

**Sylvania City Council**

May 19, 2025

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

**Agenda**

1. Roll call: Mr. Hansen, Mr. Haynam, Mr. McCann, Mr. Murphy, Mr. Richardson, Ms. Stough, Mrs. Westphal.
2. Pledge of Allegiance to the United States of America led by Mr. Hansen.
3. Additions to the agenda.
4. Approval of the Council meeting minutes from May 5, 2025.
5. Sylvania/Mitchaw/Frankfort/Crissey/Convent/Little Resurfacing Project.
  - a. Service Director's letter recommending approval of the agreement.
  - b. Proposed Ordinance No. 58-2025, Authorizing the Mayor and Director of Finance to enter into a Joint Cooperation Agreement with the Board of Lucas County Commissioners relative to this project.
  - c. Service Director's letter recommending approval of the proposal.
  - d. Proposed Ordinance No. 59-2025, Accepting the proposal of Feller Finch & Associates, Inc. to provide professional engineering services for this project.
6. Downtown Transportation Improvements – DGL Consulting Engineers.
  - a. Service Director's letter recommending approval of the contract.
  - b. Proposed Ordinance No. 60-2025, Authorizing the Mayor and Director of Finance to enter into an amendment to DGL Consulting Engineers, LLC's proposal for professional engineering services relative to this project.
7. Plan Commission's recommendation for approval of proposed Ordinance No. 56-2025, "Amending Chapter 1166 of the Sylvania Codified Ordinances by amending Section 1166.16 – Nonconforming Signs. (Set Public Hearing for July 21, 2025).
8. Then and Now Certifications approval.
9. Committee reports.
10. Committee referrals.

**INFORMATION**

- A. Board of Architectural Review meeting minutes from May 14, 2025.
- B. Municipal Planning Commission meeting minutes from May 14, 2025.

Minutes of the Meeting of Council  
May 5, 2025

4

The Council of the City of Sylvania, Ohio met in regular session on May 5, 2025 at 7:30 p.m. with Mayor Frye in the chair. Roll was called with the following members present: Marcus Hansen, Doug Haynam, Brian McCann, Shawn Murphy, Patrick Richardson, Lyndsey Stough, Mary Westphal; (7) present; (0) absent.

Roll call:  
7 present.

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

Pledge of  
Allegiance.

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

Item #11a. L.E.A.D. Graduation update by mayor Frye.

Additions to the  
agenda.

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

Agenda approval.

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

Mrs. Westphal presented the April 21, 2025 regular meeting minutes. Mrs. Westphal moved, Mr. Hansen seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of April 21, 2025 be approved; roll call vote being: Stough, Hansen, McCann, Westphal, Richardson, Murphy, Haynam; (7) yeas; (0) nays. The motion carried.

Approval of  
April 21, 2025  
Council meeting  
minutes.

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 53-2025, "Authorizing the Mayor and Director of Finance to enter into an Agreement, with a Head teacher, Teachers, and Aides for the Sylvania Safety City Program being conducted by the Sylvania Division of Police; providing funds therefore; and declaring an emergency"; Mrs. Westphal moved, Ms. Stough seconded for passage of Ordinance No. 53-2025 as an emergency measure; roll call vote being: Haynam, Stough, McCann, Murphy, Richardson, Hansen, Westphal; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
53-2025, "...  
Agreement with  
Head Teacher...  
Safety City..."

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

Service Director's letter requesting authorization was placed on file. Ms. Stough presented and read aloud by title only, proposed Ordinance No. 54-2025, "Accepting the proposal of The EDGE Group, Inc. to provide professional landscape architectural and design services for the preparation of City of Sylvania Gateway Signage Standards; appropriating funds therefore in the amount of \$16,500; and declaring an emergency"; Ms. Stough moved, Mrs. Westphal seconded for passage of Ordinance No. 54-2025 as an emergency measure; roll call vote being: Haynam, McCann, Murphy, Richardson, Stough, Hansen, Westphal; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
54-2025, "...  
EDGE...  
Gateway  
Signage..."

Minutes of the Meeting of Council  
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Mayor Frye stated that Council will now consider agenda item 7.

Zoning Administrator's letter recommending bid award was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 55-2025, "Accepting the proposal of Strayer Concrete and awarding the contract for the 2025 Sidewalk Replacement Program to same; authorizing the expenditure for the improvements in the amount of \$26,500; appropriating funds therefore; and declaring an emergency"; Mr. Richardson moved, Mrs. Westphal seconded for passage of Ordinance No. 55-2025 as an emergency measure; roll call vote being: Haynam, Stough, Murphy, Richardson, McCann, Hansen, Westphal; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
55-2025, "...  
Strayer  
Concrete...  
2025 Sidewalk  
Program..."

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

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 56-2025, "Amending Chapter 1166 of the Sylvania Codified Ordinances by amending Section 1166.16 – Nonconforming Signs; and declaring an emergency"; Mr. Haynam moved, Mr. McCann seconded to refer proposed Ordinance No. 56-2025 to the Municipal Plan Commission for review and recommendation; roll call vote being: Haynam, Stough, McCann, Murphy, Richardson, Hansen, Westphal; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
56-2025, refer to  
Plan  
Commission.

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

Mr. McCann presented and read aloud by title only, proposed Ordinance No. 57-2025, "Accepting the proposal of Asure Customer & IP Holdco, LLC to provide HCM Payroll Software; appropriating funds therefore in an amount not to exceed \$7,303.25; and declaring an emergency"; Mr. McCann moved, Mr. Hansen seconded for passage of Ordinance No. 57-2025 as an emergency measure; roll call vote being: Haynam, Stough, McCann, Murphy, Richardson, Hansen, Westphal; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
57-2025, "...  
Asure Customer  
& IP Holdco...  
HCM Payroll  
Software..."

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

Service Director's letter requesting obsolete equipment be placed on GovDeals.com for disposal was placed on file. Mr. Hansen moved, Mr. Haynam seconded to approve equipment from the Departments of Parks, Streets, Water and Zoning be placed on GovDeals.com for disposal; roll call vote being: Westphal, Richardson, Stough, Haynam, Hansen, McCann, Murphy; (7) yeas; (0) nays. The motion carried.

Obsolete  
Equipment on  
GovDeals.com.

Minutes of the Meeting of Council  
May 5, 2025

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

Mayor Frye gave a brief update on the first L.E.A.D. Graduation that was held at Highland Elementary with 125 students graduating. This program replaced the D.A.R.E. Program and was well received by the students, teachers and parents. New L.E.A.D. signs will be posted on each elementary school building once their first class graduates.

LEAD  
Graduation  
Update.

Mayor Frye stated all agenda items have been addressed.

Mrs. Westphal moved, Mr. McCann seconded to adjourn at 8:11 p.m. Roll call vote being: Murphy, Hansen, McCann, Richardson, Westphal, Haynam, Stough; (7) yeas; (0) nays.

Adjournment.

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Clerk of Council

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Mayor



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

5a.

May 19, 2025

To: The Mayor and Members of Sylvania City Council

Re: **Request to Participate in a Joint Cooperation Agreement with the Lucas County Engineer Sylvania/Mitchaw/Frankfort/Crissey/Convent/Little Resurfacing**

Dear Mr. Mayor and Council Members:

The Lucas County Engineer was the lead agency for a joint Ohio Public Works Commission (OPWC) application with the City in 2024 to resurface portions of Sylvania Avenue, Mitchaw Road, Frankfort Road, and Crissey Road in the County's jurisdiction and Convent Boulevard and Little Road in the City's jurisdiction. This application was submitted in September 2024 and both agencies were notified in December 2024 that our application was successfully funded.

The City's scope of work would resurface Convent Boulevard from Whispering Oak Drive to the railroad tracks and Little Road between Palisades Drive to Eric Street. The City's project cost is estimated at \$719,562 with \$195,001 to be funded by OPWC. The total cost of the project is estimated to be \$1,845,000 with a breakdown among project participants as follows:

OPWC (27.1%)	\$499,995
City of Sylvania (28.4%)	\$524,561
Lucas County (44.5%)	<u>\$820,444</u>
<b>Total</b>	<b>\$1,845,000</b>

This project is scheduled to be designed in 2025 with construction scheduled for 2026. We recommend approval of the enclosed Joint Cooperation Agreement with the Lucas County Engineer for this project. Please call with any questions.

Sincerely,

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

5b.

**ORDINANCE NO. 58-2025**

**AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO A JOINT COOPERATION AGREEMENT ON BEHALF OF THIS CITY OF SYLVANIA WITH THE BOARD OF LUCAS COUNTY COMMISSIONERS, RELATIVE TO THE SYLVANIA/MITCHAW/FRANKFORT/CRISSEY/CONVENT/LITTLE RESURFACING PROJECT; AND DECLARING AN EMERGENCY.**

WHEREAS, Lucas County and the City of Sylvania have previously entered into Joint Cooperation Agreements to facilitate efficient improvements that are located in both jurisdictions; and,

WHEREAS, this Joint Cooperation Agreement provides for resurfacing Sylvania Avenue at Mitchaw Road (roundabout limits); Frankfort Road (Lathrop Road to SR-295); Crissey Road (US-20A to SR-2); Convent Boulevard (Silica Drive (South) to Norfolk Southern RR Tracks); and Little Road (200 feet east of Palisades Drive to Erie Street); and,

WHEREAS, the Director of Public Service, by report dated May 19, 2025, has recommended approval of the Joint Cooperation Agreement and indicated that it is estimated that the City's share of the project cost is \$524,561.

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, on behalf of the City of Sylvania, Ohio, to enter into a Joint Cooperation Agreement with Lucas County for the Sylvania/Mitchaw/Frankfort/Crissey/Convent/Little Resurfacing Project, a copy of which is attached hereto as "Exhibit A."

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 Joint Cooperation Agreement should be entered into forthwith. 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, \_\_\_\_\_, 2025, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

# **JOINT COOPERATION AGREEMENT**

FOR

## **SYLVANIA AT MITCHAW, FRANKFORT, CRISSEY, CONVENT AND LITTLE RESURFACING**

BETWEEN

**CITY OF SYLVANIA**

AND

**LUCAS COUNTY**

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This Agreement is by and between the Board of Lucas County Commissioners, hereinafter referred to as **COUNTY**, and the City of Sylvania, hereinafter referred to as **CITY**.

### **WITNESSETH**

WHEREAS, the **COUNTY** and the **CITY** agreed to participate in a joint O.P.W.C. application for:

#### **Locations:**

Sylvania Avenue at Mitchaw Road (roundabout limits);

Frankfort Road (Lathrop Road to SR-295);

Crissey Road (US-20A to SR-2);

Convent Boulevard (Silica Drive (south) to Norfolk Southern RR Tracks); and

Little Road (200 feet east of Palisades Drive to Erie Street).

