

## **Sylvania City Council**

June 3, 2024

### **7:15 p.m. Public Hearing – SUP #1-2024**

Highland Meadows Golf Club Addition to Existing Storage Building

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

#### **Agenda**

1. Roll call: Mr. Frye, Mr. Hansen, Mr. Haynam, Mr. McCann, Mr. Richardson, Ms. Stough, Mrs. Westphal.
2. Pledge of Allegiance to the United States of America led by Mr. McCann.
3. Additions to the agenda.
4. Approval of the Council meeting minutes from May 20, 2024.
5. Report of the Public Hearing held this date on SUP #1-2024, Highland Meadows Golf Club Addition to Existing Storage Building.
  - a. Certificate of Notice for Application and mailing list.
6. Silvertown Dr. Waterline Improvements & Resurfacing Project.
  - a. Service Director's letter on recommending proposal approval.
  - b. Proposed Ordinance No. 77-2024, Accepting the proposal of Fishbeck to provide professional engineering and surveying services for this project.
7. Proposed Ordinance No. 78-2024, Revising the Administrative, Departmental and Divisional Organization of the City and the Codified Ordinances thereof by amending Sylvania Codified Ordinance Section 139.03(d)(3) – Definition and adoption of the compensation plan to adjust the Clerk of Courts' salary from \$71,720 annually to \$60,000 annually.
8. Approval of one City vehicle to be offered for auction on GovDeals.com.
9. Committee reports.
10. Committee referrals.

#### **INFORMATION**

- A. Sylvania River Trail Murals.

Minutes of the Meeting of Council  
May 20, 2024

4

The Council of the City of Sylvania, Ohio met in regular session on May 20, 2024 at 7:30 p.m. with Mayor Stough in the chair. Roll was called with the following members present: Mark Frye, Marcus Hansen, Doug Haynam, Brian McCann, Patrick Richardson, Mary Westphal, Lyndsey Stough; (7) present; (0) absent.

Roll call:  
7 present.

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

Pledge of  
Allegiance.

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

Additions to the agenda:  
Item #17a.– Sheetz update.

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

Agenda approval.

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

Mr. Frye presented the May 6, 2024 regular meeting minutes. Mr. Frye moved, Mrs. Westphal seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of May 6, 2024 be approved; roll call vote being: Haynam, Hansen, Frye, McCann, Richardson, Westphal, Stough; (7) yeas; (0) nays. The motion carried.

Approval of the  
May 6, 2024  
Meeting minutes.

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

Bill Sanford presented the Certified Autism Center Certificate for the City of Sylvania to Council President, Mr. Frye

Presentation of  
Certified Autism  
Center  
Certificate.

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

Mayor Stough presented a Proclamation to the Sylvania Northview High School Esports Team congratulating them on winning the State Championship title.

Proclamation  
presentation to  
NVHS Esports  
State Champs.

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

Sylvania Township Fire Department update by Township Administrator, Oliver Turner, Fire Chief, Chris Nye and Asst. Fire Chief, Jeff Bennett gave an update on the department. Topics discussed were new leadership, yearly transport totals, yearly incident totals, programs, minimum staffing and reviewed “high hazard” areas.

Sylvania  
Township Fire  
Dept. Update.

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

Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 71-2024, a written copy of same having been previously furnished to each member of Council “An Ordinance appropriating the Fee Simple Title to the City of Sylvania in

Ordinance No.  
71-2024, “... Fee

Minutes of the Meeting of Council  
May 20, 2024

and to certain real estate for the Monroe Street/Main Street/Summit Street Traffic Signal Improvement Project; appropriating and authorizing the expenditure of \$8,070.00 for such purpose; and declaring an emergency.”; Mr. Richardson moved, Mr. Haynam seconded for passage of Ordinance No. 71-2024 as an emergency measure; roll call vote being: Stough, McCann, Haynam, Westphal, Hansen, Richardson, Frye; (7) yeas; (0) nays. The motion carried.

Simple Title...  
Real Estate...  
Monroe Main  
Summit Traffic  
Signal Project...”

