

Sylvania City Council

March 20, 2023

6:45 p.m. Employee & Community Relations Committee Meeting

Community Board Appointment Process

7:30 p.m. Council Meeting

Agenda

1. Roll call: Mr. Frye, Mr. Hansen, Mr. Haynam, Mr. McCann, Mr. Richardson, Ms. Stough, Mrs. Westphal.
2. Pledge of Allegiance to the United States of America led by Mr. Frye.
3. Additions to the agenda.
4. Approval of the Council meeting minutes from March 6, 2023.
5. Proclamation presentation by Mayor Stough to Grammy Award Winner, Jameil Aossey.
6. Street Banner Application.
 - a. Application from Sylvania Schools.
 - b. Proposed Ordinance No. 34-2023, Approving the Banner Application of Sylvania Schools.
7. Approval of five (5) fiberglass planters and a 2009 Grasshopper mower to be offered for auction on GovDeals.com.
8. Service Director's request to set a Committee of The Whole meeting to provide an update to Council on the US-23/Monroe Street Bridge project and aesthetics.
9. Plan Commission's recommendation on Proposed Ordinance No. 33-2023, Amending Chapter 1105 – Board of Appeals of the Sylvania Codified Ordinances by amending Section 1105.07-Variances. (Set Public Hearing for May 15, 2023)
10. Then and Now Certifications approval.
11. Vehicle Purchase.
 - a. Police Chief Miller's letter of request.
 - b. Proposed Ordinance No. 35-2023, Authorizing the Mayor and Director of Finance to accept the proposal of Bauman Ford Oregon, LLC for the purchase of two new 2023 Ford Police Interceptor Utility Vehicles for the Sylvania Police Department.
12. Committee reports.
 - a. Employee & Community Relations Committee from this date.

13. Committee referrals.

INFORMATION

A. Sylvania Municipal Planning Commission Meeting Minutes from March 15, 2023.

B. Board of Architectural Review Meeting Minutes from March 15, 2023.

Minutes of the Meeting of Council
March 6, 2023

The Council of the City of Sylvania, Ohio met in regular session on March 6, 2023 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(Absent), Patrick Richardson, Mary Westphal, Lyndsey Stough; (6) present; (1) absent.

Roll call:
6 present, 1
excused.

Pledge of Allegiance to the United States of America led by Mrs. Westphal.

Pledge of
Allegiance.

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

The following item has been added to the agenda: none.

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

Agenda approval.

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

Mr. Frye presented the February 21, 2023 meeting minutes. Mr. Frye moved, Mrs. Westphal seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of February 21, 2023 be approved; roll call vote being: Haynam, Richardson, Westphal, Frye, Stough, Hansen; (6) yeas; (0) nays. The motion carried.

Approval of the
February 21,
2023 meeting
minutes.

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

Mayor Stough presented a Proclamation to Sylvania Southview High School Cougarettes and Coaches for winning State Championship in Jazz and Pom.

Proclamation to
SVHS
Cougarettes.

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

Service Director’s report on contract modification was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 25-2023, a written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to approve the amendment to the City’s agreement with DGL Consulting Engineers, LLC to reflect the actual work performed for preliminary engineering services for the Downtown Transportation Improvement Project; increasing the proposal amount by \$18,478.00; appropriating funds therefore; and declaring an emergency.” Mr. Richardson moved, Mr. Hansen seconded for passage of Ordinance No. 25-2023 as an emergency measure; roll call vote being: Westphal, Frye, Hansen, Stough, Haynam, Richardson; (6) yeas; (0) nays. The motion carried.

Ordinance No.
25-2023,
“Authorizing
Mayor & Dir. Of
Finance...Amend
ment to DGL
Agrmt ...DT
Transp. Imp.
Project...”

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

Service Director's report on the proposal was placed on file. Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 26-2023, a written copy of same having been previously furnished to each member of Council "Accepting the proposal of Tetra Tech to provide professional engineering and surveying services for the Balfour Road Waterline Improvements Project; appropriating funds therefore in the amount of \$65,000; and declaring an emergency."; Mr. Hansen moved, Mr. Haynam seconded for passage of Ordinance No. 26-2023 as an emergency measure; roll call vote being: Frye, Hansen, Haynam, Richardson, Westphal, Stough; (6) yeas; (0) nays. The motion carried.

