Lindhuber, Schaaf and Marciniak (4) aye; (0) nay (Kate Fischer unable to vote due to technical issues). Motion passed by a 4 to 0 vote.

Mayor Stough asked that the record show that he would need to push away the table and not participate in the discussion and vote on application no. 1-2021 as his architectural firm did work on this project and that it would be a conflict of interest.

Item 3 – Building Review – app. no. 1-2021 requested by Jamilynn Fox for Earth to Oven Bakery & Cafe, 5758 Main Street, Unit #4, Sylvania, Ohio 43560. Application is for an exterior canopy/awning façade.

Ms. Fox was present and explained that the purpose of the project was to increase the outdoor eating area.

Kate Fischer's technical issues were resolved during Ms. Fox's explanation of the project.

Mr. Lindhuber moved, Ms. Fischer seconded, to approve the design shown in the drawings submitted with the application. Vote being: Lindhuber, Fischer, Schaaf and Marciniak (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 4 – Building Review – app. no. 2-2021 requested by Rachel Falahee of Marygrove Awning Company for Village Inn, 4984 Holland-Sylvania Road, Sylvania, Ohio 43560. Application is for an exterior canopy/awning façade.

Mr. Tony Lockard of Marygrove Awning was present and gave a brief description of the project. He explained that the free-standing canopy would be installed over the current free-standing bar, and that the current cover over the bar would be removed. He added that the canopy will cover the entire patio.

Ms. Fischer moved, Ms. Lindhuber seconded, to approve the design shown in the drawings submitted with the application. Vote being: Stough, Lindhuber, Fischer, Schaaf and Marciniak (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 5 – Regulated Sign – app. no. 3-2021 requested by Scott Burns of Scotty B's LEDs for Canaan Companies (tenant sign), 6423 Monroe Street, Sylvania, Ohio 43560. Application is for a new monument sign.

**Minutes of the Board of Architectural Review**  
**January 13, 2021**  
**Page 2**

Mr. Burns was present

Mr. Burns explained that the new sign is a refurbished 7ft x 10' monument sign that will replace the current monument sign; that the new sign will be installed in the same location as the existing sign. He added that the new sign is larger than the current sign so it will extend closer to the building than the sign that it is replacing but it will remain 10 ft from the right of way.

Ms. Lindhuber moved, Ms. Fischer seconded, to grant a Certificate of Appropriateness for the sign shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Fischer, Schaaf and Marciniak (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Ms. Fischer moved, Ms. Lindhuber seconded to adjourn the meeting. All present voted aye. Meeting adjourned.

Submitted by,

A handwritten signature in black ink that reads "Debra Webb". The signature is written in a cursive, flowing style.

Debra Webb, Secretary  
Municipal Planning Commission

C

Sylvania Municipal Planning Commission

Minutes of the regular meeting of January 13, 2021. Mr. Lindsley called the meeting to order.

Members present: Mayor Craig Stough, Kate Fischer, Carol Lindhuber, Jeff Schaaf and Ken Marciniak, (5) present (Kate Fischer unable to respond to roll call due to technical issues). Zoning Administrator, Timothy Burns also present.

Ms. Lindhuber moved, Mayor Stough seconded to approve the Minutes of the December 16, 2020 meeting as submitted. Vote being: Stough, Lindhuber, Schaaf and Marciniak (4) aye; (0) nay (Kate Fischer unable to vote due to technical issues). Motion passed by a 4 to 0 vote.

Item 3 – Organization Meeting

a. Election of Officers:

1. Chair – Mayor Stough moved, Ms. Lindhuber seconded, to elect Ken Marciniak as Chair. Mr. Marciniak accepted the nomination. Vote being: Stough, Lindhuber, Schaaf and Marciniak (4) aye; (0) nay (Kate Fischer unable to vote due to technical issues). Motion passed by a 4 to 0 vote.
2. Vice-Chair – Mayor Stough moved, Ms. Lindhuber seconded, to elect Kate Fischer Vice-Chair. Vote being: Stough, Lindhuber, Schaaf and Marciniak (4) aye; (0) nay (Kate Fischer unable to vote due to technical issues). Motion passed by a 4 to 0 vote.

Mr. Schaaf moved, Ms. Lindhuber seconded to adjourn the meeting. All present voted aye. Meeting adjourned.

Submitted by,



Debra Webb, Secretary  
Municipal Planning Commission