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

Deputy Service Director’s letter on recommending proposal approval was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 72-2024, a written copy of same having been previously furnished to each member of Council “Accepting the proposal of EDGE Group to provide professional landscape architectural services to prepare Monroe Street Knee Wall detail; appropriating funds therefore in an amount not to exceed \$5,700; and declaring an emergency.”; Mr. Richardson moved, Ms. Stough seconded for passage of Ordinance No. 72-2024 as an emergency measure; roll call vote being: Haynam, Hansen, McCann, Westphal, Richardson, Frye, Stough; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
72-2204, “...  
EDGE Group...  
Monroe Street  
Knee Wall...”

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 73-2024, a written copy of same having been previously furnished to each member of Council “Revising the Administrative, Departmental and Divisional Organization of the City and the Codified Ordinances thereof by amending Sylvania Codified Ordinance Section 127.17 – Division of Parks & Forestry; amending Sylvania Codified Ordinance Section 139.03(e)(3) to set the salary of the “Parks & Forestry Foremen” annually commencing July 1, 2024 and thereafter; and declaring an emergency.”; Mrs. Westphal moved, Mr. Frye seconded for passage of Ordinance No. 73-2024 as an emergency measure; roll call vote being: Stough, Hansen, Haynam, McCann, Westphal, Richardson, Frye; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
73-2024, “...  
Parks & Forestry  
Foreman...”

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 74-2024, a written copy of same having been previously furnished to each member of Council “Revising the Administrative, Departmental and Divisional Organization of the City and the Codified Ordinances thereof by amending Sylvania Codified Ordinance Section 127.08 – Section of Utility Office Service to restructure the staffing of the Utility office; amending Sylvania Codified Ordinance Section 139.02(a) to set the salaries of the new positions of “Customer Service Representative” and “Billing

Ordinance No.  
74-2024, “...  
Utility Office...  
Customer  
Service Rep/  
Billing Tech...”

Minutes of the Meeting of Council  
May 20, 2024

Technician” annually commencing May 21, 2024 and thereafter; and declaring an emergency.”; Mrs. Westphal moved, Mr. Haynam seconded for passage of Ordinance No. 74-2024 as an emergency measure; roll call vote being: Hansen, Frye, Haynam, Stough, McCann, Westphal, Richardson; (7) yeas; (0) nays. The motion carried.

Mr. McCann moved, Mrs. Westphal seconded to allow Mr. Frye to push back from the table due to a conflict of interest. Roll call vote being: Haynam, Stough, Frye, Richardson, McCann, Westphal, Hansen; (7) yeas; (0) nays. The motion carried.

Mr. Frye pushed back from table.

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

Mr. McCann presented and read aloud by title only, proposed Ordinance No. 75-2024, a written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to enter into an agreement with Palmer Energy Company, Inc. to provide electric aggregation consulting services for the City of Sylvania residential and small business customers; and declaring an emergency.”; Mr. McCann moved, Mrs. Westphal seconded for passage of Ordinance No. 75-2024 as an emergency measure; roll call vote being: Haynam, McCann, Westphal, Richardson, Stough, Hansen; (6) yeas; (0) nays. The motion carried.

Ordinance No. 75-2024, “... Palmer Energy... Electric Aggregation Consulting Services...”

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

Mr. McCann presented and read aloud by title only, proposed Ordinance No. 76-2024, a written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to enter into an agreement with Palmer Energy Company, Inc. to provide natural gas aggregation consulting services for the City of Sylvania residential and small business customers; and declaring an emergency.”; Mr. McCann moved, Ms. Stough seconded for passage of Ordinance No. 76-2024 as an emergency measure; roll call vote being: McCann, Westphal, Richardson, Haynam, Stough, Hansen; (6) yeas; (0) nays. The motion carried.

Ordinance No. 76-2024, “... Palmer Energy... Gas Aggregation Consulting Services...”

Mr. Frye returned to the table.

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

Mr. Frye moved, Mr. Haynam seconded to approve the 1994 GMC Aerial Lift (Bucket) Truck to be offered for auction on GovDeals.com; roll call vote being: McCann, Richardson, Haynam, Stough, Hansen, Frye, Westphal; (7) yeas; (0) nays. The motion carried

1994 GMC Bucket Truck to auction on GovDeals.com.

Minutes of the Meeting of Council  
May 20, 2024

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

Mr. Frye moved, Mr. McCann seconded to confirm the Mayor's appointment of Joe Shaw to the position of Director of Public Service/Safety; roll call vote being: Frye, Richardson, Westphal, Hansen, Stough, Haynam, McCann; (7) yeas; (0) nays. The motion carried.

