

Sylvania City Council

December 15, 2025

7:30 p.m. Council Meeting

Agenda

1. Roll call: Mr. Hansen, Mr. Haynam, Mr. McCann, Mr. Murphy, Mr. Richardson, Ms. Stough, Mrs. Westphal.
2. Pledge of Allegiance to the United States of America led by Mr. Murphy.
3. Additions to the agenda.
4. Approval of the Council meeting minutes from December 1, 2025.
5. Award presentation by Scott Sands, Northwest Regional Liaison with the Ohio Auditor of State, Keith Faber's Office.
6. Proposed Ordinance No. 138-2025, Accepting for annexation to the City of Sylvania, Ohio, the territory described in Annexation Petition Number 2025-2.
7. Proposed Ordinance No. 139-2025, Amending the Codified Ordinances of Sylvania, 1979, as amended, by amending Part Seventeen – Rate and Fee Schedule.
8. Harroun Road & Ravine Drive Intersection Improvement Project.
 - a. Service Director's letter recommending approval of Change Order No. 1.
 - b. Proposed Ordinance No. 140-2025, Authorizing the Mayor and Director of Finance to approve Change Order No. 1 to this City's agreement with Helms and Sons Excavating, Inc. relative to this project.
9. Memorandum of Understanding (MOU) with TMACOG-Storm Water Coalition 2026 Mass Media Campaign.
 - a. Service Director's letter recommending approval of MOU.
 - b. Proposed Ordinance No. 141-2025, Authorizing the Mayor and Director of Finance of the City of Sylvania, Ohio, to enter into a MOU with the Toledo Metropolitan Area Council of Governments (TMACOG) relative to this project.
10. 6339 Monroe St. (Fricker's) Storm Sewer Replacement-Change Order No. 1 (Final).
 - a. Service Director's letter recommending approval of change order.
 - b. Proposed Ordinance No. 142-2025, 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.
11. Ohio Bureau of Worker's Compensation (OBWC) Safety Intervention Grant.
 - a. Service Director's letter requesting authorization to apply and purchase.
 - b. Proposed Resolution No. 21-2025, A Resolution authorizing the Mayor and Director of Finance to file a grant application with the OBWC to assist with the purchase of an articulating aerial boom lift.
12. Letter from Service Director requesting authorization to begin Letters of Interest solicitation for Construction Management Services for the Downtown Transportation Improvements Project (Phase 2).

13. Letter from Service Director requesting authorization to begin Letters of Interest solicitation for Construction Management Services for the Pedestrian Hybrid Beacons Project.
14. Proposed Ordinance No. 143-2025, To make certain adjustments to account allocations within the fund appropriations for the fiscal year ending December 31, 2025.
15. Proposed Ordinance No. 144-2025, Authorize and ratify the execution of Then and Now Certificates by the Finance Director and payments of amounts due for various purchase orders.
16. Proposed Ordinance No. 145-2025, Making certain position and compensation pay plan changes, making certain salary, wage and other service compensation adjustments to the Codified Ordinances of Sylvania, 1979, as amended, and other ordinances.
17. Set City Council Organizational Meeting for Monday, January 5, 2026 at 6:15 p.m.
18. Committee reports.
19. Committee referrals.

INFORMATION

- A. Board of Architectural Review meeting minutes from December 10, 2025.
- B. Municipal Planning Commission meeting minutes from December 10, 2025.

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Minutes of the Meeting of Council
December 1, 2025

The Council of the City of Sylvania, Ohio met in regular session on December 1, 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 (excused), Patrick Richardson, Lyndsey Stough, Mary Westphal; (6) present; (1) absent.

Roll call:
6 present,
1 absent.

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

Pledge of
Allegiance.

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

Item #5a – Proposed Ordinance No. 106-2025.

Additions to the
agenda.

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

Agenda approval.

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

Mrs. Westphal presented the November 17, 2025 regular meeting minutes. Mrs. Westphal moved, Mr. Haynam seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of November 17, 2025 be approved as written; roll call vote being: Stough, Westphal, Hansen, McCann, Richardson, Haynam; (6) yeas; (0) nays. The motion carried.

Approval of
Nov. 17, 2025
Council meeting
minutes.

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

Mrs. Westphal gave a brief report on the Public Hearing held this date on Proposed Ordinance No. 106-2025 regarding carports in R-2 Districts. Discussion was held on requiring these types of accessory buildings to apply for a Special Use Permit followed by agreeing to advance legislation to council for approval.

Report from
Public hearing
held this date.

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

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 106-2025, a written copy of same having been previously furnished to each member of Council “Amending Part Eleven – Planning and Zoning Code of the Sylvania Codified Ordinances, 1979, as amended by amending Section 1153.02 – Special Uses; and declaring an emergency; Mr. Haynam moved, Ms. Stough seconded for passage of Ordinance No. 106-2025 as an emergency measure; roll call vote being: Stough, Westphal, McCann, Richardson, Haynam, Hansen; (6) yeas; (0) nays. The motion carried.

Ordinance No.
106-2025,
“Amend Part
Eleven...”

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 132-2025, a written copy of same having been previously furnished to each member of Council “Authorizing the Chief of Police of the City of Sylvania, Ohio, to enter into a Memorandum of Understanding with Lucas County Children Services and Community Partners to address child abuse and neglect cases; and declaring an emergency”; Mrs. Westphal moved, Mr. Hansen seconded for passage Ordinance No. 132-2025 as an emergency measure; roll call vote being: Haynam, McCann, Hansen, Westphal, Stough, Richardson; (6) yeas; (0) nays. The motion carried.

Ordinance No.
132-2025, “...
MOU...Lucas
County Children
Services...”

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

Mr. McCann presented and read aloud by title only, proposed Ordinance No. 133-2025, a written copy of same having been previously furnished to each member of Council “Revising the Administrative, Departmental and Divisional Organization of the City and the Codified Ordinances thereof by amending Sylvania Codified Ordinance Section 131.01 – Department of Law – Director, Division of Prosecution by adding a second full-time “Secretary II” position from December 2, 2025 through January 31, 2026 at which time said second full-time “Secretary II” position shall be eliminated; and declaring an emergency”; Mr. McCann moved, Mr. Haynam seconded for passage Ordinance No. 133-2025 as an emergency measure; roll call vote being: Stough, Haynam, McCann, Hansen, Westphal, Richardson; (6) yeas; (0) nays. The motion carried.

Ordinance No.
133-2025, “...
Division of
Prosecution...
Secretary II...”

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

Service Director’s letter requesting approval of agreement was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 134-2025, 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 State of Ohio, Department of Transportation on behalf of the City of Sylvania for the Brint/Main/Holland-Sylvania Roundabout Project; and declaring an emergency; Mr. Richardson moved, Mr. Haynam seconded for passage of Ordinance No. 134-2025 as an emergency measure; roll call vote being: Haynam, Stough, Westphal, McCann, Richardson, Hansen; (6) yeas; (0) nays. The motion carried

Ordinance No.
134-2025, “...
ODOT... Brint/
Main/Holland-
Sylvania
Roundabout...”

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

Service Director's letter recommending approval of the proposal was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 135-2025, a written copy of same having been previously furnished to each member of Council "Accepting the Proposal of DGL Consulting Engineers, LLC to provide design engineering services for the Brint/Main/Holland-Sylvania Road Roundabout Project; and declaring an emergency; Mr. Richardson moved, Mrs. Westphal seconded for passage of Ordinance No. 135-2025 as an emergency measure; roll call vote being: Stough, Westphal, McCann, Richardson, Haynam, Hansen; (6) yeas; (0) nays. The motion carried

Ordinance No.
135-2025, "...
DGL...Brint/
Main/Holland-
Sylvania
Roundabout..."

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

Service Director's letter recommending approval of consultant agreement was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 136-2025, a written copy of same having been previously furnished to each member of Council "Authorizing the Mayor and Director of Finance to enter into Agreement No. 43548 with DGL Consulting Engineers, LLC on behalf of the City of Sylvania for the Brint/Main/Holland-Sylvania Roundabout Project; and declaring an emergency; Mr. Richardson moved, Ms. Stough seconded for passage of Ordinance No. 136-2025 as an emergency measure; roll call vote being: Westphal, McCann, Richardson, Haynam, Hansen, Stough; (6) yeas; (0) nays. The motion carried.

Ordinance No.
136-2025, "...
Agreement No.
43548 with
DGL...Brint/
Main/Holland-
Sylvania
Roundabout..."

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

Service Director's letter recommending approval of change order was placed on file. Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 137-2025, a written copy of same having been previously furnished to each member of Council "Authorizing the Mayor and Director of Finance to approve Change Order No. 1 (Final) to this City's agreement with Ohio Excavating & Sewer Contractors Corp. for the Silvertown Drive Waterline Improvements & Resurfacing Project; decreasing the contract amount by \$80,625.75; and declaring an emergency; Mr. Hansen moved, Mrs. Westphal seconded for passage of Ordinance No. 137-2025 as an emergency measure; roll call vote being: Stough, Westphal, McCann, Richardson, Haynam, Hansen; (6) yeas; (0) nays. The motion carried.

Ordinance No.
137-2025, "...
Change Order
No. 1 (Final)...
Ohio
Excavating...
Silvertown..."

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

Ms. Stough moved, Mrs. Westphal seconded to authorize Letters of Interest solicitation for Design Engineering Services related to the Main Street & Convent Boulevard Roundabout Project; roll call vote being: Westphal, McCann, Stough, Richardson, Haynam, Hansen; (6) yeas; (0) nays. The motion carried.

LOI Solicitation
for Main &
Convent
Roundabout
Project.

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

Ms. Stough moved, Mrs. Westphal seconded to authorize administration to advertise for bids on the Convent Boulevard and Little Road resurfacing Projects; roll call vote being: McCann, Stough, Westphal, Richardson, Haynam, Hansen; (6) yeas; (0) nays. The motion carried

Advertise for
Bids on Convent
& Little
Resurfacing
Projects.

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

Mr. McCann presented and read aloud by title only, proposed Resolution No. 20-2025, a written copy of same having been previously furnished to each member of Council “Re-Appointing Matthew J. Snell to the Zoning Board of Appeals for a term expiring December 31, 2028; and declaring an emergency; Mr. McCann moved, Mr. Haynam seconded for passage of Resolution No. 20-2025 as an emergency measure; roll call vote being: Stough, McCann, Westphal, Richardson, Haynam, Hansen; (6) yeas; (0) nays. The motion carried

Resolution No.
20-2025, “...
Matt Snell BZA
Re-Appointment
...”

