

Sylvania City Council
June 6, 2022

7:30 p.m. Council Meeting
Agenda

1. Roll call. Mr. Frye, Mr. Hansen, 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 Council meeting minutes of May 16, 2022.
5. Maplewood Avenue Reconstruction Project.
 - a. Service Director's report on Change Order No. 2.
 - b. Proposed Ordinance No. 55-2022, Authorizing to approve Change Order No. 2 to this City's Agreement with Helms and Sons Excavating, Inc. for the Maplewood Avenue Reconstruction Project.
6. Richard Park Stream Restoration Project.
 - a. Service Director's report on Design-Build Letter of Interest Solicitation & Public Involvement Meeting Request.
 - b. Council authorization to begin the LOI solicitation process & set Committee meeting.
7. Harroun Park River Trail Stream Restoration (Phase 2) project.
 - a. Service Director's report on Design-Build Letters of Interest.
 - b. Council authorization to begin the Design/Build solicitation process.
8. Special Assessments.
 - a. Proposed Ordinance No. 56-2022, Providing for the controlling of blight and disease of shade trees and for planting, maintaining, trimming and removing shade trees in and along streets within public right-of-way of the City of Sylvania.
 - b. Proposed Ordinance No. 57-2022, Providing for the construction, maintenance, repair, cleaning and enclosing open drainage ditches located within the corporate limits of the City of Sylvania.
 - c. Proposed Resolution No. 6-2022, Declaring the necessity of lighting the streets in the City of Sylvania.
9. Then and Now Certifications approval.

10. Notice of new C1, "Beer only in original sealed container for carry out only" and C2, "Wine and mixed beverages in sealed containers for carry out.", permit from Beautiful Blooms by Jen LLC., DBA Beautiful Blooms, 5675 Main Street, Sylvania, OH 43560.
11. Committee reports.
12. Committee referrals.

INFORMATION

- A. May 2022 Income Tax Report.
- B. 1st quarter 2022 Management Reports.

Minutes of the Meeting of Council
May 16, 2022

The Council of the City of Sylvania, Ohio met in regular session on May 16, 2022 at 7:30 p.m. with Mayor Stough in the chair. Roll was called with the following members present: Mark Frye, Marcus Hansen, Doug Haynam, Patrick Richardson, Lyndsey Stough, Mary Westphal; (6) present; Brian McCann (1) absent.

Roll call:
McCann absent;
excused.

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

Pledge of
Allegiance.

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

The following items has been added to the agenda:

Item # 12. TMACOG Bike Month Activity.

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

Agenda approval.

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

Mr. Frye presented the May 2, 2022 meeting minutes. Mr. Frye moved, Ms. Stough 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 May 2, 2022 be approved; roll call vote being: Hansen, Haynam, Frye, Richardson, Stough, Westphal, (6) yeas; (0) nays. The motion carried.

Approval of the
May 2, 2022
meeting minutes.

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

Sophia Lloyd, Executive Director of Sylvania Community Services introduced herself and stating that she intends to respond to the current needs of families and children in our community.

Sylvania
Community
Services
introduction and
brief statement.

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

Service Director's report on the Maplewood Avenue Reconstruction was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 52 - 2022, 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 Helms and Sons Excavating, Inc. for the Maplewood Avenue Reconstruction Project for additional work performed; increasing the Contract

Ordinance No.
52-2022,
"Authorizing to
approve CO #1
with Helms &
Sons for
Maplewood
Reconstruction
project..."

Minutes of the Meeting of Council
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amount by \$8,970.09; appropriating funds therefore; and declaring an emergency.”; Mr. Richardson moved, Mr. Haynam seconded for passage of Ordinance No. 52-2022 as an emergency measure; roll call vote being: Haynam, Richardson, Stough, Westphal, Frye, Hansen: (6) yeas; (0) nays. The motion carried.

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

Service Director’s report on the Right-of-Way Acquisition on City Owned Property (10T, 19-WD, 10-T1, 19-T2, 10-T3, 27-WD) LUC-Monroe & Silica (PID 107489) & LUC-Silica Drive Bridge Replacement (PID111563) was placed on file. Ms. Stough presented and read aloud by title only, proposed Ordinance No. 53-2022, a written copy of same having been previously furnished to each member of Council “Accepting Temporary Construction Easements and Warranty Deeds of Right-of-Way from the City of Sylvania relative to the Monroe & Silica and Silica Drive Bridge Improvement Projects; authorizing the Mayor and Director of Finance to execute said documents on behalf of the City; and declaring an emergency.”; Ms. Stough moved, Mrs. Westphal seconded for passage of Ordinance No. 53-2022 as an emergency measure; roll call vote being: Richardson, Stough, Westphal, Frye, Hansen, Haynam: (6) yeas; (0) nays. The motion carried.

Ordinance No. 53-2022, “Accepting Temporary Construction Easements & ROW for Monroe & Silica & Silica Bridge Replacement project....”

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 54 -2022, a written copy of same having been previously furnished to each member of Council “Authorizing Lease between the City of Sylvania, as Lessor, and the Sylvania Area Joint Recreation District, as Lessee, for Burnham Park; determining said City owned property not be needed for Municipal purposes during the term of the proposed Lease; authorizing the Mayor and Director of Finance to sign such a Lease on behalf of the City of Sylvania; and declaring an emergency.”; Mrs. Westphal moved, Mr. Haynam seconded for passage of Ordinance No. 54-2022 as an emergency measure; roll call vote being: Stough, Westphal, Frye, Hansen, Haynam, Richardson,: (6) yeas; (0) nays. The motion carried.

Ordinance No. 54-2022, “Authorizing Lease between City of Sylvania and SAJRD for Burnham Park....”

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

Zoning Ordinance Amendment Petition No. ZA-1-2022, a request from Hamid Brothers, LLC for property located at 5601-5609 West Alexis Road from M-1, "Light Industrial District" to B-1 "Limited Business and Office District" was presented. Mr. Haynam moved, Mrs. Westphal seconded to refer to the ZA-1-2022 to the Planning Commission, and set the public hearing date for June 20, 2022 at 7:15 p.m. provided the Planning Commission's recommendation is received, and authorize the clerk to advertise same; roll call vote being: Richardson, Stough, Westphal, Frye, Hansen, Haynam; (6) yeas; (0) nays. The motion carried.

ZA-1-2022
referral to
Planning
Commission.

Mayor Stough stated that since there is no item for agenda item 10 and 11, Council will now consider added agenda item no. 12.

Mayor Stough stated the TMACOG Bike Week activity will be on Monday, May 23rd in the hotel parking lot at 5:00 p.m. for a picture, rain date is Tuesday.

TMACOG Bike
Week Activity.

Mayor Stough stated all agenda items have been addressed.

Mr. Frye moved, Mr. Haynam seconded to adjourn at 8:05 p.m. Roll call vote being: Frye, Hansen, Haynam, Westphal, Richardson, Stough, (6) yeas; (0) nays.

Adjournment.

Clerk of Council

Mayor



DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

June 6, 2022

To: The Mayor and Members of Sylvania City Council

Re: **MAPLEWOOD AVENUE RECONSTRUCTION
COUNCIL CHANGE ORDER NO. 2**

Dear Mr. Mayor and Council Members:

This change order request contains two changed scope of work items that differ from the awarded contract for the ongoing Maplewood Avenue Reconstruction Project. In summary:

- Project Change Order #2 – The Contractor discovered an error while purchasing materials for the decorative concrete planters. The vendor quoted smaller material than the plans specified to all bidding contractors. The Contractor and vendor worked in good faith to reconcile the issue, but the Contractor would not be able to install the planters at the unit price bid without an adjustment. This change order reflects a unit price correction, as well as a quantity reduction, to eliminate one planter. This resulted in a reduction of \$6,150.00 to the contract.
- Project Change Order #4 – Unsuitable subsoils were anticipated with the project, but the approach specified in the construction plans needed changed based on observed field conditions. The Contractor, Construction Engineer, and Service Department, all agreed to increase the substandard soil removal from 12" to 18", and switch from a smaller aggregate backfill to a large aggregate capped with smaller aggregate backfill approach, for those areas in need of treatment. This resulted in an increase of \$12,726.10 to the contract.

