

**Sylvania City Council**  
November 18, 2019

**7:30 p.m. Council Meeting**  
**Agenda**

1. Roll call. Mrs. Cappellini, Mr. Frye, Mr. Haynam, Mrs. Husman, Mr. Luetke, Mr. Richardson, 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:
  - a. Regular council meeting 11/4/19.
  - b. Special council meeting 11/6/19.
5. 2020 Budget.
  - a. Second Reading of Proposed Ordinance No. 92-2019, To make appropriations for current expenditures and other expenditures of the City of Sylvania, Ohio, for the fiscal year ending December 31, 2020.
6. Plan Commission's recommendation of Zoning Ordinance Amendment Application, a request from Louisville Title Agency of NW Ohio, for a zoning change from B-2 "General Business District" to R-4/PD "Multi Dwelling Medium High Density District" Planned Development for property located at 3921 and 3859 Sylvania Lakes Blvd., Sylvania, Ohio 43560. Set the public hearing for January 6, 2020, and authorize the clerk to advertise for same.
7. Proposed Ordinance No. 94-2019, An Ordinance authorizing the Chief of Police to contribute unclaimed property in the possession of the Sylvania City Police Department.
8. Proposed Ordinance No. 95-2019, Accepting the proposal of Kiesler Police Supply for new duty weapons, with trade-ins, for the City of Sylvania Police Department.
9. Cushman Road Improvement project.
  - a. Service Director's report on engineering services contract.
  - b. Proposed Ordinance No. 96-2019, Authorizing the Mayor and Director of Finance to accept the proposal of ESA, LLC to provide engineering services for the Cushman Road Improvements Project.
10. Set Organizational meeting of Council as required by Charter.

11. Committee reports.
  - a. Employee & Community Relations Committee held on 11/13/19.
12. Committee referrals.

### **INFORMATION**

- A. October 2019 Bank Reconciliation.
- B. Board of Architectural Review minutes from November 13, 2019.
- C. Municipal Planning Commission minutes from November 13, 2019.

Minutes of the Meeting of Council  
November 4, 2019

The Council of the City of Sylvania, Ohio met in regular session on November 4, 2019 at 7:30 p.m. with Mayor Stough in the chair. Roll was called with the following members present: Katie Cappellini, Mark Frye, Doug Haynam, Sandy Husman, Mark Luetke, Patrick Richardson, Mary Westphal; (7) present; (0) absent.

Roll call:  
All 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.

The following items were added to the agenda:

- 4a. Funigan's update.
- 9c. Set Special Council Meeting regarding 911 Consolidation.
- 11. Executive Session to discuss possible litigation.

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

Agenda  
approval.

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

Mrs. Westphal presented the October 21, 2019 meeting minutes. Mrs. Westphal moved, Mr. Luetke 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 October 21, 2019 be approved; roll call vote being: Frye, Haynam, Husman, Luetke, Richardson, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Approval of the  
October 21  
meeting  
minutes.

Law Director Brinning provided an update of Funigan's compliance of their Conditional Use permit. Several neighbors and one Funigan's employee spoke on the matter.

Funigan's  
Update.

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

Mrs. Westphal moved, Mr. Frye seconded, to set the 2020 Council Meeting Schedule as submitted and the 2020 Trick-or-Treat for Saturday, October 31<sup>st</sup>, 6:00-7:30p.m. Roll call vote being: Haynam, Husman, Luetke, Richardson, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Set 2020  
Council  
Meeting  
schedule &  
2020 Trick or  
Treat: Sat.,  
October 31<sup>st</sup>.

Minutes of the Meeting of Council  
November 4, 2019

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

Mrs. Westphal presented the first reading and read aloud by title only, proposed Ordinance No. 92-2018, a written copy of same having been previously furnished to each member of Council, "To make Appropriations for Current Expenditures and Other Expenditures of the City of Sylvania, Ohio, for the fiscal year ending December 31, 2020." Mrs. Westphal moved, Mr. Haynam seconded to read by title only; roll call vote being: Luetke, Richardson, Westphal, Cappellini, Frye, Haynam, Husman, (7) yeas; (0) nays. The motion carried.

1st reading:  
Ordinance No.  
92-2019;  
2019 Budget.

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

Police Chief's report on the Lexipol Service Agreement was placed on file. Mr. Frye presented and read aloud by title only, proposed Ordinance No. 93-2019, a written copy of same having been previously furnished to each member of Council, "Authorizing the Mayor and Director of Finance to enter into an agreement with Lexipol, LLC to provide a Law Enforcement Policy Manual at a cost of \$32,100; appropriating funds therefore; and declaring an emergency." Mr. Frye moved, Mr. Luetke seconded, that Council dispense with the Second and Third Reading of said Ordinance; roll call vote being: Luetke, Richardson, Westphal, Cappellini, Frye, Haynam, Husman, (7) yeas; (0) nays. The motion carried.

Ordinance No.  
93-2019;"...  
Agreement with  
Lexipol LL...  
Law  
Enforcement  
Policy Manual.  
.... "

Mr. Frye moved, Mrs. Husman seconded, that Ordinance No. 93-2019 be enacted as an emergency measure as declared therein; roll call vote being: Richardson, Westphal, Cappellini, Frye, Haynam, Husman, Luetke, (7) yeas; (0) nays. The motion carried.

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

A notice of a new permit of D1 and D2 liquor permit from Peace Love & Pottery, LLC d/b/a Peace Love & Pottery Studio, 6750 W. Sylvania Ave., Sylvania, Ohio was presented. Mr. Frye moved, Mr. Haynam seconded to not request a hearing. Roll call vote being: Westphal, Cappellini, Frye, Haynam, Husman, Luetke, Richardson, (7) yeas; (0) nays. The motion carried.

No hearing:  
liquor permit,  
Peace Love &  
Pottery Studio,  
6750 W.  
Sylvania Ave,

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

Mr. Haynam stated the Zoning & Annexation Committee held a meeting on this date to discuss PD-1-2019. Mr. Haynam stated current owners and developers for this property reviewed the Zoning Ordinance Amendment Petition No. PD-1-2019, a request from Louisville Title Agency of NW Ohio, for a zoning change from B-2

Z & A Com.  
Mtg report Re:  
PD-1-2019.

Minutes of the Meeting of Council  
November 4, 2019

“General Business District” to R-4 “Multi Dwelling Medium High Density District” Planned Development for property located at 3921 and 3859 Sylvan Lakes Blvd., Sylvania, Ohio, 43560. Mr. Haynam stated this was an informational meeting only.

Mr. Luetke stated the Employee & Community Relations Committee held a meeting on this date to discuss the 2020 Board of Zoning Appeals appointment. The Committee received three applications and will interview each applicant in a Committee meeting to be set soon.

Emp & Com  
Relations Rept.  
Re: 2020 BZA  
appointment.

Mr. Frye stated the Safety Committee will be meeting on November 6, 2019 at 6:30 p.m. to discuss the 911 Consolidation. Mr. Frye moved, Mr. Luetke seconded to set a Special Council Meeting for November 6, 2019 at 7:00 p.m. to discuss the City’s representative for the 911 Consolidation Board; roll call vote being: Westphal, Cappellini, Frye, Haynam, Husman, Luetke, Richardson, (7) yeas; (0) nays. The motion carried.

Set Special  
Council Mtg;  
11/6/19 @ 7:00  
p.m. Re: 911  
Consolidation.

Mayor Stough stated there were no items for agenda item 10, so Council will now consider agenda item 11.

Mrs. Westphal moved, Mr. Haynam seconded to enter into Executive Session for the purpose of discussing possible litigation at 8:49 p.m. Roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Richardson, Westphal, (7) yeas; (0) nays. The motion carried.