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

Mr. McCann moved, Mrs. Westphal seconded to confirm Mayor Frye’s re-appointment of Kathleen Fischer to the Municipal Planning Commission for a term commencing on January 1, 2026 and expiring on December 31, 2029; roll call vote being: Stough, McCann, Westphal, Richardson, Haynam, Hansen; (6) yeas; (0) nays. The motion carried

Re-Appointing
Kate Fischer to
Municipal Plan
Commission.

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

Mrs. Westphal moved, Ms. Stough seconded to enter into Executive Session for the purpose of discussion on pending litigation at 8:08 p.m. Roll call vote being: Haynam, Richardson, Stough, McCann, Westphal, Hansen; (6) yeas; (0) nays. The motion carried.

Executive
Session:
Pending
Litigation.

Mrs. Westphal moved, Mr. Haynam seconded to return from Executive Session to General Session at 8:38 p.m. No action taken and no decisions were made. Roll call vote being: Stough, Westphal, McCann, Hansen, Haynam, Richardson; (6) yeas; (0) nays. The motion carried.

Mayor Frye stated all agenda items have been addressed.

Mrs. Westphal moved, Ms. Stough seconded to adjourn at 8:39 p.m. Roll call vote being: Westphal, Hansen, McCann, Stough, Richardson, Haynam; (6) yeas; (0) nays.

Adjournment.

Clerk of Council

Mayor

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ORDINANCE NO. 138-2025

ACCEPTING FOR ANNEXATION TO THE CITY OF SYLVANIA, OHIO, THE TERRITORY DESCRIBED IN ANNEXATION PETITION NUMBER 2025-2 FOR WHICH LESLIE B. BRINNING IS THE AGENT, AND AS HEREINAFTER DESCRIBED; PROVIDING FOR THE INTERIM ZONING OF SAID TERRITORY; AND DECLARING AN EMERGENCY.

BE IT ORDAINED by the Council of the City of Sylvania, Lucas County, Ohio, _____

members elected thereto concurring:

SECTION 1. That the petition for annexation of the territory described as follows:

The north two hundred (200) feet of the west one-half (1/2) of the north thirty (30) acres of the south fifty (50) acres of the west one-half (1/2) of the southwest quarter (1/4) of Section number two (2), Town nine (9) south, Range six (6) east, in Sylvania Township, Lucas County, Ohio, excepting therefrom the North One Hundred (100) feet of the West Four Hundred Thirty-Five and ninety-eight hundredths (435.98) feet thereof and subject to legal highways.

having been filed with the Board of County Commissioners of Lucas County, Ohio, on July 1, 2025, presented to said Board of County Commissioners at a regular session thereof held on July 15, 2025, and acted upon favorably by said Board of County Commissioners on September 16, 2025 by passing a resolution to approve Annexation Petition 2025-2 together with the accompanying map of the territory and a certified transcript of the proceedings of said Board of County Commissioners, deposited with the Clerk of Council of the City of Sylvania, Ohio, by said Board of County Commissioners on the 16th day of October, 2025, be, and the same is hereby accepted.

SECTION 2. That the Council of the City of Sylvania, Ohio, hereby finds and determines that the property is currently zoned "Low Residential District" and, therefore, comparable zoning should be established for all of the hereinabove described territory, that is, R-1.

SECTION 3. That the Clerk of Council be, and she is hereby, authorized and directed to make three (3) copies of this Ordinance to each of which shall be attached a copy of the map accompanying the petition for annexation, a copy of the transcript of the proceedings of the Board of County Commissioners relating thereto and a certificate as to the corrections thereof. The Clerk of Council shall then forthwith deliver one (1) copy to the County Auditor, one (1) copy to the County Recorder, and one (1) copy to the Secretary of State and shall file Notice of this annexation with the Board of Elections within thirty (30) days after it becomes effective, and the Clerk shall do all other things required by law.

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 provision for the acceptance of said annexation and establishment of interim zoning thereof should be made promptly so as to promptly establish the jurisdiction having authority over future developments of said real estate and therefore this Ordinance should be effective forthwith. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2025, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

ORDINANCE NO. 139-2025

**AMENDING THE COFDIFIED ORDINANCES OF SYLVANIA, 1979, AS
AMENDED, BY AMENDING PART SEVENTEEN – RATE AND FEE
SCHEDULE; AND DECLARING AN EMERGENCY.**

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

SECTION 1. That Part Seventeen – Rate and Fee Schedule of the Codified Ordinances
of Sylvania, 1979, as amended, be and it is, hereby further amended to read as set forth on the
attached “Exhibit A” effective on and after December 25, 2025.

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 amendments to the Codified Ordinances should be provided for
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 this 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

PART SEVENTEEN – RATE AND FEE SCHEDULE

CHAPTER 1701

Rate and Fee Schedule

1701.01 RATES AND FEES.

The flat rate and fee for services, permits and licenses in the City of Sylvania are hereby set forth in Appendix A of this Chapter.

APPENDIX A

Chapter 105 – Notice of Public Meetings.

Section 105.06 - Notification of Discussion of Specific Types of Public Business.

Written Request to the Clerk to be notified when specific types of public business are discussed - \$10.00 fee.

Chapter 109 – Public Records.

Section 109.03 - Fees for Services.

Public Records Copying Charge – 15 cents per page (color – 25 cents per page)

Chapter 125 – Department of Public Safety.

Section 125.03 - Fees for Services.

Process Fingerprint Card - \$60.00;

File Check of a Name - \$5.00;

Copy of a Photograph - \$5.00;

Webcheck: BCI Only - \$50.00;

Webcheck – FBI Only - \$50.00;

Webcheck – Both FBI & BCI - \$100.00;

Safety City Registration - \$50.00.

Chapter 129 – Department of Finance.

Section 129.10 - Charge for Bad Check.

Fee for Bad Check/ACH Reversal - \$30.00

Chapter 311 – Street Obstructions and Special Uses.

Section 311.02 – Parade and Assemblages.

Non-Refundable Application Fee (Due at Time of Application)

Non-Profit Organization - \$50.00

All Other Event Applicants - \$100.00

Amendment Fee - \$25.00

Section 311.02 – Block Parties.

Non-Refundable Application Fee (Due at Time of Application) - \$50.00

(Covers application cost and delivery of barricades/cones for event).

Chapter 711 – Circuses and Carnivals.

Section 711.02 - Deposit Required.

Municipal Grounds Cleanup Deposit (if applicable) - \$200.00

Section 711.03 – License Fee (waivable)

First Day - \$50.00

Each Day Thereafter - \$25.00

Chapter 735 – Canvassers and Solicitors.

Section 735.03 – Sales on Private Property; License; Registration.

License Fee, per person - \$50.00

Background Check, per person - \$50.00

Chapter 741 – Massage and Bath Establishments.

Section 741.04 – License Application; Fee - \$100.00 annual fee.

Section 741.07 – Application for massage technician license; fee - \$50.00

Chapter 743 – Precious Metal Dealers.

Section 743.03 – Application for license - \$100.00 annual fee.

Chapter 747 – Mechanical Amusement Devices.

Section 747.05 – Annual License Fee - \$50.00 per device, annually (not to exceed \$500.00)

Chapter 751 – Horse-Drawn Carriages.

Section 751.04 – Issuance of License - \$25.00 per year, per carriage.

Chapter 755 – Alarm Systems.

Section 755.05 – False Alarms; Fees; Exceptions.

First and Second False Alarm – No Fee

Third False Alarm - \$60.00

Fourth False Alarm - \$120.00

Fifth False Alarm - \$180.00

Sixth False Alarm - \$240.00

Seventh False Alarm (MM) - \$300.00

Chapter 765 – Dealers in Second-Hand Articles.

Section 765.05 – License Fee; Expiration Date; Renewal - \$125.00 annually per location.

Chapter 767 – Skill Game Businesses, Adult Arcades, Internet Cafes and Sweepstakes Businesses.

Section 767.03 – Permit Required - \$100,000 annually; \$1,000 per machine, per year; \$1,000 application fee, per year.

Chapter 769 – Mobile Food Vehicles.

Section 769.05 – Permit - \$100.00 annually.

Chapter 901 – Streets Generally.

Section 901.02 – Moving a Permanent Building Permit Fee - \$100.00.

Chapter 905 – Excavations.

Section 905.051 – Permit Required; Fee - \$15.00 per location in right-of-way

Chapter 909 – Sidewalks, Driveways and Curbs.

Section 909.06

Issuance of License – New Applicant Fee \$125.00; Annual Renewal - \$25.00.

Section 909.08 – Construction Permits Required; Fee.

200 sq. ft. or less of construction - \$20.00;

More than 200 sq. ft. of construction - \$40.00;

Driveways - \$40.00.

Section 909.27 – Permit Fees.

Curb Opening or Closure - \$1.00 per lineal foot, plus driveway above.

Chapter 921 – Water Regulations.

Section 921.06 – Application for Tapping Permit.

1-inch Tap - \$2,000;

1-inch Tap (outside City) - \$2,500;

2-inch Tap - \$5,700;

- 2-inch Tap (outside City) - \$7,125;
- Utility Kill - \$400.00;
- Larger than 2-inch – Net cost (materials/equipment/labor) plus 25%;
- Larger than 2-inch – Net cost (materials/equipment/labor) plus 50%;
- Meter Pit - \$1,025;
- Meter Pit (outside City) - \$1,280.
- Backflow Preventer - \$80.00;
- ¾" Locking Ball Valve - \$75.00;
- 1" Locking Ball Valve - \$115.00;
- Section 921.12 – Water Meters; Installation and Control.
 - 5/8-inch meter (refunded if meter found to be inaccurate) - ~~\$50~~; \$130.00;
 - 2nd meter (includes meter, backflow preventer, and locking ball valve) - \$360.00
 - 1" meter (refunded if meter found to be inaccurate) - \$510.00
 - Larger than 5/8-inch – Customer responsible for all coordination and cost;
- Section 921.13 – Protection and Repair of Pipes.
 - Service Line Thawing/Plumbing Services:
 - During Working Hours - ~~\$60.00 per hour~~; Based on current Public Works Serviceman hourly rate;
 - During Non-Working Hours - ~~\$240.00 for the First Three Hours~~; Based on current Public Works Serviceman hourly rate;
 - ~~\$60.00 per hour after the Third Hour.~~
- Section 921.22 – Assessment Equivalent Outside Connection Charge - \$5,000 for properties outside of the City limits.

Chapter 923 – Water Service Charges.

