

Sylvania City Council

March 6, 2023

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 Mrs. Westphal.
3. Additions to the agenda.
4. Approval of the Council meeting minutes from February 21, 2023.
5. Proclamation presentation by Mayor Stough to Sylvania Southview High School Cougarettes and Coaches for winning State Championships in Jazz and Pom.
6. Downtown Transportation Improvements Project.
 - a. Service Director's Report on contract modification.
 - b. Proposed Ordinance No. 25-2023, Authorizing the Mayor and Director of Finance to approve the amendments to the City's Agreement with DGL Consulting Engineers, LLC to reflect the actual work performed for preliminary engineering services for this project.
7. Balfour Road Waterline Improvements Project.
 - a. Service Director's Report on project.
 - b. Proposed Ordinance No. 26-2023, Accepting the proposal of Tetra Tech to provide professional engineering and surveying services for this project.
8. Elden Ditch Watershed Improvements Project (Phase 1).
 - a. Service Director's Report on project.
 - b. Proposed Ordinance No. 27-2023, Accepting the proposal of American Structurepoint Inc. to provide construction engineering and inspection services for this project.
 - c. Service Director's Report on Drainage Easement.
 - d. Proposed Ordinance No. 28-2023, Accepting a Drainage Easement from Sylvania Area Joint Recreation District for this project.
 - e. Authorization to advertise for bids.
9. Various Traffic Signal Improvements (Monroe Street & Erie Street).
 - a. Service Director's Report on project.
 - b. Proposed Ordinance No. 29-2023, Accepting the proposal of DGL Consulting Engineers, LLC to provide signalization engineering services for various traffic signal improvements.

10. Monroe Street Traffic Signal Coordination Upgrade.
 - a. Service Director's Report on project.
 - b. Proposed Ordinance No. 30-2023, Accepting the proposal of Path Master, Inc. to provide and install a new communication network at thirteen (13) intersections.
11. Proposed Ordinance No. 31-2023, Amending Section 125.02 – Division of Police of the Codified Ordinances of Sylvania, 1979, as amended.
12. Street Banner Application.
 - a. Application from Lourdes University.
 - b. Proposed Ordinance No. 32-2023, Approving the Banner Application of Lourdes University.
13. 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).
14. Notice from the Ohio Division of Liquor Control of a 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.
15. Committee reports.
16. Committee referrals.

INFORMATION

None

Minutes of the Meeting of Council
February 21, 2023

The Council of the City of Sylvania, Ohio met in regular session on February 21, 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(Absent), Brian McCann, 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 Ms. Stough.

Pledge of
Allegiance.

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

The following item has been added to the agenda:

12a. Reschedule Finance Committee meeting.

Reschedule
Finance Comm.
Meeting

Mr. Frye moved, Mrs. Westphal seconded to approve the agenda as amended; roll call vote being: Frye, Hansen, McCann, 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 6, 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 6, 2023 be approved; roll call vote being: McCann, Richardson, Westphal, Frye, Stough, Hansen; (6) yeas; (0) nays. The motion carried.

Approval of the
February 6, 2023
meeting minutes.

Mayor Stough stated that Council will now consider agenda item 6 as Police Officer Cytlak (agenda item 5) was out on duty.

Mayor Stough presented a Proclamation to George France for his 20 plus years of volunteer service as a member on the Sylvania Area Joint Recreation District Board.

Proclamation to
retiring SAJRD
Board Member,
George France.

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

Introduction of Connor Cytlak, City of Sylvania's newest Police Officer by Chief Danilynn Miller.

Introduction of
Connor Cytlak.

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

Service Director's report on agreement with ODOT was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 20-2023, a written copy of same having been previously furnished to each member of Council "Authorizing the Mayor and Director of Finance to enter into Real Estate Agreement No. 38750 between the State of Ohio, Department of Transportation and the City of Sylvania for right-of-way acquisition relative to the Monroe Street and US-23 Interchange Improvement

Ordinance No.
20-2023,
"Authorizing
Mayor & Dir. Of
Finance...Real

Minutes of the Meeting of Council
February 21, 2023

Project; appropriating funds for the anticipated right-of-way acquisition costs in the amount of \$535,000; and declaring an emergency.” Mr. Richardson moved, Mr. McCann seconded for passage of Ordinance No. 20-2023 as an emergency measure; roll call vote being: Westphal, Frye, Hansen, Stough, McCann, Richardson; (6) yeas; (0) nays. The motion carried.

Estate Agrmt No. 38750...ODOT.. Monroe & US 23 Interchange...”

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

Service Director’s report on the project contract was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 21-2023, a written copy of same having been previously furnished to each member of Council “Accepting the bid of Mosser Construction and awarding the contract for the Monroe Street and Silica Drive Intersection Improvement and Silica Drive Bridge Replacement Project to same; authorizing the expenditure for the improvements in the amount of \$5,906,737.56; appropriating funds therefore; and declaring an emergency.”; Mr. Richardson moved, Mr. Hansen seconded for passage of Ordinance No. 21-2023 as an emergency measure; roll call vote being: Frye, Hansen, McCann, Richardson, Westphal, Stough; (6) yeas; (0) nays. The motion carried.

Ordinance No. 21-2023, “Accepting the bid of Mosser Construction... Monroe & Silica...Silica Bridge...”

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. 22-2023, a written copy of same having been previously furnished to each member of Council “Accepting the proposal of Fishbeck to provide professional engineering and surveying services for the Main Street and Oakland Court improvement project; appropriating funds therefore in the amount of \$51,311; and declaring an emergency.”, Mr. Richardson moved, Ms. Stough seconded for passage of Ordinance No. 22-2023 as an emergency measure; roll call vote being: Hansen, McCann, Richardson, Westphal, Stough, Frye; (6) yeas; (0) nays. The motion carried.

Ordinance No. 22-2023, Accepting Proposal of Fishbeck... Oakland Court...”

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

Mr. Frye presented and read aloud by title only, proposed Ordinance No. 23-2023, a written copy of same having been previously furnished to each member of Council “Revising the Administrative, Departmental and Divisional Organization of the City and the Codified Ordinances thereof by amending Sylvania Codified Ordinance Chapter 113 – Ordinances and Resolutions; and declaring an emergency.”; Mr. Frye moved, Mrs. Westphal seconded for passage of Ordinance No. 23-2023 as an emergency measure; roll call vote being: Hansen, Stough, Frye, Richardson, Westphal, McCann; (6) yeas; (0) nays. The motion carried.

Ordinance No. 23-2023, “Revising the Admin., Dept., & Divisional Org. ...Codified Ord. Chapter 113...”

Minutes of the Meeting of Council
February 21, 2023

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

Mr. Frye presented and read aloud by title only, proposed Ordinance No. 24-2023, a written copy of same having been previously furnished to each member of Council, "An Ordinance to approve, adopt and enact current replacement pages to the Codified Ordinances; to repeal Ordinances in conflict therewith; to publish the enactment of new matter; and declaring an emergency."; Mr. Frye moved, Mr. Hansen seconded for passage of Ordinance No. 24-2023 as an emergency measure; roll call vote being: Frye, Hansen, McCann, Richardson, Westphal, Stough; (6) yeas; (0) nays. The motion carried.

Ordinance No. 24-2023, "An Ordinance to approve, adopt... replacement pages to the Codified Ordinances..."

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

Mr. Frye moved, Mrs. Westphal seconded to reschedule the Finance Committee meeting to review Proposed Ordinance No. 74-2019, income tax collection services by the Ohio Attorney General; the committee meeting will be held on Monday, April 3, 2023 at 6:30 p.m.; roll call vote being: Stough, Westphal, Richardson, Hansen, McCann, Frye; (6) yeas; (0) nays. The motion carried.

Reschedule Finance Comm. Committee Meeting.

Mayor Stough stated all agenda items have been addressed.

Mr. Frye moved, Mrs. Westphal seconded to adjourn at 8:21 p.m. Roll call vote being: Richardson, Westphal, Frye, Hansen, Stough, McCann; (6) yeas; (0) nays.

Adjournment.

Clerk of Council

Mayor

Office of the Mayor

Proclamation

Whereas: The Ohio Association of Secondary School Administrators 31st Annual Cheer & Dance State Championships were held in Westerville, Ohio on January 28, 2023; and

WHEREAS: Sylvania Southview Cougarettes (competitive and performance dance team) danced their way to State Championship with First in Large Jazz and First in Large Pom; and

WHEREAS: The State Champion team members are Ava Stoll, Ally Scharf, Elise Gravelle, Carly Nusbaum, Ashley Welt, Morgan Kwiatkowski, Bella Russen, Paige Britton, Alli Freels, Avery O'Loughlin, Sophie Golding, Taylor Weldele, Taylor Kwiatkowski, Leah Hegarty, Callie Hess and Isabell Knoff led by coach Lauren Wilson and Assistant Coaches Emily Kreuz and Deanna McAlees.

NOW, THEREFORE, I, Craig A. Stough, Mayor, do hereby proclaim Monday, March 6, 2023 as:

SYLVANIA SOUTHVIEW COUGARETTES 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 6th day of March, 2023.



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



La.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

March 6, 2023

To: The Mayor and Members of Sylvania City Council

Re: **Contract Modification for Preliminary Engineering Services
Downtown Transportation Improvements**

Dear Mr. Mayor and Council Members:

On April 18, 2022 City Council was presented a proposal by DGL Consulting Engineers, LLC to provide preliminary engineering design work on the Downtown Transportation Improvements Project. Council referred this proposal to a Streets Committee meeting held on April 28, 2022 for further discussion. Council formally accepted the proposal on May 2, 2022 (Ord. 46-2022).

