

Sylvania City Council

August 16, 2021

6:30 p.m. Finance Committee Meeting

Potential TIF for Downtown

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. McCann.
3. Additions to the agenda.
4. Approval of the regular council meeting minutes of July 19, 2021.
5. National Opioid Settlement.
 - a. Law Director's report on OneOhio, a state-local government agreement regarding opioid settlements.
 - b. Proposed Ordinance No. 56-2021, Authorizing to enter into a Memorandum of Understanding with OneOhio consistent with the terms of the July 21, 2021 National Opioid Settlement Agreement.
6. Harroun Park River Trail Stream Restoration Extension-Great Lakes Restoration Initiative Subgrant Application.
 - a. Service Director's report on Extension and Subgrant Application.
 - b. Proposed Resolution No. 9-2021, Authorizing to prepare and submit an Application to the Ohio Environmental Protection Agency for a Great Lakes Restoration Initiative Subgrant for the Harroun Park River Trail Stream Restoration Project.
7. LUC-US23-11.75 Project (reconstruction and reconfiguration of Monroe Street interchange with US-23); and LUC-SR-51-11.11 Project (resurfacing of Monroe Street from the interchange project to Whiteford Road)
 - a. Service Director's report on Consent legislation for projects.
 - b. Proposed Ordinance No. 57-2021, Authorizing to enter into an agreement with ODOT for US23/SR51(Monroe Street) Interchange Improvement Project and SR51 (Monroe Street) from termini of the Interchange project to Whiteford Rd. Resurfacing project.
8. LUC-US23-11.75 project – Preliminary Engineering & Detailed Design Participation.
 - a. Service Director's report on engineering design services.
 - b. Proposed Ordinance No. 58-2021, Appropriating Funds for Engineering Design Services relative to the US23/Monroe St Interchange Project.

9. BUSTR Grant for 6511 Monroe Street (Joe's Tire Store) Update.
 - a. Economic Development Director's report on grant.
 - b. Proposed Ordinance 59-2021, Appropriating funds in the amount of \$18,200 relative to the State of Ohio Abandoned Gas State Cleanup Grant Program.
10. Plan Commission's report on Proposed Ordinance No. 54-2021, Amending Part Eleven-Planning and Zoning Code of the Sylvania Codified Ordinances, 1979, by amending Section 1101.-Definitions and by amending Section 1153.02-Special uses. (Set Public hearing for 9/20/21)
11. Committee reports.
 - a. Finance Committee meeting held on this date.
12. Committee referrals.

INFORMATION

- A. July 2021 Bank Reconciliation.
- B. Board of Architectural Review minutes from August 11, 2021.
- C. Municipal Planning Commission minutes from August 11, 2021.
- D. 2nd Quarter 2021 Management Reports.

Minutes of the Meeting of Council
July 19, 2021

The Council of the City of Sylvania, Ohio met in regular session on July 19, 2021 at 7:30 p.m. with Mayor Stough in the chair. Roll was called with the following members present: Katie Cappellini, Mark Frye, Brian McCann, Patrick Richardson, Mary Westphal, Lyndsey Stough; (6) present; Doug Haynam, (1) absent.

Roll call:
All present.

Pledge of Allegiance to the United States of America led by Mayor Stough.

Pledge of
Allegiance.

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

The following items have been added to the agenda:

Agenda approval.

Item #16. Lourdes Banner Application & proposed Ordinance No. 55-2021.

Item #17. Downtown TIF & SID update.

Item #18. Report from SAJRD.

Mr. Frye moved, Mrs. Westphal seconded to approve the agenda; roll call vote being: Cappellini, Frye, McCann, Stough, Richardson, Westphal; (6) yeas; (0) nays. The motion carried.

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

Mr. Frye presented the June 21, 2021 meeting minutes. Mr. Frye moved, Mr. McCann seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of June 21, 2021 be approved; roll call vote being: Frye, McCann, Richardson, Westphal, Stough, Cappellini, (6) yeas; (0) nays. The motion carried.

Approval of the
June 21, 2021
meeting minutes.

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

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

Mr. Frye presented and read aloud by title only, proposed Ordinance No. 46-2021, a written copy of same having been previously furnished to each member of Council, "Approving the inclusion of Lucas County as a member of the Toledo Area Regional Transit Authority; and declaring an emergency."; Mr. Frye moved, Mrs. Westphal seconded for passage of Ordinance No. 46-2021 as an emergency measure.; roll call vote being: McCann, Richardson, Stough, Westphal, Cappellini, Frye, (6) yeas; (0) nays. The motion carried.

Ordinance No.
46-2021,
Approving the
inclusion of
Lucas County in
TARTA.

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

Service Director's report on the Burnham Park Elevated Tank T-Mobile Site No. TO01080A was placed on file. Mr. McCann presented and read aloud by title only, proposed Ordinance No. 50-2021, a written copy of same having been previously furnished to each member of Council, "Authorizing a Second Amendment to Water Tower Attachment Lease Agreement between the City of Sylvania, as Lessor, and T-Mobile Central, LLC, a Delaware Limited Liability Company, as Lessee, for a portion of the water tower within Burnham Park and additional land in Burnham Park, for the purpose of installing, construction, maintaining, repairing, operating, altering, inspection and removing communications fixture, determining said City owned property not to be needed for municipal purposes during the time of the proposed Lease; authorizing the Mayor and Director of Finance to sign said Second Amendment to the Water Tower Attachment Lease on behalf of the City of Sylvania, Ohio; and declaring an emergency"; Mr. McCann moved, Mrs. Westphal seconded for passage of Ordinance No. 50-2021 as an emergency measure.; roll call vote being: McCann, Richardson, Stough, Westphal, Cappellini, Frye, (6) yeas; (0) nays. The motion carried.

Ordinance No.
50-2021,
"Authorizing a
2nd amendment to
Water Tower
Attachment
Lease
Agreement...
T-Mobile..."

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

Service Director's report on the Solid Waste Agreement Amendment was placed on file. Mr. McCann presented and read aloud by title only, proposed Ordinance No. 51-2021, a written copy of same having been previously furnished to each member of Council, "Accepting the proposal of Republic Services to provide Residential Curbside Refuse and Recycling Collection and Disposal; authorizing the Mayor and Director of Finance to enter into a Contract for said Refuse and Recycling Collection and Disposal; and declaring an emergency"; Mr. McCann moved, Mrs. Westphal seconded for passage of Ordinance No. 51-2021 as an emergency measure; roll call vote being: Richardson, Stough, Westphal, Cappellini, Frye, McCann, (6) yeas; (0) nays. The motion carried.

Ordinance No.
51-2021,
"Accepting
Agreement
Amendment
proposal of
Republic
Services for
Refuse &
Recycling...."

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

Service Director's report on the purchase of a 2021 Chevrolet Silverado 1500 Pickup Truck for the Sewer Department was placed on file. Mr. McCann presented and read aloud by title only, proposed Ordinance No. 52-2021, a written copy of same having been previously furnished to each member of Council, "Authorizing the Mayor and Director of Finance to accept the proposal of Dave White Chevrolet for the provision of a new 2021 Chevrolet Silverado 1500 Pickup Truck for the Division of Sewer,

Ordinance No.
52-2021,
"Authorizing to
accept the
proposal of Dave
White....2021

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Department of Public Service; appropriating \$28,545 therefore; and declaring an emergency.” Mr. McCann moved, Ms. Stough seconded for passage of Ordinance No. 52-2021 as an emergency measure; roll call vote being: Stough, Westphal, Cappellini, Frye, McCann, Richardson, (6) yeas; (0) nays. The motion carried.

Chevy Silverado
1500 Truck for
Sewer Dept...”

Mr. McCann moved, Ms. Stough seconded to dispose of the 2004 Ford F-150 pickup via auction on GovDeals.com. Roll call vote being: Stough, Westphal, Cappellini, Frye, McCann, Richardson, (6) yeas; (0) nays. The motion carried.

Dispose of 2004
Ford pickup.

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

Service Director’s report on the Cushman Road Improvements, Change Order No. 1 was placed on file. Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 53-2021, a written copy of same having been previously furnished to each member of Council, “Authorizing the Mayor and Director of Finance to approve Change Order No. 1 to this City’s Agreement with Salenbein Trucking and Excavating, Inc. for the Cushman Road Project to perform work not included in the Original Contract Documents; authorizing the Mayor and Director of Finance to execute a Limited Indemnification Agreement relative to said work; increase the Contract amount by \$172,835.81; appropriating Funds therefore; and declaring an emergency”; Mrs. Westphal moved, Mr. McCann seconded for passage of Ordinance No. 53-2021 as an emergency measure; roll call vote being: Westphal, Cappellini, Frye, McCann, Richardson, Stough, (6) yeas; (0) nays. The motion carried.

Ordinance No.
53-2021,
“authorizing
Change Order
#1...Salenbein
Trucking...Cush
man Road
Improvement
Project...”

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

Mayor Stough presented proposed Ordinance No. 54-2021, Amending Part Eleven-Planning and Zoning Code of the Sylvania Codified Ordinances, amending Section 1101.-Definitions and by amending Section 1153.02-Special uses. Ms. Stough moved, Mrs. Westphal seconded to refer proposed Ordinance No. 54-2021 to the Planning Commission for review and recommendation. Roll call vote being: Cappellini, Frye, McCann, Richardson, Stough, Westphal, (6) yeas; (0) nays. The motion carried.

Refer proposed
Ordinance No.
54-2021 to Plan
Commission.

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

Mr. Frye moved, Mrs. Westphal seconded to authorize to dispose of two police vehicles (2006 Jeep Commander, 2006 Ford F150) on GovDeals. Roll call vote being: Frye, McCann, Richardson, Stough, Westphal, Cappellini, (6) yeas; (0) nays. The motion carried.

Authorize
disposal of two
police vehicles
on GovDeals.