- Section 923.02 – Water Rate Schedule.
 - \$9.45 per 1,000 gallons inside the City;
 - \$13.68 per 1,000 gallons outside of City.
- Section 923.06 – Fire Service Charge - \$8.00 per month, per private hydrant; fire main service charge - \$4 per month, per inch diameter.
- Section 923.09 – Delinquent Accounts – additional 10% applied to account balance.
- Section 923.13 – No Charge for Turning Water On and Off Unless for Violation or Temporary.
 - Temporary Turn-off/Turn-on Fee - \$50.00;
 - Temporary Turn-off/Turn-on Fee (after hours) - \$240.00;
 - Hydrant Flow Test Fee - \$250.00;
 - Illegal Hydrant Use - \$500.00 per offense.
- Section 923.16 - Discontinuance of Service for Violations or Nonpayment of Charges.
 - During Working Hours - \$60.00;
 - During Non-Working Hours - \$150.00.

Chapter 925 – Sewage Service Charges.

- Section 925.05 – Sewer Charges Levied.
 - \$6.67 per 1,000 gallons, inside the City;
 - \$8.34 per 1,000 gallons, outside the City;
 - Delinquent Account applied to account balance – 10%;
 - Swimming Pool Credit, based on meter readings - one adjustment per year
 - Utility Kill - \$400.00;
- Section 925.09 - Discontinuance of Service for Violations or Nonpayment of Charges.
 - During Working Hours - \$60.00;
 - During Non-Working Hours - \$150.00.

Chapter 929 – Sewer Regulations.

Section 929.04 - Issuance of License – Sewer License is a combined Sanitary and Storm Sewer License.

New Applicant Fee - \$125.00
Annual Renewal - \$25.00;

Section 929.08 – Permit Fee

Inside the City – \$450.00 (includes 8 hours of inspection);

Outside the City – \$500.00 (includes 8 hours of inspection);

Additional Inspection - Based on current Public Works Serviceman hourly rate;

Section 929.10 – Sanitary Sewer Connection Charges

Inside the City - \$2.50/gallon/day (\$1,000 minimum);

Outside the City - \$3.15/gallon/day (\$1,260 minimum).

Chapter 932 – Stormwater Management Plan.

Section 932.04

Issuance of License – Sewer License is a combined Sanitary and Storm Sewer License. Refer to Section 929.04 for license fee.

Permit Fee including 8 hours of inspection - \$400.00

Additional inspection, per hour - \$70.00

Chapter 941 – Solid Waste/Recycling Collection.

Section 941.021 – Fees for collection and disposal for residential buildings.

Residential Collection and Disposal Fee - As set by Service Department

Promulgated Rule

Delinquent Account – 10% applied to account balance

Damaged Toter - \$75.00

Section 941.14 – Bulk Items - \$15.00, Extra Bag Stickers - \$2.25;

Section 941.17 – Green Yard Waste Collection

Bags - \$2 each

Stickers purchased January – May \$40.00

 Purchased June/July \$30.00

 Purchased August/September \$20.00

 Purchased October-December \$10.00

Chapter 953 – Small Cell Technology in the Right of Way.

Section 953.03 – Application and Approval Process - \$275 Fee, per facility.

Section 953.08 – Annual Collocation Fee - \$220.00 per facility.

Chapter 961 – Cemetery Interments.

Cremation \$700.00

Faiths that prohibit cremation, burial \$400.00

Chapter 1103 – Administration, Enforcement and Penalty.

Section 1103.10 – Schedule of fees.

Commercial/Industrial

New Construction, plus \$0.10 per sq.ft. \$200.00+

Additions, Alterations & Renovations per 1000 sq.ft. \$50.00

Residential

New construction, plus \$0.10 per sq.ft. \$75.00+

Additions, Alterations & Renovations \$50.00

Board of Architectural Review \$200.00

Accessory Buildings, Sheds & Garages \$25.00

Fence \$40.00

Demolition \$50.00

Zoning Change Petition \$300.00

Special Use Permit Application \$300.00

Planned Development Application \$750.00

Site Plan Review \$625.00

Lot Split \$250.00

Preliminary Plat	
5 Acres or Less	\$400.00
More Than 5 Acres But Less Than 10 Acres	\$550.00
10 Acres or More	\$750.00
Preliminary Plat Extension	\$175.00
Final Plat	\$200.00
Variance (Board of Appeals)	
Residential	\$275.00
Commercial	\$500.00

Chapter 1149 – Flood Plain Districts.

- Section 1149.14 – Flood Plain Development Permit Required; Fees.
 - Permit Fee - \$150.00;
 - Additional Administrative Time – \$25.00/hour.
- Section 1149.31 – Appeals and Variances – Filing Fee - \$275.00.

Chapter 1166 – Sign Regulations.

- Section 1166.15 – Administration, Enforcement and Penalty.
 - Permit Fee - \$50.00;
 - Board of Architectural Review - \$100.00;
 - Temporary Sign - \$100.00.
- Section 1166.07 – Standards for Permitted Signs.
 - Street Banner - \$100.00;
 - City Installation of Street Banner - \$840.00.

Chapter 1167 – Charitable Donation Containers.

- Section 1167.05 – Registration Fee - \$100.00 annually;
- Section 1167.99 – Penalty - \$250 impound fee; \$20/day storage.

Chapter 1325 – Swimming Pools.

- Section 1325.03 – Application for Permit; fee - \$50.00.

Chapter 1519 – Fireworks.

- Section 1519.02 – Public exhibition permit required; fee; bond; records.
 - Permit Fee - \$50.00

8a.



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

December 15, 2025

To: The Mayor and Members of Sylvania City Council

Re: **Change Order No. 1 – LUC-TR 77-0.54 (PID 116375)**

Dear Mr. Mayor and Council Members:

Construction work on the new traffic signal at the intersection of Harroun Road and Ravine Drive with Flower Hospital is approximately 95% complete. The project contractor, Helms and Sons, will be returning in the spring to perform any final restoration and seeding activities before project close out.

With a majority of work items completed 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:

- Item 0014 – Less pavement undercut was required than estimated (-\$13,000.00).
- Item 0015 – Less granular backfill for undercut areas was required than estimated (-\$26,000.00).
- Item 0155 – A construction field office was not needed (-\$7,000.00).
- Item 8000/8001 – Water quality structure and conduit omitted from the plans (\$21,076.23).
- Item 8002 – Additional electrical work under the Hospital Loop Road (\$19,175.00).

As a result, the Service Department is requesting approval of Change Order No. 1 in the amount of \$10,313.77 to decrease the contract amount from \$1,401,475.50 to \$1,391,161.73 (decrease of 0.7%).

We recommend approval of Change Order No. 1 in the amount of \$10,313.77 to decrease the contract amount with Helms and Sons Excavating from \$1,401,475.50 to \$1,391,161.73. Please call with any questions.

Sincerely,

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

8b.

ORDINANCE NO. 140-2025

**AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE
TO APPROVE CHANGE ORDER NO. 1 TO THIS CITY'S AGREEMENT
WITH HELMS AND SONS EXCAVATING, INC. FOR THE HARROUN
ROAD AND RAVINE DRIVE INTERSECTION IMPROVEMENT
PROJECT; DECREASING THE CONTRACT AMOUNT BY \$10,313.77;
AND DECLARING AN EMERGENCY.**

WHEREAS, Ordinance No. 103-2024, passed September 16, 2024, accepted the bid of Helms and Sons Excavating, Inc. and awarded the contract for the Harroun Road and Ravine Drive Intersection Improvement Project to same, which bid was in the amount of \$1,401,475.50; and,

WHEREAS, the project is now almost complete and a change order is necessary to adjust the final contract price based on several scope of work items that changed during construction; and,

WHEREAS, the Director of Public Service, by report dated December 15, 2025, has recommended acceptance of Change Order No. 1 of Helms and Sons Excavating, Inc. for said Harroun Road and Ravine Drive Intersection Improvement Project to reflect a reduction in the installed quantities and actual work performed in the amount of \$10,313.77, for a final contract amount of \$1,391,161.73; and,

WHEREAS, the final installed quantities resulted in a net decrease to the contract in the amount of Ten Thousand Three Hundred Thirteen and 77/100 Dollars (\$10,313.77), for a total contract amount of \$1,391,161.73.

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 Ten Thousand Three Hundred Thirteen and 77/100 Dollars (\$10,313.77) 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 said changes to the scope of work items should be approved immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

SECTION 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



American Structurepoint - OH

Change Order Details

LUC-TR77-0.54 Harroun Road - Ravine Drive Intersection

Description

This project consists of the installation of a traffic signal on Harroun Road at Ravine Drive in the City of Sylvania, Lucas County, Ohio. This project includes the relocation of Flower Hospital's main drive and the construction of asphalt pavement, curb and gutter, drainage, and traffic control.

ORDINANCE NUMBER: #103-2024

PO NUMBER: 66743

Prime Contractor

HELMS AND SONS EXCAVATING
1753 LIMA AVE
FINDLAY, OH 45840

Change Order

1

Status

Pending

Date Created

11/19/2025

Type

Various - see explanations

Summary

MH w/ weir; 15" conduit Type B; Directional Bore; Time Extension

Change Order Description

Line Item 8000 - 84" Manhole with 8" Weir & Line Item 8001 - 15" Conduit, Type B, 707.45 (Plan Omission)

The construction plans did not provide a quantity for a manhole nor the 15" Type B conduit associated with the function of the Manufactured Water Quality Structure. The designer subsequently provided the specifications for the manhole and conduit as requested and the contractor submitted costs for the work. The submitted costs were compared to state average prices and were accepted. The cost of the 84" Manhole with 8" weir is \$18,616.23. The cost for 12' of 15" Conduit, Type B, 707.45 at \$205/foot is \$2,460.

Line Item 8002 - Directional Bore Across Hospital Drive (Changes - Non-preventable)

A directional bore needed to be performed under the hospital loop road and wire was run from the existing panel and terminated. 1" conduit and

12" x 12" pull boxes were installed on both the south and north sides of the new hospital drive to power the existing lights. A cost for this work was submitted by the contractor and was found to be reasonable by the project. The cost for this work is \$19,175.

Line Item 10 - Fence Removed (Normal Difference Between Plan & Actual Quantities)

The fence was removed by the owner prior to construction.

Line Items 14, 15, 17 - Excavation of Subgrade; Granular Material, Type B; Geotextile Fabric (Normal Difference Between Plan & Actual Quantities)

The areas of undercuts were less than plan quantities.

Line Items 39, 41, 155 - Catch Basin Adjusted to Grade; Manhole Reconstructed to Grade; Field Office, Type B (Unneeded Plan Quantities)

The catch basin and manhole did not require adjustment or reconstruction, and the Field Office was non-performed prior to the project beginning.

