

Minutes of the Meeting of Council  
March 4, 2024

The Council of the City of Sylvania, Ohio met in regular session on March 4, 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 Ms. Stough.

Pledge of  
Allegiance.

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

Additions to the agenda:

Item #20a. Proposed Ordinance No. 39-2024, Event Policy.

Item #22. Autism Certification update by Bill Sanford.

Item #23. Naturalization Ceremony information from Bill Sanford.

Mr. Frye moved, Ms. Stough seconded to approve the agenda as amended; 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 February 20, 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 February 20, 2024 be approved; roll call vote being: Frye, Haynam, Hansen, McCann, Richardson, Westphal, Stough; (7) yeas; (0) nays. The motion carried.

Approval of the  
Feb. 20, 2024  
Meeting minutes.

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

Mayor Stough presented a proclamation for Developmental Disabilities Awareness Month to the Lucas County Board of Developmental Disabilities; Michele Myerholtz and Nabil Shaheen attended on their behalf.

Proclamation  
presentation for  
LCBDD.

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

Scott Sylak from the Lucas County Mental Health and Recovery Services Board gave a brief presentation requesting endorsement on their upcoming levy Issue 8. Mr. Haynam asked that proposed Resolution No. 3-2024 be added to the Council agenda for approval.

Issue 8 Levy  
Presentation.

Mr. McCann presented and read aloud by title only, proposed Resolution No. 3-2024, a written copy of same having been previously furnished to each member of Council, "A Resolution of the Council of the City of Sylvania supporting the 10-year, 1.0 mill levy for the Mental Health and Recovery Services Board of Lucas County; and declaring an emergency."; Mr. McCann moved, Mr. Haynam seconded for passage of Resolution No. 3-2024 as an emergency measure; roll call vote being: Hansen, Haynam, Frye,

Res. No. 3-2024,  
Issue 8 Levy  
Endorsement.

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

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

Mr. Haynam moved, Ms. Stough seconded to enter into Executive Session for the purposes of discussion on pending litigation at 7:50 p.m.; roll call vote being: Haynam, McCann, Westphal, Richardson, Hansen, Frye, Stough; (7) yeas; (0) nays. The motion carried.

Executive  
Session: Pending  
Litigation.

Mr. Frye moved, Mr. McCann seconded to return from Executive Session to General Session at 8:58 p.m.; roll call vote being: Frye, Hansen, McCann, Westphal, Richardson, Haynam, Stough; (7) yeas; (0) nays. The motion carried.

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

Service Director's report on contract award was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 29-2024, a written copy of same having been previously furnished to each member of Council "Accepting the proposal of Feller Finch & Associates, Inc. to provide professional engineering services for the Angola, Frankfort, McCord, Silica and Summit Resurfacing Project; appropriating funds therefore in the amount of \$21,400; and declaring an emergency."; Mr. Richardson moved, Mr. Haynam seconded for passage of Ordinance No. 29-2024 as an emergency measure; roll call vote being: Stough, Hansen, Haynam, McCann, Westphal, Richardson, Frye; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
29-2024, "...  
Feller Finch...  
Angola Silica  
Summit  
Resurfacing..."

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. 30-2024, a written copy of same having been previously furnished to each member of Council "Accepting a temporary construction easement from Crestview of Ohio, Inc., n/k/a ProMedica Continuing Care Services Corporation for the Harroun Road and Ravine Drive Intersection Improvement Project; dedicating the temporary easement for public purposes; appropriating funds therefore in the amount of \$101,215; and declaring an emergency."; Mr. Richardson moved, Mrs. Westphal seconded for passage of Ordinance No. 30-2024 as an emergency measure; roll call vote being: Haynam, Hansen, McCann, Westphal, Richardson, Frye, Stough; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
30-2024, "...  
ROW  
acquisition...  
Crestview...  
Harroun Ravine  
Intersection..."

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

Service Director’s report on contract award was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 31-2024, a written copy of same having been previously furnished to each member of Council “Accepting the proposal of American Structurepoint, Inc. to provide construction management services for the McCord Road Improvement Project; appropriating funds therefore in an amount not to exceed \$46,356; and declaring an emergency.”; Mr. Richardson moved, Ms. Stough seconded for passage of Ordinance No. 31-2024 as an emergency measure; roll call vote being: Stough, Hansen, Frye, Haynam, McCann, Westphal, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No. 31-2024, “... American Structurepoint... McCord Road Project...”

