

Sylvania City Council

May 5, 2025

6:30 p.m. Craig A. Stough Administration Building Dedication Ceremony

6730 Monroe Street

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 Mrs. Westphal.
3. Additions to the agenda.
4. Approval of the Council meeting minutes from April 21, 2025.
5. Proposed Ordinance No. 53-2025, Authorizing the Mayor and Director of Finance to enter into agreements with a Head teacher, Teachers, and Aides for the Sylvania safety City Program being conducted by the Sylvania Police Division.
6. Gateway Signage Standard Development Proposal (EDGE).
 - a. Service Director's letter requesting authorization.
 - b. Proposed Ordinance No. 54-2025, Accepting the proposal of The EDGE Group, Inc. to provide professional landscape, architectural and design services for this project.
7. 2025 Sidewalk Program – Bid Award.
 - a. Service Director's letter recommending bid award.
 - b. Proposed Ordinance No. 55-2025, Accepting the proposal of Strayer Concrete and awarding the contract for this project to same.
8. Proposed Ordinance No. 56-2025, Amending Chapter 1166 of the Sylvania Codified Ordinances by amending Section 1166.16 – Nonconforming signs. (Council referral to Plan Commission).
9. Proposed Ordinance No. 57-2025, Accepting the proposal of Asure Customer & IP Holdco, LLC to provide HCM Payroll Software.
10. Service Director's letter requesting obsolete equipment be put on GovDeals.com for disposal.
11. Committee reports.
12. Committee referrals.

INFORMATION – None

Minutes of the Meeting of Council
April 21, 2025

4

The Council of the City of Sylvania, Ohio met in regular session on April 21, 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(excused), Mary Westphal; (6) present; (1) absent.

Roll call:
6 present,
1 absent.

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

Pledge of
Allegiance.

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

Item #9a. Update by Chief Miller on “Senior Assassin” Game.

Additions to the
agenda.

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

Agenda approval.

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

Mrs. Westphal presented the April 7, 2025 regular meeting minutes. Mrs. Westphal moved, Mr. McCann seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of April 7, 2025 be approved; roll call vote being: Hansen, McCann, Westphal, Richardson, Murphy, Haynam; (6) yeas; (0) nays. The motion carried.

Approval of
April 7, 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. 51-2025, “Authorizing the Mayor and Director of Finance to enter into an Agreement, on behalf of the City of Sylvania, Ohio, with the Board of Lucas County Commissioners, for the provision of Public Defender Services to the Sylvania Municipal Court for the year 2025; and declaring an emergency”; Mrs. Westphal moved, Mr. Hansen seconded for passage of Ordinance No. 51-2025 as an emergency measure; roll call vote being: Haynam, McCann, Murphy, Richardson, Hansen, Westphal; (6) yeas; (0) nays. The motion carried.

Ordinance No.
51-2025, “...
Agreement with
Lucas County
Commissioners
...Public
Defender...”

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

Service Director’s letter recommending engineering services agreement was placed on file. Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 52-2025, “Accepting the proposal of Dixon Engineering, Inc. to provide engineering services for necessary improvements to the City’s Water Storage Tanks; appropriating funds therefore in the amount of \$11,000; and declaring an emergency”; Mr. Hansen moved, Mr. McCann seconded for passage of Ordinance No. 52-2025 as an emergency measure; roll call vote being: Haynam, McCann, Murphy, Richardson, Hansen, Westphal; (6) yeas; (0) nays. The motion carried.

Ordinance No.
52-2025, “...
Dixon
Engineering...
Water Tanks...”

Minutes of the Meeting of Council
April 21, 2025

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

Mr. McCann presented and read aloud by title only, proposed Resolution No. 10-2025, "A Resolution of the Council of the City of Sylvania supporting the 10-Year, 1.4 Mill Replacement Levy for the Metropolitan Park District of the Toledo Area; and declaring an emergency"; Mr. McCann moved, Mrs. Westphal seconded for passage of Resolution No. 10-2025 as an emergency measure; roll call vote being: Haynam, Murphy, Richardson, McCann, Hansen, Westphal; (6) yeas; (0) nays. The motion carried.

