

Sylvania City Council

December 18, 2023

7:30 p.m. Council Meeting

Agenda

1. Roll call: Mr. Frye, Mr. Hansen, Mr. Haynam, Mr. McCann, Mr. Richardson, Ms. Stough, Mrs. Westphal.
2. Pledge of Allegiance to the United States of America led by Mrs. Westphal.
3. Additions to the agenda.
4. Approval of the Council meeting minutes from December 4, 2023.
5. Water Rate Increases.
 - a. Service Director's report on water rate increases.
 - b. Proposed Ordinance No. 97-2023, Amending the Codified Ordinances of Sylvania, 1979, as amended, by increasing water service charges per 1,000 gallons from \$8.41 to \$8.75 for City users and from \$10.51 to \$10.94 for Non-City users.
6. Sewer Rate Increases.
 - a. Service Director's report on sewer rate increases.
 - b. Proposed Ordinance No. 98-2023, Amending Chapter 925 of the Sylvania Codified Ordinances by amending Section 925.05 – Sewer Charges Levied to increase the sewer charges for both industrial and non-industrial City and Non-City users.
7. Proposed Ordinance No. 99-2023, Amending Chapter 735 – Canvassers and Solicitors by amending Section 735.03 – Sales on Private Property; License; Registration of the Codified Ordinances of Sylvania, 1979, as amended.
8. Proposed Ordinance No. 100-2023, Making certain adjustments to account allocations within the fund appropriations for the fiscal year ending December 31, 2023.
9. 2024 ODOT Systemic Safety Program Application.
 - a. Service Director's report on program application.
 - b. Proposed Resolution No. 20-2023, Authorizing the Mayor and Director of Finance to prepare and submit an application to participate in this program and to execute contracts as required.
10. Planning Commission's recommendation for Proposed Ordinance No. 96-2023, Amending Part Eleven – Planning and Zoning Code of the Sylvania Codified Ordinances, 1979, as amended by amending Section 1101.01 – Definitions and by amending Section 1153.02 – Special Uses (Public Hearing date has been set for February 5, 2024 at 7:00 p.m.).

11. Planning Commission's recommendation on SUP-2-2023, from the City of Sylvania, 6730 Monroe Street, Sylvania, Ohio, to permit the operation of a wholesale bakery on the site at 4815, 4821, 4827 Holland-Sylvania Road (Public Hearing date has been set for February 5, 2023 at 7:05 p.m.).
12. Oakland Court Improvements.
 - a. Service Director's letter requesting authorization to advertise for bids on this project.
13. Main Street Reconstruction Project – LUC-CR 1572-8.28 (PID 111207).
 - a. Service Director's letter requesting authorization to advertise for bids on this project.
14. Approval of 1 City vehicle to be offered for auction on GovDeals.com.
15. Committee reports.
16. Committee referrals.

INFORMATION

- A. Board of Architectural Review Meeting Minutes from December 13, 2023.
- B. Sylvania Municipal Planning Commission Meeting Minutes from December 13, 2023.
- C. Division of Vehicle Maintenance 2023 Third Quarter Report.

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December 4, 2023

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The Council of the City of Sylvania, Ohio met in regular session on December 4, 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(excused), Lyndsey Stough; (6) present; (1) absent.

Roll call:
6 present, 1
absent.

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

Pledge of
Allegiance.

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

The following item has been added to the agenda:
Item #6a. Discussion on Water Rate Increase.

Additions to the
Agenda.

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

Agenda approval.

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

Mr. Frye presented the amended November 20, 2023 meeting minutes. Mr. Frye moved, Mr. Haynam 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 amended minutes of the regular meeting of November 20, 2023 be approved; roll call vote being: Hansen, Stough, Frye, Richardson, Haynam, McCann; (6) yeas; (0) nays. The motion carried.

Approval of the
November 20,
2023 meeting
minutes.

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

Mr. Frye presented and read aloud by title only, proposed Ordinance No. 88-2023, a written copy of same having been previously furnished to each member of Council "To make appropriations for current expenditures and other expenditures of the City of Sylvania, Ohio for the fiscal year ending December 31, 2024."; Mr. Frye moved, Mr. McCann seconded for final passage of Ordinance No. 88-2023; roll call vote being: Hansen, McCann, Haynam, Stough, Richardson, Frye; (6) yeas; (0) nays. The motion carried.

Ordinance No.
88-2023, "...
2024 Budget,
Final Passage..."

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

Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 95-2023, a written copy of same having been previously furnished to each member of Council "Making certain position and compensation pay plan changes, making certain salary, wage and other service compensation adjustments to the Codified Ordinances of Sylvania, 1979, as amended, and other Ordinances; by granting pay increases to the appointed officials whose titles are listed in Section 139.03(e)(3), by granting a two and a three quarter percent (2.75%) pay increase to all non-union city employees and court employees whose positions are included in the list of occupational titles of Section 139.02(a) of the Codified Ordinances of Sylvania which increase is reflected in the

Ordinance No.
95-2023, "...
Pay Ordinance
..."

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annual wage rate schedule 4 of Section 139.10(D) of the Sylvania Codified Ordinances; by amending Section 131.02(c) – Department of Law – Director, Division of Prosecution; by granting pay increases for some of the employees in the Labor and Trades Supervision Group; and declaring an emergency.”; Mr. Hansen moved, Ms. Stough seconded for passage of Ordinance No. 95-2023 as an emergency measure; roll call vote being: Hansen, McCann, Stough, Richardson, Frye, Haynam; (6) yeas; (0) nays. The motion carried.

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

Mr. McCann asked the Service Director to give an update on the proposed increase in water rates. Mr. Aller gave a brief explanation on the reasoning for an increase in the water rates.

Discussion on
Water Rate
Increase.

Mr. McCann moved, Ms. Stough seconded to ask the administration to prepare legislation approving the water rate increase for the December 18, 2023 City Council Meeting; roll call vote being: Hansen, McCann, Haynam, Stough, Richardson, Frye; (6) yeas; (0) nays. The motion carried.

Administration to
prepare
legislation.