Time Extension

A time extension to 11/21/25 is being granted due to the delay caused by the hospital in locating the existing irrigation system. This caused a delay to the start of the project of 75 days. Based on the most recent schedule submitted by the contractor, the completion date is being extended to 11/22/25.

Awarded Project Amount	\$1,401,475.50
Authorized Project Amount	\$1,401,475.50
Change Order Amount	-\$10,313.77
Revised Project Amount	\$1,391,161.73

Increases/Decreases

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
Section: 1 - Roadway									
0010	202E75000	FT	\$3.000	153.000	\$459.00	-153.000	-\$459.00	0.000	\$0.00
FENCE REMOVED									
Reason: Property owner removed prior to construction									
Funding Details									
				153.000	\$459.00	-153.000	-\$459.00	0.000	\$0.00
		CMAQ							
		LOCAL		0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
		OPWC		0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
0014	204E13000	CY	\$25.000	2,403.000	\$60,075.00	-520.000	-\$13,000.00	1,883.000	\$47,075.00
EXCAVATION OF SUBGRADE									
Reason: Less undercut area than plan									
Funding Details									
				2,403.000	\$60,075.00	-520.000	-\$13,000.00	1,883.000	\$47,075.00
		CMAQ							
		LOCAL		0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
		OPWC		0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
0015	203E35110	CY	\$50.000	2,403.000	\$120,150.00	-520.000	-\$26,000.00	1,883.000	\$94,150.00
GRANULAR MATERIAL, TYPE B									

Change Order Details:

LUC-TR77-0.54 Harroun Road - Ravine Drive Intersection

11/25/2025

Page 3 of 8

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount

Reason: Less undercut area than plan

Funding Details									
0017	204E50000	SY		2,403.000	\$120,150.00	-520.000	-\$26,000.00	1,883.000	\$94,150.00
			CMAQ						
			LOCAL	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
			OPWC	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
			\$1.000	2,356.000	\$2,356.00	-906.000	-\$906.00	1,450.000	\$1,450.00

GEOTEXTILE FABRIC

Reason: Less undercut area than plan

Funding Details									
			CMAQ	2,356.000	\$2,356.00	-906.000	-\$906.00	1,450.000	\$1,450.00
			LOCAL	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
			OPWC	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00

Section: 3 - Drainage

0039	611E98630	EACH	\$1,200.000	1.000	\$1,200.00	-1.000	-\$1,200.00	0.000	\$0.00
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CATCH BASIN ADJUSTED TO GRADE

Reason: Existing grade was acceptable

Funding Details									
			CMAQ	1.000	\$1,200.00	-1.000	-\$1,200.00	0.000	\$0.00
			LOCAL	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount

0041	611E99660	EACH	\$2,000.000	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
	MANHOLE RECONSTRUCTED TO GRADE								
				1.000	\$2,000.00	-1.000	-\$2,000.00	0.000	\$0.00

Reason: Existing condition and grade were acceptable

Funding Details			
CMAQ	1.000	\$2,000.00	-1.000
LOCAL	0.000	\$0.00	0.000
OPWC	0.000	\$0.00	0.000

Section: 12 - Incidentals			
0155	619E16010	MNTH	\$1,000.000
	FIELD OFFICE, TYPE B		
		7.000	\$7,000.00
		-7.000	-\$7,000.00
		0.000	\$0.00

Reason: Non-performed by city prior to project beginning

Funding Details			
CMAQ	7.000	\$7,000.00	-7.000
LOCAL	0.000	\$0.00	0.000
OPWC	0.000	\$0.00	0.000
Totals		\$193,240.00	-\$50,565.00

7 items

\$142,675.00

New Items

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
Section: 3 - Drainage					
8000	611E99581	EACH	1.000	\$18,616.230	\$18,616.23
MANHOLE, NO. 3 WITH 84" BASE I.D. AND 6" WEIR, AS PER PLAN					
Reason: Plan omission					
Funding Details					
8001	611E05900	FT	12.000	\$205.000	\$2,460.00
15" CONDUIT, TYPE B					
Reason: Plan omission					
Funding Details					
		CMAQ	1.000	\$18,616.230	\$18,616.23
Section: 7 - Lighting					
8002	990E30000	LS	1.000	\$19,175.000	\$19,175.00
AGREED LUMP SUM					
Reason: Changes - Non-preventable (Directional Bore for electrical across hospital loop drive; 1" conduit and two pull boxes)					
Funding Details					
		LOCAL	1.000	\$19,175.000	\$19,175.00
3 items					Total: \$40,251.23

Change Order Details:

LUC-TR77-0.54 Harroun Road - Ravine Drive Intersection

11/25/2025

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Funding Summary


Fund Package	Original Amount	Authorized Amount	Pending Change	Revised Amount
CMAQ	\$1,401,475.50	\$1,401,475.50	-\$29,488.77	\$1,371,986.73
OPWC	\$0.00	\$0.00	\$0.00	\$0.00
LOCAL	\$0.00	\$0.00	\$19,175.00	\$19,175.00
3 fund packages	\$1,401,475.50	\$1,401,475.50	-\$10,313.77	\$1,391,161.73

Time Limit Changes

Type	Original Deadline	Current Deadline	Pending Extension	Pending Deadline
Completion Date	10/02/2025	10/02/2025	50.0 Days	11/21/2025
Per Article 3.2, OWNER and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay OWNER Four hundred dollars (\$400.00) for each day that expires after the time specified in paragraph 3.1.				
Reason: Delay in locating hospital irrigation system				
1 time limit				

RECOMMENDED FOR APPROVAL BY:

Joseph E. Shaw, P.E., P.S., Public Service Director: _____ (Signature) _____ 12-1-2025 _____ (Date)



REVIEWED BY:

Engineer


Digitally signed by Darren Schimmoeller
DN: cn=Darren Schimmoeller, o=American Structurepoint, c=US
Date: 2025.11.25 12:51:27-0500

Darren J. Schimmoeller, Project Engineer _____ (Signature) _____ 2025-11-25 _____ (Date)

Contractor

Grant Heaster _____ (Name)

Grant Heaster _____ (Signature) _____ 12/1/2025 _____ (Date)

The proposal is hereby approved.

Mark R. Frye, Mayor: _____ (Signature) _____ (Date)

The proposal is hereby approved.

Toby Schroyer, Finance Director: _____ (Signature) _____ (Date)

9a.



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

December 15, 2025

To: The Mayor and Members of Sylvania City Council

Re: **Toledo Metropolitan Area Council of Governments (TMACOG)**
Storm Water Coalition 2026 Mass Media Campaign Memorandum of Understanding

Dear Mr. Mayor and Council Members:

The National Pollution Discharge Elimination System storm water permit requires regulated Municipal Separate Storm Sewer Systems (MS4's) to comply with six (6) Minimum Control Measures (MCM's). One of the MCM's the City must be in annual compliance with is Public Education, MCM #1. The MS4 is required to raise public awareness of how everyday activities affect stormwater quality and encourage our residents to take steps to protect our waterways.

Stormwater Coalition members within TMACOG recently approved moving forward with a mass media campaign to assist MS4's within Lucas, Ottawa, and Wood counties to better achieve MCM #1 as a part of their annual storm water reporting requirements. The scope of the campaign includes TMACOG entering into a contract with a selected local media provider to produce public service announcements, commercials, video and display ads, and other content throughout the 2026 calendar year. To initiate the campaign, TMACOG is asking for all members to approve the enclosed Memorandum of Understanding. The media content creator's scope of work is shown on Exhibit A and the City's participation amount amongst all the jurisdictions are shown in Exhibit B.

The City of Sylvania participation request is in the amount of \$871.81 and was calculated based on the municipal parcel count in the tri-county area. The participation amount would be funded from the 503-7510-52268 account. We would recommend approval of TMACOG Memorandum of Understanding and participation amount of \$871.81. Please call if you should have any questions.

Sincerely,

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

9b.

ORDINANCE NO. 141-2025

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE OF THE CITY OF SYLVANIA, OHIO, TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS (“TMACOG”) FOR THE STORM WATER COALITION 2026 MASS MEDIA CAMPAIGN; APPROPRIATING \$871.81 THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, the National Pollution Discharge Elimination System storm water permit requires regulated Municipal Separate Storm Sewer Systems (MS4’s) to comply with six (6) Minimum Control Measures (MCM’s); and,

WHEREAS, public education is one of the minimum control measures that requires annual City compliance; and,

WHEREAS, Stormwater Coalition members within TMACOG recently approved moving forward with a mass media campaign to assist MS4’s within Lucas, Ottawa and Wood Counties to ensure compliance with the public education control measure; and,

WHEREAS, the scope of the campaign includes TMACOG entering into a contract with a selected local media provider to produce public service announcements, commercials, video and display ads, and other content throughout the 2026 calendar year; and,

WHEREAS, the Director of Public Service, by report dated December 15, 2025, has recommended the City enter into the Memorandum of Understanding so that it can participate in the mass media campaign and meet its public education control measure for its MS4, a copy of the Memorandum of Understanding is attached hereto as “Exhibit A.”

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

SECTION 1. That the Mayor and Director of Finance be, and they hereby are, authorized to enter into, on behalf of this City, a Memorandum of Understanding in the form and substance of said “Exhibit A” with the Toledo Metropolitan Area Council of Governments and community partners.

SECTION 2. That the Director of Public Safety shall promptly give notice to TMACOG of the City's willingness to participate in the Mass Media campaign.

SECTION 3. That to provide funds for said public education hereby authorized, there is hereby appropriated from the **SPECIAL ASSESSMENT FUND** from funds therein not heretofore appropriated to **Account No. 503-7510-52268 – Miscellaneous** an amount not to exceed Eight Hundred Seventy-One and 81/100 Dollars (\$871.81).

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

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

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

Vote on passage as an emergency: _____ Yeas _____ Nays

Passed _____, 2025, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

MEMORANDUM OF UNDERSTANDING

AMONG

THE TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS AND
CITY OF SYLVANIA

THIS MEMORANDUM OF UNDERSTANDING ("MOU") made and entered into this _____ day of _____, 2025 by and between the Toledo Metropolitan Area Council of Governments, hereinafter referred to as TMACOG and City of Sylvania, Ohio, hereinafter referred to as City of Sylvania, is to outline the expectations between the parties regarding the 2026 Lake Erie Starts Here Northwest Ohio Campaign related to regional stormwater education.

