

Sylvania City Council
being held via Zoom
March 15, 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 Mr. Haynam.
3. Additions to the agenda.
4. Approval of the regular council meeting minutes of March 1, 2021.
5. COVID Update.
6. Harroun Park Stream Restoration Project update.
 - a. Deanna Bobeck, from Civil & Environmental Consultants, Inc. will present update.
7. Downtown Master Plan.
 - a. Proposed Resolution No. 3-2021, Approving the Sylvania Downtown Master Plan.
8. Downtown Overhead Lighting presentation by Michelle Sprott from the Sylvania Area Chamber of Commerce.
9. Large Diameter Sanitary Sewer Lining Project (Phase 1).
 - a. Service Director's report on bids.
 - b. Proposed Ordinance No. 25-2021, Accepting the bid of Visu-Sewer of Ohio, LLC and awarding the contract for the Large Diameter Sanitary Sewer Lining Project to same.
10. Luc-Monroe-0127 Bridge Rehabilitation Project.
 - a. Service Director's report on bids.
 - b. Proposed Ordinance No. 26-2021, Accepting the bid of Vernon Nagel, Inc. and awarding the contract for the Luc-Monroe-0127 Bridge Rehabilitation Project to same.
11. Solid Waste Services.
 - a. Service Director's report on Codified Ordinance language changes.
 - b. Proposed Ordinance No. 27-2021, Amending Chapter 941-Solid Waste/Recycling Collection of the Sylvania Codified Ordinances.
 - c. Referral to the Utilities & Environment Committee for review and recommendation.

12. Proposed Resolution No. 4-2021, Authorizing and Establishing a new Fund known as the Joint Economic Development District Fund within the Financial Records of the City of Sylvania.
13. Munilink Billing Software.
 - a. Service Director's report on Utility Department software.
14. Notice of a new D1, "beer for on premises consumption until 1:00 a.m.", D2, "wine and certain prepackaged mixed drinks until 1:00 a.m.", permit from Sandals Nail Spa, 7645 W. Sylvania Ave., Sylvania, OH.
15. Planning Commission's recommendation on the petition SUP-1-2021 for Special Use for property located at 5403 Silica Drive, to allow the placement of a 130' wireless communication facility with a 10' lighting rod a total 140' tall. (Set public hearing on or after April 19, 2021)
16. Planning Commission's recommendation on proposed Ordinance No. 12-2021, Amending Chapter 1157-Off Street Parking – Bicycle Parking. (Set public hearing on or after April 19, 2021)
17. Zoning Ordinance Amendment application SUP-2-2021 from Diane Turk, 4333 N. Watercrest Dr., Toledo, OH 43614 to change zoning from B-4 "Shopping Center District" to B-4 Special Use for property located at 5808 Monroe Street, Sylvania, OH 43560 to conduct church services in the building. (Referral to the Plan Commission.)
18. Proposed Ordinance No. 28-2021, Revising the Administrative, Departmental and Divisional Organization of the City and the Codified Ordinances thereof by amending Section 139.02(a) – Content and Coverage of the Compensation Plan to add a job title for "Probation Liaison Clerk/Special Docket Officer".
19. Committee reports.
20. Committee referrals.

INFORMATION

- A. February 2021 Bank Reconciliation.
- B. 4th quarter 2020 Management Reports.
- C. Board of Architectural Review minutes from March 10, 2021. (to be emailed prior to meeting.)
- D. Municipal Planning Commission minutes from March 10, 2021. (to be emailed prior to meeting.)

Minutes of the Meeting of Council
March 1, 2021

The Council of the City of Sylvania, Ohio met in regular session via Zoom on March 1, 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 Mr. Frye.

Pledge of
Allegiance.

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

The following items have been added to the agenda:

13. Discussion of Downtown Master Plan.

14. Move agenda item 13 here.

4a. COVID Update.

Mr. Frye 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.

Mr. Frye presented the February 16, 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 February 16, 2021 be approved; roll call vote being: Frye, Haynam, McCann, Richardson, Stough, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Approval of the
February 16th,
2021 meeting
minutes.

Chief Schnoor stated two officers are off the roster due to positive COVID tests, but will be returning this week after their quarantine is complete. Service Director Aller stated at this time no city employee is off due to COVID. Mayor Stough provided information on moving to a hybrid model to conduct Council meetings.

COVID Update.

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

Chief Schnoor reported the need to amend the agreement with Sylvania Township for dispatching due to additional resignations. Chief provided an overview of the structure for the department with this amendment.

Minutes of the Meeting of Council
March 1, 2021

Mr. Frye introduced and read by title only Ordinance No. 19-2021, "Authorizing the Mayor and Director of Finance to enter into a First Amendment to the Public Safety Dispatch Services Agreement, on behalf of the City of Sylvania, Ohio with Sylvania Township; and declaring an emergency"; Mr. Frye moved, Mr. Haynam seconded passage of Ordinance No. 19-2021 as an emergency measure. Roll call vote being: Haynam, McCann, Richardson, Stough, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Ordinance No.
19-2021,
"Authorizing...
1st Amendment
to the Public
Safety Dispatch
Services
Agreement..."

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

Mr. McCann moved, Mr. Haynam seconded to allow Mr. Frye to push back from the table due to conflict of interest for agenda items 6. Roll call vote being: Cappellini, Frye, Haynam, McCann, Richardson, Stough, Westphal, (7) yeas; (0) nays. The motion carried.

Frye to push
back from table.

Mr. McCann introduced and read by title only Ordinance No. 20-2021, "Authorizing the Mayor and Director of Finance to enter into a Customer Supply Agreement for the provision of Natural Gas to residential and small commercial customers within the City of Sylvania beginning May, 2021; and declaring an emergency". Mr. McCann moved, Mrs. Westphal seconded passage of Ordinance No. 20-2021 as an emergency measure. Roll call vote being: McCann, Richardson, Stough, Westphal, Cappellini, Frye, Haynam, (7) yeas; (0) nays. The motion carried.

Ordinance No.
20-2021,
"...Customer
Supply
Agreement for
Natural Gas
beginning May
2021..."

Mr. Frye returned to the table.

Mr. Frye
returned to table.

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

Service Director's report on the Professional Engineering Services for the Dellbrook-Dornell-Hollybrook-Marshall Improvements was placed on file. Mrs. Westphal introduced and read by title only Ordinance No. 21-2021, "Accepting the proposal of Fishbeck to provide Professional Engineering Services for the Dellbrook-Dornell-Hollybrook-Marshall Improvement Project; appropriating funds therefore in the amount of \$88,905; and declaring an emergency"; Mrs. Westphal moved, Mr. Haynam seconded passage of Ordinance No. 21-2021 as an emergency measure. Roll call vote being: Richardson, Stough, Westphal, Cappellini, Frye, Haynam, McCann, (7) yeas; (0) nays. The motion carried.

Ordinance No.
21-2021, "...
Engineering Svcs
for Dellbrook
Dornell
Hollybrook
Marshall
Improvement
project..."

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

Minutes of the Meeting of Council
March 1, 2021

Service Director's report on the 2021 Sidewalk Replacement Program was placed on file. Mrs. Westphal introduced and read by title only Ordinance No. 22-2021, "Authorizing the proposal of Scott's Quality Concrete and awarding the contract for the 2021 Sidewalk Replacement Program to same; authorizing the expenditure for the improvements in the amount of \$24,375; appropriating funds therefore; and declaring an emergency"; Mrs. Westphal moved, Mr. Haynam seconded passage of Ordinance No. 22-2021 as an emergency measure. Roll call vote being: Stough, Westphal, Cappellini, Frye, Haynam, McCann, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No. 22-2021, "Authorize Scott's Quality Concrete ... 2021 Sidewalk Replacement Program..."

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

Mr. Frye introduced and read by title only Ordinance No. 23-2021, "Authorizing an agreement with Zambelli Fireworks Manufacturing Co. for the Independence Day Celebrations on July 3, 2021, July 3, 2022, and July 3, 2023 at Centennial Terrace and Quarry; authorizing the Mayor and Director of Finance to sign an Agreement for the Fireworks Display which will cost thirty-five thousand Dollars (\$35,000); ratifying the cancellation of the Independence Day Celebration that was scheduled for July 3, 2020; authorizing a 50% deposit payment for each year's Fireworks Display due in February of each calendar year which will be shared by the City, Sylvania Township, Coca-Cola Corporation, the Sylvania Area Joint Recreation District and Area Businesses; and declaring an emergency"; Mr. Frye moved, Ms. Stough seconded passage of Ordinance No. 23-2021 as an emergency measure. Roll call vote being: Cappellini, Frye, Haynam, McCann, Richardson, Stough, Westphal; (7) yeas; (0) nays. The motion carried.

Ordinance No. 23-2021, "...Independence Day Celebration for 2021, 2022 and 2023...."

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

Mr. Frye introduced and read by title only Ordinance No. 24-2021, "Authorizing the donation of L3 Equipment to the Sylvania Township Police Department; determining said property to be of no further use to the City of Sylvania; and declaring an emergency"; Mr. Frye moved, Mr. Richardson seconded passage of Ordinance No. 24-2021 as an emergency measure. Roll call vote being: Frye, Haynam, McCann, Richardson, Stough, Westphal: Cappellini; (7) yeas; (0) nays. The motion carried.

Ordinance No. 24-2021, "...donation of L3 Equipment to Sylvania Twp. Police Department...."

Mayor Stough stated that there are no items for agenda items 11 and 12, so Council will now consider agenda item 13.

Minutes of the Meeting of Council
March 1, 2021

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

Economic Development Director provided an overview of the Downtown Master Plan as presented by Michelle Johnson of Environmental Design that outlined traffic, housing, businesses interested in our downtown and more. Future topics for discussion include a Special Improvement District (SID), Tax Increment Financing (TIF) and the Sylvania Zoning Code for the downtown redevelopment.

Downtown
Master Plan
update.

Mr. Frye moved, Mrs. Cappellini seconded to have administration prepare legislation to approve the Downtown Master Plan for next council meeting. Roll call vote being: Haynam, McCann, Richardson, Stough, Westphal: Cappellini, Frye; (7) yeas; (0) nays. The motion carried.

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

Mr. Frye moved, Mrs. Westphal seconded to enter into Executive Session for discussion of sale of property at 8:30 p.m. Roll call vote being: Haynam, McCann, Richardson, Stough, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Executive
Session:
discussion of sale
of property.

Mr. Frye moved, Mrs. Westphal seconded to return from Executive Session to General Session at 8:50 p.m. Roll call vote being: McCann, Richardson, Stough, Westphal, Cappellini, Frye, Haynam, (7) yeas; (0) nays. The motion carried.

Mayor Stough stated all agenda items have been addressed.

Mrs. Westphal moved, Ms. Stough seconded to adjourn at 8:53 p.m. Roll call vote being: McCann, Richardson, Stough, Westphal, Cappellini, Frye, Haynam, (7) yeas; (0) nays.

Adjournment.

Clerk of Council

Mayor

RESOLUTION NO. 3 -2021**APPROVING THE SYLVANIA DOWNTOWN MASTER PLAN; 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, 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, Ordinance No. 14-2021, passed February 1, 2021, accepted the amendment to the proposal of Environmental Design Group relative to the Sylvania Downtown Master Plan to authorize funding for an additional public meeting; and,

WHEREAS, the Committee-of-the Whole has met several times and also held virtual online public meeting open houses for discussion and community input on the Downtown Master Plan; and,

WHEREAS, at the March 1, 2021 meeting of Sylvania City Council, legislation was authorized to approve the Sylvania Downtown Master Plan prepared by Environmental Design Group and currently on file with the Clerk of Council.

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

SECTION 1. That the Sylvania Downtown Master Plan, currently on file with the Clerk of Council, be and the same hereby is, approved.

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

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

SECTION 4. That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the Sylvania Downtown Master Plan should be approved at the earliest possible time. Provided this Resolution receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by this Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2021, as an emergency measure.

ATTEST:

President of Council
APPROVED AS TO FORM:

Clerk of Council
APPROVED:

Director of Law

Mayor

Date

9a



March 15, 2021

To: The Mayor and Members of Sylvania City Council

Re: **Large Diameter Sanitary Sewer Lining Project (Phase 1)**

Dear Mr. Mayor and Council Members:

We received five (5) bids on February 12, 2021 for the above referenced project. The lowest bid was submitted by Visu-Sewer of Ohio, LLC from Reynoldsburg, Ohio. Their bid of \$1,092,743.50 was approximately 36.6% under the Engineer's Estimate of \$1,722,236.

Visu-Sewer has not performed prior work for the City, so references were requested and checked during the bidding evaluation period. Based on the positive responses received, we believe Visu-Sewer is a qualified sanitary sewer lining contractor capable of successfully completing this project.

As a reminder, we have secured an Ohio Public Works Commission grant for 49% of the project (\$535,444.32). The remaining cost of \$557,299.18 is the City's responsibility. On February 16, 2021 City Council approved the City's share of the project to be financed through a 20-year OWDA loan with a current interest rate of 1.68% (Ord. 17-2021). The requested loan application amount was \$666,500 which included project contingencies.

Therefore, it is our recommendation that the contract be awarded to Visu-Sewer of Ohio, LLC, in the amount of \$1,092,743.50 using account 702-7540-53501.

Please call if you have any questions.

Sincerely,

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

9b

ORDINANCE NO. 25 -2021

**ACCEPTING THE BID OF VISU-SEWER OF OHIO, LLC AND
AWARDING THE CONTRACT FOR THE LARGE DIAMETER
SANITARY SEWER LINING PROJECT TO SAME; AUTHORIZING
THE EXPENDITURE FOR THE IMPROVEMENTS IN THE AMOUNT
OF \$1,092,743.50; APPROPRIATING FUNDS THEREFORE; AND
DECLARING AN EMERGENCY.**

WHEREAS, plans for the Large Diameter Sanitary Sewer Lining Project have been completed and are now on file with the Clerk of this Council; and,

WHEREAS, the Clerk of Council was authorized to advertise for bids at the December 7, 2020 Sylvania City Council meeting and thereafter the Clerk advertised for bids, and the bids were opened on February 12, 2021, and thereafter, the Director of Public Service, by report dated March 15, 2021, stated that the total engineer's estimate for the Large Diameter Sanitary Sewer Lining Project was \$1,092,743.50 and the following bids were received:

<u>BIDDERS</u>	<u>BID PRICE</u>
Visu-Sewer of Ohio, LLC	\$1,092,743.50
Granite Inliner	1,317,083.00
Insituform Technologies	1,395,739.10
Inland Waters	1,419,667.50
Lanzo	1,647,195.00

WHEREAS, the City has received Ohio Public Works Commission funding in the amount of \$535,444.32; and,

WHEREAS, Ordinance No. 17-2021, passed February 16, 2021, authorized the Mayor and Director of Finance to apply for, accept, and enter into a Cooperative Agreement for Construction of the Trunk Sanitary Sewer Lining Phase 1 Project for the City's portion of the project, \$557,299.18; and,

WHEREAS, the five (5) bids offered by the above bidders meet all of the City's specifications and the Director of Public Service, by report dated March 15, 2021, has recommended acceptance of the lowest and best bid of Visu-Sewer of Ohio, LLC and that the contract for the Large Diameter Sanitary Sewer Lining Project be awarded to same.

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

SECTION 1. That the bid of Visu-Sewer of Ohio, LLC of Reynoldsburg, Ohio for said Large Diameter Sanitary Sewer Lining Project, in the amount of One Million Ninety-Two Thousand Seven Hundred Forty-Three and 50/100 Dollars (\$1,092,743.50), is hereby determined to be the lowest and best bid received and the same is hereby accepted.

SECTION 2. That the Mayor and Director of Finance be, and hereby are, authorized and directed to execute a contract with the bidder named in Section 1 above for the furnishing of such labor and materials in accordance with said bid.

SECTION 3. That to provide funds for said improvements hereby authorized, there is hereby appropriated from the **SEWER FUND** from funds therein not heretofore appropriated to **Account No. 702-7540-53501, Utility Improvements**, the total sum of One Million Ninety-Two Thousand Seven Hundred Forty-Three and 50/100 Dollars (\$1,092,743.50).

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 bid of Visu-Sewer of Ohio, LLC should be accepted immediately so as to provide for the commencement of the Large Diameter Sanitary Sewer Lining Project 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



DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

March 15, 2021

To: The Mayor and Members of Sylvania City Council

Re: **LUC-MONROE-0127 BRIDGE REHABILITATION**

Dear Mr. Mayor and Council Members:

We received bids on March 5, 2021 for the above referenced project. There was a total of four (4) bids received.

The lowest bid was submitted by Vernon Nagel, Inc. of Napoleon, Ohio. Their bid of \$249,375.60 was approximately 12.7% under the Engineer's Estimate of \$285,788.79.

Vernon Nagel has performed past bridge projects for the City. Their last bridge project was the replacement of the Erie Street bridge over Schreiber Ditch in 2013.

Therefore, it is our recommendation that the contract be awarded to Vernon Nagel, Inc. in the amount of \$249,375.60 using account 401-7610-53503.

Please call if you have any questions.

Sincerely,

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

ORDINANCE NO. 26 -2021

ACCEPTING THE BID OF VERNON NAGEL, INC. AND AWARDING THE CONTRACT FOR THE LUC-MONROE-0127 BRIDGE REHABILITATION PROJECT TO SAME; AUTHORIZING THE EXPENDITURE FOR THE IMPROVEMENTS IN THE AMOUNT OF \$249,375.60; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, plans for the LUC-Monroe-0127 Bridge Rehabilitation Project have been completed and are now on file with the Clerk of this Council; and,

WHEREAS, the Clerk of Council was authorized to advertise for bids at the January 19, 2021 Sylvania City Council meeting and thereafter the Clerk advertised for bids, and the bids were opened on March 5, 2021, and thereafter, the Director of Public Service, by report dated March 15, 2021, stated that the total engineer's estimate for the LUC-Monroe-0127 Bridge Rehabilitation Project was \$285,788.79 and the following bids were received:

<u>BIDDERS</u>	<u>BID PRICE</u>
Vernon Nagel, Inc.	\$249,375.60
Miller Brothers Construction	257,891.35
Catts Construction	258,999.92
Bridge Specialists	269,769.00

WHEREAS, the four (4) bids offered by the above bidders meet all of the City's specifications and the Director of Public Service, by report dated March 15, 2021, has recommended acceptance of the lowest and best bid of Vernon Nagel, Inc. and that the contract for the LUC-Monroe-0127 Bridge Rehabilitation Project be awarded to same.

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

SECTION 1. That the bid of Vernon Nagel, Inc. of Napoleon, Ohio for said LUC-Monroe-0127 Bridge Rehabilitation Project, in the amount of Two Hundred Forty-Nine Thousand Three Hundred Seventy-Five and 60/100 Dollars (\$249,375.60), is hereby determined to be the lowest and best bid received and the same is hereby accepted.

SECTION 2. That the Mayor and Director of Finance be, and hereby are, authorized and directed to execute a contract with the bidder named in Section 1 above for the furnishing of such labor and materials in accordance with said bid.

SECTION 3. That to provide funds for said improvements hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-53503 - Street Improvements**, the total sum of Two Hundred Forty-Nine Thousand Three Hundred Seventy-Five and 60/100 Dollars (\$249,375.60).