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

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 September 12, 2023 through November 20, 2023; roll call vote being: Hansen, Richardson, Frye, Haynam, Stough, McCann; (6) yeas; (0) nays. The motion carried.

Then and Now
Certifications.

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

Mr. McCann moved, Ms. Stough seconded to confirm Mayor Stough’s re-appointment of Ken Marciniak to the Sylvania Municipal Planning Commission for a term expiring December 31, 2027; roll call vote being Richardson, McCann, Frye, Haynam, Hansen, Stough; (6) yeas; (0) nays. The motion carried.

Mayor’s Re-
Appointment of
Ken Marciniak to
Plan Comm.

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

Mr. Frye moved, Mr. McCann seconded to enter into Executive Session for the purpose of discussion on potential sale of property at 8:06 p.m.; roll call vote being: Hansen, McCann, Haynam, Stough, Richardson, Frye; (6) yeas; (0) nays. The motion carried.

Executive
Session:
Potential Sale of
Property.

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Mr. Frye moved, Mr. McCann seconded to return from Executive Session to General Session at 8:30 p.m.; roll call vote being: Hansen, McCann, Stough, Richardson, Frye, Haynam; (6) yeas; (0) nays. The motion carried.

Exit Executive Session.

Mr. Frye presented and read aloud by title only, proposed Ordinance No. 94-2023, a written copy of same having been previously furnished to each member of Council "Approving the offer to purchase of Element 112, LLC to purchase 4815, 4821 and 4827 Holland-Sylvania Road, Sylvania, Ohio at a sale price of \$175,000.00; authorizing the Mayor and Director of Finance to accept said offer to purchase on behalf of the City of Sylvania; determining said real estate to be no longer needed for municipal purposes; and declaring an emergency."; Mr. Frye moved, Mr. Haynam seconded for passage of Ordinance No. 94-2023 as an emergency measure; roll call vote being: Hansen, McCann, Stough, Richardson, Frye, Haynam; (6) yeas; (0) nays. The motion carried.

Ordinance No. 94-2023; '... sale of 4815... Holland-Sylvania to Element 112, LLC...'

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 96-2023, a written copy of same having been previously furnished to each member of Council "Amending Part Eleven – Planning and Zoning Code of the Sylvania Codified Ordinances, 1979, as amended by amending Section 1101.01 – Definitions and by amending Section 1153.02 – Special Uses; and declaring an emergency."; Mr. Haynam moved, Mr. Hansen seconded for referral of Proposed Ordinance No. 96-2023 to the City of Sylvania Municipal Planning Commission for review; roll call vote being: Hansen, Stough, McCann, Richardson, Frye, Haynam; (6) yeas; (0) nays. The motion carried.

Referral of Proposed Ordinance No. 96-2023 to Plan Commission.

Mr. Haynam presented the Petition for Zoning Ordinance Amendment Application SUP-2-2023, a written copy of same having been previously furnished to each member of Council; from the City of Sylvania, 6730 Monroe Street, Sylvania, Ohio, to permit the operation of a wholesale bakery on the site; Mr. Haynam moved, Mr. McCann seconded for referral of SUP-2-2023 to the City of Sylvania Municipal Planning Commission for review and recommendation; roll call vote being: Hansen, McCann, Stough, Richardson, Frye, Haynam; (6) yeas; (0) nays. The motion carried.

Referral of SUP-2-2023, 4815 Holland-Sylvania to Plan Commission.

Mr. Haynam moved, Mr. Hansen seconded to set a Public Hearing for Proposed Ordinance No. 96-2023 a written copy of same having been previously furnished to each member of Council "Amending Part Eleven – Planning and Zoning Code of the Sylvania Codified Ordinances, 1979, as amended by amending Section 1101.01 –

Public Hearing date set for Ordinance No. 96-2023 for

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Definitions and by amending Section 1153.02 – Special Uses; and declaring an emergency.” for Monday, February 5, 2024 at 7:00 p.m. in City Council Chambers, 6635 Maplewood Avenue, Sylvania, Ohio; roll call vote being: Hansen, Stough, McCann, Richardson, Frye, Haynam; (6) yeas; (0) nays. The motion carried.

2/5/24 at 7:00pm.

Mr. Haynam moved, Ms. Stough seconded to set a Public Hearing for SUP-2-2023, a written copy of same having been previously furnished to each member of Council; from the City of Sylvania, 6730 Monroe Street, Sylvania, Ohio, to permit the operation of a wholesale bakery on the site, for Monday, February 5, 2024 at 7:05 p.m. in City Council Chambers, 6635 Maplewood Avenue, Sylvania, Ohio; roll call vote being: McCann, Stough, Richardson, Frye, Hansen, Haynam; (6) yeas; (0) nays. The motion carried.

Public Hearing
date set for SUP-
2-2023 for 2/5/24
at 7:05pm.

Mayor Stough stated all agenda items have been addressed.

Mr. Frye moved, Mr. McCann seconded to adjourn at 8:34 p.m. Roll call vote being: Frye, Stough, Hansen, McCann, Haynam, Richardson; (6) yeas; (0) nays.

Adjournment

Clerk of Council

Mayor



5a.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

December 18, 2023

To: The Mayor and Members of Sylvania City Council

Re: **Water Rates**

Dear Mr. Mayor and Council Members:

In 2020, the City of Sylvania City Council voted to decrease water rates as recommended by City Administration as a result of the creation of the Regional Water Commission. The decrease in rates was possible due to the elimination of the need to raise funds for engineering and construction costs of our own, or different, water supply other than the City of Toledo.

In reviewing upcoming wholesale water rates and needed improvements in our City water system we believe it is prudent to begin increasing our water rates to stabilize our fund reserves and reduce the possibility of larger increases in the future.

The components of this new rate are as follows:

Toledo Water Supply :	\$5.75
Water Debt:	\$0.40
Sylvania Operations:	<u>\$2.60</u>
	\$8.75

This rate adjustment will increase the water bill for the average household by approximately \$1.87

We request approval of the proposed rate increase to be effective December 25, 2023.

Please call if you have any questions.

Sincerely,

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

5b.

