

**Sylvania City Council**

June 5, 2023

**6:30 p.m. Finance Committee Meeting**

Review City's Investment Policy

**7:00 p.m. Employee & Community Relations Committee Meeting**

Community Board Appointments

**7:30 p.m. Council Meeting**

Agenda

1. Roll call: Mr. Frye, Mr. Hansen, Mr. Haynam, Mr. McCann, Mr. Richardson, Ms. Stough, Mrs. Westphal.
2. Pledge of Allegiance to the United States of America led by Ms. Stough.
3. Additions to the agenda.
4. Approval of the Council meeting minutes from May 15, 2023.
5. Pedestrian Hybrid Beacon Safety Study.
  - a. Service Director's report on project proposal.
  - b. Proposed Ordinance No. 48-2023, Accepting the proposal of DGL Consulting Engineers, LLC to prepare this study for Highland, Sylvan and McCord Schools.
6. Monroe Street/Main Street/Summit Street Traffic Signal Improvement Project.
  - a. Service Director's report on project proposal.
  - b. Proposed Ordinance No. 49-2023, Accepting the proposal of WE Realty Solutions, Ltd. to provide right-of-way acquisition services relative to this project.
  - c. Proposed Ordinance No. 50-2023, Accepting the proposal of DGL Consulting Engineers, LLC to provide right-of-way acquisition services relative to this project.
7. Harroun Rd. & Ravine Dr. Traffic Signal.
  - a. Service Director's report on contract modification.
  - b. Proposed Ordinance No. 51-2023, Authorizing the Mayor and Director of Finance to approve the amendments to the City's agreement with DGL Consulting Engineers, LLC for this project, increasing the proposal amount.
8. Senior Center HVAC System.
  - a. Service Director's report on project.
  - b. Proposed Ordinance No. 52-2023, Authorizing the expenditure of \$82,500 for the replacement of the Sylvania Senior Center HVAC system.
9. Approval of 4 City vehicles to be offered for auction on GovDeals.com.

10. Proposed Ordinance No. 53-2023, Providing for the construction, maintenance, repair, cleaning and enclosing open drainage ditches in the City of Sylvania and the assessment of the cost and expense upon the abutting property.
11. Proposed Ordinance No. 54-2023, Provide for the controlling blight and disease of shade trees and for planting, maintaining, trimming and removing shade trees in and along the streets and within public right-of-way in the City of Sylvania and the assessment of the cost and expense upon the abutting property.
12. Proposed Resolution No. 5-2023, Declaring the necessity of lighting the streets in the City of Sylvania, Ohio and the property owner's share of the cost and annual assessment.
13. Petition for Zoning Ordinance Amendment, SUP #1-2023, from the Masjid Saad Foundation/Toledo Islamic Academy for construction of outdoor wood classroom shelters (Council Referral to the Planning Commission).
14. Committee reports.
  - a. Finance Committee Meeting held this date.
  - b. Employee & Community Relations Committee meeting held this date.
15. Committee referrals.

## **INFORMATION**

None

Minutes of the Meeting of Council  
May 15, 2023

The Council of the City of Sylvania, Ohio met in regular session on May 15, 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. Richardson.

Pledge of  
Allegiance.

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

The following item has been added to the agenda:

Item #5a. Proposed Ordinance No. 33-2023.

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

Agenda approval.

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

Mr. Frye presented the May 15, 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 May 15, 2023 be approved; roll call vote being: Haynam, McCann, Richardson, Westphal, Frye, Stough, Hansen; (7) yeas; (0) nays. The motion carried.

Approval of the  
May 15, 2023  
meeting minutes.

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

Mr. Frye gave a report on the Public Hearing held this date. No public showed up to the hearing on amending Chapter 1105-Board of Appeals of the Sylvania Codified Ordinances, Section 1105.07-Variances. No opposition to this amendment occurred therefore proposed Ordinance No. 33-2023 was presented to Council.

Report from  
Public Hearing  
held this date.

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

Mr. Frye presented and read aloud by title only, proposed Ordinance No. 33-2023, a written copy of same having been previously furnished to each member of Council, "Amending Chapter 1105-Board of Appeals of the Sylvania Codified Ordinances by amending Section 1105.07-Variances; and declaring an emergency."; Mr. Frye moved, Mr. McCann seconded for passage of Ordinance No. 33-2023 as an emergency measure; roll call vote being: Hansen, Haynam, Frye, McCann, Richardson, Westphal, Stough; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
33-2023,  
"...Amending  
Chapter 1105.07-  
Variances..."

Minutes of the Meeting of Council  
May 15, 2023

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

Service Director's report on final change order was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 44-2023, a written copy of same having been previously furnished to each member of Council "Authorizing the Mayor and Director of Finance to approve Change Order No. 3 (Final) to this City's agreement with Helms and Sons Excavating, Inc. for the Maplewood Avenue Reconstruction Project to reflect the final installed quantities; decreasing the contract amount by \$22,468.14; and declaring an emergency."; Mr. Richardson moved, Mr. Haynam seconded for passage of Ordinance No. 44-2023 as an emergency measure; roll call vote being: Frye, Hansen, Haynam, McCann, Richardson, Westphal, Stough; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
44-2023,  
"...Change Order  
No. 3(Final)...  
Maplewood  
Reconstruction...  
Decrease  
Contract  
Amount..."

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

Service Director's report on project proposal was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 45-2023, a written copy of same having been previously furnished to each member of Council, "Accepting the proposal of Feller Finch & Associated, Inc. to provide professional engineering services for the Bentbrook Road, Burgess Drive, Lynnhaven Drive, and Silvertown Drive resurfacing project; appropriating funds therefore in the amount of \$29,000; and declaring an emergency."; Mr. Richardson moved, Ms. Stough seconded for passage of proposed Ordinance No. 45-2023 as an emergency measure; roll call vote being: Hansen, Haynam, McCann, Richardson, Westphal, Stough, Frye; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
45-2023,  
"Accepting the  
proposal of Feller  
Finch...Street  
Resurfacing  
Project..."