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

Notice of the transfer of the D5, Spirituous liquor for on premises consumption only, beer, wine and mixed beverages for on premises, or off premises in original sealed containers until 2:30 a.m., permit from Jim's Pizza & More, LLC, dba Jim's Pizza & More, 5127 S. Main St, Sylvania, OH to Jim's Pizza & More, LLC, dba Jim's Pizza and More, 4507 Holland Sylvania Rd., Sylvania, OH 43560. Mr. Frye moved, Mrs. Westphal seconded to not request a hearing for Jim's Pizza & More, LLC. Roll call vote being: McCann, Richardson, Stough, Westphal, Cappellini, Frye, (6) yeas; (0) nays. The motion carried.

No hearing for
Jim's Pizza &
More, LLC
liquor permit.

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

The Municipal Planning Commission reviewed and provided recommendation on July 14, 2021 regarding SUP-3-2021 from Masjid Saad Foundation at 5225 West Alexis Road, Sylvania, Ohio. Mrs. Cappellini moved, Mr. McCann seconded to set the Public Hearing on September 7, 2021 at 7:00 p.m. for SUP-3-2021. Roll call vote being: Richardson, Stough, Westphal, Cappellini, Frye, McCann, (6) yeas; (0) nays. The motion carried.

SUP-3-2021
public hearing set
for Sept 7, 2021
at 7:00 p.m.

Mayor Stough stated there are no items for agenda item 14 and 15 so Council will now consider added agenda item 16.

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 55-2021, a written copy of same having been previously furnished to each member of Council, "Approving the Banner Application of Lourdes University; authorizing the Zoning Administrator to indicate such approval on behalf of the City of Sylvania; and declaring an emergency; and declaring an emergency"; Mrs. Westphal moved, Ms. Stough seconded for passage of Ordinance No. 55-2021 as an emergency measure; roll call vote being: Westphal, Cappellini, Frye, McCann, Richardson, Stough, (6) yeas; (0) nays. The motion carried.

Ordinance No.
55-2021,
"approving
Lourdes
University
banner ..."

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

Mr. Sanford provided an update on the potential Downtown TIF & SID. Sanford provided information on how it works, key considerations, model assumptions and action steps if council wants to proceed.

Downtown TIF
update.

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Mr. Frye moved, Mrs. Westphal seconded to set a Finance Committee meeting for August 16, 2021 at 6:30 p.m. Roll call vote being: Westphal, Cappellini, Frye, McCann, Richardson, Stough, (6) yeas; (0) nays. The motion carried.

Set Finance Com
8/16/21, Re:
Downtown TIF.

Mayor Stough stated that Council will now consider added agenda item 18.

Mrs. Cappellini provided a SAJRD update regarding the potential Community/Recreation Building for community activities. She reviewed the study timeline and provided information on the potential ballot issue.

SAJRD update:
Community-
Recreation
Building.

Service Director Aller provided an update on the Cushman Road Speed Bumps.

Mayor Stough stated all agenda items have been addressed.

Mr. Frye moved, Mrs. Westphal seconded to adjourn at 8:43 p.m. Roll call vote being: McCann, Richardson, Stough, Westphal, Cappellini, Frye, (6) yeas; (0) nays.

Adjournment.

Clerk of Council

Mayor

MEMORANDUM

TO: Craig A. Stough, Mayor
Members of Sylvania City Council
FROM: Leslie B. Brinning, Director of Law
RE: National Opioid Settlement
DATE: August 13, 2021

In 2019, Ohio negotiated OneOhio, a state-local government allocation agreement regarding opioid settlements. Ohio Attorney General Dave Yost, along with attorneys from some of the other municipalities, has reached a Proposed Settlement with McKesson, Amerisource Bergen and Cardinal Health.

The terms of the proposed settlement provide that the Distributors will pay up to \$804,865,429 to the State of Ohio and its subdivisions over 18 years. Participation levels (the percentage of Ohio cities and counties who agree to the deal) ultimately determine how much money the State of Ohio and its subdivisions will receive.

The estimated allocation amount to the City of Sylvania ranges from \$74,357.07 - \$106,081.53 paid over a period of 18 years and depending on the participation level and incentive payments the State receives. These funds are required to be used for opioid remediation efforts in the City and includes education, intervention, treatment and recovery services.

We recommend approving the Memorandum of Understanding with OneOhio to allow the City to participate in the proposed settlement. Please contact me if you have any questions.

ORDINANCE NO. 56 -2021**AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO A MEMORANDUM OF UNDERSTANDING, ON BEHALF OF THE CITY OF SYLVANIA, WITH ONE OHIO CONSISTENT WITH THE TERMS OF THE JULY 21, 2021 NATIONAL OPIOID SETTLEMENT AGREEMENT; AND DECLARING AN EMERGENCY.**

WHEREAS, the City of Sylvania (herein "Municipality") is a municipal corporation formed and organized pursuant to the Constitution and laws of the State of Ohio; and,

WHEREAS, the people of the State of Ohio and its communities have been harmed by malfeasance, nonfeasance, and misfeasance committed by certain entities within the Opioid Pharmaceutical Supply Chain; and,

WHEREAS, the State of Ohio, through its Attorney General, and certain Local Governments, through their elected representatives and counsel, are separately engaged in litigation seeking to hold Opioid Pharmaceutical Supply Chain Participants accountable for the damage caused by their misfeasance, nonfeasance and malfeasance; and,

WHEREAS, the State of Ohio, through its Governor and Attorney General, and its Local Governments share a common desire to abate and alleviate the impacts of that misfeasance, nonfeasance and malfeasance throughout the State of Ohio; and,

WHEREAS, the State and its Local Governments, subject to completing formal documents effectuating the Parties Agreements, have drafted and Sylvania, by and through its Council and this Ordinance, reaffirms its adoption of a OneOhio Memorandum of Understanding ("MOU") relating to the allocation and the use of the proceeds of any potential settlements described; and,

WHEREAS, the MOU has been collaboratively drafted to maintain all individual claims while allowing the State and Local Governments to cooperate in exploring all possible means of resolution; and,

WHEREAS, the Council understands that an additional purpose of the MOU is to create an effective means of distributing any potential settlement funds obtained under the MOU between the State of Ohio and Local Governments in a manner and means that would promote an effective and meaningful use of the funds in abating the opioid epidemic throughout Ohio, as well as to permit collaboration and explore potentially earlier resolution of the Opioid Litigation against Opioid Pharmaceutical Supply Chain Participants; and,

WHEREAS, nothing in the MOU binds any party to a specific outcome, but rather, any resolution under the MOU requires acceptance by the State of Ohio and the Local Governments; and,

WHEREAS, a settlement proposal is being presented to the State of Ohio and Local Governments by distributors Amerisource Bergen, Cardinal, and McKesson (collectively the “Settling Distributors”) to resolve governmental entity claims in the State of Ohio using the structure of the OneOhio MOU and consistent with the material terms of the July 21, 2021 proposed National Opioid Distributor Settlement Agreement; and,

WHEREAS, the Director of Law, by report dated August 13, 2021, has recommended approval of the Memorandum of Understanding between the City of Sylvania and OneOhio, a copy of which is attached hereto as “Exhibit A.”

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

SECTION 1. That the Mayor and Director of Finance be, and they hereby are, authorized to accept the Proposed Settlement on behalf of the City of Sylvania, pursuant to the terms of the OneOhio MOU 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 MOU should be approved at the earliest possible time so that the City can participate in the National Opioid Settlement through OneOhio. 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

6a



DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

August 16, 2021

To: The Mayor and Members of Sylvania City Council

Re: **Harroun Park River Trail Stream Restoration Extension**
Great Lakes Restoration Initiative Subgrant Application

Dear Mr. Mayor and Council Members:

In May 2021, the City wrapped up construction of the Harroun Park River Trail Stream Restoration Project located in Tenmile Creek between Main Street and the pedestrian bridge in Harroun Park. This project targeted sediment and nutrient reduction by improving eroded streambank conditions. A major component of the project included placing two in-stream rock structures to divert flow away from the streambank edges (called J-Hooks) and subsequently rehabilitating and reinforcing 300 feet of streambank. The \$240,000 project was funded by a \$216,020 non-competitive subgrant through the Ohio Lake Erie Commission and Great Lakes Restoration Initiative (GLRI).

The Ohio Environmental Protection Agency (OEPA) is interested in submitting a handful of projects for funding consideration in the August 2021 solicitation in the competitive portion of the GLRI Program. The Service Department would like for the OEPA to consider an extension of the 2021 project which would be located east of the pedestrian bridge (where Tenmile Creek becomes the Ottawa River) and west of Harroun Road. This extension project would restore 1,000 feet of streambank and install six (6) J-Hook structures placed at 200-foot intervals. Other project components include six (6) constructed riffles and 700 feet of toewood for streambank reinforcement.

The total cost of the project is anticipated to be \$702,000 and the City would be applying for the GLRI funding cap max of \$600,000. The remaining \$102,000 would be locally funded as a 2022 budgeted item. We request authorization to apply for GLRI funding for this extension project. Please call with any questions.

Sincerely,

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

RESOLUTION NO. 9 -2021**A RESOLUTION AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO PREPARE AND SUBMIT AN APPLICATION TO THE OHIO ENVIRONMENTAL PROTECTION AGENCY FOR A GREAT LAKES RESTORATION INITIATIVE SUBGRANT FOR THE HARROUN PARK RIVER TRAIL STREAM RESOTRATION PROJECT; TO EXECUTE CONTRACTS AS REQUIRED; AND DECLARING AN EMERGENCY.**

WHEREAS, in May, 2021, the City finalized the Harroun Park River Trail Stream Restoration Project located in Ten Mile Creek between Main Street and the pedestrian bridge in Harroun Park; and,

WHEREAS, that project targeted sediment and nutrient reduction by improving eroded streambank conditions and \$216,000 of the \$240,000 project cost was funded by a non-competitive subgrant through the Ohio Lake Erie Commission and Great Lakes Restoration Initiative; and,

WHEREAS, the Ohio Environmental Protection Agency ("OEPA") is interested in submitting a handful of projects for funding consideration in the competitive portion of the Great Lakes Restoration Initiative ("GLRI") Program; and,

WHEREAS, the Director of Public Service, by report dated August 16, 2021, has recommended the OEPA consider an extension of the 2021 project which would be located east of the pedestrian bridge (where Ten Mile Creek becomes the Ottawa River) and west of Harroun Road; and,

WHEREAS, this project would restore 1,000 feet of streambank and install six (6) J-Hook structures placed at 200-foot intervals as well as constructing six (6) riffles and 700 feet of toewood for streambank reinforcement; and,

WHEREAS, the Director of Public Service, in a report dated August 16, 2021, indicated that the total estimated cost of the project is \$702,000 and the City is requesting \$600,000 in GLRI funding, for a total estimated cost to the City of \$102,000 which would be included in the 2022 budget.