#### **Scope of Work:**

**Sylvania Ave at Mitchaw Rd Roundabout**

2 lanes, 17 to 24ft of asphalt pavement, modern roundabout. The length of the work is 0.19 miles. The work involves milling the existing asphalt pavement, performing spot full depth repairs, placing a two course asphalt concrete overlay adjust manholes to grade, replace monuments, repairing disturbed driveways, shoulders brought to grade, replacement of pavement markings and RPMs and other related work.

**Frankfort Road**

0.99 mi. of 2 lane, 22-foot-wide pavement, some sections have 2' paved berm. The work involves milling the existing asphalt pavement, performing spot full depth repairs, placing a one course thinlay asphalt, adjust manholes to grade, replace monuments, repairing disturbed driveways, shoulders brought to grade, replacement of pavement markings and RPMs and other related work.

**Crissey Road**

2.31 mi. of 2 lane, 22 ft. asphalt pavement with 4-6 ft. paved berm on each side. The work involves milling the existing asphalt pavement, performing spot full depth repairs, placing a one course thinlay asphalt, adjust manholes to grade, replace monuments, repairing disturbed driveways, shoulders brought to grade, replacement of pavement markings and RPMs and other related work.

**Convent Boulevard**

0.63 miles of 2 lane, 26 ft. asphalt pavement. The length of the work is 0.19 miles. The work involves milling the existing asphalt pavement, performing spot full depth repairs, placing a two course asphalt concrete overlay adjust manholes to grade, replace monuments, repairing disturbed driveways, shoulders brought to grade, replacement of pavement markings and RPMs and other related work.

**Little Road**

0.77 miles of 2 lane, 22 ft. asphalt pavement. The length of the work is 0.19 miles. The work involves milling the existing asphalt pavement, performing spot full depth repairs, placing a two course asphalt concrete overlay adjust manholes to grade, replace monuments, repairing disturbed driveways, shoulders brought to grade, replacement of pavement markings and RPMs and other related work.

hereinafter referred to as **PROJECT**, and

WHEREAS, the **COUNTY** and the **CITY** agree that the project will enhance the safety of the traveling motorists, and

WHEREAS, the **CITY** has received approval from the District 12 Integrating Committee for an O.P.W.C. Grant of \$ 249,998 and 10-year zero percent (0%) interest Loan of \$ 249,997 for the **PROJECT**, and

WHEREAS, the **COUNTY** and **CITY** desire to conclude an agreement which will accomplish the design and construction of said **PROJECT**.

NOW, THEREFORE, the **COUNTY** and **CITY** for mutual benefits, promises and covenants herein contained and specified, have agreed and to hereby agree to the following:

1. The **COUNTY** will prepare the necessary survey, detailed construction plans, construction cost estimate and bid documents; provide for bidding; and administer the construction work including inspection for the **PROJECT**.
2. The **CITY** will provide advertising, contract administration, and testing for the Convent Boulevard and Little Road portion of the **PROJECT**.
3. The **COUNTY** will provide for advertising, contract administration, and testing for the Sylvania Ave at Mitchaw Rd Roundabout, Frankfort Road, and Crissey Road portion of the **PROJECT**.
4. Based on the **PROJECT** estimate, the initial **CITY** contribution and the **COUNTY** contribution to the **PROJECT** is now estimated at 28.43% and 44.47% respectively. When the actual **PROJECT** costs are finalized, the **COUNTY** will reconcile the actual local contributions and loan repayment amount. The **COUNTY** will send an annual invoice to the **CITY** for loan repayment over a ten (10) year period.

5. The **COUNTY**, as project manager, will complete and submit the O.P.W.C. Disbursement Forms using OPWC's Work Wise portal. The **CITY** will send the **COUNTY** the documentation for the **CITY's** portion of the **PROJECT** for Disbursement request(s) in OPWC's Work Wise portal.
6. It is the intent of this Agreement that the **COUNTY** and **CITY** shall each properly and expeditiously discharge any requirements that may devolve upon them from time to time during the period this Agreement will be in force.
7. Due to the time lapse from when OPWC applications are made and actual project construction commences, both the **COUNTY** and the **CITY** understand that project bids may come in higher than the original project estimate and/or cost overruns may occur during project construction. As such both parties agree that the **COUNTY** will pay for overages on the County's portion of the **PROJECT** and **CITY** will pay for overages on their portion of the **PROJECT**.
8. Attached to this Agreement is the current estimate for the **PROJECT** which gives the approximate levels of participation for the **CITY** and **COUNTY** with the said Ohio Public Works Commission.

IN WITNESS WHEREOF, the **COUNTY** and **CITY** have adopted the provisions of this Agreement and have directed the execution of the same by their duly authorized representatives on the date hereinafter shown.

**CITY OF SYLVANIA MAYOR**

**LUCAS COUNTY ENGINEER**

\_\_\_\_\_  
Mark Frye

\_\_\_\_\_  
Mike Pniewski

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

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

**Approved as to Form:**

\_\_\_\_\_  


**Dennis A. Lyle**  
Asst. Lucas County Prosecutor

Date: May 5, 2025

# JCA- EXHIBIT A

FOR

## SYLVANIA AVENUE AT MITCHAW ROAD, FRANKFORT ROAD, CRISSEY ROAD, CONVENT BOULEVARD, & LITTLE ROAD RESURFACING

### CITY OF SYLVANIA AND LUCAS COUNTY

	CITY	COUNTY	TOTAL
DESIGN	\$ 47,970	\$ 89,030	\$ 137,000
INSPECTION	\$ 71,957	\$ 54,543	\$ 126,500
TESTING	\$ -	\$ 4,865	\$ 4,865
CONSTRUCTION	\$ 599,635	\$ 976,500	\$ 1,576,135
BIDDING & ADVERTISING	\$ -	\$ 500	\$ 500
TOTAL	\$ 719,562	\$ 1,125,438	\$ 1,845,000
PROJECT SPLITS	39.00%	61.00%	100%

OPWC REQUEST (27.1%) = \$1,845,000 (0.271)= \$ 499,995 27.10%

	CITY	COUNTY	TOTAL
IN-KIND	\$ -	\$ 104,665	\$ 104,665
REVENUE	\$ 524,561	\$ 715,780	\$ 1,240,340
OPWC	\$ 195,001	\$ 304,994	\$ 499,995
TOTAL	\$ 719,562	\$ 1,125,438	\$ 1,845,000

CONTRIBUTIONS			
	CITY	COUNTY	TOTAL
DESIGN	\$ 34,970	\$ 64,903	\$ 99,873
INSPECTION	\$ 52,457	\$ 39,762	\$ 92,219
TESTING	\$ -	\$ 3,547	\$ 3,547
CONSTRUCTION	\$ 437,134	\$ 711,869	\$ 1,149,002
BIDDING & ADVERTISING	\$ -	\$ 365	\$ 365
TOTAL	\$ 524,561	\$ 820,444	\$ 1,345,005

OPWC CONTRIBUTION (27.1%)			
	CITY	COUNTY	TOTAL
DESIGN	\$ 13,000	\$ 24,127	\$ 37,127
INSPECTION	\$ 19,500	\$ 14,781	\$ 34,282
TESTING	\$ -	\$ 1,318	\$ 1,318
CONSTRUCTION	\$ 162,501	\$ 264,632	\$ 427,133
BIDDING & ADVERTISING	\$ -	\$ 136	\$ 136
TOTAL	\$ 195,001	\$ 304,994	\$ 499,995



SC.

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

May 19, 2025

To: The Mayor and Members of Sylvania City Council

Re: **Engineering Services Proposal**  
**Sylvania/Mitchaw/Frankfort/Crissey/Convent/Little Resurfacing**

Dear Mr. Mayor and Council Members:

Earlier this evening on May 19, 2025 City Council authorized the Service Department to enter into a joint-cooperation agreement with the Lucas County Engineer for the administration of an Ohio Public Works Commission (OPWC) loan/grant funds for the Sylvania Avenue, Mitchaw Road, Frankfort Road, Crissey Road, Convent Boulevard, and Little Road Resurfacing Project. The City scope of work would resurface Convent Boulevard from Whispering Oak Drive to the railroad tracks and Little Road between Palisades Drive to Eric Street. Construction is scheduled for 2026.

As a part of the joint cooperation agreement, each entity would be responsible for conducting the engineering and construction plan preparation work for their respective portions of the project. The City requested an engineering proposal from Feller Finch Associates, Inc. from Maumee, Ohio. Feller Finch provided the same engineering services for the City on two previous joint-cooperation agreement projects with Lucas County on Brint Road (completed in 2023) and Silica Drive/Summit Street/Erie Street (to be completed in summer 2025).

Feller Finch's proposal to provide topographic field survey and engineering is in the amount of \$31,900. These funds were not included in the 2025 budget as the OPWC application submitted by Lucas County was at the same time as the City's budgeting preparation process with City Council. We recommend approval of Feller Finch's proposal in the amount of \$31,900 and would request an additional appropriation of funds from account 401-7610-53503. Please call with any questions.

Sincerely,

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

5d.

**ORDINANCE NO. 59-2025**

**ACCEPTING THE PROPOSAL OF FELLER FINCH & ASSOCIATES, INC. TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE SYLVANIA/MITCHAW/FRANKFORT/CRISSEY/CONVENT/LITTLE RESURFACING PROJECT; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$31,900; AND DECLARING AN EMERGENCY.**

WHEREAS, Sylvania City Council authorized the Mayor and Director of Finance to enter into a Joint Cooperation Agreement on behalf of the City of Sylvania with the Board of Lucas County Commissioners relative to the Sylvania/Mitchaw/Frankfort/Crissey/Convent/Little Resurfacing Project and appropriated \$524,561 for the City's portion of said project; and,

WHEREAS, the terms of the Agreement require each entity to conduct engineering and construction plan preparation work for their respective portions of the project; and,

WHEREAS, the Director of Public Service, by report dated May 19, 2025, has received a proposal from Feller Finch to provide engineering and surveying services and to prepare the necessary construction plans for the proposed resurfacing improvements; and,

WHEREAS, the Director of Public Service, by report dated May 19, 2025, has recommended that the proposal in the amount of \$31,900 for the professional engineering and construction plan services relative to the Sylvania/Mitchaw/Frankfort/Crissey/Convent/Little Resurfacing Project be accepted.

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

**SECTION 1.** That the proposal of Feller Finch in the amount of Thirty-One Thousand Nine Hundred Dollars (\$31,900.00) for providing professional engineering services, including the preparation of necessary construction plans for the Sylvania/Mitchaw/Frankfort/Crissey/Convent/Little Resurfacing Project, is hereby approved and accepted.

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

**SECTION 3.** That to provide funds for said engineering services hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-53503 – Street Improvements** the amount of Thirty-One Thousand Nine Hundred Dollars (\$31,900.00).

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/Mitchaw/Frankfort/Crissey/Convent/Little Resurfacing Project at the earliest possible time. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

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

Passed, \_\_\_\_\_, 2025, as an emergency measure.

