

**Sylvania City Council**

November 17, 2025

**7:00 p.m. Finance Committee Meeting**

Little Rd./Centennial Rd. CRA

**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. McCann.
3. Additions to the agenda.
4. Approval of the Council meeting minutes from November 3, 2025.
5. Proclamation presentation to Jonah Meyer-Crothers.
6. Executive Session to discuss pending litigation.
7. Report from the Finance Committee meeting held this date.
8. 2026 Budget.
  - a. Proposed Ordinance No. 117-2025, To make appropriations for current expenditures and other expenditures of the City of Sylvania, Ohio, for the fiscal year ending December 31, 2026. (Second Reading)
9. Downtown Transportation Improvements (Phase 1) – Change Order No. 1.
  - a. Service Director's letter requesting approval of change order.
  - b. Proposed Ordinance No. 123-2025, Authorizing the Mayor and Director of Finance to approve Change Order No. 1 to this City's agreement with Helms & Sons Excavating, Inc. relative to this project to provide for several scope of work items that changed during construction.
10. Downtown Transportation Improvements (Aerial Utility Bury Project).
  - a. Service Director's letter recommending contract award.
  - b. Proposed Ordinance No. 124-2025, Accepting the bid of FET Construction Services, LLC and awarding the contract for this project to same.
11. Centennial Road Sanitary Sewer Extension – Change Order No. 1 (Final).
  - a. Service Director's letter recommending approval of the change order.
  - b. Proposed Ordinance No. 125-2025, Authorizing the Mayor and Director of Finance to approve Change Order No. 1 (Final) to this City's agreement with Ohio Excavating & Sewer Contractors Corp. relative to this project.
12. Proposed Ordinance No. 126-2025, Amending the Codified Ordinances of Sylvania, 1979, as amended, by increasing water service charges per one thousand gallons (1,000) from eight and 75/100 dollars (\$8.75) to nine and 45/100 dollars (\$9.45) for city users and from ten and 94/100 dollars (\$10.94) to thirteen and 68/100 dollars (\$13.68) for non-city users.

13. Proposed Ordinance No. 127-2025, Amending Chapter 925 of the Sylvania Codified Ordinances by amending Section 925.05 – Sewer Charges levied to increase the sewer charges for both industrial and non-industrial city and non-city users.
14. Proposed Ordinance No. 128-2025, Authorizing the Mayor and Director of Finance to enter into an agreement with the Criminal Justice Coordinating Council to provide a NORIS terminal for use by the Sylvania Police Division for 2026.
15. Proposed Ordinance No. 129-2025, Authorizing the Mayor and Director of Finance to enter into an agreement with the Criminal Justice Coordinating Council to provide a NORIS terminal for use by the Sylvania Prosecutor's Office for 2026.
16. Proposed Resolution No. 19-2025, Re-Appointing George Hilfinger to the Board of Trustees of Sylvania Area joint Recreation District ("SAJRD") for a term expiring December 31, 2028.
17. Referral from the Municipal Planning Commission recommending approval for Petition for Zoning Ordinance Amendment Application SUP -4-2025, from William Gross requesting a Special Use Permit to build an open carport at 5910 Balfour Road, Sylvania, Ohio 43560. (Set Public Hearing for January 5, 2026)
18. Committee reports.
19. Committee referrals.

### **INFORMATION**

- A. Board of Architectural Review meeting minutes from November 12, 2025.
- B. Municipal Planning Commission meeting minutes from November 12, 2025.

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The Council of the City of Sylvania, Ohio met in regular session on November 3, 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:  
All present.

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

Pledge of  
Allegiance.

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

Item #13a. Plan Commission/Solar Array discussion – Mr. Haynam.

Additions to the  
agenda.

Mrs. Westphal moved, Mr. Hansen seconded to approve the amended agenda; roll call vote being: McCann, Haynam, Murphy, Westphal, Hansen, Stough, 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 October 20, 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 October 20, 2025 be approved as written; roll call vote being: Stough, Murphy, Westphal, Hansen, McCann, Richardson, Haynam; (7) yeas; (0) nays. The motion carried.

Approval of  
Oct. 20, 2025  
Council meeting  
minutes.

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

Mr. Hansen gave a brief report on the Utilities & Environment Committee meeting held this date. Service Director, Joe Shaw, presented two scenarios on the water and sewer rates along with 3- & 5-year projections. By 2026 all satellite communities will pay the same rate. Committee members expressed alignment to move forward with 3-year sewer projections.

Report from  
Utilities & Env.  
Committee  
meeting held this  
date.

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

Mrs. Westphal presented and read aloud by title only the first reading of proposed Ordinance No. 117-2025, a written copy of same having been previously furnished to each member of Council "To make appropriations for current expenditures and other expenditures of the City of Sylvania, Ohio, for the fiscal year ending December 31, 2026"; a second reading of this proposed ordinance will be on November 17, 2025.

Ordinance No.  
117-2025, "...  
2026 Budget..."  
First Reading.

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

Service Director's letter recommending approval of change order was placed on file. Ms. Stough presented and read aloud by title only, proposed Ordinance No. 118-2025, a written copy of same having been previously furnished to each member of Council

Ordinance No.  
118-2025, "...  
Change Order

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“Authorizing the Mayor and Director of Finance to approve Change Order No. 3 (Final) 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 \$16,943.00; and declaring an emergency; Ms. Stough moved, Mr. Murphy seconded for passage of Ordinance No. 118-2025 as an emergency measure; roll call vote being: Murphy, Stough, Westphal, McCann, Richardson, Haynam, Hansen; (7) yeas; (0) nays. The motion carried.

No. 3 (Final)...  
Van Tassel...  
Plummer Pool  
Bath House...”

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

Mr. McCann presented and read aloud by title only, proposed Ordinance No. 119-2025, a written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to enter into an agreement with the Board of County Commissioners of Lucas County, Ohio, for afterhours canine control services by the Acting Dog Warden of Lucas County, Ohio; and declaring an emergency.”; Mr. McCann moved, Mr. Hansen seconded for passage Ordinance No. 119-2025 as an emergency measure; roll call vote being: Haynam, McCann, Hansen, Westphal, Murphy, Stough, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
119-2025, “...  
after hours  
canine control  
...Acting Dog  
Warden...”

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 120-2025, a written copy of same having been previously furnished to each member of Council “An Ordinance implementing Sections 3735.65 through 3735.70 of the Ohio Revised Code, establishing and describing the boundaries of the Little-Centennial Community Reinvestment Area in the City of Sylvania, designating a Housing Officer to administer the program, and creating a Community Reinvestment Housing Council and a Tax Incentive Review Council; and declaring an emergency; Mrs. Westphal moved, Mr. Haynam seconded to refer proposed Ordinance No. 120-2025 to the Finance Committee for review and consideration; roll call vote being: Haynam, Murphy, Stough, Westphal, McCann, Richardson, Hansen; (7) yeas; (0) nays. The motion carried

Refer Ordinance  
No. 120-2025 to  
Finance  
Committee.

Mrs. Westphal moved, Mr. Hansen seconded to set a Finance Committee meeting for Monday, November 17, 2025 at 6:45 p.m. in City Council Chambers at 6635 Maplewood Avenue, Sylvania, Ohio, to discuss proposed Ordinance No. 120-2025; roll

Set Finance  
Committee  
meeting for

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call vote being: Richardson, Hansen, Haynam, Stough, Westphal, Murphy, McCann; (7) yeas; (0) nays. The motion carried.

11/17/25 at  
6:45pm.

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

Service Director's letter requesting approval of proposal was placed on file. Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 121-2025, a written copy of same having been previously furnished to each member of Council "Authorizing the Mayor and Director of Finance to approve and accept the proposal of Toledo Edison to relocate aerial facilities relative to the Downtown Transportation Improvement Project; appropriating \$426,129.17 therefore; and declaring an emergency; Mr. Hansen moved, Ms. Stough seconded for passage of Ordinance No. 121-2025 as an emergency measure; roll call vote being: Murphy, Stough, Westphal, McCann, Richardson, Haynam, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
121-2025, "...  
Toledo Edison...  
Relocate Aerial  
Facilities..."

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

Service Director's letter requesting authorization to advertise for bids to replace four Rectangular Rapid Flashing Beacon (RRFB) systems with Pedestrian Hybrid Beacons (PHB) at Highland, Sylvan, McCord and Southview schools was placed on file. Mr. Richardson moved, Mrs. Westphal seconded to authorize the advertising for bids on this project; roll call vote being: Stough, Westphal, McCann, Richardson, Haynam, Hansen, Murphy; (7) yeas; (0) nays. The motion carried.

Advertise for  
bids on PHB at  
Sylvania  
Schools.

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 122-2025, a written copy of same having been previously furnished to each member of Council "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. 122-2025 as an emergency measure; roll call vote being: Murphy, Stough, Westphal, McCann, Richardson, Haynam, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
122-2025, "...  
Then & Now  
Certificates..."

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

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 115-2025, a written copy of same having been previously furnished to each member of Council "Granting a Special Use Permit to permit the installation of a ground-mounted solar energy system, Sylvania, Ohio, on the application of Benjamin and Amanda Milliron, 5916 Main St., Sylvania, Ohio, on the recommendation of the Municipal Planning Commission; and declaring an emergency; Mr. Haynam moved, Mr. McCann seconded for passage of Ordinance No. 115-2025 as an emergency measure; roll call vote being: McCann, Murphy, Stough, Westphal, Richardson, Haynam, Hansen; (7) yeas; (0) nays. The motion carried

Ordinance No.  
115-2025, "...  
Solar Energy  
System...  
Milliron...5916  
Main Street..."

Mayor Frye stated that Council will now consider added agenda item 13a.

Mr. Haynam stated that the Plan Commission recommends council establish additional guidelines for solar arrays going forward; possibly coordinating with Sylvania Township. Mr. Haynam would like to see more specific rules/regulations on ground-mounted solar arrays. Mr. Haynam stated he is open to thoughts on the process outside of the special use permit application and will wait to hear back from administration after they have time to talk with the township and gather more information.

Solar Array  
Guidelines  
Discussion.

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

Service Director's letter recommending approval of resolution was placed on file. Mr. Richardson presented and read aloud by title only, proposed Resolution No. 18-2025, a written copy of same having been previously furnished to each member of Council "A Resolution of the Council of the City of Sylvania declaring its official intent and reasonable expectation of the City of Sylvania on behalf of the State of Ohio (the borrower) to reimburse its Capital Improvement Fund for the Harroun Road/Ravine Drive Intersection Improvements, CL24AB/CL25AB with the proceeds of tax-exempt debt of the State of Ohio; and declaring an emergency; Mr. Richardson moved, Mrs. Westphal seconded for passage of Resolution No. 18-2025 as an emergency measure; roll call vote being: Murphy, Stough, Westphal, McCann, Richardson, Haynam, Hansen; (7) yeas; (0) nays. The motion carried

Resolution No.  
18-2025, "...  
Reimburse  
Capital  
Improvement  
Fund...Harroun/  
Ravine  
Intersection..."

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

Mr. Haynam moved, Mrs. Westphal seconded to refer Petition for Zoning Ordinance Amendment application SUP-4-20205 from William Gross for an open carport at 5910 Balfour Road, Sylvania, Ohio, to the Municipal Planning Commission for review and recommendation; roll call vote being: Westphal, Haynam, Stough, Murphy, Hansen, Richardson, McCann: (7) yeas; (0) nays. The motion passed.

Refer SUP-4-2025 to Plan Commission.

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

Chief Miller's letter requesting authorization to place items no longer of use to the police department on GovDeals.com for auction was placed on file. Mrs. Westphal moved, Mr. Hansen seconded to approve authorization for these items to be placed online for auction; roll call vote being: Hansen, Westphal, Haynam, Stough, Murphy, Richardson, McCann: (7) yeas; (0) nays. The motion passed.

Police Dept. items on GovDeals for auction.

Mayor Frye stated all agenda items have been addressed.

Mrs. Westphal moved, Mr. Hansen seconded to adjourn at 8:27 p.m. Roll call vote being: Westphal, Hansen, McCann, Murphy, Stough, Richardson, Haynam; (7) yeas; (0) nays.

Adjournment.

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Clerk of Council

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Mayor

# Proclamation

**Whereas:**

Jonah Meyer-Crothers was a member of the United States Men's Cerebral Palsy National Soccer Team that played in the International Tournament in Uruguay; and,

**WHEREAS:** Jonah's team won the 2025 COPA America IFCPF Title (International Federation of Cerebral Palsy Football) earning a gold medal defeating Argentina 4-1 in October, 2025, and Jonah was named the Most Valuable Player (MVP) of the tournament; and,

**WHEREAS:** Jonah is a 2022 graduate of Sylvania Northview High School where he was a member of the soccer team and is currently a student at Calvin University, Grand Rapids, Michigan and also a member of their soccer team; and,

**WHEREAS:** his journey of an athlete with a disability has shown what can be achieved with dedication, hard work and strong beliefs.

**NOW, THEREFORE, I,** Mark Frye, Mayor, do hereby proclaim November 17, 2025 as:

## **JONAH MEYER-CROTHERS DAY**

in the City of Sylvania and encourage all citizens to join in honoring his amazing achievements.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the official seal of the City of Sylvania to be set this 17<sup>th</sup> day of November, 2025.



Mark Frye, Mayor  
City of Sylvania, State of Ohio



8

**ORDINANCE NO.117-2025**

**TO MAKE APPROPRIATIONS FOR CURRENT EXPENDITURES AND  
OTHER EXPENDITURES OF THE CITY OF SYLVANIA, OHIO, FOR THE  
FISCAL YEAR ENDING DECEMBER 31, 2026; AND DECLARING AN EMERGENCY.**

WHEREAS, it is provided by State law and the Sylvania City Charter that an annual appropriation ordinance shall be passed by Council; and,

WHEREAS, attached hereto is "Exhibit A" entitled "2026 Budget Summary of Estimated Expenditures" which exhibit identifies by a four-digit department code number and name each Account in a Fund identified by a three-digit code and name to which appropriations within such Fund are made by this ordinance; and

WHEREAS, attached hereto is "Exhibit B" entitled "2026 Budget Summary of Revenues (2023 - 2026)" which exhibit lists the specific sources of revenue and the actual amounts received by the City from each source within each Fund for the years 2023 and 2024, and the estimated amounts expected to be received by the City from each source for each Fund for the years 2025 and 2026, referred to herein as "estimated resources."

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

SECTION 1. That to provide for the current expenditures and other expenditures of the City of Sylvania for the fiscal year ending December 31, 2026, the following appropriations are hereby authorized.

SECTION 2. That there be and is hereby appropriated from the GENERAL FUND the sum of \$17,726,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Account. Estimated resources for 2026 for said Fund, as shown in "Exhibit B" total \$18,000,000.

SECTION 3. That there be and is hereby appropriated from the STREET CONSTRUCTION, MAINTENANCE AND REPAIR FUND the sum of \$1,510,000 to the respective Accounts of said Fund listed in "Exhibit A" in the amounts and for the respective purposes shown for such Accounts. Estimated resources for 2026 for this Fund, as shown in "Exhibit B", total \$1,480,000. There is a sufficient balance as of January 1, 2026 in this Fund to be considered as available for appropriation.

SECTION 4. That there be and is hereby appropriated from the CITY PERMISSIVE TAX FUND the sum of \$250,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Accounts. Estimated Resources for 2026 for this Fund as shown in "Exhibit B" total \$450,000.

SECTION 5. That there be and is hereby appropriated from the STATE HIGHWAY IMPROVEMENT FUND the sum of \$90,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$90,000.

SECTION 6. That there be and is hereby appropriated from the LAW ENFORCEMENT TRUST FUND the sum of \$5,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$5,000.

SECTION 7. That there be and is hereby appropriated from the DRUG LAW ENFORCEMENT TRUST FUND the sum of \$30,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$30,000.

SECTION 8. That there be and is hereby appropriated from the INDIGENT DRIVERS ALCOHOL TREATMENT FUND the sum of \$30,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$30,000.

SECTION 9. That there be and is hereby appropriated from the INDIGENT DRIVERS ALCOHOL MONITOR FUND the sum of \$25,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$25,000.

SECTION 10. That there be and is hereby appropriated from the FEDERAL EQUITABLE SHARING FUND the sum of \$200,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$10,000. There is a sufficient balance as of January 1, 2026 in this Fund to be considered as available for appropriation.

SECTION 11. That there be and is hereby appropriated from the INDIGENT SUPPORT FUND the sum of \$40,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$40,000.

SECTION 12. That there be and is hereby appropriated from the GENERAL OBLIGATION DEBT SERVICE FUND the sum of \$1,215,000 to the respective Account of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$1,120,000. There is a sufficient balance as of January 1, 2026 in this Fund to be considered as available for appropriation.

SECTION 13. That there be and is hereby appropriated from the CAPITAL IMPROVEMENT FUND the sum of \$11,214,000 to the respective Accounts of said Fund listed in "Exhibit A" in the amount and for the respective purposes shown for such Accounts. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$7,700,000. There is a sufficient balance as of January 1, 2026 in this Fund to be considered as available for appropriation.

SECTION 14. That there be and is hereby appropriated from the COURT CAPITAL IMPROVEMENT FUND the sum of \$100,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$120,000.

SECTION 15. That there be and is hereby appropriated from the TAX INCREMENT FINANCING FUND the sum of \$300,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$200,000. There is a sufficient balance as of January 1, 2026 in this Fund to be considered as available for appropriation.

SECTION 16. That there be and is hereby appropriated from the SPECIAL ASSESSMENT SERVICES TREE REPAIR & REPLACEMENT FUND the sum of \$230,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$230,000.

SECTION 17. That there be and is hereby appropriated from the SPECIAL ASSESSMENT SERVICE STREET LIGHTING FUND the sum of \$410,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for respective purposes shown for such Accounts. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$400,000. There is a sufficient balance as of January 1, 2026 in this Fund to be considered as available for appropriation.

SECTION 18. That there be and is hereby appropriated from the SPECIAL ASSESSMENT SERVICES DITCH & DRAINAGE FUND the sum of \$533,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$430,000. There is a sufficient balance as of January 1, 2026 in this Fund to be considered as available for appropriation.