Executive  
Session re:  
possible  
litigation.

Mrs. Westphal moved, Mr. Richardson seconded to return from Executive Session to General Session at 9:10 p.m. Roll call vote being: Frye, Haynam, Husman, Luetke, Richardson, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Mrs. Westphal moved, Mrs. Husman seconded to adjourn at 9:11 p.m. Roll call vote being: Haynam, Husman, Luetke, Richardson, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Adjournment.

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Clerk of Council

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Mayor

4b

Minutes of the Special Meeting of Council  
November 6, 2019

The Council of the City of Sylvania, Ohio met in Special session on November 6, 2019 at 7:00 p.m. with Mayor Stough in the chair. Roll was called with the following members present: Katie Cappellini, Mark Frye, Doug Haynam, Sandy Husman, Mark Luetke, Patrick Richardson, Mary Westphal; (7) present; (0) absent.

Roll call:  
All present.

Pledge of Allegiance to the United States of America led by Mrs. Cappellini.

Pledge of  
Allegiance.

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

The following items were added to the agenda:

5a. Proposed Resolution No. 17-2019.

Mrs. Westphal moved, Mrs. Husman seconded to approve the agenda as amended; roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Richardson, Westphal, (7) yeas; (0) nays. The motion carried.

Agenda  
approval.

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

Mr. Frye provided a report of the Safety Committee meeting held on this date. He reported the meeting was to consider and gather additional information from the administrative staff regarding the updated costs for the potential consolidation of 911 service to a county-wide service. Also discussed was the potential incremental cost for the City of additional personnel to maintain services at the current dispatch center. Police Chief Schnoor, Public Safety Director Aller provided information and fielded questions from Council. Council heard from retired dispatches against the consolidation and current employees. Safety Committee unanimously moved to advance to council, Mayor Atkinson as the City of Sylvania's representative to the Lucas County 911 Planning Committee.

Rept. of Safety  
Committee  
regarding 911-  
Consolidation.

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

Mr. Frye presented and read aloud by title only, proposed Resolution No. 17-2019, "Appointing Mayor of Whitehouse Donald L. Atkinson as the City of Sylvania's representative to the Lucas County 9-1-1 Planning Committee; and declaring an emergency". Mr. Frye moved, Mr. Haynam seconded, that Council dispense with the Second and Third Reading of said Resolution; roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Richardson, Westphal, (7) yeas; (0) nays. The motion carried.

Resolution No.  
17-2019,  
"Appointing  
Donald  
Atkinson as Rep  
to Lu Co 911  
Planning  
Committee.

Minutes of the Meeting of Council  
November 6, 2019

Mayor Stough stated that all items on the agenda had been considered.

Adjournment.

Mrs. Westphal moved, Mr. Haynam seconded that this meeting adjourn; all present voting yea (7); (0) nays. The motion carried and the meeting adjourned at 8:24 p.m.

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Clerk of Council

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Mayor

**ORDINANCE NO. 92 -2019**

TO MAKE APPROPRIATIONS FOR CURRENT EXPENDITURES AND  
OTHER EXPENDITURES OF THE CITY OF SYLVANIA, OHIO, FOR THE  
FISCAL YEAR ENDING DECEMBER 31, 2020; AND DECLARING AN EMERGENCY.

WHEREAS, it is provided by State law and the Sylvania City Charter that an annual  
appropriation ordinance shall be passed by Council; and,

WHEREAS, attached hereto is "Exhibit A" entitled "2020 Budget Summary of Estimated  
Expenditures" which exhibit identifies by a four-digit department code number and name each  
Account in a Fund identified by a three-digit code and name to which appropriations within such  
Fund are made by this ordinance; and

WHEREAS, attached hereto is "Exhibit B" entitled "2020 Budget Summary of Revenues  
(2017 - 2020)" which exhibit lists the specific sources of revenue and the actual amounts received by  
the City from each source within each Fund for the years 2017 and 2018, and the estimated amounts  
expected to be received by the City from each source for each Fund for the years 2019 and 2020,  
referred to herein as "estimated resources."

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

SECTION 1. That to provide for the current expenditures and other expenditures of the City  
of Sylvania for the fiscal year ending December 31, 2020, the following appropriations are hereby  
authorized.

SECTION 2. That there be and is hereby appropriated from the GENERAL FUND the sum of  
\$14,000,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and  
for the respective purposes shown for such Account. Estimated resources for 2020 for said Fund, as  
shown in "Exhibit B" total \$14,041,000.



SECTION 3. That there be and is hereby appropriated from the STREET CONSTRUCTION, MAINTENANCE AND REPAIR FUND the sum of \$1,296,000 to the respective Accounts of said Fund listed in "Exhibit A" in the amounts and for the respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund, as shown in "Exhibit B", total \$1,225,000. There is a sufficient balance as of January 1, 2020 in this Fund to be considered as available for appropriation.

SECTION 4. That there be and is hereby appropriated from the CITY PERMISSIVE TAX FUND the sum of \$240,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Accounts. Estimated Resources for 2020 for this Fund as shown in "Exhibit B" total \$240,000.

SECTION 5. That there be and is hereby appropriated from the STATE HIGHWAY IMPROVEMENT FUND the sum of \$73,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$80,000.

SECTION 6. That there be and is hereby appropriated from the LAW ENFORCEMENT TRUST FUND the sum of \$50,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$50,000.

SECTION 7. That there be and is hereby appropriated from the DRUG LAW ENFORCEMENT TRUST FUND the sum of \$5,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$5,000.

SECTION 8. That there be and is hereby appropriated from the INDIGENT DRIVERS ALCOHOL TREATMENT FUND the sum of \$30,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$30,000.

SECTION 9. That there be and is hereby appropriated from the INDIGENT DRIVERS ALCOHOL MONITOR FUND the sum of \$30,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$30,000.

SECTION 10. That there be and is hereby appropriated from the FEDERAL EQUITABLE SHARING FUND the sum of \$20,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$20,000.

SECTION 11. That there be and is hereby appropriated from the INDIGENT SUPPORT FUND the sum of \$50,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$50,000.

SECTION 12. That there be and is hereby appropriated from the GENERAL OBLIGATION DEBT SERVICE FUND the sum of \$1,780,000 to the respective Account of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$1,800,000.

SECTION 13. That there be and is hereby appropriated from the CAPITAL IMPROVEMENT FUND the sum of \$2,810,000 to the respective Accounts of said Fund listed in "Exhibit A" in the amount and for the respective purposes shown for such Accounts. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$3,970,000.

SECTION 14. That there be and is hereby appropriated from the COURT CAPITAL IMPROVEMENT FUND the sum of \$300,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$130,000. There is a sufficient balance as of January 1, 2020 in this Fund to be considered as available for appropriation.

SECTION 15. That there be and is hereby appropriated from the SPECIAL ASSESSMENT SERVICES TREE REPAIR & REPLACEMENT FUND the sum of \$255,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$255,000.

SECTION 16. That there be and is hereby appropriated from the SPECIAL ASSESSMENT SERVICE STREET LIGHTING FUND the sum of \$432,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$410,000. There is a sufficient balance as of January 1, 2020 in this Fund to be considered as available for appropriation.

SECTION 17. That there be and is hereby appropriated from the SPECIAL ASSESSMENT SERVICES DITCH & DRAINAGE FUND the sum of \$320,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$320,000.

SECTION 18. That there be and is hereby appropriated from the WATER FUND the sum of \$5,946,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$5,732,000. There is a sufficient balance as of January 1, 2020 in this Fund to be considered as available for appropriation.

SECTION 19. That there be and is hereby appropriated from the SEWER FUND the sum of \$3,657,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$3,385,000. There is a sufficient balance as of January 1, 2020 in this Fund to be considered as available for appropriation.

