

## **Sylvania City Council**

June 17, 2024

### **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. Richardson.
3. Additions to the agenda.
4. Approval of the Council meeting minutes from June 3, 2024.
5. Proclamation presentation to retiring Parks & Forestry Superintendent, Pat O'Brien.
6. Presentation by Chief Miller on Law Enforcement Against Drugs & Violence (L.E.A.D.).
7. Downtown Transportation Improvements (Phase 2).
  - a. Service Director's letter on proposal approval.
  - b. Proposed Ordinance No. 80-2024, Accepting the proposal of DGL Consulting Engineers to provide professional engineering services for overhead utility relocation engineering for this project.
8. Proposed Ordinance No. 81-2024, Approving the assessments heretofore authorized by Resolution No. 6-2024 for Street Lighting; levying said assessments.
9. Proposed Ordinance No. 82-2024, To assess a special tax upon the lots and lands described in the schedule referred to herein to pay a part of the cost and expense of providing for the removal and special treatment of shade trees.
10. Proposed Ordinance No. 83-2024, To assess a special tax upon the lots and lands described in the schedule referred to herein to pay a part of the cost and expense of providing for the construction, maintenance, repair, cleaning and enclosing open drainage ditches.
11. Proposed Resolution No. 7-2024, Adopting a statement, pursuant to Revised Code of Ohio 709.03(D), indicating what services will be provided to the area proposed to be annexed to the City of Sylvania by petition for annexation.
12. Service Director's letter requesting authorization to advertise for bids on the Harroun Road/Flower Hospital/Ravine Drive Improvement Project.
13. Committee reports.
14. Committee referrals.

## **INFORMATION**

- A. Board of Architectural Review meeting minutes from June 12, 2024
- B. Municipal Planning Commission meeting minutes from June 12, 2024.

Minutes of the Meeting of Council  
June 3, 2024

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The Council of the City of Sylvania, Ohio met in regular session on June 3, 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. McCann.

Pledge of  
Allegiance.

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

Additions to the agenda:

Item #11 – Sister City Update by Mayor Stough

Item #12 – Sheetz update by Mayor Stough

Mr. Frye moved, Mrs. Westphal seconded to approve the amended agenda; roll call vote being: Frye, McCann, Stough, Haynam, Westphal, Hansen, 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 20, 2024 regular meeting minutes. Mr. Frye moved, Mr. Hansen seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of May 20, 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 20, 2024  
Meeting minutes.

Ms. Stough moved, Mr. Hansen seconded to allow Mr. McCann 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. McCann  
pushed back  
from the table.

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

Mr. Frye gave a brief report on the Public Hearing held this date on SUP #1-2024, Highland Meadows Golf Club-Addition to an existing storage building on the golf course. Three residents on Oak Hill Drive attended the public hearing voicing opposition to this addition to the storage building as they already do not like looking at the building as it is. Nick Myers, Highland Meadows Golf Pro, spoke on the need for more storage for golf carts, lawn equipment, etc.

Report of the  
Public Hearing  
held this date.

Mr. Frye moved, Mr. Richardson seconded to add Proposed Ordinance No. 79-2024, Granting a Special Use Permit to allow the expansion of an existing storage building located at 7455 Erie Street to the agenda for consideration. Roll call vote being: Haynam, Stough, Frye, Richardson, Westphal, Hansen; (6) yeas; (0) nays. The motion carried.

Add Proposed  
Ordinance No.  
79-2024 to the  
agenda for  
consideration.

Minutes of the Meeting of Council  
June 3, 2024

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 79-2024, a written copy of same having been previously furnished to each member of Council “Granting a Special Use Permit to allow the expansion of an existing storage building located at 7455 Erie Street, Sylvania, Ohio, on the application of Nick Myers on behalf of Highland Meadows Golf Club, on the recommendation of the Municipal Planning Commission; and declaring an emergency.”; Mr. Haynam moved, Mr. Frye seconded for passage of Ordinance No. 79-2024 as an emergency measure; roll call vote being: Hansen(nay), Frye, Haynam, Stough, Westphal, Richardson; (5) yeas; (1) nays. The motion carried.

Ordinance No. 79-2024, “... Granting a SUP... Highland Meadows Golf Club...”

Mr. McCann returned to the table.

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

Service Director’s letter on recommending proposal approval was placed on file. Mr. McCann presented and read aloud by title only, proposed Ordinance No. 77-2024, a written copy of same having been previously furnished to each member of Council “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.”; Mr. McCann moved, Mr. Haynam seconded for passage of Ordinance No. 77-2024 as an emergency measure; roll call vote being: Hansen, Frye, Haynam, Stough, McCann, Westphal, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No. 77-2204, “... Silvertown Waterline & Resurfacing Project... Fishbeck...”