SECTION 19. That there be and is hereby appropriated from the WATER FUND the sum of \$5,964,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$5,650,000. There is a sufficient balance as of January 1, 2026 in this Fund to be considered as available for appropriation.

SECTION 20. That there be and is hereby appropriated from the SEWER FUND the sum of \$4,590,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$4,900,000.

SECTION 21. That there be and is hereby appropriated from the RESOURCE RECOVERY FUND the sum of \$107,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$75,000. There is a sufficient balance as of January 1, 2026 in this Fund to be considered as available for appropriation.

SECTION 22. That there be and is hereby appropriated from the MEDICAL CARE – SELF INSURED FUND the sum of \$2,800,000 to the Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$2,800,000.

SECTION 23. That there be and is hereby appropriated from the POLICE PENSION FUND the sum of \$800,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for respective purpose shown for such Account. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$800,000.

SECTION 24. That there be and is hereby appropriated from the PROPERTY ROOM FUND the sum of \$8,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$8,000.

SECTION 25. That there be and is hereby appropriated from the INCOME TAX FUND the sum of \$9,032,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$9,105,000.

SECTION 26. That there be and is hereby appropriated from the UNCLAIMED MONIES FUND the sum of \$5,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$5,000.

SECTION 27. That there be and is hereby appropriated from the JOINT ECONOMIC DEVELOPMENT DISTRICT FUND the sum of \$150,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$100,000. There is a sufficient balance as of January 1, 2026 in this Fund to be considered as available for appropriation.

SECTION 28. That there be and is hereby appropriated from the POLICE COMMUNITY AFFAIRS FUND the sum of \$10,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for respective purposes shown for such Accounts. Estimated resources for 2026 for this Fund as shown in "Exhibit B" total \$10,000.

SECTION 29. Estimated resources for the PARKS-RECREATION FOUNDATION FUND for 2026 as shown in "Exhibit B" total \$2,000.

SECTION 30. That "Exhibit C" attached hereto is illustrative of the transfers anticipated within the 2026 Operating Budget.

SECTION 31. That the Director of Finance be and he is hereby authorized and directed to draw warrants against any of the foregoing appropriations upon proper certificates or vouchers therefore, approved by any officer or officers authorized by law to approve the same, or by any Ordinance or Resolution of Council to make expenditures or as otherwise provided by law.

SECTION 32. That the Director of Finance be and he is hereby authorized to make all operating transfers as delineated in the 2026 Budget, shown on "Exhibit A".

SECTION 33. It is hereby found and determined that all formal actions of the Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such action, were in meetings open to the public, in compliance with all requirements including Section 121.22 of the Ohio Revised Code.

SECTION 34. 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 35. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that immediate provision should be made for the enactment of appropriations for the payment of current expenditures for the calendar year of 2026. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

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

ATTEST:

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

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

APPROVED:

APPROVED AS TO FORM:

\_\_\_\_\_  
Mayor

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

\_\_\_\_\_  
Date

**Exhibit "A"**

**2026 BUDGET  
SUMMARY OF ESTIMATED EXPENDITURES**

| Dept.                   | Name                     | Personal<br>Services | Fringe<br>Benefits | Contract<br>Services | Materials &<br>Supplies | Capital<br>Outlay | Transfers        | Totals            |
|-------------------------|--------------------------|----------------------|--------------------|----------------------|-------------------------|-------------------|------------------|-------------------|
| <b>110 General Fund</b> |                          |                      |                    |                      |                         |                   |                  |                   |
| 7110                    | Police Law Enforcement   | 3,800,000            | 795,000            | 281,000              | 306,000                 |                   |                  | 5,182,000         |
| 7115                    | Fire Prev. & Insp.       | 3,000                | 2,000              |                      |                         |                   |                  | 5,000             |
| 7125                    | Police/Fire Comm.        | 210,000              | 86,000             | 511,000              | 5,000                   |                   |                  | 812,000           |
| 7215                    | Cemetery                 |                      |                    | 9,000                |                         |                   |                  | 9,000             |
| 7220                    | Pymt.Co.Brd.Health       |                      |                    | 227,000              |                         |                   |                  | 227,000           |
| 7310                    | Parks & Forestry         | 580,000              | 232,000            | 159,000              | 54,000                  |                   |                  | 1,025,000         |
| 7320                    | Community Programs       |                      |                    | 555,000              |                         |                   |                  | 555,000           |
| 7415                    | Zoning                   | 100,000              | 35,000             | 18,000               | 3,000                   |                   |                  | 156,000           |
| 7515                    | Garb.& Refuse Collection | 78,000               | 10,000             | 1,060,000            | 24,000                  |                   |                  | 1,172,000         |
| 7620                    | Street Cleaning          | 145,000              | 20,000             | 37,000               | 20,000                  |                   |                  | 222,000           |
| 7710                    | Mayor's Office           | 250,000              | 90,000             | 3,000                | 26,000                  |                   |                  | 369,000           |
| 7715                    | Finance Admin.           | 229,000              | 74,000             | 95,000               | 7,000                   |                   |                  | 405,000           |
| 7725                    | Legal Admin.             | 137,000              | 41,000             | 1,000                | 4,000                   |                   |                  | 183,000           |
| 7726                    | Prosecutors' Office      | 301,000              | 133,000            | 58,000               | 8,000                   |                   |                  | 500,000           |
| 7730                    | Service Admin.           | 132,000              | 60,000             | 76,000               | 54,000                  |                   |                  | 322,000           |
| 7735                    | Legislation              | 190,000              | 31,000             | 11,000               | 5,000                   |                   |                  | 237,000           |
| 7740                    | Municipal Court          | 1,415,000            | 546,000            | 465,000              | 80,000                  |                   |                  | 2,506,000         |
| 7745                    | Civil Serv.Comm.         |                      |                    | 2,000                | 8,000                   |                   |                  | 10,000            |
| 7750                    | Lands & Buildings        | 30,000               | 5,000              | 116,000              | 12,000                  |                   |                  | 163,000           |
| 7755                    | Engineering              | 150,000              | 52,000             | 1,000                | 4,000                   |                   |                  | 207,000           |
| 7765                    | Elections                |                      |                    | 5,000                |                         |                   |                  | 5,000             |
| 7775                    | Delq.Land Advertg.       |                      |                    | 2,000                |                         |                   |                  | 2,000             |
| 8000                    | Transfers                |                      |                    |                      |                         |                   | 2,802,000        | 2,802,000         |
| 8020                    | Information Technology   | 245,000              | 75,000             | 98,000               | 232,000                 |                   |                  | 650,000           |
|                         | <b>Totals</b>            | <b>7,995,000</b>     | <b>2,287,000</b>   | <b>3,790,000</b>     | <b>852,000</b>          |                   | <b>2,802,000</b> | <b>17,726,000</b> |

**2026 BUDGET  
SUMMARY OF ESTIMATED EXPENDITURES**

| Dept.<br>Code | Name                           | Personal<br>Services | Fringe<br>Benefits | Contract<br>Services | Materials &<br>Supplies | Capital | Debt<br>Service | Transfers | Totals    |
|---------------|--------------------------------|----------------------|--------------------|----------------------|-------------------------|---------|-----------------|-----------|-----------|
| 222           | Street C M & R                 |                      |                    |                      |                         |         |                 |           |           |
| 7610          | Street C M & R                 | 860,000              | 360,000            | 95,000               | 135,000                 |         |                 |           | 1,450,000 |
| 7635          | Traffic Signs.Etc              |                      |                    | 37,000               | 23,000                  |         |                 |           | 60,000    |
|               | Totals                         | 860,000              | 360,000            | 132,000              | 158,000                 |         |                 |           | 1,510,000 |
| 223           | City Perm.Tax                  |                      |                    |                      |                         |         |                 |           |           |
| 7611          | Permissive Tax Maint.          |                      |                    | 40,000               | 210,000                 | 0       |                 |           | 250,000   |
| 224           | State Hwy.Improv.              |                      |                    |                      |                         |         |                 |           |           |
| 7612          | State Hwy.Maint.               |                      |                    | 35,000               | 55,000                  |         |                 |           | 90,000    |
| 225           | Law Enforcement Trust Fund     |                      |                    |                      |                         |         |                 |           |           |
| 7126          | Police & Fire Comm.            |                      |                    |                      | 5,000                   |         |                 |           | 5,000     |
| 226           | Drug Law Enforcement Fund      |                      |                    |                      |                         |         |                 |           |           |
| 7126          | Drug Law Enforcement           |                      |                    |                      | 30,000                  |         |                 |           | 30,000    |
| 227           | Ind.Alcohol Treatment Fund     |                      |                    |                      |                         |         |                 |           |           |
| 7740          | Ind.Alcohol Treatment          |                      |                    | 30,000               |                         |         |                 |           | 30,000    |
| 228           | Ind.Alcohol Monitor Fund       |                      |                    |                      |                         |         |                 |           |           |
| 7740          | Ind.Alcohol Monitor Fund       |                      |                    | 25,000               |                         |         |                 |           | 25,000    |
| 229           | Federal Equitable Sharing Fund |                      |                    |                      |                         |         |                 |           |           |
| 7126          | Drug Law Enforcement           |                      |                    |                      | 200,000                 |         |                 |           | 200,000   |
| 231           | Indigent Support               |                      |                    |                      |                         |         |                 |           |           |
| 7740          | Domestic/Thelf ISFC            |                      |                    | 40,000               |                         |         |                 |           | 40,000    |

**2026 BUDGET  
SUMMARY OF ESTIMATED EXPENDITURES**

| Dept.<br>Code | Name                                 | Personal<br>Services | Fringe<br>Benefits | Contract.<br>Services | Materials &<br>Supplies | Capital    | Debt<br>Service | Transfers | Totals     |
|---------------|--------------------------------------|----------------------|--------------------|-----------------------|-------------------------|------------|-----------------|-----------|------------|
| 331           | G.O. Retirement Fund                 |                      |                    |                       |                         |            |                 |           |            |
| 7910          | Bond & Note Retirement               |                      |                    | 15,000                |                         |            | 1,200,000       |           | 1,215,000  |
| 401           | Capital Impr.Fund                    |                      |                    |                       |                         |            |                 |           |            |
| 7110          | Police Law Enforcement               |                      |                    |                       |                         | 53,000     |                 |           | 53,000     |
| 7310          | Parks & Forestry                     |                      |                    |                       |                         | 704,000    |                 |           | 704,000    |
| 7510          | Storm Drains & Sewers                |                      |                    |                       |                         | 0          |                 |           | 0          |
| 7610          | Street C M & R                       |                      |                    |                       |                         | 9,422,000  |                 |           | 9,422,000  |
| 7615          | Sidewalks                            |                      |                    |                       |                         | 35,000     |                 |           | 35,000     |
| 7635          | Traffic Signals                      |                      |                    |                       |                         | 0          |                 |           | 0          |
| 7750          | Lands & Buildings                    |                      |                    |                       | 200,000                 | 560,000    |                 |           | 760,000    |
| 8020          | Information Tech.                    |                      |                    |                       |                         | 240,000    |                 |           | 240,000    |
|               | Totals                               |                      |                    |                       | 200,000                 | 11,014,000 |                 |           | 11,214,000 |
| 402           | American Rescue Plan Fund            |                      |                    |                       |                         |            |                 |           |            |
| 7610          | Downtown Transportation Improvements |                      |                    |                       |                         | 0          |                 |           | 0          |
| 405           | Court Capital Improvement Fund       |                      |                    |                       |                         |            |                 |           |            |
| 7740          | Municipal Court                      |                      |                    |                       | 50,000                  |            | 50,000          |           | 100,000    |
| 406           | Tax Increment Financing Fund         |                      |                    |                       |                         |            |                 |           |            |
| 7610          | TIF District Improvements            |                      |                    |                       |                         | 300,000    |                 |           | 300,000    |
| 501           | Spec.Assess. Trees                   |                      |                    |                       |                         |            |                 |           |            |
| 7440          | Tree Maintenance                     | 98,000               | 32,000             | 86,000                | 14,000                  |            |                 |           | 230,000    |
| 502           | Spec.Assess. Street Lighting         |                      |                    |                       |                         |            |                 |           |            |
| 7130          | S.A. Street Lighting                 | 3,000                | 1,000              | 406,000               |                         |            |                 |           | 410,000    |
| 503           | S.A. Ditches & Drains                |                      |                    |                       |                         |            |                 |           |            |
| 7510          | Ditches & Drains                     | 242,000              | 34,000             | 212,000               | 45,000                  |            |                 |           | 533,000    |
| 701           | Water Fund                           |                      |                    |                       |                         |            |                 |           |            |
| 7520          | Water Admin.                         | 292,000              | 75,000             | 106,000               | 148,000                 |            |                 |           | 621,000    |
| 7525          | Distribution                         | 610,000              | 250,000            | 3,499,000             | 105,000                 | 659,000    | 220,000         |           | 5,343,000  |
|               | Totals                               | 902,000              | 325,000            | 3,605,000             | 253,000                 | 659,000    | 220,000         |           | 5,964,000  |



**2026 BUDGET  
SUMMARY OF ESTIMATED EXPENDITURES**

| Dept.<br>Code | Name                        | Personal<br>Services | Fringe<br>Benefits | Contract.<br>Services | Materials &<br>Supplies | Capital | Debt<br>Service | Transfers | Totals    |
|---------------|-----------------------------|----------------------|--------------------|-----------------------|-------------------------|---------|-----------------|-----------|-----------|
| 702           | Sewer Fund                  |                      |                    |                       |                         |         |                 |           |           |
| 7530          | Sewer Admin.                | 290,000              | 77,000             | 94,000                | 145,000                 |         |                 |           | 606,000   |
| 7540          | Sewer Collection            | 411,000              | 181,000            | 2,735,000             | 57,000                  | 600,000 |                 |           | 3,984,000 |
|               | Totals                      | 701,000              | 258,000            | 2,829,000             | 202,000                 | 600,000 |                 |           | 4,590,000 |
| 705           | Resource Recovery           |                      |                    |                       |                         |         |                 |           |           |
| 7314          | Compost                     | 46,000               | 9,000              | 47,000                | 5,000                   |         |                 |           | 107,000   |
| 707           | Medical Care - Self Insured |                      |                    |                       |                         |         |                 |           |           |
| 8030          | Medical Care                |                      | 2,425,000          | 375,000               |                         |         |                 |           | 2,800,000 |
| 801           | Police Pension              |                      |                    |                       |                         |         |                 |           |           |
| 7135          | Police Pension              |                      | 800,000            |                       |                         |         |                 |           | 800,000   |
| 802           | Property Room               |                      |                    |                       |                         |         |                 |           |           |
| 7170          | Property Room               |                      |                    |                       | 8,000                   |         |                 |           | 8,000     |
| 804           | Income Tax Fund             |                      |                    |                       |                         |         |                 |           |           |
| 7760          | Tax Adm.                    | 310,000              | 122,000            | 50,000                | 350,000                 |         |                 |           | 832,000   |
| 8000          | Transfrers Out              |                      |                    |                       |                         |         |                 | 8,200,000 | 8,200,000 |
|               | Totals                      | 310,000              | 122,000            | 50,000                | 350,000                 |         |                 | 8,200,000 | 9,032,000 |
| 805           | Unclaimed Fund              |                      |                    |                       |                         |         |                 |           |           |
| 7520          | Refunds                     |                      |                    |                       |                         |         |                 | 5,000     | 5,000     |
| 806           | Joint Econ Dev Dist         |                      |                    |                       |                         |         |                 |           |           |
| 7520          | Refunds                     |                      |                    | 60,000                |                         |         |                 | 90,000    | 150,000   |

**2026 BUDGET**  
**SUMMARY OF ESTIMATED EXPENDITURES**

| Dept.<br>Code | Name                     | Personal<br>Services | Fringe<br>Benefits | Contract<br>Services | Materials &<br>Supplies | Capital | Debt<br>Service | Transfers | Totals |
|---------------|--------------------------|----------------------|--------------------|----------------------|-------------------------|---------|-----------------|-----------|--------|
| 808           | Escrow Fund              |                      |                    |                      |                         |         |                 |           |        |
| 7520          | Escrow                   |                      |                    |                      | 0                       |         |                 |           | 0      |
| 810           | Police Community Affairs |                      |                    |                      |                         |         |                 |           |        |
| 7160          | Police Community Affairs |                      |                    | 6,000                | 4,000                   |         |                 |           | 10,000 |

**Exhibit "B"**

**2026 ESTIMATED REVENUE  
SUMMARY OF REVENUE 2023-2026**

|                                         | <u>2023 Actual</u> | <u>2024 Actual</u> | <u>2025 Estimate</u> | <u>2026 Budget</u> |
|-----------------------------------------|--------------------|--------------------|----------------------|--------------------|
| <u>General Fund (110)</u>               |                    |                    |                      |                    |
| Real Estate Taxes                       | 1,140,638          | 1,133,918          | 1,433,039            | 1,700,000          |
| City Income Taxes                       | 3,363,651          | 3,344,744          | 3,378,191            | 3,400,000          |
| Other Taxes                             | 63,478             | 69,075             | 57,544               | 70,000             |
| Shared revenue                          | 1,104,517          | 1,135,109          | 1,167,973            | 1,200,000          |
| Charges for Services                    | 808,444            | 736,636            | 687,621              | 855,000            |
| Fees, Licenses, Permits                 | 319,472            | 286,447            | 321,993              | 335,000            |
| Interest Earnings                       | 190,494            | 397,458            | 444,452              | 455,000            |
| Fines & Forfeits                        | 1,050,161          | 1,177,172          | 1,210,828            | 1,330,000          |
| Other revenue                           | 327,486            | 397,836            | 398,459              | 450,000            |
| Transfers In                            | 7,759,650          | 7,600,000          | 7,700,000            | 8,205,000          |
| Totals                                  | 16,127,991         | 16,278,395         | 16,800,100           | 18,000,000         |
| <u>Street C. M. &amp; R. Fund (222)</u> |                    |                    |                      |                    |
| Veh. Reg. & Gasoline Tax                | 1,044,931          | 1,045,630          | 1,038,424            | 1,070,000          |
| Other Revenue                           | 14,561             | 6,694              | 6,752                | 10,000             |
| Transfers In                            | 200,000            | 250,000            | 200,000              | 400,000            |
| Totals                                  | 1,259,492          | 1,302,324          | 1,245,176            | 1,480,000          |
| <u>Permissive Tax Fund (223)</u>        |                    |                    |                      |                    |
| Permissive Vehicle Tax                  | 317,631            | 310,126            | 322,754              | 350,000            |
| Other Revenue                           | 0                  | 0                  | 0                    | 100,000            |
| Totals                                  | 317,631            | 310,126            | 322,754              | 450,000            |
| <u>State Highway Imp.Fund (224)</u>     |                    |                    |                      |                    |
| Veh. Reg. & Gasoline Tax                | 84,724             | 84,781             | 84,197               | 90,000             |
| Totals                                  | 84,724             | 84,781             | 84,197               | 90,000             |
| <u>Law Enforcement Trust (225)</u>      |                    |                    |                      |                    |
| Contraband-Sales-Proceeds               | 102                | 432                | 3,317                | 5,000              |
| Totals                                  | 102                | 432                | 3,317                | 5,000              |
| <u>Drug Law Enforcement (226)</u>       |                    |                    |                      |                    |
| Drug Enforcement Fines                  | 14,158             | 38,632             | 19,851               | 30,000             |
| Totals                                  | 14,158             | 38,632             | 19,851               | 30,000             |