Ordinance No. 26-2023, "Accepting the proposal of Tetra Tech...Balfour Waterline Imp Project..."

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

Service Director's report on proposal was placed on file. Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 27-2023, a written copy of same having been previously furnished to each member of Council "Accepting the proposal of American Structurepoint, Inc. to provide construction engineering and inspection services for the Elden Ditch Watershed Improvements (Phase 1) Project; appropriating funds therefore in an amount not to exceed \$55,542; and declaring an emergency.", Mr. Hansen moved, Ms. Stough seconded for passage of Ordinance No. 27-2023 as an emergency measure; roll call vote being: Hansen, Haynam, Richardson, Westphal, Stough, Frye; (6) yeas; (0) nays. The motion carried.

Ordinance No. 27-2023, Accepting Proposal of Am. Structurepoint... Elden Ditch Watershed..."

Service Director's report on easement was placed on file. Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 28-2023, a written copy of same having been previously furnished to each member of Council "Accepting a drainage easement from Sylvania Area Joint Recreation District ("SAJRD") for the Elden Ditch Improvement (Phase 1) Project; dedicating the easement for public purposes; and declaring an emergency."; Mr. Hansen moved, Mrs. Westphal seconded for passage of Ordinance No. 28-2023 as an emergency measure; roll call vote being: Hansen, Stough, Frye, Richardson, Westphal, Haynam; (6) yeas; (0) nays. The motion carried.

Ordinance No. 28-2023, "Accepting a Drainage Easement from SAJRD...Elden Ditch Watershed..."

Authorization to advertise for bids on the Elden Ditch Improvements (Phase 1) at Veteran's Memorial Field. Mr. Hansen moved, Mr. Frye seconded for authorization to advertise for bids on this project; roll call vote being: Hansen, Stough, Frye, Richardson, Westphal, Haynam; (6) yeas; (0) nays. The motion carried.

Authorization to advertise for bids on Elden Ditch Improvements.

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

Service Director's report on proposal was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 29-2023, a written copy of same having been previously furnished to each member of Council, "Accepting the proposal of DGL Consulting Engineers, LLC to provide signalization engineering services for various traffic signal improvements; appropriating funds therefore in the amount of \$88,738; and declaring an emergency."; Mr. Richardson moved, Mr. Haynam seconded for passage of Ordinance No. 29-2023 as an emergency measure; roll call vote being: Frye, Hansen, Haynam, Richardson, Westphal, Stough; (6) yeas; (0) nays. The motion carried.

Ordinance No. 29-2023, "Accepting proposal of DGL... Various Traffic Signal Improvements ..."

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

Service Director's report on proposal was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 30-2023, a written copy of same having been previously furnished to each member of Council, "Accepting the proposal of Path Master, Inc. to provide and install a new communication network at thirteen (13) intersections; appropriating funds therefore in the amount of \$86,411; and declaring an emergency."; Mr. Richardson moved, Mrs. Westphal for passage of Ordinance 30-2023 as an emergency measure; roll call vote being: Stough, Westphal, Richardson, Hansen, Haynam, Frye; (6) yeas; (0) nays. The motion carried.

Ordinance No. 30-2023, "Accepting proposal of Path Master... Comm Network at 12 intersections..."

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

Mr. Frye presented and read aloud by title only, proposed Ordinance No. 31-2023, a written copy of same having been previously furnished to each member of Council "Amending Section 125.02 – Division of Police of the Codified Ordinances of Sylvania, 1979, as amended; and declaring an emergency."; Mr. Frye moved, Ms. Stough for passage of Ordinance 31-2023 as an emergency measure; roll call vote being: Westphal, Richardson, Hansen, Haynam, Stough, Frye; (6) yeas; (0) nays. The motion carried.

Ordinance No. 31-2023, "Amending Section 125.02 Division of Police..."