The DGL team has prepared several iterations of concept plans and renderings that were publicly shared at the Initial Stakeholder Meeting (August 24, 2022), at City Council (December 19, 2022), and at the public Open House (February 1, 2023). Feedback was obtained and incorporated into a final preliminary design concept that includes improved pedestrian accommodations, increased on-street parking using a curbless street concept, gathering spaces, and landscaping planters.

DGL's original proposal was in the amount of \$61,680 and they are requesting consideration of a contract modification. DGL has exceeded their original proposal by \$8,478 citing a greater complexity for field surveying work and additional traffic analysis at both intersections including alternate layouts. Their subconsultant, EDGE, exceeded their budget allocation by \$15,000, but is requesting a \$10,000 consideration mainly due to additional time spent preparing the concept video.

The total requested contract modification is \$18,478. The Service Department supports this request and believes the effort and deliverables received to complete the preliminary engineering process from this design team were very well done. We would recommend approval of the DGL contract modification in the amount of \$18,478. Please call with any questions.

Sincerely,

A handwritten signature in blue ink that reads "Kevin G. Aller".

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

l.b.

ORDINANCE NO. 25-2023

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.

WHEREAS, Ordinance No. 46-2022, passed May 2, 2022, accepted the proposal of DGL Consulting Engineers, LLC (hereafter "DGL") to provide preliminary engineering design services for the Downtown Transportation Improvement Project in the amount of Sixty-One Thousand Six Hundred Eighty Dollars (\$61,680.00); and,

WHEREAS, DGL has prepared several iterations of concept plans and renderings that were publicly shared at the stakeholder meeting, City Council meeting and a public open house; and,

WHEREAS, following these meetings and based on comments received, a final preliminary design plan has been developed that includes improved pedestrian accommodations, increased on-street parking using a curbless street concept, gathering spaces and landscaping planters; and,

WHEREAS, in order to develop their plans and conduct their preliminary engineering design, DGL needed to perform additional traffic analysis at both intersections including alternate layouts in addition to more complex field surveying work resulting in an increase to the proposal of \$8,478; and,

WHEREAS, in addition, one of their subcontractors exceeded their budget allocation by \$15,000, although they have reduced their fee by \$5,000, for a total overage of \$10,000; and,

WHEREAS, the Director of Public Service, by report dated March 6, 2023, has recommended approval of the additional engineering services in the amount of \$18,478 to reflect the actual work performed in preparing the preliminary design concept for the Downtown Transportation Improvements.

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

SECTION 1. That said increase in the proposal in the amount of Eighteen Thousand Four Hundred Seventy-Eight Dollars (\$18,478.00), authorized to be appropriated be, and the same hereby is, approved, and the Mayor and the Director of Finance be, and they hereby are, authorized to sign said proposal amendment on behalf of this City, thereby indicating such approval and changing the total contract amount.

SECTION 2. That to provide funds for said 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** the total sum of Eighteen Thousand Four Hundred Seventy-Eight Dollars (\$18,478.00).

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 the City should provide for the payment for the additional services provided at the earliest possible time so as to preserve the good credit of this City. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2023, as an emergency measure.

ATTEST:

President of Council
APPROVED AS TO FORM:

Clerk of Council
APPROVED:

Director of Law

Mayor

Date



PROVIDING
CIVIL ENGINEERING
SOLUTIONS SINCE 1926

TRANSPORTATION

TRAFFIC/SAFETY

FACILITY/SITE
DEVELOPMENT

SURVEY

CONSTRUCTION
SERVICES

February 10, 2023

Kevin Aller, PE
Director of Public Service/Safety
City of Sylvania
6730 Monroe Street, Suite 101
Sylvania, OH 43560

Re: Sylvania Downtown Improvements – Modification

Dear Mr. Aller:

Please accept this fee modification to the Sylvania Downtown Improvements project. Both DGL and the EDGE Group have exceeded our original contract amounts and would appreciate your consideration for the following modification.

DGL has currently exceeded our contract amount by \$4,978. This overage is a result of greater complexity than anticipated field survey and base mapping, additional traffic analysis of the intersections and layout of alternate intersection options, the inclusion of Maplewood Avenue, and additional time for meetings. We believe the finalizing of the Study will result in an additional \$3,500. Therefore, DGL would appreciate the consideration of a \$8,478 modification to our contract.

The EDGE Group has indicated that they have exceeded their budget by \$15,000 and would be in favor of a \$10,000 modification to cover some of their overage. They realize some of their overage was due to refining the video and presentation material beyond what may normally be required for such presentations.

The total requested modification is \$18,478 (\$8,487 DGL and \$10,000 EDGE). We appreciate your consideration and hope you feel this request is appropriate.

Thank you and we hope to have the opportunity to provide design services for the continuation of the Main Street Improvement project. Please contact me directly should you have any questions related to the material included herein.

Sincerely,

DGL Consulting Engineers, LLC

Richard J. McGuckin, PE, CPESC
Principal, Director of Transportation

T: 419.535.1015 Ext. 208 | C: 419.343.5857 | E: rmcguckin@dgl-ltd.com

Cc: Laurie Adams, PE – DGL
Joe Shaw, PE – City of Sylvania

22114


3455 Briarfield Blvd
Suite E
Maumee, OH 43537
419.535.1015

128 N Fulton Street
Wauseon, OH 43567
419.330.1360

545 Metro Place South
Suite 100
Dublin, OH 43017
614.356.7150

dgl-ltd.com

An Agreement for the Provision of Limited Professional Services

Design Professional		Client	
DGL Consulting Engineers, LLC		City of Sylvania	
3455 Briarfield Blvd., Suite E		6730 Monroe Street	
Maumee, OH 43537		Sylvania, OH 43560	
Project Name	Sylvania Downtown Improvements – Modification	Project No.	22114
Location	Sylvania, Ohio		
Scope of Services	Modification in letter		
Fee Arrangement			
DGL		\$8,478	
EDGE Group		\$10,000	
Modification Total		\$18,478	
Retainer Amounts	\$00.00 due with signed contract.		
Note: DGL can accept credit card payments with an additional 3% service fee.			
Special Conditions			
Offered by:		Accepted by: Client	
Signature & Title		Signature(s) & Title(s)	Date
			
Richard J. McGuckin, PE, CPEC		Craig A. Stough, Mayor	
Principal Director of Transportation			Date
		Toby A. Schroyer, Director of Finance	

The Terms and Conditions at the end of this price proposal are part of this Agreement.





7a.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

March 6, 2023

To: The Mayor and Members of Sylvania City Council

Re: **Balfour Road Waterline Improvements**
Contract for Professional Surveying and Engineering Services

Dear Mr. Mayor and Council Members:

Balfour Road is currently served by an existing 4" and 6" cast iron waterline from Alexis Road to approximately 700 feet north of Marshall Road. The 4" main is believed to have been installed sometime between 1925 and 1952 and extends from Alexis Road to approximately 900 feet north. The 6" was extended northerly in 1952 to 700 feet north of Marshall Road.

These water mains need replaced with the southern portion along Alexis Road scheduled to be abandoned with the US-23/Monroe Street Interchange Project in 2025. The Service Department is recommending full replacement of approximately 2,600 feet of waterline with a new 8" waterline. Construction is scheduled for 2024 in advance of the Interchange Project.

The Service Department received a proposal from Tetra Tech in the amount of \$65,000 to complete the survey and design the waterline replacement. Tetra Tech is currently designing other water system improvements associated with the Interchange Project and has already obtained a portion of the necessary field work needed for the Balfour Project.

Engineering design was included in the 2023 capital improvement budget and would be funded from the 701-7525-53501 account. We would recommend approval of the proposal from Tetra Tech in the amount of \$65,000. Please call if you should have any questions.

Sincerely,

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

7b.

ORDINANCE NO. 26-2023

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.

WHEREAS, Balfour Road is currently served by an existing 4" and 6" cast iron waterline from Alexis Road to approximately 700 feet north of Marshall Road; and,

WHEREAS, these waterlines were installed between 1925 and 1952 and should be replaced with the southern portion along Alexis Road scheduled to be abandoned with the US23/Monroe Street Interchange Project in 2025; and,

WHEREAS, the plans for the waterline improvement project replace approximately 2,600 feet of waterline with a new 8" waterline to be installed in 2024, prior to the start of the interchange project; and,

WHEREAS, the Director of Public Service, by report dated March 6, 2023, has received a proposal from Tetra Tech to complete the survey and design the waterline replacement in the amount of Sixty-Five Thousand Dollars (\$65,000.00); and,

WHEREAS, the Director of Public Service, by report dated March 6, 2023, has recommended that the proposal in the amount of \$65,000 for the professional engineering and surveying services relative to the Balfour Road Waterline Improvement Project be accepted.

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 Tetra Tech in the amount of Sixty-Five Thousand Dollars (\$65,000.00) for providing professional engineering and surveying services for the Balfour Road Waterline Improvement Project, is hereby approved and accepted.

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

SECTION 3. That to provide funds for said engineering services hereby authorized, there is hereby appropriated from the **WATER FUND** from funds therein not heretofore appropriated to **Account No. 701-7525-53501 – Utility Improvements** the amount of Sixty-Five Thousand Dollars (\$65,000.00).

