

Sylvania City Council

February 2, 2026

6:00 p.m. Finance Committee Meeting

Community Reinvestment Area (CRA) Boundaries

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 Mr. Hansen.
3. Additions to the agenda.
4. Approval of the Council meeting minutes from January 20, 2026.
5. Report from Finance Committee meeting held this date.
6. Proposed Ordinance No. 25-2026, An Ordinance to approve, adopt and enact current replacement pages to the Codified Ordinances; to repeal ordinances in conflict therewith; to publish the enactment of new matter.
7. Convent Blvd. & Little Rd. Resurfacing Project (2026).
 - a. Service Director's letter recommending contract bid award.
 - b. Proposed Ordinance No. 26-2026, Accepting the proposal of Helms & Sons Excavating and awarding the contract for this project to same.
8. Pedestrian Hybrid Beacon Project – Construction Management Services.
 - a. Service Director's letter recommending approval of the proposal.
 - b. Proposed Ordinance No. 27-2026, Accepting the proposal of American Structurepoint, Inc. to provide construction management services relative to this project.
9. 2027 Road Resurfacing Project – Monroe Street (Main St. to Harroun Rd.).
 - a. Service Director's letter recommending approval of the proposal.
 - b. Proposed Ordinance No. 28-2026, Accepting the proposal of Feller Finch & Associates, Inc. to provide professional surveying and engineering services relative to this project.
10. Utility Tracer & Leak Detection – Water Department Equipment Purchase.
 - a. Service Director's letter recommending purchase of equipment.
 - b. Proposed Ordinance No. 29-2026, Authorizing the Mayor and Director of Finance to accept the proposal of Utility Technologies, LLC for the purchase of equipment.
11. Proposed Ordinance No. 30-2026, Amending Part Three – Traffic Code of the Codified Ordinances of Sylvania, 1979, as amended, by amending Chapter 303 – Enforcement, Impounding and Penalty.
12. Proposed Ordinance No. 31-2026, Appropriating \$407,803.92 for the payment of the City's portion of Note Payments for the Lucas County Water Resource Recovery Facility.

13. Service Director's letter requesting authorization to begin Letters of Interest solicitation for Design Engineering Services regarding the Monroe Street Waterline Improvements Project (Silvertown Drive to Whiteford Road).
14. Proposed Ordinance No. 32-2026, Approving the Banner Application of Sylvania Schools; authorizing the Zoning Administrator to indicate such approval on behalf of the City of Sylvania.
15. Proposed Ordinance No. 33-2026, Revising the Administrative, Departmental and Divisional Organization of the City and the Codified Ordinances thereof by adding Sylvania Codified Ordinance Chapter 110 – Change Order Procedure.
16. Proposed Ordinance No. 34-2026, Authorizing the Mayor and Director of Finance to enter into a Customer Supply Agreement with Archer Energy for the provision of natural gas to residential and small commercial customers within the City of Sylvania beginning in June, 2026.
17. Proposed Ordinance No. 35-2026, Authorizing the Mayor and Director of Finance to enter into a Customer Supply Agreement for the provision of electric energy to residential and small commercial customers within the City of Sylvania.
18. Proposed Ordinance No. 36-2026, Accepting the proposal of WorkSpring to provide professional Human resources support and consultant services to the City of Sylvania for the calendar year 2026.
19. Service Department's request to set a Parks & Forestry Committee meeting to continue discussions on the City's Green Yard Waste Program for Tuesday, February 17, 2026 at 6:00pm should Council approve.
20. Executive Session – Personnel Discussions.
21. Committee reports.
22. Committee referrals.

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Minutes of the Meeting of Council
January 20, 2026

The Council of the City of Sylvania, Ohio met in regular session on January 20, 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 (excused), Lyndsey Stough, Mary Westphal; (6) present; (1) absent.

Roll call:
6 present,
1 absent.

Pledge of Allegiance to the United States of America led by Mrs. Westphal.

Pledge of Allegiance.

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

Additions to the agenda.

Item #6a. Proposed Ordinance No. 23-2026, Amend Chapter 121.

Item #6b. Proposed Ordinance No. 24-2026, Amend Chapter 129.

Item #18a. Schedule Finance Committee Meeting.

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

Agenda approval.

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

Mrs. Westphal presented the January 5, 2026 Organizational Meeting of Council 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 Organizational Meeting of Council of January 5, 2026 be approved as written; roll call vote being: Stough, Westphal, Hansen, McCann, Murphy, Haynam; (6) yeas; (0) nays. The motion carried.

Approval of
Jan. 5, 2026
Org. Meeting of
Council Minutes.

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

Mrs. Westphal presented the January 5, 2026 regular meeting minutes. Mrs. Westphal moved, Ms. Stough 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 January 5, 2026 be approved as written; roll call vote being: Westphal, Hansen, McCann, Murphy, Stough, Haynam; (6) yeas; (0) nays. The motion carried.

Approval of
Jan. 5, 2026
Regular Council
Meeting Minutes.

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

Mr. McCann gave a brief update on Sylvania Prevention Alliance (SPA). This year is SPA's 40th Anniversary and they are holding a Gala on April 18th. He mentioned several sponsorship opportunities for the Gala that are available to support SPA. They continue with their mission of "Strong Kids Equal a Strong Community". Several members and supporters of SPA were in attendance.

SPA update by
Mr. McCann.

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

Mrs. Westphal gave a brief report on the Committee of the Whole (COW) meeting held this date to discuss the Authority to Enter into Contracts. The proposed legislation would amend Chapters 121 & 129 to give the Mayor and Director of Finance the authority to enter into contracts. After further discussion, Council agreed to move the proposed legislation to council for approval. Also discussed was Change Order legislation, but council was not ready to act on it.

Report from the COW meeting held this date.

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

Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 23-2026, 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. Hansen moved, Mr. Haynam seconded for passage Ordinance No. 23-2026 as an emergency measure; roll call vote being: Hansen, Westphal, McCann, Murphy, Haynam, Stough; (6) yeas; (0) nays. The motion carried.

Ordinance No. 23-2026, "... Amending Chapter 121 - Mayor..."

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

Mr. Murphy presented and read aloud by title only, proposed Ordinance No. 24-2026, 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. Murphy moved, Ms. Stough seconded for passage Ordinance No. 24-2026 as an emergency measure; roll call vote being: Hansen, Westphal, Stough, McCann, Murphy, Haynam; (6) yeas; (0) nays. The motion carried.

Ordinance No. 24-2026, "... Amending Chapter 129 – Dept. of Finance..."

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

Service Director's letter requesting authorization to modify posted speed limit was placed on file. Ms. Stough presented and read aloud by title only, proposed Ordinance No. 15-2026, a written copy of same having been previously furnished to each member of Council "Amending Chapter 333 of the Sylvania Codified Ordinances by amending Section 333.03 – Maximum Speed Limits; Assured Clear Distance Ahead, to lower the

Ordinance No. 15-2026, "... Amending Chapter 333... Maximum

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maximum speed limit on Centennial Road; and declaring an emergency”; Ms. Stough moved, Mrs. Westphal seconded for passage Ordinance No. 15-2026 as an emergency measure; roll call vote being: McCann, Hansen, Westphal, Murphy, Haynam, Stough; (6) yeas; (0) nays. The motion carried.

Speed...
Centennial
Road...”

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

Service Director’s letter recommending approval of proposal was placed on file. Mr. Hansen presented and read aloud by title only, proposed, amended Ordinance No. 16-2026, a written copy of same having been previously furnished to each member of Council “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”; Mr. Hansen moved, Mr. Murphy seconded for passage of amended Ordinance No. 16-2026 as an emergency measure; roll call vote being: McCann, Hansen, Westphal, Stough, Murphy, Haynam; (6) yeas; (0) nays. The motion carried.

Ordinance No.
16-2026, “...
OHM Advisors
...Heath Ditch
...”

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

Service Director’s letter requesting approval of purchase was placed on file. Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 17-2026, a written copy of same having been previously furnished to each member of Council “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; Mr. Haynam moved, Mr. Hansen seconded for passage of Ordinance No. 17-2026 as an emergency measure; roll call vote being: Hansen, Haynam, Murphy, Stough, Westphal, McCann; (6) yeas; (0) nays. The motion carried.

Ordinance No.
17-2026, “...
Discovery
Management
Group...2 Skadi
Gold RTK...
Systems...”

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

Service Director’s letter requesting agreement approval was placed on file. Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 18-2026, a written copy of same having been previously furnished to each member of Council “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

Ordinance No.
18-2026, “...
Cyvl, Inc...
Infrastructure
Management

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System; appropriating funds therefore in the amount of \$18,200; and declaring an emergency; Mr. Haynam moved, Mr. Hansen seconded for passage of Ordinance No. 18-2026 as an emergency measure; roll call vote being: Stough, Hansen, Haynam, Murphy, Westphal, McCann; (6) yeas; (0) nays. The motion carried.

Software
System..."

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

Mr. Murphy moved, Ms. Stough seconded to authorize the administration to begin Letters of Interest solicitation for Design Engineering Services on the Alexis Road and Stewart Road Waterline Improvements Project; roll call vote being: Hansen, Haynam, Murphy, Stough, Westphal, McCann; (6) yeas; (0) nays. The motion carried.

LOI Alexis &
Stewart
Waterline Imp.
Project.

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 19-2026, 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 Economic Development Consulting 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; Mrs. Westphal moved, Mr. McCann seconded for passage of Ordinance No. 19-2026 as an emergency measure; roll call vote being: McCann, Stough, Hansen, Haynam, Murphy, Westphal; (6) yeas; (0) nays. The motion carried.

Ordinance No.
19-2026, "...
Middlesex
Consulting..."

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

Mr. McCann presented and read aloud by title only, proposed Ordinance No. 20-2026, 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 establish a salary for the Municipal Planning Commission/Board of Architectural Review Secretary; and declaring an emergency; Mr. McCann moved, Mrs. Westphal seconded for passage of Ordinance No. 20-2026 as an emergency measure; roll call vote being: Hansen, Haynam, Murphy, Stough, Westphal, McCann; (6) yeas; (0) nays. The motion carried.

Ordinance No.
20-2026, "...
Salary...PC/BAR
BZA Secretary
..."

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

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Mr. McCann presented and read aloud by title only, proposed Ordinance No. 21-2026, 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); and declaring an emergency; Mr. McCann moved, Mr. Murphy seconded for passage of Ordinance No. 21-2026 as an emergency measure; roll call vote being: Murphy, Stough, McCann, Westphal, Haynam, Hansen; (6) yeas; (0) nays. The motion carried.

Ordinance No.
21-2026, "...
Amending
Section
139.03(e)(3) ..."

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 22-2026, a written copy of same having been previously furnished to each member of Council "An Ordinance to authorize and ratify the execution of Then and Now Certificates; and declaring an emergency; Mrs. Westphal moved, Ms. Stough seconded for passage of Ordinance No. 22-2026 as an emergency measure; roll call vote being: Murphy, Stough, McCann, Westphal, Haynam, Hansen; (6) yeas; (0) nays. The motion carried

Ordinance No.
22-2026, "...
Then & Now
Certificates..."

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

Mr. McCann presented and read aloud by title only, proposed Resolution No. 2-2026, a written copy of same having been previously furnished to each member of Council "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; Mr. McCann moved, Mr. Hansen seconded for passage of Resolution No. 2-2026 as an emergency measure; roll call vote being: Hansen, Murphy, Stough, McCann, Westphal, Haynam; (6) yeas; (0) nays. The motion carried

Resolution No.
2-2026, "...Re-
Appointing
Shawn
Murphy...
SAJRD..."

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

Mrs. Westphal moved, Mr. Hansen seconded, to set a Finance Committee meeting for Monday, February 2, 2026 at 6:00 p.m. in City Council Chambers located at 6635 Maplewood Avenue, Sylvania, Ohio, to discuss expanding current Community Reinvestment Area (CRA) Boundaries; roll call vote being: Murphy, Stough, Westphal,

Set Finance
Committee
Meeting for
2/2/26 at 6pm.

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McCann, Hansen, Haynam; (6) yeas; (0) nays. The motion carried

Mayor Frye stated that all items have been addressed.

Mrs. Westphal moved, Mr. McCann seconded to adjourn at 7:33 p.m. Roll call vote
being: Westphal, Hansen, McCann, Murphy, Stough, Haynam; (6) yeas; (0) nays.

Adjournment.

Clerk of Council

Mayor

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ORDINANCE NO. 25-2026

AN ORDINANCE TO APPROVE, ADOPT AND ENACT CURRENT REPLACEMENT PAGES TO THE CODIFIED ORDINANCES; TO REPEAL ORDINANCES IN CONFLICT THEREWITH; TO PUBLISH THE ENACTMENT OF NEW MATTER; AND DECLARING AN EMERGENCY.