The total net cost of the Project Change Order #2 reduction (\$6,150.00) and Project Change Order #4 increase (\$12,726.10) is \$6,576.10. As a result, we would recommend approval of Change Order No. 2, which will increase the contract amount from \$693,181.29 (approved May 16, 2022 via Ord. 52-5022) to \$699,757.39. Please call if you have any questions.

Sincerely,

Kevin G. Aller, P.E.

Director of Public Service

CITY OF SYLVANIA, OHIO

CHANGE ORDER Number 2

Project Ordinance No.: 72-2018 Purchase Order No. 56443

Contract: Maplewood Avenue Reconstruction

Title of Change Order: _____

Date: 5/16/2022

Description of Change:	Project Change Order #2	-\$6,150.00
	Project Change Order #4	\$12,726.10
	TOTAL	\$6,576.10
	(See Attached)	

RECOMMENDED FOR APPROVAL BY: Kevin G. Aller, P.E. Date _____
 Public Service Director

Original Contract Amt	\$ 684,211	20	REVIEWED BY:	Darren J. Schimmoeiler, PE
Previous Changes (+ or -)	\$ 8,970	09	DATE: <u>5/16/22</u>	<i>Darren J. Schimmoeiler</i> Engineer <small>Digitally signed by Darren J. Schimmoeiler DN: cn=US, E=dj.schimmoeiler@stucturapoint.com, O=Structure Point, OU=Construction Solutions, OU=Darren J. Schimmoeiler Date: 2022.05.16 16:25:05-0400</small>
This Change (+ or -)	\$ 6,576	10	SUBMITTED BY:	Helms & Sons Excavating, Inc. Grant Heaster, Project Manager
Adjusted Contract Amt	\$ 699,757	39	DATE: <u>5/16/22</u>	<i>Grant Heaster</i> Contractor's Signature

City of Sylvania, Ohio

The above proposal is hereby approved.

The above proposal is hereby approved.

Craig A. Stough, Mayor Date _____ Toby Schroyer, Finance Director Date _____



American Structurepoint, Inc. Change Order Details

Maplewood Avenue Reconstruction

Description	Reconstruction of approximately 415LF of Maplewood Avenue between Norfolk Southern Right of Way and Main St. This includes pavement reconstruction, new curb, sidewalk, storm sewers, and lighting
Prime Contractor	Helms and Sons Excavating 1753 Lima Avenue Findlay, OH 45840
Change Order	2
Status	Pending
Date Created	04/26/2022
Type	Changed Conditions
Summary	Revise Line Item #95 unit price (Raised Planters w/ Bench Seating)
Change Order Description	At the time that Helms & Sons (HSX) was preparing their bid for the project, they received a quote from Wausau Mfg for straight, radius and bench planters. After the bids were submitted, Wausau informed HSX that they made an error in their quote and the corrected quote was substantially higher. HSX worked in good faith with Wausau to reconcile the issue. The initial Wausau quote was \$59,173 for 385 total feet of planters/benches. The final quote was \$69,376 for only 325 total feet. HSX asked the City if they could help share the cost and the City asked American Structurepoint (ASI) for a recommendation. ASI suggested to split out the labor/profit and overhead (LPO) component from the material cost. The LPO should remain constant as it was bid. Then the City could split the increase in material cost 50/50 with HSX if desired. ASI asked if the City was in agreement to only install the 325' quoted to which the City said they were as the non-performance of bubble LA-5 would create more space on the north sidewalk. In a 4/11/2022 email the City agreed to adjust the unit cost to \$295/foot for approximately 325-feet of total planter/bench installation (non-perform LA-5). The new unit cost is based on the calculations below: Original Quote: 385' @ \$265/ft = \$102,025 which can be broken down to: \$59,173 – material (\$153.70/ft)

\$42,852 – labor/OH/profit (\$111.30/ft)

The labor/OH/profit should remain constant as-bid no matter how many feet are installed.

New Quote (Eliminating LA-5):

325' @ \$213.46/ft = \$69,376 (material)

Recommendation (50/50 Split):

Material: (\$153.70 + \$213.46)/2 = \$183.58/ft

325' @ \$183.58/ft = \$59,663.50

Labor: \$111.30/ft x 325' = \$36,172.50

Total: \$95,836.00 (or \$294.88/ft)

Unit cost rounded to \$295/ft x 325 ft = \$95,875.

This change order deletes Line Item #95; non-performs the installation of LA-5; and creates new Line Item #500, Item Special - Raised Planters with Bench Seating: 325 Feet @ \$295/foot.

Awarded Project Amount \$690,211.20
 Authorized Project Amount \$690,211.20
 Change Order Amount -\$6,150.00
 Revised Project Amount \$684,061.20

Increases/Decreases

Line Number	Item ID	Unit	Unit Price	Current Quantity	Current Amount	Change Quantity	Change Amount	Revised Quantity	Revised Amount
Section: 9 - Landscaping									
0095	690E98200	FT	\$265.000	385.000	\$102,025.00	-385.000	-\$102,025.00	0.000	\$0.00
RAISED PLANTERS WITH BENCH SEATING									

Reason: Creating new line item #500 with new unit cost

Line Number	Item ID	Unit	Unit Price	Quantity	Amount	Change	Quantity	Amount	Revised
				Quantity	Amount		Quantity	Amount	Quantity
1 item				Totals	\$102,025.00	-\$102,025.00			\$0.00

New Items

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
Section: 9 - Landscaping					
0500	690E98100	Feet	325.000	\$295.000	\$95,875.00
Raised Planters with Bench Seating					
Reason: New unit price replacing Line Item #95					
1 item					Total: \$95,875.00



American Structurepoint, Inc. Change Order Details

Maplewood Avenue Reconstruction

Description	Reconstruction of approximately 415LF of Maplewood Avenue between Norfolk Southern Right of Way and Main St. This includes pavement reconstruction, new curb, sidewalk, storm sewers, and lighting
Prime Contractor	Helms and Sons Excavating 1753 Lima Avenue Findlay, OH 45840
Change Order	4
Status	Pending
Date Created	05/11/2022
Type	Changed Conditions
Summary	Undercuts for unsuitable soils
Change Order Description	During proofrolling of the subgrade, unsuitable soil areas were discovered. Line Items 16, 17 and 19 were originally set up to remedy these areas. At the 4/26/2022 progress meeting, this was discussed and it was decided that Line Items 16, 17 and 19 (Excavation of Subgrade, Granular Material Type B and Geotextile Fabric) would be non-performed and replaced with the following (18" Excavation, place 12" of #1/#2 stone and choke with 6" of 304). HSX was asked to provide a "per cubic yard" price for this work. On 4/27/2022, Joe Shaw accepted HSX's price of \$63/cy for this work. This change order non-performs Line Items 16, 17 and 19 and creates Line Item 503.
Awarded Project Amount	\$684,211.20
Authorized Project Amount	\$693,181.29
Change Order Amount	\$12,726.10
Revised Project Amount	\$705,907.39

