

**Sylvania City Council**

December 16, 2024

**7:15 p.m. Employee & Community Relations Committee Meeting**  
Board of Zoning Appeals Appointments

**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. Frye.
3. Additions to the agenda.
4. Approval of the Council meeting minutes from December 2, 2024.
5. Plummer Pool Bath House Renovations – Change Order No. 1.
  - a. Service Director’s letter recommending approval of the change order.
  - b. Proposed Ordinance No. 135-2024, Authorizing the Mayor and Director of Finance to approve Change Order No. 1 to this City’s agreement with Van Tassel Construction Corporation for this project for additional work items required.
6. Large Diameter Sanitary Sewer Lining Project (Phase 3) & S. Main St. Sanitary Sewer Rehabilitation – Change Order No. 1 (Final).
  - a. Service Director’s letter recommending approval of the change order.
  - b. Proposed Ordinance No. 136-2024, Authorizing the Mayor and Director of Finance to approve Change Order No. 1 (Final) to this City’s agreement with Inliner Solutions, LLC for these projects to reflect the final installed quantities on the project.
7. Sylvania Avenue Pump Station Replacement Project.
  - a. Service Director’s letter recommending professional engineering proposal.
  - b. Proposed Ordinance No. 137-2024, Accepting the proposal of Fishbeck to provide professional engineering services for this project.
8. Proposed Ordinance No. 138-2024, Authorizing the contribution of \$10,000 to Stranahan Parent Techer Association toward the cost of building an inclusive and accessible community playground at Stranahan Elementary School.
9. Service Director’s letter requesting to advertise for bids on the Silica Drive/Summit Street/Erie Street Resurfacing Project.
10. Proposed Ordinance No. 139-2024, To make certain adjustments to account allocations within the fund appropriations for the fiscal year ending December 31, 2024.

11. Proposed Ordinance No. 21-2024, Authorizing the Mayor and Director of Finance to enter into an agreement, on behalf of the City of Sylvania, Ohio, with the Board of Lucas County Commissioners, for the Public Defender Services to the Sylvania Municipal Court for the year 2024.
12. Proposed Resolution No. 16-2024, Re-Appointing Shawn Murphy to the Board of Trustees of Sylvania Area Joint Recreation District (“SAJRD”) for a term expiring December 31, 2027.
13. Proposed Resolution No. 17-2024, Re-Appointing Thomas Reynolds to the Zoning Board of Appeals for a term expiring December 31, 2027.
14. Plan Commission’s recommendation on ZA-3-2024, Chuck Schmalzried, Michelle Construction for 4713 N. King Road to change current the zoning of R-1 to R-2 with a PD Overlay. (set Public Hearing for February 3, 2025)
15. Committee reports.
  - a. Report from Employee & Community Relations Committee meeting held this date.
16. Committee referrals.

#### **INFORMATION**

- A. Board of Architectural Review meeting minutes from December 11, 2024.
- B. Municipal Planning Commission meeting minutes from December 11, 2024.

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The Council of the City of Sylvania, Ohio met in regular session on December 2, 2024 at 7:30 p.m. with Mayor Stough in the chair. Roll was called with the following members present: Mark Frye, Marcus Hansen(excused), Doug Haynam, Brian McCann, Patrick Richardson, Mary Westphal, Lyndsey Stough; (6) present; (1) absent.

Roll call:  
6 present,  
1 absent.

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

Pledge of  
Allegiance.

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

Additions to the agenda:

Item #4a. – Resident Steven Benjamin to speak on Toledo Edison light pole issues.

Item #9a. – 11/19/24 Employee & Community Relations Committee meeting update.

Item #11 – Proposed Ordinance No. 133-2024, Electronic Monitoring.

Item #12 – Proposed Ordinance No. 134-2024, Inside the Five Development Agreement.

Mr. Frye moved, Mr. McCann seconded to approve the amended agenda; roll call vote being: McCann, Frye, Westphal, Stough, Haynam, Richardson; (6) yeas; (0) nays. The motion carried.

Agenda approval.

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

Mr. Frye presented the November 18, 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 November 18, 2024 be approved; roll call vote being: McCann, Frye, Haynam, Westphal, Richardson, Stough; (6) yeas; (0) nays. The motion carried.

Approval of the  
Nov. 18, 2024  
Meeting minutes.

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

Resident Steven Benjamin, at 5863 Heidaway Lane, requested City Council address the current safety issue regarding numerous Toledo Edison street lights that are out of order. He asked council to please contact Toledo Edison directly to encourage them to speed up the process of replacing/fixing the street lights that are not working to keep the community safe. City Council agreed to pursue the matter.

Steven Benjamin,  
Toledo Edison  
street light issue.

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

Service Director's letter recommending approval of the change order was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 129-2024, a written copy of same having been previously furnished to each member of Council "Authorizing the Mayor and Director of Finance to approve Change Order No. 1 (Final) to this City's agreement with Salenbien Trucking and Excavating, Inc. for the Oakland Court Improvement Project; decreasing the contract amount by \$25,616.99; and declaring an emergency."; Mr. Richardson moved, Mr. Haynam seconded for passage of amended Ordinance No. 129-2024 as an emergency measure; roll call vote being: McCann, Frye, Haynam, Stough, Westphal, Richardson; (6) yeas; (0) nays. The

Ordinance No.  
129-2204, "...  
Change Order  
No. 1(Final)...  
Oakland Court  
Imp. Project ..."

motion carried.

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

Mr. McCann presented and read aloud by title only, amended, proposed Ordinance No. 130-2024, a written copy of same having been previously furnished to each member of Council “Amending Chapter 945 – Parks of the Sylvania Codified Ordinances, 1979, as amended, by amending Section 945.02 – Hours; Rules and Regulations; by adding Section 945.07 – Removal or Destruction of Property and Natural Features; by adding Section 945.08 – Fires; by adding Section 945.10 – Unlawful Camping, Storage of Personal Property or Sleeping in Public Places; and declaring an emergency.”; Mr. McCann moved, Mr. Haynam seconded for passage of Ordinance No. 130-2024 as an emergency measure; roll call vote being: Haynam, McCann, Stough, Westphal, Frye, Richardson; (6) yeas; (0) nays. The motion carried.

Ordinance No. 130-2024, “... Amending Chapter 945... Parks...”

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

Mr. Haynam moved, Mrs. Westphal seconded to allow Mr. Frye to push back from the table due to a possible conflict of interest. Roll call vote being: Stough, Frye, McCann, Haynam, Richardson, Westphal; (6) yeas; (0) nays. The motion carried.

Mr., Frye pushed back from the table.

Mr. McCann presented and read aloud by title only, proposed amended Ordinance No. 131-2024, 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 the Board of County Commissioners of Lucas County, Ohio, for the after-hours canine control services by the Acting Dog Warden of Lucas County, Ohio; and declaring an emergency.”; Mr. McCann moved, Ms. Stough seconded for passage of amended Ordinance No. 131-2024 as an emergency measure; roll call vote being: Haynam, Stough, Westphal, McCann, Richardson; (5) yeas; (0) nays. The motion carried.

Ordinance No. 131-2024, “... After hours canine control services...”

Mr. Frye returned to the table.

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

Mr. Frye presented and read aloud by title only, proposed Ordinance No. 132-2024, a written copy of same having been previously furnished to each member of Council “Repealing Ordinance No. 127-2024; Declaring the improvement to certain parcels of real property to be a public purpose and exempt from taxation and providing for the

Ordinance No. 132-2024, “... Repeal Ord. No. 127-2024... New TIF...”

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collection and deposit of service payments into the Tax Increment Equivalent Fund, and specifying the public infrastructure improvements directly benefiting the parcels; and declaring an emergency.”; Mr. Frye moved, Mrs. Westphal seconded for passage of Ordinance No. 132-2024 as an emergency measure; roll call vote being: McCann, Frye, Haynam, Stough, Westphal, Richardson; (6) yeas; (0) nays. The motion carried.

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

Mrs. Westphal gave a brief update on the Employee & Community Relations Committee meeting that was held on November 19, 2024. The Stranahan Inclusive Playground has raised \$510,000 so far as reported by Mr. Hansen. It was recommended that the City of Sylvania donate \$10,000 to the inclusive playground project. A citizen inquired on LGBTQ+ legislation and policies and if they are in place in the City of Sylvania, which they are. Board of Zoning Appeals appointments were discussed; Gary Sommer does not wish to re-apply, but Tom Reynolds has re-applied.

Emp. & CR  
Committee  
Meeting update  
from 11/19/2024  
at 7:00pm.

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

Mrs. Westphal also gave a brief update on the Employee & Community Relations Committee meeting held this date. There was further discussion on the appointments to the Board of Zoning Appeals. An additional person has shown interest in applying, therefore another committee meeting will need to be scheduled to conduct an interview. Also, Shawn Murphy has requested to be re-appointed to the Sylvania Area Joint Recreation District Board of Trustees for another term.

Emp. & CR  
Committee  
Meeting update  
from this date.

Mr. McCann moved, Ms. Stough seconded to request legislation for re-appointing Tom Reynolds to the Board of Zoning Appeals; roll call vote being: Stough, McCann, Frye, Haynam, Richardson, Westphal; (6) yeas; (0) nays. The motion carried.

Tom Reynolds  
BZA

Mr. McCann moved, Ms. Stough seconded to request legislation for a donation from the City of Sylvania for \$10,000 to the Stranahan Inclusive Playground; roll call vote being: Stough, McCann, Frye, Haynam, Richardson, Westphal; (6) yeas; (0) nays. The motion carried.

Stranahan  
Inclusive  
Playground  
donation.

Mr. McCann moved, Ms. Stough seconded to request legislation for re-appointing Shawn Murphy to the Sylvania Area Joint Recreation District Board of Trustees; roll call vote being: McCann, Frye, Haynam, Richardson, Westphal, Stough; (6) yeas; (0)

Shawn Murphy,  
SAJRD

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nays. The motion carried.

Mrs. Westphal moved, Ms. Stough seconded to set an Employee & Community Relations Committee meeting for Monday, December 16, 2024 at 7:15 p.m. in the Police Division conference room, 6635 Maplewood Avenue, Sylvania, Ohio, for Board of Zoning Appeals appointment interviews; roll call vote being: Stough, McCann, Frye, Haynam, Richardson, Westphal; (6) yeas; (0) nays. The motion carried.

Set Emp. & CR  
Committee  
Meeting for  
12/16/24 at  
7:15pm.

Mr. Haynam moved, Mrs. Westphal seconded to allow Mr. Frye to push back from the table due to a possible conflict of interest. Roll call vote being: Stough, Frye, McCann, Haynam, Richardson, Westphal; (6) yeas; (0) nays. The motion carried.

Mr. Frye pushed  
back from the  
table.

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 133-2024, 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 for Electronic Monitoring Services for Sylvania Municipal Court with the Board of Commissioners of Lucas County, Ohio; and declaring an emergency."; Mrs. Westphal moved, Mr. McCann seconded for passage of Ordinance No. 133-2024 as an emergency measure; roll call vote being: Haynam, Stough, McCann, Westphal, Richardson; (5) yeas; (0) nays. The motion carried.

Ordinance No.  
133-2024, "...  
Electronic  
Monitoring...  
Sylvania  
Municipal  
Court..."

Mr. Frye returned to the table.

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

Ms. Stough presented and read aloud by title only, proposed Ordinance No. 134-2024, a written copy of same having been previously furnished to each member of Council "Authorizing the Mayor and Director of Finance to enter into a Second Amendment to Development Agreement on behalf of the City of Sylvania with First Brookside, LLC for the property located at 5705-57-11 North Main Street, Sylvania, Ohio; and declaring an emergency."; Ms. Stough moved, Mr. Haynam seconded for passage of Ordinance No. 134-2024 as an emergency measure; roll call vote being: Haynam, Stough, Frye, McCann, Westphal, Richardson; (6) yeas; (0) nays. The motion carried.

Ordinance No.  
134-2024, "...  
2<sup>nd</sup> Amendment  
to Development  
Agreement...  
Inside the  
Five..."

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Mayor Stough stated all agenda items have been addressed.

Mr. Frye moved, Mr. McCann seconded to adjourn at 8:23 p.m. Roll call vote being: Adjournment.  
Frye, Richardson, McCann, Stough, Haynam, Westphal; (6) yeas; (0) nays.

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Clerk of Council

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Mayor



5a.

DEPARTMENT OF PUBLIC SERVICE  
JOSEPH E. SHAW, P.E., P.S., DIRECTOR

December 16, 2024

To: The Mayor and Members of Sylvania City Council

Re: **Plummer Pool Bath House Renovations  
Change Order No. 1**

Dear Mr. Mayor and Council Members:

Renovation work at the Plummer Pool Bath House are ongoing with Van Tassel Construction nearing the 40% completion mark on the project.

The Service Department is requesting a project change order for several new work items that are required as a part of the construction project and in order to keep work progressing on schedule. Below is a summary of the items included in this change order request:

- Change Order #1 – Exterior door replacement to the pool pump room – \$5,347.01.
- Change Order #2 – Removal and replacement of two (2) interior chase walls for underground sanitary sewer piping replacement – \$3,904.72.
- Change Order #3 – Concrete floor leveling at previous shower locations – \$4,008.12.
- Change Order #4 – Wood privacy blocking between roof joists above CMU walls – \$2,122.39.

The total change order amount to accomplish these additional work items is \$15,382.24. The Service Department has coordinated these changes with the project architect as well as the Sylvania Area Joint Recreation District and all entities agree to move forward with these changes.

As a result, a total change order in the amount of \$15,382.14 is necessary to increase the contract amount from \$394,000 to \$409,382.24. Please call if you have any questions.

Sincerely,

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



5b.