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 bid of Vernon Nagel, Inc. should be accepted immediately so as to provide for the commencement of the LUC-Monroe-0127 Bridge Rehabilitation Project 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



DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

March 15, 2021

To: The Mayor and Member of Sylvania City Council

Re: Solid Waste Service

Dear Mr. Mayor and Council Members,

Our current program includes a weekly refuse collection with a 3-container limit as well as a bi-weekly recycling collection via a 95-gallon toter provided by our vendor. We would like to modify our existing program to include 95-gallon toters provided by the City for both refuse and recycling. All material would be collected using automated collection trucks.

This modification requires many language changes to our existing codified ordinances and that proposed language is attached. We have also taken the lead from more recent code changes and moved language that may be more appropriate for rules and regulations into such documents. Those are attached as well.

This modification in service will also require a purchase of approximately 12,000 toters at an estimated cost of \$660,000 from our Capital Fund. While this is certainly a large expenditure, I believe it will provide the City flexibility in regards to vendor selection well into the future.

We ask that this matter be referred to the Utilities and Environment Committee for further discussion and consideration. As always, please feel free to reach out to us if you have any questions.

Sincerely,

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

CHAPTER 941

Solid Waste Collection

- 941.01 Definitions.
- 941.02 City to provide collection and disposal for residential buildings at City expense.
- 941.021 Fees for collection and disposal for residential buildings.
- 941.03 Solid Waste collection and disposal service.
- 941.04 Solid Waste preparation.
- 941.05 Container requirements.
- 941.06 Location of containers.
- 941.07 Collection and disposal contract provisions. (Repealed)
- 941.08 Materials not considered refuse.
- 941.09 Solid Waste collection and disposal by non-City contractors.
- 941.10 Dumping of solid waste in public place; burning prohibited.
- 941.11 Burning or burying solid waste prohibited.
- 941.12 Commercial Establishment containers.
- 941.13 Christmas tree removal.
- 941.14 Bulk items.
- 941.15 Leaf collection.
- 941.16 Public waste receptacles. (Repealed)
- 941.17 Green Yard Waste Collection
- 941.18 Title to Recyclable Materials
- 941.19 Theft of Recyclable Materials
- 941.20 Donation or Sale of Recyclable Materials
- 941.99 Penalty.

CROSS REFERENCES

Power of Council to collect and dispose of garbage and refuse - see CHTR. Art. III, Sec. 10.0
Disposal and transportation upon public ways - see Ohio R.C. 3767.20 et seq.
Vehicle loads dropping, sifting, leaking - see TRAF. 339.08, 339.09
Littering - see GEN. OFF. Ch. 503

941.01 DEFINITIONS.

As used in this chapter:

(a) "Refuse," as used herein, means all putrescible (perishable) substances, including vegetable and fruit waste; animal offal or manure (securely wrapped or bagged); household wastes (non-hazardous); and empty paint cans.

(b) "Resident", "owner" or "householder" includes any owner, occupant, lessee, tenant or any person in charge of any dwelling, hotel or motel, restaurant, apartment house, office building, public building, store building, churches, schools or other building within the City.

(c) "Commercial establishments" includes each location occupied by a retail and/or wholesale firm, a firm furnishing sales and/or services, each location occupied by a quasi-public institution and each multiple family building consisting of more than six family dwelling units.

(d) "Residence" includes each single family dwelling unit, and each unit of a multiple family structure containing up to a maximum of six family dwelling units.

(e) "Collection contractor" means the person, partnership or corporation awarded the contract to collect refuse as herein defined from all residences within the limits of the City; and to transport such refuse to the disposal facility which shall be designated by the City.

(f) "Disposal contractor" means the person, partnership or corporation having available a disposal facility sufficient to accept and dispose of the refuse from all residences within the limits of the City.

(g) "Bulk Items" includes appliances; water tanks/boilers; sinks & fixtures; furniture; mattresses; carpeting (rolled in four-foot lengths and tied); dismantled swing sets (concrete bases removed).

(h) "Recyclable materials" means materials that would otherwise become refuse and that may be collected, separated or processed and returned to the economic mainstream as a raw material or product and shall include the following materials:

- (1) Aluminum, steel and bi-metal cans;
- (2) Glass containers;
- (3) Plastic milk, water, juice and detergent containers;
- (4) Corrugated paper (cardboard and paper boxes);
- (5) Newspaper;
- (6) Computer print-out paper;
- (7) Other materials as set forth by rules promulgated by the Director of Public Service and published for a minimum of fifteen days.

(i) "Recycling program" means a resource recovery method that involves the collection and treatment of waste products for use as raw materials in manufacturing the same or a similar product.

(j) "Solid waste" means refuse and recyclable materials, all inclusive, to be disposed of.

(k) "Green Yard Waste" means yard waste, grass clippings, tree limbs (folded, bundled, and tied in lengths of no more than four feet with a diameter of no more than one foot and not more than forty pounds in weight).

941.02 CITY TO PROVIDE COLLECTION AND DISPOSAL FOR RESIDENTIAL BUILDINGS AT CITY EXPENSE.

The City shall provide, at the sole expense of the City, for the removal and disposition of solid waste from each residence within the City. The Director of Public Service is hereby authorized to establish reasonable rules and regulations that are consistent with any ordinance of the City and as may be reasonably necessary to the public safety and health regarding the manner and method of collecting, handling, storing and disposing of solid waste within the City.

941.021 FEES FOR COLLECTION AND DISPOSAL FOR RESIDENTIAL BUILDINGS.

(a) The City shall provide and pay for the removal and disposition of solid waste from each residence within the City, and there is hereby imposed on the owner (collectively including all owners or tenants) of each residence an annual fee, currently one hundred sixty-one dollars and forty cents (\$161.40) for each calendar year, payable monthly, which monthly payment shall be included on such owner's monthly water and sewer bill, water bill or sewer bill as provided for in Chapters 923 and 925. The amount of the annual fee shall be reviewed by the Director of Public Service whenever the annual cost to the City of collection or disposal of solid waste changes and the amount of such annual fee shall be adjusted upwards or downwards by the Director of Public Service, by rule, so that the annual fee, when paid as so imposed, will equal the City's estimated annual cost of removal and disposal of solid waste. Any change in the annual fee shall be made prospectively and shall be made effective only on and after January 1, of any particular year. The City shall arrange for the distribution of special disposable containers whereby the resident, owner or householder may dispose of refuse in excess of the maximum container per week limit then in force, with the cost of such excess removal and disposition being borne by the resident, owner or householder. If the monthly annual fee payment is not paid to the City within twenty days of its billing date, ten percent (10%) of the monthly annual fee amount shall be added to the monthly annual fee amount and collected by the City. The water service agreement, upon the owner of any residential premises receiving City refuse service after the date hereof, shall be deemed to be also a service agreement for solid waste service and the provisions of Section 923.09 (b) shall apply with the force and effect to solid waste service as though that term has been included in such section.

(b) To the extent, in the aggregate, that an owner (collectively including all owners) of a residence and any person residing at such residence who is not a tenant, have paid, or are credited to have paid their City income tax liability less any credit given under Section 171.08, to the City for the year for which such annual fee is imposed, such owner, or person, so paying or being credited with having paid such income tax liability less such credit shall receive a refund of the annual fee or part thereof paid by such owner or person upon proof of payment of the annual fee and verification by the Tax Commissioner of income tax so paid or credited.

(c) To the extent tenant(s) of an owner of a residence in the City have paid or are credited to have paid their City income tax liability less any credit given under Section 171.08, to the City for the year for which such annual fee is imposed, such tenant(s) shall be entitled to receive a refund of such fee upon proof of such applicant's payment of the annual fee and verification by the Tax Commissioner of income tax so paid or credited.

(d) If all persons residing at a residence in the City have a combined gross income of less than the current fiscal year Section 8 Very Low Income Limit for Lucas County as established by the Housing and Urban Development Office ("Income Limit") from all sources, for any year in which a solid waste fee is imposed and paid, such persons shall be entitled to a refund of such refuse fee upon proof of such applicant's payment of the annual fee and verification by the Tax Commissioner that such combined gross income, from all sources, from all persons residing in such residence is less than the Income Limit as defined above. The combined gross income shall be adjusted annually based on the income levels

set by the United States Department of Housing and Urban Development Section 8 Income Limits and will be set by the Director of Finance.

(e) If the combined gross income received for the second year prior to the year for which the annual fee is imposed, from all sources by all persons (which must include the owner of such premises) residing in a residence in the City, is less than the eligible combined gross income as set forth in subsection (d) above, as determined by the Commissioner of Taxation, the owner (collectively including all owners) of such residence shall be exempt from the payment of the annual fee, upon the owner completing and filing with the Tax Commissioner an exemption based on income waiver provided by the Tax Commissioner and upon verification by the Tax Commissioner of such income received.

(f) If the combined City income tax liability less any credit given under Section 171.08, which has been paid or credited to have been paid for the second year prior to the year for which the annual fee is imposed, of all persons residing in a particular residence in the City during such second year prior as determined by the Commissioner of Taxation, is equal to or exceeds the annual fee imposed, the owner (collectively including all owners) of such residence shall be exempt from the payment of the annual fee, upon such owner completing and filing with the Tax Commissioner an exemption based on income waiver provided by the Tax Commissioner and upon verification by the Tax Commissioner of such income tax paid or credited to have been paid.

(g) If the combined City income tax liability less any credit given under Section 171.08, which has been paid or credited to have been paid for the second year prior to the year for which the annual fee is imposed, of all persons residing in a particular residence in the City during such second year prior, as determined by the Commissioner of Taxation, is less than the annual fee imposed, the owner (collectively including all owners) of such residence shall be exempt from the annual solid waste fee so imposed upon such owner (any of them) paying to the utility office an amount equal to the difference between the annual solid waste fee imposed and the income tax so paid or credited to have been paid to the City, and upon such owner completing and filing with the Tax Commissioner an exemption based on income waiver provided by the Tax Commissioner and upon payment of such income tax being verified by the Tax Commissioner.

(h) In those cases where all persons residing at a residence in the City are estimated to have a combined gross income of less than the Income Limit as defined in subsection (d) above, from all sources, for any year in which a solid waste fee is imposed and any of such persons had not resided in the city during all of the second year prior to the year in which the solid waste fee is imposed, then the residents of such residence shall be exempt from the payment of the annual solid waste fee for the year such combined gross income is less than the Income Limit as defined in subsection (d) above, upon all of such residents, except minors having no gross income, completing and filing with the Tax Commissioner, an exemption based on income waiver provided by the Tax Commissioner, which waiver and the accompanying copies of tax returns and affidavits shall establish that the estimated combined gross income of all residents of the particular residence where the solid waste fee would be imposed is less than the Income Limit as defined in subsection (d) above.

(i) All owners or other persons whose gross income or income taxes paid to the City are required to be considered hereby in determining whether such owner, other person or any of them qualify for an exemption or refund provided for under subsections (b), (c), (d), (e),

(f), (g) or (h) hereof shall complete and file waiver and consent forms provided by the Tax Commissioner or forms authorizing the Division of Taxation to disclose certain information to the utility billing office and the Finance Department and other forms required by the Tax Commissioner or the Director of Public Service.

(j) The Director of Public Service and the Tax Commissioner (as provided in Chapter 171) may promulgate rules to implement the provisions of this and other sections of the Codified Ordinances which directly or incidentally relate to the annual solid waste fee.

(k) "Gross income," as used in this section, means all income from whatever source derived and includes those items listed in the Internal Revenue Code, Sections 61(a) and 85(a), as follows:

- (1) Compensation for services, including fees, commissions and the like;
- (2) Gross income derived from business;
- (3) Gains derived from dealings in property;
- (4) Interest;
- (5) Rents;
- (6) Royalties;
- (7) Dividends;
- (8) Alimony and separate maintenance payments;
- (9) Annuities;
- (10) Income from life insurance and endowment contracts;
- (11) Pensions;
- (12) Income from discharge of indebtedness;
- (13) Distributive share of partnership gross income;
- (14) Income in respect of a decedent;
- (15) Income from an interest in an estate or trust; and
- (16) Unemployment compensation.

(l) All of the owners of a residence, as distinguished from tenants or other occupiers of real estate, shall be deemed to have paid the solid waste fee that has been paid to the City in the absence of proof to the contrary.

(m) All requests for refunds of a solid waste fee shall be filed with the City on or before December 31 of the year following the year for which the solid waste fee is imposed and if not filed within that time such application shall not be accepted by the City and no refund shall be made.

(n) All solid waste fee payments received by the City shall be credited to the General Fund, and identified by a new particular account which the Director of Finance shall designate.

941.03 SOLID WASTE COLLECTION AND DISPOSAL SERVICE.

(a) Refuse collection services are to be provided to each residence within the City once each week.

(b) Recycling collection services are to be provided to each residence within the City every other week.

(c) Collections, except in an emergency, shall be between the hours of 7:00 a.m. and 7:00 p.m.

941.04 SOLID WASTE PREPARATION.

(a) Recyclable materials shall be separated from refuse and prepared for recycling in accordance with rules and regulations promulgated by the Director of Public Service.

941.05 CONTAINER REQUIREMENTS.

(a) All nondisposable containers utilized for the purpose of solid waste collection shall be provided by the City. The cost of this container shall be included in the fees addressed in Section 941.021. All solid waste material shall be placed in the container provided by the City. All refuse material placed in the container shall be securely bagged. All recyclable material placed in the container shall not be bagged.

(b) A resident may request additional nondisposable or disposable containers from the collection contractor and such provision shall be by agreement between the resident and the collection contractor.

941.06 LOCATION OF CONTAINERS.

(a) All containers and bulk items shall be placed in the street right of way at the edge of the street off the pavement. Containers shall not be placed in the street right of way at the edge of the street off the pavement before the time of sunset on the night preceding the collection day or after 7:00 a.m. on the collection day. Containers placed at the edge of the street shall not be permitted to remain there after the time of sunset on the collection day.

(b) The collection contractor shall not be required nor permitted to enter garages, dwellings or porches for pick up. Nor shall collection be required if access to containers is inhibited by a locked gateway or the presence of threatening/intimidating animals.

(c) At all times while not placed in the street right-of-way as set forth in subsection (a), all containers or bundles shall be kept in such a manner so as not to be visible from the street.

941.08 MATERIALS NOT CONSIDERED REFUSE.

(a) "Refuse" shall not mean and shall not include: lumber, building and remodeling materials; tires; stones; rocks; dirt; steel; iron; motor oil; pesticide containers; paint, paint thinner; automobile parts; tree stump or other forms of yard waste; or dead animals.

(b) Residents shall not be permitted to dispose of any abandoned, condemned or rejected product, by-product, manufactured waste material or stock of any wholesale dealer, as, for example, eggs, fish, meat, pickles, fruit or vegetables, and which shall be regarded as trade waste, but all of the same and similar items shall be removed and disposed of by the owner thereof, and at such owner's expense.

941.09 SOLID WASTE COLLECTION AND DISPOSAL BY NON-CITY CONTRACTORS.

(a) No person, firm or corporation excepting the collection contractor mentioned in Section 941.01 shall remove, transport or carry over or through the streets, alleys or other

public ways of the City, for compensation, any solid waste as herein defined from any residence within the City.

(b) Nothing herein contained shall prevent a resident, owner, or householder from employing any person to remove those items listed in Section 941.08, nor shall anything herein contained prevent any such person from accepting such employment.

941.10 DUMPING OF SOLID WASTE IN PUBLIC PLACE; BURNING PROHIBITED.

No person shall throw, dump or leave upon any street, alley, public park, vacant lot or any pond, stream or body of water or the banks thereof, or upon any lot, other than his own within the limits of the City, any table or kitchen wastes, dead animals, offal or other solid waste, and burning such materials in outside incinerators or other outside burying devices within the City is prohibited.

(Ord. 28-2014. Passed 6-2-14.)

941.11 BURNING OR BURYING SOLID WASTE PROHIBITED.

No person shall burn or bury solid waste within the corporate limits of the City.

941.12 COMMERCIAL ESTABLISHMENT CONTAINERS.

(a) The owner of any commercial establishment shall not be required to comply with Section 941.05 or 941.06, but shall provide for the disposition of such solid waste in such manner as not to violate any provision of this chapter, other ordinance or regulation of the City including the anti-litter regulation of Section 503.08 and screening requirements of Section 1160.03. The owner of any residence shall be required to comply with Sections 941.05 and 941.06 and all other sections contained herein which apply to residential solid waste disposal. Excepting, the collective owners of more than three such dwelling units with common walls may at their option be considered; 1) residences with each occupant receiving service under Sections 941.05 and 941.06, or 2) commercial establishments and opt-out of residential service with services then to be provided under this Section 941.12 with costs to be borne by the resident. Proper "opt-out" forms shall be submitted to and approved by the Department of Public Service.

(b) The owner of any commercial establishment shall provide at least one solid waste container, or as many additional containers as may be required to adequately serve such commercial establishment. The owner shall enter into a private agreement with a contractor for the collection and disposal of its solid waste. Vehicles used for such disposal shall be provided with watertight covers and operated to prevent offensive odors escaping therefrom and solid waste from being blown, dripped or spilled.

(c) Solid waste containers shall be equipped with tightfitting lids and the lids shall be kept tightly on the container except when it is being emptied or filled. All containers shall be placed in an area and in such manner as to be accessible for collection.

(d) Nothing in this section shall apply to any dwelling or structure equipped with an incinerator or disposal facilities which meet the requirements of the City Building Code.

(e) Groups of tenants or owners or both, or one or more commercial buildings may jointly utilize the same solid waste container, provided, that a single owner or tenant of

such a group shall be responsible for the maintenance of the container, the upkeep of the grounds it occupies and any other managerial or housekeeping responsibilities.

(f) A tenant or owner of a commercial building or a group of such owners or tenants may jointly enter into private agreements with the contractor for the use of modernized devices or other mechanical equipment such as compactors, collection chutes, conveyer belts or the like which are designed to handle the solid waste with improved convenience, economy or efficiency. Where applicable, such arrangements shall be subject to the review and approval by the Municipal Zoning Administrator and/or the Director of Public Service.

941.13 CHRISTMAS TREE REMOVAL.

City crews shall remove Christmas trees at the edge of the street off the pavement during the week commencing with the second Monday following New Year's Day and continuing for a three-week period.

941.14 BULK ITEMS

Residents shall properly dispose of bulk items by contacting the collection contractor and such disposal shall be by agreement between the resident and the collection contractor.

941.15 LEAF COLLECTION.

Leaves shall be raked loose to the edge of the street and not into the gutter or onto the pavement and they shall be picked up by City crews during the fall as announced by the Director of Public Service. Residents wishing to dispose of their leaves prior to the announced City collection may bag the leaves in disposable containers according to Sections 941.06 and 941.17 and place them out for collection on the regular green yard waste collection day.

(Ord. 28-2014. Passed 6-2-14.)

941.16 PUBLIC WASTE RECEPTACLES. (REPEALED)

EDITOR'S NOTE: Former Section 941.16 was repealed by Ordinance 28-2014.

941.17 GREEN YARD WASTE COLLECTION

The City shall arrange for the distribution of special disposable containers, or sticker to be applied to non-disposable containers, whereby the resident may dispose of green yard waste with the cost of such disposal being borne by the resident.

