

Sylvania City Council

November 7, 2022

6:45 p.m. Zoning & Annexation Committee

Wireless Telecommunications Facilities Regulations & ZA-2-2022.

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 Ms. Stough.
3. Additions to the agenda.
4. Approval of the Council meeting minutes of October 17, 2022.
5. Eagle Scout Ian Griffin will share his Eagle Scout project done at Veteran's Memorial Field.
6. 2023 Budget.
 - a. Report of the Finance Committee meeting held on 10/18/22.
 - b. Proposed Ordinance No. 93-2022, To make appropriations for current expenditures and other expenditures of the City of Sylvania, Ohio, for the fiscal year ending December 31, 2023. (First Reading)
7. Roadway Safety Improvement & Traffic Signal Replacement Project – Monroe Street between Harroun Road and Glasgow Road.
 - a. Service Director's report on Construction Management Services.
 - b. Proposed Ordinance No. 94-2022, Accepting the proposal of American Structurepoint, Inc. to provide Construction Management Services for the Monroe & Harroun Improvement Project.
8. LED Streetlight Conversion.
 - a. Service Director's report on project.
 - b. Proposed Ordinance No. 95-2022, Authorizing to enter into an Agreement with Toledo Edison to convert the City's streetlights from mercury and sodium vapor bulbs to LED bulbs.
9. Tantallon Plat I & II Resurfacing project.
 - a. Service Director's report on project.
 - b. Authorize the Clerk of Council to advertise for bids.

10. Sewer Rates.
 - a. Service Director's report on proposed rate increase.
 - b. Proposed Ordinance No. 96-2022, Amending Chapter 925 of the Sylvania Codified Ordinance by Amending Section 925.05 – Sewer Charges levied to increase the Sewer Charges for both Industrial and Non-Industrial City and Non-City Users.
11. Right of Way Acquisitions – Monroe & Silica Improvement Project and Silica Drive Bridge Replacement project.
 - a. Proposed Ordinance No. 97-2022, An Ordinance Appropriating a Temporary Construction Easement to the City of Sylvania in and to Certain Real Estate for the Monroe & Silica Improvement and Silica Drive Bridge Replacement Project.
12. Confirmation of Mayor's appointments.
 - a. Caroline Lindhuber to the Planning Commission.
 - b. Sanja Jennings and Helen Michaels to the Sylvania Tree Commission.
 - c. Laura Bigelow as the Clerk of Council.
13. Notice of new Liquor Permit to Grumpy's Global Holdings LLC., dba Grumpy's & Bsmt, 5629 Main Street, Sylvania, Ohio for a D1 & D3 Liquor Permit.
14. Committee reports.
 - a. Zoning & Annexation Committee meeting held on this date.
15. Committee referrals.

INFORMATION

None.

Minutes of the Meeting of Council
October 17, 2022

The Council of the City of Sylvania, Ohio met in regular session on October 17, 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, Brian McCann, Patrick Richardson, Lyndsey Stough, Mary Westphal; (7) present; (0) absent.

Roll call:
All present.

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

Pledge of Allegiance.

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

The following items has been added to the agenda:

Item # 13a. – Strike from Agenda.

Agenda approval.

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

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

Mr. Frye presented the October 3, 2022 meeting minutes. Mr. Frye moved, Mr. Richardson 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 corrected minutes at this time, and the journal of the minutes of the regular meeting of October 3, 2022 be approved; roll call vote being: Hansen, Haynam, McCann, Richardson, Stough, Westphal, Frye; (7) yeas; (0) nays. The motion carried.

Approval of the October 3, 2022 meeting minutes.

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

Connie White, Executive Director of the Sylvania Prevention Alliance provided information on their activities, programs and services to the community.

SPA 2022 Recap information presented.

Lori Houser, Director of Imagination Station provided information in their activities. She provided packets to Council members regarding Issue #10 on the ballot. She stated 30% of their operating budget comes from the levy with the other 70% from donations, membership, sponsors, entry fees, etc.

Imagination Station Levy Info presented.

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

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Mr. Frye reported on the public hearing on ZA-2-2022, from Ralph A. Ruetz (Dave Schmitt, DS Developers, LLC) for property located at 4215 McCord Road, Sylvania, OH. Mr. Frye moved, Mrs. Westphal seconded to refer this matter to the Zoning and Annexation Committee to be reviewed at the 11/7/22 Zoning & Annexation Committee at 6:45p.m. Roll call vote being: Hansen, Haynam, McCann, Richardson, Stough, Westphal, Frye; (7) yeas; (0) nays. The motion carried.

ZA-2-2022
Public Hearing
report and
referral to Z & A
Committee for
review.

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

Service Director's report on Right-of-Way acquisition (Bill of Sale from Tenant for 31-WD & 31-T)) for LUC-Monroe and Silica & LUC-Silica Drive Bridge Replacement was placed of file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 90 -2022, a written copy of same having been previously furnished to each member of Council "Authorizing the Mayor and Director of Finance to enter into a Bill of Sale Agreement with Jamilynn Fox for the Allstate Insurance sign that will be removed as part of the Monroe & Silica Improvement Project and Silica Drive Bridge Replacement Project; appropriating funds therefore in the amount of \$6,225; and declaring an emergency."; Mr. Richardson moved, Mr. Haynam seconded for passage of Ordinance No. 90-2022 as an emergency measure; roll call vote being: Haynam, McCann Richardson, Stough, Westphal, Frye, Hansen,; (7) yeas; (0) nays. The motion carried.

Ordinance No.
90-2022,
"Authorizing
...Bill of Sale
with Jamilynn
Fox of Allstate
Insurance sign to
be removed...."

Service Director's report on Right-of-Way acquisition (12-WD1, 12-WD2, 12-T1 & 12-T2) and (50-WD1, 50-WD2, 50-WD3, 50-T1 & 50-T2) for LUC-Monroe and Silica & LUC-Silica Drive Bridge Replacement was placed of file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 91-2022, a written copy of same having been previously furnished to each member of Council "Accepting a Temporary Construction Easement from and authorizing the Mayor and Director of Finance to enter into a Purchase Agreement with the Board of Education of the Sylvania School District for the Monroe & Silica Improvement Project and Silica Drive Bridge Replacement Project; dedicating the same for public purposes; appropriating funds therefore in the amount of \$42,800.00; and declaring an emergency."; Mr. Richardson moved, Ms. Stough seconded for passage of Ordinance No. 91-2022 as an emergency measure; roll call vote being: McCann, Richardson, Stough, Westphal, Frye, Hansen, Hayna; (7) yeas; (0) nays. The motion carried.

Ordinance No.
91-2022,
"Accepting a
Temporary
Construction
Easement from
Bod of Ed,
Sylvania School
District
...Monroe &
Silica
Improvement
Project..."

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Mr. Richardson presented and read aloud by title only, proposed Resolution No. 18-2022, a written copy of same having been previously furnished to each member of Council “A Resolution declaring it necessary and declaring Council’s intent to appropriate certain property for the Monroe & Silica and Silica Drive Bridge Replacement Project from EMRO Marketing Company; authorizing the Mayor to cause written notice to be given; and declaring an emergency.”; Mr. Richardson moved, Mr. Haynam seconded for passage of Resolution No. 18-2022 as an emergency measure; roll call vote being: Richardson, Stough, Westphal, Frye, Hansen, Haynam, McCann; (7) yeas; (0) nays. The motion carried.

Resolution No. 18-2022, “...declaring it necessary & Council’s intent to appropriate certain property from EMRO for Monroe & Silica project...”

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

Service Director’s report on the Municipal Bridge Inspection was placed on file. Mr. Richardson presented and read aloud by title only, proposed Resolution No. 17-2022, a written copy of same having been previously furnished to each member of Council “Consenting to the City of Sylvania’s participation in the Ohio Department of Transportation’s Municipal Bridge Inspection Program; authorizing the Mayor and Director of Finance to execute Contracts as required; and declaring an emergency.”; Mr. Richardson moved, Mr. Hansen seconded for passage of Resolution No. 17-2022 as an emergency measure; roll call vote being: Stough, Westphal, Frye, Hansen, Haynam, McCann, Richardson; (7) yeas; (0) nays. The motion carried.

Resolution No. 17-2022, “Consenting to participation in ODOT’s Municipal Bridge Inspection Program...”

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

Service Director’s report on the School Zone Flasher Replacements was placed on file. Mr. Richardson moved, Mr. Haynam seconded to authorize the Clerk of Council to advertise for bids for the School Zone Flasher Replacements project. Roll call vote being: Westphal, Frye, Hansen, Haynam, McCann, Richardson, Stough; (7) yeas; (0) nays. The motion carried.

Authorize to advertise for bids...School Zone Flasher Replacements.

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 92-2022, a written copy of same having been previously furnished to each member of Council “Authorizing the donation of \$830.00 to the River Road Garden Club for the purchase of a Gold Star Memorial to be erected in the City of Sylvania as a memorial

Ordinance No. 92-2022, “Authorizing the donation to the

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October 17, 2022

for the families who have lost a loved one in service to our Country through the United States Armed Forces; appropriating funds therefore; and declaring an emergency; Mrs. Westphal moved, Mr. McCann seconded for passage of Ordinance No. 92-2022 as an emergency measure; roll call vote being: Frye, Hansen, Haynam, McCann, Richardson, Stough, Westphal,; (7) yeas; (0) nays. The motion carried.

River Rd. Garden Club to purchase a Gold Star Memorial...”

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

Mr. Frye presented and read aloud by title only, a second reading of proposed Ordinance No. 89-2022, “Issuing Special Use Permit No. SUP-1-2021 as ordered by the United States District Court for the Northern District of Ohio, Western Division; and declaring an emergency.” Mr. Frye moved, Mr. Haynam seconded for passage of Ordinance No. 89-2022 as an emergency measure; roll call vote being: Haynam, McCann, Richardson, Stough, Westphal, Frye, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No. 89-2022, “Issuing Special use Permit No. SUP-1-2021 as ordered by the US District Court....”

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

Mr. Frye moved, Mr. McCann seconded, that no hearing be requested for the transfer of the D5 and D6 liquor permit from Tankoos Investments, LLC dba as Sundown Cantina 5676-78-80 Mayberry Square, Sylvania, Ohio to Myway Cantina LLC, dba Myway Cantina 5676-78-80 Mayberry Square, Sylvania, Ohio. Roll call vote being: McCann, Richardson, Stough, Westphal, Frye, Hansen, Haynam; (7) yeas; (0) nays. The motion carried.

No objection to liquor permit transfer for Myway Cantina, LLC.

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

Mr. Frye reported on the Committee of the Whole meeting held on this date regarding Tax Increment Financing Downtown area. Council will secure a map to be reviewed at the public hearing. Mr. Frye moved, Mrs. Hansen seconded to set the public hearing on the Downtown Area TIF for Monday, November 21, 2022 at 7:00 p.m. and authorize the Clerk to advertise. Roll call vote being: Richardson, Stough, Westphal, Frye, Hansen, Haynam, McCann; (7) yeas; (0) nays. The motion carried.

