

Sylvania City Council

April 1, 2024

7:00 p.m. Public Hearing

Proposed Ordinance No. 26-2024, Amending Part 11-Planning & Zoning Code

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. Frye.
3. Additions to the agenda.
4. Approval of the Council meeting minutes from March 18, 2024.
5. Report of Public Hearing on Proposed Ordinance No. 26-2024, Amending Part Eleven-Planning & Zoning Code of the Sylvania Codified Ordinances, 1979, as amended.
6. Bentbrook Rd., Burgess Dr., & Lynnhaven Dr. Resurfacing Project.
 - a. Service Director's letter on bid award.
 - b. Proposed Ordinance No. 53-2024, Accepting the bid of Bowers Asphalt and Paving Inc. and awarding the contract bid for this project to same.
7. McCord Rd. Resurfacing Project.
 - a. Service Director's letter on bid award.
 - b. Proposed Ordinance No. 54-2024, Accepting the bid of Henry W. Bergman, Inc. and awarding the contract bid for this project to same.
8. Balfour Rd. Waterline Improvements & Resurfacing Project.
 - a. Service Director's letter on Change Order No. 1.
 - b. Proposed Ordinance No. 55-2024, Authorizing the Mayor and Director of Finance to approve Change Order No. 1 to this City's agreement with Geddis Paving & Excavating, Inc. for this project.
9. Main St. & Convent Blvd. Reconstruction & Roundabout Project.
 - a. Service Director's letter on proposal approval.
 - b. Proposed Ordinance No. 56-2024, Accepting the proposal of Tetra Tech to provide a construction cost estimate for this project.
10. Ten Mile Creek/Ottawa River Maintenance Petition #1053.
 - a. Service Director's letter on petition.
 - b. Proposed Ordinance No. 57-2024, Declaring the intent of the City of Sylvania to assume and pay assessments for the Ten Mile Creek/Ottawa River Ditch Petition #1053; authorizing the Mayor and Director of Finance to notify the Joint Board of Fulton and Lucas County Commissioners of such intent.

11. 4827 Holland-Sylvania Rd. – Right-of-Way Dedication Plat.
 - a. Service Director’s letter on proposal approval.
 - b. Proposed Ordinance No. 58-2024, Accepting the proposal of DGL Consulting Engineers, LLC to provide professional surveying services for this project.

12. Proposed Ordinance No. 59-2024, Authorizing the Mayor and Director of Finance to enter into a Customer Supply Agreement with Archer Energy for the provision of natural gas to residential and small commercial customers within the City of Sylvania beginning in October, 2024.

13. Approval of Service Department’s 2004 Chevy Impala to be offered for auction on GovDeals.com.

14. Committee reports.

15. Committee referrals.

INFORMATION

NONE

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The Council of the City of Sylvania, Ohio met in regular session on March 18, 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 Mrs. Westphal.

Pledge of
Allegiance.

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

Additions to the agenda: none.

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

Agenda approval.

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

Mr. Frye presented the March 4, 2024 regular meeting minutes. Mr. Frye moved, Mr. Hansen seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of March 4, 2024 be approved; roll call vote being: Haynam, Hansen, Frye, McCann, Richardson, Westphal, Stough; (7) yeas; (0) nays. The motion carried.

Approval of the
March 4, 2024
Meeting minutes.

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

Mayor Stough presented a proclamation to Anita Schuller for the Sylvania American Cancer Society Discovery Shop.

Proclamation
presentation to
the Discovery
Shop.

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

Judge Michael Bonfiglio gave a brief explanation on the request stated in proposed Ordinance No. 40-2024. Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 40-2024, a written copy of same having been previously furnished to each member of Council, "Revising the Administrative, Departmental and Divisional Organization of the City and the Codified Ordinances thereof by amending Sylvania Codified Ordinance Section 139.03 – Definition and Adoption of the Compensation Plan to create a "Senior Probation Officer" position; and declaring an emergency."; Mrs. Westphal moved, Mr. Haynam seconded for passage of Ordinance No. 40-2024 as an emergency measure; roll call vote being: Hansen, Stough, Haynam, Frye, McCann, Richardson, Westphal; (7) yeas; (0) nays. The motion carried.

Ordinance No.
40-2024, "...
Senior Probation
Officer
Position..."

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

Service Director's letter on Work Agreements was placed on file. Mr. McCann presented and read aloud by title only, proposed Ordinance No. 41-2024, a written copy

Ordinance No.
41-2024, "...
Tree Removal

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of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to enter into a Work Agreement for Tree Removal with Randy S. Hall relative to the Balfour Road Waterline Improvements and Resurfacing Project; appropriating funds therefore; and declaring an emergency.”; Mr. McCann moved, Ms. Stough seconded for passage of Ordinance No. 41-2024 as an emergency measure; roll call vote being: Stough, Haynam, McCann, Westphal, Hansen, Richardson, Frye; (7) yeas; (0) nays. The motion carried.

Randy Hall...
Balfour Rd
Waterline
Project...”

Mr. McCann presented and read aloud by title only, proposed Ordinance No. 42-2024, a written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to enter into a Work Agreement for Tree Removal with Stefanie N. Vine relative to the Balfour Road Waterline Improvements and Resurfacing Project; appropriating funds therefore; and declaring an emergency.”; Mr. McCann moved, Mrs. Westphal seconded for passage of Ordinance No. 42-2024 as an emergency measure; roll call vote being: Frye, Haynam, McCann, Westphal, Stough, Hansen, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No.
42-2024, “...
Tree Removal
Stefanie Vine...
Balfour Rd
Waterline
Project...”

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

Service Director’s letter requesting right-of-way acquisition approval was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 43-2024, a written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to enter into a purchase agreement with Hall Family Ventures, LLC for the Monroe Street Traffic Signal Improvements Project; dedicating the same for public purposes; appropriating funds therefore in the amount of \$2,220; and declaring an emergency.”; Mr. Richardson moved, Mr. Haynam seconded for passage of Ordinance No. 43-2024 as an emergency measure; roll call vote being: Stough, Hansen, Haynam, McCann, Westphal, Richardson, Frye; (7) yeas; (0) nays. The motion carried.

Ordinance No.
43-2024, “...
ROW...Hall
Family
Ventures...
Monroe Traffic
Signal...”

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

Service Director’s letter requesting right-of-way acquisition approval was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 44-2024, a written copy of same having been previously furnished to each member of Council “Accepting a temporary construction easement from Country Square Condominium for Monroe Street Traffic Signal Improvements Project; dedicating the temporary easement for public purposes; appropriating funds therefore in the amount of \$2,455; and declaring an emergency.”; Mr. Richardson moved, Mr. McCann seconded for passage of Ordinance No. 44-2024 as an emergency measure; roll call vote being: Haynam, Hansen, McCann, Westphal, Richardson, Frye, Stough; (7) yeas; (0) nays.

Ordinance No.
44-2204, “...
ROW... Country
Square Condo
Monroe Traffic
Signal...”

The motion carried.

Mayor Stough stated that Council will now consider agenda item 10.

Service Director's letter requesting right-of-way acquisition approval was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 45-2024, a written copy of same having been previously furnished to each member of Council "Accepting a temporary construction easement from Boris Enterprises, LLC; authorizing the Mayor and Director of Finance to enter into a purchase agreement with Boris Enterprises, LLC for the Monroe Street Traffic Signal Improvements Project; dedicating the same for public purposes; appropriating funds therefore in an amount of \$22,900; and declaring an emergency."; Mr. Richardson moved, Mr. Haynam seconded for passage of Ordinance No. 45-2024 as an emergency measure; roll call vote being: Stough, Hansen, Haynam, McCann, Westphal, Richardson, Frye; (7) yeas; (0) nays. The motion carried.