Resolution No. 10-2025, "... Support for Metroparks 1.4 mill levy..."

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

Council is in receipt of the Plan Commission's recommendation of approval for the Petition for Zoning Amendment Application No. SUP-1-2025 from KIF Properties Ltd. For 5834 Monroe Street, Suite M-N, to change existing restaurant (B-4 Shopping Center District) into Crossview Community Church (B-4 with Special Use). Mr. Haynam moved, Mr. Hansen seconded to set the Public Hearing for SUP-1-2025 on Monday, June 2, 2025 at 7:15pm in City Council Chambers, 6635 Maplewood Avenue, Sylvania, Ohio 43560; roll call vote being: Murphy, Hansen, Westphal, Richardson, Haynam, McCann; (6) yeas; (0) nays. The motion carried.

Set Public Hearing For SUP-1-2025 On 6/2/25 at 7:15pm.

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

Chief Miller gave a brief update on the community's concern over the "Senior Assassin" game being played by Southview and Northview High School Senior students. Chief Miller along with Sylvania Township Police Chief Sarah Toth announced their "Zero Tolerance" Policy on this type of game/activity. Dr. Motley, Sylvania Schools Superintendent, was also advised of this policy and agreed with the police departments. There was only one call to the Township Police Division over the weekend regarding this game.

Update by Chief Miller on "Senior Assassin" Game.

Before ending the meeting, Mayor Frye announced that there will be a ceremony on Monday, May 5, 2025 at 6:30pm to unveil and light the new signage on the Administration Building naming it after the previous Mayor, Craig A. Stough.

Unveiling & Lighting of new Signage.

Minutes of the Meeting of Council
April 21, 2025

Mayor Frye stated all agenda items have been addressed.

Mrs. Westphal moved, Mr. McCann seconded to adjourn at 7:50 p.m. Roll call vote
being: Murphy, Hansen, McCann, Richardson, Westphal, Haynam; (6) yeas; (0) nays.

Adjournment.

Clerk of Council

Mayor

5

ORDINANCE NO. 53-2025

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO AGREEMENTS 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.

WHEREAS, this Council passed Resolution No. 4-86 establishing the SYLVANIA SAFETY CITY FUND for the purpose of receiving funds for educating the preschool children of this City by initiating and maintaining a high-quality safety education program through proper and effective teaching techniques, the name of which fund was, by Resolution No. 29-90, passed November 15, 1990, changed to POLICE COMMUNITY AFFAIRS PROGRAM FUND; and,

WHEREAS, the Sylvania Division of Police, as the lead agency, in cooperation with, and through the support of, the Sylvania City Schools, service clubs, citizens and others, have planned the educational safety program for the period beginning and ending in June of 2025; and,

WHEREAS, attached hereto as "Exhibit A" is a list of the persons and their general duties, with amounts designated for each person for the accomplishment of their respective duties at a total cost of Six Thousand Two Hundred Fifty-Four Dollars (\$6,254.00); and,

WHEREAS, agreements for the providing of such services should be authorized and payment therefore should be authorized.

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 and directed to enter into agreements for the providing of services for the Safety City Program for the period beginning and ending in June of 2025, at a total cost of not to exceed Six Thousand Two Hundred Fifty-Four Dollars (\$6,254.00), with each of the persons listed on "Exhibit A" at an amount for each as designated on said Exhibit for each, which written agreements shall be approved as to form by the Director of Law.

SECTION 2. That the Mayor and Director of Finance be, and they are hereby are, authorized and directed to enter into agreements for the services of persons for the said Safety City Program for the period beginning and ending in June of 2025, and for such substitute and additional persons as the Mayor and Director of Finance may deem necessary, which written agreements shall be approved as to form by the Director of Law, but no agreements shall be made that will exceed the amount currently appropriated for such purpose.

SECTION 3. That the amounts payable pursuant to agreements for said services so provided shall be charged to and paid from **Account No. 810 7160 1250-Contracts, Safety City**.

SECTION 4. That the Director of Finance of this City be, and hereby is, authorized and directed to draw his warrant or warrants against said account in payment of services to be provided under the agreements hereby authorized in the total sum of the amount appropriated to said account, upon presentation of proper voucher or vouchers therefore, duly approved by the Director of Public Safety.