941.18 TITLE TO RECYCLABLE MATERIALS

From the time of placement of recyclable materials in a designated municipal recycling drop off station or in the street right of way, such materials shall become the property of the City.

941.19 THEFT OF RECYCLABLE MATERIALS.

No person, other than the City or its authorized agents, shall, without privilege to do so, knowingly obtain or exert control over recyclable materials which have been separated

from other solid waste and placed either in a designated municipal recycling drop-off station or in the street right of way for collection.

941.20 DONATION OR SALE OF RECYCLABLE MATERIALS.

Nothing herein contained shall prohibit a resident, owner or householder from donating or selling recyclable materials to any person, club, business or organization.

941.99 PENALTY.

Whoever violates any term or condition of this chapter shall be fined not more than one hundred dollars (\$100.00) for the first offense, and not more than two hundred fifty dollars (\$250.00) for each subsequent offense.

**CITY OF SYLVANIA
REFUSE COLLECTION
RULES AND REGULATIONS**

1. **Refuse**, as used herein, means all perishable wastes, including vegetable and fruit waste; animal manure; household wastes (non-hazardous), clothing, and empty paint cans.
Refuse shall **not** mean lumber, remodeling materials, tires, auto parts, stones, dirt/rocks, steel, motor oil, pesticide containers, paint, tree stumps or other yard waste, or dead animals. ***All material shall be securely bagged (loose material may be blown from the dumping operation).***

Bulk items, as used herein, means appliances, water heaters, furniture, mattresses, carpeting (rolled in 4' lengths and tied no larger than 2' in diameter), and dismantled swing sets (concrete bases removed). All Freon shall be removed from any such appliances before disposal.

2. **COLLECTION SERVICE:** Refuse will be collected once each week for every residence (as defined in SCO 941) in the City provided that (1) a Toter is kept thereon; (2) said residence is not served by a private refuse collection service; and (3) the Director of Public Service approves of same with the standards of the Public Service Department. In the event that the normally scheduled collection day falls on a holiday, collection for that area shall take place on the next working day. During the remainder of the week in which such a holiday has occurred, the scheduled collection day for each area will be delayed one day, with areas typically serviced Friday, being serviced on Saturday. Collections shall be made between the hours of 7:00 a.m. and 7:00 p.m.
3. **LIMITATION ON NUMBER OF CONTAINERS:** Each residence is limited to one 95-gallon container of refuse as part of the City basic service. A resident may request additional nondisposable or disposable containers and/or bulk item disposal from the City contractor and such provision shall be by agreement between the resident and the City contractor.
4. **CONTAINER REQUIREMENTS/LOCATION:** Container requirements are one 95-gallon "Trash" Toter as supplied by the City of Sylvania weighing no more than 300 pounds when filled. For lost or stolen containers, a Police Report must be filed. Damaged Toters due to misuse or abuse will require the resident to pay \$75 for a replacement.

All Toters and bulk items shall be placed at the edge of the street off the pavement by 7:00 a.m. on the collection day but not before 7:00 p.m. on the night preceding the collection day. Toters shall not remain at the edge of the street after sunset on the collection day. **There must be 3 feet of clearance on each side of the Toter for collection. Toters shall be placed a minimum of 5 feet from any obstructions such as fire hydrants, street signs, mailboxes, vehicles, utility poles, etc.**

- Place the Toter in the street lawn, the area between the sidewalk and the edge of the street as close to the street as possible, but not under trees.
- Do not block driveway and garage access of neighbors with Toters.
- Set Toters with the lid opening facing the street.
- Do not lean any items against Toters.
- Only City of Sylvania issued Toters will be emptied.
- Toters must be set out for collection by 7:00 a.m. to ensure collection by the City Contractor. Changes in weather condition, crew assignment, etc. can cause your pickup to be at different times. A trip fee of \$25 will be charged if the contractor is requested to return for a pickup.

- Lids must be kept closed to keep rain, snow, and animals out of the Toter.
- All items must fit in the Toter with the lid closed. *All material shall be securely bagged (loose material may be blown from the dumping operation).*
- DO NOT place items on the closed lid of the Toter.

Carry out and carry-back service may be provided to residents who meet the City's requirements for disabled, handicapped, or elderly service. The collection contractor shall not be required nor permitted to enter garages, dwellings, porches or enclosed premises.

5. **DO NOT PLACE IN REFUSE TOTER:** construction, remodeling materials, auto parts, yard waste, liquids, highly flammable or explosive materials including hot ashes. If unacceptable items are in the Toter, the collection contractor will stop emptying the Toter and the resident is then responsible for correcting the problem.
6. **CONTAINER STORAGE:** Toters should never be stored in the front yard of any property and shall not be visible from the street.

**CITY OF SYLVANIA
RECYCLING COLLECTION
RULES AND REGULATIONS**

1. **Recyclable materials**, as used herein, means:
 - Aluminum, steel and bi-metal cans
 - Glass containers
 - Plastic milk, water, juice and detergent containers (#1, #2, #4, #5, #7)
 - Cardboard and paper boxes (flattened, cut to fit into Toter)
 - Newspaper, magazines, office paper, envelopes, etc.
2. **COLLECTION SERVICE:** Recyclable materials will be collected bi-weekly (every other week) for every residence (as defined in SCO 943) in the City provided that (1) a Toter is kept thereon; (2) said residence is not served by a private collection service; and (3) the Director of Public Service approves of same with the standards of the Public Service Department. In the event that the normally scheduled collection day falls on a holiday, collection for that area shall take place on the next working day. During the remainder of the week in which such a holiday has occurred, the scheduled collection day for each area will be delayed one day, with areas typically serviced Friday, being serviced on Saturday. Collections shall be made between the hours of 7:00 a.m. and 7:00 p.m.
3. **LIMITATION ON NUMBER OF CONTAINERS:** Each residence is limited to one 95-gallon container of recyclable material as part of the City basic service.
4. **CONTAINER REQUIREMENTS/LOCATION:** Container requirements are one 95-gallon "Recycling" Toter as supplied by the City of Sylvania weighing no more than 300 pounds when filled. For lost or stolen containers, a Police Report must be filed. Damaged Toters due to misuse or abuse will require the resident to pay \$75 for a replacement.

All Toters shall be placed at the edge of the street off the pavement by 7:00 a.m. on the collection day but not before 7:00 p.m. on the night preceding the collection day. Toters shall not remain at the edge of the street after sunset on the collection day. **There must be 3 feet of clearance on each side of the Toter for collection. Toters shall be placed a minimum of 5 feet from any obstructions such as fire hydrants, street signs, mailboxes, vehicles, utility poles, trees, etc.**

- Place the Toter in the street lawn, the area between the sidewalk and the edge of the street as close to the street as possible, but not under trees.
- Do not block driveway and garage access of neighbors with Toters.
- Set Toters with the lid opening facing the street.
- Do not lean any items against Toters.
- Only City of Sylvania issued Toters will be emptied.
- Toters must be set out for collection by 7:00 a.m. to ensure collection by the City Contractor. Changes in weather condition, crew assignment, etc. can cause your pickup to be at different times. A trip fee of \$25 will be charged if the contractor is requested to return for a pickup.
- Lids must be kept closed to keep rain, snow, and animals out of the Toter.
- All items must fit in the Toter with the lid closed.
- DO NOT place items on the closed lid of the Toter.

Carry out and carry-back service will be provided to residents who meet the City's requirements for disabled, handicapped, or elderly service. The collection contractor shall not be required nor permitted to enter garages, dwellings, porches or enclosed premises.

5. **ITEMS NOT RECYCLABLE:** Styrofoam plastic (egg cartons, meat trays, etc.), aerosol cans, aluminum foil, unmarked plastic, #3 or #6, wire coat hangers, diapers, clothes, shoes, wood, auto tires, auto parts, bio-hazardous waste, electronic waste, plastic bags, shredded paper.
6. **CONTAINER STORAGE:** Toters should never be stored in the front yard of any property and shall not be visible from the street.
7. **HOUSEHOLD HAZARDOUS WASTE (HHW):** To dispose of HHW residents may contact either Lucas County Solid Waste Management District (419-213-2230) or ERG Environmental Services (419-354-6110). There is a charge to dispose of these items. HHW includes: paint, turpentine, mineral spirits, pesticides, insecticides, herbicides, chemical cleaners, gasoline, motor oil, batteries, fluorescent bulbs, etc. More information can be found at <https://www.co.lucas.oh.us/781/Household-Hazardous-Waste-Collection>.

**CITY OF SYLVANIA
GREEN YARD WASTE COLLECTION
RULES AND REGULATIONS**

1. **Green Yard Waste (GYW)**, as used herein, means grass clippings, leaves, garden waste, tree limbs/brush (folded, bundled and tied in lengths of no more than 4 feet with a diameter of no more than 1 foot and not more than 40 pounds in weight)
2. **COLLECTION SERVICE:** GYW materials will be collected by City employees on a bi-weekly (every other week) schedule as posted annually by the City for every residence (as defined in SCO 943) in the City. Collections shall be made between the hours of 7:30 a.m. and 4:00 p.m.
3. **CONTAINER REQUIREMENTS/LOCATION:** Containers intended for GYW may be either of the non-disposable or disposable variety. Non-disposable containers shall be provided by the resident and must include the City GYW sticker (\$40 if purchased in Jan-May; \$30 June/July; \$20 August/September; and \$10 October) as an attachment. Disposable containers shall be provided by the City at the resident's expense (\$2 per bag). Disposable containers may be purchased at; Ace Hardware, both Kroger locations, Sautters Market, and the City Utilities office. All containers shall weigh no more than 40 pounds when filled. Tree limbs may be collected subject to Item 1 above.

All GYW shall be placed at the edge of the street off the pavement by 7:00 a.m. on the collection day but not before 7:00 p.m. on the night preceding the collection day. Containers shall not remain at the edge of the street after sunset on the collection day.

Carry out and carry-back service will be provided to residents who meet the City's requirements for disabled, handicapped, or elderly service. The City employees shall not be required nor permitted to enter garages, dwellings, porches or enclosed premises.

4. **CONTAINER STORAGE:** Containers shall be stored in a manner that is not visually distracting to you or your neighbors. Containers should never be stored in the front yard of any property and shall not be visible from the street.
5. **CHRISTMAS TREE COLLECTION:** City employees will collect Christmas trees at the edge of the street off the pavement commencing with the second Monday following New Years Day. This collection will continue for a 3-week period.
6. **LEAF COLLECTION:** Leaves shall be raked to the edge of the street and not into the gutter or onto the pavement to be picked up by City employees during the fall as announced by the Director of Public Service (typically mid to late October to early December). Residents wishing to dispose of their leaves outside the period of the announced City collection may bag the leaves in containers according to Item 3 above and place them for collection on the regular GYW collection day.

ORDINANCE NO. 27 -2021

**AMENDING CHAPTER 941 – SOLID WASTE/RECYCLING
COLLECTION OF THE SYLVANIA CODIFIED ORDINANCES, 1979, AS
AMENDED; REPEALING CHAPTER 943 – RESIDENTIAL RECYCLING
PROGRAM OF THE SYLVANIA CODIFIED ORDINANCES, 1979, AS
AMENDED; AND DECLARING AN EMERGENCY.**

WHEREAS, the Director of Public Service has recommended that Chapter 941 be amended as set forth on the attached “Exhibit A,” and,

WHEREAS, the Director of Public Service has recommended that the necessary sections from Chapter 943 be incorporated into Chapter 941 and that Chapter 943 be repealed; 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 941 – Solid Waste/Recycling Collection 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 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

CHAPTER 941

Solid Waste/Recycling Collection

- | | |
|---|--|
| 941.01 Definitions. | 941.10 Dumping of solid waste in public place; burning prohibited. |
| 941.02 City to provide collection and disposal for residential buildings at City expense. | 941.11 Burning or burying solid waste prohibited. |
| 941.021 Fees for collection and disposal for residential buildings. | 941.12 Commercial Establishment containers. |
| 941.03 Solid Waste collection and disposal service. | 941.13 Christmas tree removal. |
| 941.04 Solid Waste preparation. | 941.14 Bulk items. |
| 941.05 Container requirements. | 941.15 Leaf collection. |
| 941.06 Location of containers. | 941.16 Public waste receptacles. (Repealed) |
| 941.07 Collection and disposal contract provisions. (Repealed) | 941.17 Green Yard Waste Collection. |
| 941.08 Materials not considered refuse. | 941.18 Title to Recyclable Materials. |
| 941.09 Solid Waste collection and disposal by non-City contractors. | 941.19 Theft of Recyclable Materials. |
| | 941.20 Donation or Sale of Recyclable Materials. |
| | 941.99 Penalty. |

CROSS REFERENCES

Power of Council to collect and dispose of garbage and refuse - see CHTR. Art. III, Sec. 10.0

Disposal and transportation upon public ways - see Ohio R.C. 3767.20 et seq.

Vehicle loads dropping, sifting, leaking - see TRAF. 339.08, 339.09

Littering - see GEN. OFF. Ch. 503

941.01 DEFINITIONS.

As used in this chapter:

(a) "Refuse," as used herein, means all putrescible (perishable) substances, including vegetable and fruit waste; animal offal or manure (securely wrapped or bagged); household wastes (non-hazardous); and empty paint cans.

(b) "Resident", "owner" or "householder" includes any owner, occupant, lessee, tenant or any person in charge of any dwelling, hotel or motel, restaurant, apartment house, office building, public building, store building, churches, schools or other building within the City.

(c) "Commercial establishments" includes each location occupied by a retail and/or wholesale firm, a firm furnishing sales and/or services, each location occupied by a quasi-public institution and each multiple family building consisting of more than six family dwelling units.

(d) "Residence" includes each single family dwelling unit, and each unit of a multiple family structure containing up to a maximum of six family dwelling units.

(e) "Collection contractor" means the person, partnership or corporation awarded the contract to collect refuse as herein defined from all residences within the limits of the City; and to transport such refuse to the disposal facility which shall be designated by the City.

(f) "Disposal contractor" means the person, partnership or corporation having available a disposal facility sufficient to accept and dispose of the refuse from all residences within the limits of the City.

(g) "Bulk Items" includes appliances; water tanks/boilers; sinks & fixtures; furniture; mattresses; carpeting (rolled in four-foot lengths and tied); dismantled swing sets (concrete bases removed).

(h) "Recyclable materials" means materials that would otherwise become refuse and that may be collected, separated or processed and returned to the economic mainstream as a raw material or product and shall include the following materials:

- (1) Aluminum, steel and bi-metal cans;
- (2) Glass containers;
- (3) Plastic milk, water, juice and detergent containers;
- (4) Corrugated paper (cardboard and paper boxes);
- (5) Newspaper;
- (6) Computer print-out paper;
- (7) Other materials as set forth by rules promulgated by the Director of Public Service and published for a minimum of fifteen days.

(i) "Recycling program" means a resource recovery method that involves the collection and treatment of waste products for use as raw materials in manufacturing the same or a similar product.

(j) "Solid waste" means refuse and recyclable materials, all inclusive, to be disposed of.

(k) "Green Yard Waste" means yard waste, grass clippings, tree limbs (folded, bundled, and tied in lengths of no more than four feet with a diameter of no more than one foot and not more than forty pounds in weight).

(Ord. ____-2021. Passed ____-2021.)

941.02 CITY TO PROVIDE COLLECTION AND DISPOSAL FOR RESIDENTIAL BUILDINGS AT CITY EXPENSE.

The City shall provide, at the sole expense of the City, for the removal and disposition of solid waste from each residence within the City. The Director of Public Service is hereby authorized to establish reasonable rules and regulations that are consistent with any ordinance of the City and as may be reasonably necessary to the public safety and health regarding the manner and method of collecting, handling, storing and disposing of solid waste within the City.

(Ord. ____-2021. Passed ____-2021.)

941.021 FEES FOR COLLECTION AND DISPOSAL FOR RESIDENTIAL BUILDINGS.

(a) The City shall provide and pay for the removal and disposition of solid waste from each residence within the City, and there is hereby imposed on the owner (collectively including all owners or tenants) of each residence an annual fee, currently one hundred sixty-one dollars and forty cents (\$161.40) for each calendar year, payable monthly, which monthly payment shall be included on such owner's monthly water and sewer bill, water bill or sewer bill as provided for in Chapters 923 and 925. The amount of the annual fee shall be reviewed by the Director of Public Service whenever the annual cost to the City of collection or disposal of solid waste changes and the amount of such annual fee shall be adjusted upwards or downwards by the Director of Public Service, by rule, so that the annual fee, when paid as so imposed, will equal the City's estimated annual cost of removal and disposal of solid waste. Any change in the annual fee shall be made prospectively and shall be made effective only on and after January 1, of any particular year. The City shall arrange for the distribution of special disposable containers whereby the resident, owner or householder may dispose of refuse in excess of the maximum container per week limit then in force, with the cost of such excess removal and disposition being borne by the resident, owner or householder. If the monthly annual fee payment is not paid to the City within twenty days of its billing date, ten percent (10%) of the monthly annual fee amount shall be added to the monthly annual fee amount and collected by the City. The water service agreement, upon the owner of any residential premises receiving City refuse service after the date hereof, shall be deemed to be also a service agreement for solid waste service and the provisions of Section 923.09 (b) shall apply with the force and effect to solid waste service as though that term has been included in such section.

(b) To the extent, in the aggregate, that an owner (collectively including all owners) of a residence and any person residing at such residence who is not a tenant, have paid, or are credited to have paid their City income tax liability less any credit given under Section 171.08, to the City for the year for which such annual fee is imposed, such owner, or person, so paying or being credited with having paid such income tax liability less such credit shall receive a refund of the annual fee or part thereof paid by such owner or person upon proof of payment of the annual fee and verification by the Tax Commissioner of income tax so paid or credited.

(c) To the extent tenant(s) of an owner of a residence in the City have paid or are credited to have paid their City income tax liability less any credit given under Section 171.08, to the City for the year for which such annual fee is imposed, such tenant(s) shall be entitled to receive a refund of such fee upon proof of such applicant's payment of the annual fee and verification by the Tax Commissioner of income tax so paid or credited.

(d) If all persons residing at a residence in the City have a combined gross income of less than the current fiscal year Section 8 Very Low Income Limit for Lucas County as established by the Housing and Urban Development Office ("Income Limit") from all sources, for any year in which a solid waste fee is imposed and paid, such persons shall be entitled to a refund of such refuse fee upon proof of such applicant's payment of the annual fee and verification by the Tax Commissioner that such combined gross income, from all sources, from all persons residing in such residence is less than the Income Limit as defined above. The combined gross income shall be adjusted annually based on the income levels set by the United States Department of Housing and Urban Development Section 8 Income Limits and will be set by the Director of Finance.

(e) If the combined gross income received for the second year prior to the year for which the annual fee is imposed, from all sources by all persons (which must include the owner of such premises) residing in a residence in the City, is less than the eligible combined gross income as set forth in subsection (d) above, as determined by the Commissioner of Taxation, the owner (collectively including all owners) of such residence shall be exempt from the payment of the

annual fee, upon the owner completing and filing with the Tax Commissioner an exemption based on income waiver provided by the Tax Commissioner and upon verification by the Tax Commissioner of such income received.