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

SECTION 1. That the Mayor and Director of Finance be, and they hereby are, authorized to apply to the Ohio Environmental Protection Agency for a Great Lakes Restoration Initiative Subgrant for funds as described above.

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

SECTION 3. If the Harroun Park River Trail Stream Restoration Extension Project is approved for financial assistance, the City of Sylvania will commit the necessary funds to meet the local share as indicated in the corresponding project application and will enter into an agreement with the OEPA/GLRI for the grant.

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

SECTION 5. 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 6. That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the City should file its application for the grant immediately and indicate its willingness to enter into an Agreement and appropriate the funds for said project as necessary and therefore this Resolution should be made effective immediately. Provided this Resolution receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it

shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote 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

7a



DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

August 16, 2021

To: The Mayor and Members of Sylvania City Council

Re: **LUC-US-23-11.75 (PID 105889) & LUC-SR-51-11.11 (PID 114523)**
CONSENT LEGISLATION

Dear Mr. Mayor and Council Members:

The Ohio Department of Transportation (ODOT) is ready to move forward with the engineering design and construction of two projects within the City of Sylvania municipal limits. The LUC-US-23-11.75 project (PID 105889) is the reconstruction and reconfiguration of the Monroe Street interchange with US-23. The LUC-SR-51-11.11 project (PID 114523) is the resurfacing of Monroe Street from the logical termini of the interchange project to Whiteford Road under ODOT's Urban Paving Program. Both projects will be designed independently via separate contracts to be administered by ODOT, but sold together as one construction project. Construction is anticipated to commence in 2025.

ODOT has requested consent legislation from the City to complete these projects since they both lie within the municipal limits. The legislation includes cooperation, utilities, right-of-way, and maintenance responsibilities.

We would recommend approval of the consent legislation for these projects as requested by ODOT.

Please call if you should have any questions.

Sincerely,

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

PRELIMINARY LEGISLATION

Participatory

Ordinance # _____

PID No. 105889/114523

County/Route/Section LUC US 23 11.75 / LUC SR 51 11.11

The following is an ordinance enacted by the City of Sylvania, Lucas County, Ohio, hereinafter referred to as the Local Public Agency (LPA), in the matter of the stated described project.

SECTION I - Project Description

WHEREAS, the LPA/STATE has identified the need for the described project:

Reconstruction and reconfiguration of the SR 51 interchange over US 23 within the City of Sylvania, Lucas County. Also, resurface SR 51 from termini of the interchange project to Whiteford Road under ODOT's Urban Paving program.

NOW THEREFORE, be it ordained by the City of Sylvania, Ohio

SECTION II - Consent Statement

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project.

SECTION III - Cooperation Statement

The LPA shall cooperate with the Director of Transportation in the above described project as follows:

- 1) The LPA agrees to assume and contribute the entire cost and expense of the project less the amount of federal-aid funds set aside by the Director of Transportation for the financing of this project from funds allocated by the Federal Highway Administration, United States Department of Transportation. The State shall invoice the LPA for any necessary funds to complete the project.
- 2) The LPA will assume and bear one hundred percent (100%) of the total cost of any features requested by the LPA which are not necessary for the project as determined by the State and/or the Federal Highway Administration. In the Urban Paving section, the LPA will assume and bear one hundred percent (100%) of the total cost of those items not covered under ODOT's Urban Paving Policy.
- 3) The LPA consents to having the State acquire all necessary rights of way for the subject project in the name of the LPA.
- 4) The LPA agrees, upon completion of the project, to own and maintain all those portions of the project under its jurisdiction.
- 5) The State agrees to be the lead agency and to administer the construction phase of the project.

SECTION IV - Utilities and Right-of-Way Statement

The LPA agrees that all existing street and public way right-of-way within the jurisdiction of the LPA which is necessary for the described project shall be made available therefor. The LPA further agrees that any right-of-way acquired by said LPA on behalf of the described project shall be acquired and/or made available in accordance with current State and Federal regulations.

The LPA agrees that all utility accommodation, relocation and reimbursement will comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

SECTION V - Maintenance

Upon completion of the Project, and unless otherwise agreed, the LPA shall: 1) provide adequate maintenance for those portions of the Project under the jurisdiction of the LPA in accordance with all applicable state and federal law, including, but not limited to, Title 23, U.S.C., Section 116; 2) provide ample financial provisions, as necessary, for the maintenance of those portions of the Project under its jurisdiction; 3) maintain the right-of-way, keeping it free of obstructions; and 4) hold said right-of-way inviolate for public highway purposes.

SECTION VI - Authority to Sign

The _____ of said City is hereby empowered on behalf of the City
(Contractual Officer)

to enter into contracts with the Director of Transportation necessary to complete the above described project.

Passed: _____, 2 _____.
(Date)

Attested: _____
(Clerk Signature)

(Contractual Officer Signature)

Attested: _____
(Clerk Signature)

(President of Council Signature)

This ordinance is hereby declared to be an emergency measure to expedite the highway project(s) and to promote highway safety. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

CERTIFICATE OF COPY
STATE OF OHIO

City of Sylvania, Lucas County, Ohio

I, _____, as Clerk of the City of Sylvania, Ohio, do hereby
certify that the foregoing is a true and correct copy of an ordinance adopted by the legislative
Authority of the said City, on the _____ day of _____, 2____, that the
publication of such ordinance has been made and certified of record according to law; that no
proceedings looking to a referendum upon such ordinance have been taken; and that such ordinance
and certificate of publication thereof are of record in

_____, Page _____.
(Ordinance Record No.)

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official
seal, if applicable, this _____ day of _____, 2 ____.

Clerk

(SEAL)
(If Applicable)

City of Sylvania, Ohio

The afore going is accepted as a basis for proceeding with the project herein described.

For the City of Sylvania, Ohio

Attest: _____, Date _____
Contractual Officer

For the State of Ohio

Attest: _____, Date _____
Director, Ohio Department of Transportation

ORDINANCE NO. 57 -2021

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE OF THE CITY OF SYLVANIA, OHIO, TO ENTER INTO AN AGREEMENT BETWEEN THE STATE OF OHIO, DEPARTMENT OF TRANSPORTATION AND THE CITY OF SYLVANIA FOR THE US23/SR51 (MONROE STREET) INTERCHANGE IMPROVEMENT PROJECT AND SR 51 (MONROE STREET) FROM THE TERMINI OF THE INTERCHANGE PROJECT TO WHITEFORD ROAD RESURFACING PROJECT; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Sylvania and State of Ohio Department of Transportation have identified the need for the reconstruction and reconfiguration of the SR51 interchange over US23 within the City of Sylvania, Lucas County and also resurface SR51 from termini of the interchange project to Whiteford Road under ODOT's Urban Paving program; and,

WHEREAS, the Director of Public Service, by report dated August 16, 2021, has recommended that the City of Sylvania consent to the US23/SR51 (Monroe Street) Interchange Improvement Project and the SR51 (Monroe Street) from the termini of the interchange project to Whiteford Road Resurfacing Project within the City limits.

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

SECTION 1. That the City of Sylvania gives consent to the Director of Transportation to complete the above described project.

SECTION 2. The City of Sylvania shall cooperate with the Director of Transportation in the above described project as follows:

1. The City of Sylvania agrees to assume and contribute the entire cost and expense of the project less the amount of federal aid funds set aside by the Director of Transportation for the financing of this project from funds allocated by the Federal Highway Administration, United States Department of Transportation. The State shall invoice the City for any necessary funds to complete the project.
2. The City of Sylvania will assume and bear one hundred percent (100%) of the total cost of any features requested by the City of Sylvania which are not necessary for the project as determined by the State and/or Federal Highway Administration. In the Urban Paving section, the City of Sylvania will assume and bear one hundred percent (100%) of the total cost of those items not covered under ODOT's Urban Paving Policy.
3. The City of Sylvania consents to having the State acquire all necessary rights of way for the subject property in the name of the City.
4. The City of Sylvania agrees, upon completion of the project, to own and maintain all those portions of the project under its jurisdiction.

5. The State agrees to be the lead agency and to administer all phases of the project.

SECTION 3. That the City agrees that all existing street and public way right-of-way within the jurisdiction of the City which is necessary for the described project shall be made available therefore. The City further agrees that any right-of-way acquired by said City on behalf of the described project shall be acquired and/or made available in accordance with current State and Federal regulations.

The City agrees that all utility accommodation, relocation and reimbursement will comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

SECTION 4. Upon completion of the Project, and unless otherwise agreed, the City shall: 1) provide adequate maintenance for those portions of the Project under the jurisdiction of the City in accordance with all applicable state and federal law, including, but not limited to, Title 23, U.S.C., Section 116; 2) provide ample financial provisions, as necessary, for the maintenance of those portions of the Project under its jurisdiction; 3) maintain the right-of-way, keeping it free of obstructions; and 4) hold said right-of-way inviolate for public highway purposes.