Increases/Decreases

Line Number	Item ID	Unit	Unit Price	Quantity	Current Amount	Change Quantity	Change Amount	Revised Quantity	Revised Amount
Section: 1 - Roadway									
0016	204E13000	CY	\$15.000	75.000	\$1,125.00	-75.000	-\$1,125.00	0.000	\$0.00
EXCAVATION OF SUBGRADE									
Reason: Non-performed and new Line Item 503 created									
0017	204E30010	CY	\$35.000	75.000	\$2,625.00	-75.000	-\$2,625.00	0.000	\$0.00
GRANULAR MATERIAL, TYPE B									
Reason: Non-performed and new Line Item 503 created									
0019	204E50000	SY	\$1.000	200.000	\$200.00	-200.000	-\$200.00	0.000	\$0.00
GEOTEXTILE FABRIC									
Reason: Non-performed and new Line Item 503 created									
3 items			Totals		\$3,950.00		-\$3,950.00		\$0.00

New Items

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
Section: 1 - Roadway					

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
0510	990E40060	CY	264.700	\$63.000	\$16,676.10
AGREED UNIT PRICE:					
Reason: Undercut repair with 18" excavation, 12" of #1/#2 stone and chocked with 6" of 304					
1 item					Total: \$16,676.10

Attachments

Document	Name	Description	Submission Date
Screenshot_of_progress_meeting_minutes_re_undercuts.docx	Screenshot of progress meeting minutes re undercuts.docx		05/11/2022 07:38 AM EDT
Unit_cost_acceptance_emails.pdf	Unit cost acceptance emails.pdf		05/11/2022 07:38 AM EDT
2 attachments			

ORDINANCE NO. 55 -2022

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO APPROVE CHANGE ORDER NO. 2 TO THIS CITY’S AGREEMENT WITH HELMS AND SONS EXCAVATING, INC. FOR THE MAPLEWOOD AVENUE RECONSTRUCTION PROJECT FOR ADDITIONAL WORK PERFORMED; INCREASING THE CONTRACT AMOUNT BY \$6,576.10; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 36-2022, passed March 21, 2022, accepted the bid of Helms and Sons Excavating, Inc. and awarded the contract for the Maplewood Avenue Improvement Project to same, which bid was in the amount of \$684,211.20; and,

WHEREAS, Ordinance No. 52-2022, passed June 1, 2022, authorized the Mayor and Director of Finance to approve Change Order No. 1 to this City’s Agreement with Helms and Sons Excavating, Inc. and increased the contract amount by \$8,970.09 to \$693,181.29; and,

WHEREAS, the Director of Public Service, by report dated June 6, 2022, has recommended acceptance of Change Order No. 2 of Helms and Sons Excavating, Inc. for said Maplewood Avenue Reconstruction Project to reflect two changed scope of work items that differ from the awarded contract, the first involves an error with the price quoted by the vendor for the decorative concrete planters so the unit price was corrected and one planter was eliminated and the second item involves a change to the approach specified in the construction plans for dealing with unsuitable subsoils resulting in increasing the substandard soil removal from 12” to 18” and switching from a smaller aggregate backfill to a large aggregate capped with smaller aggregate backfill approach; and,

WHEREAS, the changed scope of work items resulted in a net increase to the contract in the amount of Six Thousand Five Hundred Seventy-Six and 10/100 Dollars (\$6,576.10), for a total contract amount of \$699,757.39.

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 Six Thousand Five Hundred Seventy-Six and 10/100 Dollars (\$6,576.10), 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 **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-53503, Street Improvements**, the sum of Six Thousand Five Hundred Seventy-Six and 10/100 Dollars (\$6,576.10).

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 additional work requested 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, _____, 2022, as an emergency measure.

ATTEST:

President of Council
APPROVED AS TO FORM:

Clerk of Council
APPROVED:

Director of Law

Mayor

Date



DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

June 6, 2022

To: The Mayor and Members of Sylvania City Council

Re: **Design-Build Letter of Interest Solicitation & Public Involvement Meeting Request
Richards Park Stream Restoration Project**

Dear Mr. Mayor and Council Members:

On November 15, 2021 the Service Department requested Council authorization to pursue H2Ohio grant funds for stream mitigation work in Tenmile Creek upstream from the Bonniebrook Road bridge (Res. 17-2021). As a reminder, the \$1,485,000 project would realign over 1,500 feet of stream channel to include more gradual changes of direction and place natural in-stream structures to reduce ongoing streambank erosion issues.

The Service Department has been notified by the Ohio Department of Natural Resources (ODNR) that the 100% grant request was successful. The next step in the process is to formally request Letters of Interest (LOI's) from qualified design-build teams. The Service Department will review the LOI's, select the most qualified team, and enter into fee negotiations with the goal of having the selected team ready to initiate work by August 2022.

In addition, the Service Department would like to engage adjacent property owners early on in this project. The Service Department would like to hold an informational meeting to briefly present the project and answer questions. We suggest this meeting be held in an appropriately assigned Council Committee. Once the Committee meeting date has been set, the Service Department will send out property owner letters and formally invite them to the meeting.

We would recommend authorization to begin the LOI solicitation process and request a Committee meeting date to be set. Please call if you have any questions.

Sincerely,

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

7a



DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

June 6, 2022

To: The Mayor and Members of Sylvania City Council

Re: **Harroun Park River Trail Stream Restoration (Phase 2)
Design-Build Letters of Interest**

Dear Mr. Mayor and Council Members:

In August 2021, City Council authorized the Service Department to apply for competitive Great Lakes Restoration Initiative (GLRI) grant funds administered by the Ohio Environmental Protection Agency (OEPA) to continue our stream restoration work in Harroun Park (Res. 9-2021).

As a reminder, the Phase 2 project is located east of the pedestrian bridge (where Tenmile Creek becomes the Ottawa River) and west of Harroun Road. The Phase 2 project would continue the Phase 1 efforts installed west of the bridge and restore an additional 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 project cost is \$702,000 and the Service Department requested \$600,000 in grant funding assistance from GLRI. The local match contribution was \$102,000. The Service Department was notified in May that our application and \$600,000 grant request was successful.

The next step in the process is to formally request Letters of Interest (LOI's) from qualified design-build teams. The Service Department will review the LOI's, select the most qualified team, and enter into fee negotiations with the goal of having the selected team ready to initiate work by August 2022.

We would request approval to begin the Design/Build solicitation process. Please call with any questions.

Sincerely,

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

8a

ORDINANCE NO. 56 - 2022

PROVIDING FOR THE CONTROLLING BLIGHT AND DISEASE OF SHADE TREES AND FOR PLANTING, MAINTAINING, TRIMMING AND REMOVING SHADE TREES IN AND ALONG THE STREETS AND WITHIN PUBLIC RIGHT-OF-WAY OF THE CITY OF SYLVANIA; AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE, BY AND THROUGH THE PROPER OFFICERS OF SAID CITY TO DO SAID WORK DURING THE YEAR 2022; ESTABLISHING ONE DISTRICT FOR SAID PURPOSE IN ACCORDANCE WITH THE PROVISIONS OF SECTION 727.011 OF THE REVISED CODE OF OHIO; PROVIDING FOR THE ASSESSMENT OF THE COST AND EXPENSE THEREOF UPON ABUTTING PROPERTY; AND DECLARING AN EMERGENCY.

WHEREAS, it is immediately urgent and necessary that work is authorized for the purpose of controlling blight and disease of shade trees and for planting, maintaining, trimming and removing shade trees in and along the streets and within public right-of-way of the City of Sylvania during the year 2022;

WHEREAS, the Director of Public Service has recommended to Council the removal or special treatment of shade trees and for planting, maintaining, trimming and removing shade trees in and along the streets and within public right-of-way of the City of Sylvania during the year 2022 in accordance with plans, estimates and schedules therefore heretofore prepared and now on file in the Office of the Clerk of Council.