ATTEST:

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

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

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

APPROVED:

Mayor \_\_\_\_\_

Date \_\_\_\_\_

# FellerFinch

& ASSOCIATES, INC.

Engineers · Surveyors

1683 Woodlands Drive  
Maumee, Ohio 43537  
Phone: (419) 893-3680  
Fax: (419) 893-2982  
[www.fellerfinch.com](http://www.fellerfinch.com)

Donald L. Feller, P.E.  
Gregory N. Feller, P.E.  
Aaron M. Feller, P.E.

April 1, 2025

Mr. Joe Shaw  
City of Sylvania  
6730 Monroe Street  
Sylvania, OH 43560

RE: 2026 Road Resurfacing Project  
Proposal No.: 10P06556 REVISED

Dear Mr. Shaw:

We propose to provide engineering and surveying services for the following project:

Milling and resurfacing of Little Rd. from Erie St. to approximately 110' west of Quarry Side Dr. intersection (4,800 LF) & Convent Blvd. from the west side of the railroad tracks to the west side of the Silica Rd. intersection (3,400 LF) in the City of Sylvania, Ohio.

You will be expected to provide us with any information regarding additional requirements, including any special or extraordinary considerations for the project or special services needed. Our services will consist of the following:

- Prepare plans for the milling and resurfacing of the roads.
- Specifications for spot full depth repairs where needed.
- Necessary adjustments to manholes, valves, and roadway monuments.
- Upgrade deficient curb ramps.
- The plans will include the following:
  - Title sheet
  - General notes
  - Typical sections
  - General summary
  - Plan sheets
- Provide field survey as needed to prepare the plans. Existing plan records will be utilized where possible.
- Submittal of drawings and preliminary cost estimate to the City at the 50% level for review by **July 31**.
- Submittal of drawings and finalized cost estimate at the 100% level in **the fall**. Final submittal shall include:
  - AutoCAD files
  - 11x17 PDF set
  - Cost estimate

Our fees for the services described above will be **time and expense, not to exceed \$31,900.00**. The project is anticipated to include the following man hours: 90 survey hours, 130 engineer hours and 90 technician hours.

Additional or non-customary services and resident services during construction will be charged based on our current hourly rates. We will invoice you monthly for our services and reimbursable expenses.

*Additional office in Franklin, Tennessee*

The above financial arrangements are on the basis of prompt payment of our invoices and continuous progress of the Project through construction. Invoices that remain unpaid for more than thirty (30) days after the invoice date will be charged a service/finance charge of 1-1/2% per month. **We reserve the right to suspend or terminate our services if our invoices are not paid within forty-five (45) days of the invoice date.** Any charges held to be in dispute shall be called to our attention within ten (10) days of receipt of our invoice.

All Documents are instruments of service and Feller, Finch & Associates, Inc. (FFA) shall retain an ownership and property interest therein (including the copyright and the right of reuse) whether or not the project is completed. You shall not rely in any way on any document unless it is signed or sealed by the Engineer or one of its consultants.

Files in electronic media format of text, data, graphics, or other types as furnished by one party to the other are furnished only for convenience, not reliance by the receiving party. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.

This proposal/agreement is intended by the parties to be governed by the laws of the State of Ohio. The parties agree that dispute hereunder shall be adjudicated in court of competent jurisdiction in Lucas County, Ohio.

In recognition of the relative risks and benefits of the project to both the Client and the Design Professional, the Client agrees, to the fullest extent permitted by law, to limit the Design Professional's total liability to the Client or anyone making claims through the Client, for any and all damages or claim expenses (including attorney's fees) arising out of this Agreement, from any and all causes, to the total amount of the Design Professional's fee.

Either party may terminate this agreement with immediate effect by delivering notice of the termination, in writing in the form of an email or letter, to the other party. If the termination is initiated by FFA, FFA will provide the client with the work completed and paid for up to the date of the termination. Any outstanding invoices for work completed prior to termination shall be paid. Payments for work completed will not be refunded.

This proposal/agreement represents the full and final understanding between you and us in respect to the project and supersedes any previous understandings both written and oral, and may only be modified in writing signed by both of us. If this proposal/agreement sets forth your understanding of the arrangement between us, we would appreciate your signing both copies of this letter in the space below and return one signed copy to us. This proposal/agreement will be open for acceptance for forty-five (45) days, unless changed by us in writing.

If you have questions or desire additional information, please contact our office.

Sincerely,

FELLER, FINCH & ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "G. N. Feller", written over a horizontal line.

Gregory N. Feller, P. E.  
President

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**CLIENT:** \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Please Print Name & Title)

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Please Print Name & Title)

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Please Print Name & Title)

To better serve our clients, we now offer the option of credit card payment by VISA, MasterCard, American Express, or Discover. Please contact our accounting department for additional information.



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

la.

May 19, 2025

To: The Mayor and Members of Sylvania City Council

Re: **Professional Engineering Services Contract Modification Request (DGL Consulting Engineers)  
Downtown Transportation Improvements**

Dear Mr. Mayor and Council Members:

At the June 20, 2023 City Council authorized the professional engineering services contract with DGL Consulting Engineers, LLC on the Downtown Transportation Improvements Project (Ord. 57-2023) in the amount of \$603,100.

This proposal was prepared assuming DGL would prepare one set of construction plans that included improvements to both blocks of Main Street. In September 2023, the Service Department made the decision to split the project into two construction phases (Phase 1 and Phase 2). The primary reason was to allow for more time to bury underground utilities in the second block of Main Street, but also to allow American Rescue Plan Act (AARP) funds to be spent by the December 31, 2024 deadline.

The Service Department requested a contract modification proposal to include the additional time spent by DGL (and their landscape architect subconsultant EDGE) modifying and splitting the plans into two projects as well as to include any new project features that were not included in the original proposal. Modifications included removing the roundabout from the design and developing phase lines. New project features included updating the design based on recent improvements near Inside the Five and the redevelopment of the Maplewood Mini-Park. We recommend approval of the contract modification proposal from DGL Consulting Engineers in the amount of \$93,458. These funds were not included in the 2025 capital improvement budget and would be allocated from the 401-7610-53610 project account if authorized. Please call with any questions.

Sincerely,

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

66.

**ORDINANCE NO. 60-2025**

**AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO AN AMENDMENT TO DGL CONSULTING ENGINEERS, LLC'S PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES RELATIVE TO THE DOWNTOWN TRANSPORTATION IMPROVEMENT PROJECT TO REFLECT ADDITIONAL WORK PERFORMED ON THE PROJECT; APPROPRIATING FUNDS THEREFORE IN AN AMOUNT NOT TO EXCEED \$93,458; AND DECLARING AN EMERGENCY.**

WHEREAS, Ordinance No. 57-2023, passed June 20, 2023, accepted the proposal of DGL Consulting Engineers, LLC for professional engineering services for the Downtown Transportation Improvement Project in the amount of \$603,100; and,

WHEREAS, the Director of Public Service has received a proposal from DGL Consulting Engineers, LLC dated May 2, 2025 to amend the proposal previously authorized by Council for the Downtown Transportation Improvement Project; and,

WHEREAS, the proposed amendment to the City's Agreement with DGL Consulting Engineers, LLC includes additional work performed on this project due to the splitting the project into phases as well as to include any new project features that were not included in the original proposal and results in a net increase of \$93,458 to the original contract amount for a total of \$696,558; and,

WHEREAS, the Director of Public Service, by report dated May 19, 2025, has recommended approval of the amendment to the proposal of DGL Consulting Engineers, LLC.

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

**SECTION 1.** That the Mayor and the Director of Finance be, and they hereby are, authorized to sign the amendment to the Agreement with DGL Consulting Engineers, LLC authorized by Ordinance No. 57-2023 on behalf of this City, thereby indicating such approval and acceptance for the additional engineering services and costs relative to the Downtown Transportation Improvement Project.

SECTION 2. That to provide funds for said engineering services hereby authorized, there is hereby allocated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore allocated to **Account No. 401-7610-53610 – Downtown Transportation Improvement Project**, an amount not to exceed Ninety-Three Thousand Four Hundred Fifty-Eight Dollars (\$93,458.00).

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 amendment to the Proposal 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.

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

Passed, \_\_\_\_\_, 2025, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



**PROVIDING  
CIVIL ENGINEERING  
SOLUTIONS SINCE 1926**

TRANSPORTATION

TRAFFIC / SAFETY

FACILITY / SITE  
DEVELOPMENT

SURVEY

CONSTRUCTION  
SERVICES

May 2, 2025

Joseph E. Shaw, PE, PS  
Safety/Service Director  
City of Sylvania  
6730 Monroe Street, Suite 101  
Sylvania, Ohio 43560

Re: Downtown Transportation Improvements - Phase 2

Dear Mr. Shaw:

Please accept this price proposal as DGL Consulting Engineers' (DGL) request for a fee modification to complete the phase 2 portion of the Sylvania Downtown Transportation Improvements project on Main Street from Maplewood Avenue to Erie Street.

The related costs were derived from the meeting held on April 7, 2025. Please contact me directly should you have any questions related to the material included herein.

Sincerely,

**DGL Consulting Engineers, LLC**

Steve R. Cherry, PE  
Senior Transportation Engineer

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

23150

Maumee, Ohio  
419.535.1015

Wauseon, Ohio  
419.330.1360

Dublin, Ohio  
614.356.7150

Kent, Ohio  
440.387.4113

Port Clinton, Ohio  
419.635.7541

dgl.ltd.com

**DBE | SBE | LDBE | EBE**

<b>DGL Consulting Engineers, LLC (DGL)</b> 3455 Briarfield Blvd., Suite E Maumee, Ohio 43537 P: 419.535.1015		<b>Client: City of Sylvania</b> 6730 Monroe Street, Suite 101 Sylvania, Ohio 43560	
<b>Project Name</b> Downtown Transportation Improvements - Phase 2		<b>Project No.</b> 23150	
<b>Location</b> City of Sylvania			
<b>Scope of Services</b> See Page 3 for Scope of Services.			
<b>Fee Arrangement</b> See Appendix A thru B for itemized fee proposals of prime and subconsultants.			
<b>DESIGN SERVICES</b>			
DGL Consulting Engineers (Phase 2 prime and roadway services)		\$56,077.00	
DGL Consulting Engineers (Phase 1 overage)		\$17,381.00	
EDGE Group (Phase 1 overage and Phase 2 landscape architecture services)		\$20,000.00	
<b>Total</b>		<b>\$93,458.00</b>	
<b>Retainer Amounts</b> \$00.00 due with signed contract.			
Note: DGL can accept credit card payments with an additional 3% service fee.			
		<b>Accepted by:</b> City of Sylvania	
		<b>Signature</b> <b>Date</b>	
		Mark Frye / Mayor	
		<b>Printed Name / Title</b> Signature indicates the authority to bind the company to the terms herein	
<b>Offered by:</b> DGL Consulting Engineers, LLC		<b>Accepted by:</b> City of Sylvania	
<b>Signature</b> Steve Cherry, PE / Senior Transportation Engineer		<b>Signature</b> <b>Date</b> Toby Schroyer / Director of Finance	
<b>Printed Name / Title</b>		<b>Printed Name / Title</b> Signature indicates the authority to bind the company to the terms herein	

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

**Scope of Work**

Phase 2 construction plans will continue to be developed from the submitted 30% plans for Main Street between Maplewood Avenue and Erie Street. However, there will be no roundabout at Main and Erie. Additionally, there will be a new Corner Park on the northeast corner of Main and Maplewood developed by EDGE Group.

