

Sylvania City Council

April 3, 2023

6:00 p.m. Committee of the Whole Meeting
US-23/Monroe St. Bridge Project Update

6:30 p.m. Finance Committee Meeting
Collection Services of Unpaid Income Tax

7:30 p.m. Council Meeting
Agenda

1. Roll call: Mr. Frye, Mr. Hansen, Mr. Haynam, Mr. McCann, Mr. Richardson, Ms. Stough, Mrs. Westphal.
2. Pledge of Allegiance to the United States of America led by Mr. Hansen.
3. Additions to the agenda.
4. Approval of the Council meeting minutes from March 20, 2023.
5. Brint Road/Harroun Road Intersection.
 - a. Service Director's report on proposal.
 - b. Proposed Ordinance No. 36-2023, Accepting the proposal of DGL Consulting Engineers, LLC to provide professional engineering services for this project's Congestion Mitigation and Air Quality ("CMAQ") Grant Application assistance.
6. Proposed Resolution No. 3-2023, Amending the procedure for Sylvania City Council's appointments to the Historical Village Board, the Board of Zoning Appeals, the Fire/EMS Advisory Board, and the Sylvania Area Joint Recreation District Board of Trustees.
7. Committee reports.
 - a. Committee of the Whole Meeting report from this date.
 - b. Finance Committee Meeting report from this date.
8. Committee referrals.

INFORMATION

- A. Downtown Banners.

Minutes of the Meeting of Council
March 20, 2023

The Council of the City of Sylvania, Ohio met in regular session on March 20, 2023 at 7:30 p.m. with Mayor Stough in the chair. Roll was called with the following members present: Mark Frye, Marcus Hansen, Doug Haynam, Brian McCann, Patrick Richardson, Mary Westphal, Lyndsey Stough; (7) present; (0) absent.

Roll call:
7 present.

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

Pledge of
Allegiance.

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

The following item has been added to the agenda:

Item #14 – Sylvania Arts Commission update by Marcus Hansen.

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

Agenda approval.

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

Mr. Frye presented the March 6, 2023 meeting minutes. Mr. Frye moved, Ms. Stough seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of March 6, 2023 be approved; roll call vote being: Hansen, Haynam, McCann, Richardson, Westphal, Frye, Stough; (7) yeas; (0) nays. The motion carried.

Approval of the
March 6, 2023
meeting minutes.

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

Grammy Award Winning Producer and Sylvania Southview graduate, Jameil Aossey was presented a proclamation by Mayor Craig Stough .

Proclamation to
Grammy Award
Winner, Jameil
Aossey.

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

Mr. Haynam presented and read aloud by title only, proposed Ordinance 34-2023, a written copy of same having been previously furnished to each member of Council “Approving the Banner Application of Sylvania Schools; authorizing the Zoning Administrator to indicate such approval on behalf of the City of Sylvania; and declaring an emergency.”; Mr. Haynam moved, Mrs. Westphal seconded for passage of Ordinance 34-2023 as an emergency measure; roll call vote being: McCann, Richardson, Hansen, Westphal, Haynam, Stough, Frye; (7) yeas; (0) nays. The motion carried.

Ordinance No.
34-2023,
“Approving
Banner
Application of
Sylvania
Schools...”

Minutes of the Meeting of Council
March 20, 2023

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

Service Director presented obsolete equipment that is no longer of use in our City operations. Mr. Hansen moved, Mr. Haynam seconded to approve the disposal of these items by posting them for sale on GovDeals as they are no longer of use to the City; roll call vote being: Hansen, Stough, Richardson, Westphal, McCann, Frye, Haynam, (7) yeas; (0) nays. The motion carried.

Approval of obsolete equipment to be offered on GovDeals.

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

Service Director's request for a Committee of the Whole meeting to update City Council on the interchange project and review current aesthetics planning and costs; Mr. Frye moved, Mrs. Westphal seconded to set a C.O.W. meeting for Monday, April 3, 2023 at 6:00 p.m. in Council Chambers, 6635 Maplewood Avenue, Sylvania, OH 43560; roll call vote being: Frye, Hansen, Haynam, McCann, Richardson, Westphal, Stough; (7) yeas; (0) nays. The motion carried.

Request for C.O.W. Meeting on US-23/ Monroe St Bridge Aesthetics.