Ordinance No. 45-2024, "... ROW...Boris Enterprises... Monroe Traffic Signal..."

Mayor Stough stated that Council will now consider agenda item 11.

Service Director's letter on accepting proposal was placed on file. Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 46-2024, a written copy of same having been previously furnished to each member of Council "Accepting the proposal of Coyle Mechanical, Inc. for the Plummer Pool Pump Room Improvement Project; appropriating funds therefore in an amount of \$74,900; and declaring an emergency."; Mrs. Westphal moved, Mr. McCann seconded for passage of Ordinance No. 46-2024 as an emergency measure; roll call vote being: Hansen, Frye, Haynam, Stough, McCann, Westphal, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No. 46-2024, "... Coyle Mechanical... Plummer Pool Pump Room..."

Mayor Stough stated that Council will now consider agenda item 12.

Service Director's letter requesting purchase approval was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 47-2024, a written copy of same having been previously furnished to each member of Council "Authorizing the Mayor and Director of Finance to accept the proposal of MTech Company for the provision of one new street sweeper for the Division of Streets, Department of Public Service; appropriating \$376,356 therefore; and declaring an emergency."; Mr. Richardson moved, Ms. Stough seconded for passage of Ordinance No. 47-2024 as an emergency measure; roll call vote being: Haynam, McCann, Westphal, Richardson, Frye, Stough, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No. 47-2024, "... MTech Company ...Street Sweeper ...Service Dept. ..."

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Mayor Stough stated that Council will now consider agenda item 13.

Service Director's letter requesting purchase approval was placed on file. Mr. McCann presented and read aloud by title only, proposed Ordinance No. 48-2024, a written copy of same having been previously furnished to each member of Council "Authorizing the Mayor and Director of Finance to accept the proposal of Whiteford Kenworth for the provision of a new 2025 Kenworth T480 Cab/Chassis Tandem Axle for the Division of Streets, Department of Public Service; appropriating \$138,397 therefore; and declaring an emergency."; Mr. McCann moved, Mrs. Westphal seconded for passage of Ordinance No. 48-2024 as an emergency measure; roll call vote being: McCann, Westphal, Richardson, Haynam, Stough, Hansen, Frye; (7) yeas; (0) nays. The motion carried.

Ordinance No. 48-2024, "... Whiteford Kenworth... Tandem Axle... 2025 Kenworth T480 Cab/ Chassis..."

Service Director's letter requesting purchase approval was placed on file. Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 49-2024, a written copy of same having been previously furnished to each member of Council "Authorizing the Mayor and Director of Finance to accept the proposal of Kalida Truck Equipment, Inc. for the provision of one new Tandem Axle Dump Truck Body for the Division of Streets, Department of Public Service; appropriating \$195,950 therefore; and declaring an emergency."; Mrs. Westphal moved, Mr. Haynam seconded for passage of Ordinance No. 49-2024 as an emergency measure; roll call vote being: Haynam, McCann, Westphal, Richardson, Frye, Stough, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No. 49-2024, "... Kalida Truck... Tandem Axle Dump Truck..."

Mayor Stough stated that Council will now consider agenda item 14.

Service Director's letter requesting purchase approval was placed on file. Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 50-2024, a written copy of same having been previously furnished to each member of Council "Authorizing the Mayor and Director of Finance to accept the proposal of Whiteford Kenworth for the provision of a new 2025 Kenworth T480 Cab/Chassis for the Division of Streets, Department of Public Service; appropriating \$124,234 therefore; and declaring an emergency."; Mr. Haynam moved, Mrs. Westphal seconded for passage of Ordinance No. 50-2024 as an emergency measure; roll call vote being: McCann, Richardson, Frye, Stough, Westphal, Hansen, Haynam; (7) yeas; (0) nays. The motion carried.

Ordinance No. 50-2024, "... Whiteford Kenworth... 2025 Kenworth T480 Cab/ Chassis..."

Service Director's letter requesting purchase approval was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 51-2024, a written copy of same having been previously furnished to each member of Council

Ordinance No. 51-2024, "... Kalida Truck..."

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“Authorizing the Mayor and Director of Finance to accept the proposal of Kalida Truck Equipment, Inc. for the provision of one new dump truck body for the Division of Streets, Department of Public Service; appropriating \$163,050 therefore; and declaring an emergency.”; Mr. Richardson moved, Mr. Hansen seconded for passage of Ordinance No. 51-2024 as an emergency measure; roll call vote being: McCann, Westphal, Haynam, Richardson, Frye, Stough, Hansen; (7) yeas; (0) nays. The motion carried.

Dump Truck
Body...”

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

Street Banner Application from Sylvania Schools was placed on file. Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 52-2024, a written copy of same having been previously furnished to each member of Council “Approving the Banner Application of Sylvania Schools; authorizing the Zoning Administrator to indicate such approval on behalf of the City of Sylvania; and declaring an emergency.”; Mr. Haynam moved, Ms. Stough seconded for passage of Ordinance No. 52-2024 as an emergency measure; roll call vote being: Haynam, McCann, Westphal, Richardson, Frye, Stough, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No.
52-2024, “...
Sylvania Schools
Banner
Application...”

Mr. Haynam moved, Mrs. Westphal seconded to allow Mr. McCann to push back from the table due to a conflict of interest. Roll call vote being: Stough, Frye, Richardson, Westphal, Hansen, Haynam; (6) yeas; (0) nays.

Mr. McCann
pushed back
from table.

Mayor Stough stated that Council will now consider agenda item 16.

Mr. Haynam moved, Mrs. Westphal seconded to refer Petition for Zoning Ordinance Amendment SUP #1-2024 from Highland Meadows Golf Club for construction of an addition to an existing storage building to the Municipal Planning Commission for review and recommendation; roll call vote being: Haynam, Westphal, Richardson, Frye, Stough, Hansen; (6) yeas; (0) nays. The motion carried.

Plan Commission
referral of SUP
#1-2024,
Highland
Meadows Golf
Club.

Mr. McCann returned to the table.

Mayor Stough stated that Council will now consider agenda item 17.

Mr. Haynam moved, Mr. Hansen seconded to refer Petition for Zoning Ordinance Amendment SUP #2-2024 from Sheetz for construction of approximately 6,239 square foot convenience store and 8 island gas station with canopy to the Municipal Planning Commission for review and recommendation; roll call vote being: Frye, Haynam,

Plan Commission
referral of SUP
#2-2024, Sheetz.

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Westphal, Richardson, Stough, Hansen, McCann; (7) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 18.

Municipal Planning Commission’s recommendation on Proposed Ordinance No. 26-2024, Amending Part Eleven – Planning and Zoning Code of the Sylvania Codified Ordinances, 1979, as amended, was placed on file; no action taken. Public Hearing is set for April 1, 2024 at 7:00 p.m.

Plan Commission
Recommendation
on proposed Ord.
No. 26-2024.

Mayor Stough stated all agenda items have been addressed.

Mr. Frye moved, Mr. McCann seconded to adjourn at 8:17 p.m. Roll call vote being: Frye, Richardson, Westphal, Hansen, Stough, Haynam, McCann; (7) yeas; (0) nays.

