

Sylvania City Council

October 2, 2023

6:30 p.m. Committee of the Whole

Downtown Transportation Improvements Project Update

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. Richardson.
3. Additions to the agenda.
4. Approval of the Council meeting minutes from September 18, 2023.
5. Monroe Street/Main Street/Summit Street Traffic Signal Improvement Project.
 - a. Service Director's letter on OPWC Grant Application.
 - b. Proposed Resolution No. 11-2023, Authorizing the Mayor and Director of Finance to file an Ohio Public Works Commission Grant Application for this project.
 - c. Service Director's letter on right-of-way acquisition.
 - d. Proposed Ordinance No. 81-2023, Accepting a Warranty Deed of Right-of-Way from the City of Sylvania relative to this project.
 - e. Service Director's letter on right-of-way acquisition.
 - f. Proposed Ordinance No. 82-2023, Authorizing the Mayor and Director of Finance to enter into a purchase agreement with WFZ Properties, LLC for this project.
6. Harroun Road/Ravine Drive Intersection Improvement Project.
 - a. Service Director's letter on OPWC Grant Application.
 - b. Proposed Resolution No. 12-2023, Authorizing the Mayor and Director of Finance to file an Ohio Public Works Commission Grant Application for this project.
7. Large Diameter Sanitary Sewer Lining Phase 3 & Main St. Sanitary Sewer Rehabilitation Projects.
 - a. Service Director's letter on OWDA Loan Application.
 - b. Proposed Resolution No. 13-2023, Authorizing the Mayor and Director of Finance to file a loan application with the Ohio Water Development Authority for these projects.
 - c. Service Director's letter on accepting project bid.
 - d. Proposed Ordinance No. 80-2023, Accepting the bid of Inliner Solutions, LLC and awarding the contract for this project to same.

8. US 23/Monroe Street Interchange Improvement Project.
 - a. Service Director's letter on OPWC Gran Application.
 - b. Proposed Resolution No. 14-2023, Authorizing the Mayor and Director of Finance to file an Ohio Public Works Commission Grant Application for this project.

9. Stormwater Management Plan.
 - a. Service Director's letter on the plan.
 - b. Proposed Ordinance No. 83-2023, Adopting a Stormwater Management Plan for the City of Sylvania, Ohio; authorizing the Director of Public Service to submit the plan to the Ohio Environmental Protection Agency.

10. Committee reports.
 - a. Committee of the Whole meeting held this date.

11. Committee referrals.

INFORMATION

None

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The Council of the City of Sylvania, Ohio met in regular session on September 18, 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(excused), Mary Westphal, Lyndsey Stough; (6) present; (1) absent.

Roll call:
6 present, 1
absent.

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

Pledge of
Allegiance.

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

The following item has been added to the agenda:

Item # 15. Report from Bill Sanford on the current JEDD Program.

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

Agenda approval.

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

Mr. Frye presented the September 5, 2023 meeting minutes. Mr. Frye moved, Mrs. Westphal seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of September 5, 2023 be approved; roll call vote being: Hansen, Haynam, McCann, Westphal, Frye, Stough; (6) yeas; (0) nays. The motion carried.

Approval of the
September 5,
2023 meeting
minutes.

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

Mr. Frye presented and read aloud by title only, proposed Resolution No. 9-2023, a written copy of same having been previously furnished to each member of Council "Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor."; Mr. Frye moved, Mr. Haynam seconded for passage of Resolution No. 9-2023 as an emergency measure; roll call vote being: Westphal, Hansen, Haynam, McCann, Frye, Stough; (6) yeas; (0) nays. The motion carried.

Resolution No.
9-2023,
"...Budget
Commission...
Tax Levies...
County Auditor."

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance 76-2023, a written copy of same having been previously furnished to each member of Council "Revising the Administrative, Department and Divisional Organization of the City and the Codified Ordinances thereof by amending Section 129.01(d) to eliminate the "Human Resources Specialist" positions to add the "Administrative Assistant-Finance" and "Human Resources Manager" positions under the supervision of the Director of Finance/Personnel; amending Sylvania Codified Ordinance Section 126.01(b) to eliminate the "Administrative Secretary/Personnel" position; amending the Sylvania

Ordinance No.
76-2023,
"Revising Admn,
Dept &
Divisional
Organization of
the City &
Codified
Ordinances..."

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Codified Ordinance Section 139.02(a) to add the Class Code, Grade and Title for the position of “Administrative Assistant-Finance”; amending Sylvania Codified Ordinance Section 139.03(d)(3) to add salary and position of “Human Resources Manager”; and declaring an emergency.”; Mrs. Westphal moved, Ms. Stough seconded for passage of Ordinance 76-2023 as an emergency measure; roll call vote being: McCann, Hansen, Westphal, Haynam, Stough, Frye; (6) yeas; (0) nays. The motion carried.

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

Mr. Frye presented and read aloud by title only, proposed Ordinance No. 77-2023, a written copy of same having been previously furnished to each member of Council “Authorizing the donation of accident investigation equipment to the Maumee Police Department; determining said property to be of no further use to the City of Sylvania; and declaring an emergency.”; Mr. Frye moved, Mrs. Westphal seconded for passage of Ordinance No. 77-2023 as an emergency measure; roll call vote being: Westphal, Hansen, Haynam, McCann, Frye, Stough; (6) yeas; (0) nays. The motion carried.

Ordinance No. 77-2023, “... Donation of Accident Investigation Equipment... Maumee PD...”

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

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 78-2023, a written copy of same having been previously furnished to each member of Council “Approving the Banner Application of the Sylvania Area Chamber of Commerce; authorizing the Zoning Administrator to indicate such approval on behalf of the City of Sylvania; and declaring an emergency.”; Mr. Haynam moved, Mr. Hansen seconded for passage of Ordinance No. 78-2023 as an emergency measure; roll call vote being: Stough, Westphal, Hansen, Haynam, McCann, Frye; (6) yeas; (0) nays. The motion carried.

Ordinance No. 78-2023, “... Fall Festival Banner Approval for Chamber of Commerce...”

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

Mr. Haynam moved, Mrs. Westphal seconded to allow Mr. Frye to push back from the table due to a conflict of interest. Roll call vote being: Hansen, Stough, Haynam, McCann, Westphal; (5) yeas; (0) nays. The motion carried.

Mr. Frye pushed back from table.

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 79-2023, a written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to enter into an amended agreement for the establishment of a Regional Combined Health District for the administration of health and environmental services within the geographical jurisdiction

Ordinance No. 79-2023, “... Amended Agreement... Regional Combined Health

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of Lucas County; and declaring an emergency.” Mrs. Westphal moved, Mr. McCann seconded for passage of Ordinance No. 79-2023 as an emergency measure; roll call vote being: Stough, Westphal, Hansen, Haynam, McCann; (5) yeas; (0) nays. The motion carried.	District...”
Mr. Frye returned to the table.	Mr. Frye returns to table.
Mayor Stough stated that Council will now consider agenda item 10.	Schedule COW meeting for 10/2/23 at 6:30pm.
Service Director’s letter requesting a Committee of the Whole meeting to review findings on the Downtown Transportation Improvements Project was placed on file. Mr. Frye moved, Mr. Hansen seconded to schedule a Committee of the Whole meeting for Monday, October 2, 2023 at 6:30 p.m. in Sylvania City Council Chambers, 6635 Maplewood Avenue, Sylvania, Ohio; roll call vote being: Westphal, Hansen, Haynam, Stough, Frye, McCann; (6) yeas; (0) nays. The motion carried.	
Mayor Stough stated that Council will now consider agenda item 11.	Then & Now Certifications Approval.
Director of Finance’s memo on Then and Now Certifications was placed on file. Mr. Frye moved, Mr. Haynam seconded to approve the Then and Now Certifications from June 1, 2023 through September 15, 2023; roll call vote being: Hansen, Haynam, Westphal, Stough, Frye, McCann; (6) yeas; (0) nays. The motion carried.	
Mayor Stough stated that Council will now consider agenda item 12.	2024 Schedule of Regular Meetings.
Mr. Frye moved, Mrs. Westphal seconded to approve the Schedule of Regular Meetings for the Year 2024 as submitted by the Clerk of Council; roll call vote being: Frye, Hansen, Haynam, Westphal, Stough, McCann; (6) yeas; (0) nays. The motion carried.	Set 2024 City Trick-Or-Treat time & date for Oct. 31 from 6-7:30pm.
Mr. Haynam moved, Mr. Frye seconded to set the 2024 City of Sylvania Trick-Or-Treat date and time for Thursday, October 31 st from 6:00-7:30pm; roll call vote being: Frye, Stough, Hansen, Haynam, Westphal, McCann; (6) yeas; (0) nays. The motion carried.	
Mayor Stough stated that Council will now consider agenda item 13.	Safety Committee Report by Mr. Frye.
Mr. Frye gave a report on the Safety Committee meeting held this date. Amy Cornell from Flock Safety gave a brief presentation on the potential use of their cameras in the City of Sylvania. The Flock contract agreement was reviewed by members of the committee. Mr. Frye moved, Mrs. Westphal seconded to order the administration to	

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prepare legislation for the next City Council meeting on October 2, 2023 accepting the contract agreement with Flock Safety; roll call vote being: Westphal, Frye, Hansen, Stough, Haynam, McCann; (6) yeas; (0) nays.