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 City should provide for the engineering services for the Balfour Road Waterline Improvement Project 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



February 21, 2023

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

Re: Water Main Design for Balfour Road – Letter Proposal

Dear Mr. Shaw,

Tetra Tech is pleased to submit this proposal for the above referenced project.

PROJECT UNDERSTANDING AND SCOPE

The City of Sylvania has asked Tetra Tech to prepare this proposal to design water main improvements for Balfour Road from Monroe Street north to the end of the street (approximately 2600’) along with a connection to Cushman Road. This project is to be designed concurrently with the planned waterline improvements on the LUC-23-11.75 project – currently being designed by Tetra Tech. Garcia Surveyors will be performing the topographic survey and have developed the survey for the LUC-23-11.75 project. Their proposal is attached for reference along with a site map of the project limits.

DESIGN & PROJECT MANAGEMENT

This project will include the development of the following deliverables in pdf format:

- 50% Plans and Opinion of Probable Costs (OPC)
- 95% Plans and OPC
- 100% Final Plans and OPC

Anticipated final plan sheets are as follows:

<u>Sheet Type</u>	<u>Estimated No. of Sheets</u>
Title Sheet	1
General Notes/Driveway Replacement Details	2
Waterline Notes/Details/Tie-In Connection Details	3
General Summary	1
Sub-summary	1
Plan & Profile Sheets	7
Total =	15



The design will be completed in MicroStation format. We estimate approximately 393 hours for the design & management task.

BIDDING ASSISTANCE

We understand that the City will lead the bidding phase and prepare all addenda. Tetra Tech will support the City of Sylvania through the bidding phase by assisting with addenda and answering questions from prospective bidders. We have included up to 20 hours for this task.

CONSTRUCTION PHASE SERVICES

We understand that the City will lead the construction administration, inspection, and shop drawing reviews for this project. Tetra Tech will assist the City during the construction phase to help answer contractor’s requests for information (RFIs). We have included up to 20 hours for this task.

PROJECT SCHEDULE

Below is the anticipated project schedule.

TASKS	DATE
Authorization to Proceed	March 10, 2023
50% Submission	May 5, 2023
50% Review – 30 Days	
95% Submission	August 4, 2023
95% Review – 30 Days	
100% Complete Plans and OPC to the City	October 27, 2023

ASSUMPTIONS

No geotechnical investigations or recommendations are included in this proposal. No construction administration, resident project representation or testing is included in this proposal. No permit preparation is included in this proposal.

COMPENSATION

We propose a time and material budget of **\$65,000** for this project. If Tt anticipates that additional effort is required during this project, Tt will submit a written request to the City of Sylvania for authorization prior to completing any additional work. If you concur with our proposal, please sign in the space provided below and return one original signed copy of this proposal to indicate your authorization to proceed. The agreement for this project is comprised of this proposal and the attached Tt Standard Terms and Conditions (Tt ST&C).



TETRA TECH

Thank you again for giving us this opportunity to serve the City of Sylvania!

Sincerely,

Andrew J. Langenderfer, P.E.

Senior Project Manager

Mobile: 419-779-7686

Andy.langenderfer@tetrattech.com

Attachments: Garcia Surveyors Proposal
Tt Standard Terms and Conditions

C:/ Mr. Kevin Aller, P.E. – Director of Public Service, City of Sylvania

PROPOSAL ACCEPTED BY (Mr. Craig A. Stough) _____
TITLE: Mayor **DATE** _____

PROPOSAL ACCEPTED BY (Mr. Toby Schroyer) _____
TITLE: Finance Director/Treasurer **DATE** _____

GARCIA SURVEYORS, INC.

TOLEDO - COLUMBUS - CLEVELAND - LIMA

DBE, MBE, EDGE Certified - ODOT Prequalified for Right-of-Way Development

February 14, 2023

Tetra Tech
420 Madison Avenue, Suite 101
Toledo, Ohio 43604
Attn: Mr. Andrew J. Langenderfer, P.E.

Re: Topographic Survey
Balfour Road Waterline Improvements
Sylvania, Ohio 43560
Proposal # 234P10045

Dear Mr. Langenderfer,

Garcia Surveyors, Inc. will perform a topographic survey of Balfour Road, located in the City of Sylvania, Lucas County, Ohio. The limits of our topographic survey services are indicated on Exhibit A, which is attached hereto and made a part of this proposal.

Our services will consist of:

Topographic survey:

Locate physical features such as:

- 1) Paved and gravel areas, curb, structures, roadways, parking areas, ditches, fencing, landscaping, and drains.
- 2) Utilities locate markings (opening structures and obtaining invert depths, pipe sizes and pipe directions).
 - a) storm sewer
 - b) sanitary sewer
 - c) waterline
 - d) electric
 - e) gas
 - f) overhead wires

Note: All utilities will be shown based on field observations and/or information received from property owner. Ohio Utility Protection Services (OUPS) will be contacted and requested to field locate existing utilities and mail to us any plans indicating location and other information pertaining to existing utilities. Only utilities readily visible and accessible to be located.

- 3) Locate individual trees of 12" diameter and larger. Larger cluster of trees will not be individually located but will be outlined.
- 4) Observe existing ground elevations at 50' grid along with high and low break points.
- 5) Establish site control points and a site benchmark. Minimum of two (02).
- 6) Horizontal and vertical control will be based on Ohio State Plane Coordinates established with GPS utilizing the Ohio VRS System.
- 7) Search for existing property corners to assist with the establishment of the existing Right-of-way lines. Said Right-of way lines will be **APPROXIMATE ONLY AND ARE NOT BE THE RESULT OF A TRUE AND ACCURATE BOUNDARY SURVEY, THEREFORE ARE SUBJECT TO CHANGE.**
- 8) Provide electronic copy of drawing in MicroStation format suitable for design use.

The fee for the proposed Topographic Survey will be a lump sum of \$9,200.00.

GARCIA SURVEYORS, INC.

TOLEDO - COLUMBUS - CLEVELAND - LIMA

DBE, MBE, EDGE Certified - ODOT Prequalified for Right-of-Way Development

If this is acceptable, please sign one copy and return to our office at your earliest convenience.

Thank you,



Daniel C. Kaiser, P.S.
Director of Surveys
Garcia Surveyors, Inc.

Signature of Acceptance:

Title:

Date:

Print Name:

Company Name:

GARCIA SURVEYORS, INC.

TOLEDO - COLUMBUS - CLEVELAND - LIMA

DBE, MBE, EDGE Certified - ODOT Prequalified for Right-of-Way Development

Exhibit "A"





8a.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

March 6, 2023

To: The Mayor and Members of Sylvania City Council

Re: **CONSTRUCTION ENGINEERING & INSPECTION SERVICES
ELDEN DITCH WATERSHED IMPROVEMENTS (PHASE 1)**

Dear Mr. Mayor and Council Members:

The Service Department is proposing storm sewer and drainage improvements within a portion of Veteran's Memorial Field (VMF) as a part of Phase 1 improvements scheduled for the Elden Ditch Watershed.

Specifically, an underground storm water detention facility and upstream and downstream piping changes will be installed to alleviate flooding issues at the westerly end of VMF and in the rear yards of homes along Elden Drive. The construction plans and specifications for the improvement are complete and construction is scheduled for August 2023.

The Service Department requested a proposal from American Structurepoint, Inc. to provide construction engineering and inspection services. American Structurepoint is providing the same scope of services on the LUC-CR 4-9.77 (PID 109598) project at Monroe Street & Harroun Road as well as on the LUC-Monroe St & Silica Dr Upgrade and LUC-Silica Drive Bridge Replacement (PID 107489) project at Monroe Street & Silica Drive. The proposal received from American Structurepoint was in the amount of \$55,542.

Construction engineering and inspection for this project was included in the 2023 capital improvement budget and would be funded from the 401-7510-53501 account. We would recommend approval of the proposal from American Structurepoint in the amount of \$55,542. Please call if you should have any questions.

Sincerely,

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

8b.

ORDINANCE NO. 27-2023

ACCEPTING THE PROPOSAL OF AMERICAN STRUCTUREPOINT, INC. TO PROVIDE CONSTRUCTION ENGINEERING & 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.

WHEREAS, the plans for the Elden Ditch Watershed Improvements (Phase 1) Project are complete and are now on file with the Clerk of Council; and,

WHEREAS, the plans for the improvement include installing an underground storm water detention facility and upstream and downstream piping changes to alleviate flooding issues at the westerly end of Veteran’s Memorial Field and in the rear yards of homes along Elden Drive; and,

WHEREAS, the Director of Public Service, by report dated March 6, 2023, has received a proposal from American Structurepoint, Inc. to provide construction engineering and inspection services on the project at a cost of \$55,542, 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 Fifty-Five Thousand Five Hundred Forty-Two Dollars (\$55,542.00) to provide construction engineering and inspection services for the Elden Ditch Watershed Improvements (Phase 1) 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 engineering and inspection services hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7510-53501 – Storm Sewer Improvements** an amount not to exceed Fifty-Five Thousand Five Hundred Forty-Two Dollars (\$55,542.00).

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 engineering and inspection 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, _____, 2023, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date



AMERICAN
STRUCTUREPOINT
INC.

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

February 17, 2023

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
Project 220407
Elden Ditch Watershed
Construction Inspection and Administration

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 and inspection for the above-referenced project. The enclosed fee of \$55,542.00 is based on estimated costs for American Structurepoint to provide these services.

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

Elden Ditch Watershed

American Structurepoint, Inc., will perform the following services necessary to provide the construction administration and inspection for the project referenced above.