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 46-2023, a written copy of same having been previously furnished to each member of Council "Making certain position and compensation pay plan changes, making certain salary, wage and other service compensation adjustments to the Codified Ordinances of Sylvania, 1979, as amended, by amending Sylvania Codified Ordinance Section 139.03(e)(3) to set the salary of the prosecutor at \$104,265 annually; and declaring an emergency."; Mrs. Westphal moved, Mr. McCann seconded for passage of Ordinance No. 46-2023 as an emergency measure; roll call vote being: Stough, Frye, Richardson, Westphal, McCann, Hansen, Haynam; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
46-2023,  
"...Amending  
Code Section  
139.03...  
Prosecutor's  
salary..."

Minutes of the Meeting of Council  
May 15, 2023

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 47-2023, a written copy of same having been previously furnished to each member of Council, "Making certain position and compensation pay plan changes, making certain salary, wage and other service compensation adjustments to the Codified Ordinances of Sylvania, 1979, as amended, by amending Sylvania Codified Ordinance Section 139.03(e)(3) to set the salary of the Director of Security (Court) at \$65,000, by amending Sylvania Codified Ordinance Section 139.02(a) to create a new position of "Senior Security Officer"; and declaring an emergency."; Mrs. Westphal moved, Mr. Hansen seconded for passage of Ordinance No. 47-2023 as an emergency measure; roll call vote being: Haynam, Frye, McCann, Richardson, Westphal, Stough, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No. 47-2023, "... Amending Code Section 139.02(a)... Senior Security Officer (Court)..."

Mayor Stough stated all agenda items have been addressed.

Mr. Frye moved, Mr. Haynam seconded to adjourn at 7:52 p.m. Roll call vote being: Richardson, Westphal, Frye, Hansen, Stough, Haynam, McCann; (7) yeas; (0) nays.

Adjournment.

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Clerk of Council

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Mayor



5a.

DEPARTMENT OF PUBLIC SERVICE  
KEVIN G. ALLER, PE DIRECTOR

June 5, 2023

To: The Mayor and Members of Sylvania City Council

Re: **Pedestrian Hybrid Beacon Safety Study**  
**Highland Elementary, Sylvan Elementary, and McCord Road Junior High**

Dear Mr. Mayor and Council Members:

In March 2010 the City commenced a Safe Routes to Schools (SRTS) project in conjunction with Sylvania Schools and ODOT. ODOT infrastructure grant dollars were used to implement pedestrian improvements at Highland Elementary, Maplewood Elementary, Sylvan Elementary, and McCord Junior High School. The improvements included the installation of Rectangular Rapid Flashing Beacon (RRFB) systems at Highland (Erie Street crossing) and Sylvan and McCord (both McCord Road crossings). These units allowed pedestrians to illuminate flashing crosswalk lights to warn motorists that the crosswalk was about to be in use.

The Service Department would like to study the possibility of replacing these RRFB systems with pedestrian hybrid beacons (PHB's). The beacons are a newer tool to assist with pedestrian movements across busier roadways that were not available for use in Ohio at the time of the SRTS project. The beacons would be a significant upgrade and carry full traffic control authority.

The City requested a proposal from DGL Consulting Engineers, LLC to study these locations and prepare a safety report. If the PHB's are warranted, DGL would assist the City and prepare an ODOT Systemic Safety Application. This program was launched in 2022 within the Highway Safety Improvement Program (HSIP) and focuses specifically on pedestrian countermeasures. The DGL proposal to complete the safety report and potential application is in the amount of \$24,000.

The safety study would be funded from the 401-7635-53543 account. We would recommend approval of the proposal from DGL in the amount of \$24,000. 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

5b.

**ORDINANCE NO. 48-2023**

**ACCEPTING THE PROPOSAL OF DGL CONSULTING ENGINEERS, LLC TO PREPARE A PEDESTRIAN HYBRID BEACON SAFETY STUDY FOR HIGHLAND ELEMENTARY, SYLVAN ELEMENTARY AND McCORD ROAD JUNIOR HIGH SCHOOLS; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$24,000; AND DECLARING AN EMERGENCY.**

WHEREAS, in 2010, the City of Sylvania, Sylvania City School District and the Ohio Department of Transportation collaborated on a comprehensive Safe Routes to School study; and,

WHEREAS, as a result of that study, Ohio Department of Transportation grant dollars were used to implement pedestrian improvements at Highland Elementary, Maplewood Elementary, Sylvan Elementary and McCord Road Junior High School, including the installation of Rectangular Rapid Flashing Beacon Systems at Highland Elementary (Erie Street crossing), Sylvan Elementary (McCord Road crossing) and McCord Road Junior High School (McCord Road crossing); and,

WHEREAS, the Director of Public Service has requested a proposal from DGL Consulting Engineers, LLC to study the possibility of replacing the rectangular rapid flashing beacon systems with pedestrian hybrid beacons, a newer tool to assist with pedestrian movements across busier roadways; and,

WHEREAS, the Director of Public Service, by report dated June 5, 2023, reported that he received a proposal from DGL in the amount of \$24,000 to study the Highland Elementary, Sylvan Elementary and McCord Road Junior High School rectangular rapid flashing beacon system locations to determine if they should be upgraded to pedestrian hybrid beacons and prepare a safety report and has recommended that the proposal be approved and 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 Twenty-Four Thousand Dollars (\$24,000.00) to prepare a Pedestrian Hybrid Beacon Safety Study and report for Highland Elementary, Sylvan Elementary and McCord Road Junior High Schools, 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 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 Signal Upgrades** the amount of Twenty-Four Thousand Dollars (\$24,000.00).

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 preparation of the pedestrian hybrid beacon safety study for Highland Elementary, Sylvan Elementary and McCord Road Junior High Schools 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

Date: May 24, 2023

**DGL Consulting Engineers, LLC**  
3455 Briarfield Blvd., Suite E  
Maumee, OH 43537

**Client: City of Sylvania**  
6730 Monroe Street  
Sylvania, Ohio 43560

**Proposal No.** 22110  
**Location** Northwest & Northeast corner of Summit St. & Monroe St.  
**Parcel No.** Lucas County Parcel No.'s 82-11221, 82-11174  
**Project Name** Right of Way Plat and Legal Descriptions

**Scope of Services**

1. Review research to ensure ownership of the parcels is current.
2. Based on the existing right of way and proposed construction limits the proposed right of way areas will be detailed and the area calculated.
3. Prepare a plat drawing depicting found or set monuments, platted, measured, and calculated dimensions, existing parcel and proposed right of way take acreage and any possible encroachments.
4. Legal description will be created for each right of way take.
5. At the completion of acquisition property pins will be set at the corners of the proposed right of way.