SECTION 5. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 6. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 7. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the Agreement should be entered into immediately to provide for the improvements in the City. 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

August 16, 2021

To: The Mayor and Members of Sylvania City Council

Re: **LUC-US-23-11.75 (PID 105889)**
PRELIMINARY ENGINEERING AND DETAILED DESIGN PARTICIPATION

Dear Mr. Mayor and Council Members:

The Ohio Department of Transportation (ODOT) has completed their negotiations and reached an Agreement with ARCADIS US, Inc. to provide engineering design services on the LUC-US-23-11.75 (PID 105889) project in the amount of \$3,174,596. The Agreement contains thirteen (13) scope of services parts and will lead the project from preliminary engineering through bidding.

In 2019 and 2020, the City successfully secured Congestion Mitigation and Air Quality (CMAQ), Highway Safety Improvement Program (HSIP), and Surface Transportation Block Grant (STBG) funds to pay for portions of the engineering and construction phases. Specifically, \$289,271.20 of CMAQ, \$2,037,232 of HSIP, and \$620,620 of STBG funds are being applied towards the engineering phases of the project. The remaining balances of those awarded funds will be applied towards construction.

The remaining engineering balance of \$227,472.80 is the local participation match amount based on the various program requirements. These funds were an anticipated expense and included in our 2021 Capital Improvement budget. Funds are to be appropriated from account 401-7610-53503.

We would recommend approval of the appropriation of funds as requested by ODOT.

Please call if you should have any questions.

Sincerely,

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



OHIO DEPARTMENT OF TRANSPORTATION
Mike DeWine, Governor Jack Marchbanks, Ph.D., Director

1980 W. Broad Street, Columbus, OH 43223

614-466-7170

transportation.ohio.gov

MAY 28 2021

Jay A. Muether
ARCADIS U. S., Inc.
100 East Campus View Boulevard, Suite 230
Columbus, Ohio 43235-1447

Re: Agreement No. 35908
LUC-23-11.75
PID No. 105889
Federal Project No. E210(244)

Dear Mr. Muether:

Transmitted herewith is a copy of executed Agreement No. 35908.

In the prosecution of the Work, you will be required to maintain close liaison with the District Deputy Director who is responsible for maintaining scheduled progress on all elements of the Work.

This letter shall constitute your authorization to proceed with Project Development Process - Part 1: Planning thru Environmental Engineering and PDP - Part 2: Geotechnical Services. Authorization to proceed with PDP - Parts 3 thru 10 may be given at a later date. Adequate funds have been encumbered for this portion of the Agreement under Encumbrance No. 738008.

Additional funds will be encumbered and authorization to proceed will be given for PDP - Part 11: Final Engineering, PDP - Part 12: Underpass Lighting Plans, and PDP - Part 13: Pre-Bid Activities at a later date.

The Invoice & Project Schedule is available as an electronic file on the Consultant Services website at <http://www.dot.state.oh.us/divisions/Engineering/consultant/Pages/default.aspx>.

If you have any questions, please contact me at (614) 387-2310.

Respectfully,

A handwritten signature in black ink that reads "Susan Stehle".

Susan Stehle
Administrator
Office of Consultant Services

SS:JAK
Enclosure

c: Summerset, District 2 - File



INVOICE

THE OHIO DEPARTMENT OF TRANSPORTATION - DISTRICT 2

RETURN THE COMPLETED PACKAGE TO OR ADDRESS QUESTIONS

IN ACCOUNT WITH:

City of Sylvania
Joseph E. Shaw, P.E., P.S, Deputy Director
Department of Public Service
6730 Monroe Street
Sylvania, OH 43560

CONCERNING THIS INVOICE TO:

Christopher Hibbett
District 2 LPA Liaison
Ohio Department of Transportation - District 2
317 E. Poe Rd
Bowling Green, OH 43402
Tel: (419) 373-4438
E-Mail: Christopher.Hibbett@dot.ohio.gov

INVOICE No.	INVOICE DATE	PID No,	DUE DATE
PE-01	7/15/2021	105889	9/1/2021
CRS: LUC US 23 11.75 Inter-Chng			

DESCRIPTION OF WORK DONE: PE	Local Share
City of Sylvania share of PE Environmental design under Env PE 01 - TMACOG - 20% Matching funds	\$155,155.00
City of Sylvania share of PE Detail Design shown under DD Dtl Dsgn 01 - 20% Matching funds	\$72,317.80

Previous Payments - \$0.00

Total Amount Due	\$227,472.80
------------------	--------------

Approved for Payment

Signature _____
Title _____
Date _____

Ohio Department of Transportation - D2

By: *Aaron D Behrman, PE*
Aaron D. Behrman, PE
District 2 Programs Manager

Please return a copy of this invoice along with the check made payable to **Treasurer State of Ohio**.

c: Project File

STATE OF OHIO
DEPARTMENT OF TRANSPORTATION
AGREEMENT NO. 35908

This Agreement No. 35908 entered into this 28th day of May, 2021, by and between the State of Ohio, acting by and through the Director of Transportation, hereinafter referred to as the State, and ARCADIS U. S., Inc., hereinafter referred to as the Consultant, with an office located at 100 East Campus View Boulevard, Suite 230, Columbus, Ohio 43235-1447.

WITNESSETH:

That the State and the Consultant, for the mutual considerations herein contained and specified, have agreed and do hereby agree as follows:

CLAUSE I - WORK DESCRIPTION

The Consultant agrees to perform all professional services as may be authorized by the State for preparation of the Project Development Process for the reconstruction of State Route 51 Interchange over U. S. Route 23 in Lucas County, Ohio, identified as LUC-23-11.75.

CLAUSE II - INVOICE & PROJECT SCHEDULE

The State and the Consultant agree to the Invoice & Project Schedule including the overall Agreement length, and Scheduled Submittal dates and Review Times set out in the Project Schedule.

The Consultant agrees to submit the completed Invoice & Project Schedule transmittal letter together with the updated Invoice & Project Schedule for all billing purposes for all Parts of this Agreement every thirty (30) days as follows:

- (a) Signed original transmittal letter and invoice (IPS) and two (2) copies of same.
- (b) Two (2) copies of the updated Project Schedule.

CLAUSE III - PRIME COMPENSATION

The State agrees to compensate the Consultant for the performance of the authorized portions of the Work specified in this Agreement.

Project Development Process.

Part 1: Planning thru Environmental Engineering.

Actual costs plus a fixed fee of One Hundred Thirty-Eight Thousand Four Hundred Fifty-Four Dollars (\$138,454.00). However, the maximum prime compensation shall not exceed Two Million Five Hundred Fifty-Two Thousand Nine Hundred Seventeen Dollars (\$2,552,917.00).

Part 2: Geotechnical Services.

Actual costs plus a fixed fee of Two Hundred Ninety-Nine Dollars (\$299.00) plus Unit of Work Compensation for laboratory testing and field exploration as established on the attached Laboratory Testing Rate Schedule and Field Exploration Fee Schedule dated April 14, 2021. However, the maximum prime compensation shall not exceed One Hundred Thirty-Five Thousand Four Hundred Ninety-Six Dollars (\$135,496.00).

Part 3: Retaining Wall Plans.

Actual costs plus a fixed fee of Two Thousand Seven Hundred Twenty-Six Dollars (\$2,726.00). However, the maximum prime compensation shall not exceed Twenty-Eight Thousand Three Hundred Eighty Dollars (\$28,380.00).

Part 4: Regulated Materials Review.

Actual costs; however, the maximum prime compensation shall not exceed Six Thousand Seven Hundred Thirty-Eight Dollars (\$6,738.00).

Part 5: Waterway Permit & Pre-Construction Notification.

Actual costs; however, the maximum prime compensation shall not exceed Eighteen Thousand Two Hundred Sixty-Five Dollars (\$18,265.00).

Part 6: Mussel Surveys.

Actual costs; however, the maximum prime compensation shall not exceed Seven Thousand Five Hundred Eighty-Six Dollars (\$7,586.00).

Part 7: Load Rating for U. S. Route 23 Southbound Structure over Ottawa River.

Actual costs plus a fixed fee of Three Hundred One Dollars (\$301.00). However, the maximum prime compensation shall not exceed Three Thousand One Hundred Thirty-Five Dollars (\$3,135.00).

Part 8: Right of Way Plans.

Actual costs plus a fixed fee of One Thousand Eight Hundred Thirty-Two Dollars (\$1,832.00). However, the maximum prime compensation shall not exceed Twenty Thousand One Hundred Eighty-One Dollars (\$20,181.00).

Part 9: Parking Access Study.

Actual costs; however, the maximum prime compensation shall not exceed Twenty-Five Thousand Nine Hundred Ninety-Two Dollars (\$25,992.00).

Part 10: Tree Cutting Plans.

Actual costs plus a fixed fee of One Thousand Three Hundred Seventy-Five Dollars (\$1,375.00). However, the maximum prime compensation shall not exceed Fourteen Thousand Three Hundred Seventeen Dollars (\$14,317.00).

Part 11: Final Engineering.

Actual costs plus a fixed fee of Twelve Thousand Nine Hundred Fifty-Eight Dollars (\$12,958.00). However, the maximum prime compensation shall not exceed Three Hundred Thirty-Four Thousand Seven Hundred Ninety Dollars (\$334,790.00).

Part 12: Underpass Lighting Plans.

Actual costs; however, the maximum prime compensation shall not exceed Five Thousand Four Hundred Five Dollars (\$5,405.00).

Part 13: Pre-Bid Activities.

Actual costs plus a fixed fee of Seven Hundred Eighty-One Dollars (\$781.00). However, the maximum prime compensation shall not exceed Twenty-One Thousand Three Hundred Ninety-Four Dollars (\$21,394.00).

The total maximum prime compensation of all Parts which may be authorized for the subject Agreement is Three Million One Hundred Seventy-Four Thousand Five Hundred Ninety-Six Dollars (\$3,174,596.00).

Prime Compensations, only as agreed and by proper modification of this Agreement and authorized in writing by the State, may be added to or subtracted from under the authority of the Department of Transportation's "Specifications for Consulting Services, 2016 Edition".