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 78-2024, a written copy of same having been previously furnished to each member of Council “Revising the Administrative, Departmental and Divisional Organization of the City and the Codified Ordinances thereof by amending Sylvania Codified Ordinance Section 139.03(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.”; Mrs. Westphal moved, Ms. Stough seconded for passage of Ordinance No. 78-2024 as an emergency measure; roll call vote being: Hansen, Westphal, Frye, Haynam, Stough, McCann, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No. 78-2024, “... Adjust Clerk of Courts’ Salary ...”

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

Mr. Frye moved, Mr. Hansen seconded to approve 07 Schwarze Sweeper to be offered for auction on GovDeals.com; roll call vote being: McCann, Richardson, Haynam,

Street Sweeper to

Minutes of the Meeting of Council  
June 3, 2024

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

auction on  
GovDeals.com.

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

Mayor Stough gave a brief update on the Sister City Commission. He attended a very successful joint lunch in Port Huron with several commission members from Sylvania and Woodstock in attendance. It was agreed upon to continue participating in our Fall Festival & Parade as well Woodstock's Santa Claus Parade. Several different possible exchanges between the two cities were discussed such as Rotary Club, Music/Art Departments, etc. The relationship between both cities continues to grow since COVID.

Update on Sister  
City Commission  
by Mayor  
Stough.

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

Mayor Stough gave a brief update on the Sheetz SUP#2-2024 application. Mayor Stough received a call from Sheetz's attorney, Jerry Parker, asking him to inform City Council of their site plan issue and asked that it be resolved. This issue is still in discussions with our Service/Safety Department.

Sheetz update by  
Mayor Stough.

Mayor Stough stated all agenda items have been addressed.

Mr. Frye moved, Mr. McCann seconded to adjourn at 8:31 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

# Proclamation

**Whereas:** Patrick O'Brien is retiring on June 28, 2024 from the City of Sylvania as Superintendent of the Division of Parks and Forestry after 16 years of dedicated service; and,

**WHEREAS:** prior to joining the City of Sylvania, Pat was the Forestry Inspector for the City of Toledo for 22 years. He is a graduate of Michigan Technological University with a Bachelor of Science Degree in Forestry with honors; and,

**WHEREAS:** he has been an exemplary employee for the City of Sylvania leading the City's efforts in urban beautification in our downtown, gateway areas and City facilities; and,

**WHEREAS:** Pat was instrumental in developing the City's compost field, completed a survey of Ravine Cemetery grave sites and monuments, and works closely with the City of Sylvania Tree Commission.

**NOW, THEREFORE, I,** Craig A. Stough, Mayor, do hereby proclaim Monday, June 17, 2024 as:

**PAT O'BRIEN DAY**

in the City of Sylvania.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the official seal of the City of Sylvania to be set this 17<sup>th</sup> day of June, 2024.



*Craig A. Stough*  
\_\_\_\_\_  
Craig A. Stough, Mayor  
City of Sylvania, State of Ohio



TESTED • PROVEN • EFFECTIVE

**L.E.A.D.**  
LAW ENFORCEMENT AGAINST DRUGS & VIOLENCE  
*"On the Street and in the Classroom"*



## L.E.A.D.

Our children have the right to a life free of substance abuse, despair, and violence. Our children deserve a proven effective education/ prevention curriculum that provides them with the critical information and skills they need to live healthy lives free of substance abuse and violence.

**WHO IS L.E.A.D.?**  
Law Enforcement Against Drugs (L.E.A.D.) is a non profit 501(c)(3) organization, supported by dedicated police officers, committed to protecting our youth and communities from the proliferation of drugs, drug related crimes, peer to peer/cyber bullying and violence.

We achieve our goals by collaborating with educators, community leaders, families and L.E.A.D. support organizations.

L.E.A.D. has a prestigious organizational structure with national leaders from its board of directors to its advisory boards and working groups. The various boards include internationally recognized business, financial, and prevention experts - with over 90 leaders from these fields to serve local communities.

Our L.E.A.D. Instructors provide the most effective, proven, evidence-based K-12 anti-drug/anti-violence curriculum delivered by law enforcement.

Any support is appreciated and will assist L.E.A.D. and local communities like yours.