ORDINANCE NO. 97-2023

AMENDING THE CODIFIED ORDINANCES OF SYLVANIA, 1979, AS AMENDED, BY INCREASING WATER SERVICE CHARGES PER ONE THOUSAND GALLONS (1,000) FROM EIGHT AND 41/100 DOLLARS (\$8.41) TO EIGHT AND 75/100 DOLLARS (\$8.75) FOR CITY USERS AND FROM TEN AND 51/100 DOLLARS (\$10.51) TO TEN AND 94/100 DOLLARS (\$10.94) FOR NON-CITY USERS; AND DECLARING AN EMERGENCY.

WHEREAS, at the December 4, 2023 meeting of Sylvania City Council, the Director of Public Service reported that in reviewing the Water Fund, a rate increase is necessary in order to properly address known upcoming operating expenses; and,

WHEREAS, the Director of Public Service has recommended that the rate be increased from \$8.41 per 1,000 gallons to \$8.75 per 1,000 gallons for City users which will increase the water bill for the average household by approximately \$1.87 per month.

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

SECTION 1. That Section 923.02 Water Rate Schedule, of the Codified Ordinances of Sylvania, 1979, as amended, be, and the same hereby is, amended to read as set forth on “Exhibit A” attached hereto and made a part hereof.

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 increased water service charges should be enacted at the earliest possible time. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and

approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2023, as an emergency measure.

President of Council

APPROVED:

ATTEST:

Mayor

Clerk of Council

Date

APPROVED AS TO FORM:

Director of Law

923.02 WATER RATE SCHEDULE

The following rate is hereby established for consumers of water of the City and such rate applies to water consumed during each month unless otherwise provided in these regulations.

WATER RATE SCHEDULE

City User

Non-City User

\$8.75 per 1,000 gallons

\$10.94 per 1,000 gallons

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

“Exhibit A”



lea.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

December 18, 2023

To: The Mayor and Members of Sylvania City Council

Re: **Sewer Rates**

Dear Mr. Mayor and Council Members:

As you're aware, the City is in the midst of a three-phase project to line sections of our larger diameter sanitary sewers that have been corroded by hydrogen sulfide gases over the past fifty years. We have also begun researching the need for upgrades at our two major pumping stations on Monroe Street and Sylvania Avenue as well as . Both the LCWRRF and City operations are seeing higher operating costs as well due to ongoing inflation.

Accordingly, we would recommend an increase in our sewer rates to properly address our increased debt obligations and sanitary sewer infrastructure needs. It is our recommendation that we increase our sewer rates by \$0.11 per 1,000 gallons:

From: \$5.45 per 1,000 gallons
To: \$5.56 per 1,000 gallons

Out-of-City customers will continue to carry a 25% surcharge and Out-of-State customers will continue to carry a 60% surcharge.

This rate increase will increase the monthly sewer bill for the average household by approximately \$0.60. We request approval of the proposed rate adjustment, effective December 25, 2023. Please call if you have any questions.

Sincerely,

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

l.b.

ORDINANCE NO. 98-2023

**AMENDING CHAPTER 925 OF THE SYLVANIA CODIFIED
ORDINANCES BY AMENDING SECTION 925.05 - SEWER CHARGES
LEVIED TO INCREASE THE SEWER CHARGES FOR BOTH
INDUSTRIAL AND NON-INDUSTRIAL CITY AND NON-CITY USERS;
AND DECLARING AN EMERGENCY.**

WHEREAS, the Director of Public Service, at the December 4, 2023 Sylvania City Council meeting, reported that in reviewing the Sewer Fund, a rate increase is necessary in order to properly address known upcoming operating expenses and debt payments based on improvements that have been made and future improvements at the Lucas County Wastewater Resource Recovery Facility ("LCWRRF"); and,

WHEREAS, the Director of Public Service has recommended that the rate be increased from \$5.45 per 1,000 gallons to \$5.56 per 1,000 gallons for City users which will increase the sewer bill for the average household by approximately \$0.60 per month.

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

SECTION 1. That Section 925.05, Sewer Charges Levied, of the Codified Ordinances of Sylvania, 1979, be, and the same hereby is, amended to read as set forth on "Exhibit A."

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

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

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that this ordinance must be immediately effective to provide for the sewer rate and to make necessary changes to the Codified Ordinances. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take

effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2023, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

SEWER CHARGES LEVIED.

* * *

(e) Industrial Users. User and capital charges for wastewater treatment service shall be paid by each industrial user connected to the system and shall be computed in accordance with the quantity of water discharged to the system as measured by the City water meter installed thereon or by a sewage meter installed on the discharge pipe therefrom. Charges shall be paid monthly and/or quarterly as follows:

	<u>Capital Charge</u>	<u>User Charge</u>	<u>Total</u>
City User	\$2.15/1000 gallons	\$3.41/1000 gallons	\$5.56/1000 gallons
Non-City User	\$2.69/1000 gallons	\$4.26/1000 gallons	\$6.95/1000 gallons
Out-of-State User	\$3.44/1000 gallons	\$5.46/1000 gallons	\$8.90/1000 gallons

(f) Nonindustrial Users. User and capital charges for wastewater treatment services shall be paid by each nonindustrial user connected to the system and shall be computed in accordance with the quantity of water used on such premises as measured by the City water meter installed thereon, or if there is no such water meter, then as estimated by the City. Charges shall be paid monthly and/or quarterly as follows:

	<u>Capital Charge</u>	<u>User Charge</u>	<u>Total</u>
City User	\$2.15/1000 gallons	\$3.41/1000 gallons	\$5.56/1000 gallons
Non-City User	\$2.69/1000 gallons	\$4.26/1000 gallons	\$6.95/1000 gallons
Out-of-State User	\$3.44/1000 gallons	\$5.46/1000 gallons	\$8.90/1000 gallons

* * *

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

“Exhibit A”

ORDINANCE NO. 99-2023

**AMENDING CHAPTER 735 – CANVASSERS AND SOLICITORS BY
AMENDING SECTION 735.03 – SALES ON PRIVATE PROPERTY;
LICENSE; REGISTRATION OF THE CODIFIED ORDINANCES OF
SYLVANIA, 1979, AS AMENDED; AND DECLARING AN EMERGENCY.**

WHEREAS, the Chief of Police has recommended that Sylvania Codified Ordinance Section 735.03 – Sales on Private Property; License; Registration be amended as set forth on the attached “Exhibit A” to provide that a criminal background assessment provided to the Police Department by the applicant must be dated within thirty (30) days of the date of application.