WHEREAS, certain provisions within the Codified Ordinances should be amended to conform with current State law as required by the Ohio Constitution; and

WHEREAS, various ordinances of a general and permanent nature have been passed by Council which should be included in the Codified Ordinances; and

WHEREAS, Council has heretofore entered into a contract with the Walter H. Drane Company to prepare and publish such revision; and

WHEREAS, the codification of such ordinances, together with the new matter to be adopted, the matters to be amended and those to be repealed are before the Council;

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

SECTION 1. That the ordinances of the City of Sylvania, Ohio, of a general and permanent nature, as revised, recodified, rearranged and consolidated into component codes, titles, chapters and sections with the 2026 Replacement Pages to the Codified Ordinances are hereby approved and adopted.

SECTION 2. That the following sections and chapters are hereby added, amended or repealed as respectively indicated in order to comply with current State law:

Traffic Code

- 301.02 Agricultural tractor and traction engine. (Added)
- 301.03 Alley. (Added)
- 301.04 Arterial street or highway. (Added)
- 301.05 Autocycle. (Added)
- 301.06 Beacon. (Added)
- 301.07 Bicycle. (Added)
- 301.08 Bicycle box. (Added)
- 301.09 Bicycle lane. (Added)
- 301.10 Bicycle signal face. (Added)
- 301.11 Bicycle signal sign. (Added)
- 301.12 Bikeway. (Added)
- 301.13 Bus. (Added)
- 301.14 Business district. (Added)
- 301.15 Busway. (Added)
- 301.16 Cab-enclosed motorcycle. (Added)
- 301.17 Chauffeured limousine. (Added)
- 301.18 Child care center. (Added)
- 301.19 Commercial tractor. (Added)

Traffic Code (Cont.)

- 301.20 Controlled-access highway. (Added)
- 301.21 Crosswalk. (Added)
- 301.22 Driver or operator. (Added)
- 301.23 Driveway. (Added)
- 301.24 Electric bicycle. (Added)
- 301.25 Electronic. (Added)
- 301.26 Emergency vehicle. (Added)
- 301.27 Explosives. (Added)
- 301.28 Expressway. (Added)
- 301.29 Farm machinery. (Added)
- 301.30 Flammable liquid. (Added)
- 301.31 Freeway. (Added)
- 301.32 Funeral escort vehicle. (Added)
- 301.33 Gross weight. (Added)
- 301.34 Highway maintenance vehicle. (Added)
- 301.35 Highway traffic signal. (Added)
- 301.36 Hybrid beacon. (Added)
- 301.37 In-road warning light. (Added)
- 301.38 Intersection. (Added)
- 301.39 Lane-use control signal. (Added)
- 301.40 Laned highway. (Added)
- 301.41 Limited driving privileges. (Added)
- 301.42 Local authorities. (Added)
- 301.43 Low-speed micromobility device. (Added)
- 301.44 Median. (Added)
- 301.45 Motor-driven cycle or motor scooter. (Added)
- 301.46 Motor vehicle. (Added)
- 301.47 Motorcycle. (Added)
- 301.48 Motorized bicycle or moped. (Added)
- 301.49 Motorized wheelchair. (Added)
- 301.50 Multi-wheel agricultural tractor. (Added)
- 301.51 Natural resources officer. (Added)
- 301.52 Operate. (Added)
- 301.53 Parked or parking. (Added)
- 301.54 Pedestrian. (Added)
- 301.55 Person. (Added)
- 301.56 Pole trailer. (Added)
- 301.57 Police officer. (Added)
- 301.58 Predicate motor vehicle or traffic offense. (Added)
- 301.59 Private road. (Added)
- 301.60 Public safety vehicle. (Added)
- 301.61 Railroad. (Added)
- 301.62 Railroad sign or signal. (Added)
- 301.63 Residence district. (Added)
- 301.64 Ridesharing arrangement. (Added)
- 301.65 Right-of-way. (Added)
- 301.66 Road service vehicle. (Added)
- 301.67 Roadway. (Added)
- 301.68 Roundabout. (Added)
- 301.69 Rural mail delivery vehicle. (Added)
- 301.70 Safety zone. (Added)

Traffic Code (Cont.)

- 301.71 School bus. (Added)
- 301.72 Semitrailer. (Added)
- 301.73 Shared-use path. (Added)
- 301.74 Shoulder. (Added)
- 301.75 Sidewalk. (Added)
- 301.76 Site roadway open to public travel. (Added)
- 301.77 Standing. (Added)
- 301.78 State. (Added)
- 301.79 State highway. (Added)
- 301.80 State route. (Added)
- 301.81 Stop. (Added)
- 301.82 Stop intersection. (Added)
- 301.83 Stopping. (Added)
- 301.84 Street or highway. (Added)
- 301.85 Through highway. (Added)
- 301.86 Thruway. (Added)
- 301.87 Traffic. (Added)
- 301.88 Traffic control device. (Added)
- 301.89 Traffic control signal. (Added)
- 301.90 Trailer. (Added)
- 301.91 Train. (Added)
- 301.92 Truck. (Added)
- 301.93 Two-stage bicycle turn box. (Added)
- 301.94 Type A family child care home. (Added)
- 301.95 Urban district. (Added)
- 301.96 Vehicle. (Added)
- 301.97 Waste collection vehicle. (Added)
- 301.98 Wildlife officer. (Added)
- 313.02 Through Highways; Stop and Yield Right-of-Way Signs. (Amended)
- 313.03 Traffic Signal Indications. (Amended)
- 313.04 Lane-Use Control Signal Indications. (Amended)
- 313.09 Driver's Duties Upon Approaching Ambiguous or Non-Working Traffic Signal. (Amended)
- 313.10 Unlawful Purchase, Possession or Sale. (Amended)
- 313.11 Portable Signal Preemption Devices Prohibited. (Amended)
- 313.12 Bicycle Symbol Signal Indications. (Added)
- 331.33 Obstructing Intersection, Crosswalk or Grade Crossing. (Amended)
- 331.35 Occupying Travel Trailer, Fifth Wheel Vehicle, or Manufactured or Mobile Home While in Motion. (Amended)
- 331.381 Stopping for School Bus; Discharging Children. (Amended)
- 331.39 Driving Across Grade Crossing. (Amended)
- 331.40 Stopping at Grade Crossing. (Amended)
- 331.401 Slow-Moving Vehicles or Equipment Crossing Railroad Tracks. (Added)
- 333.01 Driving or Physical Control While Under the Influence. (Amended)
- 333.03 Maximum Speed Limits; Assured Clear Distance Ahead. (Amended)
- 333.07 Street Racing, Stunt Driving and Street Takeovers Prohibited. (Amended)
- 333.11 Electronic Wireless Communication Device Use Prohibited While Driving. (Amended)

Traffic Code (Cont.)

- 335.04 Certain Acts Prohibited. (Amended)
- 335.072 Driving Under Financial Responsibility Law Suspension or Cancellation; Driving Under a Nonpayment of Judgment Suspension. (Amended)
- 335.074 Driving Under License Forfeiture or Child Support Suspension. (Amended)
- 335.09 Display of License Plates or Validation Stickers; Registration. (Amended)
- 337.24 Motor Vehicle Stop Lights. (Amended)
- 337.26 Child Restraint System Usage. (Amended)
- 341.01 Commercial Drivers Definitions. (Amended)
- 371.01 Right of Way in Crosswalk. (Amended)
- 371.03 Crossing Roadway Outside Crosswalk; Diagonal Crossings at Intersections. (Amended)
- 371.12 Persons Operating Motorized Wheelchairs. (Deleted)
- 371.13 Electric Personal Assistive Mobility Devices. (Amended)

General Offenses Code

- 513.01 Drug Abuse Control Definitions. (Amended)
- 513.03 Drug Abuse; Controlled Substance Possession or Use. (Amended)
- 513.04 Possessing Drug Abuse Instruments. (Amended)
- 513.05 Permitting Drug Abuse. (Amended)
- 513.07 Possessing or Using Harmful Intoxicants. (Amended)
- 513.08 Illegally Dispensing Drug Samples. (Amended)
- 513.12 Drug Paraphernalia. (Amended)
- 513.17 Pseudoephedrine Sales. (Added)
- 525.05 Failure to Report a Crime, Injury or Knowledge of Death. (Amended)
- 533.01 Obscenity and Sex Offenses Definitions. (Amended)
- 533.04 Sexual Imposition. (Amended)
- 533.17 Grooming. (Added)
- 537.02 Vehicular Homicide and Manslaughter. (Amended)
- 537.14 Domestic Violence. (Amended)
- 537.22 Illegal Use of a Tracking Device or Application. (Added)
- 545.01 Theft and Fraud Definitions. (Amended)
- 545.05 Misdemeanor Theft. (Amended)
- 549.17 Concealed Handgun Licenses; Possession of Revoked or Suspended License; Additional Restrictions; Posting Signs Prohibiting Possession. (Amended)

SECTION 3. 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 4. 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, Sections 11(e) and 12, of the Charter of this City.

SECTION 5. 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 there exists an imperative necessity for the earliest publication and distribution of current Replacement Pages to the officials and residents of the City, so as to facilitate administration, daily operation and avoid practical and legal entanglements. 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 dispensing with the second and third readings: Yeas _____ Nays _____

Passed, _____, 2026, as an emergency measure.

President of Council

ATTEST:

Clerk of Council

APPROVED:

Mayor

Date

APPROVED AS TO FORM:

Director of Law

Traffic Summary

Ch. 301 Definitions. (Amended) (Amends Ch. 301 definitions to align with changes to ORC 4511.01.)

313.02 Through Highways; Stop and Yield Right-of-Way Signs. (Amended) (Amends term of “highway traffic signal”.)

313.03(g) Traffic Signal Indications. (Amended) (Amends term of “highway traffic signal”.)

313.04 Lane-Use Control Signal Indications. (Amended) (Amends lane-use indications to align with ORC 4511.131 changes.)

313.09 Driver’s Duties Upon Approaching Ambiguous or Non-Working Traffic Signal. (Amended) (Amends term of “highway traffic signal”.)

313.10 Unlawful Purchase, Possession or Sale. (Amended) (Amends term of “highway traffic signal”.)

313.11 Portable Signal Preemption Devices Prohibited. (Amended) (Amends the section to align with changes to ORC 4511.031.)

313.12 Bicycle Symbol Signal Indications. (Added) (Adds regulations for bicycle symbol signal indications.)

331.33 Obstructing Intersection, Crosswalk or Grade Crossing. (Amended) (Amends terms for “trains” and “highway traffic signal”.)

331.35 Occupying Travel Trailer, Fifth Wheel Vehicle, or Manufactured or Mobile Home While in Motion. (Amended) (Amends formatting to align with formatting changes to ORC 4511.701, changing significance of new subsection (d).)

331.381 School Bus Operator to Report Violation. (Added) (Adds regulations for school bus operators to report motorists violating Section 331.38(a), and investigations of same.)

331.39 Driving Across Grade Crossing. (Amended) (Amends restrictions and provides an option in lieu of fine or jail term for violation.)

331.39 Driving Across Grade Crossing. (Amended) (Amends term for “highway traffic signal”.)

331.40 Stopping at Grade Crossing. (Amended) (Adds “on-track equipment” to the restrictions.)

331.401 Slow-Moving Vehicles or Equipment Crossing Railroad Tracks. (Added) (Adds restrictions for slow-moving vehicles or equipment.)

331.401 Slow-Moving Vehicles or Equipment Crossing Railroad Tracks. (Amended) (Amends term for “train”.)

Traffic Summary (Cont.)

333.01 Driving or Physical Control While Under the Influence. (Amended) (Adds “oral fluid” to what may be submitted for testing and evidence.)

333.03 Maximum Speed Limits; Assured Clear Distance Ahead. (Amended) (Amends regulations creating preschool education program school zones.)

333.07 Street Racing, Stunt Driving and Street Takeovers Prohibited. (Amended) (Adds “stunt driving” and “street takeover” prohibitions.)

333.11 Electronic Wireless Communication Device Use Prohibited While Driving. (Amended) (Amends term for “highway traffic signal”.)

335.04 Certain Acts Prohibited. (Amended) (Amends requirements in subsection (a)(5).)

335.072 Driving Under Financial Responsibility Law Suspension or Cancellation; Driving Under a Nonpayment of Judgment Suspension. (Amended) (Amends restrictions in subsection (a). Amends violation provision in subsection (d).)

335.074 Driving Under License Forfeiture or Child Support Suspension. (Amended) (Deletes an ORC reference in subsection (a)(1).)

335.09 Display of License Plates or Validation Stickers; Registration. (Amended) (Adds two references to “Subject to Ohio R.C. 4503.211”.)

