

Sylvania City Council

February 5, 2024

7:00 p.m. Public Hearing

Proposed Ordinance No. 96-2023-Amending Planning & Zoning Code

7:05 p.m. Public Hearing

SUP-2-2023, City of Sylvania, 4815/4821/4827 Holland-Sylvania Road

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 January 16, 2024.
5. Report of Public Hearings.
 - a. Proposed Ordinance No. 96-2023, Amending Part Eleven-Planning & Zoning Code, by amending Section 1101.01-Definitions and by amending Section 1153.02-Special Uses. Certificate of Notice for Application.
 - b. SUP-2-2023, City of Sylvania, 4815/4821/4827 Holland-Sylvania Rd., special use to permit the operation of a wholesale bakery. Certificate of Notice for Application.
6. Erie Street & Monroe Street Roundabout & Resurfacing Project.
 - a. Service Director's report on project proposal.
 - b. Proposed Ordinance No. 6-2024, Accepting the proposal of Tetra Tech to provide professional engineering services for this project.
7. Police Vehicle Purchase.
 - a. Safety Director's letter requesting purchase approval.
 - b. Proposed Ordinance No. 7-2024, Authorizing the Mayor and Director of Finance to accept the proposal of Dave White Chevrolet for the purchase of one used 2021 Chevrolet Colorado Pick-Up Truck for the Police Division.
8. Proposed Ordinance No. 8-2024, Levying a special assessment for the abatement of a public nuisance located at 5647 Dellbrook Drive in the City of Sylvania.
9. Oakland Court Improvements Project.
 - a. Service Director's report on contract award.
 - b. Proposed Ordinance No. 9-2024, Accepting the bid of Salenbien Trucking & Excavating, Inc. and awarding the contract for this project to same.

10. Main Street Reconstruction Project.
 - a. Service Director's report on contract award.
 - b. Proposed Ordinance No. 10-2024, Accepting the bid of Geddis Paving & Excavating, Inc. and awarding the contract for this project to same.
11. Certified Autism Center Designation.
 - a. Memo from Bill Sanford describing the designation process.
 - b. Proposed Ordinance No. 11-2024, Authorizing the Mayor and Director of Finance to accept the proposal of the International Board of Credentialing and Continuing Education Standards to provide training to City employees in order to designate the City of Sylvania a Certified Autism Center.
12. Proposed Ordinance No. 12-2024, Authorizing the Mayor and Director of Finance to enter into an agreement on behalf of the City of Sylvania between the City of Sylvania and the Board of Lucas County Commissioners for the Suburban Court Services Program; agreeing to participate in funding a portion of the local share for the suburban courts' services.
13. McCord Road Resurfacing Project (between Sylvania Avenue & Brint Road).
 - a. Service Director's letter requesting authorization to advertise for bids on this project.
14. Approval of one City vehicle to be offered for auction on GovDeals.com.
15. Committee reports.
16. Committee referrals.

INFORMATION

- A. Additional 2023 Fourth Quarter Management Reports.

Minutes of the Meeting of Council
January 16, 2024

The Council of the City of Sylvania, Ohio met in regular session on January 16, 2024 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.

Additions to the agenda:

Item #9a. Marcus Hansen's report on the TMACOG Pedestrian/Bikeways Committee.

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

Agenda approval.

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

Mr. Frye presented the January 2, 2024 Organizational Meeting minutes. Mr. Frye moved, Ms. Stough seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the Organizational Meeting of January 2, 2024 be approved; roll call vote being: Hansen, Frye, Haynam, McCann, Richardson, Westphal, Stough; (7) yeas; (0) nays. The motion carried.

Approval of the
January 2, 2024
Organizational
Meeting minutes.

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

Mr. Frye presented the January 2, 2024 regular meeting minutes. Mr. Frye moved, Mrs. Westphal seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of January 2, 2024 be approved; roll call vote being: Frye, Haynam, Hansen, McCann, Richardson, Westphal, Stough; (7) yeas; (0) nays. The motion carried.

Approval of the
January 2, 2024
Regular Meeting
minutes.

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

Service Director's report requesting authorization to begin consultant letter of interest solicitation from construction engineering consultants that will manage and inspect all phases of construction for the Main Street, Oakland Court and McCord Road projects was placed on file. Mr. Richardson moved, Mrs. Westphal seconded for authorization to begin consultant letter of interest solicitation on these three projects; roll call vote being: Westphal, Hansen, Haynam, McCann, Richardson, Frye, Stough; (7) yeas; (0) nays. The motion carried.

Request for LOI
solicitation on
Main/Oakland/
McCord Projects.

Minutes of the Meeting of Council
January 16, 2024

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

Service Director's report requesting authorization to begin consultant letter of interest solicitation from engineering consultants to design and prepare necessary construction plans for the Silvertown Drive Waterline Improvements and Resurfacing Project was placed on file. Mr. McCann moved, Ms. Stough seconded for authorization to begin consultant letter of interest solicitation on this project; roll call vote being: Frye, Westphal, Hansen, Haynam, McCann, Richardson, Stough; (7) yeas; (0) nays. The motion carried.

Request for LOI solicitation on Silvertown Dr. Waterline Improvements & Resurfacing.

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

Mr. Frye moved, Mr. Hansen seconded, that no hearing be requested for the new C-1, allows for carryout only beer sales until 1:00 a.m., permit for Ohio Springs, Inc. dba Sheetz, Acres Rd. and Monroe St., parcel #82-04252 (previously the ProMedica Office Building next to Burger King), Sylvania, Ohio 43560; roll call vote being: Haynam, Westphal, Hansen, McCann, Richardson, Frye, Stough; (7) yeas; (0) nays. The motion carried.

No objection to new liquor permit for Sheetz at Acres & Monroe.

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

Service Director's letter and proposed document of the City's Schedule of Rates and Fees was placed on file. Mr. Frye moved, Mrs. Westphal seconded to refer this to the Council Committee of the Whole (C.O.W.) for discussion and set a C.O.W. meeting to be held on Tuesday, February 20, 2024 at 6:30 p.m. in City Council Chambers at 6635 Maplewood Avenue, Sylvania, Ohio 43560; roll call vote being: Stough, Westphal, Hansen, Haynam, McCann, Richardson, Frye; (7) yeas; (0) nays. The motion carried.

Set C.O.W. meeting for 2/20/24 at 6:30p.m.

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

Mr. Hansen gave a brief report on the TMACOG Pedestrian/Bikeways Committee meeting he attended recently. TMACOG continues to promote bike safety with events such as "Bike Month" in May and "Bike to Work" taking place the week of May 17-24 this year. He also stated that Dan Marsalek offered great news at the meeting of the University Parks Trail receiving funding to expand.

TMACOG Pedestrian/Bikeway Comm. Mtg. report.

Minutes of the Meeting of Council
January 16, 2024

Mayor Stough stated all agenda items have been addressed.

Mr. Frye moved, Mr. McCann seconded to adjourn at 8:10 p.m. Roll call vote being: Adjournment.
Richardson, Westphal, Frye, Hansen, Stough, Haynam, McCann; (7) yeas; (0) nays.

Clerk of Council

Mayor



5a.