**ORDINANCE NO. 135-2024**

**AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO APPROVE CHANGE ORDER NO. 1 TO THIS CITY'S AGREEMENT WITH VAN TASSEL CONSTRUCTION CORPORATION FOR THE PLUMMER POOL BATH HOUSE RENOVATIONS PROJECT FOR ADDITIONAL WORK ITEMS REQUIRED; INCREASING THE CONTRACT AMOUNT BY \$15,382.14; AND DECLARING AN EMERGENCY.**

WHEREAS, Ordinance No. 34-2024, passed March 4, 2024, authorized the Mayor and Director of Finance to enter into a Joint Cooperation Agreement on behalf of the City of Sylvania with the Sylvania Area Joint Recreation District ("SAJRD") relative to the Plummer Pool Improvement Project; and,

WHEREAS, Ordinance No. 108-2024, passed October 7, 2024, accepted the bid of Van Tassel Construction Corporation and awarded the contract for the Plummer Pool Bath House Renovations Project to same, which bid was in the amount of \$394,000; and,

WHEREAS, renovation work at the bath house has begun, with several additional work items identified including exterior door replacement to the pool pump room, removal and replacement of two interior chase walls for underground sanitary sewer piping replacement, concrete wood floor leveling at previous shower locations and wood privacy blocking between roof joists resulting in a net increase to the contract of \$15,382.14; and,

WHEREAS, the Director of Public Service, by report dated December 16, 2024, has recommended acceptance of Change Order No. 1 of Van Tassel Construction Corporation for said Plummer Pool Bath House Renovations to reflect the additional work items in the amount of \$15,382.14, for a final contract amount of \$409,382.24; and,

WHEREAS, the additional work items result in a net increase to the contract in the amount of Fifteen Thousand Three Hundred Eighty-Two and 14/100 Dollars (\$15,382.14), for a

total contract amount of \$409,382.24.

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

SECTION 1. That said change order increasing the contract amount by the sum of Fifteen Thousand Three Hundred Eighty-Two and 14/100 Dollars (\$15,382.14), authorized to be appropriated be, and the same hereby is, approved, and the Mayor and the Director of Finance be, and they hereby are, authorized to sign said change order on behalf of this City, thereby indicating such approval and changing the total contract amount.

SECTION 2. That, to provide funds for said change order for improvements, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7750-52268 – Miscellaneous**, the sum of Fifteen Thousand Three Hundred Eighty-Two and 14/100 Dollars (\$15,382.14).

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 adjustments in the contract for said additional work items should be approved 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.

SECTION 5. 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.

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

CITY OF SYLVANIA, OHIO

**CHANGE ORDER**      Number 1

Project Ordinance No.: 108-2024      Purchase Order No. 66882

Contract: Plummer Pool Bath House

Title of Change Order: Change Order #1

Date: 12/6/2024

Description of Change: Labor and materials for new pool pump room doors, two chase wall reconstructions to retrofit and install new plumbing, level flooring in the previous shower locations, and install wood blocking between roof joists between privacy areas.

*Joseph E. Shaw*

Digitally signed by Joseph Shaw  
Date: 2024.12.10 10:45:59 -05'00'

RECOMMENDED FOR APPROVAL BY: Joseph E. Shaw, P.E., P.S.      Date  
Public Service Director

Original Contract Amt	\$	394,000	00
Previous Changes (+ or --)	\$	0	00
This Change (+ or --)	\$	+15,382	24
Adjusted Contract Amt	\$	409,382	24

REVIEWED BY: Anthony Malik - Architecture By Design  
Engineer/Architect  
*Anthony Malik*  
Signature  
 SUBMITTED BY: Van Tassel Construction Corp.  
Name of Contractor  
*[Signature]*  
Contractor's Signature

City of Sylvania, Ohio

The above proposal is hereby approved.

The above proposal is hereby approved.

Craig A. Stough, Mayor      Date

Toby Schroyer, Finance Director      Date



P.O Box 698  
Sylvania, OH 43560  
Ph : 734-856-7900

**Change Proposal**

To: Architecture By Design, Ltd.  
5622 Mayberry Square  
Sylvania, OH 43560  
Ph: 419-824-3311 Fax: 419-824-3322

Number: 1  
Date: 12/5/24  
Project: 24-3672  
Plummer Pool Bath House  
6940 Maplewood Avenue  
Sylvania, OH 43560

Description: Pool Equipment Room Door, Frame, and Hardware

We are pleased to offer this proposal to make the following changes to our contract scope of work:  
Labor and material to remove existing doors and frame from existing masonry opening, prep for new, and install new hollow metal door frame, hollow metal doors, and door hardware. Door frame shall be dimpled for installation into existing opening.

The total change in contract value for this proposal..... \$5,347.01  
(Please refer to attached sheet for details.)

The schedule is not affected by this change.

Submitted by: Van Tassel Construction Corp

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



P.O Box 698  
Sylvania, OH 43560  
Ph : 734-856-7900

Change Proposal 1 Price Breakdown  
Continuation Sheet

**Change Description:** Pool Equipment Room Door, Frame, and Hardware

Description	Labor	Material	Equipment	Subcontract	Other	Price
METAL DOORS & FRAMES	\$1,280.00	\$2,800.00				\$4,080.00
PAINTING	\$320.00	\$50.00				\$370.00
TRUCK TO SITE	\$80.00		\$30.00			\$110.00
					<b>Subtotal:</b>	<b>\$4,560.00</b>
			Overhead	\$4,560.00	10.00%	\$456.00
			Profit	\$5,016.00	5.00%	\$250.80
			Bond	\$5,347.01	1.50%	\$80.21
					<b>Total:</b>	<b>\$5,347.01</b>



**TANNER SUPPLY CO.**

Bedford Industrial Park Mailing Address  
7385 Express Road P.O. Box 118097  
Temperance, MI 48182 Toledo, OH 43611-8097  
PH: 734-847-5446  
FAX: 734-847-5556 www.tannersupply.com

QUOTATION  
71639

**ARCHITECTURAL HARDWARE • HOLLOW METAL DOORS & FRAMES  
WOOD DOORS • TOILET COMPARTMENTS • TOILET ACCESSORIES**

TO:  
• Van Tassel Construction  
• Attn: Brian Bettinger  
•

DATE Oct. 10, 2024  
BUILDING PLUMBER POOL  
BATH HOUSE  
LOCATION \_\_\_\_\_  
ARCHITECT \_\_\_\_\_

We propose to furnish material as noted for the above mentioned building.

**PLUMBER POOL HOUSE**

- 1 - Hollow Metal Door Frame - Galvannealed - Primed - Welded [4" Head]
- 2 - Hollow Metal Doors - Galvannealed - Primed

NOTE: FRAME PUNCHED/DIMPLED FOR LAG BOLTS.

NOTE: DOORS TO HAVE 24" x 24" LOUVERS.

6 - Hinges

1 - Lockset

2 - Flushbolts

1 - Threshold

1 - Set Weatherstrip

2 - Door Sweeps

Material Only, No Tax Included, Delivered.....\$ 2,768.00

**ADDENDA INCLUDED:**

GENERAL CONDITIONS: Price does not include any State, City or Local Sales Tax, unless otherwise noted. All quotations are F.O.B. Toledo or Factory unless otherwise noted. This quotation is made for acceptance within 20 days, conditioned upon our receiving the order with all details and information necessary for the manufacture of the goods, within ten days from the date of acceptance. Terms subject to credit approval.

Any item on which information or details are lacking when the order is entered, or any item which is changed from the plans and specifications by subsequent details or instructions when the order is entered, shall be subject to new quotation. Any additional material required will be charged as an extra to the contract at prices in effect at the time additional material is ordered. We shall not be held responsible for any delays due to any cause beyond our control. This order is not subject to cancellation. No retainage accepted on material only contracts and invoices.

Quotation acceptance. Please sign and return copy.

Firm Name \_\_\_\_\_

**TANNER SUPPLY CO.**

By: \_\_\_\_\_

By: Michael S. Tanner



P.O Box 698  
Sylvania, OH 43560  
Ph : 734-856-7900

**Change Proposal**

To: Architecture By Design, Ltd.  
5622 Mayberry Square  
Sylvania, OH 43560  
Ph: 419-824-3311 Fax: 419-824-3322

Number: 2  
Date: 12/5/24  
Project: 24-3672  
Plummer Pool Bath House  
6940 Maplewood Avenue  
Sylvania, OH 43560

Description: Remove and Reinstall 2 CMU Plumbing Chase Walls

**We are pleased to offer this proposal to make the following changes to our contract scope of work:**

Labor and material required to remove two (2) 4" CMU chase walls aproximatley 9'-6" wide x 8'-8" high and re-construct walls after underground sanitary piping is completed and new plumbing fixture carriers are installed. The existing plumbing sanitary piping, flanges, carriers, etc. cannot be removed or the concrete slab removed for new sanitary underground installations without removing these 2 CMU walls.

The total change in contract value for this proposal..... \$3,904.72  
(Please refer to attached sheet for details.)

The schedule is not affected by this change.

Submitted by: Van Tassel Construction Corp

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



P.O Box 698  
 Sylvania, OH 43560  
 Ph : 734-856-7900

Change Proposal 2 Price Breakdown  
 Continuation Sheet

Change Description: Remove and Reinstall 2 CMU Plumbing Chase Walls

Description	Labor	Material	Equipment	Subcontract	Other	Price
SELECTIVE DEMOLITION	\$640.00					\$640.00
DUMPSTERS					\$50.00	\$50.00
BLOCK MASONRY	\$1,920.00	\$500.00				\$2,420.00
TRUCK TO SITE	\$160.00		\$60.00			\$220.00
					<b>Subtotal:</b>	<b>\$3,330.00</b>
			Overhead	\$3,330.00	10.00%	\$333.00
			Profit	\$3,663.00	5.00%	\$183.15
			Bond	\$3,904.72	1.50%	\$58.57
					<b>Total:</b>	<b>\$3,904.72</b>





P.O Box 698  
Sylvania, OH 43560  
Ph : 734-856-7900

*Change Proposal*

To: Architecture By Design, Ltd.  
5622 Mayberry Square  
Sylvania, OH 43560  
Ph: 419-824-3311 Fax: 419-824-3322

Number: 3  
Date: 12/5/24  
Project: 24-3672  
Plummer Pool Bath House  
6940 Maplewood Avenue  
Sylvania, OH 43560

Description: Floor Leveling at Previous Shower Locations

**We are pleased to offer this proposal to make the following changes to our contract scope of work:**

Labor and material required to prep, prime, and install cementitious self leveling floor product at the previous shower locations. After the existing walls were removed it was discovered that the shower floors were sloped down to the drain troughs. This does not include filling in the old drain troughs and abandoning the drains, which were indicated to be done in the bid documents.

The total change in contract value for this proposal..... \$4,008.12  
(Please refer to attached sheet for details.)

The schedule is not affected by this change.

Submitted by: Van Tassel Construction Corp

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



P.O Box 698  
 Sylvania, OH 43560  
 Ph : 734-856-7900

Change Proposal 3 Price Breakdown  
 Continuation Sheet

Change Description: Floor Leveling at Previous Shower Locations

Description	Labor	Material	Equipment	Subcontract	Other	Price
CONCRETE RESTORATION	\$2,560.00	\$638.18				\$3,198.18
TRUCK TO SITE	\$160.00		\$60.00			\$220.00
					<b>Subtotal:</b>	<b>\$3,418.18</b>
			Overhead	\$3,418.18	10.00%	\$341.82
			Profit	\$3,760.00	5.00%	\$188.00
			Bond	\$4,008.12	1.50%	\$60.12
					<b>Total:</b>	<b>\$4,008.12</b>





P.O Box 698  
Sylvania, OH 43560  
Ph : 734-856-7900

**Change Proposal**

To: Architecture By Design, Ltd.  
5622 Mayberry Square  
Sylvania, OH 43560  
Ph: 419-824-3311 Fax: 419-824-3322

Number: 4  
Date: 12/5/24  
Project: 24-3672  
Plummer Pool Bath House  
6940 Maplewood Avenue  
Sylvania, OH 43560

Description: Install Wood Privacy Blocking Above Walls

We are pleased to offer this proposal to make the following changes to our contract scope of work:  
Labor and material required to install 2x10 wood blocking between the roof joists above CMU walls where privacy between areas would be a concern (Approximately 60LF of wall).

The total change in contract value for this proposal..... \$2,122.39  
(Please refer to attached sheet for details.)

The schedule is not affected by this change.

Submitted by: Van Tassel Construction Corp

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



P.O Box 698  
 Sylvania, OH 43560  
 Ph : 734-856-7900

Change Proposal 4 Price Breakdown  
 Continuation Sheet

Change Description: Install Wood Privacy Blocking Above Walls

Description	Labor	Material	Equipment	Subcontract	Other	Price
ROUGH CARPENTRY	\$1,280.00	\$200.00				\$1,480.00
TRUCK TO SITE	\$240.00		\$90.00			\$330.00
					<b>Subtotal:</b>	<b>\$1,810.00</b>
			Overhead	\$1,810.00	10.00%	\$181.00
			Profit	\$1,991.00	5.00%	\$99.55
			Bond	\$2,122.39	1.50%	\$31.84
					<b>Total:</b>	<b>\$2,122.39</b>



lea.

DEPARTMENT OF PUBLIC SERVICE  
JOSEPH E. SHAW, P.E., P.S., DIRECTOR

December 16, 2024

To: The Mayor and Members of Sylvania City Council

Re: **LARGE DIAMETER SANITARY SEWER LINING PROJECT (PHASE 3) &  
S. MAIN STREET SANITARY SEWER REHABILITATION – CHANGE ORDER NO. 1 (FINAL)**

Dear Mr. Mayor and Council Members:


All construction work items have been completed on the Large Diameter Sanitary Sewer Lining Project (Phase 3) & South Main Street Sanitary Sewer Rehabilitation Project. The final installed quantities have been resolved and have resulted in a contract increase in the amount of \$31,393.59.

The Large Diameter portion of the project was bid at \$567,888.00 and the actual amount after all final quantities were installed was \$563,646.45 (\$4,241.55 under budget, 0.7%). There were slight reductions in the installed quantities of 30-Inch CIPP lining and 4-foot manhole lining than was bid.

The South Main Street portion of the project was bid at \$710,958.00 and the actual amount after all final quantities were installed was \$746,593.14 (\$35,635.14 over budget, 5.0%). Two of the main reasons for the cost overrun were due to changed conditions at two sanitary sewer laterals (ID 5 & ID 7) that needed excavation and point repair work prior to commencing lining operations. Also, there were several laterals at the right-of-way line that needed a specialized cleanout (triple wye) installed rather than the standard wye called for in the plans.

We would recommend approval of Change Order No. 1 (Final) to increase the final contract amount \$31,393.59 from \$1,278,846.00 to \$1,310,239.59. Please call if you should have any questions.

Sincerely,



---

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

66.

