

Sylvania City Council
April 20, 2020

7:30 p.m. Council Meeting
Agenda

1. Roll call. Mrs. Cappellini, Mr. Frye, Mr. Haynam, Mr. McCann, Mr. Richardson, Ms. Stough, Mrs. Westphal.
2. Pledge of Allegiance to the United States of America led by Mr. Richardson.
3. Additions to the agenda.
4. Approval of the regular council meeting minutes of April 6, 2020.
5. COVID-19 Update.
 - a. Mayor Craig Stough.
 - b. Police Division – Chief Schnoor.
 - c. Public Safety/Service Dept./Lucas County Emergency Liaison – Kevin Aller.
 - d. Finance/Budget – Toby Schroyer.
 - e. Economic Development/Businesses – Bill Sanford.
6. City of Sylvania Logo update from Bill Sanford.
7. Downtown Master Plan & Market Analysis update from Bill Sanford.
8. ODOT Salt Bid.
 - a. Service Director's report on 2020-2021 salt purchase.
 - b. Proposed Ordinance No. 19-2020, Authorizing to enter into an agreement with the Ohio Department of Transportation for purchase of roadway de-icing salt.
9. Lucas County Water Resource Recovery Facility (LCWRRF) Agreement.
 - a. Service Director's report on agreement.
 - b. Referral to the Utilities Committee.
10. Committee reports.
11. Committee referrals.

INFORMATION

- A. March 2020 Bank Reconciliation.

Minutes of the Meeting of Council
April 6, 2020

The Council of the City of Sylvania, Ohio met in regular session on April 6, 2020 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, Brian McCann, Patrick Richardson, Lyndsey Stough, Mary Westphal; (7) present; (0) absent.

Roll call:
All present.

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

Pledge of
Allegiance.

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

- 4a. Council Meeting electronic update.
- 4b. City of Sylvania - COVID-19 update.
- 4c. City of Sylvania – Declaration of Emergency.
- 4d. City of Sylvania - Financial discussion.

Mrs. Westphal moved, Mr. Haynam seconded to approve the agenda as submitted; roll call vote being: Cappellini, Frye, Haynam, McCann, Richardson, Stough, 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 March 16, 2020 meeting minutes. Mrs. Westphal moved, Mr. McCann 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 16, 2020 be approved; roll call vote being: Frye, Haynam, McCann, Richardson, Stough, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Approval of the
March 2
meeting
minutes.

Mayor Stough led a discussion on the platforms of electronic/video conferencing for Council meetings. Administration will explore platforms for further consideration.

Electronic
Conference
discussion.

Mayor Stough provided an update on the COVID-19 response to date, stating all city services are being provided with alternating employee work schedules. Chief Schnoor reviewed the police department scheduling with contingency plans. Public Service Director Aller provided information on city services.

COVID-19
Update.

Mayor Stough signed a Declaration of State of Emergency for the City of Sylvania. The City can benefit from this Executive Order for any federal loans & grants for additional expenses due to the COVID-19.

Mayor's
Executive
Order-
Declaration of
State of
Emergency for
City of Sylvania

Minutes of the Meeting of Council
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Mayor Stough led a discussion on the City's financial impact of the COVID-19 that could produce lower revenues and possible additional expenses. Administration will monitor this closely and report back to Council.

COVID-19
Financial impact
discussion.

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

Service Director's report on the Brookfield Estates Resurfacing project was placed on file. Mr. Frye moved, Mr. Haynam seconded to authorize the Clerk to advertise for bids for the Brookfield Estate Resurfacing Project. Mr. Frye moved, Mr. Haynam seconded, that Council dispense with the Second and Third Reading of said Ordinance; roll call vote being: Haynam, McCann, Richardson, Stough, Westphal, Cappellini, Frye (7) yeas; (0) nays. The motion carried.

Authorize for
bids: Brookfield
Estates
Resurfacing
Project.

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

Service Director's report on the Roof Replacements (City Administration Building and Sylvania Municipal Court) was placed on file. Ms. Stough presented and read aloud by title only, proposed Ordinance No. 18-2020, a written copy of same having been previously furnished to each member of Council, "Accepting the bid of Overhead Roofing and Sheet Metal, Inc. and awarding the contract for the Administration Building and Sylvania Municipal Court Roof Replacement Project to same; authorizing the expenditure for the improvements in the amount of \$98,192; appropriating funds therefore; and declaring an emergency." Ms. Stough moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Cappellini, Frye, Haynam, McCann, Richardson, Stough, Westphal, (7) yeas; (0) nays. The motion carried.