**2026 ESTIMATED REVENUE  
SUMMARY OF REVENUE 2023-2026**

|                                                  | <u>2023 Actual</u> | <u>2024 Actual</u> | <u>2025 Estimate</u> | <u>2026 Budget</u> |
|--------------------------------------------------|--------------------|--------------------|----------------------|--------------------|
| <u>Ind. Drivers Alcohol Treatment Fund (227)</u> |                    |                    |                      |                    |
| Municipal Court Fines                            | 23,456             | 27,277             | 19,483               | 30,000             |
| Totals                                           | 23,456             | 27,277             | 19,483               | 30,000             |
| <u>Ind. Drivers Alcohol Monitor Fund (228)</u>   |                    |                    |                      |                    |
| Municipal Court Fines                            | 20,923             | 21,531             | 19,619               | 25,000             |
| Totals                                           | 20,923             | 21,531             | 19,619               | 25,000             |
| <u>Equitable Federal Sharing Fund (229)</u>      |                    |                    |                      |                    |
| Shared revenue                                   | 0                  | 0                  | 0                    | 8,000              |
| Transfers In                                     | 1,890              | 28,138             | 2,000                | 2,000              |
| Totals                                           | 1,890              | 28,138             | 2,000                | 10,000             |
| <u>Indigent Support Fund (231)</u>               |                    |                    |                      |                    |
| Fines & Fees                                     | 33,186             | 35,495             | 35,386               | 40,000             |
| Total                                            | 33,186             | 35,495             | 35,386               | 40,000             |
| <u>G.O. Debt Service (331)</u>                   |                    |                    |                      |                    |
| Real Estate Taxes                                | 684,383            | 680,351            | 859,823              | 1,000,000          |
| Shared revenue                                   | 91,188             | 91,338             | 114,910              | 120,000            |
| Other revenue                                    | 0                  | 0                  | 0                    | 0                  |
| Bond Proceeds                                    | 0                  | 0                  | 0                    | 0                  |
| Note Proceeds                                    | 0                  | 0                  | 0                    | 0                  |
| Transfers In                                     | 900,000            | 600,000            | 400,000              | 0                  |
| Totals                                           | 1,675,571          | 1,371,689          | 1,374,733            | 1,120,000          |
| <u>Capital Improvement Fund (401)</u>            |                    |                    |                      |                    |
| City Income Tax                                  | 1,076,368          | 1,070,318          | 1,081,021            | 1,085,000          |
| Shared revenue                                   | 5,229,118          | 4,732,349          | 1,437,992            | 3,215,000          |
| Interest Earnings                                | 226,593            | 522,086            | 473,094              | 500,000            |
| Other revenue                                    | 276,090            | 221,867            | 24,827               | 200,000            |
| Transfers In                                     | 3,300,000          | 3,000,000          | 2,800,000            | 2,700,000          |
| Totals                                           | 10,108,169         | 9,546,620          | 5,816,934            | 7,700,000          |
| <u>American Rescue Plan Fund (402)</u>           |                    |                    |                      |                    |
| Shared revenue                                   | 0                  | 0                  | 0                    | 0                  |
| Interest Earnings                                | 28,877             | 37,220             | 0                    | 0                  |
| Totals                                           | 28,877             | 37,220             | 0                    | 0                  |

**2026 ESTIMATED REVENUE  
SUMMARY OF REVENUE 2023-2026**

|                                               | <u>2023 Actual</u> | <u>2024 Actual</u> | <u>2025 Estimate</u> | <u>2026 Budget</u> |
|-----------------------------------------------|--------------------|--------------------|----------------------|--------------------|
| <u>Court Capital Improvement Fund (405)</u>   |                    |                    |                      |                    |
| Fines & Forfeits                              | 80,457             | 92,672             | 94,584               | 100,000            |
| Other revenue                                 | 29,052             | 18,586             | 14,817               | 20,000             |
| Totals                                        | 109,509            | 111,258            | 109,401              | 120,000            |
| <u>Tax Increment Financing Fund (406)</u>     |                    |                    |                      |                    |
| Real Estate Taxes                             | 0                  | 0                  | 129,758              | 200,000            |
| Totals                                        | 0                  | 0                  | 129,758              | 200,000            |
| <u>S.A. Serv. - Trees (501)</u>               |                    |                    |                      |                    |
| Special Assessments                           | 250,254            | 248,700            | 216,685              | 230,000            |
| Miscellaneous revenue                         | 0                  | 0                  | 0                    | 0                  |
| Totals                                        | 250,254            | 248,700            | 216,685              | 230,000            |
| <u>S.A. Street Lighting Fund (502)</u>        |                    |                    |                      |                    |
| Special Assessments                           | 379,001            | 378,038            | 370,646              | 400,000            |
| Reimbursements-Damages                        | 0                  | 0                  | 0                    | 0                  |
| Totals                                        | 379,001            | 378,038            | 370,646              | 400,000            |
| <u>S.A. Ditches &amp; Drainage Fund (503)</u> |                    |                    |                      |                    |
| Special Assessments                           | 314,598            | 315,526            | 354,290              | 430,000            |
| Miscellaneous                                 | 0                  | 0                  | 0                    | 0                  |
| Transfers In                                  | 0                  | 0                  | 0                    | 0                  |
| Totals                                        | 314,598            | 315,526            | 354,290              | 430,000            |
| <u>Water Fund (701)</u>                       |                    |                    |                      |                    |
| Charges for Services                          | 4,646,808          | 4,901,103          | 4,524,806            | 5,390,000          |
| Interest Earnings                             | 85,066             | 156,557            | 138,123              | 170,000            |
| Other revenue                                 | 73,512             | 52,534             | 38,518               | 90,000             |
| Totals                                        | 4,805,386          | 5,110,194          | 4,701,447            | 5,650,000          |
| <u>Sewer Fund (702)</u>                       |                    |                    |                      |                    |
| Charges for Services                          | 3,740,916          | 3,797,349          | 3,705,766            | 4,800,000          |
| Interest Earnings                             | 22,428             | 40,461             | 54,563               | 60,000             |
| Other revenue                                 | 20,571             | 811,340            | 557,109              | 40,000             |
| Totals                                        | 3,783,915          | 4,649,150          | 4,317,438            | 4,900,000          |

**2026 ESTIMATED REVENUE  
SUMMARY OF REVENUE 2023-2026**

|                                                  | <u>2023 Actual</u> | <u>2024 Actual</u> | <u>2025 Estimate</u> | <u>2026 Budget</u> |
|--------------------------------------------------|--------------------|--------------------|----------------------|--------------------|
| <u>Resource Recovery (705)</u>                   |                    |                    |                      |                    |
| Other revenue                                    | 98,461             | 76,846             | 64,950               | 75,000             |
| Transfers In                                     | 120,000            | 120,000            | 120,000              | 0                  |
| Totals                                           | 218,461            | 196,846            | 184,950              | 75,000             |
| <u>Medical Care - Self Insured (707)</u>         |                    |                    |                      |                    |
| Miscellaneous revenue                            | 143,910            | 349,789            | 248,625              | 300,000            |
| Other revenue                                    | 2,222,473          | 2,180,238          | 2,267,343            | 2,500,000          |
| Totals                                           | 2,366,383          | 2,530,027          | 2,515,968            | 2,800,000          |
| <u>Police Pension Fund (801)</u>                 |                    |                    |                      |                    |
| Real Estate Taxes                                | 501,881            | 498,924            | 630,537              | 710,000            |
| Shared revenue                                   | 66,869             | 66,979             | 84,265               | 90,000             |
| Totals                                           | 568,750            | 565,903            | 714,802              | 800,000            |
| <u>Property Room (802)</u>                       |                    |                    |                      |                    |
| Miscellaneous revenue                            | 0                  | -400               | 214                  | 8,000              |
| Totals                                           | 0                  | -400               | 214                  | 8,000              |
| <u>Income Tax Fund (804)</u>                     |                    |                    |                      |                    |
| City Income Tax                                  | 9,014,585          | 8,963,912          | 9,000,000            | 9,100,000          |
| Misc. revenue                                    | 275                | 136                | 413                  | 5,000              |
| Totals                                           | 9,014,860          | 8,964,048          | 9,000,413            | 9,105,000          |
| <u>Unclaimed Monies Fund (805)</u>               |                    |                    |                      |                    |
| Miscellaneous revenue                            | 3,901              | 3,469              | 0                    | 5,000              |
| Totals                                           | 3,901              | 3,469              | 0                    | 5,000              |
| <u>Joint Economic Development District (806)</u> |                    |                    |                      |                    |
| Income Tax                                       | 66,782             | 69,758             | 85,935               | 100,000            |
| Totals                                           | 66,782             | 69,758             | 85,935               | 100,000            |

**2026 ESTIMATED REVENUE  
SUMMARY OF REVENUE 2023-2026**

|                                          | <u>2023 Actual</u> | <u>2024 Actual</u> | <u>2025 Estimate</u> | <u>2026 Budget</u> |
|------------------------------------------|--------------------|--------------------|----------------------|--------------------|
| <u>Escrow Fund (808)</u>                 |                    |                    |                      |                    |
| Miscellaneous Revenue                    | 0                  | 0                  | 0                    | 0                  |
| Total                                    | 0                  | 0                  | 0                    | 0                  |
| <u>Police Community Affairs (810)</u>    |                    |                    |                      |                    |
| State Shared revenue                     |                    |                    |                      |                    |
| Other revenue                            | 9,000              | 9,000              | 8,618                | 10,000             |
| Totals                                   | 9,000              | 9,000              | 8,618                | 10,000             |
| <u>Parks-Recreation Foundation (811)</u> |                    |                    |                      |                    |
| Interest Earnings                        | 0                  | 0                  | 0                    | 2,000              |
| Totals                                   | 0                  | 0                  | 0                    | 2,000              |

**2026 ESTIMATED REVENUE  
SUMMARY OF REVENUE 2023-2026**

|                                   | <u>2023 Actual</u> | <u>2024 Actual</u> | <u>2025 Estimate</u> | <u>2026 Budget</u> |
|-----------------------------------|--------------------|--------------------|----------------------|--------------------|
| <u>Recapitulation of Funds</u>    |                    |                    |                      |                    |
| 110 - General                     | 16,127,991         | 16,278,395         | 16,800,100           | 18,000,000         |
| 222 - Street CM & R               | 1,259,492          | 1,302,324          | 1,245,176            | 1,480,000          |
| 223 - Permissive Tax              | 317,631            | 310,126            | 322,754              | 450,000            |
| 224 - State Highway Improvement   | 84,724             | 84,781             | 84,197               | 90,000             |
| 225 - Law Enforcement             | 102                | 432                | 3,317                | 5,000              |
| 226 - Drug Law                    | 14,158             | 38,632             | 19,851               | 30,000             |
| 227 - Ind Drivers Alcohol Trmt    | 23,456             | 27,277             | 19,483               | 30,000             |
| 228 - Ind Drivers Alcohol Monitor | 20,923             | 21,531             | 19,619               | 25,000             |
| 229 - Equitable Federal Sharing   | 1,890              | 28,138             | 2,000                | 10,000             |
| 231 - Indigent Support            | 33,186             | 35,495             | 35,386               | 40,000             |
| 331 - G.O. Debt Service           | 1,675,571          | 1,371,689          | 1,374,733            | 1,120,000          |
| 401 - Capital Improvement         | 10,108,169         | 9,546,620          | 5,816,934            | 7,700,000          |
| 402 - American Rescue Plan        | 28,877             | 37,220             | 0                    | 0                  |
| 405 - Municipal Court Improvement | 109,509            | 111,258            | 109,401              | 120,000            |
| 406 - Tax Increment Financing     | 0                  | 0                  | 129,758              | 200,000            |
| 501 - S.A. Serv. - Trees          | 250,254            | 248,700            | 216,685              | 230,000            |
| 502 - S.A. Street Lighting        | 379,001            | 378,038            | 370,646              | 400,000            |
| 503 - S.A. Ditches & Drainage     | 314,598            | 315,526            | 354,290              | 430,000            |
| 701 - Water Fund                  | 4,805,386          | 5,110,194          | 4,701,447            | 5,650,000          |
| 702 - Sewer Fund                  | 4,649,150          | 4,649,150          | 4,317,438            | 4,900,000          |
| 705 - Resource Recovery           | 218,461            | 196,846            | 184,950              | 75,000             |
| 707 - Medical Care                | 2,366,383          | 2,530,027          | 2,515,968            | 2,800,000          |
| 801 - Police Pension              | 568,750            | 565,903            | 714,802              | 800,000            |
| 802 - Property Room               | 0                  | -400               | 214                  | 8,000              |
| 804 - Income Tax                  | 9,014,860          | 8,964,048          | 9,000,413            | 9,105,000          |
| 805 - Unclaimed Monies            | 3,901              | 3,469              | 0                    | 5,000              |
| 806 - Joint Econ Dev Dist.        | 66,782             | 69,758             | 85,935               | 100,000            |
| 808 -Escrow Fund                  | 0                  | 0                  | 0                    | 0                  |
| 810 - Community Affairs           | 9,000              | 9,000              | 8,618                | 10,000             |
| 811 - Parks-Rec Foundation        | 0                  | 0                  | 0                    | 2,000              |
| Grand Total                       | 52,452,205         | 52,234,177         | 48,454,115           | 53,815,000         |



**Exhibit "C"**

**2026 INTERFUND TRANSFERS**

| Fund                    | Transfer From | Fund                  | Transfer To |
|-------------------------|---------------|-----------------------|-------------|
| General                 | 400,000       | Streets C M & R       | 400,000     |
| General                 | 2,400,000     | Capital Improvement   | 2,400,000   |
| General                 | 2,000         | Fed Equitable Sharing | 2,000       |
| TIF                     | 300,000       | Capital Improvement   | 300,000     |
| Income Tax              | 8,200,000     | General               | 8,200,000   |
| Unclaimed Monies        | 5,000         | General               | 5,000       |
| Joint Economic Dev Dist | 21,000        | General               | 21,000      |
| Joint Economic Dev Dist | 60,000        | Income Tax            | 60,000      |
| Joint Economic Dev Dist | 9,000         | Capital Improvement   | 9,000       |
| Totals                  | 11,397,000    |                       | 11,397,000  |
|                         | =====         |                       | =====       |

9a.



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

November 17, 2025

To: The Mayor and Members of Sylvania City Council

Re: **Change Order No. 1 – Downtown Transportation Improvements (Phase 1)**

Dear Mr. Mayor and Council Members:

Construction work on Phase 1 of the Downtown Transportation Improvements Project is approximately 90% complete at this time. The project contractor, Helms and Sons, has requested a project change order for several scope of work items that changed during construction. The full list of changes is enclosed, but below is a brief summary of a few of the larger items included in this change order:

- Item 8001 – Waterline bedding material change from aggregate stone to sand (\$10,548.60).
- Item 8003 – Actual cost over project budgetary amount for irrigation (\$26,686.37).
- Item 8005/8017 – New wall sign near Ace Hardware (\$44,555) and lighting (\$7,594.00).
- Item 8011 – Switch from single receptacles to dual receptacles in the 1<sup>st</sup> block (\$14,933.94)
- Item 8016 – Non-performance of electrical directional drilling and conduit reuse (-\$10,842.53).
- Item 8018 – Addition stone veneer (\$10,970).

As a result, the Service Department is requesting approval of Change Order No. 1 in the amount of \$130,708.43 to increase the contract amount from \$4,401,234.00 to \$4,530,942.43 (increase of 2.9%).

We are recommending \$37,234.97 be funded from the 701-7525-53501 account for water related expenses and the remaining \$93,473.46 be funded from the 401-7610-53610 account for capital improvement related expense. Please call if you have any questions.

Sincerely,

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

9b.

**ORDINANCE NO. 123-2025**

**AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO APPROVE CHANGE ORDER NO. 1 TO THIS CITY'S AGREEMENT WITH HELMS & SONS EXCAVATING, INC. FOR THE DOWNTOWN TRANSPORTATION IMPROVEMENTS (PHASE 1) PROJECT TO PROVIDE FOR SEVERAL SCOPE OF WORK ITEMS THAT CHANGED DURING CONSTRUCTION; INCREASING THE CONTRACT AMOUNT BY \$130,708.43; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.**

WHEREAS, Ordinance No. 128-2024, passed November 18, 2024, accepted the bid of Helms & Sons Excavating, Inc. and awarded the contract for the Downtown Transportation Improvements (Phase 1) Project to same, which bid was in the amount of \$4,401,234; and,

WHEREAS, the Director of Public Service, by report dated November 17, 2025, has recommended approval of Change Order No. 1 of Helms & Sons Excavating, Inc. for said Downtown Transportation Improvements (Phase 1) Project to provide for several scope of work items that changed during construction; and,

WHEREAS, the complete list of items constituting the change order is attached to the Director of Public Service's report of November 17, 2025 which includes: waterline bedding material changed from aggregate stone to sand (\$10,548.60); actual cost over project budgetary amount for irrigation (\$26,686.37); new wall sign near Ace Hardware (\$44,555.00) and lighting (\$7,594.00); non-performance of electrical directional drilling and conduit reuse (-\$10,842.53); stone veneer addition (\$10,970); and,

WHEREAS, the scope of work items that changed during construction resulted in a net increase to the contract in the amount of One Hundred Thirty Thousand Seven Hundred Eight and 43/100 Dollars (\$130,708.43), for a total contract amount of \$4,530,942.43.