The **DGL itemized fee proposal is provided in Appendix A**. This proposal is itemized using a typical ODOT fee spreadsheet and provides individual task items with assumed hours. Please refer to the narratives attached for an explanation of hours provided.

The **EDGE Group fee proposal is provided in Appendix B**. The EDGE Group will be providing all landscape architecture services. I have not included their fee for Construction Engineering Support within our total design fee estimate.

## **DGL CONSULTING ENGINEERS, LLC (DGL) TERMS & CONDITIONS**

### **Fee**

The total fee, except stated lump sum, shall be understood to be an estimate, based upon Scope of Service, and shall not be exceeded by more than ten percent, without written approval of the Client. Where the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. Reimbursable expenses will include a mark-up of 1.10%. Any change in scope will be discussed prior to additional services being rendered.

### **Billings/Payments**

Invoices for services and reimbursable expenses shall be submitted, at DGL's option, either upon completion of the services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. A service charge of 1.5% (or the maximum legal rate) per month will be applied to the unpaid balance after 30 days from the invoice date. DGL shall have the right to suspend/terminate services if payment is not received within 60 days after the invoice date and DGL shall have no liability for any resultant delays or damages incurred by Client as a result of such suspension/termination. Retainers shall be credited on the final invoice. The Client agrees to pay all costs of collection, including reasonable attorney's fees.

### **Standard of Care**

In providing services under this agreement, DGL will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. DGL will perform its services as expeditiously as is consistent with professional skill and care and the orderly progress of DGL's part of the Project. Regardless of any other term or condition of this Agreement, DGL makes no express or implied warranty of any sort. All warranties, including warranty of merchantability or warranty of fitness for a particular purpose, are expressly disclaimed.

### **Consequential Damages**

Notwithstanding any other provision to the contrary, and to the fullest extent permitted by law, neither the Client nor DGL shall be liable to the other for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or this Agreement. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business or income or any other consequential damages that either party may have incurred from any cause of action whatsoever.

### **Hidden Conditions**

A condition is hidden if concealed by existing finishes or structure or is not capable of investigation by reasonable visual observation. If DGL has reason to believe that a condition may exist, the Client shall authorize and pay for all costs associated with the investigation of such a condition. If (1) the Client fails to authorize such investigation after such notification, or (2) DGL has no reason to believe that such a condition exists, DGL shall not be responsible for the existing conditions or any resulting damages or losses resulting therefrom.

### **Hazardous Materials/Mold**

DGL shall have no responsibility for the discovery, presence, handling, removal, disposal or exposure of persons to hazardous materials of any form including mold. DGL shall have no responsibility for an existing or constructed building that may, as a result of post-construction, use, maintenance, operation or occupation, contain or be caused to contain mold substances which can present health hazards and result in bodily injury, property damage and/or necessary remedial measures and costs.

### **Indemnifications**

The Client agrees, to the fullest extent permitted by law, to indemnify and hold DGL and its subconsultants harmless from and against any and all damage, losses or cost (including reasonable attorneys' fees and defense costs) caused in whole or in part by its acts, errors or omissions and those of anyone for whom they are legally liable. DGL further agrees, subject to Risk Allocation below, to indemnify the Client for damages to the extent arising from its own negligent errors acts or omissions.

### **Risk Allocation**

In recognition of the relative risks and benefits of the Project to both the Client and DGL, the Client agrees, to the fullest extent permitted by law, to limit DGL's total liability to the Client or anyone making claims through the client, for any and all damages or claim expenses (including attorney's fees) arising out of this Agreement, from any and all causes, to the total amount of \$\_\_\_\_,000 or the amount of DGL's fee, whichever is greater.

### **Termination of Services**

This agreement may be terminated upon 10 days written notice by either party should the other fail to perform their obligations hereunder. In the event of termination, the Client shall pay DGL for all services rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.

### **Betterment**

If a required item or component of the Project is omitted from DGL's documents, DGL shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been included or required in DGL's original documents. In no event will DGL be responsible for any costs or expense that provides betterment or upgrades or enhances the value of the Project.

### **Ownership of Documents**

All documents produced by DGL under this agreement, including electronic files, shall remain the property of DGL and may not be used by this Client for any other purpose without the written consent of DGL. Any such use or reuse shall be at the sole risk of Client who shall defend, indemnify and hold DGL and its subconsultants harmless from any and all claims and/or damages arising therefrom. Electronic files are not contract documents and cannot be relied upon as identical to contract documents because of changes or errors induced by translation, transmission, or alterations while under the control of others. Use of information contained in the electronic files is at the user's sole risk and without liability to DGL and its subconsultants.

### **Defects in Service**

The Client shall promptly report to DGL any defects or suspected defects in DGL's services. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor contract and shall require all subcontracts at any level to contain a like agreement. Failure by the Client and the Client's contractors or subcontractors to notify DGL shall relieve DGL of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

### **Construction Activities**

DGL shall not be responsible for the acts or omissions of any person performing any construction Work or for instructions given by the Client or its representatives to any one performing any construction Work, nor for construction means and methods or job-site safety.

### **Dispute Resolution**

Any claim or dispute between the Client and DGL shall be submitted to non-binding mediation, subject to the parties agreeing to a mediator. If the Parties cannot agree upon a mediator the claim or dispute shall be submitted to the American Arbitration Association (AAA) for mediation in accordance with the Construction Arbitration and Mediation Rules of the AAA then in effect.

### **Relationship of the Parties**

All services provided by DGL are for the sole use and benefit of the Client. Nothing in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or DGL.

### **Entire of Agreement**

This Agreement constitutes the entire agreement between the parties and these Terms & Conditions may only be amended by written agreement by both Parties. Should any portion of this Agreement is found to be illegal or enforceable, such portion shall be deleted and the balance shall remain in effect.

### **Applicable Law**

The law applicable to this Agreement is the state of the Project location.

## APPENDIX A

# SUMMARY OF STEPS

## SUMMARY OF STEPS

**C-R-S**      **Downtown Sylvania Phase 2**  
**Consultant:**      DGL Consulting Engineers  
**Agreement No.**      City of Sylvania - Main St Phase Two  
**Modification No.**      1  
**PID No.**  
**Proposal Date**      4/22/2025

Average Hourly Rate	Total Hours	Labor Costs	Overhead Costs	Cost of Money	Direct Costs	Subcon Costs	Net Fee	Total Cost
<b>AUTHORIZED TASKS:</b>								
Overage								
\$0.00	134	5,970	9,704	0	0	0	1,707	17,381
Planning Phase								
\$0.00	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Preliminary Engineering Phase								
\$0.00	40	\$2,000	\$3,251	\$0	\$0	\$0	\$572	\$5,823
Environmental Engineering Phase								
\$0.00	192	\$12,735	\$20,702	\$0	\$0	\$0	\$3,642	\$37,079
Final Engineering Phase								
\$0.00	\$79	\$4,525	\$7,356	\$0	\$0	\$0	\$1,294	\$13,175
Construction Engineering Phase								
\$0.00	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL AUTHORIZED TASKS								
\$0.00	311	\$19,260	\$31,309	\$0	\$0	\$0	\$5,508	\$73,458

C-R-S	Downtown Sylvania Phase 2	PROPOSAL COST SUMMARY										Version: Feb 2017
Consultant:	DGL Consulting Engineers											
Agreement No.	City of Sylvania - Main St Phase Two											
Modification No.	1											
PID No.	0											
Proposal Date	4/22/2025											
		Average Hourly Rate	Total	Labor	Overhead	Cost of	Direct	Subcon	Net	Total		
			Hours	Costs	Costs	Money	Costs	Costs	Fee	Cost		
Task Description												
AUTHORIZED TASKS:												
2.1.2 - Survey/ Preliminary Design (Basic Services - Task 1)												
2.3 - AER Design												
2.3.A - Field Survey and Aerial Mapping												
2.3.A.A - Project Control, Benchmarks, and Reference Points		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.3.A.B - Monumentation recovery		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.3.A.C - Base Mapping (incl. field verify.)		\$50.00	32	\$1,600	\$2,601	\$0	\$0	\$0	\$458	\$4,659	\$0	\$0
2.3.A.D - Drainage Survey (stream cross sections)		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.3.A.F - Establish property lines, tax id, & ownerships on base map		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.3.A.G - Property Owner Notification		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL 2.3 - AER Design			32	\$1,600	\$2,601	\$0	\$0	\$0	\$458	\$4,659	\$0	\$0
2.7 - Stage 1 Design												
2.7.A - Roadway												
2.7.A.A - Title Sheet		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.7.A.B - General Notes		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.7.A.C - Schematic Plan		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.7.A.D - Typical Sections		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.7.A.E - Cross Sections		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.7.A.F - Plan and Profile		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.7.A.I - Superelevation Table		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.7.A.J - Intersection Details		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.7.A.L - Driveway Details		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.7.A.N - Traffic Control		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.7.B - Drainage												
2.7.B.A - Storm Sewer Profiles		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.7.B.D - Drainage Calculations		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.7.B.E - BMP Design		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.7.C - Utilities												
2.7.C.A - Utility Coordination and Documentation		\$50.00	8	\$400	\$650	\$0	\$0	\$0	\$114	\$1,165	\$0	\$0
2.7.D - Geotechnical Services												
2.7.D.A - Geotechnical Services and Report (assist)		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

