

Sylvania City Council
December 20, 2021

6:30 p.m. Zoning & Annexation Committee Meeting
Proposed Ordinance 77-2021

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. Richardson.
3. Additions to the agenda.
4. Approval of the regular council meeting minutes of December 6, 2021.
5. Proposed Ordinance No. 79-2021, To make certain adjustments to account allocations within the fund appropriations for the Fiscal Year ending December 31, 2021.
6. Proposed Ordinance No. 80-2021, Authorizing an Agreement between Donald J. Schonhardt & Associates, Inc. and the City of Sylvania whereby said Firm will assist the City in preparation of its 2021, 2022, 2023 Basic Financial Statements.
7. Proposed Ordinance No. 81-2021, Making Certain Position and Compensation Pay Plan Changes, Making Certain Salary, Wage and Other Service Compensation Adjustments.
8. Large Diameter Sanitary Sewer Lining Project (Phase 1)
 - a. Service Director's report on Change Order No. 2 (Final).
 - b. Proposed Ordinance No. 82-2021, Authorizing to approve Change Order No. 2 (Final) to this City's agreement with Visu-Sewer of Ohio, LLC for the Large Diameter Sanitary Sewer Lining Project (Phase 1).
9. Proposed Ordinance No. 83-2021, Accepting for Annexation to the City of Sylvania, Ohio, the territory described in Annexation Petition Number 2021-1. (Centennial Terrace).
10. Planning Commission's recommendation on Zoning Ordinance Amendment Application SUP-4-2021, Special Use Permit for Medical Marijuana Dispensary Facility at 5625 W. Alexis Road, Sylvania, Ohio 43560 from Emma Development, 5525 Schultz Dr, Sylvania, Ohio 43560. (Set public hearing for February 7, 2022)

11. Confirmation of the Mayor's re-appointment of Kathleen Fisher to the Municipal Planning Commission for term commencing on January 1, 2022 and expiring on December 31, 2025.
12. Confirmation of the Mayor's re-appointment of Bradford James to the Civil Service Commission for a term commencing January 1, 2022 and expiring December 31, 2027.
13. Committee reports.
 - a. Zoning & Annexation Committee meeting held on this date.
14. Committee referrals.

INFORMATION

- A. Board of Architectural Review minutes from December 15, 2021.
- B. Municipal Planning Commission minutes from December 15, 2021.

Minutes of the Meeting of Council
December 6, 2021

The Council of the City of Sylvania, Ohio met in regular session on December 6, 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, Lyndsey Stough, Mary Westphal; (6) present; Patrick Richardson, (1) absent.

Roll call:
All present.

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

Pledge of
Allegiance.

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

The following items were added to the agenda:

Item #15a Service Director's report regarding Electric Charging Stations.

Item #15b Proposed Ordinance No-78-2021, Electric Charging Stations.

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

Agenda approval.

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

Mr. Frye presented the November 15, 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 November 15, 2021 be approved; roll call vote being: Frye, Haynam, McCann, Richardson, Stough, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Approval of the
November 15,
2021 meeting
minutes.

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

Mayor Stough presented a proclamation to Stanley Chandler for his 100th birthday and proclaiming December 9, 2021 as Stanley Chandler Day in the City of Sylvania.

Proclamation to
Stanley Chandler
for 100th
Birthday.

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

Service Director's report on the Large Diameter Sanitary Sewer Lining Project (Phase 1) was placed on file. Mr. McCann presented and read aloud by title only, proposed Ordinance No. 73-2021, 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 Visu-Sewer of Ohio, LLC for the Large Diameter Sanitary Sewer Lining Project (Phase 1) which reflects the actual work performed on this project; increasing the Contract amount by \$106,600; appropriating funds therefore; and declaring an emergency"; Mr. McCann moved, Mr. Haynam seconded for passage of Ordinance No. 73-2021 as an emergency measure; roll call vote being: Richardson, Stough, Westphal, Cappellini, Frye, Haynam,

Ordinance No.
73-2021,
"Authorizing CO
#1, with Visu-
Sewer of
Ohio...Large
Diameter
Sanitary Sewer
Lining Project,
Phase 1"

Minutes of the Meeting of Council
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McCann, (7) yeas; (0) nays. The motion carried.

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

Service Director's report on the LUC-Monroe-0127 Bridge Rehabilitation Project was placed on file. Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 74-2021, 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 (Final) to this City's Agreement with Vernon Nagel, Inc. for the LUC-Monroe-0127 Bridge Rehabilitation Project; reducing the contract amount by \$136.74; and declaring an emergency"; Mrs. Westphal moved, Mr. Haynam seconded for passage of Ordinance No. 74-2021 as an emergency measure; roll call vote being: Stough, Westphal, Cappellini, Frye, Haynam, McCann, Richardson, (7) yeas; (0) nays. The motion carried.

Ordinance No.
74-2021,
"...approving
CO#1 with
Vernon
Nagel...LUC-
Monroe Bridge
Rehab Project..."

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

Service Director's report on the LUC-Hollybrook-Marshall Improvements Project was placed on file. Mr. McCann presented and read aloud by title only, proposed Ordinance No. 75-2021, a written copy of same having been previously furnished to each member of Council, "Accepting a Drainage Easement from Lehman and Associates, LTD. for the Hollybrook-Marshall Improvement Project; dedicating the easement for Public Purposes; appropriating funds therefore; and declaring an emergency."; Mr. McCann moved, Ms. Stough seconded for passage of Ordinance No. 75-2021 as an emergency measure.; roll call vote being: Westphal, Cappellini, Frye, Haynam, McCann, Richardson, Stough, (7) yeas; (0) nays. The motion carried.

Ordinance No.
75-2021,
"Accepting
drainage
easement for
Hollybrook-
Marshall
Improvement
project....."

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

Service Director's report on the Sewer Rates was placed on file. Mr. McCann presented and read aloud by title only, proposed Ordinance No. 76-2021, a written copy of same having been previously furnished to each member of Council, "Amending Chapter 925 of the Sylvania Codified Ordinances by amending Section 925.05-Sewer Charges levied to increase the sewer charges for both Industrial and Non-Industrial City and Non-City Users; and declaring an emergency."; Mr. McCann moved, Mr. Haynam seconded for passage of Ordinance No. 76-2021 as an emergency measure.; roll call vote being: Westphal, Cappellini, Frye, Haynam, McCann, Richardson, Stough, (7) yeas; (0) nays. The motion carried.

Ordinance No.
76-2021, "...
Increase the
sewer charges for
industrial & non-
industrial City
and Non-City
Users...."

Minutes of the Meeting of Council
December 6, 2021

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

Service Director's report on the Sylvania Zoning Code Audit and Writing Services was placed on file. Mr. Haynam moved, Mrs. Westphal seconded to refer proposed Ordinance No. 77-2021, "Authorizing to accept the proposal of Environmental Design Group to review the City's Zoning Code" to the Zoning & Annexation Committee for review and recommendation; roll call vote being: Westphal, Cappellini, Frye, Haynam, McCann, Richardson, Stough, (7) yeas; (0) nays. The motion carried.

Refer
Ordinance No.
77-2021, to Z &
A Committee for
review and
recommendation.

Mr. Haynam set December 20, 2021 at 6:30p.m. to discuss proposed Ordinance No. 77-2021.

Set Z & A Com
Mtg, 12/20/21 @
6:30p.m.

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

Mayor Stough presented Zoning Ordinance Amendment Application SUP-4-201, Special use Permit for Medical Marijuana Dispensary Facility at 5625 W. Alexis Road, Sylvania, Ohio from Emma Development, 5525 Schultz Dr, Sylvania, Ohio. Mr. Haynam moved, Mrs. Westphal seconded to refer Zoning Ordinance Amendment Application SUP-4-2021 to the Planning Commission for review and recommendation; roll call vote being: Cappellini, Frye, Haynam, McCann, Richardson, Stough, Westphal, (7) yeas; (0) nays. The motion carried.

Referral of
SUP-4-2021,
Medical
Marijuana
Dispensary
Facility at 5625
W. Alexis to
Planning
Commission.

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

Mr. Frye moved, Ms. Stough seconded to approve the sale of obsolete equipment listed on the Service Director's report of this date on GovDeals.com. Roll call vote being: Frye, Haynam, McCann, Richardson, Stough, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Obsolete
Equipment sale
approval on
GovDeals.com

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

Mr. Frye moved, Mr. Haynam seconded to approve the Then and Now Certifications that have been issued from October 22, 2021 through December 2, 2021. Roll call vote being: Haynam, McCann, Richardson, Stough, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Then & Now
Certifications
10/22 – 12/2/21
approval.