Joe Shaw  
Appointment to  
Dir. Public  
Service/Safety.

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

Mr. Frye moved, Mr. Hansen seconded to approve the Mayor's appointments of Ms. Stephanie Leffler, Mr. Brady Kohlenberg and Mr. Anthony Haddad to the Sylvania Tree Commission; roll call vote being: Richardson, Frye, Westphal, Stough, Haynam, Hansen, McCann; (7) yeas; (0) nays. The motion carried.

Stephanie  
Leffler,  
Brady  
Kohlenberg,  
& Anthony  
Haddad to Tree  
Commission.

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

Joe Shaw gave a brief update on the SUP #2-2024 application for Sheetz that has been tabled. Waiting of a traffic signal study.

Sheetz update.

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

Mrs. Westphal gave a brief update on Plummer Pool. They did not receive the necessary part needed to update the pump room; it will be updated in the fall.

Plummer Pool  
Pump Room  
update.

Mayor Stough stated all agenda items have been addressed.

Mr. Frye moved, Mr. McCann seconded to adjourn at 8:53 p.m. Roll call vote being: Frye, Richardson, Westphal, Hansen, Stough, Haynam, McCann; (7) yeas; (0) nays.

Adjournment.

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Clerk of Council

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Mayor



5a.

SYLVANIA CITY COUNCIL  
LAURA BIGELOW, CLERK

June 3, 2024

To: Mayor Craig Stough and Members of City Council

Fm: Laura Bigelow, Clerk of Council

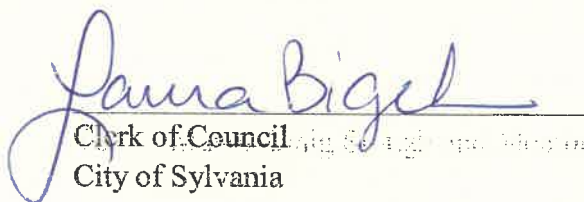
**Certificate of Notice**

**SUP-1-2024, Highland Meadows Golf Club, Addition to Existing Storage Building**

The undersigned Clerk of Council hereby certifies the following:

- A. Thirty (30) days of time and place of public hearing was published in The Blade on April 28, 2024.
- B. Written notice of hearing was mailed by first class mail, twenty (20) or more days prior to the scheduled hearing date to all owners of property within, contiguous to, and directly across the street from the subject parcel or parcels, which owners, so notified, are listed in the attached document.

June 3, 2024

  
 Clerk of Council  
 City of Sylvania

City of Sylvania, Attention: Mayor and Members of City Council

6730 Monroe Street, Sylvania, OH 43560-1948

**Certificate of Notice**

**SUP-1-2024, Highland Meadows Golf Club, Addition to Existing Storage Building**

The undersigned Clerk of Council hereby certifies the following:

6730 MONROE STREET | SYLVANIA, OH 43560-1948 | 419.885.8926 | FAX 419.885.8998

[WWW.CITYOFSYLVANIA.COM](http://WWW.CITYOFSYLVANIA.COM)

City of Sylvania, Attention: Mayor and Members of City Council  
 6730 Monroe Street, Sylvania, OH 43560-1948  
 419.885.8926 | FAX 419.885.8998  
 The undersigned Clerk of Council hereby certifies the following:  
 A. Thirty (30) days of time and place of public hearing was published in The Blade on April 28, 2024.