SECTION 20. That there be and is hereby appropriated from the RESOURCE RECOVERY FUND the sum of \$200,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$200,000.

SECTION 21. That there be and is hereby appropriated from the MEDICAL CARE – SELF INSURED FUND the sum of \$2,460,000 to the Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$2,460,000.

SECTION 22. That there be and is hereby appropriated from the POLICE PENSION FUND the sum of \$500,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for respective purpose shown for such Account. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$500,000.

SECTION 23. That there be and is hereby appropriated from the PROPERTY ROOM FUND the sum of \$10,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$10,000.

SECTION 24. That there be and is hereby appropriated from the INCOME TAX FUND the sum of \$8,231,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$8,205,000. There is a sufficient balance as of January 1, 2020 in this Fund to be considered as available for appropriation.

SECTION 25. That there be and is hereby appropriated from the UNCLAIMED MONIES FUND the sum of \$5,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$5,000.

SECTION 26. That there be and is hereby appropriated from the POLICE COMMUNITY AFFAIRS FUND the sum of \$21,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$10,000. There is a sufficient balance as of January 1, 2020 in this Fund to be considered as available for appropriation.

SECTION 27. Estimated resources for the PARKS-RECREATION FOUNDATION FUND for 2020 as shown in "Exhibit B" total \$2,000.

SECTION 28. That "Exhibit C" attached hereto is illustrative of the transfers anticipated within the 2020 Operating Budget.

SECTION 29. That the Director of Finance be and he is hereby authorized and directed to draw warrants against any of the foregoing appropriations upon proper certificates or vouchers therefore, approved by any officer or officers authorized by law to approve the same, or by any Ordinance or Resolution of Council to make expenditures or as otherwise provided by law.

SECTION 30. That the Director of Finance be and he is hereby authorized to make all operating transfers as delineated in the 2020 Budget, shown on "Exhibit A".

SECTION 31. It is hereby found and determined that all formal actions of the Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such action, were in meetings open to the public, in compliance with all requirements including Section 121.22 of the Ohio Revised Code.

SECTION 32. 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 33. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that immediate provision should be made for the enactment of appropriations for the payment of current expenditures for the calendar year of 2020. 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 dispensing with the \_\_\_\_\_ reading(s): Yeas \_\_\_\_ Nays \_\_\_\_

Passed, \_\_\_\_\_, 2019, as an emergency measure.

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
Clerk of Council

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

\_\_\_\_\_  
Director of Law

**Exhibit "A"**

**2020 BUDGET  
SUMMARY OF ESTIMATED EXPENDITURES**

Dept.	Name	Personal Services	Fringe Benefits	Contract Services	Materials & Supplies	Capital Outlay	Transfers	Totals
110	General Fund							
7110	Police Law Enforcement	3,132,000	874,000	198,000	186,000			4,390,000
7115	Fire Prev. & Insp.	4,000	2,000					6,000
7125	Police/Fire Comm.	447,000	185,000	34,000	8,000			674,000
7210	Correctional Programs			21,000				21,000
7215	Cemetery			12,000				12,000
7220	Pymt.Co.Brd.Health			113,000				113,000
7310	Parks & Forestry	600,000	241,000	108,000	43,000			992,000
7320	Community Programs			317,000				317,000
7415	Zoning	84,000	33,000	3,000	3,000			123,000
7425	Mowing-Private Prop.			1,000				1,000
7515	Garb.& Refuse Collection	72,000	11,000	826,000	18,000			927,000
7620	Street Cleaning	110,000	18,000	8,000	19,000			155,000
7710	Mayor's Office	220,000	91,000	4,000	21,000			336,000
7715	Finance Admin.	185,000	67,000	58,000	7,000			317,000
7725	Legal Admin.	168,000	65,000	2,000	6,000			241,000
7726	Prosecutors' Office	271,000	98,000	44,000	13,000			426,000
7730	Service Admin.	89,000	52,000	5,000	8,000			154,000
7735	Legislation	115,000	20,000	10,000	7,000			152,000
7740	Municipal Court	1,242,000	486,000	224,000	67,000			2,019,000
7745	Civil Serv.Comm.			2,000	3,000			5,000
7750	Lands & Buildings	5,000	2,000	71,000	19,000			97,000
7755	Engineering	98,000	53,000	2,000	12,000			165,000
7765	Elections			5,000				5,000
7775	Delq.Land Advertg.			2,000				2,000
8000	Transfers						1,836,000	1,836,000
8020	Information Technology	177,000	64,000	71,000	202,000			514,000
	Totals	7,019,000	2,362,000	2,141,000	642,000		1,836,000	14,000,000

**2019 BUDGET**  
**SUMMARY OF ESTIMATED EXPENDITURES**

Dept. Code	Name	Personal Services	Fringe Benefits	Contract. Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
222	Street C M & R								
7610	Street C M & R	760,000	339,000	57,000	100,000				1,256,000
7635	Traffic Signs.Etc			35,000	5,000				40,000
	Totals	760,000	339,000	92,000	105,000				1,296,000
223	City Perm.Tax								
7611	Permissive Tax Maint.			23,000	135,000	82,000			240,000
224	State Hwy.Improv.								
7612	State Hwy.Maint.			35,000	38,000				73,000
225	Law Enforcement Trust Fund								
7126	Police & Fire Comm.				50,000				50,000
226	Drug Law Enforcement Fund								
7126	Drug Law Enforcement				5,000				5,000
227	Ind.Alcohol Treatment Fund								
7740	Ind.Alcohol Treatment			30,000					30,000
228	Ind.Alcohol Monitor Fund								
7740	Ind.Alcohol Monitor Fund			30,000					30,000
229	Federal Equitable Sharing Fund								
7126	Drug Law Enforcement				20,000				20,000
231	Indigent Support								
7740	Domestic/Thelf ISFC			50,000					50,000

**2019 BUDGET**  
**SUMMARY OF ESTIMATED EXPENDITURES**

Dept. Code	Name	Personal Services	Fringe Benefits	Contract. Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
331	G.O. Retirement Fund								
7910	Bond & Note Retirement			9,000			1,771,000		1,780,000
401	Capital Impr.Fund								
7110	Police Law Enforcement					250,000			250,000
7310	Parks & Forestry					250,000			250,000
7610	Street C M & R					1,410,000			1,410,000
7615	Sidewalks					20,000			20,000
7635	Traffic Signals					0			0
7740	Municipal Court					0			0
7750	Lands & Buildings				62,000	635,000			697,000
7970	Promissory Notes						45,000		45,000
8020	Information Tech.					138,000			138,000
	Totals				62,000	2,703,000	45,000		2,810,000
405	Court Capital Improvement Fund								
7740	Municipal Court				250,000		50,000		300,000
501	Spec.Assess.Trees								
7440	Tree Maintenance	120,000	37,000	91,000	7,000				255,000
502	Spec.Assess. Street Lighting								
7130	S.A. Street Lighting	1,000		431,000					432,000
503	S.A. Ditches & Drains								
7510	Ditches & Drains	183,000	29,000	70,000	38,000				320,000
701	Water Fund								
7520	Water Admin.	254,000	69,000	54,000	67,000				444,000
7525	Distribution	488,000	204,000	3,844,000	64,000	677,000	225,000		5,502,000
	Totals	742,000	273,000	3,898,000	131,000	677,000	225,000		5,946,000