Minutes of the Meeting of Council
December 6, 2021

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

Service Director's report on Electric Vehicle DC Fast Charging (DCFC) Station was placed on file. Ms. Stough presented and read aloud by title only, proposed Ordinance No. 78-2021, 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 Donovan Energy to perform a Site Assessment relative to the Ohio Environmental Protection Agency's DCFC Electric Vehicle Charging Station Grant Program; appropriating fund therefore in the amount of \$3,975; and declaring an emergency."; Ms. Stough moved, Mr. Frye seconded for passage of Ordinance No. 78-2021 as an emergency measure.; roll call vote being: Westphal, Cappellini, Frye, Haynam, McCann, Richardson, Stough, (7) yeas; (0) nays. The motion carried.

Ordinance No. 78-2021,
"...accepting proposal to perform a site assessment.... Electric Vehicle Charging Station Grant Program..."

Mayor Stough stated that Council will now consider agenda item 16.

Mrs. Westphal moved, Mr. McCann seconded to enter into COW Executive Session for the purpose of possible real estate property sale at 8:44 p.m. Roll call vote being: Cappellini, Frye, Haynam, McCann, Richardson, Stough, Westphal, (7) yeas; (0) nays. The motion carried.

Executive Session, Re: Pending Litigation.

Mr. Frye moved, Mr. Haynam seconded to return from COW Executive Session to General Session at 9:25p.m. Roll call vote being: Frye, Haynam, McCann, Richardson, Stough, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Mayor Stough stated no action was taken in Executive Session.

Mayor Stough stated all agenda items have been addressed.

Mr. Frye moved, Mr. McCann seconded to adjourn at 9:25 p.m. Roll call vote being: McCann, Richardson, Stough, Westphal, Cappellini, Frye, Haynam, (7) yeas; (0) nays.

Adjournment.

Clerk of Council

Mayor

ORDINANCE NO. 79 - 2021TO MAKE CERTAIN ADJUSTMENTS TO ACCOUNT ALLOCATIONS
WITHIN THE FUND APPROPRIATIONS FOR THE FISCAL YEAR
ENDING DECEMBER 31, 2021; AND DECLARING AN EMERGENCY.

WHEREAS, City Council duly passed Ordinance No. 92-2020 on November 2, 2020, providing for the annual appropriations for fiscal year 2021, and,

WHEREAS, it is necessary to adjust the 2021 annual appropriation ordinance, by making certain additional appropriations and deductions from previous appropriations, in order to meet the present conditions and to keep appropriations within the anticipated receipts for the year 2021; and,

WHEREAS, attached hereto is "Exhibit A" entitled Adjusted 2021 Budget - Summary of Expenditure Estimates which exhibit identifies by a four-digit department code number and name each account in a Fund identified by a three-digit code and name to which an appropriation adjustment within each Fund is made by this ordinance; and,

WHEREAS, attached hereto is "Exhibit B" entitled Adjusted 2021 Budget – Summary of Revenue Estimates referred to herein as estimated additional resources.

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

SECTION 1. That the 2021 annual appropriation ordinance, be adjusted as reflected in Exhibits A and B attached hereto and made a part hereof.

SECTION 2. That there be and is hereby appropriated to and is hereby withdrawn from accounts of the GENERAL FUND listed in Exhibit A the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 3. That there be and is hereby appropriated to and is hereby withdrawn from the account of the STREET CM&R FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net the sum of \$0.

SECTION 4. That there be and is hereby appropriated to and is hereby withdrawn from the account of the CITY PERMISSIVE TAX FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net the sum of \$0.

SECTION 5. That there be and is hereby appropriated to and is hereby withdrawn from the account of the INDIGENT DRIVER ALCOHOL MONITOR FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net the sum of \$3,000. There is a sufficient balance in the Fund available for appropriation.

SECTION 6. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the CAPITAL IMPROVEMENT FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 7. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the COURT CAPITAL IMPROVEMENT FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 8. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the S.A. DITCHES & DRAINS FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 9. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the SEWER FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 10. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the RESOURCE RECOVERY FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 11. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the MEDICAL CARE FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 12. That there be and is hereby appropriated to and is hereby withdrawn from accounts of the INCOME TAX FUND listed in Exhibit A the amounts as indicated in for each account with the total amount being changed by the net sum of \$0.

SECTION 13. That there be and is hereby appropriated to and is hereby withdrawn from accounts of the JOINT ECONOMIC DEVELOPMENT DISTRICT FUND listed in Exhibit A the amounts as indicated in for each account with the total amount being changed by the net sum of \$35,000. There is a sufficient balance in the Fund available for appropriation.

SECTION 14. It is hereby found and determined that all formal actions of the 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 action, were in meetings open to the public, in compliance with all requirements including Section 121.22 of the Ohio Revised Code.

SECTION 15. 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 16. 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 immediate provision should be made for the enactment of additional appropriations for the payment of current expenditures for the calendar year of 2021. 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 to pass as an emergency measure: ____ Yeas ____ Nays, passed,
____, 2021.

ATTEST:

Clerk of Council

APPROVED:

Mayor

Date

President of Council

APPROVED AS TO FORM:

Director of Law

Exhibit "A"
Adjusted 2021 Budget
Summary of Expenditure Estimates

Dept.	Name	Personal Services	Contract Services	Materials & Supplies	Capital Outlay	Transfers	Totals
110	General Fund						
7110	Police Law Enforcement	-219,000	5,000	20,000			-194,000
7115	Fire Prevention & Insp.						0
7125	Police/Fire Communications	-80,000		80,000			0
7140	Safety Admin.Support						0
7210	Correctional Programs						0
7215	Cemetery						0
7220	Pymt.Co.Board of Health						0
7235	Sylvania Comm. Serv.						0
7310	Parks & Forestry	-20,000		20,000			0
7320	Community Programs		82,000				82,000
7415	Zoning Board of Appeals	-1,000	-1,000	2,000			0
7425	Mowing-Private Property						0
7515	Garbage.& Refuse Collection		97,000				97,000
7620	Street Cleaning	15,000	20,000	5,000			40,000
7710	Mayor's Office	-11,000		11,000			0
7715	Finance Administration		2,000				2,000
7725	Legal Administration			-2,000			-2,000
7726	Prosecutors' Office	-30,000	30,000				0
7730	Service Administration	-2,000		2,000			0
7735	Legislation						0
7740	Municipal Court	-25,000					-25,000
7745	Civil Service Commission						0
7750	Lands & Buildings						0
7755	Engineering						0
7765	Elections						0
7775	Delinquent Land Advertising						0
8000	Transfers						0
8020	Information Technology		-2,000	2,000			0
	Totals	-373,000	233,000	140,000		0	0

Exhibit "A"
Adjusted 2021 Budget
Summary of Expenditure Estimates

Dept. Code	Name	Personal Services	Contract Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
=====								
222	Streets CM&R							
=====								
7610	Streets CM&R	-44,000		35,000				-9,000
7635	Traffic Signals		6,000	3,000				9,000
	Total	-44,000	6,000	38,000				0
=====								
223	City Permissive Tax							
=====								
7611	Permissive Tax Maint.		2,000	-2,000				0
=====								
228	Ind. Driver Alcohol Monitor							
=====								
7740	Ind. Driver Alcohol Monitor		3,000					3,000
=====								
401	Capital Improvement Fund							
=====								
7110	Police				23,000			23,000
7310	Parks				15,000			15,000
7610	Streets				-132,000			-132,000
7635	Traffic Signals							0
7750	Lands & Buildings			94,000				94,000
	Totals	0	0	94,000	-94,000	0		0
=====								
405	Municipal Court Capital Improvement Fund							
=====								
7740	Municipal Court		200	-200				0
	Totals	0	200	-200	0			0
=====								
502	S.A. Ditches & Drains							
=====								
7130	Ditches & Drains	-3,000	3,000					0
	Totals	-3,000	3,000	0	0			0
=====								
702	Sewer Fund							
=====								
7530	Sewer Administration		-5,000	5,000				0
7540	Sewer Collection							0
	Totals	0	-5,000	5,000	0			0
=====								
705	Resource Recovery							
=====								
7314	Resource Recovery	-17,000	-2,000	19,000				0
	Totals	-17,000	-2,000	19,000	0			0
=====								
707	Medical Care							
=====								
8030	Medial Care-Self Insured	-15,000	15,000					0
	Totals	-15,000	15,000	0	0			0

Exhibit "A"
Adjusted 2021 Budget
Summary of Expenditure Estimates

Dept. Code	Name	Personal Services	Contract. Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
=====								
804	Income Tax							
=====								
7760	Income Tax		2,000	80,000			-82,000	0
		0	2,000	80,000	0		-82,000	0
=====								
806	Joint Economic Developoment District							
=====								
7761	Township Dist/Admin Costs			20,113.82				20,113.82
8000	To General Fund					3,721.55		3,721.55
8000	To Income Tax Fund					9,973.74		9,973.74
8000	To Capital Imp Fund					1,190.89		1,190.89
		0	0	20,113.82	0	0	14,886.18	35,000.00