COW Meeting Report on TIF in Downtown. Set Public Hearing for 11/21/22 @ 7:00p.m.

Mayor Stough stated all agenda items have been addressed.

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Mr. Frye moved, Mr. McCann seconded to adjourn at 8:47 p.m. Roll call vote being:
Hansen, Haynam, McCann, Richardson, Stough, Westphal, Frye; (7) yeas; (0) nays.

Adjournment.

Clerk of Council

Mayor

66

ORDINANCE NO. 93 -2022

TO MAKE APPROPRIATIONS FOR CURRENT EXPENDITURES AND OTHER EXPENDITURES OF THE CITY OF SYLVANIA, OHIO, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2023; AND DECLARING AN EMERGENCY.

WHEREAS, it is provided by State law and the Sylvania City Charter that an annual appropriation ordinance shall be passed by Council; and,

WHEREAS, attached hereto is "Exhibit A" entitled "2023 Budget Summary of Estimated Expenditures" 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 appropriations within such Fund are made by this ordinance; and

WHEREAS, attached hereto is "Exhibit B" entitled "2023 Budget Summary of Revenues (2020 - 2023)" which exhibit lists the specific sources of revenue and the actual amounts received by the City from each source within each Fund for the years 2020 and 2021, and the estimated amounts expected to be received by the City from each source for each Fund for the years 2022 and 2023, referred to herein as "estimated resources."

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

SECTION 1. That to provide for the current expenditures and other expenditures of the City of Sylvania for the fiscal year ending December 31, 2023, the following appropriations are hereby authorized.

SECTION 2. That there be and is hereby appropriated from the GENERAL FUND the sum of \$16,600,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Account. Estimated resources for 2023 for said Fund, as shown in "Exhibit B" total \$16,850,000.

SECTION 3. That there be and is hereby appropriated from the STREET CONSTRUCTION, MAINTENANCE AND REPAIR FUND the sum of \$1,349,000 to the respective Accounts of said Fund listed in "Exhibit A" in the amounts and for the respective purposes shown for such Accounts. Estimated resources for 2023 for this Fund, as shown in "Exhibit B", total \$1,320,000. There is a sufficient balance as of January 1, 2023 in this Fund to be considered as available for appropriation.

SECTION 4. That there be and is hereby appropriated from the CITY PERMISSIVE TAX FUND the sum of \$356,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Accounts. Estimated Resources for 2023 for this Fund as shown in "Exhibit B" total \$360,000.

SECTION 5. That there be and is hereby appropriated from the STATE HIGHWAY IMPROVEMENT FUND the sum of \$75,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total \$90,000.

SECTION 6. That there be and is hereby appropriated from the LAW ENFORCEMENT TRUST FUND the sum of \$10,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total 10,000.

SECTION 7. That there be and is hereby appropriated from the DRUG LAW ENFORCEMENT TRUST FUND the sum of \$5,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total \$5,000.

SECTION 8. That there be and is hereby appropriated from the INDIGENT DRIVERS ALCOHOL TREATMENT FUND the sum of \$45,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total \$50,000.

SECTION 9. That there be and is hereby appropriated from the INDIGENT DRIVERS ALCOHOL MONITOR FUND the sum of \$50,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total \$40,000. There is a sufficient balance as of January 1, 2023 in this Fund to be considered as available for appropriation.

SECTION 10. That there be and is hereby appropriated from the FEDERAL EQUITABLE SHARING FUND the sum of \$200,000 to the respective Account of said Fund listed in "Exhibit A" in

the amount and for the respective purpose shown for such Account. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total \$10,000. There is a sufficient balance as of January 1, 2023 in this Fund to be considered as available for appropriation.

SECTION 11. That there be and is hereby appropriated from the INDIGENT SUPPORT FUND the sum of \$50,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total \$50,000.

SECTION 12. That there be and is hereby appropriated from the GENERAL OBLIGATION DEBT SERVICE FUND the sum of \$1,580,000 to the respective Account of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total \$1,800,000.

SECTION 13. That there be and is hereby appropriated from the CAPITAL IMPROVEMENT FUND the sum of \$13,600,000 to the respective Accounts of said Fund listed in "Exhibit A" in the amount and for the respective purposes shown for such Accounts. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total \$10,800,000. There is a sufficient balance as of January 1, 2023 in this Fund to be considered as available for appropriation.

SECTION 14. That there be and is hereby appropriated from the AMERICAN RESCUE PLAN FUND the sum of \$200,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2022 for this Fund as shown in "Exhibit B" total \$20,000. There is a sufficient balance as of January 1, 2023 in this Fund to be considered as available for appropriation.

SECTION 15. That there be and is hereby appropriated from the COURT CAPITAL IMPROVEMENT FUND the sum of \$200,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total \$160,000. There is a sufficient balance as of January 1, 2023 in this Fund to be considered as available for appropriation.

SECTION 16. That there be and is hereby appropriated from the SPECIAL ASSESSMENT SERVICES TREE REPAIR & REPLACEMENT FUND the sum of \$260,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total \$260,000.

SECTION 17. That there be and is hereby appropriated from the SPECIAL ASSESSMENT SERVICE STREET LIGHTING FUND the sum of \$831,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for respective purposes shown for such Accounts. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total \$400,000. There is a sufficient balance as of January 1, 2023 in this Fund to be considered as available for appropriation.

SECTION 18. That there be and is hereby appropriated from the SPECIAL ASSESSMENT SERVICES DITCH & DRAINAGE FUND the sum of \$330,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total \$330,000.

SECTION 19. That there be and is hereby appropriated from the WATER FUND the sum of \$5,868,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total \$5,000,000. There is a sufficient balance as of January 1, 2023 in this Fund to be considered as available for appropriation.

SECTION 20. That there be and is hereby appropriated from the SEWER FUND the sum of \$5,600,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total \$5,800,000.

SECTION 21. That there be and is hereby appropriated from the RESOURCE RECOVERY FUND the sum of \$230,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total \$230,000.

SECTION 22. That there be and is hereby appropriated from the MEDICAL CARE – SELF INSURED FUND the sum of \$2,400,000 to the Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total \$2,400,000.

SECTION 23. That there be and is hereby appropriated from the POLICE PENSION FUND the sum of \$550,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for respective purpose shown for such Account. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total \$650,000.

SECTION 24. That there be and is hereby appropriated from the PROPERTY ROOM FUND the sum of \$10,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total \$8,000. There is a sufficient balance as of January 1, 2023 in this Fund to be considered as available for appropriation.

SECTION 25. That there be and is hereby appropriated from the INCOME TAX FUND the sum of \$9,680,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total \$10,000,000.

SECTION 26. That there be and is hereby appropriated from the UNCLAIMED MONIES FUND the sum of \$5,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total \$5,000.

SECTION 27. That there be and is hereby appropriated from the JOINT ECONOMIC DEVELOPMENT DISTRICT FUND the sum of \$60,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total \$70,000.

SECTION 28. That there be and is hereby appropriated from the POLICE COMMUNITY AFFAIRS FUND the sum of \$5,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for respective purposes shown for such Accounts. Estimated resources for 2023 for this Fund as shown in "Exhibit B" total \$7,000.

SECTION 29. Estimated resources for the PARKS-RECREATION FOUNDATION FUND for 2022 as shown in "Exhibit B" total \$2,000.

SECTION 30. That "Exhibit C" attached hereto is illustrative of the transfers anticipated within the 2023 Operating Budget.

SECTION 31. That the Director of Finance be and he is hereby authorized and directed to draw warrants against any of the foregoing appropriations upon proper certificates or vouchers therefore, approved by any officer or officers authorized by law to approve the same, or by any Ordinance or Resolution of Council to make expenditures or as otherwise provided by law.

SECTION 32. That the Director of Finance be and he is hereby authorized to make all operating transfers as delineated in the 2023 Budget, shown on "Exhibit A".

SECTION 33. 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 34. 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 35. 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 appropriations for the payment of current expenditures for the calendar year of 2023. 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.

Passed, _____, 2022, as an emergency measure. Yeas ___ Nays___

President of Council

ATTEST:

Clerk of Council

APPROVED:

Mayor

Date

APPROVED AS TO FORM:

Director of Law

2023 B U D G E T
Comparison of Revenue to Disbursements

Fund	Fund No.	Est. Revenue	Est. Disbursements
General	110	16,850,000	16,600,000
Street C M & R	222	1,320,000	1,349,000
City Perm.Auto Tax	223	360,000	356,000
State Hwy. Improvement	224	90,000	75,000
Law Enforcement Trust	225	10,000	10,000
Drug Law Enforcement	226	5,000	5,000
Ind. Drivers Alchl. Treatment	227	50,000	45,000
Ind Drivers Alchl Monitor	228	40,000	50,000
Equitable Fed. Sharing	229	10,000	200,000
Indigent Support Fund	231	50,000	50,000
G.O. Debt Service	331	1,800,000	1,580,000
Capital Improvement	401	10,800,000	13,600,000
American Rescue Plan	402	20,000	200,000
Court Capital Improvement	405	160,000	200,000
S A Serv. - Trees	501	260,000	260,000
S A Serv - Street Lighting	502	400,000	831,000
S A Serv - Drainage	503	330,000	330,000
Water	701	5,000,000	5,868,000
Sewer	702	5,800,000	5,600,000
Resource Recovery	705	230,000	230,000
Medical Care - Self Insured	707	2,400,000	2,400,000
Police Pension	801	650,000	550,000
Property Room	802	8,000	10,000
Income Tax	804	10,000,000	9,680,000
Unclaimed Monies	805	5,000	5,000
Joint Econ Development Dist.	806	70,000	60,000
Escrow Fund	808	0	0
Police Community Affairs	810	7,000	5,000
Parks-Recreation Foundation	811	2,000	0
Totals		56,727,000	60,149,000
		=====	=====

Exhibit "A"

