

Sylvania City Council
January 5, 2026

6:00 p.m. Public Hearing
SUP-4-2025, William Gross, 5910 Balfour Rd.

6:15 p.m. Organizational Meeting of City Council

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 Ms. Stough.
3. Additions to the agenda.
4. Approval of the Council meeting minutes from December 15, 2025.
5. Proclamation presentation to Bill Sanford for his retirement.
6. Report from Public Hearing held this date on SUP-4-2025, 5910 Balfour Road.
7. Proposed Resolution No. 1-2026, 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.
8. Proposed Ordinance No. 1-2026, Amending Part One – Administrative Code of the Codified Ordinances of Sylvania, 1979, as amended, by amending Chapter 121 – Mayor.
9. Proposed Ordinance No. 2-2026, 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.
10. Proposed Ordinance No. 3-2026, 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.
11. Proposed Ordinance No. 4-2026, Amending Part One – Administrative Code of the Codified Ordinances of Sylvania, 1979, as amended, by amending Chapter 129 – Department of Finance.
12. Proposed Ordinance No. 5-2026, Revising the Administrative, Departmental and Divisional Organization of the City and the Codified Ordinances thereof by amending Sylvania Codified Ordinance Chapter 131n – Department of Law.
13. Proposed Ordinance No. 6-2026, Amending the Codified Ordinances of Sylvania, 1979, as amended by amending Section 139.03(e)(3) to reflect new titles and salaries.

14. Water Storage Tank Maintenance (2025) – Change Order No. 1 (Final).
 - a. Service Director’s letter recommending approval of change order.
 - b. Proposed Ordinance No. 7-2026, 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 relative to this project.
15. Finance & Utility Billing Software Upgrade – VIP (Software Solutions Inc.).
 - a. Service Director’s letter recommending approval of software upgrade.
 - b. Proposed Ordinance No. 8-2026, Authorizing the Mayor and Director of Finance to enter into a Framework Services, Support and License agreement with Software Solutions relative to this project.
16. Centennial Rd. & Little Rd. Intersection Improvements.
 - a. Service Director’s letter recommending approval of the proposal.
 - b. Proposed Ordinance No. 9-2026, Accepting the proposal of Tetra Tech to provide professional engineering services relative to this project.
17. Pedestrian Hybrid Beacon Replacement Project.
 - a. Service Director’s letter recommending construction contract award.
 - b. Proposed Ordinance No. 10-2026, Accepting the bid of FET Construction Services, LLC and awarding the contract for this project to same.
18. Accessory Structure removal Agreement – Lot Split 3-2025 (8102/8220 Little Road).
 - a. Service Director’s letter recommending approval of agreement.
 - b. Proposed Ordinance No. 11-2026, Authorizing the Mayor and Director of Finance to enter into an Accessory Structure Removal Agreement with Ryan B. Opial relative to this project.
19. Enterprise Content Management Software Upgrade – OnBase (Hyland Software, Inc.)
 - a. Service Director’s letter recommending approval of the agreement amendment.
 - b. Proposed Ordinance No. 12-2026, Authorizing the Mayor and Director of Finance to enter into an Amendment to Underlying License Agreement with Hyland Software, Inc. relative to this project.
20. Vehicle & Equipment Maintenance & Fleet Management Software Platform – Fleetio.
 - a. Service Director’s letter recommending approval of the purchase.
 - b. Proposed Ordinance No. 13-2026, Accepting the proposal of Rarestep, Inc., d/b/a Fleetio relative to this project.
21. Committee reports.
22. Committee referrals.