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

Service Director’s report on contract award was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 32-2024, a written copy of same having been previously furnished to each member of Council “Accepting the proposal of American Structurepoint, Inc. to provide construction management services for the Oakland Court Improvement Project; appropriating funds therefore in an amount not to exceed \$72,208; and declaring an emergency.”; Mr. Richardson moved, Mr. McCann seconded for passage of Ordinance No. 32-2024 as an emergency measure; roll call vote being: Hansen, Frye, Haynam, Stough, McCann, Westphal, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No. 32-2024, “... American Structurepoint... Oakland Court Project...”

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

Service Director’s letter requesting approval of agreement was placed on file. Mr. McCann presented and read aloud by title only, proposed Ordinance No. 33-2024, a written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to enter into an Installment Payment Agreement for the Storm Sewer Tap Fee, Connection Fee and Service Line for the property at 5744 Roan Road, Sylvania, Ohio; and declaring an emergency.”; Mr. McCann moved, Mrs. Westphal seconded for passage of Ordinance No. 33-2024 as an emergency measure; roll call vote being: Haynam, McCann, Westphal, Richardson, Frye, Stough, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No. 33-2204, “... Storm Sewer Tap Fee... 5744 Roan Road...”

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

Service Director’s letter requesting approval of agreement was placed on file. Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 34-2024, a

Ordinance No. 34-2024, “... ”

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written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to enter into a Joint Cooperation Agreement on behalf of this City of Sylvania with the Sylvania Area Joint Recreation District (“SAJRD”) relative to the Plummer Pool Improvement Project; and declaring an emergency.”; Mrs. Westphal moved, Mr. McCann seconded for passage of Ordinance No. 34-2024 as an emergency measure; roll call vote being: McCann, Westphal, Richardson, Haynam, Frye, Stough, Hansen; (7) yeas; (0) nays. The motion carried.

Joint  
Cooperation  
Agreement...  
SAJRD...  
Plummer  
Pool...”

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

Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 35-2024, 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 Second Amendment to the City’s agreement with Sylvania Compost & Recycling, LLC to provide green yard waste drop-off from September 1, 2024 through September 30, 2026; and declaring an emergency.”; Mr. Hansen moved, Mr. Haynam seconded for passage of Ordinance No. 35-2024 as an emergency measure; roll call vote being: Haynam, McCann, Westphal, Richardson, Frye, Stough, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
35-2024, “...  
Second  
Amendment...  
Sylvania  
Compost &  
Recycling...”

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 36-2024, 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 127.01 – Director and Deputy Director by adding a “Deputy Director of Public Service I” position from March 5, 2024 through May 31, 2024 at which time said Deputy Director of Public Service I position shall be eliminated; amending Sylvania Codified Ordinance Section 139.03(e)(3) to set the salary of the “Deputy Director of Public Service I” at \$115,673 annually and the Director of Public Service at \$127,182 annually commencing June 1, 2024 and thereafter; and declaring an emergency.”; Mrs. Westphal moved, Mr. Frye seconded for passage of Ordinance No. 36-2024 as an emergency measure; roll call vote being: Haynam, McCann, Richardson, Frye, Stough, Westphal, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
36-2024, “...  
Revising  
Codified Ord...  
Deputy Director  
of Public  
Services I...”

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

Safety Director’s letter requesting purchase approval was placed on file. Mr. Frye presented and read aloud by title only, proposed Ordinance No. 37-2024, a written copy

Ordinance No.  
37-2024, “...  
...

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of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to accept the proposal of Baumann Ford Oregon, LLC for the purchase of one new 2025 Ford Explorer for the Sylvania City Police Department; appropriating funds therefore in the amount of \$46,595.94; and declaring an emergency.”; Mr. Frye moved, Mr. Hansen seconded for passage of Ordinance No. 37-2024 as an emergency measure; roll call vote being: McCann, Westphal, Haynam, Richardson, Frye, Stough, Hansen; (7) yeas; (0) nays. The motion carried.