**2019 BUDGET  
SUMMARY OF ESTIMATED EXPENDITURES**

Dept. Code	Name	Personal Services	Fringe Benefits	Contract. Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
702	Sewer Fund								
7530	Sewer Admin.	254,000	65,000	78,000	59,000				456,000
7540	Sewer Collection	338,000	161,000	1,629,000	43,000	1,030,000			3,201,000
	Totals	592,000	226,000	1,707,000	102,000	1,030,000			3,657,000
705	Resource Recovery								
7314	Compost	84,000	14,000	43,000	59,000				200,000
707	Medical Care - Self Insured								
8030	Medical Care		2,167,000	293,000					2,460,000
801	Police Pension								
7135	Police Pension		492,000	8,000					500,000
802	Property Room								
7170	Property Room				10,000				10,000
804	Income Tax Fund								
7760	Tax Adm.	264,000	112,000	65,000	270,000				711,000
8000	Transfrers Out							7,520,000	7,520,000
	Totals	264,000	112,000	65,000	270,000			7,520,000	8,231,000
805	Unclaimed Fund								
7520	Refunds				5,000				5,000

**2019 BUDGET**  
**SUMMARY OF ESTIMATED EXPENDITURES**

Dept. Code	Name	Personal Services	Fringe Benefits	Contract. Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
808	Escrow Fund								
7520	Escrow				0				0
810	Police Community Affairs								
7160	Police Community Affairs			5,000	16,000				21,000

**Exhibit "B"**

**2020 ESTIMATED REVENUE  
SUMMARY OF REVENUE 2017-2020**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Estimate</u>	<u>2020 Estimate</u>
<u>General Fund (110)</u>				
Real Estate Taxes	874,422	893,845	915,000	1,000,000
City Income Taxes	2,725,228	2,679,439	2,800,000	3,075,000
Other Taxes	61,307	59,007	65,000	65,000
Shared revenue	686,043	737,731	740,000	800,000
Charges for Services	499,170	543,391	544,000	614,000
Fees, Licenses, Permits	393,007	391,810	395,000	395,000
Interest Earnings	118,443	134,977	100,000	125,000
Fines & Forfeits	954,777	1,103,380	1,082,000	1,292,000
Other revenue	258,186	263,798	270,000	275,000
Transfers In	5,363,000	5,400,000	5,400,000	6,400,000
Totals	11,933,581	12,207,378	12,311,000	14,041,000
 <u>Street C. M. &amp; R. Fund (222)</u>				
Veh. Reg. & Gasoline Tax	777,924	743,887	790,000	1,200,000
Other Revenue	22,972	22,236	30,000	25,000
Transfers In	450,000	500,000	500,000	0
Totals	1,250,896	1,266,123	1,320,000	1,225,000
 <u>Permissive Tax Fund (223)</u>				
Permissive Vehicle Tax	220,794	220,100	240,000	240,000
Other Revenue	0	0	0	0
Totals	220,794	220,100	240,000	240,000
 <u>State Highway Imp.Fund (224)</u>				
Veh. Reg. & Gasoline Tax	66,719	65,127	73,000	80,000
Totals	66,719	65,127	73,000	80,000
 <u>Law Enforcement Trust (225)</u>				
Contraband-Sales-Proceeds	37,958	34,025	50,000	50,000
Totals	37,958	34,025	50,000	50,000
 <u>Drug Law Enforcement (226)</u>				
Drug Enforcement Fines	3,732	2,961	5,000	5,000
Totals	3,732	2,961	5,000	5,000

**2020 ESTIMATED REVENUE  
SUMMARY OF REVENUE 2017-2020**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Estimate</u>	<u>2020 Estimate</u>
<u>Ind. Drivers Alcohol Treatment Fund (227)</u>				
Municipal Court Fines	32,470	27,534	30,000	30,000
Totals	32,470	27,534	30,000	30,000
<u>Ind. Drivers Alcohol Monitor Fund (228)</u>				
Municipal Court Fines	22,265	22,533	30,000	30,000
Transfers In	0	0	0	0
Totals	22,265	22,533	30,000	30,000
<u>Equitable Federal Sharing Fund (229)</u>				
Shared revenue	0	5,870	19,000	19,000
Transfers In	222	206	1,000	1,000
Totals	222	6,076	20,000	20,000
<u>Indigent Support Fund (231)</u>				
Fines & Fees	41,614	48,919	50,000	50,000
Transfers In	0	0	0	0
Total	41,614	48,919	50,000	50,000
<u>G.O. Debt Service (331)</u>				
Real Estate Taxes	526,119	538,041	550,000	600,000
Shared revenue	73,760	73,348	80,000	80,000
Other revenue	0	0	0	0
Bond Proceeds	0	0	0	0
Note Proceeds	0	0	0	0
Transfers In	1,450,000	1,200,000	1,300,000	1,120,000
Totals	2,049,878	1,811,389	1,930,000	1,800,000
<u>Capital Improvement Fund (401)</u>				
City Income Tax	872,073	856,909	900,000	985,000
Shared revenue	278,120	1,649,322	830,000	930,000
Interest Earnings	169,975	178,102	145,000	170,000
Other revenue	1,220,354	87,428	125,000	85,000
Transfers In	700,000	0	0	1,800,000
Totals	3,240,521	2,771,761	2,000,000	3,970,000

**2020 ESTIMATED REVENUE  
SUMMARY OF REVENUE 2017-2020**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Estimate</u>	<u>2020 Estimate</u>
<u>Court Capital Improvement Fund (405)</u>				
Fines & Forfeits	105,577	125,584	135,000	130,000
Other revenue				
Totals	105,577	125,584	135,000	130,000
<u>S.A. Serv. - Trees (501)</u>				
Special Assessments	241,457	244,229	250,000	250,000
Miscellaneous revenue	1,953	1,468	5,000	5,000
Transfers In	0	0	0	0
Totals	243,410	245,696	255,000	255,000
<u>S.A. Street Lighting Fund (502)</u>				
Special Assessments	395,715	399,040	405,000	410,000
Reimbursements-Damages	275	0	5,000	0
Totals	395,990	399,040	410,000	410,000
<u>S.A. Ditches &amp; Drainage Fund (503)</u>				
Special Assessments	275,823	278,936	285,000	320,000
Miscellaneous	0	0	0	0
Transfers In	0	0	0	0
Totals	275,823	278,936	285,000	320,000
<u>Water Fund (701)</u>				
Charges for Services	5,861,908	6,605,311	6,580,000	5,577,000
Interest Earnings	28,170	56,339	31,000	65,000
Other revenue	114,955	124,196	89,000	90,000
Totals	6,005,034	6,785,846	6,700,000	5,732,000
<u>Sewer Fund (702)</u>				
Charges for Services	2,157,898	2,090,910	2,315,000	2,515,000
Interest Earnings	7,401	11,190	10,000	10,000
Other revenue	494,134	123,666	275,000	860,000
Totals	2,659,434	2,225,765	2,600,000	3,385,000

**2020 ESTIMATED REVENUE  
SUMMARY OF REVENUE 2017-2020**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Estimate</u>	<u>2020 Estimate</u>
<u>Resource Recovery (705)</u>				
Other revenue	69,295	82,500	95,000	95,000
Transfers In	105,000	110,000	90,000	105,000
Totals	174,295	192,500	185,000	200,000
<u>Medical Care - Self Insured (707)</u>				
Miscellaneous revenue	135,794	23,634	75,000	140,000
Other revenue	1,994,202	1,941,313	2,325,000	2,320,000
Totals	2,129,996	1,964,947	2,400,000	2,460,000
<u>Police Pension Fund (801)</u>				
Real Estate Taxes	385,820	394,563	400,000	435,000
Miscellaneous revenue	0	0	0	0
Shared revenue	54,095	53,788	60,000	65,000
Transfers In	12,000	0	0	0
Totals	451,915	448,352	460,000	500,000
<u>Property Room (802)</u>				
Miscellaneous revenue	8	1,344	10,000	10,000
Totals	8	1,344	10,000	10,000
<u>Income Tax Fund (804)</u>				
City Income Tax	7,303,610	7,181,405	7,500,000	8,200,000
Misc. revenue	3,265	4,301	10,000	5,000
Totals	7,306,874	7,185,705	7,510,000	8,205,000
<u>Unclaimed Monies Fund (805)</u>				
Miscellaneous revenue	1,820	0	5,000	5,000
Totals	1,820	0	5,000	5,000