The survey will comply with Ohio and Lucas County requirements.

**Fee Arrangement** Lump Sum Fee  
**Total Due** \$2,875.00

**Retainer Amounts** 0% Pre-payment due before work will be performed.  
DGL can accept credit card payments with an additional 3% service fee

**Special Conditions** This fee is valid for six months from May 24, 2023.

**Offered by:**  
**DGL Consulting Engineers**

**Accepted by: City of Sylvania**

  
Signature

Signature Date

R.J. Lumbrezer, P.S.  
Principal | Survey Manager  
Printed Name / Title

Printed Name / Title  
Signature indicates the authority to bind the company to the terms herein

Maumee, Ohio  
419.535.1015

Wauseon, Ohio  
419.330.1360

Dublin, Ohio  
614.356.7150

Kent, Ohio  
330.328.3621

dgl-ltd.com

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

**PROPOSAL & AGREEMENT**

**ROW Acquisition Services / LUC-Monroe / Main / Summit Traffic Signal**

*May 24, 2023 - The following fee proposal is based on information provided to WE by the City of Sylvania.*

**1. Project Management - 2 parcels @ \$1,000.00 per parcel.....\$2,000.00**

The project management fee is inclusive of meeting attendance with the various project partners, clerical support, the preparation of status reports and travel as may be necessary to assure timely coordination and completion of tasks involved in the acquirement of rights of way. **Note:** All right of way interests will be acquired in conformance to the policy and procedures as promulgated by the Ohio Department of Transportation. The project management fee is collected in 4 stages at 25% increments. The 1 of 4 = 25% fee will be invoiced after the completion of title reports and appraisals for any given parcel. The 2 of 4 = 25% fee will be invoiced after the offer is made. The 3 of 4 = 25% fee will be invoiced after the signed parcel has been billed or submitted for appropriation. The 4 of 4 = 25% fee will be invoiced after the parcel file has been scanned, standardized and submitted to the client for review and archiving.

**2. Title Reports – 2 Reports @ \$1,000.00 per parcel..... \$2,000.00**

The Title Report fees shown are **exclusive** of those charged for courthouse copies that may need to be purchased in support of individual title reports. These non-salary direct costs will be reimbursed by the (Client) to the consultant West Erie Realty Solutions, Ltd. (WE) at their actual cost as evidenced by receipts from the respective county office.

**3. Appraisals – See M+W Fee Attachment ..... \$3,000.00**

(Martin & Wood Appraisal Group, Ltd.) These appraisal fees are based upon the appraiser’s best estimate in the type of report required for any one parcel utilizing the plans provided by the client. Please keep in mind that the format of appraisal report for any one parcel is subject to revision based on plan changes that may be made to a parcel.

**4. Negotiations - 2 Parcels @ \$2,500.00 per parcel ..... \$5,000.00**

A “parcel” is defined as a single ownership assigned to a parent number regardless of the number of takings required from that ownership. For example, parcel 1-WD & T is considered to be a single parcel. The offer packet will include the following items: Notice of Intent to Acquire and Good Faith Offer, Colored Plan Exhibits, Warranty Deed, Easement, Instruments, Legal Description and W9 Form. Parcels added or deleted during the course of this agreement shall be cause for adjustment to this cost proposal for all associated work phases under the responsibility of West Erie Realty Solutions, Ltd.

**5. Closings – 2 Formal @ \$1,000.00 per parcel ..... \$2,000.00**

The total closings phase includes the updating of the title report and recording of the easement(s) or warranty deed(s) on a per parcel basis **exclusive** of the recording fee itself.

**6. Recording Fees – 2 @ \$150.00 per parcel ..... \$300.00**

The recording of the easement(s) or warranty deed(s) on a per parcel basis and will be invoiced as a pass-thru expense with attached receipts.

**Total Cost Proposal .....\$14,300.00**

Respectfully submitted by:  
West Erie Realty Solutions, Ltd.  
323 Lafayette Street  
Toledo, Ohio 43604

Proposal Accepted By:  
City of Sylvania



Greg R. Vriezelaar  
President

Date: May 24, 2023

Name:

Date:



lea.

DEPARTMENT OF PUBLIC SERVICE  
KEVIN G. ALLER, PE DIRECTOR

June 5, 2023

To: The Mayor and Members of Sylvania City Council

Re: **Right-of-Way Acquisition Services Proposals**  
**Monroe Street/Main Street/Summit Street Traffic Signal Improvements**

Dear Mr. Mayor and Council Members:

On April 18, 2022 City Council authorized a contract with DGL Consulting Engineers, LLC in the amount of \$38,259 to provide engineering design services for the Monroe Street/Main Street/Summit Street Traffic Signal Improvement Project (Ord. 47-2022). As a reminder, this project will update signal operations and equipment at both intersections, add pedestrian signal accommodations at Summit Street, and improve the truck turning radius at the northeast quadrant of Summit Street.

The project construction plans are 90% complete and in order to accommodate the improvements additional right-of-way will need to be acquired from two (2) parcels.

The Service Department received a proposal from DGL in the amount of \$2,875 to prepare a Right-of-Way Plat and two (2) legal descriptions for the proposed take areas. In addition, the Service Department requested a Right-of-Way Acquisition services proposal from West Erie Realty Solutions, LTD to provide project management, title reports, appraisals, negotiations, closings, and recording services. The West Erie Realty Solutions proposal amount is \$14,300.

We would recommend approval of the DGL proposal in the amount of \$2,875 and the West Erie Realty Solutions proposal in the amount of \$14,300. These were anticipated project expenses and funds would be encumbered from the 401-7635-53543 account. Please call with any questions.