CONSTRUCTION INSPECTION TASKS

The following tasks will be performed for each stage of the construction project. Note: Durations are based on schedule information provided by 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 1 week. Anticipated labor includes the PM/CE2 at 2 hours/week and the Inspector at 20 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 9 weeks of actual construction activities and the labor for the PM/CE2 to be 3 hours/week and the Inspector at 42 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. We anticipate the post-construction activities will last for a period of 2 weeks for the PM/CE2 at 1 hour/week and for the Inspector at 24 hours/week.

PROJECT DELIVERABLES

Unless otherwise directed by the City, 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: Elden Ditch Watershed
PROJECT NUMBER: 220407
CONTRACTOR: TBD
AWARD DATE: 8/1/2023 projected
NOTICE TO PROCEED: 8/1/2023 projected
SUBSTANTIAL COMPLETION DATE: 9/30/2023 projected
FINAL COMPLETION DATE: 10/31/2023 projected

PRECONSTRUCTION ACTIVITIES:	7/24/2023	to	7/28/2023	=	1.00 weeks
CONSTRUCTION ACTIVITIES	7/31/2023	to	9/29/2023	=	9.00 weeks
POST-CONSTRUCTION ACTIVITIES:	10/2/2023	to	10/13/2023	=	<u>2.00 weeks</u>
	Total weeks			=	12.00 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

PROJECT MANAGER/CONSTRUCTION ENGINEER

Preconstruction Activities	1 weeks	@	2 hours/week	=	<u>2 hours</u>
Regular time:	9 weeks	@	3 hours/week	=	<u>27 hours</u>
Post-construction Activities	2 weeks	@	1 hours/week	=	<u>2 hours</u>
PM / CONSTRUCTION ENGINEER TOTAL HOURS				=	<u>31 hours</u>

PROJECT INSPECTOR (PI)

Preconstruction Activities:					
Regular Time:	1 weeks	@	20 hours/week	=	20 hours
Construction Activities:					
Regular Time:	9 weeks	@	40 hours/week	=	360 hours
Overtime (5%)	360	@	5%	=	18 hours
Post-Construction Activities:					
Regular Time:	2 weeks	@	24 hours/week	=	<u>48 hours</u>
PROJECT INSPECTOR REGULAR HOURS				=	428 hours
PROJECT INSPECTOR OVERTIME HOURS				=	<u>18 hours</u>

Direct Expenses:

Daily vehicle use:

Daily Vehicle Use CE2:	9 weeks	@	-	days/week	=	-	days
Daily Vehicle Use PI:	10 weeks	@	-	days/week	=	-	days
				<u>Total Days</u>	<u>=</u>	<u>-</u>	<u>days</u>

**INSPECTION FEE SUMMARY
CONSTRUCTION INSPECTION SERVICES**

CLIENT: City of Sylvania
DESCRIPTION: Elden Ditch Watershed
PROJECT NUMBER: 220407

	<u>Rate</u>	<u>Units</u>	<u>Fee</u>
PM/CE	\$ 228.00	31	\$ 7,068.00
PI	\$ 108.00	428	\$ 46,224.00
PI Overtime	\$ 125.00	18	\$ 2,250.00
Daily Vehicle Use	\$ 50.00	-	\$ -
			<hr/>
		SUB-TOTAL INSPECTION FEE	\$ 55,542.00
		MATERIALS TESTING AND LAB SERVICES	\$ -
			<hr/>
		TOTAL FEE	\$ 55,542.00

Hourly Rate Calculations

Instructions - Insert information in yellow highlighted cells only. On Sheet 2, input information to determine rates per classification. Hourly rates will be calculated automatically.

Last Revised
11/10/16

Agreement No.:
C-R-S:
Firm Name:

Sylvania - Elden Ditch Watershed
American Structurepoint, Inc.

Company Overhead:	185.96%
Average Overhead:	158.08%
Cost of Money:	0.23%
Net Fee %:	10%
The company records OT premium as:	ODC
Does the company anticipate billing overtime?	Yes

Classification	1.5X OT?	Avg. Raw Rate	Overhead	C.O.M	Net Fee	Computed Straight Time/OT Exempt Billing Rate ¹	Computed Overtime Billing Rate ^{1,2}
Construction Engineer	No	\$73.00	\$135.75	\$0.17	\$18.84	\$228	N/A
Inspector	Yes	\$34.50	\$64.16	\$0.08	\$8.90	\$108	\$125
	0 Yes					N/A	
	0 Yes					N/A	
	unknown					N/A	
	unknown					N/A	
	unknown					N/A	
	unknown					N/A	
	unknown					N/A	
	unknown					N/A	
	unknown					N/A	
	unknown					N/A	

¹ Note: Rounded the nearest dollar.

² Note: Inclusive of overtime premium, if company classifies OT premium as an other direct cost.
rev. 11/9/2016



OHIO DEPARTMENT OF TRANSPORTATION

CONSULTANT INDIRECT COST RATE
APPROVAL CERTIFICATE NO.: 06042022-SPG-01

Based on ODOT's audit risk assessment procedures, we have performed a limited review of your company's cost submission. ODOT approves use of the following rate(s) on contracts that are partially or fully reimbursed using the cost-plus-fixed-fee contract type.

Company Name:	AMERICAN STRUCTUREPOINT, INC.
Based on Actual Costs Incurred for Company's Year Ended:	12/31/2021
Effective Date (Approval Date):	06/04/2022

APPROVAL TYPE:

This approval is granted based on a limited, correspondence desk review of your company's cost submission, including the computation of indirect cost rate(s) and Facilities Capital Cost of Money (FCCM) rate(s), if applicable. This approval does not constitute an audit or cognizant review, and ODOT reserves the right to make further inquiries regarding submitted costs and to perform more extensive review procedures or audit testing at any time.

CONCLUSION: The following rates were accepted as submitted:

Corporate Indirect Cost Rate:	185.96%
Facilities Capital Cost of Money Rate:	0.23%
Facilities Capital Cost of Money Rate (Home Office):	0%

OVERTIME PREMIUM: Based on the information submitted by your company:

- All overtime premium is allocated to the indirect cost pool; accordingly, overtime premium is not eligible as a direct charge to contracts.
- Project-related overtime premium is allocated to direct cost objectives and is allowable as a direct charge to applicable contracts.
- No overtime premium was incurred during the audit period.
- Your company has not established a policy for allocating and billing these costs. As your company works toward establishing an indirect cost rate compliant with Part 31 of the Federal Acquisition Regulation, you must establish a policy for allocating and billing overtime premium.

NOTE:

The approved rates are for use for billings and cost proposals on contracts funded by the State of Ohio and/or Federal sources, including projects for ODOT and Ohio Local Public Agencies (LPAs). The above rates are based on the most recent cost information your Company submitted to ODOT. As more current cost information becomes available, it must be submitted through the ODOT PreQ system. The submittal is due no later than **six months** after the close of your Company's fiscal year (July 1 for all companies with a December 31 fiscal year end). See detailed requirements at <https://www.transportation.ohio.gov/wps/portal/gov/odot/working/publications/audit-consultant>. Failure to submit timely may result in the loss of your ODOT prequalification.

Approved by:

Scot P. Gormley

ADMINISTRATOR

ODOT OFFICE OF EXTERNAL AUDITS (OEA)

1980 West Broad Street, Mail Stop 2140, Columbus, OH 43223

Phone: 614.644.0384

Cell/Text: 614.949.8981

Transportation.Ohio.gov



OHIO DEPARTMENT OF TRANSPORTATION



8C.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

March 6, 2023

To: The Mayor and Members of Sylvania City Council

Re: **Sylvania Area Joint Recreation District
Elden Ditch Improvements (Phase 1) at Veteran's Memorial Field
Drainage Easement**

Dear Mr. Mayor and Council Members:

The Service Department is proposing storm sewer and drainage improvements within a portion of Veteran's Memorial Field (VMF) as a part of Phase 1 improvements scheduled for the Elden Ditch Watershed.

Specifically, an underground storm water detention facility and upstream and downstream piping changes will be installed to alleviate flooding issues at the westerly end of VMF and in the rear yards of homes along Elden Drive. The construction plans and specifications for the improvement are complete and construction is scheduled for August 2023.

The Sylvania Area Joint Recreation District (SAJRD) owns the property and the Service Department has determined the City does not have a drainage easement in place to cover any existing infrastructure through the site. As a result, the Service Department would like to obtain a drainage easement to include all piping connecting Main Street to Elden Drive through the site, as well as include the new underground detention facility footprint.

The enclosed drainage easement would provide the City the ability to construct, operate, and maintain this facility over private property in perpetuity. The SAJRD Board of Trustees approved the easement at their February 28, 2023 meeting. We would request approval of this easement. Please call with any questions.

Sincerely,

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

8d.

ORDINANCE NO. 28-2023

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.

WHEREAS, construction plans for the Elden Ditch Improvement (Phase 1) Project in the City of Sylvania, Ohio are complete and plans for the improvements include installing an underground storm water detention facility and upstream and downstream piping changes to alleviate flooding issues at the westerly end of Veteran’s Memorial Field and in the rear yards of homes along Elden Drive; and,

WHEREAS, in order to install and construct the improvements, the City needs to acquire a Drainage Easement from the Sylvania Area Joint Recreation District (“SAJRD”), the owner of the property; and,

WHEREAS, said grant of permanent drainage easement is presented to this Council for acceptance.