## HOW TO REACH US

L.E.A.D., 5 S. Main St., Allentown, New Jersey 08501

Info@leadnj.org

609-259-2300 | Fax: 609-228-0699

PROUD PARTNER



WE CREATE SAFER, HEALTHIER COMMUNITIES FREE OF DRUGS AND VIOLENCE.



www.leadnj.org

#WeAreLEAD

#WeAre\_LEAD

#WeAreLEAD

#WeAreLEAD

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## OUR MISSION

**We provide the leadership, resources and management to ensure law enforcement agencies have the means to partner with our educators, community leaders, and families.**

**We succeed by providing proven and effective programs to deter youth and adults from drug use, drug related crimes, bullying and violence.**

**We are committed to reinforcing the mutual respect, goodwill and relations between law enforcement and their communities.**



## OUR VISION

**To create safer, healthier communities free of drugs, bullying, and violence throughout our country and ultimately the world.**

## OUR PROGRAMS

**L.E.A.D. utilizes the evidence based *Too Good for Drugs* and *Too Good for Violence* curricula. *Too Good* puts Social and Emotional Learning to work through fun and interactive lessons, building the self confidence young people need to make healthy choices and achieve success.**

**We are proud to be in partnership with the Mendez Foundation in offering the most effective, proven, evidence-based, K-12 curricula taught in the United States by police officers.**

***Too Good for Drugs* and *Too Good for Violence* promote positive, pro-social attitudes and behaviors, while fostering healthy relationships, resistance to substance abuse and conflict, and resistance to negative peer pressure and influence.**



## ON THE STREET

**Our ON THE STREET Officer and Educator Certification Programs are designed to certify all Law Enforcement Officers and Teachers in detailed curricula that align with our mission. The curricula is presented in four modules addressing:**

- Drug Abuse
- Drug Related Crimes
- Bullying and Violence
- Promoting Law Enforcement and Community Services

## IN THE CLASSROOM

***Too Good* mitigates risk factors and promotes resiliency through the development of these skills and traits:**

- Goal Setting
- Decision Making
- Effective Communication
- Anger Management
- Media Literacy
- Conflict Resolution
- Social and Emotional Competency
- Pro-Social Bonding

**Each of the *Too Good* programs feature:**

- Fully Scripted Lessons
- Age Appropriate Approach
- Assessment and Evaluation Tools
- Enhanced Cooperative Learning
- Built-in Classroom Management
- Parent Component
- Technical Support

### Evaluation Studies

**Each *Too Good* evaluation study was conducted by third-party researchers and used randomized treatment-control group designs. Those researchers examined pre-test equivalence between treatment and control groups, potential bias of loss of student data over time, quality of program implementation, and estimates of reliability and validity of assessment tools.**

**Detailed information and research results may be found at [www.leadrugs.org](http://www.leadrugs.org).**

**Program Kits provide instructors with the essentials they need to implement the *Too Good* programs. Each kit includes a *Teacher's Manual* with ten fully scripted lessons, take home activities, and assessment materials. Kits also include *Thirty Student Workbooks*, and accompanying activity aids to get started.**





7a.

DEPARTMENT OF PUBLIC SERVICE  
KEVIN G. ALLER, PE DIRECTOR

June 17, 2024

To: The Mayor and Members of Sylvania City Council

Re: **Professional Engineering Services Proposal for Overhead Utility Relocation Engineering Downtown Transportation Improvements (Phase 2)**

Dear Mr. Mayor and Council Members:

At the October 2, 2023 Committee of the Whole meeting the Service Department discussed several aspects of the Downtown Transportation Improvement Project including project phasing, preliminary cost estimates, and grant funding opportunities. It was recommended the Service Department continue project development into two phases (Phase 1 and Phase 2) on the basis of better opportunities to secure grant funding and to allow more time to bury overhead electric and telecommunication utilities in the 2<sup>nd</sup> block of Main Street.

Since that meeting the Service Department has been diligently working with utility companies to better understand what requirements and construction plans would be necessary to accomplish the relocation. The utility companies are requesting the City develop one common set of construction plans whereby all underground facilities to house each facility would be included in one contract.

The project design engineer (DGL Consulting Engineers) and their electrical subconsultant (JDRM) have prepared an overhead utility relocation engineering proposal in the amount of \$73,534 to prepare construction plans and specifications for the relocation work. It would be the goal to construct the Phase 1 roadway contract and the Phase 2 utility bury contract simultaneously in 2025. We would recommend approval of the DGL/JDRM engineering proposal in the amount of \$73,534. Funds for the engineering design would be from the project capital account, 402-7610-53501. Please call with any questions.

Sincerely,



---

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

7b.