**ORDINANCE NO. 136-2024**

**AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO APPROVE CHANGE ORDER NO. 1 (FINAL) TO THIS CITY'S AGREEMENT WITH INLINER SOLUTIONS, LLC FOR THE LARGE DIAMETER SANITARY SEWER LINING (PHASE 3) & S. MAIN STREET SANITARY SEWER REHABILITATION PROJECTS TO REFLECT THE FINAL INSTALLED QUANTITIES ON THE PROJECT; INCREASING THE CONTRACT AMOUNT BY \$31,393.59; AND DECLARING AN EMERGENCY.**

WHEREAS, Ordinance No. 80-2023, passed October 2, 2023, accepted the bid of Inliner Solutions, LLC and awarded the contract for the Large Diameter Sanitary Sewer Lining (Phase 3) & S. Main Street Sanitary Sewer Rehabilitation Projects to same, which bid was in the amount of \$1,278,846.00; and,

WHEREAS, the final installed quantities including additional excavation and point repair work at two sanitary sewer laterals as well as several laterals at the right-of-way line that needed a specialized cleanout have resulted in a net increase to the contract of \$31,393.59; and,

WHEREAS, the Director of Public Service, by report dated December 16, 2024, has recommended acceptance of Change Order No. 1 (Final) of Inliner Solutions, LLC for said Large Diameter Sanitary Sewer Lining (Phase 3) & S. Main Street Sanitary Sewer Rehabilitation Projects to reflect the final installed quantities in the amount of \$31,393.59, for a final contract amount of \$1,310,239.59; and,

WHEREAS, the final installed quantities resulted in a net increase to the contract in the amount of Thirty-One Thousand Three Hundred Ninety-Three and 59/100 Dollars (\$31,393.59), for a total contract amount of \$1,310,239.59.

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

SECTION 1. That said change order increasing the contract amount by the sum of Thirty-One Thousand Three Hundred Ninety-Three and 59/100 Dollars (\$31,393.59), authorized to be appropriated be, and the same hereby is, approved, and the Mayor and the Director of Finance be, and they hereby are, authorized to sign said change order on behalf of this City, thereby indicating such approval and changing the total contract amount.

SECTION 2. That, to provide funds for said change order for improvements, there is hereby appropriated from the **SEWER FUND** from funds therein not heretofore appropriated to **Account No. 702-7540-53501 – Utility Improvements**, the sum of Thirty-One Thousand Three Hundred Ninety-Three and 59/100 Dollars (\$31,393.59).

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 adjustments in the contract for said final installed quantities should be approved 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.

SECTION 5. 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.

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  
APPROVED:

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



State of Ohio  
OHIO WATER DEVELOPMENT AUTHORITY

**CHANGE ORDER**      Number 1 (Final)

OWDA Project No.: 10835      LGA Name: City of Sylvania

Contract: Large Diameter Sanitary Sewer Lining (Phase 3)

Title of Change Order: Final Installed Quantity Adjustments

Date: 12/6/24

Description of Change: Final Installed Quantity Adjustments	\$31,393.59
<b>TOTAL</b>	<b>\$31,393.59</b>

See Attached

The time provided for completion in the contract for the above items is (increased/decreased) by zero(0) calendar days. The new completion contract dates are as follows:

Substantial Completion Date: \_\_\_\_\_      Final Completion Date: \_\_\_\_\_

<b>RECOMMENDED FOR APPROVAL BY:</b>	<u>City of Sylvania</u> <small>Name of Engineering Firm</small>	<u>12/6/24</u> <small>Date</small>
	 <small>Engineer's Signature</small>	

Original Contract Amt	\$1,278,846	00	Approved By:	City of Sylvania
Previous Changes (+ or --)	\$0	00	Date:	<small>Name of Owner</small>
This Change (+ or --)	\$31,393	59	Submitted By:	<small>Owner's Signature</small>
Adjusted Contract Amt	\$1,310,239	59	Date:	Inliner Solutions, LLC
				<small>Name of Contractor</small>
				 <small>Contractor's Signature</small>

*Ohio Water Development Authority*

The above proposal is hereby accepted and I recommend that it be approved and made a part of the OWDA contract noted above. The approval does not constitute an increase in the total loan amount, but represents approval for the work.

	12/9/2024
Chief Engineer	Date

TO OWNER: CITY OF SYLVANIA  
6730 MONROE STREET  
SYLVANIA, OHIO 43260

FROM CONTRACTOR: INLINER SOLUTIONS, LLC  
2225 MCKINLEY AVENUE  
COLUMBUS, OHIO 43204

APPLICATION NO: 8 (Final)  
PERIOD TO: 10/26/2024 TO  
11/8/2024

PROJECT: LARGE DIAMETER SANITARY SEWER LINING (PHASE 3) & SOUTH MAIN STREET SANITARY SEWER REHABILITATION SHEET: 1 OF 3

LINE NO.	BID ITEM NO.	DESCRIPTION OF WORK	UNIT	BID QUANTITY	UNIT PRICE	BID VALUE	ESTIMATED QUANTITY INSTALLED	VALUE	MATERIALS PRESENTLY STORED (NOT IN C)	TOTAL COMPLETED AND STORED TO DATE (D+E)	% (F/B)	BALANCE TO FINISH (B-F)
SECTION 0001-LARGE DIAMETER SANITARY SEWER LINING (PHASE 3)												
1		Mobilization	LUMP	1	\$45,000.00	\$45,000.00	1	\$45,000.00		\$45,000.00	100%	\$0.00
2		Maintenance of Traffic	LUMP	1	\$150.00	\$150.00	1	\$150.00		\$150.00	100%	\$0.00
3		By-Pass Pumping Set-Up/Teardown	DAY	12	\$400.00	\$4,800.00	12	\$4,800.00		\$4,800.00	100%	\$0.00
4		By-Pass Pumping Operational	DAY	6	\$450.00	\$2,700.00	6	\$2,700.00		\$2,700.00	100%	\$0.00
5		Restoration of Right-of-Way	LUMP	1	\$10,000.00	\$10,000.00	0	\$0.00		\$0.00	0%	\$10,000.00
6		Pre-Rehabilitation Cleaning and Television Inspection of 36-Inch Sanitary Sewer Pipe	FT	800	\$15.00	\$12,000.00	800	\$12,000.00		\$12,000.00	100%	\$0.00
7		Pre-Rehabilitation Cleaning and Television Inspection of 30-Inch Sanitary Sewer Pipe	FT	1331	\$13.00	\$17,303.00	1357	\$17,641.00		\$17,641.00	102%	(\$338.00)
8		Pre-Rehabilitation Cleaning and Television Inspection of 12-Inch Sanitary Sewer Pipe	FT	160	\$8.00	\$1,280.00	154	\$1,232.00		\$1,232.00	96%	\$48.00
9		Post-Rehabilitation Cleaning and Television Inspection of 36-Inch Sanitary Sewer Pipe	FT	800	\$1.00	\$800.00	800	\$800.00		\$800.00	100%	\$0.00
10		Post-Rehabilitation Cleaning and Television Inspection of 30-Inch Sanitary Sewer Pipe	FT	1,331	\$1.00	\$1,331.00	1,357	\$1,357.00		\$1,357.00	102%	(\$26.00)
11		Post-Rehabilitation Cleaning and Television Inspection of 12-Inch Sanitary Sewer Pipe	FT	160	\$1.00	\$160.00	154	\$154.00		\$154.00	96%	\$6.00
12		Install Cured-in-Place Pipe Liner in Existing 36-Inch Sanitary Sewer Pipe	FT	800	\$225.00	\$180,000.00	800	\$180,000.00		\$180,000.00	100%	\$0.00
13		Install Cured-in-Place Pipe Liner in Existing 30-Inch Sanitary Sewer Pipe	FT	1331	\$190.00	\$252,890.00	1357	\$257,830.00		\$257,830.00	102%	(\$4,940.00)
14		Install Cured-in-Place Pipe Liner in Existing 12-Inch Sanitary Sewer Pipe	FT	160	\$59.00	\$9,440.00	154	\$9,086.00		\$9,086.00	96%	\$354.00
15		Mainline Liner End Seals	EACH	14	\$520.00	\$7,280.00	14	\$7,280.00		\$7,280.00	100%	\$0.00
16		4-Foot Diameter Manhole Lining	VFT	29	\$367.00	\$10,643.00	42	\$15,414.00		\$15,414.00	145%	(\$4,771.00)
17		5-Foot Diameter Manhole Lining	VFT	25	\$367.00	\$9,175.00	14.75	\$5,413.25		\$5,413.25	59%	\$3,761.75
18		MH 0017 Irregular Chamber Manhole Lining	VFT	8	\$367.00	\$2,936.00	7.6	\$2,789.20		\$2,789.20	95%	\$146.80
SECTION 0001 TOTAL						\$567,888.00		\$563,646.45		\$563,646.45		\$4,241.55

LINE NO.	BID ITEM NO.	DESCRIPTION OF WORK	UNIT	BID QUANTITY	UNIT PRICE	BID VALUE	ESTIMATED QUANTITY INSTALLED	VALUE	MATERIALS PRESENTLY STORED (NOT IN C)	TOTAL COMPLETED AND STORED TO DATE (D+E)	% (F/B)	BALANCE TO FINISH (B-F)
SECTION 0002-SOUTH MAIN STREET SANITARY SEWER REHABILITATION												
100		Mobilization	LUMP	1	\$25,000.00	\$25,000.00	1	\$25,000.00		\$25,000.00	100%	\$0.00
101		Maintenance of Traffic	LUMP	1	\$72,000.00	\$72,000.00	1	\$72,000.00		\$72,000.00	100%	\$0.00
102		By-Pass Pumping Set-Up/Teardown	DAY	28	\$136.00	\$3,808.00	28	\$3,808.00		\$3,808.00	100%	\$0.00
103		By-Pass Pumping Operational	DAY	14	\$136.00	\$1,904.00	14	\$1,904.00		\$1,904.00	100%	\$0.00
104		Restoration of Right-of-Way	LUMP	1	\$2,500.00	\$2,500.00	1	\$2,500.00		\$2,500.00	100%	\$0.00
105		Pre-Rehabilitation Cleaning and Television Inspection of 12-Inch Sanitary Sewer Pipe	FT	2119	\$8.00	\$16,952.00	2119	\$16,952.00		\$16,952.00	100%	\$0.00
106		Pre-Rehabilitation Cleaning and Television Inspection of 10-Inch Sanitary Sewer Pipe	FT	770	\$6.80	\$5,236.00	770	\$5,236.00		\$5,236.00	100%	\$0.00

TO OWNER:

CITY OF SYLVANIA  
6730 MONROE STREET  
SYLVANIA, OHIO 43560

FROM CONTRACTOR:

INLINER SOLUTIONS, LLC  
2225 MCKINLEY AVENUE  
COLUMBUS, OHIO 43204

APPLICATION NO: 8 (Final)

PERIOD TO: 10/26/2024 TO  
11/8/2024

PROJECT: LARGE DIAMETER SANITARY SEWER LINING (PHASE 3) & SOUTH MAIN STREET SANITARY SEWER REHABILITATION

SHEET: 2 OF 3

LINE NO.	BID ITEM NO.	DESCRIPTION OF WORK	UNIT	BID QUANTITY	UNIT PRICE	BID VALUE	ESTIMATED QUANTITY INSTALLED	VALUE	MATERIALS PRESENTLY STORED (NOT IN C)	TOTAL COMPLETED AND STORED TO DATE (D+E)	% (F/B)	BALANCE TO FINISH (B-F)
SECTION 0002-SOUTH MAIN STREET SANITARY SEWER REHABILITATION (CONTINUED)												
107		Post-Rehabilitation Cleaning and Television Inspection of 12-Inch Sanitary Sewer Pipe	FT	2119	\$1.00	\$2,119.00	2094	\$2,094.00		\$2,094.00	99%	\$25.00
108		Post-Rehabilitation Cleaning and Television Inspection of 10-Inch Sanitary Sewer Pipe	FT	770	\$1.00	\$770.00	760	\$760.00		\$760.00	99%	\$10.00
109		Install Cured-in-Place Pipe Liner in Existing 12-Inch Sanitary Sewer Pipe	FT	2119	\$43.00	\$91,117.00	2094	\$90,042.00		\$90,042.00	99%	\$1,075.00
110		Install Cured-in-Place Pipe Liner in Existing 10-Inch Sanitary Sewer Pipe	FT	770	\$40.50	\$31,185.00	760	\$30,780.00		\$30,780.00	99%	\$405.00
111		Reinstatement of Service Connections	FT	19	\$75.00	\$1,425.00	19	\$1,425.00		\$1,425.00	100%	\$0.00
112		Mainline Liner End Seals	EACH	30	\$241.00	\$7,230.00	30	\$7,230.00		\$7,230.00	100%	\$0.00
113		Pre-Rehabilitation Cleaning and Television Inspection of Sanitary Lateral	EACH	24	\$410.00	\$9,840.00	21	\$8,610.00		\$8,610.00	88%	\$1,230.00
114		Post-Rehabilitation Cleaning and Television Inspection of Sanitary Lateral	EACH	24	\$410.00	\$9,840.00	21	\$8,610.00		\$8,610.00	88%	\$1,230.00
115		Installation of 6" Cleanout in Grass Areas	EACH	4	\$2,575.00	\$10,300.00	0	\$0.00		\$0.00	0%	\$10,300.00
116		Installation of 6" Cleanout in Paved Areas	EACH	5	\$2,800.00	\$14,000.00	1	\$2,800.00		\$2,800.00	20%	\$11,200.00
117		Vertical Stack: T-Liner (0' to 5')	EACH	5	\$5,275.00	\$26,375.00	0	\$0.00		\$0.00	0%	\$26,375.00
118		Vertical Stack: T-Liner (5' to 10')	EACH	2	\$5,725.00	\$11,450.00	0	\$0.00		\$0.00	0%	\$11,450.00
119		Full Length T-Liner (10' to 20')	EACH	2	\$7,500.00	\$15,000.00	0	\$0.00		\$0.00	0%	\$15,000.00
120		Full Length Lateral Liner (21' to 30')	EACH	9	\$7,625.00	\$68,625.00	0	\$0.00		\$0.00	0%	\$68,625.00
121		Full Length Lateral Liner (31' to 40')	EACH	12	\$5,450.00	\$65,400.00	16	\$87,200.00		\$87,200.00	133%	(\$21,800.00)
122		Full Length Lateral Liner (31' to 40') Pavement	EACH	2	\$7,075.00	\$14,150.00	3	\$21,225.00		\$21,225.00	150%	(\$7,075.00)
123		ID 19W, 3" Lateral Open Cut Replacement	FT	75	\$272.00	\$20,400.00	48	\$13,056.00		\$13,056.00	64%	\$7,344.00
124		ID 20E & 21E: Lateral Open Cut Replacement	FT	40	\$340.00	\$13,600.00	40	\$13,600.00		\$13,600.00	100%	\$0.00
125		ID 25 & 26: Lateral Open Cut Replacement	FT	150	\$204.00	\$30,600.00	145	\$29,580.00		\$29,580.00	97%	\$1,020.00
126		Inside Drop Connection	FT	230	\$204.00	\$46,920.00	0	\$0.00		\$0.00	0%	\$46,920.00
127		3-Foot Diameter Manhole Lining	EACH	4	\$1,650.00	\$6,600.00	3	\$4,950.00		\$4,950.00	75%	\$1,650.00
128		3.5-Foot Diameter Manhole Lining	VFT	74	\$367.00	\$27,158.00	74	\$27,158.00		\$27,158.00	100%	\$0.00
129		4-Foot Diameter Manhole Lining	VFT	35	\$367.00	\$12,845.00	35	\$12,845.00		\$12,845.00	100%	\$0.00
130			VFT	127	\$367.00	\$46,609.00	134.92	\$49,515.64		\$49,515.64	106%	(\$2,906.64)
SECTION 0002 TOTAL								\$538,880.64		\$538,880.64		\$172,077.36
BASE BID TOTAL								\$1,102,527.09		\$1,102,527.09		\$176,318.91