CLAUSE IV - INCORPORATION BY REFERENCE

The following documents, or specified portions thereof, are hereby incorporated into and made a part of this Agreement as though expressly rewritten herein:

- (a) The Department of Transportation's "Specifications for Consulting Services, 2016 Edition".
- (b) The attached Geotechnical Field Exploration Schedule and the attached Laboratory Testing Fee Schedule dated April 14, 2021.
- (c) The attached Final Scope of Services dated May 5, 2021.
- (d) The Invoice & Project Schedule.
- (e) The most current Office of Budget and Management Travel Policy as published on the State of Ohio Website (<https://budget.ohio.gov/TravelRule>).

CLAUSE V - DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS

It is the policy of the Ohio Department of Transportation that Disadvantaged Business Enterprises (DBEs) shall have equal opportunity to compete for and perform subcontracts which the Consultant enters into pursuant to this contract. The Consultant must use good faith efforts to include DBE subconsultants. Consequently, the requirements of Title 49 CFR Part 26 apply to this contract. The Consultant must ensure that the DBE subconsultant(s) is performing a "commercially useful function" as defined in 49 CFR 26.55.

At least fifteen percent (15%) of this contract shall be subcontracted to DBE firms who have been certified as a DBE by the Ohio Department of Transportation.

In order to be assured that the Consultant complies with this contractual requirement during the course of the work, the Consultant shall:

- (a) Prior to starting work, provide a written plan for DBE participation including a breakdown by PDP step if applicable (or similar breakdown by task), description of work to be performed by each DBE subconsultant, and projected percentage of DBE participation during each step of the work.
- (b) Provide an ongoing summary of DBE subconsultant amounts invoiced, for the current invoice and as a running total for the contract.
- (c) Provide a quarterly report of the amounts actually paid to DBE subconsultants, and certification by the subconsultants of the amounts received.
- (d) Provide a written explanation if the level of DBE participation falls below the level stated in the DBE implementation plan, including a plan to meet the goal. If the goal cannot be met, the Consultant will be required to establish good faith efforts (GFEs).

CLAUSE VI - PROCESS FOR ESTABLISHING GOOD FAITH EFFORTS

The Consultant must document the progress and efforts being made in meeting the goal for DBE participation. In the event the Consultant is unable to meet the DBE Goal placed on this project, the Consultant must demonstrate it made good faith efforts to meet the goal. Good faith efforts may include: (1) Documentation that the consultant has obtained enough DBE participation to meet the goal; or (2) Documentation that it made adequate good faith efforts, as defined in 49 CFR 26.53, to meet the goal, even though it did not succeed in obtaining enough DBE participation to do so. Such information needs to be submitted to the Administrator, Office of Small & Disadvantaged Business Enterprise, Division of Opportunity, Diversity & Inclusion, 1980 West Broad Street, MS: 4190, Columbus, Ohio 43223.

The Department will determine whether the Consultant has made a good faith effort to meet the goal in accordance with 49 CFR 26.53 and Appendix A to Part 26. There will be no extension of time for the project granted if the Consultant wishes to avail itself of this process.

The Consultant may provide the following information and documentation to demonstrate GFEs:

- (a) Dollar value and % of DBE goal. Dollar value and % of the DBE goal shortfall.
- (b) Signed copy of each subcontract or purchase order agreement between the prime and DBE subconsultant utilized in meeting the contract goal.
- (c) Copy of dated written communication, fax confirmation, personal contact, follow up and negotiation with the DBEs.
- (d) Copy of dated written communication and/ or dated fax confirmation of DBEs that were not interested in providing services.
- (e) Documentation of all efforts to assign additional work to DBEs currently under subcontract, and if those efforts fail, efforts to secure additional DBE subconsultants, including copies of dated written communication and/ or fax confirmation of personal contact, follow up and negotiation with the DBEs.
- (f) Documentation of additional GFEs to meet the DBE subcontract goal, by looking beyond the items typically subcontracted or consideration of subcontracting items normally performed by the prime as a way to meet the DBE goal.

The Department will review the submitted documentation and issue a written decision within 10 business days. The Consultant may request administrative reconsideration within 14 days of being informed that it did not demonstrate a GFE. The Consultant must make this request in writing to the following official:

Ohio Department of Transportation
Division of Chief Legal Counsel
1980 West Broad Street, MS: 1500
Columbus, Ohio 43223

The reconsideration official will not have played any role in the original determination that the Consultant did not document sufficient GFEs.

As part of this reconsideration, the Consultant will have the opportunity to provide written documentation or an argument concerning the issue of whether it met the goal or made adequate GFEs to do so. ODOT will send the consultant a written decision on reconsideration explaining the basis for finding that the Consultant did or did not meet the goal or make adequate good faith efforts. The result of the reconsideration process is not administratively appealable.

CLAUSE VII - SANCTIONS FOR FAILING TO DEMONSTRATE ADEQUATE GFE

The Ohio Department of Transportation may issue sanctions if the Consultant fails to comply with the contract requirements and/or fails to demonstrate the necessary GFEs.

The Ohio Department of Transportation may impose any of the following sanctions:

- (a) letter of reprimand;
- (b) contract termination; and/or
- (c) other remedies available by law including administrative suspension (consultant debarred from pursuing additional contracts).

Factors to be considered in issuing sanctions include, but are not limited to:

- (a) the magnitude and the type of offense;
- (b) the degree of the Consultant's culpability;
- (c) any steps taken to rectify the situation;
- (d) the Consultant's record of performance on other projects including, but not limited to:
 - (1) annual DBE participation over DBE goals;
 - (2) annual DBE participation on projects without goals;
 - (3) number of complaints the Ohio Department of Transportation has received from DBEs regarding the Consultant; and
 - (4) the number of times the Consultant has been previously sanctioned by the Ohio Department of Transportation; and
- (e) Whether the Consultant falsified, misrepresented, or withheld information.

CLAUSE VIII - GENERAL PROVISIONS

It is fully understood and agreed that the Consultant, their employees, agent(s), and subconsultant(s) are independent contractors and not agents, servants, or employees of the State of Ohio or the Ohio Department of Transportation. The Consultant declares that it is engaged as an independent business and has complied with all applicable federal, state, and local laws regarding business permits and licenses of any kind, including but not limited to any insurance coverage that is required in the normal course of business.

Any person executing this Agreement in a representative capacity hereby warrants that he/she has been duly authorized by his/her principal to execute this Agreement on such principal's behalf.

Additionally, it is expressly understood by the parties that none of the rights, duties and obligations described in this Agreement shall be binding on either party until such time as the expenditure of funds is certified by the Director of Budget and Management, pursuant to Section 126.07 of the Ohio Revised Code.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written by affixing the signature of the duly authorized officer of Consultant and the signature of the Director of Transportation.

Any party may deliver a copy of its counterpart signature page to this Agreement via fax or e-mail. Each party shall be entitled to rely upon a facsimile or electronic signature of any other party delivered in such a manner as if such signature were an original.

ARCADIS U. S., Inc.

By: 

Title: VICE PRESIDENT

THE STATE OF OHIO

 ss

Jack Marchbanks, Ph.D.
Director

ORDINANCE NO. 58 -2021**APPROPRIATING FUNDS IN THE AMOUNT OF \$227,472.80 FOR
ENGINEERING DESIGN SERVICES RELATIVE TO THE US
23/MONROE STREET INTERCHANGE PROJECT; AND DECLARING
AN EMERGENCY.**

WHEREAS, in 2015, the City of Sylvania and the Ohio Department of Transportation (“ODOT”) began discussions to improve the US 23 and Monroe Street Interchange; and,

WHEREAS, Ordinance No. 78-2017, passed by Sylvania City Council on November 6, 2017, accepted the proposal of The Mannik & Smith Group to provide engineering services for the study of interchange modifications to the US23/Monroe Street Interchange; and,

WHEREAS, the study was complete in May, 2019, with the recommendation for Alternative B, including Glasgow Option 1 and eastbound Monroe Street widening as the preferred alternatives to alleviate congestion and improve safety in this corridor; and,

WHEREAS, in 2019 and 2020, the City successfully secured Congestion Mitigation and Air Quality (“CMAQ”), Highway Safety Improvement Program (“HSIP”), and Surface Transportation Block Grant (“STBG”) funds to pay for portions of the engineering and construction phases of the project; and,

WHEREAS, ODOT has recently completed their negotiations and reached an Agreement with ARCADIS US, Inc. to provide engineering design services for the US 23/Monroe Street Interchange Project in the amount of \$3,174,596, with the City’s local participation match being \$227,472.80; and,

WHEREAS, the Director of Public Service, by report dated August 16, 2021, has recommended that the requested local match in the amount of \$227,472.80, which was included in the 2021 Capital Improvement Budget, be approved and that amount be appropriated.

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

SECTION 1. That to provide funds for said engineering services 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** an amount not to exceed Two Hundred Twenty-Seven Thousand Four Hundred Seventy-Two and 80/100 Dollars (\$227,472.80).

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 professional engineering services should commence at the earliest possible time and therefore this Ordinance should be effective immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2020, as an emergency measure.

ATTEST:

President of Council
APPROVED AS TO FORM:

Clerk of Council
APPROVED:

Director of Law

Mayor

Date

9a

August 13, 2021

MEMO

To: Mayor Stough & City Council
Fm: Bill Sanford
Re: BUSTR Grant

In 2019 we received a grant from the State of Ohio from their Abandoned Gas Station Fund to clean up the former Joe's Tire Store site at 6511 Monroe Street.

The grant was for \$250,000. To close out the grant the City needs to submit the proper documentation detailing the work that was done at the site of the cleanup and abatement.

With the documentation we need to submit a fee of \$18,200. TTL, our consultant that managed this grant for the City, decided to obtain closure of the grant through the OEPA (Ohio Environmental Protection Agency) because chemicals were identified in the soil at the site that were not petroleum compounds and impacts related to the former auto services which are not regulated by the Bureau of Underground Storage Tank Regulations (BUSTR).