Ordinance No.
18-2020,
"...accepting
bid of Overhead
Roofing &
Sheet Metal,
Inc. for Admin
Bldg. and
Municipal Court
Bldg.

Ms. Stough moved, Mr. Haynam seconded, that Ordinance No. 18-2020 be enacted as an emergency measure as declared therein; roll call vote being: Frye, Haynam, McCann, Richardson, Stough, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

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

Minutes of the Meeting of Council
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Service Director's report on ODOT's installation on the Noisewalls along I-475 and US-23 was placed on file. Mr. Frye presented and read aloud by title only, proposed Resolution No. 12-2020, a written copy of same having been previously furnished to each member of Council, "A Resolution of the Council of the City of Sylvania consenting to the Ohio Department of Transportation's Construction of Type II Noise Barriers on a stretch of I-475 and US-23; and declaring an emergency." Mr. Frye moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Reading of said Resolution; roll call vote being: Haynam, McCann, Richardson, Stough, Westphal, Cappellini, Frye (7) yeas; (0) nays. The motion carried.

Resolution No. 12-2020, "... consenting to ODOT's Noise barriers on I-475 & US-23...."

Mr. Frye moved, Mr. Haynam seconded, that Resolution No. 12-2020 be enacted as an emergency measure as declared therein; roll call vote being: McCann, Richardson, Stough, Westphal, Cappellini, Frye, Haynam, (7) yeas; (0) nays. The motion carried.

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

Mrs. Westphal stated the Safety Committee met on March 19, 2020 to discuss the in-depth report of the COVID-19 along with staffing contingencies of the city. The information included staffing plans for all city departments along with the fire department.

Safety Committee Report of 3/19/20 Mtg.

Mayor Stough stated there are no other business to come before Council.

Mrs. Westphal moved, Mr. McCann seconded to adjourn at 8:36 p.m. Roll call vote being: Haynam, Richardson, Stough, Westphal, Cappellini, Frye, McCann (7) yeas; (0) nays. The motion carried.

Adjournment.

Clerk of Council

Mayor

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DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

April 13, 2020

To: The Mayor and Members of Sylvania City Council

Re: **ODOT Salt Bid**

Dear Mr. Mayor and Council Members:

The Ohio Department of Transportation (ODOT) has advised us that they will receive bids for the 2020-2021 supply of rock salt.

Based on our current supply, it is our intention to purchase a total of 1,500 tons within this contract.

We hereby request authorization to participate in the ODOT Cooperative Purchasing Program for the quantity listed above.

Please call if you have any questions.

Sincerely,

Kevin G. Aller, P.E.

Director of Public Service

KGA/dsw

ORDINANCE NO. 19 -2020**AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE OF THE CITY OF SYLVANIA, OHIO, TO ENTER INTO AN AGREEMENT WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR THE PURCHASE OF ROADWAY DE-ICING SALT; AND DECLARING AN EMERGENCY.**

WHEREAS, the City of Sylvania (hereinafter referred to as the "Political Subdivision") hereby submits this written agreement to participate in the Ohio Department of Transportation's (ODOT) annual winter road salt bid in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT winter road salt contract; and,

WHEREAS, the Director of Public Service, by report dated April 20, 2020, has recommended that the City of Sylvania participate in the State of Ohio contract for roadway de-icing salt; and,

WHEREAS, the City of Sylvania has participated in the State of Ohio contract for roadway de-icing salt for 2011, 2012, 2013, 2014, 2015, 2016, 2017, and 2018.

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 enter into, on behalf of this City, a Purchasing Services Contract with the Ohio Department of Transportation in the form and substance of said "Exhibit A."

SECTION 2. As a participant in this agreement, the Political Subdivision agrees:

- A. To be bound by all terms and conditions established by ODOT in the winter road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract.
- B. The City of Sylvania hereby acknowledges that upon the Director of ODOT's signing of the winter road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision.
- C. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT winter road salt contract and agrees to hold the Department of Transportation harmless

for any claims, actions, expenses or other damages arising out of the City of Sylvania's participation in the winter road salt contract.

- D. The Political Subdivision's electronic order for Sodium Chloride will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier, which the Director of Service is recommending 1,500 tons at the delivered bid price per ton awarded by the Director of ODOT.
- E. The City of Sylvania hereby agrees to purchase a minimum of 90% of its above-requested salt quantities from its awarded salt supplier during the contract's effective period of September 1, 2020 through April 30, 2021.
- F. The City of Sylvania hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT winter salt contract.
- G. The City of Sylvania acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, April 24, 2020. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision's participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision's participation agreement and/or the Political Subdivision's request to rescind its participation agreement.