SYLVANIA CITY COUNCIL
LAURA BIGELOW, CLERK

February 5, 2024

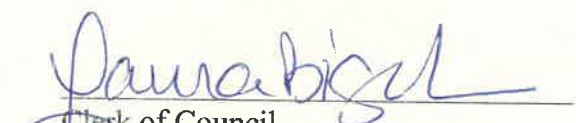
To: Mayor Craig Stough and Members of City Council

Fm: Laura Bigelow, Clerk of Council

Certificate of Notice
Proposed Ordinance No. 96-2023, Amending Planning & Zoning Code

The undersigned Clerk of Council hereby certifies the following:

- A. Thirty (30) days of time and place of public hearing was published in The Blade on December 31, 2023.
- B. Written notice of hearing was mailed by first class mail, twenty (20) or more days prior to the scheduled hearing date to all owners of property within, contiguous to, and directly across the street from the subject parcel or parcels, which owners, so notified, are listed in the attached document.


Clerk of Council
City of Sylvania

Parcel	Physical Address	Mail Name	Mail Address	Mail City	Mail State	Mail Zip
7821704	4849 HOLLAND SYLVANIA RD	BD OF TRUSTEES OF SYL TWP	4927 HOLLAND-SYLVANIA RD	SYLVANIA	OH	43560
7821657	4848 HOLLAND SYLVANIA RD	HOLLAND SYLVANIA INVESTMENTS, LLC	P O BOX 11428	TOLEDO	OH	43611
8200181	4807 N HOLLAND SYLVANIA RD	VCA INC	12401 W OLYMPIC BLVD	LOS ANGELES	CA	90064
8204523	4830 WICKFORD DR R	SYLVANIA CSD TREAS.OFFICE	P O BOX 608	SYLVANIA	OH	43560
8230587	6422 LONGFELLOW RD	SARA A & ERIC W BANNWART	6422 LONGFELLOW RD	SYLVANIA	OH	43560
8230591	6414 LONGFELLOW RD	M F & J D FULWEBER	6414 LONGFELLOW RD	SYLVANIA	OH	43560



12/18/23

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



5b.

SYLVANIA CITY COUNCIL
LAURA BIGELOW, CLERK

February 5, 2024

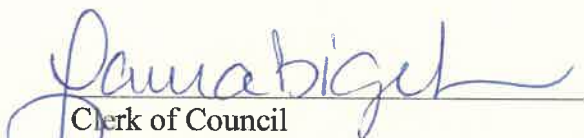
To: Mayor Craig Stough and Members of City Council

Fm: Laura Bigelow, Clerk of Council

Certificate of Notice
SUP-2-2023, City of Sylvania, 4815/4821/4827 Holland-Sylvania Rd.

The undersigned Clerk of Council hereby certifies the following:

- A. Thirty (30) days of time and place of public hearing was published in The Blade on December 31, 2023.
- B. Written notice of hearing was mailed by first class mail, twenty (20) or more days prior to the scheduled hearing date to all owners of property within, contiguous to, and directly across the street from the subject parcel or parcels, which owners, so notified, are listed in the attached document.


Clerk of Council
City of Sylvania

Parcel	Physical Address	Mail Name	Mail Address	Mail City	Mail State	Mail Zip
7821704	4849 HOLLAND SYLVANIA RD	BD OF TRUSTEES OF SYL TWP	4927 HOLLAND-SYLVANIA RD	SYLVANIA	OH	43560
7821657	4848 HOLLAND SYLVANIA RD	HOLLAND SYLVANIA INVESTMENTS, LLC	P O BOX 11428	TOLEDO	OH	43611
8200181	4807 N HOLLAND SYLVANIA RD	VCA INC	12401 W OLYMPIC BLVD	LOS ANGELES	CA	90064
8204523	4830 WICKFORD DR R	SYLVANIA CSD TREAS.OFFICE	P O BOX 608	SYLVANIA	OH	43560
8230587	6422 LONGFELLOW RD	SARA A & ERIC W BANNWART	6422 LONGFELLOW RD	SYLVANIA	OH	43560
8230591	6414 LONGFELLOW RD	M F & J D FULWEBER	6414 LONGFELLOW RD	SYLVANIA	OH	43560

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: 12/13/23

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





12/18/23

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



6a.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

February 5, 2024

To: The Mayor and Members of Sylvania City Council

Re: **Professional Engineering Services Proposal**
LUC-CR 4-7.22 (PID 116993)

Dear Mr. Mayor and Council Members:

At the October 16, 2023 meeting City Council authorized the Service Department to request Letters of Interest (LOI's) from consultants to provide engineering services for the design of a modern roundabout at the intersection of Erie Street and Monroe Street. Construction is scheduled for 2027.

During the solicitation we received LOI's from two (2) engineering consultants. The Service Department reviewed, scored, and ranked the LOI's and selected Tetra Tech as the most highly qualified consultant for this project. Subsequently, the Service Department entered into scope of services and fee negotiations with Tetra Tech.

We have completed those negotiations and Tetra Tech has prepared a proposal in the amount of \$474,500 to complete the requested scope of services. Their scope of services include survey, preparation of construction plans and right-of-way plans, geotechnical engineering, public involvement coordination, and landscape architecture and roundabout aesthetics. The Service Department will return to City Council to request additional proposal approvals for right-of-way acquisition services once the right-of-way needs on the project are defined.

This is a Local Public Agency (LPA) project with the Ohio Department of Transportation (ODOT). As such the Service Department has coordinated the scope of services and fee proposal with ODOT District 2 and both entities are ready to move forward and commence engineering design. This is an appropriated item in the 2024 budget, fund 401-7610-53613. We would recommend approval of the proposal in the amount of \$474,500 with Tetra Tech. Please call with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin G. Aller".

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

6b.

ORDINANCE NO. 6-2024

ACCEPTING THE PROPOSAL OF TETRA TECH TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR ERIE STREET & MONROE STREET ROUNDABOUT AND RESURFACING PROJECT; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$474,500; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 3-2019, passed January 7, 2019, accepted the proposal of Tetra Tech to conduct a traffic study at the intersection of Erie Street and Monroe Street and appropriated funds in the amount of \$18,500 for the study; and,

WHEREAS, the purpose of the study was to review intersection deficiencies and evaluate alternatives to improve traffic flow and safety and based on the study, Tetra Tech recommended that a roundabout be constructed at the Monroe Street and Erie Street intersection; and,

WHEREAS, Ordinance No. 13-2020, passed March 2, 2020, accepted the proposal of Tetra Tech to conduct a gap study supplement for the traffic study at the intersection of Erie Street and Monroe Street to include the intersection of Monroe Street and Olde Post Road at a cost of \$7,000; and,

WHEREAS, Resolution No. 8-2021, passed June 21, 2021, authorized the Mayor and Director of Finance to apply for Surface Transportation Block Grant ("STBG") funding for said project in the amount of \$2,861,950 towards the total estimated cost of the project of \$4,028,132; and,

WHEREAS, at the October 16, 2023 meeting of Sylvania City Council, the Administration was authorized to solicit Letters of Interest from consultants to provide engineering services for the design of a modern roundabout at the intersection of Erie Street and Monroe Street; and,

WHEREAS, the Director of Public Service, by report dated February 5, 2024, received Letters of Interest from two (2) engineering consultants and selected Tetra Tech as the most

highly qualified consultant for this project; and,

WHEREAS, the engineering services proposed include survey, preparation of construction plans and right-of-way plans, geotechnical engineering, public involvement coordination, landscape architecture and roundabout aesthetics; and,

WHEREAS, the Director of Public Service, by report dated February 5, 2024, has recommended that the proposal of Tetra Tech in the amount of \$474,500 for the professional engineering services relative to the Erie Street & Monroe Street Roundabout and Resurfacing Project be accepted and approved.