The \$18,200 is a reimbursable expense for the original \$250,000 grant. There will be only \$14,060.57 left in the grant before this expense is submitted so the City will need to contribute \$4,139.43 to complete the project. The new total for this project will be \$254,139.43.

I recommend the approval of this appropriation.

ORDINANCE NO. 59 -2021**APPROPRIATING FUNDS IN THE AMOUNT OF \$18,200 RELATIVE TO THE STATE OF OHIO ABANDONED GAS STATION CLEANUP GRANT PROGRAM; AND DECLARING AN EMERGENCY.**

WHEREAS, Ordinance No. 50-2019, passed June 3, 2019, authorized the Mayor and Director of Finance to enter into a Grant Agreement between the Ohio Development Services Agency and the City of Sylvania for the Abandoned Gas Station Cleanup Grant Program for the property located at 6511 Monroe Street, Sylvania, Ohio; and,

WHEREAS, Ordinance No. 65-2019, passed July 15, 2019, accepted the proposal of TTL Associates, Inc. to administer the grant agreement for the Abandoned Gas Station Clean Up Grant Program for the property located at 6511 Monroe Street and appropriated funds therefore in the amount of \$107,000; and,

WHEREAS, the environmental clean up and abatement at the property has been completed; and,

WHEREAS, because chemicals were identified in the soil at the site that were not petroleum compounds not regulated by the Bureau of Underground Storage Tank Regulations (“BUSTR”), TTL recommended that the City obtain the appropriate certification from the Ohio Environmental Protection Agency regarding the clean up at the site; and,

WHEREAS, in order to obtain the appropriate certification and finalize the grant, the City has to submit a fee of \$18,200 to the Ohio Environmental Protection Agency; and,

WHEREAS, of the original \$250,000 grant, there is \$14,060.57 remaining which can be reimbursed to the City towards the payment of the \$18,200 fee, for a total cost of \$4,129.43 to the City; and,

WHEREAS, the Economic Development Director, by report dated August 13, 2021, has recommended that the appropriation be approved and the fee be paid.

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

SECTION 1. That to provide funds for said fee hereby authorized, there is hereby appropriated from the **CAPTIAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7750-53556 –South of Monroe (SOMO)** the amount of Eighteen Thousand Two Hundred Dollars (\$18,200.00), with the remaining \$14,060.57 in the grant to be reimbursed to the City, for a total net cost to the City of \$4,139.43.

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 additional fee required to finalize the grant should be paid at the earliest possible time and therefore this Ordinance should be effective immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2021, as an emergency measure.

ATTEST:

President of Council
APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date



DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

August 12, 2021

To: Mayor and Members of City Council

Re: Proposed Ordinance 54-2021

Dear Mayor and Members of Council:

Following is an excerpt from the minutes of the regular meeting of the Municipal Planning Commission of August 11, 2021, Amending Part Eleven – Planning and Zoning Code of Sylvania Codified Ordinances, 1979, as amended by Amending Section 1101 – Definitions and by Amending Section 1153.02 – Special Uses:

..."Ms. Lindhuber moved, Mr. Schaaf seconded to recommend to Council to approve Proposed Ordinance No. 54-2021. Vote being: Lindhuber, Schaaf and Marciniak (3) aye; (0) nay. Motion passed by a 3 to 0 vote"...

Sincerely,

Debra Webb, Secretary
Municipal Planning Commission

City of Sylvania

Bank Reconciliation

July 2021

A

Ending balance for June 2021	32,803,744.61
Add: Monthly Receipts	<u>4,156,622.20</u>
Subtotal	\$ 36,960,366.81
Less: Monthly Disbursements	<u>3,556,314.25</u>
Ending balance for July 2021	\$ 33,404,052.56

Less:

CD Metamora Bank	\$ (2,176,639.59)
Star Ohio	(82,334.35)
Petty Cash (1)	(2,050.00)
Cemetery Savings	(1,062.86)
Toledo Community Fund	(31,803.18)
Key Bank Securities	(8,173.62)
5/3rd Securities	(8,177,210.80)
SJS Account	(5,856,283.32)
Morgan Stanley Investment	
UBS Financial	(7,423,675.22)
Premier Bank (CD)	(2,100,782.56)
Key Bank (CD)	(1,048,400.00)
Sylvania Township Bonds	(155,000.00)
	\$ 6,340,637.06

(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	\$ 6,524,165.19
Deposit in Transit:	
Income Tax	43,089.75
General Deposit	11,189.50
Bank Error Correction not made yet	(6,363.49)
Voided Payroll CK#66004 dtd 7/1/21	148.12
Subtotal	\$ 6,572,229.07

Less: Outstanding Checks (2) 231,592.01

Adjusted Bank Balance \$ 6,340,637.06

(2)

June Outstanding Checks \$ 27,505.55

Checks written this month 1,537,261.19

Subtotal \$ 1,564,766.74

Checks Cleared this month (1,333,174.73)

July Outstanding Checks \$ 231,592.01



Toby Schroyer
Director of Finance, City of Sylvania

Board of Architectural Review

Minutes of the regular meeting of August 11, 2021. Mr. Marciniak called the meeting to order.

Members present: Carol Lindhuber, Jeff Schaaf and Ken Marciniak, (3) present. Mayor Craig Stough and Kate Fischer excused. Zoning Administrator, Timothy Burns also present.

Ms. Lindhuber moved, Mr. Schaaf seconded to approve the Minutes of the July 14, 2021 meeting as submitted. Vote being: Lindhuber, Schaaf and Marciniak (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 3 – Regulated Sign– app. no. 26-2021 requested by Dana Fairchild of Toledo Sign for Peak Apartments & Townhomes, 4615 Holland-Sylvania, Sylvania, Ohio (Toledo, Ohio 43623).

Mr. Paul Kwapich of the Peak Apartments & Townhomes was present.

Application is to replace the existing monument sign with a new sign.

Mr. Marciniak stated that photos of a wall sign were included with the application and asked Mr. Kwapich to verify that the wall sign is not included in tonight's approval.

Mr. Kwapich said that was correct; that the wall sign is not included.

Sign is within the limits of the Sylvania Sign Code.

Mr. Schaaf moved, Ms. Lindhuber seconded to approve the monument sign shown in the drawing submitted with the application. Vote being: Lindhuber, Schaaf and Marciniak (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 4 – Regulated Sign – app. no. 27-2021 requested by Myra Gueli of Toledo Sign for Venture Visionary Partners, 5520 Monroe Street, Sylvania, Ohio 43560.

Application is for a new wall sign.

Ms. Gueli was present and stated that a new channel letter sign with a new logo will be installed.

Sign is within the limits of the Sylvania Sign Code.

Ms. Lindhuber moved, Mr. Schaaf seconded to approve the sign shown in the drawing submitted with the application. Vote being: Lindhuber, Schaaf and Marciniak (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 5 – Regulated Sign – app. no. 28-2021 requested by Rob Hall of Toledo Sign for Dollar General, 5543 Alexis Road, Sylvania, Ohio 43560.

Application is for a new wall sign and a new monument sign.

Board of Architectural Review
Minutes of the August 12, 2021 Meeting
Page 2

Mr. Hall was present and stated that channel letters would be installed on the front of the building and that a new monument sign would also be installed.

Signs are within the limits of the Sylvania Sign Code.

Ms. Lindhuber moved, Mr. Schaaf seconded, to approve the signs shown in the drawings submitted with the application. Vote being: Lindhuber, Schaaf and Marciniak (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

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

Submitted by,

A handwritten signature in black ink, appearing to read "Debra Webb". The signature is fluid and cursive, with the first name "Debra" and last name "Webb" clearly distinguishable.

Debra Webb, Secretary
Municipal Planning Commission

C

Sylvania Municipal Planning Commission

Members present: Carol Lindhuber, Jeff Schaaf and Ken Marciniak, (3) present. Mayor Craig Stough and Kate Fischer excused. Zoning Administrator, Timothy Burns also present.

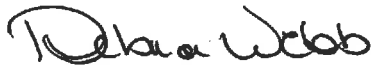
Ms. Lindhuber moved, Mr. Schaaf seconded to approve the Minutes of the July 14, 2021, meeting as submitted (noting a spelling typo in the 3rd paragraph). Vote being: Lindhuber, Schaaf and Marciniak (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 3 – Council Referral – Proposed Ordinance No. 54-2021, Amending Part Eleven – Planning and Zoning Code of Sylvania Codified Ordinances, 1979, as amended by Amending Section 1101 – Definitions and by Amending Section 1153.02 – Special Uses.

Discussion took place amongst the members, and Ms. Lindhuber moved, Mr. Schaaf seconded to recommend to Council to approve Proposed Ordinance No. 54-2021. Vote being: Lindhuber, Schaaf and Marciniak (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

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

Submitted by,



Debra Webb, Secretary
Municipal Planning Commission

D

MEMO

August 13, 2021

To: Mayor Craig Stough, City Council Members and Administration
Fm: Laura Bigelow
Re: 2nd Quarter Reports

Please find enclosed the 2nd Quarter Reports for 2021. Please call me at 885-8926 with any questions.



**Division of Taxation
Management Report**

Second Quarter 2021

Key Statistics:	2021	2020
Number of tax returns processed	8327	5288
Number of e-filed returns	547	273
Gross Receipts (year to date)	\$6684971.97	\$5323697.99
Number of withholding payments processed	3654	3375
Number of online payments	238	115
Number of refunds processed	216	156
Delinquent totals	\$899803.21	\$877139.57
Amount of money collected by attorney or due to collection	\$19248.62	\$1452.00
Number of accounts turned over for collection	43	10

Items of Special Interest:

The second quarter is always a very busy time for our office, but this year was again affected by the pandemic. The tax due date was pushed to May 17 later in the filing season, so we had a rush of taxpayers in April as well as May. Gross receipts year to date for 2021 compared to the same time in 2020 were higher due to the fact that the 2020 deadline was delayed until July 15.