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 City should indicate its participation in the Ohio Department of Transportation's roadway de-icing salt purchasing contract 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 dispensing with the second and third readings: Yeas _____ Nays _____

Passed, _____, 2020 as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date



City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

April 20, 2020

To: The Mayor and Members of Sylvania City Council

Re: Lucas County Water Resource Recovery Facility (LCWRRF) Agreement

Dear Mr. Mayor and City Council Members,

The above agreement between the City of Sylvania and Lucas County is unique compared to the agreements with the other contract communities.

Maumee, Waterville, and Whitehouse all pay their share of operating costs based on the percentage of their flow sent to the plant versus the total flow treated by the plant. (Example: if Maumee discharged 300 million gallons to the plant and the plant treated 1,500 million gallons then Maumee would pay 20% of the operating costs).

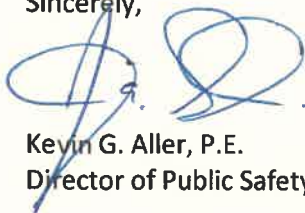
Our agreement includes a cumbersome formula to determine our share of operating costs that considers the strength of waste from Sylvania versus the strength of waste that the LCWRRF receives in whole. The formula is included with this letter for your information. This method requires us to collect samples two or three times per week from our sample station on McCord Road just north of Central Avenue. Those samples are then delivered to, and analyzed at, the LCWRRF.

We do not believe this situation to be in our best interest either operationally or economically. Our staff can be better used working on other operations rather than the time spent obtaining and transporting the needed samples. From 2011 through 2019, we have paid \$42,600 (\$4,700 per year) more using the formula than we would have paid on a simple flow percentage basis.

It is our recommendation that we revise our current agreement to match those of the other communities in regards to determining our share of operating costs. A suggested amendment is included with this letter. In summary, delete the formula and pay our share based on our flow sent to the plant. We believe that Lucas County will agree as the sampling, testing, and billing required by the current method is quite cumbersome for them as well.

We would be happy to discuss this matter further should you desire. Please call if you have any questions.

Sincerely,

 for KGA
Kevin G. Aller, P.E.
Director of Public Safety-Service

up to an additional 10 mgd. Such options may be exercised by the CITY giving written notice thereof to the COUNTY at any time within such 15-year period. By mutual agreement the period of option may be extended. The CITY shall pay for each 1 mgd increment 2.122% of the remaining semi-annual principal and interest payments after deducting Federal and State grants. Payments shall be made as provided above for the original 10 mgd. All such payments shall be made until the debt for the sewer has been satisfied.

The cost of constructing such trunk sewer includes the costs of labor and materials, engineering and inspection, acquisition of necessary real estate and interests therein, legal services and all other incidental costs directly connected with such improvement, including interest during construction and Ohio Water Development Authority administrative charge. Cost of interest during construction on the existing trunk sewer shall be included only up to January 1, 1974.

Section 6. The CITY shall pay to the COUNTY for the CITY's share of the cost of operating and maintaining the Maumee River Wastewater Treatment Plant an amount determined as follows:

$$C_s = 0.30 C_T \frac{Q_s}{Q_T} + 0.27 C_T \frac{BOD_s}{BOD_T} + 0.20 C_T \frac{SS_s}{SS_T} + 0.23 C_T \frac{P_s}{P_T}$$

The terms of the formula are as defined below:

- C_s = Operating and maintenance cost to be paid by Sylvania.
- C_T = Total operating and maintenance cost as defined below.
- Q_s = Flow in million gallons from Sylvania Service Area.
- Q_T = Flow in million gallons through treatment plant.
- BOD_s = Biochemical Oxygen Demand pounds in waste from Sylvania Service Area.
- BOD_T = Biochemical Oxygen Demand pounds in waste, through plant.
- SS_s = Suspended Solids pounds in waste from Sylvania Service Area.
- SS_T = Suspended Solids pounds in waste through plant.
- P_s = Phosphorus pounds in waste from Sylvania Service Area.
- P_T = Phosphorus pounds in waste through plant.