Sincerely,

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

66.

**ORDINANCE NO. 49-2023**

**ACCEPTING THE PROPOSAL OF WE REALTY SOLUTIONS, LTD. TO PROVIDE RIGHT-OF-WAY ACQUISITION SERVICES RELATIVE TO THE MONROE STREET/MAIN STREET/SUMMIT STREET TRAFFIC SIGNAL IMPROVEMENT PROJECT; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$14,300; AND DECLARING AN EMERGENCY.**

WHEREAS, Ordinance No. 47-2022, passed April 18, 2022, authorized the Mayor and Director of Finance to enter into an Agreement with DGL Consulting Engineers, LLC to provide engineering design services for the Monroe Street/Main Street/Summit Street Traffic Signal Improvement Project in the amount of \$38,259; and,

WHEREAS, this project includes updating signal operations and equipment at both intersections, adding pedestrian signal accommodations at Summit Street, and improving the truck turning radius at the northeast quadrant of Summit Street; and,

WHEREAS, in order to accommodate the improvements, additional right-of-way needs to be acquired from property owners of two parcels; and,

WHEREAS, the Director of Public Service has received a proposal from WE Realty Solutions, Ltd. to provide project management, title reports, appraisals, negotiations, closings and document recordings for the two parcels that will be impacted by this project; and,

WHEREAS, the Director of Public Service, in a report dated June 5, 2023, has recommended that the proposal of WE Realty Solutions, Ltd. to provide right-of-way acquisition services for the Monroe Street/Main Street/Summit Street Traffic Signal Improvement Project at a cost of Fourteen Thousand Three Hundred Dollars (\$14,300.00), 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 WE Realty Solutions, Ltd. in the amount of Fourteen Thousand Three Hundred Dollars (\$14,300.00) for providing right-of-way acquisition services relative to the Monroe Street/Main Street/Summit Street Traffic Signal Improvement Project, is hereby 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 consultant 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 Signal Upgrades** the amount of Fourteen Thousand Three Hundred Dollars (\$14,300.00).

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 right-of-way acquisition services relative to the Monroe Street/Main Street/Summit Street Traffic Signal 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



**PROVIDING  
CIVIL ENGINEERING  
SOLUTIONS SINCE 1926**

TRANSPORTATION

TRAFFIC / SAFETY

FACILITY / SITE  
DEVELOPMENT

SURVEY

CONSTRUCTION  
SERVICES

May 18, 2023

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

Re: HSIP Systemic Safety Study

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 three RRFB locations on McCord Road and Erie Street. 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**

Corrinne Lochtefeld, PE, PTOE, PTP, RSP<sub>1</sub>  
Senior Traffic Engineer

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

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

Cc: Laurie Adams – DGL

23104

## An Agreement for the Provision of Limited Professional Services

<b>DGL Consulting Engineers, LLC (DGL)</b> 3455 Briarfield Blvd., Suite E Maumee, Ohio 43537 P: 419.535.1015	<b>Client: City of Sylvania</b> 6730 Monroe Street Sylvania, OH 43560		
<table style="width: 100%; border: none;"> <tr> <td style="border: none;"><b>Project Name</b> HSIP Systemic Safety Study</td> <td style="border: none; text-align: right;"><b>Project No.</b> 23164</td> </tr> </table>		<b>Project Name</b> HSIP Systemic Safety Study	<b>Project No.</b> 23164
<b>Project Name</b> HSIP Systemic Safety Study	<b>Project No.</b> 23164		
<b>Location</b> Sylvania, Ohio			
<b>Scope of Services</b> <i>See Scope of Services Attachment for definitions</i>			
<b>Fee Arrangement</b> <i>See Scope of Services Attachment for additional information</i>			
Systemic Safety Study	\$24,000.00		
<b>Total</b>	<b>\$24,000.00</b>		
<b>Retainer Amounts</b> \$00.00 due with signed contract. <i>Note: DGL can accept credit card payments with an additional 3% service fee.</i>			
<b>Accepted by: City of Sylvania</b>			
Signature	Date		
<b>Craig A. Stough</b> Mayor <small>Printed Name / Title</small> <small>Signature indicates the authority to bind the company to the terms herein</small>			
<b>Offered by: DGL Consulting Engineers, LLC</b> 	<b>Accepted by: City of Sylvania</b>		
Signature	Date		
Corinne Lochtefeld, PE, PTOE, PTP, RSP, Senior Traffic Engineer <small>Printed Name / Title</small> <small>Signature indicates the authority to bind the company to the terms herein</small>	<b>Toby A. Schroyer</b> Finance Director <small>Printed Name / Title</small> <small>Signature indicates the authority to bind the company to the terms herein</small>		

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



## Scope of Services

### 1. BACKGROUND

The City of Sylvania desires to complete a Systemic Safety Study to review the replacement and upgrade of three Rapid Rectangular Flashing Beacons to Pedestrian Hybrid Beacons for McCord Junior High School, Sylvan Hills Elementary and Highland Elementary School.

### 2. SCOPE OF WORK

#### Existing Conditions Review and Analysis

- Perform field review of corridor, including coordination with the City. Document relevant corridor details or evidence of safety issues via photo, GoPro and/or drone. The field visit will be attended by up to two (2) DGL representatives.
- Develop and analyze existing/future year traffic volumes. Anticipating Opening Year 2026. The growth factors will be developed using ODOT SHIFT Tool and TMACOG models.
- Collect and review crash history at three (3) locations. Crash diagrams will be created for each location.
- Collect counts via video cameras. DGL will conduct three ATR's that include pedestrian volumes.
- Collect speed data on both McCord Road and Erie Street to determine 85th percentile speed. DGL can collect data via speed gun and would request the assistance of the City Police with a speed trailer that collects data can also be implemented.
- Develop physical conditions write-up including existing and future traffic conditions to be included in final study report.

#### Develop Potential Alternatives

- Review and analyze appropriate FHWA countermeasures.
- Alternatives meeting (via web conference or in person) with the City, District 2, and key Stakeholders (as directed by City/ODOT) to discuss preferred countermeasures
- Final recommendation(s) to be shown on a Conceptual Plan and prepared with sufficient detail to develop planning level cost estimates for use in cost benefit analysis.