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

SECTION 1. That the drainage easement as to executed and tendered as described on “Exhibit A” be, and the same hereby is, accepted from SAJRD, the grantor therein.

SECTION 2. That the easement area identified and described in said temporary easement as set forth on “Exhibit A” be, and the same hereby is, dedicated for the respective public purposes expresses in said easement.

SECTION 3. That the Director of Law is hereby directed to deliver the recorded easement document to the Director of Finance for retention by him as custodian of the records of this City.

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 improvements should proceed as soon as possible and accordingly the acquisition of the necessary drainage easement should proceed forthwith 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, _____, 2023, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

EASEMENT FOR DRAINAGE PURPOSES

KNOW ALL MEN BY THESE PRESENTS:

That **Sylvania Area Joint Recreation District**, the Grantor, in consideration of one dollar (\$1), and other good and valuable considerations, to them paid by the **City of Sylvania**, the Grantee, do hereby grant, bargain, sell, convey and release to the said Grantee, its successors and assigns forever, an easement for the construction and maintenance of a public storm sewer and storm water detention facility, in, on, over and through the real estate in the City of Sylvania, Lucas County, Ohio, and legally described, Exhibit A, and drawn, Exhibit B as attached.

TO HAVE AND TO HOLD the said easement rights with all the rights, privileges and appurtenances thereto belonging to the Grantee, its successors and assigns forever.

The Grantor, their successors and assigns, retains the right to use the attached described property for any and all purposes, provided that such use does not interfere with nor impair the exercise of the rights herein granted.

The Grantor claims title by instrument recorded in Instrument Number 201709190041068 in the Deed Records of the Lucas County Recorder's Office.

The Grantor hereby covenants that it is the true and lawful Owner of said premises and are well seized of the same, and have good right and full power to bargain, sell and convey the same in the manner aforesaid.

IN WITNESS WHEREOF, the Grantor, **Sylvania Area Joint Recreation District**,
has hereunto set its hand this 28 day of February, 2023.

Sylvania Area Joint Recreation District

By *Bill P. Kyp*
Chairman
Title

STATE OF OHIO

}SS

COUNTY OF LUCAS,

The foregoing instrument was acknowledged before me this 28 day of February
2023 by **Sylvania Area Joint Recreation District**.



PEGGY A. RENTZ
NOTARY PUBLIC - OHIO

Peggy A. Rentz
Notary Public, _____ State of Ohio

My Commission Expires: 12-08-24

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year aforesaid.

Notary Public _____

City of Sylvania, Ohio

By: _____
Craig A. Stough, Mayor

By: _____
Toby Schroyer, Director of Finance

Approved:

Leslie B. Brining, Director of Law

**EXHIBIT A
DRAINAGE EASEMENT**

Located in the southeast quarter of Section 4, Town 9 South, Range 6 East, City of Sylvania, Lucas County, State of Ohio and being part of a 36.501 acre tract of land conveyed to the Sylvania Area Joint Recreation District, by deed recorded in Instrument Reference 201709190041068 in the Deed Records of the Lucas County Recorder's Office and being more particularly described as follows:

Commencing at the southwest corner of Lot 23 of Parker's Addition, as recorded in Plat Book Volume 20, Page 44 in the Deed Records of the Lucas County Recorder's Office, said southwest corner also being on the northeasterly right-of-way line of Adrian Road (nka Main Street);

Thence with the said northeasterly right-of-way line of Adrian Road (nka Main Street) in a northwesterly direction North 37 Degrees 08 Minutes 32 Seconds West a distance of 149.00 feet to the northwest corner of Lot 24 of Parker's Addition, as recorded in Plat Book Volume 20, Page 44 in the Deed Records of the Lucas County Recorder's Office;

Thence with the north property line of Lot 24 of Parker's Addition to the extended intersection with the southwesterly right-of-way line of Adrian Road (nka Main Street) in a westerly direction South 87 Degrees 13 Minutes 58 Seconds West a distance of 72.70 feet to a point, said point also being on the northeasterly railroad right-of-way line of the Pennsylvania Lines LLC (nka Norfolk Southern Railway Company);

Thence perpendicular to the northeasterly railroad right-of-way the Pennsylvania Lines LLC (nka Norfolk Southern Railway Company) in a southwesterly direction South 52 Degrees 51 Minutes 28 Seconds West a distance of 25.00 feet to a point on the centerline of railroad right-of-way of said Pennsylvania Lines LLC (nka Norfolk Southern Railway Company);

Thence on the said centerline of railroad right-of-way of the Pennsylvania Lines LLC (nka Norfolk Southern Railway Company) in a northwesterly direction North 37 Degrees 08 Minutes 32 Seconds West a distance of 84.84 feet to a point;

Thence perpendicular to the centerline of railroad right-of-way of the Pennsylvania Lines LLC (nka Norfolk Southern Railway Company) in a southwesterly direction South 52 Degrees 51 Minutes 28 Seconds West a distance of 25.00 feet to a point on the southwesterly railroad right-of-way of said Pennsylvania Lines LLC (nka Norfolk Southern Railway Company), said point also being on the north property line of a 36.501 acre tract of land conveyed to the Sylvania Area Joint Recreation District by deed recorded in Instrument Reference 201709190041068 in the Deed Records of the Lucas County Recorder's Office, said point also being the **TRUE POINT OF BEGINNING**;

Thence in a southwesterly direction South 22 Degrees 43 Minutes 49 Seconds West a distance of 309.45 feet to a point;

Thence in a westerly direction South 63 Degrees 24 Minutes 42 Seconds West a distance of 44.51 feet to a point;

Thence in a southwesterly direction South 12 Degrees 58 Minutes 07 Seconds West a distance of 234.04 feet to a point;

Thence in a westerly direction South 87 Degrees 53 Minutes 10 Seconds West a distance of 31.82 feet to a point on the easterly property line of Lot 47 of Elden's Ranch View Plat III, as recorded in Plat Book Volume 57, Page 33 in the Deed Records of the Lucas County Recorder's Office, said point also being on the East line of the West ½ of the Southeast Quarter of Section 4, Town 9 South, Range 6 East, City of Sylvania, Lucas County, State of Ohio;

Thence on the said easterly property line of Lot 47 of Elden's Ranch View Plat III, as recorded in Plat Book Volume 57, Page 33 in the Deed Records of the Lucas County Recorder's Office and on said East line of the West ½ of the Southeast Quarter of Section 4, Town 9 South, Range 6 East, City of Sylvania, Lucas County, State of Ohio in a northerly direction North 00 Degrees 50 Minutes 23 Seconds West a distance of 38.87 feet to a point on the easterly property line of Lot 46 of Elden's Ranch View Plat III, as recorded in Plat Book Volume 57, Page 33 in the Deed Records of the Lucas County Recorder's Office, said point also being on the East line of the West ½ of the Southeast Quarter of Section 4, Town 9 South, Range 6 East, City of Sylvania, Lucas County, State of Ohio;

Thence in a northeasterly direction North 12 Degrees 58 Minutes 07 Seconds East a distance of 197.47 feet to a point;

Thence in an easterly direction North 63 Degrees 24 Minutes 42 Seconds East a distance of 72.46 feet to a point;

Thence in a northeasterly direction North 22 Degrees 43 Minutes 49 Seconds East a distance of 313.64 feet to a point on the southwesterly railroad right-of-way line of said Pennsylvania Lines LLC (nka Norfolk Southern Railway Company);

Thence in a southeasterly direction on the said southwesterly railroad right-of-way line of said Pennsylvania Lines LLC (nka Norfolk Southern Railway Company) South 37 Degrees 08 Minutes 32 Seconds West a distance of 23.12 feet to the **TRUE POINT OF BEGINNING**, subject to all legal highways and easements of record.

The above described area contains 0.372 acres of land, more or less, contained within Lucas County Auditor's Permanent Parcel Number 82-01001.

This description was prepared by Joseph E. Shaw, Registered Surveyor 8491 of the State of Ohio.



