

Minutes of the Meeting of Council
July 21, 2025

The Council of the City of Sylvania, Ohio met in regular session on July 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(excused), Lyndsey Stough(excused), Mary Westphal; (5) present; (2) absent.

Roll call:
5 present,
2 absent.

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

Pledge of
Allegiance.

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

No additions made to the agenda.

Additions to the
agenda.

Mr. Haynam moved, Mr. Hansen seconded to approve the agenda as written; roll call vote being: McCann, Haynam, Murphy, Hansen, Westphal; (5) yeas; (0) nays. The motion carried.

Agenda approval.

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

Mrs. Westphal presented the June 16, 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 June 16, 2025 be approved; roll call vote being: Hansen, McCann, Westphal, Murphy, Haynam; (5) yeas; (0) nays. The motion carried.

Approval of
June 16, 2025
Council meeting
minutes.

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

Mrs. Westphal gave a brief report on the Public Hearing held this date regarding Proposed Ordinance No. 56-2025 – Nonconforming Signs. No public was in attendance; therefore, no opposition was heard. The new deadline for replacement monument signs for businesses in the City will be extended to January 1, 2028. Committee members voted to advance legislation to City Council for approval.

Report from the
Public Hearing
held this date.

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, Mrs. Westphal seconded for passage of Ordinance No. 56-2025 as an emergency measure; roll call vote being: Haynam, McCann, Murphy, Hansen, Westphal; (5) yeas; (0) nays. The motion carried.

Ordinance No.
56-2025, “...
Amending
Chapter 1166...
Nonconforming
Signs...”

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

Mrs. Westphal gave a brief report from the Zoning & Annexation Committee meeting held on June 23, 2025 at 5:30 p.m. It was discussed that members of the Nuisance Abatement Board can live anywhere within City limits as long as they are qualified to serve. It was suggested that the Law Director or representative should have a seat on the board. One citizen attended the meeting expressing concerns about his neighborhood. Committee members voted to advance legislation to City Council for approval.

Report from the
Zoning &
Annexation
Committee
Meeting on
6/23/25.

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Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 63-2025, “Amending Part Thirteen – Building Code of the Codified Ordinances of Sylvania, 1979, as amended, by amending Chapter 1329 – Nuisance Abatement; and declaring an emergency”; Mr. Haynam moved, Mr. McCann seconded for passage of Ordinance No. 63-2025 as an emergency measure; roll call vote being: McCann, Haynam, Murphy, Hansen, Westphal; (5) yeas; (0) nays. The motion carried.

Ordinance No. 63-2025, “... Amending part 13...Nuisance Abatement...”

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

Mr. McCann presented and read aloud by title only, proposed Ordinance No. 74-2025, “Amending Part Seven – Business regulation Code of the Codified Ordinances of Sylvania, 1979, as amended, by amending Chapter 735 – Canvassers and Solicitors; and declaring an emergency”; Mr. McCann moved, Mr. Haynam seconded for passage of Ordinance No. 74-2025 as an emergency measure; roll call vote being: Haynam, Murphy, McCann, Hansen, Westphal; (5) yeas; (0) nays. The motion carried.

Ordinance No. 74-2025, “... Amending Part 7 -Business Reg... Canvassers...”

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

Service Director’s letter recommending contract award was placed on file. Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 75-2025, “Accepting the proposal of L.C. United Painting Co. to provide metal repairs and upgrades to the City’s water storage tanks; appropriating funds therefore in the amount of \$48,000; and declaring an emergency”; Mr. Hansen moved, Mrs. Westphal seconded for passage of Ordinance No. 75-2025 as an emergency measure; roll call vote being: Murphy, McCann, Hansen, Westphal, Haynam; (5) yeas; (0) nays. The motion carried.

Ordinance No. 75-2025, “... LC United Painting Co...Water Storage Tanks...”

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

Service Director’s letter recommending approval of agreement was placed on file. Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 76-2025, “Authorizing the Mayor and Director of Finance to enter into a Sanitary Sewer Connection Agreement via Accommodation Tap with S&G Real Estate, LLC; and declaring an emergency”; Mr. Hansen moved, Mr. McCann seconded for passage of Ordinance No. 76-2025 as an emergency measure; roll call vote being: McCann, Murphy, Hansen, Westphal, Haynam; (5) yeas; (0) nays. The motion carried.

Ordinance No. 76-2025, “... Sanitary Sewer Agreement... S&G real Estate...”

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

Service Director's letter recommending approval of agreement was placed on file. Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 77-2025, "Authorizing the Mayor and Director of Finance to enter into an installment payment agreement for the Sanitary Sewer Tap Fee, Connection Fee and Service Line for the property located at 5350 Silvertown Drive, Sylvania, Ohio; and declaring an emergency"; Mr. Hansen moved, Mr. Haynam seconded for passage of Ordinance No. 77-2025 as an emergency measure; roll call vote being: McCann, Murphy, Hansen, Westphal, Haynam; (5) yeas; (0) nays. The motion carried.

