

Sylvania City Council
September 18, 2023

6:30 p.m. Safety Committee Meeting
Flock Safety Agreement

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. McCann.
3. Additions to the agenda.
4. Approval of the Council meeting minutes from September 5, 2023.
5. Proposed Resolution No. 9-2023, 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. (Increased \$70,000 from last year)
6. Proposed Ordinance No. 76-2023, Revising the Administrative, Departmental and Divisional Organization of the City and the Codified Ordinances thereof by amending Section 129.01(d) to eliminate the “Human Resource Specialist” positions, to add the “Administrative Assistant-Finance” and “Human Resources Manager” positions under the supervision of the Director of Finance/Personnel.
7. Proposed Ordinance No. 77-2023, Authorizing the donation of accident investigation equipment to the Maumee Police Department.
8. Proposed Ordinance No. 78-2023, Approving the Banner Application of the Sylvania Area Chamber of Commerce.(Fall Festival)
9. Proposed Ordinance 79-2023, 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 of Lucas County.
10. Service Director’s letter requesting a Committee of the Whole meeting to review findings on the Downtown Transportation Improvements project.
11. Then and Now Certifications approval.

12. Set 2024 Schedule – City Council Meetings and Trick-Or-Treat.
 - a. Set regular Council meetings.
 - b. Set Trick-Or-Treat date and time. (October 31, 2024 is a Thursday)
13. Committee reports.
 - a. Safety Committee from this date.
14. Committee referrals.

INFORMATION

- A. Board of Architectural Review Meeting Minutes from September 13, 2023.
- B. Municipal Planning Commission Meeting Minutes from September 13, 2023.
- C. Division of Taxation Monthly Cash Report from September 1, 2023.

Minutes of the Meeting of Council
September 5, 2023

4

The Council of the City of Sylvania, Ohio met in regular session on September 5, 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. Haynam.

Pledge of
Allegiance.

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

The following item has been added to the agenda:

Item # 9a. Schedule Finance Committee meeting.

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

Agenda approval.

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

Mr. Frye presented the August 21, 2023 meeting minutes. Mr. Frye moved, Mr. Hansen 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 August 21, 2023 be approved; roll call vote being: Hansen, Haynam, McCann, Richardson, Westphal, Frye, Stough; (7) yeas; (0) nays. The motion carried.

Approval of the
August 21, 2023
meeting minutes.

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

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 74-2023, a written copy of same having been previously furnished to each member of Council "Authorizing the Mayor and Director of Finance to accept the proposal of SmithGroup to update the City of Sylvania Zoning Code; appropriating funds therefore in an amount not to exceed \$49,786; and declaring an emergency."; Mr. Haynam moved, Ms. Stough seconded for passage of Ordinance No. 74-2023 as an emergency measure; roll call vote being: Westphal, Hansen, Haynam, McCann, Richardson, Frye, Stough; (7) yeas; (0) nays. The motion carried.

Ordinance No.
74-2023,
"...Accept the
proposal of
SmithGroup to
update the City
of Sylvania
Zoning Code..."

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

Mr. Frye presented and read aloud by title only, proposed Ordinance 75-2023, 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 agreement with the City of Toledo; and declaring an emergency."; Mr. Frye moved, Mrs. Westphal seconded for passage of Ordinance 75-2023 as an emergency measure; roll call vote being: McCann, Richardson, Hansen, Westphal, Haynam, Stough, Frye; (7) yeas; (0) nays. The motion carried.

Ordinance No.
75-2023,
"...Agreement
with the City of
Toledo...(Police
Academy
training)"

Minutes of the Meeting of Council
September 5, 2023

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

Police Chief Miller's letter asking for Council's approval on the Flock Safety Agreement was placed on file. Mr. Frye moved, Mrs. Westphal seconded to refer this request to the Safety Committee; meeting scheduled for Monday, September 18, 2023 at 6:30pm in Council Chambers at 6635 Maplewood Avenue; roll call vote being: Hansen, Stough, Richardson, Westphal, McCann, Frye, Haynam, (7) yeas; (0) nays. The motion carried.

Flock Safety Agreement referred to Safety Committee on 9/18/23 at 6:30pm.

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

Mr. Frye moved, Mrs. Westphal seconded to schedule a Finance Committee meeting to discuss the 2024 Budget process; meeting scheduled for Thursday, October 19, 2023 at 8:00am in the Administration Building Finance Conference Room, 6730 Monroe Street; roll call vote being: Stough, Hansen, Richardson, Westphal, McCann, Frye, Haynam, (7) yeas; (0) nays. The motion carried.

Schedule Finance Committee Meeting for 10/19/23 at 8:00am.

Mayor Stough stated all agenda items have been addressed.

Mr. Frye moved, Mr. McCann seconded to adjourn at 7:57 p.m. Roll call vote being: Richardson, Westphal, Frye, Hansen, Stough, Haynam, McCann; (7) yeas; (0) nays.