It is declared to be in the public interest that TMACOG and City of Sylvania cooperate to undertake education of regional water quality. Per federal requirements set by US EPA and administered by Ohio EPA, the National Pollution Discharge Elimination System (NPDES) stormwater permit requires that regulated Municipal Separate Storm Sewer Systems (MS4) comply with Minimum Control Measures, including Public Education.

WITNESSETH:

WHEREAS, TMACOG, an association of local governments, was organized on May 31, 1968, was established under Chapter 167 of the Ohio Revised Code and the Michigan Public Act No. 7 (Ex. Sess); and

WHEREAS, TMACOG staff provides capable and knowledgeable expert water quality and stormwater planning for the region; and

WHEREAS, TMACOG's Stormwater Coalition (SWC) was formed to provide a forum for local governments to address drainage, erosion, stormwater pollution, and stormwater management regulations on a cooperative, watershed basis; and

WHEREAS, City of Sylvania is a member unit in good standing of TMACOG; and

WHEREAS, City of Sylvania is a member unit in good standing of TMACOG's SWC; and

WHEREAS, City of Sylvania must comply with the NPDES stormwater permit requirements that regulate MS4; and

WHEREAS, Public Education is a Minimum Control Measure within said permit; and

WHEREAS, SWC members approved moving forward with a mass media campaign to assist with complying with the requirements of the Public Education Minimum Control Measure; and

WHEREAS, the mass media campaign will require TMACOG to enter into a contract with a selected media provider to perform scope of services (Exhibit A); and

WHEREAS, participating SWC members will provide financial support for the mass media campaign.

NOW, THEREFORE, in consideration of the above, we do hereby agree as follows:

SECTION 1: TMACOG Provides Service

That it is in the public interest that TMACOG provide the services necessary to accomplish the goals of the mass media campaign; and

SECTION 2: TMACOG Agrees to Employ Necessary Staff

That TMACOG is committed and shall employ such professionals and supporting staff, as shall be deemed necessary to perform the functions of the process and conduct the activities of the agency; and

SECTION 3: TMACOG Prepares and Maintains Lake Erie Starts Here Northwest Ohio Campaign Contract

That TMACOG acting for itself and as agent for the units of local government participating in the 2026 Lake Erie Starts Here Northwest Ohio Campaign, will engage with a selected media provider, negotiate and execute a contract for scope of services approved by SWC for calendar year 2026 (Exhibit A); and

SECTION 4: Periodic Reports

That TMACOG shall periodically report to the units of local government participating in the campaign, the status of the mass media campaign; and

SECTION 5: Responsibility of Unit of Local Government

That the unit of general purpose local government entering into this MOU agrees to cooperate and participate in the process as listed above including being a dues paying member of TMACOG as well as be current on Stormwater Coalition assessment payment; and

SECTION 6: Contribution of Funds

TMACOG will invoice all participating units of government for their respective cost of the program. In the case that TMACOG does not collect the fully quoted cost of the contract, the cost per unit government may be readjusted.

City of Sylvania commits to pay \$871.81 towards the 2026 Lake Erie Starts Here Northwest Ohio Campaign. This payment will be assessed separately from TMACOG membership dues and SWC assessment (Exhibit B); and

SECTION 7: Any notice, statement or demand required, permitted or desired to be given under this MOU shall be in writing and shall be effective upon receipt, if given (a) in person or by courier or by courier service, (b) by telex, facsimile, email or other wire transmission, (c) in person or United States mail, return receipt requested, postage prepaid, or (d) by nationally recognized overnight delivery service, addressed as follows:

If to TMACOG:

TMACOG
c/o Sandy Spang, Executive Director
P.O. Box 9508
Toledo, Ohio 43697-9508

If to City of Sylvania:

c/o Mark R. Frye, Mayor
6730 Monroe Street
Sylvania, OH 43560

Either party may at any time change the address for notices to the party by mailing a notice stating the change and setting forth the changed address; and

SECTION 8: Miscellaneous

This MOU shall be binding upon and inure to the benefit of the parties and their respective successors and permitted assigns and intended third-party beneficiary.

- No change, modification or amendment or waiver of any obligation of this MOU will be enforceable unless set forth in writing and signed by both parties;
- If any provision of this MOU shall be held invalid, illegal or unenforceable, the validity, legality or enforceability of the other provisions hereof shall not be affected thereby;
- This MOU sets forth the entire MOU and understanding of the parties with respect to the matters set forth herein and supersedes any and all prior agreements, arrangements and understandings among the parties;
- This MOU may be executed in one or more original, facsimile or electronic counterparts, each of which shall be deemed the original, but all which together shall constitute one and the same instrument;
- This MOU shall be construed according to its fair meaning as if prepared by all parties;
- This MOU shall be governed, defined, construed and enforced in accordance with the internal laws of the state of Ohio and shall be deemed to have been entered into in the state of Ohio the jurisdiction and venue for any action between the parties regarding this MOU shall be in federal or state courts located in Toledo, Lucas County, Ohio and all parties hereto consent to the exercise of personal jurisdiction over them by such courts.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be executed on the date first mentioned.

Signed:
City of Sylvania

Mark R. Frye, Mayor

Toby A. Schroyer, Finance Director

TMACOG

Sandy Spang, Executive Director, Toledo Metropolitan Area Council of Governments

13 ABC Deliverables					
Content type	Created Content	Deliverables	Details	Monthly Content	Monthly reportables
Broadcast • All recorded content will be planned for reuse in digital components. • Show segments will be sent to use on campaign website and social media.	PSA as Commercials	13abc Action News at 6am Good Morning America 7-9am The Nine 9a-10a 13abc Action News at 4p 13abc Action News Sat 13abc Action News Sun	• 13abc First Alert Weather Team will be featured in the PSA's	1 PSA Commercial	3x 3x 6x 3x 3x
	The Nine morning show	• 1 segment per month 2-3 minutes • Show segment will be kept for reuse in digital components. • Show segments will be sent to use on campaign website	• 1x a month educational LIVE in studio 2-3 minute segments featuring partners • M-F 9a-10am with Eric Haubert & Rebecca Regnier	1 The Nines Segment	1x
	Pre-roll video and mid-roll livestream ads can reach engaged users on desktop and mobile.	13abc.com, mobile, and app	• Zip code targeted	Running of PSA Commercial	25,000 Impressions
	Display ads target Internet users based on their behavior, interests, and location—so you can reach the right people in the right places at the right time.	13abc.com banner, and sidebar ads General internet banner, and sidebar ads	• Zip code targeted • Geographical, behavioral, website retargeting • Includes attribution pixels to be placed on our homepage	1 set of digital creatives	100,000 Impressions 50,000 Impressions
	Data-driven targeting tactics that allow your videos ads to be shown in full to maximize your budget. Deliver your message to a custom audience, enjoy a high video completion rate, and boost your rank on Google.	:15, :30 YouTube Streaming	• Geographical, behavioral, household targeting available	Running of PSA Commercial	12,500 Completed Views (minimum, this product overdelivers)
Website native article	Article placed on news webpage.	Home page of Desktop and mobile site News app Weather App	• NATIVE ads are more subtle advertising that's cohesive with the stories and user experience of 13abc.com & the 13abc mobile app.	1 Native Article Provided by TMACOG	50,000 Impressions 1X MINIMUM Minimum of once a month for 24hour period

D i g i t a l

TMACOG Stormwater Coalition 2026 LESH Cost Share				
Community	Parcel Count for 2026	Cost Share	Cost - 6 months of service	Amount Collected
Lucas County Utility	36,398	15.8%	\$4,726.26	\$ -
<i>Sylvania Township</i>	13,428	5.8%	Paid for by Lucas County Utility	Paid for by Lucas County Utility
<i>Spencer Township</i>	1,241	0.5%		
<i>Springfield Township</i>	9,091	3.9%		
<i>Monclova Township</i>	6,335	2.7%		
<i>Waterville Township</i>	1,246	0.5%		
<i>Jerusalem Township</i>	3,836	1.7%		
<i>Washington Township</i>	1,221	0.5%		
Oregon City	9,599	4.2%	\$1,246.42	\$ -
Maumee City	6,693	2.9%	\$869.08	\$ -
Sylvania City	6,714	2.9%	\$871.81	\$ -
Waterville City	2,470	1.1%	\$320.73	\$ -
Ottawa Hills Village	1,703	0.7%	\$221.13	\$ -
Holland Village	781	0.3%	\$101.41	\$ -
Whitehouse Village	2,130	0.9%	\$276.58	\$ -
Swanton Village	1,942	0.8%	\$252.17	\$ -
Toledo City	118,407	51.3%	\$15,375.07	\$ -
Wood County*	22,605	9.8%	\$2,935.24	\$ -
<i>Perrysburg Township</i>	6,071	2.6%	Paid for by Wood County Engineer's Office	Paid for by Wood County Engineer's Office
<i>Middleton Township</i>	2,741	1.2%		
<i>Lake Township</i>	4,070	1.8%		
<i>Northwood City</i>	3,929	1.7%		
<i>Rossford City</i>	3,673	1.6%		
<i>Millbury Village</i>	720	0.3%		
<i>Walbridge Village</i>	1,401	0.6%		
Bowling Green City	9,722	4.2%	\$1,262.40	\$ -
Perrysburg City	9,828	4.3%	\$1,276.16	\$ -
Ottawa County	2,045	0.9%	\$265.54	\$ -
<i>Allen Township</i>	2,045	0.9%	Paid for by Ottawa County	\$ -
Totals	231,037	**	\$30,000	\$ -

*This total does not include Haskins parcels.

**The total cost reflects the agreed upon total for the MMC contract.

10a.



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

December 15, 2025

To: The Mayor and Members of Sylvania City Council

Re: **6339 Monroe Street (Fricker's) Storm Sewer Replacement – Change Order No. 1 (Final)**

Dear Mr. Mayor and Council Members:

Ohio Excavating & Sewer Contractors Corp. has completed the storm sewer replacement work on the Fricker's Restaurant property, located at 6339 Monroe Street. As a reminder approximately 66 feet of 24" storm sewer and one catch basin with a City utility easement was replaced by open cut method.

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 added parking lot asphalt trench replacement to the contractor's scope of work that was originally going to be performed by the City's Streets Department. However, due to the time of the year the work was performed our Streets Department was fully immersed in leaf collection operations and had completed all asphalt pavement repair work for their construction season.

The subcontracted work was performed by Bowers Asphalt Paving, Inc. at a cost of \$4,000.00 and Ohio Excavating is permitted a subcontractor markup of 5% yielding a total additional cost of \$4,200.00.