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

SECTION 1. That Section 735.03(b)(3) of the Codified Ordinances of the City of Sylvania, 1979, as amended, be, and the same hereby is, amended to read as set forth on “Exhibit A.”

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

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

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the criminal background assessment should be dated within thirty (30) days of the solicitor’s date of application and 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

735.03 SALES ON PRIVATE PROPERTY; LICENSE; REGISTRATION.

* * *

(b) Application; Fee; License; Registration.

* * *

- (3) Each applicant shall pay a non-refundable license application fee of twenty-five dollars (\$25.00), which fee shall be paid at the time the application is submitted. An additional nonrefundable fee of forty dollars (\$40.00) is required per applicant for criminal background assessments, unless applicant provides criminal background assessments dated within thirty (30) days of the date of application.

* * *

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

“Exhibit A”



ORDINANCE NO. 100 - 2023

TO MAKE CERTAIN ADJUSTMENTS TO ACCOUNT ALLOCATIONS
WITHIN THE FUND APPROPRIATIONS FOR THE FISCAL YEAR
ENDING DECEMBER 31, 2023; AND DECLARING AN EMERGENCY.

WHEREAS, City Council duly passed Ordinance No. 93-2022 on November 21, 2022, providing for the annual appropriations for fiscal year 2023, and,

WHEREAS, it is necessary to adjust the 2023 annual appropriation ordinance, by making certain additional appropriations and deductions from previous appropriations, in order to meet the present conditions and to keep appropriations within the anticipated receipts for the year 2023; and,

WHEREAS, attached hereto is "Exhibit A" entitled Adjusted 2023 Budget - Summary of Expenditure Estimates which exhibit identifies by a four-digit department code number and name each account in a Fund identified by a three-digit code and name to which an appropriation adjustment within each Fund is made by this ordinance; and,

WHEREAS, attached hereto is "Exhibit B" entitled Adjusted 2023 Budget - Summary of Revenue Estimates referred to herein as estimated additional resources.

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

SECTION 1. That the 2023 annual appropriation ordinance, be adjusted as reflected in Exhibits A and B attached hereto and made a part hereof.

SECTION 2. That there be and is hereby appropriated to and is hereby withdrawn from accounts of the GENERAL FUND listed in Exhibit A the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 3. That there be and is hereby appropriated to and is hereby withdrawn from the account of the STREET C M & R FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net the sum of \$0.

SECTION 4. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the CAPITAL IMPROVEMENT FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 5. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the AMERICAN RESCUE PLAN FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$405,000.

SECTION 6. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the S.A. TREES REPAIR AND REPLACEMENT FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 7. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the STORM SEWERS AND DRAINS FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 8. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the WATER FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 9. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the SEWER FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 10. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the RESOURCE RECOVERY FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 11. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the MEDICAL CARE FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 12. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the POLICE PENSION FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 13. That there be and is hereby appropriated to and is hereby withdrawn from accounts of the INCOME TAX FUND listed in Exhibit A the amounts as indicated in for each account with the total amount being changed by the net sum of \$0.

SECTION 14. That there be and is hereby appropriated to and is hereby withdrawn from accounts of the POLICE COMMUNITY AFFAIRS FUND listed in Exhibit A the amounts as indicated in for each account with the total amount being changed by the net sum of \$7,000.

SECTION 15. It is hereby found and determined that all formal actions of the 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 action, were in meetings open to the public, in compliance with all requirements including Section 121.22 of the Ohio Revised Code.

SECTION 16. 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 17. 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 immediate provision should be made for the enactment of additional appropriations for the payment of current expenditures for the calendar year of 2023. 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 to pass as an emergency measure: ____ Yeas ____ Nays, passed,
____, 2023.

ATTEST:

Clerk of Council

APPROVED:

Mayor

Date

President of Council

APPROVED AS TO FORM:

Director of Law

Exhibit "A"
Adjusted 2023 Budget
Summary of Expenditure Estimates

Dept.	Name	Personal Services	Contract Services	Materials & Supplies	Capital Outlay	Transfers	Totals
110	General Fund						
7110	Police Law Enforcement	20,000	22,000	-44,000			-2,000
7115	Fire Prevention & Insp.						0
7125	Police/Fire Communications		25,000	5,000			30,000
7210	Correctional Programs						0
7215	Cemetery						0
7220	Pymt.Co.Board of Health		1,000				1,000
7310	Parks & Forestry	-159,000					-159,000
7320	Community Programs		60,000				60,000
7415	Zoning Board of Appeals	4,000					4,000
7515	Garbage.& Refuse Collection		35,000				35,000
7620	Street Cleaning	50,000	15,000				65,000
7710	Mayor's Office	-60,000		20,000			-40,000
7715	Finance Administration	35,000		12,000			47,000
7725	Legal Administration	5,000					5,000
7726	Prosecutors' Office						0
7730	Service Administration						0
7735	Legislation	60,000					60,000
7740	Municipal Court	-200,000	65,000	10,000			-125,000
7745	Civil Service Commission						0
7750	Lands & Buildings						0
7755	Engineering	8,000					8,000
7765	Elections						0
7775	Delinquent Land Advertising						0
8000	Transfers					1,000	1,000
8020	Information Technology	5,000		5,000			10,000
	Totals	-232,000	223,000	8,000		1,000	0