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

SECTION 1. That the proposal of Tetra Tech in the amount of Four Hundred Seventy-Four Thousand Five Hundred Dollars (\$474,500.00) for providing professional engineering services for the Erie Street & Monroe Street Roundabout and Resurfacing Project, is hereby approved and accepted.

SECTION 2. That the Director of Public Service shall promptly give notice to said engineers to proceed under the proposal hereby approved and accepted.

SECTION 3. That to provide funds for said engineering services hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-53613 – Erie Street Roundabout and Resurfacing**, the amount of Four Hundred Seventy-Four Thousand Five Hundred Dollars (\$474,500.00).

SECTION 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 5. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 6. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the City should provide for the engineering services for the Monroe Street and Erie

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

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2024, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date



January 23, 2024

Kevin G. Aller, P.E.
Director of Public Service
City of Sylvania
6730 Monroe Street, Suite 101
Sylvania, Ohio 43560

Attn: Mr. Joe Shaw, P.E., P.S., Deputy Director of Public Service

Re: Proposal for LUC-CR4-7.22 (Erie/Monroe) PID No. 116993

Dear Mr. Aller and Mr. Shaw:

Thank you for selecting our team for the Erie and Monroe Intersection Improvements project! We are looking forward to working with you and your staff on this exciting and important project. Our team includes DGL Consulting Engineers for surveying, R/W planning and traffic control plans; CT Consultants for geotechnical services; TRC for environmental services; EDGE for landscape architecture design, NE Roundabouts for roundabout peer reviews, and West Erie Realty for R/W acquisition. West Erie will be submitting a proposal directly to the City for R/W acquisition services, later in the design process, when the final R/W needs are determined.

Below is a breakdown of project understanding, project scope, project schedule, assumptions and compensation. Attached you will find a master cost spreadsheet printout that includes hourly breakdowns for each task, along with subconsultant costs for each task.

PROJECT UNDERSTANDING

This project involves the design of a modern roundabout at the intersection of Erie Street and Monroe Street and adding a left turn lane to the intersection of Olde Post Road and Monroe Street in the western part of City of Sylvania. Additionally, the project will include the planing and resurfacing of Erie Street from Centennial Road to Monroe Street - approximately 1.40 miles in length.

We had a scoping meeting with the City on December 11 to kick off the proposal development and to clarify proposed work, tasks, schedules, and assumptions for the price proposal. The following scope is based on our understanding:

PROJECT SCOPE

Subconsultant proposals are attached, and assumptions are included in the narrative section of the attached spreadsheets. This project will include the development of the following deliverables:



- Feasibility Study (memo format for up to three geometric alternatives)
- Public Meeting (to present two alternatives)
- Stage 1 Plans
- Preliminary R/W Plans
- Stage 2 Plans
- Final R/W Plans
- Stage 3 Plans
- Final Plans, Specifications and Estimate (PS&E)

Anticipated final PS&E sheets are as follows:

<u>Sheet Type</u>	<u>Estimated No. of Sheets</u>
➤ Title Sheet	1
➤ Schematic	1
➤ Typical Sections	2
➤ General Notes	2
➤ General Summary	1
➤ Maintenance of Traffic Notes and Detour Plan	3
➤ Sub-Summary Sheets	6
➤ Project Site Plan	1
➤ Plan & Profile Sheets (Erie Street)	3
➤ Plan & Profile Sheets (Monroe Street)	2
➤ Plan Only Resurfacing Sheets (doubled up windows)	10
➤ Geometric Plan/Curve and Line Data Tables	1
➤ Splitter Island/Curve and Line Data Tables	1
➤ Crown Details	1
➤ Cross Section Sheets (does not include the resurfacing areas)	10
➤ Signing and Pavement Marking Plans	6
➤ Lighting Plan and Notes	2
➤ Landscape Plans and Detail Sheets	4
➤ R/W Plans	TBD
Total =	xx +/-

**PROJECT SCHEDULE**

TASK	DATE
Authorization	Feb. 6, 2024
Survey, Traffic Counts, Geotech	Feb-April 2024
Feasibility Study	June 3, 2024
Public Meeting	Aug. 6, 2024
NEPA Start	Aug. 7, 2024
Stage 1 Plan Submittal	Dec. 2, 2024
Preliminary R/W Submittal	April 4, 2025
Stage 2 Plan Submittal	May 1, 2025
Final R/W Submittal	July 8, 2025
Environmental Approval	Aug. 8, 2025
Stage 3 Plan Submittal	Oct. 3, 2025
R/W Certification	July 3, 2026
Plan Package to District	Sept. 4, 2026
Plan Package to Central Office	Nov. 6, 2026
Sale	Jan. 8, 2027
Award	March 12, 2027
Begin construction	June 1, 2027
End construction	Oct. 1, 2027

ASSUMPTIONS

We assume that all required permit fees will be paid directly by the City of Sylvania and are not included in this proposal. As noted previously, West Erie Realty will be submitting a separate proposal to the City for Right-of-Way acquisition services at a later date. Bidding support is included in this proposal. As discussed in our scoping meeting, we will submit a separate proposal to the City, following the design and bidding, for construction phase support services.



TETRA TECH

COMPENSATION

Compensation for our personnel directly engaged in the work of this proposal will be based on cost plus fixed fee. We have estimated a budget of **\$474,500** for this project. If Tt anticipates that additional effort is required beyond the Base Scope and/or the "If Authorized" scope during the project, Tt will submit a written request to the City of Sylvania for authorization prior to performing any additional work. The agreement for this project is comprised of this proposal, attachments, and the Tt Standard Terms and Conditions (Tt ST&C).

We are looking forward to working with the City of Sylvania on this exciting project! Thank you again for giving us this opportunity!

Sincerely,

Andrew J. Langenderfer, P.E.
Senior Project Manager

Attachments: Price Proposal Form
Sub-consultant Price Proposals
Tt Standard Terms and Conditions

C: Mr. David Charville, P.E., Tetra Tech
Mr. Austin Dantin, P.E., Tetra Tech

PROPOSAL ACCEPTED BY (Mr. Craig A. Stough) _____
TITLE: Mayor **DATE** _____

PROPOSAL ACCEPTED BY (Mr. Toby Schroyer) _____
TITLE: Finance Director/Treasurer **DATE** _____



7a.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

February 5, 2024

To: The Mayor and Members of Sylvania City Council

Re: **Police Vehicle Purchase**

Dear Mr. Mayor and Council Members:

The Police Division is requesting authorization to purchase a used vehicle to become part of the non-road patrol portion of their fleet.

The vehicle is a 2021 Chevrolet Colorado pickup that would be purchased from Dave White Chevrolet for the price of \$32,086. This vehicle will be used for the pick up of oversized materials and equipment (bicycles, signs, etc.), out of town training sessions, multiple officer transport and Volunteer/Explorer transportation. This vehicle will replace an existing 2007 Chevrolet Tahoe, also on the agenda for sale/disposal.

This vehicle is included in the 2024 Capital Improvement Plan and will be purchased from 401-7110-53401. We ask for your approval to purchase a 2021 Chevrolet Colorado from Dave White Chevrolet in the amount of \$32,086.

Please call if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Kevin G. Aller".

Kevin G. Aller, P.E.

Director of Public Safety/Service

76.

ORDINANCE NO. 7-2024

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ACCEPT THE PROPOSAL OF DAVE WHITE CHEVROLET FOR THE PURCHASE OF ONE USED 2021 CHEVROLET COLORADO PICK-UP TRUCK FOR THE POLICE DIVISION; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$32,086; AND DECLARING AN EMERGENCY.