AGREEMENT AMENDMENT

THIS AGREEMENT AMENDMENT (hereinafter referred to as "Amendment") made and entered into this ___ day of _____, 2020, by and between the County of Lucas, a political subdivision organized and existing under the laws of the State of Ohio (hereinafter referred to as the "County"), duly authorized by a Resolution adopted by its Board of County Commissioners on the _____ day of _____, 2020 and the City of Sylvania, a municipal corporation organized and existing under the laws of the State of Ohio (hereinafter referred to as the "City"), duly authorized by Ordinance No. _____, passed by its Council on the _____ day of _____, 2020.

WITNESSETH:

WHEREAS, the County and the City did, on April 24, 1973, enter into an Agreement for the joint use of the Maumee River Wastewater Treatment Plant (hereinafter referred to as the "MRWWTP") and trunk sewer from the MRWWTP; and,

WHEREAS, said Agreement was amended on November 20, 1989, June 18, 1992 and July 25, 2002; and,

WHEREAS, both parties hereby agree to modify said Section 6 of the original April 24, 1973 Agreement as follows: Delete paragraph one through four, beginning with

"The CITY shall pay to the COUNTY..." and ending with "...for purposes of computing BOD_T, SS_T, P_T."

And substitute:

"As its share of the cost of operating and maintaining the Lucas County Water Resource Recovery Facility (LCWRRF), the City shall pay to the County that fraction of the cost of operating and maintaining such facilities determined by dividing the quantity of sewage discharged by the City into the LCWRRF as measured by a metering device or devices approved by the County and City by the total quantity of sewage delivered to the LCWRRF, as measured by a metering device installed at the LCWRRF."

; and,

WHEREAS, the County and the City expressly understand and agree that this Agreement is intended to confer no rights of beneficiary to third parties and that this Agreement is intended to inure to the benefit only to the County and the City; and,

WHEREAS, a determination that any part of this Amendment is invalid shall not invalidate or impair the force or effect of any other part thereof, except to the extent that such other part is wholly dependent for its operation upon the part so declared invalid; and,

IN WITNESS WHEREOF, the County and the City have caused this Amendment to be executed by their respective officers hereunto duly authorized as of the day and year first above written.

{SIGNATURES ON FOLLOWING PAGE}

City of Sylvania
Bank Reconciliation
March 2020

A


| | |
|----------------------------------|---------------------|
| Ending balance for February 2019 | 27,459,000.18 |
| Add: Monthly Receipts | <u>4,366,397.19</u> |
| Subtotal | \$ 31,825,397.37 |
| Less: Monthly Disbursements | <u>2,885,636.57</u> |
| Ending balance for March 2019 | \$ 28,939,760.80 |

| | |
|---------------------------|-------------------|
| Less: | |
| CD Metamora Bank | \$ (2,144,420.23) |
| Star Ohio | (82,045.51) |
| Petty Cash (1) | (2,050.00) |
| Cemetery Savings | (1,062.86) |
| Toledo Community Fund | (31,803.18) |
| Key Bank Securities | (8,172.53) |
| 5/3rd Securities | (7,990,734.69) |
| SJS Account | (5,768,552.65) |
| Morgan Stanley Investment | (200,000.00) |
| USB Financial | (4,040,798.72) |
| First Federal Bank (CD) | (2,065,555.94) |
| Key Bank (CD) | (1,031,625.00) |
| Sylvania Township Bonds | (230,000.00) |
| | \$ 5,342,939.49 |

| | |
|----------------------------|-----------|
| (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 |
|--------------------|-------------|

| | |
|---------------------------------|---------------------|
| BANK BALANCE | |
| EOM 5/3rd Bank Balance | \$ 5,403,386.41 |
| Deposit in Transit: | |
| Income Tax | 924.11 |
| General Deposit | 58,938.78 |
| Subtotal | \$ 5,463,249.30 |
| Less: Outstanding Checks (2) | 120,309.81 |
| Adjusted Bank Balance | \$ 5,342,939.49 |
| (2) | |
| February Outstanding Checks | \$ 18,831.79 |
| Checks written this month | 765,346.73 |
| Voided Check #75360 dtd 1/10/20 | (980.43) |
| Voided Check #74378 dtd 7/10/19 | (150.00) |
| Voided Check #74880 dtd 10/3/19 | (4.51) |
| Voided Check #74378 dtd 2/20/20 | (168.96) |
| Subtotal | \$ 782,874.62 |
| Checks Cleared this month | <u>(662,564.81)</u> |
| March Outstanding Checks | \$ 120,309.81 |


 Toby Schroyer
 Director of Finance, City of Sylvania