(f) If the combined City income tax liability less any credit given under Section 171.08, which has been paid or credited to have been paid for the second year prior to the year for which the annual fee is imposed, of all persons residing in a particular residence in the City during such second year prior as determined by the Commissioner of Taxation, is equal to or exceeds the annual fee imposed, the owner (collectively including all owners) of such residence shall be exempt from the payment of the annual fee, upon such owner completing and filing with the Tax Commissioner an exemption based on income waiver provided by the Tax Commissioner and upon verification by the Tax Commissioner of such income tax paid or credited to have been paid.

(g) If the combined City income tax liability less any credit given under Section 171.08, which has been paid or credited to have been paid for the second year prior to the year for which the annual fee is imposed, of all persons residing in a particular residence in the City during such second year prior, as determined by the Commissioner of Taxation, is less than the annual fee imposed, the owner (collectively including all owners) of such residence shall be exempt from the annual solid waste fee so imposed upon such owner (any of them) paying to the utility office an amount equal to the difference between the annual solid waste fee imposed and the income tax so paid or credited to have been paid to the City, and upon such owner completing and filing with the Tax Commissioner an exemption based on income waiver provided by the Tax Commissioner and upon payment of such income tax being verified by the Tax Commissioner.

(h) In those cases where all persons residing at a residence in the City are estimated to have a combined gross income of less than the Income Limit as defined in subsection (d) above, from all sources, for any year in which a solid waste fee is imposed and any of such persons had not resided in the city during all of the second year prior to the year in which the solid waste fee is imposed, then the residents of such residence shall be exempt from the payment of the annual solid waste fee for the year such combined gross income is less than the Income Limit as defined in subsection (d) above, upon all of such residents, except minors having no gross income, completing and filing with the Tax Commissioner, an exemption based on income waiver provided by the Tax Commissioner, which waiver and the accompanying copies of tax returns and affidavits shall establish that the estimated combined gross income of all residents of the particular residence where the solid waste fee would be imposed is less than the Income Limit as defined in subsection (d) above.

(i) All owners or other persons whose gross income or income taxes paid to the City are required to be considered hereby in determining whether such owner, other person or any of them qualify for an exemption or refund provided for under subsections (b), (c), (d), (e), (f), (g) or (h) hereof shall complete and file waiver and consent forms provided by the Tax Commissioner or forms authorizing the Division of Taxation to disclose certain information to the utility billing office and the Finance Department and other forms required by the Tax Commissioner or the Director of Public Service.

(j) The Director of Public Service and the Tax Commissioner (as provided in Chapter 171) may promulgate rules to implement the provisions of this and other sections of the Codified Ordinances which directly or incidentally relate to the annual solid waste fee.

(k) "Gross income," as used in this section, means all income from whatever source derived and includes those items listed in the Internal Revenue Code, Sections 61(a) and 85(a), as follows:

- (1) Compensation for services, including fees, commissions and the like;
- (2) Gross income derived from business;
- (3) Gains derived from dealings in property;
- (4) Interest;
- (5) Rents;
- (6) Royalties;
- (7) Dividends;
- (8) Alimony and separate maintenance payments;
- (9) Annuities;
- (10) Income from life insurance and endowment contracts;
- (11) Pensions;
- (12) Income from discharge of indebtedness;
- (13) Distributive share of partnership gross income;
- (14) Income in respect of a decedent;
- (15) Income from an interest in an estate or trust; and
- (16) Unemployment compensation.

(l) All of the owners of a residence, as distinguished from tenants or other occupiers of real estate, shall be deemed to have paid the solid waste fee that has been paid to the City in the absence of proof to the contrary.

(m) All requests for refunds of a solid waste fee shall be filed with the City on or before December 31 of the year following the year for which the solid waste fee is imposed and if not filed within that time such application shall not be accepted by the City and no refund shall be made.

(n) All solid waste fee payments received by the City shall be credited to the General Fund, and identified by a new particular account which the Director of Finance shall designate.

(Ord. ____-2021. Passed ____-2021.)

941.03 SOLID WASTE COLLECTION AND DISPOSAL SERVICE.

(a) Refuse collection services are to be provided to each residence within the City once each week.

(b) Recycling collection services are to be provided to each residence within the City every other week.

(c) Collections, except in an emergency, shall be between the hours of 7:00 a.m. and 7:00 p.m.

(Ord. ____-2021. Passed ____-2021.)

941.04 SOLID WASTE PREPARATION.

(a) Recyclable materials shall be separated from refuse and prepared for recycling in accordance with rules and regulations promulgated by the Director of Public Service. (Ord. ____-2021. Passed ____-2021.)

941.05 CONTAINER REQUIREMENTS.

(a) All nondisposable containers utilized for the purpose of solid waste collection shall be provided by the City. The cost of this container shall be included in the fees addressed in Section 941.021. All solid waste material shall be placed in the container provided by the City. All refuse material placed in the container shall be securely bagged. All recyclable material placed in the container shall not be bagged.

(b) A resident may request additional nondisposable or disposable containers from the collection contractor and such provision shall be by agreement between the resident and the collection contractor. (Ord. ____-2021. Passed ____-2021.)

941.06 LOCATION OF CONTAINERS.

(a) All containers and bulk items shall be placed in the street right of way at the edge of the street off the pavement. Containers shall not be placed in the street right of way at the edge of the street off the pavement before the time of sunset on the night preceding the collection day or after 7:00 a.m. on the collection day. Containers placed at the edge of the street shall not be permitted to remain there after the time of sunset on the collection day.

(b) The collection contractor shall not be required nor permitted to enter garages, dwellings or porches for pick up. Nor shall collection be required if access to containers is inhibited by a locked gateway or the presence of threatening/intimidating animals.

(c) At all times while not placed in the street right-of-way as set forth in subsection (a), all containers or bundles shall be kept in such a manner so as not to be visible from the street. (Ord. ____-2021. Passed ____-2021.)

941.08 MATERIALS NOT CONSIDERED REFUSE.

(a) "Refuse" shall not mean and shall not include: lumber, building and remodeling materials; tires; stones; rocks; dirt; steel; iron; motor oil; pesticide containers; paint, paint thinner; automobile parts; tree stump or other forms of yard waste; or dead animals.

(b) Residents shall not be permitted to dispose of any abandoned, condemned or rejected product, by-product, manufactured waste material or stock of any wholesale dealer, as, for example, eggs, fish, meat, pickles, fruit or vegetables, and which shall be regarded as trade waste, but all of the same and similar items shall be removed and disposed of by the owner thereof, and at such owner's expense.

941.09 SOLID WASTE COLLECTION AND DISPOSAL BY NON-CITY CONTRACTORS.

(a) No person, firm or corporation excepting the collection contractor mentioned in Section 941.01 shall remove, transport or carry over or through the streets, alleys or other public ways of the City, for compensation, any solid waste as herein defined from any residence within the City.

(b) Nothing herein contained shall prevent a resident, owner, or householder from employing any person to remove those items listed in Section 941.08, nor shall anything herein contained

prevent any such person from accepting such employment. (Ord. ____-2021. Passed ____-2021.)

941.10 DUMPING OF SOLID WASTE IN PUBLIC PLACE; BURNING PROHIBITED.

No person shall throw, dump or leave upon any street, alley, public park, vacant lot or any pond, stream or body of water or the banks thereof, or upon any lot, other than his own within the limits of the City, any table or kitchen wastes, dead animals, offal or other solid waste, and burning such materials in outside incinerators or other outside burying devices within the City is prohibited.

(Ord. 28-2014. Passed 6-2-14.)

941.11 BURNING OR BURYING SOLID WASTE PROHIBITED.

No person shall burn or bury solid waste within the corporate limits of the City. (Ord. ____-2021. Passed ____-2021.)

941.12 COMMERCIAL ESTABLISHMENT CONTAINERS.

(a) The owner of any commercial establishment shall not be required to comply with Section 941.05 or 941.06, but shall provide for the disposition of such solid waste in such manner as not to violate any provision of this chapter, other ordinance or regulation of the City including the anti-litter regulation of Section 503.08 and screening requirements of Section 1160.03. The owner of any residence shall be required to comply with Sections 941.05 and 941.06 and all other sections contained herein which apply to residential solid waste disposal. Excepting, the collective owners of more than three such dwelling units with common walls may at their option be considered; 1) residences with each occupant receiving service under Sections 941.05 and 941.06, or 2) commercial establishments and opt-out of residential service with services then to be provided under this Section 941.12 with costs to be borne by the resident. Proper "opt-out" forms shall be submitted to and approved by the Department of Public Service.

(b) The owner of any commercial establishment shall provide at least one solid waste container, or as many additional containers as may be required to adequately serve such commercial establishment. The owner shall enter into a private agreement with a contractor for the collection and disposal of its solid waste. Vehicles used for such disposal shall be provided with watertight covers and operated to prevent offensive odors escaping therefrom and solid waste from being blown, dripped or spilled.

(c) Solid waste containers shall be equipped with tightfitting lids and the lids shall be kept tightly on the container except when it is being emptied or filled. All containers shall be placed in an area and in such manner as to be accessible for collection.

(d) Nothing in this section shall apply to any dwelling or structure equipped with an incinerator or disposal facilities which meet the requirements of the City Building Code.

(e) Groups of tenants or owners or both, or one or more commercial buildings may jointly utilize the same solid waste container, provided, that a single owner or tenant of such a group shall be responsible for the maintenance of the container, the upkeep of the grounds it occupies and any other managerial or housekeeping responsibilities.

(f) A tenant or owner of a commercial building or a group of such owners or tenants may jointly enter into private agreements with the contractor for the use of modernized devices or other mechanical equipment such as compactors, collection chutes, conveyer belts or the like which are designed to handle the solid waste with improved convenience, economy or efficiency. Where

applicable, such arrangements shall be subject to the review and approval by the Municipal Zoning Administrator and/or the Director of Public Service. (Ord. ____-2021. Passed ____-2021.)

941.13 CHRISTMAS TREE REMOVAL.

City crews shall remove Christmas trees at the edge of the street off the pavement during the week commencing with the second Monday following New Year's Day and continuing for a three-week period. (Ord. ____-2021. Passed ____-2021.)

941.14 BULK ITEMS

Residents shall properly dispose of bulk items by contacting the collection contractor and such disposal shall be by agreement between the resident and the collection contractor. (Ord. ____-2021. Passed ____-2021.)

941.15 LEAF COLLECTION.

Leaves shall be raked loose to the edge of the street and not into the gutter or onto the pavement and they shall be picked up by City crews during the fall as announced by the Director of Public Service. Residents wishing to dispose of their leaves prior to the announced City collection may bag the leaves in disposable containers according to Sections 941.06 and 941.17 and place them out for collection on the regular green yard waste collection day.

(Ord. 28-2014. Passed 6-2-14.) (Ord. ____-2021. Passed ____-2021.)

941.16 PUBLIC WASTE RECEPTACLES. (REPEALED)

EDITOR'S NOTE: Former Section 941.16 was repealed by Ordinance 28-2014.

941.17 GREEN YARD WASTE COLLECTION

The City shall arrange for the distribution of special disposable containers, or sticker to be applied to non-disposable containers, whereby the resident may dispose of green yard waste with the cost of such disposal being borne by the resident. (Ord. ____-2021. Passed ____-2021.)

941.18 TITLE TO RECYCLABLE MATERIALS

From the time of placement of recyclable materials in a designated municipal recycling drop off station or in the street right of way, such materials shall become the property of the City.

(Ord. ____-2021. Passed ____-2021.)

941.19 THEFT OF RECYCLABLE MATERIALS.

No person, other than the City or its authorized agents, shall, without privilege to do so, knowingly obtain or exert control over recyclable materials which have been separated from other

solid waste and placed either in a designated municipal recycling drop-off station or in the street right of way for collection. (Ord. ____-2021. Passed ____-2021.)

941.20 DONATION OR SALE OF RECYCLABLE MATERIALS.

Nothing herein contained shall prohibit a resident, owner or householder from donating or selling recyclable materials to any person, club, business or organization.

(Ord. ____-2021. Passed ____-2021.)

941.99 PENALTY.

Whoever violates any term or condition of this chapter shall be fined not more than one hundred dollars (\$100.00) for the first offense, and not more than two hundred fifty dollars (\$250.00) for each subsequent offense. (Ord. ____-2021. Passed ____-2021.)

“Exhibit A”

12

RESOLUTION NO. 4 - 2021

**A RESOLUTION AUTHORIZING AND ESTABLISHING A NEW FUND
KNOWN AS THE JOINT ECONOMIC DEVELOPMENT DISTRICT
FUND WITHIN THE FINANCIAL RECORDS OF THE CITY OF
SYLVANIA; AND DECLARING AN EMERGENCY.**

WHEREAS, Ordinance No. 33-2020, passed by Sylvania City Council on May 18, 2020, authorized the Mayor and Director of Finance to enter into an Agreement with the Board of Township Trustees of Sylvania Township, Lucas County, Ohio, to create a Joint Economic Development District ("JEDD") located in a portion of Sylvania Township; and,

WHEREAS, the terms of the Agreement provide that the City will collect the income tax from the JEDD and distribute those funds pursuant to the terms of the Agreement; and,

WHEREAS, the National Council on Governmental Accounting and the Government Accounting Standards Board permit the use of special revenue funds to account for specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects; and,

WHEREAS, the Director of Finance has recommended that a separate fund to be known as the "Joint Economic Development District Fund" be established to account for the revenue and expenditures of the JEDD.

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

SECTION 1. That this Council determines it necessary to establish a new fund within the financial records of the City to be known as the "Joint Economic Development District Fund" to be designated as Fund No. 806, pursuant to Ohio Revised Code Section 5705.09.

SECTION 2. The appropriate officers of the City are authorized and directed to take all necessary and appropriate actions to establish the Joint Economic Development District Special Revenue Fund.

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 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 establish a Joint Economic Development District Fund 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 this 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



City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

March 15, 2021

To: The Mayor and Members of Sylvania City Council

Re: MuniLink Billing Software

Dear Mr. Mayor and Council Members,

For several years the City has utilized the same various software packages in our Utilities Department. While they have served us well, upcoming required updates for a couple of them have initiated the opportunity to research other programs and their abilities both for our staff and our customers.

Because of software limitations, we currently utilize four different programs in the office.

1. XC2 handles our backflow cross connection control program. The parent company has been purchased and we have been informed that XC2 will no longer be supported. This leads us to believe that the new owner plans to either drop the package completely or will be coming out with an updated program likely at a higher cost.
2. ShopKeep is a point of sale program used at our front counter.
3. Invoice Cloud is the program used for our electronic bill payers and paperless presentment.
4. Finally, Software Solutions, Inc. is our main billing and accounting software. This software is fairly limited in regards to user friendliness both for staff and our customers.

After reviewing other programs on the market, we are recommending that we convert our utilities department operations to the MuniLink software. We believe this software offers many benefits over our current operation.

1. Allows us to consolidate four separate software packages into one. MuniLink can do all of the above operations and more.
2. Account reconciliation will be much better on a daily basis. There will be just one reconciliation needed rather than three. Also, our existing software may not show payments made on Day 1 until Day 2. This can be critical for late charges or shut-off notices.
3. Through their online chat customer service, we believe our questions will be better addressed. Current questions may take hours or days to be addressed.
4. MuniLink allows unlimited users. Information can be provided city wide and possibly used for other city operations. User rights can be controlled so only appropriate information is shared.

NOTICE TO LEGISLATIVE
AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL **14**
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

7720392		NEW		SANDALS NAIL SPA 7645 W SYLVANIA AVE SYLVANIA OH 43560
PERMIT NUMBER		TYPE		
ISSUE DATE				
02 22 2021				
FILING DATE				
D1 D2		PERMIT CLASSES		
48	077	A	C87221	
TAX DISTRICT		RECEIPT NO.		

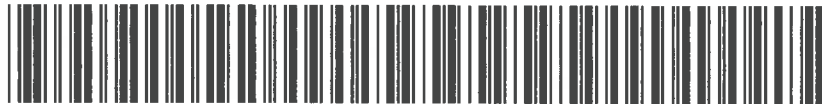
FROM 03/02/2021

PERMIT NUMBER		TYPE	
ISSUE DATE			
FILING DATE			
PERMIT CLASSES			
TAX DISTRICT		RECEIPT NO.	

RECEIVED

MAR 08 2021

CITY OF SYLVANIA
CITY COUNCIL



MAILED 03/02/2021

RESPONSES MUST BE POSTMARKED NO LATER THAN. 04/02/2021

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES **A NEW 7720392**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.

WE DO NOT REQUEST A HEARING. ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

CLERK OF SYLVANIA CITY COUNCIL
6730 MONROE ST
SYLVANIA OHIO 43560



Department of Commerce

Rev 2/10/2021

Mike DeWine, Governor
Jon Husted, Lt. Governor

Division of Liquor Control
Sheryl Maxfield, Director

Dear Local Legislative Authority Official:

Please find enclosed the legislative notice that is being sent to you regarding the applied for liquor permit as captioned on the notice. You **must**, within 30 days from the "mailed" date listed on the notice under the bar code:

- Notify the Division whether you object and want a hearing or not; or
- Ask for your one-time only, 30-day extension.
 - Any requests for a one-time, 30-day extension will be reviewed by the Division upon timely receipt. If granted, your additional 30-days runs from the expiration of the original 30-day period.

To be considered **timely**, your above response **must** be:

FAXED to the Division no later than 30 days after the "mailed" date (this is the date listed after the "responses must be postmarked no later than." You can fax your response to: (614) 644 – 3166

EMAILED to the Division no later than 30 days after the "mailed" date (this is the date listed after the "responses must be postmarked no later than." You can email your response to: LiquorLicensingMailUnit@com.state.oh.us

POSTMARKED, if mailed, no later than the date listed on the notice after "responses must be postmarked no later than." You can mail your response to

Ohio Division of Liquor Control
Attn: Licensing Unit
6606 Tussing Road
PO Box 4005
Reynoldsburg, Ohio 43068-9005

In an effort to speed up processing times and reduce paper, the Division respectfully asks that you either fax or email the above notice. In a similar effort, please note that the Division is no longer sending ownership information with this legislative notice. If you want to know who owns the applied for permit you can find that information in two ways:

- Go to https://www.comapps.ohio.gov/liqr/liqr_apps/PermitLookup/PermitHolderOwnership.aspx and enter the permit number listed on the legislative notice; or
- Contact your police department or county sheriff, if you are a township fiscal officer or county clerk, as the Division sends the applicable law enforcement agency the pertinent ownership disclosure information when it notifies them of the permit application.

