

**Sylvania City Council**

January 20, 2026

**6:00 p.m. Committee of the Whole Meeting**

Authority to Enter into Contracts

**6:30 p.m. Council Meeting**

**Agenda**

1. Roll call: Mr. Hansen, Mr. Haynam, Mr. McCann, Mr. Murphy, Mr. Richardson, Ms. Stough, Mrs. Westphal.
2. Pledge of Allegiance to the United States of America led by Mrs. Westphal.
3. Additions to the agenda.
4. Approval of the Council meeting minutes.
  - a. Organizational Meeting of January 5, 2026.
  - b. Regular Meeting of January 5, 2026.
5. Sylvania Prevention Alliance update by Brian McCann.
6. Report from Committee of the Whole meeting held this date.
7. Centennial Road Speed Limit Study (Little Rd. to Erie St./Sylvania-Metamora Rd.)
  - a. Service Director's letter requesting authorization to modify posted speed limit.
  - b. Proposed Ordinance No. 15-2026, Amending Chapter 333 of the Sylvania Codified Ordinances by amending Section 333.03 – Maximum Speed Limits; Assured Clear Distance Ahead, to lower the maximum speed limit on Centennial Road.
8. Heath Ditch Improvement Project – OHM Advisors.
  - a. Service Director's letter recommending approval of proposal.
  - b. Proposed Ordinance No. 16-2026, Accepting the proposal of OHM Advisors to provide professional surveying and engineering services relative to this project.
9. Purchase of High-Accuracy GPS Receiver Units – Discovery Management Group.
  - a. Service Director's letter requesting approval of purchase.
  - b. Proposed Ordinance No. 17-2026, Accepting the proposal of Discovery Management Group to provide two (2) Skadi Gold RTK Global Navigation Satellite Systems.
10. Infrastructure Platform for Roadway & Asset Management – Cyvl, Inc.
  - a. Service Director's letter requesting agreement approval.
  - b. Proposed Ordinance No. 18-2026, Accepting the proposal of and authorizing the Mayor and Director of Finance to enter into an agreement with Cyvl, Inc. relative to this project.
11. Service Director's letter requesting authorization to begin Letters of Interest solicitation for Design Engineering Services on the Alexis Road and Stewart Road Waterline Improvements Project.

12. Proposed Ordinance No. 19-2026, Authorizing the Mayor and Director of Finance to enter into an Economic Development Consultant Agreement with Middlesex Consulting, LLC on behalf of the City of Sylvania.
13. Proposed Ordinance No. 20-2026, Amending the Codified Ordinances of Sylvania, 1979, as amended, by amending Section 139.03(e)(3) to establish a salary for the Municipal Planning Commission/Board of Architectural Review Secretary.
14. Proposed Ordinance No. 21-2026, Amending the Codified Ordinances of Sylvania, 1979, as amended, by amending Section 139.03(e)(3).
15. Proposed Ordinance No. 22-2026, To authorize and ratify the execution of Then and Now Certificates by the Finance Director and payment of amounts due for various purchase orders.
16. Proposed Resolution No. 2-2026, Re-Appointing Shawn Murphy to the Board of Trustees of Sylvania Area Joint Recreation District (SAJRD) for the full calendar year of 2026.
17. Committee reports.
18. Committee referrals.

#### **INFORMATION**

- A. Board of Architectural Review meeting minutes from January 14, 2026.
- B. Municipal Planning Committee meeting minutes from January 14, 2026.

Minutes of the Meeting of Council  
Organizational Meeting  
January 5, 2026

Mayor Mark R. Frye called the Organizational Meeting of Council for the 2026-2027 term to order on Monday, January 5, 2026 at 6:15 p.m. Present were: Marcus Hansen, Doug Haynam, Brian McCann, Shawn Murphy, Patrick Richardson, Lyndsey Stough, and Mary Westphal.

Call to Order.

Pledge of Allegiance led by Mayor Mark R. Frye.

Sylvania Municipal Court Judge, Michael A. Bonfiglio, administered the Oath of Office to the Mayor and Council Members-Elect who were duly elected at the General Election on November 4, 2025, and not previously sworn-in: Mark R. Frye, Mayor, Marcus Hansen, Shawn Murphy, Patrick Richardson and Mary Westphal. Immediately thereafter the Mayor and Council Members signed written Oaths of Office for filing with the Clerk of Council.

Mayor and Council members sworn in.

Mrs. Westphal moved, Mr. Hansen seconded that Council hereby determines it is duly constituted of elected and qualified members consisting of Marcus Hansen, Douglas Haynam, Brian McCann, Shawn Murphy, Patrick Richardson, Lyndsey Stough, and Mary Westphal; roll call vote being, Hansen, Haynam, Murphy, Westphal, McCann, Richardson, Stough, (7) yeas; (0) nays. The motion carried.

Council duly constituted of elected and qualified members.

Mayor Mark R. Frye stated that Council will now consider the selecting of the Office of President of Council for the 2026-2027 term. Mr. Haynam moved, Mr. McCann seconded, to nominate Mary Westphal as President of Council; roll call vote being: Hansen, Westphal, Haynam, McCann, Richardson, Murphy, Stough, (7) yeas; (0) nays. The motion carried. Mr. Haynam moved, Mr. McCann seconded that the nominations be closed and a unanimous ballot be cast in favor of Mary Westphal as President of Council; roll call vote being: Murphy, Richardson, Westphal, Stough, McCann, Hansen, Haynam, (7) yeas; (0) nays. The motion carried.

Mary Westphal elected President of Council for the 2026-2027 term.

Mrs. Westphal presented the list of Committee and Community Organization Assignments for 2026-2027.

2026-2027 Committee & Community Organization Assignments.

**ANNEXATION & ZONING**

Doug Haynam, Chair  
Marcus Hansen  
Lyndsey Stough  
Mary Westphal

**BUILDINGS & GROUNDS**

Lyndsey Stough, Chair  
Brian McCann  
Shawn Murphy  
Patrick Richardson

Minutes of the Meeting of Council  
January 5, 2026

**EMPLOYEE & COMM. RELATIONS**

Brian McCann, Chair  
Marcus Hansen  
Doug Haynam  
Patrick Richardson

**PARKS & FORESTRY**

Shawn Murphy, Chair  
Doug Haynam  
Brian McCann  
Lyndsey Stough

**STREETS**

Patrick Richardson, Chair  
Doug Haynam  
Brian McCann  
Shawn Murphy

**COMMUNITY ORGANIZATIONS**

**SYLVANIA AREA JOINT RECREATION DISTRICT**

Shawn Murphy

**HERITAGE SYLVANIA**

Lyndsey Stough

**SISTER CITIES COMMISSION**

Mary Westphal

**SYLVANIA COMMUNITY SERVICES**

Doug Haynam

**SYLVANIA PREVENTION ALLIANCE**

Brian McCann

**DOWNTOWN SYLVANIA ASSOCIATION**

Patrick Richardson

**SYLVANIA ARTS COMMISSION**

Marcus Hansen

**FINANCE**

Mary Westphal, Chair  
Marcus Hansen  
Doug Haynam  
Patrick Richardson

**SAFETY**

Mary Westphal, Chair  
Brian McCann  
Lyndsey Stough  
Marcus Hansen

**UTILITIES & ENVIRONMENT**

Marcus Hansen, Chair  
Shawn Murphy  
Patrick Richardson  
Mary Westphal

Minutes of the Meeting of Council  
January 5, 2026

Mrs. Westphal moved, Ms. Stough seconded to confirm the Council Committee and Community Organization Assignments as presented by Mrs. Westphal; roll call vote being: Hansen, Haynam, McCann, Richardson, Stough, Murphy, Westphal, (7) yeas; (0) nays. The motion carried.

Mayor Mark R. Frye stated that this concludes the Organizational Meeting of Council for the 2026-2027 term. Mrs. Westphal moved, Mr. Hansen seconded, to adjourn the meeting at 6:25 p.m.; roll call vote being: Murphy, Hansen, Westphal, Stough, Haynam, McCann, Richardson (7) yeas; (0) nays. The motion carried.

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Clerk of Council

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Mayor

46.

Minutes of the Meeting of Council  
January 5, 2026

The Council of the City of Sylvania, Ohio met in regular session on January 5, 2026 at 6:30 p.m. with Mayor Frye in the chair. Roll was called with the following members present: Marcus Hansen, Doug Haynam, Brian McCann, Shawn Murphy, Patrick Richardson, Lyndsey Stough, Mary Westphal; (7) present; (0) absent.

Roll call:  
All present.

Pledge of Allegiance to the United States of America led by Ms. Stough.

Pledge of  
Allegiance.

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

Item #6a. Proposed Ordinance No. 14-2026 (SUP-4-2025).

Additions to the  
agenda.

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

Agenda approval.

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

Mrs. Westphal presented the December 15, 2025 regular meeting minutes. Mrs. Westphal moved, Mr. Hansen seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of December 15, 2025 be approved as written; roll call vote being: Stough, Westphal, Hansen, McCann, Murphy, Richardson, Haynam; (7) yeas; (0) nays. The motion carried.

Approval of  
Dec. 15, 2025  
Council meeting  
minutes.

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

Mayor Mark Frye presented a Proclamation to Bill Sanford for his retirement after 15 years of service as Economic Development Director for the City of Sylvania.

Proclamation  
presentation to  
Bill Sanford.

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

Mrs. Westphal gave a brief report on the Public Hearing held this date on SUP-4-2025 from William Gross, 5910 Balfour Rd. requesting to install a carport on the property. Nobody was in attendance, therefore there was no opposition to the request. Mr. Gross spoke briefly on the construction of the carport. Council approved to advance legislation for approval.

Report from  
Public Hearing  
held this date.

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

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 14-2026, a written copy of same having been previously furnished to each member of Council "Granting the a Special Use Permit to permit the installation of a carport on the application of William Gross, 5910 Balfour Rd., Sylvania, Ohio, on the recommendation of the Municipal Planning Commission; and declaring an emergency"; Mr. Haynam moved, Mrs. Westphal seconded for passage Ordinance No. 14-2026 as an

Ordinance No.  
14-2026,  
"Granting  
Special Use  
Permit...5910  
Balfour Rd..."

Minutes of the Meeting of Council  
January 5, 2026

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

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

Mr. McCann presented and read aloud by title only, proposed Resolution No. 1-2026, a written copy of same having been previously furnished to each member of Council "A Resolution designating the Clerk of Council as the Mayor and City Council's designee to attend training programs and seminars about the Public Records Law as required by Ohio Revised Code Section 109.43; and declaring an emergency"; Mr. McCann moved, Mr. Haynam seconded for passage Resolution No. 1-2026 as an emergency measure; roll call vote being: McCann, Hansen, Westphal, Murphy, Haynam, Stough, Richardson; (7) yeas; (0) nays. The motion carried.

Resolution No.  
1-2026, "...  
Designating  
Clerk of  
Council...Public  
Records Law..."

Prior to hearing the next item on the agenda, Mr. Haynam requested Section 3 of proposed Ordinance No. 1-2026 and Section 5 of proposed Ordinance No. 4-2026 be removed for further discussion. Mrs. Westphal moved, Mr. Haynam seconded to set a Committee of the Whole meeting to discuss the "Authority to Enter into Contracts" for Tuesday, January 20, 2026 at 6:00 p.m. in City Council Chambers located at 6635 Maplewood Avenue, Sylvania, Ohio; roll call vote being: Stough, McCann, Hansen, Westphal, Murphy, Haynam, Richardson; (7) yeas; (0) nays. The motion carried.

Set COW  
Meeting for  
1/20/26 at 6pm.

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

Mr. McCann presented and read aloud by title only, proposed, amended Ordinance No. 1-2026, a written copy of same having been previously furnished to each member of Council "Amending Part One – Administrative Code of the Codified Ordinances of Sylvania, 1979, as amended, by amending Chapter 121 - Mayor; and declaring an emergency"; Mr. McCann moved, Mr. Haynam seconded for passage of amended Ordinance No. 1-2026 as an emergency measure; roll call vote being: McCann, Hansen, Westphal, Stough, Murphy, Haynam, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
1-2026,  
"...Amending  
Chapter 121 -  
Mayor..."

Minutes of the Meeting of Council  
January 5, 2026

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

Mr. McCann presented and read aloud by title only, proposed Ordinance No. 2-2026, 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 repealing Sylvania Codified Ordinance Chapter 126 – Department of Personnel; and declaring an emergency; Mr. McCann moved, Mrs. Westphal seconded for passage of Ordinance No. 2-2026 as an emergency measure; roll call vote being: Richardson, Hansen, Haynam, Murphy, Stough, Westphal, McCann; (7) yeas; (0) nays. The motion carried.

Ordinance No. 2-2026, "...Repealing Chapter 126 – Department of Personnel..."

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

Mr. McCann presented and read aloud by title only, proposed Ordinance No. 3-2026, 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 Chapter 127 – Department of Public Service; and declaring an emergency; Mr. McCann moved, Mr. Murphy seconded for passage of Ordinance No. 3-2026 as an emergency measure; roll call vote being: Richardson, Stough, Hansen, Haynam, Murphy, Westphal, McCann; (7) yeas; (0) nays. The motion carried.

Ordinance No. 3-2026, "... Amending Chapter 127 – Department of Public Service ..."

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

Mr. McCann presented and read aloud by title only, proposed, amended Ordinance No. 4-2026, a written copy of same having been previously furnished to each member of Council "Amending Part One – Administrative Code of the Codified Ordinances of Sylvania, 1979, as amended, by amending Chapter 129 – Department of Finance; and declaring an emergency; Mr. McCann moved, Ms. Stough seconded for passage of amended Ordinance No. 4-2026 as an emergency measure; roll call vote being: Richardson, Hansen, Haynam, Murphy, Stough, Westphal, McCann; (7) yeas; (0) nays. The motion carried.