**ORDINANCE NO. 80-2024**

**ACCEPTING THE PROPOSAL OF DGL CONSULTING ENGINEERS TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR OVERHEAD UTILITY RELOCATION ENGINEERING FOR THE DOWNTOWN TRANSPORTATION IMPROVEMENTS (PHASE 2) PROJECT; APPROPRIATING FUNDS THEREFORE IN AN AMOUNT NOT TO EXCEED \$73,534; AND DECLARING AN EMERGENCY.**

WHEREAS, at the October 2, 2023 Committee-of-the-Whole meeting, the Director and Deputy Director of Public Service provided an update on the Downtown Transportation Improvement Project and requested input and guidance relative to the phasing of the project development and, thereafter, the Committee-of-the-Whole Council recommended that the Director of Public Service proceed with developing the project in two phases in order to potentially secure more grant funding and to allow more time to bury overhead electric and telecommunications utilities along Main Street from Maplewood Avenue to Erie Street; and,

WHEREAS, the affected utility companies have requested that the City develop one common set of construction plans whereby all underground facilities to house each facility would be included in one contract; and,

WHEREAS, the Director of Public Service, by report dated June 17, 2024, has received a proposal from DGL to provide professional engineering services to prepare construction plans and specifications for the relocation work for overhead utility relocation engineering for the Downtown Transportation Improvements (Phase 2) Project at a cost of \$73,534, and the Director of Public Service has recommended approval of that proposal.

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

**SECTION 1.** That the proposal of DGL Consulting Engineers in the amount of Seventy-Three Thousand Five Hundred Thirty-Four Dollars (\$73,534.00) to provide professional engineering services for overhead utility relocation engineering for the Downtown Transportation Improvements (Phase 2) 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 professional engineering services hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 402-7610-53501 – Downtown Transportation Improvements** an amount not to exceed Seventy-Three Thousand Five Hundred Thirty-Four Dollars (\$73,534.00)

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 professional engineering services should commence at the earliest possible time and therefore this Ordinance should be effective immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

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

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

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



**PROVIDING  
CIVIL ENGINEERING  
SOLUTIONS SINCE 1926**

TRANSPORTATION

TRAFFIC / SAFETY

FACILITY / SITE  
DEVELOPMENT

SURVEY

CONSTRUCTION  
SERVICES

May 29, 2024

Kevin G. Aller, PE  
Service Director  
City of Sylvania  
6730 Monroe Street, Suite 101  
Sylvania, Ohio 43560

Re: Sylvania Utility Relocation

Dear Mr. Aller:

Please accept this price proposal as DGL Consulting Engineers' (DGL) response to your request.

Thank you for this opportunity to provide our services related to the relocation of the utilities in the downtown area and we look forward to future opportunities with you. Please contact me directly should you have any questions related to the material included herein.

Sincerely,  
**DGL Consulting Engineers, LLC**

Steven R. Cherry, PE  
Senior Transportation | Construction Engineer

T: 419.535.1015 | C: 419.266.8923 | E: [scherry@dgl-ltd.com](mailto:scherry@dgl-ltd.com)  
3455 Briarfield Blvd, Suite E | Maumee, Ohio 43537

23150

Maumee, Ohio  
419.535.1015

Wauseon, Ohio  
419.330.1360

Dublin, Ohio  
614.356.7150

Kent, Ohio  
440.387.4113

Port Clinton, Ohio  
419.635.7541

[dgl.ltd.com](http://dgl.ltd.com)

**DBE | SBE | LDBE | EBE**

## An Agreement for the Provision of Limited Professional Services

<b>DGL Consulting Engineers, LLC (DGL)</b> 3455 Briarfield Blvd., Suite E Maumee, Ohio 43537 P: 419.535.1015	<b>Client: City of Sylvania</b> 6730 Monroe Street, Suite 101 Sylvania, Ohio 43560								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Project Name</b> Sylvania Utility Relocation</td> <td style="width: 40%;"><b>Project No.</b> 23150</td> </tr> </table>		<b>Project Name</b> Sylvania Utility Relocation	<b>Project No.</b> 23150						
<b>Project Name</b> Sylvania Utility Relocation	<b>Project No.</b> 23150								
<b>Location</b> City of Sylvania									
<b>Scope of Services</b> See <i>Appendix A for Scope of Services.</i>									
<b>Fee Arrangement</b> See <i>Appendix B thru C for itemized fee proposals of prime and subconsultants.</i>									
<b>DESIGN SERVICES</b>									
DGL Consulting Engineers (prime and roadway services)	\$37,534.00								
JDRM (Utility relocation plans)	\$36,000.00								
<b>Total</b>	<b>\$73,534.00</b>								
<b>Retainer Amounts</b> \$00.00 due with signed contract. Note: DGL can accept credit card payments with an additional 3% service fee.									
<b>Accepted by: City of Sylvania</b>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Signature</b></td> <td style="width: 50%;"><b>Date</b></td> </tr> <tr> <td style="text-align: center;">Craig A. Stough / Mayor</td> <td> </td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Printed Name / Title</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>Signature indicates the authority to bind the company to the terms herein</i></td> </tr> </table>		<b>Signature</b>	<b>Date</b>	Craig A. Stough / Mayor		<b>Printed Name / Title</b>		<i>Signature indicates the authority to bind the company to the terms herein</i>	
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Craig A. Stough / Mayor									
<b>Printed Name / Title</b>									
<i>Signature indicates the authority to bind the company to the terms herein</i>									
<b>Offered by:</b> DGL Consulting Engineers, LLC	<b>Accepted by:</b> City of Sylvania								
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Steven R. Cherry, PE	Toby Schroyer / Director of Finance								
<b>Printed Name / Title</b>									
<i>Signature indicates the authority to bind the company to the terms herein</i>									