337.24 Motor Vehicle Stop Lights. (Amended) (Amends (a)(4) historical motor vehicle exceptions.)

337.26 Child Restraint System Usage. (Amended) (Adds “clinical nurse specialist or certified nurse practitioner” to exceptions in subsection (h).)

341.01 Definitions. (Amended) (Amends definition in subsection (b) to reflect changes in ORC 4506.01.)

371.01 Right of Way in Crosswalk. (Amended) (Amends term for “highway traffic signals” and formatting of subsection (f).)

371.03 Crossing Roadway Outside Crosswalk; Diagonal Crossings at Intersections. (Amended) (Amends term for “highway traffic signal”.)

371.11 Persons Operating Motorized Wheelchairs. (Repealed) (Section repealed after former ORC 4511.491 from which this section was derived was repealed by Am. Sub. HB 54.)

371.12 Electric Personal Assistive Mobility Devices. (Amended) (Adds ORC reference to subsection (a)(1).)

General Offenses Summary

513.01 Definitions. (Amended) (Amends definitions in (uu)(5) and (7).) (Adds new subsection (uu)(38) to the list of “professionally licensed persons”.)

513.02 Gift of Marihuana. (Amended) (Former Ohio R.C. from which Section 513.02 was derived was superseded by the changes made to Ohio R.C. 3780.36 enacted by Initiative Petition. See Section 513.16 for relevant provisions.)

513.03 Drug Abuse; Controlled Substance Possession or Use. (Amended) (Adds additional ORC citation to subsection (b)(1)A.)

513.04 Possessing Drug Abuse Instruments. (Amended) (Adds 2 additional ORC citations to subsection (b)(1). Amends violation provisions in subsection (d).)

513.05 Permitting Drug Abuse. (Amended) (Amends the sanctions for violation in subsections (d) and (e).)

513.07 Possessing or Using Harmful Intoxicants. (Amended) (Amends the sanctions for violation in subsection (c).)

513.08 Illegally Dispensing Drug Samples. (Amended) (Adds 3 additional ORC citations to subsection (b). Amends the sanctions for violation in subsection (d).)

513.12 Drug Paraphernalia. (Amended) (Adds 2 additional ORC citations to subsection (d)(1). Amends the sanctions for violation in subsection (g).)

513.17 Pseudoephedrine Sales. (Added) (Adds regulations for the sale of pseudoephedrine products or ephedrine products.)

525.05 Failure to Report a Crime, Injury or Knowledge of Death. (Amended) (Adds provisions for “licensed medical professionals” in new subsection (f). Re-letters the following subsections.)

533.01 Obscenity and Sex Offenses Definitions. (Amended) (Adds definition for “licensed medical professional”.)

533.04 Sexual Imposition. (Amended) (Removes reference to “spouse of the offender”.) (Amends prohibitions in subsection (a) to align with ORC changes.)

533.17 Grooming. (Added) (Adds regulations prohibiting “grooming” of a minor.)

537.02 Vehicular Homicide and Manslaughter. (Amended) (Adds “utility vehicle” and “mini-truck” to the restrictions.) (Amends subsections (a)(1) to (3) to align with ORC. Adds 2 definitions to subsection (e).)

537.14 Domestic Violence. (Amended) (Amends subsection (d)(4) to align with ORC.)

537.22 Illegal Use of a Tracking Device or Application. (Added) (Adds regulations prohibiting illegal use of a tracking device or application.)

General Offenses Summary (Cont.)

545.01 Theft and Fraud Definitions. (Amended) (Adds an additional ORC citation to subsection (k)(1).)

545.05 Misdemeanor Theft. (Amended) (Amends penalty provisions for theft violations in subsections (b) and (c).)

549.17 Concealed Handgun Licenses; Possession of Revoked or Suspended License; Additional Restrictions; Posting Signs Prohibiting Possession. (Amended) (Adds fire investigator to exceptions in new subsection (b)(5)D.) (Adds immunity for nonprofit corporations in new subsection (b)(2)B.4.)



7a.

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

February 2, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Bid Award – Convent Boulevard & Little Road Resurfacing Project (2026)**

Dear Mr. Mayor and Council Members:

The Service Department requested City Council authorization to advertise for bids for the Convent Boulevard & Little Road Resurfacing Project (2026) at the December 1, 2025 meeting. As a reminder, this project includes resurfacing Convent Boulevard from Whispering Oak Drive to the railroad tracks and Little Road between Palisades Drive and Erie Street. The resurfacing work will consist of a two-course milling and replacement including all necessary pavement repairs below the milled surface. The published engineer's estimate was \$737,240.

The City received six (6) bids on January 20, 2026. The apparent low bidder was Helms and Sons Construction from Findlay, Ohio with a bid of \$530,158.25 (28.1% under estimate). The 2nd lowest bid received was from Gerken Paving, Inc. from Napoleon, Ohio with a bid of \$565,062.60 (23.4% under estimate).

Helms and Sons has performed many construction projects for the City including 2025 work on the Downtown Transportation Improvements Project (Phase 1) and the Harroun Road/Ravine Drive/Flower Hospital Traffic Signal Project.

The Ohio Public Works Commission (OPWC) will be funding 27.1% of the construction cost (\$143,673) as a part of a joint application with the Lucas County Engineer. The remaining \$386,485.25 (72.9%) will be locally funded from the 401-7610-53604 account. We recommend the construction contract be awarded to Helms and Sons in the amount of \$530,158.25. 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

7b.

ORDINANCE NO. 26-2026

**APPROPRIATING \$407,803.92 FOR THE PAYMENT OF THE CITY'S
PORTION OF NOTE PAYMENTS FOR THE LUCAS COUNTY WATER
RESOURCE RECOVERY FACILITY; AND DECLARING AN
EMERGENCY.**

WHEREAS, on December 3, 2025, the Director of Public Service was notified by the Lucas County Sanitary Engineer that an accounting error had been made resulting in invoices not being sent to the suburban communities for improvements and upstream piping at the Lucas County Water Resource Recovery Facility ("LCWRRF"); and,

WHEREAS, the total amount of note payments is \$407,803.92 and is the result of the following projects:

1. 2020-2024 Trunk Sewer from LCWRRF to MH2	\$ 87,600.00
2. 2022 Trunk Sewer from MH 2 to MH 4	\$ 60,000.00
3. 2923 Trunk Sewer from MH 4 to MH 6	\$ 19,288.17
4. 2023 and 2024 LCWRRF Site Improvements	\$ 120,000.00
5. 2023 and 2024 LCWRRF East Grit Chamber Repairs	\$ 32,400.00
6. 2020-2023 Cairl Ditch Siphon Rehabilitation	\$ 74,842.59
7. 2023 Wolf Creek Siphon Rehabilitation	\$ 13,673.16

WHEREAS, the Director of Public Service, by report dated February 2, 2026, has recommended that to offset the cost of the City's portion of the improvements in this year's budget, that the Jet Truck and Plow Truck that were previously approved in the budget be deferred to later years.

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 hereby authorizes the invoices totaling Four Hundred Seven Thousand Eight Hundred Three and 92/100 Dollars (\$407,803.92) to be paid to the Lucas County Sanitary Engineer for the City's portion of the improvements made to the Lucas County Water Resource Recovery Facility from 2020-2024.

SECTION 2. That to provide funds for said improvements hereby authorized, there is hereby appropriated from the **SEWER FUND** from funds therein not heretofore appropriated to **Account No. 702-7540-53405 – Plant Debt Service**, the total amount of Four Hundred Seven Thousand Eight Hundred Three and 92/100 Dollars (\$407,803.92).

SECTION 3. 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 4. 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 5. 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 donation should be made so that the City's portion of the cost of the improvements to the Lucas County Water Resource Recovery Facility can be paid 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.

ATTEST:

President of Council
APPROVED AS TO FORM:

Clerk of Council
APPROVED:

