

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...”

Minutes of the Meeting of Council
December 1, 2025

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...”

Minutes of the Meeting of Council
December 1, 2025

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..."

Minutes of the Meeting of Council
December 1, 2025

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.

Minutes of the Meeting of Council
December 1, 2025

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