Ordinance No. 4-2026, "... Amending Chapter 129 – Department of Finance..."

Minutes of the Meeting of Council  
January 5, 2026

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

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 5-2026, 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 Chapter 131 – Department of Law; and declaring an emergency; Mr. Haynam moved, Mr. McCann seconded for passage of Ordinance No. 5-2026 as an emergency measure; roll call vote being: McCann, Hansen, Haynam, Murphy, Stough, Westphal, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No. 5-2026, “...Amending Chapter 131 – Department of Law...”

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 6-2026, a written copy of same having been previously furnished to each member of Council “Amending the Codified Ordinances of Sylvania, 1979, as amended by amending Section 139.03(e)(3) to reflect new Titles and Salaries; and declaring an emergency; Mrs. Westphal moved, Mr. Hansen seconded for passage of Ordinance No. 6-2026 as an emergency measure; roll call vote being: Richardson, Hansen, Haynam, Murphy, Stough, Westphal, McCann; (7) yeas; (0) nays. The motion carried.

Ordinance No. 6-2026, “... Amending Section 139.03(e)(3) ... Titles and Salaries...”

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

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. 7-2026, 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 L.C. United Painting Company for the Water Storage Tank Maintenance Project; decreasing the contract amount by \$500.00; and declaring an emergency; Mr. Hansen moved, Mrs. Westphal seconded for passage of Ordinance No. 7-2026 as an emergency measure; roll call vote being: Richardson, Murphy, Stough, McCann, Westphal, Haynam, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No. 7-2026, “... Change Order No. 1(Final)... Water Tank Maintenance... LC United Painting...”

Minutes of the Meeting of Council  
January 5, 2026

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

Service Director's letter recommending approval of software upgrade was placed on file. Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 8-2026, a written copy of same having been previously furnished to each member of Council "Authorizing the Mayor and Director of Finance to enter into a Framework Services Support and License Agreement with Software Solutions to upgrade the City's Finance and Utility Billing Software; appropriating funds therefore in the amount of \$54,100; and declaring an emergency; Mrs. Westphal moved, Mr. Hansen seconded for passage of Ordinance No. 8-2026 as an emergency measure; roll call vote being: Murphy, Richardson, Stough, McCann, Westphal, Haynam, Hansen; (7) yeas; (0) nays. The motion carried

Ordinance No. 8-2026, "... Upgrade the City's Finance and Utility Billing Software..."

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

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. 9-2026, a written copy of same having been previously furnished to each member of Council "Accepting the proposal of Tetra Tech to provide professional engineering services for the Centennial Road and Little Road Intersection Improvement Project; appropriating funds therefore in the amount of \$220,000; and declaring an emergency; Mr. Richardson moved, Ms. Stough seconded for passage of Ordinance No. 9-2026 as an emergency measure; roll call vote being: Hansen, Richardson, Murphy, Stough, McCann, Westphal, Haynam; (7) yeas; (0) nays. The motion carried

Ordinance No. 9-2026, "...Tetra Tech... Centennial & Little Intersection Improvement Project..."

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

Service Director's letter recommending construction contract award was placed on file. Mr. Murphy presented and read aloud by title only, proposed Ordinance No. 10-2026, a written copy of same having been previously furnished to each member of Council "Accepting the bid of FET Construction Services, LLC and awarding the contract for the Pedestrian Hybrid Beacon Project to same; authorizing the expenditure for the improvements in the amount of \$551,598.80; appropriating funds therefore; and declaring an emergency; Mr. Murphy moved, Mr. Hansen seconded for passage of Ordinance No. 10-2026 as an emergency measure; roll call vote being: Richardson, Murphy, Stough, McCann, Westphal, Haynam, Hansen; (7) yeas; (0) nays. The motion

Ordinance No. 10-2026, "...FET Construction... PHB Project..."

Minutes of the Meeting of Council  
January 5, 2026

carried

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

Service Director's letter recommending approval of agreement was placed on file. Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 11-2026, 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 Accessory Structure Removal Agreement with Ryan B. Opial for 8102 & 8220 Little Road, Sylvania, Ohio; and declaring an emergency; Mr. Haynam moved, Mrs. Westphal seconded for passage of Ordinance No. 11-2026 as an emergency measure; roll call vote being: Richardson, Murphy, Stough, McCann, Westphal, Haynam, Hansen; (7) yeas; (0) nays. The motion carried

Ordinance No.  
11-2026, "...  
Agreement with  
Ryan Opial...  
8102 & 8220  
Little Road..."

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

Service Director's letter recommending approval of agreement amendment was placed on file. Mr. McCann presented and read aloud by title only, proposed Ordinance No. 12-2026, 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 amendment to underlying license agreement with Hyland Software, Inc. to upgrade the City's Enterprise Content Management Software; appropriating funds therefore in the amount of \$30,320; and declaring an emergency; Mr. McCann moved, Mr. Haynam seconded for passage of Ordinance No. 12-2026 as an emergency measure; roll call vote being: Haynam, Richardson, Murphy, Stough, McCann, Westphal, Hansen; (7) yeas; (0) nays. The motion carried

Ordinance No.  
12-2026, "...  
Hyland Software  
...upgrade  
software..."

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

Service Director's letter recommending approval of purchase was placed on file. Ms. Stough presented and read aloud by title only, proposed Ordinance No. 13-2026, a written copy of same having been previously furnished to each member of Council "Accepting the proposal of Rarestep, Inc. d/b/a Fleetio for a Fleet Management Software Platform; appropriating funds therefore in the amount of \$21,960; and declaring an emergency; Ms. Stough moved, Mr. Murphy seconded for passage of Ordinance No. 13-2026 as an emergency measure; roll call vote being: Richardson,

Ordinance No.  
13-2026, "...  
Fleetio...Fleet  
Management  
Software  
Platform..."

Minutes of the Meeting of Council  
January 5, 2026

Murphy, Stough, McCann, Westphal, Haynam, Hansen; (7) yeas; (0) nays. The motion carried

Mayor Frye stated that all items have been addressed.

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

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Clerk of Council

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Mayor



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

January 20, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Centennial Road Speed Limit Study (Little Road to Erie Street/Sylvania-Metamora Road)**

Dear Mr. Mayor and Council Members:

Centennial Road is maintained by both the City of Sylvania and the Lucas County Engineer (LCE) between Brint Road and Erie Street/Sylvania-Metamora Road. Specifically, the City of Sylvania maintains the east side of the road from Erie Street to approximately 430 feet south of Little Road and the LCE maintains the remainder of the limits to Brint Road. The entire west side of the road is maintained by the LCE.

The Service Department was interested in performing a speed study within the Erie Street/Sylvania-Metamora Road to Little Road limits. The posted speed limit is 50 miles per hour. The results of the speed study have concluded that the 85<sup>th</sup> percentile speed for the 7,300 vehicles per day that use this roadway segment is 46 miles per hour. The 85<sup>th</sup> percentile speed is the speed at which 85% of the drivers travel on a road under good conditions and is deemed the speed most drivers feel safe traveling.

In partnership with the LCE the City of Sylvania has submitted this speed study information with a request to lower the posted speed limit for the Erie Street/Sylvania-Metamora Road to Little Road segment from 50 mph to 45 mph to the Ohio Department of Transportation (ODOT). Section 4511.21 of the Ohio Revised Code permits local authorities to authorize prima facie speed limits different than those contained in the said section based on a traffic/speed study. ODOT has reviewed the data and agrees with the findings and recommendation. The speed limit between Little Road and Brint Road will remain 50 miles per hour. We request authorization to modify the posted speed limit accordingly, update journal entries with ODOT and Sylvania Codified Ordinances, and erect new signage. 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](http://www.cityofsylvania.com)

7b.

**ORDINANCE NO. 15-2026**

**AMENDING CHAPTER 333 OF THE SYLVANIA CODIFIED ORDINANCES BY AMENDING SECTION 333.03 - MAXIMUM SPEED LIMITS; ASSURED CLEAR DISTANCE AHEAD, TO LOWER THE MAXIMUM SPEED LIMIT ON CENTENNIAL ROAD; AND DECLARING AN EMERGENCY.**

WHEREAS, Centennial Road is maintained by both the City of Sylvania and the Lucas County Engineer between Brint Road and Erie Street/Sylvania-Metamora Road; and,

WHEREAS, the Service Department has recently performed a speed study within the Erie Street/Sylvania-Metamora Road to Little Road limits and the results of the speed study showed that the 85<sup>th</sup> percentile speed is 46 mph; and,

WHEREAS, the Director of Public Safety, by report dated January 12, 2026, has recommended that Sylvania Codified Ordinance Section 333.03(b)(3) be amended to lower the maximum speed limit on Centennial Road between Erie Street/Sylvania-Metamora Road to Little Road to forty-five miles per hour on portions of Centennial Road between Erie Street/Sylvania-Metamora Road to Little Road located within the City of Sylvania.

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

SECTION 1. That Section 333.03 - Maximum Speed Limits; Assured Clear Distance Ahead, of the Codified Ordinances of Sylvania, 1979, be, and the same hereby is, amended to read as set forth on "Exhibit A."

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that this ordinance must be immediately effective to provide for the lower maximum speed limit on Centennial Road and to make necessary changes to the Codified Ordinances. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

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

Passed, \_\_\_\_\_, 2026, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

(b) \* \* \*

\* \* \*

(b)

\* \* \*

(3)

\* \* \*

D. Forty-five miles per hour on Centennial Road between Erie Street/Sylvania-Metamora Road and Little Road).

\* \* \*

(Ord. \_\_\_\_-2026. Passed \_\_\_\_-2026.)

“Exhibit A”

82



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

January 20, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Contract for Professional Surveying and Engineering Services – OHM Advisors  
Heath Ditch Improvement Project**

Dear Mr. Mayor and Council Members:

The Service Department is ready to commence professional surveying and engineering services work on the Heath Ditch Improvement Project.

This project aims to improve pedestrian access between Williamsburg Drive and Olander Park by replacing an existing 3.5-foot wide sidewalk and concrete steps with a new 5-foot-wide ADA-compliant sidewalk. Additionally, the project addresses critical structural needs within the existing concrete bottomed paved ditch from Olander Park to Gettysburg Drive, including spot repairs to failing concrete sections and replacing a vertical timber retaining wall system with a new wall to stabilize bank areas.

Heath Ditch is part of the Ten Mile Creek Petition Ditch established by Lucas County in March 2025. Consequently, a portion of these improvements (approximately \$56,750) would be eligible for credit towards the City's annual Ten Mile Creek assessment for the \$227,700 project.

In accordance with ORC 153.71, this project is exempt from the formal Letter of Interest (LOI) process as the professional services fees fall below the required threshold. The Service Department has engaged OHM Advisors from Perrysburg, Ohio to provide the necessary engineering design work on the project. Their proposal is in the amount of \$40,650 and these funds were programmed in the 2026 budget using account 503-7510-51686. Please call if you should have any questions.

Sincerely,

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

86.

**ORDINANCE NO. 16-2026**

**ACCEPTING THE PROPOSAL OF OHM ADVISORS TO PROVIDE PROFESSIONAL SURVEYING AND ENGINEERING SERVICES FOR THE HEATH DITCH IMPROVEMENT PROJECT; APPROPRIATING FUNDS THEREFORE IN AN AMOUNT NOT TO EXCEED \$40,650; AND DECLARING AN EMERGENCY.**

WHEREAS, the Director of Public Service, by report dated January 20, 2026, has recommended that several improvements be made to Heath Ditch; and,

WHEREAS, the necessary improvements include the following: pedestrian access between Williamsburg Drive and Olander Park needs to be upgraded and improved to provide ADA-compliant pedestrian connectivity as well as addressing structural and functional concerns within the existing ditch; and,

WHEREAS, Heath Ditch is part of the Ten Mile Creed Petition Ditch established by Lucas County in March, 2025 and therefore, a portion of the cost of the improvements would be eligible for credit towards the City's annual Ten Mile Creek assessment; and,

WHEREAS, the Director of Public Service, by report dated January 20, 2026, has received a proposal from OHM Advisors to provide professional surveying and engineering services for the Heath Ditch Improvement Project at a cost of \$40,650, and the Director of Public Service has recommended approval of that proposal.

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

SECTION 1. That the proposal of OHM Advisors in the amount of Forty Thousand Six Hundred Fifty Dollars (\$40,650.00) to provide professional engineering and surveying services for the Heath Ditch Improvement Project is hereby approved and accepted.

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

SECTION 3. That to provide funds for said professional engineering and surveying services hereby authorized, there is hereby appropriated from the **DITCHES & DRAINS FUND** from funds therein not heretofore appropriated to **Account No. 503-7510-51686 – Maintenance of Infrastructure** an amount not to exceed Forty Thousand Six Hundred Fifty Dollars (\$40,650.00).

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

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

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

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

Passed, \_\_\_\_\_, 2026, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



1/7/2026

Eric M. Barnes, P.E., S.I.  
Deputy Service Director - Department of Public Service  
City of Sylvania  
6730 Monroe Street  
Sylvania, OH 43560

RE: Proposal for Professional Services  
HEATH DITCH IMPROVEMENTS

Dear Mr. Barnes,

Thank you for the opportunity to assist the City of Sylvania with the proposed HEATH DITCH IMPROVEMENTS. OHM Advisors is pleased to submit this proposal for professional engineering services, based on the information provided and our recent discussions with you and City staff. This proposal outlines our understanding of the project, the anticipated scope of services, schedule, and associated compensation.

#### **Statement of Understanding**

Heath Ditch is a concrete-lined open channel that originates at Olander Park and flows north, crossing beneath Williamsburg Drive and Gettysburg Drive. The concrete channel terminates approximately 1,400 feet north of Olander Park. Between Olander Park and Williamsburg Drive, a 150-foot section of sidewalk runs parallel to the ditch on the east side. This sidewalk is approximately 3 feet wide and bordered by a failing timber retaining wall.