Ordinance No.
77-2025, "...
Sanitary Sewer
Agreement...
5350 Silvertown
Drive..."

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

Service Director's letter requesting approval of the agreement with ODOT was placed on file. Mr. Murphy presented and read aloud by title only, proposed Ordinance No. 78-2025, "Authorizing the Mayor and Director of Finance to enter into an agreement with the State of Ohio, Department of Transportation on behalf of the City of Sylvania for the Monroe/Erie Roundabout Project; and declaring an emergency"; Mr. Murphy moved, Mr. McCann seconded for passage of Ordinance No. 78-2025 as an emergency measure; roll call vote being: McCann, Murphy, Hansen, Westphal, Haynam; (5) yeas; (0) nays. The motion carried.

Ordinance No.
78-2025, "...
Agreement with
ODOT...Monroe
Erie Roundabout
Project..."

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

Service Director's letter recommending approval of Change Order No. 2 was placed on file. Mr. Murphy presented and read aloud by title only, proposed Ordinance No. 79-2025, "Authorizing the Mayor and Director of Finance to approve Change Order No. 2 to this City's agreement with Van Tassel Construction Corporation for the Plummer Pool Bath House Renovations Project for additional work items required; increasing the contract amount by \$8,221.84; and declaring an emergency"; Mr. Murphy moved, Mr. McCann seconded for passage of Ordinance No. 79-2025 as an emergency measure; roll call vote being: Murphy, McCann, Hansen, Westphal, Haynam; (5) yeas; (0) nays. The motion carried.

Ordinance No.
79-2025, "...
Van Tassel...
Plummer Pool
Bath House..."

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Mayor Frye Stated that Council will now consider agenda item 13.

Service Director's letter requesting authorization to submit a grant application was placed on file. Mr. Haynam presented and read aloud by title only, proposed Resolution No. 12-2025, "A Resolution authorizing the Mayor and Director of Finance to prepare and submit an application to participate in the Congestion Mitigation and Air Quality and Carbon Reduction Grant Programs managed by Toledo Metropolitan Area Council of Government and to execute contracts as required; and declaring an emergency"; Mr. Haynam moved, Mr. Murphy seconded for passage of Resolution No. 12-2025 as an emergency measure; roll call vote being: Murphy, Hansen, Westphal, Haynam, McCann; (5) yeas; (0) nays. The motion carried.

Resolution No.
12-2025, "...
CMAQ & CRP
...Harroun &
Holland-Sylvania
Roundabout..."

Mayor Frye state that Council will now consider agenda item 14.

Law Director's letter recommending acceptance of proposal was placed on file. Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 80-2025, "Accepting the proposal of Creadio to provide video creation and editing services for the Criminal Justice Coordinating Council's Violence Against Women Act Funding Grant requirement; appropriating funds therefore in an amount not to exceed \$10,000; and declaring an emergency"; Mrs. Westphal moved, Mr. McCann seconded for passage of Ordinance No. 80-2025 as an emergency measure; roll call vote being: Westphal, McCann, Murphy, Hansen, Haynam; (5) yeas; (0) nays. The motion carried.

Ordinance No.
80-2025, "...
Creadio... Video
for CJCC...Grant
Requirement..."

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 81-2025, "An Ordinance to authorize and ratify the execution of Then and Now Certificates by the Finance Director and the payment of amounts due for various purchase orders; and declaring an emergency"; Mrs. Westphal moved, Mr. Hansen seconded for passage of Ordinance No. 81-2025 as an emergency measure; roll call vote being: McCann, Murphy, Hansen, Westphal, Haynam; (5) yeas; (0) nays. The motion carried.

Ordinance No.
81-2025, "...
Then & Now
Certificates..."

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

Mr. McCann presented and read aloud by title only, proposed Ordinance No. 82-2025, "Revising the Administrative, Departmental and Divisional Organization of the City

Ordinance No.
82-2025, "...
Employee Hand

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and the Codified Ordinances thereof by amending Sylvania Codified Ordinance Chapter 139 – Position and Compensation Plan; and declaring an emergency”; Mr. McCann moved, Mrs. Westphal seconded to refer proposed Ordinance No. 82-2025 to the Employee & Community Relations Committee for review and recommendation; roll call vote being: McCann, Murphy, Hansen, Westphal, Haynam; (5) yeas; (0) nays. The motion carried.

Book...”
Referral to Emp
& CR Comm.

Mr. McCann moved, Mrs. Westphal seconded to set an Employee & Community Relations Committee meeting for Monday, August 18, 2025 at 6:15 p.m. in City Council Chambers located at 6635 Maplewood Avenue, Sylvania, Ohio, to discuss proposed Ordinance No. 82-2025; roll call vote being: McCann, Murphy, Hansen, Westphal, Haynam; (5) yeas; (0) nays. The motion carried.