Adjournment.

Clerk of Council

Mayor



ba.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

April 1, 2024

To: The Mayor and Members of Sylvania City Council

Re: **BID AWARD – BENTBROOK ROAD, BURGESS DRIVE, & LYNNHAVEN DRIVE RESURFACING**

Dear Mr. Mayor and Council Members:

We received five (5) bids on March 18, 2024 for the above referenced project. The lowest bid was submitted by Bowers Asphalt and Paving, Inc. of Walbridge, Ohio. Their bid of \$188,823.10 is approximately 27.1% under the Engineer's Estimate of \$258,915.

Bowers Asphalt has performed several resurfacing projects in the City including Arbor Way (2014), Brookhill Court (2019), Centennial Crossings Plat Four (2019) & Five (2020), Veteran's Memorial Field Woodrow Child Care Center paving for SAJRD (2021), and Tantallon Plat I & II Resurfacing (2023).

Therefore, it is our recommendation that the contract be awarded to Bowers Asphalt and Paving, Inc. of Walbridge, Ohio in the amount of \$188,823.10.

Please call if you have any questions.

Sincerely,

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

66.

ORDINANCE NO. 53-2024

ACCEPTING THE BID OF BOWERS ASPHALT AND PAVING, INC. AND AWARDING THE CONTRACT FOR THE BENTBROOK ROAD, BURGESS DRIVE AND LYNNHAVEN DRIVE RESURFACING PROJECT TO SAME; AUTHORIZING THE EXPENDITURE FOR THE IMPROVEMENTS IN THE AMOUNT OF \$188,823.10; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, plans for the Bentbrook Road, Burgess Drive and Lynnhaven Drive Resurfacing 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 February 20, 2024 meeting of Sylvania City Council and thereafter the Clerk advertised for bids, and the bids were opened on March 18, 2024, and thereafter, the Director of Public Service, by report dated April 1, 2024, stated that the engineer's estimate for the Bentbrook Road, Burgess Drive and Lynnhaven Drive Resurfacing Project was \$258,915 and the following bids were received:

<u>BIDDERS</u>	<u>BID PRICE</u>
Bowers Asphalt & Paving, Inc.	\$188,823.10
Helms & Sons	196,815.00
Gerken Paving	205,118.31
Henry W. Bergman	215,822.02
Geo. Gradel	242,746.75

WHEREAS, the five (5) bids offered by the above bidders meet all of the City's specifications and the Director of Public Service, by report dated April 1, 2024, has recommended acceptance of the lowest and best bid of Bowers Asphalt & Paving, Inc. and that the contract for the Bentbrook Road, Burgess Drive and Lynnhaven Drive Resurfacing 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 Bowers Asphalt and Paving, Inc., Walbridge, Ohio for said Bentbrook Road, Burgess Drive and Lynnhaven Drive Resurfacing Project, in the amount of One Hundred Eighty-Eight Thousand Eight Hundred Twenty-Three and 10/100 Dollars (\$188,823.10), 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. 401-7610-53503 – Street Improvements**, the total sum of One Hundred Eighty-Eight Thousand Eight Hundred Twenty-Three and 10/100 Dollars (\$188,823.10).

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 Bowers Asphalt and Paving, Inc. should be accepted immediately so as to provide for the commencement of the Bentbrook Road, Burgess Drive and Lynnhaven Drive 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



7a.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

April 1, 2024

To: The Mayor and Members of Sylvania City Council

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

Dear Mr. Mayor and Council Members:

The Service Department requested City Council authorization to advertise for bids on the LUC-CR 73-5.43 (PID 118134) project at the February 5, 2024 meeting. This is the ODOT Local-Let resurfacing project on McCord Road between Sylvania Avenue and Brint Road. The City received four (4) bids on March 18, 2024.

The published engineer's estimate was \$709,815. The apparent low bidder was Henry W. Bergman, Inc. from Genoa, Ohio with a bid of \$685,765.00 (3.4% under estimate). The 2nd lowest bid received was from Gerken Paving, Inc. with a bid of \$686,103.25 (3.3% under estimate).

Henry W. Bergman has successfully completed the post-bid documentation review with ODOT and their bid meets with their requirements. Henry W. Bergman is an ODOT pre-qualified contractor with previous asphalt pavement resurfacing experience on ODOT Local-Let projects. The last asphalt resurfacing project Henry W. Bergman performed for the City was on the north/south section of Silica Drive north of Convent Boulevard in 2019.

This project was anticipated as part of our 2024 Capital Improvement plan and will be paid via account 401-7610-53614. Therefore, it is our recommendation that the contract be awarded to Henry W. Bergman, Inc. in the amount of \$685,765.00.

Please call if you have any questions.

Sincerely,

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

76.

ORDINANCE NO. 54-2024

**ACCEPTING THE BID OF HENRY W. BERGMAN, INC. AND
AWARDING THE CONTRACT FOR THE McCORD ROAD
RESURFACING PROJECT TO SAME; AUTHORIZING THE
EXPENDITURE FOR THE IMPROVEMENTS IN THE AMOUNT OF
\$685,765.00; APPROPRIATING FUNDS THEREFORE; AND
DECLARING AN EMERGENCY.**

WHEREAS, plans for the McCord Road Resurfacing 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 February 5, 2024 meeting of Sylvania City Council and thereafter the Clerk advertised for bids, and the bids were opened on March 18, 2024, and thereafter, the Director of Public Service, by report dated April 1, 2024, stated that the engineer's estimate for the McCord Road Resurfacing Project was \$709,815 and the following bids were received:

<u>BIDDERS</u>	<u>BID PRICE</u>
Henry W. Bergman	\$685,765.00
Gerken Paving	686,103.25
Helms & Sons	698,061.70
Shelly Company	776,467.50

WHEREAS, the four (4) bids offered by the above bidders meet all of the City's specifications and the Director of Public Service, by report dated April 1, 2024, has recommended acceptance of the lowest and best bid of Henry W. Bergman, Inc. and that the contract for the McCord Road Resurfacing 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 Henry W. Bergman, Inc., Genoa, Ohio for said McCord Road Resurfacing Project, in the amount of Six Hundred Eighty-Five Thousand Seven Hundred Sixty-Five Dollars (\$685,765.00), is hereby determined to be the lowest and best bid received and the same is hereby accepted.

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

SECTION 3. That to provide funds for said improvements hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-53614 – McCord Road Resurfacing**, the total sum of Six Hundred Eighty-Five Thousand Seven Hundred Sixty-Five Dollars (\$685,765.00).

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

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

SECTION 6. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the bid of Henry W. Bergman, Inc. should be accepted immediately so as to provide for the commencement of the McCord Road 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



8a.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

April 1, 2024

To: The Mayor and Members of Sylvania City Council

Re: **BALFOUR ROAD WATERLINE IMPROVEMENTS & RESURFACING PROJECT
CHANGE ORDER NO. 1**

Dear Mr. Mayor and Council Members:

Waterline improvements to Balfour Road are ongoing with over 75% of the waterline installed to date. The Service Department is requesting a project change order for several new work items that are required as a part of the construction project.