The ditch is located within a defined drainage easement, which includes a 30-foot-wide walk and drainage easement on the west side and a 20-foot-wide easement on the east side. In several locations, the concrete lining within the channel is deteriorating, particularly at construction joints where spalling and separation have been observed.

The City of Sylvania has identified the need to improve pedestrian access between Williamsburg Drive and Olander Park. The primary objective is to construct a 5-foot-wide sidewalk that provides ADA-compliant pedestrian connectivity and maintenance access along the ditch corridor.

The City also seeks to address structural and functional concerns within the existing ditch. This includes spot repairs to failing concrete sections and stabilization of the east bank where the timber retaining wall is in poor condition. The project will reconstruct the sidewalk along the existing alignment on the east side of the ditch and incorporate a new retaining wall to stabilize the adjacent slope.

A vertical retaining wall system, such as a Redi-Rock solution, is being considered based on the City's preference. Easement coordination will be required for the expanded sidewalk and slope area on the east side, as identified in the Lincoln Woods Plat 5.



## **Permitting Requirements and Regulatory Considerations**

The project is located within the Tenmile Creek watershed, and the work would be within the ordinary high-water line. This will require authorization under the U.S. Army Corps of Engineers (USACE) Regulatory Program, likely qualifying for coverage under a Nationwide Permit due to the limited scope and repair nature of the work.

The project may disturb more than one acre therefore a Notice of Intent (NOI) will be submitted to Ohio EPA for coverage under the Construction Stormwater General Permit. This process will include preparation of a Storm Water Pollution Prevention Plan (SWPPP) and coordination through the Ohio EPA eBusiness Center, requiring the City's designated access. The Contractor would be required to obtain the SWPPP, implement and maintain the SWPPP during construction.

Construction activities must comply with the City of Sylvania's MS4 stormwater regulations under Chapter 932 and TMACOG-developed ordinances, including erosion and sediment control Best Management Practices (BMPs). Coordination with Lucas County may also be required to ensure compliance with County stormwater standards.

## **Initial Conceptual Engineer's Estimate**

A high-level Initial Conceptual Engineer's Estimate has been prepared and is attached to this proposal to assist the City in understanding the potential construction cost range for the Heath Ditch Improvements project. Based on preliminary assumptions and applying current unit prices to major work components, the estimated cost is between \$198,000 and \$242,000. This estimate accounts for primary items such as spot repairs along approximately 1,400 feet of concrete-lined ditch (assumed at 10% repair) and construction of a 150-foot Redi-Rock retaining wall. The estimate is conceptual in nature and will be refined as the design progresses.

## **Geotechnical Analysis**

Since the proposed retaining wall is relatively short, a full geotechnical analysis and soil borings are not anticipated to be necessary for this project. To address potential localized unsuitable soils encountered during construction, we recommend including an undercut and replacement item in the contract documents. This approach provides flexibility for the contractor to manage poor soil conditions without the need for additional design investigations.

## **Scope of Services**

OHM Advisors will provide the following tasks and associated work to complete the preliminary engineering and final design phases. The design will be prepared in accordance with applicable City of Sylvania standards, Americans with Disabilities Act (ADA) requirements, and other regulatory guidelines. Deliverables will undergo internal Quality Assurance/Quality Control (QA/QC) reviews prior to submission.



**Specific work tasks include:**

**Task 1 - Boundary Survey**

- Limits of Boundary Survey (As shown in Exhibit 1):
  - Lucas County Parcel Number: 8223707 (0.29 acres)
- Property Research
  - Verify the documents provided by the City and if necessary visit County Auditor's, Recorders, and Engineer's Office
  - Research current and historical tax maps to identify subjects and adjoining property ownership and property sales.
  - Research current deeds of subject and adjoining parcels.
  - Research private surveys for subject and surrounding parcels.
  - We will review the ditch corridor downstream of Williamsburg to identify existing easement coverage for contractor access. Two easements are included in the proposal a permanent sidewalk easement and a temporary construction easement. It is assumed that a permanent easement is not required for inside Olander Park but a temporary construction easement would suit.
- Plot deeds and research in CAD.
  - Identify overlaps or gaps in title.
  - Identify controlling boundary line monuments for field reconnaissance.
- Field Traverse & Boundary Resolution
  - Set survey control and traverse subject property locating all existing monumentation, evidence of occupation, or possible encroachments.
  - Office calculations to resolve current boundary location and parcel closure reports.
  - Set monumentation, as necessary, to witness each boundary corner.
- Easement Exhibit
  - Subject and adjoining property ownership and reference deed
  - Existing street right of way width and geometry
  - Existing boundary evidence and descriptions
  - Existing subject parcel geometry
- Legal Description
  - Trail access for permanent easement
  - Based on field survey and plat
  - Pre-approved by Lucas County Engineer's office

**Boundary Survey Deliverables:**

- One (1) legal description will be signed and sealed for legal recording.
- One (1) temporary construction access easement exhibit.
- One (1) permanent sidewalk easement exhibit.

**Task 2 - Design Survey**

- Limits of Survey:
  - As shown in Exhibit 2: Survey Project Limits.
- Project Control and Benchmarks:
  - Site Control Points: State Plane Coordinates, Ohio North Zone, NAD 83 (2011)
  - Vertical Benchmarks: North American Vertical Datum of 1988 (NAVD 88)
    - Minimum two (2) benchmarks set on site.



- Existing Planimetric and Topographic Features:
  - Pavements, Curbs, Walks, Stairs, Ramps, Fences, Walls, Signs, Bollards, Buildings
  - Vegetation: Brush lines, wood lines, and landscaped areas.
    - Location, Size, and Type of Trees
  - 25' x 25' elevation & cross-section grid
- Site Utility Survey – SUE Level C:
  - Field observation: Lines marked by OUPS utility members (OHM will contact OUPS), utility poles, guy wires, overhead wires, valves, hydrants, meters, backflow preventers, manholes, pull boxes, cleanouts, drainage structures, and sewer inverts.
  - Record Plan Information
    - Obtained from provided construction or as-built drawings.
    - Obtained from design OUPS ticket.
    - Scaled and “best fit” into the survey base map.
- Existing Surface
  - Based on spot elevations and break lines (crown/edge of pavement, curb lines, top/toe of slopes, drainage swales, retaining walls etc.)

**Design Survey Deliverables:**

- Existing Conditions survey provided in an AutoCAD Civil 3D 2026.
- Property owner notification letters issued by the City ahead of the topographic survey

**Task 3 - Preliminary Alignment (30%)**

- Develop preliminary sidewalk and retaining wall alignment along the east side of the ditch
- Survey the remaining length of the ditch to identify ditch repair (As shown in Exhibit 3).
  - Coordinate with City Maintenance staff to clean the ditch to be surveyed
  - Identify the ditch repair location using GPS and plot this on an aerial satellite image
- Conduct an internal 30% QA/QC review to confirm base plan accuracy and completeness.
- Meet with City to review preliminary alignment.

**Deliverables:**

- Preliminary alignment plan of the sidewalk (30%)
- Ditch repair locations plotted on an aerial satellite image
- Preparation of an updated conceptual cost estimate.

**Task 4 – Final Plans (100%)**

- Incorporate feedback from the preliminary design review into the plans.
- Prepare Final plans for the project including:
  - Sheet 1 -Title Sheet with Vicinity Map
  - Sheet 2 - Legend Sheet
  - Sheet 3 - Note Sheet
  - Sheet 4 - Sidewalk and Wall Alignment Removal & Construction Sheet
  - Sheet 5 - Existing & Proposed Typical Sidewalk and Wall Cross Sections
  - Sheet 6 - Ditch Repair Satellite Aerial image Locations
  - Sheet 8 - Detail Grading Plan
  - Sheet 7 - Miscellaneous Details



- ADA Handrail Detail
- Ditch Repair Detail
- Ditch Gravity Bypass Detail
- Storm Head Wall Repair Detail
- Ramp Detail
- Sheet 8 - Soil Erosion & Sedimentation Control Plans
- Maintenance of Traffic Recommendations
- Draft project contract and preliminary specifications
- Finalize design documents based on City and permitting agency comments.
- Complete an Engineer's Opinion of Probable Construction Cost (EOPC).
- Final design review meeting with the City.

**Deliverables:**

- Final Plans
- Project Contract and Specification
- Engineer's Opinion of Probable Cost

**Task 5 - Permitting**

- Prepare and submit documentation for a U.S. Army Corps of Engineers (USACE) Nationwide Permit, including coordination and response to agency comments.
- Prepare and file the Ohio EPA Notice of Intent (NOI) for the Construction Stormwater General Permit through the Ohio EPA eBusiness Center (with City-provided access).
- Develop a Storm Water Pollution Prevention Plan (SWPPP) for the project in compliance with Ohio EPA and City of Sylvania requirements.
- Provide erosion and sediment control details in the construction plans per City of Sylvania MS4 requirements and TMACOG ordinances.

**Deliverables:**

- USACE Permit
- Ohio EPA NOI
- SWPPP or Project Site Plan
- MS4 Coordination

**Task 6 - Bidding Assistance**

- Assist the City during the bidding phase by responding to contractor questions and Requests for Information (RFIs).
- Prepare and issue addenda as required.
- Attend the pre-bid meeting

**Additional Services (As Needed)**

Additional items may arise during the development of the design that were not anticipated at the time this proposal was prepared. These efforts will not be performed without prior written authorization from the City of Sylvania. Any budget allowance for additional work will not be used without advanced authorization. For each additional



service, OHM Advisors will prepare a detailed Scope of Services and fee estimate for the City of Sylvania's approval before proceeding.

Potential additional services may include, but are not limited to:

- Geotechnical investigations and soil borings
- Utility relocation design or coordination beyond basic conflict checks
- Structural design for pedestrian bridges or retaining walls beyond stabilization details on the east side of the ditch
- Major geometric improvements beyond the scope defined in this proposal
- Bypass pumping plans or coordination
- Full storm sewer design, other than minor modifications to ditch drainage. This proposal assumes no significant cross culverts will need to be addressed within the project limits.
- Wetland delineation, permitting, or mitigation plans. No wetland impacts are anticipated at this time.
- Public informational meetings or formal public engagement.
- Environmental studies or cultural resource assessments.
- Roadway improvements.
- Obtaining approval signatures from the landowner(s), utility providers, or notary; does not include legal recording fees.
- Additional easements beyond one temporary construction easement and a permanent sidewalk easement.

## Schedule

The following table outlines the task durations for major project milestones:

TASK	TASK DURATION
Task 1 - Boundary Survey	1 Week
Task 2 - Design Survey	1 Week
Task 3 - Preliminary Alignment (30%)	3 Weeks
Task 4 - Final Plans (100%)	5 Weeks
Task 5 - Permitting (Preparation Only)	2 Weeks
Task 6 - Bidding Assistance	2 Weeks
Total All Tasks	14 Weeks

Potential schedule-related items that may impact task durations include:

- Notice to Proceed
- Site conditions & access
- Client review times for preliminary and final submittals
- Permit review and approval durations by regulatory agencies (Ohio EPA, local authorities)
- Coordination time with utility companies for record information and conflict resolution

We are prepared to commence work on this project within four (4) weeks of receiving written authorization from the City of Sylvania, based on current staff availability. We are anticipating this work to be initiated in the first quarter of 2026.



## Compensation

OHM Advisors will provide the above-outlined professional services in accordance with the following fee schedule. Our professional services will be performed on an hourly basis using 2026 unit rates.

Phase/Task	Cost
Task 1 - Boundary Survey	\$2,300
Task 2 - Design Survey	\$4,300
Task 3 - Preliminary Alignment (30%)	\$7,100
Task 4 – Final Plans (100%)	\$20,400
Task 5 - Permitting	\$4,700
Task 6 - Bidding Assistance	\$1,850
<b>Total:</b>	<b>\$40,650</b>

### Notes:

- Fees were determined based on the noted assumptions. OHM Advisors proposes to confirm these assumptions with City of Sylvania prior to commencing services.
- The cost associated with each task assumes authorization and execution of all the tasks 1 through 6.
- 2026 Hourly Rate Schedule is attached see exhibit 5.
- Meeting summary:
  - 30%
  - 100%
  - Prebid

## Clarifications and Assumptions

Our Proposal was prepared based on the following assumptions:

- If additional labor effort or change in schedule is required beyond described herein, OHM Advisors will negotiate an amendment with City of Sylvania. OHM Advisors will not proceed with additional services without written authorization to proceed from City of Sylvania.
- Meetings shall be conducted in accordance with the Scope of Services as described herein. Additional meetings, not described within our Scope of Services, shall be considered additional services and will be billed on an hourly basis under the Additional As-Needed Services Allowance upon agreement with City of Sylvania.

## Client Responsibilities

- City of Sylvania will provide a single point of contact to OHM Advisors who is knowledgeable about the project needs and desired outcomes.
- Coordination with parks, police, fire and school departments
- Coordinate and lead public information component.



### Authorization and Acceptance

If this proposal is acceptable to you, your signature on this letter with a copy returned to me will serve as our authorization to proceed. Upon execution, this Proposal, the Terms & Conditions, and the other attachments will form our agreement.

Proposed:  
OHM Advisors

Acceptance:  
City of Sylvania

Fraser Payne  
2026.01.07 10:07:17-05'00'

Fraser Payne, P.E.