As always, we continue to look for ways to improve our productivity and increase revenues.

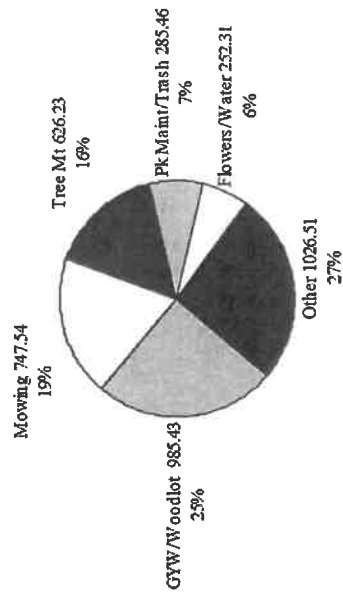
Respectfully submitted,

A handwritten signature in black ink that reads "Christy M. Ordorica". The signature is written in a cursive, flowing style.

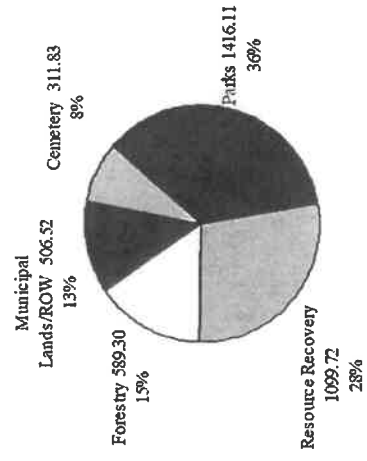
Christy M. Ordorica
Commissioner of Taxation

Parks & Forestry Quarterly Report : April - June, 2021

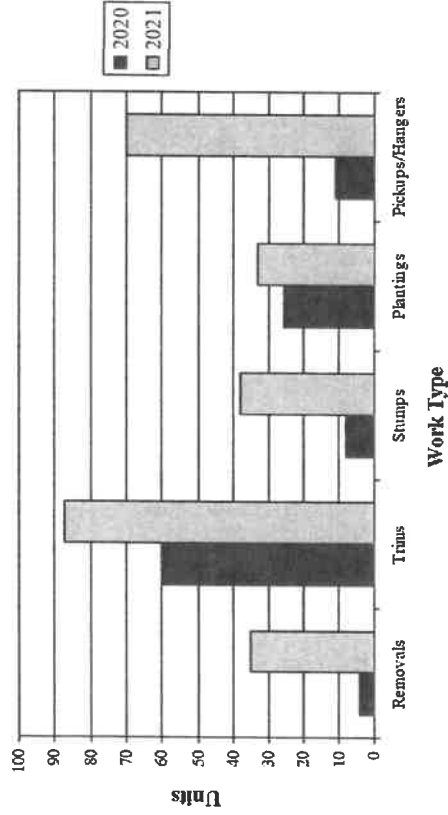
Man-Hours by Work Type



Man-Hours by Account



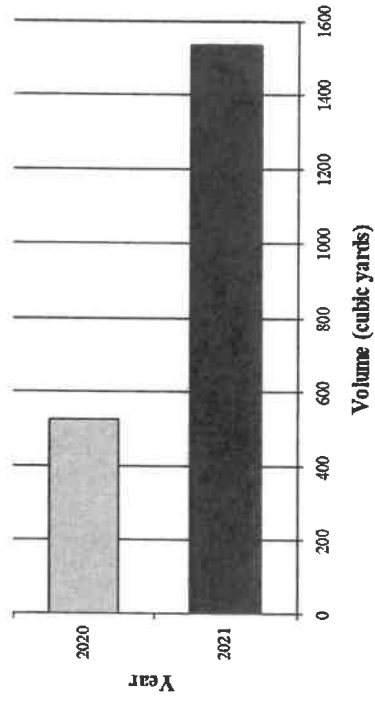
2020-2021 Work Comparison



Parks & Forestry Quarterly Report : April - June, 2021

Green Yard Waste

2020-2021 Cu Yds. of Compost Sold

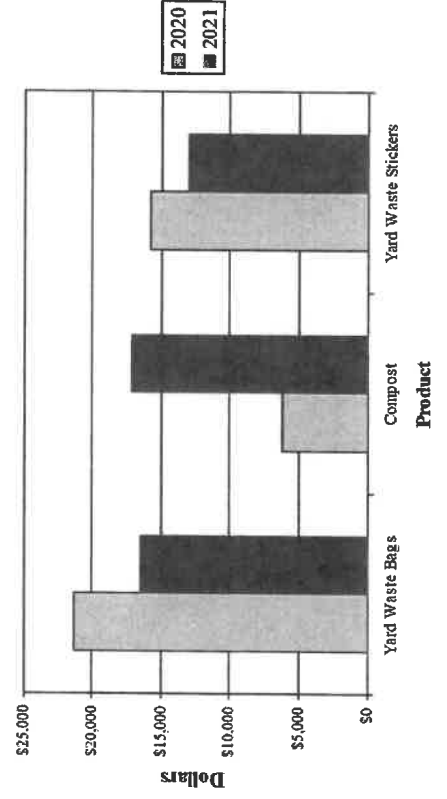


Volume Collected (cubic yards)

- * Route A 583.0~
- * Route B 528.0~

~ Processed Volume

2020 - 2021 Revenue Comparison





SYLVANIA POLICE DIVISION 2nd QUARTER 2021

Operational Statistics

	<u>2021</u>	<u>2020</u>
Crime Reports	254	189
Criminal Arrests - Juvenile/Adult	20/51	36
Traffic Citations	116	59
Warnings – Written/Verbal	16/571	15
Parking Tickets	0	4
OVI	6	5
Traffic Crashes	116	58
Traffic Crash injuries/fatalities	26/0	9/0
Calls for Police Service	2970	2589
Hours Spent Handling Police Calls	1106:07	1007
Emergency Response Time – Priority 1	1:32	2:08
Overtime Hours - Police	1,550.5	239
Overtime Hours - Dispatch	76.5	150
Training Hours	544	444

Administrative Update

During the 2nd quarter of 2021, we experienced very low manpower with additional officers opting to retire, or taking extended sick leave. Officer Scott Kuebler retired on June 27th and at the end of the 2nd quarter, three officers were off on extended sick time or workman's compensation leave. During the 2nd quarter, officers Richardson and King completed Field Officer Training replacing officers who retired in 2020.

The police division completed a major project this quarter by updating over 160 new policies and procedures through our partnership with Lexipol. The Lexipol software allows officers in the field to access policy on any electronic device and content is continually updated based on state law and best practices in law enforcement.

Community Affairs

Quarterly Report – 2nd Quarter 2021

"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 Barnswell completed the elementary D.A.R.E. curriculum at Highland Elementary and Maplewood Elementary. Officer Barnswell held a virtual D.A.R.E. graduation at Maplewood Elementary and a D.A.R.E. graduation outside at Highland Elementary due to COVID concerns. Officer Barnswell provided kindergarten bike safety and 3rd grade seatbelt safety talks to Sylvania Schools and St. Joseph School. Officer Barnswell also gave a presentation to kids attending summer camp at Sylvania Country Club.

Officer Gallup and Officer Beadle finished the second half of the 2020-2021 school year at Northview High School and Southview High School. Although the school year was unique due to COVID, the school year was successful without any significant issues to report. The City of Sylvania Police Division, the Sylvania Township Police Division, and the Sylvania School District continue to utilize a cooperative effort to maintain school safety in the district. The RAPTOR system was not utilized during the 2020-2021 school year as guests inside the school

building were prohibited during the pandemic. Sylvania Schools plans on putting the RAPTOR system back in place this coming fall, or during the 2021-2022 school year.

The Community Affairs staff coordinated and conducted the Safety City Program at Maplewood Elementary School. Sgt. Pack worked with IT to post a link on Sylvania Police Division's website that was password protected which allowed parents to obtain pictures of their kids from Safety City. Sgt. Pack also worked with IT to offer a virtual option for Safety City graduation for those who did not feel comfortable attending the in-person graduation during COVID. The program was a success and continues to receive positive responses from parents and children involved in the program.

The Sylvania Public Safety Cadets continues to be an excellent resource for our community. The program provides the opportunity for our youth to learn about law enforcement as they develop lifelong skills that will serve them well as they become adults. Currently, efforts are underway to change the Cadet's uniforms (new badge patch and shoulder patch) to reflect the change from Exploring to Public Safety Cadets. Additionally, new Public Safety Cadets t-shirts were ordered and received.

Youth Programs / D.A.R.E. Events

- Officer Gallup and Officer Beadle gave several presentations and worked the high school prom / after prom at their respective assigned high schools. Officer Barnswell completed the elementary D.A.R.E. program at Highland and Maplewood Elementary.
- Officer Barnswell presented the Kindergarten Bicycle Helmet Safety Program and 3rd Grade Seatbelt Safety classes to Sylvania Schools and St. Joseph School.
- Officer Barnswell attended monthly Sylvania Prevention Alliance meetings.
- Officer Barnswell and Officer Amstutz assisted Officer Steinman with Public Safety Cadet meetings.
- Community Affairs staff (excluding Officer Gallup) hosted the Safety City Program at Maplewood Elementary.

Community Involvement

- Sgt. Pack attended numerous meetings (Sylvania Area Family Services Board meeting, Sylvania Schools Safety & Security meeting, OVI Task Force meeting, etc.)
- Both Officer Gallup and Officer Barnswell worked the Business Expo at Tamo.
- Sgt. Pack worked the DEA National Prescription Drug Take Back Day event.
- Officer Beadle hosted the annual IPMBA training at SPD.
- Sgt. Pack participated in the virtual TTI event which is part of the Lourdes University Grant agreement.
- Officer Beadle attended Advanced SRO training.