**2023 BUDGET
SUMMARY OF ESTIMATED EXPENDITURES**

Dept.	Name	Personal Services	Fringe Benefits	Contract Services	Materials & Supplies	Capital Outlay	Transfers	Totals
110 General Fund								
7110	Police Law Enforcement	3,250,000	880,000	215,000	283,000			4,628,000
7115	Fire Prev. & Insp.	4,000	2,000					6,000
7125	Police/Fire Comm.	200,000	83,000	431,000	3,000			717,000
7210	Correctional Programs			10,000				10,000
7215	Cemetery			10,000				10,000
7220	Pymt.Co.Brd.Health			125,000				125,000
7310	Parks & Forestry	615,000	243,000	140,000	72,000			1,070,000
7320	Community Programs			368,000				368,000
7415	Zoning	83,000	34,000	3,000	3,000			123,000
7515	Garb.& Refuse Collection	65,000	10,000	955,000	22,000			1,052,000
7620	Street Cleaning	118,000	18,000	21,000	20,000			177,000
7710	Mayor's Office	230,000	97,000	3,000	31,000			361,000
7715	Finance Admin.	200,000	71,000	64,000	7,000			342,000
7725	Legal Admin.	118,000	40,000	1,000	4,000			163,000
7726	Prosecutors' Office	182,000	86,000	161,000	17,000			446,000
7730	Service Admin.	94,000	54,000	10,000	14,000			172,000
7735	Legislation	122,000	22,000	11,000	7,000			162,000
7740	Municipal Court	1,305,000	504,000	283,000	81,000			2,173,000
7745	Civil Serv.Comm.			2,000	6,000			8,000
7750	Lands & Buildings	40,000	7,000	58,000	21,000			126,000
7755	Engineering	93,000	51,000	1,000	1,000			146,000
7765	Elections			5,000				5,000
7775	Delq.Land Advertg.			2,000				2,000
8000	Transfers						3,621,000	3,621,000
8020	Information Technology	220,000	70,000	85,000	212,000			587,000
	Totals	6,939,000	2,272,000	2,964,000	804,000		3,621,000	16,600,000

**2023 BUDGET
SUMMARY OF ESTIMATED EXPENDITURES**

Dept. Code	Name	Personal Services	Fringe Benefits	Contract. Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
=====									
222	Street C M & R								
=====									
7610	Street C M & R	780,000	342,000	61,000	99,000				1,282,000
7635	Traffic Signs.Etc			34,000	33,000				67,000
	Totals	780,000	342,000	95,000	132,000				1,349,000
=====									
223	City Perm.Tax								
=====									
7611	Permissive Tax Maint.			41,000	215,000	100,000			356,000
=====									
224	State Hwy.Improv.								
=====									
7612	State Hwy.Maint.			35,000	40,000				75,000
=====									
225	Law Enforcement Trust Fund								
=====									
7126	Police & Fire Comm.				10,000				10,000
=====									
226	Drug Law Enforcement Fund								
=====									
7126	Drug Law Enforcement				5,000				5,000
=====									
227	Ind.Alcohol Treatment Fund								
=====									
7740	Ind.Alcohol Treatment			45,000					45,000
=====									
228	Ind.Alcohol Monitor Fund								
=====									
7740	Ind.Alcohol Monitor Fund			50,000					50,000
=====									
229	Federal Equitable Sharing Fund								
=====									
7126	Drug Law Enforcement				200,000				200,000
=====									
231	Indigent Support								
=====									
7740	Domestic/Theft ISFC			50,000					50,000

**2023 BUDGET
SUMMARY OF ESTIMATED EXPENDITURES**

Dept. Code	Name	Personal Services	Fringe Benefits	Contract. Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
331 G.O. Retirement Fund									
7910	Bond & Note Retirement			10,000			1,570,000		1,580,000
401 Capital Impr.Fund									
7110	Police Law Enforcement					202,000			202,000
7310	Parks & Forestry					565,000			565,000
7510	Storm Drains & Sewers					1,025,000			1,025,000
7610	Street C M & R					10,456,000			10,456,000
7615	Sidewalks					35,000			35,000
7635	Traffic Signals					700,000			700,000
7750	Lands & Buildings				413,000				413,000
8020	Information Tech.					204,000			204,000
	Totals				413,000	13,187,000			13,600,000
402 American Rescue Plan Fund									
7610	Downtown Transportation Improvements					200,000			200,000
	Totals					200,000			200,000
405 Court Capital Improvement Fund									
7740	Municipal Court				150,000		50,000		200,000
501 Spec.Assess.Trees									
7440	Tree Maintenance	118,000	34,000	99,000	9,000				260,000
502 Spec.Assess. Street Lighting									
7130	S.A. Street Lighting	3,000	2,000	826,000					831,000
503 S.A. Ditches & Drains									
7510	Ditches & Drains	202,000	33,000	65,000	30,000				330,000
701 Water Fund									
7520	Water Admin.	261,000	72,000	68,000	230,000				631,000
7525	Distribution	560,000	214,000	3,635,000	86,000	532,000	210,000		5,237,000
	Totals	821,000	286,000	3,703,000	316,000	532,000	210,000		5,868,000

**2023 BUDGET
SUMMARY OF ESTIMATED EXPENDITURES**

Dept. Code	Name	Personal Services	Fringe Benefits	Contract. Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
702 Sewer Fund									
7530	Sewer Admin.	261,000	71,000	114,000	139,000				585,000
7540	Sewer Collection	374,000	171,000	2,296,000	59,000	2,115,000			5,015,000
	Totals	635,000	242,000	2,410,000	198,000	2,115,000			5,600,000
705 Resource Recovery									
7314	Compost	112,000	18,000	72,000	28,000				230,000
707 Medical Care - Self Insured									
8030	Medical Care		2,025,000	375,000					2,400,000
801 Police Pension									
7135	Police Pension		550,000						550,000
802 Property Room									
7170	Property Room				10,000				10,000
804 Income Tax Fund									
7760	Tax Adm.	264,000	112,000	54,000	350,000				780,000
8000	Transfers Out							8,900,000	8,900,000
	Totals	264,000	112,000	54,000	350,000			8,900,000	9,680,000
805 Unclaimed Fund									
7520	Refunds							5,000	5,000
806 Joint Econ Dev Dist									
7520	Refunds			30,000				30,000	60,000

2023 BUDGET
SUMMARY OF ESTIMATED EXPENDITURES

Dept. Code	Name	Personal Services	Fringe Benefits	Contract. Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
808	Escrow Fund								
7520	Escrow				0				0
810	Police Community Affairs								
7160	Police Community Affairs				5,000				5,000

Exhibit "B"

**2023 ESTIMATED REVENUE
SUMMARY OF REVENUE 2020-2023**

	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Estimate</u>	<u>2023 Estimate</u>
<u>General Fund (110)</u>				
Real Estate Taxes	1,002,217	922,151	1,100,000	1,300,000
City Income Taxes	2,761,490	3,028,635	3,300,000	3,700,000
Other Taxes	31,504	54,960	60,000	70,000
Shared revenue	2,709,482	915,169	950,000	1,100,000
Charges for Services	646,579	651,881	690,000	720,000
Fees, Licenses, Permits	352,271	347,559	400,000	360,000
Interest Earnings	157,988	100,514	100,000	130,000
Fines & Forfeits	1,041,347	1,256,329	1,415,000	1,200,000
Other revenue	208,229	300,966	270,000	260,000
Transfers In	6,830,000	6,204,648	7,010,000	8,010,000
Totals	15,741,107	13,782,811	15,295,000	16,850,000
<u>Street C. M. & R. Fund (222)</u>				
Veh. Reg. & Gasoline Tax	998,142	1,037,955	1,100,000	1,090,000
Other Revenue	59,179	40,792	25,000	30,000
Transfers In	0	0	0	200,000
Totals	1,057,321	1,078,748	1,125,000	1,320,000
<u>Permissive Tax Fund (223)</u>				
Permissive Vehicle Tax	284,527	313,391	350,000	360,000
Other Revenue	0	0	0	0
Totals	284,527	313,391	350,000	360,000
<u>State Highway Imp.Fund (224)</u>				
Veh. Reg. & Gasoline Tax	80,930	84,159	90,000	90,000
Totals	80,930	84,159	90,000	90,000
<u>Law Enforcement Trust (225)</u>				
Contraband-Sales-Proceeds	9,958	2,421	40,000	10,000
Totals	9,958	2,421	40,000	10,000
<u>Drug Law Enforcement (226)</u>				
Drug Enforcement Fines	818	2,334	5,000	5,000
Totals	818	2,334	5,000	5,000

**2023 ESTIMATED REVENUE
SUMMARY OF REVENUE 2020-2023**

	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Estimate</u>	<u>2023 Estimate</u>
<u>Ind. Drivers Alcohol Treatment Fund (227)</u>				
Municipal Court Fines	20,811	30,351	45,000	50,000
Totals	20,811	30,351	45,000	50,000
<u>Ind. Drivers Alcohol Monitor Fund (228)</u>				
Municipal Court Fines	32,383	29,500	35,000	40,000
Totals	32,383	29,500	35,000	40,000
<u>Equitable Federal Sharing Fund (229)</u>				
Shared revenue	0	727,208	799,000	9,000
Transfers In	110	116	1,000	1,000
Totals	110	727,324	800,000	10,000
<u>Indigent Support Fund (231)</u>				
Fines & Fees	37,565	43,387	50,000	50,000
Total	37,565	43,387	50,000	50,000
<u>G.O. Debt Service (331)</u>				
Real Estate Taxes	601,330	553,291	650,000	800,000
Shared revenue	80,976	80,735	100,000	100,000
Other revenue	0	0	0	0
Bond Proceeds	0	0	0	0
Note Proceeds	0	0	0	0
Transfers In	500,000	900,000	900,000	900,000
Totals	1,182,306	1,534,026	1,650,000	1,800,000
<u>Capital Improvement Fund (401)</u>				
City Income Tax	882,404	969,163	1,060,000	1,200,000
Shared revenue	160,016	327,436	3,540,000	6,040,000
Interest Earnings	189,951	169,369	150,000	160,000
Other revenue	105,625	252,353	100,000	100,000
Transfers In	6,711,132	0	2,400,000	3,300,000
Totals	8,049,128	1,718,321	7,250,000	10,800,000
<u>American Rescue Plan Fund (402)</u>				
Shared revenue	0	1,011,424	1,012,000	0
Interest Earnings	0	5,007	8,000	20,000
Totals	0	1,016,430	1,020,000	20,000

**2023 ESTIMATED REVENUE
SUMMARY OF REVENUE 2020-2023**

	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Estimate</u>	<u>2023 Estimate</u>
<u>Court Capital Improvement Fund (405)</u>				
Fines & Forfeits	219,610	90,996	180,000	160,000
Other revenue		7,500	20,000	0
Totals	219,610	98,496	200,000	160,000
 <u>S.A. Serv. - Trees (501)</u>				
Special Assessments	244,952	245,159	285,000	260,000
Miscellaneous revenue	743	0	5,000	0
Totals	245,695	245,159	290,000	260,000
 <u>S.A. Street Lighting Fund (502)</u>				
Special Assessments	397,652	424,444	500,000	400,000
Reimbursements-Damages	0	0	0	0
Totals	397,652	424,444	500,000	400,000
 <u>S.A. Ditches & Drainage Fund (503)</u>				
Special Assessments	310,301	303,534	360,000	330,000
Miscellaneous	0	0	0	0
Transfers In	0	0	0	0
Totals	310,301	303,534	360,000	330,000
 <u>Water Fund (701)</u>				
Charges for Services	5,082,629	4,651,533	4,600,000	4,770,000
Interest Earnings	95,722	64,683	60,000	80,000
Other revenue	138,117	123,679	140,000	150,000
Totals	5,316,469	4,839,894	4,800,000	5,000,000
 <u>Sewer Fund (702)</u>				
Charges for Services	2,365,410	3,179,698	3,360,000	3,950,000
Interest Earnings	4,418	4,959	5,000	10,000
Other revenue	38,130	894,730	1,860,000	1,840,000
Totals	2,407,959	4,079,387	5,225,000	5,800,000