Adjournment.

Clerk of Council

Mayor

5

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

(CITY COUNCIL)

REVISED CODE, SECS. 5705.34-5705.35

The Council of the **City of Sylvania**, Lucas County, Ohio, met in regular session on the 18th day of September 2023, at the office of City Council

with the following members present:

Mr/Mrs. _____ moved the adoption of the following Resolution:

WHEREAS, The Budget Commission of Lucas County, Ohio, has certified its action thereon to this Council together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Council, and what part thereof is without, and what part within, the ten mill limitation; therefore, be it

RESOLVED, By the Council of the **City of Sylvania**, Lucas County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said City the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

**SCHEDULE A
SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY
BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES**

FUND	Amount to Be Derived from Levies Outside 10 Mill Limitation	Amount Approved by Budget Commission Inside 10 Mill Limitation	County Auditor's Estimate of Tax Rate to be Levied	
			Inside 10 M. Limit	Outside 10 M. Limit
	Column II	Column IV	V	VI
General Fund (CHARTER)	260,000	1,030,000	2.00	0.50
General Bond Retirement Fund	780,000			1.50
Police Pension	410,000	150,000	0.30	0.80
TOTAL	1,450,000	1,180,000	2.30	2.80

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Maximum Rate Authorized to Be levied	County Auditor's Estimate of Yield of Levy (Carry to Schedule A, Column II)
GENERAL FUND:		
Current Expense Levy authorized by voters on		
for not to exceed _____ years, _____, 20		
Current Expense Levy authorized by voters on		
for not to exceed _____ years, _____, 20		
Total General Fund Outside 10 mill Limitation.	0.50	260,000
Park Fund: Levy authorized by voters on		
for not to exceed _____ years.		
Total Police Pension Fund Outside Mills	0.80	410,000
Total Bond Retirement Fund Outside Mills	1.50	780,000
Total	2.80	1,450,000

and be it further

RESOLVED, That the Clerk of this Council be, and he is hereby directed to certify a copy of this
Resolution to the County Auditor of Said County

Mr/Mrs. _____ seconded the Resolution and the roll being called

upon its adoption the vote resulted as follows:

Mr/Mrs. Frye _____

Mr/Mrs. Hansen _____

Mr/Mrs. Haynam _____

Mr/Mrs. McCann _____

Mr/Mrs. Richardson _____

Mr/Mrs. Stough _____

Mr/Mrs. Westphal _____

Adopted the _____ day of _____, 20____
Attest:

President of Council

Clerk of Council

CERTIFICATE OF COPY

ORIGINAL ON FILE

The state of Ohio, Lucas County, ss.

*I, _____ Clerk of the Council of the **City of Sylvania** , within
and for said County, and in whose custody the Files and Records of said Council are required by the
Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the
original _____*

*now on file, that the foregoing has been compared by me with said original document, and that the same
is a true and correct copy thereof.*

WITNESS my signature, this _____ day of _____, 20____

Clerk of Council

6

ORDINANCE NO. 76-2023

REVISING THE ADMINISTRATIVE, DEPARTMENTAL AND DIVISIONAL ORGANIZATION OF THE CITY AND THE CODIFIED ORDINANCES THEREOF BY AMENDING SECTION 129.01(d) TO ELIMINATE THE “HUMAN RESOURCE 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 SYLVANIA 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 THE SALARY AND POSITION OF “HUMAN RESOURCES MANAGER”; AND DECLARING AN EMERGENCY.

BE IT ORDAINED by the Council of the City of Sylvania, Lucas County, Ohio,

_____ members elected thereto concurring:

SECTION 1. That Section 129.01(d) of the Codified Ordinances of Sylvania, 1979, as amended, be, and the same hereby is, amended to read as set forth on the attached “Exhibit A” with the creation of the positions of “Administrative Assistant – Finance” and “Human Resources Manager” and the elimination of the “Human Resource Specialist” positions effective September 19, 2023.

SECTION 2. That Section 126.01(b) of the Codified Ordinances of Sylvania, 1979, as amended, be, and the same hereby is, amended to read as set forth on the attached “Exhibit B” to eliminate the “Administrative Secretary/Personnel” position effective September 19, 2023.

SECTION 3. That Section 139.02(a) of the Codified Ordinances of Sylvania, 1979, as amended, be, and the same hereby is, amended to read as set forth on the attached “Exhibit C” with the creation of the “Administrative Assistant – Finance” position effective September 19, 2023 and eliminating the “Administrative Secretary/Personnel” position.

SECTION 4. That Section 139.03(d)(3) of the Codified Ordinances of Sylvania, 1979, as amended, be, and the same hereby is, amended to read as set forth on the attached “Exhibit D” to create the “Human Resources Manager” position and establish the salary for that position effective September 19, 2023.