Mayor Stough stated that Council will now consider added agenda item 15.

JEDD Update by
Bill Sanford.

Bill Sanford gave a brief update on the current JEDD (Joint Economic Development District) Program with Sylvania Township. Sylvania City and Township are currently participating in one JEDD with Oak Leaf Village located in the township. Income taxes are being collected from this organization and are divided between the City and Township. Four other sites in the Sylvania area are being considered for possible JEDD's within the next five years.

Mayor Stough stated all agenda items have been addressed.

Adjournment.

Mr. Frye moved, Mr. McCann seconded to adjourn at 8:28 p.m. Roll call vote being: Westphal, Frye, Hansen, Stough, Haynam, McCann; (6) yeas; (0) nays.

Clerk of Council

Mayor



5a.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

October 2, 2023

To: The Mayor and Members of Sylvania City Council

Re: **OPWC GRANT APPLICATION
MONROE STREET/MAIN STREET/SUMMIT STREET TRAFFIC SIGNAL IMPROVEMENTS**

Dear Mr. Mayor and Council Members:

The goal of this project is to bring the Main Street and Summit Street intersections up to current standards by implementing modern day advancements in traffic signal operations ((like vehicular and pedestrian detection systems, pedestrian signalization, coordinated signal systems, and uninterrupted power supply). The Summit Street signal will be fully replaced and will include pedestrian signalization accommodations and operate independently from Main Street by adding a localized controller. The northeast quadrant was redesigned to accommodate a larger truck turning radius. In addition, the existing controller, coordinated signal system master controller, and a new vehicular detection system will be implemented at Main Street. The total cost of the project is \$580,657.

With design underway and construction scheduled for 2024, the Service Department would like to apply for an Ohio Public Works Commission (OPWC) grant.

A financial summary of this application would be as follows:

City of Sylvania (82.78%)	\$480,657
OPWC Grant Application (17.22%)	<u>\$100,000</u>
Total Combined Project Cost	\$580,657

We would recommend proceeding ahead and pursuing OPWC grant funds in the amount of \$100,000.

Sincerely,

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

5b.

RESOLUTION NO. 11-2023

A RESOLUTION AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO FILE AN OHIO PUBLIC WORKS COMMISSION GRANT APPLICATION FOR THE MONROE STREET/MAIN STREET/SUMMIT STREET TRAFFIC SIGNAL IMPROVEMENT PROJECT; AND DECLARING AN EMERGENCY.

WHEREAS, the Director of Public Service, by report dated October 2, 2023, has requested permission to apply for Ohio Public Works Commission (“OPWC”) grant funding for the Monroe Street/Main Street/Summit Street Traffic Signal Improvement Project; and,

WHEREAS, the proposed project will bring the Main Street and Summit Street intersections up to current standards by implementing modern day advancements in traffic signal operations such as vehicular and pedestrian detection systems, pedestrian signalization, coordinated signal systems, and uninterrupted power supply; and,

WHEREAS, the Summit Street signal will be fully replaced and will include pedestrian signalization accommodations and operate independently from Main Street by adding a localized controller and the northeast quadrant was redesigned to accommodate a larger truck turning radius as well as replacing the existing controller, coordinated signal system master controller and a new vehicular detection system will be implemented at Main Street; and,

WHEREAS, the estimated cost of the project is \$580,657 and the Director of Public Service, by report dated October 2, 2023, has recommended the City submit an OPWC grant application to assist with \$100,000, or 17.22%, of the project cost, with the remaining cost of \$480,657 to be contributed by the City.

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

SECTION 1. That the Mayor and Director of Finance of the City of Sylvania are hereby authorized to file an application for OPWC grant funding for the Monroe Street/Main Street/Summit Street Traffic Signal Improvement Project.

SECTION 2. That the Mayor and Director of Finance are authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

SECTION 3. It is hereby found and determined that for 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 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 further reason that the City should file its application for the grant immediately and therefore this Resolution should be made effective immediately. 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 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



5c.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

October 2, 2023

To: The Mayor and Members of Sylvania City Council

Re: **Right-of-Way Acquisition (003-WD)**
Monroe/Main/Summit Traffic Signal Improvements

Dear Mr. Mayor and Council Members:

The construction plans for the proposed traffic signal improvements on Monroe Street at Main Street and Summit Street are completed.

The City owns one (1) property within the project limits at the southwest corner of the Monroe Street at Summit Street intersection, and as such would like to dedicate the required right-of-way needed for the improvements. Specifically, Parcel 003 (6501 Monroe Street) requires one warranty deed right-of-way dedication for a new traffic signal support.

We would request the approval and dedication of the warranty deed. Please call with any questions.

Sincerely,

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

5d.

ORDINANCE NO. 81-2023

ACCEPTING A WARRANTY DEED OF RIGHT-OF-WAY FROM THE CITY OF SYLVANIA RELATIVE TO THE MONROE/MAIN/SUMMIT TRAFFIC SIGNAL IMPROVEMENT PROJECT; AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO EXECUTE SAID DOCUMENTS ON BEHALF OF THE CITY; DEDICATING THE SAME FOR PUBLIC PURPOSES; AND DECLARING AN EMERGENCY.

WHEREAS, the construction plans for the proposed traffic signal improvements on Monroe Street at Main Street and Summit Street have been completed; and,

WHEREAS, the City owns one property within the project limits at the southwest corner of the Monroe Street and Summit Street intersection that requires additional right-of-way dedication; and,

WHEREAS, the Director of Public Service, by report dated October 2, 2023, has recommended approval of the dedication of the right-of-way necessary to construct the improvements, which deed is attached hereto as "Exhibit A."

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

SECTION 1. That the Mayor and Director of Finance be, and they hereby are, authorized to execute said Warranty Deed relative to the Monroe/Main/Summit Traffic Signal Improvement Project.

SECTION 2. That the Warranty Deed, as described on "Exhibit A" be, and the same hereby is, accepted from the City of Sylvania, the grantor.

SECTION 3. That the additional real property to be acquired identified and described on said Warranty Deed as set forth on "Exhibit A" be, and the same hereby is, dedicated for public purposes.

SECTION 4. That recorded deed shall be filed with the Director of Finance, and will be maintained by him as a part of the records of this City.

SECTION 5. 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 6. 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 7. 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 Deeds tendered should be accepted forthwith so that other matters relative to clearing title to the acquired property and the overall project will not be delayed. 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

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS:

That the **City of Sylvania**, the Grantor, in consideration of one dollar (\$1.00), and other good and valuable considerations, to them paid by **City of Sylvania, Ohio**, the Grantee, whose present mailing address is 6730 Monroe Street, Sylvania, Ohio 43560, the receipt whereof is hereby acknowledged, does hereby grant, bargain, sell, convey and release to the said Grantee, and their successors and assigns, the following described real estate in the City of Sylvania, Lucas County, Ohio, and legally described, as attached.

By acceptance hereof, the Grantor and Grantee acknowledge the following:

1. The Grantor claims title as recorded in Instrument Number 20191031-0044619 in the Deed Records of the Lucas County Recorder's Office.
2. The Grantor hereby covenants that it is the true and lawful Owner and is well seized of the same, and have good right and full power to bargain, sell, and convey the same in the manner aforesaid.
3. Warrant Deed conveyance is for Parcel 003-WD as shown in the right-of-way plans for Monroe/Main/Summit Traffic Signal Improvements on file with the City of Sylvania.

IN WITNESS WHEREOF, the said Grantor, **City of Sylvania**, has hereunto set it's hand this _____ day of _____, 2023.