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

SECTION 1. That said change order increasing the contract amount by the sum of One Hundred Thirty Thousand Seven Hundred Eight and 43/100 Dollars (\$130,708.43), authorized to be appropriated be, and the same hereby is, approved, and the Mayor and the Director of Finance be, and they hereby are, authorized to sign said change order on behalf of this City, thereby indicating such approval and changing the total contract amount.

SECTION 2. That, to provide funds for said change order for improvements, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-53610 – Downtown Transportation Improvements**, the sum of Ninety-Three Thousand Four Hundred Seventy-Three and 46/100 Dollars (\$93,473.46) and from the **WATER FUND** from funds therein not heretofore appropriated to **Account No. 701-7525-53501 – Utility Improvements**, the total sum of Thirty-Seven Thousand Two Hundred Thirty-Four and 97/100 Dollars (\$37,234.97).

SECTION 3. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the adjustments in the contract for several scope of work items that changed during construction should be approved immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

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

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

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

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



# American Structurepoint - OH

## Change Order Details

### City of Sylvania-Downtown Transportation Improvements Phase 1

#### Description

The project consists of the reconstruction of Main Street between Monroe Street and Maplewood Avenue in the city of Sylvania, Lucas County, Ohio. The project includes resurfacing of Maplewood Avenue between Main Street and Summit Street. This project includes the construction of asphalt pavement, drainage, sanitary sewer, waterline, traffic control, lighting, and streetscape elements.

ORDINANCE NUMBER: #128-2024

PO NUMBER: 67109

#### Prime Contractor

HELMS AND SONS EXCAVATING

1753 LIMA AVE

FINDLAY, OH 45840

#### Change Order

1

#### Status

Pending

#### Date Created

08/15/2025

#### Type

Various - see explanations

#### Summary

Changes through Stages 1 and 2

#### Change Order Description

##### Line Item 8000 - Tree Removal

One additional tree, which was interfering with proposed work, was required to be removed on Maplewood Avenue. A price of \$350 was submitted and accepted. (see attached quote from Lake Erie Tree Service).

##### Line Item 8001 - Change to Sand Bedding for Waterline Installation

The plans specified ODOT Item 304 as bedding for the water line work in the plans. The city requested a change to sand bedding, which had an additional cost due to trucking the material from a supplier which was further away. The change proposal was submitted and approved by the city (see attached). Below is the breakdown of additional costs for each water line item. The total of \$10,548.60 is being added as a Lump Sum

addition as Line Item 8001.

Ref 63: 12 ft @ \$5/ft increase = \$60

Ref 64: 2026 ft @ \$4/ft increase = \$8,104

Ref 65: 3 ft @ \$5/ft increase = \$15

Ref 66: 592.4 ft @ \$4/ft increase = \$2,369.60

Total Increase = \$10,548.60

#### **Line Item 8003 - Irrigation**

Line Item 162 was set up in the bid as Item Special - Irrigation System. The item provided a set amount of \$15,650 to install a complete irrigation system. The city recognizes that this amount is well below the reasonable amount required to install a functioning irrigation system with sleeves included. The project requested costs from the contractor to perform the work. The quote from Foreman Irrigation to install the system (not including sleeves) was \$21,336.37. Helms submitted a cost of \$21,000 to install the sleeves. The costs were accepted by the project. Line Item 8003 is being added as a lump sum amount to cover the cost difference between the \$15,650 set up in the plans and the total quoted amount of \$41,336.37. This lump sum amount is \$26,686.37.

#### **Line Item 8004 - Coal Chute**

While removing sidewalk on the east side in front of the Bull Moose Retirement building, an old coal chute was discovered. The block wall didn't appear to be very stable, so a plan needed to be created to stabilize the wall before the cavity was filled. After some investigation and discussions, it was decided that the best solution was to form a 2x4 stud wall inside the basement with plywood sheeting covering the studs. This was held in place against the block wall with angle kick studs to brace it. The block wall was covered with waterproofing material and the cavity was then backfilled with Low Strength Mortar Backfill. A work agreement with the property owner had been signed before work began. The work was force account tracked as time and materials. The force account record was reviewed and approved in the amount of \$3,674.85.

#### **Line Item 8005 - New Sign Wall at NW corner of Main/Monroe**

The stability of the existing wall near Ace Hardware was investigated to determine if it had the structural capability to hold the proposed sign. Upon drilling into the wall, it was discovered that the wall was hollow (no cinder blocks). A quote was requested from Spartan Construction, who was already on site doing the stone veneer walls, to construct a new wall that could carry the load of the new sign but also look similar to the existing sign. A quote of \$44,555.00 was submitted and accepted by the city on 9/10/25.

#### **Line Item 8006 - 3" Primary Conduit**

230 feet of 3" primary conduit was required to be run from the power pole to the transclosure to provide power. A price of \$2100 was submitted for this work and accepted.

**Line Item 8007 - Transformer Foundation**

It was determined that a ground-mounted foundation for the transformer work pad needed to be installed. A price of \$4450 was submitted by FET and accepted.

**Line Item 8008 - Light Pole Foundation Depth Change**

There were nine light poles that were planned to be installed inside the planters. The foundation design did not account for this, and because the foundations (by design) need to be embedded 6-feet into stable soil, the foundations needed to be lengthened by 3-feet. This additional cost covers the additional rebar, concrete and labor to install the additional 3-foot lengths. A price of \$775/each was submitted and accepted, which includes the HSX allowable markup. Total cost = \$6975.

**Line Item 8009 - Pull Box replacements**

There were two fiberglass electrical pull boxes at the NE corner of Main and Monroe Streets that were in extremely poor condition. By plan, they were to be adjusted to grade. Due to their condition, it was decided to replace them. The contractor was asked to provide a cost for the difference between adjusting to grade and installing new boxes. This cost was \$1021 and was accepted.

**Line Item 8010 - 1-1/4" Conduit**

No conduit was provided in the plans from the transclosure to the irrigation meter pit. A price of \$6.75/foot was submitted by the contractor for 200-feet of 1-1/4" conduit. This cost was \$1,350.00 and was accepted.

**Line Item 8011 - Dual Receptacle PEDOC's**

There was a discrepancy in the plans regarding the type of T2 pedestals to provide. Sheet 112 specified single receptacle units and Sheet 113 specified dual receptacle units. Single receptacle units were ordered by the electrical subcontractor. The city decided that in this block they preferred to have the dual receptacles. The cost of \$14,933.94 was submitted and accepted to provide dual receptacle units. The single receptacle PEDOC units were non-returnable, so the city will keep possession of these for use at other locations within the city.

**Line Item 8012 - Lighting Disconnect/Reconnect**

At the NW corner of Main and Maplewood (adjacent to Inside the Five), a light pole was to be removed. To accomplish this,

the lighting needed to be disconnected and then reconnected to a pole just to the north of the pole to be removed. The light pole that was removed was moved to the city's storage. A cost of \$1,030 was submitted and accepted for this work.

**Line Item 8013 - Raise street light and EON elevations**

Many of the elevations of the streetlight and EON foundations provided by the designer were incorrect due to bad survey information. As a result, a couple foundation elevations were set too low for the streetlight and EONs. The subcontractor was instructed to add rebar to the foundations, extend the bolts by adding rod couplings and galvanized all-thread, and pour concrete to the proper grades. A cost of \$921.00 was submitted and accepted for this additional work.

**Line Item 8014 - Move Electrical Pull Box**

There was a pull box and existing lighting conduit for Monroe Street that needed to be moved out of Main Street and relocated to the side (near Ace Hardware). The subcontractor removed the box, tied conduits together, pulled wire, and reconnected all wiring. There was enough slack in the box that they were able to reuse all the existing wire. A cost of \$2,275.00 was submitted and accepted for this work.

**Line Item 8015 - Festoon Light Bulb temperature changes**

The proposed festoon lighting bulb temperatures that were proposed by plan didn't match the temperature of the decorative street lighting. The city decided to change the festoon bulbs to match the street lighting. There was a restock fee of \$1,325.00 for the original bulbs that were purchased and the cost of the new bulbs was \$791.20 more than the original bulbs. This change totals \$2,116.20.

**Line Item 8016 - Non-performance of Directional Bores on Maplewood**

It was decided not to perform the directional bores for lighting conduit along Maplewood Avenue and reuse the existing conduit to save some money for the project. There were also 4 light poles non-performed due to spacing and interference issues along the street. The changes below itemize all that was included with this change:

- Non-perform directional bores: -\$11,544.00
- Non-perform light poles: -\$7300.00
- 205' of 1.5" conduit installed: +\$2095.58
- 40 additional feet of trench: +\$251.09
- 23 tons of additional backfill: +\$1251.01
- 40' of marking tape: +\$86.60



- 1350' of #6 wire b/w poles: +\$4317.19

Net change for this line item is -\$10,842.53.

#### Line Item 8017 - Sign Lighting on Wall near Ace Hardware

The city directed a change to add lighting to the "Sylvania" sign which will be mounted to the new brick wall near Ace Hardware. The city provided the specs for the lighting and the contractor provided a cost for the labor and materials. This change totals \$7,594.00 and was accepted by the project.

#### Line Item 8018 - Stone Veneer Course at Mid-Block Wall

The differences between plan and actual elevations of the sidewalk on the east side of Main Street affected the reveal of the mid-block wall. After a site visit and discussion, it was decided to add a course of block and stone veneer. The contractor submitted a cost of \$7,275.00 which was accepted by the project.

On the west side of Main Street, there were four locations where the plans missed the wall and stone veneer. We requested a cost from the contractor to add these locations. A cost of \$3,695.00 was submitted and accepted by the project.

The total for this change is \$10,970.

|                                  |                |
|----------------------------------|----------------|
| <b>Awarded Project Amount</b>    | \$4,401,234.00 |
| <b>Authorized Project Amount</b> | \$4,401,234.00 |
| <b>Change Order Amount</b>       | \$130,708.43   |
| <b>Revised Project Amount</b>    | \$4,531,942.43 |

### New Items

| Line Number                 | Item ID   | Unit | Quantity | Unit Price | Extension |
|-----------------------------|-----------|------|----------|------------|-----------|
| <b>Section: 1 - Roadway</b> |           |      |          |            |           |
| 8000                        | 990E30000 | LS   | 1.000    | \$350.000  | \$350.00  |
| <b>AGREED LUMP SUM</b>      |           |      |          |            |           |

Change Order Details:

City of Sylvania-Downtown Transportation Improvements Phase 1

11/10/2025

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| Line Number                                           | Item ID   | Unit | Quantity | Unit Price   | Extension   |
|-------------------------------------------------------|-----------|------|----------|--------------|-------------|
| <b>Reason:</b> Tree removal                           |           |      |          |              |             |
| 8004                                                  | 990E20000 | LS   | 1.000    | \$3,674.850  | \$3,674.85  |
| FORCE ACCOUNT                                         |           |      |          |              |             |
| <b>Reason:</b> Backfill coal chute                    |           |      |          |              |             |
| <b>Section: 5 - Water Work</b>                        |           |      |          |              |             |
| 8001                                                  | 990E30000 | LS   | 1.000    | \$10,548.600 | \$10,548.60 |
| AGREED LUMP SUM                                       |           |      |          |              |             |
| <b>Reason:</b> Change to sand bedding for water lines |           |      |          |              |             |
| <b>Section: 7 - Lighting</b>                          |           |      |          |              |             |
| 8006                                                  | 990E30000 | LS   | 1.000    | \$2,100.000  | \$2,100.00  |
| AGREED LUMP SUM                                       |           |      |          |              |             |
| <b>Reason:</b> 3" Primary Conduit                     |           |      |          |              |             |
| 8007                                                  | 990E30000 | LS   | 1.000    | \$4,450.000  | \$4,450.00  |
| AGREED LUMP SUM                                       |           |      |          |              |             |
| <b>Reason:</b> Ground mounted transformer foundation  |           |      |          |              |             |
| 8008                                                  | 990E30000 | LS   | 1.000    | \$6,975.000  | \$6,975.00  |
| AGREED LUMP SUM                                       |           |      |          |              |             |

| Line Number                                                             | Item ID   | Unit | Quantity | Unit Price   | Extension   |
|-------------------------------------------------------------------------|-----------|------|----------|--------------|-------------|
| <b>Reason:</b> Light pole foundation change from 6' to 9'               |           |      |          |              |             |
| 8009                                                                    | 990E30000 | LS   | 1.000    | \$1,021.000  | \$1,021.00  |
| AGREED LUMP SUM                                                         |           |      |          |              |             |
| <b>Reason:</b> Replace electrical pull boxes                            |           |      |          |              |             |
| 8010                                                                    | 990E30000 | LS   | 1.000    | \$1,350.000  | \$1,350.00  |
| AGREED LUMP SUM                                                         |           |      |          |              |             |
| <b>Reason:</b> 1-1/4" conduit from transclosure to irrigation meter pit |           |      |          |              |             |
| 8011                                                                    | 990E30000 | LS   | 1.000    | \$14,933.940 | \$14,933.94 |
| AGREED LUMP SUM                                                         |           |      |          |              |             |
| <b>Reason:</b> Dual receptacle PEDOCs                                   |           |      |          |              |             |
| 8012                                                                    | 990E30000 | LS   | 1.000    | \$1,030.000  | \$1,030.00  |
| AGREED LUMP SUM                                                         |           |      |          |              |             |
| <b>Reason:</b> Light pole at Inside the Five                            |           |      |          |              |             |
| 8013                                                                    | 990E30000 | LS   | 1.000    | \$921.000    | \$921.00    |
| AGREED LUMP SUM                                                         |           |      |          |              |             |
| <b>Reason:</b> EON and street light foundation grades extended          |           |      |          |              |             |
| 8014                                                                    | 990E30000 | LS   | 1.000    | \$2,275.000  | \$2,275.00  |
| AGREED LUMP SUM                                                         |           |      |          |              |             |

Change Order Details:

City of Sylvania-Downtown Transportation Improvements Phase 1

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| Line Number                                                                                                              | Item ID   | Unit | Quantity | Unit Price    | Extension    |
|--------------------------------------------------------------------------------------------------------------------------|-----------|------|----------|---------------|--------------|
| <b>Reason:</b> Traffic pull box at Monroe/Main near Ace Hardware moved                                                   |           |      |          |               |              |
| 8015                                                                                                                     | 990E30000 | LS   | 1.000    | \$2,116.200   | \$2,116.20   |
| AGREED LUMP SUM                                                                                                          |           |      |          |               |              |
| <b>Reason:</b> Change festoon light bulb temperatures                                                                    |           |      |          |               |              |
| 8016                                                                                                                     | 990E30000 | LS   | 1.000    | -\$10,842.530 | -\$10,842.53 |
| AGREED LUMP SUM                                                                                                          |           |      |          |               |              |
| <b>Reason:</b> Electrical changes associated with non-performing directional bores and 4 light poles on Maplewood Avenue |           |      |          |               |              |
| 8017                                                                                                                     | 990E30000 | LS   | 1.000    | \$7,594.000   | \$7,594.00   |
| AGREED LUMP SUM                                                                                                          |           |      |          |               |              |
| <b>Reason:</b> Sign lighting on wall near Ace Hardware                                                                   |           |      |          |               |              |
| <b>Section: 10 - Landscaping</b>                                                                                         |           |      |          |               |              |
| 8003                                                                                                                     | 990E30000 | LS   | 1.000    | \$26,686.370  | \$26,686.37  |
| AGREED LUMP SUM                                                                                                          |           |      |          |               |              |
| <b>Reason:</b> Irrigation system and sleeves                                                                             |           |      |          |               |              |
| 8005                                                                                                                     | 990E30000 | LS   | 1.000    | \$44,555.000  | \$44,555.00  |
| AGREED LUMP SUM                                                                                                          |           |      |          |               |              |
| <b>Reason:</b> New sign wall at Main & Monroe                                                                            |           |      |          |               |              |

| Line Number                                          | Item ID   | Unit | Quantity | Unit Price   | Extension           |
|------------------------------------------------------|-----------|------|----------|--------------|---------------------|
| 8018                                                 | 990E30000 | LS   | 1.000    | \$10,970.000 | \$10,970.00         |
| AGREED LUMP SUM                                      |           |      |          |              |                     |
| <b>Reason:</b> Stone veneer and block wall additions |           |      |          |              |                     |
| 18 items                                             |           |      |          |              | Total: \$130,708.43 |

### Time Limit Changes

| Type                                                                                                                                                                                                                                    | Original Deadline | Current Deadline | Pending Extension | Pending Deadline |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------|-------------------|------------------|
| Completion Date                                                                                                                                                                                                                         | 08/29/2025        | 08/29/2025       | 91.0 Days         | 11/28/2025       |
| 3.2. Liquidated Damages. Liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay OWNER nine hundred dollars (\$900.00) for each day that expires after the time specified in paragraph 3.1 for Substantial Completion. |                   |                  |                   |                  |
| <b>Reason:</b> Extending completion date to 11/28/2025 due to delays with procuring tactical pavers and pulling trees from the nursery due to late dormancy.                                                                            |                   |                  |                   |                  |
| 1 time limit                                                                                                                                                                                                                            |                   |                  |                   |                  |

**RECOMMENDED FOR APPROVAL BY:**

Joseph E. Shaw, P.E., P.S., Public Service Director: \_\_\_\_\_ (Signature) \_\_\_\_\_ 11-10-2025 \_\_\_\_\_ (Date)



**REVIEWED BY:**

*Engineer*

Darren Schimmoeller  
Digitally signed by Darren Schimmoeller  
DN: cn=Darren Schimmoeller, email=Darren.Schimmoeller@cityofsy.com, c=US  
Date: 2025.11.10 09:44:39-0500

Darren J. Schimmoeller, Project Engineer \_\_\_\_\_ (Signature) \_\_\_\_\_ 2025-11-10 \_\_\_\_\_ (Date)

*Contractor*

Grant Heaster \_\_\_\_\_ (Name)

Grant Heaster \_\_\_\_\_ (Signature) \_\_\_\_\_ 11/10/2025 \_\_\_\_\_ (Date)

**The proposal is hereby approved.**

Mark R. Frye, Mayor: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

**The proposal is hereby approved.**

Toby Schroyer, Finance Director: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

10a.