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

SECTION 1. That it is hereby declared necessary and conducive to public health, convenience and welfare to remove and provide special treatment for shade trees for the purpose of controlling blight and disease of same, and for planting, maintaining, trimming and removing shade trees in and along the streets and within public right-of-way of the City of Sylvania during the year 2022. That for said purpose there is hereby established one (1) district which shall include all territory within and coextensive with the boundaries of the City of Sylvania, pursuant to the provisions of Section 727.011 of the Revised Code of Ohio.

SECTION 2. That the work of such removal or special treatment of shade trees for the purpose of controlling blight and disease of same and for planting, maintaining, trimming and removing shade trees in and along the streets and within public right-of-way of the City of Sylvania shall be done within said district, as herein set forth, and through the proper officers of the City of Sylvania; and such officers be, and they hereby are, authorized and directed to purchase required materials; to purchase or rent the necessary tools, machinery and appliances; to employ the necessary labor to do said work all in accordance with the plans, estimates and schedules therefore heretofore prepared and now on file in the Office of the Clerk of Council for inspection of all persons interested, which said plans, estimates and schedules, including approximate present estimates of the cost of said work, is in the aggregate sum of Two Hundred Forty-Nine Thousand, Nine Hundred Ninety-Three Dollars and 00/100 (\$249,993.00).

SECTION 3. That said cost and expense of removal or special treatment of shade trees for the purpose of controlling blight and disease of same and for planting, maintaining, trimming and removing shade trees in and along the streets and within public right-of-way of the City of Sylvania in the amount of Two Hundred Forty-Nine Thousand, Nine Hundred Ninety-Three Dollars and 00/100 (\$249,993.00) shall be specially assessed by the front foot upon all of the lots and lands abutting and bounding upon each of said streets and public right-of-way in said district in the amount of thirty-five cents (35¢) per front foot as provided in Section 727.011 of the Ohio Revised Code, which said lots and lands are hereby determined to be specially benefitted by said work in the amount equal to the amount specially assessed against each such lot and land. The cost of said work shall include acquisition of the necessary materials, tools, machinery and appliances, the wages for the necessary labor, the cost of said plans, estimates and schedules, cost of publication and mailing of notices, and cost of this Ordinance, costs of the preparation, levy and collection of special assessments and interest on notes issued in anticipation of the levy and collection of the special assessments together with all other necessary expenditures.

SECTION 4. That the special assessment so to be levied on said lots and lands shall be paid in one (1) installment in the manner provided in the case of special assessments pursuant to Section 727.01 of the Ohio Revised Code.

SECTION 5. That to provide a fund out of which shall be paid the assessed cost and expense of said work, bonds or notes or certificate of indebtedness of the City of Sylvania are hereby authorized to be issued and sold in anticipation of the levy and collection of said assessments.

SECTION 6. That the Director of Finance has prepared and filed in the Office of the Clerk of Council a list of the special assessments, pursuant to this Ordinance, and this Council finds and determines that such special assessments are in proportion to the special benefit derived by each property against which such assessments are to be levied and are not in excess of any statutory limitation.

SECTION 7. That, pursuant to Ohio Revised Code Section 727.14, the Clerk of Council is hereby directed to give notice of the passage of this Ordinance by publication of such notice once a week for two (2) consecutive weeks, and as to an owner of any lot or parcel of land the assessment upon which is estimated to exceed Two Hundred Fifty Dollars (\$250.00), the Clerk of Council is hereby directed to serve such notice in the same manner as service of summons in civil cases, or by certified mail addressed to such owner at his last known address or to the address to which tax bills are sent, or by a combination of the foregoing methods. Objections to estimated assessments must be filed, in writing with the Clerk of Council within two (2) weeks after completion of the notice hereby required. An owner who fails to file an objection shall be deemed to have waived any objection. Any and all properly filed objections to estimated

assessments shall be considered by Council at its first regular Council meeting held more than two (2) weeks after the completion of the notice hereby required and the estimated assessments so objected to shall at such meeting, be adjusted by Council by motion or other action reflected in the journal of the minutes of Council. Council, after adjusting such estimated assessments or, after the time for filing objections without any properly filed objections having been timely filed, may, by Ordinance, levy such estimated assessments and adjusted estimated assessments, as the case may be. No notice shall be required other than as herein required.

SECTION 8. That the method, manner, consideration and procedure for such shade tree work is hereby approved and this Council hereby determines the method, manner and procedure for levying assessments for such shade tree work to be as set forth in this Ordinance.

SECTION 9. 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 10. 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 11. 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 should be made immediately to provide for tree maintenance 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 dispensing with the second and third readings: Yeas _____ Nays _____

Passed, _____, 2022 as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

ORDINANCE NO. 57 -2022

PROVIDING FOR THE CONSTRUCTION, MAINTENANCE, REPAIR, CLEANING AND ENCLOSING OPEN DRAINAGE DITCHES LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SYLVANIA; AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE, BY AND THROUGH THE PROPER OFFICERS OF SAID CITY TO DO SAID WORK DURING THE YEAR 2022; ESTABLISHING ONE DISTRICT FOR SAID PURPOSE IN ACCORDANCE WITH THE PROVISIONS OF SECTION 727.012 OF THE REVISED CODE OF OHIO; PROVIDING FOR THE ASSESSMENT OF THE COST AND EXPENSE THEREOF UPON ABUTTING PROPERTY; AND DECLARING AN EMERGENCY.

WHEREAS, it is immediately urgent and necessary that work is authorized for the purpose of constructing, maintaining, repairing, cleaning and enclosing open drainage ditches located within the corporate limits of the City of Sylvania during the year 2022;

WHEREAS, the Director of Public Service has recommended to Council the construction, maintaining, repairing, cleaning and enclosing open drainage ditches located within the corporate limits of the City of Sylvania during the year 2022 in accordance with plans, estimates and schedules therefore heretofore prepared and now on file in the Office of the Clerk of Council.

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

SECTION 1. That it is hereby declared necessary and conducive to public health, convenience and welfare to construct, maintain, repair, clean and enclose open drainage ditches located within the corporate limits of the City of Sylvania during the year 2022. That for said purpose there is hereby established one (1) district which shall include all territory within and coextensive with the boundaries of the City of Sylvania, pursuant to the provisions of Section 727.012 of the Revised Code of Ohio.

SECTION 2. That the work of such construction, maintaining, repairing, cleaning and enclosing open drainage ditches located within the district of the City shall be done within said district, as herein set forth, and through the proper officers of the City of Sylvania; and such officers be, and they hereby are, authorized and directed to purchase required materials; to purchase or rent the necessary tools, machinery and appliances; to employ the necessary labor to do said work all in accordance with the plans, estimates and schedules therefore heretofore

prepared and now on file in the Office of the Clerk of Council for inspection of all persons interested, which said plans, estimates and schedules, including approximate present estimates of the cost of said work, is in the aggregate sum of Three Hundred Sixteen Thousand, Four Hundred Nine Dollars and 00/100 (\$316,409.00).

SECTION 3. That said cost and expense of construction, maintaining, repairing, cleaning and enclosing open drainage ditches located within the corporate limits of the City in the amount of Three Hundred Sixteen Thousand, Four Hundred Nine Dollars and 00/100 (\$316,409.00) shall be specially assessed by impervious area upon all of the lots and lands abutting and bounding upon each of said streets and public right-of-way in said district as follows:

- a. Small Lot Residential (lot size less than 9,900 square feet) = \$15.00 per year;
- b. Large Lot Residential (lot size greater than 9,900 square feet) = \$30.00 per year;
- c. Non-Single Family Residential = \$30.00 per year per 5,000 square feet of impervious area;

as provided in Section 727.012 of the Ohio Revised Code, which said lots and lands are hereby determined to be specially benefitted by said work in the amount equal to the amount specially assessed against each such lot and land. The cost of said work shall include acquisition of the necessary materials, tools, machinery and appliances, the wages for the necessary labor, the cost of said plans, estimates and schedules, cost of publication and mailing of notices, and cost of this Ordinance, costs of the preparation, levy and collection of special assessments and interest on notes issued in anticipation of the levy and collection of the special assessments together with all necessary expenditures.