SECTION 5. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 6. 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 7. 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 agreements must be authorized immediately to provide the services required. 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
APPROVED:

Director of Law

Mayor

Date

2025 SAFETY CITY TEACHERS AND AIDES

Valerie Shnider 5100 Brint Crossing Blvd. Sylvania, OH 43560 EDUCATION COORDINATOR	\$770.00
Angela Lawson 4621 Framingham Dr. Sylvania, OH 43560 TEACHER	\$590.00
Lauren Colletti 3851 Harrowsfield Sylvania, OH 43560 TEACHER	\$590.00
Kylie Paprocki 6926 Elden Drive Sylvania, OH 43560 TEACHER	\$590.00
Andrea Pasquale 6955 Dorr St., Suite 64 Toledo, OH 43615 TEACHER	\$590.00
Bridgette Froelich 3072 Carskaddon Ave., Apt. 311 Toledo, OH 43606 TEACHER	\$590.00
Amanda Herr 7599 Nottingham St. Lambertville, MI 48144 TEACHER	\$590.00
Maddy Delucio 4643 Weldwood Lane Sylvania, OH 43560 TEACHER AIDE	\$324.00
Addison Bannwart 6422 Longfellow Sylvania, OH 43560 TEACHER AIDE	\$324.00
Elizabeth Bueschen 5860 Brainard Sylvania, OH 43560 TEACHER AIDE	\$324.00
Kayla Kuhr 6605 Coppersmith Rd. Sylvania, OH 43560 TEACHER AIDE	\$324.00
Bree Vogelsong 4728 Wickford Drive East Sylvania, OH 43560 TEACHER AIDE	\$324.00
Grace Barnswell 6726 Brintwood Rd. Sylvania, OH 43560 POLICE AIDE	\$324.00

ba.



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

May 5, 2025

To: The Mayor and Members of Sylvania City Council

Re: **Gateway Signage Standard Development Proposal (EDGE)**

Dear Mr. Mayor and Council Members:

Major capital improvement investments at several high-profile locations in Sylvania are underway this year. Work has started on the US-23/Monroe Interchange and Downtown Transportation Improvement projects. Several other projects are in the planning/design stages including the Erie and Monroe (2027), Brint and Harroun (2028), and Main and Convent (2029) roundabouts. The Service Department would like provide aesthetically pleasing welcoming signage at select entry points to downtown. These entry points include the US-23/Monroe interchange, Main Street (north and south of downtown), and Erie Street. The proposed welcome signage would be monument style with lighting and landscaping and could vary in size depending on the location and available right-of-way.

The Service Department received a proposal from EDGE in the amount of \$16,500 to develop a Gateway Signage Standard. The end goal of the standard is to have shelf-ready signage to implement and install as these projects advance into construction phases. EDGE has been heavily involved in landscape and aesthetic planning work in Sylvania having participated in the US-23/Monroe, Downtown, Rotary Park, and Erie & Monroe roundabout projects to date. Their understanding of the aesthetics work already completed and how to blend these signs into those designs makes them very qualified to lead this effort.

These funds were not included in the 2025 capital improvement budget. If authorized the funds would be from account 401-7750-52268, Lands and Buildings (Miscellaneous). The Service Department would engage the Board of Architectural Review for input and recommendations with final approvals to be requested by City Council. Please contact me with any questions.

Sincerely,

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

6730 MONROE STREET • SYLVANIA, OHIO 43560-1948 • (419) 885-8965 • FAX (419) 885-0486
www.cityofsylvania.com

6b.

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.

WHEREAS, over the next two to three years, several major infrastructure improvements, including the US23/Monroe Street Interchange and the Downtown Transportation Improvements, will be completed in the City; and,

WHEREAS, during these improvements, some of the City's gateway signs will need to be removed; and,

WHEREAS, the Director of Public Service has received a proposal from The EDGE Group, Inc. to develop standards for gateway signage in the City so that the appropriate signage can be included as part of the construction of the projects; and,

WHEREAS, the Director of Public Service, by report dated May 5, 2025, has received a proposal from The EDGE Group, Inc. to provide professional landscape architectural and design services to provide gateway sign and graphic design options at a cost of \$16,500, and the Director of Public Service has recommended approval of that proposal.