MAILNAME1	MAILNAME2	STREET_ADDRESS
JAKE BARNES & ANNETTE M BARNES		5461 OLDE POST RD
HAM DADDY HOLDING LLC		P O BOX 291
JAMES D HENINGER		7503 ERIE ST
CHAD MATTHEW STACHOWICZ		7513 CLUB RD
EDWARD & MARCIA HOLTZ		7505 CLUB RD
CARL HUNTSBERGER		7501 CLUB RD
CHRISTOPHER CRAIG MATHEWS		7465 CLUB RD
JORDAN & ELIZABETH E PIERCE		7455 CLUB RD
BENJAMIN W & ANGELA M SAPP		7447 CLUB RD
JANET F LAUER		7443 CLUB RD
CHARLES A & JESSICA A ROBINSON		5548 BONNIEBROOK RD
COLBY & ALONA L FORDHAM		5542 BONNIEBROOK RD
J C & N M SEEMAN		5536 BONNIEBROOK RD
SARAH M SMITLEY N		5528 BONNIEBROOK RD
SCOTT A & LAURIE SULEWSKI		5518 BONNIEBROOK RD
KURT L SCHELL		5510 BONNIEBROOK RD
MARK S & JOAN M NEELEY	ORSURVTC	5502 BONNIEBROOK RD
W L & J E JONES		5456 BONNIEBROOK RD
D & M G GRZYBOWSKI		5450 BONNIEBROOK RD
GEORGE C STIFEL TR		5442 BONNIEBROOK RD
BRENT S LEHMAN		5430 BONNIEBROOK RD
JAMIE C ELTON		5418 CAMPDEN DR
JULIANA JACKSON	SHELLY STRUBE-WILCZYNSKI	5412 CAMPDEN DR
DEBORAH J KUHL		7246 OAK HILL DR
JOHN K WATKINS II TR		6027 MITCHAW RD
GLR C/O BENNETT MANAGEMENT	ATTN: DAVE PRUSS	1412 ARROWHEAD RD
CHRISTINE S BRENNER TR		7310 OAK HILL DR
THOMAS W & LINDA S KREFT		7320 OAK HILL DR
WASEEM SMIDI		7330 OAK HILL DR
L R & J M CRAWFORD		7342 OAK HILL DR
RANA ABUSHABAN & KHALED ABUHANTTASH	ORSURVTC	7352 OAK HILL DR
WILLIAM A & LAURA L HUBER		5404 CAMPDEN DR
HOLLY E METZGER TR		7364 OAK HILL DR

ABAZA MOHAMAD B ETAL  
MARY S TITA TRUSTEE  
CHRISTOPHER J & SARAH C YACKO  
BEVERLY J HARTWIG TR  
MARIA B DIMENT TR  
RACHAEL C SULLIVAN  
M E & M L FRAME  
ERIC MCCUMMONS  
IFLIP PROPERTIES LLC  
D D & B N BRIESCHKE  
NAILA JALAUDI  
PATRICK RICHARDSON  
LAWRENCE J CONNIN & MARY JO BORDEN  
CUNEYD TOLEK &  
BINNI LUCINDA R COWDREY  
W R JR & G L COLYER  
SCOTT A & LINDSAY PERROTTE  
MARK & ELISSA FALCONE  
BRADLEY A & KELLY E RUCKI  
BRIAN & HEATHER PATTERSON  
KENNETH A & DANIELLE M HUTTON  
JASON E SMITH &  
ROBERT MARTIN SEIDMAN  
D M & J THOMPSON TRS  
DUNBAR KEITH E  
KEVIN LEE & JODI RENEE BROWN (ORSURVTC)  
MILLER JAMES R & CAROL A  
MICHAEL & TRACY PFEIFFER  
AREA TITLE AGENCY  
KEVIN R & ELIZABETH BOOTH  
JOHN HOSCHAK  
MARK ACHINGER TR  
B F & P A MAISON TRS  
JEFFERY J SCHOEN TR

7408 OAK HILL DR  
7418 OAK HILL DR  
7430 OAK HILL DR  
9481 FOX CREEK LN  
7448 OAK HILL DR  
5352 RYMOOR DR  
5343 SPRING MEADOW LN  
5800 WINDING WAY DR  
5310 TURNBERRY  
5812 EAGLEWOOD  
5811 EAGLEWOOD DR  
5719 OLDE POST RD  
5661 OLDE POST RD  
5653 OLDE POST RD  
5645 OLDE POST RD  
5635 OLDE POST RD  
5625 OLDE POST RD  
5617 OLDE POST RD  
5607 OLDE POST RD  
5557 OLDE POST RD  
5547 OLDE POST RD  
5535 OLDE POST RD  
5519 OLDE POST RD  
5505 OLDE POST RD  
5473 OLDE POST RD  
5449 OLDE POST RD  
5439 OLDE POST RD  
5429 OLDE POST RD  
3234 EXECUTIVE PKWY STE 107  
5411 OLDE POST RD  
7202 OAK HILL DR  
7212 OAK HILL DR  
7224 OAKHILL DR  
5701 OLDE POST RD

KRISTIN M GILMORE

JODI MACZUGA



COOPER BETHANY C  
ANDREW P BLAKELY JR &  
NANCY J DIGMAN  
JEROME W & SANDRA A MOORE  
R A & J J RYMERS  
LINDA S NIGHTINGALE TR  
KYLE & ANGELA KEEVER  
JOHN M & THERESA M DUNIGAN  
EK & ELK  
FIRST CONGREGATIONAL CHURCH  
JOHN R HADLEY ETAL

ABBY L BLAKELY

5403 OLD POST RD  
7160 OAK HILL DR  
7446 ERIE ST  
5810 GRANVILLE DR  
7306 ERIE ST  
7234 OAK HILL DR  
7142 ERIE ST  
7155 MONROE ST  
7145 MONROE ST  
7240 ERIE ST  
7150 OAK HILL DR



6a.