Below is a summary of the items included in this change order request:

- CO#1 – The contractor has discovered four (4) unrecorded sewer connections in conflict with waterline trench footprint. A new pay item with a unit cost of \$664.84/each was established to reconnect each connection encountered thus far and for any other connections found as waterline construction continues (\$2,659.36).
- CO#2 – Removal of the large 56" Cottonwood Tree near the waterline trench at 5682 Balfour (\$6,825.00).
- CO#3 – Removal and replacement of deteriorated storm sewer piping and catch basins at the intersection of Balfour Road and (Old) Alexis Road as a lump sum item (\$12,179.83).

As a result, a total change order in the amount of \$21,664.19 is necessary to increase the contract amount from \$761,024.40 to \$782,688.59. Please call if you have any questions.

Sincerely,

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

86.

ORDINANCE NO. 55-2024

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO APPROVE CHANGE ORDER NO. 1 TO THIS CITY'S AGREEMENT WITH GEDDIS PAVING AND EXCAVATING, INC. FOR THE BALFOUR ROAD WATERLINE IMPROVEMENTS AND RESURFACING PROJECT TO REFLECT ADDITIONAL WORK PERFORMED ON THE PROJECT; INCREASING THE CONTRACT AMOUNT BY \$21,664.19; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 1-2024, passed January 2, 2024, accepted the bid of Geddis Paving and Excavating, Inc. and awarded the contract for the Balfour Road Waterline Improvements and Resurfacing Project to same, which bid was in the amount of \$761,024; and,

WHEREAS, during the course of construction, additional work was required to complete the project including four unrecorded sewer connections in conflict with the waterline trench footprint were discovered resulting in additional connection work, removal of a 56" Cottonwood tree near the waterline trench and removal and replacement of deteriorated storm sewer piping and catch basins at the intersection of Balfour Road and (Old) Alexis Road; and,

WHEREAS, the Director of Public Service, by report dated April 1, 2024, has recommended acceptance of Change Order No. 1 of Geddis Paving and Excavating, Inc. for said Balfour Road Waterline Improvements and Resurfacing Project to reflect the additional work performed in the amount of \$21,664.19, for a final contract amount of \$782,688.59; and,

WHEREAS, the additional work performed resulted in a net increase to the contract in the amount of Twenty-One Thousand Six Hundred Sixty-Four and 19/100 Dollars (\$21,664.19), for a total contract amount of \$782,688.59.

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

SECTION 1. That said change order increasing the contract amount by the sum of Twenty-One Thousand Six Hundred Sixty-Four and 19/100 Dollars (\$21,664.19), authorized to

be appropriated be, and the same hereby is, approved, and the Mayor and the Director of Finance be, and they hereby are, authorized to sign said change order on behalf of this City, thereby indicating such approval and changing the total contract amount.

SECTION 2. That, to provide funds for said change order for improvements, there is hereby appropriated from the **WATER FUND** from funds therein not heretofore appropriated to **Account No. 701-7525-53501 – Utility Improvements**, the sum of Twenty-One Thousand Six Hundred Sixty-Four and 19/100 Dollars (\$21,664.19).

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 adjustments in the contract for said additional work should be approved 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.

SECTION 5. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

CITY OF SYLVANIA, OHIO

CHANGE ORDER Number 1

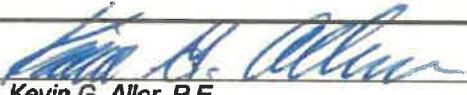
Project Ordinance No.: 1-2024 Purchase Order No. 65370


Contract: Balfour Road Waterline Improvements & Resurfacing
 Title of Change Order: Unrecorded Storm Connections, Cottonwood Tree Removal, Additional Storm Sewer

Date: 3/25/2024

Description of Change:	Project CO#1 (Unrecorded Storm Water Connections)	\$2,659.36
	Project CO#2 (Tree Removed, 56" Cottonwood)	\$6,825.00
	Project CO#3 (Additional Storm Sewer Replacement)	\$12,179.83
	TOTAL	\$21,664.19

(See Attached)

RECOMMENDED FOR APPROVAL BY:  3/25/24
 Kevin G. Aller, P.E. Date
 Public Service Director

Original Contract Amt	\$ 761,024	40	REVIEWED BY:	<u>Joseph E. Shaw</u> Engineer
Previous Changes (+ or -)	\$ 0	00	DATE:	<u>3/25/24</u>
This Change (+ or --)	\$ 21,664	19	SUBMITTED BY:	<u>Goddie's Paving & Excavations, Inc.</u> Name of Contractor
Adjusted Contract Amt	\$ 782,688	59	DATE:	<u>3-25-24</u> <u></u> Contractor's Signature

City of Sylvania, Ohio

The above proposal is hereby approved.

 Craig A. Stough, Mayor Date

The above proposal is hereby approved.

 Toby Schroyer, Finance Director Date

CHANGE ORDER NOTIFICATION FORM

CO #	Project	Contractor
1	Balfour Road Waterline Improvements & Resurfacing	Geddis Paving & Excavating, Inc.

Ref. No.	Item	Existing or New Item	Item Description	Quantity or Lump Sum	Unit Price or Lump Sum	Total Cost
100	-	New	Unrecorded Storm Water Connections	4	\$664.84	\$2,659.36

Attach any supporting documentation and address the questions on the back of this form.

Submitted by: Joseph E. Shaw, Deputy Service Director	3/14/24	(Date)
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1. Why is the work necessary?
The contractor has come across several unrecorded storm sewer laterals during waterline installation. When these are encountered, the contractor has to go back and adjust the elevation of the waterline, and make the necessary replacements/adjustments to the storm laterals to alleviate the conflict.

The Contractor submitted a summary of labor, equipment, and materials used and has established a unit price of \$664.84/Each, which the Service Department has reviewed and found acceptable.

As a result, a new pay item has been created as Ref. No. 100 – Unrecorded Storm Water Connections. The contractor will use this pay item connections encountered to date, or, for any future connections smaller than 12” found during waterline work.
2. Who is responsible? (Indicate if plan error, owner request, contractor request.)
Contractor request.
3. Will this impact the schedule? Will this result in a time extension?
No schedule impact.
4. Other Notes?

Force Account ~ Overall Summary

Month: February-24

Project No.: _____ Co./Rt./Sec.: Balfour Rd Waterline Improvements Contractor: Geddis Paving & Excavating, Inc.
 Force Acct ID: CA9240104-1 Force Acct Description: Existing Sewer Repair Under 12" 2-26-24 Sub Contractor: _____

LABOR MONTHLY COST SUMMARY

Please sign affidavit to the Estimated cost analysis stating:

"Labor rates shown are the actual rates paid for labor, unit prices for materials and rates for owned and rented equipment have been estimated on the basis they are not in excess of those charged in the area in which the work will be performed."

Labor Cost...see sheet 2	\$118.62
Fringes...see sheet 2 +	\$46.92
Subtotal	\$165.54
38% Profit and Overhead +	\$62.91
Administration Fees...see sheet 2 +	\$0.56
Payroll Tax...see sheet 3 +	\$26.10



Title: RICHARD CRACE, VICE-PRESIDENT

Total Labor Cost \$255.11

Please sign affidavit to the Actual cost stating:

"The name, classification, total hours worked and rates paid each person listed on the Summary of Actual Cost are substantiated by actual records of persons employed on the force account work. All unit prices for materials and rates for owned and rented equipment listed on the Summary of Actual Costs are substantiated by actual records of materials and equipment actually used in performance of the force account work and the price of any owned equipment not previously agreed upon does not exceed prices charged for similar equipment in the area in which the work was performed."