WHEREAS, funds were included and authorized in the 2024 budget for the replacement of a 2007 Chevrolet Tahoe in the Police Division; and,

WHEREAS, the Director of Public Safety, by report dated February 5, 2024, has received a proposal from Dave White Chevrolet to provide one used 2021 Chevrolet Colorado pick-up truck for a total cost of \$32,086 and has recommended approval of the proposal as this pricing meets the pricing established through the Ohio State Cooperative Purchasing Program.

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 the Director of Finance be, and they hereby are, authorized to sign the proposal of Dave White Chevrolet on behalf of this City, thereby indicating such approval and acceptance for the provision of one used 2021 Chevrolet Colorado pick-up truck for the Police Division, Department of Public Safety.

SECTION 2. That the Mayor and Director of Finance be, and hereby are, authorized and directed to sign any and all instruments and to do any and all things necessary to complete said purchase.

SECTION 3. That, upon receipt of delivery of said vehicle by the City of Sylvania, the Director of Finance is hereby authorized to issue his warrant or warrants in payment therefore from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7110-53401 – Vehicles - Police**, the sum of Thirty-Two Thousand Eighty-Six Dollars (\$32,086.00)

SECTION 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 5. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 6. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that proposal for said vehicle should be approved immediately so that the purchase can 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, _____, 2024, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

8

ORDINANCE NO. 8-2024

LEVYING A SPECIAL ASSESSMENT FOR THE ABATEMENT OF A PUBLIC NUISANCE LOCATED AT 5647 DELLBROOK DRIVE IN THE CITY OF SYLVANIA, OHIO, IN THE AMOUNT OF \$11,025.00; AND DECLARING AN EMERGENCY.

WHEREAS, in 2023, the Chief Building Official of the Lucas County Building Regulations Department, the Director of Public Service for the City of Sylvania, and the Sylvania Township Fire Department verified the existence of a public nuisance at 5647 Dellbrook Drive; and,

WHEREAS, upon the owner or any other party having an equitable interest in the property did fail or refuse to comply with the Order of the Director of Public Service and have the nuisance abated; and,

WHEREAS, Ordinance No. 90-2023, passed November 6, 2023, accepted the proposal of Klumm Bros. Landscaping, LLC to abate the nuisance at 5647 Dellbrook Drive at a cost of \$10,500; and,

WHEREAS, Section 1329.07 of the Sylvania Codified Ordinances allows the cost of the abatement to be levied as a special assessment against the property by Council, and certified to the Lucas County Auditor and collected as other assessments are collected by the City; and,

WHEREAS, the total cost of the abatement is \$11,025, which includes the cost of the demolition permit, and the costs of the sanitary and water service termination permits.

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

SECTION 1. The Director of Public Service for the City of Sylvania, the Sylvania Township Fire Department and the Chief Building Official of the Lucas County Building Regulations Department declared the structure located at 5647 Dellbrook Drive to be a public nuisance and had the nuisance abated in 2023 at the expense of the City of Sylvania in the amount of \$11,025.00.

SECTION 2. That the Clerk of Council be and she hereby is authorized and directed to certify to the Auditor of Lucas County, Ohio, the assessment herein made as provided by law to

be placed on the tax duplicate and collected as other taxes are collected.

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 proceedings to levy and certify the assessments herein provided are urgently required. 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, _____, 2024, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date



DEPARTMENT OF PUBLIC SERVICE
TIMOTHY S. BURNS, ZONING ADMINISTRATOR

Cost Breakdown - City Contracted Demolition

Location: 5647 Dellbrook Dr.

Condition: Dilapidated house with buckling walls and roof caving in. Lucas County Health Department, Sylvania Township Fire Department, and Lucas County Building Regulations considered a public danger.

City Action: Contracted Demolition.

Cost Associated:

Demolition Permit	\$25.00
Sanitary Kill Permit	\$250.00
Water Kill Permit (Pull Meter)	\$250.00
<u>Contracted Demolition, labor, hauling, filling and grading</u>	<u>\$10,500.00</u>
Total Cost of Demolition	\$11,025.00

City of Sylvania Sanitary Permit

Permit Charge	\$	0.00/250.00	Permit #	2-24
Connection Fees	\$	Deferred	Preparer Initials	JE Date 1-8-24
Project Reimbursement	\$	(City)	Project Name	
Project Interest	\$		Project Name	
Assessment Equivalent	\$		Project Name	
Cost Recovery Agreement	\$		Ordinance #	
Water Meter Charge	\$			
Other	\$			
Total Permit Fee \$		0.00/250.00	Tap	Repair
Calculated By		JE	Date	1-8-24
			Comments	Service Removal X

Provide service at the property located on: Lot # _____ Plat# _____

Service Address: 5647 Dellbrook

Subdivision: _____

for the purpose of and accordance with ordinance #106-77

This Property is Located:

- | | | | |
|---|--|-----|----|
| 1 | Inside the City of Sylvania corporation limits | Yes | No |
| 2 | Inside the City of Sylvania water service area | Yes | No |
| 3 | Currently Connected to a Public Water Main | Yes | No |

The source of water for this property is:

Public

Private

If private, arrangements must be made at the utility billing office for a water meter to be properly installed. Failure to do so will result in flat rate billing, currently 25,000 gallons per unit per 90 days

Number of Domestic Water Meters Including Sizes _____

Number of Units- Business, Residential or combination _____

I understand that the City of Sylvania offers a second meter program to more accurately determine sewer discharge and that in order to receive any discount on sewer charges a second meter must be installed.

X Timothy S. Burns - City of Sylvania
Permit Purchaser Signature Zoning Administrator

Permit Purchaser Information to be PRINTED by applicant

Name: Timothy S. Burns - COS Zoning
Address: 6770 Monroe St
City: Sylvania State: OH Zip: 43560
Phone: _____ Work: 419-225-2948

Arrangements for inspection must be made by the calling the utility office at 419-885-8950 at least 24 hours prior to the start of work

Office Use Only	Permission to perform the necessary work in connection with this permit is granted to:
	License # _____
I have inspected the connection, tap, etc, and certify same to be in accord with ordinance # 106-77	
Inspectors Name: _____	Date: _____
If private sewage disposal facilities are abandoned with this permit, the lucas county health dept. was notified at 419-213-4100 on this date _____ By _____	

City of Sylvania Water Permit

Permit Charge	\$ 0.00 / 250.00	Permit #	2-24
Assessment Equivalent	\$	Date	1-8-24
Cost Recovery Agreement	\$	Preparer Initials	JK
Project Reimbursement	\$	Ordinance #	
Project Interest	\$	Project Name	
Other	\$	Project Name	
Total Permit Fee	\$ 0.00 Deferred Cost	*Standard Permit	
		**Water Service Removal	X
Calculated By	JK	Date	1-8-24

Permission is hereby granted to tap the water main for the purpose of and in accordance with ordinance # 74-79 in order to provide water service to the property located on:

Subdivision _____

Lot # _____ Plat# _____
Service Address 5047 DELLBROOK

*Standard Permit Includes: One 1" tap, one 3/4" meter inlet valve, one 5/8" water meter and one 3/4" backflow device. The City of Sylvania will tap the water main and install 1" type K copper to a shut off valve located in the Right of Way within 6' of the property line.

**City of Sylvania personnel must be present for any water service removal. If more than 8 hours of inspection is necessary additional hours will be invoiced to the permit purchaser below.