As a result, a final project change order in the amount of \$4,200.00 is necessary to increase the contract amount from \$42,900.00 to \$47,100.00. With this increase the total construction cost was approximately 9.8% over the original contract amount.

We recommend approval of Change Order No. 1 (Final) in the amount of \$4,200.00 with Ohio Excavating & Sewer Contractors Corp. Please call with any questions

Sincerely,

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

106.

ORDINANCE NO. 142-2025

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. FOR THE 6339 MONROE STREET STORM SEWER REPLACEMENT PROJECT TO PROVIDE FOR AN ADDITIONAL SCOPE OF WORK ITEM; INCREASING THE CONTRACT AMOUNT BY \$4,200; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 71-2025, passed June 16, 2025, accepted the proposal of Ohio Excavating & Sewer Contractors Corp. and awarded the contract for the 6339 Monroe Street Storm Sewer Replacement Project to same, which proposal was in the amount of \$42,900; and,

WHEREAS, the Director of Public Service, by report dated December 15, 2025, has recommended approval of Change Order No. 1(Final) of Ohio Excavating & Sewer Contractors Corp. for said 6339 Monroe Street Storm Sewer Replacement Project to provide for an additional scope of work item to add a parking lot asphalt trench replacement to the contractor's scope of work; and,

WHEREAS, the additional scope of work item that changed during construction resulted in a net increase to the contract in the amount of Four Thousand Two Hundred Dollars (\$4,200.00), for a total contract amount of \$47,100.

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 proposal amount by the sum of Four Thousand Two Hundred Dollars (\$4,200.00), 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 proposal 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. 401-7510-53501 – Storm Sewer Improvements**, the

sum of Four Thousand Two Hundred Dollars (\$4,200.00).

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 the additional scope of work item 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

CITY OF SYLVANIA, OHIO

CHANGE ORDER

Number 1 (Final)

Project Ordinance No.: 71-2025 Purchase Order No. 68349

Contract: 6339 Monroe (Fricker's) Storm Sewer Replacement

Title of Change Order: Asphalt Repair

Date: 12/9/2025

Description of Change: Line 100 - Asphalt Repair \$4,200.00

TOTAL **\$4,200.00**

(See Attached)

RECOMMENDED
FOR APPROVAL BY:

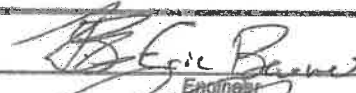

Joseph E. Shaw, P.E., P.S.
Public Service Director

12/9/2025
Date

Original Contract Amt

\$ 42,900 00

REVIEWED BY:


Engineer

Previous Changes (+ or -)

\$ 0 00

DATE: 12/9/25

This Change (+ or -)

\$ 4,200 00

SUBMITTED BY:

Ohio Excavating & Sewer Contractors Co.,
Name of Contractor

Adjusted Contract Amt

\$ 47,100 00

DATE: 12-9-25


Contractor's Signature

City of Sylvania, Ohio

The above proposal is hereby approved.

The above proposal is hereby approved.

Mark R. Fye, Mayor

Date

Toby A. Schroyer, Finance Director

Date

11/30/2025



9339 W. Bancroft St.
Holland, OH 43528
Office: 419-829-2965
Fax: 419-829-8634

Customer	City of Sylvania
Change Order #	1
Job #	Fricker's Sylvania

Fricker's Sylvania - Storm Sewer Repair Work

Change Order #1 - Final

1 L.S. Change Order #1 - Final	4,200.00	4,200.00
* Asphalt Repair		

\$	4,200.00
----	----------

Bowers Asphalt and Paving, Inc
6157 Walbridge Road
Walbridge OH 43465-
PHONE NO: (419) 666-0516 FAX NO: (419) 666-6912

INVOICE

Page 1 of 1

INVOICE NO: 9295
INVOICE DATE: 12/1/2025

Mr. Rick and Jason Rectenwald
Ohio Excavating & Sewer Contr
9339 West Bancroft

JOB: Frickers
Sylvania, Ohio

Holland OH 43528

TERMS: 30 Days
Due Date: 12/31/2025

Description	
Asphalt repair in Frickers, Sylvania parking lot for sewer repair	4,000.00

TOTAL AMOUNT DUE: \$ 4,000.00

11a.



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

December 15, 2025

To: The Mayor and Members of Sylvania City Council

Re: **Ohio Bureau of Worker's Compensation (OBWC) Safety Intervention Grant Request**

Dear Mr. Mayor and Council Members:

In February 2025 the Parks & Forestry Department was involved in an Ohio Public Employment Risk Reduction Program inspection/investigation with the Ohio Bureau of Workers' Compensation (OBWC) related to our powered forklift operations. The Parks & Forestry forklift is used to remove holiday decorations and banners in our downtown area along with several other tasks within the Department.

This review noted the man-basket attachment did not have written manufacturer approval for use which could affect the safe operation of the forklift and place our employees at risk of falling, tipping, or crushing hazards. OBWC advised the City that we should decommission the man-basket without this written approval, which the Department did after months of failed communication attempts.

OBWC encouraged the City to review their Safety Intervention Grant program which allows employers to purchase equipment to significantly reduce or eliminate injuries associated with a particular task or operation. The Department has proposed the purchase of an articulating aerial boom lift (NiftyLift SP34) using this program in the amount of \$55,850 from Aerial Titans from Archbold, Ohio. The grant program would cover \$40,000 of the equipment cost with the remaining \$15,850 to be funded from the account 401-7310-53405.

We request the authorization to apply for the OBWC Safety Intervention Grant funding in the amount of \$40,000, and if successful, the authorization to purchase the referenced equipment from Aerial Titans in the amount of \$55,850. Please call with any questions.

Sincerely,

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

RESOLUTION NO. 21-2025**A RESOLUTION AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO FILE A GRANT APPLICATION WITH THE OHIO BUREAU OF WORKER'S COMPENSATION TO ASSIST WITH THE PURCHASE OF AN ARTICULATING AERIAL BOOM LIFT; AND DECLARING AN EMERGENCY.**

WHEREAS, the Director of Public Service, by report dated December 15, 2025, has requested permission to apply for Ohio Bureau of Worker's Compensation ("OBWC") Safety Intervention Grant funding for the purchase of an articulating aerial boom lift; and,

WHEREAS, the articulating aerial boom lift will assist the Parks and Forestry Division with the removal of holiday decorations and banners in the downtown area as well as several other tasks and will ensure the safety of the City's employees; and,

WHEREAS, the Director of Public Service, by report dated December 15, 2025, has indicated that the estimated cost of the boom lift is \$55,850, with the grant covering \$40,000 of the cost and the City funding the remaining \$15,580 and has recommended the City proceed with the grant application.

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

SECTION 1. That the Mayor and Director of Finance of the City of Sylvania are hereby authorized to file an application for OBWC Safety Intervention Grant funding for the purchase of an articulating aerial boom lift.

SECTION 2. That the Mayor and Director of Finance are authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

SECTION 3. It is hereby found and determined that for 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 further reason that the City should file its application for the grant immediately and therefore this Resolution should be made effective immediately. 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:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date



39 Curtis Ct SW
Cartersville, GA 30120

Customer Quote

Date	Quotation #
11/10/2025	QUO3508

Bill To
City of Sylvania 6730 Monroe St. Sylvania OH 43560 United States

Ship To
20763 City of Sylvania Customer Pickup Archbold OH 43502 United States

Email	dbraithwaite@cityofsylvania.com
Phone	(419) 206-6205
Contact	Dan Braithwaite

P.O. No.	Rep
	Craig Gors

Description	Quantity	Rate	Total
Estimate NEW 2025 NIFTYLIFT SP34DE BI-ENERGY – Articulating Boom Lift 34' Platform Height / 40' Work Height / 20' Horizontal Reach Bi-Energy (Kubota Diesel Engine & DC Electric Motor), 4WD, Non-Marking Foam Filled Tires, 30% Gradeability, 3'7" Platform, 5'3" Wide, 500lbs Lift Capacity, Weighs 7920lbs **1yr Factory Warranty (Parts & Labor) & 5yr Structural Warranty	1	\$55,850.00	\$55,850.00

Subtotal	\$55,850.00
Shipping Cost	
Tax Total	\$0.00
Total	\$55,850.00

This estimate is an approximation and is not guaranteed. The estimate is based on information provided from the client. Actual cost may change once all invoice elements are finalized or negotiated. The sales and use tax we are estimating is based on either a ship to location of the product(s) above or the location we are giving you possession of the product(s). If the ship to location or the location where we give you possession of the good changes, the Company is required to charge you the appropriate sales and use tax based on the ship to or the location in which we give you possession of the product(s) and you must pay such sales and use tax before taking possession of the good(s).

All invoices related to the goods defined in this estimate are to be paid at the time of invoicing in full, minus any already made payments, unless explicitly agreed otherwise.

Please call 866-874-0584 to verbally verify wire payment instructions before sending. Aerial Titans Inc. will not be responsible for wire payments sent to the incorrect recipient. We will never email updated wire instructions to you. Please be vigilant and call our office before sending funds.

Phone #	Fax #	E-mail	WebSite
866-874-0584	470-280-4266	admin@aerialtitans.com	www.aerialtitans.com



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

December 15, 2025

To: The Mayor and Members of Sylvania City Council

Re: **Letters of Interest (LOI) for Construction Management Services
Downtown Transportation Improvements (Phase 2)**

Dear Mr. Mayor and Council Members:

The construction plans and specifications for Phase 2 work of the Downtown Transportation Improvements Project are in development and are scheduled to be completed in March 2026. The Service Department is also working on coordinating a public Open House ahead of final plan preparations in January 2026. We are working to have this schedule set very soon.

However, the plan development level is more than sufficient for the Service Department to begin the Letter of Interest (LOI) process from construction engineering consultants that would manage and inspect all phases of construction. Specifically, the City will need to have a firm and Construction Project Engineer (CPE) secured that is ODOT pre-qualified for Construction Administration, Inspection, and Materials Management services. This would be the same qualifications as performed in Phase 1.

City staff members will review the Letters of Interest and select the most qualified consultant. Once the most highly qualified consultant is selected the City will enter into scope of services and fee negotiations. It is our goal to have the construction engineering contract ready for City Council review and consideration by mid-February 2026 ahead of bidding.

We request the authorization to begin the Letter of Interest solicitation process for Construction Management Services for the Downtown Transportation Improvements Project (Phase 2). Please call with any questions.