Exhibit "B"
Adjusted 2021 Revenue Estimates
Summary of Revenue Estimates

=====		
City Permissive Tax Fund		
=====		
223-0000-40301	Permissive Vehicle Tax	25,000
		<u>25,000</u>
Total City Permissive Tax Fund		25,000
=====		
Indigent Alcohol Treatment Fund		
=====		
229-0000-40414	Intergovernmental Revenue	5,000
		<u>5,000</u>
Total Indigent Alcohol Treatment Fund		5,000
=====		
Federal Equitable Sharing Fund		
=====		
229-0000-40414	Intergovernmental Revenue	725,000
		<u>725,000</u>
Total Federal Equitable Sharing Fund		725,000
=====		
American Rescue Plan Fund		
=====		
402-0000-40414	Intergovernmental Revenue	1,017,000
		<u>1,017,000</u>
Total American Rescue Plan Fund		1,017,000
=====		
Special Assessment- Street Lighting Fund		
=====		
502-0000-40901	S.A.-Real Estate Taxes	15,000
		<u>15,000</u>
Total Special Assessment-Street Lighting Fund		15,000
=====		
Water Fund		
=====		
701-0000-40601	Water-Consumer Charges	210,000
		<u>210,000</u>
Total Water Fund		210,000
=====		
Resource Recovery Fund		
=====		
705-0000-41116	Paper Bag - Compost	10,000
		<u>10,000</u>
Total Resource Recovery Fund		10,000
=====		
Income Tax Fund		
=====		
804-0000-40201	Income Tax	395,000
		<u>395,000</u>
Total Income Tax Fund		395,000

Exhibit "B"
Adjusted 2021 Revenue Estimates

=====		
Joint Economic Development District Fund		
=====		
806-0000-40202	JEDD Income Taxes	<u>50,000</u>
Total Joint Economic Development District Fund		50,000

ORDINANCE NO. 80 -2021

AUTHORIZING AN AGREEMENT BETWEEN DONALD J. SCHONHARDT & ASSOCIATES, INC. AND THE CITY OF SYLVANIA WHEREBY SAID FIRM WILL ASSIST THE CITY IN PREPARATION OF ITS 2021, 2022 AND 2023 BASIC FINANCIAL STATEMENTS (BFSs) IN COMPLIANCE WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) AT COSTS NOT TO EXCEED \$15,000 FOR 2021, \$15,000 FOR 2022, AND \$15,000 FOR 2023 PLUS MILEAGE FOR EACH YEAR; AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO SIGN THE AGREEMENT ON BEHALF OF THE CITY; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 69-2018, passed December 17, 2018, authorized an agreement between Donald J. Schonhardt & Associates, Inc. and the City of Sylvania to assist the City in the preparation of its 2018, 2019 and 2020 Basic Financial Statements (BFSs) in compliance with Generally Accepted Accounting Principles (GAAP) at costs not to exceed \$14,250 for 2018, \$14,250 for 2019 and \$14,250 for 2020, plus mileage for each year; and,

WHEREAS, the Director of Finance has recommended the acceptance of the agreement and proposal of Donald J. Schonhardt & Associates, Inc. to assist the City in preparation of its 2021, 2022 and 2023 Basic Financial Statements (BFSs) in compliance with Generally Accepted Accounting Principles (GAAP) and has recommended the same to the Mayor and Members of Council; and,

WHEREAS, the contract and proposal of Donald J. Schonhardt & Associates, Inc. which sets forth the additional procedures and work necessary to the preparation of Basic Financial Statements and outlines the goals sought to be achieved by such reports 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 proposal of Donald J. Schonhardt & Associates, Inc. signed by said consultant on December 9, 2021, for assisting this City in the preparation of its 2021, 2022 and 2023 Basic Financial Statements, incorporated in the contract for management consulting services by Donald J. Schonhardt & Associates, Inc., which is now on file with the Clerk of this Council, be, and it hereby is, approved. The cost for the 2021 Basic Financial Statement is not to exceed Fifteen Thousand Dollars (\$15,000) exclusive of mileage allowance reimbursement. The cost for the 2022 Basic Financial Statement is not to exceed Fifteen Thousand Dollars (\$15,000) exclusive of mileage allowance reimbursement. The cost for the 2023 Basic Financial Statement is not to exceed Fifteen Thousand Dollars (\$15,000) exclusive of mileage allowance reimbursement. The Mayor and Director of Finance be, and they hereby are, authorized to enter into the agreement for management consulting services with Donald J. Schonhardt & Associates, Inc. in the form and substance of the agreement attached hereto.

SECTION 2. That the Director of Finance of this City be, and he hereby is, authorized to draw his warrant or warrants for the purposes of said agreement hereby authorized to the extent of the appropriation to the respective accounts to which appropriation has hereinabove been made upon proper voucher or vouchers therefore duly approved by the Mayor.

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

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

SECTION 5. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that this City needs immediate professional accounting services to assist in preparing its 2021, 2022 and 2023 Basic Financial Statements (BFSs) in compliance with Generally Accepted Accounting Principles (GAAP) and implementation of the preparation of the BFS should commence forthwith in order to meet the reporting deadlines. 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

**SCHONHARDT
& ASSOCIATES**

5307 Franklin Street
Hilliard, Ohio 43026-1409
Donald J. Schonhardt & Associates, Inc.
(614) 876-2020
(614) 876-2050 fax
www.djschonhardt.com

December 9, 2021

Mr. Toby Schroyer
Director of Finance
City of Sylvania
6730 Monroe Street
Sylvania, Ohio 43560-1948

Dear Mr. Schroyer:

Thank you for the opportunity to submit our proposal to provide assistance in the preparation of the City's 2021-2023 Basic Financial Statements. We have tailored our proposal to be responsive to your unique needs while incorporating a proven approach developed by our firm. The proposal includes a cost saving option that will hold the City's cost at the same level for a period of three years. We are confident that you will agree that such cost containment measures provide both current and long-term benefits to the City.

I have enclosed two (2) copies of our standard contract for consulting services. Please review the materials that accompany this correspondence and call me if you have any questions regarding any of the items. After the contract has been signed, please return one (1) copy to our office for our files.

Upon notification that the work has been approved, we will schedule work to begin. I am looking forward to hearing from you in the near future.

Sincerely,



Roy O. Porter, CPA
Executive Vice President

ROP:tfe
Enclosure

EXECUTIVE SUMMARY

Overview

The City of Sylvania, Ohio (City) has completed the preparation of their 2020 Basic Financial Statements (BFS) with the assistance of our firm. Mr. Toby Schroyer, Director of Finance, is currently in the process of planning for the preparation of the City's 2021 BFS. He has requested that we prepare a proposal to provide technical accounting and management oversight assistance in the preparation of a 2021 BFS. As an integral part of the preparation process, we will utilize **ACFR-Unlimited™** software.

The preparation of a GAAP basis financial report involves extensive management planning and control to insure that all of the necessary tasks are accomplished in a timely and efficient manner. In addition to the routine responsibilities that often impact the availability of staff resources to assign to a major project, implementation of new Governmental Accounting Standards Board (GASB) pronouncements have made it increasingly more difficult to insure that all of the necessary reporting requirements have been met.

Since our primary service to the public sector is the preparation of GAAP basis financial reports, we have made a commitment to continuing education for all of our staff members. We participate in Government Finance Officers Association (GFOA) and Association of Government Accountants (AGA) sponsored seminars to ensure that our staff is knowledgeable about all current and proposed governmental financial reporting requirements. We will continue to work to ensure that our clients are made aware of these changes and how the changes will impact current and future financial reports. Finally, since we work with over eighty (80) different public sector entities to prepare GAAP basis financial reports, our staff is exposed to a variety of methods which may be used by City staff to improve the efficiency of the report preparation process. We have not wavered from our commitment to provide the highest quality public sector financial and accounting services at a reasonable cost.

We believe that Donald J. Schonhardt & Associates, Inc. (DJS&A), is in a unique position to meet the City's request for assistance because of our hands-on experience in public sector finance; our on-going assistance to other public sector entities that are required to prepare GAAP basis financial reports and our prior assistance to the City in the preparation of numerous Basic Financial Statements. The individuals who will assist the City have in excess of seventy (70) years of public sector finance and accounting experience and continue to work with over eighty (80) public sector entities (municipalities, counties, villages, townships, special districts and school districts) throughout the State of Ohio to prepare GAAP basis annual financial reports.

We recognize the significance of our continued association with the City of Sylvania and are prepared to commit the necessary resources to assure the highest level of service.

Timing

On or before May 30, 2022, the City will be required to do the following: 1) submit their 2021 Basic Financial Statements to the Auditor of State and 2) input selected data from the unaudited statements into the Auditor of State's Hinkle System. Both processes must be completed to meet statutory requirements.

This proposal includes DJS&A time to review proposed audit adjustments and make mutually agreed upon material audit adjustments (if any), but **does not** include time to cover continual meetings with the auditors throughout the audit process or time to make immaterial, nonsubstantive changes to the narrative or format of the report. We have also included additional time necessary to put the basic financial statements into a PDF file format so that our clients may comply with the State Auditor's electronic filing requirement.

Upon execution of a contract, DJS&A will provide a schedule to the City consisting of target dates and milestones for certain activities throughout the project. Adherence to dates published in the above referenced schedule is imperative to insure the timely completion of the Basic Financial Statements (BFS).