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

Mayor Stough stated that Council is in receipt of the Plan Commission's recommendation of approval of Proposed Ordinance No. 33-2023. Mr. Haynam moved, Mr. McCann seconded to set the Public Hearing for Proposed Ordinance No. 33-2023 for May 15, 2023 at 7:00 p.m. in Council Chambers, 6635 Maplewood Avenue, Sylvania, OH 43560; Roll call vote being: Haynam, Hansen, Richardson, Frye, Stough, Westphal, McCann; (7) yeas; (0) nays. The motion carried.

Set Public Hearing for Proposed Ord. No. 33-2023 for 5/15/23 at 7pm.

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

Mr. Frye moved, Mr. Haynam seconded to approve the Then and Now Certifications that have been issued from October 10, 2022 through January 24, 2023; roll call vote being: Hansen, Haynam, McCann, Frye, Westphal, Richardson, Stough; (7) yeas; (0) nays. The motion carried.

Then & Now Certifications 10/10/22 – 1/24/23 approval.

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

Chief Miller's report on vehicle purchases was placed on file. Mr. Frye presented and read aloud by title only, proposed Ordinance No. 35-2023, a written copy of same having been previously furnished to each member of Council, "Authorizing the Mayor and Director of Finance to accept the proposal of Bauman Ford Oregon, LLC for the

Ordinance No. 35-2023, "Authorizing...

Minutes of the Meeting of Council
March 20, 2023

purchase of two new 2023 Ford Police Interceptor Utility Vehicles for the Sylvania City Police Department; appropriating funds therefore in the amount of \$93,599.76; and declaring an emergency.”; Mr. Frye moved, Ms. Stough seconded for passage of Ordinance No. 35-2023 as an emergency measure; roll call vote being: Hansen, Haynam, McCann, Richardson, Westphal, Stough, Frye; (7) yeas; (0) nays. The motion carried.

proposal of
Bauman Ford
Oregon...2 Ford
Police...Vehicles
...”

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

Mrs. Westphal reported on the Employee and Community Relations Committee meeting held this date. The Resolution on appointments to community boards was reviewed, it passed in 2008, but in 2017 the legislation was reviewed yet never voted on. After much discussion Mr. Richardson moved that administration prepare legislation that will reflect the changes/updates requested during this meeting, Mr. Hansen seconded, the motion carried.

Employee &
Community
Relations Mtg.
Report

Mayor Stough stated that Council will now consider agenda item 13.
No Committee referrals presented.

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

Mr. Hansen gave an update on the Sylvania Arts Commission. He stated that in May, 2022, the executive director resigned, then several board members resigned as well, these resignations were unrelated. Jennifer Archer filled in temporarily as interim executive director and along with remaining board members, they kept the Arts Commission running smoothly the remainder of the year. Ken Dymond was hired as the new executive director. Mr. Hansen stated that the Arts Commission has received grants from the SACIC for \$1,000 and from Lucas County Parks Arts Commission for \$15,000. He ended his update stating new light pole banners are coming soon.

Sylvania Arts
Commission
update by
Marcus Hansen.

Mayor Stough stated all agenda items have been addressed.

Mr. Frye moved, Mr. McCann seconded to adjourn at 8:07 p.m. Roll call vote being: Richardson, Westphal, Frye, Hansen, Stough, Haynam, McCann; (7) yeas; (0) nays.

Adjournment.

Clerk of Council

Mayor



5a.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

April 3, 2023

To: The Mayor and Members of Sylvania City Council

Re: **Brint-Harroun CMAQ Application Assistance**

Dear Mr. Mayor and Council Members:

DGL Consulting Engineers, LLC prepared the Harroun Road Traffic Calming Study in October 2020 as authorized by Council on October 7, 2019 (Ord. 84-2019). Since the completion of the Study the Service Department has performed several improvement projects that were recommended including installing a Pedestrian Hybrid Beacon (PHB) on Harroun Road at the Sylvania River Trail crossing (completed in 2022) and the installation of a traffic signal at the Flower Hospital main entrance (to be constructed in late 2024 thru early 2025).

A third location (Brint Road and Harroun Road) was identified in the Study as operating at a poor level of service (LOS). LOS is a measure of an intersection's ability to manage traffic and congestion. Based on 2019 traffic counts, this intersection operated at an overall LOS E with the eastbound direction operating at a LOS F during the AM Peak and a LOS E during the PM Peak.