Sincerely,

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

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



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

December 15, 2025

To: The Mayor and Members of Sylvania City Council

Re: **Letters of Interest (LOI) for Construction Management Services
LUC-VAR-Sylvania PHB's (PID 122182)**

Dear Mr. Mayor and Council Members:

The construction plans and specifications for the LUC-VAR-Sylvania PHB's (PID 122182) Project are complete and out for bid. As a reminder, this project will replace four (4) Rectangular Rapid Flashing Beacon (RRFB) systems at Highland Elementary, Sylvan Elementary, McCord Junior High, and Southview High School with Pedestrian Hybrid Beacons (PHB). The Service Department is scheduled to have a bid opening on December 19th and will look to make a contract award in January.

The Service Department would like to begin the Letter of Interest (LOI) process from construction engineering consultants that would manage and inspect all phases of construction. Specifically, the City will need to have a firm and Construction Project Engineer (CPE) secured that is ODOT pre-qualified for Construction Administration, Inspection, and Materials Management services.

City staff members will review the Letters of Interest and select the most qualified consultant. Once the most highly qualified consultant is selected the City will enter into scope of services and fee negotiations. It is our goal to have the construction engineering contract ready for City Council review and consideration by mid-January or early February.

We request the authorization to begin the Letter of Interest solicitation process for Construction Management Services for the LUC-VAR-Sylvania PHB's (PID 122182) Project. Please call with any questions.

Sincerely,

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

ORDINANCE NO. 143 - 2025

TO MAKE CERTAIN ADJUSTMENTS TO ACCOUNT ALLOCATIONS
WITHIN THE FUND APPROPRIATIONS FOR THE FISCAL YEAR
ENDING DECEMBER 31, 2025; AND DECLARING AN EMERGENCY.

WHEREAS, City Council duly passed Ordinance No. 124-2024 on November 18, 2024, providing for the annual appropriations for fiscal year 2025, and,

WHEREAS, it is necessary to adjust the 2025 annual appropriation ordinance, by making certain additional appropriations and deductions from previous appropriations, in order to meet the present conditions and to keep appropriations within the anticipated receipts for the year 2025; and,

WHEREAS, attached hereto is "Exhibit A" entitled Adjusted 2025 Budget - Summary of Expenditure Estimates which exhibit identifies by a four-digit department code number and name each account in a Fund identified by a three-digit code and name to which an appropriation adjustment within each Fund is made by this ordinance; and,

WHEREAS, attached hereto is "Exhibit B" entitled Adjusted 2025 Budget – Summary of Revenue Estimates referred to herein as estimated additional resources.

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

SECTION 1. That the 2025 annual appropriation ordinance, be adjusted as reflected in Exhibits A and B attached hereto and made a part hereof.

SECTION 2. That there be and is hereby appropriated to and is hereby withdrawn from accounts of the GENERAL FUND listed in Exhibit A the amounts as indicated for each account with the total amount being changed by the net sum of \$1,520,000.

SECTION 3. That there be and is hereby appropriated to and is hereby withdrawn from accounts of the STREET C M & R FUND listed in Exhibit A the amounts as indicated for each account with the total amount being changed by the net sum of \$95,000.

SECTION 4. That there be and is hereby appropriated to and is hereby withdrawn from accounts of the PERMISSIVE FUND listed in Exhibit A the amounts as indicated for each account with the total amount being changed by the net sum of \$7,000.

SECTION 5. That there be and is hereby appropriated to and is hereby withdrawn from the account of the LAW ENFORCEMENT TRUST FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net the sum of \$3,000.

SECTION 6. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the INDIGENT SUPPORT FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$10,000.

SECTION 7. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the CAPITAL IMPROVEMENT FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$383,000.

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

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

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

SECTION 11. That there be and is hereby appropriated to and is hereby withdrawn from accounts of the MEDICAL CARE FUND listed in Exhibit A the amounts as indicated in for each account with the total amount being changed by the net sum of \$500,000.

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

SECTION 13. That there be and is hereby appropriated to and is hereby withdrawn from accounts of the INCOME TAX FUND listed in Exhibit A the amounts as indicated in for each account with the total amount being changed by the net sum of \$0.

SECTION 14. That there be and is hereby appropriated to and is hereby withdrawn from accounts of the POLICE COMMUNITY AFFAIRS FUND listed in Exhibit A the amounts as indicated in for each account with the total amount being changed by the net sum of \$0.

SECTION 15. 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 16. 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 17. That this Ordinance is hereby declared to be an emergency measure, necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that immediate provision should be made for the enactment of additional appropriations for the payment of current expenditures for the calendar year of 2025. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote to pass as an emergency measure: ____ Yeas ____ Nays, passed,
_____, 2025.

ATTEST:

Clerk of Council

President of Council

APPROVED:

Mayor

APPROVED AS TO FORM:

Director of Law

Date

Exhibit "A"
Adjusted 2025 Budget
Summary of Expenditure Estimates

Dept.	Name	Personal Services	Contract Services	Materials & Supplies	Capital Outlay	Transfers	Totals
110	General Fund						
7110	Police Law Enforcement	400,000	20,000	-30,000			390,000
7125	Police/Fire Communications	15,000	40,000				55,000
7215	Cemetery						0
7220	Pymt.Co.Board of Health		5,000				5,000
7310	Parks & Forestry	-20,000		12,000			-8,000
7320	Community Programs		40,000				40,000
7415	Zoning Board of Appeals	11,000		4,000			15,000
7515	Garbage.& Refuse Collection	16,000	-10,000				6,000
7620	Street Cleaning	45,000		10,000			55,000
7710	Mayor's Office	14,000	1,000	-5,000			10,000
7715	Finance Administration	15,000	13,000	2,000			30,000
7725	Legal Administration	14,000	3,000	18,000			35,000
7726	Prosecutors' Office	5,000	152,000	3,000			160,000
7730	Service Administration	35,000	-3,000	3,000			35,000
7735	Legislation	-10,000	-3,000	-3,000			-16,000
7740	Municipal Court	80,000	600,000				680,000
7745	Civil Service Commission		-7,000				-7,000
7750	Lands & Buildings	-8,000	30,000	1,000			23,000
7755	Engineering	65,000	1,000				66,000
7765	Elections		-4,000				-4,000
8000	Transfers Out					-100,000	-100,000
8020	Information Technology	55,000	-10,000	5,000			50,000
	Totals	732,000	868,000	20,000	0	-100,000	1,520,000

Exhibit "A"
Adjusted 2024 Budget
Summary of Expenditure Estimates

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

Exhibit "A"
Adjusted 2024 Budget
Summary of Expenditure Estimates

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

Exhibit "B"
Adjusted 2025 Revenue Estimates
Summary of Revenue Estimates

=====		
Real Estate Taxes TIF Fund		
=====		
406-0000-40101	Real Estate Taxes TIF	36,000
		<u>36,000</u>
Total Real Estate Taxes TIF Fund		36,000

=====		
Sewer Fund		
=====		
702-0000-41114	Project Reimbursement/Assessments	400,000
		<u>400,000</u>
Total Sewer Fund		400,000

=====		
Medical Care Fund		
=====		
707-0000-41501	City Medical Contributions	600,000
		<u>600,000</u>
Total Medical Care Fund		600,000

=====		
Police Pension Fund		
=====		
801-0000-40101	Real Estate Taxes	115,000
		<u>115,000</u>
Total Police Pension Fund		115,000

=====		
Income Tax Fund		
=====		
804-0000-40201	Income Tax	500,000
		<u>500,000</u>

ORDINANCE NO. 144-2025

AN ORDINANCE TO AUTHORIZE AND RATIFY THE EXECUTION OF THEN AND NOW CERTIFICATES BY THE FINANCE DIRECTOR AND THE PAYMENT OF AMOUNTS DUE FOR VARIOUS PURCHASE ORDERS; AND DECLARING AN EMERGENCY.

WHEREAS, pursuant to Ohio Revised Code Section 5705.41(D)(1), the City may not enter into any contract or give any order involving the expenditure of money unless there is attached thereto a certificate of the City's Finance Director that the amount required to meet the obligation has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances; and,

WHEREAS, Ohio Revised Code Section 5705.41(D)(1) further provides that in such circumstances when no certificate is furnished as required and the expenditure is for \$3,000 or more, the City's Council, may authorize the drawing of a warrant in payment of amounts due upon such contract or order upon certification by the Finance Director that there was at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances; and,

WHEREAS, such certificate of the Finance Director is known as a "Then and Now Certificate" meaning that the funds were available when the contract was made and when the amount due under the contract was/is paid; and,

WHEREAS, the City is issuing Then and Now Certificates in connection with payments due and owing as shown on the "Exhibit A" attached; and,

WHEREAS, City Council deems it to be in the best interest of the health, safety, and

welfare of the City to approve the execution by the Finance Director of Then and Now
Certificates and to authorize and ratify the payment of amounts due under the contracts or orders,
requiring the expenditure of \$3,000 or more.

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

SECTION 1. That the Council of the City of Sylvania, pursuant to Section
5705.41(D)(1) of the Ohio Revised Code, hereby approves and ratifies the execution of Then and
Now Certificates by the Finance Director authorizes payments due and owing, in accordance
with the schedule attached as "Exhibit A" and incorporated herein.

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 proposal for said professional services should be approved
immediately so that the Then and Now Certificates are approved and ratified at the earliest
possible time. Provided this Ordinance receives the affirmative vote of five (5) or more
members elected to Council, it shall take effect and be in force immediately upon its passage and
approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is
approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2025, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

CITY OF SYLVANIA

THEN AND NOW CERTIFICATIONS

15-Dec-25

<u>DATE</u>	<u>VENDOR/DESCRIPTION</u>	<u>AMOUNT</u>
10/31/2025	J & L Mechanical/ no hot water	3,761.14
11/17/2025	InSource Solutions Group/ Income Tax mailings	7,571.65
11/17/2025	Cummings Sales & Service/ Sewer generator repairs	3,360.14
11/18/2025	Right Stuff Software/ Court	9,974.62
11/19/2025	CDTC/ Court diagnostic and treatment center	3,681.00
11/19/2025	Treasurer State of Ohio/ Water operating licenses	10,454.04
12/2/2025	Flanders Creatives/ 2026 Community Calendar	3,900.00
		<hr/>
		42,702.59

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ORDINANCE NO. 145-2025

MAKING CERTAIN POSITION AND COMPENSATION PAY PLAN CHANGES, MAKING CERTAIN SALARY, WAGE AND OTHER SERVICE COMPENSATION ADJUSTMENTS TO THE CODIFIED ORDINANCES OF SYLVANIA, 1979, AS AMENDED, AND OTHER ORDINANCES; BY GRANTING PAY INCREASES TO THE APPOINTED OFFICIALS WHOSE TITLES ARE LISTED IN SECTION 139.03(e)(3), BY GRANTING A FOUR PERCENT (4%) PAY INCREASE TO ALL NON-UNION CITY EMPLOYEES AND COURT EMPLOYEES WHOSE POSITIONS ARE INCLUDED IN THE LIST OF OCCUPATIONAL TITLES OF SECTION 139.02(a) OF THE CODIFIED ORDINANCES OF SYLVANIA WHICH INCREASE IS REFLECTED IN THE ANNUAL WAGE RATE SCHEDULE 4 OF SECTION 139.10(D) OF THE SYLVANIA CODIFIED ORDINANCES; BY GRANTING PAY INCREASES FOR SOME OF THE EMPLOYEES IN THE LABOR AND TRADES SUPERVISION GROUP; AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Sylvania, Lucas

County, Ohio, _____ members elected thereto concurring:

SECTION 1. That Section 139.03(e) (3) of the Codified Ordinances of Sylvania, 1979, as amended, be and it is, hereby further amended to read as set forth on the attached "Exhibit A" effective on and after January 1, 2026.