City of Sylvania

By: _____
Craig A. Stough, Mayor

By: _____
Toby Schroyer, Director of Finance

Approved:

Leslie B. Brining, Director of Law

STATE OF OHIO

}SS

COUNTY OF LUCAS,

The foregoing instrument was acknowledged before me this _____ day of _____ 2023 by the City of Sylvania, Ohio.

Notary Public, _____ State of Ohio

My Commission Expires: _____

This document was prepared by: The City of Sylvania



LEGAL DESCRIPTION

For: City of Sylvania

Parcel "3"—0.002 acres
(95 Sq. Ft.)

A parcel of land being in the City of Sylvania, on the South side of Monroe Street, Lucas County, Ohio and being further bounded and described as follows:

Commencing from a mag nail set marking the intersection of the centerline of Monroe Street (right of way varies) with the centerline of Summit Street (66' right of way) (STA. 22+50.00, Monroe Street = STA. 0+00.00 Summit Street);

Thence Westerly along the centerline of said Monroe Street, North 86 degrees 42 minutes 19 seconds West, a distance of 34.79 feet to a point (STA. 23+15.21 Monroe Street);

Thence Southerly along a line perpendicular to the centerline of said Monroe Street, South 03 degrees 17 minutes 41 seconds West, a distance of 33.00 feet to a point on the Southerly existing right of way line of said Monroe Street and the **True Point of Beginning** of the Parcel herein described (STA. 23+15.21, 33.00' Rt. Monroe Street);

1. Thence Southerly along a line perpendicular to the Southerly existing right of way line of said Monroe Street, South 03 degrees 17 minutes 41 seconds West, a distance of 4.00 feet to a point (STA. 23+15.21, 37.00' Rt. Monroe Street);
2. Thence Westerly along a line parallel with the Southerly existing right of way line of said Monroe Street, North 86 degrees 42 minutes 19 seconds West, a distance of 23.77 feet to an iron pin set (STA. 22+91.44, 37.00' Rt. Monroe Street);
3. Thence Northerly along a line perpendicular to the Southerly existing right of way line of said Monroe Street, North 03 degrees 17 minutes 41 seconds East, a distance of 4.00 feet to a point on the Southerly existing right of way line of said Monroe Street (STA. 22+91.44, 33.00' Rt. Monroe Street);
4. Thence Easterly along the Southerly existing right of way line of said Monroe Street, South 86 degrees 42 minutes 19 seconds East, a distance of 23.77 feet to the **True Point of Beginning**, containing in all 0.002 acres (95 square feet) of land more or less, subject however to all legal highways and prior easements of record.

City of Sylvania claims title by Instrument Number 20191031-0044619 of the Lucas County Records.

All 0.002 acres lie within Lucas County Parcel No. 82-03707.

The above legal description is based on a land survey performed during June of 2023, by DGL Consulting Engineers, LLC. and was prepared by Ronald J. Lumbrezer, Ohio Professional Surveyor #8029.

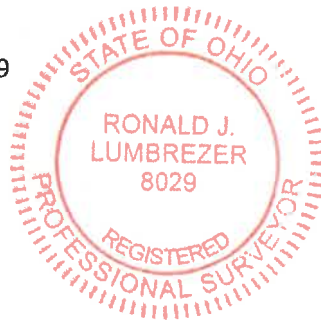
NOTE: The bearings in this legal description are based upon an assumed meridian and are used only for the purpose of describing angular measurements.

All references to "an iron pin set" are 5/8" diameter x 30" long iron pins with cap "DGL – RJL 8029"



Date: August 2, 2023

Ronald J. Lumbrezer, P.S.
Ohio Professional Surveyor #8029
DGL Consulting Engineers, LLC
3455 Briarfield Blvd, Suite E
Maumee, Ohio 43537
Phone: (419)535-1015, Ext 232





5e.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

October 2, 2023

To: The Mayor and Members of Sylvania City Council

Re: **Right-of-Way Acquisition (001-WD)**
Monroe/Main/Summit Traffic Signal Improvements

Dear Mr. Mayor and Council Members:

The construction plans for the proposed traffic signal improvements on Monroe Street at Main Street and Summit Street are completed.

In order to accommodate the signalization and roadway improvements at the Summit Street intersection the Service Department needs to acquire permanent right-of-way from WFZ Properties LLC (Parcel 001 in the Right-of-Way Plan on file with the Service Department). The permanent right-of-way take of 0.004 acres is along the north side of Monroe Street and west side of Summit Street and is needed for a new traffic signal support.

The City has reached an agreement with the owner in consideration of \$4,035.00. Procurement of the permanent right-of-way was a known project expense and was included in the 2023 capital improvement budget. Funds are available and allocated from account number 401-7635-53543.

We would request approval of the enclosed permanent right-of-way contract for sale with WFZ Properties LLC in the amount of \$4,035.00. 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

ORDINANCE NO. 82-2023

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO A PURCHASE AGREEMENT WITH WFZ PROPERTIES, LLC FOR THE MONROE/MAIN/SUMMIT TRAFFIC SIGNAL IMPROVEMENT PROJECT; DEDICATING THE SAME FOR PUBLIC PURPOSES; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$4,035.00; AND DECLARING AN EMERGENCY.

WHEREAS, plans for the traffic signal improvements on Monroe Street at Main Street and Summit Street have been completed; and,

WHEREAS, in order to accommodate the signalization and roadway improvements at the Summit Street intersection, the City needs to acquire additional right-of-way from WFZ Properties, LLC; and,

WHEREAS, WFZ Properties, LLC is entitled to receive payment of just compensation representing the fair market value of the property after an appraisal of those rights and they have executed and delivered a Purchase Agreement to this City for which they will be paid the sum of Four Thousand Thirty-Five Dollars (\$4,035.00), a copy of which Purchase Agreement is attached hereto as "Exhibit A"; and,

WHEREAS, said Purchase Agreement is presented to this Council for acceptance and for appropriation of funds and authorization of payment thereof to the Grantor.

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

SECTION 1. That the Mayor and Director of Finance be, and they hereby are, authorized to enter into a Purchase Agreement as so executed and tendered as described on "Exhibit A" with WFZ Properties, LLC, the grantor therein.

SECTION 2. That the additional real property to be acquired identified and described in said Purchase Agreement as set forth on "Exhibit A" be, and the same hereby is, dedicated for the respective public purposes expressed in said Purchase Agreement.

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

SECTION 4. That, to provide funds for payment to the Grantor of said Purchase Agreement hereby accepted, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND**, from funds therein not heretofore appropriated, to **Account No. 401-7635-53543 – Traffic Signals**, the sum of Four Thousand Thirty-Five Dollars (\$4,035.00).

SECTION 5. 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 6. 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 7. 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 improvement of should proceed as soon as possible and accordingly the acquisition of the necessary right-of-way should proceed forthwith and therefore this Ordinance should be effective immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2023, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

**CONTRACT FOR SALE AND PURCHASE OF REAL PROPERTY
WITHOUT BUILDING(S)**

**PARCEL(S): 001-WD
LUC-Monroe/Main/Summit Traffic Signal Improvements**

This Agreement is by and between the City of Sylvania ["Purchaser"] and WFZ Properties LLC., a limited liability company ["Seller"; "Seller" includes all of the foregoing named persons or entities]. Purchaser and Seller are referred to collectively in this Agreement as "Parties."

In consideration of the mutual promises, agreements and covenants herein contained the Parties contract as follows:

1. Price and Consideration

Purchaser shall pay to Seller the sum of \$4,035.00, which sum shall constitute the entire amount of compensation due Seller for: (a) the real property to be conveyed, including all fixtures; (b) any and all damages to any residual lands of Seller; (c) Seller's covenants set forth herein; (d) any and all supplemental instruments reasonably necessary to transfer the title of the subject property; and (e) N/A.

Seller shall be exclusively responsible for all delinquent taxes and assessments, including penalties and interest, and for all other real estate taxes and assessments that are a lien as of the date on which this Agreement closes. The taxes and assessments for the current calendar year shall be prorated on an estimated basis to the date of acquisition of title or date of possession, whichever is earlier in time. Seller shall be responsible for any and all future installments of any special assessments levied and assessed against the real property, whether or not any such special assessment has been certified to the county auditor for collection, provided that such installments of special assessments shall be a lien on the subject real property as of the date of transfer of title. Purchaser may withhold in escrow a sufficient amount of the purchase money to satisfy the foregoing items to be paid by Seller; any balance remaining after such taxes, assessments, etc., are discharged shall be paid to Seller and any deficiency shall be the responsibility of Seller.