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 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, Sections 11(c) and 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 changes to the administrative structure should be made at the earliest possible time. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2023, as an emergency issue.

President of Council

ATTEST:

Clerk of Council

APPROVED:

APPROVED AS TO FORM:

Mayor

Director of Law

Date

129.01 DIRECTOR'S POWERS AND DUTIES.

* * *

(d) The Director of Finance shall supervise the general financial policy of the City, including being responsible for preparation of note and bond transcripts and special assessment proceedings and the preparation of transcripts therefore, unless such responsibility or responsibilities is or are specifically required of another officer or employee of the City by ordinance, and shall supervise and control the various divisions of his department. The Department of Finance shall consist of a Director, a Human Resource Manager, an Administrative Assistant – Finance and the Divisions of Treasury, Taxation, Information Technology and Clerk of Council.

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

“Exhibit A”

126.01 DIRECTOR'S POWERS AND DUTIES.

* * *

(b) Additionally, the Director of Personnel shall perform those duties imposed on him as Treasurer under Section 129.02 and those duties imposed on him as Treasurer under Chapter 139. Such Department shall consist of the Director, being the same personnel as constitute the Division of Treasury.

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

139.02 CONTENT AND COVERAGE OF THE COMPENSATION PLAN.

(a) Classes in the Plan. The Classification Plan shall consist of the classes listed in this section, with such changes from time to time as may be recommended by the Treasurer and approved by Council. All positions in each class shall be compensated in accordance with the class grade for each class as shown in this section and at the rates of pay for each class grade as set forth in Section 139.03. The salary rates as established for each class grade shall be the compensation for work of salaried employees on a normal full-time schedule not to exceed the number of hours per week shown in this section for the respective groups of classes.

LIST OF OCCUPATIONAL TITLES

<u>CLASS CODE</u>	<u>CLASS GRADE</u>	<u>CLASS TITLE</u>
100	Clerical, Administrative and Fiscal Group (40H/W)	
	* * *	
110	15	Administrative Assistant – Finance
	* * *	

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

139.03 DEFINITION AND ADOPTION OF THE COMPENSATION PLAN.

* * *

(d) Special Compensation Provisions.

* * *

(3) Compensation for elective and appointive officials.

TITLE

RATE

<u>TITLE</u>	<u>RATE</u>
	* * *
Human Resource Manager	\$93,341 annually commencing September 19, 2023 and thereafter.
	* * *

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

7

ORDINANCE NO. 77-2023

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.

WHEREAS, the City of Sylvania Police Department previously acquired the following equipment for its accident investigation unit: Nikon NPR 332 with an extra battery and case, TDS Recon Data Collector, Vericom VC2000 Braking Test Computer, SECO Tri-max Dual-Clamp Tripod with bag, SECO Mini Thumb Release Bipod, CRAIN 8.5 ft. Prism Pole and Tilting Single Prism 0/-30mm; and,

WHEREAS, the City's accident investigation unit was disbanded and, therefore, the above equipment is no longer necessary; and,

WHEREAS, the Chief of Police has recommended that Nikon NPR 332 with an extra battery and case, TDS Recon Data Collector, Vericom VC2000 Braking Test Computer, SECO Tri-max Dual-Clamp Tripod with bag, SECO Mini Thumb Release Bipod, CRAIN 8.5 ft. Prism Pole, Tilting Single Prism 0/-30mm be donated to the Maumee Police Department.

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 determined that the City of Sylvania no longer needs the Nikon NPR 332 with an extra battery and case, TDS Recon Data Collector, Vericom VC2000 Braking Test Computer, SECO Tri-max Dual-Clamp Tripod with bag, SECO Mini Thumb Release Bipod, CRAIN 8.5 ft. Prism Pole, Tilting Single Prism 0/-30mm and, therefore, the equipment should be donated to Maumee Police Department.

SECTION 2. That the Mayor and Director of Finance be, and they are hereby are, authorized to donate the following equipment: Nikon NPR 332 with an extra battery and case, TDS Recon Data Collector, Vericom VC2000 Braking Test Computer, SECO Tri-max Dual-Clamp Tripod with bag, SECO Mini Thumb Release Bipod, CRAIN 8.5 ft. Prism Pole, Tilting Single Prism 0/-30mm to the Maumee Police Department as it is of no further use to the City.

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 equipment described above is no longer needed by the City and should be donated to Maumee Police Department 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



ORDINANCE NO. 78-2023

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.

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

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

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

WHEREAS, the Sylvania Area Chamber of Commerce has submitted a request to hang a banner within said public right-of-way to promote the Fall Festival on October 16-17, 2023; and,

WHEREAS, the banner will hang from September 26, 2023 – October 24, 2023 and will comply with all of the terms and conditions set forth in Resolution No. 19-2000 and Ordinance No. 20-2018.