Licensing Section
6606 Tussing Road
Reynoldsburg, OH 43068-9009

Fax 614-728-1281
TTY/TDD 800-750-0750
com.ohio.gov



DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

March 11, 2021

To: Mayor and Members of City Council

Re: Council Referral – SUP-1-2021
5403 Silica Drive

Dear Mayor and Members of Council:

Following is an excerpt from the minutes of the regular meeting of the Municipal Planning Commission of March 10, 2021, Council Referral – SUP-1-2021 submitted by Stephen E. Carr, Agent for Cellco Partnership dba Verizon Wireless and Tarpon Towers II, LLC, Collectively Applicant for a Zoning Change from “R-1”, Single Family Residential to “R-1, Special Use Permit” for property located at 5403 Silica Drive, Sylvania, Ohio 43560 to allow the placement of a 130’ wireless communication facility with a 10’ lightning rod a total 140’ tall:

..." Mayor Stough moved, Ms. Lindhuber seconded to recommend to Council to approve the Special Use Permit request with the requirement that all of the three of the following issues proposed by Doug Haynam in City Councils referral to the Planning Commission be met, and confirmed, by submitting in writing to City Council:

- 1) The tower will be constructed and maintained in accordance with the nationally recognized standard for cell tower construction and maintenance.
- 2) The owner and operator of the tower will annually certify that the tower is physically and structurally safe, robust and sound and meets or exceeds all current nationally recognized standards for cell tower construction and maintenance.
- 3) That the owner and operator will be obligated to decommission the tower at the end of the useful life of the tower, and to provide the city prior to initiating construction of the tower with financial assurance that there will be sufficient funds to decommission the tower at the end of the useful life of the tower, and further that such financial assurance shall be in the form approved by the City, which may include establishment of a performance bond, a trust fund or other insurance.

March 11, 2021

Page 2

Vote being: Stough, Lindhuber, Fischer, Schaaf and Marciniak (5) aye; (0) nay. Motion passed by a 5 to 0 vote."...

Sincerely,

A handwritten signature in blue ink that reads "Debra Webb". The signature is written in a cursive style with a large, looped initial 'D'.

Debra Webb, Secretary
Municipal Planning Commission



**SPECIAL USE PERMIT REQUEST
RE: NORTHVIEW HIGH SCHOOL
WIRELESS COMMUNICATION FACILITY
DATE: MARCH 10, 2021**

Sylvania Northview

High School Property Tower Site



Proposed Site
5403 Silica Dr

New Softball Field

SILICA DRIVE

Google Earth

© 2020 Google

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- 2. 1/4" = 1' 0"
- 3. 1/4" = 1' 0"
- 4. 1/4" = 1' 0"

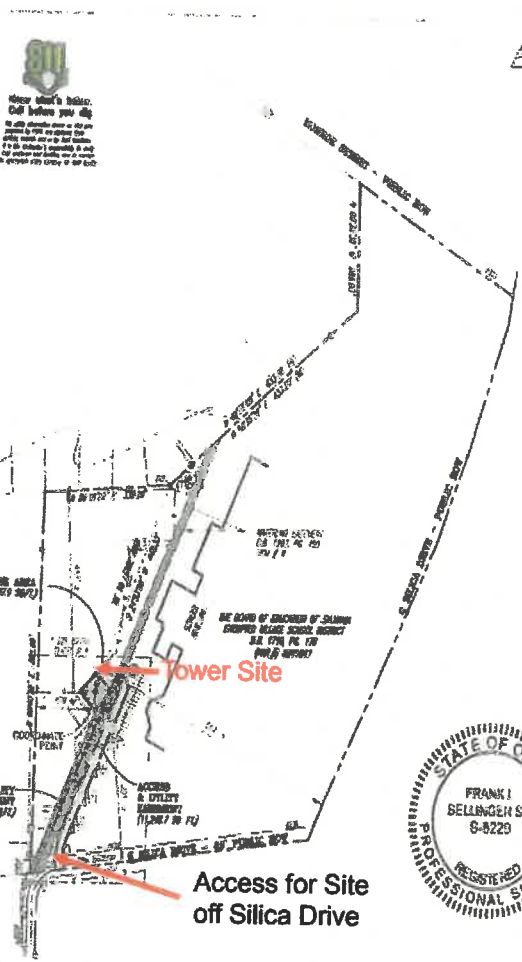
QUADRANT POINT LOCATION
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PROPERTY ENCUMBRANCE
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LAND SURVEYOR'S CERTIFICATE

I, FRANK L. SELLINGER, do hereby certify that I am a duly licensed and qualified land surveyor in the State of Ohio, and that I have personally surveyed and mapped the above described land, and that the same is correctly and truthfully represented on the accompanying map, and that I have not been convicted of any crime involving dishonesty or fraud in the practice of my profession.

FRANK L. SELLINGER
 REGISTERED PROFESSIONAL SURVEYOR
 6-8229



EDITORIAL NOTES

1. The survey was conducted on the 15th day of June, 2001, and the results are shown on the accompanying map.

2. The survey was conducted by Frank L. Sellinger, a duly licensed and qualified land surveyor in the State of Ohio.

3. The survey was conducted in accordance with the rules and regulations of the State of Ohio.

4. The survey was conducted in accordance with the rules and regulations of the State of Ohio.

5. The survey was conducted in accordance with the rules and regulations of the State of Ohio.

SURVEYOR'S REVIEW OF 'ORDINARY NEGLIGENCE'

I, FRANK L. SELLINGER, do hereby certify that I have reviewed the accompanying map and find that it is a true and correct representation of the land surveyed, and that I have not been convicted of any crime involving dishonesty or fraud in the practice of my profession.

FRANK L. SELLINGER
 REGISTERED PROFESSIONAL SURVEYOR
 6-8229

'WIRELESS COMMUNICATION SITE SURVEY'

1. The survey was conducted on the 15th day of June, 2001, and the results are shown on the accompanying map.

2. The survey was conducted by Frank L. Sellinger, a duly licensed and qualified land surveyor in the State of Ohio.

3. The survey was conducted in accordance with the rules and regulations of the State of Ohio.

4. The survey was conducted in accordance with the rules and regulations of the State of Ohio.

5. The survey was conducted in accordance with the rules and regulations of the State of Ohio.

FRANK L. SELLINGER S.

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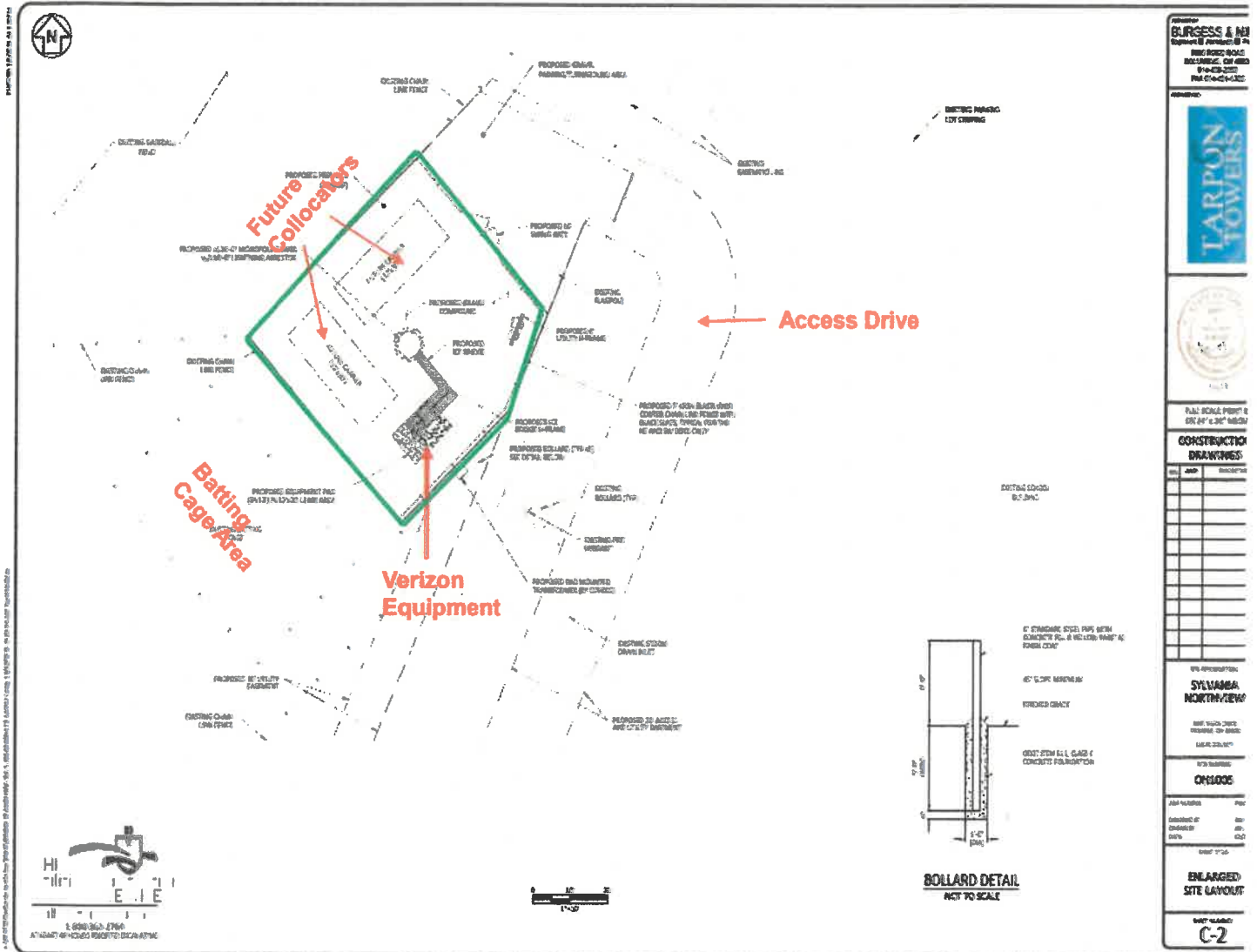
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TOWER NOTES

1. THE PROPOSED ANTENNA MOUNTS ARE ANTENNAS TO BE INSTALLED ON THE TOWER.
2. THE PROPOSED ANTENNA MOUNTS SHALL BE INSTALLED IN ACCORDANCE WITH THE VERIZON WIRELESS SPECIFICATIONS OF WIRELESS COMMUNICATIONS.
3. THE PROPOSED ANTENNA MOUNTS SHALL BE INSTALLED IN ACCORDANCE WITH THE VERIZON WIRELESS SPECIFICATIONS OF WIRELESS COMMUNICATIONS.
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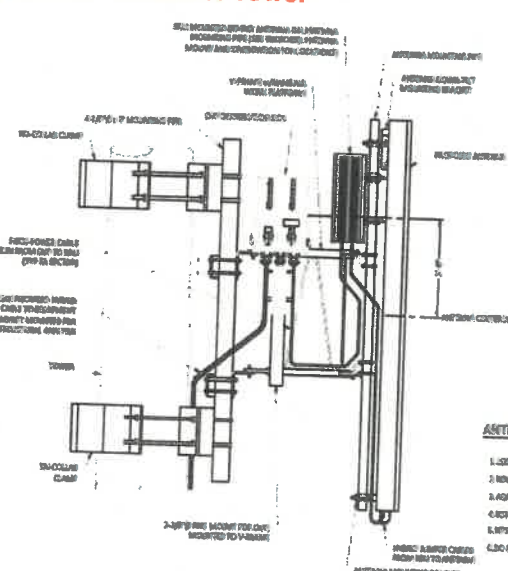
Verizon Antennas
Future Collocators



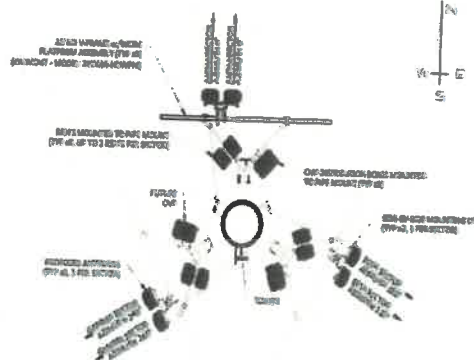
TOP LAYOUT
NOT TO SCALE

NOTE:
ANTENNA HEIGHT, ADDRESS AND TOWER NUMBER ARE FOR INFORMATION ONLY. ANTENNA SUPPORT FOR STRUCTURE MANUFACTURED AND STRUCTURAL ANALYSIS.

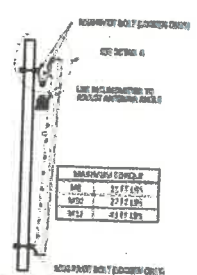
Vertical Profile of Tower



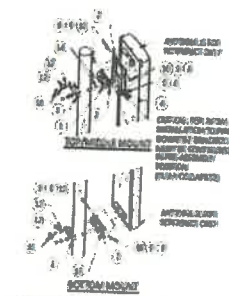
VERTICAL PROFILE/ANTENNA DETAIL
NOT TO SCALE



PROPOSED ANTENNA MOUNT AND ORIENTATION
NOT TO SCALE



ANTENNA TILT ADJUSTMENT
NOT TO SCALE



ANTENNA MOUNT INSTALLATION
NOT TO SCALE

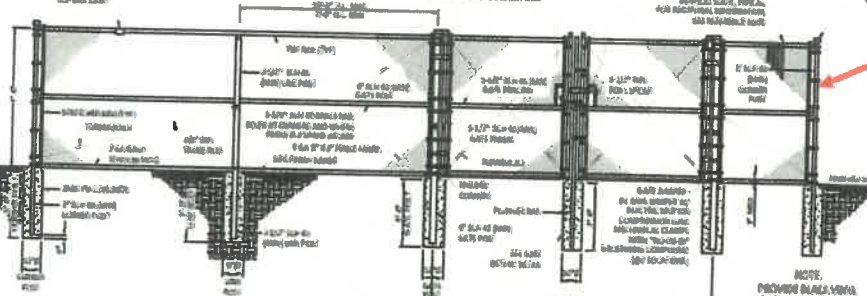
Item #	Description	Qty	Unit
1	FOR CLAMP BRACKET NOT ANCHOR	1	EA
2	BRACKET FOR CLAMP INTERFACE	1	EA
3	WASHER (1/2" DIA.)	1	EA
4	WASHER (1/2" DIA.)	1	EA
5	WASHER (1/2" DIA.)	1	EA
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18	WASHER (1/2" DIA.)	1	EA

REFERENCE NOTE SHEETS

CONTRACTOR SHALL PROVIDE AND INSTALL BOTTOM RAIL SLATS MANUFACTURED BY PENCO (WWW.PENCO.COM). THE SLAT TYPE SHALL BE BOTTOM LOCK II. THE SLATS SHALL BE INSTALLED WITHIN ALL FENCING SURROUNDING THE PROVIDED SITE. THE COLOR OF THE SLATS SHALL BE BLACK OR AS SPECIFIED BY THE SCHOOL.

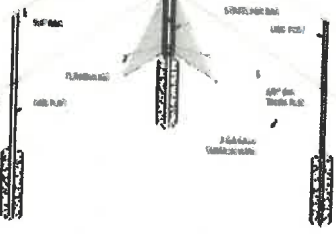
NOTES:
1. CONTRACTOR TO PROVIDE A 4" X 4" WOOD POSTING FOR EACH SLAT. 4" X 4" WOOD POSTING SHALL BE 10' ON CENTER. 4" X 4" WOOD POSTING SHALL BE 10' ON CENTER. 4" X 4" WOOD POSTING SHALL BE 10' ON CENTER.

NOTES:
1. CONTRACTOR TO PROVIDE A 4" X 4" WOOD POSTING FOR EACH SLAT. 4" X 4" WOOD POSTING SHALL BE 10' ON CENTER. 4" X 4" WOOD POSTING SHALL BE 10' ON CENTER. 4" X 4" WOOD POSTING SHALL BE 10' ON CENTER.



TYPICAL FENCE ELEVATION

Black Vinyl Fencing & Slats



TYPICAL CORNER FENCE GROUNDING ELEVATION

SPECIFICATIONS FOR FENCING AND GATES APPROXIMATE REQUIREMENTS

PART 1 - SUMMARY

1.1 SECTION INCLUDES:

- A. FENCING AND GATES: 4\"/>

1.2 MATERIALS:

1. 4\"/>

1.3 FINISHES:

- A. 4\"/>
- B. 4\"/>
- C. 4\"/>
- D. 4\"/>
- E. 4\"/>

1.4 QUALITY ASSURANCE:

- A. ALL OF THE FOLLOWING SHALL BE PROVIDED BY THE CONTRACTOR: 4\"/>
- B. 4\"/>
- C. 4\"/>
- D. 4\"/>

1.5 INSTALLATION:

- A. 4\"/>
- B. 4\"/>
- C. 4\"/>
- D. 4\"/>
- E. 4\"/>

PART 2 - PRODUCTS

2.1 SUMMARY:

- A. 4\"/>
- B. 4\"/>
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2.2 DESCRIPTION:

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2.3 FABRICATION:

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2.4 INSTALLATION:

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2.5 MAINTENANCE:

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2.6 REPLACEMENT:

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2.7 DEMOLITION:

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BURGESS & M
ARCHITECTS
1000 N. 10TH ST.
SUITE 100
TULSA, OK 74103
TEL: 918.438.1234

TARPON TOWERS

SYLVANA NORTHWEST
1000 N. 10TH ST.
SUITE 100
TULSA, OK 74103
TEL: 918.438.1234

CONSTRUCTION DRAWINGS

DATE: 12/15/2023

BY: [Signature]

SCALE: 1/4\"/>



5

DW **Page 7** Enter your thoughts here



Got it, thanks!

Looks good

Let's discuss



6



7



8



9



10













(BEFORE)



(AFTER)

LOCATION:	VZM SITE NAME:	SITE NUMBER:	FILE NUMBER	BUNCESS & SUPPL
1	Sylvania H.S.	CHLOE		2010-01-01-01-01-01



(BEFORE)



(AFTER)


LOCATION:	WZM SITE NAME:	SITE NUMBER:	PBM Windows	LOGO	QUANTITY & DATE
2	Sylvania PLS.	CH2005			2005-05-05



(BEFORE)



(AFTER)

LOCATION:	WPA SITE NAME:	SITE NUMBER:	PRM Website:	ADDRESS & MAPS
3	Sylvania H.S.	ONL005		 <small>Copyright © 2012 CARPUN TOWERS</small>



(BEFORE)



(AFTER)

LOCATION:	VIEW SITE NAME:	SITE ID:	PERM NUMBER:	DATE:	REVISIONS & NOTES:
4	Sylvania PLS	010305	PERM Wireless		



DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

March 11, 2021

To: Mayor and Members of City Council

Re: Proposed Ordinance 12-2021
Amending Chapter 1157 – Off-Street Parking

Dear Mayor and Members of Council:

Following is an excerpt from the minutes of the regular meeting of the Municipal Planning Commission of March 10, 2021, Proposed Ordinance 12-2021, Amending Chapter 1157 – Off-Street Parking of the Sylvania Codified Ordinances, 1979, as amended, by adding Section 1157.16 – Bicycle Parking:

..." Mr. Schaaf moved, Ms. Fischer seconded to recommend to Council to approve the proposed ordinance with the following changes and additions as discussed at the February 10, 2021 Planning Commission meeting:

- that there be a change for the wording of "required" to "encouraged" (for existing businesses to comply) as suggested by Mayor Stough and discussed at the February 10, 2021 meeting.
- an "exclusion by commission" clause could be added to section (b) that could waive or modify the requirement of bicycle parking spaces for businesses such as a gas station that does not have a convenience store.
- that a minimum requirement of (2) bicycle parking spaces be added to section (c)
- that a bike space requirement addition to section (e) for when multiple bike racks are installed side-by-side, that the space between racks be reduced from (4) feet to (3) feet
- a provision that the bicycle parking spaces are not installed in an area the encroaches on ADA requirements/compliance

March 11, 2021

Page 2

Vote being: Stough, Lindhuber, Fischer, Schaaf and Marciniak (5) aye; (0) nay. Motion passed by a 5 to 0 vote”...