2. Estate Sold and Deed to Transfer

Seller, upon fulfillment of all the obligations and terms of this Agreement, shall sell and convey to Purchaser, its successors and assigns, the property which is more particularly described in Exhibit A attached hereto and by this reference incorporated herein, together with all improvements now located thereon and all fixtures of every nature now attached to or used

with said land and improvements including, but not limited to, driveways, signs, utility fixtures, shrubbery and trees.

If the rights, titles and estates described in Exhibit A constitute the fee simple in, to and of the real property, then such sale and conveyance by Seller shall be by a good and sufficient general warranty deed with, if applicable, full release of dower. In the event the rights, titles, and estates described in Exhibit A constitute something less than the fee simple of the real property, then such sale and conveyance by Seller shall be by a good and sufficient deed or other instrument regularly and ordinarily used to transfer such lesser rights, titles and estates with, if applicable, full release of dower.

3. Limited Access Parcels - Waiver of Abutters' Rights

If the property described in Exhibit A is designated by Purchaser as a limited access parcel, then Seller further agrees to release to Purchaser, its successors and assigns, any and all abutters' rights, including access rights, appurtenant to any remaining lands of Seller (from which the property described in Exhibit A is being severed) in, over, on, from and to the property described in Exhibit A.

4. Supplemental Instruments

Seller agrees to execute any and all supplemental instruments or documents necessary to vest Purchaser with the rights, titles and interests described in Exhibit A.

5. Warranty of Title

Seller shall, and hereby does, warrant that the property described in Exhibit A is free and clear from all liens and encumbrances whatsoever, except: (a) easements, restrictions, conditions and covenants of record; (b) all legal highways; (c) zoning and building laws, ordinances, rules and regulations; and (d) any and all taxes and assessments not yet due and payable.

6. Elimination of Others' Interests

Seller shall assist, in whatever manner reasonably possible under the circumstances, to procure and deliver to Purchaser releases and cancellations of any and all other rights, titles and interests in the property described in Exhibit A, such as, but not limited to, those belonging to tenants, lessees, mortgagees or others now in possession or otherwise occupying the subject premises, and all assessment claims against said property.

Seller and Purchaser agree that if a mortgagee of Seller or of a predecessor in title fails to cooperate with the efforts to obtain a release of that mortgagee's mortgage lien secured by the property described in Exhibit A, then and in that event this Agreement shall become null and void and the parties to this Agreement shall be discharged and released from any and all obligations created by this Agreement; for the purposes of this provision, the term "fails to cooperate" shall include a demand or request by any such mortgagee for a fee to process such a release of that mortgagee's mortgage lien that Purchaser, in its sole discretion, deems to be excessive.

7. No Change in Character of Property

Seller shall not change the existing character of the land or alter, remove, destroy or change any improvement located on the property described in Exhibit A. If, prior to the date on which possession of the subject property is surrendered to Purchaser, the subject property suffers any damage, change, alteration or destruction then, and without regard to the cause thereof, Seller shall restore the subject property to the condition it was in at the time Seller executed this Agreement; in the alternative, Seller may agree to accept the abovementioned purchase price less the costs associated with such restoration. If the Seller refuses to either restore the premises or accept the decreased consideration as aforementioned, then Purchaser, at its option after discovery or notification of such damage, change, alteration or destruction, may terminate and cancel this Agreement upon written notice to Seller.

8. Offer to Sell

If Seller executes this Agreement prior to Purchaser, then this Agreement shall constitute and be an Offer to Sell by Seller that shall remain open for acceptance by Purchaser for a period of 20 days immediately subsequent to the date on which Seller delivers such executed Agreement to Purchaser. Upon Purchaser's acceptance and execution of this Agreement within said period of 20 days, this Agreement shall constitute and be a valid Contract for Sale and Purchase of Real Property that is binding upon the Parties.

9. Designation of Escrow Agent

Seller agrees that Purchaser may designate an escrow agent to act on behalf of the Parties in connection with the consummation and closing of this Agreement.

10. Closing Date

The consummation and closing of this Agreement shall occur at such time and place as the Parties may agree, but no later than 10 days after Purchaser notifies Seller in writing that Purchaser is ready to consummate and close this Agreement. Provided, however, in no event shall such consummation and closing occur more than 120 days after the last date on which one of the Parties executes this Agreement.

11. Physical Possession of Structures Occupied by Seller

Seller shall surrender physical possession of the land and improvements to Purchaser not later than the date on which Purchaser tenders the purchase price to Seller.

12. Control of Property Occupied by Seller's Tenant(s)

Control of property occupied by Seller's tenant(s) shall be assumed by Purchaser on the date Purchaser tenders the purchase price to Seller. From that date forward, Purchaser shall be entitled to collect and retain as its own funds any and all rental payments thereafter made by such tenant(s). If any rents due under the lease(s) with Seller have been prepaid by Seller's tenant(s), then said prepaid rents shall be prorated to the date on which the purchase price is tendered by Purchaser, and said prepaid rents shall be paid to Seller and Purchaser in accordance with such proration.

13. Binding Agreement

Any and all of the terms, conditions and provisions of this Agreement shall be binding upon and shall inure to the benefit of Seller and Purchaser and their respective heirs, executors, administrators, successors and assigns.

14. Multiple Originals

This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together shall constitute but one and the same instrument.

15. Entire Agreement

This instrument contains the entire agreement between the Parties, and it is expressly understood and agreed that no promises, provisions, terms, warranties, conditions or obligations whatsoever, either express or implied, other than herein set forth, shall be binding upon Seller or Purchaser.

16. Amendments and Modifications

No amendment or modification of this Agreement shall be valid or binding upon the Parties unless it is made in writing, cites this Agreement and is signed by Seller and Purchaser

IN WITNESS WHEREOF, the parties hereto, namely the City of Sylvania and WFZ Properties LLC., a limited liability company have executed this Agreement on the date(s) indicated immediately below their respective signatures.

Hope Elizabeth Martin



Hope Elizabeth Martin
Notary Public, State of Ohio
My Commission Expires 06-23-26

WFZ PROPERTIES LLC., A LIMITED LIABILITY COMPANY

[Signature]

TITLE: *member*

Date: *9/20/23*

9/21/2023

City of Sylvania

Craig A. Stough
Mayor

Date: _____



LEGAL DESCRIPTION

For: City of Sylvania

Parcel "1" – 0.007 acres
(170 Sq. Ft.)

A parcel of land being part of Lot 35 in Whiteford Division, City of Sylvania, Lucas County, Ohio and being further bounded and described as follows:

Commencing from a mag nail set marking the intersection of the centerline of Monroe Street (right of way varies) with the centerline of Summit Street (66' right of way) (STA. 22+50.00, Monroe Street = STA. 0+00.00 Summit Street);

Thence Westerly along the centerline of said Monroe Street, North 86 degrees 42 minutes 19 seconds West, a distance of 45.67 feet to a point (STA. 23+04.33 Monroe Street);

Thence Northerly along a line perpendicular to the centerline of said Monroe Street, North 03 degrees 17 minutes 41 seconds East, a distance of 33.00 feet to a point on the Northerly existing right of way line of said Monroe Street and the **True Point of Beginning** of the Parcel herein described (STA. 23+04.33, 33.00' Lt. Monroe Street);

1. Thence Westerly along the Northerly existing right of way line of said Monroe Street, North 86 degrees 42 minutes 19 seconds West, a distance of 9.33 feet to an iron pin set (STA. 22+95.00, 33.00' Lt. Monroe Street);
2. Thence Northerly along a line perpendicular to the centerline of said Monroe Street, North 03 degrees 17 minutes 41 seconds East, a distance of 7.00 feet to an iron pin set (STA. 22+95.00, 40.00' Lt. Monroe Street);
3. Thence Easterly along a line parallel with the Northerly existing right of way line said Monroe Street, South 86 degrees 42 minutes 19 seconds East, a distance of 7.80 feet to an iron pin set (STA. 23+02.80, 40.00' Lt. Monroe Street);
4. Thence Northeasterly along a line, North 55 degrees 19 minutes 14 seconds East, a distance of 14.88 feet to an iron pin set on the Westerly existing right of way line of said Summit Street (STA. 23+14.53, 49.16' Lt. Monroe Street);
5. Thence Southerly along the Westerly existing right of way line of said Summit Street, South 00 degrees 27 minutes 43 seconds West, a distance of 11.23 feet to a point on the Northerly existing right of way line of said Monroe Street (STA. 23+15.08, 37.94' Lt. Monroe Street);

6. Thence Westerly along the Northerly existing right of way line of said Monroe Street, South 68 degrees 37 minutes 32 seconds West, a distance of 11.84 feet to the **True Point of Beginning**, containing in all 0.004 acres (170 square feet) of land more or less, subject however to all legal highways and prior easements of record.