DEPARTMENT OF PUBLIC SERVICE  
KEVIN G. ALLER, PE DIRECTOR

June 3, 2024

To: The Mayor and Members of Sylvania City Council

Re: **Silvertown Drive Waterline Improvements & Resurfacing Project  
Contract for Professional Surveying and Engineering Services**

Dear Mr. Mayor and Council Members:


At the January 16, 2024 meeting City Council authorized the Service Department to request Letters of Interest (LOI's) from consultants to provide engineering services for Silvertown Drive Waterline Improvements & Resurfacing Project. The scope of work includes replacing the 8" cast iron waterline installed in 1965 with a new ductile iron, or, plastic pipe of the same size, new water services, and asphalt resurfacing from Monroe Street to Alexis Road.

During the solicitation we received LOI's from four (4) engineering consultants. The Service Department reviewed, scored, and ranked the LOI's and selected Fishbeck as the most highly qualified firm. We subsequently entered into scope of services and fee negotiations with Fishbeck and have been provided a proposal in the amount of \$64,500 to complete the scope of work.

The anticipated engineering fees were included in the 2024 budget and would be funded from the 701-7525-53501 account.

We would recommend approval of the proposal from Fishbeck in the amount of \$64,500. Please call if you should have any questions.

Sincerely,



\_\_\_\_\_  
Joseph E. Shaw, P.E., P.S.  
Director of Public Service

66.

**ORDINANCE NO. 77-2024**

**ACCEPTING THE PROPOSAL OF FISHBECK TO PROVIDE PROFESSIONAL ENGINEERING AND SURVEYING SERVICES FOR THE SILVERTOWN DRIVE WATERLINE IMPROVEMENTS & RESURFACING PROJECT; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$64,500; AND DECLARING AN EMERGENCY.**

WHEREAS, at the January 16, 2024 meeting of Sylvania City Council, the Director of Public Service was authorized to begin consultant letter of interest solicitation from engineering consultants to design and prepare necessary construction plans for the Silvertown Drive Waterline Improvements and Resurfacing Project; and,

WHEREAS, the project includes replacing the 8" cast iron waterline installed in 1965 with a new ductile iron, or, plastic pipe of the same size, new water services, and asphalt resurfacing from Monroe Street to Alexis Road; and,

WHEREAS, the Department of Public Service received Letters of Interest from four engineering consultants and after reviewing, scoring and ranking the consultants, selected Fishbeck as the most highly qualified firm; and,

WHEREAS, the Director of Public Service, by report dated June 3, 2024, has recommended that the proposal of Fishbeck in the amount of \$64,500 for the professional engineering and surveying services relative to the Silvertown Drive Waterline Improvements and Resurfacing Project be accepted.

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

SECTION 1. That the proposal of Fishbeck in the amount of Sixty-Four Thousand Five Hundred Dollars (\$64,500.00) for providing professional engineering and surveying services for the Silvertown Drive Waterline Improvements and Resurfacing Project, is hereby approved and accepted.

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

SECTION 3. That to provide funds for said engineering services hereby authorized, there is hereby appropriated from the **WATER FUND** from funds therein not heretofore appropriated to **Account No. 701-7525-53501 – Utility Improvements** the amount of Sixty-Four Thousand Five Hundred Dollars (\$64,500.00).

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

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

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

Vote on passage as an emergency:                      Yeas \_\_\_\_\_      Nays \_\_\_\_\_

Passed, \_\_\_\_\_, 2024, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

May 17, 2024

Joseph E. Shaw, PE, PS, Deputy Director  
City of Sylvania Department of Public Service  
6730 Monroe Street  
Sylvania, OH 43560

**Proposal for Professional Survey and Engineering Services  
LUC-Silvertown Drive Waterline Improvements and Resurfacing**

Fishbeck is pleased to provide professional survey and engineering services for the LUC-Silvertown Drive waterline improvements and resurfacing project. The Fishbeck team has had the pleasure of providing services to the City of Sylvania (City) in the past, and we appreciate this opportunity to continue to serve the City and provide exceptional services once again on another successful project.