Baumann Ford  
Oregon... 2025  
Ford Explore...  
Police Dept...”

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

Street Banner Application from Lourdes University was placed on file. Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 38-2024, a written copy of same having been previously furnished to each member of Council “Approving the Banner Application of Lourdes University; authorizing the Zoning Administrator to indicate such approval on behalf of the City of Sylvania; and declaring an emergency.”; Mr. Haynam moved, Mr. Hansen seconded for passage of Ordinance No. 38-2024 as an emergency measure; roll call vote being: Haynam, McCann, Westphal, Richardson, Frye, Stough, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
38-2024, “...  
Lourdes Banner  
Application...”

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

Mr. Frye presented and read aloud by title only, proposed Resolution No. 2-2024, a written copy of same having been previously furnished to each member of Council “A Resolution of the Council of the City of Sylvania declaring its intent to enter into a First Amendment to the Joint Economic Development District Agreement to add areas to the Joint Economic Development District; and declaring an emergency.”; Mr. Frye moved, Mrs. Westphal seconded for passage of Resolution No. 2-2024 as an emergency measure; roll call vote being: Haynam, Westphal, Richardson, Frye, Stough, Hansen, McCann; (7) yeas; (0) nays. The motion carried.

Resolution No.  
2-2024, “... First  
Amendment...  
JEDD...”

Mr. Frye moved, Mr. Hansen seconded to set a Public Hearing for Monday, April 15, 2024 at 7:15 p.m. in Council Chambers at 6635 Maplewood Ave., Sylvania, Ohio to discuss the First Amendment to the Joint Economic Development District Agreement; roll call vote being: Westphal, Richardson, Frye, Stough, Haynam, Hansen, McCann; (7) yeas; (0) nays. The motion carried.

Set Public  
Hearing for  
JEDD.

Mayor Stough stated that Council will now consider agenda item 19.

Mr. Frye moved, Ms. Stough seconded to approve the Then and Now Certifications issued from November 27, 2023 through February 26, 2024; roll call vote being: Frye,

Then & Now  
Certifications.

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

Mayor Stough stated that Council will now consider agenda item 20a.

Mr. Haynam gave a brief report on the Zoning & Annexation Committee meeting held this date. The Sylvania Special Event Policy and Block Party Permit Application were discussed with a presentation from Chief Miller saying they are a comprehensive formalization of existing permit procedures with updated fee structures. It was agreed to have legislation added to the Council meeting for approval.

Z&A Committee meeting report.

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 39-2024, a written copy of same having been previously furnished to each member of Council “Adopting the City of Sylvania Event Handbook and the City of Sylvania Block Party Permit Application form; amending Section 311.02 – Parades and Assemblages; Block Parties, of the Sylvania Codified Ordinances, 1979, as amended; amending Section 1519.02; and declaring an emergency.”; Mr. Haynam moved, Mr. Hansen seconded for passage of Ordinance No. 39-2024 as an emergency measure; roll call vote being: Haynam, Westphal, Richardson, Frye, Stough, Hansen, McCann; (7) yeas; (0) nays. The motion carried.

Ordinance No. 39-2024, “... Event Handbook ...Block Party Permit Form...”

Mayor Stough stated that Council will now consider agenda item 22.

Bill Sanford gave a brief report on the ongoing Autism Certification process for the City saying it is going very well with over 70% of employees having taken and passed the test necessary for the certification.

Autism Certification process update.

Mayor Stough stated that Council will now consider agenda item 23.

Bill Sanford extended an invitation to City Council on behalf of Southview High School Principal Kasey Vens for the Naturalization Ceremony taking place at Southview on March 13, 2024 at 9:00 a.m.

Naturalization Ceremony at SVHS 3/13/24.

Mayor Stough stated all agenda items have been addressed.

Mr. Frye moved, Mr. McCann seconded to adjourn at 9:40 p.m. Roll call vote being: Frye, Richardson, Westphal, Hansen, Stough, Haynam, McCann; (7) yeas; (0) nays.

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Adjournment.

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Clerk of Council

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Mayor