WFZ Properties, LLC claims title by Microfiche 00-0481-C02 of the Lucas County Records.

All 0.003 acres lie within Lucas County Parcel No. 82-11221.

The above legal description is based on a land survey performed during June of 2023, by DGL Consulting Engineers, LLC. and was prepared by Ronald J. Lumbrezer, Ohio Professional Surveyor #8029.

NOTE: The bearings in this legal description are based upon an assumed meridian and are used only for the purpose of describing angular measurements.

All references to "an iron pin set" are 5/8" diameter x 30" long iron pins with cap "DGL – RJI 8029"



Date: July 17, 2023

Ronald J. Lumbrezer, P.S.
Ohio Professional Surveyor #8029
DGL Consulting Engineers, LLC
3455 Briarfield Blvd, Suite E
Maumee, Ohio 43537
Phone: (419)535-1015, Ext 232





ba.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

October 2, 2023

To: The Mayor and Members of Sylvania City Council

Re: **OPWC GRANT APPLICATION**
LUC-TR-77-0.54 (PID 116375)

Dear Mr. Mayor and Council Members:

In 2021, the Service Department applied for Congestion Mitigation & Air Quality (CMAQ) grant funds to financially assist with planned improvements on Harroun Road (LUC-TR-77-0.54, PID 116375). As a reminder, this project will install a traffic signal and added turning lanes at a realigned intersection of Flower Hospital's main entrance with Ravine Drive. The City was successful with this application and was awarded \$673,250. In addition, ProMedica has pledged a \$100,000 contribution towards the construction cost of the project. The total cost of the project is \$1,641,173.

With design underway and construction scheduled for 2025, the Service Department would like to supplement the CMAQ funds by applying for an Ohio Public Works Commission (OPWC) grant.

A financial summary of this application would be as follows:

ODOT CMAQ (41.02%)	\$673,250
City of Sylvania (23.40%)	\$383,948
ProMedica (6.09%)	\$100,000
OPWC Grant Application (29.49%)	<u>\$483,975</u>
Total Combined Project Cost	\$1,641,173

We would recommend proceeding ahead and pursuing OPWC grant funds in the amount of \$483,975.

Sincerely,

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

66.

RESOLUTION NO. 12-2023

A RESOLUTION AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO FILE AN OHIO PUBLIC WORKS COMMISSION GRANT APPLICATION FOR THE HARROUN ROAD/RAVINE DRIVE INTERSECTION IMPROVEMENT PROJECT; AND DECLARING AN EMERGENCY.

WHEREAS, the Director of Public Service, by report dated October 2, 2023, has requested permission to apply for Ohio Public Works Commission (“OPWC”) grant funding for the Harroun Road/Ravine Drive Intersection Improvement Project; and,

WHEREAS, the proposed project will install a traffic signal and added turning lanes at a realigned intersection of Flower Hospital’s main entrance with Ravine Drive; and,

WHEREAS, the estimated cost of this project is \$1,641,173 and the Director of Public Service, by report dated October 2, 2023, has recommended the City submit an OPWC grant application to assist with \$483,975, or 29.49% of the project, if successful, with the remaining cost of the project to be paid with Congestion Mitigation & Air Quality grant funds (\$673,250) and ProMedica contributing \$100,000 toward the project cost and the City contributing 23.4%, or \$383,948 and has recommended the City proceed with the grant application in the amount of \$483,975.

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

SECTION 1. That the Mayor and Director of Finance of the City of Sylvania are hereby authorized to file an application for OPWC grant funding for the Harroun Road/Ravine Drive Intersection Improvement Project.

SECTION 2. That the Mayor and Director of Finance are authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

SECTION 3. It is hereby found and determined that for 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 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 further reason that the City should file its application for the grant immediately and therefore this Resolution should be made effective immediately. 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 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

October 2, 2023

To: The Mayor and Members of Sylvania City Council

Re: Ohio Water Development Authority (OWDA) Loan Application
Large Diameter Sanitary Sewer Lining Phase 3 and
Main Street Sanitary Sewer Rehabilitation

Dear Mr. Mayor and Council Members:

In April of 2017 the City performed an inspection of our sanitary sewer system that is 15-inch diameter and larger. We discovered there were approximately 8,600 lineal feet of sanitary sewer that was rated as being in poor condition. Phases 1 and 2 of pipe rehabilitation have been completed and we are proceeding with Phase 3 of rehabilitating those pipes in need. In addition, this project will rehabilitate the sanitary sewer and service laterals along a portion of south Main Street.

We received bids on September 26 and the lowest bid was submitted by Inliner Solutions of Columbus, Ohio in the amount of \$1,278,846.00. We have secured an Ohio Public Works Commission grant for 29% of the project, or \$370,865.34. The remaining cost of \$907,980.66 is the City's responsibility and we recommend this amount be financed through a 20-year OWDA loan with a current interest rate of approximately 3.46%. Our current rate structure includes the anticipated debt payment for this loan.

We request approval to apply for a loan from OWDA in the amount of \$998,778.72 (10% contingency) for construction of this project.

Please call if you have any questions.

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

76.

RESOLUTION NO. 13-2023

A RESOLUTION AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO FILE A LOAN APPLICATION WITH THE OHIO WATER DEVELOPMENT AUTHORITY FOR THE LARGE DIAMETER SANITARY SEWER LINING PHASE 3 AND MAIN STREET SANITARY SEWER REHABILITATION PROJECTS; AND DECLARING AN EMERGENCY.

WHEREAS, the Director of Public Service, by report dated October 2, 2023, has requested permission to apply for an Ohio Water Development Authority (“OWDA”) loan in the amount of \$998,778.72 for the Large Diameter Sanitary Sewer Lining Phase 3 and Main Street Sanitary Sewer Rehabilitation Projects; and,

WHEREAS, the City received bids for the Large Diameter Sanitary Sewer Lining Phase 3 and Main Street Sanitary Sewer Rehabilitation Projects on September 26, 2023 and the lowest and best bid was in the amount of \$1,278,846 and the Director of Public Service, by report dated October 2, 2023, has recommended the City submit an OWDA loan application to finance 70% of the project cost, with the remaining project cost to be paid with Ohio Public Works Commission grant funds (\$370,865.34) and has recommended the City proceed with the loan application in the amount of \$998,778.72.

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

SECTION 1. That the Mayor and Director of Finance of the City of Sylvania are hereby authorized to file a loan application with OWDA for \$998,778.72 for a 20-year term at 3.46% interest for the Large Diameter Sanitary Sewer Lining Phase 3 and Main Street Sanitary Sewer Project.

SECTION 2. That the Mayor and Director of Finance are authorized to enter into any agreements as may be necessary and appropriate for obtaining this loan.

SECTION 3. It is hereby found and determined that for 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 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 further reason that the City should file its application for the loan immediately and therefore this Resolution should be made effective immediately. 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 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



7c.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

October 2, 2023

To: The Mayor and Members of Sylvania City Council

Re: **Large Diameter Sanitary Sewer Lining Project (Phase 3) &
South Main Street Sanitary Sewer Rehabilitation**

Dear Mr. Mayor and Council Members:

We received five (5) bids on September 26, 2023 for the above referenced project. The lowest bid was submitted by Inliner Solutions, LLC from Columbus, Ohio. Their bid of \$1,278,846.00 was approximately 23.5% under the Engineer's Estimate of \$1,672,129.

Inliner Solutions was the contractor of record on the successfully completed Large Diameter Sanitary Sewer Lining (Phase 2) project from 2022.

As a reminder, we have secured an Ohio Public Works Commission grant for 29% of the project (\$370,865.34). The remaining cost of \$907,980.66 is the City's responsibility and the Service Department has recommended this amount be financed through a 20-year OWDA loan with a current interest rate of 3.46%.

Therefore, it is our recommendation that the contract be awarded to Inliner Solutions, LLC, in the amount of \$1,278,846.00 using account 702-7540-53501.

Please call if you have any questions.

Sincerely,

Kevin G. Aller, P.E.

Director of Public Service

ORDINANCE NO. 80-2023

7d.