MONTHLY FORCE ACCOUNT SUMMARY

Total Labor Cost	\$255.11
Total Owned Equipment Cost	\$265.15
Total Rented Equipment Cost	\$0.00
Total Material Cost	\$57.50
Total Third Party Billing	
Total Trucking	\$87.08

Allowable Rate Cost	\$0.00
Sub Contractor Force Account Cost	\$0.00
Sub Contractor Mark-up	
Total Monthly FA Cost	\$664.84

Title: _____

Subscribed and duly sworn before me according to law by the above named person, this _____ day of _____, 20__ at _____, County of _____ and State of _____
 Official Seal of Notary

CHANGE ORDER NOTIFICATION FORM

CO #	Project	Contractor
2	Balfour Road Waterline Improvements & Resurfacing	Geddis Paving & Excavating, Inc.

Ref. No.	Item	Existing or New Item	Item Description	Quantity or Lump Sum	Unit Price or Lump Sum	Total Cost
101	-	New	Tree Removed, 56" Cottonwood	1	\$6,825	\$6,825

Attach any supporting documentation and address the questions on the back of this form.

Submitted by: Joseph E. Shaw, Deputy Service Director	3/14/24	(Date)
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1. Why is the work necessary?
The contractor and Service Department agree that a 56" Cottonwood Tree located outside of the existing right-of-way at 5682 Balfour Road needs to be removed due to pending root damages that will occur as a result of waterline trenching operations. The Service Department will obtain a Work Agreement from the property owner to have the tree removed.

The plans contain an existing pay item for Item 201 – Tree Removed, 48", which according to the ODOT Construction and Materials Specifications should include trees 36" thru 60" in diameter.

However, given the height of this tree additional crane work will be necessary by the tree removal contractor to have it safely removed from the property. As a result, the tree removal contractor will not be able to remove the tree for the unit bid price of \$4,050. The tree removal contractor has provided a quote to have the tree removed for \$6,825, which the Service Department finds agreeable.

A new pay item has been created for Ref. No. 101 – Item 201 – Tree Removed, 56" Cottonwood with a unit price of \$6,825/Each established.

2. Who is responsible? (Indicate if plan error, owner request, contractor request.)
Contractor and owner request.
3. Will this impact the schedule? Will this result in a time extension?
No schedule impact.
4. Other Notes?

CHANGE ORDER NOTIFICATION FORM

CO #	Project	Contractor
3	Balfour Road Waterline Improvements & Resurfacing	Geddis Paving & Excavating, Inc.

Ref. No.	Item	Existing or New Item	Item Description	Quantity or Lump Sum	Unit Price or Lump Sum	Total Cost
102	611	New	Additional Storm Sewer Replacement	1	\$12,179.83	\$12,179.83

Attach any supporting documentation and address the questions on the back of this form.

Submitted by: Joseph E. Shaw, Deputy Service Director	3/19/24	(Date)
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1. Why is the work necessary?

The Sewers Department field reviewed the condition of several catch basins and storm sewers at the intersection of Balfour Road and Old Alexis Road during ongoing waterline construction activities and found them to be in very poor condition.

The construction plans called for the asphalt resurfacing of this intersection and the Sewers Department raised concerns about leaving this infrastructure in place after the project was completed.

The City requested a quote from Geddis Paving to replace two catch basins, 14 feet of 10”, and 72 feet of 12” storm sewer to be installed prior to asphalt paving in the amount of \$12,179.83. The Service Department has reviewed this quote and finds the pricing acceptable.

A new pay item has been created for Ref. No. 102 – Item 611 – Additional Storm Sewer Replacement with a lump sum price of \$12,179.83 established.
2. Who is responsible? (Indicate if plan error, owner request, contractor request.)

Owner request.
3. Will this impact the schedule? Will this result in a time extension?

No schedule impact.
4. Other Notes?

Force Account ~ Overall Summary

Month: March-24

Project No.: _____ Co./Rt./Sec.: Balfour Rd Waterline Improvements Contractor: Geddis Paving & Excavating, Inc. Sub Contractor: _____


Force Acct ID: CA9240104-2 Force Acct Description: Additional Storm Sewer Replacement

LABOR MONTHLY COST SUMMARY

Please sign affidavit to the Estimated cost analysis stating:

"Labor rates shown are the actual rates paid for labor, unit prices for materials and rates for owned and rented equipment have been estimated on the basis they are not in excess of those charged in the area in which the work will be performed."

Labor Cost... see sheet 2	\$1,546.96
Fringes... see sheet 2	+ \$610.80
Subtotal	\$2,157.76
38% Profit and Overhead	+ \$819.95
Administration Fees... see sheet 2	+ \$7.60
Payroll Tax... see sheet 3	+ \$340.33


 Title: CAMDEN CARSEY, PROJECT COORDINATOR

MONTHLY FORCE ACCOUNT SUMMARY

Please sign affidavit to the Actual cost stating:

"The name, classification, total hours worked and rates paid each person listed on the Summary of Actual Cost are substantiated by actual records of persons employed on the force account work. All unit prices for materials and rates for owned and rented equipment listed on the Summary of Actual Costs are substantiated by actual records of materials and equipment actually used in performance of the force account work and the price of any owned equipment not previously agreed upon does not exceed prices charged for similar equipment in the area in which the work was performed."

Total Labor Cost	\$3,325.64
Total Owned Equipment Cost	\$2,828.16
Total Rented Equipment Cost	\$0.00
Total Material Cost	\$5,097.23
Total Third Party Billing	
Total Trucking	\$928.80

Allowable Rate Cost	\$0.00
Sub Contractor Force Account Cost	\$0.00
Sub Contractor Mark-up	
Total Monthly FA Cost	\$12,179.83

Title: _____

Subscribed and duly sworn before me according to law by the above named person, this _____ day of _____, 20__ at _____, County of _____, and State of _____
 Official Seal of Notary



9a.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

April 1, 2024

To: The Mayor and Members of Sylvania City Council

Re: **Main St. & Convent Blvd. Reconstruction & Roundabout – 2024 STBG Application Assistance**

Dear Mr. Mayor and Council Members:

The Service Department has had recent success in utilizing Federal Surface Transportation Block Grant (STBG) funds to help reconstruct sections of Main Street. In 2018, STBG funds were used to reconstruct Main Street between Monroe Street and Tenmile Creek. In 2024, STBG funds will be used to reconstruct the next section of Main Street between Tenmile Creek to just south of Ravine Drive. These Federal grants were used to leverage additional state resources from the Ohio Public Works Commission (OPWC) to further reduce the burden to our local capital improvement program.

The Toledo Metropolitan Area Council of Governments (TMACOG) has advised its membership that the next solicitation for STBG projects to program the 2027 thru 2029 pipeline in the Transportation Improvement Program (TIP) will begin in May with applications due in July. As a result, the Service Department would like to begin the planning efforts to reconstruct the next section of Main Street between just south of Ravine Drive to just south of Convent Boulevard.

The Service Department has requested a proposal from Tetra Tech to provide a construction cost estimate within these limits. The scope of work also includes preparing a conceptual exhibit that would include a single lane roundabout at the intersection of Main Street and Convent Boulevard to replace the existing traffic signal. The cost estimate and exhibit will be used in the STBG grant application later this year.

The Tetra Tech proposal is in the amount of \$4,000 to complete these services with funding to be provided from account 222-7610-51250. As a result, we would recommend approval of the Tetra Tech proposal in the amount of \$4,000. Please call with any questions.