**Scope of Services**

The Fishbeck team is prepared to provide survey and engineering services for the referenced project as described in the City's *Request for Professional Engineering and Surveying Services* dated January 11, 2024, and included herein as an attachment (Attachment 1). The Scope of Services shall be as stated within the aforementioned document.

**Schedule**

Anticipated project schedule is as follows:

- 1. Fee Submittal to City -----May 17, 2024
- 2. City Council Contract Award -----June 3, 2024
- 3. Authorization to Proceed -----June 7, 2024
- 4. 50% Submission -----August 2, 2024
- 5. 50% Review ----- 30 Days
- 6. 95% Submission ----- November 4, 2024
- 7. 95% Review ----- 30 Days
- 8. 100% Complete Plans and Cost Estimate to City ----- February 3, 2025

**Professional Services Fees**

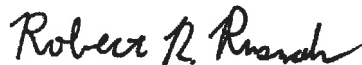
Fishbeck proposes to perform the outlined scope of services for a not to exceed estimated fee of Sixty-Four Thousand Five Hundred Dollars (\$64,500). The breakdown of costs is attached in the Proposed Consultant Fee Summary.

## Authorization

Attached is our Professional Services Agreement. If you concur with our scope of services, please sign in the space provided and return the executed contract to the attention of Molly Studneski ([mstudneski@fishbeck.com](mailto:mstudneski@fishbeck.com)). This proposal is made subject to the attached Terms and Conditions for Professional Services. Invoices will be submitted every four weeks and payment is due upon receipt.

We are available to begin as soon as you provide us with an authorization to proceed. If you have any questions or require additional information, please contact me at 937.802.3292 or [rrusnak@fishbeck.com](mailto:rrusnak@fishbeck.com).

Sincerely,



**Robert Rusnak, PE**  
Project Manager

### Attachments

By email

Copy: Michael L. Berrevoets, PE – Fishbeck  
Joshua Mihelcic, PE, PS – Fishbeck

**Proposed Consultant Fees Labor and Summary**

Project: LUC-Silvertown Drive Waterline Improvements & Resurfacing  
 Client: City of Sylvania  
 Consultant: Fishbeck  
 Date: 5/17/2024

Legend and Billing Rate (2024)	
Personnel Category	Rate
S2 = 2 Person Survey Crew	\$230
PE = Civil Engineer, PE	\$156
E = Staff Engineer, EI	\$112
PM = Senior Project Manager, PE	\$218
PS = Senior Surveyor, PS	\$218

**SURVEYING & ENGINEERING SERVICES**

Topographic Survey	PM	PE	E	PS	S2	Total Hours	Total Cost
Calling OUPS and Preliminary Utility Coordination / Data Collection		1	4		4	9	\$1,524
Property Owner Research & Notification Letters, Labels, and Mailing	1		6			7	\$890
Establish Horizontal and Vertical Control				4	10	14	\$3,172
Recovery of Existing Monuments				4	10	14	\$3,172
Courthouse Research			4	4		8	\$1,320
Resolve Existing ROW/Property Lines			10	6		16	\$2,428
Topographical Survey				4	30	34	\$7,772
Basemap Creation & Utility Resolution		8	12	2		22	\$3,028
Field Check of Topographic Survey and Structure Inventory		4			8	12	\$2,464
<b>Subtotal</b>	<b>1</b>	<b>13</b>	<b>36</b>	<b>24</b>	<b>62</b>	<b>136</b>	<b>\$25,770</b>
<b>Elden Ditch Phase 2 Design &amp; Plan Development</b>	<b>PM</b>	<b>PE</b>	<b>E</b>	<b>PS</b>	<b>S2</b>	<b>Total Hours</b>	<b>Total Cost</b>
Title Sheet (1)		2	4			6	\$760
General Notes and Driveway Replacement Details (3)		6	16			22	\$2,728
Waterline Notes/Details/Tie-In Connection Details (2)		6	12			18	\$2,280
General Summary (1)		4	8			12	\$1,520
Subsummaries & Calculations (2)		14	36			50	\$6,216
Plan & Profile (6)		20	72			92	\$11,184
City & Utility Coordination	1	6				7	\$1,154
Cost Estimate		8	24			32	\$3,936
Internal Reviews (QA/QC)	12					12	\$2,616
Plan Reviews & Modifications	2	8	16			26	\$3,476
Meetings	4	4	4			12	\$1,944
Bidding Assistance		2				2	\$460
<b>Subtotal</b>	<b>19</b>	<b>80</b>	<b>192</b>	<b>0</b>	<b>0</b>	<b>291</b>	<b>\$38,274</b>