**ACCEPTING THE BID OF INLINER SOLUTIONS, LLC AND
AWARDING THE CONTRACT FOR THE LARGE DIAMETER
SANITARY SEWER LINING PHASE 3 AND SOUTH MAIN STREET
SANITARY SEWER REHABILITATION PROJECTS TO SAME;
AUTHORIZING THE EXPENDITURE FOR THE IMPROVEMENTS IN
THE AMOUNT OF \$1,278,846.00; APPROPRIATING FUNDS
THEREFORE; AND DECLARING AN EMERGENCY.**

WHEREAS, plans for the Large Diameter Sanitary Sewer Lining Phase 3 and South Main Street Sanitary Sewer Rehabilitation Projects, have been completed and are now on file with the Clerk of this Council; and,

WHEREAS, the Clerk of Council was authorized to advertise for bids at the 2023 Council meeting and thereafter the Clerk advertised for bids, and the bids were opened on September 26, 2023, and thereafter, the Director of Public Service, by report dated October 2, 2023, stated that the total estimate for the Large Diameter Sanitary Sewer Lining Phase 3 and South Main Street Sanitary Sewer Rehabilitation Projects was \$1,672,129 and the following bids were received:

<u>BIDDERS</u>	<u>BID PRICE</u>
Inliner Solutions, LLC	\$1,278,846.00
Visu-Sewer of Ohio	1,306,958.50
Insituform Technologies	1,579,778.17
SAK Construction	1,619,177.00
Insight Pipe Contracting	1,876,712.00

WHEREAS, the five (5) bids offered by the above bidders meet all of the City's specifications and the Director of Public Service, by report dated October 2, 2023, has recommended acceptance of the lowest and best bid of Inliner Solutions, LLC and that the contract for the Large Diameter Sanitary Sewer Lining Phase 3 and South Main Street Sanitary Sewer Rehabilitation Projects be awarded to same.

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

SECTION 1. That the bid of Inliner Solutions, LLC, Columbus, Ohio for said Large Diameter Sanitary Sewer Lining Phase 3 and South Main Street Sanitary Sewer Rehabilitation Projects, in the amount of One Million Two Hundred Seventy-Eight Thousand Eight Hundred Forty-Six Dollars (\$1,278,846.00), is hereby determined to be the lowest and best bid received and the same is hereby accepted.

SECTION 2. That the Mayor and Director of Finance be, and hereby are, authorized and directed to execute a contract with the bidder named in Section 1 above for the furnishing of such labor and materials in accordance with said bid.

SECTION 3. That to provide funds for said improvements hereby authorized, there is hereby appropriated from the **SEWER FUND** from funds therein not heretofore appropriated to **Account No. 702-7540-53501 – Utility Improvements**, the total sum of One Million Two Hundred Seventy-Eight Thousand Eight Hundred Forty-Six Dollars (\$1,278,846.00).

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 bid of Inliner Solutions, LLC should be accepted immediately so as to provide for the commencement of the Large Diameter Sanitary Sewer Lining Phase 3 and South Main Street Sanitary Sewer Rehabilitation Projects 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



8a.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

October 2, 2023

To: The Mayor and Members of Sylvania City Council

Re: **OPWC GRANT APPLICATION – LUC-23-11.75 (PID 105889)**

Dear Mr. Mayor and Council Members:

In August 2019 the Service Department applied for funding grants in the Surface Transportation Block Grant (STBG) and Congestion Mitigation & Air Quality (CMAQ) programs for the US-23/Monroe Street interchange improvements project (LUC-23-11.75, PID 105889). The City was successful with these applications and was awarded \$6,536,145 and \$2,888,638 respectively. The following year in April 2020 the Service Department applied for the next piece of project funding in the ODOT Highway Safety Improvement Program (HSIP) and was awarded \$9,769,262. ODOT will also be contributing District 2 Preservation funds associated with bridge and ramp work on US-23 and the Monroe Street bridge widening as well as Internal Labor costs to administer the project in construction.

The last piece of funding to secure is from the Ohio Public Works Commission (OPWC). This funding will supplement the City's local share. A financial summary is as follows:

ODOT STBG (19.81%)	\$6,536,145
ODOT CMAQ (8.75%)	\$2,888,638
ODOT HSIP (29.60%)	\$9,769,262
ODOT District Preservation (19.27%)	\$6,361,000
ODOT Internal Labor (4.46%)	\$1,473,200
City of Sylvania (15.07%)	\$4,973,124
OPWC Grant Application (3.03%)	<u>\$1,000,000</u>
Total Combined Project Cost	\$33,001,368

We would recommend pursuing this grant application for OPWC funds in the amount of \$1,000,000.

Sincerely,

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

8b.

RESOLUTION NO. 14-2023

A RESOLUTION AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO FILE AN OHIO PUBLIC WORKS COMMISSION GRANT APPLICATION FOR THE IMPROVEMENT PROJECT; AND DECLARING AN EMERGENCY.

WHEREAS, the Director of Public Service, by report dated October 2, 2023, has requested permission to apply for Ohio Public Works Commission (“OPWC”) grant funding for the US23/Monroe Street Interchange Improvement Project; and,

WHEREAS, the estimated cost of this project is \$33,001,368 and the Director of Public Service, by report dated October 2, 2023, has recommended the City submit an OPWC grant application to assist with \$1,000,000, or 3.03% of the project, if successful, with the remaining cost of the project to be funded as follows: Ohio Department of Transportation (“ODOT”) Surface Transportation Block Grant (“STBG”) grant funds in the amount of \$6,536,145 (19.81%); ODOT Congestion Mitigation & Air Quality grant funds in the amount of \$2,888,638 (8.75%); ODOT Highway Safety Improvement Program grant funds in the amount of \$9,769,262 (29.6%); ODOT District Preservation grant funds in the amount of \$6,361,000 (19.27%); ODOT Internal Labor grant funds in the amount of \$1,473,200 (4.46%) and the City contributing 15.07%, or \$4,973,124 and has recommended the City proceed with the grant application in the amount of \$1,000,000.

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

SECTION 1. That the Mayor and Director of Finance of the City of Sylvania are hereby authorized to file an application for OPWC grant funding for the US23/Monroe Street Interchange Improvement Project.

SECTION 2. That the Mayor and Director of Finance are authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

SECTION 3. It is hereby found and determined that for 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 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 further reason that the City should file its application for the grant immediately and therefore this Resolution should be made effective immediately. 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 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



9a.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

September 19, 2023

To: The Mayor and Members of Sylvania City Council

Re: **Stormwater Management Plan;**

Dear Mr. Mayor and Council Members:

The City is required to have an approved Stormwater Management Plan as part of the Small Sewer Municipal Separate Storm Sewer Systems (MS4) program. The attached plan is updated to comply with the newest general permit.

The primary purpose of the plan is to formally document the City's operations in regards to the six Minimum Control Measures (MCM) in our EPA stormwater permit. Those being:

- MCM1: Public Education & Outreach
- MCM2: Public Involvement & Participation
- MCM3: Illicit Discharge Detection & Elimination
- MCM4: Construction Site Storm Water Runoff Control
- MCM5: Post Construction Storm Water Management in New Development and Redevelopment
- MCM6: Pollution Prevention/Good Housekeeping in Municipal Operations

We request approval of the updated plan for submittal to Ohio EPA.

Please call if you have any questions.

Sincerely,

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

9b.

ORDINANCE NO. 83-2023

ADOPTING A STORMWATER MANAGEMENT PLAN FOR THE CITY OF SYLVANIA, OHIO; AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE TO SUBMIT THE PLAN TO THE OHIO ENVIRONMENTAL PROTECTION AGENCY; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 70-2002, passed June 17, 2002, accepted the proposal of Finkbeiner, Pettis & Strout for consulting services in drafting the City of Sylvania's Stormwater Management Plan and Stormwater Design Standards; and,

WHEREAS, Ordinance No. 6-2008, passed February 20, 2008, amended various sections of the Codified Ordinances of Sylvania, specifically Chapters 929 and 1181 dealing with to prohibit illicit discharges into the storm sewer system and implement appropriate enforcement procedures; and,

WHEREAS, Ordinance No. 56-2016, passed September 19, 2016, adopted a Stormwater Management Plan for the City of Sylvania, Ohio and authorized the Director of Public Service to submit the plan to the Ohio Environmental Protection Agency; and,

WHEREAS, the Director of Public Service, by report dated September 19, 2023, has indicated that the City is required to have an approved Stormwater Management Plan as part of the Small Sewer Municipal Separate Storm Sewer Systems (MS4) program and the plan currently on file with the Clerk of Council is updated to comply with the newest general permit.