C-R-S		Downtown Sylvania Phase 2				PROPOSAL COST SUMMARY										Version: Feb 2017					
Consultant:	DGL Consulting Engineers																				
Agreement No.	City of Sylvania - Main St Phase Two																				
Modification No.	1									State Average Overhead Rate:				159.98%							
PID No.	0													Consultant Overhead Rate:				162.56%			
Proposal Date	4/22/2025													Cost of Money:				0.00%			
														Net Fee Percentage:				11%			
		Average Hourly Rate	Total	Labor	Overhead	Costs	Money	Cost of	Direct	Subcon	Net	Total									
Task Description		Hours	Costs	Costs	Costs	Costs	Costs	Costs	Costs	Costs	Costs	Costs	Costs	Costs							
2.7.H - Prepare C2 Cost Estimates and Update Milestones		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0							
2.7.H.A - Roadway/Interchange Costs																					
2.7.J - Maintenance of Traffic		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0							
2.7.J.C - Conceptual MOT		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0							
2.7.K - Signal Plans			8	\$400	\$650	\$0	\$0	\$0	\$0	\$0	\$0	\$114	\$1,165								
TOTAL - 2.7 - Stage 1 Design																					
2.8 - Project Management for Preliminary Engineering Phase																					
2.8.A - Meetings		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0							
2.8.B - General Oversight		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0							
TOTAL 2.8 - Project Management for Preliminary Engineering Phase			0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0							
Total - 2.1.2 Survey/Preliminary Design - Task 1			40	\$2,000	\$3,251	\$0	\$0	\$0	\$0	\$0	\$572	\$5,823									
2.1.3 - Design Plans / Right of Way (Basic Services) - Task 2																					
3.3 - Stage 2																					
3.3.A - Roadway																					
3.3.A.A - Title Sheet		\$55.00	1	\$55	\$89	\$0	\$0	\$0	\$0	\$0	\$16	\$160									
3.3.A.B - Schematic		\$55.00	1	\$55	\$89	\$0	\$0	\$0	\$0	\$0	\$16	\$160									
3.3.A.C - General Notes		\$55.00	2	\$110	\$179	\$0	\$0	\$0	\$0	\$0	\$31	\$320									
3.3.A.D - Typical Sections		\$55.00	2	\$110	\$179	\$0	\$0	\$0	\$0	\$0	\$31	\$320									
3.3.A.E - Plan and Profile - Mainline		\$61.82	22	\$1,360	\$2,211	\$0	\$0	\$0	\$0	\$0	\$389	\$3,960									
3.3.A.H - Cross Sections		\$58.00	10	\$580	\$943	\$0	\$0	\$0	\$0	\$0	\$166	\$1,689									
3.3.A.I - Intersection Details - Maplewood		\$55.00	2	\$110	\$179	\$0	\$0	\$0	\$0	\$0	\$31	\$320									
3.3.A.I - Intersection Details		\$58.00	10	\$580	\$943	\$0	\$0	\$0	\$0	\$0	\$166	\$1,689									
3.3.B - Drainage																					
3.3.B.A - Storm Sewer Profiles		\$58.00	5	\$290	\$471	\$0	\$0	\$0	\$0	\$0	\$83	\$844									
3.3.B.B - Culvert Detail Sheets including headwall and wingwall		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0									
3.3.B.C - Channel Relocation Details		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0									
3.3.B.D - Underdrain details (no detail per city sample)		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0									
3.3.B.E - BMP Details		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0									
3.3.C - Traffic Control																					







C-R-S		Downtown Sylvania Phase 2				PROPOSAL LABOR SUMMARY								Version: Feb 2017	
Consultant:		DGL Consulting Engineers													
Agreement No.		City of Sylvania - Main St Phase Two													
Modification No.		1													
PID No.															
Proposal Date		4/22/2025													
						Senior Project Manager	Project Manager	Senior Engineer	Project Engineer	Senior Technician	Technician	Intern	Total		
Task Description						\$90.00	\$75.00	\$70.00	\$55.00	\$40.00	\$50.00	\$32.00	Hours	Cost	
AUTHORIZED TASKS:															
2.1.2 - Survey/ Preliminary Design (Basic Services - Task 1)															
2.3 - AER Design															
2.3.A - Field Survey and Aerial Mapping															
2.3.A.A - Project Control, Benchmarks, and Reference Points															
2.3.A.B - Monumentation recovery															
2.3.A.C - Base Mapping (incl. field verify.)															
2.3.A.D - Drainage Survey (stream cross sections)															
2.3.A.F - Establish property lines, tax id, & ownerships on base map															
2.3.A.G - Property Owner Notification															
TOTAL 2.3 - AER Design															
2.7 - Stage 1 Design															
2.7.A - Roadway															
2.7.A.A - Title Sheet															
2.7.A.B - General Notes															
2.7.A.C - Schematic Plan															
2.7.A.D - Typical Sections															
2.7.A.E - Cross Sections															
2.7.A.F - Plan and Profile															
2.7.A.I - Superelevation Table															
2.7.A.J - Intersection Details															
2.7.A.L - Driveway Details															
2.7.A.N - Traffic Control															
2.7.B - Drainage															
2.7.B.A - Storm Sewer Profiles															
2.7.B.D - Drainage Calculations															
2.7.B.E - BMP Design															
2.7.C - Utilities															
2.7.C.A - Utility Coordination and Documentation															
2.7.D - Geotechnical Services															
2.7.D.A - Geotechnical Services and Report (assist)															

C-R-S	Downtown Sylvania Phase 2	PROPOSAL LABOR SUMMARY										Version: Feb 2017
Consulant:	DGL Consulting Engineers											
Agreement No.	City of Sylvania - Main St Phase Two											
Modification No.	1											
PID No.												
Proposal Date	4/22/2025											
		Senior Project Manager	Project Manager	Senior Engineer	Project Engineer	Senior Technician	Technician	Intern	Total			
Task Description		\$90.00	\$75.00	\$70.00	\$55.00	\$40.00	\$50.00	\$34.00	\$32.00	Hours	Cost	
2.7.H - Prepare C2 Cost Estimates and Update Milestones											\$0	
2.7.H.A - Roadway/Interchange Costs											\$0	
2.7.J - Maintenance of Traffic			0	0	0						\$0	
2.7.J.C- Conceptual MOT			0	0	0	0	8	0	0	8	\$400	
2.7.K - Signal Plans												
TOTAL - 2.7 - Stage 1 Design		0	0	0	0	0	8	0	0			
2.8 - Project Management for Preliminary Engineering Phase												
2.8.A - Meetings											\$0	
2.8.B - General Oversight											\$0	
TOTAL 2.8 - Project Management for Preliminary Engineering Phase		0	0	0	0	0	0	0	0	0	\$0	
Total - 2.1.2 Survey/Preliminary Design - Task 1		0	0	0	0	0	40	0	0	40	2000	
2.1.3 - Design Plans / Right of Way (Basic Services) - Task 2												
3.3 - Stage2												
3.3.A - Roadway												
3.3.A.A - Title Sheet					1					1	\$55	
3.3.A.B - Schematic					1					1	\$55	
3.3.A.C - General Notes					2					2	\$110	
3.3.A.D - Typical Sections					2					2	\$110	
3.3.A.E- Plan and Profile - Mainline				10	12					22	\$1,360	
3.3.A.H - Cross Sections				2	8					10	\$580	
3.3.A.I - Intersection Details - Maplewood				2	2					2	\$110	
3.3.A.I - Intersection Details				2	8					10	\$580	
3.3.B - Drainage												
3.3.B.A - Storm Sewer Profiles				1	4					5	\$290	
3.3.B.B - Culvert Detail Sheets including headwall and wingwall										0	\$0	
3.3.B.C - Channel Relocation Details										0	\$0	
3.3.B.D - Underdrain details (no detail per city sample)										0	\$0	
3.3.B.E - BMP Details										0	\$0	
3.3.C - Traffic Control										0	\$0	

C-R-S		Downtown Sylvania Phase 2				PROPOSAL LABOR SUMMARY										Version: Feb 2017		
Consultant:	DGL Consulting Engineers																	
Agreement No.	City of Sylvania - Main St Phase Two																	
Modification No.	1																	
PID No.																		
Proposal Date	4/22/2025																	
Task Description					Senior Project Manager	Project Manager	Senior Engineer	Project Engineer	Senior Technician	Technician	Intern	Total						
					\$90.00	\$75.00	\$70.00	\$55.00	\$40.00	\$34.00	\$32.00	Hours	Cost					
3.3.C.A - Pavement Marking Plan								3				3	\$165					
3.3.C.B - Signing Plan								4				4	\$220					
3.3.E - Maintenance of Traffic																		
3.3.E.A - MOT General Notes							1					1	\$70					
3.3.E.E - MOT Typical Sections							1					1	\$70					
3.3.E.F - MOT Plan Sheets							48					48	\$3,360					
3.3.J - Utilities																		
3.3.J.A - Utility Coordination and Documentation												0	\$0					
3.3.J.B - Water Works Plan (14 Plan shts, 2 streets)												0	\$0					
3.3.J.C - Water Works Details & Notes												0	\$0					
3.3.K - Geotechnical Services																		
3.3.K.A - Finalize Geotechnical Investigation and Report						0	0	0	0	0	0	0	\$0					
TOTAL 3.3 - Stage 2					0	0	65	47	0	0	0	112	7135					
3.4 - Right of Way Plans																		
3.4.A Conceptual Right of Way Plan Review												0	\$0					
3.4.B - Preliminary Right of Way Plans																		
3.4.B.G - Legal Descriptions and Closure Calculations												0	\$0					
3.4.C - Final Right of Way Plans																		
3.4.C.A Final Right of Way Plans												0	\$0					
3.4.C.B- Field Review & Verify Property Owners												0	\$0					
3.4.C.C - Record Centerline Plat and all appropriate documents												0	\$0					
3.4.C.D - Set R/W Pins after acquisition												0	\$0					
TOTAL 3.4 - Right of Way Plans					0	0	0	0	0	0	0	0	0	0				
3.8 - Prepare Cost Estimates and Revise Milestone																		
3.8.A - Roadway/Interchange Costs																		
TOTAL 3.8 - Prepare Cost Estimates and Revise Milestone					0	0	0	0	0	0	0	0	\$0					
3.9 - Project Management for Environmental Engineering Phase																		
3.9.A - Meetings													\$0					
3.9.B - General Oversight							80					80	\$5,600					
TOTAL 3.9 - Project Management for Environmental Engineering Phase					0	0	80	0	0	0	0	80	5600					
3.10 - Limited Review																		
3.10.A - QA/QC for Limited Review												0	\$0					