Sincerely,

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

9b.

ORDINANCE NO. 56-2024

ACCEPTING THE PROPOSAL OF TETRA TECH TO PROVIDE A CONSTRUCTION COST ESTIMATE FOR THE MAIN STREET & CONVENT BOULEVARD RECONSTRUCTION & ROUNDABOUT PROJECT; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$4,000; AND DECLARING AN EMERGENCY.

WHEREAS, since 2018, the City has been successful in obtaining Federal Surface Transportation Block Grant (“STBG”) and Ohio Public Works Commission (“OPWC”) funds to offset the cost of reconstructing sections of Main Street; and,

WHEREAS, the grant funds have enabled the City to reconstruct Main Street from Monroe Street to just south of Ravine Drive; and,

WHEREAS, the Director of Public Service, by report dated April 1, 2024, has recommended that the reconstruction of the next section of Main Street (from just south of Ravine Drive to just south of Convent Boulevard) be submitted for the next round of STBG funding; and,

WHEREAS, grant applications for the next round of STBG funding are due in July and, therefore, the Director of Public Service has requested a proposal from Tetra Tech to provide a construction cost estimate for the Main Street & Convent Boulevard Reconstruction & Roundabout Project to assist in the preparation of the grant application; and,

WHEREAS, the proposal includes preparing a conceptual exhibit that would include a single lane roundabout at the intersection of Main Street and Convent Boulevard to replace the existing traffic signal and prepare a construction cost estimate for the reconstruction project; and,

WHEREAS, the Director of Public Service, in a report dated April 1, 2024, has recommended that the proposal of Tetra Tech to provide a cost estimate for the Main Street and Convent Boulevard Reconstruction & Roundabout Project at a cost of Four Thousand Dollars (\$4,000.00), be accepted.

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

SECTION 1. That the proposal of Tetra Tech in the amount of Four Thousand Dollars (\$4,000.00) for providing a construction cost estimate for the Main Street and Convent Boulevard Reconstruction and Roundabout Project for the STBG grant application, is hereby 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 **SPECIAL REVENUE FUND** from funds therein not heretofore appropriated to **Account No. 222-7610-51250 – Contract Labor** the amount of Four Thousand Dollars (\$4,000.00).

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

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

SECTION 6. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the City should provide for the cost estimate for the Main Street & Convent Boulevard Reconstruction & Roundabout Project to assist with the City’s STBG grant application 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, _____, 2022, as an emergency measure.

ATTEST: _____
President of Council
APPROVED AS TO FORM:

Clerk of Council
APPROVED: Director of Law

Mayor

Date



March 20, 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 Conceptual Layout and Opinion of Probable Costs (OPC) for the Main Street and Convent Boulevard Roundabout

Dear Mr. Aller and Mr. Shaw:

We are pleased to provide you with a proposal for preparing a conceptual layout and OPC for a roundabout at the intersection of Main Street and Convent Boulevard.

Below is a breakdown of the project scope, project schedule, assumptions, and compensation.

PROJECT SCOPE

This project will include the development of the following deliverables:

- Conceptual Roundabout Layout over aerial background (11"x17" pdf)
- OPC (developed in excel and printed to 8.5" x 11" pdf)

PROJECT SCHEDULE

Deliverables will be emailed to the City within 45 days of authorization.

ASSUMPTIONS

Layout and OPC will be conceptual. No traffic analysis, survey or detailed design will be performed for this proposal.

COMPENSATION

Compensation for our personnel directly engaged in the work of this proposal will be based on a fixed fee. We have estimated a budget of **\$4,000** 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).



TETRA TECH

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

Andy.langenderfer@tetrattech.com

419.779.7686

Attachments: 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** _____



10a.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

April 1, 2024

To: Mayor Stough and Members of Sylvania City Council

Re: Ten Mile Creek / Ottawa River Maintenance Petition #1053

Dear Mr. Mayor and City Council Members,

As you may be aware the Lucas County Engineers Office has requested that the Joint Board of Lucas and Fulton County Commissioners approve placing Ten Mile Creek and Ottawa River under a ditch maintenance petition. This petition will assess all properties within the watershed areas of the two waterways to provide funds to better maintain the ditch/river for improved flow during storm events.

Properties in the City that are part of this watershed area will be included in the above assessment. A large majority of the City is within this watershed. The City will also be assessed for our portion of hard surface right-of-way, or in other words, our streets. The Lucas County Engineer has informed us that the assessments to be collected from all properties within the City is estimated at \$160,000. The total assessments to be collected from the entire watershed area is estimated to be \$2.55 million.

The City has two options regarding the implementation of the assessments:

1. The City can choose to pay the assessments for all of the properties in the City. If this option is chosen we would recommend utilizing our Storm and Ditch Maintenance fee, adjusting that fee as Council may desire.
2. The City can simply allow the county assessments to be billed to our residents on their tax bill. The Engineers office has indicated an assessment of approximately \$7 for the average household.

If Option 1 is selected by the City, the costs associated with our existing maintenance activities can be monitored and invoiced to the Joint Board of County Commissioners as reimbursable expenses that fall within the maintenance activity of the petition. City staff already performs much maintenance of the ditches and tributaries within the City. The Sewer department staff maintains these ditches with activities such as stream bank stabilization, removing log jams and debris, and responding to random requests throughout the year. The reimbursable maintenance costs would include city personnel cost, equipment cost, subcontractor cost, etc. that pertain to Ten Mile Creek, Ottawa River, and any of their tributaries.

To date we haven't tracked our activity to the detail that will be needed, but, it is conservatively estimated that our total cost of maintenance is approximately \$100,000. This would leave the City with a balance of \$60,000 that will not be recouped. These costs could then be recovered via the City's Storm and Ditch

April 1, 2024

Page 2

Maintenance Fee. If Option 1 is chosen, our residents would see just one Storm & Ditch Maintenance Fee on their tax invoices.

If Option 2 is selected, the City will not have the ability to recoup our maintenance costs. The City would then have a different decision to make. Either a) continue to perform our maintenance activities without reimbursement or b) cease our maintenance operations and rely on the Lucas County Engineers office to perform such functions. If Option 2 is chosen, our residents would see a Storm & Ditch Maintenance Fee from the City and a Ditch Maintenance Fee from the County on their tax invoices.

The City is required to notify the County Commissioners of our decision 30 days prior to notices being sent to affected properties for the final public hearing. This is anticipated to take place in July of 2024. This would require our decision to be made by the end of May in order to provide sufficient notice. The attached Ordinance will be required to be passed if Option 1 is chosen. No action is needed if Option 2 is preferred.

As always please feel free to contact us with any questions you may have.

Sincerely,

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

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

106.

ORDINANCE NO. 57-2024

DECLARING THE INTENT OF THE CITY OF SYLVANIA TO ASSUME AND PAY ASSESSMENTS FOR THE TEN MILE CREEK/OTTAWA RIVER DITCH PETITION #1053; AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO NOTIFY THE JOINT BOARD OF FULTON AND LUCAS COUNTY COMMISSIONERS OF SUCH INTENT; AND DECLARING AN EMERGENCY.