**2023 ESTIMATED REVENUE
SUMMARY OF REVENUE 2020-2023**

	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Estimate</u>	<u>2023 Estimate</u>
<u>Resource Recovery (705)</u>				
Other revenue	98,481	97,237	95,000	110,000
Transfers In	105,000	105,000	105,000	120,000
Totals	203,481	202,237	200,000	230,000
<u>Medical Care - Self Insured (707)</u>				
Miscellaneous revenue	29,491	258,619	70,000	80,000
Other revenue	1,512,809	1,788,165	2,330,000	2,320,000
Totals	1,542,300	2,046,784	2,400,000	2,400,000
<u>Police Pension Fund (801)</u>				
Real Estate Taxes	440,976	405,746	450,000	580,000
Shared revenue	59,382	59,206	65,000	70,000
Totals	500,358	464,952	515,000	650,000
<u>Property Room (802)</u>				
Miscellaneous revenue	63	455	10,000	8,000
Totals	63	455	10,000	8,000
<u>Income Tax Fund (804)</u>				
City Income Tax	7,402,066	8,116,739	8,900,000	10,000,000
Misc. revenue	14,020	286	5,000	0
Totals	7,416,087	8,117,026	8,905,000	10,000,000
<u>Unclaimed Monies Fund (805)</u>				
Miscellaneous revenue	0	2,855	5,000	5,000
Totals	0	2,855	5,000	5,000
<u>Joint Economic Development District (806)</u>				
Income Tax	0	47,091	60,000	70,000
Totals	0	47,091	60,000	70,000

**2023 ESTIMATED REVENUE
SUMMARY OF REVENUE 2020-2023**

	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Estimate</u>	<u>2023 Estimate</u>
<u>Escrow Fund (808)</u>				
Miscellaneous Revenue	0	0	0	0
Total	0	0	0	0
 <u>Police Community Affairs (810)</u>				
State Shared revenue				
Other revenue	4,367	5,130	10,000	7,000
Totals	4,367	5,130	10,000	7,000
 <u>Parks-Recreation Foundation (811)</u>				
Interest Earnings	0	0	2,000	2,000
Totals	0	0	2,000	2,000

Exhibit "C"

2023 INTERFUND TRANSFERS

Fund	Transfer From	Fund	Transfer To
General	200,000	Streets C M & R	200,000
General	3,300,000	Capital Improvement	3,300,000
General	120,000	Resource Recovery	120,000
General	1,000	Fed Equitable Sharing	1,000
Income Tax	8,000,000	General	8,000,000
Income Tax	900,000	Debt Service	900,000
Joint Economic Dev Dist	7,000	General	7,000
Joint Economic Dev Dist	20,000	Income Tax	20,000
Joint Economic Dev Dist	3,000	Capital Improvement	3,000
Totals	12,551,000		12,551,000
	=====		=====

7a



DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

November 7, 2022

To: The Mayor and Members of Sylvania City Council

Re: **LUC-CR-4-9.77 (PID 109598) – CONSTRUCTION MANAGEMENT SERVICES
CONSULTANT LETTER OF INTEREST (LOI) AWARD**

Dear Mr. Mayor and Council Members:

At the August 15, 2022 meeting City Council authorized the Service Department to request Letters of Interest (LOI's) from consultants to provide construction management services for the roadway safety improvement and traffic signal replacement project on Monroe Street between Harroun Road and Glasgow Road (LUC-CR 4-9.77, PID 109598).

During the solicitation we received LOI's from two (2) consultants. The Service Department reviewed, scored, and ranked the LOI's and selected American Structurepoint, Inc. as the most highly qualified firm and project team. Subsequently the Service Department entered into scope of services and fee negotiations.

We have completed those negotiations and American Structurepoint, Inc. has prepared a proposal in the amount of \$174,678 to complete the scope of services.

This is a Local Public Agency (LPA) project with the Ohio Department of Transportation (ODOT). As such the Service Department has coordinated the scope of services and fee proposal with ODOT District 2 and both entities are ready to move forward. This is an appropriated item in the 2022 budget, fund 401-7610-53503.

We would recommend approval of the proposal in the amount of \$174,678 with American Structurepoint, Inc. Please call with any questions.

Sincerely,

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



AMERICAN
STRUCTUREPOINT
INC.

600 SUPERIOR AVENUE EAST, SUITE 1305
CLEVELAND, OHIO 44114
TEL 216.302.3694

October 19, 2022

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

RE: Fee Proposal for Consulting Services
PID 109598
LUC-CR4-9.77; Monroe/Harroun Improvements
Construction Inspection, Administration and Material Testing Services

Dear Mr. Shaw:

American Structurepoint appreciates the opportunity to be of service to the City of Sylvania. Please find enclosed a copy of our fee proposal for construction administration, inspection and materials testing for the above-referenced project. The enclosed fee of \$174,678.00 is based on estimated costs for American Structurepoint to provide these services. An estimate of direct costs for materials testing by TTL Associates is included.

If you have any questions concerning the fee proposal, or if you need any additional information, please contact our Project Manager, Darren Schimmoeller, at your earliest convenience. Darren can be reached via phone at (419) 302-1745 or by email at dschimmoeller@structurepoint.com.

Very truly yours,
American Structurepoint, Inc.

Darren Schimmoeller, PE
Director of Development, Ohio Construction

Enclosures

DJS:djs

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PROJECT NARRATIVE
CONSTRUCTION ADMINISTRATION AND INSPECTION
LUC-CR4-9.77; PID 109598; Monroe/Harroun Improvements)

The scope of services will include all the services shown in the City of Sylvania Construction Administration, Inspection, and Materials Management Scope of Services included in Appendix A. American Structurepoint, Inc., will perform the following services necessary to provide the construction administration, inspection, and materials management for this project.

CONSTRUCTION INSPECTION TASKS

The following tasks will be performed for each stage of the construction project. Note: Durations are based on schedule information taken from the Scope of Services and input from the City of Sylvania.

1. Preconstruction Activities

Preconstruction activities will include taking preconstruction photos, conducting the preconstruction meeting, providing preconstruction meeting minutes, public involvement (as requested), plan, specification and shop drawing review, and PM software project setup. We anticipate the preconstruction activities will last for a period of 2 weeks. Anticipated labor includes the PM/CE2 at 4 hours/week and the Inspector at 24 hours/week.

2. Construction Activities

Construction activities will include complete construction administration, inspection, and materials management of the project from the first day of work through the final acceptance. We anticipate 22 weeks of actual construction activities and the labor for the PM/CE2 to be 8 hours/week and the Inspector to be 44 hours/week.

3. Post-Construction Activities

Post-construction activities will include all required project closeout documentation, as well as preparation of the final construction record to meet ODOT LPA guidelines. We anticipate the post-construction activities will last for a period of 4 weeks. Anticipated labor during this time includes the PM/CE2 at 2 hours/week and the Inspector at 24 hours/week.

PROJECT DELIVERABLES

The project deliverables will include all required engineering, supervision, inspection, materials management, and documentation services in accordance with the Ohio Department of Transportation (ODOT) "Construction and Material Specifications." All construction engineering, inspection, and materials management services will be provided in accordance with the Construction Contract Administration Chapter of ODOT's Local Public Agency (LPA) procedures manual.

PROJECT MANAGEMENT

The American Structurepoint project manager will coordinate the work and provide oversight to keep the construction inspection tasks on schedule and within budget. A budget update will be provided to the City semi-monthly.

**INSPECTION FEE JUSTIFICATION
MANHOURS BY CLASSIFICATION**

OWNER: City of Sylvania
DESCRIPTION: LUC-CR4-9.77
PID NUMBER: 109598
CONTRACTOR: TBD
AWARD DATE: December 5, 2022
NOTICE TO PROCEED: TBD
SUBSTANTIAL COMPLETION DATE: October 31, 2023
FINAL COMPLETION DATE: December 31, 2023

PRECONSTRUCTION ACTIVITIES:	2/27/2023	to	3/10/2023	=	2.00 weeks
CONSTRUCTION ACTIVITIES	3/13/2023	to	8/11/2023	=	22.00 weeks
POST-CONSTRUCTION ACTIVITIES:	10/2/2023	to	10/27/2023	=	<u>4.00 weeks</u>
			Total weeks	=	28.00 weeks

The following pages (manhour justification and fee estimate) are based on the above construction schedule. Any delay or extension in the construction that significantly extends the completion date shown above may require an extension to this Agreement and an increase in the estimated fees.

LABOR

PM/CE2

Preconstruction Activities	2 weeks	@	4 hours/week	=	8 hours
Regular time:	22 weeks	@	8 hours/week	=	176 hours
Post-construction Activities	4 weeks	@	2 hours/week	=	8 hours
PM/CE2 TOTAL HOURS				=	192 hours

Inspector

Preconstruction Activities	2 weeks	@	24 hours/week	=	48 hours
Regular time:	22 weeks	@	40 hours/week	=	880 hours
Overtime (10%)	880	@	10.0%	=	88 hours
Post-construction Activities	4 weeks	@	24 hours/week	=	96 hours
Inspector TOTAL HOURS				=	1,112 hours

Intern

Preconstruction Activities:					
Regular Time:	2 weeks	@	- hours/week	=	- hours
Construction Activities:					
Regular Time:	22 weeks	@	- hours/week	=	- hours
Overtime (25%)	-	@	25.0%	=	- hours
Post-Construction Activities:					
Regular Time:	4 weeks	@	- hours/week	=	- hours
Intern REGULAR HOURS				=	- hours
Intern OVERTIME HOURS				=	- hours

Direct Expenses:

Daily vehicle use:

Daily Vehicle Use CE2:	22 weeks	@	- days/week	=	- days
Daily Vehicle Use Inspector:	24 weeks	@	5 days/week	=	120 days
Daily Vehicle Use Intern:	- weeks	@	- days/week	=	- days
			Total Days	=	120 days

Equipment Usage:

Nuclear compaction gauge	4 weeks	@	2 days/week	=	8 days
Concrete test kit	5 weeks	@	2 days/week	=	10 days

**INSPECTION FEE SUMMARY
CONSTRUCTION INSPECTION SERVICES**

CLIENT: City of Sylvania
DESCRIPTION: LUC-CR4-9.77
PID NUMBER: 109598

		<u>Rate</u>	<u>Units</u>	<u>Fee</u>
CE2		\$ 228.00	192	\$ 43,776.00
Inspector	Regular time:	\$ 108.00	1,024	\$ 110,592.00
	Overtime:	\$ 125.00	88	\$ 11,000.00
Intern	Regular time:	\$ 52.00	-	\$ -
	Overtime:	\$ 61.00	-	\$ -
Daily Vehicle Use		\$ 49.00	120	\$ 5,880.00
Nuclear compaction gauge		\$ 35.00	8	\$ 280.00
Concrete test kit		\$ 15.00	10	\$ 150.00
SUB-TOTAL INSPECTION FEE				\$ 171,678.00
MATERIALS TESTING AND LAB SERVICES				\$ 3,000.00
TOTAL FEE				\$ 174,678.00

7b

ORDINANCE NO. 94 -2022

ACCEPTING THE PROPOSAL OF AMERICAN STRUCTUREPOINT, INC. TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR THE MONROE & HARROUN IMPROVEMENT PROJECT; APPROPRIATING FUNDS THEREFORE IN AN AMOUNT NOT TO EXCEED \$174,678; AND DECLARING AN EMERGENCY.