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

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

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

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

SECTION 4. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

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

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2023, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

City of Sylvania

STREET BANNER APPLICATION/PERMIT

Name of Organization: Sylvania Area Chamber of Commerce
Contact Person: Tiffany Scott
E-mail: TScott@SylvaniaChamber.org Phone: 419-882-2135
Explanation of the Qualifying Event*: 35th Annual Syl. Fall Festival

Dates of Event: Oct. 16-17

Installation & Removal Dates of Banner: Sunday Sept. 26 - Oct. 24 (ram date)
[maximum four (4) weeks]

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

Text of Banner: Fall Festival - 3rd weekend in Oct.
Here in Downtown

Company Installing Banner (Monroe Street Only): _____

Address: _____

Email: _____ Phone: _____

Fax: _____

Insurance on File: _____

Edison Approval: _____

City Approval: _____

The banner and installation shall meet the attached specifications.

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

Sylvania's
NiteLite
FARMERS MARKET

FALL FESTIVAL

3RD WEEKEND IN OCTOBER, HERE IN DOWNTOWN!



ORDINANCE NO. 79-2023

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 OF LUCAS COUNTY; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 116-99, passed by Sylvania City Council on October 18, 1999, authorized the Mayor and Director of Finance to enter into an Agreement with the Chairman of the Lucas County General Health District Advisory Council establishing a regional combined health district; and,

WHEREAS, Ordinance No. 2-2005, passed by Sylvania City Council on January 3, 2005, authorized the Mayor and Director of Finance to enter into a Second Amended Agreement with the Chairman of the Lucas County General Health District Advisory Council, which contained no substantive changes to the Agreement only an extension of the term of the Agreement; and,

WHEREAS, Ordinance No. 102-2009, passed October 5, 2009, authorized the Mayor and Director of Finance to enter into a Third Amended Agreement with the Chairman of the Lucas County General Health District Advisory Council for a contract providing for the administration of health and environmental affairs in the regional combined health district; and,

WHEREAS, Ordinance No. 9-2020, passed by Sylvania City Council on February 18, 2020, authorized the Mayor and Director of Finance to enter into an amended agreement with the Chairman of the Lucas County General Health District Advisory Council for a contract providing for the Administration of Health and Environmental Affairs in the Regional Combined Health District; and,

WHEREAS, the City has received a proposed Amended Agreement that includes term limits for the members appointed to the regional combined health district and changes the methodology for calculating the allocation of the costs among the parties to the agreement based on population size; and,

WHEREAS, the Agreement provides that the governing body of said health district shall be the Regional Combined Health District Board which will be comprised of thirteen members

with one member from the City of Sylvania being appointed to represent the City; that the agreement may be terminated by either party on one year written notice; the regional combined health district board shall establish and approve a regional health district budget for which the City of Sylvania will provide 4.44% (increased from 3.35% in 2020) of the total intergovernmental revenue no later than March 31 of each year; and the regional health district board shall provide a written detailed account of all actions, efforts and progress of the regional combined health district every forty-five days commencing from the effective date of the Agreement and continuing thereafter throughout the term of the Agreement; and.

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, on behalf of the City of Sylvania, Ohio, 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 of Lucas County, Ohio is attached hereto as "Exhibit A."

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the Amended Agreement should be entered into as soon as possible in order to maintain the administration of health and environmental services in the City of Sylvania. 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
APPROVED:

Director of Law

Mayor

Date

AMENDED AGREEMENT
FOR THE ESTABLISHMENT OF A REGIONAL COMBINED HEALTH DISTRICT FOR
THE ADMINISTRATION OF HEALTH AND ENVIRONMENTAL SERVICES
WITHIN THE GEOGRAPHICAL JURISDICTION OF LUCAS COUNTY, OHIO

WHEREAS, Ohio Revised Code Section 3709.01 provides that each city within the State of Ohio constitutes a health district known as a "city health district" and the townships and villages within each county are combined into a health district known as a "general health district"; and

WHEREAS, Ohio Revised Code Section 3709.07 authorizes one or more city health districts to unite with a general health district in the formation of a single district; and

WHEREAS, by agreement effective November 2, 1999, (hereinafter the "Agreement") the District Advisory Council for the Lucas County General Health District, the Board of Commissioners, Lucas County, Ohio, and the cities of Toledo, Maumee, Sylvania and Oregon established a regional combined health district known as the Toledo-Lucas County Health Department; and

WHEREAS, the Agreement has been amended from time-to-time for purposes of adding an additional board members and extending the term of the agreement; and

WHEREAS, the City of Waterville, Ohio entered into an agreement effective March 1, 2012, for the Waterville City Health District to unite with the Lucas County General Health District as party to the regional combined health district under the terms and conditions of the Agreement and the amendments thereto; and

WHEREAS, the term of the current Agreement has expired; and

NOW, THEREFORE, the parties hereto mutually agree to extend the term and amend

certain provisions of the Agreement as follows:

1. EFFECTIVE DATE

This Agreement shall be effective beginning **January 1, 2023, and shall remain effective until December 31, 2028**, unless otherwise modified in writing by mutual agreement of the parties.