SECTION 4. That the special assessment so to be levied on said lots and lands shall be paid in one (1) installment in the manner provided in the case of special assessments pursuant to Section 727.01 of the Ohio Revised Code.

SECTION 5. That to provide a fund out of which shall be paid the assessed cost and expense of said work, bonds or notes or certificate of indebtedness of the City of Sylvania are hereby authorized to be issued and sold in anticipation of the levy and collection of said assessments.

SECTION 6. That the Director of Finance has prepared and filed in the Office of the Clerk of Council a list of the special assessments, pursuant to this Ordinance, and this Council finds and determines that such special assessments are in proportion to the special benefit derived by each property against which such assessments are to be levied and are not in excess of any statutory limitation.

SECTION 7. That, pursuant to Ohio Revised Code Section 727.14, the Clerk of Council is hereby directed to give notice of the passage of this Ordinance by publication of such notice once a week for two (2) consecutive weeks, and as to an owner of any lot or parcel of land the assessment upon which is estimated to exceed Two Hundred Fifty Dollars (\$250.00), the Clerk of Council is hereby directed to serve such notice in the same manner as service of summons in civil cases, or by certified mail addressed to such owner at his last known address or to the address to which tax bills are sent, or by a combination of the foregoing methods. Objections to estimated assessments must be filed, in writing with the Clerk of Council within two (2) weeks after completion of the notice hereby required. An owner who fails to file an objection shall be deemed to have waived any objection. Any and all properly filed objections to estimated assessments shall be considered by Council at its first regular Council meeting held more than two (2) weeks after the completion of the notice hereby required and the estimated assessments so objected to shall at such meeting, be adjusted by Council by motion or other action reflected in the journal of the minutes of Council. Council, after adjusting such estimated assessments or, after the time for filing objections without any properly filed objections having been timely filed,

may, by Ordinance, levy such estimated assessments and adjusted estimated assessments, as the case may be. No notice shall be required other than as herein required.

SECTION 8. That the method, manner, consideration and procedure for such drainage ditch work is hereby approved and this Council hereby determines the method, manner and procedure for levying assessments for such drainage ditch work to be as set forth in this Ordinance.

SECTION 9. 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 10. 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 11. 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 repair, cleaning, construction and maintenance of drainage ditches should be provided for immediately 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 dispensing with the second and third readings: Yeas _____ Nays _____

Passed, _____, 2022, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

8c

RESOLUTION NO. 6 -2022

**DECLARING THE NECESSITY OF LIGHTING THE STREETS
IN THE CITY OF SYLVANIA, OHIO; DETERMINING THE
MANNER OF PROVIDING STREET LIGHTING AND THE BASIS
FOR THE PROPERTY OWNER'S SHARE OF THE COST AND
ANNUAL ASSESSMENT; AND DECLARING AN EMERGENCY.**

BE IT RESOLVED by the Council of the City of Sylvania, Lucas County, Ohio, _____

members elected thereto concurring:

SECTION 1. That is hereby determined to be necessary to continue to improve the streets in the City of Sylvania, Ohio, by lighting the same pursuant to a contract therefore which this City now has with the Toledo Edison Company and necessary to provide funds in 2022 for such street lighting.

SECTION 2. That for the tax year 2022 the basis for determining and allocating annual assessments on lots and lands in said City for street lighting in the City of Sylvania, Ohio, shall be as follows, which basis is hereby determined to be according to the benefits which may result from the improvements to the several parcels and lots of land in said City:

- E. Each taxable parcel, outside of the Whiteway Business District, having no building or buildings thereon, served by lamps on poles with either overhead or underground circuits, shall be assessed a front footage charge of 16¢ for each benefitted front foot of the parcel;
- O. Each taxable parcel, outside of the Whiteway Business District, having a building or buildings thereon, served by lamps on poles with overhead circuits, shall be assessed a front footage charge of 50¢ for each benefitted front foot of the parcel;
- U. Each taxable parcel, outside of the Whiteway Business District, having a building or buildings thereon, served by lamps on poles with underground circuits, shall be assessed a front footage charge of 88¢ for each benefitted front foot of the parcel;
- W. Each taxable parcel, within the Whiteway Business District, fronting on Main Street, Maplewood Avenue, or Monroe Street, being served by lamps on poles with either overhead or underground circuits, shall be assessed at a rate of \$1.13 per front foot of the parcel;

SECTION 3. That the contract with the Toledo Edison company and the costs to this City required thereby, now on file with the Clerk of Council, are hereby deemed to be the plans and specifications and estimate of cost required to be on file with the Clerk of Council before the passage of the Resolution of necessity.

SECTION 4. That the Clerk of Council has prepared and filed in the Office of the Clerk of Council a list of the estimated special assessments for the cost and expense of street lighting in the City of Sylvania, which list shows the amounts of the estimated assessment against each taxable parcel in the City of Sylvania, pursuant to Section 2 of this Resolution, and the amount of such assessments in the aggregate, and this Council finds and determines that such estimated assessments are in proportion to the special benefit derived by each property against which such assessments are to be levied and are not in excess of any statutory limitation.

SECTION 5. That, pursuant to Ohio Revised Code Section 727.14, the Clerk of Council is hereby directed to give notice of the passage of this Resolution by publication of such notice once a week for two (2) consecutive weeks, and as to an owner of any lot or parcel of land the assessment upon which is estimated to exceed Two Hundred Fifty Dollars (\$250.00), the clerk of Council is hereby directed to serve such notice in the same manner as service of summons in civil cases, or by certified mail addressed to such owner at his last known address or to the address to which tax bills are sent, or by a combination of the foregoing methods. Objections to estimated assessments must be filed, in writing, with the Clerk of Council, within two (2) weeks after completion of the notice hereby required. An owner who fails to file an objection shall be deemed to have waived any objection. Any and all properly filed objections to estimated assessments shall be considered by Council at its first regular meeting held more than two (2) weeks after the completion of the notice hereby required and the estimated assessments so objected to shall, at such meeting, be adjusted by Council by motion or other action, reflected in the journal of the minutes of Council. Council, after adjusting such estimated assessments or after the time for filing objections without any properly filed objections having been timely filed, may, by Ordinance, levy such estimated assessments and adjusted estimated assessments, as the case may be. No notice shall be required other than as herein required.

SECTION 6. That the Clerk of Council is hereby directed to give notice to the Auditor of Lucas County, Ohio, on the levying of such assessments and to do so within twenty (20) days after the levying of same and prior to October 1, 2022.

SECTION 7. That the method, manner and procedure for providing street lighting by contract with the Toledo Edison Company is hereby approved and this Council hereby determines the method, manner and procedure for levying assessments for such street lighting to be as set forth in this Resolution.

SECTION 8. That this Resolution shall be published by posting a copy thereof in a conspicuous place in the Sylvania Municipal Building for a period of not less than fifteen (15) days as provided in ARTICLE III, Section 12.0 of the Charter of said City.