TO OWNER:  
 CITY OF SYLVANIA  
 6730 MONROE STREET  
 SYLVANIA, OHIO 43560

FROM CONTRACTOR:  
 INLINER SOLUTIONS, LLC  
 2225 MCKINLEY AVENUE  
 COLUMBUS, OHIO 43204

APPLICATION NO: 8 (Final)  
 PERIOD TO: 10/26/2024 TO  
 11/8/2024

PROJECT: LARGE DIAMETER SANITARY SEWER LINING (PHASE 3) & SOUTH MAIN STREET SANITARY SEWER REHABILITATION SHEET: 3 OF 3

LINE NO.	BID ITEM NO.	DESCRIPTION OF WORK	UNIT	BID QUANTITY	UNIT PRICE	BID VALUE	ESTIMATED QUANTITY INSTALLED	VALUE	MATERIALS PRESENTLY STORED (NOT IN C)	TOTAL COMPLETED AND STORED TO DATE (D+E)	% (F/B)	BALANCE TO FINISH (B-F)
<b>CHANGE ORDER NO. 1 ITEMS</b>												
200		Vertical Stack: T-Liner (0' to 5')	EACH	5	\$4,400.00	\$22,000.00	8	\$35,200.00		\$35,200.00	160%	(\$13,200.00)
201		Vertical Stack: T-Liner (6' to 10')	EACH	2	\$4,700.00	\$9,400.00	1	\$4,700.00		\$4,700.00	50%	\$4,700.00
202		Full Length T-Liner (10' to 20')	EACH	2	\$5,900.00	\$11,800.00	8	\$47,200.00		\$47,200.00	400%	(\$35,400.00)
203		Full Length T-Liner (21' to 30')	EACH	9	\$6,000.00	\$54,000.00	0	\$0.00		\$0.00	0%	\$54,000.00
		CHANGE ORDER NO. 1 ITEMS						\$87,100.00		\$87,100.00		\$10,100.00
<b>CHANGE ORDER NO. 2 ITEMS</b>												
300		Installation of 6" Triple Wye Cleanout in Grass Areas	EACH	4	\$5,575.00	\$22,300.00	8	\$44,600.00		\$44,600.00	200%	(\$22,300.00)
301		Installation of 6" Triple Wye Cleanout in Paved Areas	EACH	5	\$5,800.00	\$29,000.00	6	\$34,800.00		\$34,800.00	120%	(\$5,800.00)
		CHANGE ORDER NO. 2 ITEMS						\$79,400.00		\$79,400.00		(\$28,100.00)
<b>CHANGE ORDER NO. 3 ITEMS</b>												
400		ID 5 Point Repair	LUMP	1	\$10,500.00	\$10,500.00	2	\$21,000.00		\$21,000.00	200%	(\$10,500.00)
		CHANGE ORDER NO. 3 ITEMS						\$21,000.00		\$21,000.00		(\$10,500.00)
<b>CHANGE ORDER NO. 4 ITEMS</b>												
500		ID 25 & 26: Lateral Open Cut Replacement (Scope Change)	LUMP	35	\$577.50	\$20,212.50	35	\$20,212.50		\$20,212.50	100%	\$0.00
		CHANGE ORDER NO. 4 ITEMS						\$20,212.50		\$20,212.50		\$0.00
		SECTION 0001 TOTAL				\$567,888.00		\$563,646.45		\$563,646.45		
		SECTION 0002 TOTAL				\$710,958.00		\$538,880.64		\$538,880.64		
		CHANGE ORDER NO. 1 ITEMS						\$87,100.00		\$87,100.00		
		CHANGE ORDER NO. 2 ITEMS						\$79,400.00		\$79,400.00		
		CHANGE ORDER NO. 3 ITEMS						\$21,000.00		\$21,000.00		
		CHANGE ORDER NO. 4 ITEMS						\$20,212.50		\$20,212.50		
		GRAND TOTAL				\$1,278,846.00		\$1,310,239.59		\$1,310,239.59		(\$31,393.59)

## CHANGE ORDER NOTIFICATION FORM

CO #	Project	Contractor
1	<b>Large Diameter Sanitary Sewer Lining (Phase 3) &amp; S. Main Sanitary Sewer Rehabilitation</b>	<b>Inliner Solutions, LLC</b>

Ref. No.	Item	Existing or New Item	Item Description	Quantity or Lump Sum	Unit Price or Lump Sum	Total Cost
0200	-	New	Vertical Stack: T-Liner (0' to 5')	5	\$4,400	\$22,000
0201	-	New	Vertical Stack: T-Liner (6' to 10')	2	\$4,700	\$9,400
0202	-	New	Full Length T-Liner (10' to 20')	2	\$5,900	\$11,800
0203	-	New	Full Length T-Liner (21' to 30')	9	\$6,000	\$54,000

**Attach any supporting documentation and address the questions on the back of this form.**

Submitted by: <b>Joseph E. Shaw, Deputy Service Director</b>	2/14/24	(Date)
--	---------	--------

**1. Why is the work necessary?**

**The Contractor has submitted a request for a product change for sanitary sewer service lateral lining. LMK Technologies cured-in-place lining materials were specified and the Contractor has submitted an alternate material provided by BLD Services. The Service Department has reviewed this alternate material and found it to be an acceptable product.**

**Lines 0117 thru 0120 will be non-performed in the contract and are summarized as follows:**

Line 0117 – Vertical Stack T-Liner (0' to 5')	\$5,275/EACH	5	-\$26,375
Line 0118 – Vertical Stack T-Liner (6' to 10')	\$5,725/EACH	2	-\$11,450
Line 0119 – Full Length T-Liner (10' to 20')	\$7,500 EACH	2	-\$15,000
Line 0120 – Full Length T-Liner (21' to 30')	\$7,625/EACH	9	-\$68,625
<b>TOTAL</b>			<b>-\$121,450</b>

**Lines 0200 thru 0203 are new items created as outlined above with agreed upon unit pricing.**

**The total anticipated cost for the new items is \$97,200, which will result in a net decrease of these respective pay items in the amount of \$24,250.**

**2. Who is responsible? (Indicate if plan error, owner request, contractor request.)**

**Contractor request.**

**3. Will this impact the schedule? Will this result in a time extension?**

**No schedule impact.**

**4. Other Notes?**

## CHANGE ORDER NOTIFICATION FORM

CO #	Project	Contractor
2	<b>Large Diameter Sanitary Sewer Lining (Phase 3) &amp; S. Main Sanitary Sewer Rehabilitation</b>	<b>Inliner Solutions, LLC</b>

Ref. No.	Item	Existing or New Item	Item Description	Quantity or Lump Sum	Unit Price or Lump Sum	Total Cost
0300	-	New	Installation of 6" Triple Wye Cleanout in Grass Areas	4	\$5,575	\$22,300
0301	-	New	Installation of 6" Triple Wye Cleanout in Paved Areas	5	\$5,800	\$29,000

Attach any supporting documentation and address the questions on the back of this form.

<b>Submitted by:</b> <b>Joseph E. Shaw, Deputy Service Director</b>	<b>5/31/24</b>	(Date)
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1. Why is the work necessary?

**The Contractor has submitted a request for a different type of wye/cleanout to be installed for service laterals that serve two properties than was specified in the design. Traditional cleanouts can't be used in these situations, so they have proposed a triple wye (one for each service and one to be extended to finished grade for lining and future cleaning purposes). In addition, several of the existing wye are located under the pavement, so the unit costs proposed also extend each lateral and wye out of the roadway surface, which has required additional pavement restoration work.**

**The Service Department has reviewed this proposal and pricing and found it to be acceptable.**

**Lines 0300 thru 0301 are new items created as outlined above with agreed upon unit pricing:**

<b>Line 0300 – Installation of 6" Triple Wye Cleanout in Grass Areas</b>	<b>\$5,575/EACH</b>	<b>4</b>	<b>\$22,300</b>
<b>Line 0301 – Installation of 6" Triple Wye Cleanout in Grass Areas</b>	<b>\$5,800/EACH</b>	<b>5</b>	<b>\$29,000</b>

2. Who is responsible? (Indicate if plan error, owner request, contractor request.)  
**Contractor request.**

3. Will this impact the schedule? Will this result in a time extension?  
**No schedule impact.**

4. Other Notes?

## CHANGE ORDER NOTIFICATION FORM

CO #	Project	Contractor
3	<b>Large Diameter Sanitary Sewer Lining (Phase 3) &amp; S. Main Sanitary Sewer Rehabilitation</b>	<b>Inliner Solutions, LLC</b>

Ref. No.	Item	Existing or New Item	Item Description	Quantity or Lump Sum	Unit Price or Lump Sum	Total Cost
0400	-	New	ID 5 Point Repair	1	\$10,500	\$10,500

**Attach any supporting documentation and address the questions on the back of this form.**

<b>Submitted by:</b>	<b>Joseph E. Shaw, Deputy Service Director</b>	<b>5/31/24</b>	<b>(Date)</b>
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1. Why is the work necessary?  
**The Contractor field reviewed ID 5 and has determined there are a couple of bad offset joints that would prohibit sanitary sewer lining in its current state. They have proposed to perform a point repair on the bad joints and then line the sewer as planned. The cost of the point repair work is \$10,500.**

**The Service Department has reviewed this proposal and pricing and found it to be acceptable based on previous experiences and pricing for sanitary sewer point repair work at similar depths below grade.**

**Line 0400 is a new item created as outlined above with agreed upon lump sum pricing:**

<b>Line 0400</b>	<b>ID 5 Point Repair</b>	<b>\$10,500/LUMP</b>	<b>1</b>	<b>\$10,500</b>
------------------	--------------------------	----------------------	----------	-----------------

2. Who is responsible? (Indicate if plan error, owner request, contractor request.)  
**Contractor request.**
3. Will this impact the schedule? Will this result in a time extension?  
**No schedule impact.**
4. Other Notes?



**Inliner Solutions**  
2225 McKinley Ave  
Columbus, OH 43202

T 614.529.6440  
inliner.com

February 8, 2024

RE: Change Order Request for point repair needed.

ATTN: Joe Shaw, PE

Inliner Solutions, is submitting this quote to perform a point repair at the offset joint, to allow for lateral lining to be performed.

ID 5 Point Repair: \$10,500

Pricing includes any MOT needed and restoration of the area.

Please let me know if you have any questions or concerns.

FOR INLINER SOLUTIONS, LLC

Chris Kahler  
Project Manager



## CHANGE ORDER NOTIFICATION FORM

CO #	Project	Contractor
4	<b>Large Diameter Sanitary Sewer Lining (Phase 3) &amp; S. Main Sanitary Sewer Rehabilitation</b>	<b>Inliner Solutions, LLC</b>

Ref. No.	Item	Existing or New Item	Item Description	Quantity or Lump Sum	Unit Price or Lump Sum	Total Cost
0500	-	New	ID 25 & 26: Lateral Open Cut Replacement (Scope Change)	35	\$577.50/FT	\$20,212.50

Attach any supporting documentation and address the questions on the back of this form.

Submitted by:	<b>Joseph E. Shaw, Deputy Service Director</b>	7/3/24	(Date)
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- Why is the work necessary?  
**During field investigative work the Contractor was able to determine the exact location for the house lateral for 5166 Main (ID 26). It was believed this lateral was on the north side of the house but was found to be on the south side and actually tied into the same lateral for house 5160 Main (ID 27E).**

**As a result of this discovery the scope of work was substantially reduced for Line 0126 – ID 25 & 26 Lateral Open Cut Replacement. In the bid item 230 feet of replacement was proposed and the actual amount of replacement was only 35 feet.**

**The Service Department has negotiated a new unit price with the Contractor for this change of scope work. Line 0126 will be non-performed in the contract and all work associated with ID 25 & 26 will be paid from a new pay item as described below:**

<b>Line 0500</b>	<b>ID 25 &amp; 26: Lateral Open Cut Replacement (Scope Change)</b>			
	<table style="width: 100%;"> <tr> <td style="width: 33%;"><b>\$577.50/FT</b></td> <td style="width: 33%; text-align: center;"><b>35</b></td> <td style="width: 33%; text-align: right;"><b>\$20,212.50</b></td> </tr> </table>	<b>\$577.50/FT</b>	<b>35</b>	<b>\$20,212.50</b>
<b>\$577.50/FT</b>	<b>35</b>	<b>\$20,212.50</b>		

- Who is responsible? (Indicate if plan error, owner request, contractor request.)  
**Owner request.**
- Will this impact the schedule? Will this result in a time extension?  
**No schedule impact.**
- Other Notes?



**Inliner Solutions**  
2225 McKinley Ave  
Columbus, OH 43202

T 614.529.6440  
inliner.com

June 18, 2024

RE: Change Order Request for quantity change on ID 25 & 26

ATTN: Joe Shaw, PE

Inliner Solutions, is submitting this request to increase the per foot price for the completed work on ID 25 & 26.

After three to four hours of investigation work to find the lateral for 5166, it was found that 5166 came out on the opposite side of the house and tied in with 5160. It was agreed upon with the City and Brenneman that it is the best plan to shorten the run and run the connection into a manhole closer to the wye. However, the decrease in quantity and costs was brought up and it was agreed that we could propose a new cost for this.