#### Preferred Alternative Analysis

- Prepare ECAT analysis, including cost/benefit analysis for the preferred countermeasures.
- Create cost estimate for preferred alternative(s).

#### Prepare Safety Study Report

- Prepare draft study report to be submitted to the City and District 2 for review and comment. Reviews from other Stakeholders will be requested at the discretion of the City/District 2. All comments are anticipated to be received within 30 days of draft delivery.
- Prepare final study report addressing comments received from the City and District 2. The final report will be delivered within 30 days of receipt of comments.



- Develop/Submit Safety Funding Application including completing the formal application, One Page summary and presentation for the Safety Review Committee.

### Exceptions

DGL understands that the scope of work excludes the following tasks:

- Public involvement
- Environmental documentation
- In depth engineering/design evaluation of alternative concepts/designs.
- Survey, utility, or right-of-way data collection.
- Formal safety application and/or presentation. This has been added as an If Authorized Task if needed.

## 3. SCHEDULE

In order to complete a successful Systemic Safety Application, the following timeline is proposed:

TASKS	Scheduled Submittal
Authorization	June 2023
Field Visit and Crash Analysis	July 2023
Traffic Counts and Speed Study	August 2023 (After Sylvania Schools resume August 28th)
Existing Conditions Analysis, Countermeasure Evaluation and Analysis, Draft Study	September 2023
Stakeholder meeting to discuss alternatives	Week of September 25 <sup>th</sup> , 2023
Submit draft report to City/ODOT	2 weeks after stakeholder meeting, Week of October 16 <sup>th</sup> , 2023
Draft review comments expected	Week of November 27 <sup>th</sup> , 2023
Prepare Final Report and Submit Application to District 2	January 2024

bc.

**ORDINANCE NO. 50-2023**

**ACCEPTING THE PROPOSAL OF DGL CONSULTING ENGINEERS, LLC TO PREPARE A RIGHT-OF-WAY PLAT RELATIVE TO THE MONROE STREET/MAIN STREET/SUMMIT STREET TRAFFIC SIGNAL IMPROVEMENT PROJECT; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$2,875; AND DECLARING AN EMERGENCY.**

WHEREAS, Ordinance No. 47-2022, passed April 18, 2022, authorized the Mayor and Director of Finance to enter into an Agreement with DGL Consulting Engineers, LLC to provide engineering design services for the Monroe Street/Main Street/Summit Street Traffic Signal Improvement Project in the amount of \$38,259; and,

WHEREAS, this project includes updating signal operations and equipment at both intersections, adding pedestrian signal accommodations at Summit Street, and improving the truck turning radius at the northeast quadrant of Summit Street; and,

WHEREAS, in order to accommodate the improvements, additional right-of-way needs to be acquired from property owners of two parcels; and,

WHEREAS, the Director of Public Service, by report dated June 5, 2023, reported that he received a proposal from DGL in the amount of \$2,875 to prepare a right-of-way plat and two (2) legal descriptions for the proposed take areas for the Monroe Street/Main Street/Summit Street Traffic Signal Improvement Project and has recommended that the proposal be approved and 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 Two Thousand Eight Hundred Seventy-Five Dollars (\$2,875.00) to prepare a right-of-way plat and two (2) legal descriptions for the Monroe Street/Main Street/Summit Street Traffic Signal 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 **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7635-53543 – Traffic Signal Upgrades** the amount of Two Thousand Eight Hundred Seventy-Five Dollars (\$2,875.00).

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 preparation of the right-of-way plat and two legal descriptions for the Monroe Street/Main Street/Summit Street Traffic Signal 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



7a.

DEPARTMENT OF PUBLIC SERVICE  
KEVIN G. ALLER, PE DIRECTOR

June 5, 2023

To: The Mayor and Members of Sylvania City Council

Re: **Professional Engineering Services Contract Modification  
LUC-TR 77-0.54 (PID 116375)**

Dear Mr. Mayor and Council Members:

On June 20, 2022 City Council accepted the proposal from DGL Consulting Engineers, LLC to provide engineering services for a new traffic signal installation at the intersection of Harroun Road and Ravine Drive as a part of the LUC- TR 77-0.54 (PID 116375) improvements project (Ord. 59-2022).

During Stage 3 development ProMedica requested further design review from ODOT and the City to reanalyze their new driveway alignment. ProMedica's request was to shorten the length of the driveway and move the tie-in further north to straighten the alignment. ProMedica was provided preliminary information including potential schedule impacts this change would have on the project. ProMedica has decided they would like to move forward with the change.

The Service Department requested a contract modification proposal from DGL to redesign the driveway per the ProMedica request and also evaluated potential construction cost savings by shortening the driveway. The contract modification proposal from DGL was in the amount of \$66,758. The Service Department is estimating the potential construction cost savings to be \$264,000.

We would recommend approval of the contract modification proposal from DGL Consulting Engineers, LLC in the amount of \$66,758. Please call with any questions.

Sincerely,

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

7b.

**ORDINANCE NO. 51-2023**

**AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO APPROVE THE AMENDMENT TO THE CITY’S AGREEMENT WITH DGL CONSULTING ENGINEERS, LLC TO REFLECT THE COST OF REDESIGNING A PORTION OF THE PROJECT FOR THE HARROUN ROAD/FLOWER HOSPITAL/RAVINE DRIVE INTERSECTION IMPROVEMENT PROJECT; INCREASING THE PROPOSAL AMOUNT BY \$66,758; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.**

WHEREAS, Ordinance No. 59-2022, passed June 20, 2022, accepted the proposal of DGL Consulting Engineers, LLC (hereafter “DGL”) to provide engineering services for a new traffic signal installation at the intersection of Harroun Road and Ravine Drive in the amount of Eighty-Nine Thousand Nine Hundred Ninety-Four Dollars (\$89,994.00); and,

WHEREAS, during Stage 3 development, ProMedica requested further design review from the Ohio Department of Transportation (“ODOT”) and the City related to the proposed new Flower Hospital driveway alignment; and,

WHEREAS, based on this request, representatives from ProMedica, ODOT and the City met to review the proposed new alignment and ProMedica requested that the driveway length be shortened and the tie-in be moved further north to straighten the alignment; and,

WHEREAS, the Director of Public Service, by report dated June 5, 2023, has received a proposal from DGL for the additional engineering services required to redesign the driveway and has recommended approval of the additional engineering services in the amount of \$66,758; and,

WHEREAS, although the cost of engineering is increasing, the cost of construction is estimated to decrease in the amount of \$264,000 due to the shortened driveway length, for a net decrease to the estimated project cost of \$197,242.