**2020 ESTIMATED REVENUE  
SUMMARY OF REVENUE 2017-2020**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Estimate</u>	<u>2020 Estimate</u>
<u>Escrow Fund (808)</u>				
Miscellaneous Revenue	0	0	0	0
Total	0	0	0	0
<u>Police Community Affairs (810)</u>				
State Shared revenue				
Other revenue	5,280	4,950	10,000	10,000
Totals	5,280	4,950	10,000	10,000
<u>Parks-Recreation Foundation (811)</u>				
Interest Earnings	0	0	2,000	2,000
Totals	0	0	2,000	2,000

**2020 ESTIMATED REVENUE  
SUMMARY OF REVENUE 2017-2020**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Estimate</u>	<u>2020 Estimate</u>
<u>Recapitulation of Funds</u>				
110 - General	11,933,581	12,207,378	12,311,000	14,041,000
222 - Street CM & R	1,250,896	1,266,123	1,320,000	1,225,000
223 - Permissive Tax	220,794	220,100	240,000	240,000
224 - State Highway Improvement	66,719	65,127	73,000	80,000
225 - Law Enforcement	37,958	34,025	50,000	50,000
226 - Drug Law	3,732	2,961	5,000	5,000
227 - Ind Drivers Alcohol Trmt	32,470	27,534	30,000	30,000
228 - Ind Drivers Alcohol Monitor	22,265	22,533	30,000	30,000
229 - Equitable Federal Sharing	222	6,076	20,000	20,000
231 - Indigent Support	41,614	48,919	50,000	50,000
331 - G.O. Debt Service	2,049,878	1,811,389	1,930,000	1,800,000
401 - Capital Improvement	3,240,521	2,771,761	2,000,000	3,970,000
405 - Municipal Court Improvement	105,577	125,584	135,000	130,000
501 - S.A. Serv. - Trees	243,410	245,696	255,000	255,000
502 - S.A. Street Lighting	395,990	399,040	410,000	410,000
503 - S.A. Ditches & Drainage	275,823	278,936	285,000	320,000
701 - Water Fund	6,005,034	6,785,846	6,700,000	5,732,000
702 - Sewer Fund	2,659,434	2,225,765	2,600,000	3,385,000
705 - Resource Recovery	174,295	192,500	185,000	200,000
707 - Medical Care	2,129,996	1,964,947	2,400,000	2,460,000
801 - Police Pension	451,915	448,352	460,000	500,000
802 - Property Room	8	1,344	10,000	10,000
804 - Income Tax	7,306,874	7,185,705	7,510,000	8,205,000
805 - Unclaimed Monies	1,820	0	5,000	5,000
808 - Escrow Fund	0	0	0	0
810 - Community Affairs	5,280	4,950	10,000	10,000
811 - Parks-Rec Foundation	0	0	2,000	2,000
Grand Total	38,656,106	38,342,591	39,026,000	43,165,000



**Exhibit "C"**

**2020 INTERFUND TRANSFERS**

Fund	Transfer From	Fund	Transfer To
General	1,730,000	Capital Improvement	1,730,000
General	105,000	Resource Recovery	105,000
General	1,000	Fed Equitable Sharing	1,000
Income Tax	6,400,000	General	6,400,000
Income Tax	1,120,000	Debt Service	1,120,000
Totals	9,356,000		9,356,000
	=====		=====



DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

November 14, 2019

To: Mayor and Members of City Council

Re: Council Referral – PD No. 1-2019  
3921 and 3859 Sylvan Lakes Blvd

Dear Mayor and Members of Council:

Following is an excerpt from the minutes of the regular meeting of the Municipal Planning Commission of September 11, 2019, Council Referral – Zoning Ordinance Amendment Petition NO. PD-1-2019, a request from Louisville Title Agency of NW Ohio, for a zoning change from B-2 “General Business District” to R-4 “Multi Dwelling Medium High Density District” Planned Development for property located at 3921 and 3859 Sylvan Lakes Blvd., Sylvania, Ohio 43560:

..." Mr. Marciniak moved to recommend to Council that they approve the application as submitted. Mayor Stough asked that the motion be amended to include the two letters of November 8<sup>th</sup>, 2019 discussed at the meeting. Mr. Marciniak amended his motion to approve the application, inclusive of the applicant's responses to both the Zoning and Public Service Departments requirements, in their two letters written on November 8<sup>th</sup>, 2019 which were submitted and discussed at tonight's meeting, Mr. Arnold seconded. Vote being: Stough, McCann, Marciniak, Arnold and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote."...

Sincerely,

Debra Webb, Secretary  
Municipal Planning Commission



**CASH WAGNER  
& ASSOCIATES, PC**  
CONSULTING | ENGINEERING | SURVEYING

November 8, 2019

**Sylvania Place Apartments  
3921 & 3859 Sylan Lakes Blvd.**

We are in receipt of the Zoning Review Dated October 29, 2019  
Prepared by: Timothy S. Burns, Zoning Administrator

We offer the following responses, in 'Red', to your comments:

- Per the PD process the City has the ability to require specific design standards to enhance the area and also the historic nature of the community. It is reasonable to eliminate vinyl sided products and require the buildings to be constructed with a natural exterior building materials (stone, brick and wood) to enhance this particular area of the City as well as to continue the overall historic feel of the community.

Refer to the Revised Building Elevations and Rendering which indicates the use of 100% Natural Building Materials.

**Site Review**

C-101 Maximum Height, Codified Ordinance 1127.08, Codified Ordinance 55  
The Maximum allowable height is 35'. Per the proposed plans, building height could not be determined.

The Maximum Building Height, as defined by Ordinance is: 35'  
See Architectural Plan, Sheet A-1; 32'-7"  
See Site Plan, Sheet C-101 Building Data Note; Proposed Mean Roof Height: 32.58'

C-101 Yard Requirements, Codified Ordinance 1137.04, 1135.04  
Requirement attained

C-101 Parking Requirements, Codified Ordinance 1157.05  
Requirement attained.

C-101 ADA Parking  
ADA Parking is governed by the Secretary of the State of Ohio. The required ADA parking space is 7. The proposed quantity of parking spaces is 4. Requirement attained.

29 Total Handicap parking spaces are shown to be provided; 4 per Apartment Bldg. & 1 at Office.

C-101 Loading Births, codified Ordinance 1159.02(c)  
Not Shown. Please show loading plan.

Codified Ordinance 1159.02(c) states: "Other nonresidential buildings including offices, hotels, mortuaries and institutions having more than 10,000 square feet of floor area shall provide one off-street loading berth".

The Office Building proposed is approximately 2,232-sf, and the Maintenance Building is 720-sf.  
No Loading Births are required per Ordinance.

C-101 Parking Areas Adjacent to residentially Zoned Land, Codified Ordinance 1160.04  
The parking area along the West side of the property abuts unknown future use. There is no designated screening shown in this area. Parking screening should be considered considering the vast amount of parking along this property line.

See Landscape Plan, Sheet L-101, which has been revised providing screening of the parking along the West property line with a Natural Landscape Buffer.

C-101 Sign, Codified Ordinance 1137.09, 1166  
Sign permits and approval from the Board of Architectural review are required for all signs. No current permits have been issued.