Exhibit "A"
Adjusted 2023 Budget
Summary of Expenditure Estimates

Dept. Code	Name	Personal Services	Contract. Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
=====								
222	Street C M & R							
=====								
7610	Streets	-23,000		8,000				-15,000
7635	Traffic Signals		30,000	-15,000				15,000
	Totals	-23,000	30,000	-7,000				0
=====								
401	Capital Improvement Fund							
=====								
7615	Sidewalk Improvements				4,000			4,000
7750	Lands & Buildings			-4,000				-4,000
	Totals			-4,000	4,000			0
=====								
402	American Rescue Plan Fund							
=====								
7540	Downtown Transportation Improvement				605,000			605,000
7910	Downtown Transportation Improvement					-200,000		-200,000
	Totals				605,000	-200,000		405,000
=====								
501	Trees Repairs & Replacement							
=====								
7440	Tree Repairs	-25,000	25,000					0
	Totals	-25,000	25,000					0
=====								
503	Storm Sewers & Drains							
=====								
7510	Storm Sewers	10,000	-15,000	5,000				0
	Totals	10,000	-15,000	5,000				0
=====								
701	Water Fund							
=====								
7520	Water Administration	10,000		-10,000				0
7910	Principal Pymts					4,000		4,000
7525	Water Distribution				-4,000			-4,000
	Totals	10,000		-10,000	-4,000	4,000		0
=====								
702	Sewer Fund							
=====								
7530	Sewer Administration	10,000	-10,000					0
	Totals	10,000	-10,000	0	0	0		0

Exhibit "A"
Adjusted 2023 Budget
Summary of Expenditure Estimates

Dept. Code	Name	Personal Services	Contract. Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
=====								
705	Resource Recovery							
=====								
7314	Resource Recovery	10,000	-20,000	10,000				0
	Totals	10,000	-20,000	10,000				0
=====								
707	Medical Care							
=====								
8030	Medical Care	27,000	-27,000					0
	Totals	27,000	-27,000					0
=====								
801	Police Pension							
=====								
7135	Police Pension	-1,000	1,000					0
	Totals	-1,000	1,000					0
=====								
804	Income Tax							
=====								
7760	Income Tax	15,000		-15,000				0
	Totals	15,000		-15,000				0
=====								
810	Police Community Affairs							
=====								
7160	Community Affairs		6,000	1,000				0
	Totals		6,000	1,000				7,000

Exhibit "B"
Adjusted 2023 Revenue Estimates
Summary of Revenue Estimates

=====		
Drug Law Enforcement Fund		
=====		
226-0000-41004	Drug Enforcement Fines	<u>15,000</u>
Total Drug Law Enforcement Fund		15,000
=====		
American Resue Plan Fund		
=====		
402-0000-40801	Interest	<u>10,000</u>
Total American Rescue Plan Fund		10,000
=====		
Police Community Affairs Fund		
=====		
810-0000-41105	Miscellaneous Revenues	<u>3,000</u>
Total Police Community Affairs Fund		3,000



9a.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

December 18, 2023

To: The Mayor and Members of Sylvania City Council

Re: **2024 ODOT Systemic Safety Program Application**

Dear Mr. Mayor and Council Members:

The Service Department has one project to submit for funding consideration in the January 2024 solicitation round of projects eligible in the Ohio Department of Transportation's Systemic Safety Program. This program was launched in 2022 within the Highway Safety Improvement Program (HSIP) and focuses specifically on pedestrian improvements and roadway departure countermeasures.

On June 5, 2023 City Council authorized a study to replace three (3) existing Rectangular Rapid Flashing Beacon (RRFB) systems at Highland Elementary, Sylvan Elementary, and McCord Junior High (Ord. 48-2023). On October 16, 2023 a fourth location was added to the study and included Southview High School (Ord. 86-2023). The replacement alternative studied was a Pedestrian Hybrid Beacon (PHB) which carries full traffic control authority and requires vehicles to come to a stop while the system is in use. As a part of the study process the Service Department has consulted with ODOT and the Sylvania Schools community and both are supportive of the project.

The total cost of the project is estimated to be \$1,274,700 and we are requesting up to \$1,109,070 in funding assistance. The funding can be used for engineering design, right-of-way acquisition, construction, and construction engineering and inspection phases of the project. If successful with the application engineering would commence in the third quarter of 2024 with construction scheduled for 2026.

We recommend moving forward with this grant application. Please call if you have any questions.

Sincerely,

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

96.

RESOLUTION NO. 20-2023

A RESOLUTION AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO DEPARTMENT OF TRANSPORTATION'S SYSTEMIC SAFETY IMPROVEMENT PROGRAM AND TO EXECUTE CONTRACTS AS REQUIRED; AND DECLARING AN EMERGENCY.

WHEREAS, the Ohio Department of Transportation Highway Safety Improvement Program established the Systemic Safety Program in 2022 to provides financial assistance to political subdivisions for pedestrian improvements and roadway departure countermeasures; and,

WHEREAS, Ordinance No. 48-2023, passed June 5, 2023, accepted the proposal of DGL Consulting Engineers, LLC to prepare a Pedestrian Hybrid Beacon Safety Study for Highland Elementary, Sylvan Elementary and McCord Road Junior High Schools at a cost of \$24,000; and,

WHEREAS, Ordinance No. 86-2023, passed October 16, 2023, authorized the Mayor and Director of Finance to approve the amendment to the City's agreement with DGL Consulting Engineers, LLC to include Southview High School in the Pedestrian Hybrid Beacon Safety Study Project and increased the proposal amount by \$9,200; and,

WHEREAS, the Director of Public Service, in a report dated December 18, 2023, indicated that the total estimated cost of the project is \$1,274,700 and the City is requesting up to \$1,109,070 in funding assistance.

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 be, and they hereby are, authorized to apply to the Ohio Department of Transportation Systemic Safety Program through the Highway Safety Improvement Program for funds as described above.

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

SECTION 3. If this Project is approved for financial assistance, the City of Sylvania will commit the necessary funds to meet the local share as indicated in the corresponding project application and will enter into an agreement with the Ohio Department of Transportation for the grant.

SECTION 4. 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 5. 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 6. 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 indicate its willingness to enter into an Agreement and appropriate the funds for said project as necessary 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.