01/07/2026

Mayor:

Date:

Acceptance:  
City of Sylvania

Finance Director:

Date:

### Attachments:

- Initial Conceptual Engineers Estimate – Exhibit 4
- 2026 Standard Rate Schedule – Exhibit 5
- Terms and Conditions – Exhibit 6

### cc:

Joseph Shaw, City of Sylvania  
Tim Bock, OHM Advisors  
Adam Rychwalski, OHM Advisors  
Ian Thomas, OHM Advisors

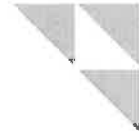


Exhibit 1– Boundary Survey Limits

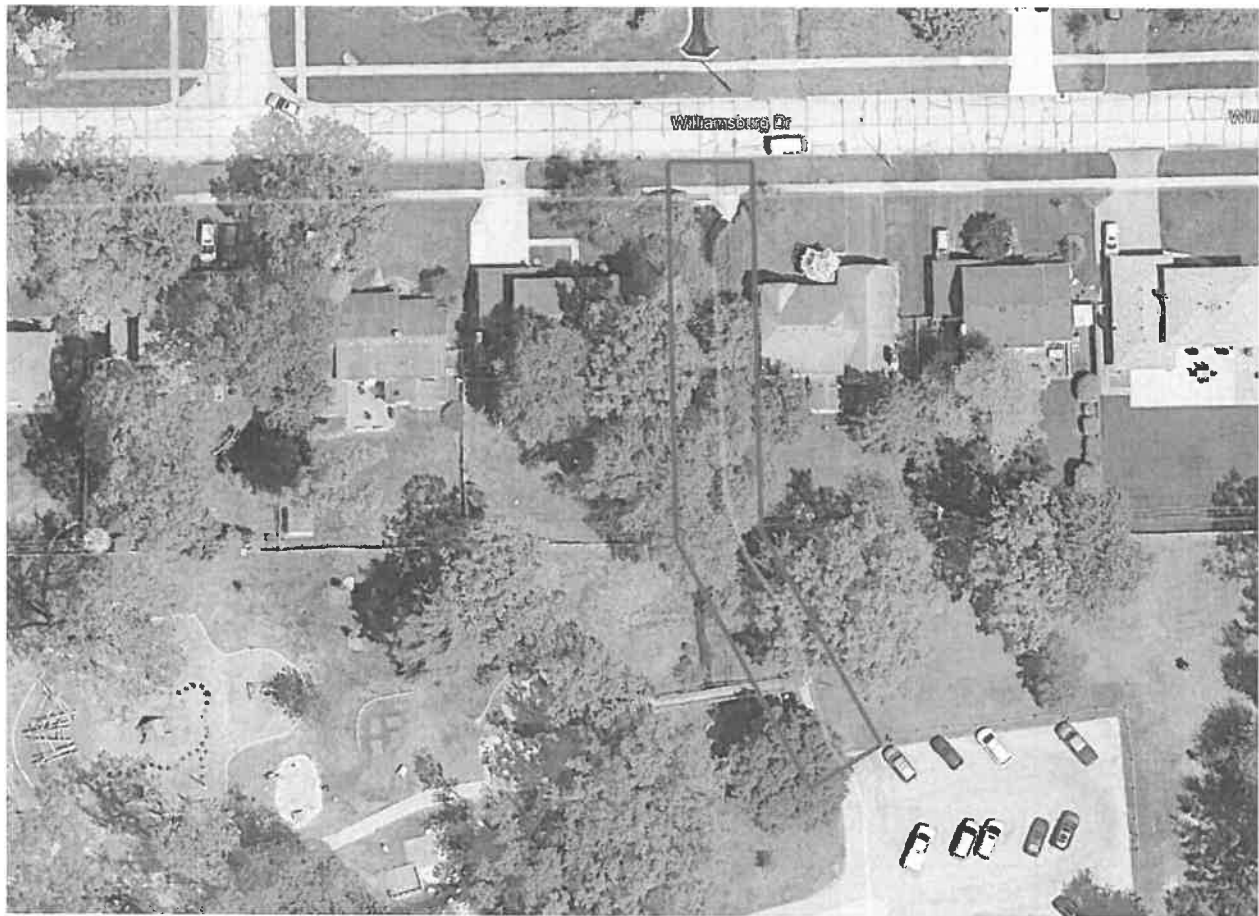


Exhibit 2 – Design Survey Limits

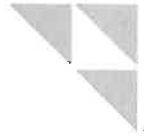


Exhibit 3 – Heath Ditch Limits



Exhibit 1— Boundary Survey Limits



Exhibit 2 – Design Survey Limits

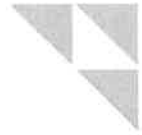


Exhibit 3 – Heath Ditch Limits

# Exhibit 4

ARCHITECTS. ENGINEERS. PLANNERS.

Client: City of Sylvania, Ohio

Project: Heath Ditch Improvements



Date: 12/22/2025

ITEM	ITEM DESCRIPTION	TOTAL QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
<b>ROADWAY</b>					<b>\$146,450</b>
202	CLEARING AND GRUBBING	1	LS	\$ 4,000.00	\$ 4,000.00
202	SIDEWALK AND WALL REMOVED	150	FOOT	\$ 50.00	\$ 7,500.00
503	UNCLASSIFIED EXCAVATION	220	CY	\$ 60.00	\$ 13,200.00
304	6" AGGREGATE BASE	200	CY	\$ 50.00	\$ 10,000.00
517	RAILING	200	FOOT	\$ 50.00	\$ 10,000.00
608	4" CONCRETE WALK	750	SF	\$ 25.00	\$ 18,750.00
608	CURB RAMP	200	SF	\$ 30.00	\$ 6,000.00
SPECIAL	RETAINING WALL	900	SF	\$ 80.00	\$ 72,000.00
SPECIAL	WATER CONTROL	1	LS	\$ 5,000.00	\$ 5,000.00
<b>EROSION CONTROL</b>					<b>\$12,000</b>
659	SEEDING AND RESTORATION	1	LS	\$ 5,000.00	\$ 5,000.00
832	STORMWATER POLLUTION PREVENTION PLAN	1	LS	\$ 3,000.00	\$ 3,000.00
832	EROSION CONTROL	4000	EACH	\$ 1.00	\$ 4,000.00
<b>DRAINAGE</b>					<b>\$28,000</b>
202	GUTTER REMOVED	140	FOOT	\$ 90.00	\$ 12,600.00
601	PAVED GUTTER, TYPE 1-6	140	FOOT	\$ 110.00	\$ 15,400.00
<b>MISCELLANEOUS</b>					<b>\$20,550</b>
614	MAINTAINING TRAFFIC	1	LS	\$ 5,000.00	\$ 5,000.00
623	CONSTRUCTION LAYOUT STAKES	1	LS	\$ 5,000.00	\$ 5,000.00
624	MOBILIZATION	1	LS	\$ 10,000.00	\$ 10,000.00
SPECIAL	PRECONSTRUCTION VIDEO	1	LS	\$ 550.00	\$ 550.00

CONSTRUCTION SUBTOTAL = \$ 207,000.00

10% CONTINGENCIES = \$ 20,700.00

**CONSTRUCTION TOTAL = \$ 227,700.00**

**Exhibit 5****OHM ADVISORS  
2026 HOURLY RATE SCHEDULE**

Classification	Level				
	I	II	III	IV	V
Professional Engineer	\$167	\$179	\$194	\$214	\$224
Graduate Engineer	\$145	\$156	\$161	\$169	\$182
Architect/Interior Designer	\$115	\$150	\$175	\$210	\$230
Landscape Architect	\$132	\$142	\$156	\$172	\$188
Planner	\$120	\$141	\$167	\$182	\$193
Project Coordinator/Urban Designer	\$93	\$125	\$142	\$162	\$182
Design Technician	\$115	\$134	\$151	\$170	\$188
Technician	\$109	\$128	\$146	\$163	\$172
Project Specialist	\$138	\$175	\$205	\$229	\$250
Professional Surveyor	\$156	\$173	\$189	\$203	\$215
Surveyor	\$112	\$132	\$144	\$158	\$170

Classification	I	II	III
Administrative Support	\$89	\$110	\$135
Technical Aide	\$85	\$89	\$94
Subject Matter Expert	\$250	\$300	\$375

Classification	
Principal	\$247

1. THE AGREEMENT. These Terms and Conditions and the attached Proposal or Scope of Services, upon acceptance by CLIENT, shall constitute the entire Agreement between OHM ADVISORS, a registered Ohio company, and CLIENT. OHM ADVISORS and CLIENT may be referred to individually as a Party or collectively as Parties. This Agreement supersedes all prior negotiations or agreements and may be amended only by written agreement signed by both Parties.
2. CLIENT RESPONSIBILITIES. CLIENT, at no cost, shall:
  - a. Provide access to the project site to allow timely performance of the services.
  - b. Provide all information in CLIENT'S possession as required by OHM ADVISORS to perform the services.
  - c. Designate a person to act as CLIENT'S representative who shall transmit instructions, receive information, define CLIENT policies, and have the authority to make decisions related to services under this Agreement.
3. PROJECT INFORMATION. OHM ADVISORS shall be entitled to rely on the accuracy and completeness of services and information furnished by CLIENT, other design professionals, or consultants contracted directly to CLIENT.
4. PERIOD OF SERVICE. The services shall be completed within the time specified in the Proposal or Scope of Services, or if no time is specified, within a reasonable amount of time. OHM ADVISORS shall not be liable to CLIENT for any loss or damage arising out of any failure or delay in rendering services pursuant to this Agreement that arise out of circumstances that are beyond the control of OHM ADVISORS.
5. COMPENSATION. CLIENT shall pay OHM ADVISORS for services performed in accordance with the method of payment, as stated in the Proposal or Scope of Services. CLIENT shall pay OHM ADVISORS for reimbursable expenses for subconsultant services, equipment rental, or other special project related items at a rate of 1.15 times the invoice amount.
6. TERMS OF PAYMENT. Invoices shall be submitted to the CLIENT each month for services performed during the preceding period. CLIENT shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM ADVISORS shall include a service fee at the rate of one (1%) percent per month from said thirtieth day.
7. STANDARD OF CARE. OHM ADVISORS shall perform their services under this Agreement in a manner consistent with the professional skill and care ordinarily provided by similar professionals practicing in the same or similar locality under the same or similar conditions.
8. RESTRICTION OF REMEDIES. OHM ADVISORS is responsible for the work of its employees while they are engaged on OHM ADVISORS' projects. As such, and in order to minimize legal costs and fees related to any dispute, CLIENT agrees to restrict any and all remedies it may have by reason of OHM ADVISORS' breach of this Agreement or negligence in the performance of services under this Agreement, be they in contract, tort, or otherwise, to OHM ADVISORS, and to waive any claims against individual employees.
9. LIMIT OF LIABILITY. To the fullest extent permitted by law, CLIENT agrees that, notwithstanding any other provision in this Agreement, the total liability in the aggregate, of OHM ADVISORS to CLIENT, or anyone claiming under CLIENT, for any claims, losses, damages or costs whatsoever arising out of, resulting from, or in any way related to this Agreement or the services provided by OHM ADVISORS pursuant to this Agreement, be limited to \$25,000 or OHM ADVISORS fee, whichever is greater, and irrespective of whether the claim sounds in breach of contract, tort, or otherwise.
10. ASSIGNMENT. Neither Party to this Agreement shall transfer, sublet, or assign any duties, rights under or interest in this Agreement without the prior written consent of the other Party.
11. NO WAIVER. Failure of either Party to enforce, at anytime, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either Party at any time to avail themselves of such remedies as either may have for any breach of such provisions.
12. GOVERNING LAW. The laws of the State of Ohio will govern the validity of this Agreement, its interpretation and performance.
13. INSTRUMENTS OF SERVICE. OHM ADVISORS shall retain ownership of all reports, drawings, plans, specifications, electronic data and files, and other documents (Documents) prepared by OHM ADVISORS as Instruments of Service. OHM ADVISORS shall retain all common law, statutory and other reserved rights, including, without limitation, all copyrights thereto. CLIENT, upon payment in full for OHM's services, shall have an irrevocable license to use OHM's Instruments of Service for or in conjunction with repairs, alterations or maintenance to the project involved but for no other purpose. CLIENT shall not reuse or make any modifications to the Documents without prior written authorization by OHM ADVISORS. In accepting and utilizing any Documents or other data on any electronic media provided by OHM ADVISORS, CLIENT agrees they will perform acceptance tests or procedures on the data within 30 days of receipt of the file.
14. CERTIFICATIONS. OHM ADVISORS shall have 14 days to review proposed language prior to the requested dates of execution. OHM ADVISORS shall not be required to execute certificates to which it has a reasonable objection, or that would require knowledge, services, or responsibilities beyond the scope of this Agreement, nor shall any certificates be construed as a warranty or guarantee by OHM ADVISORS.
15. TERMINATION. Either Party may at any time terminate this Agreement upon giving the other Party 7 calendar days prior written notice. CLIENT shall within 45 days of termination pay OHM ADVISORS for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.
16. RIGHT TO SUSPEND SERVICES. In the event CLIENT fails to pay OHM ADVISORS the amount shown on any invoice within 45 days of the date of the invoice, OHM ADVISORS may, after giving 7 days' notice to CLIENT, suspend its services until payment in full for all services and expenses is received.
17. OPINIONS OF PROBABLE COST. OHM ADVISORS preparation of Opinions of Probable Cost represents OHM

ADVISORS' best judgment as a design professional familiar with the industry. CLIENT recognizes that OHM ADVISORS has no control over costs of labor, equipment, materials, or a contractor's pricing. OHM ADVISORS makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost.