<b>Total Survey &amp; Engineering Costs:</b>	<b>\$64,044</b>
<b>Total Direct Costs:</b>	<b>\$456</b>
<b>Total Services:</b>	<b>\$64,500</b>

## Professional Services Agreement

**PROJECT NAME** LUC-Silvertown Drive Waterline Improvements and Resurfacing  
**FISHBECK CONTACT** Robert Rusnak, PE  
**CLIENT** City of Sylvania  
**CLIENT CONTACT** Joseph E. Shaw, PE, PS  
**ADDRESS** 6730 Monroe Street, Sylvania, OH 43560

Client hereby requests and authorizes Fishbeck to perform the following:

**SCOPE OF SERVICES:** Professional survey and engineering services related to the Silvertown Drive waterline improvements and resurfacing project as described in our letter proposal dated May 17, 2024.

**AGREEMENT.** The Agreement consists of this page and the documents that are checked:

- Terms and Conditions for Professional Services, attached.
- Proposal dated May 17, 2024.
- Other: Attachment 1.

**METHODS OF COMPENSATION:**

- Lump Sum for Defined Scope of Services
- Hourly Billing Rates plus Reimbursable Expenses
- Other:

**Total Budget for Above Scope of Services:** Sixty-Four Thousand Five Hundred Dollars (\$64,500).

**ADDITIONAL PROVISIONS (IF ANY):** Not to exceed fee.

**APPROVED FOR:**

City of Sylvania

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Mayor

Director of Finance

**ACCEPTED FOR:**

Fishbeck

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Vice President

May 17, 2024



7

**ORDINANCE NO. 78-2024**

**REVISING THE ADMINISTRATIVE, DEPARTMENTAL AND DIVISIONAL ORGANIZATION OF THE CITY AND THE CODIFIED ORDINANCES THEREOF BY AMENDING SYLVANIA CODIFIED ORDINANCE SECTION 139.03(d)(3) – DEFINITION AND ADOPTION OF THE COMPENSATION PLAN TO ADJUST THE CLERK OF COURTS’ SALARY FROM \$71,720 ANNUALLY TO \$60,000 ANNUALLY; AND DECLARING AN EMERGENCY.**

WHEREAS, the Judge of the Sylvania Municipal Court has requested that the salary for the Clerk of Courts contained in Sylvania Codified Ordinance Section 139.03(d)(3) be decreased from \$71,720 annually effective January 1, 2024 to \$60,000 annually effective June 4, 2024.

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

SECTION 1. That Section 139.03(d)(3) of the Codified Ordinances of Sylvania, 1979, as amended, be and it is, hereby further amended to read as set forth on the attached “Exhibit A” effective on and after June 4, 2024.

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 amendment to this Chapter should be provided for immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by this Charter.

Vote on passage as an emergency measure: Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Passed, \_\_\_\_\_, 2024, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

139.03 DEFINITION AND ADOPTION OF THE COMPENSATION PLAN.

\* \* \* \*

(d) Special Compensation Provisions.

\* \* \* \*

(3) Compensation for elective and appointive officials. The following elective and appointed officials which are not otherwise provided for in this chapter shall be compensated as follows:

<u>TITLE</u>	<u>RATE</u>
Clerk of Courts	\$60,000 annually commencing June 4, 2024 and thereafter.

\* \* \* \*

\* \* \* \*

(Ord. \_\_\_\_\_-2024. Passed \_\_\_\_\_-2024.)



DEPARTMENT OF PUBLIC SERVICE  
KEVIN G. ALLER, PE DIRECTOR

# Memo

To: The Mayor and City Council  
From: Joseph E. Shaw, Director of Public Service *JES*  
Date: 06/03/2024  
Re: Obsolete Equipment

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Council Members,

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

Streets: 07 Schwarze Sweeper Vin# 49HAADB77DX54581

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

Please call if you have any questions. Thank you.