C-R-S	Downtown Sylvania Phase 2	PROPOSAL LABOR SUMMARY										Version: Feb 2017
Consultant:	DGL Consulting Engineers											
Agreement No.	City of Sylvania - Main St Phase Two											
Modification No.	1											
PID No.												
Proposal Date	4/22/2025											
Task Description		Senior Project Manager	Project Manager	Senior Engineer	Project Engineer	Senior Technician	Technician	Intern	Total			
		\$90.00	\$75.00	\$70.00	\$55.00	\$40.00	\$50.00	\$34.00	\$32.00	Hours	Cost	
	<b>TOTAL 3.10 - Limited Review</b>	0	0	0	0	0	0	0	0	0	0	0
	<b>Total - 3 Design Plans/ Right of Way Plans</b>	0	0	145	47	0	0	0	0	192	12735	
<b>4 - Design Plans / Right of Way Plans</b>												
4.1 - Right of Way Acquisition												
4.1.A - Right of Way Acquisition			0	0	0	0	0	0	0	0	\$0	\$0
<b>TOTAL 4.1 - Right of Way Acquisition</b>		0	0	0	0	0	0	0	0	0	\$0	\$0
4.2 - Stage 3 Detailed Design Plans												
4.2.A - Quantities and Notes												
4.2.A.A - Pavement Subsummary					6					6	\$330	
4.2.A.B - Drainage Subsummary					4					4	\$220	
4.2.A.C - Roadway Subsummary					9					9	\$495	
4.2.A.D - Not used										0	\$0	
4.2.A.E - Maintenance of Traffic Subsummary					4					4	\$220	
4.2.A.F - Pavement Marking Subsummary					8					8	\$440	
4.2.A.G - Signing Subsummary					8					8	\$440	
4.2.A.H - Signal Subsummary										0	\$0	
4.2.A.I - Noise Wall Subsummary										0	\$0	
4.2.A.J - Retaining Wall Subsummary										0	\$0	
4.2.A.K - Lighting Subsummary										0	\$0	
4.2.A.L - Landscape Subsummary										0	\$0	
4.2.A.M - General Summary Sheet					27					27	\$1,485	
4.2.A.N - Bridge Estimated Quantities Sheet										0	\$0	
4.2.A.O - Reinforcing Steel Schedule										0	\$0	
4.2.A.P - General Notes					1					1	\$55	
4.2.A.Q - Driveway Subsummary or Driveway Details (if included on same sheet)										0	\$0	
<b>TOTAL 4.2 - Stage 3 Detailed Design Plans</b>		0	0	0	67	0	0	0	0	67	3685	
4.3 - Prepare Cost Estimates and Revise Milestone												
4.3.A - Roadway/Interchange Costs										0	\$0	
4.3.B - Right of Way										0	\$0	
<b>TOTAL 4.3 - Prepare Cost Estimates and Revise Milestone</b>		0	0	0	0	0	0	0	0	0	\$0	\$0

C-R-S	Downtown Sylvania Phase 2		PROPOSAL LABOR SUMMARY								Version: Feb 2017	
Consultant:	DGL Consulting Engineers											
Agreement No.	City of Sylvania - Main St Phase Two											
Modification No.	1											
PID No.												
Proposal Date	4/22/2025											
	Senior Project Manager	Project Manager	Senior Engineer	Project Engineer	Senior Technician	Technician	Intern	Total				
Task Description	\$90.00	\$75.00	\$70.00	\$55.00	\$40.00	\$34.00	\$32.00	Hours	Cost			
4.4 - Final Plan Package												
4.4.A - Submission of Final Tracings and Documentation								0	\$0			
4.4 - Final Plan Package												
4.5 - Project Management for Final Engineering and Right of Way												
4.5.A - Meetings												
4.5.B - General Oversight			12					0	\$0			
TOTAL 4.5 - Project Management for Final Engineering and Right of Way Phase												
	0	0	12	0	0	0	0	12	\$40			
TOTAL 2.1.3 - Design Plans/Right of Way Plans (Basic Services) - Task 2												
	0	0	157	114	0	0	0	271	\$17,260			
2.1.4 - Bidding Assistance (Basic Services) - Task 3												
4.6 - Pre-Bid Activities												
4.6.A - Pre-Bid Questions, plan doc., etc.								0	\$0			
TOTAL 4.6 - Pre-Bid Activities												
	0	0	0	0	0	0	0	0	0			
TOTAL 2.1.4 - Bidding Assistance (Basic Services) - Task 3												
	0	0	0	0	0	0	0	0	\$0			
2.1.5 - Engineering During Construction (Basic Services) - Task 4												
5.1 - On-going Services during Construction												
5.1.A - On-going Services During Construction								0	\$0			
TOTAL 5.1 - On-going Services during Construction												
	0	0	0	0	0	0	0	0	0			
TOTAL 2.1.5 - Construction Phase												
	0	0	0	0	0	0	0	0	0			
TOTAL AUTHORIZED PARTS												
	0	0	157	114	0	0	0	311	\$19,260			

<b>C-R-S</b>	<b>Downtown Sylvania Phase 2</b>		
<b>Consultant:</b>	DGL Consulting Engineers		
<b>Agreement No.</b>	City of Sylvania - Main St Phase Two		
<b>Modification No.</b>	1		
<b>PID No.</b>			
<b>Proposal Date</b>	4/22/2025		
<b>Task Description</b>		<b>Narratives</b>	
<b>AUTHORIZED TASKS:</b>			
<b>2.1.1. - Kick Off</b>			
<b>1.5 - Project Management for Planning Phase</b>			
1.5.A - Meetings			
1.5.B - General Oversight			
1.5.C - Project Set Up			
1.5.D - Non Routine (Soft) Items			
<b>TOTAL 1.5 - Project Management for Planning Phase</b>			
<b>TOTAL 2.1.1 - Kick Off</b>			
<b>2.1.2 - Topo Survey/Preliminary Design</b>			
<b>2.3 - AER Design</b>			
2.3.A - Field Survey and Aerial Mapping			
2.3.A.A - Project Control, Benchmarks, and Reference Points			
2.3.A.B - Monumentation recovery			
2.3.A.C - Base Mapping (incl. field verify.)			
2.3.A.D - Drainage Survey (stream cross sections)			Survey and CAD work for new inside the five revisions
2.3.A.E - Bridge Survey			
2.3.A.F - Establish property lines, tax id, & ownerships on base			
2.3.A.G - Property Owner Notification			
<b>2.7 - Stage 1 Design</b>			
<b>2.7.A - Roadway</b>			
2.7.A.A - Title Sheet			
2.7.A.B - General Notes			

2.7.A.C - Schematic Plan	
2.7.A.D - Typical Sections	
2.7.A.E - Cross Sections	
2.7.A.F - Plan and Profile - Mainline	
2.7.A.I - Superelevation Table	
2.7.A.J - Intersection Details	
2.7.A.L - Driveway Details	
2.7.A.N - Traffic Control	
2.7.B - Drainage	
2.7.B.A - Storm Sewer Profiles	
2.7.B.D - Drainage Calculations	
2.7.B.E - BMP Design	
2.7.C - Utilities	
2.7.C.A - Utility Coordination and Documentation	Coordination of new utilities
2.7.D - Geotechnical Services	
2.7.D.A - Geotechnical Services and Report	
2.7.H - Prepare C2 Cost Estimates and Update Milestones	
2.7.H.A - Roadway/Interchange Costs	
2.7.J - Maintenance of Traffic	
2.7.J.C- Conceptual MOT Revision	
2.7.K - Signal Plans	
<b>TOTAL - 2.7 - Stage 1 Design</b>	
<b>2.8 - Project Management for Preliminary Engineering Phase</b>	
2.8.A - Meetings	
2.8.B - General Oversight	
<b>TOTAL 2.8 - Project Management for Preliminary Engineering</b>	
<b>Total - 2 Preliminary Engineering Phase</b>	
<b>2.1.3. - Design Plans/Right of Way</b>	
<b>3.3 - Stage2</b>	
3.3.A - Roadway	
3.3.A.A - Title Sheet	Phase 2 Updates - 1 Sheet
3.3.A.B - Schematic	Phase 2 Updates - 1 Sheet
3.3.A.C - General Notes	Checking of each sheet (2) for applicable notes
3.3.A.D - Typical Sections	Phase 2 Updates - 3 Sheets 8 road sections 8 detail sections
3.3.A.E- Plan and Profile - Mainline	Phase 2 Updates - Modification of Erie intersection (1 new sheet, 10 updates)
3.3.A.H - Cross Sections	New Sections at Inside the Five
3.3.A.I - Intersection Details - Maplewood	Phase 2 Updates to Maplewood - 2 sheets / plus additional Inside the Five details
3.3.A.I - Intersection Details	New details at Erie 1 sheet

3.3.B - Drainage		
3.3.B.A - Storm Sewer Profiles		New details at Erie
3.3.B.D - Underdrain details		
3.3.B.E - BMP Details		
3.3.C - Traffic Control		
3.3.C.A - Pavement Marking Plan		Phase 2 Updates - 1 sheet
3.3.C.B - Signing Plan		Phase 2 Updates - 1 sheet
3.3.E - Maintenance of Traffic		
3.3.E.A - MOT General Notes		Phase 2 Updates - 1 sheet
3.3.E.E - MOT Typical Sections		Phase 2 Updates - 1 sheet
3.3.E.F - MOT Plan Sheets		New Scheme - 2 new sheets at schematic level with low complexity
3.3.J - Utilities		
3.3.J.A - Utility Coordination and Documentation		
3.3.J.B - Water Works Plan		
3.3.J.C - Water Works Details & Notes		
3.3.K - Geotechnical Services		
3.3.K.A - Finalize Geotechnical Investigation and Report		
<b>TOTAL 3.3 - Stage 2</b>		
3.4 - Right of Way Plans		
3.4.A Conceptual Right of Way Plan Review		
3.4.B - Preliminary Right of Way Plans		
3.4.B.A - Legend Sheet		
3.4.B.B - Centerline Survey Plat		
3.4.B.C - Property Map		
3.4.B.D - Summary of Additional Right of Way		
3.4.B.E - Detailed ROW Plan Sheets		
3.4.B.F - Special Plats		
3.4.B.G - Legal Descriptions and Closure Calculations		
3.4.B.H - Right-of-Way Acquisition Estimate		
3.4.B.I - Field Review		
3.4.C - Final Right of Way Plans		
3.4.C.A Final Right of Way Plans		
3.4.C.B- Field Review & Verify Property Owners		
3.4.C.C - Record Centerline Plat and all appropriate documents		
3.4.C.D - Set R/W Pins after acquisition		
<b>TOTAL 3.4 - Right of Way Plans</b>		
3.8 - Prepare Cost Estimates and Revise Milestone		
3.8.A - Roadway/Interchange Costs		
<b>TOTAL 3.8 - Prepare Cost Estimates and Revise Milestone</b>		

<b>3.9 - Project Management for Environmental Engineering Phase</b>	
3.9.A - Meetings	
3.9.B - General Oversight	Estimated 4 months at medium rate
<b>TOTAL 3.9 - Project Management for</b>	
<b>Total - 3 Environmental Engineering Phase</b>	
<b>4.2 - Stage 3 Detailed Design Plans</b>	
4.2.A - Quantities and Notes	All subsummaries and general summary calc'd to use half of ODOT low rate per sheet
4.2.A.A - Pavement Subsummary	1 Sheet
4.2.A.B - Drainage Subsummary	1 Sheet
4.2.A.C - Roadway Subsummary	1 Sheet
4.2.A.E - Maintenance of Traffic Subsummary	1 Sheet
4.2.A.F - Pavement Marking Subsummary	1 Sheet
4.2.A.G - Signing Subsummary	1 Sheet
4.2.A.H - Signal Subsummary	
4.2.A.K - Lighting Subsummary	
4.2.A.L - Landscape Subsummary	
4.2.A.M - General Summary Sheet	3 Sheets
4.2.A.P - General Notes	1 Sheet
4.2.A.Q - Driveway Subsummary or Driveway Details (if included)	
4.2.C - Signing Plans	
4.2.C.A - Signing Plans	
4.2.C.B - Elevation View of Major Signs	
4.2.C.C - SignCAD	
<b>TOTAL 4.2 - Stage 3 Detailed Design Plans</b>	
<b>4.3 - Prepare Cost Estimates and Revise Milestone</b>	
4.3.A - Roadway/Interchange Costs	
4.3.B- Right of Way	
<b>TOTAL 4.3 - Prepare Cost Estimates and Revise Milestone</b>	
<b>4.4 - Final Plan Package</b>	
4.4.A - Submission of Final Tracings and Documentation	
<b>4.4 - Final Plan Package</b>	
<b>4.5 - Project Management for Final Engineering and Right of Way</b>	
4.5.A - Meetings	
4.5.B - General Oversight	Estimate 1 month at medium rate
<b>TOTAL 4.5 - Project Management for Final Engineering and Right</b>	