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

November 17, 2025

To: The Mayor and Members of Sylvania City Council

Re: **Bid Award – Downtown Transportation Improvements (Aerial Utility Bury Project)**

Dear Mr. Mayor and Council Members:

The Service Department requested City Council authorization to advertise for bids for the Downtown Transportation Improvements (Aerial Utility Bury) Project at the July 21, 2025 meeting. The scope of work includes installing the necessary underground infrastructure including conduit, handholes, and junction boxes to relocate Toledo Edison, Buckeye Cable, Frontier Communications, and Spectrum facilities below grade in the second block of Main Street. The published engineer's estimate was \$996,152.33.

The City received three (3) bids on November 12, 2025. The apparent low bidder was FET Construction Services, LLC from Toledo, Ohio with a bid of \$937,064.00 (8.2% under estimate). The 2<sup>nd</sup> lowest bid received was from U.S. Utility Contractor from Perrysburg, Ohio with a bid of \$1,367,242.05 (33.9% over estimate).

FET Construction Services, LLC has performed many construction projects for the City including 2025 work on the Downtown Transportation Improvements Project (Phase 1) and the Harroun Road/Ravine Drive/Flower Hospital Traffic Signal Project as the electrical subcontractor of record on both projects.

This project was included in our 2025 budget and would be funded from the 401-7610-53610 account. We recommend the construction contract be awarded to FET Construction Services, LLC from Toledo, Ohio in the amount of \$937,064.00. Please call with any questions.

Sincerely,

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

106.

**ORDINANCE NO. 124-2025**

**ACCEPTING THE BID OF FET CONSTRUCTION SERVICES, LLC  
AND AWARDING THE CONTRACT FOR THE DOWNTOWN  
TRANSPORTATION IMPROVEMENTS AERIAL UTILITY BURY  
PROJECT TO SAME; AUTHORIZING THE EXPENDITURE FOR THE  
IMPROVEMENTS IN THE AMOUNT OF \$937,064; APPROPRIATING  
FUNDS THEREFORE; AND DECLARING AN EMERGENCY.**

WHEREAS, plans for the Downtown Transportation Improvements Aerial Utility Bury Project have been completed and are now on file with the Clerk of this Council; and,

WHEREAS, the Clerk of Council was authorized to advertise for bids at the July 21, 2025 meeting of Sylvania City Council and thereafter the Clerk advertised for bids, and the bids were opened on November 12, 2025, and thereafter, the Director of Public Service, by report dated November 17, 2025, stated that the engineer's estimate for the Downtown Transportation Improvements Aerial Utility Bury Project was \$996,152.33 and the following bids were received:

| <u>BIDDERS</u>                 | <u>BID PRICE</u> |
|--------------------------------|------------------|
| FET Construction Services, LLC | \$ 937,064.00    |
| U.S. Utility Contractor        | 1,367,242.05     |
| J. Ranck Electric, Inc.        | 1,512,265.00     |

WHEREAS, the three (3) bids offered by the above bidders meet all of the City's specifications and the Director of Public Service, by report dated November 17, 2025, has recommended acceptance of the lowest and best bid of FET Construction Services, LLC and that the contract for the Downtown Transportation Improvements Aerial Utility Bury Project 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 bid of FET Construction Services, LLC, Toledo, Ohio for said Downtown Transportation Improvements Aerial Utility Bury Project, in the amount of Nine Hundred Thirty-Seven Thousand Sixty-Four Dollars (\$937,064.00), is hereby determined to be the lowest and best bid 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 bidder named in Section 1 above for the furnishing of such labor and materials in accordance with said bid.

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. 401-7610-53610 – Downtown Transportation Improvements**, the total sum of Nine Hundred Thirty-Seven Thousand Sixty-Four Dollars (\$937,064.00).

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 bid of FET Construction, LLC should be accepted immediately so as to provide for the commencement of the Downtown Transportation Improvements Aerial Utility Bury 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  
APPROVED:

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



**Sylvania Downtown Utility Conversion to Underground  
Bid Tabulation**

| Item Number       | Bid Item Description                      | Units | Quantity | FET Construction Services, LLC |                     | U.S. Utility Contractor |                       | J. Ranck Electric, Inc. |                       |
|-------------------|-------------------------------------------|-------|----------|--------------------------------|---------------------|-------------------------|-----------------------|-------------------------|-----------------------|
|                   |                                           |       |          | Unit Price                     | Bid Amount          | Unit Price              | Bid Amount            | Unit Price              | Bid Amount            |
| 201E21800         | TREE REMOVED, 18"                         | EACH  | 21.00    | \$351.00                       | \$7,371.00          | \$2,901.25              | \$60,926.25           | \$800.00                | \$16,800.00           |
| 201E23000         | TREE REMOVED, 30"                         | EACH  | 2.00     | \$2,049.00                     | \$4,098.00          | \$3,768.75              | \$7,537.50            | \$3,625.00              | \$7,250.00            |
| 201E26500         | STUMP REMOVED, 18"                        | EACH  | 2.00     | \$151.00                       | \$302.00            | \$1,821.25              | \$3,642.50            | \$1,525.00              | \$3,050.00            |
| 202E23000         | PAVEMENT REMOVED                          | SY    | 12.00    | \$10.80                        | \$129.60            | \$31.50                 | \$378.00              | \$65.00                 | \$780.00              |
| 202E30000         | WALK REMOVED                              | SF    | 3,932.00 | \$3.20                         | \$12,582.40         | \$3.15                  | \$12,385.80           | \$12.00                 | \$47,184.00           |
| 202E32000         | CURB REMOVED                              | FT    | 14.00    | \$5.40                         | \$75.60             | \$15.75                 | \$220.50              | \$30.00                 | \$420.00              |
| 608E10000         | 4" CONCRETE WALK                          | SF    | 789.00   | \$10.80                        | \$8,521.20          | \$10.24                 | \$8,079.36            | \$13.00                 | \$10,257.00           |
| 608E13000         | 6" CONCRETE WALK                          | SF    | 697.00   | \$12.90                        | \$8,991.30          | \$10.66                 | \$7,430.02            | \$13.00                 | \$9,061.00            |
| 608E20000         | 2" ASPHALT CONCRETE WALK                  | SF    | 2,257.00 | \$4.80                         | \$10,833.60         | \$9.45                  | \$21,328.65           | \$4.00                  | \$9,028.00            |
| 608E52000         | CURB RAMP                                 | SF    | 190.00   | \$3.00                         | \$570.00            | \$11.50                 | \$2,185.00            | \$25.00                 | \$4,750.00            |
| 659E00300         | TOPSOIL                                   | CY    | 120.00   | \$54.00                        | \$6,480.00          | \$89.25                 | \$10,710.00           | \$110.00                | \$13,200.00           |
| 659E10000         | SEEDING AND MULCHING                      | SY    | 1,078.00 | \$1.30                         | \$1,401.40          | \$2.63                  | \$2,835.14            | \$5.00                  | \$5,390.00            |
| 659E20000         | COMMERCIAL FERTILIZER                     | TON   | 0.15     | \$1.10                         | \$0.17              | \$787.50                | \$118.13              | \$2,400.00              | \$360.00              |
| 659E31000         | LIME                                      | ACRE  | 0.22     | \$1.10                         | \$0.24              | \$262.50                | \$57.75               | \$4,250.00              | \$935.00              |
| 659E35000         | WATER                                     | MGAL  | 7.00     | \$1.10                         | \$7.70              | \$1.15                  | \$8.05                | \$250.00                | \$1,750.00            |
| 609E25000         | CURB, TYPE 6                              | FT    | 14.00    | \$10.80                        | \$151.20            | \$54.60                 | \$764.40              | \$50.00                 | \$700.00              |
| 615E20000         | PAVEMENT FOR MAINTAINING TRAFFIC, CLASS A | FT    | 12.00    | \$12.90                        | \$154.80            | \$367.50                | \$4,410.00            | \$175.00                | \$2,100.00            |
| SPECIAL           | ELECTRICAL                                | EACH  | 1.00     | \$847,001.00                   | \$847,001.00        | \$1,161,950.00          | \$1,161,950.00        | \$1,234,250.00          | \$1,234,250.00        |
| 614E11000         | MAINTAINING TRAFFIC                       | LUMP  | 1.00     | \$1,618.00                     | \$1,618.00          | \$21,725.00             | \$21,725.00           | \$35,000.00             | \$35,000.00           |
| 623E10000         | CONSTRUCTION LAYOUT STAKES AND SURVEYING  | LUMP  | 1.00     | \$8,197.00                     | \$8,197.00          | \$15,725.00             | \$15,725.00           | \$10,000.00             | \$10,000.00           |
| 624E10000         | MOBILIZATION                              | LUMP  | 1.00     | \$18,577.79                    | \$18,577.79         | \$24,825.00             | \$24,825.00           | \$100,000.00            | \$100,000.00          |
| <b>Bid Total:</b> |                                           |       |          |                                | <b>\$937,064.00</b> |                         | <b>\$1,367,242.05</b> |                         | <b>\$1,512,265.00</b> |

Published Engineer's Estimate: \$1,021,132.50

The above Detailed Bid Tabulation is a true and accurate transcription of the bids received for this project on November 12, 2025.

Eric M. Barnes E-88904  
City of Sylvania



11a.



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

November 17, 2025

To: The Mayor and Members of Sylvania City Council

Re: **Centennial Road Sanitary Sewer Extension – Change Order No. 1 (Final)**

Dear Mr. Mayor and Council Members:

Ohio Excavating & Sewer Contractors Corp. has completed the sanitary sewer extension work on Centennial Road. As a reminder, this project's scope of work included the installation of a new 8" sanitary sewer as an extension across Centennial Road at the Doyle Drive intersection to serve additional residents on the west side of the road.

Now that all work items have been completed, the Service Department is requesting a project change order to adjust the final contract price. This change order removes several anticipated scope of work items from the contract that were non-performed including sidewalk and curb ramp work, restoration contingencies, and bedrock removal. None of these items were needed in the contract.

As a result, a final project change order in the amount of \$4,770.00 is necessary to decrease the contract amount from \$61,185.00 to \$56,415.00. With this decrease the total construction cost was approximately 7.8% under the original contract amount.

We recommend approval of Change Order No. 1 (Final) in the amount of \$4,770.00 with Ohio Excavating & Sewer Contractors Corp. Please call with any questions

Sincerely,

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

11b.

**ORDINANCE NO. 125-2025**

**AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO APPROVE CHANGE ORDER NO. 1 (FINAL) TO THIS CITY'S AGREEMENT WITH OHIO EXCAVATING & SEWER CONTRACTORS CORP. RELATIVE TO THE CENTENNIAL ROAD SANITARY SEWER EXTENSION PROJECT; DECREASING THE CONTRACT AMOUNT BY \$4,770; AND DECLARING AN EMERGENCY.**

WHEREAS, Ordinance No. 31-2025, passed March 3, 2025, accepted the bid of Ohio Excavating & Sewer Contractors Corporation and awarded the contract for the Centennial Road Sanitary Sewer Extension Project in the amount of \$61,185 to same; and,

WHEREAS, the project is now complete and the Director of Public Service, by report dated November 17, 2025, has recommended that Change Order No. 1 (Final) removing several anticipated scope of work items from the contract, be approved; and,

WHEREAS, the removal of those items from the contract resulted in a decrease of \$4,770, from \$61,185 to \$56,415; and,

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

SECTION 1. That said change order decreasing the contract amount by the sum of Four Thousand Seven Hundred Seventy Dollars (\$4,770.00) be, and the same hereby is approved, and the Mayor and the Director of Finance be, and they hereby are, authorized to sign said change order on behalf of this City, thereby indicating such approval and changing the total contract amount.

SECTION 2. That 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 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the adjustments in the contract for several scope of work items that changed during construction should be approved immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

SECTION 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.

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

## Change Order Details

### Centennial Sanitary Sewer Extension 2025

#### Description

Installation of a new 8" sanitary sewer as an extension across Centennial Road at the Doyle Drive intersection. A new manhole is to be installed on the west side of the road with new 6" laterals serving two properties (5934 and 6059 Centennial). A separate 6" lateral will be installed off the existing 8" sanitary sewer running adjacent to Centennial Road to serve 6015 Centennial.

ORDINANCE NUMBER: #31-2025

PO NUMBER: 67771

#### Prime Contractor

OHIO EXCAVATING & SEWER CONTRACTORS CORP.

9339 W Bancroft St

Holland, OH 43528

#### Change Order

1

#### Status

Pending

#### Date Created

11/10/2025

#### Type

Final Quantities (Balancing)

#### Summary

Change Order 1 (Final)

#### Change Order Description

Change Order #1 (Final)

#### Awarded Project Amount

\$61,185.00

#### Authorized Project Amount

\$61,185.00

#### Change Order Amount

-\$4,770.00

#### Revised Project Amount

\$56,415.00

# Increases/Decreases

| Line Number                 | Item ID   | Unit | Unit Price | Current  |            | Change   |             | Revised  |        |
|-----------------------------|-----------|------|------------|----------|------------|----------|-------------|----------|--------|
|                             |           |      |            | Quantity | Amount     | Quantity | Amount      | Quantity | Amount |
| Section: 1 - Description    |           |      |            |          |            |          |             |          |        |
| 0030                        | 202E30000 | SF   | \$10.000   | 79.000   | \$790.00   | -79.000  | -\$790.00   | 0.000    | \$0.00 |
| WALK REMOVED                |           |      |            |          |            |          |             |          |        |
| Reason: Non-perform         |           |      |            |          |            |          |             |          |        |
| 0050                        | 608E10000 | SF   | \$30.000   | 31.000   | \$930.00   | -31.000  | -\$930.00   | 0.000    | \$0.00 |
| 4" CONCRETE WALK            |           |      |            |          |            |          |             |          |        |
| Reason: Non-perform         |           |      |            |          |            |          |             |          |        |
| 0060                        | 608E52000 | SF   | \$25.000   | 48.000   | \$1,200.00 | -48.000  | -\$1,200.00 | 0.000    | \$0.00 |
| CURB RAMP                   |           |      |            |          |            |          |             |          |        |
| Reason: Non-perform         |           |      |            |          |            |          |             |          |        |
| 0090                        | 659E14000 | SY   | \$4.000    | 10.000   | \$40.00    | -10.000  | -\$40.00    | 0.000    | \$0.00 |
| REPAIR SEEDING AND MULCHING |           |      |            |          |            |          |             |          |        |
| Reason: Non-perform         |           |      |            |          |            |          |             |          |        |
| 0100                        | 659E15000 | SY   | \$4.000    | 10.000   | \$40.00    | -10.000  | -\$40.00    | 0.000    | \$0.00 |
| INTER-SEEDING               |           |      |            |          |            |          |             |          |        |

Change Order Details:

Centennial Sanitary Sewer Extension 2025

11/10/2025

Page 2 of 4

| Line Number                                | Item ID   | Unit | Unit Price | Current  |            | Change   |             | Revised  |        |
|--------------------------------------------|-----------|------|------------|----------|------------|----------|-------------|----------|--------|
|                                            |           |      |            | Quantity | Amount     | Quantity | Amount      | Quantity | Amount |
| Reason: Non-perform                        |           |      |            |          |            |          |             |          |        |
| 0120                                       | 659E35000 | MGAL | \$10.000   | 2.000    | \$20.00    | -2.000   | -\$20.00    | 0.000    | \$0.00 |
| WATER                                      |           |      |            |          |            |          |             |          |        |
| Reason: Non-perform                        |           |      |            |          |            |          |             |          |        |
| 0250                                       | 503E31101 | CY   | \$350.000  | 5.000    | \$1,750.00 | -5.000   | -\$1,750.00 | 0.000    | \$0.00 |
| ROCK EXCAVATION, AS PER PLAN (CONTINGENCY) |           |      |            |          |            |          |             |          |        |
| Reason: Non-perform                        |           |      |            |          |            |          |             |          |        |
| 7 items                                    | Totals    |      |            |          | \$4,770.00 |          | -\$4,770.00 |          | \$0.00 |



**RECOMMENDED FOR APPROVAL BY:**

Joseph E. Shaw, P.E., P.S., Public Service Director: \_\_\_\_\_ (Signature) \_\_\_\_\_ 11-12-2025 \_\_\_\_\_ (Date)

**REVIEWED BY:**

Eric M. Barnes, P.E., S.L., Deputy Public Service Director: \_\_\_\_\_ (Signature) \_\_\_\_\_ 11-12-2025 \_\_\_\_\_ (Date)

**Contractor**

Jason M. Reitenwald (Name)  
Jason M. Reitenwald (Signature) \_\_\_\_\_ 11-12-25 \_\_\_\_\_ (Date)

**The proposal is hereby approved.**

Mark R. Frye, Mayor: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

**The proposal is hereby approved.**

Toby Schroyer, Finance Director: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

**ORDINANCE NO. 126-2025**

**AMENDING THE CODIFIED ORDINANCES OF SYLVANIA, 1979, AS AMENDED, BY INCREASING WATER SERVICE CHARGES PER ONE THOUSAND GALLONS (1,000) FROM EIGHT AND 75/100 DOLLARS (\$8.75) TO NINE AND 45/100 DOLLARS (\$9.45) FOR CITY USERS AND FROM TEN AND 94/100 DOLLARS (\$10.94) TO THIRTEEN AND 68/100 DOLLARS (\$13.68) FOR NON-CITY USERS; AND DECLARING AN EMERGENCY.**

WHEREAS, the Director of Public Service presented water and sewer rate recommendations for 2026 at the November 3, 2025 Utilities and Environment Committee meeting; and,

WHEREAS, at the November 3, 2025 meeting of the Utilities and Environment Committee, the Director of Public Service reported that in reviewing the Water Fund, a rate increase is necessary in order to properly address known upcoming operating expenses; and,

WHEREAS, the Director of Public Service has recommended that the rate be increased from \$8.75 per 1,000 gallons to \$9.45 per 1,000 gallons for City users which will increase the water bill for the average household by approximately \$7.00 per month.