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

SECTION 1. That the Stormwater Management Plan for Sylvania, Ohio dated September 2023 now on file with the Clerk of this Council is hereby adopted.

SECTION 2. That the Director of Public Service is hereby authorized to submit the Stormwater Management Plan to the Ohio Environmental Protection Agency.

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 Stormwater Management Plan should be approved and adopted and submitted to the Ohio Environmental Protection Agency to ensure the City remains in compliance with the Ohio EPA requirements. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2023, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

CITY OF SYLVANIA

STORMWATER MANAGEMENT PLAN

SEPTEMBER 2023

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EXECUTIVE SUMMARY

This Storm Water Management Program (SWMP) summarizes the City of Sylvania, Ohio's efforts to reduce or eliminate negative impacts to water quality from storm water discharges. This document provides guidance primarily for City staff, however it is also useful for elected officials, community partners, businesses and residents involved in storm water pollution reduction. The Storm Water Management Program is required by 40 CFR 123.25 and Ohio law (OAC 3745-39). The overall goal of the program is to undertake efforts to protect water quality by reducing or preventing pollutants from mixing with storm water runoff that flows into the City's owned and operated small municipal storm sewer system (MS4) and eventually into waterways.

The Storm Water Management Program requires urbanized communities to increase community awareness and involvement in managing storm water; maintain accurate records on location of municipal storm sewers including structures, pipes, and ditches; identify and eliminate illegal discharges into storm sewers and ditches; regulate and inspect active construction sites and completed developments to ensure compliance with state regulations; and manage storm water runoff from municipal properties and community roadways. The goals are accomplished through the Six Minimum Control Measures(MCM) as required by state regulations.

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Storm Water Runoff Control
5. Post-Construction Storm Water Management in New Development and Redevelopment
6. Pollution Prevention and Good Housekeeping for Municipal Operations

This SWMP includes general procedures for evaluation, record keeping, and reporting. The program also identifies the City's legal authority to implement the requirements of the OEPA's general permit, OHQ000004, in effect from April 1, 2021- March 31, 2026.

PERMIT COVERAGE AREA

The City of Sylvania has an estimated population of 19,000 residents based on the 2020 census and the City limits cover approximately 6.5 square miles. Sylvania is served by a Lucas County owned wastewater treatment plant and operates its own stormwater and wastewater collection systems. All areas of the city have separate storm water and wastewater systems. The City has approximately 83 miles of storm sewer pipe, 2744 catch basins, 82 outfalls, and 21 miles of open ditches. The storm system drains into Ten Mile Creek and Ottawa River. Sylvania's permit area does not have any TMDLs associated with it.

RESPONSIBILITIES

MCM 1 (Public Education and Outreach) is overseen by the City Service Department, under the guidance of the Service Director or designee. Additional support for public outreach and education programs is provided by city and county partners.

MCM 2 (Public Involvement and Participation) is overseen by the City Service Department, under the guidance of the Service Director or designee. Additional support for public participation programs is provided by city and county partners.

MCM 3 (Illicit Discharge Detection and Elimination) is overseen by the City Service Department, under the guidance of the Service Director or designee.

MCM 4 (Construction Site Storm Water Runoff Control) implementation is overseen by the City Service Department. Plan review and approval, including long term O&M plans/agreements, site inspections and enforcement is managed by the Deputy Service Director. Development of new procedures and changes in existing procedures is managed by the Service Director in coordination with the Deputy Service Director and Sewer Department Foreman.

MCM 5 (Post-Construction Storm Water Management in New Development and Redevelopment) is overseen by the City Service Department. Long term O&M plan review and approval, final site inspections, ongoing inspections of post construction BMP's and enforcement is managed by the Deputy Service Director. Development of new procedures and changes in existing procedures are managed by the Service Director in coordination with the Deputy Service Director and Sewer Department Foreman.

MCM 6 (Pollution Prevention/Good Housekeeping for Municipal Operations) is overseen by the Service Director or designee, but primarily implemented by the Service Department's Parks & Forestry, Sewers, Streets, and Water Divisions. Most good housekeeping activities are overseen by the Department Foremen. The City Vehicle Maintenance Division also contributes to the waste disposal component of this MCM. Overall coordination is provided by the Service Director or designee.

MINIMUM CONTROL MEASURE DETAILS

This section is divided into sections based on the Six Minimum Control Measures (MCMs) requirements of the current MS4 permit. Each MCM contains the following sections:

1. Introduction of the MCM
2. Statement explaining the decision-making process used to develop the overall

- MCM program, as well as each BMP.
3. Best Management Practices (BMPs) in place or proposed for the permit term
 - Measurable goals for each BMP
 4. Legal authority and Responsible Party for each BMP (Service Director unless otherwise noted)

MCM 1 Public Education and Outreach

Introduction

Pollution from urban storm water runoff is the result of many small decisions made by residents and businesses throughout the MS4 permit area. Consequently, reducing stormwater pollution is a problem which requires stakeholder buy-in. Public education and outreach are key components of making residents aware of how their actions can have positive or negative impacts on storm water runoff and thus water quality.

Statement

The City has implemented a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps the public can take to reduce pollutants in storm water runoff. Partners in certain BMP's are noted in parentheses.

The primary means of communication for public outreach and education will be educational content included on an annual community calendar distributed to every resident in the City. There will also be communication via the City's Facebook page for students, development/construction, small businesses and others with an interest in environmental protection. Information flyers are always available at the front counter of City Hall. The following 5 themes will be addressed during the permit term to varying degrees: Lawn and Landscape Management, Thinking Beyond the Construction General Permit, Where Does It Go, Litter and Pet Waste, and Stormwater at Home.

BMPs and Measurable Goals

BMP	Measurable Goals
Storm water tips on City calendar	Four per year
Storm water section on City web site	Continuous
Provide flyers for distribution	Continuous
Clear Choices Clean Water (TMACOG)	100 visits
Provide educational programs for students (Sylvania Schools and Lucas County Soil and Water Conservation District)	1 program/year

MCM 2 Public Involvement and Participation

Introduction

Managing urban storm water runoff requires public support and community action. Public input during the development of, and revisions to, the SWMP can provide input about the types of storm water management activities they find most beneficial, and can also identify problems which may have been overlooked. Public involvement also results in better understanding of storm water issues, broader public support, improvements to the program plan, shorter implementation schedules, and greater benefits to water quality in the city and surrounding watersheds.

Statement

The City will seek public input for suggested revisions of the SWMP. The City's public website will host the current SWMP, recent annual reports, and offer citizens the opportunity to provide input for future versions of the plan. The public involvement and participation program is anticipated to reach and engage citizens and businesses from all economic and ethnic backgrounds. Much of this MCM activity is done in conjunction with local partners noted in parentheses.

The City believes it has chosen BMPs that will involve the public in their SWMP. The City will hold a public meeting to discuss the SWMP and provide a method to receive input from the public on its website. The City will involve school and

service groups in stream cleanup activities. The City also intends to involve scout troops and school science classes with a storm drain marking program. In addition, a storm water hotline is available. By offering a range of opportunities to the public, Sylvania hopes to actively involve a variety of people in the implementation of a number of storm water activities.

BMPs and Measurable Goals

Compliance Task/BMP	Measurable Goals
Hold public meeting	Per 1 permit period
Annual Stream cleanup (Partners for Clean Streams)	20 participants
Storm water hotline	Continuous
Storm water section on City website	Continuous
Household Hazardous Waste Collection (Lucas County Solid Waste District)	Advertise twice a year with unlimited collection weeks
Pet Waste Disposal Bags along River Trail	Continuous

MCM 3 Illicit Discharge, Detection and Elimination

Introduction

The City has ongoing efforts to detect and prevent illicit discharges into the storm sewer system. The City has developed a GIS-based storm sewer map showing the location of all outfalls and the names and location of all surface waters of the State receiving discharges from those outfalls. The City will notify the Ohio EPA of illicit discharges brought to our attention.

Statement

Addressing this minimum control measure includes providing the public with information on illicit discharges, mapping the storm water system, legal prohibition and enforcement, and a plan to detect and address illicit discharges.

The MS4 permit specifically addresses Home Sewage Treatment Systems (HSTS) as a problem in much of its language. However, to the best of our knowledge these systems are not known to discharge into our MS4. The permitting and

inspection of these systems is handled by the Lucas County Health Department, per OAC 3701-29.