C-R-S	Downtown Sylvania Phase 2	OVERAGE LABOR SUMMARY										Version: Feb 2017
Consultant:	DGL Consulting Engineers											
Agreement No.	City of Sylvania - Main St Phase Two											
Modification No.	1											
PID No.												
Proposal Date	4/22/2025											
		Senior Project Manager	Project Manager	Senior Engineer	Project Engineer	Engineer	Senior Technician	Technician	Intern		Total	
Task Description		\$85.00	\$65.00	\$48.00	\$42.00	\$35.00	\$42.00	\$30.00	\$28.00	Hours	Cost	
AUTHORIZED TASKS:												
3.3 - Stage2												
3.3.A - Roadway												
3.3.A.A - Title Sheet										0	\$0	
3.3.A.B - Schematic										0	\$0	
3.3.A.C - General Notes										0	\$0	
3.3.A.D - Typical Sections - Maplewood			1	1	6					8	\$365	
3.3.A.E - Plan and Profile - Mainline				1	3					4	\$174	
3.3.A.H - Cross Sections - Maplewood			0.5	0.5	6					7	\$309	
3.3.A.H - Cross Sections - Main - Meeting door thresholds			2	8	37					47	\$2,063	
3.3.A.I - Intersection Details - Maplewood			1	1	4					6	\$281	
3.3.A.X - Revising Monroe intersection with new resurfacing typical and update to all plan sheets and quantity sheets				16						16	\$768	
3.3.A.X - Inside the Five Renovation Review and Comment			2	2	16					20	\$898	
3.3.B - Drainage												
3.3.B.A - Storm Sewer Profiles - Maplewood			1	1	6					8	\$365	
3.3.B.B - Culvert Detail Sheets including headwall and wingwall details										0	\$0	
3.3.B.C - Channel Relocation Details										0	\$0	
3.3.B.D - Underdrain details (no detail per city sample)										0	\$0	
3.3.B.E - BMP Details										0	\$0	
3.3.C - Traffic Control												
3.3.C.A - Pavement Marking Plan				1	6					7	\$300	
3.3.C.B - Signing Plan			1		4					5	\$233	
3.3.E - Maintenance of Traffic												
3.3.E.A - MOT General Notes										0	\$0	
3.3.E.E - MOT Typical Sections										0	\$0	
3.3.E.F - MOT Plan Sheets				4						4	\$192	
3.3.J - Utilities												
3.3.J.A - Utility Coordination and Documentation										0	\$0	
3.3.J.B - Water Works Plan - Monroe St & Maplewood Ave			2	2	20					24	\$1,066	
3.3.J.C - Water Works Details & Notes										0	\$0	
3.3.K - Geotechnical Services												
3.3.K.A - Finalize Geotechnical Investigation and Report			0	0	0	0	0	0	0	0	\$0	
TOTAL 3.3 - Stage2		0	10.5	37.5	108	0	0	0	0	156	7018.5	
TOTAL AUTHORIZED PARTS												
		0	10.5	37.5	108	0	0	0	0	156	\$7,019	

<b>C-R-S</b>	<b>Downtown Sylvania Phase 2</b>	
<b>Consultant:</b>	DGL Consulting Engineers	
<b>Agreement No.</b>	City of Sylvania - Main St Phase Two	
<b>Modification No.</b>	1	
<b>PID No.</b>	0	
<b>Proposal Date</b>	4/22/2025	
<b>Task Description</b>		<b>Overages Narratives</b>
<b>2.1.3. - Design Plans/Right of Way</b>		
<b>3.3 - Stage2</b>		
3.3.A - Roadway		
3.3.A.A - Title Sheet		
3.3.A.B - Schematic		
3.3.A.C - General Notes		
3.3.A.D - Typical Sections		
3.3.A.E- Plan and Profile - Mainline		
3.3.A.H - Cross Sections - Maplewood		
3.3.A.H - Cross Sections - Main - Meeting door thresholds		
3.3.A.I - Intersection Details - Maplewood		
3.3.A.X - Revising Monroe intersection with new resurfacing typical and update to all plan sheets and quantity sheets		
3.3.A.X - Inside the Five Renovation Review and Comment		
3.3.B - Drainage		
3.3.B.A - Storm Sewer Profiles - Maplwood		
3.3.B.D - Underdrain details		
3.3.B.E - BMP Details		
3.3.C - Traffic Control		
3.3.C.A - Pavement Marking Plan		
3.3.C.B - Signing Plan		
3.3.E - Maintenance of Traffic		
3.3.E.A - MOT General Notes		
3.3.E.E - MOT Typical Sections		
3.3.E.F - MOT Plan Sheets		
3.3.J - Utilities		
3.3.J.A - Utility Coordination and Documentation		
3.3.J.B - Water Works Plan		
3.3.J.C - Water Works Details & Notes		
3.3.K - Geotechnical Services		

## APPENDIX B



landscape architecture,  
urban design & planning

April 17, 2025

Mr. Steve Cherry  
Senior Transportation Construction Engineer  
DGL Consulting Engineers, LLC  
3455 Briarfield Boulevard, Suite E  
Maumee, Ohio 43537

RE: Modifications of Professional Landscape Architecture Services for Sylvania Downtown  
Improvements

Dear Steve:

The EDGE Group is requesting to modify our professional services for the Sylvania Downtown Improvements project as we move into the second phase of the project. It is our understanding that we will be continuing with construction documentation for the Phase 2 Streetscape improvements of Main Street between Maplewood and Erie Street based on the design that was developed during Phase 1.

This request is based on the additional amount of design, effort and coordination that was required in Phase 1 to adjust the streetscape components and alignment to achieve the final design and construction documents. The second phase will be designed to the same standards as the first phase and alignment.

The project area will also include additional layout and detailing of Maplewood Square Park at the northeast corner of Maplewood Ave. and Main Street.

As the project was divided into phases, which was not the original intent when we first prepared the proposal for the project, there will be some duplication in preparation of two sets of construction documents.

**Modification of Contract:**

- Park at Main & Maplewood (55 hours) – \$ 8,500.00
  - EDGE's original proposal did not consider that the existing shelter structure would be replaced. Addition design required in selecting a new structure and detailing for it.
- Inside the 5 corner (45 hours)- \$ 7,000.00
  - The city approved a site plan, submitted by the owner that did not take into consideration the proposed streetscape design. Some studies have been conducted prior to the project getting split into phases; however, we believe more study is warranted to arrive at the best solution.

Mr. Steve Cherry  
March 10, 2025

- Change from roundabout to traditional intersection (30 hours) - \$ 4,500.00
  - Edge will work with DGL to restudy/redesign the areas affected by this change, switching from tree lawns in the area to the addition of planters to continue the theme south of this area.

**TOTAL MODIFICATION OF CONTRACT**

**\$20,000.00**

If this proposal is acceptable, please sign below and return one copy to our office. The EDGE Group acknowledges your signature on this document as formal acceptance of the Scope, Fee and Terms expressed herein and as your authorization to proceed. Thank you for the opportunity to submit this proposal and we look forward to working with you on this project.

Respectfully Submitted,  
The EDGE Group, Inc.



Timothy J. Bockbrader, PLA, ASLA, LEED AP  
Principal

APPROVED:

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

Title: \_\_\_\_\_

Sylvania Municipal Planning Commission



Minutes of the regular meeting of May 14, 2025. Mr. Schaaf called the meeting to order.

Acting Secretary, Timothy Burns, took the roll call. Members present: Mayor Mark Frye, Carol Lindhuber and Jeff Schaaf. (3) present. Kate Fischer and Ken Marciniak excused.

Ms. Lindhuber moved, Mayor Frye seconded to approve the Minutes of the April 16, 2025, meeting as submitted. Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 3 – Council Referral – for review and recommendation – proposed Ordinance No. 56-2025, Amending Chapter 1166 of the Sylvania Codified Ordinances by Amending Sections 1166.16 – Nonconforming Signs.

Mayor Frye explained that the proposed ordinance was due to the City's administration being contacted by several businesses that were concerned about how they would be effected by the US 23 bridge project and that the administration agreed that it would be best to extend the deadline of the previous ordinance (No. 1-2006) from January 1, 2026 to January 1, 2028, as the bridge project was not foreseeable at the time of the passage.

 Mayor Frye moved, Ms. Lindhuber seconded to recommend to Council to approve proposed ordinance No. 56-2025 as submitted. Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote. 

Item 4 – Additions

- a. Request for approval to proceed with live stream format (Zoom) of future meetings of the Planning Commission – requested by Zoning Administrator, Timothy Burns, for the City of Sylvania.

Mr. Burns explained that members and applicants would receive a link to join the meeting and that the public would also be able to connect to the meeting. He added that the Zoom meeting would then be pushed to You Tube, with a twenty second delay.

Discussion took place amongst the members.

Ms. Lindhuber, Mayor Frye seconded to proceed with live stream meetings pending approval of policy by the Law Director (Leslie Brinning). Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote

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

Submitted by,



Timothy Burns, Acting Secretary  
Municipal Planning Commission

**ORDINANCE NO. 56-2025**

**AMENDING CHAPTER 1166 OF THE SYLVANIA CODIFIED  
ORDINANCES BY AMENDING SECTION 1166.16 – NONCONFORMING  
SIGNS; AND DECLARING AN EMERGENCY.**

WHEREAS, Ordinance No. 1-2006, passed February 22, 2006, adopted Chapter 1166 - Sign Regulations, which established requirements and standards for the erection and maintenance of signs within the City of Sylvania; and,

WHEREAS, Section 1166.16 – Nonconforming Signs established a deadline of January 1, 2026 for the removal of pole-mounted signs; and,

WHEREAS, due to the planned US23/Monroe Street Interchange Improvement Project and at the request of a business owner, the Director of Public Service has recommended that Section 1166.16 be amended to extend the deadline for removal of pole-mounted signs from January 1, 2026 to January 1, 2028.