The regional combined health district shall be fully operational and assume full administration of health and environmental affairs within the Lucas County General Health District and the Health Districts of the Cities of Toledo, Maumee, Oregon, Sylvania, and Waterville subject to the terms and conditions set forth herein, unless said date is modified in writing by mutual agreement of the parties.

2. DISTRICT ADVISORY COUNCIL OF THE REGIONAL COMBINED HEALTH DISTRICT

Pursuant to Ohio Revised Code Section 3709.07, the District Advisory Council of the regional combined health district shall consist of the members of the District Advisory Council for the Lucas County General Health District and the Mayors of the Cities of Toledo, Maumee, Oregon, Sylvania, and Waterville, Ohio, and shall have all powers and duties as provided by Ohio Revised Code Section 3709.03.

3. DISTRICT ADVISORY COUNCIL OF THE LUCAS COUNTY GENERAL HEALTH DISTRICT

Nothing in this Agreement shall be construed to change the composition of the District Advisory Council of the Lucas County General Health District as constituted from time to time by the general laws of the State of Ohio.

Specifically, the parties hereto acknowledge and agree that during the term herein, and as a party to this agreement, the District Advisory Council for the Lucas County General Health District

shall remain a separate and distinct entity from that of the District Advisory Council for the regional combined health district. As such separate and distinct entity, the District Advisory Council for the Lucas County General Health District shall be comprised solely of the president of the board of Lucas county commissioners, the chief executive of each village, and the president of the board of township trustees, **or their alternative**, in accordance with Ohio Revised Code Section 3709.03, as such law may be amended from time to time, and shall have the exclusive authority to appoint members of the regional combined board of health as provided herein.

4. CREATION OF THE REGIONAL COMBINED HEALTH DISTRICT BOARD

The regional combined health district board is hereby and herewith created to organize and administer the regional combined health district, as well as, to enforce the health and environmental rules and regulations adopted, applicable and effective within its jurisdictional and geographic boundaries.

5. APPOINTMENT/TERM OF OFFICE OF MEMBERS OF THE REGIONAL COMBINED HEALTH DISTRICT BOARD

The regional combined health district board shall consist of twelve (12) members who shall serve without pay except that which is provided by the general laws of the State of Ohio as they now or hereafter may exist, to be appointed as follows: four (4) members to be appointed by the District Advisory Council of the members of the Lucas County General Health District to represent the territory of Lucas County outside of the Cities of Toledo, Maumee, Oregon, Sylvania, and Waterville as the same shall, from time to time, exist; four (4) members to be appointed by the Mayor of the City of Toledo with the approval of the Council to represent the incorporated area of the City of Toledo as the same shall, from time to time, exist; one (1) member to be appointed by

the Mayor of the City of Maumee with the approval of Council to represent the incorporated area of the City of Maumee as the same shall, from time to time, exist; one (1) member to be appointed by the Mayor of the City of Oregon with the approval of the Council to represent the incorporated area of the City of Oregon as the same shall, from time to time, exist; one (1) member to be appointed by the Mayor of the City of Sylvania with the approval of Council to represent the incorporated area of the City of Sylvania as the same shall, from time to time, exist; one (1) member to be appointed by the Mayor of the City of Waterville with the approval of Council to represent the incorporated area of the City of Waterville as the same shall, from time to time, exist. At least one (1) member of the regional combined health district board shall be a qualified physician. Members of the regional combined health district board shall be residents of the area which they represent.

As the term of each member of the regional combined health district board expires the appointing authority shall fill the vacancy created thereby for a four (4) year term. In the event a vacancy is created by death or resignation of a member, or by significant nonattendance by a member as determined by the original appointing authority for such member, the vacancy shall be filled by the original appointing authority for the unexpired term of such member.

Members appointed to the regional combined health district board shall be limited to three (3) terms. Members current term as of the effective date of this agreement shall be considered the first of the three (3) term limit.

6. COMPENSATION FOR THE MEMBERS OF THE REGIONAL COMBINED BOARD OF HEALTH

Members of the regional combined board of health shall be compensated for attendance at meetings and/or reimbursed for expenses in accordance with Ohio Revised Code Section 3709.02 as such law may be amended from time to time.

7. ORGANIZATION AND ADMINISTRATION OF THE REGIONAL
COMBINED HEALTH DISTRICT

The organization of the regional combined health district shall be the responsibility of the regional combined health district board created, established and appointed in accordance with Sections 4 and 5 of this agreement consistent with this agreement, the regional combined health district board shall also be responsible for administering the health and environmental affairs within the Lucas County General Health District, the City of Toledo Health District, the City of Maumee Health District, the City of Oregon Health District, the City of Sylvania Health District, and the City of Waterville Health District as provided by the laws of the State of Ohio. The regional combined health district board may adopt rules and regulations for the purposes of administering such health and environmental affairs as authorized by law. The rules and regulations adopted or enacted by the regional combined health district board shall be enforceable throughout its geographical jurisdiction as applicable.