We recognize sign types, style and locations shall be submitted to the Board of Architectural Review for Approval and Permit, and shall be in compliance with Codified Ordinance 1137.09, 1166; See attached Project Sign Exhibit for an example.

**General Notes**

- Dumpster enclosure is adequately shown. Appropriate concealing is required. This can be achieved with decorative landscape and/or fencing or other type of barrier walls that adequately shield the dumpster from view.

See attached Dumpster Enclosure Exhibit indicating the proposed shielding using concrete block walls and brick.

Sincerely,

CASH WAGGNER & ASSOCIATES, PC



Nathan R. Wagner, P.E.  
Project Engineer

Cc: File

Enclosure: As stated

**ORDINANCE NO. 94 -2019**

**AN ORDINANCE AUTHORIZING THE CHIEF OF POLICE TO  
CONTRIBUTE UNCLAIMED PROPERTY IN THE POSSESSION OF THE  
SYLVANIA CITY POLICE DEPARTMENT; AND DECLARING AN  
EMERGENCY.**

WHEREAS, Ohio Revised Code Section 737.32 provides that property in the possession of the Police Department that remains unclaimed for a period of ninety (90) days to one or more public agencies or to one or more nonprofit organizations; and,

WHEREAS, the Sylvania Police Department is in the possession of unclaimed bicycles; and,

WHEREAS, the Chief of Police has recommended that bicycles in the possession of the Police Department that remain unclaimed for a period of ninety (90) days be donated to Sylvania Area Family Services.

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

SECTION 1. That the Chief of Police is hereby authorized to contribute bicycles that have remain unclaimed for ninety (90) days or more to Sylvania Area Family Services, a qualified non-profit organization.

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

SECTION 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 contribution of unclaimed property in the possession of the Police Department should be provided for 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 dispensing with the second and third readings:            Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Passed, \_\_\_\_\_, 2019, as an emergency measure.

\_\_\_\_\_  
President of Council

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Director of Law

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

ORDINANCE NO. 95 -2019

**ACCEPTING THE PROPOSAL OF KIESLER POLICE SUPPLY FOR  
NEW DUTY WEAPONS, WITH TRADE-INS, FOR THE CITY OF  
SYLVANIA POLICE DEPARTMENT; AND DECLARING AN  
EMERGENCY.**

WHEREAS, the Director of Public Safety and Chief of Police have recommended that the Sylvania Police Department's duty weapons be replaced; and,

WHEREAS, the Chief of Police has received a proposal from Kiesler Police Supply, with trade-ins, for new Glock duty weapons; and,

WHEREAS, after trading in the City of Sylvania Police Department's used duty weapons, the City will have a credit of \$12,170 with Kiesler Police Supply.

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

SECTION 1. That the Mayor and Director of Finance be, and they hereby are, authorized to accept the proposal of Kiesler Police Supply for the purchase of new duty weapons, with trade-ins as set forth on the list now on file with the Clerk of Council, for the City of Sylvania Police Department and the Mayor and Director of Finance be, and hereby are, authorized and directed to sign any and all instruments and to do any and all things necessary to complete said purchase.

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

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

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the furnishing of new police duty weapons are determined to be necessary to provide dependable equipment for the City of Sylvania and these duty weapons should be ordered immediately so as to have them available for use as the need requires. 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 dispensing with the second and third readings:        Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Passed, \_\_\_\_\_, 2019, as an emergency measure.

\_\_\_\_\_  
President of Council

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Director of Law

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



9a



DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

November 18, 2019

To: The Mayor and Members of Sylvania City Council

Re: **Engineering Services Contract  
Cushman Road Improvements**

Dear Mr. Mayor and Council Members:

The City is ready to commence engineering design work for the Cushman Road Improvements Project. This project will replace approximately 3,800 feet of existing 6" cast iron waterline in Cushman Road with 8" ductile iron. The existing waterline was installed in 1952 and has experienced 15 breaks over the life span of the utility.

In addition, the City will be installing a new 8" waterline along Randall Drive and will connect Acres Road to Cushman Road. This will enable the City to abandon existing 4" and 8" waterlines in Alexis Road in the future. Finally the roadway will be resurfaced and drainage swales reshaped to improve surface runoff conditions.

The City solicited proposals from three (3) local engineering firms. The lowest proposal received was from ESA, LLC from Toledo, Ohio in the amount of \$12,500.

ESA has previous experience with the City on municipal roadway and utility related improvements. Engineering services would be funded with Water Enterprise funds using account number 701-7525-53501. We would recommend approval with the engineering services proposal with ESA, LLC in the amount of \$12,500.

Please call with any questions.

Sincerely,

Kevin G. Aller, P.E.

Director of Public Service



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**Engineers, Surveyors & Associates, LLC**

5353 Secor Road, Toledo, Ohio, 43623  
(419) 475-9445 Fax: (419) 475-9473

October 23, 2019

Mr. Joseph E. Shaw, P.E., P.S.  
Deputy Director  
City of Sylvania  
6730 Monroe Street  
Sylvania, OH 43560

Re: Request for Professional Engineering Services  
Cushman Road and Randall Drive Improvements Project  
Sylvania, Ohio

Dear Mr. Shaw:

ESA Engineers, Surveyors & Associates, LLC is pleased to submit this proposal for civil engineering design services for the above reference Project. Our proposal is in accordance with your October 18, 2019 RFP, and Exhibit "A", Scope of Services.

Attached is our anticipated drawing list. We will provide these services on a lump sum basis for the following fee:

Estimate Hours = 130

Fee = \$12,500

We look forward to assisting you with this Project. If you have any questions or if we can be of further assistance, please do not hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff H. Ruch".

Jeff H. Ruch, P.E.  
Vice President

**ORDINANCE NO. 96 -2019****AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO  
ACCEPT THE PROPOSAL OF ESA, LLC TO PROVIDE ENGINEERING  
SERVICES FOR THE CUSHMAN ROAD IMPROVEMENTS PROJECT;  
APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$12,500;  
AND DECLARING AN EMERGENCY.**

WHEREAS, the City is ready to commence engineering design work for the Cushman Road Improvements Project which involves replacing approximately 3,800 feet of existing 6" cast iron waterline in Cushman Road with 8" ductile iron as well as installing a new 8" waterline along Randall Drive including resurfacing the roadway and reshaping drainage swales to improve surface runoff conditions; and,

WHEREAS, the Director of Public Service, by report dated November 18, 2019, indicated that the Service Department received proposals from three engineering firms and the lowest proposal received was from ESA, LLC in the amount of \$12,500; and,

WHEREAS, the Director of Public Service recommends acceptance of the proposal of ESA, LLC to provide engineering services for the Cushman Road Improvements Project.

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

**SECTION 1.** That the Mayor and the Director of Finance be, and they hereby are, authorized to sign the proposal of ESA, LLC on behalf of this City, thereby indicating such approval and acceptance said proposal for the engineering services for the Cushman Road Improvements Project.

**SECTION 2.** That to provide funds for said services hereby authorized, there is hereby allocated from the **WATER FUND** from funds therein not heretofore allocated to **Account No. 701-7525-53501 - Utility Improvements**, the amount of Twelve Thousand Five Hundred Dollars (\$12,500.00).

**SECTION 3.** It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in

such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

SECTION 5. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that proposal for said professional services should be approved immediately so that the Cushman Road Improvements Project can continue moving forward 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 dispensing with the second and third readings:        Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Passed, \_\_\_\_\_, 2019, as an emergency measure.