Director of Law

Mayor

Date



DEPARTMENT OF PUBLIC SERVICE

600 N. STATE ST., SUITE 100, Sylvania, OH 43560

2026 Resurfacing - Little Rd & Convent Blvd - City of Sylvania
Bid Tabulation

Item #	Bid Item Description	Harms & Sons Excavating			Gardien Paving, Inc.			Bowers Asphalt & Paving, Inc.			Henry W. Bergman, Inc.			Crestline Paving & Excavating Co., Inc.			Shelly Company - Northwest			
		Estimated Quantity	Unit Price	Bid Amount	Unit Price	Bid Amount	Unit Price	Bid Amount	Unit Price	Bid Amount	Unit Price	Bid Amount	Unit Price	Bid Amount	Unit Price	Bid Amount	Unit Price	Bid Amount		
2001	Excavating and Grubbing	1.00	LS	\$ 2,000.00	\$ 5,335.00	\$ 1,000,000	\$ 1,000,000	\$ 1,000.00	\$ 1,000,000	\$ 1,700.00	\$ 1,700,000	\$ 5,335.00	\$ 5,335,000	\$ 5,335.00	\$ 5,335,000	\$ 5,335.00	\$ 5,335,000	\$ 5,335,000	\$ 5,335,000	
2002	Monument Assembly Removed	4.00	EA	\$ 250.00	\$ 1,000.00	\$ 450.00	\$ 1,800.00	\$ 100.00	\$ 400.00	\$ 1,600.00	\$ 475.00	\$ 1,600,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	
2022	Asphalt Removed	952.00	SF	\$ 3.95	\$ 3,695.50	\$ 5.50	\$ 245.50	\$ 5.50	\$ 5.241.50	\$ 5.00	\$ 2,659.00	\$ 3.40	\$ 3,240.20	\$ 3.40	\$ 3,240.20	\$ 3.40	\$ 3,240.20	\$ 3.40	\$ 3,240.20	
2515	Paintwork Repair (for "801 Asphalt Concrete Bases")	1172.00	ST	\$ 40.00	\$ 46,892.00	\$ 52.00	\$ 62,040.00	\$ 45.00	\$ 52,650.00	\$ 31.30	\$ 36,621.00	\$ 70.00	\$ 81,960.00	\$ 55.00	\$ 81,960.00	\$ 55.00	\$ 81,960.00	\$ 55.00	\$ 81,960.00	
254	Pavement Patch, Asphalt Concrete	2340.10	ST	\$ 2.75	\$ 64,352.75	\$ 2.10	\$ 49,142.10	\$ 2.50	\$ 58,512.50	\$ 3.30	\$ 77,223.30	\$ 3.45	\$ 80,734.5	\$ 3.25	\$ 80,734.5	\$ 3.25	\$ 80,734.5	\$ 3.25	\$ 80,734.5	
407	Non-Tracting Tack Coat for Intermediate Course	1089.00	GAL	\$ 3.00	\$ 5,967.00	\$ 2.50	\$ 4,272.50	\$ 3.00	\$ 5,967.00	\$ 4.00	\$ 7,556.00	\$ 3.25	\$ 6,664.25	\$ 2.00	\$ 3,978.00	\$ 2.00	\$ 3,978.00	\$ 2.00	\$ 3,978.00	
407	Non-Tracting Tack Coat	1187.00	GAL	\$ 3.00	\$ 3,881.00	\$ 2.50	\$ 3,217.50	\$ 3.00	\$ 3,881.20	\$ 4.00	\$ 5,148.00	\$ 3.25	\$ 4,192.75	\$ 2.00	\$ 2,574.00	\$ 2.00	\$ 2,574.00	\$ 2.00	\$ 2,574.00	
441	Half Concrete Intermediate Sash Course, Type 2 (455)	468.00	CF	\$ 225.00	\$ 109,800.00	\$ 203.00	\$ 99,294.00	\$ 208.00	\$ 103,504.00	\$ 231.00	\$ 108,824.00	\$ 29.00	\$ 24,2394.00	\$ 25.00	\$ 24,2394.00	\$ 25.00	\$ 24,2394.00	\$ 25.00	\$ 24,2394.00	
442	Asphalt Concrete Surface Course, Type 1 (458), Pg 64-22	915.00	CF	\$ 232.00	\$ 226,200.00	\$ 203.00	\$ 197,750.00	\$ 208.00	\$ 204,800.00	\$ 225.00	\$ 219,371.00	\$ 238.00	\$ 232,050.00	\$ 240.00	\$ 240,000	\$ 240.00	\$ 240,000	\$ 240.00	\$ 240,000	
458	Concrete Walk (Concregetics)	424.00	SF	\$ 12.00	\$ 5,084.00	\$ 20.00	\$ 8,460.00	\$ 20.00	\$ 8,460.00	\$ 12.00	\$ 4,240.00	\$ 16.00	\$ 7,633.00	\$ 20.00	\$ 8,460.00	\$ 20.00	\$ 8,460.00	\$ 20.00	\$ 8,460.00	
468	Curb Run P	529.00	SF	\$ 15.00	\$ 7,936.20	\$ 20.00	\$ 10,980.00	\$ 22.00	\$ 10,500.00	\$ 12.00	\$ 5,130.00	\$ 22.00	\$ 10,980.00	\$ 20.00	\$ 10,980.00	\$ 20.00	\$ 10,980.00	\$ 20.00	\$ 10,980.00	
608	Demolish Warning	104.00	SF	\$ 50.00	\$ 5,200.00	\$ 55.00	\$ 3,640.00	\$ 55.00	\$ 3,640.00	\$ 55.00	\$ 3,640.00	\$ 38.00	\$ 3,552.00	\$ 35.00	\$ 3,560.00	\$ 35.00	\$ 3,560.00	\$ 35.00	\$ 3,560.00	
611	Markings Aligned to Grade	17.00	EA	\$ 550.00	\$ 15,750.00	\$ 1540.00	\$ 26,380.00	\$ 1,300.00	\$ 21,130.00	\$ 1,120.00	\$ 18,760.00	\$ 1,05.00	\$ 1,420.00	\$ 23,800.00	\$ 1,05.00	\$ 23,800.00	\$ 1,05.00	\$ 23,800.00	\$ 1,05.00	\$ 23,800.00
614	Vanishing Traffic	1.00	LS	\$ 5,000.00	\$ 5,000.00	\$ 18,500.00	\$ 18,500.00	\$ 20,000.00	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00	\$ 6,520.00	\$ 6,500.00	\$ 6,500.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	
614	Work Zone Center Line, Class I, 642 Paint (2 Applications)	0.54	MJ	\$ 1,500.00	\$ 81.00	\$ 500.00	\$ 500.00	\$ 272.00	\$ 2,500.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	
614	Half Concrete for Machining Traffic (Contingency)	30.00	CF	\$ 75.00	\$ 2,350.00	\$ 325.00	\$ 9,750.00	\$ 100.00	\$ 3,000.00	\$ 65.00	\$ 2,580.00	\$ 210.00	\$ 6,300.00	\$ 350.00	\$ 10,500.00	\$ 350.00	\$ 10,500.00	\$ 350.00	\$ 10,500.00	
624	Work Zone Marking Signs As Per Plan (Contingency)	12.00	EA	\$ 75.00	\$ 900.00	\$ 75.00	\$ 900.00	\$ 152.00	\$ 1,680.00	\$ 150.00	\$ 1,680.00	\$ 1,680.00	\$ 1,680.00	\$ 1,680.00	\$ 1,680.00	\$ 1,680.00	\$ 1,680.00	\$ 1,680.00	\$ 1,680.00	
623	Monument Assembly Type 1 or Type 2	4.00	EA	\$ 1,500.00	\$ 6,000.00	\$ 1,025.20	\$ 5,500.00	\$ 1,800.00	\$ 7,200.00	\$ 1,400.00	\$ 5,600.00	\$ 1,250.00	\$ 5,000.00	\$ 5,000.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	
624	Modulation	1.00	LS	\$ 5,000.00	\$ 5,000.00	\$ 36,500.00	\$ 36,500.00	\$ 50,000.00	\$ 50,000.00	\$ 39,000.00	\$ 39,000.00	\$ 4,238.00	\$ 4,238.00	\$ 4,238.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	
630	Removal, Storage or Re-erection of Signs and Supports (Contingency)	1.00	LS	\$ 100.00	\$ 1,00.00	\$ 1,00.00	\$ 1,00.00	\$ 500.00	\$ 500.00	\$ 200.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
638	Half Backfilled to Grade	10.00	EA	\$ 550.00	\$ 5,500.00	\$ 815.00	\$ 815.00	\$ 600.00	\$ 6,000.00	\$ 880.00	\$ 880.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
642	Center Line, Type 1	0.54	MJ	\$ 2,325.00	\$ 1,363.50	\$ 2,325.00	\$ 1,363.50	\$ 1,350.00	\$ 2,500.00	\$ 1,350.00	\$ 2,500.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	
646	Top Line	134.00	FT	\$ 7.50	\$ 1,025.20	\$ 7.00	\$ 988.00	\$ 8.00	\$ 1,072.00	\$ 8.00	\$ 1,072.00	\$ 8.25	\$ 1,085.50	\$ 7.00	\$ 938.00	\$ 7.00	\$ 938.00	\$ 7.00	\$ 938.00	
644	Crosswalk Line, As Per Plan	301.00	FT	\$ 5.50	\$ 2,095.50	\$ 5.00	\$ 1,975.00	\$ 3.00	\$ 1,143.00	\$ 3.00	\$ 1,143.00	\$ 6.30	\$ 2,400.30	\$ 5.00	\$ 1,096.00	\$ 5.00	\$ 1,096.00	\$ 5.00	\$ 1,096.00	
644	Raised Symbol Marking, 35 inch	1.00	EA	\$ 750.00	\$ 750.00	\$ 550.00	\$ 550.00	\$ 825.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 720.00	\$ 720.00	\$ 720.00	\$ 720.00	\$ 720.00	
Spec.	Miscellaneous Metal (Emergency)	1000.00	LS	\$ 1.50	\$ 1,500.00	\$ 2.15	\$ 2,150.00	\$ 2.00	\$ 2,000.00	\$ 0.70	\$ 700.00	\$ 2.50	\$ 2,500.00	\$ 2.25	\$ 2,250.00	\$ 2.25	\$ 2,250.00	\$ 2.25	\$ 2,250.00	
	Bid Total:			\$ 50,535.25	\$ 565,087.50	\$ 573,338.00	\$ 573,338.00	\$ 562,931.20	\$ 562,931.20	\$ 562,931.20	\$ 562,931.20	\$ 562,931.20	\$ 562,931.20	\$ 562,931.20	\$ 562,931.20	\$ 562,931.20	\$ 562,931.20	\$ 562,931.20	\$ 562,931.20	

Published Engineer's Estimate: \$742,740.00

The above Detailed Bid Tabulation is a true and accurate transcription of the bids received for this project on January 20, 2026.

E. M. Burns
Eric M. Burns
City of Sylvania
Engineering Director





8A

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

February 2, 2026

To: The Mayor and Members of Sylvania City Council

Re: **LUC-VAR-Sylvania PHB's (PID 122182) – Construction Management Services Consultant Letter of Interest (LOI) Award**

Dear Mr. Mayor and Council Members:

At the December 15, 2025 meeting City Council authorized the Service Department to request Letters of Interest (LOI's) from consultants to provide construction management services for the LUC-VAR-Sylvania PHB's Project (PID 122182).

During the solicitation we received LOI's from one (1) firm, American Structurepoint, Inc. The Service Department subsequently entered into scope of services and fee negotiations and were provided a proposal in the amount of \$100,073 to complete the scope of work.

American Structurepoint has performed similar construction management services in 2025 on the Downtown Transportation Improvements Project (Phase 1) and Harroun Road/Ravine Drive/Flower Hospital Traffic Signal Improvement Project (LUC-TR 77-0.54, PID 116375). They also performed similar services on the Main Street Reconstruction Project (LUC-CR 1572-8.28, PID 111207) in 2024.

This is an appropriated item in the 2026 budget, funding account 401-7610-51614.

We recommend approval of the proposal in the amount of \$100,073 with American Structurepoint, Inc. Please call with any questions.

Sincerely,

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

8b,

ORDINANCE NO. 27-2026

**ACCEPTING THE PROPOSAL OF AMERICAN STRUCTUREPOINT,
INC. TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR
THE PEDESTRIAN HYBRID BEACON PROJECT; APPROPRIATING
FUNDS THEREFORE IN AN AMOUNT NOT TO EXCEED \$100,073;
AND DECLARING AN EMERGENCY.**

WHEREAS, the plans for the Pedestrian Hybrid Beacon Project are complete and are now on file with the Clerk of Council; and,

WHEREAS, at the December 15, 2025 meeting of Sylvania City Council, the Director of Public Service was authorized to solicit Letters of Interest from consultants to provide construction management services for the Pedestrian Hybrid Beacon Project; and,

WHEREAS, the Director of Public Service, by report dated February 2, 2026, has received a proposal from American Structurepoint, Inc. to provide construction management services for the Pedestrian Hybrid Beacon Project at a cost of \$100,073, 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 American Structurepoint, Inc. in the amount of One Hundred Thousand Seventy-Three Dollars (\$100,073.00) to provide construction management services for the Pedestrian Hybrid Beacon 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 construction management services hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-51614 – Sylvania Schools Pedestrian Hybrid Beacons** an amount not to exceed One Hundred Thousand Seventy-Three Dollars (\$100,073.00).

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 construction management 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



AMERICAN
STRUCTUREPOINT
INC.

600 SUPERIOR AVENUE EAST, SUITE 2401
CLEVELAND, OHIO 44114
TEL 216.302.3694

January 22, 2026

Mr. Joseph Shaw, P.E., P.S.
Director of Public Service
City of Sylvania
6730 Monroe Street
Sylvania, Ohio 43560

RE: Fee Proposal for Consulting Services
City of Sylvania – PID 122182; LUC-VAR-Sylvania PHBs
Construction Inspection, Administration and Material Testing Services

Dear Mr. Shaw:

American Structurepoint, Inc., appreciates the opportunity to be of service to the City of Sylvania. Please find enclosed a copy of our fee proposal for construction administration, inspection and materials testing for the above-referenced project. The enclosed fee of \$100,073 is based on estimated costs for American Structurepoint to provide these services. An estimate of direct costs for materials testing by Bowser Morner is included.

If you have any questions concerning the fee proposal, or if you need any additional information, please contact our Project Manager, Darren Schimmoeller, at your earliest convenience. Darren can be reached via phone at (419) 302-1745 or email at dschimmoeller@structurepoint.com.

Respectfully,
American Structurepoint, Inc.

Darren Schimmoeller, PE
Director of Development, Ohio Construction

David B. Johansen, PE
Ohio Construction Solutions Group Director

Enclosures

DJS/DBJ: kns

The proposal is hereby approved.

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

The proposal is hereby approved.

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

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PROJECT NARRATIVE

CONSTRUCTION ADMINISTRATION AND INSPECTION

PID 122182; LUC-VAR-Sylvania PHBs

The scope of services will include all the services described below. The project will upgrade existing rectangular rapid-flashing beacon crosswalks to pedestrian hybrid beacon crosswalks at four locations: 1) McCord Rd at McCord Junior High School, 2) McCord Rd at Charlesgate Rd, 3) Erie St at Highland Elementary, and 4) Sylvania Ave at Southview High School. American Structurepoint, Inc., will perform the following services necessary to provide the construction administration, inspection, and materials management for this project.

CONSTRUCTION INSPECTION TASKS

The following tasks will be performed for each stage of the construction project. Note: Durations are based on anticipated schedule and deadline information as provided by the City of Sylvania.

1. Preconstruction Activities

Preconstruction activities will include taking preconstruction photos, attending the preconstruction meeting, public involvement (as requested), plan, specification and shop drawing submittal review, and PM software project setup. We anticipate the preconstruction activities will last for a period of two (2) weeks. Anticipated labor includes the PM/CE2 at 12 hours/week and the Project Inspector at 10 hours/week.

2. Construction Activities

Construction activities will include complete construction administration, inspection, and materials management of the project from the first day of work through the final acceptance. This will include daily work reports, photos, materials management, generation of pay applications and public involvement as needed. We anticipate 10 weeks of construction activities with the labor for the PM/CE2 to be 8 hours/week and for the Project Inspector at 42 hours/week.

3. Post-Construction Activities

Post-construction activities will include all required project closeout documentation, as well as preparation of the final construction record to meet all applicable requirements. We anticipate the post-construction activities will last for a period of two (2) weeks. Anticipated labor during this time includes the PM/CE2 for 12 hours/week and the Project Inspector for 10 hours/week.

PROJECT DELIVERABLES

The project deliverables will include all required engineering, supervision, inspection, materials management, and documentation services in accordance with the Ohio Department of Transportation (ODOT) "Construction and Material Specifications." All construction engineering, inspection, and materials management services will be provided in accordance with the Construction Contract Administration Chapter of ODOT's Local Public Agency (LPA) procedures manual.

PROJECT MANAGEMENT

The American Structurepoint project manager will coordinate the work and provide oversight to keep the construction inspection tasks on schedule and within budget. A budget update will be provided to the city monthly.