SECTION 2. That Section 139.03(e) (4) of the Codified Ordinances of Sylvania, 1979, as amended, be and it is, hereby further amended to read as set forth on the attached "Exhibit B" effective on and after January 1, 2026.

SECTION 3. That Section 139.10(D) of the Codified Ordinances of Sylvania, 1979, as amended, be and it is, hereby further amended to read as set forth on the attached "Exhibit C" effective on and after January 1, 2026.

SECTION 4. That Section 139.02(a) of the Codified Ordinances of Sylvania, 1979, as amended, be and it is, hereby further amended to read as set forth on the attached "Exhibit D" effective on and after January 1, 2026.

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

SECTION 6. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 7. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the pay increases should be provided for 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 this 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

139.03(e) (3) COMPENSATION FOR ELECTIVE AND APPOINTED OFFICIALS

The following elective and appointed officials which are not otherwise provided for in this chapter shall be compensated as follows:

<u>TITLE</u>	<u>RATE</u>
Director of Finance*	\$135,200 annually commencing January 1, 2026 and thereafter.
Deputy Director of Public Service	\$125,112 annually commencing January 1, 2026 and thereafter.
Director of Law*	\$135,200 annually commencing January 1, 2026 and thereafter.
Director of Public Safety	\$15,000 annually commencing January 1, 2026 and thereafter.
Treasurer	\$5,000 annually commencing January 1, 2026 and thereafter.
Civil Service Secretary	\$2,779 annually commencing January 1, 2026 and thereafter.
Chief of Police	\$135,200 annually commencing January 1, 2026 and thereafter.
Police Captain (2)	\$121,680 annually commencing January 1, 2026 and thereafter.
Director of Public Service	\$135,200 annually commencing January 1, 2026 and thereafter.
Clerk of Courts	\$64,896 annually commencing January 1, 2026 and thereafter.
Magistrate/Court Administrator	\$143,520 annually commencing January 1, 2026 and thereafter.
Chief Probation Officer	\$85,801 annually commencing January 1, 2026 and thereafter.
Senior Probation Officer	\$72,227 annually commencing January 1, 2026 and thereafter.
Director of Security (Court)	\$72,238 annually commencing January 1, 2026 and thereafter.
Commissioner – Taxation*	\$108,160 annually commencing January 1, 2026 and thereafter.
Human Resources Manager	\$103,734 annually commencing January 1, 2026 and thereafter.
Chief Prosecutor	\$121,680 annually commencing January 1, 2026 and thereafter.
Assistant Prosecutor	\$93,600 annually commencing January 1, 2026 and thereafter.
Assistant Prosecutors (Part-time)	\$54.16/hour commencing January 1, 2026 and thereafter.
Victim Advocate	\$65,000 annually commencing January 1, 2026 and thereafter.
Information Technology Manager	\$115,092 annually commencing January 1, 2026 and thereafter.
Information Technology Specialist	\$82,054 annually commencing January 1, 2026 and thereafter.
IT Support Specialist	\$50,566 annually commencing January 1, 2026 and thereafter.
GIS & Data Manager	\$98,840 annually commencing Jan. 1, 2026 and thereafter.
GIS Analyst	\$81,000 annually commencing January 1, 2026 and thereafter
Economic Development/ Administrative Services Coord.	\$135,200 annually commencing Jan. 1, 2026 through Jan. 9, 2026.

*Those persons in this subsection (e)(3) occupying the positions indicated above by an asterisk after such position shall each have the sum of one thousand dollars (\$1,000) paid and deposited by the City to their respective credit in one of the City's approved deferred compensation plans, annually commencing with the year 1991.

(Ord. _____-2025. Passed _____-2025.)

“Exhibit A”

139.03(e) (4) COMPENSATION FOR THE LABOR AND TRADES SUPERVISION GROUP

The following members of the Labor and Trades Supervision Group which are not otherwise provided for in this chapter shall be compensated as follows:

<u>TITLE</u>	<u>RATE</u>
Vehicle Maintenance and Fleet Manager	\$99,840 annually commencing January 1, 2026 and thereafter.
Zoning Administrator	\$99,840 annually commencing January 1, 2026 and thereafter.
Water Foreman	\$115,092 annually commencing January 1, 2026 and hereafter.
Sewage Foreman	\$115,092 annually commencing January 1, 2026 and thereafter.
Street and Highway Foreman	\$115,092 annually commencing January 1, 2026 and thereafter.
Parks and Forestry Foreman	\$115,092 annually commencing January 1, 2026 and thereafter.
Sewage Maintenance Crew Leader	\$92,570 annually commencing January 1, 2026 and thereafter.
Street Maintenance Crew Leader	\$92,570 annually commencing January 1, 2026 and thereafter.
Water Maintenance Crew Leader	\$92,570 annually commencing January 1, 2026 and thereafter.
Parks and Forestry Crew Leader	\$92,570 annually commencing January 1, 2026 and thereafter.

(Ord. ____-2025. Passed ____-2025.)

“Exhibit B”

Hourly Wage Rate schedule Effective **January 1, 2026** - 4.0%

<u>Grade</u>	<u>Start</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 5</u>
7	20.49	21.52	22.60	23.74	24.45
8	21.36	22.46	23.58	24.79	25.51
9	22.29	23.49	24.68	25.92	26.68
10	23.20	24.41	25.76	26.97	27.87
11	24.15	25.46	26.75	28.08	28.94
12	25.34	26.59	27.88	29.27	30.16
13	26.43	27.77	29.21	30.66	31.61
14	27.57	29.02	30.47	31.96	32.91
15	28.90	30.36	31.86	33.48	34.46
16	30.09	31.62	33.21	34.87	35.92
17	31.56	33.11	34.74	36.51	37.62
18	33.02	34.62	36.38	38.22	39.37
19	34.43	36.14	37.95	39.90	41.09
20	36.11	37.82	39.60	41.64	42.88
21	37.50	39.30	41.09	43.28	44.65
22	39.09	41.01	43.10	45.26	46.61
23	40.90	42.97	44.99	47.25	48.65
24	42.73	44.84	47.13	49.48	50.98
25	44.78	47.10	49.39	51.94	53.50
26	46.85	49.20	51.67	54.26	55.88
27	49.14	51.37	54.02	56.70	58.38
28	51.37	53.92	56.70	59.54	61.33
29	53.58	56.21	59.03	61.96	63.54
30	56.14	58.94	61.86	64.96	66.91

"Exhibit C"

139.02 CONTENT AND COVERAGE OF THE COMPENSATION PLAN.

b) There are hereby created the following special temporary, part-time or seasonal positions:

<u>Title</u>	<u>Rate (Hourly)</u>
Filing Clerk I	\$12.18
Filing Clerk II	12.32
Filing Clerk III	12.98
Engineering Intern I	19.47
Custodian	17.16

(Ord. ____-2025. Passed ____-2025.)

Board of Architectural Review

Minutes of the regular meeting of December 10, 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.

Mayor Frye moved, Ms. Lindhuber seconded to approve the Minutes of the November 12, 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 – Building Review - app. no. 30-2025 requested by Fred Swade for Daniel Swade, 6566 Brint Road, Building #2, Sylvania, Ohio 43560. Application is for architectural review of a new multi-family building.

Mr. Burns said that the applicant provided samples of the materials and colors that would be used for the building, which are green Owens Corning Duration roof shingles and a beige color 4" siding. He added that the applicant confirmed that the materials and colors would match the other building on the property.

Ms. Lindhuber moved, Ms. Fischer seconded, to approve the building design as 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 4 – 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 a new multi-family building.

Ms. Fischer moved, Mayor Frye seconded, to approve the building design as 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 5 – Building Review – app. no. 35-2025 requested by Gene Wong for DW28 Sylvania Square LLC, 5801 Monroe Street, Sylvania, Ohio 43560. Applications is for architectural review of an exterior building renovation.

Mr. Wong was present and said that the colors that would be used for the building would be Terra Brun, for the trim, and Pine Place Cream (a custom off cream color) for the upper portion of the walls; and that the lower portion of the walls would remain the same color as they are now.

Mayor Frye moved, Ms. Fischer seconded, the building design as 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 – Regulated Sign – app. no. 37-2025 requested by Ashley Lindeman for Kroger Co., 7545 W. Sylvania Ave. Sylvania, Ohio 43560. Application is for a replacement monument sign and a

**Board of Architectural Review
Minutes of December 10, 2025
Page 2**

replacement for an existing pole sign.

Mr. Darrin Gray, of Sign Vision, was present.

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

Submitted by,

A handwritten signature in dark ink, appearing to read "Timothy Burns", written over a horizontal line.

Timothy Burns, Acting Secretary
Municipal Planning Commission

Sylvania Municipal Planning Commission

Minutes of the regular meeting of December 10, 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, Ms. Fischer seconded, to approve the Minutes of the November 12, 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 – Final Plat Review in the R-1 Zoning District – submitted by Gregory Feller of Feller, Finch and Associates, Inc. for the Patriot (formerly the Fondren Estates), 4713 King Road, Sylvania, Ohio 43560.

Mr. Feller was present.

Mr. Burns stated that all Engineering comments have been addressed and there are no objections from the City.

Ms. Lindhuber moved, Ms. Fischer seconded, to approve the plat for the Patriot located at 4713 King Rd. as shown in the drawings submitted with the application. Vote being: Frye, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

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

Submitted by,



Timothy Burns, Acting Secretary
Municipal Planning Commission