***Other Permit Includes _____

General Info:

It's the responsibility of the property owner to install type K copper of the specified diameter from the approved meter location to the shut off valve or designated location in the right of way. The entire line must be installed at least 4' deeper than the finished ground grade. The city will inspect the installation and make the connection in the right of way. (Water Tap Info)

Inspection:

Arrangements for inspection must be made with the utility office at 419-885-8950 at least 24 hours prior to start of work. (Inspection necessary for both taps and service removal)

Permit Purchaser Information (Printed by Applicant)

Name	<u>Tommy S. Burrows</u>		
Address	<u>6730 MONROE ST</u>		
City	<u>Sylvania</u>	State	<u>OH</u>
		Zip	<u>43560</u>

I have read, understand, and agree to comply with the above. I also acknowledge receipt of () water meter assembly (s).

<u>Tommy S. Burrows</u>	City of Sylvania
signature of purchaser	Home Phone _____
<u>Zanny Administrator</u>	Work Phone _____

For Office Only

Completion Date:	_____	Other:	_____
Activation Date:	_____		_____
Account Number:	_____		_____

CITY OF SYLVANIA - DEMOLITION PERMIT

Date 1/8/2024

Permit No. 6-2024

No Zoning Certificate for demolition of any structure in Sylvania constructed more than sixty-five (65) years prior to the request for Zoning Certificate for demolition shall be issued without the owner first posting on the exterior of the structure a sign stating the intent to demolish the premises thirty days prior to the commencement of demolition. The 30-day period shall commence as of the later of the time of posting or thirty days from the date of application. During the 30-day period, the owner shall permit the Sylvania Historical Society, of a similar historic preservation organization, access to the structure to map, photograph, measure or otherwise preserve the history of said structure.

This section shall not apply if immediate demolition is required for the preservation of public health, safety and welfare or if the Mayor should determine that the property is of no historical significance.

WE, the undersigned, owners or their representatives, of the following described property, do hereby apply to you for a Certificate of Zoning and for such use, based on the information hereinafter set out.

Street Address: 5647 Pelbrook

Legal Description: Belaire Plat 2 Lot 16

Property Zoned: R-2

Demolition of Existing: House + Accessory Building

Please Read and Initial - Other Conditions or Comments: All utilities MUST be disconnected before the structure is torn down. The Contractor must notify all utilities and OUPS (Ohio Utility Protection Services) prior to disconnection of services. The Contractor is responsible for having a city Inspector present when the water and sewer are disconnected. A contractor must be licensed by the City of Sylvania to work on any sewer connected with the public sewers in the city.

Initial Here: TSB

Owner's Name: Carol A Joseph

Submitted by (Owner or Agent): Timothy S. Burns (Zoning Administrator - City of Sylvania)
(Individual or Company)

Address: 6730 Monroeville St
(Street, City, State, Zip Code)

Email: tburns@City of Sylvania Telephone Number: 419 885-8948

Applicant's Signature: Timothy S. Burns Date: 1/8/2024

- Council Approved

☐ Posted 30 Days Required
☐ Historical Society Notified

Approval - Utility Department _____ Date _____

Issued by: Zoning Administrator _____ Date issued _____

Any certificate issued upon a false statement of any fact which is material to the issuances hereof shall be void.

Permit Fee \$ 25.00 N/A

DIFFERENTIAL COST \$25.00
Rev. 1/2015

Klumm Bros Landscaping LLC
P.O. Box 163
Swanton, OH 43558
(419) 829-3166
office@klummbros.com
www.KlummBros.com

Invoice

**BILL TO**

City of Sylvania
Zoning Office
6730 Monroe St
Sylvania, OH 43560

SHIP TO

City of Sylvania
Zoning Office
5647 Dellbrook
Sylvania, OH 43560

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
081974	01/09/2024	\$10,500.00	02/08/2024	Net 30	

SALES REP 1
JPasienza

PO NUMBER
65158

DESCRIPTION	QTY	RATE	AMOUNT
01/09/2024			
Demolition and Disposal of existing house located at 5647 Dellbrook Sylvania OH. 43560 - includes removal of foundation, footers and backfilling to existing grade.	1	10,500.00	10,500.00
*TOTAL DOES NOT INCLUDE ANY PERMIT FEES, IN WHICH WILL BE ADDED TO TOTAL PRICE	1	0.00	0.00
Unless otherwise stated above the following applies:	1	0.00	0.00T
**Excludes Utility disconnects and kills regarding electric and gas - property owner to have services terminated and removed for demolition			
***Property owner to have water services terminated and meter removed prior to demolition			
***Excludes any and all abandonment of well and septic			
*** Excludes any and all private lines and utility kills			
**If any excluded utility kills and abandonments are performed by Klumm Bros additional charges may occur for permits and removal			
*Excludes Environmental survey and abatement if required	1	0.00	0.00T
*** All scrap removal will be retained by Klumm Bros and becomes Klumm Bros property	1	0.00	0.00T

Contact Klumm Bros Landscaping LLC to pay.

***PLEASE NOTICE: Updated 2023 Pricing will take effect February 01, 2023.
If you have not yet received a copy of our pricing, please keep an eye on your email and/or mailbox or call our office at (419) 829-3166 to request a copy***

SUBTOTAL	10,500.00
TAX (0%)	0.00
TOTAL	10,500.00
BALANCE DUE	\$10,500.00



9a.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

February 5, 2024

To: The Mayor and Members of Sylvania City Council

Re: **OAKLAND COURT IMPROVEMENTS**

Dear Mr. Mayor and Council Members:

We received seven (7) bids on January 29, 2024 for the above referenced project. The lowest bid was submitted by Salenbien Trucking and Excavating, Inc. from Dundee, Michigan. Their bid of \$417,305.75 was approximately 24.1% under the Engineer's Estimate of \$549,654.

Salenbien Trucking and Excavating, Inc. last performed work for the City in 2021 on the Cushman Road Improvements project and in 2016 on the Municipal Court Parking Lot Expansion & Resurfacing Project. Salenbien is well versed in municipal improvement projects similar in scope to the work required on this project.

Therefore, it is our recommendation that the contract be awarded to Salenbien Trucking and Excavating, Inc., in the amount of \$417,305.75 using account 401-7610-53695.

Please call if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin G. Aller".

Kevin G. Aller, P.E.

Director of Public Service

9b.

ORDINANCE NO. 9-2024

ACCEPTING THE BID OF SALENBIEN TRUCKING AND EXCAVATING, INC. AND AWARDING THE CONTRACT FOR THE OAKLAND COURT IMPROVEMENT PROJECT TO SAME; AUTHORIZING THE EXPENDITURE FOR THE IMPROVEMENTS IN THE AMOUNT OF \$417,305.75; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, plans for the Oakland Court Improvement Project have been completed and are now on file with the Clerk of this Council; and,

WHEREAS, the Clerk of Council was authorized to advertise for bids at the December 18, 2023 meeting of Sylvania City Council and thereafter the Clerk advertised for bids, and the bids were opened on January 29, 2024, and thereafter, the Director of Public Service, by report dated February 5, 2024, stated that the engineer's estimate for the Oakland Court Improvement Project was \$549,654 and the following bids were received:

<u>BIDDERS</u>	<u>BID PRICE</u>
Salenbien Trucking & Excavating	\$417,305.75
Crestline Paving	482,796.00
Edward Kelly & Sons	493,639.00
E.R. Zeiler Excavating	501,025.50
Helms & Sons	520,791.75
Ohio Excavating	538,364.00
Geddis Paving & Excavating	597,081.28

WHEREAS, the seven (7) bids offered by the above bidders meet all of the City's specifications and the Director of Public Service, by report dated February 5, 2024, has recommended acceptance of the lowest and best bid of Salenbien Trucking & Excavating, Inc. and that the contract for the Oakland Court Improvement Project be awarded to same.