Sincerely,

A handwritten signature in blue ink that reads "Debra Webb". The signature is written in a cursive style with a large initial "D".

Debra Webb, Secretary
Municipal Planning Commission

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
1157.05	Requirements.		Prohibited.
1157.06	Computing Required Spaces.	1157.13	Improvements.
1157.07	Application to Existing Buildings;	1157.14	Parking Areas Adjacent to
	Change of Use.		Residentially Zoned Land.
1157.08	Enlargement of Existing Buildings.	1157.15	Additional Requirements.
		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.)

"Exhibit A"

PETITION FOR ZONING ORDINANCE AMENDMENT

To: City of Sylvania, Ohio
City Council and
Municipal Planning Commission

Application No. SUP-2-2021
Date March 3, 2021

Petitioner Name(s): Diane Turk

Petitioner Address: 4333 N Watercrest Drive
Toledo, OH 43614

Email: life-more abundantly @ Telephone: 567-277-7339 or
yahoo.com 419-345-4269

Location of property for which zoning amendment is requested:
5808 Monroe Street, Sylvania, OH 43560

Purpose of amendment request: Non-conforming - We would like to
have a small church, Celebrate Grace Church, in the Bg.

Current Zoning: B4 Requested Zoning: searching B4 SUP

The undersigned, being one or more of the owners, lessees or occupants within the area proposed to be changed by the amendment, hereby petition for an Amendment to the Zoning Code, pursuant to Chapter 1107 of the Codified Ordinances of the City of Sylvania, Ohio, as amended.

- Attachments:
1. Full legal description of the property for which the Zoning Amendment is proposed.
 2. Area location map.
 3. Site plan - if plan is larger than 11" x 17", eighteen (18) copies must be submitted.

A check for \$100.00 + cost of advertising, payable to the City of Sylvania is attached for processing of said Petition. It is understood that no refund is to be made after the filing of the Petition.

By: Diane M. Turk

Date referred by Council: _____

Date of Commission Action: _____

Date of Council Action: _____

Action: _____

For Office Use Only

Date: 3/8/2021 Check #: 1166 Cash: - Fee: \$ 100⁰⁰

TSS - Paid

Limited Liability Company Resolution
Turk Family Enterprises, LLC, an Ohio limited liability company

CI20-133464

The undersigned, being all the Members of Turk Family Enterprises, LLC, an Ohio limited liability company, hereby take the following action:

RESOLVED, that the undersigned approve the Purchase and Mortgage by Turk Family Enterprises, LLC, an Ohio limited liability company, of the property described as follows:

Situated in the County of Lucas and State of Ohio, described as follows:

Parcel I:

That part of the West 1/2 of the Southwest 1/4 of Section 11, Town 9 South, Range 6 East, in the City of Sylvania, Lucas County, Ohio and described as follows:

Commencing at the Northeasterly corner of the said West 1/2 of the Southwest 1/4 of Section 11; Thence Southerly along the Easterly line of the said West 1/2 of the Southwest 1/4 a distance of 300.65 feet; Thence Southwesterly along a line which deflects to the right or Southwest 49 degrees 35' to a point which is 160.50 feet Northeasterly of the intersection of said line with the centerline of Monroe Street for a place of beginning; Thence continuing Southwesterly along said line a distance of 160.50 feet to its intersection with the centerline of Monroe Street; thence Northwesterly along the said centerline of Monroe Street a distance of 85.00 feet; Thence Northeasterly along a line drawn parallel to the first described line of subject parcel a distance of 154.19 feet; Thence Southeasterly along a straight line a distance of 85.92 feet to the point of beginning. Subject to legal highways.

Parcel Number: 82-04437

Parcel II:

That part of the West 1/2 of the Southwest 1/4 of Section 11, Town 9 South, Range 6 East, in the City of Sylvania, Lucas County, Ohio and described as follows:

Commencing at the Northeast corner of the West 1/2 of the Southwest 1/4 of said Section 11; Thence South a binding upon the East line of the West 1/2 of the Southwest 1/4 of said Section 11 a distance of 189.19 feet to a point marked by an iron pipe, said point being the place of beginning; Thence continuing South and binding upon the East line of the West 1/2 of the Southwest 1/4 of said Section 11 a distance of 111.46 feet to a point marked by an iron pipe; Thence South 49 degrees 35' West a distance of 245.10 feet to a point in the Old Centerline of Monroe Street marked by a crosscut; Thence North 43 degrees 35' West a distance of 85.00 feet to a point; Thence North 49 degrees 35' East a distance of 322.06 feet to a point on the East line of the West 1/2 of the Southwest 1/4, said point being the place of beginning. Subject to legal highways.

EXCEPTING THEREFROM THE FOLLOWING:

Commencing at the Northeast corner of the West 1/2 of the Southwest 1/4 of said Section 11; Thence Southerly along the Easterly line of the said West 1/2 of the Southwest 1/4 a distance of 300.65 feet; Thence Southwesterly along a line which deflects to the right or Southwest 49 degrees 35' to a point which is 160.50 feet Northeasterly of the intersection of said line with the centerline of Monroe Street for a place of beginning;

Thence continuing Southwesterly along said line a distance of 160.50 feet to its intersection with the centerline of Monroe Street; thence Northwesterly along the said centerline of Monroe Street a distance of 85.00 feet; Thence Northeasterly along a line drawn parallel to the first described line of subject parcel a distance of 154.19 feet; Thence Southeasterly along a straight line a distance of 85.92 feet to the point of beginning. Subject to legal highways.

Parcel Number 82-04439

Commonly known as: 5808 Monroe Street, Sylvania, OH 43560

RESOLVED FURTHER, that Diane M. Turk is hereby authorized, empowered and directed to execute and deliver all such instruments on behalf of Turk Family Enterprises, LLC, an Ohio limited liability company, as deemed necessary or desirable to carry out the transaction contemplated by this resolution in such form as they shall deem proper.

This Consent is effective the 30th day of September, 2020.

Turk Family Enterprises, LLC, an Ohio limited liability company

By: Diane M. Turk

Diane M. Turk

Its: Managing Member / Sole Member

GENERAL NOTES

DEFINITIONS

[illegible]

1. THE CONTRACTOR SHALL BE AWARE OF ALL SPECIFICATIONS AND STANDARDS FOR THESE MATERIALS AND METHODS OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION.
2. PRIOR TO BEGINNING WORK, THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION.

NOTE: 1. PAINTER CONTRACTOR TO LEAVE ONE QUART OF EACH FINISH PAINT CAN AT THE SITE FOR FUTURE TOUCH-UP. CLEARLY LABEL EACH CAN.

2. ACCESS DOORS ARE TO BE FIELD PAINTED TO MATCH ADJACENT SURFACES PRIOR TO INSTALLATION.

3. TAPE, SPACKLE AND SAND SMOOTH JOINTS IN 5/8" GYP. BD. THEN APPLY (1) COAT OF PRIMER AND THEN APPLY (2) COATS OF THE SELECTED PAINT.

PAINT SCHEDULE

NOTE: 1. PAINTER CONTRACTOR TO LEAVE ONE QUART OF EACH FINISH PAINT CAN AT THE SITE FOR FUTURE TOUCH-UP. CLEARLY LABEL EACH CAN.

2. ACCESS DOORS ARE TO BE FIELD PAINTED TO MATCH ADJACENT SURFACES PRIOR TO INSTALLATION.

3. TAPE, SPACKLE AND SAND SMOOTH JOINTS IN 5/8" GYP. BD. THEN APPLY (1) COAT OF PRIMER AND THEN APPLY (2) COATS OF THE SELECTED PAINT.

EXISTING CONSTRUCTION TO REMAIN

NEW WALL: FILL IN SECTION OF WALL.
MATCH EXISTING WALL MATERIAL AND THICKNESS
W/ TYPE "X" GYPSUM BOARD EACH SIDE

NEW 3 1/2" WOOD STUD WALL TO CEILING.
W/ 1/2" TYPE "X" GYPSUM BOARD EACH SIDE.
GCC TO MATCH EXISTING WALLS IN BUILDING.

#	SIZE		TYPE	FRAME	HARDWARE	REMARKS
	WIDTH	HT.				
①	3'-0"	6'-8" (TP)	EXISTING			
②	2'-0"	6'-8" (TP)	EXISTING			
③	2'-4"	6'-8" (TP)	EXISTING			
④	2'-6"	6'-8" (TP)	EXISTING			
⑤	3'-0"	6'-8" (TP)	SC	WOOD	TBD	RELOCATE EXISTING F ABLE TO
⑥	(2) 2'-6"	6'-8" (TP)	FRENCH	WOOD	TBD	

EXISTING CONSTRUCTION TO REMAIN

NEW WALL: FILL IN SECTION OF WALL.
MATCH EXISTING WALL MATERIAL AND THICKNESS
W/ TYPE "X" GYPSUM BOARD EACH SIDE

NEW 3 1/2" WOOD STUD WALL TO CEILING.
W/ 1/2" TYPE "X" GYPSUM BOARD EACH SIDE.
GCC TO MATCH EXISTING WALLS IN BUILDING.

GENERAL NOTES

- [illegible]

DEFINITIONS

STOREFRONT BARRICADE NOTES (IF APPLICABLE)

- [illegible]

TURN OVER REQUIREMENTS

1. THE CONTRACTOR SHALL BE AWARE OF ALL SPECIFICATIONS AND STANDARDS FOR THESE MATERIALS AND METHODS OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION.
2. PRIOR TO BEGINNING WORK, THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION OF THE PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION.
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5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JEFFERSON COUNTY, MISSOURI, AND THE MISSOURI DEPARTMENT OF TRANSPORTATION.

**TURK FAMILY
ENTERPRISES**

Discussion

1

5777 Long Road
Exton, PA 19341
Tel: 610-362-3000
Fax: 610-362-3001
Email: info@harsco.com

1

FROM: 1988	DRAWN BY:	STAFF
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SUBMITTALS

The information contained in this set of documents is proprietary by nature, any use or disclosure other than that which relates to TURK FAMILY ENTERPRISES is strictly prohibited.

5808 MONROE STREET
SYLVANIA, OH

BEST TIME

NOTES AND SCHEDULES

QUESTIONS

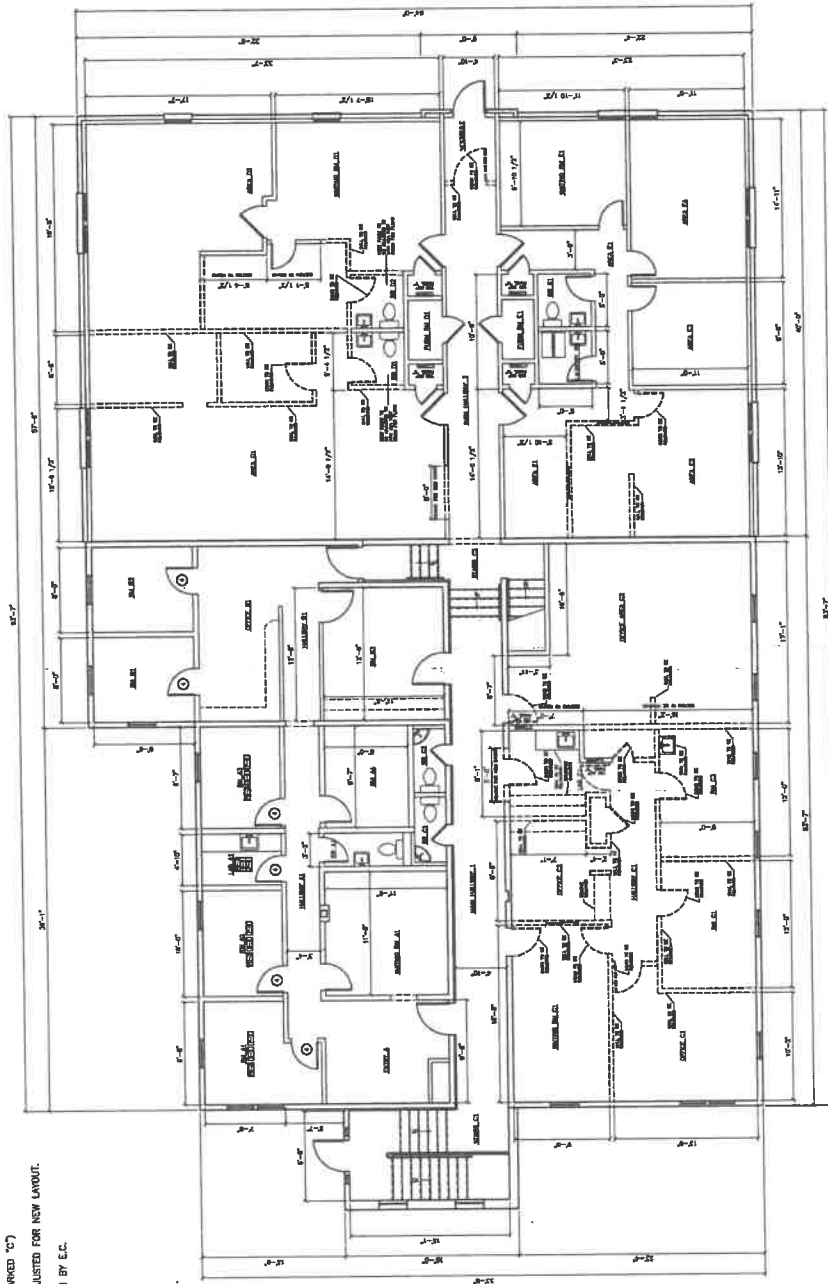
TS-1

EXISTING CONSTRUCTION TO REMAIN

EXISTING CONSTRUCTION TO BE REMOVED

NOTES:

- 1.) IT IS ASSUMED THAT ALL EXISTING DOORS (AND HARDWARE) MEET ALL STATE, LOCAL AND A.D.A. CODE REQUIREMENTS.
- 2.) 4 BATHROOMS ARE EXISTING AND TO REMAIN PER PLAN.
- 3.) 2 BATHROOMS ARE TO BE REMOVED AND 2 BATHROOMS TO BE ADJUSTED TO MEET ADA CODE.
- 4.) EXISTING WALLS TO LIVE NEW CONDITION.
- 5.) EXISTING FLOORING TO BE REMOVED PER PLAN. (ROOMS MARKED "C")
- 6.) EXISTING HVAC TO REMAIN (NEW UNITS BY OTHERS)
- 7.) ANY SUPPLIES OR RETURN IN DEMOLITION AREA TO BE ADJUSTED FOR NEW LAYOUT.
- 8.) EXISTING ELECTRICAL PANELS TO REMAIN (NEW PANELS BY OTHERS)
- 9.) ANY OUTLETS IN WALLS TO BE REMOVED TO BE TERMINATED BY E.C.
- 10.) RELOCATE EXISTING CABINETS BY OTHERS.
- 11.) LIGHTING TO BE UPGRADED BY OTHERS.
- 12.) EXISTING PARTITION WALLS TO REMAIN AS-IS.
- 13.) EXISTING PARTITION WALLS TO BE REMOVED PER PLANS.
- 14.) EXISTING PARTITION WALLS TO BE REMOVED PER PLANS.
- 15.) ANY PARTITION WALLS TO BE REMOVED TO BE TERMINATED BY P.C.
- 16.) CONTRACTOR TO VERIFY ALL PLANS.



DEMOLITION PLAN
SCALE: 3/16" = 1'-0"



TURK FAMILY
ENTERPRISES

DATE

PROJECT NO.

DRAWN BY: STAFF

CHECKED BY: STAFF

SUBMITTALS

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5808 MONROE STREET
SYLVANIA, OH

DEMOLITION PLAN

SHEET NUMBER

D-1

- [illegible]

EA
R. Gary Glueck
Architecture
Planning

377 Long Road
Greenville, North Carolina
27634

352-68-6040
Fax 352-68-6003
GreenvillePodiatry.com

PROJECT NO:

STAFF	BY: DRAWING
-------	-------------

CHECKED BY: **STAFF**

SUBMITTALS

0	02/02/21	ISSUED FOR REVIEW
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5808 MONROE STREET
SYLVANIA, OH

3. THE LISTS

DEMOLITION PLAN/
BASEMENT PLAN

SHEET NUMBER

D-2

SYMBOL	DESCRIPTION	LOCATION	DETAILS
222	CEILING GRID W/ CEILING TILE	AS SHOWN	EXISTING CEILING GRID REPLACE SECTION PER PLAN
214	CEILING GRID W/ CEILING TILE	AS SHOWN	EXISTING TO REMAIN REPLACE SECTION PER PLAN
111	CEILING	AS SHOWN	EXISTING TO REMAIN REPLACE TO NEW PLANS
202	LED LIGHT FIXTURE PP21-HE -33 WATT	AS SHOWN	REPLACE EXISTING USE EXISTING CIRCUIT
211	LED LIGHT FIXTURES	AS SHOWN	EXISTING (RE-NAME W/ LED) USE EXISTING CIRCUIT
114	LED LIGHT FIXTURE PP21-40 WATT	AS SHOWN	REPLACE EXISTING USE EXISTING CIRCUIT
114	LED LIGHT FIXTURE PP14-HE -33 WATT	AS SHOWN	REPLACE EXISTING USE EXISTING CIRCUIT
114	LED LIGHT FIXTURE SURFACE MOUNTED: E-LUMINOUS -54 WATT	AS SHOWN	EXISTING (RE-NAME W/ LED) USE EXISTING CIRCUIT
6	RECESSED MOUNT FIXTURES	RENTAL HALL AREA	LED LIGHTING DOWN EXISTING TO REMAIN
HEIF	6" LED RECESSED LIGHT FIXTURE	RENTAL ROOM	EXISTING TO REMAIN (20 NEW IN REPT. FILE)
6	RECESSED LIGHT/EXHAUST FAN	RENTAL ROOM	EXISTING TO REMAIN (20 NEW IN REPT. FILE)

[illegible]

	<u>TYPE</u>	<u>ACCOMMODATION</u>	<u>LOCATION</u>	<u>STATUS</u>
	A	FULL STATION	AS SHOWN	EXISTING TO REMAIN
	B	HORN	AS SHOWN	EXISTING TO REMAIN

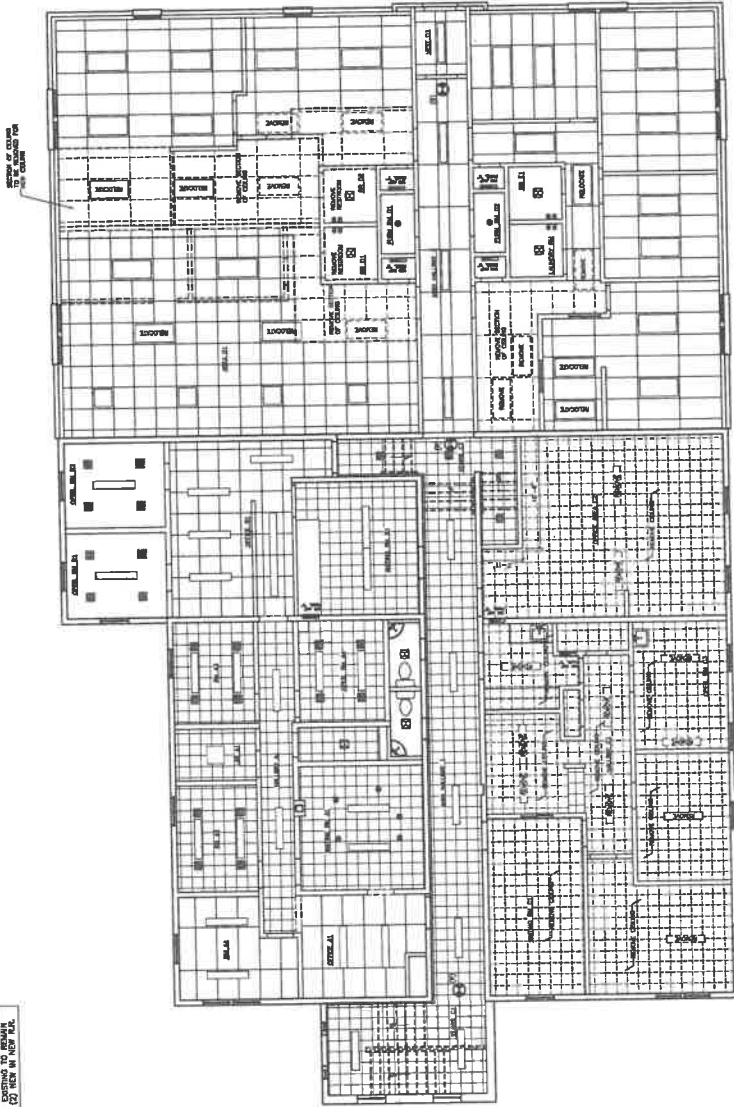
NOTE: FIRE ALARM DEVICES BY OTHERS; DEVICES BURN OR DAMAGED FOR EXISTING DAILY.
PANEL LOCATED IN HALLWAY (PER PLAN)

HVAC LEGEND

UNITARY HVAC UNITS TO BE REPLACED; SUPPLIES AND DUCT WORK ARE EXISTING AND TO REMAIN.
CALCULATIONS AND DIMENSIONS IF REQUIRED, TO BE DONE BY OTHER.