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

SECTION 1. That the proposal of The EDGE Group, Inc. in the amount of Sixteen Thousand Five Hundred Dollars (\$16,500.00) to provide landscape architectural and design services for the Gateway Signage Standard Development Project is hereby approved and accepted.

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

SECTION 3. That to provide funds for said services hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7750-52268 – Miscellaneous** an amount not to exceed Sixteen Thousand Five Hundred Dollars (\$16,500.00).

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

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

SECTION 6. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the landscape architectural and design services for the gateway signage standard should commence at the earliest possible time and therefore this Ordinance should be effective immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2025, as an emergency measure.

ATTEST:

President of Council
APPROVED AS TO FORM:

Clerk of Council
APPROVED:

Director of Law

Mayor

Date



landscape architecture,
urban design & planning

April 23, 2025

Mr. Joeseeph Shaw
Service Director
City of Sylvania
6730 Monroe St.
Sylvania, OH 43560

RE: Professional Landscape Architectural Services City of Sylvania Gateway Signage

Dear Joe,

EDGE along with our consultant partner Margo Puffenberger (m.e.p.) are pleased to submit this proposal to provide professional services for the above-referenced project. It is our understanding that we will be providing gateway sign and graphic design options for the City of Sylvania to be used on future projects. EDGE and m.e.p. have successfully worked as a team on various projects, including Monroe MI, Huron & Madison Streetscape, and the Ohio Expo Center & State Fairgrounds. The design team will coordinate with the City to understand branding goals and explore scale, materials, and visibility options. EDGE will provide multiple design concepts illustrating layout, typography, color schemes, and sign materials. Concepts will be refined based on feedback, with an emphasis on creating options that are cohesive with the City of Sylvania's logo and branding and effectively communicate welcoming and recognizable gateways.

Based upon this understanding of the project, we propose the following scope of services.

Basic Scope of Services

Pre-Design

1. Initial meeting with Owner to discuss program of uses, budget and any preliminary design thoughts.
2. EDGE will utilize aerial photography and existing architectural floorplans and surveys to develop gateway location diagrams.
3. Site visit to orient the design team with existing conditions and photo document certain areas of the sites, in overview fashion.
4. Review of the site's character, history, and surrounding landscape to ensure signage is contextually appropriate and supports placemaking goals.
5. Provide an overall diagram of proposed gateway locations.

Schematic Design

1. Create 2-3 conceptual sign families, each including primary gateway signs of various scales with cohesive visual language. Gateway features to reflect the character and "branding" of the City of Sylvania. Initial concept renderings are to be presented in plan and elevation only.
2. Review meeting with the City to solicit comment and gain concurrence on design direction.
3. Revise concept plans based on feedback and adjust accordingly.
4. Prepare the selected concept's final 3-D renderings and rendered elevations to illustrate the design intent.
5. Prepare final deliverable of the selected concept, including materials, colors, text, etc.
6. Prepare estimate of probable cost.
7. Review meeting with the City to present final design option.

Assumptions & Exclusions

1. Construction plans and details are not included in the scope of work, nor is structural and electrical engineering of signs.
2. All work will be completed using aerial photography and existing linework. A survey is not included in the scope of work.

Professional Fees

For the above-described service, EDGE proposes the following fee structure, plus reimbursable expenses. Please find attached our standard Terms and Conditions, which are a part of this proposal.

Pre-Design

Fixed Fee Amount.....\$2,500

Schematic Design

EDGE Hourly, Not To Exceed.....\$10,500

m.e.p. Hourly, Not To Exceed.....\$3,500

Total Fee

Fixed Fee Amount.....\$16,500

If this proposal is acceptable, please sign below and return one copy to our office. EDGE 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, ASLA, PLA, LEED AP
Principal



Kristyn Bowden PLA, LEED Green Associate
Senior Associate

Approved

Name: _____ Name: _____

Title: Mayor Title: Director of FinanceCompany: City of Sylvania Company: City of Sylvania

Date: _____ Date: _____

TERMS AND CONDITIONS

This agreement contains the terms and conditions governing the attached proposal by The EDGE Group, Inc. doing business as EDGE, and is governed by the laws of the State of Ohio.

