

Sylvania City Council
being held via Zoom
February 1, 2021

6:45 p.m. Finance Committee Meeting
Debt Policy Discussion

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 Mrs. Westphal.
3. Additions to the agenda.
4. Approval of the regular council meeting minutes of January 19, 2021.
5. COVID-19 Update.
6. Proposed Resolution No. 2-2021, Adopting a Statement, pursuant to Revised Code of Ohio 709.03(D), indicating what services will be provided to the area proposed to be annexed to the City of Sylvania by Petition for Annexation filed with the Lucas County Commissioners. (Centennial Terrace).
7. Sylvania Downtown Master Plan.
 - a. Economic Development Director Bill Sanford's report on contract with Environmental Design.
 - b. Proposed Ordinance No. 14-2021 Accepting the amendment to the Proposal of Environmental Design Group relative to the Sylvania Downtown Master Plan.
8. Approval of items to be offered for auction on GovDeal.com.
9. Committee reports.
10. Committee referrals.

INFORMATION

None.

Minutes of the Meeting of Council
January 19, 2021

The Council of the City of Sylvania, Ohio met in regular session via Zoom on January 19, 2021 at 7:30 p.m. with Mayor Stough in the chair. Roll was called with the following members present: Katie Cappellini, Mark Frye, Doug Haynam, 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 Ms. Stough.

Pledge of
Allegiance.

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

The following items have been added to the agenda:

- 13a. Schedule a Finance Committee Meeting to discuss the City's Debt Policy.
- 15. Executive Session to discuss pending litigation.

Mr. Haynam moved, Mr. McCann 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.

Mr. Frye presented the January 4, 2021 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 January 4, 2021 be approved; roll call vote being: Frye, Haynam, McCann, Richardson, Stough, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Approval of the
January 4th, 2021
meeting minutes.

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

Mayor Stough provided an COVID-19 Update. He stated Kroger and Flower Hospital are vaccine sites; the police have not been notified on the time the vaccine will be available to the department; we had one employee hospitalized; and it is the Mayor's recommendation to continue Council meetings virtually.

COVID-19
Update.

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

Service Director's report on the LUC-Monroe-0127 Bridge Rehabilitation Project was placed on file. Mrs. Westphal moved, Mr. Haynam seconded to authorize the Clerk of Council to advertise for bids for the LUC-Monroe-0127 Bridge Rehabilitation Project. Roll call vote being: Haynam, McCann, Richardson, Stough, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Authorize to
advertise for
bids: LUC-
Monroe-0127
Bridge
Rehabilitation.

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

Service Director's report on the 6302-0342 Brint Road Waterline Project was placed on file. Mr. McCann introduced and read by title only 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 and emergency"; Mr. McCann moved, Mrs. Westphal seconded passage of Ordinance No. 8-2021 as an emergency measure. Roll call vote being: Haynam, McCann, Richardson, Stough, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Ordinance No. 8-2021,
"...6302-6342 Brint Road Waterline and Cost Recovery Fee...."

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

Service Director's report on the Elden Ditch Hydraulic Study was placed on file. Mr. McCann introduced and read by title only 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 and emergency"; Mr. McCann moved, Mr. Haynam seconded passage of Ordinance No. 9-2021 as an emergency measure. Roll call vote being: McCann, Richardson, Stough, Westphal, Cappellini, Frye, Haynam, (7) yeas; (0) nays. The motion carried.

Ordinance No. 9-2021,
"...Engineering & Surveying Services...Elden Ditch Hydraulic Study...."

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

Service Director's report on the Police Vehicles Purchase placed on file. Mr. Frye introduced and read by title only 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". Mr. Frye moved, Mr. Haynam seconded passage of Ordinance No. 10-2021 as an emergency measure. Roll call vote being: Richardson, Stough, Westphal, Cappellini, Frye, Haynam, McCann; (7) yeas; (0) nays. The motion carried.

Ordinance No. 10-2021,
"...purchase one 2019 Chevrolet Traverse...Police Dept...."

Mr. Frye introduced and read by title only 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". Mr. Frye moved, Mr. Richardson seconded passage of Ordinance No. 11-2021 as an emergency measure. Roll call vote being: Stough, Westphal, Cappellini, Frye, Haynam, McCann, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No. 11-2021,
"...purchase one 2021 Dodge Ram 150 Pick-up Truck...Police Dept...."

Minutes of the Meeting of Council
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Mayor Stough stated that Council will now consider agenda item 10.

Mayor Stough presented ordered legislation - proposed 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. Mr. Haynam moved, Mr. Richardson seconded to refer proposed Ordinance 12, 2021 to the Planning Commission for review and recommendation. Roll call vote being: Westphal, Cappellini, Frye, Haynam, McCann, Richardson, Stough; (7) yeas; (0) nays. The motion carried.