Engagement Approach

Donald J. Schonhardt & Associates, Inc., will be responsible for providing on-going management and technical accounting assistance on a regular basis throughout the report preparation process. Such assistance will include but is not limited to the following:

- Regular discussions with City staff to review completed documentation, discuss data collection and recording criteria and examine the status of the report preparation process.
- Answer questions as they arise and discuss the rationale for specific data collection activities and how they can be accomplished most efficiently.
- Review and comment on the information developed for the conversion and review the applicability of the data in the presentation of the GAAP basis financials.

The additional work required for development of an Annual Comprehensive Financial Report (ACFR) to submit to the GFOA for consideration in the Certificate of Achievement for Excellence in Financial Reporting is **not** included as part of this proposal.

Professional Fees

It is our policy to estimate fees at an amount which is highly competitive, but which will enable us to provide responsive service of the highest quality. We base our fees on the time spent by personnel assigned to an engagement at hourly rates which are commensurate with the training and experience of those assigned to the project. We know that our hourly rates are extremely competitive and substantially less than those charged by other accounting and consulting firms that may not possess the actual hands-on experience of our staff. Management oversight and technical assistance will be billed at an hourly rate of \$110.00 per hour (including expenses) for work performed **plus** travel time and mileage at the rate of \$0.56 per mile.

Professional Fees (Continued)

In order to contain costs and pass the savings on to our clients, we are prepared to offer the same level of services identified in this proposal for preparation of a 2022 and 2023 BFS at the same annual fee quoted for the 2021 BFS preparation. We will freeze this rate and annual contract amount with the signing of a multi-year contract not to exceed three (3) consecutive report years. This fixed rate is contingent upon the City's agreement that the scope of work will remain the same for this and the subsequent years and that no significant change in accounting policies and/or procedures is anticipated which will potentially alter the required level of service. We are confident that you will agree that such cost containment measures provide both current and long-term benefits to the City.

The multi-year contract option is included on the contract document and requires an appropriate approval signature on the line provided which will designate the term of the contract. We hope that you are able to take advantage of this opportunity so that we may continue to provide you with the highest quality of service at the best possible price.

Our fee to provide management and technical oversight in the report preparation, as outlined in the Summary of Work to be Performed **(excluding an allowance for mileage reimbursement)** will be:

<u>Report Year</u>	<u>Report Fee</u>
2021	\$15,000
2022	15,000
2023	15,000

The amount that will be billed to the City of Sylvania for the project is as noted in the table above **(excluding an allowance for mileage reimbursement)**. The hourly rate quoted above will not increase during the term of the contract. The proposal is a maximum not to exceed bid for the scope of services defined by this proposal, the City will not pay more than the amount noted above provided the scope of services does not change.

Billing

Our practice is to bill in monthly installments covering the period worked on the engagement. Billings are due and payable upon receipt.

SUMMARY OF WORK TO BE PERFORMED

The objective of this engagement is to provide management, technical and accounting assistance, to the City in the preparation of their 2021 BFS. It is anticipated that the engagement will be completed by May 30, 2022. The engagement consists of the following:

Management overview, technical assistance, documentation, review and analysis of reversing and adjusting entries and preparation of one copy of the original BFS which is suitable for preparing additional copies as required by the City.

An outline is provided below which indicates the major components of the project. The outline is not intended as a comprehensive work plan, but rather an overview of the services to be provided.

Management overview, technical and accounting assistance and limited data collection activities.

- Assess current records related to the BFS and identify alternative approaches for record keeping and suggest formats for future data collection which will improve the efficiency of data collection.
- Organize and document in journal form all reversing entries.
- Post reversing entries to **ACFR-Unlimited™**.
- Identify major subsidiary detail required to assemble accrual oriented statements (i.e. payables, receivables, capital asset detail, vacation/sick leave balances, etc.)
- Identify source of information and appropriate collection criteria for detailed information identified in the above task.
- Modify software applications to incorporate new funds and/or fund reclassifications that have occurred during the last fiscal period.
- Assure that the City is in compliance with all new GASB pronouncements effective since the last reporting period.
- Provide for centralized collection, organization and summarization of detail required for accrual adjustments.
- Utilize existing software models to input the data collected for aggregation and presentation.
- Download ending cash balance, receipt and disbursement figures from ASCI II file or Microsoft Excel® file into **ACFR-Unlimited™**.

SUMMARY OF WORK TO BE PERFORMED
(Continued)

- Execute various tasks required for accumulation of detailed financial information to be used in the preparation of the BFS.
- Continuously monitor adherence to task assignments and adjust resources where necessary to satisfy deadlines.
- Obtain original and final budget amounts for major funds.
- Post adjusting accounting entries to **ACFR-Unlimited™** to develop the trial balance.
- Identify and eliminate appropriate interfund activity.
- Make final determination of major funds.
- Identify program revenues.
- Collect information to categorize net assets.
- Prepare reconciliation between government-wide financial statements and fund based financial statements.
- Prepare statement formats for all required financial information including all basic financial statements, including notes thereto, and required supplementary information.
- Prepare Statement of Cash Flows for all proprietary fund types.
- Assist in the preparation of Management's Discussion and Analysis (MD&A).
- Provide draft copy of BFS along with supporting workpapers to the City's auditors.
- Make mutually agreed upon changes/corrections to the financial section as a result of the audit.
- Provide the BFS to the City as a PDF file for submission to the Auditor of State to meet electronic filing report requirements.

Appendix I

***Proposal to the
City of Sylvania, Ohio***

***for
CONSULTING SERVICES
FOR
THE PREPARATION OF
ANNUAL FINANCIAL REPORT***

Prepared by
Donald J. Schonhardt & Associates, Inc.
5307 Franklin Street
Hilliard, Ohio 43026-1409
(614) 876-2020

December 9, 2021

EXECUTIVE SUMMARY

Overview

The City of Sylvania, Ohio (City) has completed the preparation of their 2020 Basic Financial Statements (BFS) with the assistance of our firm. Mr. Toby Schroyer, Director of Finance, is currently in the process of planning for the preparation of the City's 2021 BFS. He has requested that we prepare a proposal to provide technical accounting and management oversight assistance in the preparation of a 2021 BFS. As an integral part of the preparation process, we will utilize **ACFR-Unlimited™** software.

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Professional Fees (Continued)

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SUMMARY OF WORK TO BE PERFORMED
(Continued)

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- Prepare statement formats for all required financial information including all basic financial statements, including notes thereto, and required supplementary information.
- Prepare Statement of Cash Flows for all proprietary fund types.
- Assist in the preparation of Management's Discussion and Analysis (MD&A).
- Provide draft copy of BFS along with supporting workpapers to the City's auditors.
- Make mutually agreed upon changes/corrections to the financial section as a result of the audit.
- Provide the BFS to the City as a PDF file for submission to the Auditor of State to meet electronic filing report requirements.

CONTRACT
for
MANAGEMENT CONSULTING SERVICES

This Contract is made and entered into this _____ day of _____, 20____, by and between Donald J. Schonhardt & Associates, Inc., 5307 Franklin Street, Hilliard, Ohio 43026-1409, hereinafter referred to as the "Consultant" and the City of Sylvania, Ohio, 6730 Monroe Street, Sylvania, Ohio 43560-1948 acting through the Director of Finance as authorized by Ordinance No. _____ passed by City Council on _____ 20____, hereinafter referred to as the "City".

Whereas, the Consultant provides assistance to local governments in the development of improved accounting and financial management information systems; and

Whereas, the City desires to retain the Consultant to provide assistance in the preparation of the 2021 GAAP basis annual financial report; and

Whereas, the City has reviewed the services to be provided by the Consultant and has authorized the services identified in the proposal to the City, dated December 9, 2021, which is attached hereto as Appendix I and is hereby made a part of this Contract, as if fully rewritten herein.

Now, Therefore, in consideration of the mutual covenants and obligations contained herein, the parties hereto agree as follows:

Scope of Services (Section I)

The Consultant shall provide accounting and financial management consulting services to the City in accordance with the Proposal to the City developed by the Consultant and dated December 9, 2021, a copy of which is attached hereto as Appendix I and incorporated by reference into this Contract as if fully rewritten herein.

The City acknowledges through acceptance of this section that the contract may cover a multi-year term as specified by the number of years designated below. Each annual financial report prepared under the terms of a multi-year contract will be prepared according to the scope of services outlined in this contract at the hourly rates and maximum contract amounts specified in Appendix I.

of years

signature

Title

Term of Agreement (Section II)

The term of this Contract shall begin upon the signing of the contract document by authorized agents of the parties to the Contract and shall remain in force until the work identified in Appendix I is completed by the Consultant or the Contract is canceled by either party according to the terms of Section IV of this Contract titled "Termination".