Payments

All payments are due within fifteen (15) days of date of invoice. Amounts unpaid thirty days after the invoice date are subject to 1.5% per month interest (18% per annum) on unpaid balance. An initial payment of 10% of the total fee is payable upon execution of the contract. This initial payment will be applied to the first project invoice. Any failure to pay a monthly invoice when due shall give The EDGE Group the right to terminate this contract. Services will be invoiced on a monthly basis.

Additional Services

For work requested and performed beyond the basic scope of this agreement, The Edge Group shall receive extra compensation at the prevailing rates plus reimbursable expenses at the time the work is authorized in writing. Payments for such additional services are subject to the terms stated above.

Reimbursable Expenses

In addition to compensation provided for professional services, The EDGE Group, Inc. shall receive reimbursement for expenses incurred on behalf of the client towards the completion of the project. Expenses are to be billed at a multiple of 1.1 times cost. Expenses are to include but are not limited to printing, photo processing, plotting, telephone calls, postage, copies, travel, meals and lodging. Additional charges for insurance adjustments requested by the client over basic coverage are reimbursable. Payments for all such reimbursable expenses are subject to the terms stated above.

Delay of Schedule

Should the project be delayed beyond the original scheduled completion dates through no fault of The EDGE Group, Inc., compensation will be adjusted to rates prevailing at the time the project is invoiced plus reimbursable expenses for all additional time spent on the project beyond the period scheduled.

Standard of Care

In providing services under this agreement, The EDGE Group will endeavor to perform in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. The EDGE Group will perform its services as expeditiously as is consistent with professional skill and care and the orderly progress of The EDGE Group's part of the project. Regardless of any other term or condition of this Agreement, The EDGE Group 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.

Indemnifications

The Client agrees, to the fullest extent permitted by law, to indemnify and hold The EDGE Group and its subconsultants harmless from and against any and all damage, losses or cost (including reasonable attorney's 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. The EDGE Group further agrees to indemnify the Client for damages arising from its own negligent errors, acts or omissions.

Construction Activities

The EDGE Group shall not be responsible for the acts or omissions of any person performing any of the Work or for instructions given by the Client or its representatives to anyone performing any of the work, nor for means and methods or job-site safety.

Limitation of Liability

Neither The EDGE Group, Inc., nor its officers, directors, members, partners, employees, agents or consultants shall be jointly, severally, individually or otherwise liable to the client or anyone claiming by, through or under the client, in excess of the compensation paid pursuant to this agreement, by reason of any act or omission (including breach of contract or negligence) not amounting to willful or intentional wrong doing. The Edge Group, Inc., shall not be liable for consequential damages.

Termination of Services

This agreement may be terminated by either party upon not less than seven (7) days written notice should the other party fail substantially to perform in accordance with the terms of this agreement through no fault of the party initiating the termination. The EDGE Group, Inc., reserves the right to cease all work production at such time the account remains unpaid fifteen (15) days after the invoice date. The EDGE Group, Inc., shall be compensated for all services performed prior to termination or work stoppage for reasons stated above plus reimbursable expenses and reasonable profit on the project.

Prevailing Rates

Professional 5.....	\$190/hour - \$275/hour
Professional 4.....	\$160/hour - \$190/hour
Professional 3.....	\$140/hour - \$160/hour
Professional 2.....	\$120/hour - \$140/hour
Professional 1.....	\$ 95/hour - \$120/hour
Intern.....	\$ 65/hour - \$ 90/hour

Effective: January 1, 2025

7a.



April 28, 2025

DEPARTMENT OF PUBLIC SERVICE
TIMOTHY S. BURNS, ZONING ADMINISTRATOR

To: The Mayor and Members of Sylvania City Council

Re: **BID AWARD – 2025 SIDEWALK PROGRAM**

Mr. Mayor and Council Members:

We received two (2) bids for the above referenced project. The lowest bid was submitted by Strayer Concrete of Waterville, Ohio in the amount of \$26,500.00. Strayer Concrete has held Sidewalk/Driveway Contractors License with the City in previous years as well as in 2024.