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 Sixty-Six Thousand Seven Hundred Fifty-Eight Dollars (\$66,758.00), authorized to be appropriated be, and the same





PROVIDING  
CIVIL ENGINEERING  
SOLUTIONS SINCE 1926

TRANSPORTATION

TRAFFIC/SAFETY

FACILITY/SITE  
DEVELOPMENT

SURVEY

CONSTRUCTION  
SERVICES

May 19, 2023

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

Re: PID 116375 LUC-TR77-0.54 Fee Modification

Dear Mr. Shaw:

Attached is DGL's fee proposal for engineering services for the modification of the Flower Hospital Drive. The complete project includes roadway widening on Ravine Drive, a relocated drive on the Flower Hospital property, removal of the existing Flower Hospital Drive and the installation of a traffic signal. This fee modification is for the revisions to the alignment of the Flower Hospital Drive and the final plan production of the complete project. Detailed Scope Information for the fee medication can be found within the attached document.

Once again, thank you for the opportunity to serve you. 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,

**DGL Consulting Engineers, LLC**

Amy L. Zimmerman, PE  
Senior Transportation Engineer  
T: 419.535.1015 Ext. 209 | C: 419.283.4643 | E: [azimmerman@dgl-ltd.com](mailto:azimmerman@dgl-ltd.com)

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](http://dgl-ltd.com)





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## Scope of Services

### Project Background and Original Scope

DGL understands that the City of Sylvania is planning improvements at the Harroun Rd. and Ravine Drive intersection including the relocation of the Flower Hospital main entrance. Harroun Rd. provides access to ProMedica Flower Hospital. Traffic is especially heavy during shift changes which has led to crash issues at the Harroun Rd. & Ravine Drive intersection and the existing Harroun Rd. & Hospital Drive intersection. These two intersections are approximately 350' apart. Realignment of Hospital Dr. to Ravine Dr. provides one common intersection. A signal at this upgraded intersection will be provided. Ravine Drive will also be widened for the addition of a left turn lane and aligning this lane with the left turn out of the new Flower Hospital main entrance. Harroun Rd. will be resurfaced throughout the project limits to allow for restriping.

### Fee Modification Scope of Work

#### Detailed Design and Right of Way Plans

Upon authorization, DGL will confirm the geometric layout of the Flower Hospital Drive. Once this geometric layout is approved, Stage 2 design will begin to revise the original plans for the revised drive alignment. All roadway, drainage, lighting, and traffic control design will adhere to ODOT standards and guidelines. Construction limits will be finalized and right of way plan adjustments will begin.

#### Final Design

Upon approval of the Stage 2 design, DGL will finalize design and prepare construction documents following all ODOT specifications for advertisement and bidding purposes. This final design stage will include the original scope of work for Harroun Road resurfacing, Ravine Drive widening, the signal installation at Ravine Drive and Harroun Road and the revised alignment for the Hospital Drive. The plan set will include subsummaries and a general summary of all the biddable items. DGL will assist with bid book and advertising of the project. A review of all bids and a recommendation letter will be provided by DGL.



8a.

DEPARTMENT OF PUBLIC SERVICE  
KEVIN G. ALLER, PE DIRECTOR

June 5, 2023

To: Mayor Stough and Members of Sylvania City Council

Re: Sylvania Senior Center

Dear Mr. Mayor and City Council Members,

The Sylvania Senior Center has obtained quotes to replace their aged heating, ventilating, and air conditioning (HVAC) system. The lowest quote for the work was submitted by Rawlings Heating & Cooling of Temperance, Michigan in the amount of \$165,000.

The current Operating Agreement for the Senior Center indicates that the Township and the City are responsible for the "replacement of any HVAC item, the cost of which exceeds \$25,000." Therefore, the City's portion of this replacement cost is \$82,500.

We were only notified of this project on or about March 7, 2023. Hence, we were not able to include the project in our Capital Improvement Plan for the year. It is our recommendation that we meet our responsibility with the Senior Center but utilize our existing Capital Improvement budget. We will continue to monitor the existing budget and modify projects accordingly or come back to City Council for an additional appropriation, if needed, as the year progresses.

We request approval to provide \$82,500 to the Sylvania Senior Center for the replacement of their HVAC system, to be paid from the Capital Improvement Fund 401-7750-52268. Please call if you have any questions.

Sincerely,

Kevin G. Aller, P.E.

Director of Public Service

8b.

**ORDINANCE NO. 52-2023**

**AUTHORIZING THE EXPENDITURE OF \$82,500 FOR THE REPLACEMENT OF THE SYLVANIA SENIOR CENTER HEATING, VENTILATING AND AIR CONDITION (“HVAC”) SYSTEM; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.**

WHEREAS, Ordinance No. 24-2001, passed March 19, 2001, authorized the Mayor and Director of Finance to enter into a Financing, Construction and Ownership Agreement with Sylvania Township and Sylvania Community Services Center, Inc. for the construction of a new Sylvania Community Senior Center; and,

WHEREAS, Ordinance No. 11-2002, passed February 4, 2002, authorized the Mayor and Director of Finance to enter into an Operating Agreement on behalf of the City of Sylvania, Ohio, with Sylvania Township and Sylvania Community Services Center, Inc. for Sylvania Community Services Center’s maintenance and operation of the Senior Center; and,

WHEREAS, Ordinance No. 24-2022, passed February 22, 2022, authorized the Mayor and Director of Finance to enter into an Amended and Restated Operating Agreement on behalf of the City of Sylvania, Ohio, with Sylvania Township and Sylvania Community Services Center, Inc. for Sylvania Community Services Center, Inc.’s Maintenance and Operation of the Sylvania Senior Center; and,

WHEREAS, the Heating, Ventilating and Air Conditioning (“HVAC”) system at the Sylvania Senior Center is in need of replacement; and,

WHEREAS, the Sylvania Senior Center has received a proposal from Rawlings Heating & Cooling to replace its HVAC system in the amount of \$165,000; and,

WHEREAS, Section 2.01 of the Amended and Restated Operating Agreement requires the Township and City to share the cost of replacing any HVAC item, the cost of which exceeds \$25,000; and,

WHEREAS, the Director of Public Service, by report dated June 5, 2023, has recommended that the City contribute one-half of the cost of the replacement of the HVAC

system at the Sylvania Senior Center, or \$82,500.