WHEREAS, the plans for the Monroe & Harroun Improvement Project are complete and are now on file with the Clerk of Council; and,

WHEREAS, at the August 15, 2022 meeting of Sylvania City Council, the Director of Public Service was authorized to solicit Letters of Interest from consultants to provide construction management services for the roadway safety improvement and traffic signal replacement project on Monroe Street between Harroun Road and Glasgow Road; and,

WHEREAS, the Director of Public Service, by report dated November 7, 2022, has received a proposal from American Structurepoint, Inc. to provide construction management services on the project at a cost of \$174,678, and the Director of Public Service has recommended approval of that proposal.

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 American Structurepoint, Inc. in the amount of One Hundred Seventy-Four Thousand Six Hundred Seventy-Eight Dollars (\$174,678.00) to provide construction management services for the Harroun & Monroe Improvement Project, is hereby approved and accepted.

SECTION 2. That the Director of Public Service shall promptly give notice to said consultant to proceed under the proposal hereby approved and accepted.

SECTION 3. That to provide funds for said construction management services hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-53503, Street Improvements** an amount not to exceed One Hundred Seventy-Four Thousand Six Hundred Seventy-Eight Dollars (\$174,678.00).

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

SECTION 5. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 6. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the construction management services should commence at the earliest possible time and therefore this Ordinance should be effective immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2022, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

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DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

November 7, 2022

To: Mayor Stough and Sylvania City Council Members

Re: LED Streetlight Conversion

Dear Mayor and Council Members,

In June of this year we received an updated analysis from Palmer Energy Company in regards to the conversion of our streetlights from their current mercury vapor and sodium vapor bulbs to LED bulbs.

Based on our current Toledo Edison invoices, the cost to convert our existing 1,650 streetlights will cost approximately \$342,000 in up-front replacement costs. However, our projected annual savings in electric tariff charges is approximately \$77,000. Therefore, our estimated payback period is approximately 4.5 years.

We have attached Toledo Edison's standard LED Street Lighting Agreement that is needed to move to the next step with this project. Toledo Edison does offer three options in their agreement:

- Option 1 – Replace all of the streetlights at once
- Option 2 – Replace the streetlights over a 60-month, or 5-year, period, and
- Option 3 – Replace the streetlights as they fail

We would recommend that we proceed with Option 1 as we have the funds available and can begin recognizing the cost savings immediately.

Please note that this project was included in the 2023 budget and will be paid from the Streetlight Assessment fund. Please call if you have any questions.

Sincerely,

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

LED STREET LIGHTING AGREEMENT

FORM NO. (REV. FEB-2020)

THIS AGREEMENT, made and entered into this the _____ day of _____, 2022, by and between City of Sylvania hereinafter called "Customer", and The Toledo Edison Company, a public utility corporation organized and existing under the laws of the State of Ohio, hereinafter called the "Company".

WITNESSETH:

WHEREAS, The Public Utilities Commission of Ohio ("PUCO") has approved the Company's "Experimental Company Owned LED Lighting Program" tariff in Case No. 19-1108-EL-ATA; and

WHEREAS, Customer desires the Company to provide light-emitting diode ("LED") street lighting service to the Company owned street lighting facilities ("Units"), situated in the City of Sylvania County(ies) of Lucas State of Ohio; and

WHEREAS, Customer may from time to time desire the Company to modify, add, replace and/or remove the Company owned Units; and

WHEREAS, Customer desires the Company to provide LED street lighting service to any existing, additional or replaced Units;

NOW, THEREFORE, Customer and the Company, in consideration of the mutual promises set forth herein and intending to be legally bound, hereby agree as follows:

- 1. AGREEMENT TERM** – This Agreement shall be in effect while the Tariff (defined below), as may be extended, amended, or superseded by the PUCO, is in effect. Customer participation under this Agreement is conditioned upon continued compliance with all terms and conditions of the Tariff. Customer may seek to cancel this Agreement, consistent with the terms and conditions of the Tariff, including but not limited to, Customer responsibilities for any remaining costs associated with participation under this Agreement.
- 2. OPTIONS AND PRICING** – Based upon the Option(s) and accompanying schedule(s) selected below, Customer shall receive and pay for LED street lighting service provided hereunder in accordance with the Company's "Experimental Company Owned LED Lighting Program" tariff and all applicable rules, regulations, rate schedules and riders presently in effect and on file with the PUCO and as the same may, from time to time, be amended ("Tariff"). The Company shall provide LED street lighting service hereunder in accordance with the Tariff. When the Customer makes a request to install LED streetlight(s) the Company will provide a document detailing the work requested and any costs to the Customer. An authorized representative from the Customer must sign the document and make payment, if required, prior to the work being completed by the Company. The parties' acceptance of the terms

and conditions of this Agreement and the parties' signatures are required prior to commencement of any work being performed hereunder.

Option 1: Customer requests replacement of existing non-LED lights with LED lights, or installation of new LED lights. In cases where an existing light is being replaced by an LED light on existing Company owned infrastructure, the Customer agrees to pay for the remaining costs of the existing lighting infrastructure prior to installation of the LED light. For each existing light that is being replaced, the remaining costs of the existing infrastructure are to be paid by the Customer, in the amount per fixture as set forth in the Tariff, prior to the Customer taking service under Option 1. Customer's selection of Option 1 applies to the Units set forth in a schedule agreed upon between Customer and Company to be attached at a later date.

Initial (Company) _____ Date _____
Initial (Customer) _____ Date _____

Option 2: Customer requests replacement of existing non-LED lights with LED lights. Prior to taking service under Option 2, the Customer agrees to pay the Company for the remaining costs of the existing lighting infrastructure over a 60-month period in the monthly amount per fixture as set forth in the Tariff. Upon Company's acceptance of final payment at the expiration of the 60-month period, the Customer will no longer be responsible for the remaining costs of the existing lighting infrastructure. In the event of termination of service for any reason prior to expiration of the 60-month period, the Customer, prior to termination of service, shall pay the Company the amount due under the Agreement for the remaining costs of the existing lighting infrastructure and all costs associated with removing the LED lights. Customer's selection of Option 2 applies to the Units set forth in a schedule agreed upon between Customer and Company to be attached at a later date.

Initial (Company) _____ Date _____
Initial (Customer) _____ Date _____

Option 3: Customer requests replacement of existing non-LED lights with LED lights as the non-LED lights fail, which is determined by the Company. Customer's selection of Option 3 applies to the Units set forth in a schedule agreed upon between Customer and Company to be attached at a later date.

Initial (Company) _____ Date _____
Initial (Customer) _____ Date _____

- LOCATION OF UNITS** – The location of existing Units shall be identified in the Company's computerized database. Any addition, replacement and/or removal of Units shall be noted in such database by the Company. It is the Customer's responsibility to make a request for new LED streetlight installation locations based on locations where they are permitted to do so.

4. **SELECTION OF UNITS** – The Customer and Company agree that lighting design and light selection authority is the Customer’s. The Company will collaborate with the Customer upon request, but sole authority lies with the Customer.
5. **ADDITION, REPLACEMENT AND/OR REMOVAL OF UNITS** – At the request of Customer and in accordance with the Tariff, the Company will add, replace and/or remove Units.
6. **OWNERSHIP, MAINTENANCE AND REPLACEMENT** – None of the facilities or equipment installed or to be installed by the Company in connection with the supply of the LED street lighting service by the Company shall be deemed to be or become a part of the real estate crossed by or abutting such facilities or equipment or to be subject to any mortgage, lien or encumbrance applicable to such real estate; but shall, at all times, remain the personal property of the Company. All lighting components including lamp, refractor, luminaire, ballast, pole, bracket and other supporting materials shall be owned by the Company. If the Customer decides to opt out of the “Experimental Company Owned LED Lighting Program”, Customer’s decision shall not affect or impair the Company’s ownership rights of the LED lights. All service and necessary maintenance will be performed only during the regular work hours of the Company. If service and necessary maintenance cannot be performed during regular work hours of the Company, for reasons beyond the Company’s control, the incremental costs of performing such work shall be borne by the Customer. Costs associated with activities related to replacement, relocation, alteration, repair or removal of existing street lighting equipment are not included as part of normal maintenance and are the Customer’s responsibility. Examples of such activities include, but are not limited to, the replacement of the existing fixture, remaining costs of existing infrastructure, removal or relocation of a lamp, luminaire, bracket, and/or pole, or installation of a luminaire shield.
7. **GENERAL PROVISIONS** – Reference is made to the Tariff for all other terms, provisions and conditions relative to the supply of LED street lighting service, including certain restrictions and limitations. This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio. This Agreement and the Tariff shall constitute the entire agreement among the parties hereto and supersedes any and all prior written or oral agreements, communications, negotiations, representations, or promises with respect to the subjects addressed in this Agreement. To the extent there is any conflict between this Agreement and the Tariff, the Tariff shall prevail. This Agreement shall be binding upon Customer and the Company and their respective successors and assigns.

Customer: City of Sylvania

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

ATTEST:

CUSTOMER:

By: _____

Title: Mayor

Title: Director of Finance

Date: _____

Date: _____

COMPANY Witness:

COMPANY:

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

ORDINANCE NO. 95 -2022

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO AN AGREEMENT WITH TOLEDO EDISON TO CONVERT THE CITY'S STREETLIGHTS FROM MERCURY AND SODIUM VAPOR BULBS TO LED BULBS; APPROPRIATING FUNDS THEREFORE IN AN AMOUNT NOT TO EXCEED \$342,000; AND DECLARING AN EMERGENCY.