The next lowest bid was submitted by Jennite Company of Toledo in the amount of \$34,911.00.

Based on the proposals the apparent low bidder we believe it is in the best interest of the City to award the 2025 Sidewalk Program contract to Strayer Concrete in the amount of \$26,500.00.

Timothy S. Burns
City of Sylvania – Zoning Administrator

7b.

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.**

WHEREAS, plans for the 2025 Sidewalk Replacement Program have been completed and are now on file with the Clerk of this Council; and,

WHEREAS, the Zoning Administrator, by report dated April 28, 2025, stated that he requested proposals from two local companies for the 2025 Sidewalk Replacement Program and the following proposals were received:

<u>COMPANY</u>	<u>PRICE</u>
Strayer Concrete	\$26,500.00
Jennite Company	34,911.00

WHEREAS, the proposal offered by Strayer Concrete meets all of the City's specifications and the Zoning Administrator, by report April 28, 2025, has recommended acceptance of the proposal submitted by Strayer Concrete and that the contract for the 2025 Sidewalk Replacement Program be awarded to same.

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 Strayer Concrete, Waterville, Ohio for said 2025 Sidewalk Replacement Program, in the amount of Twenty-Six Thousand Five Hundred Dollars (\$26,500.00), is hereby determined to be the lowest and best proposal received and the same is hereby accepted.

SECTION 2. That the Mayor and Director of Finance be, and hereby are, authorized and directed to execute a contract with the company named in Section 1 above for the furnishing of such labor and materials in accordance with said proposal.

SECTION 3. That to provide funds for said improvements hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not

heretofore appropriated to **Account No. 401-7615-53530 – Sidewalk Replacements**, the total sum of Twenty-Six Thousand Five Hundred Dollars (\$26,500.00).

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

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

SECTION 6. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the proposal of Strayer Concrete should be accepted immediately so as to provide for the commencement of the 2025 Sidewalk Replacement Project at the earliest possible time. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2025, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

City of Sylvania, OH

Price Proposal Document

2025 Sidewalk Replacement Program

Each bidder shall fill out this page and submit it to the City of Sylvania's Zoning Office
8425 Sylvania-Metamora Rd. Sylvania, OH 43560 prior to 4:00PM Friday April 25th, 2025.
Participants will be notified by mail of the winning bid the week of April 28th, 2025.

Please fill in all of the fields listed.

Please PRINT.

Company Name

Strayer Concrete

Address

10010 South River Rd

Waterville OH 43566

Phone

419-343-9911

Email

mssstrayer@gmail.com

Bid for completion of sidewalk work (Exhibit A.).

\$ 26,500⁰⁰

Bid compiled and certified by:

Signature

Mark Strayer

Print Name

Mark Strayer

Title

Owner

City of Sylvania, OH

Price Proposal Document

2025 Sidewalk Replacement Program

Each bidder shall fill out this page and submit it to the City of Sylvania's Zoning Office
8425 Sylvania-Metamora Rd. Sylvania, OH 43560 prior to 4:00PM Friday April 25th, 2025.
Participants will be notified by mail of the winning bid the week of April 28th, 2025.

Please fill in all of the fields listed.

Please PRINT.

Company Name

Jennite Company

Address

4690 W. Bancroft
Toledo, OH 43615

Phone

419-351-4645

Email

TWALTER@jennite.com

Bid for completion of sidewalk work (Exhibit A.).

\$ 34911.00
(See attached est #6718)

Bid compiled and certified by:

Signature

Thomas Walter
Thomas Walter
Sales

Print Name

Title

City of Sylvania/Sidewalks



4690 West Bancroft Street
Toledo, OH 43615
Ph: 419-531-1791 Fax: 419-531-7591
Email: estimate@jennite.com
Web Site: www.jennite.com

Estimate

Date 4/24/2025

Estimate # 67181

Rep TW

Fax

To: City of Sylvania
ATTN: Timothy Burns
8425 Sylvania-Metamora Rd
Sylvania, OH 43560

Job Location:

Phone Nu... 419-885-8948

Remove concrete walks as designated and haul away. Install 2" of #411 berm stone and 4" of class "C" concrete. Pull forms, saw cut and back fill only with dirt dug up from removal of walk.. Top soil and seed by others. Areas in right of way will have 6" stone and 6" concrete.