The regional combined health district board shall appoint a Health Commissioner who shall be the Chief Administrative Officer of the regional combined health district. The Health Commissioner shall be responsible for the organization and administration of the regional combined health district subject to the approval of, pursuant to the directives of and consistent with the rules and regulations adopted or enacted by the regional combined health district board.

The regional combined health district board is hereby authorized to contract with the City of Toledo, the Lucas County Board of Commissioners and/or any other person(s) or entity for the

purposes of purchasing or leasing equipment, office space or any other service or item the regional combined health district board deems necessary to implement this agreement and carry out the function of administering health and environmental affairs within the regional combined health district.

Nothing contained herein shall be construed to limit the power or the authority of the regional combined health district board or the Health Commissioner in administering the duties of the regional combined health district provided such administration of duties does not reduce the services to be provided the townships and villages which comprise the Lucas County General Health District, or the services to be provided generally throughout the respective city health districts.

8. COST ALLOCATION

The regional combined health district board shall, no later than March 31st of each year, establish and approve a regional health district budget for the following fiscal year. The fiscal year of the regional combined health district shall be from January 1 through December 31.

The regional combined health district board shall also identify in the regional combined health district budget the intergovernmental revenue amount. The intergovernmental revenue amount is defined as the total district budget minus grant revenues (projected and actual), fee revenues, all other funding sources, and in-kind services provided by the Board of Commissioners, Lucas County, Ohio, and the City of Toledo as defined in Section 10 below. **For the period January 1, 2023, through December 31, 2023,** the resulting intergovernmental revenue portion of the

regional combined health district budget shall be apportioned among the parties to this agreement as follows:

The City of Toledo shall provide 69.25% of the total intergovernmental revenue; the villages and townships of Lucas County, Ohio, through the District Advisory Council of the Lucas County General Health District shall provide 16.70% of the total intergovernmental revenue; the City of Oregon shall provide 4.30% of the total intergovernmental revenue, the City of Maumee shall provide 3.8% of the total intergovernmental revenue; the City of Sylvania shall provide 3.35% of the total intergovernmental revenue, the City of Waterville shall provide .85% of the total intergovernmental revenue, and; the Board of Commissioners, Lucas County, Ohio, shall provide 1.75% of the total intergovernmental revenue.

Beginning January 1, 2024, for the 2025 regional combined health district fiscal year budget and continuing thereafter, the intergovernmental revenue portion of the regional combined health district budget shall be apportioned among the parties to this agreement based upon population size as determined by the most recent U. S. Census Bureau data with the exception of the Board of Commissioners, Lucas County, Ohio. The intergovernmental revenue portion of the regional combined health district budget apportioned to the Board of Commissioners, Lucas County, Ohio, shall be the total annual cost of the tuberculosis clinic.

9. PAYMENTS FOR ALLOCATION OF COSTS

The parties to this agreement hereby agree and authorize the Lucas County Auditor to deduct each parties' share of the intergovernmental revenue directly from the real estate settlement.

However, the real estate settlement portion for the City of Toledo shall not exceed .6 mills. In the event that the real estate settlement is insufficient to cover any party's share, the regional combined health district board will invoice the difference directly to the party. Such party will submit payment of the invoiced amount to the regional combined health district board within thirty (30) days of receipt of the invoice.

10. IN-KIND SERVICES

The City of Toledo and the Board of County Commissioners, Lucas County, Ohio, shall provide in-kind services **at no cost** to the regional combined health district **and separate from the cost allocation as provided in Section 8 above as follows:**

City of Toledo: shall provide office, operational, and parking space at the Toledo City Building located at 635 N. Erie St. Toledo, Ohio. This shall include repairs and replacements, security, utilities, and maintenance, excluding janitorial services, , the terms and conditions of which shall be set forth in a lease agreement executed between the City of Toledo and the regional combined health board.

Board of County Commissioners: shall provide office, operational, and parking space for the WIC program at 330 Oak Terrace Blvd., Holland, Ohio. In addition, the Board of Commissioners shall provide in-kind-support for: accounting, purchasing, and payroll, including but not limited to accounts receivable and accounts payable, billing inventory, payroll, taxes, withholding, risk management, cash management, and licensing insurance; computer and information system including but not limited to hardware installations, software installations,

system/networking support, other licensing fees, mainframe usage; and, phone systems.

The City of Toledo and the Board of County Commissioners, Lucas County, Ohio, may provide additional services to the regional combined health district, at a cost or no cost as determined by the City of Toledo, the Board of County Commissioners, Lucas County, Ohio, and the regional combined health district. Any additional services shall be separate from and in addition to the costs allocation computation for intergovernmental revenue as provided in Section 8 above.