Compensation (Section III)

Fee: City agrees to pay to the Consultant an hourly rate (including travel time) plus mileage for management consulting services. The total amount billed for management consulting under the defined scope of services shall not to exceed the amounts specified in Appendix I for each report year as designated in Section I (excluding an allowance for mileage reimbursement).

Termination (Section IV)

The City may terminate this Contract at any time upon the following:

- Thirty (30) days written notice of termination presented at the principal place of business of the Consultant, located at 5307 Franklin Street, Hilliard, Ohio 43026-1409.
- Payment in full of all outstanding invoices for work rendered by Donald J. Schonhardt & Associates, Inc. prior to termination.

Consultant may terminate this Contract by reason of the breach of any term of this Contract or in the event that the City fails to pay all invoices according to the terms of the Contract, or the Consultant is or becomes insolvent or a party to any bankruptcy or receivership proceeding or any similar action affecting the affairs or property of the Consultant. Upon thirty (30) day written notice by the Consultant to the City, City shall pay all outstanding Donald J. Schonhardt & Associates, Inc. invoices.

Limitation of Liability - Breach of Contract (Section V)

The City agrees that regardless of the form of action, Donald J. Schonhardt & Associates, Inc. liability for damages shall not exceed the total amounts paid to Donald J. Schonhardt & Associates, Inc. under the terms of this Contract. This shall be the City's exclusive remedy. No action, regardless of form, arising out of a claim of breach of this Contract may be brought by either party more than one year after the date of the alleged breach.

General Provisions (Section VI)

This Contract shall be governed by the laws of the State of Ohio.

This Contract contains the complete and exclusive statement of the agreement between the parties and supersedes all prior discussions, proposals, oral or written, and all other communications between the parties relating to the subject matter of this Contract.

No amendment to this Contract shall be effective unless it is in writing and signed by duly authorized representatives of both parties.

All notices hereunder shall be in writing and shall be deemed to have been given when mailed by certified mail, return receipt requested to the address of the parties first written above or by delivering in person to either party.

General Provisions (Section VI) (Continued)

This Contract may be executed in one (1) or more copies, each of which shall be deemed an original.

Each party has the power and authority to enter into and perform this Contract and the person signing this Contract on behalf of each party has been properly authorized and empowered to enter into this Contract. Each party further acknowledges that it has read this Contract, understands it and agrees to be bound by it.

If any provision of this Contract is determined to be invalid or unenforceable, the remaining provisions of this Contract shall not be affected thereby and shall continue to be binding upon the parties and shall be enforceable as though the invalid or unenforceable provisions were not contained herein.

No term or provision shall be deemed waived and no breach excused unless such waiver or consent shall be in writing and signed by the party claiming to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether expressed or implied, shall not constitute a consent to or waiver of or excuse for any other different or subsequent breach.

In witness whereof, the parties hereto have executed this Contract on the date and place first indicated above.

City of Sylvania, Ohio
6730 Monroe Street
Sylvania, Ohio 43560-1948

Approved As to Form:

By: _____
Title: _____

By: _____
Title: _____
Date: _____

By: _____
Title: _____
Date: _____

P.O. # _____

Donald J. Schonhardt & Associates, Inc.
5307 Franklin Street
Hilliard, Ohio 43026-1409

By: Roy O. Porter
Roy O. Porter, CPA
Executive Vice President
Date: 12/9/21

ORDINANCE NO. 81 -2021

MAKING CERTAIN POSITION AND COMPENSATION PAY PLAN CHANGES, MAKING CERTAIN SALARY, WAGE AND OTHER SERVICE COMPENSATION ADJUSTMENTS TO THE CODIFIED ORDINANCES OF SYLVANIA, 1979, AS AMENDED, AND OTHER ORDINANCES; BY GRANTING PAY INCREASES TO THE APPOINTED OFFICIALS WHOSE TITLES ARE LISTED IN SECTION 139.03(e)(3), BY GRANTING A TWO AND ONE-HALF PERCENT (2.50%) PAY INCREASE TO ALL NON-UNION CITY EMPLOYEES AND COURT EMPLOYEES WHOSE POSITIONS ARE INCLUDED IN THE LIST OF OCCUPATIONAL TITLES OF SECTION 139.02(a) OF THE CODIFIED ORDINANCES OF SYLVANIA WHICH INCREASE IS REFLECTED IN THE ANNUAL WAGE RATE SCHEDULE 4 OF SECTION 139.10(D) OF THE SYLVANIA CODIFIED ORDINANCES; BY GRANTING PAY INCREASES FOR SOME OF THE EMPLOYEES IN THE LABOR AND TRADES SUPERVISION GROUP; AND DECLARING AN EMERGENCY.

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

SECTION 1. That Section 139.03(e) (3) 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 January 1, 2022.

SECTION 2. That Section 139.03(e) (4) 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 B" effective on and after January 1, 2022.

SECTION 3. That Section 139.06(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 C" effective on and after January 1, 2022.

SECTION 3. That Section 139.10(D) 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 D" effective on and after January 1, 2022.

SECTION 4. 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 E" effective on and after January 1, 2022.

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 pay increases 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

139.03(e) (3) COMPENSATION FOR ELECTIVE AND APPOINTED OFFICIALS

The following elective and appointed officials which are not otherwise provided for in this chapter shall be compensated as follows:

<u>TITLE</u>	<u>RATE</u>
Director of Finance*	\$111,190 annually commencing January 1, 2022 and thereafter.
Deputy Director of Public Service*	\$109,298 annually commencing January 1, 2022 and thereafter.
Director of Law*	\$110,171 annually commencing January 1, 2022 and thereafter.
Director of Public Safety	\$4,140 annually commencing January 1, 2022 and thereafter.
Treasurer	\$5,323 annually commencing January 1, 2022 and thereafter.
Chief of Police	\$111,997 annually commencing January 1, 2022 and thereafter.
Police Captain (2)	\$101,228 annually commencing January 1, 2022 and thereafter.
Director of Public Service*	\$120,173 annually commencing January 1, 2022 and thereafter.
Clerk of Courts	\$67,767 annually commencing January 1, 2022 and thereafter.
Magistrate	\$98,557 annually commencing January 1, 2022 and thereafter.
Chief Probation Officer	\$77,954 annually commencing January 1, 2022 and thereafter.
Director of Security (Court)	\$48,470 annually commencing January 1, 2022 and thereafter.
Commissioner – Taxation*	\$90,499 annually commencing January 1, 2022 and thereafter.
Prosecutor	\$84,050 annually commencing January 1, 2022 and thereafter.
Assistant Prosecutor	\$47.32 / hour commencing January 1, 2022 and thereafter.
Information Technology Manager	\$100,545 annually commencing January 1, 2022 and thereafter.
Information Technology Specialist	\$71,683 annually commencing January 1, 2022 and thereafter.
Zoning Administrator	\$82,436 annually commencing January 1, 2022 and thereafter.
GIS Coordinator	\$70,973 annually commencing January 1, 2022 and hereafter.
Economic Development/ Administrative Services Coord. *	\$115,629 annually commencing Jan. 1, 2022 and thereafter.

*Those persons in this subsection (e)(3) occupying the positions indicated above by an asterisk after such position shall each have the sum of one thousand dollars (\$1,000) paid and deposited by the City to their respective credit in one of the City's approved deferred compensation plans, annually commencing with the year 1991.

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

“Exhibit A”

139.03(e) (4) COMPENSATION FOR THE LABOR AND TRADES SUPERVISION GROUP

The following members of the Labor and Trades Supervision Group which are not otherwise provided for in this chapter shall be compensated as follows:

<u>TITLE</u>	<u>RATE</u>
Superintendent of Parks and Forestry*	\$105,846 annually commencing January 1, 2022 and thereafter.
Vehicle Maintenance Manager	\$80,870 annually commencing January 1, 2022 and thereafter.
Water Foreman	\$100,545 annually commencing January 1, 2022 and thereafter.
Sewage Foreman	\$100,545 annually commencing January 1, 2022 and thereafter.
Street and Highway Foreman	\$100,545 annually commencing January 1, 2022 and thereafter.
Sewage Maintenance Crew Leader	\$80,870 annually commencing January 1, 2022 and thereafter.
Parks and Forestry Foreman	\$94,574 annually commencing January 1, 2022 and thereafter.
Street Maintenance Crew Leader	\$80,870 annually commencing January 1, 2022 and thereafter.
Utility Manager	\$88,409 annually commencing January 1, 2022 and thereafter.
Water Maintenance Crew Leader	\$80,870 annually commencing January 1, 2022 and thereafter.
Parks and Forestry Crew Leader	\$80,870 annually commencing January 1, 2022 and thereafter.

*Those persons in this subsection (e)(4) occupying the positions indicated above by an asterisk after such position shall each have the sum of one thousand dollars (\$1,000) paid and deposited by the City to their respective credit in one of the City's approved deferred compensation plans, annually commencing with the year 1995.