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

SECTION 1. That the bid of Salenbien Trucking & Excavating, Inc., Dundee, Michigan for said Oakland Court Improvement Project, in the amount of Four Hundred Seventeen Thousand Three Hundred Five and 75/100 Dollars (\$417,305.75), is hereby determined to be the lowest and best bid received and the same is hereby accepted.

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

SECTION 3. That to provide funds for said improvements hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-53595- Main Street – Ten Mile to Convent/Oakland Court**, the total sum of Four Hundred Seventeen Thousand Three Hundred Five and 75/100 Dollars (\$417,305.75).

SECTION 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 5. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 6. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the bid of Salenbien Trucking & Excavating, Inc. should be accepted immediately so as to provide for the commencement of the Oakland Court Improvement Project at the earliest possible time. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to

Council, it shall take effect and be in force immediately upon its passage and approval by the

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

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2024, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date



10a.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

February 5, 2024

To: The Mayor and Members of Sylvania City Council

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

Dear Mr. Mayor and Council Members:

We received two (2) bids on January 29, 2024 for the above referenced project. The lowest bid was submitted by Geddis Paving and Excavating, Inc. from Toledo, Ohio. Their bid of \$1,057,497.40 was approximately 1.0% over the Engineer's Estimate of \$1,047,061.

Geddis Paving and Excavating, Inc. last performed work for the City in 2015 on the successful Harroun Community Park Storm Water Demonstration project. They were also awarded the Balfour Road Waterline Improvements & Resurfacing project work earlier this year at the January 2nd City Council meeting (Ord. 1-2024).

Geddis Paving and Excavating, Inc. is well versed in municipal improvement projects similar in scope to the work required on this project.

Therefore, it is our recommendation that the contract be awarded to Geddis Paving and Excavating, Inc., in the amount of \$1,057,497.40 using account 401-7610-53595.

Please call if you have any questions.

Sincerely,

Kevin G. Aller, P.E.

Director of Public Service

10b.

ORDINANCE NO. 10-2024

ACCEPTING THE BID OF GEDDIS PAVING AND EXCAVATING, INC. AND AWARDING THE CONTRACT FOR THE MAIN STREET RECONSTRUCTION PROJECT TO SAME; AUTHORIZING THE EXPENDITURE FOR THE IMPROVEMENTS IN THE AMOUNT OF \$1,057,497.40; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, plans for the Main Street Reconstruction Project have been completed and are now on file with the Clerk of this Council; and,

WHEREAS, the Clerk of Council was authorized to advertise for bids at the December 18, 2023 meeting of Sylvania City Council and thereafter the Clerk advertised for bids, and the bids were opened on January 29, 2024, and thereafter, the Director of Public Service, by report dated February 5, 2024, stated that the engineer's estimate for the Main Street Reconstruction Project was \$1,047,061 and the following bids were received:

<u>BIDDERS</u>	<u>BID PRICE</u>
Geddis Paving & Excavating	\$1,057,497.40
Helms & Sons	1,072,830.75

WHEREAS, the two (2) bids offered by the above bidders meet all of the City's specifications and the Director of Public Service, by report dated February 5, 2024, has recommended acceptance of the lowest and best bid of Geddis Paving & Excavating, Inc. and that the contract for the Main Street Reconstruction Project be awarded to same.

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

SECTION 1. That the bid of Geddis Paving & Excavating, Inc., Toledo, Ohio for said Main Street Reconstruction Project, in the amount of One Million Fifty-Seven Thousand Four Hundred Ninety-Seven and 40/100 Dollars (\$1,057,497.40), is hereby determined to be the lowest and best bid received and the same is hereby accepted.

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

SECTION 3. That to provide funds for said improvements hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-53595- Main Street – Ten Mile to Convent/Oakland Court**, the total sum of One Million Fifty-Seven Thousand Four Hundred Ninety-Seven and 40/100 Dollars (\$1,057,497.40).

SECTION 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 5. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 6. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the bid of Geddis Paving & Excavating, Inc. should be accepted immediately so as to provide for the commencement of the Oakland Court Improvement Project at the earliest possible time. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2024, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

11a.

February 2, 2024

MEMO

To: Mayor Stough and City Council
Fm: Bill Sanford
Re: Certified Autism Center

The City of Sylvania is interested in becoming a Certified Autism Center. This legislation begins the process for the City of Sylvania.

We need to show that 80% of our employees who deal with the public face to face will go through specific training that will ensure that they have the knowledge and skills to better understand and are then able to communicate with autistic individuals.

The training will cover an overview of Autism, basic safety, sensory impacts, accessibility needs, communication and caregiver perspective.

All of our police officers will need to be certified and other employees, or a total of at least 65 staff members. The certification will last for two years.

The IBCCES (International Board of Credentialing and Continuing Education Standards) handles the certification process.

The Sylvania Fire Department will also be going through this certification, but will be handled administratively by the Township.

Please let me know if you have any questions.

1/b.

ORDINANCE NO. 11-2024

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ACCEPT THE PROPOSAL OF THE INTERNATIONAL BOARD OF CREDENTIALING AND CONTINUING EDUCATION STANDARDS TO PROVIDE TRAINING TO CITY EMPLOYEES IN ORDER TO DESIGNATE THE CITY OF SYLVANIA A CERTIFIED AUTISM CENTER; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$5,190; AND DECLARING AN EMERGENCY.

WHEREAS, the Economic Development Director has received a proposal from the International Board of Credentialing and Continuing Education to provide training to City Employees in order to meet the requirements to designate the City of Sylvania a Certified Autism Center; and,

WHEREAS, the International Board of Credentialing and Continuing Education will provide all the necessary training required to designate the City of Sylvania as a Certified Autism Center at a cost of \$5,190.

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 the Director of Finance be, and they hereby are, authorized to sign the proposal of International Board of Credentialing and Continuing Education on behalf of this City, thereby indicating such approval and acceptance for the provision of training to City employees to designate the City of Sylvania a Certified Autism Center.

SECTION 2. That the Director of Finance is hereby authorized to issue his warrant or warrants in payment therefore from the **GENERAL FUND** from funds therein not heretofore appropriated to **Account No. 110-7710-52160 – Conferences and Conventions**, the sum of Five Thousand One Hundred Ninety Dollars (\$5,190.00)

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

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

SECTION 5. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that proposal for said training designating the City of Sylvania a Certified Autism Center should be approved immediately so that the training and designation can

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, _____, 2024, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

FUN IS FOR EVERYONE

The Impact and Benefits of Becoming a Certified Autism Center

Attractions, resorts, and entertainment venues are exciting places that can provide a great way for families and individuals to have fun and create memories – research has shown that engaging in stimulating activities such as travel, animals, water interaction, and outdoor play can even be therapeutic for autistic children and individuals. However, there are things your team can do to be able to better welcome ALL visitors. **That's why your organization is partnering with IBCCES to become a Certified Autism Center, to better welcome autistic and sensory-sensitive guests.** Below is more information on how this will impact you, your team, and the families and individuals you serve.

IMPACT

1 in 6 people have a sensory need

1 in 36 children diagnosed with autism

32 Million trips are taken annually by travelers with special needs

Millions of adults are in the spectrum

What Does It Mean to Become a Certified Autism Center

A Certified Autism Center (CAC) has completed training for at least 80% of their staff. This autism sensitivity and awareness training ensures team members have the knowledge and skills to better understand and communicate with autistic individuals or those who may have sensory sensitivities. Many Certified Autism Centers also undergo an onsite review by IBCCES experts to provide additional resources such as sensory guides and other accommodations.