WHEREAS, over the past several years, the City has reviewed the cost of converting its streetlights from mercury and sodium vapor bulbs to LED bulbs; and,

WHEREAS, the most recent review and analysis was completed by Palmer Energy Company in June and based on the City's Toledo Edison's invoices, the cost to convert 1,650 streetlights from mercury and sodium vapor to LED will be approximately \$342,000, however, the City's projected annual savings is \$77,000, for an estimated payback period of approximately four and one-half years; and,

WHEREAS, the Director of Public Service, in a report dated November 7, 2022, has recommended that the City replace its streetlight bulbs from mercury and sodium vapor bulbs to LED bulbs and the Agreement with Toledo Edison be approved.

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

SECTION 1. That the Mayor and the Director of Finance be, and they hereby are, authorized to sign the LED Street Lighting Agreement on behalf of this City, thereby indicating such approval and acceptance of the Agreement to convert the mercury and sodium vapor bulbs to LED bulbs in the City's streetlights.

SECTION 2. That to provide funds for said Agreement hereby authorized, there is hereby allocated from the **STREETLIGHT ASSESSMENT FUND** from funds therein not heretofore allocated to **Account No. 502-7130-51673, Street Lighting Maintenance**, an amount not to exceed Three Hundred Forty-Two Thousand Dollars (\$342,000.00).

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 LED Street Lighting Agreement should be approved at the earliest possible time so that the conversion of the City’s streetlights from mercury and sodium vapor bulbs to LED bulbs can proceed at the earliest possible time. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2022, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

9a



DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

November 7, 2022

To: The Mayor and Members of Sylvania City Council

Re: **Tantallon Plat I & II Resurfacing**

Dear Mr. Mayor and Council Members:

Bidding documents for the above-mentioned project are now complete and ready for advertisement.

This project consists of milling and resurfacing the top 2" of asphalt in the Tantallon Plat I & Plat II Subdivision.

The roadways scheduled to be resurfaced are Burrwood Drive, Dunhill Drive (Centennial Farms to Peppermill Drive), Grenlock Drive (Burrwood Drive to Highland Elementary), Marshwood Drive, Peppermill Drive, Saltwood Court, Shaftesbury Drive, Therfield Drive, and Towbridge Court. The total length of the resurfacing project is over 6,100 feet.

In addition, curb ramp improvements meeting current ADA standards will be implemented at deficient locations.

These roadways were last resurfaced in 2003. The estimated cost of the project is \$448,852 with construction scheduled in 2023. This project was included in the 2022 Capital Improvement Plan and will be paid via fund 223-7611-53503.

We would request that the Clerk of Council be authorized to advertise for bids.

Sincerely,

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



DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

November 7, 2022

To: The Mayor and Members of Sylvania City Council

Re: **Sewer Rates**

Dear Mr. Mayor and Council Members:

Debt payments for projects completed at the Lucas County Wastewater Resource Recovery Facility (LCWRRF) and the trunk sewer will increase by approximately \$200,000 beginning next year. Operating costs for 2022 were exceptionally high, over \$500,000 than our previous high year in history.

In addition, the City is in the midst of a three-phase project to line sections of our sanitary sewer that have been corroded by hydrogen sulfide gases over the past fifty years. We plan to also begin looking into the need for upgrades at our two major pumping stations on Monroe Street and Sylvania Avenue. Both the LCWRRF and City operations are also seeing higher operating costs due to ongoing inflation.

Accordingly, we would recommend an increase in our sewer rates to properly address our increased debt obligations and sanitary sewer infrastructure needs. It is our recommendation that we increase our sewer rates by \$0.90 per 1,000 gallons:

From: \$4.55 per 1,000 gallons

To: \$5.45 per 1,000 gallons

This rate increase will increase the monthly sewer bill for the average household by approximately \$4.50. We request approval of the proposed rate adjustment, effective December 25, 2022. Please call if you have any questions.

Sincerely,

Kevin G. Aller, P.E.
Director of Public Service
KGA/dsw

ORDINANCE NO. 96 -2022**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.**

WHEREAS, the Director of Public Service, by report dated November 7, 2022 reported that in reviewing the Sewer Fund, a rate increase is necessary in order to properly address known upcoming operating expenses and debt payments based on improvements that have been made and future improvements at the Lucas County Wastewater Resource Recovery Facility (“LCWRRF”); and,

WHEREAS, the Director of Public Service has recommended that the rate be increased from \$4.55 per 1,000 gallons to \$5.45 per 1,000 gallons for City users which will increase the sewer bill for the average household by approximately \$4.50 per month.

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

SECTION 1. That Section 925.05, Sewer Charges Levied, of the Codified Ordinances of Sylvania, 1979, be, and the same hereby is, amended to read as set forth on “Exhibit A.”

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

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

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that this ordinance must be immediately effective to provide for the sewer rate and to make necessary changes to the Codified Ordinances. 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

SEWER CHARGES LEVIED.

* * *

(e) Industrial Users. User and capital charges for wastewater treatment service shall be paid by each industrial user connected to the system and shall be computed in accordance with the quantity of water discharged to the system as measured by the City water meter installed thereon or by a sewage meter installed on the discharge pipe therefrom. Charges shall be paid monthly and/or quarterly as follows:

	<u>Capital Charge</u>	<u>User Charge</u>	<u>Total</u>
City User	\$2.15/1000 gallons	\$3.30/1000 gallons	\$5.45/1000 gallons
Non-City User	\$2.69/1000 gallons	\$4.13/1000 gallons	\$6.82/1000 gallons
Out-of-State User	\$3.44/1000 gallons	\$5.28/1000 gallons	\$8.72/1000 gallons

(f) Nonindustrial Users. User and capital charges for wastewater treatment services shall be paid by each nonindustrial user connected to the system and shall be computed in accordance with the quantity of water used on such premises as measured by the City water meter installed thereon, or if there is no such water meter, then as estimated by the City. Charges shall be paid monthly and/or quarterly as follows:

	<u>Capital Charge</u>	<u>User Charge</u>	<u>Total</u>
City User	\$2.15/1000 gallons	\$3.30/1000 gallons	\$5.45/1000 gallons
Non-City User	\$2.69/1000 gallons	\$4.13/1000 gallons	\$6.82/1000 gallons
Out-of-State User	\$3.44/1000 gallons	\$5.28/1000 gallons	\$8.72/1000 gallons

* * *

(Ord. ____-2022. Passed _____-2022.)

“Exhibit A”

11a

ORDINANCE NO. 97 -2022

AN ORDINANCE APPROPRIATING A TEMPORARY CONSTRUCTION EASEMENT TO THE CITY OF SYLVANIA IN AND TO CERTAIN REAL ESTATE FOR THE MONROE & SILICA IMPROVEMENT AND SILICA DRIVE BRIDGE REPLACEMENT PROJECT; APPROPRIATING AND AUTHORIZING THE EXPENDITURE OF \$4,200.00 FOR SUCH PURPOSE; AND DECLARING AN EMERGENCY.

WHEREAS, on the 17th day of October, 2022, Council of the City of Sylvania, Ohio, adopted Resolution No. 18-2022, declaring the necessity and intent to appropriate the land hereinafter described, notice of the adoption of such Resolution having been served on the owner of, or person having an interest of record in said premises; and,

WHEREAS, it is immediately necessary to appropriate a temporary construction easement in and to the hereinafter described parcel of real estate necessary to be acquired for the construction of the Monroe & Silica and Silica Drive Bridge Replacement Project which is necessary for the immediate preservation of the public peace, property, health and safety.

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

SECTION 1. That a temporary construction easement, in and to a portion of the parcel of real estate described on "Exhibit A" attached hereto, be, and the same hereby is, appropriated for the public purpose for the improvement and construction of the Monroe & Silica Improvement and Silica Drive Bridge Replacement Project, pursuant to and in accordance with Resolution No. 18-2022 of the City of Sylvania, the Charter of the City of Sylvania, Ohio, the Constitution of the State of Ohio, and Sections 719.01 and 719.02 of the Revised Code of Ohio.

SECTION 2. That the Council of the City of Sylvania, Ohio, hereby fixes the value of said temporary construction easement at Four Thousand Two Hundred Dollars (\$4,200.00) and establishes said amount as being the total amount to be paid as full and fair compensation for the grant of said temporary easement in said property.

SECTION 3. That the amount of Four Thousand Two Hundred Dollars (\$4,200.00), being the amount set forth in Section 2, herein, be deposited with the Court of Common Pleas of Lucas County, Ohio, for the use and benefit of the owner of the property appropriated, and upon such deposit with said Court, the City of Sylvania shall take possession of and enter upon such property pursuant to and in accordance with Resolution No. 18-2022, the Charter of the City of Sylvania, Ohio, the Constitution of the State of Ohio, and Sections 719.01 and 719.02 of the Revised Code of Ohio.

SECTION 4. That the Council of the City of Sylvania, Ohio, finds that the appropriation of property made herein is necessary for the said public purposes; that the City has been unable to agree with an owner of the property appropriated herein, and that the City intends to obtain immediate possession of the above-described property, which immediate possession is necessary for said public purposes.

SECTION 5. That Emro Marketing Company appears of record to be the owner of the property herein appropriated.

SECTION 6. That the Director of Law be, and she hereby is authorized and directed to file a complaint in a Court of competent jurisdiction, to have a jury impaneled and to make inquiry into and assess the compensation to be paid for the aforesaid.

SECTION 7. That, to provide funds for payment of \$4,200.00, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND**, from funds therein not heretofore transferred or appropriated, to **Account No.401-7610-53503, Street Improvements**, the sum of Four Thousand Two Hundred Dollars (\$4,200.00).