The City has prohibited, via ordinance, illicit discharges into our storm sewer system and implemented appropriate enforcement procedures and actions.

The City does not consider the following categories of non-storm water discharges to be significant contributors of pollutants to our MS4; water line flushing, landscape irrigation, diverted stream flows, rising ground waters, uncontaminated ground water infiltration, uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, street wash water, and discharges or flows from fire fighting activities (by definition, not an illicit discharge).

BMP's and Measurable Goals

BMP	Measurable Goals
Storm sewer map (see attached)	Review annually
Identify Post-Construction BMP sites	End of permit cycle
Maintain a list of all home sewage treatment systems (HSTS) including addresses and show location of same on existing storm sewer map. (Lucas County Health Dept.)	Review annually
IDDE Plan and Notification	Review SCO 930 annually
Train Employees on detecting and identifying Illicit Discharges	Once per permit period
Dry Weather Outfall Screening	Inspect all outfalls over permit period

MCM 4 Construction Site Storm Water Runoff Control

Introduction

Construction and earth disturbing activities can produce sediment heavy runoff which can deposit more sediment and pollutants in a stream than would be deposited there over the course of decades from other land use types. The

resulting siltation, and other pollutants, can cause physical, chemical, and biological harm to the waterways. In order to prevent degradation of our waterways from these activities the City has the following policies.

Statement

It is necessary to prevent storm water from transporting sediment and other pollutants from construction sites into the MS4 infrastructure and eventually into waterways. The City has developed, implemented, and enforced a program to reduce pollutants in any storm water runoff to its MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Construction sites disturbing less than one acre are included in the program if that construction activity is part of a larger common plan of development for sale that would disturb one acre or more. The City ordinance includes:

Requirements for erosion and sediment controls, as well as sanctions to ensure compliance to the extent allowable under State or local law;

Requirements for construction site operators to submit a Storm Water Pollution Prevention Plan(SWP3) and implement appropriate erosion and sediment control BMPs;

Requirements for construction site operators to control waste such as discharged building materials, concrete truck wash out, chemicals, litter, and sanitary wastes at the construction site that might cause adverse impacts to water quality;

Site plan review which incorporate consideration of potential water quality impacts;

Receipt and consideration of information submitted by the public; and site inspection and enforcement of control measures.

The Construction Site Storm Water Runoff Control MCM is overseen by the Deputy Service Director for plan review and approvals, site inspections, and final site approval. S C O Chapter 931 gives the City the legal authority for these requirements.

BMP's and Measurable Goals

Sediment and erosion controls from construction sites are important mechanisms for helping to reduce pollutants in storm water. The City of Sylvania's construction site runoff control program consists of an ordinance requiring sediment and erosion controls from construction sites as well as penalty provisions. An inspection plan including site review and inspection goals has been developed and existing personnel trained in these procedures. A storm water "hotline" has been implemented to facilitate receiving public input. A meeting

has been held with contractors through a collective TMACOG effort explaining the regulations and enforcement procedures. The City has included the construction permit, created by Ohio EPA into Sylvania's SWMP. The implementation of these measures will help minimize the impact of sediment runoff pollution. Partners in certain BMP's are noted in parentheses.

BMP	Measurable Goals
Construction Sediment and Pollution Control Ordinance	Complete, SCO 931
Storm Water Pollution Prevention Plan Review	SWP3 on file for all construction
Construction Site Storm Water Control Inspections	Per CGP
Schedule a workshop for contractors for the purpose of educating them on the provisions of the sediment and erosion control ordinance and inspection plan(TMACOG)	1 workshop per permit period

MCM 5 Post Construction Storm Water Management in New Development and Redevelopment

Introduction

Controlling post-construction runoff reduces erosion and sedimentation along waterways and ditches, and prevents pollutants from entering streams and rivers. Reducing runoff quantities during storm events also limits property damage costs from flooding. Post-construction runoff control also reduces maintenance requirements, and increases the life span of storm water infrastructure. The resulting improved water quality results in streams and rivers with greater ecological and recreational value, as well as protecting groundwater and downstream drinking water supplies.

Statement

The City has a somewhat unique situation of having very little open developable land. The City is almost entirely "built out". Redevelopment would be the primary focus of the Post Construction – Minimum Control Measure.

The City SWMP utilizes both structural and non-structural post-construction water quality BMP's to reduce pollution in urban storm water runoff. The City also has an ordinance which requires all new development or redevelopment

projects to have post-construction BMPs in place as well as a long-term O&M plan for those BMPS. The post-construction requirements are part of the Storm Water Pollution Prevention Plan submitted prior to construction and subject to plan approval prior to the beginning of construction. The ordinance also gives the City the right to inspect post-construction BMPs and enforce any violations of the O&M agreements.

BMPs and Measurable Goals

Compliance Task/BMP	Measurable Goals
Post-Construction Storm Water Control Ordinance.	Chapter 931
Site Plan Reviews for Post-Construction BMP's	Review all site plans
Post-Construction Site Inspections	Final Inspection per site
Long Term Operation & Maintenance Inspection	1 per permit period

MCM 6 Pollution Prevention/Good Housekeeping for Municipal Operations

Introduction

The City is committed to reducing storm water runoff pollution from municipal operations in an effort to demonstrate the City's commitment to sustainable operations. Working to improve water quality is also extremely important to the City, and the City has initiatives in place to reduce storm water runoff impacts city-wide, including annual street sweeping program, catch basin cleaning, a leaf pick up program, and winter salt reduction.

Statement

The City has an MS4 Operation & Maintenance (O&M) program in place and performs an annual evaluation of, and repairs to, the storm water system. The City also has an ongoing catch basin cleaning program, and all streets are swept annually. The City also maintains a small bioretention cell.

The City employs several "good housekeeping" procedures to reduce pollutant runoff from municipal operations including:

- Proper disposal of waste and grease from fleet maintenance activities
- Spill kits and secondary containment is present for chemicals used in fleet maintenance activities
- Waste from street sweeping and catch basin cleaning is brought to the Maintenance Garage for dewatering, and then disposed of properly

- Salt is stored in a covered building
- Reducing winter salt usage with automated salt spreaders and procedural controls, calibrated annually

The City has also taken several steps to prevent potential pollutants used in municipal operation from entering the storm system, either through proper containment, reduction, or proper disposal.

Employees receive annual training on storm water pollution reduction, using materials available from federal, state and/or local agencies as well as private sources.

The City of Sylvania's Divisions of Parks and Forestry, Sewer, Streets, and Water are all subject to an operations and maintenance program designed to prevent or reduce pollutant runoff. The City wants to provide their employees with information on how to best minimize the release of pollutants as well as the benefits to the environment by these activities. The City will train both new and existing employees in the proper handling and disposal of both hazardous and non-hazardous wastes. Proper maintenance and operation of salt spreading, street sweeping and sewer cleaning vehicles will also be part of the City's training program.

BMPs and Measurable Goals

Compliance Task/BMP	Measurable Goals
Employee Training Program <i>Good Housekeeping, IDDE Identification</i>	Annually
Curbed Street and City Owned parking lot sweeping	3 times/year (minimum)
Clean and inspect ditches	Annually
Covered salt storage	On-going
Chemical Spill Kits, Secondary Containment	On-going
Inspect and clean catch basins	20% system annually
Leaf Pickup Program	Cubic yards leaves collected

EVALUATION

The City of Sylvania will evaluate the entire SWMP annually to determine if the goals are being met and if any revisions need to be made. This will occur in conjunction with

compiling information for the annual report so that revisions to the plan can be submitted at the same time as the annual report.

REPORTING

The City of Sylvania will submit annual reports to Ohio EPA. The report will include the status of compliance with permit conditions, an assessment of the appropriateness of the identified BMPs, and progress toward achieving measurable goals of for each of the six MCM's. A summary of the activities the City will undertake during the subsequent annual reporting cycle and any changes to the BMP's or measurable goals will be included in the annual report.

RECORDKEEPING

Any communications regarding SWP3 review and plan revisions and any notification to obtain NPDES permit coverage will be maintained. The checklists used for SWP3 reviews, construction site inspections, and final site approval will also be maintained. Any construction related storm water complaints and enforcement actions will be documented and maintained. Post-construction BMP inspection records, letters of notification, and enforcement actions will be documented and maintained.

CERTIFICATION

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

Mayor

Date