18. JOB SITE SAFETY. Neither the professional activities of OHM ADVISORS, nor the presence of OHM ADVISORS or our employees and subconsultants at a construction site shall relieve the Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM ADVISORS has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions.
19. CONTRACTOR SUBMITTALS. If included in the services to be provided, OHM ADVISORS shall review the contractor's submittals such as shop drawings, product data, and samples for the limited purpose of checking for conformance with information given and the design concept expressed in the construction documents issued by OHM ADVISORS. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. OHM ADVISORS review shall not constitute approval of safety precautions or, unless otherwise specifically stated by OHM ADVISORS, of any construction means, methods, techniques, sequences or procedures. OHM ADVISORS approval of a specific item shall not indicate approval of an assembly of which the item is a component.
20. CONSTRUCTION OBSERVATION. If requested, OHM ADVISORS shall visit the project construction site to generally observe the construction work and answer questions that CLIENT may have. OHM ADVISORS shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the construction work, or to determine whether the construction work is being constructed in accordance with the Contract Documents.
21. HAZARDOUS MATERIALS. As used in this Agreement, the term hazardous materials shall mean any substances, including without limitation asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site. Both Parties acknowledge that OHM ADVISORS' Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event OHM ADVISORS or any other person or entity involved in the project encounters any hazardous or toxic materials, or should it become known to OHM ADVISORS that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of OHM ADVISORS' services, OHM ADVISORS may, at its sole option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until CLIENT retains appropriate qualified consultants and/or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations. CLIENT agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless OHM ADVISORS, its officers, partners, employees and subconsultants (collectively, OHM ADVISORS) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability, regulatory or any other cause of action, except for the sole negligence or willful misconduct of OHM ADVISORS.
22. WAIVER OF CONSEQUENTIAL DAMAGES. The Parties waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either Party's termination of this Agreement.
23. WAIVER OF SUBROGATION. The Parties waive all rights against each other and any of their contractors, subcontractors, consultants, agents, and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to a written contract or other property insurance applicable to the construction work.
24. THIRD PARTIES. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either CLIENT or OHM ADVISORS.
25. CODE REVIEW/ACCESSIBILITY. In providing its services under this Agreement, OHM ADVISORS may have to interpret federal and or state laws, codes, ordinances, regulations and/or statutes. CLIENT understands and agrees that these may be subject to different and possibly contradictory interpretations by relevant governmental officials charged with interpreting same and furthermore understands and agrees that OHM ADVISORS does not warrant or guarantee that their interpretation will be consistent with the interpretation of the relevant governmental officials. OHM ADVISORS shall not be liable for unreasonable or unforeseeable interpretation of federal and or state laws, codes, ordinances, regulations and/or statutes by governmental officials charged with interpreting same.
26. DISPUTE RESOLUTION. In an effort to resolve any conflicts that arise during the project or following the completion of the project, the Parties agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the Parties mutually agree otherwise, as a prerequisite to further legal proceedings. The Parties agree to share the mediator's fee and any filing fees equally, and the mediation shall be held in the place where the project is located, unless another location is mutually agreed upon.

9a.



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

January 20, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Purchase of High-Accuracy GPS Receiver Units – Discovery Management Group**

Dear Mr. Mayor and Council Members:

The Service Department would like to purchase high-precision Global Navigation Satellite System (GNSS) equipment to ensure the accuracy of our manual field data collection and inspection. Currently, our teams are using equipment with 10ft+ accuracy and require more robust tools to accurately map and locate infrastructure. The two (2) new Skadi Gold RTK GNSS receiver kits and associated hardware from Discovery Management Group will provide centimeter-level accuracy using all available satellite constellations and signals.

The acquisition of the units will transition our field operations to a more dynamic workflow. These units include advanced features such as tilt compensation, integrated antennas, and smart handles that allow for streamlined data entry via tablets or smartphones. This technology integrates directly with our GIS and other digital platforms, allowing for more efficient record-keeping and field-to-office synchronization. With this equipment, the Service Department can more effectively tackle objectives such as precision asset mapping for water and sewer lines and improve the speed and accuracy of our field inspections. The units come with a two-year warranty.

This purchase is programmed into the 2026 budget with a total cost of \$27,070 using account 702-7540-53405. Delivery is estimated to occur within four weeks of the order date. Please call with any questions.

Sincerely,

A handwritten signature in black ink, appearing to be "J. Shaw", written over a light blue circular stamp.

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

9b.

**ORDINANCE NO. 17-2026**

**ACCEPTING THE PROPOSAL OF DISCOVERY MANAGEMENT GROUP TO PROVIDE TWO (2) SKADI GOLD RTK GLOBAL NAVIGATION SATELLITE SYSTEMS; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$27,070; AND DECLARING AN EMERGENCY.**

WHEREAS, the Service Department is in need of high precision Global Navigation Satellite Systems (“GNSS”) equipment to ensure the accuracy of our manual field data collection and inspection; and,

WHEREAS, the Director of Public Service, by report dated January 20, 2026, has recommended approval of the proposal of Discovery Management Group to provide two (2) Skadi Gold RTK GNSS receiver kits and associated hardware at a cost of \$27,020.

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

SECTION 1. That the proposal of Discovery Management Group in the total amount of Twenty-Seven Thousand Seventy Dollars (\$27,070.00) to provide two (2) Skadi Gold RTK GNSS receiver kits and associated hardware is hereby approved and accepted and the Mayor and Director of Finance are authorized to sign the proposal on behalf of the City.

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

SECTION 3. That to provide funds for said software hereby authorized, there is hereby appropriated from the **SEWER FUND** from funds therein not heretofore appropriated to **Account No. 702-7540-53405 - Equipment** an amount not to exceed Twenty-Seven Thousand Seventy Dollars (\$27,070.00).

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

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

SECTION 6. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the proposal should be approved immediately to provide for the equipment purchase 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, \_\_\_\_\_, 2026, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

# Price Quote

Quote #: Q2026-1875

## Discovery Management Group

PO Box 663 - 19760 Bellevue Way  
West Linn, OR 97068  
Fed ID: 01-0600263  
Tel: (970) 389-7044, Fax: (888) 340-3321



## Quote

Date:	01/07/26
Valid Until:	02/06/26
Quote #:	Q2026-1875
Customer ID:	

BILL TO:	SHIP TO:
Eric Barnes City of Sylvania 6730 Monroe St #101 Sylvania, OH 43560 +1 (419) 885-8964	Eric Barnes City of Sylvania 6730 Monroe St #101 Sylvania, OH 43560 +1 (419) 885-8964

QUOTE/PROJECT DESCRIPTION
Skadi Gold kit w/ Tilt, Smart Handle, and range pole/bi-pod configuration

QUANTITY	PRODUCT	DESCRIPTION	RATE	AMOUNT
2	SKADIGOLDRTK-KIT	-Skadi GOLD RTK GNSS receiver, Bluetooth, USB, serial. -All frequencies. All signals. All constellations. -Integrated antenna -Galileo HAS, SafeRTK. Atlas compatible -USB quick charger -5/8" Pole mount -Skadi Standard Handle -Skadi Series Handle Tablet Mounting Bracket -Skadi Series Handle Smartphone Mounting Bracket -Hardshell carrying case -Two year warranty	\$9,695.00	\$19,390.00
2	SKADITILT	Activate code for Skadi tilt compensation.	\$1,295.00	\$2,590.00
2	SKADISMARTH	Smart handle for Eos Skadi GNSS receivers	\$1,495.00	\$2,990.00
2	SECO_BIPOD_LEGS	Carbon fiber bi-pod legs from SECO.	\$435.00	\$870.00
2	SKADIBATTPACK	Spare Skadi battery pack	\$325.00	\$650.00
2	RANGEPOLE_ADJ_AL2M	The Seco 5125-20 aluminum telescoping Snap-Lock Rover Rod has a one-piece design and two locking systems for stability. The snap lock prevents slippage and the compression lock centers the telescopic inner pole and maintains straightness. This rod features a new one-piece design. It's faster and more user-friendly compared to traditional two-piece, screw-together rods. It's an ideal rod for all GPS RTK surveys. The rod telescopes and locks at 2 meters and then collapses back to 1.354 meters.	\$215.00	\$430.00

Subtotal	\$26,920.00
Shipping	\$150.00
Discount	0.00%
Total	\$27,070.00
CC %	4.00%
CC Fee	\$1,082.80
CC Total	\$28,152.80

### Special Notes and Instructions

Once signed, please Fax, mail or e-mail with Purchase Order to the provided address.  
Transportation: FOB Portland, OR Tax/VAT Rate 0.00%  
Delivery: Stock to 4 weeks  
Terms: Net 30  
All Eos Arrow Receivers come with a 2-Year Warranty & 90-Day Battery Warranty  
"TOTAL" = Payment made by check or ACH Bank Transfer  
"CC TOTAL" = Contact Eric Gakstatter (541) 829-3443 to process Credit Card

Above information is not an invoice and only an estimate of services/goods described above.  
Payment will be collected in prior to provision of services/goods described in this quote.

Please confirm your acceptance of this quote by signing this document

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

If you have any questions concerning this quote, contact Mike George - 970-389-7044 - [mikegeorge@gps-mapping.com](mailto:mikegeorge@gps-mapping.com)

**Thank you for your business!**

---

PO Box 663 - 19760 Bellevue Way - West Linn, OR 97068  
Tel: (970) 389-7044, Fax: (888) 340-3321

**Mayor Signature**

\_\_\_\_\_

**Finance Director Signature**

\_\_\_\_\_

10a.



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

January 20, 2026

To: The Mayor and Members of Sylvania City Council

Re: Infrastructure Platform for Roadway and Asset Management – Cyvl, Inc.

Dear Mr. Mayor and Council Members:

The Service Department is requesting approval to enter into an agreement with Cyvl, Inc. for the implementation of an advanced infrastructure management platform, roadway analysis system, and digital asset collection tools. This platform will transition the City from manual data and asset collection to AI-driven data collection and analysis system. Utilizing vehicle-mounted sensors, the system captures high-density 3D LiDAR point clouds and 360° imagery to generate ODOT Standard-Based Pavement Condition Rating (PCR) scores. Additionally, the platform will provide a comprehensive inventory and condition evaluation for assets such as signs, catch basins, curb ramps, sidewalks, pavement markings, street trees, and streetlights. Upon completion of the data collection, the vehicle-mounted equipment is returned to Cyvl.

Currently, the City maintains a very limited inventory of digitally identified assets within its GIS, which hinders our ability to accurately track infrastructure and conduct routine analysis. While the Cyvl platform is digitizing these assets, it simultaneously performs automated pavement condition ratings (PCR) – a process that is currently performed manually over many weeks. This transition replaces our labor-intensive, subjective workflows with a single, objective data collection process. With the help of Cyvl's tools, we will streamline roadway data collection, enhance system integrations, aid in asset management condition assessments and budget planning, and integrate seamlessly with our existing GIS workflows. Implementation is estimated to begin in the Spring of 2026, with the initial data collection phase estimated to take less than three days.

The service provided by Cyvl is a three-year contract agreement beginning May 2026 through May 2029. The year one cost of \$18,200 is programmed into the 2026 budget using Streets Department Account (222-7610-51250). The cost of \$9,000 for year two and \$9,000 for year three will be included in the annual budgets for 2027 and 2028, respectively. Please call with any questions.

Sincerely,

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

10b.

**ORDINANCE NO. 18-2026**

**ACCEPTING THE PROPOSAL OF AND AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO AN AGREEMENT WITH CYVL, INC. TO PROVIDE AN INFRASTRUCTURE MANAGEMENT SOFTWARE SYSTEM; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$18,200; AND DECLARING AN EMERGENCY.**

WHEREAS, the City has received a proposal and agreement from Cyvl, Inc. for the provision and implementation of an advanced infrastructure management platform, roadway analysis system, and digital asset collection tools; and,

WHEREAS, the platform will transition the City from manual data and asset collection to AI-driven data collection and analysis system; and,

WHEREAS, the Director of Public Service, by report dated January 20, 2026, has recommended approval of the Cyvl, Inc. proposal to provide infrastructure management platform, roadway analysis system and digital asset collection tools, including generating Ohio Department of Transportation ("ODOT") standard-based pavement condition rating ("PCR") scores as well as providing a comprehensive inventory and condition evaluation for assets such as signs, catch basins, curb ramps, sidewalks, pavement markings, street trees and streetlights at a total cost of \$18,200 for 2026.

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

**SECTION 1.** That the proposal of Cyvl, Inc. in the total amount of Eighteen Thousand Two Hundred Dollars (\$18,200.00) to provide vehicle and equipment maintenance and fleet management software is hereby approved and accepted and the Mayor and Director of Finance are authorized to sign the Agreement with Cyvl, Inc. on behalf of the City.

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

**SECTION 3.** That to provide funds for said software hereby authorized, there is hereby appropriated from the **SPECIAL REVENUE FUND** from funds therein not heretofore

appropriated to **Account No. 222-7610-51250 – Contract Labor** an amount not to exceed Eighteen Thousand Two Hundred Dollars (\$18,200.00).

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

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

SECTION 6. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the proposal should be approved immediately to provide for the software purchase 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, \_\_\_\_\_, 2026, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



# Cyvl Transportation Infrastructure Platform for City of Sylvania, OH

January 12, 2026

**Prepared for:**

City of Sylvania, OH  
Joe Shaw  
Service Director  
6730 Monroe St STE 101  
Sylvania, OH 43560

**Prepared by:**

Cyvl, Inc.  
Jacob Moustafa  
Account Executive  
76 School Street  
Somerville, MA 02143

## Executive Summary

Cyvl ([www.cyvl.com](http://www.cyvl.com)) is a Boston based technology company that modernizes infrastructure management by integrating advanced geospatial solutions, artificial intelligence (AI), and cloud-based technologies. We empower over 200 engineering firms and government agencies to efficiently manage physical assets, enhancing efficiency, accuracy, and sustainability for their roadway.