BENEFITS TO YOUR ORGANIZATION

Other locations have seen the following results after becoming certified

- Increase in bookings and attendance
- Increase in media attention and social media engagement
- Increased guest trust and satisfaction
- Increased employee confidence and morale

As part of this process, you will receive training on:

- ☒ Autism Overview
- ☒ Basic Safety
- ☒ Sensory Impacts
- ☒ Accessibility Needs
- ☒ Communication
- ☒ Parent/Caregiver Perspective



WHAT IT MEANS TO FAMILIES

"When we can find a place that is educated and supportive of neurodiversity, not only do we immediately become loyal customers, we tell all our fellow moms who also have disabled children. Word of mouth is huge in the disability community."

"Any assistance we get as parents to help make it less stressful is something we can't even begin to express how appreciative we are for it."

You can't always tell someone's autistic by looking at them...there are more of us than you think & we're looking for "safe" and welcoming places to visit.

Who is your training and certification organization, IBCCES?

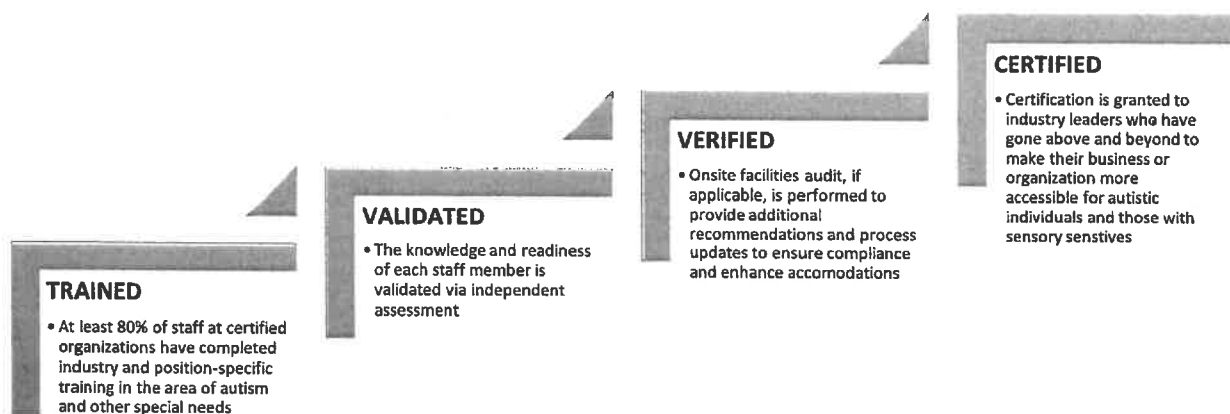
The International Board of Credentialing and Continuing Education Standards (IBCCES) was established in 2001 to meet the training and credentialing needs of professionals who work with individuals with autism and cognitive disorders. IBCCES provides these programs in more than 87 countries to healthcare, education, hospitality, corporate, and public safety professionals to help ensure better experiences and outcomes for autistic and neurodivergent individuals.

IBCCES

Not for distribution outside your organization



WHAT ARE THE IBCCES CERTIFICATION REQUIREMENTS?



FREQUENTLY ASKED QUESTIONS

What is a Certified Autism Center?

The Certified Autism Center™ credential requires IBCCES training and certification of at least 80% of public-facing staff in autism and sensory differences. The goal is to better prepare and equip staff to provide service and experiences to all, including autistic and sensory-sensitive individuals. The process may also include an onsite review, as well as other support and guidance. The certification must be renewed every 2 years with updated training provided for staff at each certified organization.



Who is IBCCES?

IBCCES is an independent credentialing organization that was founded in 2001 with the goal of providing specialized training and certification to professionals working with autistic individuals and individuals with other cognitive differences. IBCCES is a leader in the training and certification for cognitive disorders, including autism and other neurodivergencies. We work in more than 85 countries across the globe.

- We work with an advisory board of clinical specialists and subject matter experts, as well as autistic and neurodivergent self-advocates. This advisory board provides guidance and participates in creating the training content for our certifications which is evidence-based and promotes best practices from experts in multiple disciplines.
- IBCCES does not believe there is a "one size fits all" approach and thus brings together expertise and learnings from multiple disciplines such as psychology, neurology, special education, and more, along with the lived experience and viewpoints of neurodivergent individuals themselves.

What does it mean when an individual has been trained as part of the CAC process?

IBCCES offers industry and position-specific training, as well as individual professional credentials. Depending on an individual's position within an organization, their training may have focused on guest service in a recreational space and building empathy and understanding of what neurodivergent visitors may need, or it may have been more extensive (up to 14 credit hours) and include specific techniques and strategies for professionals working within educational or healthcare environments, or specific to scenarios law enforcement or first responders may encounter.

- The credentials and training are meant to supplement or build upon existing departmental and organizational regulations and rules, particularly in a safety or healthcare setting where professional protocols for individual health and safety are already in existence.
- All staff that complete training through IBCCES complete a competency exam specific to their training program to ensure comprehension.

What are staff at CACs being trained to do?

The training and certification provided by IBCCES are specific to industry and position.

- Staff are trained to better understand what autism is (and isn't), how to empathize and understand how autistic and sensory sensitive individuals experience the world, communicate more effectively, and be aware of common sensitivities.

Why become a CAC?

The purpose of the training and certification programs offered by IBCCES are to ultimately improve the experience and outcomes for autistic individuals and those with other related disorders.

- The focus is on building understanding and empathy, as well as improving processes and options for individuals with these needs, and ensuring staff have appropriate tools and strategies when engaging with a neurodiverse population.
- With one out of six people having a sensory disorder or sensitivity, one out of 36 children in the US are diagnosed with autism, and millions of children and adults that are on the autism spectrum but not included in those formal diagnosis rates, the need has never been greater.

ORDINANCE NO. 12 - 2024

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO AN AGREEMENT ON BEHALF OF THE CITY OF SYLVANIA BETWEEN THE CITY OF SYLVANIA AND THE BOARD OF LUCAS COUNTY COMMISSIONERS FOR THE SUBURBAN COURT SERVICES PROGRAM; AGREEING TO PARTICIPATE IN FUNDING A PORTION OF THE LOCAL SHARE FOR SUBURBAN COURTS' SERVICES; APPROPRIATING \$25,000 THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 169-97 approved the application by the Suburban Court Services to the Victims of Crime Assistance (hereinafter "VOCA") grant and authorized the City of Sylvania to share one-third of the 25% match required by the grant; and,

WHEREAS, said Ordinance authorized the expenditure of up to \$12,622.00 for Sylvania's local share of this grant; and,

WHEREAS, Ordinance No. 56-99, passed May 17, 1999, approved the Suburban Court Services grant application for federal funds under the Victims of Crime Act ("VOCA") through the office of the Ohio Attorney General's Office and agreed to participate in funding a portion of the local share up to \$15,056.34 for Sylvania's share of this grant; and,

WHEREAS, by Ordinance No. 17-2001, passed February 20, 2001, the City of Sylvania agreed to participate in a portion of the local share funding of Suburban Court Services which portion of funding increased to \$36,568.14 for the year 2001 due to the expiration of funding through the Byrne Memorial Grant and also included a three percent per year increase over the duration of the Agreement through September 30, 2003; and,

WHEREAS, by Ordinance No. 25-2004, passed March 15, 2004, the City of Sylvania agreed to participate in a portion of the local share funding of Suburban Court Services from October 1, 2003 through September 30, 2004 in the amount of \$38,795.14; and,