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

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 32-2023, a written copy of same having been previously furnished to each member of Council "Approving the Banner Application of Lourdes University; authorizing the Zoning

Ordinance No. 32-2023, "Approving the

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Administrator to indicate such approval on behalf of the City of Sylvania; and declaring an emergency.”; Mr. Haynam moved, Mr. Hansen for passage of Ordinance 32-2023 as an emergency measure; roll call vote being: Richardson, Hansen, Westphal, Haynam, Stough, Frye; (6) yeas; (0) nays. The motion carried.

Banner
Application for
Lourdes Univ...”

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

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 33-2023, a written copy of same having been previously furnished to each member of Council “Amending Chapter 1105 – Board of Appeals of the Sylvania Codified Ordinances by amending Section 1105.07 – Variances; and declaring an emergency.”; Mr. Haynam moved, Mrs. Westphal seconded for referral of Ordinance No. 33-2023 to the City of Sylvania Municipal Planning Commission for review; roll call vote being: Frye, Richardson, Hansen, Westphal, Haynam, Stough; (6) yeas; (0) nays. The motion carried.

Referral to
Plan Comm.-
Ordinance No.
33-2023,
“Amending
Chapter 1105 –
Board of
Appeals...
Variances...”

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

Mr. Frye moved, Mr. Hansen seconded, that no hearing be requested for the new C-2, carryout only sales of wine and pre-packaged, low proof mixed beverages until 1:00 a.m., permit from LTW Group, dba Hip to the Groove Boutique LLC, 5665 Main Street, Sylvania, Ohio 43560; roll call vote being: Stough, Frye, Westphal, Hansen, Richardson, Haynam; (6) yeas; (0) nays. The motion carried.

No objection to
new liquor
permit for Hip to
the Groove, 5665
Main Street.

Mayor Stough stated all agenda items have been addressed.

Mr. Frye moved, Mrs. Westphal seconded to adjourn at 8:22 p.m. Roll call vote being: Richardson, Westphal, Frye, Hansen, Stough, Haynam; (6) yeas; (0) nays.

Adjournment.

Clerk of Council

Mayor

Office of the Mayor

P Proclamation

Whereas: Jameil Aossej graduated from Sylvania Southview High School in 2002 and is a Grammy Award Winning Producer, Sound Designer and Software Developer based in Sylvania, Ohio; and,

WHEREAS: Jameil has been musically talented since he was a little boy, playing the piano at the age of three and producing music in his garage as a teenager; and,

WHEREAS: he is a forward-thinking creator, an analog, modular synth and textural enthusiast who enjoys experimenting with all aspects of audio and sound design; and,

WHEREAS: Jameil's most recent work can be heard on Beyoncé's "Renaissance" album and has previously collaborated with Charlie Puth, Eminem, X Ambassadors, Andy Mineo and Little Mix among many others; and,

WHEREAS: the Sylvania Community is very proud of Jameil's accomplishments on the national stage.

NOW, THEREFORE, I, Craig A. Stough, Mayor, do hereby proclaim Monday, March 20, 2023 as:

JAMEIL AOSSEY DAY

in the City of Sylvania.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City of Sylvania to be set this 20th day of March, 2023.



Craig A. Stough

Craig A. Stough, Mayor
City of Sylvania, State of Ohio

6

ORDINANCE NO. 34-2023

**APPROVING THE BANNER APPLICATION OF SYLVANIA SCHOOLS;
AUTHORIZING THE ZONING ADMINISTRATOR TO INDICATE SUCH
APPROVAL ON BEHALF OF THE CITY OF SYLVANIA; AND
DECLARING AN EMERGENCY.**

WHEREAS, Resolution No. 19-2000, passed June 5, 2000, granted permission to install banners in the public right-of-way on the Toledo Edison poles located on Monroe Street by Wendy's across to the area in front of Country Squire Plaza (near the intersection of Corey Road and Monroe Street); and,

WHEREAS, Resolution No. 19-2000 provided that the applications were to be reviewed on an application-by-application basis and set forth the criterion on which the applications were to be considered; and,

WHEREAS, Ordinance No. 20-2018, passed May 21, 2018, amended Part Eleven – Planning and Zoning Code of the Codified Ordinances of Sylvania, 1979, as amended, by amending Section 1166.07 – Standards for Permitted Signs to permit banners to be installed in the downtown; and,

WHEREAS, Sylvania Schools has submitted a request to hang a banner within said public right-of-way to congratulate the 2023 Sylvania graduates; and,

WHEREAS, the banner will hang from mid-May, 2023 – mid-June, 2023 and will comply with all of the terms and conditions set forth in Resolution No. 19-2000 and Ordinance No. 20-2018.