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

Hourly Wage Rate schedule Effective January 1, 2022 - 2.50%

<u>Grade</u>	<u>Start</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 5</u>
7	17.89	18.80	19.74	20.74	21.36
8	18.66	19.62	20.60	21.66	22.29
9	19.48	20.52	21.56	22.64	23.30
10	20.27	21.33	22.50	23.55	24.35
11	21.10	22.24	23.37	24.53	25.28
12	22.14	23.23	24.36	25.57	26.34
13	23.09	24.25	25.52	26.79	27.61
14	24.09	25.35	26.62	27.92	28.75
15	25.24	26.52	27.83	29.24	30.11
16	26.29	27.62	29.01	30.47	31.38
17	27.57	28.93	30.35	31.90	32.86
18	28.84	30.24	31.78	33.39	34.40
19	30.09	31.57	33.16	34.85	35.89
20	31.54	33.04	34.60	36.38	37.46
21	32.76	34.34	35.89	37.82	39.01
22	34.15	35.83	37.65	39.54	40.73
23	35.74	37.54	39.31	41.27	42.50
24	37.33	39.17	41.17	43.23	44.53
25	39.12	41.15	43.15	45.37	46.74
26	40.93	42.98	45.14	47.40	48.82
27	42.92	44.87	47.18	49.53	51.00
28	44.87	47.12	49.53	52.02	53.57
29	46.81	49.11	51.57	54.14	55.51
30	49.04	51.49	54.04	56.75	58.46

"Exhibit C"

139.02 CONTENT AND COVERAGE OF THE COMPENSATION PLAN.

b) There are hereby created the following special temporary, part-time or seasonal positions:

<u>Title</u>	<u>Rate (Hourly)</u>
Filing Clerk I	\$10.64
Filing Clerk II	10.77
Filing Clerk III	11.34
Engineering Intern I	12.93
Custodian	15.00

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

“Exhibit D”

139.06 HOLIDAYS.

(a) All regular full-time City employees shall receive their regular compensation for any day or part thereof, during which the public offices of the City are closed, proclaimed as a holiday in a resolution passed by Council and for the following legal holidays or parts thereof as hereinafter designated.

New Year's Day
Martin Luther King, Jr. Day (third Monday in January)
President's Day (third Monday in February)
Good Friday afternoon (four hours)
Memorial Day (last Monday in May)
Juneteenth Independence Day
Fourth of July
Labor Day
Veterans' Day
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Eve (last four hours of the regular work day before Christmas Day)
Christmas Day

Provided, however, all such employees shall not be entitled to the Good Friday afternoon holiday but instead shall have the entire day before Christmas Day as a designated holiday.

Provided, still further, that the Judge of the Sylvania Municipal Court shall have discretion in determining the Holiday Schedule for the Sylvania Municipal Court and its employees.

Provided, still further, however, that any legal holiday or part thereof designated hereinabove may, by a resolution passed by Council, be prospectively abrogated and a different day or part thereof substituted for such abrogated holiday.

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

* * * *

8a



DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

December 20, 2021

To: The Mayor and Members of Sylvania City Council

Re: **LARGE DIAMETER SANITARY SEWER LINING PROJECT (PHASE 1)
CHANGE ORDER NO. 2 (FINAL)**

Dear Mr. Mayor and Council Members:

This is the final change order request for the completed Large Diameter Sanitary Sewer Lining Project (Phase 1). A detailed summary of each change order item is enclosed and briefly outlined below:

- Resin Increase (CO#3) – Significant supply chain disruptions and inflation in the petrochemical industry have caused a substantial increase in the cost of the resin used in the sewer lining process (\$67,737.38).
- Central & McCord Pump (CO#4) – Heavy rainfall in the lead up to the Central Avenue closure work caused the Contractor to put a third pump (used as a backup) into use. This left no backup pump on site in case of a pump failure. This change order (\$5,058.39) covers the additional cost to have a fourth pump brought to the site and installed.
- Central & McCord Trench (CO#5) – The City elected to keep southbound McCord Road open by installing the bypass piping underground in a plated trench as opposed to a full closure to relieve traffic congestion issues during the Central Avenue closure (\$16,028).
- Lucas County Water Usage (CO#6) – Lining work south of Sylvania Avenue had to use water in the Lucas County Water Service Area. This change order (\$1,851) covers the Contractor's cost of water used in this Service Area.

The installed bid quantities have resulted in an increase of \$152,709.75. Most of this increase was due to a scope change request by the City to include an additional 650' of 42" sewer lining in McCord Road. As a result, a final project change order increasing the contract amount by \$243,384.92 is necessary. We would recommend approval of Change Order No. 2 (Final) which will increase the contract amount from \$1,199,343.50 to \$1,442,728.42. Please call if you have any questions.

Sincerely,

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

State of Ohio
OHIO WATER DEVELOPMENT AUTHORITY

CHANGE ORDER Number 2 (Final)

OWDA Project No.: 9248 LGA Name: City of Sylvania

Contract: Large Diameter Sanitary Sewer Lining (Phase I)

Title of Change Order: Segment 488 MOT & Bypass

Date: 12/9/21

Description of Change:	Final Installed Quantity Adjustments	\$152,709.75
	CO3 – Resin Increase	\$67,737.78
	CO4 – Central & McCord Pump	\$5,058.39
	CO5 – Central & McCord Trench	\$16,028.00
	CO6 – Lucas County Water Usage	\$1,851.00
	TOTAL	\$243,384.92

See Attached

The time provided for completion in the contract for the above items is (increased/decreased) by zero(0) calendar days. The new completion contract dates are as follows:

Substantial Completion Date:

Final Completion Date:

RECOMMENDED
FOR APPROVAL BY:

City of Sylvania
Name of Engineering Firm

Engineer's Signature

12/9/21
Date

Original Contract Amt

\$1,092,743 50

Approved By:

City of Sylvania
Name of Owner

Previous Changes (+ or -)

\$106,600 00

Date:


Owner's Signature

This Change (+ or -)

\$243,384 92

Submitted By:

Visu-Sewer of Ohio

Adjusted Contract Amt

\$1,442,728 42

Date: 12/14/21

Name of Contractor


Contractor's Signature

Ohio Water Development Authority

The above proposal is hereby accepted and I recommend that it be approved and made a part of the OWDA contract noted above. The approval does not constitute an increase in the total loan amount, but represents approval for the work.

Chief Engineer

Date

TO OWNER: CITY OF SYLVANIA
6730 MONROE STREET
SYLVANIA, OHIO 43560

FROM CONTRACTOR: VISU-SEWER OF OHIO
6508 TAYLOR ROAD SW
REYNOLDSBURG, OH 43608

APPLICATION NO: 4 (Final)