### How Cyvl Works:

- **Data Collection:** Our plug-and-play sensor system, mountable to any vehicle, captures precise infrastructure data using LiDAR, GPS, and high-res cameras
- **AI Processing:** Collected data is uploaded to our cloud-based platform, where our AI algorithms analyze and extract actionable insights, detecting and classifying infrastructure assets and their conditions.
- **Centralized Dashboard:** Users access a comprehensive GIS platform for real-time visualization, reporting, and decision-making, facilitating efficient infrastructure management.
- **Seamless Integration:** Cyvl's solutions are compatible with existing tools like Esri's ArcGIS, Cartegraph, and Civil 3D, ensuring smooth integration into current workflows.

### Problems We Solve:

- **Streamlining Manual Workflows:** By automating data collection and analysis, Cyvl reduces the time and labor associated with traditional infrastructure assessments.
- **Optimizing Resource Allocation:** Accurate, AI-driven insights enable better decision-making for maintenance and repairs, extending the lifespan of infrastructure assets.
- **Scales Company Wide:** Cyvl's cloud-based system efficiently handles extensive data, accommodating projects of varying sizes and complexities while working seamlessly across all teams and departments.

For an investment of **\$18,200** for year one, and **\$9,000** years two and three, your team will have the essentials needed to map and manage your infrastructure leveraging Cyvl's technology, including training and a dedicated account manager.

## Overview

Cyvl, Inc. is a leading provider of digitization and analytics solutions for transportation engineering firms and government agencies. Cyvl's technology has been utilized in 300+ government agencies and dozens of leading engineering consulting firms.

City of Sylvania is seeking a technology partner to streamline roadway data collection, enhance integrations, and support grant applications for infrastructure projects. We prioritize efficiency, accuracy, and ease of use and focus on leveraging Cyvl's technology to gain a competitive edge on transportation projects.

- Efficient and Comprehensive Infrastructure Digitization
- Ability to Extract Conditions, Locations, and Insights
- Integration into Existing Workflows and Softwares

## City of Sylvania's Needs

Based on our meetings, here is what we understand to be your needs.

<b><u>Need</u></b>	<b><u>Desired Outcome</u></b>
Automated Evaluation	<ul style="list-style-type: none"><li>• An automated way of collecting unbiased, standardized, and highly accurate data of pavements.</li></ul>
ODOT PCR Pavement Analysis	<ul style="list-style-type: none"><li>• A detailed, visual survey method standardized under ODOT. Record distress types, severity, and extent in specific pavement areas, convert them into deduct values, and calculate a score from 0 (failed) to 100 (new).</li></ul>
Distress Quantity & Severity	<ul style="list-style-type: none"><li>• We quantify both <b>how much</b> distress exists and <b>how severe</b> it is</li><li>• Integrate those metrics into indices to guide efficient, prioritized pavement management.</li></ul>
Annual 360° Street View	<ul style="list-style-type: none"><li>• Yearly mobile-mapped panoramic imagery along entire street networks</li><li>• Updated Google street view</li></ul>

3D LiDAR Point Clouds	<ul style="list-style-type: none"> <li>• High-density 3D representations of the entire city/town/municipality</li> <li>• Provided in LAZ files</li> </ul>
24/7 AI Infrastructure Assistant	<ul style="list-style-type: none"> <li>• A dedicated AI-powered virtual agent that operates around the clock to handle public infrastructure questions.</li> <li>• It leverages municipal data and helps with real-time updates—boosting service responsiveness, staff efficiency, and resident satisfaction.</li> </ul>
Document Writing & Planning	<ul style="list-style-type: none"> <li>• Leveraging high-fidelity asset scans to document data-rich plans, priorities, and budgets, built on defensible, field-verified insights.</li> <li>• Integrated into GIS platforms, these documents streamline collaboration, satisfy audit standards, and guide strategic decision-making.</li> </ul>
Maps and GIS Reports	<ul style="list-style-type: none"> <li>• Being able to use this data to integrate into their GIS system to have a centralized view of their infrastructure.</li> </ul>
Budget Planning Tools	<ul style="list-style-type: none"> <li>• Part of the AI Assistant</li> <li>• Helping budget for future road projects</li> </ul>
Batch Asset Inventory & Evaluations	<ul style="list-style-type: none"> <li>• Catch Basin</li> <li>• Curb Ramp</li> <li>• Curb <b>(w. condition)</b></li> <li>• Pavement Stripings &amp; Markings</li> <li>• Sidewalks <b>(w. condition)</b></li> <li>• Signs <b>(post type + quantity, post shared w. sign Y/N, direction and condition)</b></li> <li>• Trees <b>(w. measurement + type)</b></li> <li>• Streetlights</li> <li>• Manhole Covers</li> </ul>

# Cyvl's Solution

Cyvl's end-to-end solution makes it easy for any user to digitize transportation infrastructure quickly, safely, and cost effectively.

## How It Works

### 1. You map infrastructure with the Cyvl Sensor

- LiDAR, High-resolution 360 Imagery, GPS + RTK Corrections
- Plug-and-play with any vehicle
- No technical experience required to operate

1

Data capture & digitization



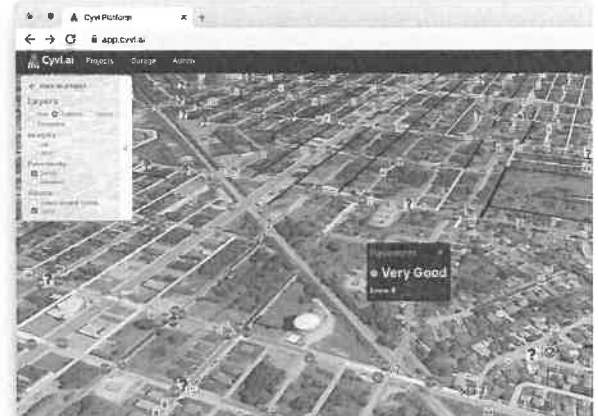
2

Data processing & analysis



3

Roadway insights & reports



### 2. Cyvl extracts infrastructure data with our proprietary AI

- Imagery is used to classify assets and their attributes
- LiDAR is used to locate assets (latitude, longitude) and perform measurements (length, width, height, etc.)
- + / - 2 cm local accuracies for laser scans

### 3. Deliverables are available for download via the Cyvl web platform

- GIS shapefiles, 3D laser scans, and more can be downloaded and integrated into existing softwares like Esri and Autodesk.
- Georeferenced "Street View" Imagery is hosted by Cyvl to allow for virtual field visits for QA/QC as the project continues

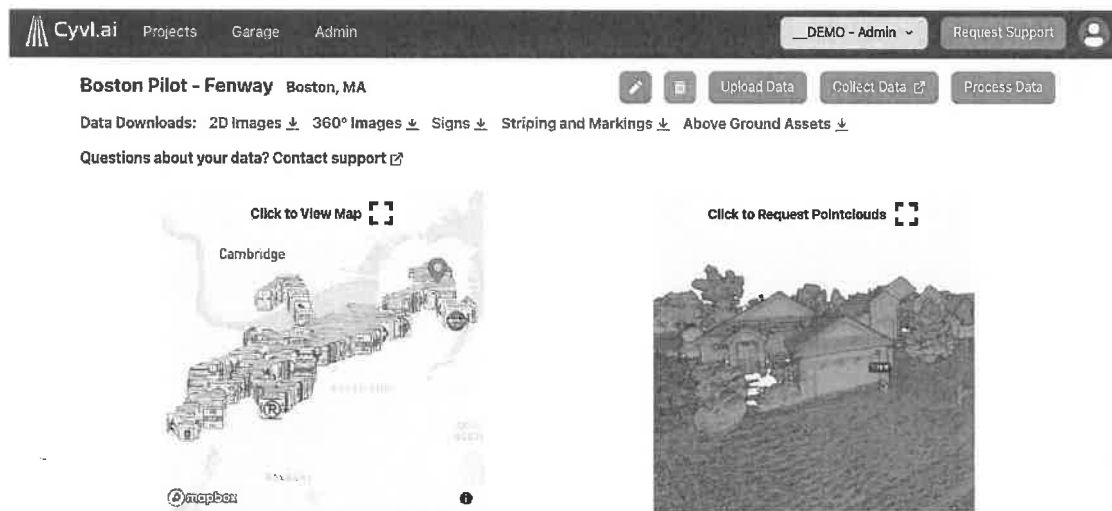
# Cyvl Platform and Project Deliverables

Cyvl will provide City of Sylvania, OH with Cyvl Platform access and program benefits for a period of 36 months.

**The project deliverables available on the Platform will include:**

- ODOT Standard-Based PCR Scores
- Pavement Distress Detail Report
- Roadway Imagery
- 360° Imagery
- Asset Inventory & Evaluations (See above)
- Mobile LiDAR Data
- Public Works Assistant

On the Cyvl Platform, City of Sylvania's team will be able to download the project deliverables in the agreed-upon data format. The pink-colored links in the image below indicate the downloadable project deliverables.



# PLATFORM VIEWER

## ODOT Standard Based PCR Scores:

An overview image of the roadway network is displayed, with colors representing roadway health, segmented according to the City's centerline file. Hovering the cursor over a roadway segment reveals its PCR score.



## Distress Detail Report:

Each pavement distress is mapped with a polygon. Hovering over a distress polygon will display its type.



Clicking on a distress polygon provides detailed information about the individual distress, all distresses within its 30-foot segment, and an image of the roadway showing polygons that depict all surface-level distresses.

**Poor**

Score: 47

---

### Distress

X

#### Selected Detail In Cell

PROPERTY	VALUE
Type	Longitudinal & Transverse Cracking
Severity	Medium
Area	0.7 ft <sup>2</sup>

#### Inspection Cell Summary

ID	IA03159
Street	Wickfield Drive
Cell Area	969.6 ft <sup>2</sup>

**WEATHERING**

MEDIUM SEVERITY

Total Area	1.0 ft <sup>2</sup>
------------	---------------------

**HIGH SEVERITY**

Total Area	933.0 ft <sup>2</sup>
------------	-----------------------

**BUMPS AND SAGS**

MEDIUM SEVERITY

Total Length	19.0 ft
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**LONGITUDINAL & TRANSVERSE CRACKING**

LOW SEVERITY


Total Length	39.0 ft
--------------	---------

**MEDIUM SEVERITY**

Total Length	113.0 ft
--------------	----------



Aerial photograph of a residential street, Wickfield Drive, showing a road inspection area. The road is paved and has a visible crack pattern. A yellow circle highlights a specific area of distress. The surrounding area includes houses and trees.



Close-up aerial view of the road surface, highlighting the longitudinal and transverse cracking patterns. The cracks are clearly visible as dark lines across the pavement. A black box with white text reads "Longitudinal & Transverse Cracking".

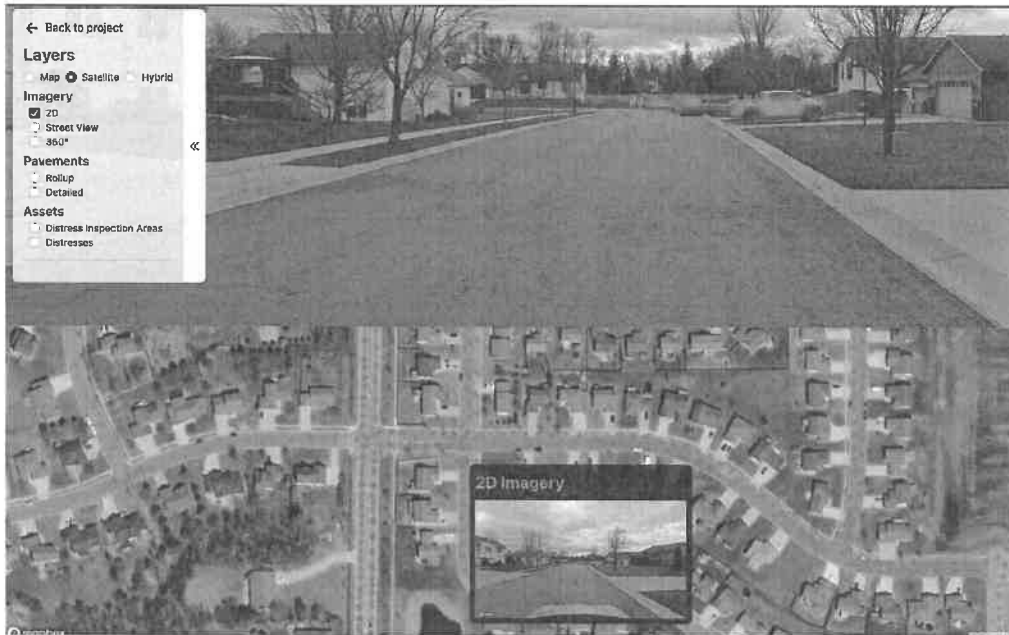
Pavement distress types and severity levels can be toggled on or off, enabling easy assessment of their locations and distribution.

## Assets

- ☒ Distress Inspection Areas
- ☒ Distresses
  - ☒ Low Severity
  - ☒ Medium Severity
  - ☒ High Severity
  - ☐ Longitudinal & Transverse Cracking
  - ☐ Block Cracking
  - ☐ Crack Sealant
  - ☐ Patching & Utility Cut Patching
  - ☐ Potholes
  - ☐ Alligator Cracking
  - ☐ Depressions
  - ☐ Bumps and Sags
  - ☐ Raveling
  - ☐ Edge Cracking

## Roadway Imagery and 360 Imagery

Select **2D** on the Imagery panel, and blue points will appear on the map. Hover over a blue point to view a preview of the imagery. Click on a blue point to display a full image of the roadway.