**INSPECTION FEE JUSTIFICATION
MANHOURS BY CLASSIFICATION**

OWNER: City of Sylvania
DESCRIPTION: LUC-VAR-Sylvania PHBs
PID NUMBER: 122182
CONTRACTOR: TBD
AWARD DATE: January 2026
NOTICE TO PROCEED: TBD
SUBSTANTIAL COMPLETION DATE: December 31, 2026
FINAL COMPLETION DATE:

PRECONSTRUCTION ACTIVITIES:	2/2/2026	to	2/13/2026	=	2.00 weeks
CONSTRUCTION ACTIVITIES	2/16/2026	to	4/24/2026	=	10.00 weeks
POST-CONSTRUCTION ACTIVITIES:	4/27/2026	to	5/8/2026	=	<u>2.00 weeks</u>
			Total weeks	=	14.00 weeks

The following pages (manhour justification and fee estimate) are based on the above construction schedule. Any delay or extension in the construction that significantly extends the completion date shown above may require an extension to this Agreement and an increase in the estimated fees.

LABOR

PM/CE2

Preconstruction Activities	2 weeks	@	12 hours/week	=	24 hours
Regular time:	10 weeks	@	8 hours/week	=	80 hours
Post-construction Activities	2 weeks	@	12 hours/week	=	24 hours
			PM/CE2	TOTAL HOURS	= 128 hours

Project Inspector 1

Preconstruction Activities	2 weeks	@	10 hours/week	=	20 hours
Regular time:	10 weeks	@	40 hours/week	=	400 hours
Overtime	400	@	5.0%	=	20 hours
Post-construction Activities	2 weeks	@	10 hours/week	=	20 hours
			Project Inspector 1	TOTAL HOURS	= 460 hours

Project Inspector 2

Preconstruction Activities	2 weeks	@	- hours/week	=	- hours
Regular time:	10 weeks	@	hours/week	=	- hours
Overtime	-	@	0.0%	=	- hours
Post-construction Activities	2 weeks	@	- hours/week	=	- hours
			Project Inspector 2	TOTAL HOURS	= - hours

Direct Expenses:**Daily vehicle use:**

Daily Vehicle Use PM/CE2:	10 weeks	@	2 days/week	=	20 days
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Daily Vehicle Use PI1:	10 weeks	@	2.5 days/week	=	25 days
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Daily Vehicle Use PI2:	10 weeks	@	- days/week	=	- days
			Total Days	=	45 days

Equipment Usage:

Nuclear compaction gauge	3 weeks	@	- days/week	=	- days
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Concrete test kit	4 weeks	@	1 days/week	=	4 days
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**INSPECTION FEE SUMMARY
CONSTRUCTION INSPECTION SERVICES**

CLIENT: City of Sylvania

DESCRIPTION: LUC-VAR-Sylvania PHBs

		<u>Rate</u>		<u>Units</u>		<u>Fee</u>
PM/CE2		\$ 286.00		128	\$	36,608.00
Project Inspector 1	Regular time:	\$ 130.00		440	\$	57,200.00
	Overtime:	\$ 150.00		20	\$	3,000.00
Project Inspector 2	Regular time:	\$ 130.00		-	\$	-
	Overtime:	\$ 150.00		-	\$	-
Daily Vehicle Use		\$ 49.00		45	\$	2,205.00
Nuclear compaction gauge		\$ 35.00		-	\$	-
Concrete test kit		\$ 15.00		4	\$	60.00
	SUB-TOTAL INSPECTION FEE					\$ 99,073.00
	MATERIALS TESTING AND LAB SERVICES					\$ 1,000.00
				TOTAL FEE	\$	100,073.00

Hourly Rate Calculations

Instructions - Insert information in yellow highlighted cells only. On Sheet 2, input information to determine rates per classification. Hourly rates will be calculated automatically.

Last Revised
11/10/16

Agreement No.:

C-R-S:

Firm Name:

LUC-VAR-Sylvania PHBs
American Structurepoint, Inc.

Company Overhead: 191.30%

Average Overhead: 160.84%

Cost of Money: 0.83%

Net Fee %: 11%

ODC: 0.00%

The company records OT premium as:

Does the company anticipate billing overtime?

Yes

Classification	1.5X OT?	Avg. Raw Rate	Overhead	C.O.M	Net Fee	Computed Straight Time/OT Exempt Billing Rate ¹	Computed Overtime Billing Rate ^{1,2}
PM/CE2	No	\$89.00	\$170.26	\$0.74	\$25.54	\$286	N/A
PI1	Yes	\$40.50	\$77.48	\$0.34	\$11.62	\$130	\$150
PI2	Yes					N/A	
0	Yes					N/A	
	unknown					N/A	
	unknown					N/A	
	unknown					N/A	
	unknown					N/A	
	unknown					N/A	
	unknown					N/A	
	unknown					N/A	
	unknown					N/A	

¹ **Note:** Rounded the nearest dollar.

² **Note:** Inclusive of overtime premium, if company classifies OT premium as an other direct cost.
rev. 11/9/2016



OHIO DEPARTMENT OF TRANSPORTATION

CONSULTANT INDIRECT COST RATE COGNIZANT REVIEW APPROVAL CERTIFICATE NO.: 06122025-SPG-01

All items discussed in this Cognizant Review Approval Certificate refer, respectively, to the following:

Company Name (Consultant/Auditee):	AMERICAN STRUCTUREPOINT, INC.
Based on Actual Costs Incurred for Company's Year Ended:	12/31/2024
Effective Date of Cognizant Approval (ODOT Approval Date):	06/12/2025
Based on Independent Audit Report Issued by CPA Firm (Auditor):	CBIZ CPAs P.C.

This Certificate presents the results of a review we performed in accordance with our role as Cognizant Agency as defined in 23 U.S.C. 112(b)(2)(c) and 23 CFR 172.3 and 172.7. The review involved a detailed examination of the CPA's audit workpapers supporting: (1) the independent audit report on the Company's Statement of Direct Labor, Fringe Benefits, and General Overhead (indirect cost rate schedule); and (2) the associated report on internal controls and compliance. The CPA represented that the audit was conducted in accordance with *Government Auditing Standards* as promulgated by the Comptroller General of the United States, and the audit was designed to determine that the indirect cost rate schedule was prepared in accordance with Cost Principles contained in the Federal Acquisition Regulation, 48 CFR Part 31. Our cognizant review was performed in accordance with the AASHTO Review Program for CPA Audits of Consulting Engineers' Indirect Cost Rates as recommended in the *AASHTO Uniform Audit & Accounting Guide for Audits of Architectural and Engineering (A/E) Consulting Firms*. During our cognizant review, nothing came to our attention that caused us to believe that the CPA's audit procedures, audit report, and supporting workpapers for the indirect cost rate schedule did not conform in all material respects to the aforementioned regulations and auditing standards.

Conclusion: We recommend acceptance of the following rates, which, unless otherwise noted, were computed based on direct labor costs incurred on A/E projects:

Corporate Indirect Cost Rate:	191.3%
Facilities Capital Cost of Money (FCCM) Rate:	0.83%

Overtime Premium: According to the Company's established allocation methodology, as audited by the CPA:

- INDIRECT**. All overtime premium is allocated to the indirect cost pool; accordingly, overtime premium is not eligible as a direct charge to contracts.
- DIRECT**. Project-related overtime premium is allocated to direct cost objectives and is allowable as a direct charge, with overhead applied, to applicable contracts. Overtime premium that is not project related is included in the indirect cost pool.
- OTHER DIRECT COST**. Overtime premium is allocated and billed as an Other Direct Cost (ODC) to applicable contracts, with no overhead applied.
- NOT APPLICABLE**. Either no overtime premium was incurred during the audit period, or your company has not established a policy for allocating and billing these costs. (Overtime premium is not allowable as either a direct charge to projects or as part of the indirect cost rate computation.)

Note: The approved rates are for use for billings and cost proposals on contracts funded by the State of Ohio and/or Federal sources, including projects for ODOT and Ohio Local Public Agencies (LPAs). This cognizant approval certificate also establishes indirect cost rates for use by other State transportation agencies, as discussed in the FHWA document *Procurement, Management, and Administration of Engineering and Design Related Services - Questions and Answers*. <https://www.fhwa.dot.gov/programadmin/172qa.pdf>.

The above rates are based on the most recent cost information the Company submitted to ODOT. As more current cost information becomes available, it must be submitted through the ODOT PreQ system.

The submittal is due no later than **six months** after the close of your Company's fiscal year (July 1 for all companies with a December 31 fiscal year end). See detailed requirements at <https://www.transportation.ohio.gov/wps/portal/gov/odot/working/publications/audit-consultant>. Failure to submit timely may result in the loss of ODOT prequalification.

Approved by:

Scot P. Gormley
ADMINISTRATOR, OFFICE OF EXTERNAL AUDITS (OEA)

ODOT Division of Finance

1980 West Broad Street, Mail Stop 2140, Columbus, OH 43223

Phone: 614.644.0384

Cell/Text: 614.949.8981

[External Audits | Ohio Department of Transportation](#)



**Department of
Transportation**

APPENDIX A

City of Sylvania Scope of Services

City of Sylvania
CONSTRUCTION ADMINISTRATION, INSPECTION, AND MATERIALS
MANAGEMENT SCOPE OF SERVICES

Project Specific Services

Project Name	LUC-VAR-SYLVANIA PHBS
PID	122182
Project Description	Removal of four (4) existing rectangular rapid flashing beacon installations and replacing with new pedestrian hybrid beacon signal. Project also includes new sidewalk, traffic control signs, and pavement markings.
Work Description	Project Inspector 2, Traffic Signal & Lighting Inspector, Soils and Aggregate Inspector, Construction Engineer Level 2, Construction Management Firm
Scope of Services Meeting Date	

I. GENERAL REQUIREMENTS

Provide services in accordance with ODOT's Construction Administration Manual of Procedures, 2025 or latest revision.

II. SCOPE OF WORK

Provide a project team including personnel that meet the following prequalification categories:

ODOT Prequalification Category	Approximate Number Required	Notes
Project Inspector 2	1 or 2	It is acceptable if a consultant employee meets the need for multiple prequalification categories
Traffic Signals & Lighting Inspector	1	As needed
Soils & Aggregate Inspector	1	As needed
Construction Engineer Level 2	1	
Non-Prequalified Personnel	Approximate Number Required	Notes
Documentation Clerk	1	

The services may include:

A. Construction Contract Administration Duties

The performance of engineering and supervisory duties, administration, inspection and materials management required in the administration of a Federal Aid construction contract, as defined in the Ohio Department of Transportation (ODOT) Construction Inspection Manual of Procedures, and in accordance with the Construction and Materials Specifications (CMS), and construction contract specific requirements.

The table below includes the specific services required for this agreement.

PRIMARY TASK	ODOT Oversight	Responsibility		NOTES
		LPA	CONSULTANT	
POST AWARD				
Preconstruction Conference	X	X	X	Consultant will coordinate and run meeting with assistance from the City and ODOT in attendance
ACTIVE PROJECT ADMINISTRATION				
Daily Field Engineering and Inspection	X		X	
MATERIALS MANAGEMENT, TESTING AND CERTIFICATION				
Asphalt, Concrete & Aggregate Producer/Supplier Monitoring	X			
Asphalt, Concrete & Aggregate Field Testing			X	
Field Inspection of Materials from ODOT Certified Sources			X	
Monitoring and Documentation of Materials Management Process	X		X	
PROJECT DOCUMENTATION				
Daily Diaries			X	
Documentation of Quantities, Completed & Accepted			X	
Monitoring of Project Documentation	X		X	A documentation review meeting will be held at the end of the project with the ODOT D2 LPA Construction Manager
ACTIVE PROJECT MANAGEMENT				
Progress Meetings	X		X	
Schedule Tracking and Updates	X		X	
PAYMENT & REIMBURSEMENTS				
Contractor Payment		X		
Summary of Progressive Payment			X	

Invoice and Reimbursement Preparation			X	
Review and Approval of Reimbursement Request	X	X	X	Consultant to review and recommend approval. The City will issue final approval and issue payment and LLS&PI to ODOT D2
CONTRACT CHANGES				
Negotiation and Preparation of Change Orders		X	X	Consultant and City involved in negotiating. Consultant prepares and reviews Change Orders
Concurrence on significant Change Orders for Reimbursement	X	X	X	
CLAIMS MANAGEMENT				
Claims Negotiation and Approval of Resolution		X		
Approval of Funding for Resolution	X	X		
Monitoring and Documentation of Claims Management Process	X	X	X	
PREVAILING WAGE COMPLIANCE				
Wage Interviews, Payroll Reviews			X	
Resolution of Underpaid Wages			X	
Monitoring and Documentation of Prevailing Wage Compliance Process	X		X	
EEO CONTRACT COMPLIANCE				
EEO Contract Requirements			X	
Bulletin Board Monitoring			X	
Commercially Useful Function Reviews			X	
Monitoring and Documentation of LPA's EEO Compliance Process	X		X	The consultant will prepare all EEO reports and sign. Reports will be submitted to the City for signature. The City will then submit to ODOT D2.
PROJECT FINALIZATION				
Final Inspection and Acceptance	X	X	X	ODOT D2 LPA Construction Manager will attend a final project walk through to be set up by the consultant

Resolution of Punch list Items			X	
Agreement of Final Quantities, Payment	-	X	X	
Final Payment to Contractor, Release of Responsibility		X		
Preparation of Project Closeout Documents			X	
Review and Approval of Finalization Documents	X	X	X	
Completion of LPA Contract Administration Evaluation	X	X	X	The consultant shall be present for documentation reviews by ODOT D2 LPA Construction Manager

B. Inspection/Testing Equipment as listed below:

Inspection/Testing Equipment	Approximate Number Required	Notes
Nuclear Density Gauge and related tools.	1	
Concrete Control Kit to perform tests ASTM C-231, ASTM C-173, ASTM C-138 and ASTM C-143.	1	
Paint Inspection Kit in accordance with CMS 514.05.	0	
The type and number of vehicles, either cars or trucks, for use on-site.	1	Inspector vehicle

C. If included above or requested in writing, provide a documentation clerk as follows:

1. Job Duties

Performs specialized clerical tasks (e.g. searches records, gathers & organizes data, information & summarizes in preliminary reports; checks accuracy, clarifies discrepancies & certifies final data, possesses Microsoft Word and spreadsheet skills to produce basic reports and basic data entry). Performs general clerical tasks (e.g. maintains files; sorts and routes mail; answers phones, greets visitors; orders & stocks supplies; maintains calendar; makes copies; prepares materials for mailing; schedules meetings). Prepares and maintains construction project records and reports by entering information into SiteManager (e.g. prepares daily construction diaries by compiling information from the inspectors reports, prepares monthly project status reports, compiles data from records for accurate submission of contract information. Performs other miscellaneous duties as assigned by the Project Engineer.