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

SECTION 1. That Section 923.02 Water Rate Schedule, of the Codified Ordinances of Sylvania, 1979, as amended, be, and the same hereby is, amended to read as set forth on "Exhibit A" attached hereto and made a part hereof.

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 increased water service charges should be enacted 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

APPROVED:

ATTEST:

\_\_\_\_\_  
Mayor

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

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

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

923.02        WATER RATE SCHEDULE

The following rate is hereby established for consumers of water of the City and such rate applies to water consumed during each month unless otherwise provided in these regulations.

WATER RATE SCHEDULE

City User

Non-City User

\$9.45 per 1,000 gallons

\$13.68 per 1,000 gallons

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

“Exhibit A”

**ORDINANCE NO. 127-2025****AMENDING CHAPTER 925 OF THE SYLVANIA CODIFIED ORDINANCES BY AMENDING SECTION 925.05 - SEWER CHARGES LEVIED TO INCREASE THE SEWER CHARGES FOR BOTH INDUSTRIAL AND NON-INDUSTRIAL CITY AND NON-CITY USERS; AND DECLARING AN EMERGENCY.**

WHEREAS, the Director of Public Service presented water and sewer rate recommendations for 2026 at the November 3, 2025 Utilities and Environment Committee meeting; and,

WHEREAS, at the November 3, 2025 meeting of the Utilities and Environment Committee, the Director of Public Service reported that in reviewing the Sewer Fund, a rate increase is necessary in order to properly address known upcoming operating expenses and debt payments based on improvements that have been made and future improvements at the Lucas County Wastewater Resource Recovery Facility ("LCWRRF") as well as maintain the required reserve balance in the Fund; and,

WHEREAS, the Director of Public Service has recommended that the rate be increased from \$5.56 per 1,000 gallons to \$6.67 per 1,000 gallons for City users which will increase the sewer bill for the average household by approximately \$11.10 per month.

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

SECTION 1. That Section 925.05, Sewer Charges Levied, 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 provide for the sewer rate and 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

## SEWER CHARGES LEVIED.

\* \* \*

(e) Industrial Users. User and capital charges for wastewater treatment service shall be paid by each industrial user connected to the system and shall be computed in accordance with the quantity of water discharged to the system as measured by the City water meter installed thereon or by a sewage meter installed on the discharge pipe therefrom. Charges shall be paid monthly and/or quarterly as follows:

|                   | <u>Capital Charge</u> | <u>User Charge</u>  | <u>Total</u>         |
|-------------------|-----------------------|---------------------|----------------------|
| City User         | \$2.67/1000 gallons   | \$4.00/1000 gallons | \$6.67/1000 gallons  |
| Non-City User     | \$3.34/1000 gallons   | \$5.00/1000 gallons | \$8.34/1000 gallons  |
| Out-of-State User | \$4.27/1000 gallons   | \$6.40/1000 gallons | \$10.67/1000 gallons |

(f) Nonindustrial Users. User and capital charges for wastewater treatment services shall be paid by each nonindustrial user connected to the system and shall be computed in accordance with the quantity of water used on such premises as measured by the City water meter installed thereon, or if there is no such water meter, then as estimated by the City. Charges shall be paid monthly and/or quarterly as follows:

|                   | <u>Capital Charge</u> | <u>User Charge</u>  | <u>Total</u>         |
|-------------------|-----------------------|---------------------|----------------------|
| City User         | \$2.67/1000 gallons   | \$4.00/1000 gallons | \$6.67/1000 gallons  |
| Non-City User     | \$3.34/1000 gallons   | \$5.00/1000 gallons | \$8.34/1000 gallons  |
| Out-of-State User | \$4.27/1000 gallons   | \$6.40/1000 gallons | \$10.67/1000 gallons |

\* \* \*

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

“Exhibit A”

**ORDINANCE NO. 128-2025****AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO AN AGREEMENT WITH THE CRIMINAL JUSTICE COORDINATING COUNCIL TO PROVIDE A NORIS TERMINAL FOR USE BY THE SYLVANIA POLICE DIVISION FOR 2026; AND DECLARING AN EMERGENCY.**

WHEREAS, Ordinance No. 91-77 originally authorized the NORIS (Northwest Ohio Regional Information System) terminal in the Sylvania Police Department and the Police Department has had a NORIS terminal continuously since then; and,

WHEREAS, attached hereto and made a part hereof is an Agreement for the period January 1, 2026 through December 31, 2026, with a ninety (90) day cancellation clause, for the use of a NORIS terminal by Sylvania Police Division at a cost of Twenty-Eight Thousand Eight-Four and 19/100 Dollars (\$28,084.19), payable annually.

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 are hereby authorized to enter into the NORIS Agreement, a copy of which is attached hereto as "Exhibit A," at a cost of Twenty-Eight Thousand Eighty-Four and 19/100 Dollars (\$28,084.19), for the period from January 1, 2026 through December 31, 2026, payable annually.

SECTION 2. 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 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 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 appropriate equipment should be provided immediately for the use by the Sylvania Police Division. 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



**CRIMINAL JUSTICE  
COORDINATING COUNCIL**

[www.lucascountycjcc.org](http://www.lucascountycjcc.org)

640 JACKSON STREET, SUITE 1720

TOLEDO, OHIO 43604-2230



[www.noris.org](http://www.noris.org)

T 567.200.6850 F 567.200.6855

Chief Danilynn Miller  
Sylvania Police Department  
6635 Maplewood Avenue  
Sylvania, OH 43560

Dear Chief Miller,

Thank you for your continuing participation in the Northwest Ohio Regional Information System (NORIS) through the Criminal Justice Coordinating Council. NORIS continues to strive to provide the most current and complete shared integrated criminal justice information system in the State of Ohio.

Enclosed is the Statement of Agreement between Sylvania Police Department and the Criminal Justice Coordinating Council for the coming fiscal year in order to continue offering your agency NORIS. Please sign and return the agreement by November 7, 2025.

If there are any questions or concerns about your agencies NORIS services, please do not hesitate to contact me. For questions regarding general invoicing or billing please contact Liz Cappelletty, Director of Administrative Services at 567.200.6833 or [liz.cappelletty@noris.org](mailto:liz.cappelletty@noris.org).

Sincerely,

*Shane Marie McCracken*

Shane Marie McCracken  
Director, Northwest Ohio Regional Information System (NORIS)  
O: 567.200.6808  
C: 419.469.4940  
[shane.mccracken@noris.org](mailto:shane.mccracken@noris.org)



STATEMENT OF AGREEMENT  
BETWEEN  
SYLVANIA POLICE DEPARTMENT  
AND  
CRIMINAL JUSTICE COORDINATING COUNCIL

**WHEREAS**, the Criminal Justice Coordinating Council (CJCC) provides criminal justice information services through the Northwest Ohio Regional Information System (NORIS); and

**WHEREAS**, the Sylvania Police Department (CUSTOMER) desires to implement NORIS software and applications.

**NOW THEREFORE**, it is agreed as follows:

- I. NORIS shall provide access for the services listed in Section IV and provide training to Customer for this purpose.
- II. CUSTOMER shall provide to the CJCC the sum of **\$28,084.19** for NORIS SOFTWARE application and maintenance during **Calendar Year 2026 starting January 1, 2026 and ending December 31, 2026.**
- III. NORIS will provide a perpetual non-exclusive license for the right to use the NORIS applications listed in Section IV provided CUSTOMER maintains software maintenance. This license is limited to use by the CUSTOMER for internal needs and may not be resold, transferred or shared. As used in this section, the term license refers only to the NORIS applications listed.

| Application Description                                                                  | Annual Cost   |
|------------------------------------------------------------------------------------------|---------------|
| <b>NORIS RegionWISE</b><br>RegionWISE Integrated Queries<br>Affidavit<br>Line-Up<br>RID  | \$ 8,409.19   |
| <b>Law Enforcement Suite</b><br>ReportWISE / CRS<br>Property Room<br>eCrash<br>eCitation | \$ 12,075.00  |
| <b>NORIS Warrant Application (Query Only)</b>                                            | \$ 4,725.00   |
| <b>NORIS LEADS Application (Query Only)</b>                                              | \$ 1,575.00   |
| <b>NORIS LEADS Service</b>                                                               | \$ 3,250.00   |
| <b>Buckeye Data Circuit (Shared w/SMC)</b>                                               | \$ 50.00      |
| <b>Threat Protection and Recovery Systems</b>                                            | \$ 500.00     |
| <b>Inconvenience Fee</b>                                                                 | \$ (2,500.00) |
| <b>2026 Contract Total</b>                                                               | \$ 28,084.19  |

- IV. Annual maintenance will consist of: Maintenance of user accounts.
- A. First level telephone support available 24 X 7 through the NORIS Data Center.
  - B. Respond within 8 hours to business-critical issues 24 x 7. Routine support issues will be handled Monday through Friday during normal business hours.
  - C. Periodic upgrades to NORIS software and applications.
  - D. Repair of identified software bugs.
  - E. Database software to support NORIS software and applications.
  - F. 24 X 7 hardware support for equipment in the NORIS Data Center used to support NORIS software and applications.
  - G. Reorganizing and optimizing databases and files when necessary to maintain system performance.
  - H. Performing daily file and database backups and/or database file recoveries.
  - I. Periodic installation of fixes, updates and new releases of operating system and database software.
  - J. Integration of CUSTOMER'S data in data sharing applications.
  - K. Monitoring the network for reasonable performance, intrusions, and outages.
- V. CUSTOMER is responsible for the procurement of all computer supplies not covered in this agreement.
- VI. Any equipment owned by NORIS at the CUSTOMER's site shall be maintained by NORIS. Optionally, NORIS may maintain CUSTOMER owned equipment. This may include but is not limited to PC terminals, printers, routers, LAN extenders and CSU/DSU equipment. NORIS will repair or replace, at its option, any NORIS owned equipment that fails to work as required. CUSTOMER is required to pay for any repairs that arise from any component not being used as specified or damaged through fire, flood, war or other natural or manmade disasters. Further, any repair cost caused by malicious and/or negligent treatment of the equipment or use of the equipment for the purpose other than those intended by the manufacturers shall be the responsibility of the user.
- VII. NORIS will not allow any non-NORIS installed software to be used on its NORIS/LEADS terminals without prior written approval from NORIS.
- VIII. The end-user may NOT decompile, reverse engineer, disassemble or otherwise reduce the software to a human readable form. The end-user may NOT modify, adapt, translate, rent, lease, load, resell for profit, distribute, or otherwise assign or transfer the software.
- IX. The CUSTOMER will be invoiced on an annual basis.

X. ITEMS NOT INCLUDED

Software maintenance and CUSTOMER support does not include:

- A. Maintenance of CUSTOMER owned PCs.
- B. Maintenance of CUSTOMER owned network equipment such as routers, switches and hubs.
- C. Maintenance of printer parts.
- D. Installation of hardware or software, except as noted above, on CUSTOMER owned PCs for the purpose of providing a connection to the NORIS network.
- E. CJIS required multi-factor authentication solution.

Remainder of page left intentionally blank.

**TERMS AND CONDITIONS****I. LIMITATION OF LIABILITY****A. CUSTOMER'S LIMITATION OF LIABILITY**

1. The CUSTOMER, its employees, agents and subcontractors will not be liable to NORIS or any other person for any claim or damages arising directly or indirectly from the information technology (IT) services, or any documentation relating to such services described hereunder, or from any other cause, except for claims resulting from bodily injury or damage to personal property unrelated to the delivery of its services and due to the sole negligence of the CUSTOMER'S employees.
  - a) In no event will the CUSTOMER be liable to any party for indirect, incidental, special or consequential damages of any kind arising hereunder even if the CUSTOMER has been advised of the possibility of such damages.
  - b) The CUSTOMER specifically disclaims any responsibility for performance and suitability for purpose, or software provided by any third-party provider.

**II. RESOLUTION OF ISSUES**

For any issues relating to unsatisfactory work production or severe defects by the project team, the NORIS Director will endeavor to first understand and then resolve the issue directly with CUSTOMER. If for any reason the NORIS Director does not manage any issue to the CUSTOMER's satisfaction, the issue may be escalated to:

Holly Matthews, Executive Director, CJCC  
[CJCC@noris.org](mailto:CJCC@noris.org)  
Tel: (567) 200.6828

**III. DISCLAIMER**

NORIS makes no warranties of any kind, either expressed or implied, and disclaims the implied warranties of merchantability and fitness for a particular purpose with respect to technical information or technical assistance provided by NORIS under and pursuant to this AGREEMENT.

**IV. LIMITATION OF DAMAGES**

CJCC/NORIS will not be liable for any delay in or failure to provide services if due to any cause or conditions beyond NORIS's reasonable control, whether foreseeable or not. NORIS's entire liabilities for damages for any cause whatsoever, and regardless of the form of action, shall be limited to CUSTOMER's actual direct damages not to exceed the amount paid to NORIS under this AGREEMENT. In no event shall CJCC/NORIS, its officers, agents and employees, be liable under or in connection with this AGREEMENT under any theory or tort, agreement, strict liability or other legal or equitable theory for lost profits, special, incidental or consequential damages.

**V. CONFIDENTIALITY**

Without the prior written consent of the CUSTOMER, NORIS shall maintain the confidentiality of and shall not disclose any information disclosed to, obtained by or created by NORIS in connection with its performance of the services or otherwise in connection with this AGREEMENT. The obligations of confidentiality and non-disclosure imposed under this AGREEMENT shall not apply to:

- A. Information which is published or otherwise becomes available to the general public as part of the public domain without breach of this AGREEMENT;
- B. Information which has been furnished or made known to NORIS by a third party which does not involve a breach of the third party's obligations to CUSTOMER;
- C. Information that was in NORIS's possession without proprietary restrictions prior to the date of disclosure to NORIS;
- D. Information that NORIS establishes was developed independently of any information furnished to it; and
- E. General information of a nonproprietary nature.

**VI. ASSIGNMENT**

This AGREEMENT may not be assigned or transferred by either party, in whole or in part, either voluntarily or by operation of law, without the prior written consent of the other party.

**VII. OWNERSHIP**

NORIS retains all marketing and resell rights to all software, components, methodologies and documentation developed in conjunction with the application covered by this AGREEMENT.

**VIII. WAIVER**

The failure of either party to exercise any of its rights or to enforce any of the provisions of this AGREEMENT on any occasion shall not be a waiver of such rights or provisions, nor affect the right of such party thereafter to enforce each and every provision of this AGREEMENT.

**IX. INDEPENDENT CONTRACTOR STATUS**

NORIS is performing the services and duties required of it pursuant to this AGREEMENT as an independent contractor and not as an employee, agent, partner or joint venture. NORIS shall not have authority to bind or obligate the CUSTOMER in any manner. CUSTOMER shall neither have nor exercise any control over the methods by which NORIS accomplishes the performance of the services. The sole interest of CUSTOMER is to assure that the services shall be provided in a competent, efficient, and satisfactory manner. NORIS will be solely responsible for the payment or withholding of all federal, state or local income taxes, Medicare taxes, unemployment taxes, workers' compensation and other insurance required by law arising from NORIS's compensation hereunder. NORIS will maintain Worker's Compensation and comprehensive general liability coverage in form, in amount, and with carriers, which it deems satisfactory to the prudent operation of its business.

**X. SEVERABILITY**

If any provision of this AGREEMENT is invalid or unenforceable under any applicable statute or rule of law, then the affected provision shall be curtailed and limited only to the extent necessary to bring said provision within legal requirements, and this AGREEMENT as so modified shall continue in full force and effect.



**XI. NOTICES**

All notices required by or relating to this AGREEMENT shall be in writing and shall be sent to the addresses set forth below. A notice shall be deemed duly given 1) if deposited, postage prepaid in the United States mail and directed to the below-described address or as changed if notice is provided to the other party or 2) if it is delivered by email, the other party acknowledges receipt of the email.

**SYLVANIA POLICE DEPARTMENT  
6635 MAPLEWOOD AVENUE  
SYLVANIA, OH 43560  
ATTN: CHIEF DANILYNN MILLER**

**CJCC / NORIS  
640 JACKSON STREET, SUITE 1720  
TOLEDO, OHIO 43604-2230  
ATTN: HOLLY K. MATTHEWS  
EMAIL: [CJCC@NORIS.ORG](mailto:CJCC@NORIS.ORG)**

**XII. ENTIRE AGREEMENT**

This AGREEMENT and all appendices attached hereto and all associated work authorization documents accepted hereunder, constitute the entire AGREEMENT between the parties and shall supersede all proposals or prior AGREEMENT, oral or written, and all other communications between the parties relating to the subject matter of this AGREEMENT.

**XIII. RIGHTS AND AUTHORITY**

The CUSTOMER warrants and represents that it has full right and authority to enter into this AGREEMENT and that neither the act of doing so nor its conduct as contemplated hereby shall be in violation of any AGREEMENT or obligation to which it is a party or by which it is bound.

**XIV. GOVERNING LAW**

This AGREEMENT shall be governed and construed in accordance with the laws of the Lucas County, State of Ohio, of the United States.

**XV. RELATIONSHIP**

Nothing contained in this AGREEMENT shall be constructed to imply a joint venture or principal and agent relationship between NORIS and the CUSTOMER and neither party shall have any right, power or authority to create any obligation, express or implied, on behalf of the other party.





**XVI. TERMINATION**

- A. This AGREEMENT is effective until terminated by either party. Written notice of intent to terminate shall be provided ninety (90) days prior to the date of actual termination. The notice should specify the extent to which performance of work under this AGREEMENT is terminated, and the future date upon which such termination becomes effective. The CUSTOMER agrees to pay NORIS for all work performed up to the date of such termination, including any prepaid items or cancellation fees to third party suppliers. Any CUSTOMER owned equipment, located within the NORIS Data Center or elsewhere, will be returned to the CUSTOMER upon termination of this AGREEMENT.
- B. This AGREEMENT may be amended from time-to-time in writing by the parties provided that such amendments shall be attached hereto and become a part thereof. Any changes in fees, services, conditions or guidelines shall be dealt with under this paragraph.