A

DEPARTMENT OF PUBLIC SERVICE  
KEVIN G. ALLER, PE DIRECTOR

June 3, 2024

To: The Mayor and Members of Sylvania City Council

Re: **Sylvania River Trail Murals**

Dear Mr. Mayor and Council Members:

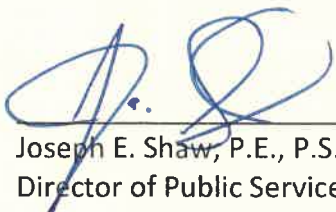
The Service Department has been discussing beautification of the US-23 bridge piers adjacent to the Sylvania River Trail for several years. There is one pier available at this time for beautification (northbound US-23 mainline). Once improvements to the US-23/Monroe Street interchange project are completed in 2026 there will be three additional piers available for beautification (southbound US-23 mainline, southbound US-23 on ramp and northbound US-23 off ramp).

The Northview and Southview High School art departments have developed proposed mural concepts for the northbound US-23 mainline pier. A packet of concepts was provided to the Sylvania Arts Commission for review and recommendation and is provided for your informational purposes. The "short wall" in the packet refers to the northbound US-23 mainline pier.

The Arts Commission is recommending Option #3, but is requesting the cardinal and deer be hand painted instead of "clip art".

Once the remaining piers are constructed in 2026, the Service Department will re-engage the Northview and Southview art departments in 2027 so that additional concepts can be developed for the remaining three (3) piers.

Sincerely,



Joseph E. Shaw, P.E., P.S.  
Director of Public Service



# Harroun Park Mural Proposal

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NV & SV Art Students



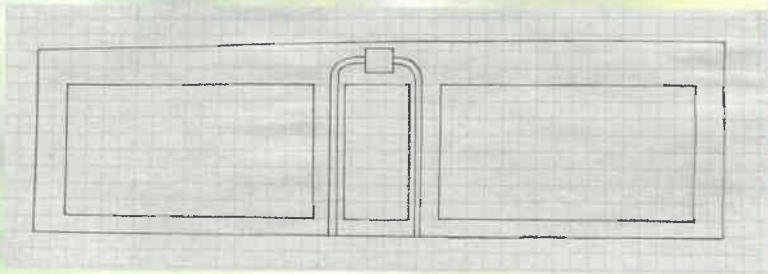
### **SHORT WALL**

The mural on this wall will consist of 3 panels, with measurements:

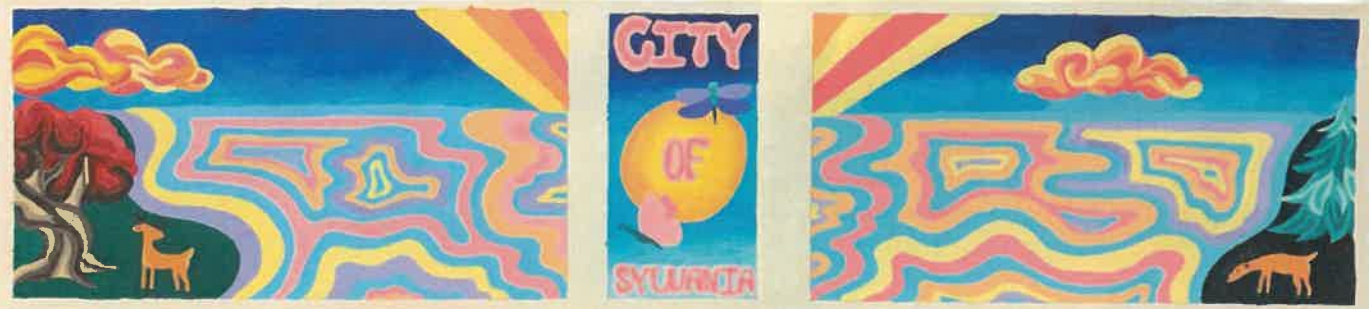
- 8'H x 15'W
- 8'H x 4'W
- 8'H x 15'W

A scaled drawing of this configuration is to the left

On slides 3-5, you will find 3 options for this wall. You need to choose 1.



## Short Wall - Option 1





## Short Wall - Option 2



### Short Wall - Option 3