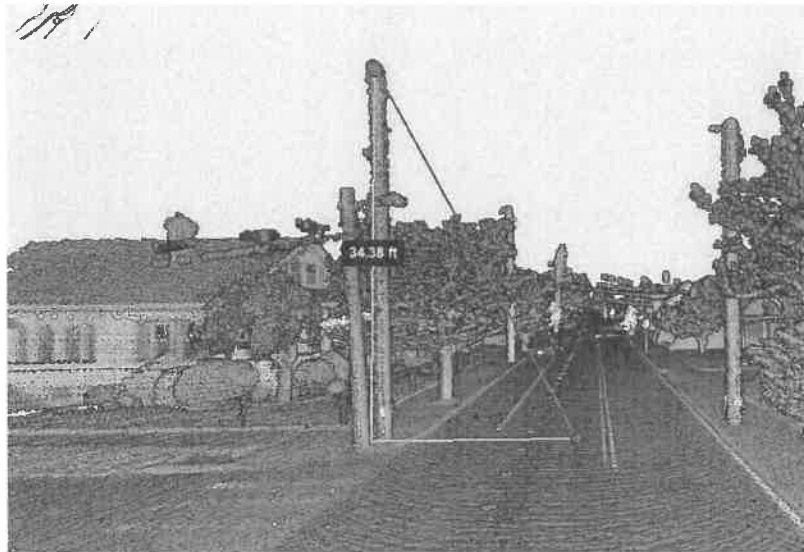


Select **360** on the Imagery panel and red dots will appear on the map. Click on the red dot and an image will appear that allows you to see in all directions.



## Mobile LiDAR Data

The processed Mobile LiDAR data from the collection can be downloaded or viewed directly on the platform. Additionally, the platform's Mobile LiDAR Viewer enables general measurements of the Right-of-Way assets.



The Mobile LiDAR files can also be uploaded into third party 3D viewers for an even more detailed view of the cityscape.

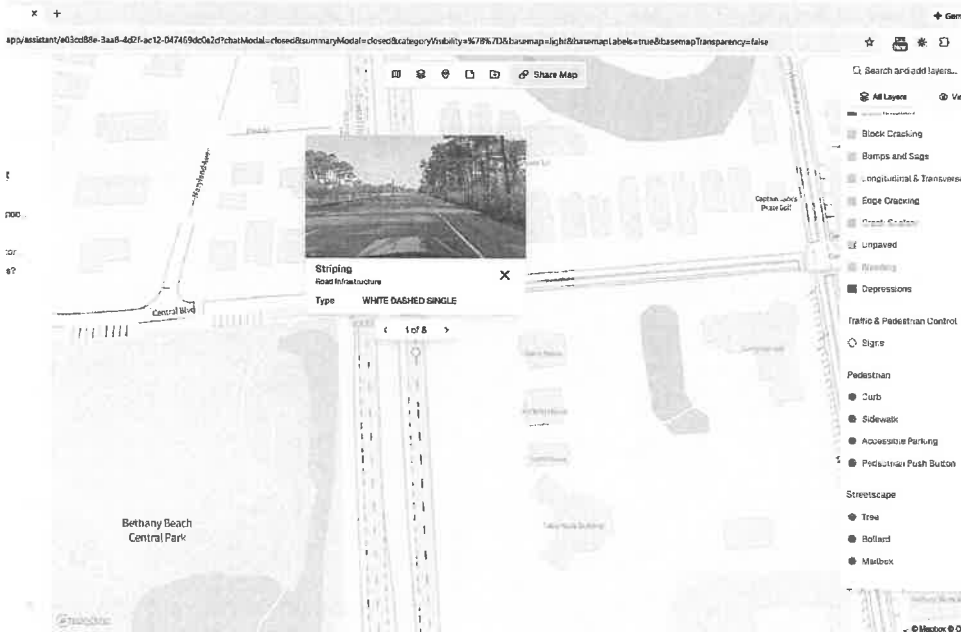


## Asset Inventory & Evaluation:

**Point assets**, such as signs and trees in the Cylv platform are displayed as individual icons on the map, representing discrete right-of-way features collected during the survey. Selecting any point asset opens a detailed attribute panel with relevant metadata, such as asset type, and classification



**Line assets**, such as sidewalks and stripings are represented as continuous segments aligned to the roadway or right-of-way centerline. These assets capture features that extend along a corridor rather than existing at a single location.



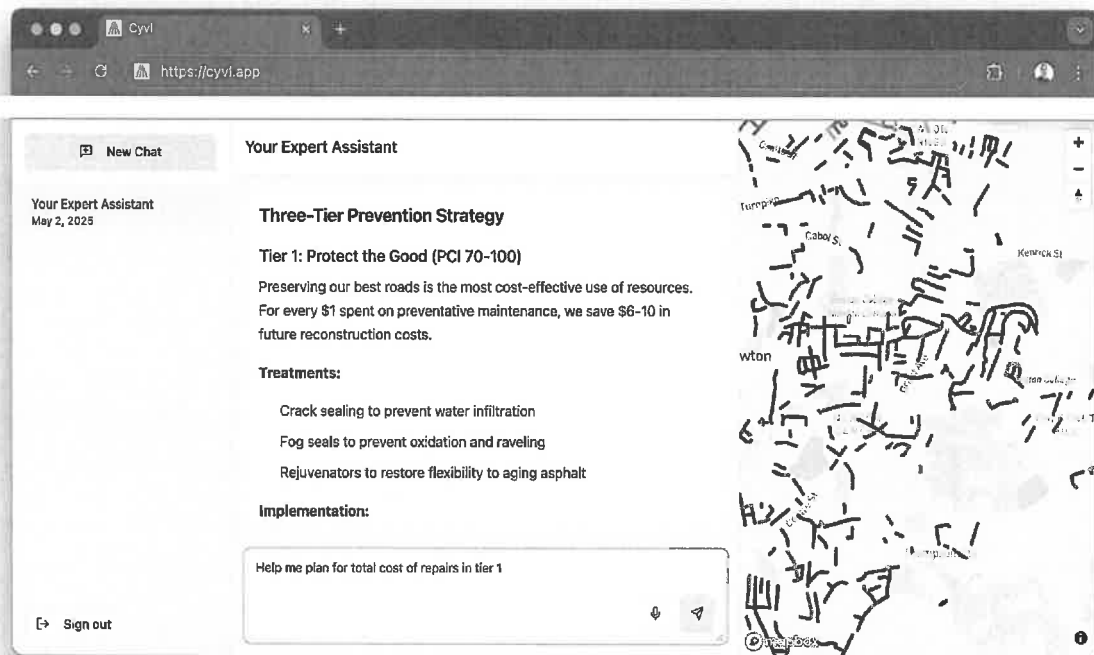
# Public Works Assistant

**Domain-specific** purpose-built for infrastructure & transportation data

**Search** across Cylv ROW, town-owned, and open data

Generates **structured reports** from plain English questions

- Document Writing
- Maps + GIS Reports
- Budgeting Planning Tools



# **Proposed Pavement and Asset Management Plan**

- **Scope: 80 Centerline Miles with Estimated Population 19,000**
- **Term: 3 Years**
- **Scans: 1 Per Year**

## **Pavement PCR and Distress Evaluation**

- PCR Scores
- Pavement Distress Data
  - i. Pavement Distress Type, Size, Geolocation, and Severity

## **360° Imagery and Mobile LiDAR Data**

### **Asset Inventory & Evaluation**

- Catch Basin
- Curb Ramp
- Curb
- Pavement Stripings & Markings
- Sidewalks
- Signs
- Trees
- Streetlights
- Manhole Covers

### **Project Initiation & Support Services**

- Sensor shipping
- Customer Success Support
- Post-project Meetings
- Data Integration Assistance

### **AI Public Works Assistant**

- Document Writing and Planning
- Budget Planning Tools

**Standard Yr. 1 Cost: \$18,200**

**Annual Cost Yr.s 2 & 3: \$9,000**

**Total Project Cost over 3 Years: \$36,200**

## **Action Plan**

We are excited to begin working with your team as soon as you are ready. Per our discussions, we believe the following represents the key next steps to moving forward:

<b>Action Item/Milestone</b>	<b>Target Date</b>
Approval of Proposal	Jan 2026
Project Start Date:	Spring/Summer 2026
Data Collection Completion	3-5 Days
Data Fully Processed	2-3 Weeks
Data Review Meeting	2 Weeks After Project Results are Posted

At any point in the process, please let us know if any of the dates are incorrect or seem unreasonable.

## **Conclusion**

Cyvl is committed to helping organizations like yours integrate cost-effective digitization solutions in order to gain major operational efficiencies. We want to help you implement technology in an easy, data-driven way — a way that makes your job easier, lightens your load, showcases all the good work that you do, and ultimately helps you better execute on your infrastructure projects.

Cyvl already works with dozens of engineering firms across the country, and we'd be delighted to welcome **City of Sylvania, OH** into the fold. If you have questions or concerns as you review this proposal, please do not hesitate to reach out. Thank you for your consideration.

## Service Agreement

<b>Customer</b>	City of Sylvania, OH
<b>Address</b>	6730 Monroe St STE 201, Sylvania, OH 43560
<b>Billing Contact</b>	Joe Shaw, Service Director

<b>Service Term</b>
<b>Start Date:</b> May 1, 2026  <b>End Date:</b> May 1, 2029  <b>Duration:</b> 36 months
<b>Customer's Investment in Cyvl's Services</b>
<b>Fees:</b> Year 1: \$18,200 Year 2: \$9,000 Year 3: \$9,000  A breakdown of fees and the solutions provided can be found in the proposal above.
<b>Payment Schedule</b>
Cyvl will issue one invoice to Customer in the amount payable in one installment payment, payment terms to be net thirty (30). The invoice date will be on the Start Date of the Service Term.

This Customer Agreement, effective as of the Effective Date below, is entered into by and between, Cyvl, Inc., a Delaware corporation, with its registered address at 76 School Street, Somerville, Massachusetts 02143 ("**Cyvl**") and the customer set forth above (the "**Customer**"). By signing this signature page, Cyvl and Customer hereby agree to be bound by the Customer Agreement, which is comprised of the Customer Agreement, this signature page, and the following schedules (collectively, the "**Agreement**"):

Schedule A – Customer Terms and Conditions

Schedule B – Data Schema

**Effective Date as of the last signature date below:**

**CYVL, INC.**

Signature

---

Name

---

Title

---

Date

---

Signature

---

Name

---

Title

---

Date

---

**CUSTOMER**

Signature

---

Name

---

Title

---

Date

---

## Schedule B Deliverable Schema

	Attribute 1	Attribute 2	Attribute 3	Attribute 4	Deliverable	Included?				
Cyl Pavements			Distress Severity	Distress Location	Shapefile, Spreadsheet	X				
360 Imagery	0-100 Score	Distress Size			Shapefile	X				
Pointclouds					.laz file	X				
	Attribute 1	Attribute 2	Attribute 3	Attribute 4	Attribute 5	Attribute 6	Attribute 7	Attribute 8	Deliverable	Included?
Assets (Point)	Signs	Location	MUTCD Category	Condition (Good, Fair, Poor)	Post Type	Post Quantity	Post Shared with other signs (Y/N)	Direction of sign	Shapefile	X
	Catch Basin	Location							Shapefile	x
	Curb Ramps	Location							Shapefile	x
	Trees	Location	Visually Estimated Measurements	Type					Shapefile	x
	Streetlight	Location							Shapefile	x
	Manhole Covers	Location							Shapefile	x
	Attribute 1	Attribute 2	Attribute 3	Attribute 4						Included?
Pavement Markings & Stripings	Pavement Marking	Location	Type	Color	Condition (Good, Fair, Poor)				Shapefile	x
	Pavement Striping	Location	Type	Color	Condition (Good, Fair, Poor)				Shapefile	x

	Sidewalks	Location	condition								Shapefile	x
	Curbs	Location	Condition								Shapefile	x



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

January 20, 2025

To: The Mayor and Members of Sylvania City Council

Re: **Letters of Interest (LOI) for Design Engineering Services**  
**Alexis Road and Stewart Road Waterline Improvements Project**

Dear Mr. Mayor and Council Members:

The Service Department is ready to commence engineering design work on a waterline replacement project along Alexis Road and a waterline extension project along Stewart Road.

The Alexis Road waterline replacement extents would be from Altsheler Drive to just west of Whiteford Road (approximately 2,400 feet). Approximately 1,400 feet of this main was installed in 1965 and the remaining 1,000 feet was extended twice in 1982 and again in 1984. The main is located on the south side of the road and would be fully replaced with a new 8" water main complete with new services.

The Stewart Road waterline extension is broken down into two parts and would extend from Carter Road to Alexis Road. The northerly 550 feet would be a required part of the project and would be extended to Regency Hospital as water supply redundancy to the facility at City cost. The remaining waterline extension to Alexis Road (approximately 1,000 feet) would only be performed by a successful petition process of benefitted residents along Stewart Road.

The next step in this process is to request Letters of Interest (LOI) from engineering consultants to design the project. City staff members will review the LOI's and select the most qualified consultant to complete the design. Once the consultant is selected the City will enter into fee negotiations with the goal of having a consultant ready to initiate work by April 2026. Construction is scheduled for 2027. We request authorization to begin the LOI solicitation. 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](http://www.cityofsylvania.com)

**ORDINANCE NO. 19-2026**

**AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO AN ECONOMIC DEVELOPMENT CONSULTANT AGREEMENT WITH MIDDLESEX CONSULTING, LLC ON BEHALF OF THE CITY OF SYLVANIA; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$18,000; AND DECLARING AN EMERGENCY.**

WHEREAS, the Economic Development and Administrative Services Director recently retired and, in an effort to continue to prioritize strategic economic development planning the City and Middlesex Consulting, LLC have reached an Agreement to provide said services; and,

WHEREAS, the Director of Law has recommended approval of the Economic Development Consultant Agreement between Middlesex Consulting, LLC and the City of Sylvania, Ohio, a copy of which 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, an Economic Development Consultant Agreement with Middlesex Consulting, LLC, a copy of which is attached.

SECTION 2. That the Director of Law shall promptly give notice to said consultant to proceed under the Agreement authorized herein.

