

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.

Additions to the agenda.

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

Agenda approval.

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.

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

Approval of Dec. 15, 2025 Council meeting minutes.

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.

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

Proclamation presentation to Bill Sanford.

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.

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

Report from Public Hearing held this date.

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.

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

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

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

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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...”

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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...”

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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...”

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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..."

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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..."

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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