2. Qualifications

a. High school diploma or GED.

b. Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions, percentages & decimals, reading, writing

and speaking common English vocabulary.

- c. Two (2) years training and/or experience in office practices and procedures, including use of Microsoft Word and spreadsheets.

III. COMPENSATION

- A. The City of Sylvania shall make payment based on actual hours worked by the Consultant's employees, excluding sick leave, personal leave, and vacation. Payment for holidays will not be made unless the Consultant is required to work; in such case, the holiday will be considered a regular work day and will be paid at the regular hourly rate, unless the forty (40) hour work week requirement has been met as described in the following Paragraph (B). Work in excess of forty (40) hour work week must be approved by the City of Sylvania prior to being incurred.
- B. If applicable, overtime will be paid for all hours worked over a total of forty (40) on a weekly basis, including core working hours and eligible driving time. Payment for eligible overtime shall be commensurate with the Consultant's personnel policies. Specifically, companies that treat overtime premium as a direct cost may bill directly for overtime plus any applicable premium rate (e.g., time and a half for each hour of overtime worked). Conversely, companies that treat overtime premium as an indirect cost (overhead) must bill/invoice overtime hours at the straight-time pay rate.

IV. INVOICING

The Consultant shall submit an invoice each month. ODOT's standard invoice form shall be used.

V. CONSULTANT STAFF REQUIREMENTS

The Consultant shall assign only qualified personnel to the project. The Consultant shall remove any employee who, in the determination of the City of Sylvania, does not perform the work in accordance with the Manual of Procedures, the Construction and Materials Specifications (CMS), and construction contract specific requirements.

Should the Consultant fail to remove the employee or employees as required, or fail to furnish suitable and sufficient personnel for proper performance of the work, the City of Sylvania may withhold payment of invoices submitted by the Consultant until corrective measures are taken. If the Consultant fails to comply, the City of Sylvania may make a finding to that effect and so notify the Consultant in writing that the Agreement is terminated in accordance with Section 2.41 of the *Specifications for Consulting Services, 2016 Edition*.

VI. REPORT-IN LOCATIONS AND TRAVEL REGULATIONS

The report-in location for Consultant personnel shall be the project field office or a location at the project site designated by the City of Sylvania. No compensation will be provided for commuting to and from the report-in location. Travel time to retrieve or return samples or equipment is billable. Consultants that provide leased or company owned vehicles for use on site shall be compensated on a daily rate basis. If company owned vehicles are provided, the Consultant's indirect cost pool shall be credited for the daily rate reimbursement.

VII. SERVICES BY THE CITY OF SYLVANIA

- A. The City of Sylvania will make available to the Consultant the necessary plans, specifications, copy of the proposal and other documents as required.
- B. The City of Sylvania will provide the Consultant with documentation requirements including inspection report forms needed for computation, reporting, record keeping and field testing.



9a.

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

February 2, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Contract for Professional Surveying and Engineering Services – Feller Finch Associates, Inc.
2027 Road Resurfacing Project – Monroe Street (Main Street to Harroun Road)**

Dear Mr. Mayor and Council Members:

The Service Department is ready to commence professional surveying and engineering services work on the 2027 Road Resurfacing Project (Monroe Street from Main Street to Harroun Road). On September 2, 2025 City Council authorized the Service Department to enter into a joint-cooperation agreement (JCA) with the Lucas County Engineer and Sylvania Township for the administration of an Ohio Public Works Commission (OPWC) grant for the Nantucket, Pembridge Woods Subdivision, Monroe Street, and Other Township Roads Resurfacing Project (Ord. 97-2025). The City scope of work would resurface Monroe Street from Main Street to Harroun Road. Construction is scheduled for 2027.

As a part of the JCA, each entity would be responsible for conducting the engineering and construction plan preparation work for their respective portions of the project. The City requested an engineering proposal from Feller Finch Associates, Inc. from Maumee, Ohio. Feller Finch provided the same engineering services for the City on three previous JCA road resurfacing projects with Lucas County on Brint Road (completed in 2023), on Silica Drive/Summit Street/Erie Street (completed in 2025), and on Convent Boulevard and Little Road (to be completed in 2026).

Feller Finch's proposal to provide topographic field survey and engineering is in the amount of \$25,900. These funds were included in the 2026 budget and would be funded from account 401-7610-53503. We recommend approval of Feller Finch's proposal in the amount of \$25,900. 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

9b.

ORDINANCE NO. 28-2026

**ACCEPTING THE PROPOSAL OF FELLER FINCH & ASSOCIATES,
INC. TO PROVIDE PROFESSIONAL SURVEYING AND ENGINEERING
SERVICES FOR THE MONROE STREET (MAIN STREET TO
HARROUN ROAD) RESURFACING PROJECT; APPROPRIATING
FUNDS THEREFORE IN THE AMOUNT OF \$25,900; AND DECLARING
AN EMERGENCY.**

WHEREAS, Ordinance No. 97-2025, passed September 2, 2025, authorized the Mayor and Director of Finance to enter into a Joint Cooperation Agreement on behalf of the City of Sylvania with the Board of Lucas County Commissioners and Sylvania Township relative to the Nantucket, Pembridge Woods Subdivision, Monroe Street and Other Township Roads Resurfacing Project; and,

WHEREAS, the City's portion of the project is to resurface Monroe Street from Main Street to Harroun Road and construction is scheduled for 2027; and,

WHEREAS, the terms of the Agreement require each entity to conduct engineering and construction plan preparation work for their respective portions of the project; and,

WHEREAS, the Director of Public Service, by report dated February 2, 2026, has received a proposal from Feller Finch to provide professional engineering and surveying services and to prepare the necessary construction plans for the proposed resurfacing improvements; and,

WHEREAS, the Director of Public Service, has recommended that the proposal in the amount of \$25,900 for the professional surveying and engineering and construction plan services relative to the Monroe Street (Main Street to Harroun Road) Resurfacing Project, be accepted.

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 Feller Finch in the amount of Twenty-Five Thousand Nine Hundred Dollars (\$25,900.00) for providing professional surveying and engineering services, including the preparation of necessary construction plans for the Monroe Street (Main Street to Harroun Road) Resurfacing Project, is hereby approved and accepted.

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

SECTION 3. That to provide funds for said engineering services hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-53503 – Street Improvements** the amount of Twenty-Five Thousand Nine Hundred Dollars (\$25,900.00).

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 City should provide for the surveying and engineering services for the Monroe Street (Main Street to Harroun Road) Resurfacing Project 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: Yea^s _____ Nays _____

Passed, _____, 2026, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

1683 Woodlands Drive
Maumee, Ohio 43537
Phone: (419) 893-3680
Fax: (419) 893-2982
www.fellerfinch.com

Donald L. Feller, P.E.
Gregory N. Feller, P.E.
Aaron M. Feller, P.E.

January 21, 2026

Mr. Joe Shaw
City of Sylvania
6730 Monroe Street
Sylvania, OH 43560

RE: 2027 Road Resurfacing Project
Proposal No.: 10P06686 - REVISED

Dear Mr. Shaw:

We propose to provide engineering and surveying services for the following project:

Milling and resurfacing of Monroe Street from Main St. to Harroun Road (approximately 1,910 LF) in the City of Sylvania, Ohio.

You will be expected to provide us with any information regarding additional requirements, including any special or extraordinary considerations for the project or special services needed. Our services will consist of the following:

- Provide field survey as needed to prepare the plans. Existing plan records will be utilized where possible.
- Prepare plans for the milling and resurfacing of the road.
- Specifications for spot full depth repairs where needed.
- Necessary adjustments to manholes, valves, and roadway monuments.
- Upgrade deficient curb ramps.
- The plans will include the following:
 - Title sheet
 - General notes
 - Typical sections
 - General summary
 - Plan sheets
 - MOT plan sheets
- Submittal of drawings and preliminary cost estimate to the City at the 50% level for review by **July 31**.
- Submittal of drawings and finalized cost estimate at the 100% level in **the fall**. Final submittal shall include:
 - AutoCAD files
 - 11x17 PDF set
 - Cost estimate

Our fees for the services described above will be **time and expense, not to exceed \$25,900.00**. The project is anticipated to include the following man hours: 45 survey hours, 125 engineer hours and 85 technician hours.

Additional or non-customary services and resident services during construction will be charged based on our current hourly rates. We will invoice you monthly for our services and reimbursable expenses.

The above financial arrangements are on the basis of prompt payment of our invoices and continuous progress of the Project through construction. Invoices that remain unpaid for more than thirty (30) days after the invoice date will be charged a service/finance charge of 1-1/2% per month. **We reserve the right to suspend or terminate our services if our invoices are not paid within forty-five (45) days of the invoice date.** Any charges held to be in dispute shall be called to our attention within ten (10) days of receipt of our invoice.

All Documents are instruments of service and Feller, Finch & Associates, Inc. (FFA) shall retain an ownership and property interest therein (including the copyright and the right of reuse) whether or not the project is completed. You shall not rely in any way on any document unless it is signed or sealed by the Engineer or one of its consultants.

Files in electronic media format of text, data, graphics, or other types as furnished by one party to the other are furnished only for convenience, not reliance by the receiving party. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.

This proposal/agreement is intended by the parties to be governed by the laws of the State of Ohio. The parties agree that dispute hereunder shall be adjudicated in court of competent jurisdiction in Lucas County, Ohio.

In recognition of the relative risks and benefits of the project to both the Client and the Design Professional, the Client agrees, to the fullest extent permitted by law, to limit the Design Professional's total liability to the Client or anyone making claims through the Client, for any and all damages or claim expenses (including attorney's fees) arising out of this Agreement, from any and all causes, to the total amount of the Design Professional's fee.

Either party may terminate this agreement with immediate effect by delivering notice of the termination, in writing in the form of an email or letter, to the other party. If the termination is initiated by FFA, FFA will provide the client with the work completed and paid for up to the date of the termination. Any outstanding invoices for work completed prior to termination shall be paid. Payments for work completed will not be refunded.

This proposal/agreement represents the full and final understanding between you and us in respect to the project and supersedes any previous understandings both written and oral, and may only be modified in writing signed by both of us. If this proposal/agreement sets forth your understanding of the arrangement between us, we would appreciate your signing both copies of this letter in the space below and return one signed copy to us. This proposal/agreement will be open for acceptance for forty-five (45) days, unless changed by us in writing.

If you have questions or desire additional information, please contact our office.

Sincerely,

FELLER, FINCH & ASSOCIATES, INC.



Gregory N. Feller, P. E.
President

Mr. Joe Shaw
2027 Road Resurfacing Project
January 21, 2026
Page 3 of 3

Accepted this _____ day of _____, 20_____.

CLIENT: _____

By: _____
(Signature)

Name: _____ Title: _____
(Please Print Name & Title)

By: _____
(Signature)

Name: _____ Title: _____
(Please Print Name & Title)

To better serve our clients, we now offer the option of credit card payment by VISA, MasterCard, American Express, or Discover. Please contact our accounting department for additional information.