ATTEST:

President of Council

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date



10

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

December 14, 2023

To: Mayor and Members of City Council

Re: Council Referral – Proposed Ordinance No. 96-2023

Dear Mayor and Members of Council:

Following is an excerpt from the minutes of the regular meeting of the Municipal Planning Commission of December 13, 2023, Proposed Ordinance No. 96-2023, Amending Part Eleven – Planning and Zoning Code of the Sylvania Codified Ordinances, 1979, as amended by amending Section 1101.01 – Definitions and by amending Section 1153.02 – Special Uses:

..." Mr. Marciniak moved, Ms. Lindhuber seconded, to recommend to Council to approve proposed Ordinance No. 96-2023. Vote being: Lindhuber, Marciniak and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote."...

Sincerely,

Debra Webb, Secretary
Municipal Planning Commission

ORDINANCE NO. 96-2023

AMENDING PART ELEVEN – PLANNING AND ZONING CODE OF THE SYLVANIA CODIFIED ORDINANCES, 1979, AS AMENDED BY AMENDING SECTION 1101.01 – DEFINITIONS AND BY AMENDING SECTION 1153.02 – SPECIAL USES; AND DECLARING AN EMERGENCY.

WHEREAS, the Economic Development Director has recently been approached about locating a Wholesale Bakery in the City; and,

WHEREAS, inasmuch as the City’s current Zoning Code does not provide for Wholesale Bakeries as a permitted use, it is necessary to amend the Zoning Code to permit such use.

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

SECTION 1. That Section 1101.1051 – Wholesale, of the Codified Ordinances of Sylvania, 1979, be, and the same hereby is, amended to read as set forth on “Exhibit A.”

SECTION 2. That Section 1153.02 – Special Uses, of the Codified Ordinances of Sylvania, 1979, be, and the same hereby is, amended to read as set forth on “Exhibit B.”

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 this ordinance must be immediately effective to provide for wholesale bakeries in the City and to make necessary changes to the Codified Ordinances. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to

Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2023, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

* * * *

1101.111 BAKERY, WHOLESALE.

“Bakery, Wholesale” means any establishment having its principal or predominant use the production of baked goods produced on the premises for sale to another business. Baked goods produced on the premises are available for consumption on the premises but are not the principal or predominant use of the establishment.

* * * *

(Ord. ____-2023. Passed _____).

“Exhibit A”

1153.02 SPECIAL USES.

* * *

(ee) Bakeries, Wholesale. Wholesale Bakeries in P-R-O, B-1, B-1-B, B-2, B-3, B-4, M-1, M2 Bakeries, Wholesale as defined in Sylvania Codified Ordinance Section 1101.111, may be granted a Special Use Permit.

(Ord. _____-2023. Passed _____.)

“Exhibit B”



11

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

December 14, 2023

To: Mayor and Members of City Council

Re: Council Referral – SUP 2-2023
4815, 4821 & 4827 Holland-Sylvania Road

Dear Mayor and Members of Council:

Following is an excerpt from the minutes of the regular meeting of the Municipal Planning Commission of December 13, 2023, SUP-2-2023 – requested by Timothy Burns of the City of Sylvania for the property located at 4815, 4821 & 4827 Holland-Sylvania Road, Sylvania, Ohio 43560 to change the zoning from P-R-O to P-R-O SUP:

..." Ms. Lindhuber moved, Mr. Marciniak seconded, to recommend to Council to approve SUP-2-2023 as requested. Vote being: Lindhuber, Marciniak and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote."...

Sincerely,

A handwritten signature in blue ink that reads "Debra Webb".

Debra Webb, Secretary
Municipal Planning Commission

PETITION FOR ZONING ORDINANCE AMENDMENT

COPY

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

Application No. SUP-2-2023

Date 12-4-2023

Petitioner Name(s): City of Sylvania (Timothy S. Burns, Zoning Administrator)

Petitioner Address: 6720 Monroe St.
Sylvania, OH 43560

Email: tburns@cityofsylvania.com Telephone: 419-885-8948

Location of property for which zoning amendment is requested:

4815, 4821 and 4827 Holland-Sylvania Rd, Sylvania, OH

Purpose of amendment request: To permit operation of a wholesale bakery at the site.

Current Zoning: P-R-O

Requested Zoning: P-R-O SUP

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

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

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

By: Timothy S Burns

Timothy S Burns,
Zoning Administrator

Date referred by Council: 12/4/23

Date of Commission Action: _____

Date of Council Action: _____

Action: _____

For Office Use Only

Date: _____ Check #: _____ Cash: _____ Fee: \$ _____

EXHIBIT "A"

Legal Description
For File: 806964

Parcel 1 :

Lot number two (2) in Max Addition in Sylvania Township, Lucas County, Ohio in accordance with Volume 42-A of Plats, page 65.

TD 78-54967

Parcel 2:

Lot number one (1) in Max Addition in Sylvania Township, Lucas County, Ohio in accordance with Volume 42-A of Plats, page 65.

TD 78-54964

Parcel 3:

That part of the East one-half (1/2) of the Northwest quarter (1/4) Section number fifteen (15), Town nine (9) south, Range six (6) East in Sylvania Township, Lucas County, Ohio, bounded and described as follows: Commencing at a stake in the center of the Maumee Turnpike Road, (also known as Holland-Sylvania Road), at the Southeast corner of land formerly owned by Daniel Butler, eleven (11) chains and twenty-six (26) links from the North line of Section number fifteen (15) in the center of said road; thence Southerly four (4) chains and fifty (50) links to a stake in the center of said road; thence Westerly five (5) chains and sixty-seven (67) links to the East line of the right of way of the Lake Shore and Michigan Southern Railroad Company (formerly Erie and Kalamazoo Railroad Company) thence Northerly four (4) chains and twenty five (25) links to the Southwest corner of said land formerly owned by Daniel Butler; thence Easterly five (5) chains and fifty-nine links to the place of beginning, excepting therefrom the northwesterly one hundred seventy-seven (177) feet thereof. Subject to legal highways.