WHEREAS, a petition for assessments for improvements to the Ten Mile Creek/Ottawa River Ditch Petition has been submitted to the Joint Board of County Fulton and Lucas County Commissioners; and,

WHEREAS, if enacted, the revenue collected from the assessments will allow for the maintenance of Ten Mile Creek/Ottawa River and its tributaries and will include projects that include log jam removal and other projects necessary to maintain the waterway, promote stabilization, reduce sedimentation, and improve water quality; and,

WHEREAS, Ohio Revised Code Section 6131.23(D) permits a municipality to assume the assessments on behalf of its residents and permits the municipality to pay the assessments through the performance of projects on the petitioned ditches, through other municipal funds authorized for the purposes of the assessments, or by assessing all or a portion of the assessments to property owners; and,

WHEREAS, it is the intent of the City of Sylvania to pay the assessments from funds collected through the Storm and Ditch Maintenance Fee for properties within the City of Sylvania.

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

SECTION 1. That it is the intent of the City of Sylvania to assume and pay the annual ditch assessments for parcels within the City of Sylvania for the Ten Mile Creek/Ottawa River Ditch Petition #1053.

SECTION 2. That the Mayor and Director of Finance are authorized to notify the Joint Board of Fulton and Lucas County Commissioners of the intent to assume and pay the annual ditch assessments for the Ten Mile Creek/Ottawa River Ditch Petition #1053.

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 in order to notify the Joint Board of Fulton and Lucas County Commissioners of the intent to pay and assume prior to their decision on the Petitions and therefore this Ordinance should be effective immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2024, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date



11a.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

April 1, 2024

To: The Mayor and Members of Sylvania City Council

Re: **Right-of-Way Dedication Plat – 4827 Holland-Sylvania Road**

Dear Mr. Mayor and Council Members:

As you are aware, the City recently sold the vacant property at the northwest corner of the Harroun Road and Holland-Sylvania Road intersection (4827 Holland-Sylvania Road). The vacant property consists of four (4) parcels identified as Lucas County Tax District Parcel numbers 82-00008, 82-00009, 82-00010, and 82-00011.

The Service Department is planning an intersection improvement project in 2028 to convert this intersection from a traffic signal to a modern roundabout. This improvement project would coincide with an already funded Congestion Mitigation and Air Quality (CMAQ) roundabout project in 2028 at the intersection of Brint Road and Harroun Road (LUC-Brint-Harroun Roundabout, PID 120824).

The Service Department would like to formally dedicate the necessary right-of-way that would be needed on this property for the roundabout project. The new owner is agreeable to this dedication. The conceptual roundabout footprint calls for a new road to be added to the west side of the intersection. This road would be publicly dedicated with a standard sixty (60) foot right-of-way, provide driveway access to the adjoining properties, and help with Holland-Sylvania Road access management.

The Service Department received a proposal from DGL Consulting Engineers, LLC in the amount of \$10,285 to provide professional surveying services with the goal of preparing a right-of-way dedication plat for formal recording with the Lucas County Recorder's Office. The dedication plat process would follow Ohio Revised Code Chapter 711 and Sylvania Municipal Code Chapter 1177. Funding for these services would be from account 222-7610-51250. As a result, we would recommend approval of the DGL proposal in the amount of \$10,285. Please call with any questions.

Sincerely,

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

11b.

ORDINANCE NO. 58-2024

ACCEPTING THE PROPOSAL OF DGL CONSULTING ENGINEERS, LLC TO PROVIDE PROFESSIONAL SURVEYING SERVICES FOR THE HARROUN ROAD & HOLLAND-SYLVANIA ROAD ROUNDABOUT PROJECT; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$10,285; AND DECLARING AN EMERGENCY.

WHEREAS, the Service Department is planning an intersection improvement project in 2028 to convert the intersection at Harroun Road and Holland-Sylvania Road from a traffic signal to a modern roundabout; and,

WHEREAS, the Director of Public Service requested a proposal from DGL Consulting Engineers, LLC (“DGL”) to provide professional surveying services with the goal of preparing a right-of-way dedication plat for recording; and,

WHEREAS, the Director of Public Service, by report dated April 1, 2024, has recommended that the proposal of DGL in the amount of \$10,285 for professional surveying services for the Harroun Road & Holland-Sylvania Road Roundabout Project be approved and accepted.

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

SECTION 1. That the proposal of DGL Consulting Engineers, LLC in the amount of Ten Thousand Two Hundred Eighty-Five Dollars (\$10,285.00) for providing professional surveying services for the Harroun Road & Holland-Sylvania Road Roundabout 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. 222-7610-51250 – Contract Labor** the amount of Ten Thousand Two Hundred Eighty-Five Dollars (\$10,285.00).

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 professional surveying services for the Harroun Road & Holland-Sylvania Road Roundabout 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



PROVIDING
CIVIL ENGINEERING
SOLUTIONS SINCE 1926

TRANSPORTATION

TRAFFIC / SAFETY

FACILITY / SITE
DEVELOPMENT

SURVEY

CONSTRUCTION
SERVICES

Date: March 27, 2024

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

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

Proposal No. 24138
Location Holland Sylvania Road & Harroun Road, Sylvania, Ohio
Parcel No. Lucas County Parcel No.'s 82-00008, 82-00009, 82-00010, 82-00011, 82-00182, & 82-00183
Project Name Right of Way Dedication Plat

Scope of Services

1. Professional Surveyor Mgt, Calculations, & Review.
2. Research subject parcel deeds and public survey records.
3. Locate section corner, centerline control monuments, and existing property pins.
4. Calculate existing right of way and boundary lines.
5. DGL will layout the concept of the proposed round-a-bout to determine the right of way necessary for the proposed improvement.
6. Calculate the proposed right of way dedication area based on the overlay of the proposed round-a-bout and provide an exhibit to the City of Sylvania for approval.
7. Set property corners at all missing corners as well as 6" Diameter concrete monuments at the four corners of the right of way dedication.
8. Prepare a right of way dedication plat and legal description of the area that will have approval of the Lucas County Engineer's office as well as the City of Sylvania depicting found or set monuments, platted, measured, and calculated dimensions, existing and proposed acreage, and any possible encroachments.
9. An additional survey plat and legal description may be necessary to combine the remainder of parcels after the determination of the proposed right of way.

Survey will comply with Ohio and Lucas County and City of Sylvania requirements.

Fee Arrangement:
Not to Exceed
Total: \$10,285.00

Offered by:
DGL Consulting Engineers



Signature

R.J. Lumbreyer, P.S.
Principal | Survey Manager

Printed Name / Title

Maumee, Ohio
419.535.1015

Wauseon, Ohio
419.330.1360

Dublin, Ohio
614.356.7150

Kent, Ohio
330.328.3621

dgl-ltd.com

Accepted by:
Mayor, City of Sylvania

Accepted by:
Finance Director, City of Sylvania

Signature

Date

Signature

Date

Craig A. Stough, Mayor

Printed Name / Title

Toby Schroyer,
Finance Director/City Treasurer

Printed Name / Title

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

DGL CONSULTING ENGINEERS, LLC (DGL) TERMS & CONDITIONS

Fee

The total fee, except stated lump sum, shall be understood to be an estimate, based upon Scope of Service, and shall not be exceeded by more than ten percent, without written approval of the Client. Where the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. Reimbursable expenses will include a mark-up of 1.10%. Any change in scope will be discussed prior to additional services being rendered.

Billings/Payments

Invoices for services and reimbursable expenses shall be submitted, at DGL's option, either upon completion of the services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. A service charge of 1.5% (or the maximum legal rate) per month will be applied to the unpaid balance after 30 days from the invoice date. DGL shall have the right to suspend/terminate services if payment is not received within 60 days after the invoice date and DGL shall have no liability for any resultant delays or damages incurred by Client as a result of such suspension/termination. Retainers shall be credited on the final invoice. The Client agrees to pay all costs of collection, including reasonable attorney's fees.