The Service Department would like to further review this intersection by updating traffic counts and the capacity analysis for a proposed roundabout improvement. DGL would expand the 2019 effort to include the preparation of a conceptual roundabout exhibit and estimate the construction cost. This information would be used to prepare a grant application for Congestion Mitigation and Air Quality (CMAQ) funds. It is anticipated the Toledo Metropolitan Area Council of Governments (TMACOG) will be conducting another CMAQ solicitation round later this year.

The City received a proposal from DGL in the amount of \$8,000 to complete these services with funding to be provided from account 401-7610-53503. As a result, we would recommend approval of the DGL proposal in the amount of \$8,000. Please call with any questions.

Sincerely,

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

5b.

ORDINANCE NO. 36-2023

ACCEPTING THE PROPOSAL OF DGL CONSULTING ENGINEERS, LLC TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE BRINT ROAD/HARROUN ROAD INTERSECTION CONGESTION MITIGATION AND AIR QUALITY (“CMAQ”) GRANT APPLICATION ASSISTANCE; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$8,000; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 84-2019, passed October 7, 2019, accepted the proposal of DGL Consulting Engineers, LLC to complete a traffic impact study along the Harroun Road Corridor from the Ottawa River Bridge to Brint Road; and,

WHEREAS, the City has made several improvements to the Harroun Road Corridor based on the results of that study, including the installation of Pedestrian Hybrid Beacon (PHB) on Harroun Road at the Sylvania River Trail crossing and the installation of a traffic signal at the Flower Hospital main entrance (to be constructed in late 2024 – early 2025); and,

WHEREAS, in the study, the Brint Road and Harroun Road intersection was identified as operating at a poor level of service, which measures an intersection’s ability to manage traffic and congestion; and,

WHEREAS, the Director of Public Service has recommended studying this intersection further by updating traffic counts and the capacity analysis for a proposed roundabout improvement; and,

WHEREAS, the Director of Public Service, by report dated April 3, 2023, reported that he has received a proposal from DGL Consulting Engineers, LLC to expand the 2019 traffic study to prepare a conceptual roundabout exhibit and estimate the construction cost so that this information can be used to prepare a Congestion Mitigation and Air Quality (CMAQ) grant application for the intersection improvements; and,

WHEREAS, the Director of Public Service, by report dated April 3, 2023, has recommended that the proposal in the amount of \$8,000 for the professional engineering services relative to the Brint-Harroun CMAQ Application Assistance 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 Eight Thousand Dollars (\$8,000.00) for providing professional signalization engineering services to design improvements for the Brint Road/Harroun Road Intersection Congestion Mitigation and Air Quality (“CMAQ”) Grant Application, 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. 401-7610-53503 – Street Improvements** the amount of Eight Thousand Dollars (\$8,000.00).

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 Brint Road/Harroun Road Intersection Congestion Mitigation and Air Quality (“CMAQ”) Grant Application 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

March 20, 2023

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

Re: Brint-Harroun CMAQ Application

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 the Brint and Harroun intersection. 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

A handwritten signature in blue ink that reads 'Corinne Lochtefeld'.