WHEREAS, by Ordinance No. 94-2004, passed November 15, 2004, the City of Sylvania

agreed to participate in a portion of the local share funding of Suburban Court Services from October 1, 2004 through September 30, 2005 in the amount of \$38,795.14; and,

WHEREAS, by Ordinance No. 97-2006, passed October 2, 2006, the City of Sylvania agreed to participate in a portion of the local share funding of Suburban Court Services from October 1, 2006 through September 30, 2007 in the amount of \$9,635.00, which price decrease was a result of the City now providing office space and supplies; and,

WHEREAS, by Ordinance No. 33-2008, passed April 7, 2008, the City of Sylvania agreed to participate in a portion of the local share funding of Suburban Court Services from October 1, 2007 through September 30, 2008 in the amount of \$25,000; and,

WHEREAS, since 2008, the City of Sylvania has participated in a portion of the local share funding of Suburban Court Services in the amount of \$25,000; and,

WHEREAS, the City of Sylvania has received a request for funding Suburban Court Services in the amount of \$25,000.00 for October 1, 2023 through September 30, 2024.

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

SECTION 1. That City of Sylvania hereby agrees to participate in funding a portion of the local share in an amount of not to exceed Twenty-Five Thousand Dollars (\$25,000.00) for the year October 1, 2023 – September 30, 2024.

SECTION 2. That the Mayor and Director of Finance be, and they hereby are, authorized to evidence such approval and agreement by signing such documents as may be necessary and the Clerk of this Council is hereby authorized and directed to certify a copy of this Ordinance and provide such certified copy to Judge Bonfiglio.

SECTION 3. That to provide funds for said services hereby authorized, there is hereby appropriated from the **GENERAL FUND** from funds therein not heretofore appropriated to **Account**

No. 110-7740-51295 - LCCPC Board Services the total sum of Twenty-Five Thousand Dollars (\$25,000.00).

SECTION 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this

Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 5. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 6. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that funding for Suburban Court Services should be provided for 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, _____, 2024, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

**AGREEMENT BETWEEN THE CITY OF SYLVANIA AND
THE BOARD OF LUCAS COUNTY COMMISSIONERS
FOR THE SUBURBAN COURT SERVICES PROGRAM**

This agreement executed this ____ day of January, 2024 by and between the City of Sylvania, Ohio and the Board of Lucas County Commissioners (Lucas County), political subdivisions of the State of Ohio.

WHEREAS, since 1997 the parties have participated in the Suburban Court Services Program which provides victim advocacy services to victims and witnesses of misdemeanor crimes in the participating courts; and,

WHEREAS, all parties desire to continue the Suburban Court Services Program;

NOW, THEREFORE, the parties to this contract agree to the following terms and conditions:

1. The Board of Lucas County Commissioners shall administer the program through the Lucas County Prosecutor's Office.
2. Subject to the provisions of paragraph 5, the term of the Suburban Court Services Program shall be from October 1, 2023 through September 30, 2024, coinciding with the funding from the Victims of Crime Act.
3. The City of Sylvania shall pay the Board of Lucas County Commissioners the sum of \$25,000 to be used as matching dollars for the VOCA grant and for the use of the services of the program during the contract period.
4. The matching dollars needed are to coincide with a federal funding period which is October 1, 2023 through September 30, 2024.
5. Lucas County may cancel or modify this agreement, without prior notification, if there is a termination or change in the amount of funding from the Victims of Crime Act. Lucas County may cancel the agreement, after having given the other parties 60 days written notice. A municipality may terminate its participation in this agreement, after having given the other parties 60 days written notice.

IN WITNESS WHEREOF, this contract has been executed by the parties as of the day and year first written above. This contract contains two (2) pages.

LUCAS COUNTY BOARD OF COMMISSIONERS

Date _____

Commissioner Gerken

Commissioner Sobecki

Commissioner Lopez

Approved as to form:

Assistant Prosecuting Attorney

CITY OF SYLVANIA

Date _____

Mayor

Approved as to form:

Finance Director

Law Director

Judge of the Municipal Court



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DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

February 5, 2024

To: The Mayor and Members of Sylvania City Council

Re: **LUC-CR 73-5.43 (PID 118134)**

Dear Mr. Mayor and Council Members:

The bidding documents for the above referenced projects are complete.

The scope of work includes milling and resurfacing McCord Road from Sylvania Avenue to Brint Road including new pavement markings.

The estimated construction cost is \$706,874 of which \$159,047 is being funded by an Ohio Public Works Commission (OPWC) grant and \$500,000 is being funded by a Surface Transportation Block Grant (STBG) through the Ohio Department of Transportation. The anticipated local share is \$47,827.

This is a programmed capital improvement expense for 2024 utilizing fund account 401-7610-53614. The Service Department will advertise for bids beginning on February 26, 2024 with an opening scheduled for March 18, 2024. Construction is scheduled to occur anytime June 1 thru August 15 to best align with the McCord Junior High summer break.

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

Sincerely,

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



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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 

Date: 2/5/2024

Re: Obsolete Equipment

Council Members,

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

SPD: Chevy Tahoe 2007 4x4 Vin #1GNFK03047R414542

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.



SYLVANIA OHIO | DIVISION OF TAXATION
CHRISTY M. ORDORICA, COMMISSIONER

6730 MONROE STREET SYLVANIA, OHIO 43560
419.885.8940 FAX 419.885.3442

A

Fourth Quarter Management Report

Key Statistics:	2023	2022
Number of tax returns processed	1734	2108
Number of e-filed returns	5	4
Gross Receipts	\$2821603.94	\$2615797.69
Number of withholding payments processed	4341	4179
Number of online payments	71	101
Number of refunds processed	59	79
Delinquent totals	\$1099535.54	\$1049496.75
Amount of money received from collection	\$5532.96	\$3272.56
Number of accounts turned over for collection	0	0

Items of Special Interest:

The fourth quarter is a time to prepare for the upcoming tax season. During this time, tax forms are updated for the upcoming tax year and updates are made and tested in the e-file tool.

The refuse process was begun in the fourth quarter and will be complete in the first quarter of 2024.

The office ended the year with a vacant position after the departure of Angel Carlo. We were able to hire Dave Atkinson, who was previously employed with the City of Perrysburg Tax Office for 20 years. Dave will be a great asset to our office.

Respectfully submitted,

Christy M. Ordorica
Commissioner of Taxation

Division of Vehicle Maintenance
Fourth Quarter 2023

Key Statistics

No. of vehicles serviced and repaired:

This Quarter	84
Last Quarter	68

	<u>Unit count</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Misc</u>
<u>Fleet Condition:</u>				
<u>SPD:</u> Good, routine maint.	40	\$1,842.00	\$2,790.00	\$7,855.00
<u>Streets:</u> Good, routine maint.	24	\$14,364.00	\$5,340.00	\$550.00
<u>Water:</u> Good, routine maint.	7	\$2,785.00	\$360.00	\$0.00
<u>Sewer:</u> Good, routine maint.	8	\$251.00	\$690.00	\$2,862.00
<u>Parks:</u> Good, routine maint.	5	\$1,093.00	\$930.00	\$1,099.00
<u>Other Depts:</u> Good, routine Maint.				
<u>Totals</u>	84	\$20,335.00	\$10,110.00	\$12,366.00

Misc Repairs (sublet):

Total Vehicle Maintenance cost: **\$42,811.00**

First Quarter 2024: 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
1/8/2024