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



## Scope of Services

### Scope of Work

The Scope of Services was defined at the Scope of Engineering Work Review Meeting 05-02-24 by the City of Sylvania and utility companies as follows:

- DGL to survey from Maplewood to Erie to pick up all property meter boxes.
- DGL to update existing base mapping.
- JDRM will provide construction plans for the relocation of the overhead utilities including all required notes and details.
- DGL will provide MOT plans that coordinate with the downtown Transportation Improvement project.
- Right-of-Way plans for temporary, proposed, and/or easements are not included with this proposal and a future proposal will be provided if Right-of-Way services are required.

The **DGL itemized fee proposal is provided in Appendix A**. This proposal is itemized using a typical ODOT fee spreadsheet and provides individual task items with assumed hours. ODOT's fee guidance was utilized in determining the hours. A low to medium complexity rating was assumed for most tasks.

The **JDRM fee proposal is provided in Appendix B**. JDRM will be providing the construction plans for the relocation of the overhead utilities to underground.

### Schedule

The anticipated schedule is that plans will be prepared for a January bidding.



**ORDINANCE NO. 81-2024**

**ORDINANCE APPROVING THE ASSESSMENTS HERETOFORE  
AUTHORIZED BY RESOLUTION NO. 6-2024 FOR STREET  
LIGHTING; LEVYING SAID ASSESSMENTS; AND DECLARING  
AN EMERGENCY.**

WHEREAS, this Council by Resolution No. 6-2024, passed May 6, 2024, declared the necessity for lighting the municipal streets, determined the basis for levying annual assessments on lots and lands in this City for such purpose, and authorized such assessments in the amount as estimated by the Finance Department, pursuant to said Resolution; and,

WHEREAS, the Finance Department pursuant to said Resolution and Revised Code Section 727.14, gave notice of the passage of said Resolution and the filing of such estimated assessments; and,

WHEREAS, no objections were filed pursuant to Revised Code Section 727.15 or such objections as were filed have been considered by Council, and such assessments, as adjusted if adjusted, should be approved, levied and certified to the Auditor of Lucas County, Ohio.

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

SECTION 1. That the assessments for the street lighting authorized by said Resolution in the aggregate amount of Three Hundred Seventy-Eight Thousand, Six Hundred Twenty-Five and 97/100 (\$378,625.97) and the assessments, as adjusted if adjusted, are hereby approved and such assessments in the amount so approved are hereby levied on the several parcels and lots of land in said City on the basis as set forth in said Resolution and the Finance Department is hereby directed to certify said assessments to the Auditor of Lucas County, Ohio, within the time provided therefore by the Revised Code of Ohio Section 5705.34.

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 Finance Department is hereby directed to post a copy of this Ordinance in the Office of Finance 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 immediate provision must be made for lighting the City streets. 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.

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

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

**ORDINANCE NO. 82-2024**

**TO ASSESS A SPECIAL TAX UPON THE LOTS AND LANDS DESCRIBED IN THE SCHEDULE REFERRED TO HEREIN TO PAY A PART OF THE COST AND EXPENSE OF PROVIDING FOR THE REMOVAL AND SPECIAL TREATMENT OF SHADE TREES FOR THE PURPOSE OF CONTROLLING BLIGHT AND DISEASE OF SAME; AND FOR PLANTING, MAINTAINING, TRIMMING AND REMOVING SHADE TREES IN AND ALONG THE STREETS AND WITHIN PUBLIC RIGHT-OF-WAY OF THE CITY FOR THE YEAR ENDING DECEMBER 31, 2024; AND DECLARING AN EMERGENCY.**

WHEREAS, the Council of the City of Sylvania has heretofore, by Ordinance, established one (1) district for the purpose of removing or specially treating therein shade trees for the purpose of controlling the blight and disease of same for the planting, maintaining, trimming and removing shade trees in and along the streets and within public right-of-way of the City of Sylvania during the year 2024, and provided that part of the cost and expense connected with said work in said district in the total amount of Two Hundred Nineteen Thousand, Nine Hundred Eighty-two and 33/100 (\$219,982.33) shall be levied and assessed in the sum of thirty-five cents (35¢) per front foot upon all lots and lands bounding and abutting upon the streets and public right-of-way in said district as set forth in said Ordinance; and,

WHEREAS, the Finance Department has given notice of the passage of the Ordinance creating the Tree District for 2024, and of the estimated assessments on file in the Office of Finance; and,

WHEREAS, Council has considered and adjusted all objections to estimated assessments that were properly and timely filed.