Standard of Care

In providing services under this agreement, DGL will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. DGL will perform its services as expeditiously as is consistent with professional skill and care and the orderly progress of DGL's part of the Project. Regardless of any other term or condition of this Agreement, DGL makes no express or implied warranty of any sort. All warranties, including warranty of merchantability or warranty of fitness for a particular purpose, are expressly disclaimed.

Consequential Damages

Notwithstanding any other provision to the contrary, and to the fullest extent permitted by law, neither the Client nor DGL shall be liable to the other for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or this Agreement. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business or income or any other consequential damages that either party may have incurred from any cause of action whatsoever.

Hidden Conditions (Optional, use if existing structure or project)

A condition is hidden if concealed by existing finishes or structure or is not capable of investigation by reasonable visual observation. If DGL has reason to believe that a condition may exist, the Client shall authorize and pay for all costs associated with the investigation of such a condition. If (1) the Client fails to authorize such investigation after such notification, or (2) DGL has no reason to believe that such a condition exists, DGL shall not be responsible for the existing conditions or any resulting damages or losses resulting therefrom.

Hazardous Materials/Mold

DGL shall have no responsibility for the discovery, presence, handling, removal, disposal or exposure of persons to hazardous materials of any form including mold. DGL shall have no responsibility for an existing or constructed building that may, as a result of post-construction, use, maintenance, operation or occupation, contain or be caused to contain mold substances which can present health hazards and result in bodily injury, property damage and/or necessary remedial measures and costs.

Indemnifications

The Client agrees, to the fullest extent permitted by law, to indemnify and hold DGL and its subconsultants harmless from and against any and all damage, losses or cost (including reasonable attorneys' fees and defense costs) caused in whole or in part by its acts, errors or omissions and those of anyone for whom they are legally liable. DGL further agrees, subject to Risk Allocation below, to indemnify the Client for damages to the extent arising from its own negligent errors acts or omissions.

Risk Allocation (Fill in the amount)

In recognition of the relative risks and benefits of the Project to both the Client and DGL, the Client agrees, to the fullest extent permitted by law, to limit DGL's total liability to the Client or anyone making claims through the client, for any and all damages or claim expenses (including attorney's fees) arising out of this Agreement, from any and all causes, to the total amount of \$____,000 or the amount of DGL's fee, whichever is greater.

Termination of Services

This agreement may be terminated upon 10 days written notice by either party should the other fail to perform their obligations hereunder. In the event of termination, the Client shall pay DGL for all services rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.

Betterment

If a required item or component of the Project is omitted from DGL's documents, DGL shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been included or required in DGL's original documents. In no event will DGL be responsible for any costs or expense that provides betterment or upgrades or enhances the value of the Project.

Ownership of Documents

All documents produced by DGL under this agreement, including electronic files, shall remain the property of DGL and may not be used by this Client for any other purpose without the written consent of DGL. Any such use or reuse shall be at the sole risk of Client who shall defend, indemnify and hold DGL and its subconsultants harmless from any and all claims and/or damages arising therefrom. Electronic files are not contract documents and cannot be relied upon as identical to contract documents because of changes or errors induced by translation, transmission, or alterations while under the control of others. Use of information contained in the electronic files is at the user's sole risk and without liability to DGL and its subconsultants.

Defects in Service

The Client shall promptly report to DGL any defects or suspected defects in DGL's services. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor contract and shall require all subcontracts at any level to contain a like agreement. Failure by the Client and the Client's contractors or subcontractors to notify DGL shall relieve DGL of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

Construction Activities

DGL shall not be responsible for the acts or omissions of any person performing any construction Work or for instructions given by the Client or its representatives to any one performing any construction Work, nor for construction means and methods or job-site safety.

Dispute Resolution

Any claim or dispute between the Client and DGL shall be submitted to non-binding mediation, subject to the parties agreeing to a mediator. If the Parties cannot agree upon a mediator the claim or dispute shall be submitted to the American Arbitration Association (AAA) for mediation in accordance with the Construction Arbitration and Mediation Rules of the AAA then in effect.

Relationship of the Parties

All services provided by DGL are for the sole use and benefit of the Client. Nothing in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or DGL.

Entire of Agreement

This Agreement constitutes the entire agreement between the parties and these Terms & Conditions may only be amended by written agreement by both Parties. Should any portion of this Agreement is found to be illegal or enforceable, such portion shall be deleted and the balance shall remain in effect.

Applicable Law

The law applicable to this Agreement is the state of the Project location.

ORDINANCE NO. 59-2024

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO A CUSTOMER SUPPLY AGREEMENT WITH ARCHER ENERGY FOR THE PROVISION OF NATURAL GAS TO RESIDENTIAL AND SMALL COMMERCIAL CUSTOMERS WITHIN THE CITY OF SYLVANIA BEGINNING IN OCTOBER, 2024; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Sylvania is approved by the Public Utilities Commission of Ohio (“PUCO”) as an opt-out government aggregator for natural gas and is a member of the Northwest Ohio Aggregation Coalition (“NOAC”); and,

WHEREAS, since 2003, NOAC has saved residents and small business customers in the aggregation over \$20,000,000 on their natural gas bills versus the Columbia tariff price; and,

WHEREAS, Ordinance No. 33-2022, passed by Sylvania City Council on March 7, 2022, authorized the Mayor and Director of Finance to enter into a Customer Supply Agreement with Constellation to act as the City’s Natural Gas Aggregation supplier for a twenty-four month period beginning in June, 2022 and ending in May, 2024; and,

WHEREAS, in anticipation of the expiration of our current Agreement with Constellation, NOAC’s consultant, Palmer Energy, recently issued a request for proposals and received two responses from one supplier, however, neither of those original offers resulted in an estimated savings over the Columbia Gas pricing for the NOAC customers; and,

WHEREAS, after the communities’ meeting with Palmer Energy to review the proposals, Palmer Energy received a proposal from Archer Energy for a 20-month period that will result in savings for NOAC customers; and,

WHEREAS, Archer Energy’s offer results in an estimated savings of \$8 per year per participant through March, 2025, however, the Columbia Gas adder changes each April so savings beyond March, 2025 are unknown; and,

WHEREAS, Palmer Energy recommends accepting the Archer Energy offer as it is estimated to result in the best savings for the residential and small commercial consumers in the City of Sylvania.

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 enter into a Customer Supply Agreement with Constellation to supply natural gas to City of Sylvania consumers enrolled in its opt-out aggregation program for a period of 20 months beginning with the October, 2024 and ending with the May 2026 billing periods.

SECTION 2. Any such contract with Archer Energy shall be in a form which is acceptable and approved by the Director of Law.

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

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

SECTION 5. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the Agreement for said natural gas services should be approved immediately so that City residents continue to receive the best possible natural gas pricing. 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 measure: 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



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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: 04/01/2024
Re: Obsolete Equipment

Council Members,

The following item is no longer of use in our City operations:

Service Department: 2004 Chevy Impala Vin#2G1WF52E259376557

We would request approval to dispose of this vehicle by posting it for sale on the GovDeals website. Should we not receive any bids to purchase the vehicle we will dispose of it either through scrap value.

Please call if you have any questions. Thank you.