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

SECTION 1. That the expenditure of one-half of the cost of the Sylvania Senior Center HVAC system as required by the Amended and Restated Operating Agreement, or \$82,500, be approved.

SECTION 2. That to provide funds for said improvements hereby authorized, there is hereby allocated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore allocated to **Account No. 401-7750-52268 - Miscellaneous**, the amount of Eighty-Two Thousand Five Hundred Dollars (\$82,500.00).

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 replacement of the HVAC system at the Sylvania Senior Center should proceed at the earliest possible time. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency:                      Yeas \_\_\_\_\_      Nays \_\_\_\_\_

Passed, \_\_\_\_\_, 2023, as an emergency measure.

\_\_\_\_\_  
President of Council

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Director of Law

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



9

DEPARTMENT OF PUBLIC SERVICE  
KEVIN G. ALLER, PE DIRECTOR

# Memo

To: The Mayor and City Council  
From: Kevin G. Aller, Director of Public Safety/Service *KGA*  
Date: 06/05/2023  
Re: Obsolete Equipment

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Council Members,

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

Streets #47 2002 F550 dump truck VIN# 1FDAF56S82EC96525

Water #17 2003 F450 dump truck VIN# 1FDXF46S83EA38320

Water #16 2011 Ford F150 VIN #1FTMF1CMGBKD79906

Vehicle Maintenance #39 1999 Ford F150 VIN #1FTRX17L2XNB80121

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

Please call if you have any questions. Thank you.

**ORDINANCE NO. 53-2023**

**PROVIDING FOR THE CONSTRUCTION, MAINTENANCE, REPAIR, CLEANING AND ENCLOSING OPEN DRAINAGE DITCHES LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SYLVANIA; AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE, BY AND THROUGH THE PROPER OFFICERS OF SAID CITY TO DO SAID WORK DURING THE YEAR 2023; ESTABLISHING ONE DISTRICT FOR SAID PURPOSE IN ACCORDANCE WITH THE PROVISIONS OF SECTION 727.012 OF THE REVISED CODE OF OHIO; PROVIDING FOR THE ASSESSMENT OF THE COST AND EXPENSE THEREOF UPON ABUTTING PROPERTY; AND DECLARING AN EMERGENCY.**

WHEREAS, it is immediately urgent and necessary that work is authorized for the purpose of constructing, maintaining, repairing, cleaning and enclosing open drainage ditches located within the corporate limits of the City of Sylvania during the year 2023;

WHEREAS, the Director of Public Service has recommended to Council the construction, maintaining, repairing, cleaning and enclosing open drainage ditches located within the corporate limits of the City of Sylvania during the year 2023 in accordance with plans, estimates and schedules therefore heretofore prepared and now on file in the Office of Finance.

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

**SECTION 1.** That it is hereby declared necessary and conducive to public health, convenience and welfare to construct, maintain, repair, clean and enclose open drainage ditches located within the corporate limits of the City of Sylvania during the year 2023. That for said purpose there is hereby established one (1) district which shall include all territory within and coextensive with the boundaries of the City of Sylvania, pursuant to the provisions of Section 727.012 of the Revised Code of Ohio.

**SECTION 2.** That the work of such construction, maintaining, repairing, cleaning and enclosing open drainage ditches located within the district of the City shall be done within said district, as herein set forth, and through the proper officers of the City of Sylvania; and such officers be, and they hereby are, authorized and directed to purchase required materials; to purchase or rent the necessary tools, machinery and appliances; to employ the necessary labor to do said work all in accordance with the plans, estimates and schedules therefore heretofore prepared and now on file in the Office of Finance for inspection of all persons interested, which said plans, estimates and schedules, including approximate present estimates of the cost of said work, is in the aggregate sum of Three Hundred Sixteen Thousand, Four Hundred Nine Dollars

and 00/100 (\$316,409.00).

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

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

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

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

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

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

SECTION 7. That, pursuant to Ohio Revised Code Section 727.14, the Finance Department is hereby directed to give notice of the passage of this Ordinance by publication of such notice once a week for two (2) consecutive weeks, and as to an owner of any lot or parcel of land the assessment upon which is estimated to exceed Two Hundred Fifty Dollars (\$250.00), the Finance Department is hereby directed to serve such notice in the same manner as service of summons in civil cases, or by certified mail addressed to such owner at his last known address or to the address to which tax bills are sent, or by a combination of the foregoing methods. Objections to estimated assessments must be filed, in writing with the Finance Department within two (2) weeks after completion of the notice hereby required. An owner who fails to file an objection shall be deemed to have waived any objection. Any and all properly filed objections to estimated assessments shall be considered by Council at its first regular Council meeting held more than two (2) weeks after the completion of the notice hereby required and the estimated assessments so objected to shall at such meeting, be adjusted by Council by motion or other action reflected in the journal of the minutes of Council. Council, after adjusting such estimated assessments or, after the time for filing objections without any properly filed objections having been timely filed, may, by Ordinance, levy such estimated assessments and adjusted estimated assessments, as the case may be. No notice shall be required other than as herein required.