School Resource Officer Programs

Northview High School - Officer Gallup	
Presentations	3
Meetings	13
General Offense Reports/Accident Reports	0
Citations / Warnings	2
School Related Complaints/Interviews	8
Parking Lot Assists	2
Court Appearances	0
Security Issues	3
Misc.	0
Southview High School – Officer Beadle	
Presentations	3
Meetings	13
General Offense Reports/Accident Reports	5
Citations / Warnings	1
School Related Complaints/Interviews	11
Parking Lot Assists	4
Court Appearances	0
Security Issues	6
Misc.	0

Public Safety Cadets

- Public Safety Cadets have trained in the following topics this quarter:
 - Organizational / Planning meeting
 - Traffic Direction/Control
 - Arrest/Search Techniques & Handcuffing
 - Domestic Violence (classroom instruction)
 - Domestic Violence (scenarios)
 - Traffic Stops (classroom instruction)
 - Traffic Stops (scenarios)
- Public Safety Cadets participated with the following events this quarter:
 - Business Expo
 - Glass City Marathon
 - Pacesetter Soccer Invitational
 - Safety City

Child Safety Seats (April 2021 – June 2021)

Inspected and Installed:

- (4) four

Seats arriving installed:

- (2) two

Seats arriving installed with errors:

- (1) one

Volunteer Program -2nd Quarter Report

A. Summary

Hour Summary	
Total Patrol Volunteer hours for April 2021 – June 2021	6.5
Total Event Volunteer hours for April 2021 – June 2021	86.25
Total	92.75

Volunteer Patrol Log	
Lockouts	0
House Checks	16
Road Patrol/Traffic Assists	0
Citizen/Motorist Assists	1
Special Assignments:	
A. Events:	
<ul style="list-style-type: none">• Business Expo• DEA National Prescription Drug Take Back Day• Glass City Marathon• St. Joseph's Positive Direction Run• St. Joseph's Festival• Public Safety Cadets meeting• Memorial Day Parade• Safety City• Volunteer Training (Traffic Control / First Aid)	

Detective Bureau

Active Case Load by Investigator			
Detective	Assigned	Cleared	Total Active
Sgt. Music	15	11	11
Det. Collins	8	8	13
Det. Papenfuss	14	12	10
Monthly Totals	37	31	34

Mobile Device Extractions Completed	3
Storage Device Extractions Completed	1

Respectfully submitted,

Frederick L. Schnoor, Jr.
Chief of Police

City of Sylvania
2020 Quarterly Reports
Zoning Operation

Zoning Office Key Statistics	2021 2nd Qtr	2020 2nd Qtr
Residential Renovations, Additions & Accessory	22	22
New Dwelling (Residential)	1	5
Estimated Valuation	350,000	\$225,000
New Commercial Construction	12	0
Commercial Additionas & Renovations	10	3
Demolition Permits Issued	3	1
Swimming Pool Permits Issued	7	6
Sidewalk Permits Issued (31 - City, 16 Private)	23	57

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

Architectural Board of Review		
Sign Review	10	8
Architectural review - Commercial Construction	22	2

Zoning Complaints		
On Site Inspections	24	53
Open Zoning Complaints	14	28
Closed Zoning Complaints	9	25
Letters & Warnings Sent	10	20



DIVISION OF UTILITIES, DAVID W. FRANCE, UTILITY MANAGER

2nd Quarter 2021

Utilities	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior Year
Number of Payments Received	20,630	20,194			40,824	81,344
Total Collection Water	\$997,710.55	\$972,151.01			\$1,969,861.56	\$4,956,239.77
Total Collection Sewer	\$706,849.31	\$757,620.93			\$1,464,470.24	\$2,237,773.17
Total Collection Refuse	\$162,999.97	\$158,060.13			\$321,060.10	\$622,137.21
Total Collection On/Off	\$0.00	\$0.00			\$0.00	\$96.98
Total Collection Fire	\$901.09	\$935.76			\$1,836.85	\$3,540.13
Total Collection Misc	\$3,600.04	\$3,041.79			\$6,641.83	\$12,780.67
Total Collection Water Tap Pay Plan	\$3,570.39	\$1,703.76			\$5,274.15	\$3,332.04
Total Collection Sewer Tap Pay Plan	\$3,144.12	\$0.00			\$3,144.12	\$5,433.91
Total Collection Tree Removal	\$0.00	\$0.00			\$0.00	\$0.00
Utility/Zoning Permit Sales						
Water Tap Permits	\$9,600.00	\$9,648.00			\$19,248.00	\$52,132.14
Water Cost Recovery	\$0.00	\$0.00			\$0.00	\$7,581.43
Sanitary Tap Permits	\$3,250.00	\$111,200.00			\$114,450.00	\$26,434.62
Sanitary Connection Fees	\$8,000.00	\$1,000.00			\$9,000.00	\$40,250.00
Sanitary Cost Recovery	\$0.00	\$0.00			\$0.00	\$1,657.05
Sanitary Project Reimbursement	\$0.00	\$0.00			\$0.00	\$5,433.91
Storm Tap Permits	\$1,500.00	\$250.00			\$1,750.00	\$16,057.01
Second Meter Permits	\$1,080.00	\$360.00			\$1,440.00	\$10,950.00
Hydrant Permits	\$2,100.00	\$0.00			\$2,100.00	\$2,700.00
Zoning Permits	\$3,369.14	\$20,928.75			\$24,297.89	\$17,601.95
Service Dept Sales						
Sewer and Sidewalk Licenses	\$500.00	\$1,090.00			\$1,590.00	\$3,351.47
Plans/Bid Documents	\$1,065.00	\$0.00			\$1,065.00	\$5,331.88
Refuse/Green Yard Waste						
Refuse Extra Bag Tags	\$422.00	\$839.00			\$1,261.00	\$1,831.07
Refuse Bulk Item Sticker	\$1,807.50	\$1,297.50			\$3,105.00	\$4,360.50
Green Yard Waster Stickers/Bags	\$6,074.24	\$20,790.08			\$26,864.32	\$20,598.69
Misc.						
Misc.		\$0.00		\$0.00	\$0.00	\$2,384.56
Total Collection	\$1,917,543.35	\$2,060,916.71	\$0.00	\$0.00	\$3,978,460.06	\$8,059,990.16

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior Year
Number of Water Accounts	7,309	7,313				
Number of Sewer Accounts	8,610	8,777				
Number of Water Tap Permits	8	3			11	31
Number of Sanitary Tap Permits	11	23			34	56
Number of Storm Tap Permits	6	5			11	34
Number of Second Meter Permits	3	1			4	30

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior year
Total Water Purchased (Gallons)	114,249,520	140,048,040			254,297,560	557,192,680
Average Daily Water Purchased	1,269,439	1,556,089			1,412,764	1,547,757
Total Sewer Flow (Gallons)	209,100,000	233,960,000			443,060,000	1,075,380,000
Average Daily Sewer Flow	2,323,333	2,599,556			2,461,444	2,987,167

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	158	334			492	853
Bulk Item	118	93			211	383
Green Yard Waste Sticker	552	435			987	823
Green Yard Bags	30	358			388	239
MTU's Replaced	481	208			689	831

* Activities To Be Performed*

Continued Replacement of Meter Transmitters
Prepping for refuse toter distribution

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
QR code implemented on water bills



David W. France
Utility Manager

City of Sylvania Management Report
For The Division of Streets
Second Quarter - 2021

Key Statistics

Road Repairs & Maintenance:

	<u>2021</u>	<u>2020</u>
Remove & Replace Existing Concrete As Needed	32 cubic yards	6 cu.yds
Set /Remove concrete forms and backfill	630 hrs.	
Low Strength Mortar Backfill for Sink-holes	0	0
Asphalt Placed for Repairs	64 tons.	25 tons.
Street Sweeping Hours	120 hrs.	288 hrs.
Street Sweeping Tonnage Hauled	63 tons	66 tons.
Catch Basin Repair Hours	776 hrs.	424 hrs.
Number of basins repaired	176	
Number of basins rebuilt	11	
Crack-Fill Roadways Hours	104 hrs.	200 hrs.
Curb and Sidewalks Repairs	403 hrs.	244 hrs.
Cold Patch Hours	117 hrs.	216 hrs.
Cold Patch Used in Tons	5 tons.	9 tons.

Traffic Signs Repaired and / or Replaced:

Sign Maintenance Hours	188 hrs.	220 hrs.
Regulatory Signs	12	15
Warning Signs	5	8
Street Name & Informative Signs	9	5

Miscellaneous:

Dead Animals Removed From Right - of - Way	21	10
Snow Plow Damage Repair (Mail Box & Yard Repair)	16 hrs.	48 hrs.
Equipment Maintenance (sweepers, paver, tack machine, rollers)	320 hrs.	236 hrs.
Clean Up Oil Spills In The Roadways	0 hrs.	12hrs
Install and Repair Pavement Markings		
Paint Hours	120 hrs.	104 hrs.
Thermoplastic Hours	0 hrs.	289 hrs.
Maintenance on Brine Systems	0 hrs.	16 hrs.
Cleaning and Inspecting Catch Basins	152 hrs.	344 hrs.
Grading Hours	16 hrs.	80 hrs.
Strip Maintenance (clean, paint, repair.)	393 hrs.	592 hrs.
Prepare Area for Micro surface (Paving and		

Patch Work)	0 hrs.	48 hrs.
Stack Salt (5509 Harroun Rd) Salt Storage	0	0
Re rack and Parklets on Main St	12 hrs.	24 hrs.
Lower Trail Maintenance	0 hrs.	61 hrs.
Street Lights and Traffic Signals	8 hrs hrs.	28 hrs.

Special Event Set Up:

- Glass City Marathon
- Paper Shred Day at City Hall
- St. Joseph Church Festival
- 5k Race @ Olander Park
- DSA'S Art Walk
- Safety City
- Block Parties
- Art & Music Festival

Michael Elliott
 Foreman of Streets
 8/3/2020