# CRIMINAL JUSTICE COORDINATING COUNCIL

www.lucascountycjcc.org



www.noris.org

## CONTRACT AGREEMENT SIGNATURES

HOLLY K. MATTHEWS  
EXECUTIVE DIRECTOR, CJCC

*Holly K. Matthews*  
SIGNATURE

9/12/2025  
DATE

SHANE MARIE MCCrackEN  
DIRECTOR, NORIS

*Shane Marie McCracken*  
SIGNATURE

09/11/2025  
DATE

Danilyn Miller

SYLVANIA POLICE DEPARTMENT  
REPRESENTATIVE NAME (PRINTED)

SIGNATURE

DATE

Chief of Police

REPRESENTATIVE TITLE

## IT CONTACT INFORMATION

Bill Grimm

CONTACT NAME

BGrimm@cityofsylvania.com

EMAIL ADDRESS

419-885-8935

PHONE

CONTACT NAME

EMAIL ADDRESS

PHONE

## CUSTOMER BILLING INFORMATION

Danilyn Miller

CONTACT NAME (PRINTED)

Chief.Miller@sylvaniapolice.com

EMAIL ADDRESS

419-885-0469

PHONE

CONTACT NAME (PRINTED)

EMAIL ADDRESS

PHONE

**CJCC/NORIS BILLING QUESTIONS, PLEASE CONTACT:**  
LIZ CAPPELLETY, DIRECTOR OF ADMINISTRATIVE SERVICES  
P: 567.200.6833  
E: LIZ.CAPPELLETY@NORIS.ORG



**EVERBRIDGE NOTIFICATION SYSTEM – SYLVANIA POLICE DEPARTMENT**

TERMINAL AGENCY COORDINATOR (TAC)

EMAIL ADDRESS

CELL PHONE#

AGENCY CONTACT

EMAIL ADDRESS

CELL PHONE#

AGENCY CONTACT

EMAIL ADDRESS

CELL PHONE#

**ORDINANCE NO. 129-2025****AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO AN AGREEMENT WITH THE CRIMINAL JUSTICE COORDINATING COUNCIL TO PROVIDE A NORIS TERMINAL FOR USE OF THE SYLVANIA PROSECUTOR'S OFFICE FOR 2026; AND DECLARING AN EMERGENCY.**

WHEREAS, the Sylvania Prosecutor's Office has had access to NORIS since it occupied the new Municipal Court Building in January, 1999; and,

WHEREAS, attached hereto and made a part hereof is an Agreement for the period January 1, 2026 through December 31, 2026, with a ninety (90) day cancellation clause, for the use of a NORIS terminal by the Sylvania Prosecutor's Office at a cost of Twelve Thousand Seven Hundred Forty and 74/100 Dollars (\$12,740.74), payable annually.

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 are hereby authorized to enter into the NORIS Agreement, a copy of which is attached hereto as "Exhibit A", at a cost of Twelve Thousand Seven Hundred Forty and 74/100 Dollars (\$12,740.74), for the period from January 1, 2026 through December 31, 2026, payable annually.

SECTION 2. 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 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 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 appropriate equipment should be provided immediately for the use by the Sylvania Prosecutor's Office. 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



**CRIMINAL JUSTICE  
COORDINATING COUNCIL**

[www.lucascountycjcc.org](http://www.lucascountycjcc.org)

640 JACKSON STREET, SUITE 1720

TOLEDO, OHIO 43604-2230



[www.noris.org](http://www.noris.org)

T 567.200.6850 F 567.200.6855

Ms. Leslie Brinning  
City of Sylvania, Law Director  
6700 Monroe Street  
Sylvania, OH 43560

Dear Ms. Brinning,

Thank you for your continuing participation in the Northwest Ohio Regional Information System (NORIS) through the Criminal Justice Coordinating Council. NORIS continues to strive to provide the most current and complete shared integrated criminal justice information system in the State of Ohio.

Enclosed is the Statement of Agreement between City of Sylvania Prosecutor's Office and the Criminal Justice Coordinating Council for the coming fiscal year in order to continue offering your agency NORIS. Please sign and return the agreement by November 7, 2025.

If there are any questions or concerns about your agencies NORIS services, please do not hesitate to contact me. For questions regarding general invoicing or billing please contact Liz Cappelletty, Director of Administrative Services at 567.200.6833 or [liz.cappelletty@noris.org](mailto:liz.cappelletty@noris.org).

Sincerely,

*Shane Marie McCracken*

Shane Marie McCracken  
Director, Northwest Ohio Regional Information System (NORIS)  
O: 567.200.6808  
C: 419.469.4940  
[shane.mccracken@noris.org](mailto:shane.mccracken@noris.org)



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**STATEMENT OF AGREEMENT  
BETWEEN  
CITY OF SYLVANIA PROSECUTOR'S OFFICE  
AND  
CRIMINAL JUSTICE COORDINATING COUNCIL**

---

**WHEREAS**, the Criminal Justice Coordinating Council (CJCC) provides criminal justice information services through the Northwest Ohio Regional Information System (NORIS); and

**WHEREAS**, the City of Sylvania Prosecutor's Office (CUSTOMER) desires to implement NORIS software and applications.

**NOW THEREFORE**, it is agreed as follows:

- I. NORIS shall provide access for the services listed in Section IV and provide training to Customer for this purpose.
- II. CUSTOMER shall provide to the CJCC the sum of **\$11,094.49** for NORIS SOFTWARE application and maintenance during **Calendar Year 2026 starting January 1, 2026 and ending December 31, 2026**.
- III. NORIS will provide a perpetual non-exclusive license for the right to use the NORIS applications listed in Section IV provided CUSTOMER maintains software maintenance. This license is limited to use by the CUSTOMER for internal needs and may not be resold, transferred or shared. As used in this section, the term license refers only to the NORIS applications listed.

| Application Description                                  | Annual Cost  |
|----------------------------------------------------------|--------------|
| <b>NORIS RegionWISE</b><br>RegionWISE Integrated Queries | \$ 7,344.49  |
| <b>NORIS LEADS Service</b>                               | \$ 3,250.00  |
| <b>Threat Protection and Recovery Systems</b>            | \$ 500.00    |
| <b>2026 Contract Total</b>                               | \$ 11,094.49 |

- IV. Annual maintenance will consist of: Maintenance of user accounts.
- A. First level telephone support available 24 X 7 through the NORIS Data Center.
  - B. Respond within 8 hours to business-critical issues 24 x 7. Routine support issues will be handled Monday through Friday during normal business hours.
  - C. Periodic upgrades to NORIS software and applications.
  - D. Repair of identified software bugs.
  - E. Database software to support NORIS software and applications.
  - F. 24 X 7 hardware support for equipment in the NORIS Data Center used to support NORIS software and applications.
  - G. Reorganizing and optimizing databases and files when necessary to maintain system performance.
  - H. Performing daily file and database backups and/or database file recoveries.
  - I. Periodic installation of fixes, updates and new releases of operating system and database software.
  - J. Integration of CUSTOMER'S data in data sharing applications.
  - K. Monitoring the network for reasonable performance, intrusions, and outages.
- V. CUSTOMER is responsible for the procurement of all computer supplies not covered in this agreement.
- VI. Any equipment owned by NORIS at the CUSTOMER's site shall be maintained by NORIS. Optionally, NORIS may maintain CUSTOMER owned equipment. This may include but is not limited to PC terminals, printers, routers, LAN extenders and CSU/DSU equipment. NORIS will repair or replace, at its option, any NORIS owned equipment that fails to work as required. CUSTOMER is required to pay for any repairs that arise from any component not being used as specified or damaged through fire, flood, war or other natural or manmade disasters. Further, any repair cost caused by malicious and/or negligent treatment of the equipment or use of the equipment for the purpose other than those intended by the manufacturers shall be the responsibility of the user.
- VII. NORIS will not allow any non-NORIS installed software to be used on its NORIS/LEADS terminals without prior written approval from NORIS.
- VIII. The end-user may NOT decompile, reverse engineer, disassemble or otherwise reduce the software to a human readable form. The end-user may NOT modify, adapt, translate, rent, lease, load, resell for profit, distribute, or otherwise assign or transfer the software.
- IX. The CUSTOMER will be invoiced on an annual basis.





**X. ITEMS NOT INCLUDED**

Software maintenance and CUSTOMER support does not include:

- A. Maintenance of CUSTOMER owned PCs.
- B. Maintenance of CUSTOMER owned network equipment such as routers, switches and hubs.
- C. Maintenance of printer parts.
- D. Installation of hardware or software, except as noted above, on CUSTOMER owned PCs for the purpose of providing a connection to the NORIS network.
- E. CJIS required multi-factor authentication solution.

Remainder of page left intentionally blank.

**TERMS AND CONDITIONS****I. LIMITATION OF LIABILITY****A. CUSTOMER'S LIMITATION OF LIABILITY**

1. The CUSTOMER, its employees, agents and subcontractors will not be liable to NORIS or any other person for any claim or damages arising directly or indirectly from the information technology (IT) services, or any documentation relating to such services described hereunder, or from any other cause, except for claims resulting from bodily injury or damage to personal property unrelated to the delivery of its services and due to the sole negligence of the CUSTOMER'S employees.
  - a) In no event will the CUSTOMER be liable to any party for indirect, incidental, special or consequential damages of any kind arising hereunder even if the CUSTOMER has been advised of the possibility of such damages.
  - b) The CUSTOMER specifically disclaims any responsibility for performance and suitability for purpose, or software provided by any third-party provider.

**II. RESOLUTION OF ISSUES**

For any issues relating to unsatisfactory work production or severe defects by the project team, the NORIS Director will endeavor to first understand and then resolve the issue directly with CUSTOMER. If for any reason the NORIS Director does not manage any issue to the CUSTOMER's satisfaction, the issue may be escalated to:

**Holly Matthews, Executive Director, CJCC**

[CJCC@noris.org](mailto:CJCC@noris.org)

**Tel: (567) 200.6828**

**III. DISCLAIMER**

NORIS makes no warranties of any kind, either expressed or implied, and disclaims the implied warranties of merchantability and fitness for a particular purpose with respect to technical information or technical assistance provided by NORIS under and pursuant to this AGREEMENT.

**IV. LIMITATION OF DAMAGES**

CJCC/NORIS will not be liable for any delay in or failure to provide services if due to any cause or conditions beyond NORIS's reasonable control, whether foreseeable or not. NORIS's entire liabilities for damages for any cause whatsoever, and regardless of the form of action, shall be limited to CUSTOMER's actual direct damages not to exceed the amount paid to NORIS under this AGREEMENT. In no event shall CJCC/NORIS, its officers, agents and employees, be liable under or in connection with this AGREEMENT under any theory or tort, agreement, strict liability or other legal or equitable theory for lost profits, special, incidental or consequential damages.

**V. CONFIDENTIALITY**

Without the prior written consent of the CUSTOMER, NORIS shall maintain the confidentiality of and shall not disclose any information disclosed to, obtained by or created by NORIS in connection with its performance of the services or otherwise in connection with this AGREEMENT. The obligations of confidentiality and non-disclosure imposed under this AGREEMENT shall not apply to:

- A. Information which is published or otherwise becomes available to the general public as part of the public domain without breach of this AGREEMENT;
- B. Information which has been furnished or made known to NORIS by a third party which does not involve a breach of the third party's obligations to CUSTOMER;
- C. Information that was in NORIS's possession without proprietary restrictions prior to the date of disclosure to NORIS;
- D. Information that NORIS establishes was developed independently of any information furnished to it; and
- E. General information of a nonproprietary nature.

**VI. ASSIGNMENT**

This AGREEMENT may not be assigned or transferred by either party, in whole or in part, either voluntarily or by operation of law, without the prior written consent of the other party.

**VII. OWNERSHIP**

NORIS retains all marketing and resell rights to all software, components, methodologies and documentation developed in conjunction with the application covered by this AGREEMENT.

**VIII. WAIVER**

The failure of either party to exercise any of its rights or to enforce any of the provisions of this AGREEMENT on any occasion shall not be a waiver of such rights or provisions, nor affect the right of such party thereafter to enforce each and every provision of this AGREEMENT.

**IX. INDEPENDENT CONTRACTOR STATUS**

NORIS is performing the services and duties required of it pursuant to this AGREEMENT as an independent contractor and not as an employee, agent, partner or joint venture. NORIS shall not have authority to bind or obligate the CUSTOMER in any manner. CUSTOMER shall neither have nor exercise any control over the methods by which NORIS accomplishes the performance of the services. The sole interest of CUSTOMER is to assure that the services shall be provided in a competent, efficient, and satisfactory manner. NORIS will be solely responsible for the payment or withholding of all federal, state or local income taxes, Medicare taxes, unemployment taxes, workers' compensation and other insurance required by law arising from NORIS's compensation hereunder. NORIS will maintain Worker's Compensation and comprehensive general liability coverage in form, in amount, and with carriers, which it deems satisfactory to the prudent operation of its business.

**X. SEVERABILITY**

If any provision of this AGREEMENT is invalid or unenforceable under any applicable statute or rule of law, then the affected provision shall be curtailed and limited only to the extent necessary to bring said provision within legal requirements, and this AGREEMENT as so modified shall continue in full force and effect.



**XI. NOTICES**

All notices required by or relating to this AGREEMENT shall be in writing and shall be sent to the addresses set forth below. A notice shall be deemed duly given 1) if deposited, postage prepaid in the United States mail and directed to the below-described address or as changed if notice is provided to the other party or 2) if it is delivered by email, the other party acknowledges receipt of the email.

**CITY OF SYLVANIA PROSECUTOR'S OFFICE  
LAW DIRECTOR  
6700 MONROE STREET  
SYLVANIA, OH 43560  
ATTN: MS. LESLIE BRINNING**

**CJCC / NORIS  
640 JACKSON STREET, SUITE 1720  
TOLEDO, OHIO 43604-2230  
ATTN: HOLLY K. MATTHEWS  
EMAIL: [CJCC@NORIS.ORG](mailto:CJCC@NORIS.ORG)**

**XII. ENTIRE AGREEMENT**

This AGREEMENT and all appendices attached hereto and all associated work authorization documents accepted hereunder, constitute the entire AGREEMENT between the parties and shall supersede all proposals or prior AGREEMENT, oral or written, and all other communications between the parties relating to the subject matter of this AGREEMENT.

**XIII. RIGHTS AND AUTHORITY**

The CUSTOMER warrants and represents that it has full right and authority to enter into this AGREEMENT and that neither the act of doing so nor its conduct as contemplated hereby shall be in violation of any AGREEMENT or obligation to which it is a party or by which it is bound.

**XIV. GOVERNING LAW**

This AGREEMENT shall be governed and construed in accordance with the laws of the Lucas County, State of Ohio, of the United States.

**XV. RELATIONSHIP**

Nothing contained in this AGREEMENT shall be constructed to imply a joint venture or principal and agent relationship between NORIS and the CUSTOMER and neither party shall have any right, power or authority to create any obligation, express or implied, on behalf of the other party.



**XVI. TERMINATION**

- A. This AGREEMENT is effective until terminated by either party. Written notice of intent to terminate shall be provided ninety (90) days prior to the date of actual termination. The notice should specify the extent to which performance of work under this AGREEMENT is terminated, and the future date upon which such termination becomes effective. The CUSTOMER agrees to pay NORIS for all work performed up to the date of such termination, including any prepaid items or cancellation fees to third party suppliers. Any CUSTOMER owned equipment, located within the NORIS Data Center or elsewhere, will be returned to the CUSTOMER upon termination of this AGREEMENT.
- B. This AGREEMENT may be amended from time-to-time in writing by the parties provided that such amendments shall be attached hereto and become a part thereof. Any changes in fees, services, conditions or guidelines shall be dealt with under this paragraph.



**CRIMINAL JUSTICE  
COORDINATING COUNCIL**

[www.lucascountycjcc.org](http://www.lucascountycjcc.org)



[www.noris.org](http://www.noris.org)

**CONTRACT AGREEMENT SIGNATURES**

HOLLY K. MATTHEWS  
EXECUTIVE DIRECTOR, CJCC

*Holly K. Matthews*  
SIGNATURE

09/19/2025  
DATE

SHANE MARIE MCCrackEN  
DIRECTOR, NORIS

*Shane Marie McCracken*  
SIGNATURE

09/19/2025  
DATE

CITY OF SYLVANIA PROSECUTOR'S OFFICE  
REPRESENTATIVE NAME (PRINTED)

SIGNATURE

DATE

REPRESENTATIVE TITLE

**IT CONTACT INFORMATION**

CONTACT NAME

EMAIL ADDRESS

PHONE

CONTACT NAME

EMAIL ADDRESS

PHONE

**CUSTOMER BILLING INFORMATION**

CONTACT NAME (PRINTED)

EMAIL ADDRESS

PHONE

CONTACT NAME (PRINTED)

EMAIL ADDRESS

PHONE

**CJCC/NORIS BILLING QUESTIONS, PLEASE CONTACT:**  
LIZ CAPPELLETY, DIRECTOR OF ADMINISTRATIVE SERVICES  
P: 567.200.6833  
E: LIZ.CAPPELLETY@NORIS.ORG



**EVERBRIDGE NOTIFICATION SYSTEM – CITY OF SYLVANIA PROSECUTOR’S OFFICE**

\_\_\_\_\_  
TERMINAL AGENCY COORDINATOR (TAC)

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
CELL PHONE#

\_\_\_\_\_  
AGENCY CONTACT

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
CELL PHONE#

\_\_\_\_\_  
AGENCY CONTACT

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
CELL PHONE#



## **RESOLUTION NO. 19-2025**

### **RE-APPOINTING GEORGE HILFINGER TO THE BOARD OF TRUSTEES OF SYLVANIA AREA JOINT RECREATION DISTRICT (“SAJRD”) FOR A TERM EXPIRING DECEMBER 31, 2028; AND DECLARING AN EMERGENCY.**

WHEREAS, Resolution No. 21-2022, passed December 19, 2022, appointed George Hilfinger as one of the City of Sylvania’s appointees to the Sylvania Area Joint Recreation District (“SAJRD”) Board of Trustees for a term expiring December 31, 2025; and,

WHEREAS, Mr. Hilfinger has expressed interest in being re-appointed to the SAJRD Board for a term commencing January 1, 2026 and expiring December 31, 2028.