1. NEW REST ROOMS TO MEET ALL ADA, STATE AND LOCAL BUILDING CODES.
2. ALL NEW CONSTRUCTION TO MEET ALL STATE AND LOCAL CODES, MATCH EXISTING PER PLANS.
3. CONTRACTORS TO PULL PERMITS.
4. ALL LIGHTING TO BE REPLACED WITH LED LIGHTING.
5. 3 BATHROOMS ARE EXISTING AND TO REMAIN PER P.L.M. CONTRACTOR TO BE REDESIGNED TO MEET ADA CODE.
6. CONTRACTOR TO VERIFY THAT EXISTING BATHROOMS ARE EQUIPPED WITH HURDLING TOILETS AND EGRESS PATHS.
7. IF CHAIR LIFT IS REQUIRED, DRAWINGS SUBMITTED BY OTHERS.
8. ALL MATERIALS USED TO MATCH EXISTING CONSTRUCTION FINISH.
9. BUILDING AREAS MARKED WITH:

- 8.) BUILDING AREAS MARKED WITH:
 - (A) TO REMAIN AS-IS.
 - (B) REMOVED PER PLANS.
 - (C) REMODELED PER PLANS.
 - (D) REMODELED PER PLANS.
 - (E) REMODELED PER PLANS.
 - (F) REMODELED PER PLANS.
 - (G) REMODELED PER PLANS.
- 9.) EXISTING PLANS TO REMAIN, NEW PLANS BY OWNER.
- 10.) EXISTING PLANS OR RETURNS IN DISOLUTION AREA TO BE ADJUSTED FOR NEW LAYOUT.
- 11.) EXISTING ELECTRICAL PANELS TO REMAIN.
 - ANY OUTLETS IN WALLS TO BE REMOVED TO BE TERMINATED BY E.C.
- 12.) REMOVE SECTION OF CEILING PER PLAN.
- 13.) EXISTING REE ALUMINUM SHOWN ON PLANS, IF NEW EQUIPMENT IS REQUIRED, NEW PLANS BY OTHERS.
- 14.) ALL CONTRACTORS TO VERIFY ALL EQUIPMENT IS IN GOOD WORKING ORDER.
- 15.) CONTRACTOR TO VERIFY ALL PLANS.



**TURK FAMILY
ENTERPRISES**

2797 Loop Road
Knoxville, North Carolina
27604

800-438-8900
Fax 828-439-8900
Gladys@gladys.com

PROJECT NO:	DRAWN BY:	CHECKED BY:
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SUBMITTALS

[illegible]

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DEMOLITION CEILING
PLAN

SHEET TITLE	SHEET NUMBER
-------------	--------------

D-3

FLOOR COVERING SCHEDULE

PC-1 NEW CARPET (TBS)

PC-2 VCT (TBS)

PC-3 CONCRETE

BASE SCHEDULE

B-1 4" CORE BASE - CONCRETE

B-2 EXISTING

PAINT SCHEDULE

P-1 EXISTING

P-2 EXISTING

P-3 EXISTING

P-4 EXISTING

P-5 EXISTING

P-6 EXISTING

P-7 EXISTING

P-8 EXISTING

P-9 EXISTING

P-10 EXISTING

P-11 EXISTING

P-12 EXISTING

P-13 EXISTING

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DOOR SCHEDULE

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NOTES

1. NEW REST ROOMS TO MEET ALL ADA, STATE AND LOCAL BUILDING CODES.

2. ALL NEW CONSTRUCTION TO MEET ALL STATE AND LOCAL CODES, MATCH EXISTING PER PLANS.

3. CONTRACTORS TO OBTAIN PERMITS.

4. IT IS ASSURED THAT ALL EXISTING DOORS (AND HARDWARE) MEET ALL STATE, LOCAL AND ADA CODE REQUIREMENTS.

5. 3 BATHROOMS ARE EXISTING AND TO REMAIN PER PLAN.

6. IF CHAIR LIFT IS REQUIRED, DRAWINGS SUPPLIED BY OTHERS.

7. ALL MATERIALS USED TO MATCH EXISTING CONSTRUCTION MATERIALS.

8. REMOVAL AREAS MARKED WITH:

(A) TO REMAIN AS-IS.

(B) TO REMAIN AS-IS.

(C) REMODELED PER PLANS.

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ORDINANCE NO. 28 -2021**REVISING THE ADMINISTRATIVE, DEPARTMENTAL AND
DIVISIONAL ORGANIZATION OF THE CITY AND THE CODIFIED
ORDINANCES THEREOF BY AMENDING SYLVANIA CODIFIED
ORDINANCE SECTION 139.02(a) – CONTENT AND COVERAGE OF THE
COMPENSATION PLAN TO ADD A JOB TITLE FOR “PROBATION
LIAISON CLERK/SPECIAL DOCKET OFFICER”; AND DECLARING AN
EMERGENCY.**

WHEREAS, the Judge of the Sylvania Municipal Court has requested that a new Job Title of “Probation Liaison Clerk/Special Docket Officer” be added to Section 139.02(a) of the Sylvania Municipal Code.

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

SECTION 1. That Section 139.02(a) 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” effective on and after March 16, 2021.

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 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

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>LIST OF OCCUPATIONAL TITLES</u>		
<u>CLASS CODE</u>	<u>CLASS GRADE</u>	<u>CLASS TITLE</u>
100	Clerical, Administrative and Fiscal Group (40H/W)	
	*	*
	11	Probation Liaison Clerk/ Special Docket Officer
	*	*

(Ord. _____-2021. Passed _____-2021.)

“Exhibit A”

City of Sylvania
Bank Reconciliation
February 2021

A

Ending balance for January 2021	30,811,170.36
Add: Monthly Receipts	<u>3,179,163.92</u>
Subtotal	\$ 33,990,334.28
Less: Monthly Disbursements	<u>3,546,424.79</u>
Ending balance for February 2021	\$ 30,443,909.49

Less:

CD Metamora Bank	\$ (2,176,639.59)
Star Ohio	(82,307.45)
Petty Cash (1)	(2,050.00)
Cemetery Savings	(1,062.86)
Toledo Community Fund	(31,803.18)
Key Bank Securities	(8,173.27)
5/3rd Securities	(8,126,823.74)
SJS Account	(5,834,729.96)
Morgan Stanley Investment	
UBS Financial	(7,364,757.59)
Premier Bank (CD)	(2,100,782.56)
Key Bank (CD)	(1,048,400.00)
Sylvania Township Bonds	(155,000.00)
	\$ 3,511,379.29

(1)

Division of Public Service	\$ 150.00
Department of Finance	100.00
Division of Water	600.00
Division of Police	200.00
Municipal Court	700.00
Division of Taxation	150.00
Division of Forestry	150.00

Petty Cash Balance \$ 2,050.00

BANK BALANCE

EOM 5/3rd Bank Balance	\$ 4,069,428.12
Deposit in Transit:	
Income Tax	9,135.12
General Deposit	95,507.09

Subtotal \$ 4,174,070.33

Less: Outstanding Checks (2) 662,691.04

Adjusted Bank Balance \$ 3,511,379.29

(2)
January Outstanding Checks \$ 52,218.44

Checks written this month 1,372,240.14

Subtotal \$ 1,424,458.58

Checks Cleared this month (761,767.54)

February Outstanding Checks \$ 662,691.04



Toby Schroyer
Director of Finance, City of Sylvania

B

MEMO

March 1, 2021

To: Mayor Craig Stough, City Council Members and Administration
Fm: Laura Bigelow
Re: 4th Quarter Reports

Please find enclosed the 4th Quarter Reports for 2020. Please call me at 885-8926 with any questions.



SYLVANIA OHIO | DIVISION OF TAXATION
CHRISTY M. ORDORICA, COMMISSIONER

6730 MONROE STREET SYLVANIA, OHIO 43560
419.885.8940 FAX 419.885.3442

Fourth Quarter Management Report

Key Statistics:	2020	2019
Number of tax returns processed	2,230	1,723
Number of e-filed returns	9	17
Gross Receipts	\$2,507,685.53	\$2,492,702.88
Number of withholding payments processed	4,447	3,446
Number of online payments	92	59
Number of refunds processed	68	56
Delinquent totals	\$901,699.69	\$874,475.05
Amount of money received from collection	\$4,434.05	\$8,401.78
Number of accounts turned over for collection	57	89

Items of Special Interest:

The fourth quarter is a time to prepare for the upcoming tax season. During this time, tax forms are updated and updates are made and tested in the e-file tool.

The refuse process was begun in the fourth quarter and will be complete in the first quarter of 2021.

This year, we have had an increase of taxpayers who forgot to file their 2019 tax returns. We believe this is a result of Covid disrupting life and causing the filing date to change. Letters are being sent out to taxpayers reminding them of the filing requirement, and we have many taxpayers making appointments to have their returns prepared.

Respectfully submitted,

Christy M. Ordorica
Commissioner of Taxation

Parks & Forestry Quarterly Report : October - December, 2020

Green Yard Waste

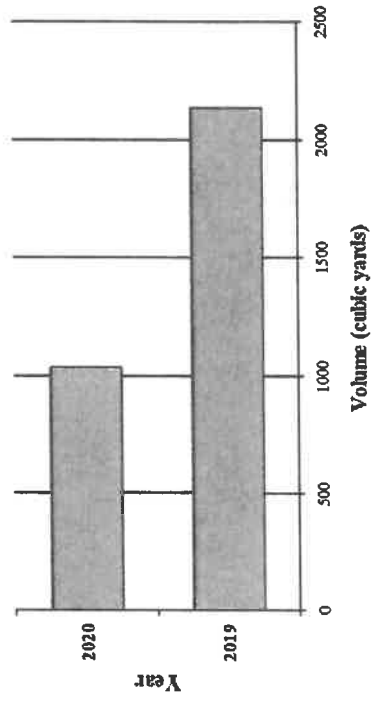
Volume Collected (cubic yards)

* Route A 116.0~

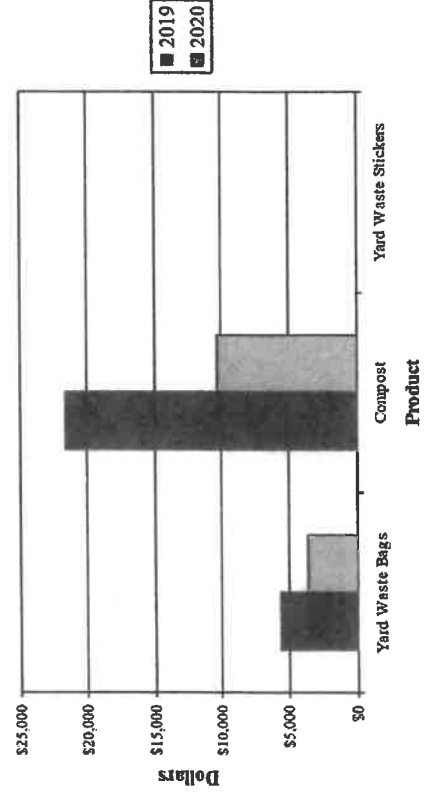
* Route B 117.0~

~ Processed Volume

2019 - 2020 Cu Yds. of Compost Sold

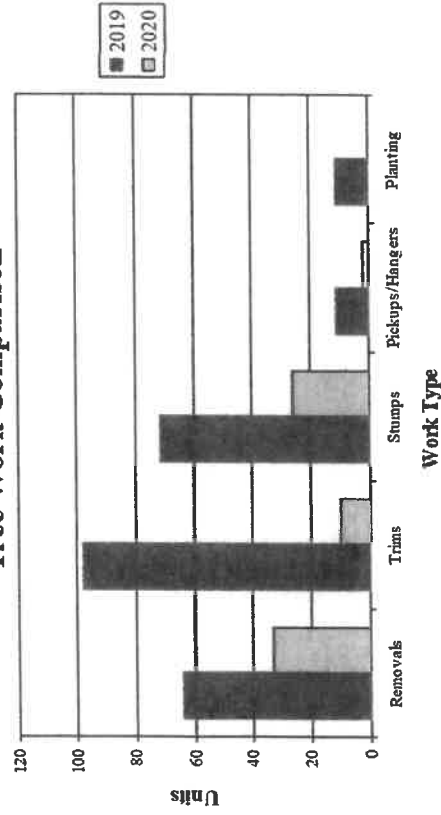


2019 - 2020 Revenue Comparison

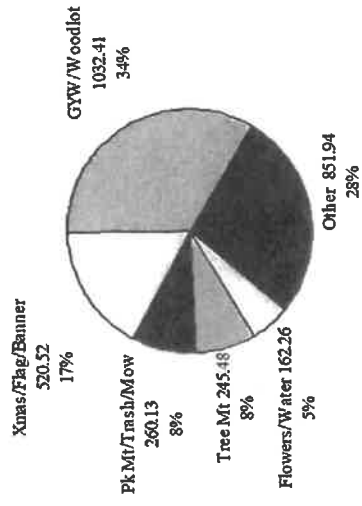


Parks & Forestry Quarterly Report : October - December, 2020

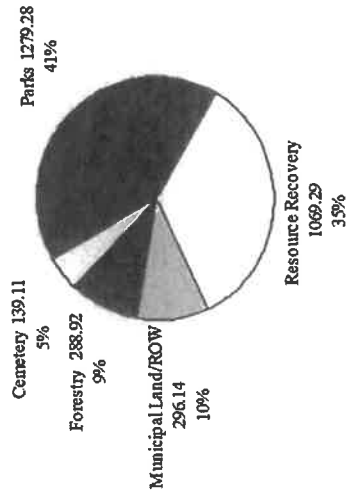
2019 -2020 Tree Work Comparison



Man-Hours by Work Type

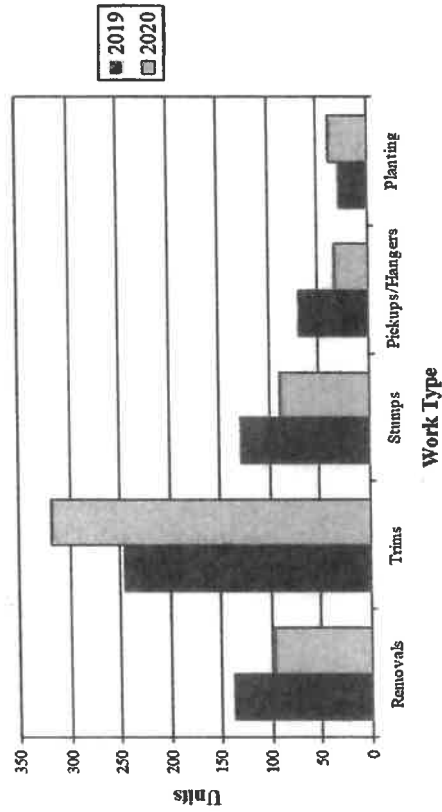


Man-Hours by Account

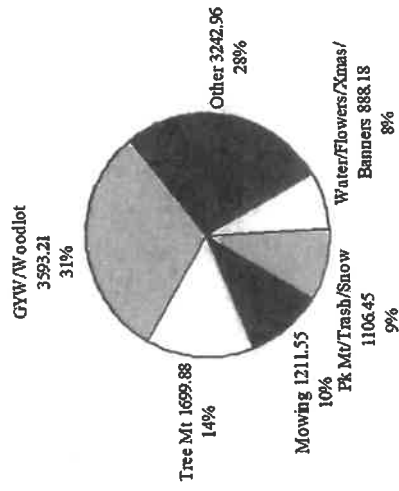


City of Sylvania Parks & Forestry Annual Report : 2020

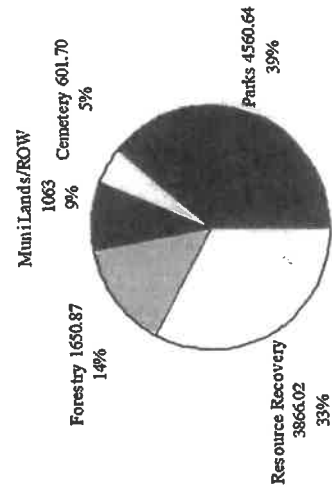
2019 - 2020 Tree Work Comparison



Man-Hours by Work Type



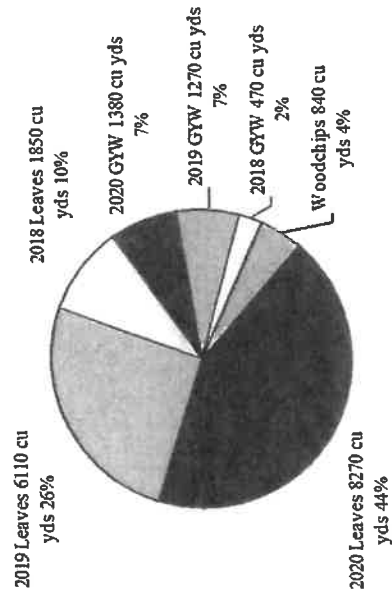
Man-Hours by Account



City of Sylvania Parks & Forestry Annual Report : 2020

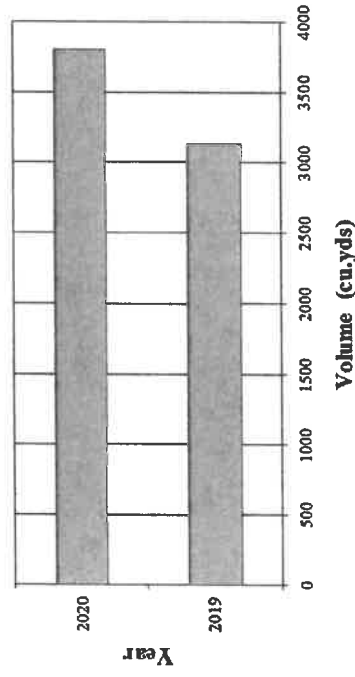
Green Yard Waste – Inventory/Volume Sold/Revenue