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

Cc: Laurie Adams – DGL

23104

Maumee, Ohio
419.535.1015

Wauseon, Ohio
419.330.1360


Dublin, Ohio
614.356.7150

Kent, Ohio
440.387.4113

Port Clinton, Ohio
419.635.7541

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: City of Sylvania 6730 Monroe Street Sylvania, OH 43560												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Project Name Brint-Harroun CMAQ Application</td> <td style="width: 40%;">Project No. 23104</td> </tr> <tr> <td colspan="2">Location Sylvania, Ohio</td> </tr> <tr> <td colspan="2">Scope of Services <i>See Scope of Services Attachment for definitions</i></td> </tr> <tr> <td colspan="2">Fee Arrangement <i>See Scope of Services Attachment for additional information</i></td> </tr> <tr> <td style="width: 70%;">Traffic Counts and Analyses for CMAQ Application</td> <td style="text-align: right;">\$8,000.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$8,000.00</td> </tr> </table>		Project Name Brint-Harroun CMAQ Application	Project No. 23104	Location Sylvania, Ohio		Scope of Services <i>See Scope of Services Attachment for definitions</i>		Fee Arrangement <i>See Scope of Services Attachment for additional information</i>		Traffic Counts and Analyses for CMAQ Application	\$8,000.00	Total	\$8,000.00
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Scope of Services <i>See Scope of Services Attachment for definitions</i>													
Fee Arrangement <i>See Scope of Services Attachment for additional information</i>													
Traffic Counts and Analyses for CMAQ Application	\$8,000.00												
Total	\$8,000.00												
Retainer Amounts \$00.00 due with signed contract. <i>Note: DGL can accept credit card payments with an additional 3% service fee.</i>													
Accepted by: City of Sylvania													
	Signature Date												
	Craig A. Stough Mayor Printed Name / Title Signature indicates the authority to bind the company to the terms herein												
Accepted by: City of Sylvania													
Offered by: DGL Consulting Engineers, LLC 													
	Signature Date												
Corinne Lochtefeld, PE, PTOE, RSP ₁ Senior Traffic Engineer Printed Name / Title Signature indicates the authority to bind the company to the terms herein	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

The City of Sylvania desires to complete a TMACOG CMAQ Application for a roundabout at the intersection of Brint Road and Harroun Road.

Scope of Work

Work shall include the following items:

- Capacity Analyses
- Preliminary Roundabout Geometrics
- Preliminary Right of Way
- Preliminary Cost Estimate
- Assist in Application Completion

City Provided Services

- Provide existing roadway and signal drawings.

Schedule

DGL is available to start this work immediately upon your authorization and offer the following milestones.

- Authorization: April 24, 2023
- Analyses Complete for Application: June 30, 2023 or date corresponding to application due date

6

RESOLUTION NO. 3- 2023

A RESOLUTION AMENDING THE PROCEDURE FOR SYLVANIA CITY COUNCIL'S APPOINTMENTS TO THE HISTORICAL VILLAGE BOARD, THE BOARD OF ZONING APPEALS, THE FIRE/EMS ADVISORY BOARD, AND THE SYLVANIA AREA JOINT RECREATION DISTRICT BOARD OF TRUSTEES; AND DECLARING AN EMERGENCY.

WHEREAS, Resolution No. 14-2008, passed October 6, 2008, established a procedure for Sylvania City Council's appointments to the Historical Village Board, the Board of Zoning Appeals, the Fire/EMS Advisory Board and the Sylvania Area Joint Recreation District Board of Trustees; and,

WHEREAS, Sylvania City Council wishes to revise its procedure for filling vacancies on the Sylvania Historical Village Board, the Board of Zoning Appeals, the Fire/EMS Advisory Board and the Sylvania Area Joint Recreation District Board of Trustees; and,

WHEREAS, the Employee and Community Relations Committee met on March 20, 2023 and thereafter recommended that Council's policy for filling vacancies on the above-listed boards and commissions be amended as set forth herein.

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

SECTION 1. That the Council of the City of Sylvania hereby authorizes and instructs the Clerk of Council to advertise vacancies on the Historical Village Board, the Board of Zoning Appeals, and the Sylvania Area Joint Recreation District for thirty days and to deliver all resumes received in response to said vacancy to Sylvania City Council's Employee & Community Relations Committee for its review and recommendation to Council. Those persons selected for appointment to a board or commission, may be eligible for one automatic re-appointment. After the initial term and subsequent re-appointment term, if an appointee will be assuming a leadership position on the Board for his/her third term, the Chair of the Employee and Community Relations Committee can recommend a second automatic re-appointment; if the otherwise, the procedure to fill the seat will be the same as if there were a vacancy on the board/commission. This policy applies to any people currently serving on boards for more than

two terms when their current term expires.

SECTION 2. Sylvania Codified Ordinance Chapter 156 provides for the establishment of a Sylvania Area Fire/EMS Advisory Board. The Sylvania Area Fire/EMS Advisory Board is currently inactive, however, should the need to re-constitute the Board arise, the same procedures as outlined above shall be followed for Sylvania City Council appointments to the Sylvania Area Fire/EMS Advisory Board.

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

SECTION 4. That the Clerk of Council is hereby directed to post a copy of this Resolution 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 procedure set forth above should be enacted 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 this Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2023, as an emergency measure.

President of Council

ATTEST:

Clerk of Council
APPROVED:

Mayor

Date

APPROVED AS TO FORM:

Director of Law

A.