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

SECTION 1. That the application of Sylvania Schools to hang a banner on across the downtown block of Main Street between Maplewood Avenue and Monroe Street is found to comply with Section 1166.07(h)(2)(A)(1) and is hereby approved.

SECTION 2. That the Zoning Administrator is authorized to sign said permit granting permission to proceed under the application hereby approved.

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 permission should be granted immediately to provide for the installation of the banner. 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, _____, 2023, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

City of Sylvania

STREET BANNER APPLICATION/PERMIT

Permit #34-2023
Pd ✓ 4,8840
\$700.00
paid - ~~TS~~

Name of Organization: Sylvania Schools
Contact Person: Amy Addington E-mail: aaddingtoe
Phone: 419 824 8553 Sylvaniaschools.org
Explanation of the Qualifying Event*: Graduation

Dates of Event: 6/1⁴/23

Installation & Removal Dates of Banner: Mid-May through Mid-June
[maximum four (4) weeks]

Banner Location: Monroe Street Fee: \$100.00 (Installation by Applicant)
 Main Street Fee: \$700.00 (Installation by City of Sylvania)

Text of Banner: _____
Congratulations Sylvania Graduates!

Company Installing Banner (Monroe Street Only): _____

Address: _____

Email: _____ Phone: _____

Fax: _____

Insurance on File: _____

Edison Approval: _____

City Approval: _____

The banner and installation shall meet the attached specifications.

- * The purpose of the banner installation shall be one of the following reasons:
 - a. A Sylvania charitable or civic event.
 - b. Banners may not be installed for private commercial or political gain.

CRITERIA FOR STREET BANNER PERMIT:

Section 1166.07 (h)(2)(A.) of the Sylvania Codified Ordinances

- A. The bottom of the banner must be mounted at least eighteen feet (18') above the roadway, or in accordance with the latest National Electrical Safety Code and/or local safety codes.
- B. Provisions must be made for air escapement and should be at least thirty-five percent (35%) of the total banner area.
- C. The Monroe Street banners must have a minimum of four (4) "tie downs," which shall be of non-conducting material. The Main Street banners must have grommets spaced every 20" across the top of the banner and also at the bottom corners as "tie downs" which shall be of non-conducting material.
- D. The installation shall be made in a professional manner.
- E. The City of Sylvania will perform inspections of the banner installations and reserves the right to remove the banners anytime for the matter of safety and health and public welfare.
- F. The fee for obtaining the permit to install the banners shall be set at:

Monroe Street	\$100.00 (Installation by Applicant)
Main Street	\$700.00 (Installation by City of Sylvania)

For Graduation Banner over Main Street
- G. The Council of the City of Sylvania will review and grant permission to install banners on an application-by-application basis.
- H. The purpose of the banner installation shall be one of the following reasons: a Sylvania charitable or civic event.
- I. Banners may not be installed for private commercial or political gain.
- J. The organization shall procure and maintain during the term of banner installations at their own expense the following insurance:
1. Commercial General Liability Insurance with limits not less than One Million Dollars (\$1,000,000.00) combined single limit per occurrence, One Million Dollars (\$1,000,000.00) annual aggregate;
 - a. The City, along with the Company, its officers, agents, and employees shall be named as an additional insured.
- K. An ACCORD Certificate of Insurance Form 25-S and a copy of the above endorsement shall be filed with the City's Clerk of Council at the time the organization obtains the application/permit. The Certificate shall contain a provision that coverage afforded under this policy shall not be canceled or allowed to expire until at least 30 days prior written notice has been given to the City. The organization shall thereafter maintain current with the City both the Certificate and Endorsement until such time as the encroachment shall be terminated.
- L. The organization, their successors and assigns agree to defend, hold harmless and indemnify the City of Sylvania officials, officers, agents, and employees against any and all loss, damage, claims or expense whatsoever by reason of injury (including death) to any person or property arising in any manner or under any circumstances whatsoever from the use, occupancy, operation or other activities by which the organization in connection with the banners whether said injury or damage is suffered by the organization, their agents, subcontractors, vendors or employees or any other person whomsoever who seek to hold the City, its officials, agents, and employees liable.