2020 Compost Inventory

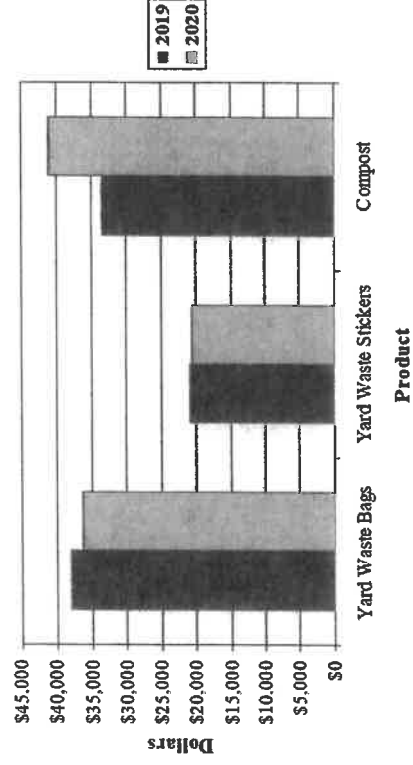


* 2018 Leaves & 2018 GYW available for sale in 2021

2019-2020 Compost Volume Sold



2019 - 2020 Product Revenue Comparison



City of Sylvania Parks & Forestry Annual Report : 2020

Green Yard Waste – Volume/Man-Hour/Route Distribution

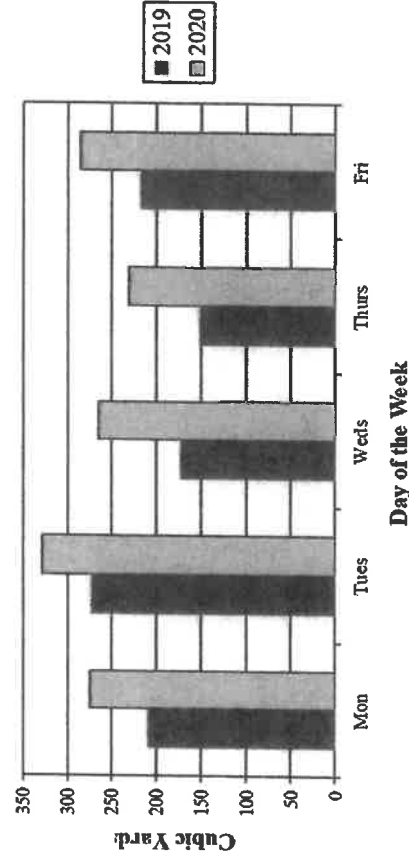
Green Yard Waste Collection Statistics

	<u>2019</u>	<u>2020</u>
Man-Hours	1634.06	1410.52
Route A *	512 cu yds~	664 cu yds~
Route B *	508 cu yds~	718 cu yds~

* Number of households: A - 2891, B - 2615

~ Processed volume.

**2019 - 2020 Green Yard Waste Distribution
Volume by Day**



City of Sylvania Management Report
For The Division of Streets
Fourth Quarter - 2020

Key Statistics

Leaf Pick Up :	<u>2020</u>	<u>2019</u>
Full Time Employee	10	9
Full Time Employee Hrs	1,894	2,282 hrs.
*Full Time Employee O.T. Hours	295 hrs.	211 hrs.
Temporary Labor Hours	560	992 hrs.
Temporary Labor O.T. Hours	32	28 hrs
Cubic Yds. of Leaves Picked Up	11,983 cu.yds	12,506 cu.yds
Leaf Pick - Up Rounds	6 (Completed 12/15/20)	6 (Completed 12/13/19)

* 6 Employees from other City Departments were utilized for Veterans Day and Saturday

Ice & Snow Control :	<u>2020</u>	<u>2019</u>
Ice Control & Snow Removal Hrs	65 hrs.	54 hrs.
Salt Tonnage Used	187 tons	176 tons
Salt Brine Used for Ice Control	0	0
Maintenance to Salt Brine System	0 hrs.	40 hrs.
Clean Bridge Sidewalks	12 hrs	20 hrs.

Traffic Signs Repaired and / or Replaced :

Sign Maintenance Hours	0 hrs.	172 hrs.
Regulatory Signs	0	5
Warning Signs	0	5
Street Name & Informative Signs	0	4

Road Maintenance & Repairs :	<u>2020</u>	<u>2019</u>
Cold Patch Hours	176 hrs.	110 hrs.
Cold Mix Tonnage Used	11 tons.	8 tons.
Street Sweeping Hauled to landfill	0 hrs.	0
Asphalt Placed for Repairs	3.5 tons.	7 tons.
Remove and Replace Concrete as needed	0 hrs.	0
Crack-Fill Hours	0 hrs.	64 hrs.
Basin Repair	0 hrs.	0 hrs.
Curb Repair	16 hrs.	24 hrs.
Bridge Repair	0 hrs.	0 hrs.
Traffic Paint	0 hrs.	28 hrs.

Equipment Maintenance :**2020****2019**

Leaf Loader - Leaf Box Repair & Repainting Hours	402 hrs.	137 hrs.
Snow Removal Equipment Repair & Repainting Hours	0	0
Miscellaneous Equipment Repairs Hours	166 hrs.	48 hrs.

Miscellaneous :

Snow Plow Damage (Mail Box & Yard Repair)	0 hrs	20 hrs.
Dead Animals Removed From Right-of-Way Maintenance Bldg.	8	4
(Repairs, Cleaning, Painting) Hours	240 hrs.	123 hrs.
Inventory & Green Tag Hours	112 hrs.	0
Stack Salt at 8425 Sylvania-Metamora Rd. & 5509 Harroun Rd. (Salt Storage Buildings)	0	0
Clean up Oil Spills on Roadways	0	0

Special Events Setup :**2020****2019****Total Hours for Events**

0 hrs.

66 hrs.

Fall Festival
Olander Park Halloween Hike
Northview / Southview Football Game
DSA Miracle on Main St
Toledo Roadrunners Club Race
Run Toledo Christmas Run
Sylvania Farmers Market

Michael Elliott

Michael Elliott
Street Division Foreman
1/25/2021



DIVISION OF UTILITIES, DAVID W. FRANCE, UTILITY MANAGER

4th Quarter 2020

Utilities	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior Year
Number of Payments Received	20,379	20,171	20,694	20,383	81,627	81,344
Total Collection Water	\$1,054,662.52	\$933,776.81	\$1,711,019.05	\$1,256,781.39	\$4,956,239.77	\$6,025,988.80
Total Collection Sewer	\$515,598.44	\$389,013.13	\$774,036.53	\$559,125.07	\$2,237,773.17	\$1,935,759.66
Total Collection Refuse	\$156,212.67	\$146,829.64	\$160,563.91	\$158,530.99	\$622,137.21	\$596,592.12
Total Collection On/Off	\$25.49	\$58.72	\$12.77	\$0.00	\$96.98	\$129.40
Total Collection Fire	\$943.06	\$820.89	\$904.67	\$871.51	\$3,540.13	\$3,559.60
Total Collection Misc	\$4,340.06	\$2,227.64	\$3,351.36	\$2,861.61	\$12,780.67	\$18,689.73
Total Collection Water Tap Pay Plan	\$1,616.46	\$0.00	\$579.74	\$1,135.84	\$3,332.04	\$5,388.20
Total Collection Sewer Tap Pay Plan	\$0.00	\$0.00	\$0.00	\$5,433.91	\$5,433.91	\$10,867.82
Total Collection Tree Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utility/Zoning Permit Sales						
Water Tap Permits	\$16,100.00	\$3,600.00	\$23,752.71	\$8,679.43	\$52,132.14	\$41,869.02
Water Cost Recovery	\$0.00	\$7,581.43	\$0.00	\$0.00	\$7,581.43	\$10,000.00
Sanitary Tap Permits	\$4,500.00	\$3,345.00	\$8,530.84	\$10,058.78	\$26,434.62	\$26,134.88
Sanitary Connection Fees	\$20,100.00	\$8,150.00	\$12,000.00	\$0.00	\$40,250.00	\$74,400.40
Sanitary Cost Recovery	\$0.00	\$1,657.05	\$0.00	\$0.00	\$1,657.05	\$3,580.83
Sanitary Project Reimbursement	\$0.00	\$5,433.91	\$0.00	\$0.00	\$5,433.91	\$0.00
Storm Tap Permits	\$3,500.00	\$1,095.00	\$5,781.83	\$5,680.18	\$16,057.01	\$3,080.00
Second Meter Permits	\$3,960.00	\$1,440.00	\$5,550.00	\$0.00	\$10,950.00	\$7,200.00
Hydrant Permits	\$0.00	\$0.00	\$2,200.00	\$500.00	\$2,700.00	\$2,800.00
Zoning Permits	\$6,052.80	\$3,647.25	\$6,426.90	\$1,475.00	\$17,601.95	\$46,600.05
Service Dept Sales						
Sewer and Sidewalk Licenses	\$1,731.47	\$660.00	\$265.00	\$695.00	\$3,351.47	\$3,210.00
Plans/Bid Documents	\$70.00	\$825.00	\$4,016.88	\$420.00	\$5,331.88	\$3,270.00
Refuse/Green Yard Waste						
Refuse Extra Bag Tags	\$495.25	\$297.32	\$548.98	\$489.52	\$1,831.07	\$2,132.25
Refuse Bulk Item Sticker	\$1,125.00	\$628.50	\$1,419.50	\$1,187.50	\$4,360.50	\$5,179.25
Green Yard Waster Stickers/Bags	\$2,082.00	\$13,932.80	\$4,121.29	\$462.60	\$20,598.69	\$24,320.83
Misc.						
Misc.	\$2,304.56	\$0.00	\$80.00	\$0.00	\$2,384.56	\$3,663.20
Total Collection	\$1,795,419.78	\$1,525,020.09	\$2,725,161.96	\$2,014,388.33	\$8,059,990.16	\$8,854,416.04

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Number of Water Accounts	7,284	7,289	7,298	7,301		
Number of Sewer Accounts	8,751	8,756	8,765	8,768		
					Y-T-D	Prior Year
Number of Water Tap Permits	16	3	12	3	31	27
Number of Sanitary Tap Permits	19	15	22	16	56	65
Number of Storm Tap Permits	14	7	13	2	34	20
Number of Second Meter Permits	11	4	15	0	30	20
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior year
Total Water Purchased (Gallons)	110,554,400	133,787,280	193,159,780	119,691,220	557,192,680	582,445,160
Average Daily Water Purchased	1,228,382	1,486,525	2,146,220	1,329,902	1,547,757	1,675,243
Total Sewer Flow (Gallons)	381,820,000	328,660,000	181,910,000	182,990,000	1,075,380,000	885,420,000
Average Daily Sewer Flow	4,242,444	3,651,778	2,021,222	2,033,222	2,987,167	3,279,333
Estimated Population Served-Water	21,400					
Estimated Population Served-Sewer	25,300					
Items Sold	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior Year
Extra Bags	222	220	210	201	853	1017
Bulk Item	103	83	72	125	383	429
Green Yard Waste Sticker	133	616	66	8	823	858
Green Yard Bags	36	22	153	28	239	1394
MTU's Replaced	344	126	160	201	831	592

Lies To Be Performed

Continued Replacement of Meter Transmitters
 Sending Invoice for Green Yard Waste Stickers
 Try to replace 212 Transmitters still not calling in
 Progress This Period

Systematic Cleaning of sewer collection system
 Implemented Online Refuse Complaint Form
 Maintenance and repairs of water distribution system
 Continued installation of Meter Transmitter Units



David W. France
 Utility Manager



SYLVANIA POLICE DIVISION

4TH QUARTER 2020

Management Report Worksheet

	<u>2020</u>	<u>2019</u>
Crime Reports	198	332
Crime Offenses	156	368
Criminal Arrests - Juvenile/Adult	30/0	154
Traffic Citations	55	203
Written Warnings	10	124
Parking Ticket	9	9
OVI	5	14
Traffic Crashes	87	112
Traffic Crash injuries/fatalities	16	25/0
Calls for Police Service	2594	3550
Hours Spent Handling Police Calls	988:13	1230:08
Emergency Response Time – Priority 1	1:38	2:23
Overtime Hours - Police	286	1744
Overtime Hours - Dispatch	209	523.25
Training Hours	264	190
Vehicle Lockouts	7	60
Motorist Assists	53	68
False Alarms - Commercial	27	35
False Alarms - Residential	11	12

DETECTIVE BUREAU

Active Case Load by Investigator			
Detective	Assigned	Cleared	Total Active
Sgt. Music	10	10	6
Det. Collins	12	10	11
Det. Gibbs	0	0	0
Det. Papenfuss	5	6	5
Monthly Totals	27	26	22

Mobile Device Extractions Completed	6
Storage Device Extractions Completed	0

COMMUNITY AFFAIRS

Quarterly Report – 4th Quarter 2020

"The mission of the Office of Community Affairs is to support the Sylvania Police Division in its efforts to maintain an atmosphere of safety and security for members of the community. To be effective in assisting in this mission, the Office of Community Affairs shall provide education in the areas of substance abuse and positive decision-making in all Sylvania Schools. The Office of Community Affairs shall also provide crime prevention programs and services to educate our citizens and businesses."

Introduction

- Officer Gallup and Officer Beadle have completed the first half of the 2020-2021 school year at NVHS and SVHS. Both officers were in their assigned school while school was taught in the hybrid model. When school was being taught remotely, both officers were reassigned to road patrol.
- Officer Barnswell began the elementary D.A.R.E. program in the public and private schools in the community.
- Officer Barnswell completed D.A.R.E. classes at Sylvan Elementary, Toledo Islamic Academy, and St. Joseph Parish School. No formal graduations were held due to COVID.

Youth Programs / DARE Events/Community Involvement

- Officer Barnswell and Sgt. Pack participated in virtual meetings with various school and community groups.
- Officer Beadle attended numerous meetings with various school and community groups at Southview.
- Officer Gallup gave a couple of presentations and attended numerous meetings with various school and community groups at Northview High School.

Child Safety Seats (Oct. 2020 – Dec. 2020)

Inspected and Installed:

- (6) six

Seats arriving installed:

- (4) four

Seats arriving installed with errors:

- (3) three

School Resource Officer Programs

Northview High School - Officer Gallup	
Presentations	2
Meetings/Training	10
General Offense Reports/Accident Reports	1
Citations / Warnings	0
School Related Complaints/Interview	6
Parking Lot Assists	1
Court Appearances	0
Security Issues	1
Misc.	0

Southview High School – Officer Beadle	
Presentations	0
Meetings/Training	12
General Offense Reports/ Accident Reports	0
Citations / Warnings	0
School Related Complaints/Interview	10
Parking Lot Assists	2
Court Appearances	0
Security Issues	7
Misc.	0

Explorer Program

- Explorers have trained with several topics this quarter. Topics include the following:
 - Annual Range Day
 - Interacting with the Media (online-based training)
 - Booking and Handling (online-based training)
 - MILO Use of Force Simulator

- The terms of the 2020 elected officers has been extended through 2021 since the officers did not have a chance to exercise their roles due to COVID.
- Registration renewal fees were paid to the Public Safety Cadets (PSC) for 2021.
- Registration was not renewed through BSA/Exploring, and will only be operating under PSC in 2021

Volunteer Program – 4th Quarter Report

A. Summary

Hour Summary	
Total Patrol Volunteer hours for October 2020 - December 2020	14.5
Total Event Volunteer hours for October 2020 - December 2020	36.5
Total	51
Total Hours for 2020	186.5

Volunteer Patrol Log	
Lockouts	0
House Checks	21
Road Patrol/Traffic Assists	0
Citizen/Motorist Assists	0
Special Assignments:	
A. Events:	
<ul style="list-style-type: none"> • Most events were cancelled or postponed due to COVID. Only event worked was the Sylvania Nite Farmer's Market. • Volunteers assisted with 854's funeral services and shuffling fl vehicles to P & R in Oregon, Ohio. 	

Respectfully submitted,

Sgt. Stacey Pack

Sgt. Stacey Pack #850
Community Affairs

Management

During the 4th quarter of 2020, we lost Officer Michael Shaw to suicide. We also have had several officers exposed to the COVID-19 virus, but no serious illness. We finished the quarter with one officer on light duty due to a line of duty injury, one detective off on long term sick leave, no suspensions and no personnel off on Family Medical Leave.

Frederick L. Schnoor, Jr. MA, CLEE
Chief of Police

Zoning Office Key Statistics					
	2020 1st Qtr	2020 2nd Qtr	2020 3rd Qtr	2020 4th Qtr	2020 Year End
Residential Renovations, Additions & Accessory	13	22	9	4	48
New Dwelling (Residential)	13	5	10	0	28
Estimated Value	\$300,000	225,000	\$250,000	225,000	\$76,000
New Commercial Construction	0	0	0	0	0
Commercial Additions & Renovations	8	3	7	3	21
Demolition Permits Issued	2	1	1	1	21
Swimming Pool Permits Issued	1	6	8	1	16
Sidewalk Permits Issued	11	57	25	3	96

Municipal Planning Commission					
Lot Splits	0	1	0	0	1
Council Referrals	0	1	1	1	3
Site Plan Review	0	0	0	0	4

Architectural Board of Review					
Sign Review	16	8	18	3	45
Architectural Review	3	2	4	0	9

Zoning Complaints					
On Site Inspections	26	53	42	17	138
Open Zoning Complaints	16	28	13	16	73
Closed Zoning Complaints	10	25	29	6	211
Letters & Warnings Sent	3	20	7	4	34

City of Sylvania Management Report
for the Division of Vehicle Maintenance
Fourth Quarter 2020

Key Statistics

No. of vehicles serviced and repaired:

This Quarter	104
Last Quarter	82

	<u>Unit count</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Misc</u>
<u>Fleet Condition:</u>				
<u>SPD:</u> Good, routine maint.	47	\$2,627.00	\$2,205.00	\$6,786.00
<u>Streets:</u> Good, routine maint.	29	\$10,796.00	\$4,875.00	\$0.00
<u>Water:</u> Good, routine maint.	8	\$490.00	\$945.00	\$0.00
<u>Sewer:</u> Good, routine maint.	7	\$80.00	\$915.00	\$0.00
<u>Parks:</u> Good, routine maint.	9	\$1,574.00	\$1,500.00	\$0.00
<u>Other Depts:</u> Good, routine Maint.	4	\$558.00	\$390.00	\$0.00
<u>Totals</u>	104	\$16,125.00	\$10,830.00	\$6,786.00

Misc Repairs (sublet):

Total Vehicle Maintenance cost: **\$33,741.00**

First Quarter 2021: Provide revolving repair and maintenance for all departments.
Ready and maintain seasonal equipment such as leaf loaders and plow trucks. As the fleet ages, the equipment will require more maintenance and repairs.

Jason Music

Jason Music
Vehicle Maintenance Manager
2-10-2021