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

SECTION 1. That George Hilfinger is hereby re-appointed to the Board of Trustees of Sylvania Area Joint Recreation District for a term expiring December 31, 2028.

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

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

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

SECTION 5. That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the reason that the City’s representatives should be appointed to the Board of Trustees of the Sylvania Area Joint Recreation District now so that said Board will be fully constituted at the earliest possible time. Provided this Resolution receives the affirmative vote of five (5) or more



members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

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

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

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

ATTEST:

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

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



17

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

November 13, 2025

To: Mayor and Members of City Council

Re: Council Referral – SUP#4-2025

Dear Mayor and Members of Council:

Following is an excerpt from the minutes of the regular meeting of the Municipal Planning Commission of November 12, 2025, Petition for Zoning Ordinance Amendment No. SUP 4-2025 – submitted by William Gross for an open carport at 5910 Balfour Road, Sylvania, Ohio:

..."Ms. Fischer said that she would have a motion for approval to recommend back to Council (Sic), Ms. Lindhuber seconded. Vote being: Frye, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote."...

Sincerely,

A handwritten signature in blue ink that reads "Debra Webb".

Debra Webb, Secretary  
Municipal Planning Commission

PETITION FOR ZONING ORDINANCE AMENDMENT

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

Application No. SUP-4-2025  
Date 10-27-25

Petitioner Name(s): William Gross

Petitioner Address: 2753 Centennial Rd Toledo oh 43617

Email: wgross44@yahoo.com Telephone: 567-868-3501

Location of property for which zoning amendment is requested: 5910 Balfour Rd, Sylvania Ohio 43560

Purpose of amendment request: Put up a open carport because it has no garage

Current Zoning: R-2 Requested Zoning: R-2 special use

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

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

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

By: [Signature]  
William Gross

Date referred by Council: Nov. 3, 2025

Date of Commission Action: Nov. 12, 2025

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

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

For Office Use Only

Date: 10-28-25 Check #: — Cash: 300.00 Fee: \$ 300.00  
Paid Tax

# Petition For Zoning Ordinance Amendment

## 5910 Balfour Rd

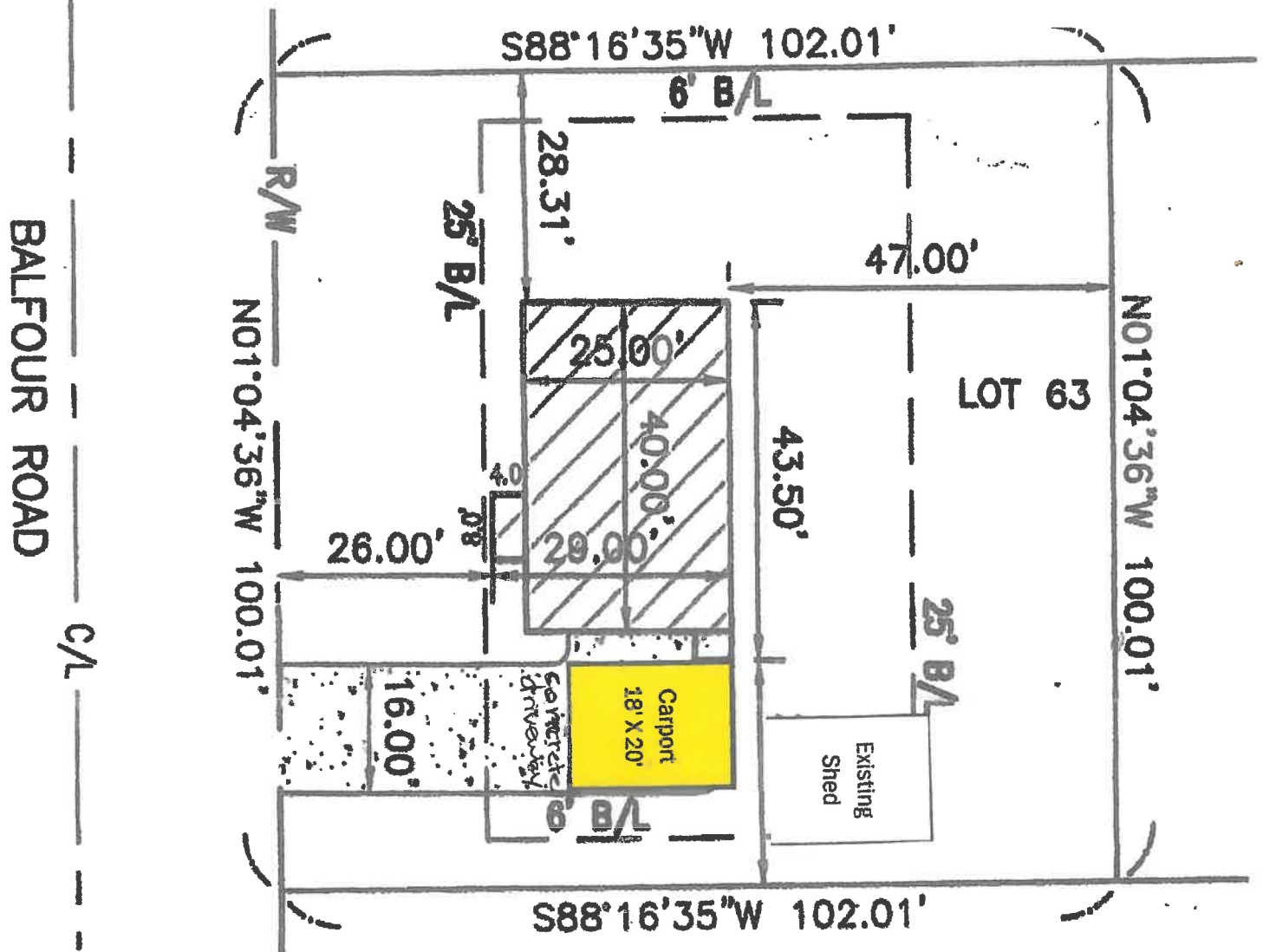
|                           |                                                       |
|---------------------------|-------------------------------------------------------|
| Tax District              | SYLVANIA CITY - SYLVANIA CSD                          |
| Class                     | RESIDENTIAL                                           |
| Land Use                  | 510 : R - SINGLE FAMILY DWELLING, PLATTED LOT         |
| Special Use               | 510 - 1 FAMILY-PLAT                                   |
| Market Area               | 1905R - <a href="#">Click here to view map</a>        |
| Zoning Code               | 31-R2 - <a href="#">Click here for zoning details</a> |
| Zoning Description        | Single-Fam Res. Small Lot                             |
| Water and Sewer           | CITY WATER / CITY SEWER                               |
| Traffic                   | NO DIRECT OUTLET                                      |
| Street Type               | CONCRETE OR BLACKTOP                                  |
| Owner                     | GROSS WILLIAM ET AL (ORSURVTC)                        |
| Property Address          | 5910 BALFOUR RD                                       |
|                           | SYLVANIA OH 43560                                     |
| Mailing Address           | 2753 CENTENNIAL RD                                    |
|                           | TOLEDO OH 43617                                       |
| Legal Desc.               | SYLVANSIDE REVSD PLT LOT 63 W 102 FT                  |
| Certified Delinquent Year |                                                       |
| Census Tract              |                                                       |

# PLOT PLAN

## LOT #63 REVISED PLAT OF SYLVANSIDE CITY OF SYLVANIA, LUCAS COUNTY, OHIO

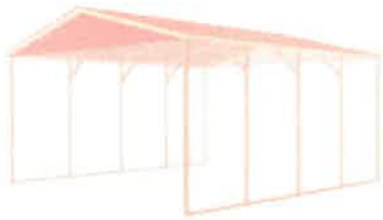
PREPARED FOR AND AT THE REQUEST OF:  
HOME SOLUTIONS OF MAUMEE VALLEY

Legal Desc. SYLVANSIDE REVSD PLT LOT 63 W 102 FT  
 Certified Delinquent Year 81  
 Census Tract



3: R-2  
 = 25'  
 = 25'  
 = 6' MIN.  
 B/L = BUILDING LINE





Perspective View



Front



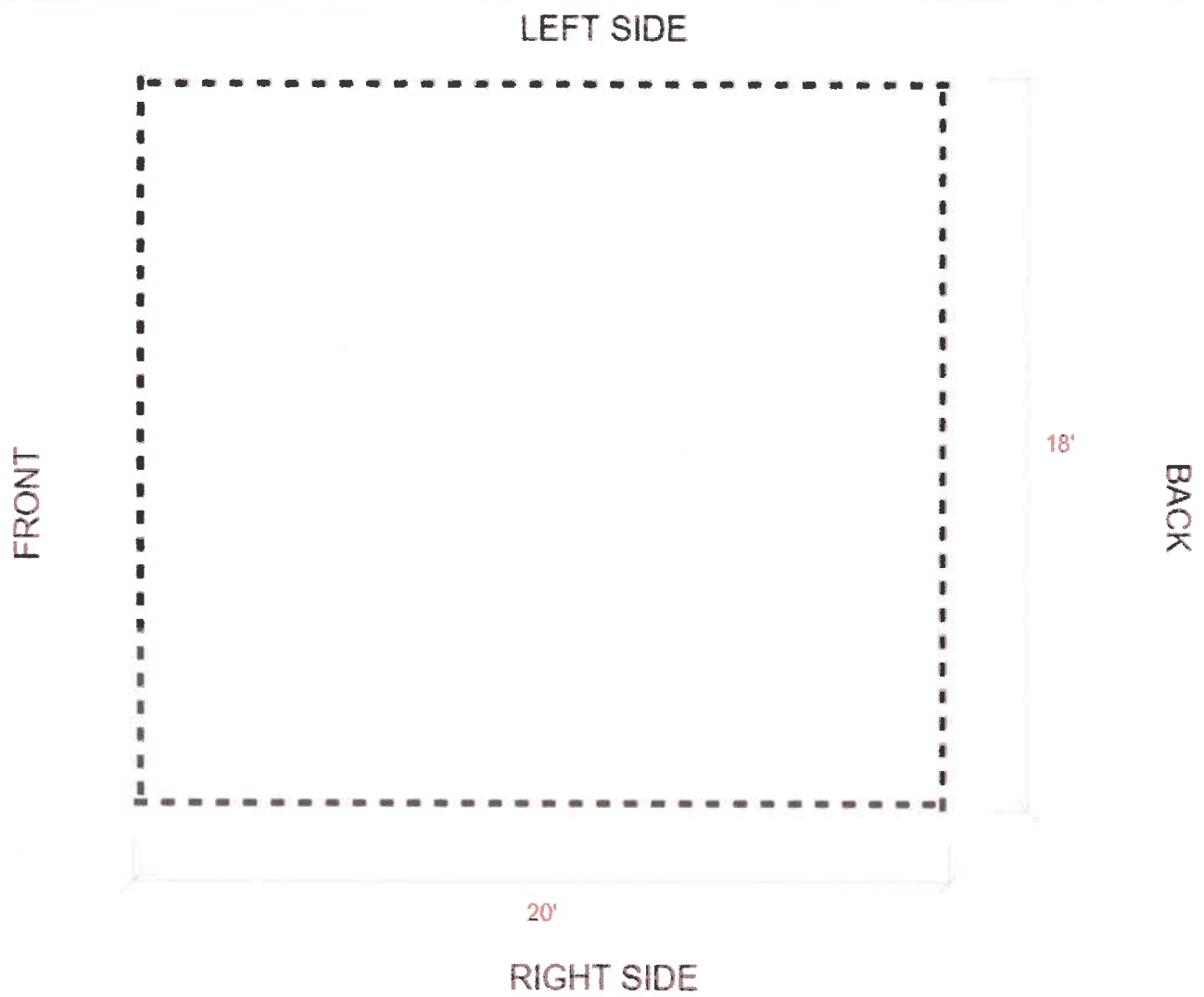
Left Side



Right Side



Back



SYMBOL LEGEND

..... Open Wall





October 26, 2025

Lucas County Auditor's Office, GIS Dept., Lucas County Auditor's Office, GIS Department, Lucas County Auditor's Office, GIS Dept., US Census Bureau, Lucas County Auditor's Office, GIS Department, Lucas County Engineer's Tax Map Department, Lucas County EMA, Lucas County Auditor's Office

Anonymous







A

## Board of Architectural Review

Minutes of the regular meeting of November 12, 2025. Mr. Schaaf called the meeting to order.

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

Ms. Lindhuber moved, Mr. Marciniak seconded to approve the Minutes of the October 15, 2025, meeting as submitted. Vote being: Frye, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Items 3 and 4 – Building Review - app. no. 30-2025 requested by Fred Swade for Daniel Swade, 6566 Brint Road, Building #2, Sylvania, Ohio 43560 and Building Review - app. no. 31-2025 requested by Fred Swade for Daniel Swade, 6566 Brint Road, Building #3, Sylvania, Ohio 43560. Application is for architectural review of two new buildings.

Mr. Burns showed samples of siding and roof shingle samples of the were dropped off (by the applicant) but said that he didn't know which colors they were using.

Mayor Frye moved, Ms. Fischer seconded, to table application numbers 30-2025 and 31-2025 until we have additional information on the colors selected. Vote being: Frye, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 5 – Regulated Sign – app. no. 32-2025 requested by Ryan Wishau of Toledo Sign for Toledo Clinic, 4900 N. McCord Road, Sylvania, Ohio 43560. Application is for a new wall sign.

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

Item 6 – Building Review (Mural) – app. no. 33-2025 requested by Christopher Rosenthal for Black Rose Cigars, 5529 Harroun Road, Sylvania, Ohio 43560. Application is for mural.

Mr. Rosenthal was present.

Mr. Schaaf asked if the mural was already up?

Mr. Rosenthal said that it was.

Mr. Burns said that Chris didn't understand the process and that when he caught up with them, they were already  $\frac{3}{4}$  of the way completed so he let the artist proceed to completion.

Ms. Fischer asked what the mural was made of?

Mr. Rosenthal said that a special UV paint was used and that a clear coat and anti-graffiti coat was applied over it and that each letter contains something typical of Sylvania.

**Board of Architectural Review**  
**Minutes of November 12, 2025**  
**Page 2**

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

Item 7 – Regulated Sign – app. no. 34-2025 requested by Robert Cumming for Flavor Flow, 6481 Monroe Street, Sylvania, Ohio 43560. Application is for a new wall sign and two window signs.

Mr. Schaaf asked if the wall sign was already up.

Mr. Burns said it was and that a temporary sign permit was obtained for the sign.

Discussion took place about the sign, and concerns were expressed about the product, Kratom being listed on the sign, and possible legislation being passed that would prohibit them from selling the item.

Mr. Burns said that he had a conversation with the applicant and that he agreed to remove the verbiage.

Mayor Frye moved, Mr. Marciniak seconded, to approve the application with the following provisions:

That the sign does not include the word Kratom on it;

That the open sign will remain, but that the lit “smoke shop” signage will be removed;

That no product is put out in front of the window (per our Zoning Code)

Vote being: Frye, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 8 – Building Review – app. no. 35-2025 requested by Gene Wong for DW28 Sylvania Square LLC, 5801 Monroe Street, Sylvania, Ohio 43560. Application is for an exterior building renovation.

Mr. Burns said he was surprised that Mr. Wong was not present as he checked in with him and couple of times; and that the building façade’ is going to be updated but that he did not have any specific information on the colors other than what was in front of them.

Mayor Frye said that he would be uncomfortable approving something without the colors.

Mayor Frye moved, Ms. Fischer seconded, to table the application until additional information is

**Board of Architectural Review**  
**Minutes of November 12, 2025**  
**Page 3**

received on the color renderings that are going to be put on the facility. Vote being: Frye, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 9 – Regulated Sign – app. no. 36-2025 requested by Gary Harrell of Graphic Signs for DW28 Properties II Michigan LLC, 5801 Monroe Street, Sylvania, Ohio 43560. Application is for a new monument sign to replace the existing pole sign.

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

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

Submitted by,

Timothy Burns, Acting Secretary  
Municipal Planning Commission

B

## Sylvania Municipal Planning Commission

Minutes of the regular meeting of November 12, 2025. Mr. Schaaf called the meeting to order.

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

Ms. Fischer moved, Ms. Lindhuber seconded to approve the Minutes of the October 15, 2025, meeting as submitted. Vote being: Frye, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 3 – Council Referral for Review and Recommendation – Petition for Zoning Ordinance Amendment No. SUP 4-2025 – submitted by William Gross for an open carport at 5910 Balfour Road, Sylvania, Ohio.

Mr. Gross was present and explained that there is a shed already present on the property; and that when he applied for a permit for the carport, and Tim said that a second accessory building is not allowed and that they would have to be connected.

Further discussion took place about City's current zoning code and the amendment that was before the Planning Commission last month (currently scheduled for Public Hearing with City Council), that would allow a carport as a Special Use Permit.

Discussion took place about the design of the carport, and Mr. Gross explained that the sides would be made of galvanized two-inch steel that would be anchored to the cement and that it would be open all around except for the gable ends which will be grey.

Mr. Fischer asked how long it will last.

Mr. Gross said that, as a rule of thumb, it will be guaranteed to last 25 years.

Mr. Schaaf pulled up the ordinance pertaining to the code modification that that was approved by the Planning Commission last month he said that the size approved was 10ft. x 20ft.

Mr. Gross said that he spoke with the Law Director and explained to her that the 10ft. x 20ft. size would not wide enough to be able to open the car doors; and that they changed it to 18ft. x 20ft.

Mr. Schaaf asked if this would be a motion to recommend to City Council; and if it would be for approval based on approval of what was sent last month?

Mr. Burns responded that yes would.

Mr. Frye asked if this would be permissible under what was sent to Council last month.

Mr. Burns said that would be up to this Board.

**Planning Commission**  
**Minutes of November 12, 2025**  
**Page 2**

Ms. Fischer said that she had no concerns with the looks (of the carport design) in this location in the neighborhood and recommending for Council to have a public hearing with neighbor review and see what the neighbors say.

Mayor Frye asked if that would be a motion for approval?

Ms. Fischer said that she would have a motion for approval to recommend back to Council (Sic), Ms. Lindhuber seconded. Vote being: Frye, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

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

Submitted by,

Timothy Burns, Acting Secretary  
Municipal Planning Commission