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

**SECTION 1.** That, to pay the cost and expense of the removal or special treatment of certain shade trees for the purpose of controlling the blight and disease and for planting, maintaining, trimming and removing of other shade trees in and along the streets and within public right-of-way of the City of Sylvania described in the schedule as reported by the Finance Department for the year ending December 31, 2024, there be, and hereby is assessed, in one (1) installment for 2024, upon the lots and lands bounding and abutting upon the streets and public

right-of-way in said district, the several sums shown in the list of assessments, as adjusted if adjusted, and set opposite the description of the respective lots and lands and do hereby determine and declare that said lots and lands are specially benefitted in the amounts so assessed against the same, which amounts and assessments are hereby confirmed and approved.

SECTION 2. That the owners of said several lots and parcels of land shall pay the said sum so assessed as above against their said lots and lands, respectively, in one (1) installment, to the Treasurer of Lucas County, Ohio, at the same time and in the same manner as other taxes are paid, or be subject to the penalty and interest to be paid thereon as provided by law.

SECTION 3. That the Finance Department is directed to certify said assessments in one (1) installment within twenty (20) days of the passage hereof, to the Auditor of Lucas County, Ohio, to be, by him, placed upon the grand tax duplicate of said County for the year 2024 against said lots and lands, respectively, to be collected at the same time and in the same manner as other taxes are collected.

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 Finance Department is hereby directed to post a copy of this Ordinance in the Office of Finance 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 assessments need to be certified immediately so as to meet the deadline for certifying the same to the Auditor and therefore this Ordinance should be effective immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

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

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



ORDINANCE NO. 83- 2024

10

**TO ASSESS A SPECIAL TAX UPON THE LOTS AND LANDS DESCRIBED IN THE SCHEDULE REFERRED TO HEREIN TO PAY A PART OF THE COST AND EXPENSE OF PROVIDING FOR THE CONSTRUCTION, MAINTENANCE, REPAIR, CLEANING AND ENCLOSING OPEN DRAINAGE DITCHES WITHIN THE CORPORATE LIMITS OF THE CITY OF SYLVANIA FOR THE YEAR ENDING DECEMBER 31, 2024; AND DECLARING AN EMERGENCY.**

WHEREAS, the Council of the City of Sylvania has heretofore, by Ordinance, established one (1) district for the purpose of constructing, maintaining, repairing, cleaning and enclosing open drainage ditches located within the corporate limits of the City of Sylvania during the year 2018, and provided that part of the cost and expense connected with said work in said district in the total amount of Three Hundred Sixty Seven Thousand, Eleven and 27/100 (\$367,011.27) shall be levied and assessed bases on:

- a) Small Residential (less than 9,900 square feet) =\$17.25 per year;
  - b) Large Lot Residential (greater than 9,900 square feet) =\$34.50 per year;
  - c) Non-Single Family Residential = \$34.50 per year per 5,000 square feet or impervious area;
- as set forth in said Ordinance; and,

WHEREAS, the Finance Department has given notice of the passage of the Ordinance creating the Ditch District for 2024 and of the estimated assessments on file in the Office of Finance; and,

WHEREAS, Council has considered and adjusted all objections to estimated assessments that were properly and timely filed.

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

SECTION 1. That, to pay a part of the cost and expense of the construction, maintenance, repair, cleaning and enclosing open drainage ditches located within the corporate limits of the City of Sylvania as described in the schedule as reported by the Finance Department for the year ending December 31, 2024, there be, and hereby is assessed, in one (1) installment for 2024, upon the lots and lands bounding and abutting upon the streets and public right-of-way

in said district, the several sums shown in the list of assessments, as adjusted if adjusted, and set opposite the description of the respective lots and lands and do hereby determine and declare that said lots and lands are specially benefitted in the amounts so assessed against the same, which amounts and assessments are hereby confirmed and approved.

SECTION 2. That the owners of said several lots and parcels of land shall pay the said sum so assessed as above against their said lots and lands, respectively, in one (1) installment, to the Treasurer of Lucas County, Ohio, at the same time and in the same manner as other taxes are paid, or be subject to the penalty and interest to be paid thereon as provided by law.