TOTAL

34,911.00

Tree removal by others

Based on 76 slabs and approximately 1575 sf

If CONCRETE PAVING WORK is chosen you should keep vehicles off drive for 7 days.

This work is guaranteed against failure due to improper materials or workmanship for a period of (1) one year from date of the completion of paving. It is further understood that this guarantee does not cover damage caused by fire, flood, gasoline, oil, chemicals, subsurface water, overloading or other misuse. BECAUSE OF CLAY SUB-SOIL, WE CANNOT GUARANTEE AGAINST SHRINKAGE CRACKS. (IF APPLICABLE) We will repair or replace any and all work which may prove to be defective in materials or workmanship, together with any adjacent work which requires repair due to our defective work.

We hereby propose to furnish all labor, materials, equipment, and services to complete work on the above job as per agreement. The contractor agrees to carry Workman's Compensation, Public Liability and Property damage Insurance upon the labor furnished under this contract. It is understood that while every effort will be made to be careful of garage floors, existing walks, approaches, curbs basement walls and like objects we cannot be responsible for cracking or breaking of same.

Thank you for the opportunity to submit a bid on your project. Please do not hesitate to call if you have any questions.

Respectfully submitted by

Thomas Walter

Jennite Company

Accepted by: _____

Date: _____

This estimate is good for 30 days from the date shown at the top of the estimate. Your acceptance signifies agreement to payment upon receipt of invoice. All credit card payments are charged a 3% processing fee. Net 2% monthly interest on all invoices over 10 days.

PLEASE SIGN AND RETURN ONE COPY TO JENNITE TO START JOB.



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”

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.

WHEREAS, the City's payroll software system is outdated and needs to be upgraded;
and,

WHEREAS, the HR Manager and Director of Finance reviewed payroll software from
several companies; and,

WHEREAS, the Director of Finance has received a proposal from Asure Customer & IP
HoldCo, LLC to provide software at an annual cost of \$7,303.25, and the Director of Finance has
recommended approval of that proposal.

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

SECTION 1. That the proposal of Asure Customer & IP HoldCo, LLC in the amount of
Seven Thousand Three Hundred Three and 25/100 Dollars (\$7,303.25) to provide payroll
management software for the City of Sylvania is hereby approved and accepted.

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

SECTION 3. That to provide funds for said payroll management software hereby
authorized, there is hereby appropriated from the **GENERAL FUND** from funds therein not
heretofore appropriated to **Account No. 110-715-51189 – Professional Services** an amount not
to exceed Three Thousand Six Hundred Fifty-One and 63/100 Dollars (\$3,651.63), there is
hereby appropriated from the **WATER FUND** from funds therein not heretofore appropriated to
Account No. 701-7520-51189 – Professional Services an amount not to exceed One Thousand
Eight Hundred Twenty-Five and 81/100 Dollars (\$1,825.81), there is hereby appropriated from
the **SEWER FUND** from funds therein not heretofore appropriated to **Account No. 702-7530-
51189 – Professional Services** an amount not to exceed One Thousand Eight Hundred Twenty-
Five and 81/100 Dollars (\$1,825.81).

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

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2025, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

A black and white photograph of a man and a woman sitting at a desk, looking at a laptop. The man is wearing glasses and has a beard, and the woman has blonde hair. They are both smiling and appear to be in a collaborative work environment.