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

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

SECTION 10. That the Finance Department is hereby directed to post a copy of this Ordinance in the Office of Finance in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 11. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the repair, cleaning, construction and maintenance of drainage ditches should be provided for immediately and therefore this Ordinance should be effective forthwith. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote dispensing with the second and third readings:            Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Passed, \_\_\_\_\_, 2023, as an emergency measure.

\_\_\_\_\_  
President of Council

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Director of Law

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



11

**ORDINANCE NO. 54-2023**

**PROVIDING FOR THE CONTROLLING BLIGHT AND DISEASE OF SHADE TREES AND FOR PLANTING, MAINTAINING, TRIMMING AND REMOVING SHADE TREES IN AND ALONG THE STREETS AND WITHIN PUBLIC RIGHT-OF-WAY OF THE CITY OF SYLVANIA; AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE, BY AND THROUGH THE PROPER OFFICERS OF SAID CITY TO DO SAID WORK DURING THE YEAR 2023; ESTABLISHING ONE DISTRICT FOR SAID PURPOSE IN ACCORDANCE WITH THE PROVISIONS OF SECTION 727.011 OF THE REVISED CODE OF OHIO; PROVIDING FOR THE ASSESSMENT OF THE COST AND EXPENSE THEREOF UPON ABUTTING PROPERTY; AND DECLARING AN EMERGENCY.**

WHEREAS, it is immediately urgent and necessary that work is authorized for the purpose of controlling blight and disease of shade trees and for planting, maintaining, trimming and removing shade trees in and along the streets and within public right-of-way of the City of Sylvania during the year 2023;

WHEREAS, the Director of Public Service has recommended to Council the removal or special treatment of shade trees and for planting, maintaining, trimming and removing shade trees in and along the streets and within public right-of-way of the City of Sylvania during the year 2023 in accordance with plans, estimates and schedules therefore heretofore prepared and now on file in the Office of Finance.

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

**SECTION 1.** That it is hereby declared necessary and conducive to public health, convenience and welfare to remove and provide special treatment for shade trees for the purpose of controlling blight and disease of same, and for planting, maintaining, trimming and removing shade trees in and along the streets and within public right-of-way of the City of Sylvania during the year 2023. That for said purpose there is hereby established one (1) district which shall include all territory within and coextensive with the boundaries of the City of Sylvania, pursuant to the provisions of Section 727.011 of the Revised Code of Ohio.

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

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

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

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

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

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

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

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

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

SECTION 10. That the Finance Department is hereby directed to post a copy of this Ordinance in the Office of Finance in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 11. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that provision should be made immediately to provide for tree maintenance and therefore this Ordinance should be effective forthwith. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote dispensing with the second and third readings:            Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Passed, \_\_\_\_\_, 2023 as an emergency measure.

\_\_\_\_\_  
President of Council

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Director of Law

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

**RESOLUTION NO. 5-2023**

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

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

members elected thereto concurring:

SECTION 1. That is hereby determined to be necessary to continue to improve the streets in the City of Sylvania, Ohio, by lighting the same pursuant to a contract therefore which this City now has with the Toledo Edison Company and necessary to provide funds in 2023 for such street lighting.

SECTION 2. That for the tax year 2023 the basis for determining and allocating annual assessments on lots and lands in said City for street lighting in the City of Sylvania, Ohio, shall be as follows, which basis is hereby determined to be according to the benefits which may result from the improvements to the several parcels and lots of land in said City:

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

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

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

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

SECTION 6. That the Finance Department is hereby directed to give notice to the Auditor of Lucas County, Ohio, on the levying of such assessments and to do so within twenty (20) days after the levying of same and prior to October 1, 2023.

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

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

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

SECTION 10. That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the reason that proceedings for assessing the cost of the improvement referred to herein are required without delay in order to timely place said assessment upon the tax duplicate for the year. Provided this Resolution receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote dispensing with the second and third readings:            Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Passed, \_\_\_\_\_, 2023, as an emergency measure.

\_\_\_\_\_  
President of Council

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Director of Law

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

PETITION FOR ZONING ORDINANCE AMENDMENT

13

To: City of Sylvania, Ohio  
City Council and  
Municipal Planning Commission

SUP  
Application No. 1-2023  
Date 5/24/23

Petitioner Name(s): Ghaleb AbuAlhana, MSF Director

Petitioner Address: 5225 W. Alexis Road, Sylvania, Ohio 43560

Email: director@masjidsaad.org Telephone: Cell: 419-509-4322  
work: 419-882-3339

Location of property for which zoning amendment is requested:

Masjid Saad Foundation/Toledo Islamic Academy 5225 W. Alexis Road, Sylvania, Ohio 43560

Purpose of amendment request:

To construct outdoor classroom wood shelters for the Toledo Islamic Academy

Current Zoning: B2 Requested Zoning: Same/ No Change

The undersigned, being one or more of the owners, lessees or occupants within the area proposed to be changed by the amendment, hereby petition for an Amendment to the Zoning Code, pursuant to Chapter 1107 of the Codified Ordinances of the City of Sylvania, Ohio, as amended.

- Attachments:
- 1. Full legal description of the property for which the Zoning Amendment is proposed.
  - 2. Area location map.
  - 3. Site plan - if plan is larger than 11" x 17", eighteen (18) copies must be submitted.

A check for \$100.00 + cost of advertising, payable to the City of Sylvania is attached for processing of said Petition. It is understood that no refund is to be made after the filing of the Petition.

By: Sam Muhsen, P.E.  
Buehrer Group Arch. & Eng., Inc.  
05-22-2023

Date referred by Council: \_\_\_\_\_

Date of Commission Action: \_\_\_\_\_

Date of Council Action: \_\_\_\_\_

Action: \_\_\_\_\_

For Office Use Only

Date: 5/24/2023 Check #: 103481 Cash: — Fee: \$ 100 + Advertising

5225 West Alexis Road, Sylvania, Ohio 43560

Legal description:

6 9 11 NE 1/4 S L FULLERS SUB LOT 6 5 AC W OF  
SLYFORD PLACE N OF BLAKSLEY PLACE & S OF  
ALEXIS RD & W 10 AC E 20 AC EXC T & W RR & EXC  
TRI 57 FT FRT & TRI 57 FT FRT LYING W &