SECTION 3. That the Finance Department is, directed to certify said assessments in one (1) installment within twenty (20) days of the passage hereof, to the Auditor of Lucas County, Ohio, to be, by her, placed upon the grand tax duplicate of said County for the year 2024 against said lots and lands, respectively, to be collected at the same time and in the same manner as other taxes are collected.

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 Finance Department is hereby directed to post a copy of this Ordinance in the Office of Finance 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 provision for the construction, maintenance and repair of ditches should be made forthwith and therefore this Ordinance should be effective immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

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

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

11

**RESOLUTION NO. 7-2024**

**ADOPTING A STATEMENT, PURSUANT TO REVISED CODE OF OHIO 709.03 (D), INDICATING WHAT SERVICES WILL BE PROVIDED TO THE AREA PROPOSED TO BE ANNEXED TO THE CITY OF SYLVANIA BY PETITION FOR ANNEXATION FILED WITH THE BOARD OF LUCAS COUNTY COMMISSIONERS; AND DECLARING AN EMERGENCY.**

WHEREAS, on June 12, 2024, this Council received notice from Leslie B. Brinning that she was the authorized agent for the petitioners of the territory sought to be annexed (Parcel No. 78-14077 on Monroe Street) by the City of Sylvania to the City of Sylvania filed with the Board of Commissioners of Lucas County, Ohio on May 20, 2024; and,

WHEREAS, pursuant to the Revised Code of Section 709.03 (D) this Council is required to adopt a statement indicating what services, if any, the City of Sylvania will provide to the territory proposed for annexation upon annexation.

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

SECTION 1. That upon annexation to the City of Sylvania the territory proposed to be annexed by said annexation petition will be provided, by the City of Sylvania, with the following services:

- a. Domestic garbage, trash and refuse generated on the premises of each residential property will be removed and disposed of once a week;
- b. Police protection will be furnished by the City of Sylvania;
- c. Street shade trees will be sprayed, trimmed, planted, removed and their leaves and branches disposed of as a part of the City tree program;
- d. Green yard waste pickup will be provided for residential property on a bi-weekly basis during the months of March through November;
- e. Curbside recycling will be provided bi-weekly for single-family residential units;
- f. Storm drainage facilities will be regularly and routinely cleaned and cleared;
- g. The minimum sanitary sewer system value and capital connection charge for future connections will be reduced from \$940 to a charge of \$430 or less;

- h. The maximum sanitary sewer system value and capital connection charge for future connections will be reduced from \$202,100 to a charge of \$92,450;
- i. The territory described in the petition is within the Sylvania Sewer and Water Districts;
- j. Snow plowing will be provided for public streets;
- k. Street sweeping will be provided for public streets;
- l. Site plan, preliminary and final plat review and approvals will be provided.
- m. The above services will be provided within six months after the date of the granting of the annexation petition.
- n. If a street or highway will be divided or segmented by the boundary line between the township and the municipal corporation as to create a road maintenance problem, the municipal corporation to which annexation is proposed has agreed as a condition of the an annexation to assume the maintenance of that street or highway or to otherwise correct the problem. As used in this section, "street" or "highway" has the same meaning as in section 4511.01 of the Revised Code.
- o. If the municipal zoning permits uses in the annexed territory that the municipal corporation determines are clearly incompatible with the uses permitted under current county or township zoning regulations in the adjacent land remaining within the township from which the territory was annexed, the legislative authority of the municipal corporation will require, in the zoning ordinance permitting the incompatible uses, the owner of the annexed territory to provide a buffer separating the use of the annexed territory and the adjacent land remaining within the township. For the purposes of this section, "buffer" includes open space, landscaping, fences, walls, and other structured elements; streets and street rights-of-way; and bicycle and pedestrian paths and sidewalks.

SECTION 2. That the Clerk of this Council shall file with the Board of Commissioners of Lucas County, Ohio a certified copy of this Resolution and shall also provide petitioners with a certified copy of this Resolution.

SECTION 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution 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 Resolution 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 Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that this Resolution should be effective immediately so that it will be in effect and served upon the Board of Commissioners of Lucas County, Ohio. Provided this

Resolution 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





12

DEPARTMENT OF PUBLIC SERVICE  
KEVIN G. ALLER, PE DIRECTOR

June 17, 2024

To: The Mayor and Members of Sylvania City Council

Re: **LUC-TR 77-0.54 (PID 116375)**

Dear Mr. Mayor and Council Members:

The bidding documents for the above referenced project are complete and the Service Department will be moving forward with the Plans, Specifications, and Estimate (PS&E) package to ODOT District 2 at the end of this month.