Original value: 250 LF @ 204.00/LF = \$46,920.00

Requested Price: 35 LF @ 577.50/LF = \$20,212.50

Requested price includes the investigative work, manhole tie in, and restoration.

Please let me know if you have any questions or concerns.

FOR INLINER SOLUTIONS, LLC

*Chris Kahler*

Chris Kahler  
Project Manager



7a.

DEPARTMENT OF PUBLIC SERVICE  
JOSEPH E. SHAW, P.E., P.S., DIRECTOR

December 16, 2024

To: The Mayor and Members of Sylvania City Council

Re: **Sylvania Avenue Pump Station Replacement Project  
Professional Engineering Services Proposal**

Dear Mr. Mayor and Council Members:

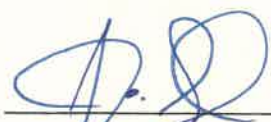
At the August 19, 2024 meeting City Council authorized the Service Department to request Letters of Interest (LOI's) from consultants to provide engineering services for the replacement of the sanitary sewer pumping station for the Sylvania Avenue service area. Construction is scheduled for 2026.

During the solicitation we received LOI's from three (3) engineering consultants. The Service Department reviewed, scored, and ranked the LOI's and selected Fishbeck as the most highly qualified consultant for this project. Subsequently, the Service Department entered into scope of services and fee negotiations with Fishbeck.

We have completed those negotiations and Fishbeck has prepared a proposal in the amount of \$194,900 to complete the requested scope of services. Their scope of services has been broken down into four (4) phases of project development including Phase 1 (Initial Evaluation), Phase 2 (Preliminary Design), Phase 3 (Final Design/Permitting), and Phase 4 (Bidding Assistance). The design schedule is eleven months with the goal of having the project fully ready for bidding in the first quarter of 2026.

The engineering design fee was an appropriated item in the 2024 budget and would be funded from account number 702-7540-53501. We would recommend approval of the proposal in the amount of \$194,900 with Fishbeck. Please call with any questions.

Sincerely,



---

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

76.

**ORDINANCE NO. 137-2024**

**ACCEPTING THE PROPOSAL OF FISHBECK TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE SYLVANIA AVENUE PUMP STATION REPLACEMENT PROJECT; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$194,900; AND DECLARING AN EMERGENCY.**

WHEREAS, at the August 19, 2024 meeting of Sylvania City Council, the Director of Service was authorized to request Letters of Interest from consultants to provide engineering services for the replacement of the sanitary sewer pumping station for the Sylvania Avenue Service Area; and,

WHEREAS, the project provides for the replacement of the pumping station which is located approximately 40 feet below grade and is only accessible by one 45-inch diameter shaft and single-person elevator making maintenance a challenge; and,

WHEREAS, the Department of Public Service received Letters of Interest from three 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 December 16, 2024, has recommended that the proposal of Fishbeck in the amount of \$194,900 for professional engineering services relative to the Sylvania Avenue Pump Station Replacement 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 One Hundred Ninety-Four Thousand Nine Hundred Dollars (\$194,900.00) for providing professional engineering services for the Sylvania Avenue Pump Station Replacement 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 **SEWER FUND** from funds therein not heretofore appropriated to **Account No. 702-7540-53501 – Utility Improvements** the amount of One Hundred Ninety-Four Thousand Nine Hundred Dollars (\$194,900.00).

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 Sylvania Avenue Pump Station Replacement 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

December 6, 2024

Joe Shaw, PE  
Director of Public Service  
City of Sylvania  
6730 Monroe Street  
Sylvania, OH 43560

### **Proposal for Professional Services – Design and Bidding Phases Sylvania Avenue Pump Station Rehabilitation**

Fishbeck is pleased to provide this proposal to the City of Sylvania (City) for professional engineering services related to the design and bidding phases for the Sylvania Avenue Pump Station (SAPS) Rehabilitation. In this proposal, we have included our statement of understanding, proposed scope of services, schedule, and professional services fees.

## **Statement of Understanding**

The City of Sylvania seeks engineering services to design the Sylvania Avenue Pump Station Rehabilitation. This station was constructed in 1977 and improvements have been made to the pump station, including site improvements, such as removing the Toledo Edison switchgear and adding an on-site backup power generator. The deep-man elevator is an ongoing concern with staffing and regulatory officials. The sole access chamber presents a safety concern during maintenance operations as staff has no other means of egress should something occur with the elevator system. Therefore, the City is interested in researching the possibilities of replacing the pump station to improve pump station efficiency, replace aged piping, update the electrical and instrumentation control system, and improve operator safety. The City has requested consideration of at least two options for rehabilitation/replacement of the SAPS.

The existing SAPS is a Puretronics pump station with three Allis-Chalmer pumps, each rated at 1,000 gallons per minute (gpm) at 78 feet of total dynamic head (TDH). Allis-Chalmer no longer produces pumps or pump parts. The wet well is a 19-foot by 7-foot rectangular structure approximately 40 feet deep at its bottom. The 16-inch prestressed concrete cylinder pipe (PCCP) force main is approximately 5,000 feet long, extends to the west along Sylvania Avenue, and discharges into a manhole located near the US-23 overpass. The station is equipped with a standby power generator, which was installed in approximately 2019. Any rehabilitation is to utilize the existing generator.

The existing sewer system tributary to the SAPS consists of approximately 1,200 acres of residentially and commercially zoned area. The sewers in this area were installed between 1977 and 2010. Much of the SAPS service area is in the Lucas City Sanitary Engineer service area, which accounts for approximately 80 percent of the sewage flow. The service area is largely built out with little area for development, so large-scale growth is not anticipated.

The City commissioned an inspection of the steel and coatings in the dry well of the SAPS, which Dixon Engineering performed. The observations and recommendations were provided via a letter report dated February 24, 2020. Dixon conducted ultrasonic thickness testing on the SAPS access shaft and pump chamber ceiling, floor, and walls. Dry film thickness testing of the coating was performed on the exterior access shaft and dry interior

access shaft and chamber. The inspection noted active corrosion on the chamber floor. The wet well has yet to be inspected.

## Scope of Services

Based on our understanding of the project, Fishbeck offers the following Initial Evaluation, Preliminary Design, Final Design, and Bidding Phase scope of services. Fishbeck will collaborate with the City on specific scope items, the basis of design, and develop the project to approximately 30% completion during the preliminary design. During the final design phase, Fishbeck will complete the drawings and specifications in preparation for any necessary permit submittals and bidding.

### Phase 1 – Initial Evaluation

Fishbeck will provide the following professional engineering services during the Initial Evaluation phase of the project.

- Consider a minimum of two options for rehabilitation/replacement of the SAPS.
- Coordinate and attend a project kickoff meeting with the City to review scope, schedule, budget, funding agencies, and collect available system documentation.
- Attend monthly progress meeting with City staff to maintain progress towards project goals and objectives.
- Verify existing operating conditions.
  - Pump Flow Rates vs. Pump Curves (pump flow tests).
  - Force Main Condition (via ultrasonic thickness testing).
  - Wet Well Condition.
- Perform a topographic survey to verify ground level and buried utility elevations.
- Conduct flow monitoring at up to four (4) locations upstream of the SAPS.
- Provide a hydraulic model of the SAPS/City service area based on the results of the flow monitoring and pump tests.
- Provide a Preliminary Design Report that outlines the findings and recommendations of the Initial Evaluation efforts. The report will address such issues as:
  - Pump station rehabilitation/replacements alternatives.
  - Wet well rehabilitation/replacement.
  - Pump design to operate near best efficiency point.
  - Pump starts and stops.
  - Evaluate the use of VFDs.
  - Improve ease of maintenance.
  - Ventilation.
  - Operator accessibility and safety.
  - Electrical controls and SCADA.
- Bypass pumping chamber with disconnects, valves, etc.
- Collaborate with City staff to ensure acceptance and/or desires of the findings and recommendations.

### Phase 2 – Preliminary Design

Fishbeck will develop a Preliminary Design submittal based on decisions made by the City after review of the findings and recommendations. Fishbeck will develop the preliminary design to an approximately 30% completion level to include the following items.

- Site plan illustrating the locations of new structures, utility layouts, rerouting requirements for existing and proposed utilities, and demolition plans.

- Preliminary site improvements such as lighting and driveway.
- P&ID drawings.
- Electrical one-line diagram.
- Preliminary plan view and section drawings.
- Preliminary list of technical specifications anticipated as part of the bidding documents.
- Updated project schedule for bidding and construction.
- Attend monthly progress meeting with City staff to maintain progress towards project goals and objectives.
- Provide an updated opinion of probable construction cost (OPCC) for the proposed improvements.
- For purposes of the proposal, Fishbeck has assumed that the existing site power supply has capacity for the proposed rehabilitated/replaced pump station.
- Analyze utilization of the existing standby generator and suggest adjustments to emergency operations if necessary to accommodate such utilization.
- Coordinate with a geotechnical firm to obtain a proposal for geotechnical services that includes the performance of soil borings and preparation of a geotechnical report that provides recommendation for excavation, dewatering, and foundation design for the pump station. Fishbeck assumes the cost to perform the geotechnical investigation and reporting will be paid directly by the City and is not included in this proposal.
- Submit preliminary design documents to the City for review.
- Attend a final review meeting to discuss the preliminary design and address comments from the City before moving to Final Design.

### **Phase 3 – Final Design/Permitting Phase**

Fishbeck will prepare final design documents for the SAPS site based on the comments received during the 30% completion review. Fishbeck will provide the following professional engineering services during the Final Design Phase of the project.

- Fishbeck will prepare the technical specifications in CSI format and drawings for permit submittals and bidding. The final design documents will include plans, sections, details, and specifications to include Demolition, Civil, Architectural, Structural, Process, Mechanical, Electrical, and Instrumentation.
- Fishbeck will provide design progress review submittals and meet with City personnel to review the project at the 60% and 95% design completion milestones.
- Fishbeck will prepare an updated OPCC with the 60% and 95% deliverables.
- Fishbeck will complete internal quality assurance/quality control (QA/QC) procedures for major design deliverables and final bidding documents.
- Fishbeck will prepare and submit a Permit-to-Install (PTI) application with applicable design documents to OEPA for approval. Fishbeck assumes that all fees associated with the plan review and approval will be paid directly by the City.
- Fishbeck will prepare and submit the Lucas City Building Regulations building permit application(s). Fishbeck assumes that all fees associated with the building department review will be paid directly by the City.
- Special inspections such as Concrete Strength Testing will be included in the contract as an allowance to the project.
- Fishbeck will submit both review and final documents to the City in digital (.pdf) and hard copy formats.



## Phase 4 – Bidding Phase

The Bidding Phase will begin when the City has identified a date to advertise for bids for construction and ends when a successful bidder is identified. Fishbeck proposes to provide the following Bidding Phase engineering services:

- Assist the City in preparing and publishing an Advertisement for Bids.
- Fishbeck will provide drawings and technical specifications for the bid package. Bidder instructions, bid form, general conditions, and contract documents will be provided by the City.
- Contact plan rooms and local construction contractors as needed.
- Attend and conduct a pre-bid meeting at the City of Sylvania Service Department.
- Answer questions received in writing from bidders.
- Prepare addenda where necessary.
- Identify responsive bids and provide recommendations as needed to the City for awarding the project.

## Schedule

Fishbeck is prepared to begin design upon authorization and anticipates the design and interagency reviews will be completed within eleven months after receiving a written authorization to proceed. While this schedule may be longer than what is considered normal, it allows for the extended period for the flow monitoring and allowing Fishbeck to obtain both wet weather and dry weather information. We anticipate that OEPA review and approval of the project could take two to three months. See the proposed project schedule below.

Initial Evaluation	June 30, 2025
Preliminary Design	August 31, 2025
Final Design	November 30, 2025
Bidding Phase	TBD by Owner

## Professional Services Fees

Fishbeck proposes to provide the scope of services as described herein on an hourly basis, not-to-exceed fee of One Hundred Ninety-Four Thousand Nine Hundred Dollars (\$194,900), which includes labor billed at hourly rates at the time of service and estimated reimbursable expenses. Reimbursable expenses will be invoiced in accordance with the standard unit billing rate schedule or at cost plus a 10% markup. Anticipated fees by project phase include:

Study and Report Phase	\$33,200
Flow Monitoring and Modeling	\$39,800
Preliminary Design Phase	\$32,500
Final Design Phase	\$87,200
Permitting Phase	\$ 1,000
Bidding and Award	\$ 1,200

## 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 Dawn M. Smith ([dmsmith@fishbeck.com](mailto:dmsmith@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.

If you have any questions or require additional information, please contact me at 419.442.8952 or [kaller@fishbeck.com](mailto:kaller@fishbeck.com).