Refer Ordinance No. 12-2021, Bicycle Parking to Planning Commission.

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

Mr. Frye introduced and read by title only 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". Mr. Frye moved, Mr. McCann seconded passage of Ordinance No. 13-2021 as an emergency measure. Roll call vote being: Cappellini, Frye, Haynam, McCann, Richardson Stough, Westphal; (7) yeas; (0) nays. The motion carried.

Ordinance No. 13-2021, "Amending Section 125.02, Section 139.02(a) and Section 139.03(d) of Codified Ordinances..."

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

Mr. Frye moved, Mr. Haynam seconded to confirm the Amended City Council Committee Assignments for the 2021 term; and declaring an emergency". Roll call vote being: Frye, Haynam, McCann, Richardson, Stough, Westphal, Cappellini; (7) yeas; (0) nays. The motion carried.

Confirmation of amended Council Committee Assignments 2020-2021.

Mr. Frye moved, Mr. Richardson seconded to schedule a Finance Committee meeting for February 1, 2021 at 6:45 p.m. to discuss the City's Debt Policy. Roll call vote being: Frye, Haynam, McCann, Richardson, Stough, Westphal, Cappellini; (7) yeas; (0) nays. The motion carried.

Set Finance Com. Mtg; 2/1/21 @ 6:45 p.m.

Mr. Frye moved, Mr. Haynam seconded to enter into Executive Session for the purpose of discussion of pending litigation at 8:28 p.m. Roll call vote being: Cappellini, Haynam, McCann, Richardson, Stough, Westphal, Frye, (7) yeas; (0) nays. The motion carried.

Executive Session: Pending Litigation.

Mr. Frye moved, Mr. McCann seconded to return from Executive Session to General Session at 8:52 p.m. Roll call vote being: Haynam, McCann, Richardson, Stough, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Minutes of the Meeting of Council
January 19, 2021

Mayor Stough stated all agenda items have been addressed.

Mr. Frye moved, Mr. Richardson seconded to adjourn at 8:52 p.m. Roll call vote being: Adjournment.
McCann, Richardson, Stough, Westphal, Cappellini, Frye, Haynam, (7) yeas; (0) nays.

Clerk of Council

Mayor

RESOLUTION NO. 2 -2021

ADOPTING A STATEMENT, PURSUANT TO REVISED CODE OF OHIO 709.03 (D), INDICATING WHAT SERVICES WILL BE PROVIDED TO THE AREA PROPOSED TO BE ANNEXED TO THE CITY OF SYLVANIA BY PETITION FOR ANNEXATION FILED WITH THE BOARD OF LUCAS COUNTY COMMISSIONERS; AND DECLARING AN EMERGENCY.

WHEREAS, on January 29, 2021, this Council received notice from Leslie B. Brinning that she was the authorized agent for the petitioners of the territory sought to be annexed (Parcel No. 78-08931) to the City of Sylvania filed with the Board of Commissioners of Lucas County, Ohio on November 23, 2020; and,

WHEREAS, pursuant to the Revised Code of Section 709.03 (D) this Council is required to adopt a statement indicating what services, if any, the City of Sylvania will provide to the territory proposed for annexation upon annexation.

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

SECTION 1. That upon annexation to the City of Sylvania the territory proposed to be annexed by said annexation petition will be provided, by the City of Sylvania, with the following services:

- a. Domestic garbage, trash and refuse generated on the premises of each residential property will be removed and disposed of once a week;
- b. Police protection will be furnished by the City of Sylvania;
- c. Street shade trees will be sprayed, trimmed, planted, removed and their leaves and branches disposed of as a part of the City tree program;
- d. Green yard waste pickup will be provided for residential property on a bi-weekly basis during the months of March through November;
- e. Curbside recycling will be provided bi-weekly for single-family residential units;
- f. Storm drainage facilities will be regularly and routinely cleaned and cleared;
- g. The minimum sanitary sewer system value and capital connection charge for future connections will be reduced from \$940 to a charge of \$430 or less;

- h. The maximum sanitary sewer system value and capital connection charge for future connections will be reduced from \$202,100 to a charge of \$92,450;
- i. The territory described in the petition is within the Sylvania Water District;
- j. Snow plowing will be provided for public streets;
- k. Street sweeping will be provided for public streets;
- l. Site plan, preliminary and final plat review and approvals will be provided.
- m. The above services will be provided within six months after the date of the granting of the annexation petition.
- n. If a street or highway will be divided or segmented by the boundary line between the township and the municipal corporation as to create a road maintenance problem, the municipal corporation to which annexation is proposed has agreed as a condition of the an annexation to assume the maintenance of that street or highway or to otherwise correct the problem. As used in this section, "street" or "highway" has the same meaning as in section 4511.01 of the Revised Code.
- o. If the municipal zoning permits uses in the annexed territory that the municipal corporation determines are clearly incompatible with the uses permitted under current county or township zoning regulations in the adjacent land remaining within the township from which the territory was annexed, the legislative authority of the municipal corporation will require, in the zoning ordinance permitting the incompatible uses, the owner of the annexed territory to provide a buffer separating the use of the annexed territory and the adjacent land remaining within the township. For the purposes of this section, "buffer" includes open space, landscaping, fences, walls, and other structured elements; streets and street rights-of-way; and bicycle and pedestrian paths and sidewalks.