The scope of work includes implementing the recommended safety and congestion mitigation measures on Harroun Road by installing a traffic signal and added turning lanes at a realigned intersection of Flower Hospital's main entrance with Ravine Drive.

The estimated construction cost is \$1,479,119 of which \$468,734 (31.7%) is being funded by an Ohio Public Works Commission (OPWC) grant, \$673,250 (45.5%) is being funded by a Congestion Mitigation and Air Quality Grant (CMAQ) through the Ohio Department of Transportation, and ProMedica Flower Hospital will be contributing \$100,000 (6.8%). The remaining \$237,135 (16.0%) will be locally funded.

This is a programmed capital improvement expense for 2024 with funding from account 401-7610-53609. The Service Department will advertise for bids beginning on August 12, 2024 with a bid opening scheduled for September 4, 2024. Construction can start after October 1, 2024 and must be completed by September 30, 2025.

We would request that the Clerk of Council be authorized to advertise for bids.

Sincerely,

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

A.

## Board of Architectural Review

Minutes of the regular meeting of June 12, 2024. Mr. Schaaf called the meeting to order.

Acting Secretary, Timothy Burns, took the roll call. Members present: Mayor Craig Stough, Kate Fischer, Carol Lindhuber, Ken Marciniak and Jeff Schaaf. (5) present

Ms. Lindhuber moved, Ms. Fischer seconded to approve the Minutes of the May 15, 2024, meeting as submitted. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 3 – Regulated Sign – app. no. 27-2024 requested by Rob Hall of Toledo Sign for Olive’s on Main, 5629 Main Street, Sylvania, Ohio 43560. Application is for two new wall signs.

Mr. Hall was present.

Mr. Burns stated the Signs are within the limits of the Sylvania Sign Code.

Ms. Fischer moved, Ms. Lindhuber seconded, to approve the signs shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 4 – Regulated Sign – app. no. 28-2024 requested by Barbara Fisk of Chase Sign for Club Pilates, 7611 Sylvania Avenue, Sylvania, Ohio 43560. Application is for a new wall and 3 new window signs.

Mr. Salil Verma was present

Mr. Burns stated the Signs are within the limits of the Sylvania Sign Code.

Ms. Lindhuber moved, Ms. Fischer seconded, to approve the signs shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 5 – Regulated Sign – app. no. 29-2024 requested by Ashley Balester of Local Roots Juice Co., 5441 Man Street, Sylvania, Ohio. Application is for a replacement monument sign.

Mr. Burns stated the Sign is within the limits of the Sylvania Sign Code.

Mr. Marciniak moved, Ms. Lindhuber seconded, to approve the sign shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 6 – Building Review – app. no. 22-2024 requested by David Bruckelmeyer for Sheetz, 5855 Monroe Street, Sylvania, Ohio 43560. Applicant requested to be tabled.

**Board of Architectural Review**  
**Minutes of June 12, 2024**  
**Page 2**

Ms. Fischer moved, Ms. Lindhuber seconded, to table. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 7 – Regulated Sign – app. no. 23-2024 requested by David Bruckelmeyer for Sheetz, 5855 Monroe Street, Sylvania, Ohio 43560. Applicant requested to be tabled.

Ms. Fischer moved, Ms. Lindhuber seconded, to table. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Ms. Lindhuber moved, Mr. Marciniak seconded to adjourn the meeting. All present voted aye. Meeting adjourned.

Submitted by,

A handwritten signature in black ink, appearing to read "Timothy Burns", with a long horizontal flourish extending to the right.

Timothy Burns, Acting Secretary  
Municipal Planning Commission

B.

Sylvania Municipal Planning Commission

Minutes of the regular meeting of June 12, 2024. Mr. Schaaf called the meeting to order.

Acting Secretary, Timothy Burns, took the roll call Members present: Mayor Craig Stough, Kate Fischer, Carol Lindhuber, Ken Marciniak and Jeff Schaaf. (5) present.

Ms. Lindhuber moved, Ms. Fischer seconded to approve the Minutes of the May, 15, 2024, meeting as submitted. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 3 – Council Referral – Petition for Zoning Ordinance Amendment SUP#2-2024 – requested by David Bruckelmeyer for Sheetz, located at 5855 Monroe Street, Sylvania, Ohio 43560. The applicant requested to be tabled

Ms. Lindhuber moved, Ms. Fischer seconded to table. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Ms. Lindhuber moved, Mr. Marciniak seconded to adjourn the meeting. All present voted aye. Meeting adjourned.

Submitted by,



Timothy Burns, Acting Secretary  
Municipal Planning Commission