Sincerely,



**Kevin Aller, PE**  
Senior Water and Wastewater Engineer



**Allen J. Aspacher, PE**  
Vice President/Senior Project Manager

Attachments

By Email

Copy Eric Barnes, PE, SI – City of Sylvania

Proposed Consultant Fees Labor and Summary

Project: Sylvania Avenue Pump Station Rehabilitation

Client: City of Sylvania

Consultant: Fishbeck

Date: 12/9/2024

SURVEYING & ENGINEERING SERVICES									
<b>Topographic Survey</b>									
Establish Horizontal and Vertical Control	PM	PE	E	PS	S1	S2	Total Hours	Total Cost	
Topographical Survey				2	16	8	10	\$2,250	
Utility Coordination and Surveying Utility Markings				2	6		18	\$2,346	
Basemap Creation		4					10	\$1,308	
Field Check of Topographic Survey and Pipe Survey		10	8	2			20	\$2,902	
		4				4	8	\$1,496	
<b>Subtotal</b>	<b>0</b>	<b>18</b>	<b>8</b>	<b>6</b>		<b>12</b>	<b>66</b>	<b>\$10,302</b>	
<b>Sylvania Ave. PS Rehabilitation Design &amp; Plan Dev.</b>									
	Principal	PM	PE	E	PGC	SS	Total Hours	Total Cost	
<b>Study and Report</b>									
Water/Wastewater	3	20	36	48	4	4	115	\$18,100	
Electrical	4	28	8				40	\$8,611	
Mechanical	2						2	\$501	
Structural	8	16					24	\$5,447	
Municipal (Flow Monitoring)	8	16	38	38			100	\$15,422	
<b>Preliminary Design</b>									
Water/Wastewater		12	16	24	18	4	74	\$10,465	
Electrical	4	41		16			61	\$12,307	
Mechanical		8					8	\$2,004	
Structural	8	16					24	\$5,447	
<b>Final Design and Permitting</b>									
Water/Wastewater	8	16	42	52	104	4	226	\$35,842	
Electrical	8	73	4	16			101	\$20,958	
Mechanical		40					40	\$10,020	
Structural	10	50					50	\$13,617	
<b>Bidding</b>									
Water/Wastewater	5							\$1,204	
Electrical		2						\$420	
<b>Subtotal</b>	<b>63</b>	<b>336</b>	<b>144</b>	<b>194</b>		<b>12</b>	<b>865</b>	<b>\$160,365</b>	

PGC: Project Graphics Coordinator  
 SS: Support Services

Total Survey & Engineering Costs:	\$170,667
Monitor Costs (3 x 4 months):	\$24,000
Total Direct Costs:	\$233
<b>Total SAPS Services:</b>	<b>\$194,900</b>

## Professional Services Agreement

**PROJECT NAME** Sylvania Avenue Pump Station Rehabilitation  
**PROJECT LOCATION** 5693 Sylvania Avenue, Toledo, OH 43623  
**FISHBECK CONTACT** Kevin Aller, PE  
**CLIENT CONTACT** Joe Shaw, PE  
**CLIENT** City of Sylvania, 6730 Monroe Street, Sylvania, OH 43560

Client hereby requests and authorizes Fishbeck to perform the following:

**SCOPE OF SERVICES:** In accordance with Fishbeck proposal dated December 6, 2024.

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

- Terms and Conditions for Professional Services
- Proposal Dated: December 6, 2024
- Other:

**METHOD OF COMPENSATION:**

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

**Budget for Above Scope of Services:** Not-to-exceed fee of One Hundred Ninety-Four Thousand Nine Hundred Dollars (\$194,900).

**ADDITIONAL PROVISIONS (IF ANY):**

**APPROVED FOR:**

City of Sylvania

**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

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

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

**ACCEPTED FOR:**

Fishbeck

**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

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

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



Allen J. Aspacher, PE

Vice President

December 6, 2024

1. **METHOD OF AUTHORIZATION.** Client may authorize Fishbeck to proceed with work either by signing a Professional Services Agreement or by issuance of an acknowledgment, confirmation, purchase order, or other communication. Regardless of the method of authorization, these Terms and Conditions shall prevail as the basis of Client's Agreement with Fishbeck. Any Client document or communication in addition to or in conflict with these Terms and Conditions is rejected.
2. **CLIENT RESPONSIBILITIES.** Client shall provide all requirements, criteria, data, and information for the Project and designate in writing a person with authority to act on Client's behalf on all matters concerning the Project. If Fishbeck's services under this Agreement do not include construction observation or review of Contractor's performance, Client shall assume responsibility for interpretation of contract documents and for construction observation, and shall waive all claims against Fishbeck that may be in any way connected thereto.
3. **HOURLY BILLING RATES.** Unless stipulated otherwise, Client shall compensate Fishbeck at hourly billing rates in effect when services are provided by Fishbeck employees of various classifications.
4. **REIMBURSABLE EXPENSES.** Client shall reimburse Fishbeck for costs incurred on or directly for Client's Project. Reimbursements shall be at Fishbeck's current rate for mileage for vehicles and automobiles, special equipment, and copying, printing, and binding. Reimbursement for commercial transportation, meals, lodging, special fees, licenses, permits, insurances, etc., and outside technical or professional services shall be on the basis of actual charges plus 10 percent.
5. **OPINIONS OF COST.** Any opinions or estimates provided by Fishbeck as to probable construction costs or total project costs will be based on Fishbeck's experience, judgment, qualifications, and general familiarity with the construction industry. Because Fishbeck has no control over market conditions or bidding procedures, Fishbeck does not warrant that actual bids, construction costs, or total project costs will not vary from Fishbeck's opinions or estimates.
6. **PROFESSIONAL STANDARDS.** The standard of care for services performed or furnished by Fishbeck will be the care and skill ordinarily used by members of the subject professional discipline practicing under similar circumstances at the same time and in the same locality. Fishbeck may use or rely upon design elements and information customarily provided by others. Fishbeck makes no warranties, express or implied, under this Agreement or otherwise, in connection with Fishbeck's services.
7. **TERMINATION.** Either Client or Fishbeck may terminate this Agreement by giving ten days' written notice to the other party. In such event, Client shall pay Fishbeck in full for all work performed prior to the effective date of termination, plus (at the discretion of Fishbeck) a reasonable termination charge for services and costs attributable to termination and costs necessary to bring ongoing work to a logical conclusion. Such charge shall not exceed 30 percent of all charges previously incurred. Upon receipt of such payment, Fishbeck will return to Client all documents and information which are the property of Client.
8. **SUBCONTRACTORS.** Fishbeck may engage subcontractors on behalf of Client to perform any portion of the services to be provided by Fishbeck hereunder.
9. **PAYMENT TO FISHBECK.** Invoices will be issued every 4 weeks, and will be due and payable upon receipt, unless otherwise agreed. Amounts not paid within 28 days from date of invoice shall accrue interest at a rate of 1 percent per 4-week period. Payments made thereafter will be applied first to accrued interest, and then to unpaid principal. Any attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by Client.

Client agrees to pay on a current basis, in addition to any proposal or contract fee understandings, all taxes including, but not limited to, sales taxes on services or related expenses which may be imposed on Fishbeck by any governmental entity.

If Client directs Fishbeck to invoice another, Fishbeck will do so, but Client agrees to be ultimately responsible for Fishbeck's compensation until Client provides Fishbeck with that third party's written acceptance of all terms of this Agreement and until Fishbeck agrees to the substitution.

In addition to any other remedies Fishbeck may have, Fishbeck shall have the absolute right to cease performing any basic or additional services in the event payment has not been made on a current basis.

10. **HAZARDOUS WASTE.** Fishbeck has neither created nor contributed to the creation or existence of any hazardous, radioactive, toxic, irritant, pollutant, or otherwise dangerous substance or condition at any site, and its compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposure to such substances or conditions. Fishbeck shall not be responsible for any alleged contamination, whether such contamination occurred in the past, is occurring presently, or will occur in the future, and the performance of services hereunder does not imply risk-sharing on the part of Fishbeck.

11. **LIMITATION OF LIABILITY.** To the fullest extent permitted by law, Fishbeck's total liability to Client for any cause or combination of causes, which arise out of claims based upon professional liability errors or omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the greater of \$250,000 or the amount of the fee earned under this Agreement.

To the fullest extent permitted by law, Fishbeck's total liability to Client for any cause or combination of causes, which arise out of claims for which Fishbeck is covered by insurance other than professional liability errors and omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the total insurance proceeds paid on behalf of or to Fishbeck by Fishbeck's insurers in settlement or satisfaction of Client's claims under the terms and conditions of Fishbeck's insurance policies applicable thereto.

Higher limits of liability may be considered upon Client's written request, prior to commencement of services, and agreement to pay an additional fee.

12. **DELEGATED DESIGN.** Client recognizes and holds Fishbeck harmless for the performance of certain components of the Project which are traditionally specified to be designed by the Contractor.

13. **INSURANCE.** Client shall cause Fishbeck and Fishbeck's consultants, employees, and agents to be listed as additional insureds on all commercial general liability and property insurance policies carried by Client which are applicable to the Project. Client shall also provide workers' compensation insurance for Client's employees. Client agrees to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against Fishbeck.

Upon request, Client and Fishbeck shall each deliver to the other certificates of insurance evidencing their coverages.

Client shall require Contractor to purchase and maintain commercial general liability and other insurance as specified in the contract documents and to cause Fishbeck and Fishbeck's consultants, employees, and agents to be listed as additional insureds with respect to such liability and other insurance purchased and maintained by Contractor for the Project. Contractor must agree to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against Fishbeck.

14. **INDEMNIFICATION.** Fishbeck will indemnify and hold Client harmless from any third party claim, damage, or liability for injury or loss sustained by any third party, for which Client is legally obligated to pay, to the extent caused by Fishbeck's negligence. Client will defend, indemnify, and hold Fishbeck harmless from any claim, damage, liability, or defense cost arising from this Agreement for injury or loss sustained by any third party except to the extent caused by the negligence of Fishbeck. These indemnities are subject to specific limitations provided for in this Agreement.

15. **CONSEQUENTIAL DAMAGES.** To the fullest extent permitted by law, Client and Fishbeck waive special, incidental, indirect, and consequential damages for claims arising out of, resulting from, or in any way relating to this Agreement or the Project, including, but not limited to, loss of business, use, income, profit, financing, productivity, and reputation.

16. **LEGAL EXPENSES.** If either Client or Fishbeck makes a claim against the other as to issues arising out of the performance of this Agreement, the prevailing party will be entitled to recover its reasonable expenses of litigation, including reasonable attorney's fees. If Fishbeck brings a lawsuit against Client to collect invoiced fees and expenses, Client agrees to pay Fishbeck's reasonable collection expenses including attorney's fees.

17. **OWNERSHIP OF WORK PRODUCT.** Fishbeck shall remain the owner of all drawings, reports, and other material provided to Client, whether in hard copy or electronic media form. Client shall be authorized to use the copies provided by Fishbeck only in connection with the Project. Any other use or reuse by Client or others for any purpose whatsoever shall be at Client's risk and full legal responsibility, without liability to Fishbeck, and Client shall defend, indemnify, and hold Fishbeck harmless from all claims, damages, losses, and expenses, including attorney's fees arising out of or resulting therefrom.
18. **ELECTRONIC MEDIA.** Data, reports, drawings, specifications, and other material and deliverables will be transmitted to Client in either hard copy, digital, or both formats. If a discrepancy or conflict with the transmitted version occurs, the version of the material or document residing on Fishbeck's computer network shall govern. Fishbeck cannot guarantee the longevity of any material transmitted electronically nor can Fishbeck guarantee the ability of the Client to open and use the digital versions of the documents in the future.
19. **GENERAL CONSIDERATIONS.** Client and Fishbeck each are hereby bound, and the partners, successors, executors, administrators, and legal representatives of Client and Fishbeck are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

Neither Client nor Fishbeck may assign this Agreement without the written consent of the other.

Neither Client nor Fishbeck will have any liability for nonperformance caused in whole or in part by causes beyond Fishbeck's reasonable control. Such causes include, but are not limited to, Acts of God, civil unrest and war, labor unrest and strikes, acts of authorities, and events that could not be reasonably anticipated.

This Agreement shall be governed exclusively by the laws of the State of Michigan, and any action arising out of or in connection with Agreement shall occur in the state or federal courts located in Grand Rapids, Michigan.

This Agreement constitutes the entire agreement between Client and Fishbeck and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

End of Terms and Conditions for Professional Services



**ORDINANCE NO. 138-2024**

**AUTHORIZING THE CONTRIBUTION OF \$10,000.00 TO STRANAHAN PARENT TEACHER ASSOCIATION TOWARD THE COST OF BUILDING AN INCLUSIVE AND ACCESSIBLE COMMUNITY PLAYGROUND AT STRANAHAN ELEMENTARY SCHOOL; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.**

WHEREAS, at the April 15, 2024 meeting of Sylvania City Council, the Economic Development Director reported that Tara Haye, President of the Stranahan Elementary Parent/Teacher Association was interested in presenting the Stranahan PTA's fundraising efforts for an inclusive and accessible community playground; and,

WHEREAS, thereafter, this matter was referred to the Committee of the Whole for its review; and,

WHEREAS, Ms. Haye made a presentation to the Committee of the Whole on May 6, 2024 regarding the proposed plans and budget for the inclusive and accessible community playground; and,

WHEREAS, the Employee & Community Relations Committee met on November 19, 2024 and thereafter recommended that the City contribute \$10,000 toward the cost of construction of the inclusive and accessible community playground at Stranahan Elementary School; and,

WHEREAS, at the December 2, 2024 meeting of Sylvania City Council, the Director of Law was ordered to prepare legislation authorizing the contribution of \$10,000 to the Stranahan Elementary Parent Teacher Association towards the cost of constructing an inclusive and accessible community playground and appropriating funds therefore.

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



SECTION 1. Sylvania City Council hereby authorizes a donation to the Stranahan Elementary Parent Teacher Association towards the cost of constructing an inclusive and accessible playground at Stranahan Elementary School in the amount of \$10,000.00.

SECTION 2. That to provide funds for said donation hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7310-53502 – Park Improvement** the amount of Ten Thousand Dollars (\$10,000.00).

SECTION 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

SECTION 5. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the donation should be made so that the City’s contribution should be made to the Stranahan Elementary Parent Teacher Association 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.

ATTEST:

\_\_\_\_\_  
President of Council  
APPROVED AS TO FORM:

\_\_\_\_\_  
Clerk of Council  
APPROVED:

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



9

DEPARTMENT OF PUBLIC SERVICE  
JOSEPH E. SHAW, P.E., P.S., DIRECTOR

December 16, 2024

To: The Mayor and Members of Sylvania City Council

Re: **Silica Drive/Summit Street/Erie Street Resurfacing Project**

Dear Mr. Mayor and Council Members:

The construction plans and cost estimate for the above referenced project have been completed by the design engineer and the Service Department is ready to publicly advertise the project for sale.

The scope of work includes the resurfacing of Silica Drive from 1,250 feet north of Convent Boulevard to the bridge over Tenmile Creek, Summit Street, and Erie Street between Main Street and Summit Street. The resurfacing work will consist of a two-course milling and replacement including all necessary pavement repairs below the milled surface.

The estimated construction cost is \$629,075 of which \$100,628 (16.0%) is from an Ohio Public Works Commission (OPWC) grant. An additional \$100,628 (16.0%) will be funded from an Ohio Public Works Commission loan to be paid over a 10-year period at 0% interest. The remaining \$427,819 (68%) will be locally funded up front. This project was programmed into the 2025 budget and will be funded from the capital improvement account 401-7610-51616.

The Service Department will advertise for bids beginning on January 2, 2025 with a bid opening scheduled for January 23, 2025. Construction will occur in the Summer of 2025 while school is out of session.

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

ORDINANCE NO. 139 - 2024

TO MAKE CERTAIN ADJUSTMENTS TO ACCOUNT ALLOCATIONS  
WITHIN THE FUND APPROPRIATIONS FOR THE FISCAL YEAR  
ENDING DECEMBER 31, 2024; AND DECLARING AN EMERGENCY.