SECTION 9. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 10. 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 reason that proceedings for assessing the cost of the improvement referred to herein are required without delay in order to timely place said assessment upon the tax duplicate for the year. 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 dispensing with the second and third readings: Yeas _____ Nays _____

Passed, _____, 2022, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

Memo

To: Mayor Stough and Members of Sylvania City Council
 From: Toby Schroyer, Director of Finance
 Date: June 3, 2022
 Re: Then and Now Certifications

Mayor and Members of Council:

Below is the list of Then and Now Certifications for expenditures over \$3,000 that have been issued from February 14, 2022 through May 10, 2022:

<u>DATE</u>	<u>VENDOR/DESCRIPTION</u>	<u>AMOUNT</u>
2/14/2022	LEXIPOL/ POLICE PROCEDURALS, MANUALS	14,020.97
2/21/2022	SPENGLER NATHANSON/ LEGAL SERVICES LABOR NEGOTIATIONS	4,400.00
2/21/2022	PHOENIX SERVICES/ PROSECUTION DEPARTMENT	6,205.44
2/24/2022	BATANIAN TREE SERVICE/ TREE REMOVAL	3,200.00
2/24/2022	ALL SEASONS TREE & LAWN CARE/ TREE REMOVAL	4,300.00
2/25/2022	INSOURCE SOLUTIONS GROUP/ ANNUAL MAINTENANCE TAX TOOL	4,100.00
2/25/2022	WALTER DRANE CO/ 2022 CODIFIED ORDINANCE UPDATE	5,883.79
3/7/2022	STAPLETON INSURANCE/ ANNUAL CYBER-LIABILITY INSURANCE	23,408.00
3/9/2022	HEI-WAY LLC/ COLD PATCH	3,034.50
3/9/2022	RIGHT STUFF SOFTWARE CORP/ ANNUAL SUPPORT IT NORTHWEST OHIO ADVANCED ENERGY/ VIBRANT VENTURES ENERGY IMPROV DISTRICT	6,000.00
3/10/2022	DISTRICT	25,665.15
3/11/2022	ACLARA/ MAINTENANCE AGREEMENT UTILITIES	20,382.00
3/15/2022	ALL SEASONS TREE & LAWN CARE/ TREE REMOVAL	4,900.00
3/17/2022	LAKE CHEMDRY/ MUNICIPAL COURT	4,998.00
3/22/2022	PHOENIX SERVICES/ PROSECUTION DEPARTMENT	6,953.60
4/1/2022	DMC TECHNOLOGY GROUP/ FORTINET ANNUAL SUPPORT IT DEPT	11,169.08
3/31/2022	LUCAS COUNTY E.M./ MUNICIPAL COURT	12,065.95
4/5/2022	REEMSNYDER DECORATING/ FLOORING IN POLICE STATION	3,411.41
4/25/2022	SOFTWARE SOLUTIONS/ ANNUAL SUPPORT FINANCE	24,548.13
5/10/2022	COBRA TRUCK & FABRICATION/ STREETS	<u>5,725.72</u>
	TOTAL	\$ 194,371.74

We would request approval of the Then and Now Certifications as set forth above.

Please call if you have any questions. Thank you.

10

NOTICE TO LEGISLATIVE AUTHORITY

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

TO

0554036 PERMIT NUMBER		NEW TYPE	BEAUTIFUL BLOOMS BY JEN LLC DBA BEAUTIFUL BLOOMS 5675 MAIN STREET SYLVANIA OH 43560	
ISSUE DATE				
03 22 2022 FILING DATE				
C1 C2 PERMIT CLASSES				
48 TAX DISTRICT	077	A	D34909 RECEIPT NO.	

FROM 05/12/2022

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



MAILED 05/12/2022

RESPONSES MUST BE POSTMARKED NO LATER THAN. 06/13/2022

IMPORTANT NOTICE

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

REFER TO THIS NUMBER IN ALL INQUIRIES

A NEW 0554036

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

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

WE DO NOT REQUEST A HEARING.

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

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

(Signature)

(Title)- Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

CLERK OF SYLVANIA CITY COUNCIL
6730 MONROE ST
SYLVANIA OHIO 43560



Department of Commerce

Mike DeWine, Governor
Jon Husted, Lt. Governor

Division of Liquor Control
Sheryl Maxfield, Director

Dear Local Legislative Authority Official:

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

- Notify the Division whether you object and want a hearing; or
- Ask for your one-time only, 30-day extension.
 - Any requests for a one-time, 30-day extension will be reviewed by the Division upon timely receipt. If granted, your additional 30-days runs from the expiration of the original 30-day period.

To be considered timely, your above response must be faxed, emailed, or mailed to the Division no later than the postmark deadline date given on the form. To speed up processing times and reduce paper, the Division respectfully asks that you either fax or email your response. Please send your response to:

FAX: (614) 644 – 3166

EMAIL: LiquorLicensingMailUnit@com.state.oh.us

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

Please note that the Division is no longer sending ownership information with this legislative notice. If you want to know who owns the applied for permit you can find that information in two ways:

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

Thank you in advance for your cooperation,

Division Licensing Section

Licensing Section
6606 Tussing Road
Reynoldsburg, OH 43068-9009

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

A



DIVISION OF TAXATION
 CHRISTY M. ORDORICA, COMMISSIONER OF TAXATION

June 1, 2022

Mayor Craig A. Stough and Members of Council
 City of Sylvania
 Sylvania, Ohio

Dear Mayor Stough and Council Members:

The monthly cash report from the Division of Taxation is as follows:

	Deposits	Refunds	Balance
May 31, 2022	\$933,604.67	\$110,730.73	\$822,873.94
May 31, 2021	\$1,415,609.02	\$28,369.16	\$1,387,239.86
	-----	-----	-----
Monthly Difference	-\$482,004.35	\$82,361.57	-\$564,365.92
Year to Date 2022	\$6,396,773.54	\$174,025.46	\$6,222,748.08
Year to Date 2021	\$5,748,542.44	\$126,980.86	\$5,621,561.58
	-----	-----	-----
Yearly Difference	\$648,231.10	\$47,044.60	\$601,186.50
			 10.69%

Respectfully submitted,

Christy M. Ordorica
 Tax Commissioner

c: Mr. Toby Schroyer, Finance Director

B

MEMO

June 6, 2022

To: Mayor Craig Stough, City Council Members and Administration
Fm: Laura Bigelow
Re: 1st Quarter Reports

Please find enclosed the 1st Quarter Reports for 2022. Please call me at 885-8926 with any questions.



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

6730 MONROE STREET SYLVANIA, OHIO 43560
419.885.8940 FAX 419.885.3442

First Quarter 2022 Management Report

Key Statistics:	2022	2021
Number of tax returns processed (includes e-files)	3325	3619
Number of e-filed returns	317	288
Gross Receipts	\$3165952.06	\$2928910.94
Number of withholding payments processed	3957	3680
Number of online payments	116	115
Number of refunds processed	89	107
Delinquent totals	\$934356.43	\$904968.16
Amount of money received from collection	\$6980.87	\$18323.02
Number of accounts turned over for collection	0	0

Items of Special Interest:

Our office has been very busy this quarter processing year end reconciliations and the large volume of tax returns that have submitted, along with the other day to day work and assisting taxpayers with their tax return preparation. This has been the first "normal" tax season since COVID began in 2020. Taxpayers utilized our in person services and were quite happy to have this option available.

Respectfully submitted,

Christy M. Ordorica
Commissioner of Taxation



SYLVANIA POLICE DIVISION 1st QUARTER 2022

Operational Statistics

	<u>2022</u>	<u>2021</u>
Crime Reports	254	260
Criminal Arrests - Juvenile/Adult	61/6	2/50
Traffic Citations	136	104
Warnings	11	314
Parking Tickets	10	7
OVI	5	8
Traffic Crashes	76	94
Traffic Crash injuries/fatalities	16/0	17/0
Calls for Police Service	2712	2850
Hours Spent Handling Police Calls	1606:02	1250:31
Emergency Response Time – Priority 1	2:52	:48
Overtime Hours - Police	1,177.53	920
Overtime Hours - Records	31.67	114
Training Hours	566	544

Administrative Update

During the 1st quarter of 2022, our first police cadets Richard Heber and Morgan Dietrich completed their police academy training and passed the state certification program in January. They then started the Field Training Officer program and are slated to complete the program in early May.