Also

The southwesterly one hundred eighty (180) feet of the northwesterly one hundred seventy-seven (177) feet of the following described property: That part of the East one-half (1/2) of the Northwest quarter (1/4) of Section number fifteen (15), Town nine (9) South, Range six (6) East in Sylvania Township, Lucas County, Ohio

bounded and described as follows: Commencing at a stake in the center of the Maumee Turnpike Road (also known as Holland-Sylvania Road), at the Southeast corner of land formerly owned by Daniel Butler, eleven (11) chains and twenty-six (26) links from the North line of Section number fifteen (15) in the center of said road; thence Southerly four (4) chains and fifty (50) links to a stake in the center of said road; thence westerly five (5) chains and sixty-seven (67) links to the East line of line right of way of The Lake Shore and Michigan Southern Railroad Company (formerly Erie and Kalamazoo Railroad Company), thence northerly four (4) chains and twenty-five (25) links to the Southwest corner of said land formerly owned by Daniel Butler thence Easterly five (5) chains and fifty-nine (59) links to the place of beginning.

TD 78-21711

Parcel 4:

The southeasterly one hundred (100) feet of the northwesterly one hundred seventy-seven (177) feet of the following described property: That part of the east one-half (1/2) of the northwest quarter (1/4) of Section number fifteen (15), Town nine (9) South, Range six (6), East in Sylvania Township, Lucas County, Ohio bounded and described as follows: Commencing at a stake in the center of the Maumee Turnpike Road, (also known as Holland-Sylvania Road), at the southeast corner of land formerly owned by Daniel Butler, eleven (11) chains and twenty-six (26) links from the north line of Section number fifteen (15) in the center of said road; thence southerly four (4) chains and fifty (50) links to a stake in the center of said road; thence westerly five (5) chains and sixty-seven (67) links to the east line of the right of way of The Lake Shore and Michigan Southern Railroad Company (formerly Erie and Kalamazoo Railroad Company), thence northerly four (4) chains, and twenty-five (25) links to the southwest corner of said land formerly owned by Daniel Butler, thence easterly five (5) chains and fifty-nine (59) links to the place of beginning, excepting from the above described premises, the southwesterly one hundred eighty (180) feet thereof. Subject to legal highways.

TD 78-21706





Madeline's

PÂTISSERIE





12

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

December 18, 2023

To: The Mayor and Members of Sylvania City Council

Re: **Oakland Court Improvements**

Dear Mr. Mayor and Council Members:

The bidding documents for the above referenced projects are complete.


The scope of work includes full-depth roadway reconstruction including removing the existing concrete pavement and replacing with a typical residential asphalt pavement section and new curbing. All driveway aprons within the right-of-way will be replaced. In addition, the waterline and storm sewer will be replaced.

The estimated construction cost is \$549,654 of which \$189,380 is being funded by an Ohio Public Works Commission (OPWC) grant.

This is a programmed capital improvement expense for 2024. The Service Department will advertise for bids beginning on January 8, 2024 with an opening scheduled for January 26, 2024. Construction is scheduled to occur after July 1, 2024 to align with the grant funding schedule and be completed by November.

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

Sincerely,



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



13

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

December 18, 2023

To: The Mayor and Members of Sylvania City Council

Re: **LUC-CR 1572-8.28 (PID 111207)**

Dear Mr. Mayor and Council Members:

The bidding documents for the above referenced projects are complete.


The scope of work includes the reconstruction of 1,800 feet of Main Street (CR 1572) between Convent Boulevard and the bridge over Tenmile Creek. All the pavement between the existing gutter plate curbs will be reconstructed full-depth including necessary subgrade treatment. The project also includes new storm sewer, underdrains, pavement markings, and the replacement of the St. Joe's traffic signal with a pedestrian hybrid beacon.

The estimated construction cost is \$1,047,061 of which \$367,620 is being funded by an Ohio Public Works Commission (OPWC) grant and \$400,000 is being funded by a Surface Transportation Block Grant (STBG) through the Ohio Department of Transportation.

This is a programmed capital improvement expense for 2024. The Service Department will advertise for bids beginning on January 8, 2024 with an opening scheduled for January 26, 2024. Construction is scheduled to occur after July 1, 2024 to align with the grant funding schedule and be completed by November.

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

Sincerely,



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



14

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

Memo

To: The Mayor and City Council

From: Kevin G. Aller, Director of Public Safety/Service

A handwritten signature in blue ink, appearing to read "K. Aller", is written over the name "Kevin G. Aller" in the "From:" line.

Date: 12/18/2023

Re: Obsolete Equipment

Council Members,

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

Streets - 2007 International Navistar 7400 Dump truck Vin #1HTWCAAR18J644992

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

Please call if you have any questions. Thank you.

A

Board of Architectural Review

Minutes of the regular meeting of December 13, 2013. Mr. Schaaf called the meeting to order.

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

City of Sylvania Law Director, Leslie Brinning, was also present at the meeting.

Mr. Marciniak moved, Ms. Lindhuber seconded to approve the Minutes of the October 11, 2023 meeting as submitted. Vote being: Lindhuber, Marciniak and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 3 – Regulated Sign – app. no. 33-2023 requested by Branden Gilliland for Finch & Fern Book Co., 5641 Main Street, Sylvania, Ohio 43560 (formal approval - preliminary approval by email vote of 5 to 0 received on November 2nd, 2023). Application is for one new projecting sign and one new window sign.

Signs are within the limits of the Sylvania Sign Code.

Ms. Lindhuber moved, Mr. Marciniak seconded, for formal approval of the signs shown in the drawing submitted with the application. Vote being: Lindhuber, Marciniak and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 4 – Regulated Sign – app. no. 34-2023 requested by Stevie Keck of Fast Signs for Domus Home Goods, 5689 Main Street, Sylvania, Ohio 43560. Application is for one new window sign.

Ms. Keck was present.

Sign is within the limits of the Sylvania Sign Code.

Mr. Marciniak moved, Ms. Lindhuber seconded, to approve the sign shown in the drawing submitted with the application. Vote being: Lindhuber, Marciniak and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 5 – Regulated Sign – app. no. 35-2023 requested by Tess Leihinger of the Little Being d.b.a. Bowinkles, 5627 Main Street, Sylvania, Ohio 43560. Application is for one new wall sign and one new window sign.