PERIOD TO: 12/1/2021 TO
12/8/2021

PROJECT:		LARGE DIAMETER SANITARY SEWER LINING PROJECT (PHASE 1)							SHEET: 1 OF 1			
A		B		C		D		E	F	G		
LINE NO.	BID ITEM NO.	DESCRIPTION OF WORK	UNIT	BID QUANTITY	UNIT PRICE	BID VALUE	ESTIMATED QUANTITY INSTALLED	VALUE	MATERIALS PRESENTLY STORED (NOT IN C)	TOTAL COMPLETED AND STORED TO DATE (D+E)	% (F/B)	BALANCE TO FINISH (B-F)
1		Mobilization	LUMP	1	\$12,600.00	\$12,600.00	1	\$12,600.00		\$12,600.00	100%	\$0.00
2		Maintenance of Traffic	LUMP	1	\$109,000.00	\$109,000.00	1	\$109,000.00		\$109,000.00	100%	\$0.00
3		By-Pass Pumping Set-Up/Tear-down	DAY	16	\$8,400.00	\$134,400.00	16	\$134,400.00		\$134,400.00	100%	\$0.00
4		By-Pass Pumping Operational	DAY	8	\$7,565.00	\$60,520.00	8	\$60,520.00		\$60,520.00	100%	\$0.00
5		Restoration of Right-of-Way	LUMP	1	\$5,000.00	\$5,000.00	1	\$5,000.00		\$5,000.00	100%	\$0.00
6		Pre-Rehabilitation Cleaning and Television Inspection of 42-Inch Sanitary Sewer Pipe	FT	2,161	\$10.00	\$21,610.00	2,873	\$28,730.00		\$28,730.00	133%	(\$7,120.00)
7		Pre-Rehabilitation Cleaning and Television Inspection of 36-Inch Sanitary Sewer Pipe	FT	1,647	\$10.00	\$16,470.00	1,689	\$16,890.00		\$16,890.00	103%	(\$420.00)
8		Pre-Rehabilitation Cleaning and Television Inspection of 24-Inch Sanitary Sewer Pipe	FT	319	\$10.00	\$3,190.00	402	\$4,020.00		\$4,020.00	126%	(\$830.00)
9		Post-Rehabilitation Cleaning and Television Inspection of 42-Inch Sanitary Sewer Pipe	FT	2,161	\$1.00	\$2,161.00	2,873	\$2,873.00		\$2,873.00	133%	(\$712.00)
10		Post-Rehabilitation Cleaning and Television Inspection of 36-Inch Sanitary Sewer Pipe	FT	1,647	\$1.00	\$1,647.00	1,689	\$1,689.00		\$1,689.00	103%	(\$42.00)
11		Post-Rehabilitation Cleaning and Television Inspection of 24-Inch Sanitary Sewer Pipe	FT	319	\$1.00	\$319.00	402	\$402.00		\$402.00	126%	(\$83.00)
12		Installed Cured-in-Place Pipe Liner in Existing 42-Inch Sanitary Sewer Pipe	FT	2161	\$186.50	\$403,026.50	2873	\$535,814.50		\$535,814.50	133%	(\$132,788.00)
13		Installed Cured-in-Place Pipe Liner in Existing 36-Inch Sanitary Sewer Pipe	FT	1647	\$143.25	\$235,932.75	1689	\$241,949.25		\$241,949.25	103%	(\$6,016.50)
14		Installed Cured-in-Place Pipe Liner in Existing 24-Inch Sanitary Sewer Pipe	FT	319	\$97.75	\$31,182.25	402	\$39,295.50		\$39,295.50	126%	(\$8,113.25)
15		4-Foot Diameter Manhole Lining	VFT	198.5	\$210.00	\$41,685.00	149.5	\$31,395.00		\$31,395.00	75%	\$10,290.00
16		6-Foot Diameter Manhole Lining	VFT	34	\$250.00	\$8,500.00	61.5	\$15,375.00		\$15,375.00	181%	(\$6,875.00)
17		Reinstatement of Service Connections	EACH	11	\$500.00	\$5,500.00	11	\$5,500.00		\$5,500.00	100%	\$0.00
		TOTAL				\$1,092,743.50		\$1,245,453.25		\$1,245,453.25		(\$152,709.75)
CO1		Segment 488 MOT & Bypass	LUMP		\$30,500.00	\$0.00	1	\$30,500.00		\$30,500.00		(\$30,500.00)
CO2		Sylvania/McCord Bypass Modifications	LUMP		\$76,100.00	\$0.00	1	\$76,100.00		\$76,100.00		(\$76,100.00)
CO3		Resin Increase	LUMP		\$67,737.78	\$0.00	1	\$67,737.78		\$67,737.78		(\$67,737.78)
CO4		Central/McCord Additional Bypass Pump	LUMP		\$5,058.39	\$0.00	1	\$5,058.39		\$5,058.39		(\$5,058.39)
CO5		Central/McCord Trench	LUMP		\$16,028.00	\$0.00	1	\$16,028.00		\$16,028.00		(\$16,028.00)
CO6		Lucas County Water Usage	LUMP		\$1,851.00	\$0.00	1	\$1,851.00		\$1,851.00		(\$1,851.00)
		TOTAL + CHANGE ORDERS				\$1,092,743.50		\$1,442,728.42		\$1,442,728.42		

ORDINANCE NO. 82 -2021

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO APPROVE CHANGE ORDER NO. 2 (FINAL) TO THIS CITY'S AGREEMENT WITH VISU-SEWER OF OHIO, LLC FOR THE LARGE DIAMETER SANITARY SEWER LINING PROJECT (PHASE 1) WHICH REFLECTS THE INSTALLED BID QUANTITIES AND THE ACTUAL WORK PERFORMED ON THIS PROJECT; INCREASING THE CONTRACT AMOUNT BY \$243,384.92; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 25-2021, passed March 15, 2021, accepted the bid of Visu-Sewer of Ohio, LLC, which proposal was in the amount of \$1,092,743.50; and,

WHEREAS, Ordinance No. 73-2021, passed December 6, 2021, authorized the Mayor and Director of Finance to approve Change Order No. 1 to this City's Agreement with Visu-Sewer of Ohio, LLC for the Large Diameter Sanitary Sewer Lining Project (Phase I) to reflect the actual work performed on the project and increased the contract amount by \$106,600; and,

WHEREAS, the Director of Public Service, by report dated December 20, 2021, has recommended the acceptance of Change Order No. 2(Final) of Visu-Sewer of Ohio, LLC for said Large Diameter Sanitary Sewer Lining Project (Phase 1) to reflect the installed bid quantities and the actual work performed, including an increase in the cost of resin, acquiring and installing a back up pump and installing bypass piping underground in order to keep southbound McCord Road open; and,

WHEREAS, the additional work outlined above resulted in a net increase to the contract in the amount of Two Hundred Forty-Three Thousand Three Hundred Eighty-Four and 92/100 Dollars (\$243,384.92), for a total contract amount of \$1,442,728.42.

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

SECTION 1. That said change order increasing the contract amount by the sum of Two Hundred Forty-Three Thousand Three Hundred Eighty-Four and 92/100 Dollars (\$243,384.92), authorized to be appropriated be, and the same hereby is, approved, and the Mayor and the Director of Finance be, and they hereby are, authorized to sign said change order on behalf of this City, thereby indicating such approval and changing the total contract amount.

SECTION 2. That, to provide funds for said change order for improvements, there is hereby appropriated from the **SEWER FUND** from funds therein not heretofore appropriated to **Account No. 702-7540-53501, Utility Improvements**, the sum of Two Hundred Forty-Three Thousand Three Hundred Eighty-Four and 92/100 Dollars (\$243,384.92).

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

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the adjustments in the contract for said actual work performed and installed bid quantities used should be approved immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

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

Vote 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

ORDINANCE NO. - 83 2021**ACCEPTING FOR ANNEXATION TO THE CITY OF SYLVANIA, OHIO, THE TERRITORY DESCRIBED IN ANNEXATION PETITION NUMBER 2021-1 FOR WHICH LESLIE B. BRINNING IS THE AGENT, AND AS HEREINAFTER DESCRIBED; PROVIDING FOR THE INTERIM ZONING OF SAID TERRITORY; AND DECLARING AN EMERGENCY.**

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

SECTION 1. That the petition for annexation of the territory described on "Exhibit A" attached hereto having been filed with the Board of County Commissioners of Lucas County, Ohio, on January 5, 2021, presented to said Board of County Commissioners at a regular session thereof held on January 12, 2021, and acted upon favorably by said Board of County Commissioners on May 18, 2021 by passing a resolution to approve Annexation Petition 2021-1 together with the accompanying map of the territory and a certified transcript of the proceedings of said Board of County Commissioners, deposited with the Clerk of Council of the City of Sylvania, Ohio, by said Board of County Commissioners on the 18th day of June, 2021, be, and the same is hereby accepted.

SECTION 2. That the Council of the City of Sylvania, Ohio, hereby finds and determines that the property is currently zoned Mixed Use and, therefore, comparable zoning should be established for all of the hereinabove described territory, that is, B-2.

SECTION 3. That the Clerk of Council be, and she is hereby, authorized and directed to make three (3) copies of this Ordinance to each of which shall be attached a copy of the map accompanying the petition for annexation, a copy of the transcript of the proceedings of the Board of County Commissioners relating thereto and a certificate as to the corrections thereof. The Clerk of Council shall then forthwith deliver one (1) copy to the County Auditor, one (1) copy to the County Recorder, and one (1) copy to the Secretary of State and shall file Notice of this annexation with the Board of Elections within thirty (30) days after it becomes effective, and the Clerk shall do all other things required by law.

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 provision for the acceptance of said annexation and establishment of interim zoning thereof should be made promptly so as to promptly establish the jurisdiction having authority over future developments of said real estate and therefore this Ordinance should be effective forthwith. 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
APPROVED:

Director of Law

Mayor

Date

Prior Deed: O.R.20070507-0026727
Parcel: 78-08931
LE Survey #51429

Legal Description of Proposed Annexation: Being part of the Northeast Quarter of Section 7, Town 9 South, Range 6 East, in the City of Toledo, Lucas County, Ohio, bounded and described as follows:

Commencing at a brass plat monument found at the Northeast corner of Section 7, said point also being the intersection of centerlines of Sylvania-Metamora and North Centennial Road.

Thence South 01 degree, 09 minutes, 09 seconds East, along the East line of the Northeast Quarter of Section 7, said line also being the centerline of North Centennial Road, a distance of 208.73 feet to a point, said point being the True Point of Beginning.

Thence continuing South 01 degree, 09 minutes, 09 seconds East, along the East line of the Northeast Quarter of Section 7, said line also being the centerline of North Centennial Road, a distance of 1,044.32 feet to a point on the South line of the North 19 acres of the Northeast Quarter of the Northeast Quarter of Section 7.

Thence South 87 degrees, 43 minutes, 11 seconds West, along the South line of the North 19 acres of the Northeast Quarter of the Northeast Quarter of Section 7, passing a 1/2 inch galvanized steel pipe set on the West 30 foot Right-of-way of North Centennial Road, a distance of 30.01 feet, an overall distance of 660.63 feet to a 1/2 inch galvanized steel pipe set on the West line of the North 19 acres of the Northeast Quarter of the Northeast Quarter of Section 7.