As we move into spring, the police division is busy getting ready to provide services for the summer special event season.

Community Affairs

Introduction

Officer Barnswell presented and finished the middle school D.A.R.E. program at McCord Junior High. Officer Barnswell is presenting the elementary D.A.R.E. program at Highland Elementary and Toledo Islamic Academy. Officer Barnswell will conduct outreach in the schools with kindergarten bike safety, 3rd grade seatbelt safety, and pre-school talks in the 2nd Quarter.

Officer Beadle has started the second half of the 2021-2022 school year at Southview High School. Officer Gallup, after being a School Resource Officer at Northview High School for just over 12 years has been reassigned to the Detective Bureau at his request. Officer Clay is covering the position of School Resource Officer at Northview High School for the last half of the 2021-2022 school year.

Sgt. Pack has begun the registration process for Safety City 2022. Sgt. Pack continues to work with the school district on safety planning including threat assessment, emergency preparedness, verbal de-escalation, mental health referral process and the A.L.I.C.E. program.

The Public Safety Cadet Program's lead mentor is Sylvania Township PD Officer Kevin Steinman. Officer Amstutz continues to be the associate mentor. Sgt. Pack is the Program Supervisor of the Public Safety Cadet Program. The Public Safety Cadet Program continues to offer meaningful and interesting opportunities to the youth of the Sylvania community.

Youth Programs / DARE Events

- Officer Barnswell presented the middle school D.A.R.E. program at McCord Junior High.
- Officer Barnswell had started to present the elementary D.A.R.E. program at Highland and Toledo Islamic Academy.

Community Involvement

- Sgt. Pack and Officer Barnswell attended several community events and meetings.
- Officer Beadle started preparations and recruitment for his upcoming IPMBA training scheduled May 31st – June 4th, 2022.

School Resource Officer Programs

Northview High School - Officer Gallup	
Presentations	0
Meetings	6
General Offense Reports/Accident Reports	4
Citations / Warnings	2
School Related Complaints/Interviews	8

Parking Lot Assists	4
Court Appearances	0
Security Issues	2
Misc.	5

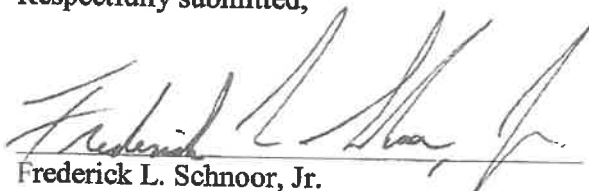
Southview High School – Officer Beadle	
Presentations	2
Meetings	14
General Offense Reports/Accident Reports	3
Citations / Warnings	0
School Related Complaints/Interviews	18
Parking Lot Assists	1
Court Appearances	0
Security Issues	9
Misc.	4

Detective Bureau
January – March 2022

Active Case Load by Investigator			
Detective	Assigned	Cleared	Total Active
Sgt. Music	11	10	8
Det. Collins	6	4	8
Det. Gallup	15	5	9
Det. Papenfuss	11	7	16
Monthly Totals	43	26	41

Mobile Device Extractions Completed	2
Storage Device Extractions Completed	19
Computers/Hard Drive Extractions	23

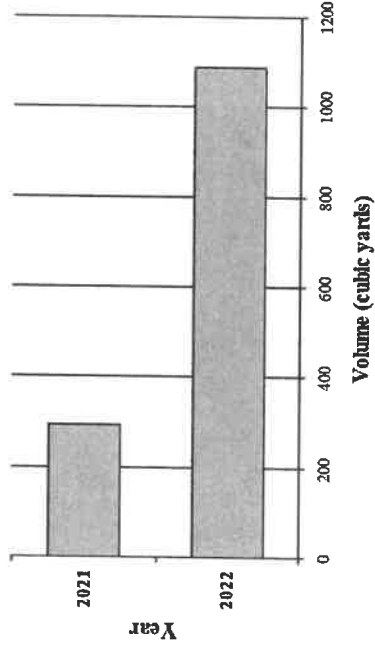
Respectfully submitted,


 Frederick L. Schmoor, Jr.
 Chief of Police

Parks & Forestry Quarterly Report : January - March, 2022

Green Yard Waste

2021 - 2022 Cu Yds. of Compost Sold

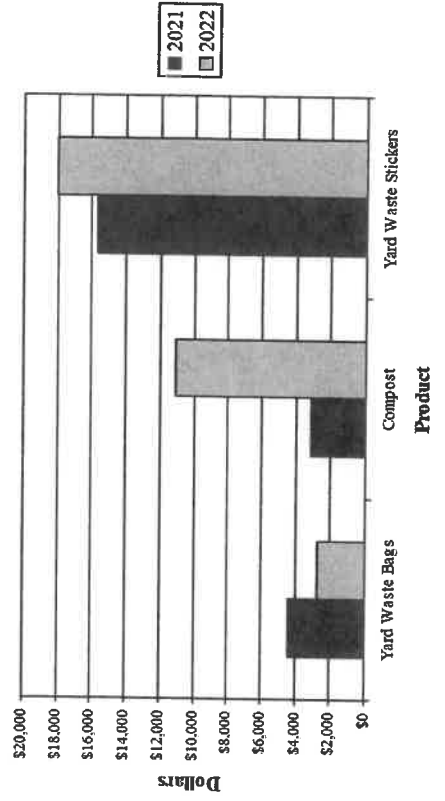


Volume Collected (cubic yards)