10a.



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

February 2, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Water Department Equipment Purchase – Utility Tracer and Leak Detection**

Dear Mr. Mayor and Council Members:

The Water Department has requested to purchase new utility locating and water leak detection equipment from Utility Technologies, LLC from Lebanon, Ohio. The new equipment consists of a combination noise correlator and acoustic leak detector (Sewerin SeCorrPhon AC 200) and a stopper kit (Sewerin Combiphon Stopper Kit).

Our utility locating equipment is one of the most important tools we have at the City. The locating equipment allows us to mark underground utilities ahead of excavation work, paint surfaces for data collection associated with construction projects, and most importantly provide accurate and safe measurements for not only City staff but also for other contractors working in the City.

The noise correlator and acoustic leak detector is a new feature and an ability we do not have in the Water Department. In addition to locating normal underground utilities this device will help us pinpoint water main leaks without the need of outside contracting services, a service that usually costs around \$3,000/occurrence. The cost of this device (Sewerin SeCorrPhon AC200) is \$21,834. The stopper kit also provides us with a new feature that includes locating plastic and cement pipe. Tracer wire is the only way to locate these utilities by electromagnetic means and when those corrode or are broken the ability to locate is lost. The stopper kit provides acoustic vibrations which can be then picked up by the acoustic leak detector. The cost of this device (Sewerin Combiphon Stopper Kit) is \$7,131.

The purchase of this equipment was programmed into the 2026 budget and would be funded from several accounts (701-7525-51189-Professional Services \$5,000, 701-7525-51686-Maintenance of Infrastructure \$5,000, 701-7525-52261-New Tap Supplies \$9,965, and 701-7525-53405-Equipment \$9,000). We recommend the purchase of the new utility tracer and leak detection equipment from Utility Technologies, LLC in the amount of \$28,965. Please call with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "J. E. Shaw".

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

ORDINANCE NO. 29-2026**AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO
ACCEPT THE PROPOSAL OF UTILITY TECHNOLOGIES, LLC FOR
THE PURCHASE OF ONE NEW UTILITY TRACER AND LEAK
DETECTION EQUIPMENT FOR THE DIVISION OF WATER,
DEPARTMENT OF PUBLIC SERVICE; APPROPRIATING \$28,965
THEREFORE; AND DECLARING AN EMERGENCY.**

WHEREAS, the Water Division is in need of new utility locating and water leak detection equipment; and,

WHEREAS, the Director of Public Service has received a proposal from Utility Technologies, LLC for the purchase of one (1) new combination noise correlator and acoustic leak detector (Sewerin SeCorrPhon AC 200) and stopper kit (Sewerin Combiphon Stopper Kit) at a total cost of \$28,965; and,

WHEREAS, the Director of Public Service, by report dated February 2, 2026, has recommended acceptance of the proposal of Utility Technologies, LLC to purchase one (1) new combination noise correlator and acoustic leak detector (Sewerin SeCorrPhon AC 200) and stopper kit (Sewerin Combiphon Stopper Kit) for the Water Division, Department of Public Service.

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 the Director of Finance be, and they hereby are, authorized to sign the proposal of Utility Technologies, LLC on behalf of this City, thereby indicating such approval and acceptance for the provision of one (1) new one (1) new combination noise correlator and acoustic leak detector (Sewerin SeCorrPhon AC 200) and stopper kit (Sewerin Combiphon Stopper Kit) for the Division of Water, Department of Public Service.

SECTION 2. That the Mayor and Director of Finance be, and hereby are, authorized and directed to sign any and all instruments and to do any and all things necessary to complete said purchase.

SECTION 3. That to provide funds for said utility tracer and leak detection hereby authorized, there is hereby appropriated from the **WATER FUND** from funds therein not heretofore appropriated to Account No. **701-7525-51189 – Professional Service** the amount of

Five Thousand Dollars (\$5,000.00) and to **Account No. 701-7525-51686 – Maintenance of Infrastructure** the amount of Five Thousand Dollars (\$5,000.00) and to **Account No. 701-7525-52261 – New Tap Supplies** the amount of Nine Thousand Nine Hundred Sixty-Five Dollars (\$9,965.00) and to **Account No. 701-7525-53405 – Equipment** the amount of Nine Thousand Dollars (\$9,000.00).

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 proposal for said utility tracer and leak detection equipment should be approved immediately so that the purchase can be made 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

Utility Technologies LLC
538 W Main St
Lebanon, OH 45036 US
+15134881940
sales@utility.biz
http://www.utility.biz



Quote

QUOTE # 3730

DATE 09/22/2025

EXPIRATION DATE 02/06/2026

ADDRESS

Andrew Osterman
Sylvania, City of
6730 Monroe Street
Sylvania 43560

SHIP TO

Andrew Osterman
Sylvania, City of
6730 Monroe Street
Sylvania 43560

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

SHIP VIA

Deliver w/training

REFERENCE #

AC200 Kit

ACTIVITY

DATE

QUANTITY

RATE

AMOUNT

SWN-W:AC200-PlusKit
Sewerin SeCorrPhon AC200 PLUS KIT -
Combination Leak Noise Correlator and
Acoustic Leak Detector. Includes: AC200
Receiver with carry strap system, 2- RT200
Transmitters, 2- UM200 microphones with
9' cables, magnets, and protectors,
Wireless headphones, AC/DC Charger,
charge in cases hard case, Wireless T200
Carry rod, TM200 touch Microphone with
touch tip and extensions, Ground Wind
protected mic., 2 U Magnets, Soft Soil
Microphone

1 21,834.00 21,834.00T

SWN-L:Free Training - Locators

We offer FREE on-site training with all new
leak locators and pipe locators. One half
day (2-4 hours) is included with acoustic
locators, correlators, and pipe locators, and
full day (5-8 hours) is included with multiple
or combination acoustic/correlators.
Additional or follow up training is available
as charged services and quoted on
request.

1 0.00 0.00T

SWN-W:WaterCom

WaterCom Windows software for PC
database of leak detection and printing of
leak locating reports. Works with A200,
C200, and AC200 locators/correlators.
WaterCom also plots the leak with the
acoustic feature or the correlator
transmitters or Receiver locating on a
Google or Bing map.
(free download from Sewerin.com)

1 0.00 0.00T

Subtotal: 21,834.00

Estimates/Quotes expire in 30 days unless otherwise noted. Price estimates are based on the quantity quoted. Prices or
shipping costs and shipping allowances may be changed if quantities vary from those on the estimate. Estimates or Quotes
may be withdrawn in the event of error, vendor price changes, tariff changes, availability, or circumstances beyond our
control.

TOTAL \$ 28,965.00

Utility Technologies LLC
538 W Main St
Lebanon, OH 45036 US
+15134881940
sales@utility.biz
http://www.utility.biz



Quote

QUOTE # 3833

DATE 01/13/2026

EXPIRATION DATE 02/13/2026

ADDRESS

Andrew Osterman
Sylvania, City of
6730 Monroe Street
Sylvania 43560

SHIP TO

Andrew Osterman
Sylvania, City of
6730 Monroe Street
Sylvania 43560

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

SHIP VIA

Deliver w/training

REFERENCE #

Combiphon + Stopper

ACTIVITY	DATE	QUANTITY	RATE	AMOUNT
SWN-L:Combiphon-Stopper-Kit Combiphon Stopper Kit: Includes Combiphon Generator CG155 with remote, 12v Car Cable, 12V AC/DC adapter, Combiphon Stopper for Hydrants with NST Hose adapter		1	7,131.00	7,131.00T

SUBTOTAL	7,131.00
TAX	0.00
TOTAL	USD 7,131.00

Accepted By

Accepted Date

23-9165

Estimates/Quotes expire in 30 days unless otherwise noted. Price estimates are based on the quantity quoted. Prices or shipping costs and shipping allowances may be changed if quantities vary from those on the estimate. Estimates or Quotes may be withdrawn in the event of error, vendor price changes, tariff changes, availability, or circumstances beyond our control.

ORDINANCE NO. 30-2026

**AMENDING PART THREE – TRAFFIC CODE OF THE CODIFIED
ORDINANCES OF SYLVANIA, 1979, AS AMENDED, BY AMENDING
CHAPTER 303 – ENFORCEMENT, IMPOUNDING AND PENALTY; AND
DECLARING AN EMERGENCY.**

WHEREAS, the Director of Public Service has recommended that Part Three – Traffic Code be amended to add Section 303.084 – Vehicles left on private or public property or public street; removal of stored vehicles; notice of nuisance and disposition; unlawful removal of stored vehicle and Section 303.085 - Abandoned Junk Motor Vehicle Defined; Declaration of Public Nuisance to provide an alternative remedy for abandoned junk motor vehicles in the City; and,

WHEREAS, Sylvania Codified Ordinance Chapter 303 – Enforcement, Impounding and Penalty shall be amended as set forth on “Exhibit A” attached hereto.

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

SECTION 1. That Section 303.084 – Vehicles Left on Private or Public Property or Public Street; Removal of Stored Vehicles; Notice of Nuisance and Disposition; Unlawful Removal of Stored Vehicle; Penalty 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.”

SECTION 2. That Section 303.085 – Abandoned junk motor vehicle defined; declaration of public nuisance; abandoned junk motor vehicle on public or private property; time-periods; notice and order of removal; forfeiture and disposition procedure of the Codified Ordinances of Sylvania, 1979, as amended, be and it is, hereby further amended to read as set forth on the attached “Exhibit B.”

SECTION 3. 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 4. 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 5. 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 amendment to this Chapter 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

303.084

VEHICLES LEFT ON PRIVATE OR PUBLIC PROPERTY OR PUBLIC STREET; REMOVAL OF STORED VEHICLES; REMOVAL OF STORED VEHICLES; NOTICE OF NUISANCE AND DISPOSITION; UNLAWFUL REMOVAL OF STORED VEHICLE; PENALTY.

(a) The Director of Public Service, upon complaint of any person adversely affected, may order into storage any motor vehicle, other than an abandoned junk motor vehicle, as defined in Section 303.085(a) of the Sylvania Municipal Code, that has been left on private property for more than four (4) hours without the permission of the owner or person having the right to the possession of the property. The Chief of Police, upon complaint of the owner of a repair garage or place of storage, may order into storage any motor vehicle, other than an abandoned junk motor vehicle, that has been left at the garage or place of storage for a longer period than that agreed upon. The place of storage shall be designated by the Chief of Police. When ordering a motor vehicle into storage pursuant to this section, the Director of the Department of Public Service or Chief of Police shall, whenever possible, arrange for the removal of such motor vehicle by a private tow truck operator or towing company. The owner, lessee, or lien holder of a motor vehicle that has been removed pursuant to this subsection may recover the vehicle only in accordance with subsection (c)(1) hereof.

(b) The Director of the Department of Public Service or the Chief of Police may order into storage any motor vehicle, other than an abandoned junk motor vehicle, as defined in Section 303.085(a) of the Sylvania Municipal Code, which has been left on a public street, public way, or other property open to the public for purposes of vehicular travel or parking, or upon or within the right-of-way of any road or highway, for more than forty-eight (48) hours. The Chief of Police shall designate the place of storage of any motor vehicle ordered removed by him or the Director of the Department of Public Service. The owner, lessee, or lien holder of a motor vehicle that has been removed pursuant to this subsection may recover the vehicle only in accordance with subsection (c)(1) hereof.

(c)

- (1) The Director of the Department of Public Service or the Chief of Police shall immediately cause a search to be made of the Bureau of Motor Vehicles' records to ascertain the identity of the owner, lessee, and any lienholder of a motor vehicle ordered into storage pursuant to subsections (a) or (b) of this section and, if known or discovered, shall send notice to the owner, lessee, or lienholder at his last known address by certified mail with return receipt requested. The notice shall indicate that the motor vehicle will be declared a public nuisance and disposed of if not claimed within ten (10) days of the date of mailing of the notice. The owner, lessee, or lienholder of the motor vehicle may reclaim it upon payment of any expenses or charges incurred in its removal and storage and upon presentation of satisfactory proof of ownership, which may be evidenced by a certificate of title to the motor vehicle or by a valid registration card if the motor vehicle is a leased vehicle.
- (2) If the owner, lessee, or lienholder makes no claim to the motor vehicle within ten (10) days of the date of mailing of the notice, then the vehicle is to be disposed of at public auction as provided in Section 4513.62 of the Revised Code.
- (3) If any notice sent by certified mail pursuant to this section is returned as "unclaimed" or "undeliverable," notice is deemed complete and effective when sent by regular mail to the owner's, lessee's or lienholder's last known address.