\_\_\_\_\_  
President of Council

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Director of Law

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

# City of Sylvania

## Bank Reconciliation

October 2019

A

Ending balance for September 2019	28,796,803.74
Add: Monthly Receipts	<u>3,813,528.92</u>
Subtotal	\$ 32,610,332.66
Less: Monthly Disbursements	<u>3,482,733.19</u>
Ending balance for October 2019	\$ 29,127,599.47
Less:	
CD Metamora Bank	\$ (2,112,763.72)
Star Ohio	(81,458.28)
Petty Cash (1)	(2,050.00)
Cemetery Savings	(1,062.86)
Toledo Community Fund	(31,803.18)
Key Bank Securities	(8,166.41)
5/3rd Securities	(7,920,749.02)
SJS Account	(5,724,750.15)
Morgan Stanley Investment	(200,000.00)
USB Financial	(3,994,179.41)
First Federal Bank (CD)	(2,031,013.65)
Key Bank (CD)	(1,014,895.83)
Sylvania Township Bonds	(305,000.00)
	\$ 5,699,706.96

### BANK BALANCE

EOM 5/3rd Bank Balance	\$ 5,793,274.98
Deposit in Transit:	
Income Tax	19,285.92
General Deposit	4,134.07
Subtotal	\$ 5,816,694.97
Less: Outstanding Checks (2)	116,988.01
Adjusted Bank Balance	\$ 5,699,706.96
(2)	
September Outstanding Checks	\$ 853,330.88
Checks written this month	791,156.27
Subtotal	\$ 1,644,487.15
Checks Cleared this month	<u>(1,527,499.14)</u>
October Outstanding Checks	\$ 116,988.01

(1)	
Division of Public Service	\$ 150.00
Department of Finance	100.00
Division of Water	600.00
Division of Police	200.00
Municipal Court	700.00
Division of Taxation	150.00
Division of Forestry	150.00

Petty Cash Balance \$ 2,050.00

Toby Schroyer  
Director of Finance, City of Sylvania

## Board of Architectural Review

Minutes of the regular meeting of November 13, 2019. Mr. Lindsley called the meeting to order.

Members present: Mayor Craig Stough, Ken Marciniak, Daniel Arnold, Brian McCann, and Thomas Lindsley (5) present. Zoning Administrator, Timothy Burns present.

Mr. Arnold moved, Mr. McCann seconded to approve the Minutes of the October 16, 2019, meeting as submitted. Vote being: Stough, Arnold, McCann, Marciniak and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 3 - Regulated Sign – app. no. 36-2019 requested by Nabil Shaheen for My Way Bistro, 5827 Monroe Street, Sylvania, Ohio 43560. Application is for a replacement pole sign panel and a new wall sign. Mr. Shaheen was present and stated that the wall sign would be and LED lit channel letter sign. Sign(s) are within the limits of the Sylvania Sign Code. Mr. Marciniak moved, Mr. Mr. Arnold seconded, to grant a Certificate of Appropriateness for the signs shown in the drawing submitted with the application. Vote being: McCann, Marciniak, Arnold, Stough and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 4 - Regulated Sign – app. no. 39-2019 requested by Dana Fairchild of Toledo Sign for Manahan, 6377 River Crossing, Sylvania, Ohio 43560.

Mayor Stough stated that he would need to push away from the table for the discussion and vote of this application due to a business conflict.

Mr. Fairchild was present. Application is for a new panel in an existing monument sign and a new wall sign. Sign(s) are within the limits of the Sylvania Sign Code. Mr. Arnold moved, Mr. McCann seconded, to grant a Certificate of Appropriateness for the signs shown in the drawing submitted with the application. Vote being: McCann, Marciniak, Arnold and Lindsley (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 5 - Regulated Sign – app. no. 40-2019 requested by Brian Heil of Toledo Sign for My Eye Dr., 8254 Mayberry Sq. N. Sylvania, Ohio 43560.

Mayor Stough returned to the table.

Mr. Robert Hall of Toledo Sign was present. Application is for a new projecting sign and a new window sign. Sign(s) are within the limits of the Sylvania Sign Code. Mr. McCann moved, Mr. Arnold seconded, to grant a Certificate of Appropriateness for the signs shown in the drawing submitted with the application. Vote being: McCann, Marciniak, Arnold, Stough and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 6 - Building Review – app. no. 41-2019 requested by Chris Morris for Inside the Five, 5703 Main Street, Sylvania, Ohio 43560.

## **Minutes of the Board of Architectural Review**

**November 13, 2019**

**Page 2**

Mayor Stough stated that he would need to push away from the table for the discussion and vote of this application due to a business conflict.

Lindsey Stough of Stough and Stough Architects was present with Mr. Morris. Application is for a new fire escape and fire wall. Mr. Stough presented a brief description of the project. The fire wall will be made of brick which will match the brick on the existing building and the fire escape, which will be located between the existing building and new fire wall, will be painted black. Design is within the limits of the Sylvania Code. Mr. Arnold moved, Mr. McCann seconded, to approve the design shown in the drawing submitted with the application. Vote being: McCann, Marciniak, Arnold and Lindsley (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 7 - Regulated Sign – app. no. 42-2019 requested by Edie Victor of Gardner Signs for Weight Watchers, 7611 Sylvania Ave., Sylvania, Ohio 43560.

Mayor Stough returned to the table.

Mr. Jeff Prymas of Gardner Signs was present. Application is for a new wall sign. Mr. Prymas said that the new sign would be and LED lit raceway sign. Sign(s) is within the limits of the Sylvania Sign Code. Mr. Arnold moved, Mr. McCann seconded, to grant a Certificate of Appropriateness for the sign shown in the drawing submitted with the application. Vote being: McCann, Marciniak, Arnold, Stough and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 8 - Building Review – app. no. 43-2019 requested by Amy Ferguson of The Architects Project for J.P. Morgan Chase Bank, N.A., 5700 Monroe Street, Sylvania, Ohio 43560. Ms. Ferguson was present and gave a brief presentation of the building design. Application is for the design of a new building. Ms. Ferguson said that the building will have a dark panel stone veneer on the main side of the building with accents in a lighter ash color and that the side facing Monroe Street will be glass with anodized aluminum trim. Ms. Ferguson added that the walking path will remain. Mayor Stough stated that the design looks like it was taking into consideration the possible future walking path. Ms. Ferguson agreed. Design is within the limits of the Sylvania Code. Mr. Marciniak moved, Mr. Mr. McCann seconded, to approve the building shown in the drawing submitted with the application. Vote being: McCann, Marciniak, Arnold, Stough and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 9 - Building Review – app. no. 44-2019 requested by Kevin and Kimberly Clay for Barber Lounge Toledo, 5646 Summit Street, Sylvania, Ohio 43560. Ms. Clay was present. Application is for the painting of the building. Design is within the limits of the Sylvania Code. Mr. Arnold moved, Mr. Marciniak seconded, to approve the design shown in the drawing submitted with the application. Vote being: McCann, Marciniak, Arnold, Stough and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

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Item 10 - Regulated Sign – app. no. 45-2019 requested by Dana Fairchild of Toledo Sign for Dr. Marra & Associates, 5834 Monroe Street, Sylvania, Ohio 43560. Mr. Fairchild was present. Application is for a new wall sign and two small signs for the existing two pylon signs. Sign(s) are within the limits of the Sylvania Sign Code. Mr. Marciniak moved, Mr. McCann seconded, to grant a Certificate of Appropriateness for the signs shown in the drawing submitted with the application. Vote being: McCann, Marciniak, Arnold, Stough and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Mr. McCann moved, Mr. Arnold seconded to adjourn the meeting. All present voted aye. Meeting adjourned.

Submitted by,

A handwritten signature in black ink, appearing to read "Debra Webb". The signature is written in a cursive, flowing style.

Debra Webb, Secretary  
Municipal Planning Commission



## Sylvania Municipal Planning Commission

Minutes of the regular meeting of November 13, 2019. Mr. Lindsley called the meeting to order.