SECTION 8. 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 9. 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 10. 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 it is immediately necessary to appropriate the temporary construction easement in and to the property described herein. 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, _____, 2022, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

EXHIBIT A

LPA RX 887 T

Page 1 of 2

Rev. 07/09

Ver. Date 02/10/22

PID 107489

**PARCEL 32-T
LUC-MONROE ST
TEMPORARY EASEMENT FOR THE PURPOSE OF
PERFORMING THE WORK NECESSARY TO
CONSTRUCT A DRIVE, WALK AND GRADING
FOR 24 MONTHS FROM DATE OF ENTRY BY THE
CITY OF SYLVANIA, LUCAS COUNTY, OHIO**

Surveyor's description of the premises follows

Situated in the State of Ohio, City of Sylvania, being part of the Northwest Quarter of Section 10, Town 9 South, Range 6 East, and Part of Lot 6 of Block 30 of the original plat of Sylvania, a subdivision of record in Plat Volume B-2, Page 103, out of a parcel of land conveyed to Emro Marketing Company by deed of record in Microfiche Slide 89-109-B10, and being on the right side of the centerline of right of way of Monroe Street as shown on a centerline survey plat made in September 2021, for the City of Sylvania titled "LUC-MONROE ST (PART 1 - PID 107489 & LUC-SILICA BRIDGE (PART 2 - PID 111563))" and bounded and described as follows:

Beginning at Northerly corner common to said Lot 6 and Lot 7 of said plat of Sylvania, being on the Southerly existing right of way line of Monroe Street, as shown on right of way plans made for the State of Ohio Department of Transportation titled "LUC-MONROE ST, PID 107489", (Station 542+74.14, 37.13 feet right Monroe Street);

1. Thence North 88 Degrees 31 Minutes 41 Seconds East a distance of 100.86 feet with said Southerly existing right of way line and Northerly line of said Lot 6 to a point (Station 543+75.00, 37.13 feet right Monroe Street);
2. Thence South 21 Degrees 21 Minutes 43 Seconds West a distance of 12.88 feet to a point (Station 543+70.00, 49.00 feet right Monroe Street);
3. Thence South 88 Degrees 31 Minutes 41 Seconds West a distance of 60.00 feet parallel with and 49.00 feet Southerly of the centerline of right of way of Monroe Street to a point (Station 543+10.00, 49.00 feet right Monroe Street);
4. Thence North 01 Degrees 28 Minutes 19 Seconds West a distance of 7.00 feet perpendicular to said centerline of right of way to a point (Station 543+10.00, 42.00 feet right Monroe Street);

EXHIBIT A

LPA RX 887 T

Rev. 07/09

5. Thence South 88 Degrees 31 Minutes 41 Seconds West a distance of 35.90 feet parallel with and 42.00 feet Southerly of said centerline of right of way, to a point on the line common to said Lots 6 and 7 (Station 542+74.10, 42.00 feet right Monroe Street);
6. Thence North 01 Degrees 00 Minutes 47 Seconds West a distance of 4.88 feet with said common line, to the *Point of Beginning*.


The above described parcel contains 0.021 acres of land, more or less, of which the present road occupies 0.000 acres leaving a net take of 0.021 acres, more or less, contained within Lucas County Auditor's Permanent Parcel Number 82+10187.

The bearings in this description are for project use only and are based on the Ohio State Plane Coordinate System, North Zone, NAD 83 (2011). Said coordinates originated from GPS observations of selected stations in the Ohio Department of Transportation Virtual Reference Station Network. The portion of the centerline of Monroe Street having a bearing of North 88 Degrees 31 Minutes 41 Seconds East is designated the Basis of Bearing for this description.

All references to records are to the Lucas County Recorder's Office located in the City of Toledo, Ohio.

Points referred to as set are 3/4 inch diameter x 30 inch long re-bars with a 1 inch diameter aluminum cap marked "DGL PS #8029".

The above description is based on a land survey performed in July of 2019, by DGL Consulting Engineers and was prepared by Ronald J. Lumbrezer, Ohio Professional Surveyor #8029.


Ronald J. Lumbrezer, P.S. #8029
DGL Consulting Engineers, LLC
3455 Briarfield Blvd - Suite E
Maumee, Ohio 43537
32-T

2/11/22
Date:



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OFFICE OF THE MAYOR
CRAIG A. STOUGH, MAYOR

November 4, 2022

TO THE MEMBERS OF SYLVANIA CITY COUNCIL:

RE: Re-Appointment to the Municipal Planning Commission of Sylvania, Ohio

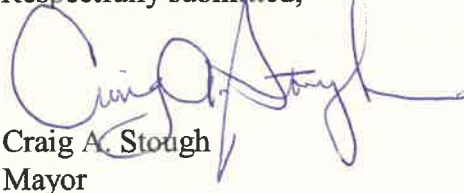
Dear Council Members:

Mrs. Carol Lindhuber has expressed her interest in continuing to serve on the Municipal Planning Commission of Sylvania, Ohio. Mrs. Lindhuber was previously appointed in January, 2020 to fill the unexpired term of Mr. Brian McCann.

Mrs. Lindhuber has been an active resident of the City of Sylvania and, in addition to her service on the Municipal Planning Commission, has previously served on the City of Sylvania's Board of Zoning Appeals.

Therefore, I am pleased to announce the appointment of Mrs. Carol Lindhuber to the Municipal Planning Commission of Sylvania, Ohio and request that you confirm this appointment for a term commencing January 1, 2023 and expiring December 31, 2026.

Respectfully submitted,



Craig A. Stough
Mayor

CAS/lb



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OFFICE OF THE MAYOR
CRAIG A. STOUGH, MAYOR

November 4, 2022

TO THE MEMBERS OF SYLVANIA CITY COUNCIL:

RE: Appointments to the Sylvania Tree Commission

Dear Council Members:

Ms. Sanja Jennings and Dr. Helen J. Michaels have expressed their interest in serving on the Sylvania Tree Commission. Ms. Jennings will be replacing Ms. Victoria Diesing who has recently resigned from the Commission. Ms. Diesing's term was set to expire on December 31, 2023. Dr. Michaels will be filling a vacant seat on the Commission and her term will expire December 31, 2025.

Ms. Jennings, 4052 Langston Place, Sylvania, Ohio, has extensive experience in horticulture and landscape design. Ms. Jennings earned a Bachelor of Science degree with a major in crop production from the University of Belgrade and has also studied landscape design, plant breeding and genetics and biotechnology. Ms. Jennings currently works as a Stewardship Specialist for the Wood County Park District and serves as a Toledo Team Member for the National Wildlife Federation's Sacred Grounds Project and also as a Board Member of the Maumee Valley Growers Association.

Dr. Michaels, 2415 Gibley Park Rd., Toledo, Ohio, earned her Ph.D. in Plant Biology from the University of Illinois, Urbana. She is Professor Emerita in the Department of Biological Sciences at Bowling Green State University and has published numerous articles. In addition, Dr. Michaels has served as a Sacred Grounds Community Leader, Northwest Ohio Native Plant Working Group, Member of Science Subcommittee for Green Ribbon Initiative.

Therefore, I am pleased to announce the appointments of Ms. Sanja Jennings and Dr. Helen J. Michaels to the Sylvania Tree Commission and request that you confirm these appointments.

Respectfully submitted,

Craig A. Stough
Mayor

CAS/lb

Sanja Jennings
sanja.jennings@gmail.com
(419) 509-9695

Professional Profile:

- **Project Management plans**
- **Landscape Design, Art**
- **Greenhouse, Agriculture and Botanical expertise, horticulture/ expertise, landscape design, sales**
- **Effective communicator, problem solver, leader, multi-tasking, learns quickly & identifies targets**
- **Community engagement in education through volunteerism; building strong communities**
- **Excellence in establishing meaningful, working relationships, and cultivating trusting relationships to support organizational mission, goals, and action self-starter with the ability to work in both team and individual environment**

Work:

Stewardship Specialist

Wood County Park District

Perrysburg, OH

March 2021- present

- Plan and implement the entire greenhouse propagation agenda, budget, and schedule
- Organize and implement yearly plant sale(s) with regional organizations and GRI
- Plant conservation of species of greater interest at Oak Openings Region
- Maintain Native Seed Nursery and adjacent property
- Landscape Design of WCPD garden areas
- Assist with natural resource management as needed throughout park district including invasive removal, native seed collection etc.
- Coordinate with National Wildlife Federation and Sacred Grounds Toledo

Landscape Design Manager

Blanchard Tree and Lawn

Holland, OH

March 2019-February 2021

- Sales, accounts, and marketing management
- Project Management in developing client relationships, needs and solutions
- Coordinating the Sacred Grounds projects with National Wildlife Federation
- Developing a business plan for the Native nursery
- Design and develop seminars, workshops to promote the Blanchard Tree and Lawn Services, Outreach
- Coordinating relationship with the Lucas water and Soil; Nature Conservancy, Green Ribbon Initiative and Metroparks Toledo
- Budget, estimates, Landscape Design, Sales

Horticulture Technician

Metroparks Toledo, Toledo Botanical Garden,

Toledo, OH

July 2017-Feb 2019

- Coordinating volunteers, garden keepers, corporate and college groups, and Master Gardeners
- Responsible for Perennial Garden and Natural areas (Crosby Lake and stream)
- Staff Liaison with Maumee Valley Herb Society and Wild Ones oak Openings Chapter
- Job training program (Penta Career Center; Washington School District-Whitmer School)
- Establishing Seed Collecting beds of pure genotype of native plants from the Oak Openings Region for restoration and educational purposes.

Greenhouse Supervisor

Toledo, OH

Toledo Botanical Garden (Public Garden)

March 2013- July, 2017

- Directs operations of greenhouse operations including maintenance of buildings, staffing, public outreach, budgeting, partnership with USDA.
- Oak Openings Native Plants production and education, member of the Native Plant Growers Working Group, Oak Openings Green Ribbon Initiative (GRI)
- Plant Sale Committee chair and organization of the biggest horticulture fund raising event at TBG
- Responsible for growing perennials for the bi-annual Plant Sales and complete production of annuals, vegetables, and herbs for the TBG displays
- Coordinating volunteers year-round on weekly basis, job training groups and special needs students in the greenhouse, including supervising AmeriCorps.
- Correspondent with the Center for Innovative Food Technology (CIFT): overseeing and reporting on the crop production of a 35 tower Vertical Hydroponic System and the data collection; crop production in Hoop House (cold frame) year-round.
- Coordinate and collaborate with the Urban Farm at Toledo GROW's
- Schedules and maintains living display elements for optimum growth and health
- In accordance with crop selection and existing greenhouse inventory, develops and executes best management practices
- Implements Integrated Pest Management (IPM) Program for six of greenhouse buildings and associated gardens
- Maintains and updates production database with data monitoring
- Staff liaison with Maumee Valley Herb Society (MVHS) and Wild Ones: Native Plants, Natural Landscaping
- Coordinate international internships in the greenhouse through OSU program

Horticulturist

Toledo, OH

Toledo Botanical Garden (Public Garden)

March 2012-May 2014

- Responsible for designing and making agronomic amendments to several display beds: Xeriscape and Mediterranean Garden
- Managed multiple crews in multiple locations daily
- Successfully assisted to create and maintain a greenhouse budget, including plant sourcing
- Presented numerous horticulture topics throughout community, including TV segments

Advisor

Belgrade, Serbia, Yugoslavia

*Ministry of Agriculture, Yugoslavia
Federal Institute for Plant and Animal Genetic Resource,*

June 2000 – January 2003

Department for Plant Variety Registration and Protection

- Designed micro trials and analyzed obtained data for the purpose of approval and new corn hybrids
- Traveled to visit and inspect different locations of micro trials for certain FAO group of corn hybrids on monthly basis.
- Worked on establishing connections with the companies like: Pioneer, Dekalb, Asgrow, Syngenta, KWS and Limagrain.
- Co-authored a Federal Plant Variety Protection Bill.
- Co-created Plant Variety Protection testing methodologies compliant with standards published by International Union for the Protection of New Varieties of Plants (UPOV)
- Organized Plant Variety Protection Seminar sponsored and delivered by USDA and USAID.