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

SECTION 1. That Section 1166.16 - Nonconforming Signs of the Codified Ordinances of Sylvania, 1979, be, and the same hereby is, amended to read as set forth on "Exhibit A."

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 this ordinance must be immediately effective to make necessary changes to the Codified Ordinances. 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, \_\_\_\_\_, 2025, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

1166.16 NONCONFORMING SIGNS.

\* \* \*

(e) Loss of Legal Nonconforming Status for Pole-Mounted Signs. In addition to the loss of legal nonconforming status as set forth in Section 1166.16(d), except for pole-mounted signs located on properties in B-4 Shopping Center Districts which properties consist of Ninety-five thousand (95,000) or more square feet of commercial or retail space, any other pole-mounted sign which becomes a legal nonconforming sign shall become an illegal sign on and after January 1, 2028.

\* \* \*

(Ord. \_\_\_\_-2025. Passed \_\_\_\_-2025.)

“Exhibit A”



# Memo

TO: Mayor Frye and Members of Sylvania City Council  
FROM: Toby Schroyer, Director of Finance  
DATE: May 19, 2025  
RE: Then and Now Certifications

Below is the list of Then and Now Certifications for expenditures over \$3,000 that have been issued from November 1, 2024 through January 27, 2025. I request approval of the Then and Now Certifications as set forth below. Please call if you have any questions. Thank you.

11/1/2024	Swift Comply/ IT annual subscription	5,250.00
11/4/2024	Kuhlman Corp/ Streets, concrete and supplies	3,123.00
11/1/2024	Phoenix Services/Court	3,088.00
11/1/2024	Phoenix Services/Court	3,444.21
11/8/2024	Ohio AMS/ Court	4,664.00
11/12/2024	Advance Advertising/ Police Safety City/Lead shirts	4,515.45
11/13/2024	Lucas County E.M./Court	14,762.85
11/22/2024	Henschen and Associates/ Court	5,260.00
11/22/2024	Treasurer, State of Ohio/ Water Dept licenses	10,454.04
11/25/2024	Legal Lingo/Prosecutors Services	3,718.75
11/26/2024	InSource Solutions Group/ Tax return mailings	6,231.75
12/3/2024	All Seasons Tree & Lawn Care/ Tree removal	4,400.00
12/4/2024	J&L Mechanical/A/C repairs	11,594.00
12/6/2024	Flanders Creatives/ 2025 Calendar	3,500.00
12/4/2024	Ohio AMS/ Court	4,734.00
12/10/2024	Innovative/ IT annual support	4,175.36
12/10/2024	Court Diagnostic and Treatment Center/ Court	3,681.00
12/5/2024	Phoenix Services/Court	3,896.00
12/17/2024	Legal Lingo/Prosecutors Services	4,250.00
12/17/2024	Spengler Nathanson/ Labor negotiations	3,450.00
12/20/2024	Phoenix Services/Court	4,343.92
12/20/2024	Phoenix Services/Court	3,712.00
12/16/2024	Toledo Building Services/ Police floor cleaning	5,400.00
12/26/2024	Phoenix Services/Leaf Collection	3,785.85
12/26/2024	Towlift Toledo/ Parks	4,692.98
12/30/2024	HOT/ Calendar Printing	8,755.00
1/2/2025	Flock Safety/ Flock safety camera system	45,000.00
1/3/2025	Buck & Knobby/ Streets safety equipment	4,493.19
1/6/2025	HOT/ Calendar mailing cost	3,771.78
1/2/2025	SmartBill/ Utility dept monthly billing	4,569.03
1/7/2025	All-Spray/ Parks power washer	5,899.28
1/10/2025	Buck & Knobby/ Streets solar tech message board	17,897.00
1/10/2025	Buck & Knobby/ Streets Trailer	17,500.00

1/14/2025	Ohio Utilities Protection Serv./ Water professional services	3,365.10
1/15/2025	Kuhlman Corp/ Sewer repairs	8,491.90
1/15/2025	J&L Mechanical/A/C repairs	5,746.02
1/15/2025	K2 Electric/ Replace prosecution overhead lights	4,220.00
1/15/2025	Overhead/ Repair garage door	3,300.00
1/17/2025	Henschen and Associates/ Court	8,240.00
1/17/2025	Habetic Security/ Sewer annual alarm service	3,710.36
1/22/2025	Lake Erie Electric/ Court parking lot light repairs	3,759.80
1/23/2025	CJCC-Noris/ Police 2025 Noris Service 1st qtr	7,264.69
1/24/2025	Aclara Technologies/ Utilities 2025 maint agreement	40,046.00
1/22/2025	Lexipol/ Police 2025 subscription	17,094.54
1/29/2025	Spengler Nathanson/ Labor negotiations	5,050.00
1/29/2025	Phoenix Services/ Prosecution	3,700.00
1/29/2025	Legal Lingo/Prosecutors Services	9,869.80
1/27/2025	CJCC/ court	3,054.94
1/27/2025	American Interiors/ Court	14,274.58



## Board of Architectural Review

Minutes of the regular meeting of May 14, 2025. Mr. Schaaf called the meeting to order.

Acting Secretary, Timothy Burns, took the roll call. Members present: Mayor Mark Frye, Carol Lindhuber and Jeff Schaaf. (3) present. Kate Fischer and Ken Marciniak excused.

Ms. Lindhuber moved, Mayor Frye seconded to approve the Minutes of the April 16, 2025, meeting as submitted. Vote being: Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 3 – Regulated Sign – app. no. 11-2025 requested by Ryan Wishau of Toledo Sign Co. for Sylvania Studios, 6417 Monroe Street, Sylvania, Ohio 43560. Application is for a new wall sign and a replacement pylon in an existing monument sign.

Mayor Frye moved, Ms. Lindhuber seconded, to approve the signs shown in the drawing submitted with the application. Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 4 – Regulated Sign – app. no. 12-2025 requested by Dillon Patterson of Fast Signs for Crossview Church, 5834 Monroe Street, Suite N, Sylvania, Ohio 43560. Application is for a new wall sign.

Mr. Burns commented that the church is in the process of obtaining a Special Use Permit for the Church and that this application is only for architectural review of the sign.

Ms. Lindhuber moved, Mayor Frye seconded, to approve the sign shown in the drawing submitted with the application. Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 5 – Building Review – app. no. 13-2025 requested by Trace O'Brien of Tomahawk Property Management LLC, 5681 Main Street, Sylvania, Ohio 43560. Application is for architectural review of a commercial exterior renovation.

Mr. O'Brien was present, along with his brother Todd O'Brien, and Dan Kujawa.

Todd gave a brief presentation about the renovation project and said that the colors were chosen to blend with the downtown area, and that the back side of the building would be green and black.

Ms. Lindhuber moved, Mayor Frye seconded, to approve the design shown in the drawing submitted with the application. Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 6 – Regulated Sign – app. no. 14-2025 requested by McKenna Beam of Illumatech Inc. for Autozone, 5325 Alexis Road, Sylvania, Ohio 43560. Application is for a new monument sign to replace an existing pole sign.

**Board of Architectural Review**  
**Minutes of May 14, 2025**  
**Page 2**

Ms. Lindhuber moved, Mayor Frye seconded, to approve the sign shown in the drawing submitted with the application. Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 7 – Regulated Sign – app. no. 15-2025 requested by Sue Sprouse of Allen Industries for Tam-O-Shanter, 7060 Sylvania Avenue, Sylvania, Ohio 43560. Application is for a replacement monument sign.

Mr. Ray Oleric of Sylvania Area Joint Recreation District was present and said that the dimensions of the new sign would be the same as the existing sign.

Ms. Lindhuber moved, Mayor Frye seconded, to approve the sign shown in the drawing submitted with the application. Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

**Item 8 – Additions**

- a. Request for approval to proceed with live stream format of future meetings of the Board of Architectural Review – requested by Zoning Administrator, Timothy Burns, for the City of Sylvania.

Mr. Burns explained that other communities have already begun streaming these meetings. He explained that the meetings would be held by Zoom, as they were previously during the height of COVID, and will then be pushed to You Tube with a 20 second delay. He said that the legality of this has been reviewed by the Law Director (Leslie Brinning), and that the approval should be subject to a policy approved by her.

Councilman, Brian McCann was present and asked if notification would be put out to ask if someone from the public would like to participate?

Mr. Burns said that it would and that they would then be sent a link to the Zoom meeting.

Mr. Burns said that the live stream format would begin at the next meeting (June 11<sup>th</sup>) and that they would do a trial of the meeting prior to. He also said that they would do a trial of the meeting prior to the June 11<sup>th</sup> meeting.

More discussion took place amongst the members.

Ms. Lindhuber moved, Mayor Frye seconded, to proceed with live stream of future meetings of the Board of Architectural Review meetings beginning June 11<sup>th</sup>, 2025, pending the policy approved by the Law Director. Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay.

B.

## Sylvania Municipal Planning Commission

Minutes of the regular meeting of May 14, 2025. Mr. Schaaf called the meeting to order.

Acting Secretary, Timothy Burns, took the roll call. Members present: Mayor Mark Frye, Carol Lindhuber and Jeff Schaaf. (3) present. Kate Fischer and Ken Marciniak excused.

Ms. Lindhuber moved, Mayor Frye seconded to approve the Minutes of the April 16, 2025, meeting as submitted. Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 3 – Council Referral – for review and recommendation – proposed Ordinance No. 56-2025, Amending Chapter 1166 of the Sylvania Codified Ordinances by Amending Sections 1166.16 – Nonconforming Signs.

Mayor Frye explained that the proposed ordinance was due to the City's administration being contacted by several businesses that were concerned about how they would be effected by the US 23 bridge project and that the administration agreed that it would be best to extend the deadline of the previous ordinance (No. 1-2006) from January 1, 2026 to January 1, 2028, as the bridge project was not foreseeable at the time of the passage.

Mayor Frye moved, Ms. Lindhuber seconded to recommend to Council to approve proposed ordinance No. 56-2025 as submitted. Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

### Item 4 – Additions

- a. Request for approval to proceed with live stream format (Zoom) of future meetings of the Planning Commission – requested by Zoning Administrator, Timothy Burns, for the City of Sylvania.

Mr. Burns explained that members and applicants would receive a link to join the meeting and that the public would also be able to connect to the meeting. He added that the Zoom meeting would then be pushed to You Tube, with a twenty second delay.

Discussion took place amongst the members.

Ms. Lindhuber, Mayor Frye seconded to proceed with live stream meetings pending approval of policy by the Law Director (Leslie Brinning). Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote

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

Submitted by,




Timothy Burns, Acting Secretary  
Municipal Planning Commission

**Board of Architectural Review**  
**Minutes of May 14, 2025**  
**Page 3**

Motion passed by a 3 to 0 vote.

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

Submitted by,

  
Timothy Burns, Acting Secretary  
Municipal Planning Commission