Joseph E. Shaw
Registered Surveyor of Ohio: No. 8491

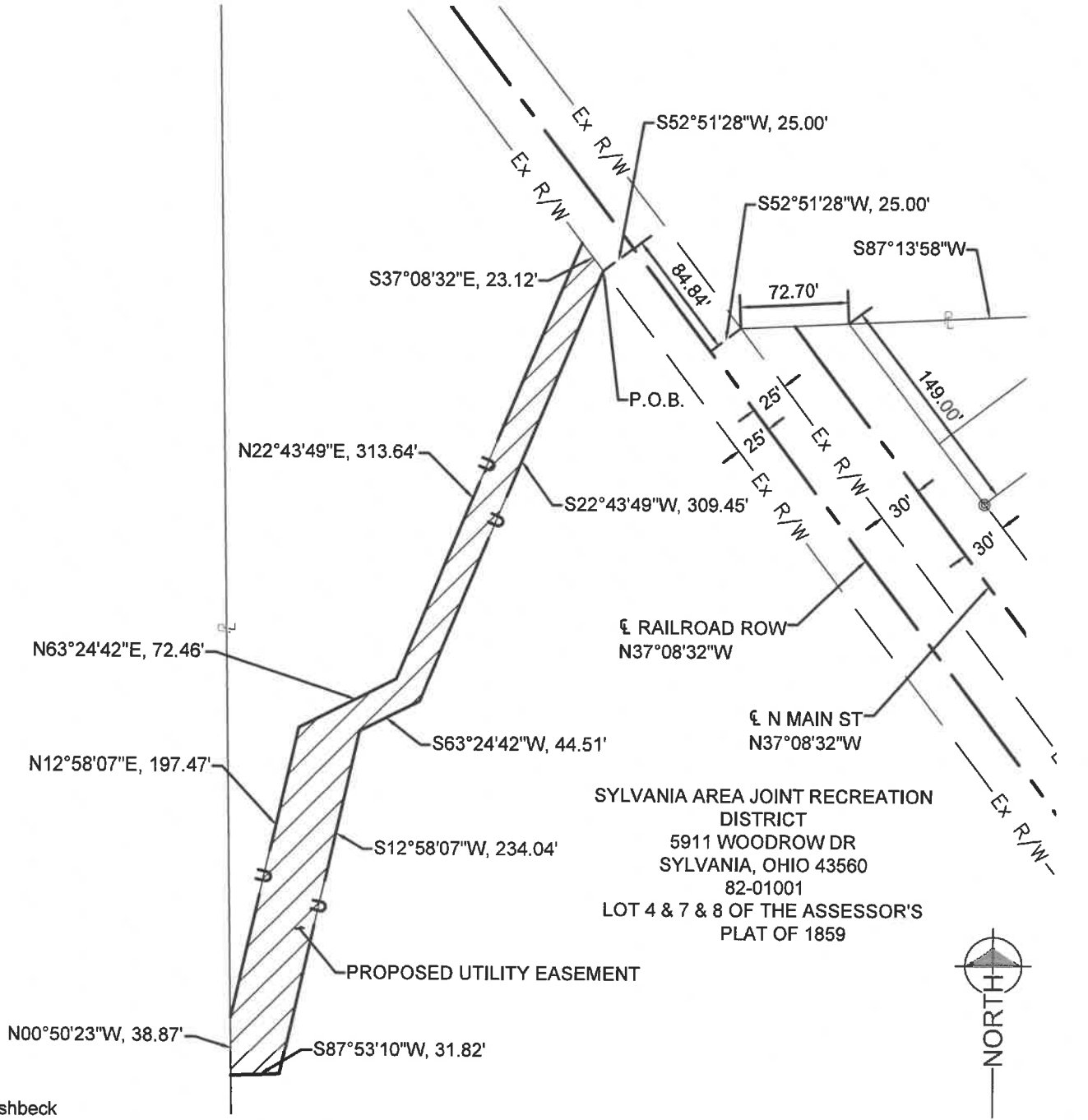

Date 2/13/23

EXHIBIT B

SECTION 4,

TOWN 9 SOUTH, RANGE 6 EAST,

CITY OF SYLVANIA, LUCAS COUNTY, OHIO



SYLVANIA AREA JOINT RECREATION
DISTRICT
5911 WOODROW DR
SYLVANIA, OHIO 43560
82-01001
LOT 4 & 7 & 8 OF THE ASSESSOR'S
PLAT OF 1859



Fishbeck
7887 Washington Village Drive, Suite 135
Dayton, Ohio 45459
937.291.9092
fishbeck.com

MONUMENT LEGEND
⊙ CONCRETE MONUMENT FOUND

SCALE: 1" = 100'
0 50 100

	City of Sylvania Lucas County, Ohio	PROJECT NO. 220407
	Proposed Easement Elden Ditch Watershed Improvements Ph. 1	

©Copyright 2021 All Rights Reserved. Hard copy is intended to be 11.5 x 17" when plotted. Scale(s) indicate(s) and graphic outline may not be accurate for any other size.
PLOT FILE C:\2021\220407\CAD\SURVEY\EASEMENT\EXHIBIT.DWG



ge.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

March 6, 2023

To: The Mayor and Members of Sylvania City Council

Re: **Elden Ditch Improvements (Phase 1) at Veteran's Memorial Field
Advertise Ordinance**

Dear Mr. Mayor and Council Members:

The Service Department is proposing storm sewer and drainage improvements within a portion of Veteran's Memorial Field (VMF) as a part of Phase 1 improvements scheduled for the Elden Ditch Watershed.

Specifically, an underground storm water detention facility and upstream and downstream piping changes will be installed to alleviate flooding issues at the westerly end of VMF and in the rear yards of homes along Elden Drive. The construction plans and specifications for the improvement are complete and construction is scheduled for August 2023.

The estimated construction cost of the project is \$306,443. The Service Department has secured \$91,000 in Ohio Public Works Commission (OPWC) grant assistance and the Sylvania Area Joint Recreation District (SAJRD) will be contributing \$48,650 towards construction. The remaining \$166,793 will be locally funded and was included in the 2023 budget as a capital improvement expense via fund 401-7510-53501.

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

Sincerely,

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



9a.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

March 6, 2023

To: The Mayor and Members of Sylvania City Council

Re: **Engineering Services Proposal**
Various Traffic Signal Improvements (Monroe Street & Erie Street)

Dear Mr. Mayor and Council Members:

On January 17, 2017 City Council authorized a proposal from Tetra Tech to inventory all twenty-seven (27) City-owned and operated traffic signal systems within our municipal limits (Ord. 6-2017). The inventory included a field review, inspection, and recommendations to improve each signal.

Since 2017 several locations have already had capital improvements completed using Federal Highway Safety Improvement Program (HSIP) grant funds including Alexis/Acres & Alexis/Elliott. Several more intersections are currently programmed for signal replacements or removals using Federal HSIP, CMAQ, or STBG grant funds including Monroe/Silica, Monroe/Summit, Monroe/Harroun, Monroe/Kroger, Monroe/Glasgow, Monroe/Alexis, & Monroe/Acres.

The Service Department is ready to commence engineering work to upgrade another four (4) intersections (Erie/Sun Valley, Monroe/Major Magics, Monroe/Corey, and Monroe/ProMedica). The City requested an engineering proposal from DGL Consulting Engineers, LLC from Maumee, Ohio to design these improvements. DGL has provided signalization engineering for the City on four (4) of the locations noted above and is very familiar with the standards and operation of the City's signal system. Their proposal to complete the requested scope of services is in the amount of \$88,738.

Engineering design was included in the 2023 capital improvement budget and would be funded from the 401-7635-53543 account. We would recommend approval of the proposal from DGL in the amount of \$88,738. Please call if you should have any questions.

Sincerely,

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

9b.

ORDINANCE NO. 29-2023

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.

WHEREAS, Ordinance No. 6-2017, passed by Sylvania City Council on January 17, 2017, accepted a proposal from Tetra Tech to inventory all twenty-seven City-owned and operated traffic signal systems in the City limits; and,

WHEREAS, the inventory included field review, inspection and recommendations to improve each signal; and,

WHEREAS, since 2017, several intersections have been improved with several others scheduled for improvement using Federal Highway Safety Improvement Program grant funds, Congestion Mitigation and Air Quality grant funds, or Surface Transportation Block Grant funds; and,

WHEREAS, the Director of Public Service, by report dated March 6, 2023, has received a proposal from DGL Consulting Engineers, LLC to upgrade four intersections not currently scheduled for improvement, i.e., Erie/Sun Valley, Monroe/Major Magics, Monroe/Corey, and Monroe/ProMedica, to design the proposed improvements in the amount of Eighty-Eight Thousand Seven Hundred Thirty-Eight Dollars (\$88,738.00); and,

WHEREAS, the Director of Public Service, by report dated March 6, 2023, has recommended that the proposal in the amount of \$88,738 for the professional engineering services relative to the Various Traffic Signal Improvement Project be accepted.

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 DGL Consulting Engineers, LLC in the amount of Eighty-Eight Thousand Seven Hundred Thirty-Eight Dollars (\$88,738.00) for providing professional signalization engineering services to design improvements for the Erie/Sun Valley,

Monroe/Major Magics, Monroe/Corey, and Monroe/ProMedica traffic signal upgrades for the Various Traffic Signal Improvements Project, is hereby approved and accepted.

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

SECTION 3. That to provide funds for said engineering services hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7635-53543 – Traffic Signals** the amount of Eighty-Eight Thousand Seven Hundred Thirty-Eight Dollars (\$88,738.00).

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 City should provide for the engineering services for the traffic signal improvements should take place 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



PROVIDING
CIVIL ENGINEERING
SOLUTIONS SINCE 1926

TRANSPORTATION

TRAFFIC / SAFETY

FACILITY / SITE
DEVELOPMENT

SURVEY

CONSTRUCTION
SERVICES

February 17, 2023

Joe Shaw, PE, PS
Deputy Director - Dept of Public Service
City of Sylvania
6730 Monroe Street
Sylvania, OH 43560

Re: Various Traffic Signal Improvements

Dear Mr. Shaw:

Please accept this proposal as DGL Consulting Engineers' (DGL) response to your request for the subject project. The project is located at various signalized locations along Monroe Street including Major Magic's, ProMedica, and Corey Road as well as Erie Street and Sun Valley Boulevard to upgrade signal installations. Detailed Scope Information can be found within the attached document.

Thank you for the opportunity to participate in your proposal process. We look forward to continuing our relationship with you. Please contact me directly should you have any questions related to the material included herein.