Education:

- *University of Novi Sad, Agriculture College, Novi Sad, Serbia*
Graduate Course **Major: Plant Breeding and Genetics**
- *MAICh, Mediterranean Agronomic Institute of Chania, CIHEAM, Crete, Greece*
Biotechnology and Applications
- *University of Belgrade, Agriculture College, Belgrade, Serbia*
Bachelor of Science Major: Crop Production
- *Owens Community College, Landscape Design and Graphics Course*

Community:

- Sacred Grounds Project /Toledo Team Member, National Wildlife Federation (NWF) (2019-current)
- Board Member of Maumee Valley Growers Association (MVGA), Education, Finance and Membership Committee(2019-current)
- Toledo School for the Arts, Parent organization; Garden Planning
- New England Wildflower Society, MA
- Member of Maumee Valley Herb Society, Membership Chair (2016-2018)
- Board Member of Wild Ones-Oak Openings Chapter, (2012-2016)
- Membership Chair, Program Co-chair (2012-2016)
- Member of American Horticulture Society (AHS)

Honors:

- NFP (Netherlands Fellowship Programs) Recipient, IAC Wageningen
- Wild Ones Oak Openings Chapter Landscape Award, 2015

International Courses:

- Plant Biotechnology & Applications (**Mediterranean Agriculture Institute of Chania**)
- Project Management Course **United Nations Development Program -UNDP**
- Plant Breeding, Biotechnology and Seed Technology-**International Agricultural Centre (IAC) Wageningen, the Netherlands, 2001 NFP (Netherlands Fellowship)**
- Plant Variety Protection Seminar-**USDA & USAID & Federal Institute for Plant and Animal Genetic Resources**

Certifications:

- ODA Commercial Ohio Applicator 6D (Greenhouse), Core
- PVPO (Plant Variety Protection Organization) Certificate, USDA
- First Aid CPR AED, American Heart Association

Skills:

- ARGUS system
- Knowledge of Microsoft Office, Word, Access, Excel
- Graphic Design Software GIMP (GNU), Canva, Adobe Photoshop
- Landscape Design: Realtime Landscape PRO 2018
- Managing and coordinating employees
- Experience with planning and facilitating orientations and training

Professional Development:

- **Landscape Design and Graphics Course** Owens Community College, Aug 2018-May, 2020
- **Art of Hosting the meetings; Predictive index implementation**, Metroparks training, Sept 2018
- **Culture Improvement Team**, Metroparks Toledo, March 2018- Feb 2019
- **APGA Symposium on Native Plants and Conservation**, New England Wildflower Society, MA
- **Plant Health Management**, Grand Rapids, MI
- **Greenhouse Management** OARDC, Wooster, OH
- **Project Management Course**, United Nations Development Program, UNDP
- **Productivity Strategies**, Southwestern Consulting

References:

Jennifer Boldt, Research Horticulturist, Application Technology Research Unit
University of Toledo
419-530-2225
jennifer.boldt@ars.usda.gov

Susan Noblet, MLA, ASLA, Associate, In Site Design Studio, Ann Arbor
734-995-994 work, 419-708-6276 cell
snoblet@insite-studio.com

Prof. Helen Michaels, Bowling Green State University, College of Arts and Sciences
419-372-2644 work
hmmiche@bgsu.edu
(Preferable way to contact)

Helen J. Michaels
2415 Gibley Park Rd
Toledo, OH 43617
hjmichaels1@gmail.com
419-345-6045

Professional Preparation

Brown University	Providence, RI	Biology	B.A. 1976
University of Illinois, Urbana	Urbana, IL	Botany	M.S. 1982
University of Illinois, Urbana	Urbana, IL	Plant Biology	Ph.D. 1986
University of Michigan	Ann Arbor, MI	Postdoctoral Fellow	1986-89

Appointments

2021 - Present	Professor Emerita, Dept. of Biol. Sciences, Bowling Green State Univ.
1996 - 2021	Associate Professor, Dept. of Biol. Sciences, Bowling Green State Univ.
1998 - 1999	Visiting Researcher, Dept. of Biology and Herbarium, Univ. of Michigan.
1990 - 1995	Assistant Professor, Dept. of Biol. Sciences, Bowling Green State Univ.
1985	Instructor, Department of Biol. Sciences, Wayne State University

Selected Publications

1. Kinsman-Costello, L., K. Fussell, C. Winslow, J. Kerns, S. Newell, T. Bridgeman, R. Becker, J. Chaffin, K. Doro, L. Johnson, G. Liu, K. McCluney, **H. Michaels**, R. Midden, S. Qian, R. Mendonca, N. Wright. 2021. H2Ohio Wetland Monitoring Program Monitoring Plan. Lake Erie and Aquatic Research Network (LEARN) for the Ohio Department of Natural Resources (ODNR). Columbus, OH, USA. 114 pp
2. Beligala, G. U., **Michaels, H. J.** and Phuntumart, V. 2020. Screening of lupine germplasm for resistance against *Phytophthora sojae*. Botany 98: 261–272dx.doi.org/10.1139/cjb-20190163
3. **Michaels, H.J.**, C.A. Cartwright, and E.F. Wakeley Tomlinson. 2019. Relationships Among Population Size, Environmental Factors, and Reproduction in *Lupinus perennis* (Fabaceae). Am. Midl. Nat. () 182:160–180.
4. Beligala, D.H., **H. J. Michaels**, M. Devries, and V. Phuntumart. 2017. Multilocus Sequence Analysis of Root Nodule Bacteria Associated with *Lupinus* spp. and *Glycine max*. Advances in Microbiology (7)11: 790-812.
5. Arnold, P and **HJ Michaels**. 2017. Nectar sampling for prairie and oak savanna butterfly restoration. Invited Paper for Special Issue in Applications in Plant Sciences 5 (6), 1600148.
6. Walsh, R.P and **H.J. Michaels**. When it pays to cheat: Examining how generalized food deception increases male and female fitness in a terrestrial orchid. PLoS ONE 12(1): e0171286. doi:10.1371/journal.pone.0171286.
7. Plenzler, M., and **H. J. Michaels**. 2015. Terrestrial habitat quality impacts macroinvertebrate diversity in vernal pools. Wetlands 35(6): 1093–1103.
8. Plenzler, M. and **H. Michaels**. 2015. Seedling recruitment and establishment of *Lupinus perennis* in a mixed-management landscape. Natural Areas Journal 35(2): 224-234
9. Walsh, R.P., PA Arnold, and **H.J. Michaels**. 2014. The effects of pollinator limitation and seed predation on the reproductive success of the deceptive orchid, *Cypripedium candidum* (Muhl ex Willd.). Annals of Botany – Plants: doi: 10.1093/aobpla/plu031.

10. Kappler, R.H., H.J. Michaels and K.V. Root. 2012. Impact of mice seed predation on wild lupine in and near oak savannas. *American Midland Naturalist* 168:18-29.
11. Bernhardt, C. E., R. J. Mitchell, and H.J. Michaels. 2008. Effects of population size and density on pollinator visitation, pollinator behavior, and pollen tube abundance in *Lupinus perennis*. *International Journal of Plant Sciences* 169: 944-953.
12. Shi X., H. J. Michaels, and R. J. Mitchell. 2005. Effects of self-pollination and maternal resources on reproduction and offspring performance in the wild lupine, *Lupinus perennis* (Fabaceae). *Sexual Plant Reproduction* 18(2): 55-6.

Outreach Activities

Promotion of STEM Education: BGSU STEM-Day recruitment event, 2017-2019; Developed a new undergraduate Specialization in Ecology and Conservation Biology within the Biology Major at BGSU and served as academic advisor from 2008-2014 for 60 undergraduates. Mentor in BGSU's AIMS program (Academic Investment in Mathematics and Science), which brings undergraduates into faculty research labs and facilitates STEM career development for underrepresented groups. Mentor for Science, Engineering and Technology Gateway Ohio (SetGo), an NSF- funded program at BGSU that facilitates research experiences for undergraduates 2009-2013; Mentor to 29 undergraduates in research (23 women, three from an underrepresented group).

Teaching Experience

Biol 1010 /1010v, Environment of Life; Biol 2000, Biology Today; Biol 3430, General Botany, Biol 4010, Undergraduate Research; Biol 4890, Biology Internship; Biol 4140, Plant Taxonomy and Evolution/Plant Diversity; Biol 4220, Restoration Ecology; Bio 4900, Research Skills Seminar

Community Service:

Sacred Grounds Community Leader 2020-2022; Northwest Ohio Native Plant Working Group, 2014-2019; Member of Science subcommittee for Green Ribbon Initiative, 2017-2019; Developed Service Learning for Restoration Ecology course, 2015; Panelist for grants (USEPA Graduate Fellowships - Terrestrial Ecology and Ecosystems Panel, March 2005; NSF IGERT Pre-proposals, Sept. 2000; US EPA Graduate Fellowships -Terrestrial Ecology and Ecosystems Panel, February 2000, NSF Career Advancement Awards/Research Planning Grants Competition, April 1996; NSF Doctoral Dissertation Improvement Grants, December 1994) and reviewer for manuscripts (*Oecologia*, *American Journal of Botany*, *International Journal of Plant Sciences*, *Restoration Ecology*, *Wetlands*, *Journal of Applied Ecology*).

Public Outreach: Webinar on "Winter Sowing" for NWF's Sacred Grounds pollinator garden group in Sylvania, Feb. 2022. Presentation on Plant Nomenclature for Wood County Master Gardeners, February 2018; Presentation on "Wetland Invasive Plants" for Oak Openings Chapter of Wild Ones, Sept. 2015. Workshop presenter on "Invasive Plants of Ohio," Toledo Botanic Garden, Sept. 2013. Presented a workshop on Invasive Plants for four county area Conservation Reserve Program owners, March 2012. Activity Presenter on "Fossil Plants" for *Kids Tech University*, an outreach program for up to 150 children in grades 9-12 at BGSU, April 2012.

Thesis and Dissertation Advising: Graduate Advisor to 28 students, 3 PhD and 25 MS)

lac



OFFICE OF THE MAYOR
CRAIG A. STOUGH, MAYOR

November 4, 2022

TO THE MEMBERS OF SYLVANIA CITY COUNCIL:

Dear Council Members:

As you know, Sharon Bucher, Clerk of Council, is retiring effective February 28, 2023.

I have reviewed and considered the position and the qualifications for the Clerk of Council and I am pleased to announce the appointment of Laura B. Bigelow as Clerk of Council and request that you confirm this appointment.

Respectfully submitted,

Craig A. Stough
Mayor

CAS/lb



**Department
of Commerce**

Rev 2/10/2021

Mike DeWine, Governor
Jon Husted, 11 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 - 3138

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/llqr/llqr_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