- * Route A 19.0~
- * Route B 19.0~

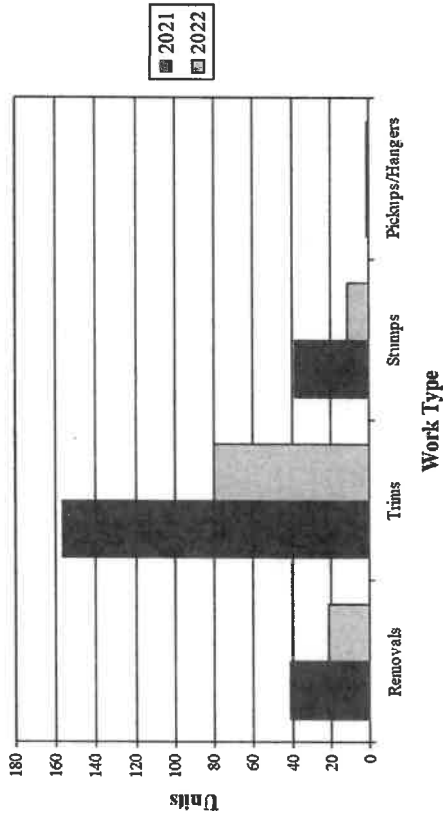
~ Processed Volume

2021- 2022 Revenue Comparison

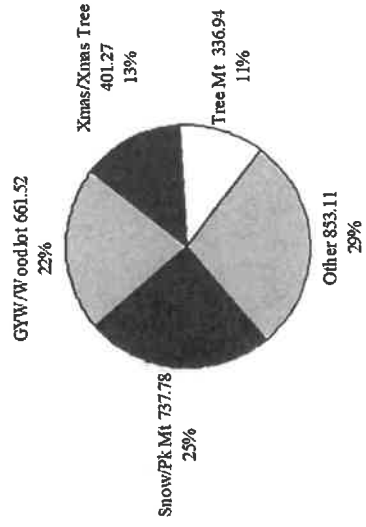


Parks & Forestry Quarterly Report : January - March, 2022

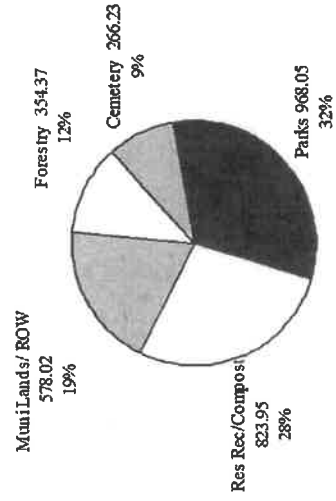
2021 - 2022 Work Comparison



Man-Hours by Work Type



Man-Hours by Account



City of Sylvania
2022 Quarterly Reports
Zoning Operation

Zoning Office Key Statistics	2021 1st Qtr	2022 1st Qtr
Residential Renovations, Additions & Accessory	5	7
New Dwelling (Residential)	9	4
Estimated Valuation	\$300,000	\$300,000
New Commercial Construction	0	0
Commercial Additionas & Renovations	6	5
Demolition Permits Issued	0	1
Swimming Pool Permits Issued	2	0
Sidewalk Permits Issued	6	5
Food Truck Permits	0	4

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

Architectural Board of Review		
Sign Review	3	4
Architectural Review - Construction	3	1

Zoning Complaints		
On Site Inspections	15	27
Open Zoning Complaints	12	10
Closed Zoning Complaints	3	17
Letters & Warnings Sent	10	8

City of Sylvania Management Report
For The Division of Streets
First Quarter - 2022

Key Statistics

Ice & Snow Control:

	<u>2022</u>	<u>2021</u>
Ice & Snow Control Hours	697 hrs.	686 hrs.
Salt Tonnage Used	1191 tons	1037 tons
Bridge Sidewalk Snow Clearing Hours	48 hrs.	61 hrs.
Stack Salt in Harroun Rd Storage Dome	24 hrs.	28 hrs.
Hours Making Salt Brine	47 hrs.	40 hrs.
Hours Applying Salt Brine	76 hrs.	48 hrs.
Salt Brine used	26,411 gal.	20,320 gal.
Liquid Calcium Chloride	1,713 gal.	1,181 gal.
Haul Snow From Main St	24 hrs.	0 hrs.

Traffic Signs Repaired and / or Replaced:

Sign Maintenance Hours	208 hrs.	368 hrs.
Regulatory Signs	7	8
Warning Signs	4	0
Street Name & Informative Signs	27	31

Road Maintenance & Repairs:

Cold Patch Hours	368 hrs.	288 hrs.
Cold Mix Tonnage Used	10 tons	6 tons
Cleaning and Inspecting Catch Basin Hours	201 hrs.	136 hrs.
Road Grading Hours	0 hrs.	67 hrs.
Sweep	80 hrs.	64 hrs.

Equipment Maintenance:

Leaf Loader - Leaf Box Repair & Repainting Hours	636 hrs.	554 hrs.
Snow Removal Equipment Repair & Repainting Hours	103 hrs.	122 hrs.
Miscellaneous Equipment Repairs Hours	232 hrs.	588 hrs.

Miscellaneous:

	<u>2022</u>	<u>2021</u>
Snow Plow Damage (Mail Box & Yard Repair)	44 hrs.	54 hrs.
Dead Animals Removed From Right-of-Way Maintenance Bldg. (Repairs, Cleaning, Painting) Hours	16	21
Inventory & Green Tag Hours	525 hrs.	993 hrs.
Clean Basin Grates	56 hrs.	16 hrs.
Assist Erie Electric with Street Lights and Repair Street Light Foundations	16 hrs.	0 hrs.
House Demo 8515 Syl-Met	0 hrs.	6 hrs.
Replace traffic Signal Bulbs	0 hrs.	128 hrs.
Remove Concrete Lacross Backstop at Pacesetter	4 hrs.	6 hrs.
	0 hrs.	84 hrs.

Michael Elliott
Street Division Foreman
5/23/2022



DIVISION OF UTILITIES
 DAVID W. FRANCE, UTILITY MANAGER

1st Quarter 2022

Utilities	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior Year
Number of Payments Received	20,815				20,815	82,057
Total Collection Water	\$990,888.36				\$990,888.36	\$4,590,243.13
Total Collection Sewer	\$749,302.74				\$749,302.74	\$2,996,694.24
Total Collection Refuse	\$168,760.55				\$168,760.55	\$638,909.29
Total Collection On/Off	\$0.00				\$0.00	\$0.00
Total Collection Fire	\$910.79				\$910.79	\$3,583.68
Total Collection Misc	\$3,622.63				\$3,622.63	\$12,411.19
Total Collection Water Tap Pay Plan	\$1,616.46				\$1,616.46	\$8,594.37
Total Collection Sewer Tap Pay Plan	\$0.00				\$0.00	\$3,144.12
Total Collection Tree Removal	\$0.00				\$0.00	\$0.00
Utility/Zoning Permit Sales						
Water Tap Permits	\$7,700.00				\$7,700.00	\$33,421.19
Water Cost Recovery	\$0.00				\$0.00	\$0.00
Sanitary Tap Permits	\$3,250.00				\$3,250.00	\$139,845.32
Sanitary Connection Fees	\$6,000.00				\$6,000.00	\$10,000.00
Sanitary Cost Recovery	\$0.00				\$0.00	\$0.00
Sanitary Project Reimbursement	\$0.00				\$0.00	\$0.00
Storm Tap Permits	\$1,250.00				\$1,250.00	\$2,750.00
Second Meter Permits	\$360.00				\$360.00	\$2,160.00
Hydrant Permits	\$0.00				\$0.00	\$2,100.00
Zoning Permits	\$5,007.97				\$5,007.97	\$32,261.49
Service Dept Sales						
Sewer and Sidewalk Licenses	\$860.00				\$860.00	\$4,619.13
Plans/Bid Documents	\$650.00				\$650.00	\$1,360.00
Refuse/Green Yard Waste						
Refuse Extra Bag Tags	\$362.25				\$362.25	\$2,876.75
Refuse Bulk Item Sticker	\$1,412.50				\$1,412.50	\$6,006.59
Green Yard Waster Stickers/Bags	\$12,841.08				\$12,841.08	\$30,496.33
Misc.						
Misc.		\$0.00		\$0.00	\$0.00	\$0.00
Total Collection	\$1,954,795.33	\$0.00	\$0.00	\$0.00	\$1,954,795.33	\$8,521,476.82

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior Year
Number of Water Accounts	7,327					
Number of Sewer Accounts	8,622					
Number of Water Tap Permits	9				9	20
Number of Sanitary Tap Permits	13				13	51
Number of Storm Tap Permits	5				5	15
Number of Second Meter Permits	1				1	6

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior year
Total Water Purchased (Gallons)	118,749,460				118,749,460	541,881,120
Average Daily Water Purchased	1,319,438				1,319,438	1,505,225
Total Sewer Flow (Gallons)	430,010,000				430,010,000	1,059,800,000
Average Daily Sewer Flow	4,777,889				4,777,889	2,943,889
Estimated Population Served-Water	21,400					
Estimated Population Served-Sewer	25,300					

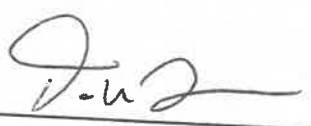
Items Sold	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior Year
Extra Bags	135				135	1188
Bulk Item	127				127	462
Green Yard Waste Sticker	578				578	1091
Green Yard Bags	37				37	726
MTU's Replaced	399				399	947

Activities To Be Performed

Continued Replacement of Meter Transmitters
Prepping for large meter testing

Progress This Period

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



David W. France
Utility Manager