11. TERMINATION

Any party may withdraw from, and thereby terminate said party's obligations under, this agreement by giving written notice of such intent to withdraw to the regional combined health district board. Such written notice must be given more than one (1) year in advance of the effective date of withdrawal from this agreement. During the period between the submission of the written notice of withdrawal to the regional combined health district board and the effective date of the withdrawal from this agreement, the withdrawing party shall be bound by the full force and effect of this agreement.

The regional combined health district board may, by an affirmative vote of a majority of its members, elect to disband the regional combined health district and thereby terminate this agreement. In the event that the regional combined health district board elects to disband the regional combined health district and terminate this agreement, such disbandment and termination shall be fully implemented and effective no less than one (1) year from the date of the regional combined health district board's election for such action. During the period between the regional

combined health district board's election to disband the regional combined health district and terminate this agreement and the effective date to fully implement such action, all parties to this agreement shall remain bound by the full force and effect of this agreement.

12. LEGAL ADVISOR

The Lucas County Prosecutor's Office shall be the legal advisor of the regional combined health district.

13. MISCELLANEOUS

- A. This Agreement constitutes the entire understanding between the parties hereto relating to the matters herein contained.
- B. This Agreement shall be construed and enforced pursuant to the laws of the State of Ohio.
- C. No amendments, modifications or variations of the terms and conditions of this Agreement shall be valid unless the same are in writing and approved and signed by the parties hereto.
- D. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their successors and assigns.
- E. If any provision of this Agreement shall be or become illegal or unenforceable, in whole or in part for any reason whatsoever, the remaining provisions shall nevertheless remain valid, binding and subsisting.
- F. The terms and conditions of this Agreement shall not inure to the benefit of any third party or parties.
- G. The headings and titles of the several sections, provisions and clauses of this

Agreement are for convenience only and do not define, limit or construe the contents of this Agreement.

- H. The parties represent to each other that, by their respective execution of this Agreement, they have obtained all necessary consents and approvals required for their respective execution and performance thereof.

IN WITNESS WHEREOF, the parties have executed this agreement on the date set forth below.

**DISTRICT ADVISORY COUNCIL
GENERAL HEALTH DISTRICT
LUCAS COUNTY, OHIO**

**Andy Glenn
Chairman**

Date: _____

**BOARD OF COMMISSIONERS,
LUCAS COUNTY, OHIO**

**Pete Gerken
President/Member**

Date: _____

**Tina Skeldon Wozniak
Member**

Date: _____

**Lisa A. Sobecki
Member**

Date: _____

CITY OF TOLEDO, OHIO

Wade Kapszukiewicz
Mayor

Date: _____

MAYOR OF SYLVANIA, OHIO

Craig A. Stough
Mayor

Date: _____

CITY OF MAUMEE, OHIO

Richard H. Carr
Mayor

Date: _____

CITY OF OREGON, OHIO

Michael J. Seferian
Mayor

Date: _____

Kathy Hufford
Finance Director

Date: _____

Melissa Purpura
Law Director

Date: _____

CITY WATERVILLE

Timothy Pedro
Mayor

Date: _____

APPROVED AS TO FORM
JULIA R. BATES
PROSECUTING ATTORNEY
LUCAS COUNTY, OHIO

By: James C. Walter
Assistant Prosecuting Attorney

Date: _____



September 18, 2023

To: Mayor Stough and Members of City Council

Re: Downtown Transportation Improvements

Dear Mr. Mayor and City Council Members,

During the past few months we have had several meetings and discussions with the various utility companies that have facilities on the utility poles that line Main Street in block between Maplewood Avenue and Erie Street. Those discussions have included estimated costs and timelines to bury those facilities as opposed to them being aerial as they currently exist.

We would like to request a Committee of the Whole meeting to review our findings and receive input on the path moving forward. Costs are of course an item that must be addressed as well as possible impacts and/or modifications to construction schedules.

We thank you for your consideration and look forward to reviewing the project further with you.

Sincerely,

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

Memo

To: Mayor Stough and Members of Sylvania City Council

From: Toby Schroyer, Director of Finance

Date: September 15, 2023

Re: Then and Now Certifications

Mayor and Members of Council:

Below is the list of Then and Now Certifications for expenditures over \$3,000 that have been issued from June 1, 2023 through September 15, 2023:

<u>DATE</u>	<u>VENDOR/DESCRIPTION</u>	<u>AMOUNT</u>
6/5/2023	CJCC-Noris/Police 2023 Noris Service 3rd Qtr	6,918.75
6/6/2023	CDTC-Court Diagnostic and Treatment Center	7,944.00
6/7/2023	Edward Kelly & Sons/grout storm sewer	9,575.00
6/7/2023	Kuhlman Corp/concrete	5,353.00
6/8/2023	Lucas County Electronic Monitoring/Municipal Court	10,560.70
6/12/2023	CDTC-Court Diagnostic and Treatment Center	5,490.00
6/21/2023	Event Metal Detectors/court x-ray machine	17,500.00
6/22/2023	Naviant/IT annual support OnBase	16,285.89
6/26/2023	Northwest Ohio Emergency Equipment/water	3,974.00
7/6/2023	Scotts Quality Concrete/sidewalk replacement program	4,086.60
7/10/2023	Phoenix Services/June prosecution office	6,981.12
7/10/2023	DGL Consulting Engineers/SOMO wall assessment	3,800.00
7/10/2023	Lucas County Prosecutors Office/suburban courts services contract 2022-2023	25,000.00
8/1/2023	Grayshift/police computer forensics annual agreement	4,947.50
8/14/2023	Batanian Tree Service/storm damage pickup	5,220.00
8/15/2023	Kuhlman Corp/concrete	5,463.00
8/16/2023	Lucas County Electronic Monitoring/Municipal Court	12,675.00
8/16/2023	Phoenix Services/court	4,598.95
8/21/2023	Galls/ballistic vests police	3,105.00
8/24/2023	DMC Technology Group/IT annual maintenance	7,070.00
8/29/2023	BSB Communications/IT profession services upgrade	5,213.75
8/30/2023	Innovative Software/Tax annual support	3,939.02
9/5/2023	Phoenix Services/court	4,381.31
9/5/2023	Phoenix Services/August prosecution office	7,782.00
9/6/2023	Batanian Tree Service/tree removal	4,220.00
9/8/2023	Kennedy Industries/water rebuild pump #3	20,535.00

We would request approval of the Then and Now Certifications as set forth above. Please call if you have any questions. Thank you.

A

Board of Architectural Review

Minutes of the regular meeting of September 13, 2023. Mr. Schaaf called the meeting to order.

Acting Secretary, Tim Burns, took the roll call. Members present: Mayor Craig Stough, Kate Fischer and Jeff Schaaf (3) present. Carol Lindhuber and Ken Marciniak excused.

Ms. Fischer moved, Mayor Stough seconded to approve the Minutes of the August 16, 2023 meeting as submitted. Vote being: Stough, Fischer and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 3 – Regulated Sign – app. no. 25-2023 requested by Scott Burns for Bingo, 5838 Monroe Street, Sylvania, Ohio 43560. Application is for a one wall sign and two replacement pylons in an existing pole sign.

Mr. Burns was present.

Signs are within the limits of the Sylvania Sign Code.

Ms. Fischer moved, Mayor Stough seconded, to approve the signs shown in the drawings submitted with the application. Vote being: Stough, Fischer and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 4 – Regulated Sign – app. no. 26-2023 requested by Debra Bodell of Glass City Signs for Health Markets, 6377 Monroe Street, Sylvania, Ohio 43560. Application is for one wall sign, one replacement pylon in an existing monument sign and a new window sign.

Ms. Bodell was present.

Signs are within the limits of the Sylvania Sign Code.

Ms. Fischer moved, Mayor Stough seconded, to approve the signs shown in the drawings submitted with the application. Vote being: Stough, Fischer and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

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

Submitted by,



Timothy Burns, Acting Secretary
Municipal Planning Commission

B

Sylvania Municipal Planning Commission

Acting Secretary, Tim Burns, took the roll call. Members present: Mayor Craig Stough, Kate Fischer and Jeff Schaaf (3) present. Carol Lindhuber and Ken Marciniak excused.

Ms. Fischer moved, Mayor Stough seconded to approve the Minutes of the August 16, 2023 meeting as submitted. Vote being: Stough, Fischer and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

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

Submitted by,



Timothy Burns, Acting Secretary
Municipal Planning Commission



C

DIVISION OF TAXATION
CHRISTY M. ORDORICA, COMMISSIONER OF TAXATION

September 1, 2023

Mayor Craig A. Stough and Members of Council
City of Sylvania
Sylvania, Ohio

Dear Mayor Stough and Council Members:

The monthly cash report from the Division of Taxation is as follows:

	Deposits	Refunds	Balance
August 31, 2023	\$954,364.09	\$12,316.30	\$942,047.79
August 31, 2022	\$1,081,099.94	\$42,864.25	\$1,038,235.69
Monthly Difference	----- -\$126,735.85	----- -\$30,547.95	----- -\$96,187.90
Year to Date 2023	\$9,576,815.38	\$227,678.40	\$9,349,136.98
Year to Date 2022	\$9,381,456.25	\$259,979.41	\$9,121,476.84
Yearly Difference	----- \$195,359.13	----- -\$32,301.01	----- \$227,660.14
			2.50%

Respectfully submitted,

Christy M. Ordorica

Christy M. Ordorica
Tax Commissioner

c: Mr. Toby Schroyer, Finance Director