Human Capital Management for Growth-Oriented Companies

Sales Order for
City of Sylvania

Prepared By

Steven Swanson

steven.swanson@asuresoftware.com

Sales Order

May 1, 2025 | Expiration Date: May 31, 2025

Contract Effective Date:

Service Effective Date: Jun 1, 2025 | **Initial Term:** 12 Months | **Renewal Term:** 12 Months

"User"

City of Sylvania

6730 Monroe Street

Sylvania, Ohio

43560

User Contact

Nora Vasquez

HR Manager

nvasquez@cityofsylvania.com

419-885-8932



Total Employee Count

135



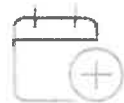
Total Annual Investment*

\$7,303.25



Semi-monthly*

\$0.00



Monthly Fee*

\$548.00



One Time (Including Implementation)

\$0.00

**Fees above are estimated. Actual fees are based on active employees and usage.*

See following pages for line-item breakdown of services

1. Payroll

Item Name	Description	Net Per Unit	Bill Frequency	Price by Bill Frequency
HCM Payroll	HCM Payroll Services: <ul style="list-style-type: none"> • Payroll • HRIS • ACA • Employee Self Service • Labor Posters (Physical) • HR Fundamentals • Certification Tracker • General Ledger Reports 	\$4.00	Monthly	\$540.00
Shipping		Included	Semi-monthly	Included
			Totals:	\$540.00

4. A La Carte Services

Item Name	Description	Net Per Unit	Bill Frequency	Price by Bill Frequency
Additional Tax Jurisdiction Processing	Direct HCM Additional Tax Filing Fee	\$8.00	Monthly	\$8.00
			Totals:	\$8.00

5. Year End Fees

Item Name	Description	Net Per Unit	Bill Frequency	Price by Bill Frequency
1094B/C-1095B/C Annual E-file	1094B/C-1095B/C Annual E-file (Per Federal I.D)	\$187.25	Annual	\$187.25
1095 Year-end Processing		Included	Annual	Included

Item Name	Description	Net Per Unit	Bill Frequency	Price by Bill Frequency
Year End W2/1099 Print Services Per Document	Year End W2/1099 Per Document Fee	\$4.00	Annual	\$540.00
Year-End W2/1099 Print Services	Year-End W2/1099 Print Services	Included	Annual	Included
			Totals:	\$727.25

6. Implementation

Item Name	Description	Net Per Unit	Bill Frequency	Price by Bill Frequency
HCM Implementation	Implementation Fee	Included	One Time	Included
			Totals:	\$0.00

Special Terms:

Additional Tax Jurisdiction Fee is a flat monthly amount of \$8

Service Terms:

- Payroll Services
- ACA

By executing this Sales Order, user acknowledges and agrees to the Terms of Service Agreement (the "Agreement") between User and Provider (as such term is defined in the Agreement), which is incorporated herein by reference, and that such Agreement shall apply to the products and/or services set forth on this Sales Order. The Agreement can be found at <https://www.asuresoftware.com/terms>. If User elects to terminate this Sales Order for convenience prior to the expiration of the then applicable Term (as such term is defined in the Agreement), User acknowledges and agrees to pay to Provider, in accordance with the Agreement, an "Early Termination Fee" equal to (i) the Total Annual Investment (set forth above) multiplied by (ii) the amount of months remaining in the then-applicable Term (as such term is defined in the Agreement) divided by (iii) the total amount of months in the then-applicable Term.

User: City of Sylvania	PROVIDER: Asure Customer & IP HoldCo LLC., and its applicable subsidiaries
<u>X</u>	<i>Eyal Goldstein, CRO</i> Eyal Goldstein, Chief Revenue Officer
Date Signed:	



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

MEMO

To: The Mayor and City Council

From: Joseph E. Shaw, P.E., P.S., Safety/Service Director

Date: 05/05/2025

Re: Obsolete Equipment

Dear Council Members:

The following items are no longer of use in our City operations:

Parks Department:

- 2002 Chevy 3500 Dump Body Vin #3GBKC34G42M106755
- 2005 Chevy Silverado 1500 Pickup Vin #1GCEC14X352250779

Streets Department:

- 2 brine units (no serial #'s) that mount in the back of large dump trucks
- 1993 Bomag pavement roller Vin #101170500588

Water Department:

- Pickup truck bed and tailgate off service body truck #19 2020 Silverado (It will not work on any truck in the fleet)
- 1977 Lincoln trailered arc welder Serial #A-817025

Zoning Department:

- 2003 Chevy Trailblazer Vin #1GNDDT13S632278865

We request approval to dispose of these items by posting them for sale on the GovDeals website. Should we not receive any bids to purchase the items we will dispose of them through scrap value.

Please call if you have any questions. Thank you.