WHEREAS, City Council duly passed Ordinance No. 88-2023 on December 4, 2023, providing for the annual appropriations for fiscal year 2024, and,

WHEREAS, it is necessary to adjust the 2024 annual appropriation ordinance, by making certain additional appropriations and deductions from previous appropriations, in order to meet the present conditions and to keep appropriations within the anticipated receipts for the year 2024; and,

WHEREAS, attached hereto is "Exhibit A" entitled Adjusted 2024 Budget - Summary of Expenditure Estimates which exhibit identifies by a four-digit department code number and name each account in a Fund identified by a three-digit code and name to which an appropriation adjustment within each Fund is made by this ordinance; and,

WHEREAS, attached hereto is "Exhibit B" entitled Adjusted 2024 Budget – Summary of Revenue Estimates referred to herein as estimated additional resources.

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

SECTION 1. That the 2024 annual appropriation ordinance, be adjusted as reflected in Exhibits A and B attached hereto and made a part hereof.

SECTION 2. That there be and is hereby appropriated to and is hereby withdrawn from accounts of the GENERAL FUND listed in Exhibit A the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 3. That there be and is hereby appropriated to and is hereby withdrawn from the account of the LAW ENFORCEMENT TRUST FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net the sum of \$4,000.

SECTION 4. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the IND DRIVER ALCOHOL MONITOR FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$70,000.

SECTION 5. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the INDIGENT SUPPORT FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$40,000.

SECTION 6. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the G. O. DEBT SERVICE FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 7. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the CAPITAL IMPROVEMENT FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$675,000.

SECTION 8. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the TREES REPAIRS & REPLACEMENT FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 9. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the STORM SEWERS & DRAINS FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 10. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the WATER FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 11. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the SEWER FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 12. That there be and is hereby appropriated to and is hereby withdrawn from accounts of the MEDICAL CARE FUND listed in Exhibit A the amounts as indicated in for each account with the total amount being changed by the net sum of \$125,000.

SECTION 13. That there be and is hereby appropriated to and is hereby withdrawn from accounts of the POLICE COMMUNITY AFFAIRS FUND listed in Exhibit A the amounts as indicated in for each account with the total amount being changed by the net sum of \$2,000.

SECTION 14. It is hereby found and determined that all formal actions of the Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such action, were in meetings open to the public, in compliance with all requirements including Section 121.22 of the Ohio Revised Code.

SECTION 15. 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 16. That this Ordinance is hereby declared to be an emergency measure, necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that immediate provision should be made for the enactment of additional appropriations for the payment of current expenditures for the calendar year of 2024. 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 to pass as an emergency measure: \_\_\_\_ Yeas \_\_\_\_ Nays, passed,  
\_\_\_\_\_, 2024.

ATTEST:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Date

Exhibit "A"  
Adjusted 2024 Budget  
Summary of Expenditure Estimates

Dept.	Name	Personal Services	Contract Services	Materials & Supplies	Capital Outlay	Transfers	Totals
<b>110 General Fund</b>							
7110	Police Law Enforcement	-150,000	30,000	-35,000			-155,000
7125	Police/Fire Communications	-2,000	23,000	1,000			22,000
7215	Cemetery		1,000				1,000
7220	Pymt.Co.Board of Health		-44,000				-44,000
7310	Parks & Forestry	7,000	-10,000	-20,000			-23,000
7320	Community Programs		-30,000				-30,000
7415	Zoning Board of Appeals	4,000					4,000
7515	Garbage.& Refuse Collection	3,000	-10,000				-7,000
7620	Street Cleaning	35,000					35,000
7710	Mayor's Office	9,000	5,000	18,000			5,000
7715	Finance Administration	4,000	1,000				32,000
7725	Legal Administration	-15,000	90,000				5,000
7726	Prosecutors' Office	29,000	3,000				75,000
7730	Service Administration	-15,000	1,000	-4,000			32,000
7735	Legislation	-87,000	145,000	-6,000			-18,000
7740	Municipal Court		-5,000				52,000
7745	Civil Service Commission	-15,000	20,000	-5,000			-5,000
7750	Lands & Buildings	-12,000					0
7755	Engineering		31,000				-12,000
7765	Elections	5,000	-10,000	5,000			31,000
8020	Information Technology						0
<b>Totals</b>		<b>-195,000</b>	<b>241,000</b>	<b>-46,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

Exhibit "A"  
Adjusted 2024 Budget  
Summary of Expenditure Estimates

Dept. Code	Name	Personal Services	Contract. Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
<b>225 Law Enforcement Trust Fund</b>								
7126	Equipment - Police			4,000				4,000
	Totals	0	0	4,000				4,000
<b>228 Ind. Driver Alcohol Monitor</b>								
7740	Ind. Driver Alcohol Monitor		70,000					70,000
	Totals	0	70,000	0				70,000
<b>231 Indigent Support Fund</b>								
7740	Domestic/Theft - ISFC		40,000					40,000
	Totals	0	40,000	0				40,000
<b>331 G.O. Debt Service Fund</b>								
7910	Auditors & Treas Fees		1,000					1,000
7910	Principal Pymts					-1,000		-1,000
	Totals	0	1,000	0		-1,000		0
<b>401 Capital Improvement Fund</b>								
7310	Public Parks & Playgrounds				-275,000			-275,000
7510	Storm Sewer Improve				-19,000			-19,000
7610	Street C M & R				900,000			900,000
7635	Traffic Signal Projects				26,000			26,000
7750	Lands & Buildings			43,000				43,000
	Totals			43,000	632,000			675,000
<b>501 Trees Repairs &amp; Replacement</b>								
7440	Tree Repairs	-10,000	10,000					0
	Totals	-10,000	10,000					0
<b>503 Storm Sewers &amp; Drains</b>								
7510	Storm Sewers	30,000	-20,000	-10,000				0
	Totals	30,000	-20,000	-10,000				0

Exhibit "A"  
Adjusted 2024 Budget  
Summary of Expenditure Estimates

Dept. Code	Name	Personal Services	Contract Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
<b>701 Water Fund</b>								
7520	Water Administration		10,000	-15,000				-5,000
7910	Principal Pymts					5,000		5,000
7525	Water Distribution	-70,000			70,000			0
	<b>Totals</b>	<b>-70,000</b>	<b>10,000</b>	<b>-15,000</b>	<b>70,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>
<b>702 Sewer Fund</b>								
7540	Sewer Collection		120,000		-120,000			0
	<b>Totals</b>	<b>0</b>	<b>120,000</b>	<b>0</b>	<b>-120,000</b>	<b>0</b>		<b>0</b>
<b>707 Medical Care</b>								
8030	Medical Care	175,000	-50,000					125,000
	<b>Totals</b>	<b>175,000</b>	<b>-50,000</b>					<b>125,000</b>
<b>810 Police Community Affairs</b>								
7160	Community Affairs		500	1,500				2,000
	<b>Totals</b>		<b>500</b>	<b>1,500</b>				<b>2,000</b>



Exhibit "B"  
Adjusted 2024 Revenue Estimates  
Summary of Revenue Estimates

Drug Law Enforcement Fund		
226-0000-41004	Drug Enforcement Fines	35,000
Total Drug Law Enforcement Fund		35,000
Federal Equitable Sharing Fund		
229-0000-41401	From General Fund	20,000
Total Federal Equitable Sharing Fund		20,000
Medical Care Fund		
707-0000-41105	Miscellaneous Revenues	160,000
Total Medical Care Fund		160,000

**ORDINANCE NO. 21-2024**

**AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO AN AGREEMENT, ON BEHALF OF THE CITY OF SYLVANIA, OHIO, WITH THE BOARD OF LUCAS COUNTY COMMISSIONERS, FOR THE PROVISION OF PUBLIC DEFENDER SERVICES TO THE SYLVANIA MUNICIPAL COURT FOR THE YEAR 2024; AND DECLARING AN EMERGENCY.**

WHEREAS, the Board of Lucas County Commissioners created a public defender commission to contract for public defender services for the legal representation of indigent persons; and,

WHEREAS, the City of Sylvania desires to be included within the plan for appointment of counsel in the Sylvania Municipal Court; and,

WHEREAS, since 2005, the City of Sylvania has contracted with the Board of Lucas County Commissioners to provide public defender services for the legal representation of indigent persons; and,

WHEREAS, Ordinance No. 74-2018, passed December 17, 2018, authorized the Mayor and Director of Finance to enter into an Agreement with the Board of Lucas County Commissioners for the provision of public defender services to the Sylvania Municipal Court for the year 2019 at a cost of \$24,600; and,

WHEREAS, Ordinance No. 102-2019, passed December 16, 2019, authorized the Mayor and Director of Finance to enter into an Agreement with the Board of Lucas County Commissioners for the provision of public defender services to the Sylvania Municipal Court for the year 2020 at a cost of \$12,900; and,

WHEREAS, Ordinance No. 83-2020, passed October 5, 2020, authorized the Mayor and Director of Finance to enter into an Agreement with the Board of Lucas County Commissioners

for the provision of public defender services to the Sylvania Municipal Court for the year 2021 at a cost of \$12,150; and,

WHEREAS, Ordinance No. 72-2021, passed November 15, 2021, authorized the Mayor and Director of Finance to enter into an Agreement with the Board of Lucas County Commissioners for the provision of public defender services to the Sylvania Municipal Court for the year 2022 at a cost of \$11,250; and,

WHEREAS, Ordinance No. 108-2022, passed December 19, 2022, authorized the Mayor and Director of Finance to enter into an Agreement with the Board of Lucas County Commissioners for the provision of public defender services to the Sylvania Municipal Court for the year 2023 at a cost of \$12,300; and,

WHEREAS, the Director of Law has received the proposed Agreement with the Board of Lucas County Commissioners for the provision of Public Defender services to the Sylvania Municipal Court for the year 2024; and,

WHEREAS, the proposed Agreement provides that the City will pay \$10,350 for public defender services for 2024.

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 Agreements with the Board of Lucas County Commissioners, in the form and substance of “Exhibit A” this Council hereby agreeing to appropriate the necessary funds for payment required under said Agreement.

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 Agreement should be authorized immediately so that indigent defendants appearing in Sylvania Municipal Court can continue to receive Public Defender services. 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

## AGREEMENT

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the Lucas County Public Defender Commission and the City of Sylvania.

**WHEREAS**, the Board of Lucas County Commissioners (hereinafter referred to as "the County") has created a Public Defender Commission pursuant to Ohio Revised Code Section 120.13; and

**WHEREAS**, the Lucas County Public Defender Commission (hereinafter referred to as "LCPDC") pursuant to Sections 120.04 and 120.13 of the Ohio Revised Code, may contract for public defender services for the legal representation of indigent persons; and

**WHEREAS**, the City of Sylvania desires public defender services for every Monday 8:30 a.m. to 4:30 p.m. with three Assistant Public Defenders; every Wednesday 8:30 a.m. to 4:30 p.m. with three Assistant Public Defenders; and every Friday with one Assistant Public Defender from 8:30 a.m. to 12:00 p.m.

**NOW, THEREFORE, IT IS HEREBY AGREED:**

1. That this contract will be in effect from January 1, 2024 to December 31, 2024.
2. The City of Sylvania will pay "the County" Ten Thousand Three Hundred and 50/100 Dollars (\$10,350.00) for 2024. The City of Sylvania shall deposit with Lucas County the annual contracted amount in December 2024 to cover the necessary expenses and cost of counsel to represent indigent persons charged with a violation of municipal ordinances of the City of Sylvania and for which the penalty or possible adjudication includes the potential loss of liberty. This legal representation could include providing representation to indigent persons charged with traffic offenses arising out of a violation of the municipal ordinances of the City of Sylvania, other than minor misdemeanors, for which the penalty or any possible adjudication includes the potential loss of liberty. Representation commenced under this section shall continue through all trial court proceedings and probation violation hearings.
3. No provisions of this contract prohibit the public defenders from withdrawing from a case due to a conflict of interest recognized by a court due to a finding of the client's financial ineligibility for services, or due to the attorney's excessive workload as determined pursuant to rule 120-1-07 of the Administrative Code. No provisions of this contract prohibit the public defenders from withdrawing from a case due to other conflicts of interest that may arise. It is anticipated that a conflict of interest for an individual public defender does not necessarily mean that representation cannot continue through a different public defender. The reassignment of a case to a different public defender shall not be

considered a new appointment for the purposes of identifying the number of cases referred. In the event that a conflict of interest does exist which prevents representation by the public defenders then the Court shall assign a private attorney to represent the indigent client.

4. The Lucas County Public Defender Commission (LCPDC) agrees that it could require the public defender to furnish, upon request, to the City, on a quarterly basis, a list of criminal charges filed. Said list shall include the names of the indigents for whom representation was provided, the violation or violations with which the indigent had been charged, and the Municipal Court case number of said charges.

5. The LCPDC, at the City's request, agrees to review the public defender operations and budget with the City.

6. It is further agreed that the contract shall be reviewed each year after July 1 and after October 1 in light of any standards that may be imposed by the State Public Defender Commission and to determine whether the advances called for under the contract are sufficient or insufficient for the purpose intended.

7. The City of Sylvania and the Judge of the Sylvania Municipal Court agree to coordinate Public Defender days for the Sylvania Municipal Court with the Judges of the Maumee and Oregon Municipal Courts and the Toledo Legal Aid Society.

8. The Sylvania Municipal Court agrees to furnish the LCPDC its latest completed annual report with a breakdown of cases by jurisdiction, which may be used as a factor for future public defender contracts.

9. All reimbursement to the City of Sylvania from the Lucas County Commissioners shall be pursuant to the provisions under the Ohio Revised Code and the percentage established by the State Public Defender's Office.

10. Future contracts between LCPDC and the City of Sylvania may be by a contractual amount or a fee schedule, however, in either event the payment shall not exceed the fee schedule in effect and adopted by the Lucas County Commissioners.

11. This Agreement shall provide for conformity with the standards of indigency and other rules and standards established by the Ohio Public Defender Commission and the State Public Defender.

12. Pursuant to OAC 120-1-72 (7), this contract provides that the Toledo Legal Aid Society shall compensate its staff employees, subcontractors and retained forensic experts at rates commensurate with

their training, experience and responsibilities, and compensation paid to persons doing similar work in public agencies in the jurisdiction.