7

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

Memo

To: The Mayor and City Council

From: Kevin G. Aller, Director of Public Safety/Service 

Date: 03/20/2023

Re: Obsolete Equipment

Council Members,

The following items are no longer of use in our City operations:

Five (5) Fiberglass Planters of Various Size

2009 Grasshopper Diesel Mid-Mount Zero Turn Mower

We would request approval to dispose of the items by posting them for sale on the GovDeals website. Should we not receive any bids to purchase the items we will dispose of them either through scrap value and/or landfill disposal.

Please call if you have any questions. Thank you.



8

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

March 20, 2023

To: The Mayor and Members of Sylvania City Council

Re: **US-23/Monroe Street Bridge Aesthetics**
LUC-23-11.75 (PID 105889)

Dear Mr. Mayor and Council Members:

On July 12, 2017 the Service Department briefly introduced the scope of work for the Ohio Department of Transportation (ODOT) project to re-deck the Monroe Street bridge over US-23 at a Committee of the Whole (COW) meeting. At that time, a re-deck of the bridge was scheduled for construction in 2021. Additionally, a second COW meeting was held on January 7, 2019 to introduce aesthetics concepts of the bridge developed by ODOT's engineer. These were informational meetings with no Council action requested.

Since those meetings, and with the completion of the Sylvania Interchange Feasibility Study in 2019, the overall scope of work within the entire interchange area has changed. The current project will be reconfiguring ramps, consolidating intersections, and widening roadways and bridges. Specific to the Monroe Street bridge over US-23, additional bridge width and height are necessary for traffic capacity and overhead clearance. The design plans are through Stage 1 development with construction scheduled for 2025 through 2026.

The Service Department would like to update Council on the Interchange project and review current aesthetics planning and costing. We would request a COW meeting be set prior to our next Council meeting to provide Council with these updates.

Please contact me with any questions.

Sincerely,

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



9

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

March 16, 2023

To: Mayor and Members of City Council

Re: Council Referral – Proposed Ordinance No. 33-2023

Dear Mayor and Members of Council:

Following is an excerpt from the minutes of the regular meeting of the Municipal Planning Commission of March 15, 2023, Council Referral for review and recommendation, Proposed Ordinance No. 33-2023, Amending Chapter 1105 - Board of Appeals of the Sylvania Codified Ordinances by amending Section 1105.07 - Variances (Council Referral to the Planning Commission):

..."Ms. Fischer moved, Ms. Lindhuber seconded, to recommend to City Council to approve Proposed Ordinance No. 33-2023 as submitted. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote."...

Sincerely,

Debra Webb, Secretary
Municipal Planning Commission

Memo

To: Mayor Stough and Members of Sylvania City Council
 From: Toby Schroyer, Director of Finance
 Date: March 17, 2023
 Re: Then and Now Certifications

Mayor and Members of Council:

Below is the list of Then and Now Certifications for expenditures over \$3,000 that have been issued from October 10, 2022 through January 24, 2023:

<u>DATE</u>	<u>VENDOR/DESCRIPTION</u>	<u>AMOUNT</u>
10/10/2022	Smartbill/Utility envelopes and forms	\$5,731.00
10/11/2022	Shrader Tire & Oil (Parks)	3,937.94
10/20/2022	DJL Material & Supply/Mastic Asphalt repair on Monroe St.	8,280.00
10/25/2022	DMC Technology Group/IT FortiMail & Kemp Annual Support	4,401.00
10/25/2022	Keller & Co, Inc./IT Software programming updates	5,000.00
11/1/2022	A-Team Auto Wrap/Police Vehicle Detailing	3,300.00
11/23/2022	Phoenix Services/Prosecution Temporary Employees (June, July, Aug., Sept.)	17,267.08
11/10/2022	Lucas County/Electronic Monitoring – Municipal Court	11,168.10
11/23/2022	InSource Solutions Group/Postal Processing for Tax Mailings	5,248.50
11/28/2022	Phoenix Services/Prosecutor's Office Temp. Employees (Oct. & Nov.)	10,824.64
11/29/2022	Ohio Excavating & Sewer Contractors/Monroe St. Repair	8,875.00
11/29/2022	DMC Consulting/IT Cisco Switch, DUO Tokens	3,823.95
11/30/2022	Seagate Commercial Interiors/IT Workstation Furniture	3,558.01
12/2/2022	Emerge/Zoning document scanning for new On Base System	4,786.60
12/5/2022	Perry Pro-Tech/Municipal Court	14,005.13
12/5/2022	Ex-Tel/Municipal Court	6,628.00
12/7/2022	Lake Erie Electric/Street Lighting Repairs	15,171.33
12/7/2022	Johnson Controls/Municipal Court	3,043.19
12/14/2022	DMC Technology Group/IT Firewalls	4,642.78
12/21/2022	Arrow Print & Copy/2023 Community Calendar	10,371.00
12/27/2022	Lucas County/Electronic Monitoring Municipal Court	11,349.00
1/17/2023	Aclara/Utility Department Encoders	6,440.00
1/18/2023	Lexipol/Police Policy Manuals and Procedures	15,142.65
1/19/2023	CJCC – NORIS/Police 1 st Qtr. NORIS service	6,918.75
1/24/2023	Involta/IT Annual Colo	14,893.20
1/24/2023	DMC Technology Group/IT annual Adobe	4,215.80
1/24/2023	Rightstuff Software Corp/IT annual maintenance	6,000.00
1/24/2023	Keller & Co, Inc./IT annual support/assurance	7,840.00

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

Please call if you have any questions. Thank you.

11a.



DIVISION OF POLICE
DANILYNN M. MILLER, CHIEF OF POLICE

March 17, 2023

To: The Mayor and members of Sylvania City Council

Re: 2023 Police Purchase

Dear Mr. Mayor and Council Members,

Vehicle Summary

The 2023 budget included capital improvement funds to purchase two police fleet vehicles.

The requested vehicles will be assigned to the road patrol section and one of our older patrol Interceptors will be re-assigned to Community Affairs. The other Interceptor will be sold at auction.

We have a quote from Bauman Ford Oregon, LLC for both vehicles offering a price that meets or exceeds state contract pricing.

Cost and Account Summary

We are requesting approval for the following capital expenses from designated funds to replace police vehicles.

ITEM	ACCOUNT	COST
Police Vehicles	401-7110-53401	\$93,599.76
Baumann Ford	Capital Improvement	

Please call if you have any questions,

Sincerely,

Danilyn M. Miller
Chief of Police

ORDINANCE NO. 35-2023

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ACCEPT THE PROPOSAL OF BAUMAN FORD OREGON, LLC FOR THE PURCHASE OF TWO NEW 2023 FORD POLICE INTERCEPTOR UTILITY VEHICLES FOR THE SYLVANIA CITY POLICE DEPARTMENT; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$93,599.76; AND DECLARING AN EMERGENCY.

WHEREAS, funds were included and authorized in the 2023 budget for the replacement of two fleet vehicles for the Sylvania City Police Department with new 2023 Ford Police Interceptor Utility Vehicles; and,

WHEREAS, the Chief of Police, by report dated March 17, 2023, has received a proposal from Bauman Ford Oregon, LLC to provide two new 2023 Ford Police Interceptor Utility Vehicles for a total cost of \$93,559.76 and has recommended approval of the proposal as this pricing meets the pricing established through the Ohio State Cooperative Purchasing Program.

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 proposal of Bauman Ford Oregon, LLC on behalf of this City, thereby indicating such approval and acceptance for the provision of two new 2023 Ford Police Interceptor Utility Vehicles for the Police Division, Department of Public Safety.

SECTION 2. That the Mayor and Director of Finance be, and hereby are, authorized and directed to sign any and all instruments and to do any and all things necessary to complete said purchase.