SECTION 2. That the Clerk of this Council shall file with the Board of Commissioners of Lucas County, Ohio a certified copy of this Resolution and shall also provide petitioners with a certified copy of this Resolution.

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

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

SECTION 5. That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that this Resolution should be effective immediately so that it will be in effect and served upon the Board of Commissioners of Lucas County, Ohio. Provided this

Resolution receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency measure: 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

January 29, 2021

MEMO

To: Mayor Stough & City Council
Fm: Bill Sanford
Re: Environmental Design

I am requesting City Council to amend our contract with Environmental Design who has been working on our Downtown Plan and analysis.

We have exceeded the meetings we had in the original contract and we are in need of one more meeting to introduce the Downtown Plan to the public.

The cost for this additional meeting is \$1,998.00. If approved, the meeting will be held in late February and we will be able to publicize this meeting properly. It will be a virtual public meeting open house.

The original contract with Environmental Design was for \$49,978.00. If approved the amended amount of our contract will be \$51,976.00.

We entered into this contract before the COVID-19 restrictions were in place so we had more virtual meetings than what was part of this contract.

If you have any questions please let me know.

7b

ORDINANCE NO. 14 -2021

ACCEPTING THE AMENDMENT TO THE PROPOSAL OF ENVIRONMENTAL DESIGN GROUP RELATIVE TO THE SYLVANIA DOWNTOWN MASTER PLAN; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$1,998; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 80-2019, passed September 16, 2019, authorized the Mayor and Director of Finance to accept the proposal of Environmental Design Group to perform Tasks 1 and 2 of the Sylvania Downtown Plan and Market Analysis and appropriated an amount not to exceed \$26,103; and,

WHEREAS, Tasks 1 and 2 of the Sylvania Downtown Plan and Market Analysis have now been completed and the Committee of the Whole met on May 7, 2020 to review the plan; and,

WHEREAS, Ordinance No. 38-2020, passed June 1, 2020, authorized the Mayor and Director of Finance to accept the proposal of Environmental Design Group to perform Task 3 of the Sylvania Downtown Plan and Market Analysis and appropriated an amount not to exceed \$23,875 for the completion of Task 3; and,

WHEREAS, at the January 6, 2021 Committee-of-the-Whole meeting, the possibility of holding an additional Virtual Public Meeting Open House beyond what was included as part of the approved proposal Tasks 1, 2 and 3 was discussed and thereafter, Environmental Design Group submitted a proposed amendment to the proposal; and,

WHEREAS, the proposed amendment provides for a Virtual Public Meeting Open House for 1.5 hours to allow members of the public to participate in a “Question and Answer” style online form on the final Downtown Master Plan recommendations; and,

WHEREAS, the Economic Development Director, by report dated January 29, 2021, has recommended that the proposal amendment of Environmental Design Group to facilitate the

Virtual Online Public Meeting Open House for discussion of the Downtown Master Plan in the amount of One Thousand Nine Hundred Ninety-Eight Dollars (\$1,998.00), be accepted.

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 Environmental Design Group in the amount of One Thousand Nine Hundred Ninety-Eight Dollars (\$1,998.00) for the facilitation of a Virtual Public Meeting Open House relative to the Downtown Master Plan, 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** the amount of One Thousand Nine Hundred Ninety-Eight Dollars (\$1,998.00).

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 services 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 measure: 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



Memo

To: The Mayor and City Council
 From: Kevin G. Aller, Director of Public Safety/Service *KGA*
 Date: 1/27/2021
 Re: Obsolete Equipment

Council Members,

The following items are no longer of use in our City operations:

- Power Trailer Lawn Trailer Vin# LT86506230374
- Power Trailer Lawn Trailer Vin# LT86506230375
- Snow Blower Attachment for Honda 5518 Lawn Tractor
- Cement Mixer Trailer
- (10) Benches
- 325 Gallon Water Tank

We would request approval to dispose of these items by posting them for sale on the GovDeals website. Should we not receive any bids to purchase the items we will dispose of them either through scrap value and/or landfill disposal.

Please call if you have any questions. Thank you.