Sincerely,

Sincerely,
DGL Consulting Engineers, LLC

Corinne Lochtefeld, PE, PTOE, RSP₁
Senior Traffic Engineer

T: 419.535.1015 | C: 330.203.9293 | E: clochtefeld@dgl-ltd.com
3455 Briarfield Blvd, Suite E | Maumee, Ohio 43537

23058

Maumee, Ohio
419.535.1015

Wauseon, Ohio
419.330.1360

Dublin, Ohio
614.356.7150

Kent, Ohio
330.328.3621

dgl-ltd.com

An Agreement for the Provision of Limited Professional Services

DGL Consulting Engineers, LLC (DGL) 3455 Briarfield Blvd., Suite E Maumee, Ohio 43537 P: 419.535.1015	Client: Joe Shaw, PE, PS 6730 Monroe Street Sylvania, OH 43560								
<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Project Name Various Traffic Signal Improvements</td> <td style="border: none; text-align: right;">Project No. 23058</td> </tr> </table>		Project Name Various Traffic Signal Improvements	Project No. 23058						
Project Name Various Traffic Signal Improvements	Project No. 23058								
Location Sylvania, Ohio									
Scope of Services See Scope of Services Attachment for definitions									
Fee Arrangement See Scope of Services Attachment for additional information									
<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Review of Signal Warrant</td> <td style="border: none; text-align: right;">\$1,768.00</td> </tr> <tr> <td style="border: none;">Traffic Signal Design & Roadway Improvements (3 intersections)</td> <td style="border: none; text-align: right;">\$63,390.00</td> </tr> <tr> <td style="border: none;">If Authorized Sun Valley Signal Design</td> <td style="border: none; text-align: right;">\$23,580.00</td> </tr> <tr> <td style="border: none;">Total</td> <td style="border: none; text-align: right;">\$88,738.00</td> </tr> </table>		Review of Signal Warrant	\$1,768.00	Traffic Signal Design & Roadway Improvements (3 intersections)	\$63,390.00	If Authorized Sun Valley Signal Design	\$23,580.00	Total	\$88,738.00
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If Authorized Sun Valley Signal Design	\$23,580.00								
Total	\$88,738.00								
Retainer Amounts \$00.00 due with signed contract. Note: DGL can accept credit card payments with an additional 3% service fee.									
Accepted by: (Client)									
<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 50%;">Signature</td> <td style="border: none; width: 50%;">Date</td> </tr> <tr> <td style="border: none; text-align: center;">Craig A. Stough Mayor</td> <td style="border: none;"></td> </tr> <tr> <td colspan="2" style="border: none; text-align: center;"> Printed Name / Title Signature indicates the authority to bind the company to the terms herein </td> </tr> </table>		Signature	Date	Craig A. Stough Mayor		Printed Name / Title Signature indicates the authority to bind the company to the terms herein			
Signature	Date								
Craig A. Stough Mayor									
Printed Name / Title Signature indicates the authority to bind the company to the terms herein									
Offered by:									
Accepted by: Client									
<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 50%;">Signature</td> <td style="border: none; width: 50%;">Date</td> </tr> <tr> <td style="border: none; text-align: center;">Corrinne Lochtefeld, PE, PTOE, RSP₁ Senior Traffic Engineer</td> <td style="border: none; text-align: center;">Toby A. Schroyer Finance Director</td> </tr> <tr> <td colspan="2" style="border: none; text-align: center;"> Printed Name / Title Signature indicates the authority to bind the company to the terms herein </td> </tr> </table>		Signature	Date	Corrinne Lochtefeld, PE, PTOE, RSP ₁ Senior Traffic Engineer	Toby A. Schroyer Finance Director	Printed Name / Title Signature indicates the authority to bind the company to the terms herein			
Signature	Date								
Corrinne Lochtefeld, PE, PTOE, RSP ₁ Senior Traffic Engineer	Toby A. Schroyer Finance Director								
Printed Name / Title Signature indicates the authority to bind the company to the terms herein									

The Terms and Conditions at the end of this price proposal are part of this Agreement.

Scope of Services

Background

DGL has completed several signal plans for the City of Sylvania in recent years including Monroe/Harroun, Monroe/Kroger, Monroe/Silica and a pedestrian hybrid beacon on Harroun Road. DGL is currently working on two other signal plans for the City at Harroun/Ravine and Monroe/Main/Summit. With the signal projects DGL has learned the City of Sylvania signal standards and has become familiar with the proposed corridor coordination improvements that are currently in progress.

Scope of Work

The City of Sylvania would like to make traffic signal upgrades at three locations and review a signal warrant prior to designing upgrades at a fourth location. In addition, reuse of equipment from a newer signal that will be removed will be assessed. Details for each intersection are noted below:

- Monroe Street & Major Magic's
 - Full traffic signal replacement complete with new poles, heads, pushbutton, etc.
 - Implement a vehicular radar detection system.
 - Reuse of AI Field Monitoring unit
- Monroe Street & Corey Road
 - Full traffic signal replacement complete with new poles, heads, pushbutton, etc.
 - Implement a vehicular radar detection system.
 - Reuse of AI Field Monitoring unit
- Monroe Street & ProMedica
 - Full traffic signal replacement complete with new poles, heads, pushbutton, etc.
 - Implement a vehicular radar detection system.
 - Reuse of AI Field Monitoring unit
- Erie Street & Sun Valley Boulevard
 - Review signal warrant including a weather dependent traffic count with Sylvania Schools in session r.
 - If signal is warranted:
 - Full traffic signal replacement complete with new poles, heads, pushbutton, etc.
 - Implement a vehicular radar detection system.
 - Transfer AI Field Monitoring Unit to intersection from Erie Street
 - If signal is not warranted:
 - Review reuse of existing equipment

Assess reuse of equipment

- Monroe Street & Acres
 - Signal to be removed with the US-23 interchange project. Review reuse of existing signal equipment for proposed intersections being redesigned including the above intersections as well as current DGL signal projects at Monroe/Summit and Harroun/Ravine.

Work shall include the following items:

- Traffic Counting and Warrant Analyses (Erie & Sun Valley only)
- Topographic survey
- Detailed construction plans
- Right of way and property resolution
- Coordination with City and Utility Companies

- Submittals at 30% and 95% for review
- Submittal of Plans and final cost estimates at 100%

City Provided Services

- Provide existing utility plans.
- Provide existing roadway and signal drawings.
- Proposed right-of-way as required.
- Additional information and design support as needed.
- Bidding documents.

Schedule

DGL is available to start this work immediately upon your authorization and offer the following milestones. This can be adjusted as needed to accommodate funding, right of way acquisition or design needs.

- March 21, 2023: Authorization
- April 4-6, 2023: Traffic Count (weather dependent, not during Spring Break March 27-31)
- April 28, 2023: Signal Warrant Analysis Complete
- May 5, 2023: Survey Complete
- May 26, 2023: Submit 30% Plans
- June 23, 2023: City Review Complete
- August 18, 2022: Submit 95% Plans + ROW Plans
- September 15, 2022: City Review Complete
- October 6, 2022: Submit Final Plans



10a.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

March 6, 2023

To: The Mayor and Members of Sylvania City Council

Re: **Monroe Street Traffic Signal Coordination Upgrade**

Dear Mr. Mayor and Council Members:


The Monroe Street corridor (Sun Valley Boulevard to ProMedica Health & Wellness Center) currently operates on a spread spectrum radio network for traffic signal communication and coordination. The network is master controlled at the Monroe Street & Main Street location and a two-way radio system feeds information in each direction to provide the necessary progression and offsets to optimize the flow of traffic.

This type of communication network is obsolete and once new traffic signal equipment is implemented later this year at the Monroe/Silica, Monroe/Harroun, and Monroe/Kroger intersections corridor coordination abilities via radio will no longer be possible. As a result, a new network will need to be installed ahead of these construction projects to keep the flow of traffic intact.

The Service Department has received a proposal from our traffic signal equipment vendor, Path Master, in the amount of \$86,411 to provide and install a new network at thirteen (13) intersections. The new devices are called Field Monitoring Units (FMU's) made by Applied Information and communicate with cellular technology. The FMU's will work with our old and new equipment and can be harvested and reinstalled when each traffic signal system is upgraded and replaced. This equipment is readily available with the goal to have the network installed and operational by May.

This was an anticipated expense and included in the 2023 capital improvement budget. Funds for this project would be from account number 401-7635-53543. We would recommend approval of the Path Master proposal in the amount of \$86,411. Please call with any questions.

Sincerely,


Joseph E. Shaw for KGA
Kevin G. Aller, P.E.
Director of Public Service

106.

ORDINANCE NO. 30-2023

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.

WHEREAS, the Monroe Street Corridor (Sun Valley Blvd. to ProMedica Health and Wellness Center) currently operates on a spread spectrum radio network for traffic signal communication and coordination; and,

WHEREAS, the network is master controlled at the Monroe Street and Main Street location and a two-way radio system feeds information in each direction to provide the necessary progression and offsets to optimize the flow of traffic; and,

WHEREAS, this type of communication network is obsolete and once new traffic signal equipment is implemented later this year at the Monroe/Silica, Monroe/Harroun and Monroe/Kroger intersections corridor coordination abilities via radio will no longer be possible and therefore a new network will need to be installed ahead of these construction projects to maintain the flow of traffic; and,

WHEREAS, the Director of Public Service, by report dated March 6, 2023, has received a proposal from Path Master to provide and install a new communication network at thirteen (13) intersections in the amount of Eighty-Six Thousand Four Hundred Eleven Dollars (\$86,411.00); and,

WHEREAS, the Director of Public Service, by report dated March 6, 2023, has recommended that the proposal of Path Master in the amount of \$86,411 to provide and install a new communication network at thirteen intersections relative to the Monroe Street Traffic Signal Coordination Upgrade Project be accepted.