SKOT HORN

JUNE 3 & 4

MAPLE & MAIN ART & MUSIC FESTIVAL

*"Love this show! Always a
fabulous + happy crowds
ready to greet the artists
every year!"*

-JENNY, PARTICIPANT



REDBIRDSYLVANIA.ORG



ALLISON CLEMENTS

JULY 21 & 22

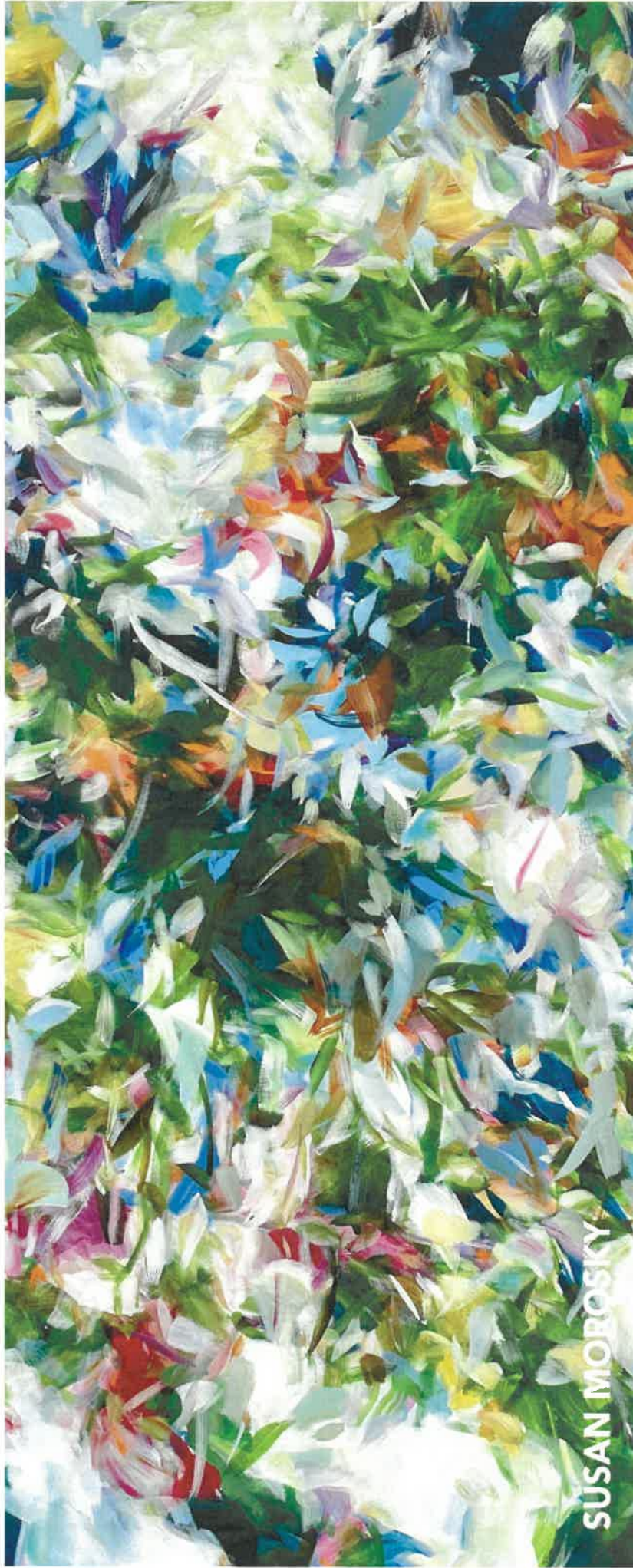
SYLVANIA PIZZA PALOOZA

*"Pizza Palooza is the ultimate
summer community event!
From the delicious local pizza
vendors to the outstanding
live entertainment"*

-TAYLOR, COORDINATOR



REDBIRDSYLVANIA.ORG



SUSAN MOROSKY

JULY 10 - 16

DANA OPEN LPGA

"The tournament is an opportunity for Sylvania to show fans and golfers what a great community we have."

-BILL, COMMUNITY



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JILL STEFANI WAGNER

AUGUST 5

CELEBRATION OF FREEDOM

*"I love seeing the people
portraying the past. It makes
the history really come alive"*

-ANDI, PARTICIPANT



REDBIRDSYLVANIA.ORG



MICHELLE MEARS

AUGUST 2 - 5

SYLVANIA PLEIN AIR FESTIVAL

"What could be better than painting outdoors in August in the beautiful town of Sylvania - a great art community!"