Ms. Leihinger was present.

Signs are within the limits of the Sylvania Sign Code.

Ms. Lindhuber moved, Mr. Marciniak seconded, to approve the signs shown in the drawing submitted with the application. Vote being: Lindhuber, Marciniak and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

**Board of Architectural Review
Minutes of December 13, 2023
Page 2**

Item 6 – Regulated Sign – app. no. 36-2023 requested by Ryan Wishau of Toledo Sign for Hospice of Northwest Ohio, 5350 Harroun Road, Sylvania, Ohio 43560. Application is for one wall sign.

Mr. Wishau was present.

Sign is within the limits of the Sylvania Sign Code.

Ms. Lindhuber moved, Mr. Marciniak seconded, to approve the sign shown in the drawing submitted with the application. Vote being: Lindhuber, Marciniak and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 7 – Building Review – app. no. 37-2023 requested by Dave Serra of the Collaborative for Sylvania Schools – Northview High School, 5403 Silica Drive, Sylvania, Ohio 43560. Application is for architectural review of new bleachers at the Northview High School Football Stadium.

Mr. Ben Hoffman of Collaborative was present.

Ms. Lindhuber moved, Mr. Marciniak seconded, to approve the design shown in the drawings submitted with the application. Vote being: Lindhuber, Marciniak and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 8 – Regulated Sign – app. no. 38-2023 requested by Breann Dandar of True Arial Signs for Sandals Nail-Spa, 7645 West Sylvania Avenue, Sylvania, Ohio 43560. Application is for a new monument sign.

Sign is within the limits of the Sylvania Sign Code.

Mr. Marciniak moved, Ms. Lindhuber seconded, to approve the sign shown in the drawing submitted with the application. Vote being: Lindhuber, Marciniak and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 9 – Building Review – app. no. 39-2023 requested by Doug Glover of Miller Diversified for Toledo Promenade Shops, LLC, 5577 Monroe Street, Sylvania, Ohio 43560. Application is for an exterior façade renovation.

Ms. Glover was present.

Mr. Marciniak moved, Ms. Lindhuber seconded, to approve the design shown in the drawing submitted with the application. Vote being: Lindhuber, Marciniak and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

**Board of Architectural Review
Minutes of December 13, 2023
Page 3**

Ms. Lindhuber moved, Mr. Marciniak seconded to adjourn the meeting. All present voted aye.
Meeting adjourned.

Submitted by,

A handwritten signature in black ink, appearing to read "Timothy Burns", with a long horizontal flourish extending to the right.

Timothy Burns, Acting Secretary
Municipal Planning Commission

B

Sylvania Municipal Planning Commission

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

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

City of Sylvania Law Director, Leslie Brinning, was also present at the meeting.

Ms. Lindhuber moved, Mr. Marciniak seconded to approve the Minutes of the October 11, 2023, meeting as submitted. Vote being: Lindhuber, Marciniak and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 3 – Council Referral – Proposed Ordinance No. 96-2023, Amending Part Eleven – Planning and Zoning Code of the Sylvania Codified Ordinances, 1979, as amended by amending Section 1101.01 – Definitions and by amending Section 1153.02 – Special Uses.

Law Director, Leslie Brinning, explained that the owners of Element 112 would like to purchase the City owned property located at 4815, 4821 & 4827 Holland-Sylvania Road to build and operate a wholesale baking company, however the current zoning code does not contain a permitted use of wholesale bakery in any of its codes (definitions) or in its special uses. The proposed amendment would add the wholesale bakery category to both the definitions and as a category in the special uses; and that the next item on the agenda, is an application for a Special Use Permit that would allow for the wholesale bakery to operate on the property, is running concurrently. She added that the public hearing has been scheduled for both of these items on February 5th, allowing for time for the Planning Commission to consider the amendment if they should wish to wait until the January meeting to make their recommendation to Council.

Mr. Marciniak moved, Ms. Lindhuber seconded, to recommend to Council to approve proposed Ordinance No. 96-2023. Vote being: Lindhuber, Marciniak and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 4 – Council Referral – SUP-2-2023 – requested by Timothy Burns of the City of Sylvania for the property located at 4815, 4821 & 4827 Holland-Sylvania Road, Sylvania, Ohio 43560 to change the zoning from P-R-O to P-R-O SUP.

Ms. Lindhuber moved, Mr. Marciniak seconded, to recommend to Council to approve SUP-2-2023 as requested. Vote being: Lindhuber, Marciniak and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Ms. Lindhuber moved, Mr. Marciniak seconded to adjourn the meeting. All present voted aye. Meeting adjourned.

Submitted by,



Timothy Burns, Acting Secretary
Municipal Planning Commission

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Division of Vehicle Maintenance
Third Quarter 2023

Key Statistics

No. of vehicles serviced and repaired:

This Quarter	68
Last Quarter	90

	<u>Unit count</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Misc</u>
<u>Fleet Condition:</u>				
<u>SPD:</u> Good, routine maint.	42	\$4,610.00	\$2,985.00	\$0.00
<u>Streets:</u> Good, routine maint.	8	\$2,458.00	\$2,700.00	\$0.00
<u>Water:</u> Good, routine maint.	3	\$2,639.00	\$1,230.00	\$0.00
<u>Sewer:</u> Good, routine maint.	5	\$3,970.00	\$1,650.00	\$0.00
<u>Parks:</u> Good, routine maint.	9	\$4,756.00	\$3,120.00	\$3,443.00
<u>Other Depts:</u> Good, routine Maint.	1	\$319.00	\$120.00	\$0.00
 <u>Totals</u>	68	\$18,752.00	\$11,805.00	\$3,443.00

Misc Repairs (sublet):

Total Vehicle Maintenance cost: **\$34,000.00**

Fourth Quarter 2023: Provide revolving repair and maintenance for all departments. Ready and maintain seasonal equipment such as leaf loaders and plow trucks. As the fleet ages, the equipment will require more maintenance and repairs.

Jason Music

Jason Music
Vehicle Maintenance Manager
12/6/2023