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 Path Master, Inc. in the amount of Eighty-Six Thousand Four Hundred Eleven Dollars (\$86,411.00) for providing and installing a new communication network at thirteen (13) intersections for the Monroe Street Traffic Signal Coordination Upgrade, is hereby approved and accepted.

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

SECTION 3. That to provide funds for said equipment hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7635-53543 – Traffic Signals** the amount of Eighty-Six Thousand Four Hundred Eleven Dollars (\$86,411.00).

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 City should provide for the traffic signal coordination upgrade 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



Path Master Inc.
 1960 Midway Drive
 Twinsburg OH 44087
 United States

Quote

Quote # C25219

2/14/2023

Sylvania, City of
 Joe Shaw
 Sylvania, City of
 6730 Monroe Street
 Sylvania OH
 United States

Applied Information Field Monitoring Unit

Email: jshaw@cityofsylvania.com

Phone: (419) 885-8965

Fax: (419) 885-0486

Bid Date	Completion Date	Quote Expires	Terms	F.O.B.	Delivery
		30 Days	Net 30 Days	Twinsburg, Freight Allowed	6 - 8 Weeks, ARO

Bid Ref	Qty	Unit	Description	CL	Unit Sell	Ext. Sell
1.	13	EA	Applied Information Field Monitoring Unit (FMU/2) With Preempt And Glance Integration, Includes Installation In Existing Cabinets Note: Controller Must be Ethernet IP Capable	58	\$3,547.00	\$46,111.00
2.	13	EA	AI Connectivity And Communication Package, 10-Year Plan	58	\$3,100.00	\$40,300.00
Total						\$86,411.00

NOTES:

- 1) In The Event That The Customer Modifies, Or Attempts To Modify, This Proposal In Any Manner, Including For Quantity Or Types Of Equipment, Path Master, Inc., Reserves The Right To Amend Its Pricing At Its Discretion
- 2) In The Event That The Customer Delays Shipment Of The Equipment Or Delays Taking Delivery Of The Equipment From Path Master, Inc., Path Master, Inc. Reserves The Right To Charge A Storage Fee of 3%.
- 3) In The Event That The Customer Purchases Equipment From Another Supplier To Be Integrated With Path Master, Inc. Equipment, Path Master Inc. Reserves The Right To Charge Field Service Fees, If Requested To Perform The Integration Of Such Products, At Our Standard Field Service Rate of \$150 Per Hour With A Minimum Charge Of 3 Hours.
- 4) Freight Allowed Is Provided As On Shipment Of Entire Order. If Customer Requires Multiple Shipments, Path Master, Inc. Reserves The Right To Charge Extra Freight Fee As Applicable.

ORDERS ARE SUBJECT TO CREDIT APPROVAL

X _____
 Authorized Signature

11

ORDINANCE NO. 31-2023

**AMENDING SECTION 125.02 – DIVISION OF POLICE OF THE
CODIFIED ORDINANCES OF SYLVANIA, 1979, AS AMENDED; AND
DECLARING AN EMERGENCY.**

WHEREAS, the Chief of Police and Director of Public Safety have recommended that the Division of Police be re-organized to increase the number of sergeants from six to seven and reduce the number of officers/cadets from twenty-six to twenty-five as set forth on the attached “Exhibit A.”

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

SECTION 1. That Section 125.02 of the Codified Ordinances of the City of Sylvania, 1979, as amended, 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 the adjustments to the Division of Police personnel structure 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, _____, 2023, as an emergency measure.

ATTEST:

President of Council
APPROVED AS TO FORM:

Clerk of Council
APPROVED:

Director of Law

Mayor

Date

125.02 DIVISION OF POLICE.

The Chief of the Division of Police, to be called the Chief of Police, shall, under the Director of Public Safety, have exclusive control of the stationing and transfer of all police officers and other officers and employees constituting the police force, under such rules and regulations as the Director may promulgate from time to time. The Chief of Police shall have a police secretary whose duties he shall assign within the Division. The police force shall be composed of a Chief of the Division of Police; two captains, who shall be directed by and answerable to the Chief; seven sergeants, who shall be answerable to and assigned by the Chief; twenty-five police officers and/or cadets, who shall be answerable to and assigned duties by the Chief of Police; two full-time Police Division Clerks and one full-time Police Division Clerk II, all of whom shall be answerable to and assigned duties by the Chief of Police; and such additional personnel, both full-time and part-time as Council shall hereafter authorize. The Chief of Police may set up, combine and/or abolish and assign or reassign any member of the police force to, or withdraw therefrom, any of the following sections: Office of Community Affairs; Detective Bureau; Court Officer; Property and Evidence Room; Road Patrol. In the event of an emergency, the Mayor may appoint additional police officers and other officers for temporary service during the emergency.

(Ord. ____-2023. Passed ____-2023.)

“Exhibit A”

ORDINANCE NO. 32-2023

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

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, Lourdes University has submitted a request to hang a banner within said public right-of-way to promote the Lourdes University 2023 Spring Commencement on May 6, 2023; and,

WHEREAS, the banner will hang from May 1 – May 20, 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 Lourdes University 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

Fee: \$ 100.00

Name of Organization: Lourdes University

Contact Person: Ruthi Mitchell

E-mail: rmitchell@lourdes.edu Phone: 419-824-3813

Explanation of the Qualifying Event*: Spring Commencement

Dates of Event: May 6, 2023

Installation & Removal Dates of Banner: MAY 1 MAY 20
[maximum four (4) weeks]

Banner Location: Toledo Edison poles by Wendy's and Country Squire on Monroe Street
 Main Street – Uptown Sylvania Business District

Text of Banner: CONGRATS LOURDES GRADUATES

Company Installing Banner: City of Sylvania \$700

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.



CONGRATS, LOURDES GRADUATES!



ORDINANCE NO. 33-2023

AMENDING CHAPTER 1105 – BOARD OF APPEALS OF THE SYLVANIA CODIFIED ORDINANCES BY AMENDING SECTION 1105.07 – VARIANCES; AND DECLARING AN EMERGENCY.

WHEREAS, the Director of Law has recommended that Chapter 1105 – Board of Appeals, Section 1105.07 – Variances, be amended as set forth on the attached “Exhibit A.”

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

SECTION 1. That Section 1105.07 – Variances, 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 change to the Board of Appeals 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, _____, 2023, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

1105.07 VARIANCES.

(a) Nature of variance. On a particular property extraordinary circumstances may exist, making a strict enforcement of the applicable development requirements of this Code unreasonable, and therefore, the variance procedure is provided to allow the flexibility necessary to adapt to changed or unusual conditions that meet the standards of review for variances. In granting any variance, the Board of Zoning Appeals shall prescribe appropriate conditions and safeguards to maintain the intent and spirit of the zoning district in conformity with the Zoning Code.

(b) Non-use (area) variances. Upon application, the Board of Zoning Appeals shall only approve a request for a non-use variance only in cases where there is evidence of practical difficulty present on the property in the official record of the hearing and that the following findings are made by the Board:

- (1) Whether the property in question will yield a reasonable return or whether there can be a beneficial use of the property without the variance;
- (2) Whether the variance is substantial;
- (3) Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance;
- (4) Whether the variance would adversely affect the delivery of governmental services (e.g., water, sewer);
- (5) Whether the property owner purchased the property with knowledge of the zoning restriction;
- (6) Whether the property owner's predicament can be obviated through some method other than a variance; and
- (7) Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance.

After considering the above, the Board thereafter finds that:

- (8) The granting of the variance will be in harmony with the general purpose and intent of this Zoning Ordinance, will not be injurious to the neighborhood, will not impair the adequate supply of light and air to the adjacent property, will not unreasonably increase the congestion in public streets, will not unreasonably diminish property values within the surrounding area or otherwise be detrimental to the public interest. In authorizing a variance, the Board may attach conditions and require such guarantee or bond as it may deem necessary to assure compliance with the objective of this Zoning Ordinance.

(c) Use variances. Establishment or expansion of a use otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the zoning district, or adjoining zoning districts.

(Ord. ____-2023. Passed _____-2023.)

“Exhibit A”

**NOTICE TO LEGISLATIVE
AUTHORITY**

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

TO

5400001 <small>PERMIT NUMBER</small>		NEW <small>TYPE</small>	LTW GROUP	
02 08 2023 <small>ISSUE DATE</small>		DBA HIP TO THE GROOVE		
02 08 2023 <small>FILING DATE</small>		BOUTIQUE LLC		
C2 <small>PERMIT CLASSES</small>		5665 MAIN ST		
48 <small>TAX DISTRICT</small>	077 <small>PERMIT CLASSES</small>	A <small>PERMIT CLASSES</small>	D72023 <small>RECEIPT NO.</small>	SYLVANIA OH 43560

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FROM 02/22/2023

<small>PERMIT NUMBER</small>		<small>TYPE</small>
<small>ISSUE DATE</small>		
<small>FILING DATE</small>		
<small>PERMIT CLASSES</small>		
<small>TAX DISTRICT</small>		<small>RECEIPT NO.</small>



MAILED 02/22/2023

RESPONSES MUST BE POSTMARKED NO LATER THAN. 03/27/2023

IMPORTANT NOTICE

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

REFER TO THIS NUMBER IN ALL INQUIRIES **A NEW 5400001**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

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

WE DO NOT REQUEST A HEARING.

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

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

(Signature)

(Title)- Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

CLERK OF SYLVANIA CITY COUNCIL
6730 MONROE ST
SYLVANIA OHIO 43560