Set Emp & CR
Committee
Meeting for 8/18
at 6:15pm.

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

Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 83-2025, “Ordinance approving the assessments heretofore authorized by Resolution No. 6-2025 for Street Lighting; levying said assessments; and declaring an emergency”; Mr. Hansen moved, Mrs. Westphal seconded for passage of Ordinance No. 83-2025 as an emergency measure; roll call vote being: McCann, Hansen, Westphal, Haynam, Murphy; (5) yeas; (0) nays. The motion carried.

Ordinance No.
83-2025, “...
Street Lighting
Assessments...”

Mayor Frye stated that Council will now consider agenda item 18.

Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 84-2025, “To assess a special tax upon the lots and lands described in the schedule referred to herein to pay a part of the cost and expense of providing for the construction, maintenance, repair, cleaning and enclosing open drainage ditches within the corporate limits of the City of Sylvania for the year ending December 31, 2025; and declaring an emergency”; Mr. Hansen moved, Mr. Haynam seconded for passage of Ordinance No. 84-2025 as an emergency measure; roll call vote being: McCann, Hansen, Westphal, Haynam, Murphy; (5) yeas; (0) nays. The motion carried.

Ordinance No.
84-2025, “...
Drainage Ditch
Assessments...”

Mayor Frye stated that Council will now consider agenda item 19.

Mr. Murphy presented and read aloud by title only, proposed Ordinance No. 85-2025, “To assess a special tax upon the lots and lands described in the schedule referred to

Ordinance No.
85-2025, “...

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herein to pay a part of the cost and expense of providing for the removal and special treatment of shade trees for the purpose of controlling blight and disease of same; and for planting, maintaining, trimming and removing shade trees in an along the streets and within public right-of-way of the City for the year ending December 31, 2025; and declaring an emergency”; Mr. Murphy moved, Mr. McCann seconded for passage of Ordinance No. 85-2025 as an emergency measure; roll call vote being: McCann, Hansen, Westphal, Haynam, Murphy; (5) yeas; (0) nays. The motion carried.

Shade Tree
Assessments...”

Mayor Frye stated that Council will now consider agenda item 20.

Service Director’s letter recommending that City Council refer the Gateway Signage Standard Concept Packet to the August 13, 2025 Board of Architectural Review Committee for review and recommendation was placed on file. Mr. McCann moved, Mr. Hansen seconded to refer this packet to the BAR Committee; roll call vote being: McCann, Hansen, Westphal, Haynam, Murphy; (5) yeas; (0) nays. The motion carried.

Gateway Signage
Packet referred to
BAR on 8/13/25.

Mayor Frye stated that Council will now consider agenda item 21.

Mrs. Westphal moved, Mr. McCann seconded to authorize the administration to begin Letters of Interest solicitation for the Centennial Road & Little Road Intersection Improvements Project; roll call vote being: Hansen, Westphal, McCann, Haynam, Murphy; (5) yeas; (0) nays. The motion carried.

LOI for
Centennial &
Little
Intersection.

Mayor Frye stated that Council will now consider agenda item 22.

Mr. McCann moved, Mrs. Westphal seconded to authorize the administration to advertise for bids for the Downtown Transportation Improvements/Aerial Utility Bury Construction Project; roll call vote being: Murphy, Westphal, Haynam, Hansen, McCann; (5) yeas; (0) nays. The motion carried.

Advertise for
bids on DT Trans
Imp/Aerial
Utility Bury
Project.

Mayor Frye stated that Council will now consider agenda item 23.

Mr. Haynam moved, Mrs. Westphal seconded to refer Petition for Zoning Ordinance Amendment SUP-3-2025 from Benjamin & Amanda Milliron at 5916 Main Street, Sylvania, Ohio, to allow ground-mounted solar energy systems on their property, to the Municipal Planning Commission; roll call vote being: Murphy, Westphal, Haynam, Hansen, McCann; (5) yeas; (0) nays. The motion carried.

SUP-3-2025
referred to Plan
Commission.

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Mayor Frye stated that Council will now consider agenda item 24.

Mr. McCann moved, Mr. Hansen seconded to set a Public hearing for the Application to the Sylvania City Council to change hours of operation of the City of Sylvania Designated Outdoor Refreshment Area (DORA) on Monday, August 18, 2025 at 7:00 p.m. in City Council Chambers located at 6635 Maplewood Avenue, Sylvania, Ohio; roll call vote being: Murphy, McCann, Westphal, Haynam, Hansen; (5) yeas; (0) nays. The motion carried.

Set P.H. for
DORA
Application for
8/18 at 7pm.

Mayor Frye stated all agenda items have been addressed.

Mrs. Westphal moved, Mr. McCann seconded to adjourn at 9:07 p.m. Roll call vote being: Murphy, Hansen, McCann, Westphal, Haynam; (5) yeas; (0) nays.

Adjournment.

Clerk of Council

Mayor