**CITY OF SYLVANIA, OHIO**

**LUCAS COUNTY PUBLIC DEFENDER  
COMMISSION**

By: \_\_\_\_\_  
Mayor

\_\_\_\_\_  
Jeffrey J. Madrzykowski, Chairman  
On behalf of the entire Lucas County  
Public Defender Commission

By: \_\_\_\_\_  
Director of Finance

By: \_\_\_\_\_  
Director of Law

**APPROVED BY THE BOARD OF  
COUNTY COMMISSIONERS,  
LUCAS COUNTY, OHIO**  
Resolution Number \_\_\_\_\_

Adopted \_\_\_\_\_

**APPROVED AS TO FORM**  
Julia R. Bates, Prosecuting Attorney

By: \_\_\_\_\_  
Assistant Prosecuting Attorney

Date: \_\_\_\_\_

**RESOLUTION NO. 16 - 2024**

**RE-APPOINTING SHAWN MURPHY TO THE BOARD OF TRUSTEES OF SYLVANIA AREA JOINT RECREATION DISTRICT (“SAJRD”) FOR A TERM EXPIRING DECEMBER 31, 2027; AND DECLARING AN EMERGENCY.**

WHEREAS, Resolution No. 5-2022, passed February 7, 2022, appointed Shawn Murphy to the Board of Trustees of Sylvania Area Joint Recreation District (“SAJRD”) and his term expires on December 31, 2024; and,

WHEREAS, Mr. Murphy has agreed to continue to serve on the SAJRD Board of Trustees for a second term commencing January 1, 2025 and expiring December 31, 2027.

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

SECTION 1. That Shawn Murphy is hereby appointed to the Board of Trustees of Sylvania Area Joint Recreation District for a term expiring December 31, 2027.

SECTION 2. That the Clerk of Council be, and she hereby is, directed to certify a copy of this Resolution to Sylvania Area Joint Recreation District.

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 reason that an open position on the Board of Trustees of the Sylvania Area Joint Recreation District required to be filled now so that said Board will be fully constituted at the earliest possible time. 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:

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

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

**RESOLUTION NO. 17 - 2024**

**RE-APPOINTING THOMAS REYNOLDS TO THE ZONING BOARD OF APPEALS FOR A TERM EXPIRING DECEMBER 31, 2027; AND DECLARING AN EMERGENCY.**

WHEREAS, Sylvania Codified Ordinance Section 1105.01 mandates that Council should appoint, by resolution, vacancies on the Zoning Board of Appeals; and,

WHEREAS, Thomas Reynolds’s term on the Zoning Board of Appeals has expired and he is seeking re-appointment to the Board; and,

WHEREAS, Employee and Community Relations Committee has recommended that Mr. Reynolds be re-appointed to the Board of Zoning Appeals.

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

SECTION 1. That Thomas Reynolds is hereby re-appointed to the Zoning Board of Appeals for a term commencing January 1, 2025 and expiring on December 31, 2027.

SECTION 2. That the Clerk of Council be, and she hereby is, directed to certify a copy of this Resolution to the Secretary of the Zoning Board of Appeals.

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 reason that the appointment to the Zoning Board of Appeals should be made immediately to provide for all of the seats of the Board to be filled. 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:

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

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



14

DEPARTMENT OF PUBLIC SERVICE  
JOSEPH E. SHAW, P.E., P.S., DIRECTOR

December 12, 2024

To: Mayor and Members of City Council

Re: Council Referral – ZA#3-2024

Dear Mayor and Members of Council:

Following is an excerpt from the minutes of the regular meeting of the Municipal Planning Commission of December 11, 2024, Council Referral for review and recommendation – Petition for Zoning Ordinance Amendment Application No. ZA #3-2024 from Chuck Schmalzried, Michelle Construction for 4713 N. King Road to change the zoning from R-1 to R-2 with a PD overlay:

..." Mr. Marciniak moved, Ms. Lindhuber seconded, to recommend that Council deny the application. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote"...

Sincerely,

Debra Webb, Secretary  
Municipal Planning Commission

PETITION FOR ZONING ORDINANCE AMENDMENT

To: City of Sylvania, Ohio  
City Council and  
Municipal Planning Commission

Application No. ZA 2-2024  
Date 9/12/24

Petitioner Name(s): MIKE HAJNACKI

Petitioner Address: 3415 SILICA RD. SYLV OHIO 43560

Email: MIKHOTJ@GMAIL.COM Telephone: 419-467-3421

Location of property for which zoning amendment is requested:  
CENTENNIAL CROSSINGS PLAT ONE LOT BB & LOT GG  
8233 SUNSET LANE & 5750 BREEZY PORCH DR.

Purpose of amendment request: TO BUILD TOWN HOME  
CHANGE A PORTION OF THE PD FROM COMMERCIAL TO RESIDENTIAL

Current Zoning: 31-B2-PD Requested Zoning: 31-B2-PD  
AMENDMENT.

The undersigned, being one or more of the owners, lessees or occupants within the area proposed to be changed by the amendment, hereby petition for an Amendment to the Zoning Code, pursuant to Chapter 1107 of the Codified Ordinances of the City of Sylvania, Ohio, as amended.

- Attachments:
1. Full legal description of the property for which the Zoning Amendment is proposed.
  2. Area location map.
  3. Site plan - if plan is larger than 11" x 17", eighteen (18) copies must be submitted.

A check for \$300.00 + cost of advertising, payable to the City of Sylvania is attached for processing of said Petition. It is understood that no refund is to be made after the filing of the Petition.

By: [Signature]

Date referred by Council: Oct. 21, 2024

Date of Commission Action: NOV. 13, 2024

Date of Council Action: \_\_\_\_\_

Action: \_\_\_\_\_

For Office Use Only

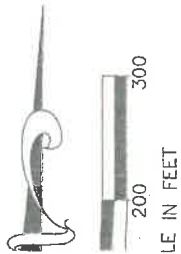
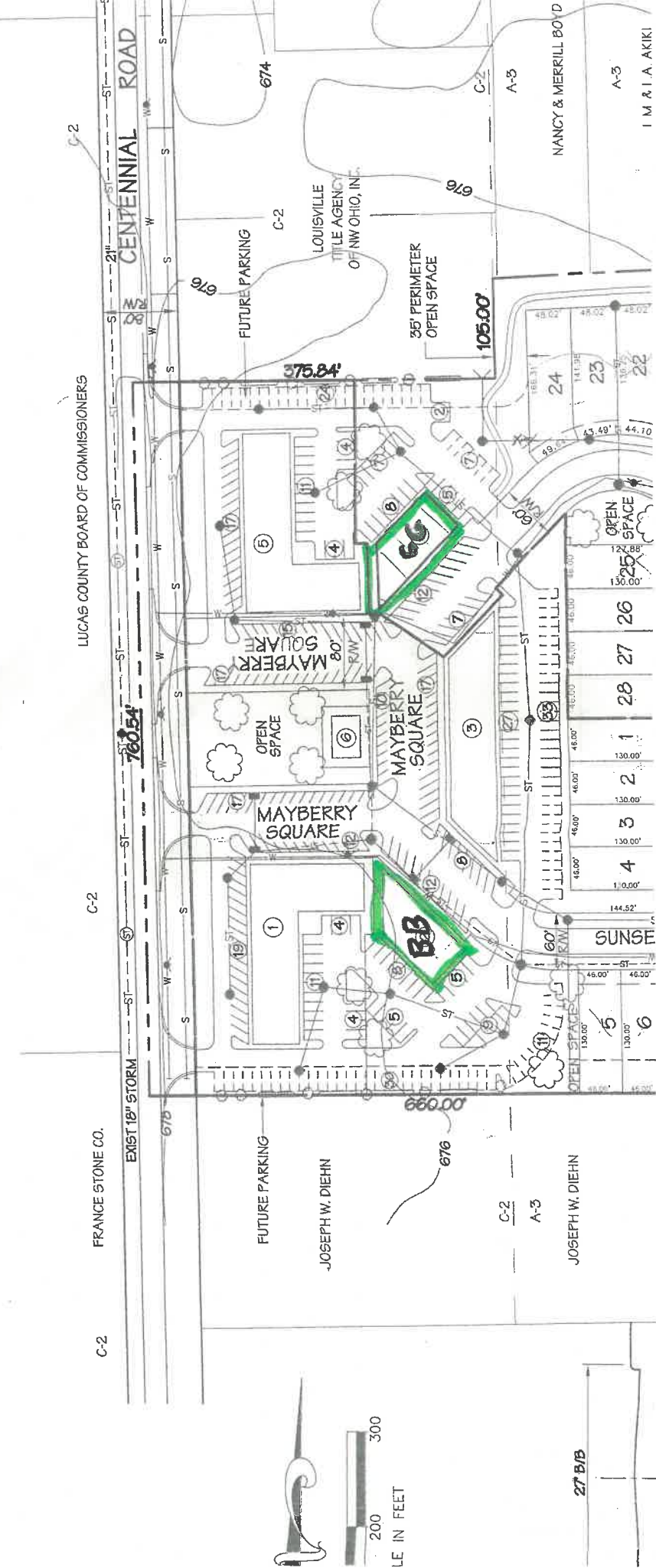
Date: 9/27/24 Check #: 3674 Cash: \_\_\_\_\_ Fee: \$ 300.00  
[Signature]

# Village

OF

# Centennial Crossings

## A PLANNED ADULT COMMUNITY



27 B/B

## Target Property-ZA-2-2024

8233 SUNSET LN, SYLVANIA OH 43560



5750 BREEZY PORCH DR, SYLVANIA OH 43560



4713 N KING RD, SYLVANIA OH 43560

## Adjacent Property

8225 SUNSET LN, SYLVANIA OH 43560

8251 MAYBERRY SQ, SYLVANIA OH 43560

5644 MAYBERRY SQ, SYLVANIA OH 43560

8226 SUNSET LN, SYLVANIA OH 43560

All owned by Louisville Title

8250 MAYBERRY SQ, SYLVANIA OH 43560

8260 MAYBERRY SQ, SYLVANIA OH 43560

5742 BREEZY PORCH DR, SYLVANIA OH 43560

5644 MAYBERRY SQ, SYLVANIA OH 43560

8226 SUNSET LN, SYLVANIA OH 43560

All owned by Louisville Title

A.

## Board of Architectural Review

Minutes of the regular meeting of December 11, 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

Mr. Marciniak moved, Ms. Lindhuber seconded to approve the Minutes of the November 13, 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 – Building Review – app. no. 51-2024 requested by Katie Fields for Inside the Five Brewing, 5703 Main Street, Sylvania, Ohio 43560. Application is for an addition to the existing building.

Mayor Stough stated that this has been a subject with City Council and City Administration for some time. He explained that the original design, in the development agreement that they had made with City Council, was for a two-story building with an open deck on the second floor. However, after receiving quotes they found that the cost was too high. He said that the application before the Board has been negotiated with City Council, and that although Council is disappointed, they have worked through some issues that Council had with the redesign, such as stage placement, and that Council has accepted the design that is now before the Board.

Further discussion took place amongst the members.

Mr. Marciniak moved, Ms. Lindhuber seconded, to approve the design 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. 52-2024 requested by Brian Heil of Toledo Sign for PT Link, 5700 Alexis Road, Sylvania, Ohio 43560. Application is for a replacement panel in an existing monument sign and a new wall sign.

Mr. Heil was present.

Mr. Burns explained to the Board that the wall sign is being moved from another location, and that the original submittal was for the entire wall sign to be installed above the roof line. However, after discussions with the City's Administration, the applicant agreed to lower the "physical therapy" verbiage portion of the sign to be installed under the roof line.

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.



**Board of Architectural Review  
Minutes of December 11, 2024  
Page 2**

Ms. Lindhuber moved, Ms. Fischer 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, sweeping horizontal flourish extending to the right.

Timothy Burns, Acting Secretary  
Municipal Planning Commission

B.

Sylvania Municipal Planning Commission

Minutes of the regular meeting of December 11, 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. Fischer moved, Ms. Lindhuber seconded to approve the Minutes of the November 13, 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 for review and recommendation – Petition for Zoning Ordinance Amendment Application No. ZA #3-2024 from Chuck Schmalzried, Michelle Construction for 4713 N. King Road to change the zoning from R-1 to R-2 with a PD overlay.

Mr. Greg Feller, of Feller, Finch and Associates, explained that the proposal is designed to provide an affordable housing option that is currently not available in Sylvania, and that the proposal is geared toward both young professionals and young families. He said that in order to do that, they need to cut costs and that by building 1,200 – 1,500 sq. ft. homes on smaller lots they can cut the manufacturing cost down from \$50,000 to \$19,000, which would allow them to sell the homes for \$250,000 - \$300,000.

Mayor Stough commented that when the development first came to him, it was presented as a tiny home community. He added that a tiny home is 400 – 500 sq ft, and that these are not tiny homes. He said that these are small homes on small lots. He also commented that the back yards seem small for families.

Mr. Feller responded that the back yards are small, and that they have about a 15' set back. He added that families don't want yards anymore and that they are instead going for small yards and with low maintenance.

Ms. Lindhuber asked if the homes would be rentals.

Mr. Schmalzried said that the home would be sold fee simple and that there would be strict deed restrictions in place which would allow for only long-term rentals.

Mr. Marciniak stated that this development looked like the Mercurio development on Alexis Road.

Mr. Feller responded that this development is much different from the Mercurio development; that the homes would be stand-alone homes, with some different color options for the exterior.

Mr. Marciniak said a development at this site was presented to the Board a couple of years ago by Mr. Fondren, and that he was told back then what it would take to get approval for a development.

Both Mr. Feller and Mr. Schmalzried said that they were not aware of that.

**Municipal Planning Commission  
Minutes of December 11, 2024  
Page 2**

Mr. Marciniak stated that none of the City's requirements for lot size, set-backs or sidewalks have been met.

Mr. Schmalzried stated that he and his wife Michelle have five children between that are between the ages of 29 and 36. He said that they are struggling to find affordable housing solutions, and that they cannot afford to stay in Sylvania. He added that the target age for the development is for the 35 and younger age group.

Carrigan Carter, Mr. and Mrs. Schmalzried's daughter was present and said that the location of the property is important and that there is a need for affordable housing in a safe area for people her age.

More discussion took place and many comments were made by the members expressing including concerns about the density of the proposed development and lack of parking.

Mr. Marciniak moved, Ms. Lindhuber seconded, to recommend that Council deny the application. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Mayor Stough stated that there will be a Public Hearing and that Council may have the ability to negotiate the density down. He added that they would need a vote of five to override the Planning Commission's recommendation.

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

Submitted by,



Timothy Burns, Acting Secretary  
Municipal Planning Commission