-ED, PARTICIPANT



REDBIRDSYLVANIA.ORG



ED KENNEDY

OCTOBER 21 & 22

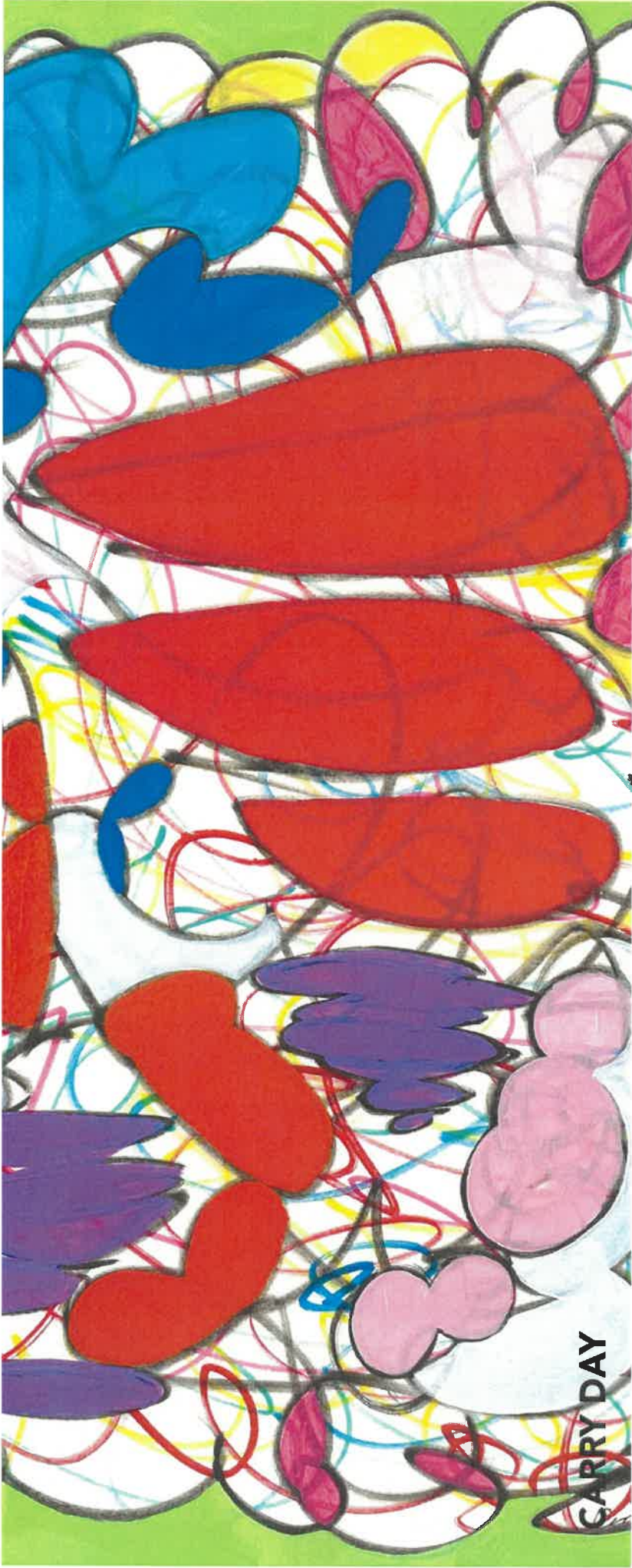
SYLVANIA FALL FESTIVAL

"Sylvania Fall Festival is a decades-long tradition that began for me when I was just a baby and now belongs to my children as well."

-SHANNON, COMMUNITY



REDBIRDSYLVANIA.ORG



GARRY DAY

AUGUST 26

RIDIN' LATE IN COUNTY 48

*"Ridin' Late in County 48 is
the perfect summer event
and a night that my family
looks forward to every
year since it began."*

-ABBY, PARTICIPANT



REDBIRDSYLVANIA.ORG



AMANDA CULLINS

ALL YEAR
**RED BIRD
FIRST
FRIDAYS**

*"We enjoy meeting the artists
and looking at different
works. Red Bird is a great way
to spend a Friday evening and
support local business."*

-KELLY & MARTIN, COMMUNITY



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