SECTION 3. That, upon receipt of delivery of said vehicles by the City of Sylvania, the Director of Finance is hereby authorized to issue his warrant or warrants in payment therefore from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7110-53401 – Vehicles - Police**, the sum of Ninety-Three Thousand Five Hundred Fifty-Nine and 76/100 Dollars (\$93,559.76)

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 proposal for said vehicles should be approved immediately so that the purchase can be made 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, _____, 2023, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

A

Sylvania Municipal Planning Commission

Minutes of the regular meeting of March 15, 2023. Mr. Schaaf called the meeting to order.

Acting Secretary, Tim Burns, took the roll call.

Members present: Mayor Craig Stough, Kate Fischer, Carol Lindhuber, Ken Marciniak and Jeff Schaaf, (5) present. Law Director, Leslie Brinning, also present.

Ms. Lindhuber moved, Ms. Fischer seconded to approve the Minutes of the February 15, 2023, meeting as submitted. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 3 – Organizational Meeting

a. Election of Officers:

1. Chair – Mr. Marciniak moved, Ms. Lindhuber seconded to elect Jeff Schaaf as Chair. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.
2. Vice-Chair - Mr. Marciniak moved, Ms. Lindhuber seconded to elect Kate Fischer as Vice-Chair. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 4 – Lot Split – app. no. 1-2023 requested by Kevin Schaffner of Farmers and Merchants State Bank, 5830 Monroe Street, Sylvania, Ohio 43560. John Healey of SVN-Ascension Commercial Real Estate, representing Farmers and Merchants Bank was present along with Ms. Crystal Jordan of Farmers and Merchants State Bank.

Mr. Marciniak stated that approving the lot split would create a problem down the road as the property does not have access to the road.

Mr. Burns stated that there is a recorded ingress/egress access easement in place running through the property.

Ms. Brinning added that as long as the access easement runs with the land, it will meet the requirement of access to the road.

Further discussion about the easement took place.

Mr. Healy asked that the minutes reflect that the easement goes all the way back to the property that they are asking to be split off.

Mr. Burns added for the record, that there is also a recorded cross access easement in place.

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Mr. Marciniak moved, Ms. Lindhuber seconded, to approve the lot split as submitted. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 5 – Proposed Ordinance No. 33-2023, Amending Chapter 1105 - Board of Appeals of the Sylvania Codified Ordinances by amending Section 1105.07 - Variances (Council Referral to the Planning Commission). Law Director, Leslie Brinning, present.

Ms. Brinning explained that this section of our code was last revised in 2011, and that since then, there has been an Ohio Supreme Court case that was decided (in 2013) that set forth for specific separate criteria for non-use or area variances vs. use variances; and that our code does not allow for granting different use variances on a property. She added that the proposed amendment is bringing our code section into confines with what the Supreme Court set forth in that decision and that this will also help the Board of Zoning Appeals feel comfortable in their authority to hear any kind of area variance.

Mr. Marciniak stated that an example would be helpful.

Mr. Burns explained that the City currently has platted lots (about 200), which are typically small lot residential properties, that are below the City's minimum square footage requirement. He added that, as of now, if someone buys one of the lots and wants to build on it, that there is no entity for them to go to ask for a variance on the total square foot area.

Ms. Fischer moved, Ms. Lindhuber seconded, to recommend to City Council to approve Proposed Ordinance No. 33-2023 as submitted. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

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

Submitted by,



Timothy Burns, Acting Secretary
Municipal Planning Commission

B

Board of Architectural Review

Minutes of the regular meeting of March 15, 2023. Mr. Schaaf called the meeting to order.

Acting Secretary, Tim Burns, took the roll call. Members present: Mayor Craig Stough, Kate Fischer, Carol Lindhuber, Ken Marciniak and Jeff Schaaf, (5) present. Law Director, Leslie Brinning, also present.

Ms. Lindhuber moved, Ms. Fischer seconded to approve the Minutes of the February 15, 2023, meeting as submitted. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 3 – Regulated Sign – app. no. 3-2023 requested by Robert Hall of Toledo Sign, 5525 Harroun Road, Sylvania, Ohio 43560. Application is for a new wall sign.

Sign is within the limits of the Sylvania Sign Code.

Mr. Marciniak moved, Ms. Fischer seconded, to approve the sign shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

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

Submitted by,



Timothy Burns, Acting Secretary
Municipal Planning Commission