Thence North 01 degree, 09 minutes, 09 seconds West, along the West line of the North 19 acres of the Northeast Quarter of the Northeast Quarter of Section 7, passing a 1/2 inch galvanized steel pipe set on the South Right-of-way of Sylvania-Metamora Road at a distance of 1,203.04 feet, an overall distance of 1,253.05 feet to a point on the North line of the Northeast Quarter of Section 7.

Thence North 87 degrees, 43 minutes, 11 seconds East, along the North line of the Northeast Quarter of Section 7, a distance of 451.90 feet to point.

Thence South 01 degree, 09 minutes, 09 seconds East, passing a 1/2 inch galvanized steel pipe set on the South Right-of-way of Sylvania-Metamora Road at a distance of 50.01 feet, an overall distance of 158.72 feet to a 1/2 inch galvanized steel pipe set.

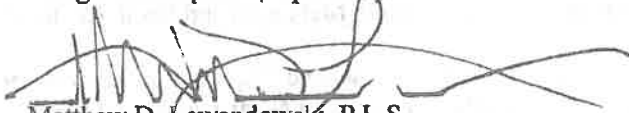
Thence North 87 degrees, 43 minutes, 11 seconds East, passing a 1/2 inch galvanized steel pipe set at a distance of 178.72 feet, an overall distance of 208.73 feet to the True Point of Beginning.

Excepting therefrom the South 25 feet of the North 50 feet of the North 19 acres of the Northeast Quarter of the Northeast Quarter of Section 7, as acquired by Lucas County on August 02, 1946, as part of Road No. 573 Improvement Plan. Said exception containing 11,297.49 square feet or 0.2594 acres of land.

Containing 772,784.63 square feet or 17.7407 acres of land, of which 31,329.59 square feet or 0.7192 acres of land are contained within the public road Right-of-way of North Centennial Road and of which 11,297.49 square feet or 0.2594 acres of land are contained within the public road Right-of-way of Sylvania-Metamora Road. Bearings used herein are based upon an assumed meridian and are intended to indicate angular measurement only. All 1/2 inch galvanized steel pipe set are capped with the company name and PLS No. 7476. This legal description is based upon a field survey prepared by Lewandowski Engineers on September 17, 2020.

Parcel 78-08931 is vested in the name of Sylvania Area Joint Recreation District by Official Record 20070507-0026727, commonly known as 5745 North Centennial Road.

Legal Description Prepared by


Matthew D. Lewandowski, P.L.S.
Registered Surveyor, State of Ohio No. 7476
Principal, Lewandowski Engineers
The Chief Bldg. @ 234 N. Erie St.
Toledo, Ohio, 43604
Office: 419.255.4111
MDL@LewandowskiEng.com





DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

December 16, 2021

To: Mayor and Members of City Council

Re: Council Referral – SUP-4-2021
5625 West Alexis Road

Dear Mayor and Members of Council:

Following is an excerpt from the minutes of the regular meeting of the Municipal Planning Commission of December 15, 2021, Council Referral – for Review and Recommendation – Application No. SUP-4-2021 for Medical Marijuana Facility at 5625 W. Alexis Road, Sylvania, Ohio 43560:

..." Ms. Lindhuber moved, Ms. Schaaf seconded, to recommend that Council approve the application for the Special Use Permit as submitted. Vote being: Stough, Lindhuber, Fischer and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 "...

Sincerely,

Debra Webb, Secretary
Municipal Planning Commission



OFFICE OF THE MAYOR
CRAIG A. STOUGH, MAYOR

December 17, 2021

TO THE MEMBERS OF SYLVANIA CITY COUNCIL:

RE: Re-Appointment to the Sylvania Municipal Planning Commission


Dear Council Members:

Ms. Kathleen Fisher has expressed her interest in continuing her service on the Sylvania Municipal Planning Commission

Ms. Fisher has been a member of the Municipal Planning Commission and has demonstrated her active interest and commitment to Sylvania through her service to the community.

Therefore, I am pleased to announce the re-appointment of Kathleen Fisher to the Municipal Planning Commission for a term commencing on January 1, 2022 and expiring on December 31, 2025, and request that you confirm this appointment.

Respectfully submitted,



Craig A. Stough
Mayor

CAS/lb



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OFFICE OF THE MAYOR
CRAIG A. STOUGH, MAYOR

December 17, 2021

TO THE MEMBERS OF SYLVANIA CITY COUNCIL:

RE: Re-Appointment to the Sylvania Civil Service Commission

Dear Council Members:

Mr. Bradford James has expressed his interest in continuing to serve on the Civil Service Commission.

Mr. James has been a member of the Civil Service Commission and has demonstrated his active interest and commitment to Sylvania through his service to the community.

Therefore, I am pleased to announce the re-appointment of Bradford James for a term commencing January 1, 2022 and expiring December 31, 2027 to the Civil Service Commission, and request that you confirm this appointment.

Respectfully submitted,

Craig A. Stough
Mayor

CAS/lb

Board of Architectural Review

Minutes of the regular meeting of December 15, 2021. Ms. Fischer called the meeting to order.

Members present: Mayor Craig Stough, Carol Lindhuber, Kate Fischer and Jeff Schaaf (4) present. Ken Marciniak, absent. Zoning Administrator, Timothy Burns also present.

Mr. Schaaf moved, Ms. Lindhuber seconded to approve the Minutes of the November 10, 2021, meeting as submitted. Vote being: Stough, Lindhuber, Fischer and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 3 – Regulated Sign – app. no. 36-2021 requested by Scott Burns of Scotty B's LED's for McGuire Insurance, 6392 Monroe Street, Sylvania, Ohio 43560. Application is for the replacement of an existing monument sign.

Sign is within the limits of the Sylvania Sign Code.

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

Item 4 – Regulated Sign – app. no. 37-2021 requested by Barbara Fisk of Chase Sign for Rite Aid, 4018 North McCord Road, Sylvania, Ohio 43560. Application is for the replacement of the pylon portion of an existing pole sign changing from a manual message board to an electronic message board.

Mr. Brian Chase was present.

Sign is within the limits of the Sylvania Sign Code.

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

Item 5 – Regulated Sign – app. no. 38-2021 requested by Karrie Brock of Fast Signs for Edge Automotive, 5445 Alger Drive, Sylvania, Ohio 43560. Application is for a new wall sign.

Ms. Brock was present.

Sign is within the limits of the Sylvania Sign Code.

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

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Item 6 – Regulated Sign – app. no. 39-2021 requested by Breann Dander of True Aerial Signs for Luscious Bath Bomb Boutique for 6600 West Sylvania Avenue, Suite 6A, Sylvania, Ohio 43560. Application is for a new wall sign.

Ms. Dander was present.

Sign is within the limits of the Sylvania Sign Code.

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

Item 7 – Regulated Sign – app. no. 40-2021 requested by Kyle Young of Graphic Signs for Sisters of St. Francis, 5211 Main Street, Sylvania, Ohio 43560. Application is for information change to an existing monument sign.

Mr. Gary Harrel was present.

Sign is within the limits of the Sylvania Sign Code.

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

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

Submitted by,



Debra Webb, Secretary
Municipal Planning Commission

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Sylvania Municipal Planning Commission

Minutes of the regular meeting of December 15, 2021. Ms. Fischer called the meeting to order.

Members present: Mayor Craig Stough, Carol Lindhuber, Kate Fischer and Jeff Schaaf (4) present. Ken Marciniak, absent. Zoning Administrator, Timothy Burns also present.

Ms. Lindhuber moved, Ms. Schaaf seconded to approve the Minutes of the November 10, 2021, meeting as submitted. Vote being: Stough, Lindhuber, Fischer and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 3 – Council Referral for Review and Recommendation – Application No. SUP-4-2021 for Medical Marijuana Facility at 5625 W. Alexis Road, Sylvania, Ohio 43560.

Mr. Michael Howard of Emma 44 Development and Mr. David Koppelmant of Architects Forum Midwest, LLC were present.

Mayor Stough stated that an amendment to the zoning code was made in 2018 to allow a Medical Marijuana Dispensary to be located in the M1 and M2 Districts by a Special Use Permit.

Mr. Burns stated that this location is in the M1 district; and that this would be an allowable Special Use in the M1 District.

Mr. Howard and Mr. Koppelmant explained that they have submitted a couple of applications to the state for a Medical Marijuana Dispensary License; and that the State will award one license in Lucas County by a lottery. Mr. Howard explained that in the event that they do not obtain a license at this time, they would still like to obtain a Special Use Permit so that they are prepared for when more licenses are issued in the future.

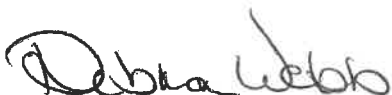
Mr. Howard also said that, when the time comes, they would be willing to make changes to the exterior of the building if the City would ask them to do so.

Further discussion took place amongst the members.

Ms. Lindhuber moved, Ms. Schaaf seconded, to recommend that Council approve the application for the Special Use Permit as submitted. Vote being: Stough, Lindhuber, Fischer and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

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

Submitted by,



Debra Webb, Secretary
Municipal Planning Commission