SECTION 3. That to provide funds for said consultant services hereby authorized, there is hereby appropriated from the **GENERAL FUND** from funds therein not heretofore appropriated to **Account No. 110-7320-51294 – Special Projects** an amount not to exceed Eighteen Thousand Dollars (\$18,000.00).

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

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

SECTION 6. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the Agreement should be entered into immediately to provide continued economic development support. 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, \_\_\_\_\_, 2026 as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

## **ECONOMIC DEVELOPMENT CONSULTANT AGREEMENT**

This Economic Development Consultant Agreement ("Agreement") is made and entered into as of the \_\_\_\_ day of January, 2026, by and between the City of Sylvania, an Ohio municipal corporation, with an address of 6730 Monroe St., Sylvania, Ohio 43560 ("Client"), and Middlesex Consulting, LLC, with an address of 2334 Middlesex, Toledo, Ohio 43606 ("Consultant").

### **1. Engagement**

Client hereby engages Consultant to provide economic development consulting services, and Consultant accepts such engagement, subject to the terms and conditions of this Agreement.

### **2. Scope of Services**

Consultant shall provide the following services (the "Services"):

- Strategic economic development planning and advisory services;
- Business attraction, retention, and expansion support;
- Incentive analysis and structuring (including, where applicable, tax abatements, TIFs, grants, and financing tools);
- Site selection analysis and coordination;
- Stakeholder engagement and presentations;
- Grant identification and application assistance;
- Market, workforce, and feasibility analyses; and
- Such other services as may be mutually agreed upon in writing.

### **3. Term**

The term of this Agreement shall commence on the Effective Date and continue until December 31, 2026, unless earlier terminated in accordance with Section 9.

### **4. Compensation**

#### **4.1 Fees**

Client shall pay Consultant as follows: The sum of One Thousand Five Hundred Dollars (\$1,500.00) per month, Eighteen Thousand Dollars (\$18,000.00) for the calendar year 2026.

## **4.2 Payment**

Client shall remit One Thousand Five Hundred Dollars (\$1,500.00) to Consultant on or before the 15<sup>th</sup> of each month.

## **5. Independent Contractor**

Consultant is an independent contractor and not an employee, partner, or agent of Client. Consultant shall be solely responsible for all taxes, insurance, and benefits.

## **6. Confidentiality**

Consultant shall maintain the confidentiality of all non-public, proprietary, or confidential information of Client and third parties obtained in connection with the Services, and shall not disclose such information except as authorized by Client or required by law.

## **7. Intellectual Property**

All work product, reports, analyses, and deliverables created specifically for Client under this Agreement shall be deemed "work made for hire" and shall be the property of Client upon payment in full. Consultant retains ownership of pre-existing materials and general know-how.

## **8. Compliance with Laws**

Consultant shall comply with all applicable federal, state, and local laws, regulations, and ethical requirements, including (if applicable) public records, open meetings, lobbying, and procurement laws.

## **9. Termination**

### **9.1 Termination for Convenience**

Either party may terminate this Agreement for any reason upon thirty (30) days written notice.

### **9.2 Effect of Termination**

Upon termination, Consultant shall cease Services and deliver all completed work. Client shall pay Consultant for Services performed through the termination date.

## **10. Indemnification**

Consultant shall indemnify and hold harmless Client from claims arising out of Consultant's negligent acts or willful misconduct in connection with the Services.

## **11. Insurance**

Consultant shall maintain commercially reasonable insurance coverage, including professional liability insurance, upon request.

## **12. Non-Assignment**

Consultant may not assign this Agreement without the prior written consent of Client.

## **13. Governing Law and Venue**

This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio, without regard to conflicts of law principles.

## **14. Entire Agreement; Amendments**

This Agreement, including all exhibits, constitutes the entire agreement between the parties and supersedes all prior negotiations. Any amendment must be in writing and signed by both parties.

## **15. Severability**

If any provision of this Agreement is held invalid or unenforceable, the remaining provisions shall remain in full force and effect.

## **16. Notices**

All notices shall be in writing and delivered by personal delivery, certified mail, or email to the addresses set forth above.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

---

### **CLIENT: CITY OF SYLVANIA**

By: \_\_\_\_\_

Name/Title: Mark R. Frye, Mayor

By: \_\_\_\_\_

Name/Title: Toby Schroyer, Director of Finance

Date: \_\_\_\_\_

### **CONSULTANT: Middlesex Consulting, LLC**

By: \_\_\_\_\_

Michael J. Beazley, Member

**ORDINANCE NO. 20-2026**

**AMENDING THE CODIFIED ORDINANCES OF SYLVANIA, 1979, AS AMENDED BY AMENDING SECTION 139.03(e)(3) TO ESTABLISH A SALARY FOR THE MUNICIPAL PLANNING COMMISSION/BOARD OF ARCHITECTURAL REVIEW SECRETARY; AND DECLARING AN EMERGENCY.**

WHEREAS, the Directors of Public Service and Law and the Human Resources Manager have been evaluating the procedure and function of the Planning Commission and Board of Architectural Review and have recommended a salary be established for that position as set forth on the attached "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 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 February 2, 2026.

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 a salary for the Board of Architectural Review/Municipal Planning Commission Secretary 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, \_\_\_\_\_, 2026, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

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

(Ord. \_\_\_\_\_-2026. Passed \_\_\_\_\_-2026.)

**ORDINANCE NO. 21-2026**

**AMENDING THE CODIFIED ORDINANCES OF SYLVANIA, 1979, AS  
AMENDED BY AMENDING SECTION 139.03(e)(3); AND DECLARING  
AN EMERGENCY.**

WHEREAS, Ordinance No. 145-2025, passed December 15, 2025, established a new salary for the GIS & Data Manager at \$98,840 rather than the intended and recommended salary of \$99,840; and,

WHEREAS, Section 139.03(e)(3) should be amended to correct the typographical error.

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. 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 correct salary for the GIS & Data Manager 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, \_\_\_\_\_, 2026, 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>
	* * *
GIS & Data Manager	\$99,840 annually commencing January 1, 2026 and thereafter.
	* * *

(Ord. \_\_\_\_-2026. Passed \_\_\_\_-2026.)

**ORDINANCE NO. 22-2026****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, \_\_\_\_\_, 2026, as an emergency measure.

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

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

<u>DATE</u>	<u>VENDOR/DESCRIPTION</u>	<u>AMOUNT</u>
12/1/2025	Habitec Security/ Court	17,812.20
12/2/2025	CDTC/ Court diagnostic and treatment center	3,681.00
12/3/2025	Lucas County Treasurer/ Court	3,241.91
12/5/2025	Lucas Co. Court of Common Pleas/ Electronic Monitoring	20,295.06
12/8/2025	Innovative Software Solutions/ City Tax support annual	4,300.62
12/8/2025	Business Information Systems/ Court Recorders Support	6,388.48
12/9/2025	Stapleton Insurance/ Annual Crime Policy	10,902.00
12/10/2025	DMC Technology Group/ IT security renewals	15,793.75
12/12/2025	Phoenix Services/ Court temporary labor	4,735.52
12/16/2025	Cummins Sales and Service/ Sewer Generator Maint	3,218.69
12/26/2025	Phoenix Services/ Court temporary labor	5,023.60
12/30/2025	HOT/ Community Calender printing and delivery	9,996.00
12/30/2025	Lexipol/ Police annual manuals	18,205.69
12/30/2025	Flock Safety/ Police Cameras	45,000.00
1/9/2026	ark data centers/ IT Akron site rental	18,364.75
		<hr/> 186,959.27

116

**RESOLUTION NO. 2-2026**

**RE-APPOINTING SHAWN MURPHY TO THE BOARD OF TRUSTEES OF SYLVANIA AREA JOINT RECREATION DISTRICT (SAJRD), HE BEING A MEMBER OF THE COUNCIL OF THIS APPOINTING POLITICAL SUBDIVISION, FOR THE FULL CALENDAR YEAR OF 2026; AND DECLARING AN EMERGENCY.**

WHEREAS, Sylvania City Council appoints a member to the Board of Trustees of the Sylvania Area Joint Recreation District each year; and,

WHEREAS, Shawn Murphy served as City Council's representative to the SAJRD Board of Trustees for the year 2025; and,

WHEREAS, the City of Sylvania should appoint a member of its Council to the Board of Trustees of the Sylvania Area Joint Recreation District for the 2026 calendar year.

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

SECTION 1. That Shawn Murphy, a member of the Council of this appointing political subdivision, is hereby appointed to the Board of Trustees of Sylvania Area Joint Recreation District for the calendar year 2026.

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

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

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

SECTION 5. That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare

and for the reason that the re-appointment to the SAJRD Board of Trustees of a member of this appointing political subdivision should be made immediately so that the appointed Councilperson will be duly authorized for the full calendar year of 2026. 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, \_\_\_\_\_, 2026 as an emergency measure.

ATTEST:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

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

## Board of Architectural Review

Minutes of the regular meeting of January 14, 2026. Mr. Schaaf called the meeting to order.

Acting Secretary, Timothy Burns, took the roll call. Members present: Mayor Mark Frye, Kate Fischer, Carol Lindhuber, and Jeff Schaaf. (4) present. Ken Marciniak, excused.

Ms. Fischer moved, Ms. Lindhuber seconded to approve the Minutes of the December 10, 2025, meeting as submitted. Vote being: Frye, Lindhuber, Fischer and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 3 – Regulated Sign – app. no. 39-2025 requested by Maria Molina of De La Luz Marketing for Referees Mexican Sports Bar & Grill, 7625 W. Sylvania Avenue, Sylvania, Ohio 43560. Application is for one wall sign and one window sign.

Mr. Burns said the application is for a wall sign and multiple window signs that run across the bottom and that the signs are already up as the applicant purchased a temporary sign permit with the understanding that they would have to be removed if they are not approved by the Board.

Ms. Fischer asked if all of the window signs meet code.

Mr. Burns said that the windows signs are allowed as they take up less than 25% of the window.

Ms. Fischer moved, Ms. Lindhuber seconded, to approve the signs shown in the drawings submitted with the application. Vote being: Frye, Lindhuber, Fischer and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 4 – Building Review – app. no. 40-2025 requested by Casey Sampico of Castleton Service Group LLC for J. Fox Agency - Allstate, 5726 Alexis Road Sylvania, Ohio 43560. Application is for an exterior renovation.

Mr. Sampico was present and provided a brief description of the renovation. He explained that the renovation does not include the signage; and that the building will be getting a new roof and siding and that some changes will be made to the exterior walls on the back of the building.

Ms. Lindhuber moved, Mayor Frye seconded, to approve design shown in the drawings submitted with the application. Vote being: Frye, Lindhuber, Fischer and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 5 – Regulated Sign – app. no. 1-2026 requested by Kelly Moore of Fast Signs for Woof Gang Bakery and Grooming, 7633 W. Sylvania Avenue, Sylvania, Ohio 43560. Application is for a new wall sign.

Ms. Lauren Borer, of Fast Signs, was present and explained that the new sign will be a raceway sign with channel letters.

**Board of Architectural Review**  
**Minutes of January 14, 2026**  
**Page 2**

Ms. Fischer moved, Ms. Lindhuber seconded, to approve the sign shown in the drawings submitted with the application. Vote being: Frye, Lindhuber, Fischer and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Mr. Schaaf asked Mr. Burns if there were any additions.

Mr. Burn said that there were no additions; but that there was an application for the Ability Center, that was pulled, which will be on next months agenda.

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

Submitted by,

A handwritten signature in dark ink, appearing to read 'Timothy Burns', with a stylized flourish at the end.

Timothy Burns, Acting Secretary  
Municipal Planning Commission

B.

## Sylvania Municipal Planning Commission

Minutes of the regular meeting of January 14, 2026. Mr. Schaaf called the meeting to order.

Acting Secretary, Timothy Burns, took the roll call. Members present: Mayor Mark Frye, Kate Fischer, Carol Lindhuber and Jeff Schaaf. (4) present. Ken Marciniak, excused.

Ms. Lindhuber moved, Mr. Frye seconded to approve the Minutes of the December 10, 2025, meeting as submitted. Vote being: Frye, Lindhuber, Fischer and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

### Item 3 – Organizational Meeting

#### a. Election of Officers:

1. Chair – Ms. Fischer moved, Mayor Frye seconded to elect Jeff Schaaf as Chair. Vote being: Frye, Lindhuber, Fischer and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.
2. Vice-Chair – Mr. Schaaf moved, Ms. Lindhuber seconded to elect Kate Fischer as Vice-Chair. Vote being: Frye, Lindhuber, Fischer and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 4 – Lot Split – App. No. 3-2025 – Submitted by Ryan B. Opial for the property located at 8220 (and 8102) Little Rd., Sylvania, Ohio 43560.

Mr. Opial was present.

Mr. Schaaf asked if there was an out building present on the lot (with the existing residence).

Mr. Opial said that there was an out building present; and that it is located on the vacant portion of the lot that will be created by the lot split. He added that he plans to build a residence on the vacant lot.

Service Director, Joe Shaw, was present and explained that an agreement has been made between the applicant and the City that allows the applicant one year for pulling (building) permits, followed by an additional year to obtain an occupancy permit for the structure. He added that, should these measures fail, an additional measure has been taken to make sure that City Council was on board with the removal agreement; and that the City will start the Nuisance Abatement Process and have the structure removed if the measures fail. He also said that the applicant has been more that cooperative in making this agreement with the City.

Ms. Lindhuber moved, Ms. Fischer seconded, to approve the lot split as shown in the drawings submitted with the application. Vote being: Frye, Lindhuber, Fischer and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

**Municipal Planning Commission**  
**Minutes of January 14, 2026**  
**Page 2**

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

Submitted by,

A handwritten signature in dark ink, appearing to read "Timothy S. Burns", written in a cursive style.

Timothy Burns, Acting Secretary  
Municipal Planning Commission