Members present: Mayor Craig Stough, Ken Marciniak, Daniel Arnold, Brian McCann, and Thomas Lindsley (5) present. Zoning Administrator, Timothy Burns present.

Mr. McCann moved, Mr. Arnold seconded to approve the Minutes of the October 16, 2019 meeting as submitted. Vote being: Stough, McCann, Marciniak, Arnold and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 3 - Council Referral - Zoning Ordinance Amendment Petition NO. PD-1-2019, a request from Louisville Title Agency of NW Ohio, for a zoning change from B-2 "General Business District" to R-4 "Multi Dwelling Medium High Density District" Planned Development for property located at 3921 and 3859 Sylvan Lakes Blvd., Sylvania, Ohio 43560.

Jerry Parker, Attorney for the developer, was present. He explained that the application was originally filed as straight re-zoning, however after concerns were expressed by the City's Administration and Council members, the original re-zoning the application was withdrawn and refiled as a planned development (PD). He said that the PD will offer protections to the City, including control on the quality and the appearance of the development.

Mr. Parker said that they were willing to comply with all of the City's requirements. Mr. Parker said that they received a Zoning Review from Timothy Burns, dated October 29, 2019. He outlined their responses to the review, which were given in a letter dated November 8, 2019 (a copy was provided to the Planning Commission members at the meeting) stated that they will comply with all of the comments/requirements in Zoning Review.

Mr. Parker also outlined their responses to the Department of Public Service Review Comments, prepared by Joseph Shaw, dated October 29, 2019. Those responses were also given in a letter dated November 8, 2019 (a copy was provided to the Planning Commission members at the meeting) stating that they will comply with all of those comments/requirements.

Mr. Parker said that the project would consist of seven buildings which would be built in two phases; that five buildings would be built in Phase 1 and the additional two buildings would be built in Phase 2; and that the buildings would consist of one and two bedroom units. Mr. Parker also gave a brief presentation on the materials that would be used on both the exterior of the buildings and interior of the units. The materials described included brick for the exterior walls and high quality cement boards for the gables, granite countertops for the kitchens, and high quality wood/wood look flooring. He added that due to the high quality of the materials used on the buildings of the units, the rent for the units would be between \$1,100 and \$1,200.

There was further discussion amongst the members and Mr. Parker, and more details were provided about the project. Mr. Marciniak stated that he believes that this project would be the

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best use for this property.

Mr. Marciniak moved to recommend to Council that they approve the application as submitted. Mayor Stough asked that the motion be amended to include the two letters of November 8<sup>th</sup>, 2019 discussed at the meeting. Mr. Marciniak amended his motion to approve the application, inclusive of the applicant's responses to both the Zoning and Public Service Departments requirements, in their two letters written on November 8<sup>th</sup>, 2019 which were submitted and discussed at tonight's meeting, Mr. Arnold seconded. Vote being: Stough, McCann, Marciniak, Arnold and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Mr. McCann moved, Mr. Arnold seconded to adjourn the meeting. All present voted aye. Meeting adjourned.

Submitted by,

A handwritten signature in dark ink, appearing to read "Debra Webb", is written over a horizontal line.

Debra Webb, Secretary  
Municipal Planning Commission



November 8, 2019

Co DEPARTMENT OF PUBLIC SERVICE  
KEVIN G. ALLER, PE, DIRECTOR  
6730 MONROE STREET  
SYLVANIA, OH 43560

DATE: October 29, 2019  
PROJECT: **3921 Sylvan Lakes Boulevard  
Sylvania Place Apartments**  
PURPOSE: Site Plan Review Comments  
PREPARED BY: Joseph E. Shaw, P.E., P.S., Deputy Director

A site plan was submitted with a zone change request to modify two parcels in the City of Sylvania (82 - 05985 & 82-00108). The zone change request was from B-2 to B-4 PD. Both parcels are currently undeveloped along Sylvan Lakes Boulevard with a proposal to develop into multi-dwelling apartments.

The Service Department has reviewed the proposed Site Plan and has the following comments;  
Our Responses are shown in 'RED':

#### GENERAL COMMENTS

##### 1. Jurisdictional Review

- a. The project site lies within the City municipal limits and the City Sanitary Sewer Service Area. For water service the developer/engineer will coordinate with the Lucas County Sanitary Engineer as this site lies within their Water Service Area. Overall site plan review and approval would be with the City of Sylvania.

Jim Shaw, PE Sanitary Engineer for Lucas County has been contacted, and Utility Plans will be submitted for Service, Comments and Approvals for Sanitary Sewer and Water.

##### 2. Fire Department Review

- a. Site plans shall be submitted to the Sylvania Township Fire Department for review and approval.

Preliminary Site & Utility Plans have been submitted to Mr. Hillard at the Sylvania Township Fire Department for Review and Approvals.

##### 3. Traffic

- a. Pursuant to 1110.03 a Traffic Impact Study will be required. In addition, the proposed project impacts to the two existing traffic signals at Sylvania Avenue/Sylvan Lakes Boulevard and King Road/Sylvan Towne Drive will need to be reviewed.

CESO, Inc. has been contracted to perform a Traffic Impact Study per Codified Ordinance 1110.03, and CESO will also be performing a review of the above mentioned existing two intersections, which will be included with their Traffic Impact Study.

##### 4. Platted Easements

- a. Building 3 and 5 are located over platted 10' utility easements. Formal vacation of these easements would be required.

The existing 10' Utility Easements will be vacated in the Re-Plat of the Proposed Development.

5. Parking

- a. Multiple family dwelling parking requirements for a B-4 zone would be met based on the parking tabulation counts provided.

Refer to the Parking Tabulation on Sheet C-101 Site Plan.

6. Lighting

- a. Proposed light poles along the development property lines should have back shields installed to prevent light spillage.

The Proposed Development will utilize wall paks and/or light poles with back shields along the property lines.

7. Signage

- a. All proposed building identification signage or monument signs will need to be submitted for review and approval to the Board of Architectural Review.

All signage will be submitted to the Board of Architectural Review for review and approvals. Attached is an example of the signage previously used in prior Multi-family Developments similar to this one.

8. Non-Motorized Transportation

- a. On-site bicycle parking shall be provided pursuant to 1158.03 (one bicycle parking space for each 15 motor vehicle parking spaces). Bike lanes are present on both Sylvania Avenue and King Road and the University Parks Trail is located less than 1/2 mile from the site.
- b. It is recommended that pedestrian access and unsignalized crossings of Sylvan Lakes Boulevard and Sylvan Towne Drive to Kroger be reviewed and evaluated to ensure residents have safe access to the commercial plaza.

Refer to the Parking Tabulation on Sheet C-101 Site Plan, 3 Loop 5 Bike, Rack has been added to each Apartment Building creating a total of 35 Bicycle Parking Spaces, 34 Spaces were required per Codified Ordinance 1158.03.

See attached Exhibit for examples of a "3 Loop 5 Bike, Rack".

Tenants will have pedestrian access to R/W sidewalks along Sylvan Lakes Blvd. and Sylvan Towne Drive. Any further requirements shall be met as directed per Local Officials.

9. Landscaping

- a. A landscape plan shall be submitted during detailed site plan review.
- b. Landscaping requirements pursuant to 1160.02(a) appear to be followed, but more landscaping and permeable surfaces adjacent to parking areas are encouraged.
- c. 1160.02(b) requirements with respect to tree coverage shall be met.

A Preliminary Landscape Plan has been submitted for the Site Plan Review, See attached Sheet L-101. The Final Landscape Plan shall meet all requirements per Codified Ordinance Chapter 1160 Landscaping.

Sincerely,

CASH WAGGNER & ASSOCIATES, PC



Nathan R. Wagner, P.E.  
Project Engineer