- (4) Any monies accruing from the disposition of an unclaimed motor vehicle that are in excess of the expenses incurred by the City for removal and storage of the vehicle shall be credited to the General Fund of the City of Sylvania.
- (d) For purposes of this section, the Director of the Department of Public Service and the Chief of Police includes any subordinate employee or law enforcement officer employed by the Department of Public Service or the Division of Police.
- (e) No person shall remove or cause to be removed any motor vehicle that has been ordered into storage pursuant to paragraphs (a) or (b) of this section, except as provided for in paragraph (c)(1) of this section.
- (f) Whoever violates Section 303.084(e) of the Sylvania Municipal Code is guilty of unlawful removal of a stored motor vehicle, a misdemeanor of the third degree.

303.085

ABANDONED JUNK MOTOR VEHICLE DEFINED; DECLARATION OF PUBLIC NUISANCE; ABANDONED JUNK MOTOR VEHICLE ON PUBLIC OR PRIVATE PROPERTY; TIME-PERIODS; NOTICE AND ORDER OF REMOVAL; FORFEITURE AND DISPOSITION PROCEDURE.

(a) "Abandoned junk motor vehicle" means any motor vehicle meeting all of the following requirements:

- (1) Has been left on private property for more than seventy-two (72) hours or left on a public street, public way, or other property open to the public for purposes of vehicular travel or parking, or upon or within the right-of-way of any road or highway, for more than forty-eight (48) hours;
- (2) Is three (3) years old, or older;
- (3) Is extensively damaged, including but not limited to any combination of the following types of damage: deflated, wrecked or missing tires or rims; missing or wrecked body parts; broken or missing headlights, taillights or brake lights; broken, cracked or missing windows or windshields; missing all or part of the motor or transmission; missing or invalid license plate(s); or is otherwise apparently inoperable;
- (4) Has a fair market value of one thousand five hundred dollars (\$1,500.00) or less.

(b) In addition to the provisions of this section, the location or presence of any abandoned junk motor vehicle, as defined in subsection (a) hereof, on any public or private land or property, or public or private street, alley, or way within the City of Sylvania is hereby deemed a public nuisance and is subject to summary abatement as provided in this section or any section of the Sylvania Municipal Code or as provided under any relevant provision of the Ohio Revised Code.

(c)(1) Any motor vehicle which meets the requirements of subsection (a) hereof shall be deemed an abandoned junk motor vehicle if, after issuance and service of a written notice and order to remove such motor vehicle from the property, said owner fails or refuses to do so within seventy-two (72) hours from issuance of such notice and order where the motor vehicle is left on private property, or within forty-eight (48) hours from issuance of said notice and order where the motor vehicle is left on a public street, way or other property open to the public for purposes of vehicular travel or parking, or upon or within the right-of-way of any road or highway.

(2) The Director of Public Service and the Chief of Police are hereby given authority to issue such written notice and order to remove the motor vehicle. The written notice shall describe with reasonable specificity the make or model, condition and location or address of the motor vehicle, state that it constitutes an abandoned junk motor vehicle and a public nuisance, the penalty for failure to abate a public nuisance, that the owner has the applicable time-period to remove it, as specified in subsection (c)(1) hereof, or he/she will be assessed the costs incurred by the City if the City has to remove it or cause its removal, and that the vehicle will thereafter be disposed of to a salvage dealer or scrap metal processing facility. Issuance and service of such written notice and order to remove the vehicle shall occur when placed conspicuously on the vehicle. Notice to the owner is deemed complete and effective when issued and served in accordance with this subsection.

(3) The Director of Public Service or the Chief of Police shall order the motor vehicle towed or otherwise removed from the property or place where found, if such owner fails or refuses to remove the motor vehicle therefrom within the applicable time-period specified in subsection (c)(1) hereof, after issuance of the notice and order described in subsection (c)(2) hereof. Thereafter, such motor vehicle shall be treated as an abandoned junk motor vehicle and shall be deemed forfeited, to be disposed of as provided in subsection (d) hereof.

(d)(1) The Director of Public Service or the Chief of Police shall cause any abandoned junk motor vehicle to be photographed and such person shall also record the make and model of the motor vehicle, the vehicle identification number when available, and shall also detail the damaged or missing parts or equipment to substantiate the value of one thousand five hundred dollars (\$1,500.00) or less.

(2) The Director of Public Service or the Chief of Police shall thereupon tow, remove, or cause to removed such abandoned junk motor vehicle and shall immediately dispose of it to a motor vehicle salvage dealer as defined in Ohio Revised Code Section 4738.01 or a scrap metal processing facility as defined in Ohio Revised Code Section 4737.05. any monies accruing from the disposition of an abandoned junk motor vehicle that are in excess of the expenses incurred by the City for towing, removal or storage of the vehicle shall be credited to the General Fund of the City of Sylvania.

(Ord. _____-2026. Passed _____-2026.)

12

ORDINANCE NO. 31-2026

**APPROPRIATING \$407,803.92 FOR THE PAYMENT OF THE CITY'S
PORTION OF NOTE PAYMENTS FOR THE LUCAS COUNTY WATER
RESOURCE RECOVERY FACILITY; AND DECLARING AN
EMERGENCY.**

WHEREAS, on December 3, 2025, the Director of Public Service was notified by the Lucas County Sanitary Engineer that an accounting error had been made resulting in invoices not being sent to the suburban communities for improvements and upstream piping at the Lucas County Water Resource Recovery Facility ("LCWRRF"); and,

WHEREAS, the total amount of note payments is \$407,803.92 and is the result of the following projects:

1. 2020-2024 Trunk Sewer from LCWRRF to MH2	\$ 87,600.00
2. 2022 Trunk Sewer from MH 2 to MH 4	\$ 60,000.00
3. 2923 Trunk Sewer from MH 4 to MH 6	\$ 19,288.17
4. 2023 and 2024 LCWRRF Site Improvements	\$ 120,000.00
5. 2023 and 2024 LCWRRF East Grit Chamber Repairs	\$ 32,400.00
6. 2020-2023 Cairl Ditch Siphon Rehabilitation	\$ 74,842.59
7. 2023 Wolf Creek Siphon Rehabilitation	\$ 13,673.16

WHEREAS, the Director of Public Service, by report dated February 2, 2026, has recommended that to offset the cost of the City's portion of the improvements in this year's budget, that the Jet Truck and Plow Truck that were previously approved in the budget be deferred to later years.

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 hereby authorizes the invoices totaling Four Hundred Seven Thousand Eight Hundred Three and 92/100 Dollars (\$407,803.92) to be paid to the Lucas County Sanitary Engineer for the City's portion of the improvements made to the Lucas County Water Resource Recovery Facility from 2020-2024.

SECTION 2. That to provide funds for said improvements hereby authorized, there is hereby appropriated from the **SEWER FUND** from funds therein not heretofore appropriated to **Account No. 702-7540-53405 – Plant Debt Service**, the total amount of Four Hundred Seven Thousand Eight Hundred Three and 92/100 Dollars (\$407,803.92).

SECTION 3. 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 4. 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 5. 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 donation should be made so that the City's portion of the cost of the improvements to the Lucas County Water Resource Recovery Facility can be paid 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: Yea^s _____ Nays _____

Passed, _____, 2026, as an emergency measure.

ATTEST:

President of Council
APPROVED AS TO FORM:

Clerk of Council
APPROVED:

Director of Law

Mayor

Date



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

February 2, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Letters of Interest (LOI) for Design Engineering Services
Monroe Street Waterline Improvements Project (Silvertown Drive to Whiteford Road)**

Dear Mr. Mayor and Council Members:

The Service Department is ready to commence engineering design work on a waterline replacement project along Monroe Street from approximately 700 feet west of Silvertown Drive to just west of Whiteford Road (approximately 2,000 feet of replacement).

Approximately 950 feet of this main was installed in 1965 in the Silvertown Drive area and the remaining 1,050 feet was extended in 1980 to Whiteford Road. The main is located on the north side of the road and would be fully replaced with a new 8" water main complete with new services and appurtenances.

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

14

ORDINANCE NO. 32-2026

**APPROVING THE BANNER APPLICATION OF SYLVANIA SCHOOLS;
AUTHORIZING THE ZONING ADMINISTRATOR TO INDICATE SUCH
APPROVAL ON BEHALF OF THE CITY OF SYLVANIA; AND
DECLARING AN EMERGENCY.**

WHEREAS, Resolution No. 19-2000, passed June 5, 2000, granted permission to install banners in the public right-of-way on the Toledo Edison poles located on Monroe Street by Wendy's across to the area in front of Country Squire Plaza (near the intersection of Corey Road and Monroe Street); and,

WHEREAS, Resolution No. 19-2000 provided that the applications were to be reviewed on an application-by-application basis and set forth the criterion on which the applications were to be considered; and,

WHEREAS, Ordinance No. 20-2018, passed May 21, 2018, amended Part Eleven – Planning and Zoning Code of the Codified Ordinances of Sylvania, 1979, as amended, by amending Section 1166.07 – Standards for Permitted Signs to permit banners to be installed in the downtown; and,

WHEREAS, Sylvania Schools has submitted a request to hang a banner within said public right-of-way to congratulate the 2026 Sylvania graduates; and,

WHEREAS, the banner will hang from mid-May, 2026 – mid-June, 2026 and will comply with all of the terms and conditions set forth in Resolution No. 19-2000 and Ordinance No. 20-2018.

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

SECTION 1. That the application of Sylvania Schools to hang a banner on across the downtown block of Main Street between Maplewood Avenue and Monroe Street is found to comply with Section 1166.07(h)(2)(A)(1) and is hereby approved.

SECTION 2. That the Zoning Administrator is authorized to sign said permit granting permission to proceed under the application hereby approved.

SECTION 3. 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 4. 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 5. 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 permission should be granted immediately to provide for the installation of the banner. 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

City of Sylvania
STREET BANNER APPLICATION/PERMIT

Name of Organization: Sylvania Schools

Contact Person: Amy Addington E-mail: aaddington@sylvaniaschools.org
Phone: 419 824-8553

Explanation of the Qualifying Event*: NV 3 SV graduation

Dates of Event: Graduation is 5/31/20

Installation & Removal Dates of Banner: Mid-May to Mid-June
[maximum four (4) weeks]

Banner Location: Monroe Street Fee: \$100.00 (Installation by Applicant)

Main Street Fee: \$700.00 (Installation by City of Sylvania)
840

Text of Banner: _____

Congratulations Sylvania Graduates!

Company Installing Banner (Monroe Street Only): _____

Address: _____

Email: _____ Phone: _____

Fax: _____

Insurance on File: _____

Edison Approval: _____

City Approval: _____

The banner and installation shall meet the attached specifications.

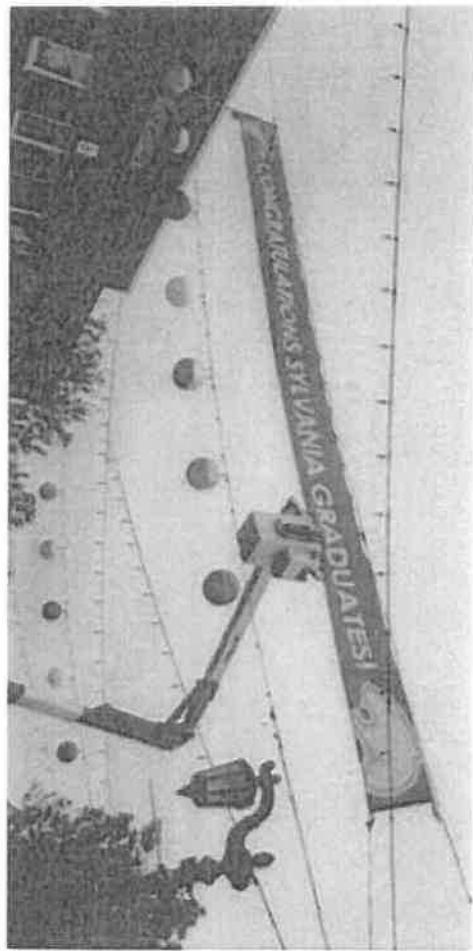
* The purpose of the banner installation shall be one of the following reasons:

- A Sylvania charitable or civic event.
- Banners may not be installed for private commercial or political gain.

* Paid 840⁰⁰ V# 436129 1/21/2026

8/2019

* Meek Bennett



ORDINANCE NO. 33-2026**REVISING THE ADMINISTRATIVE, DEPARTMENTAL AND
DIVISIONAL ORGANIZATION OF THE CITY AND THE CODIFIED
ORDINANCES THEREOF BY ADDING SYLVANIA CODIFIED
ORDINANCE CHAPTER 110 – CHANGE ORDER PROCEDURE; AND
DECLARING AN EMERGENCY.**

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

_____ members elected thereto concurring:

SECTION 1. That Chapter 110 – Change Order Procedure of the Codified Ordinances of Sylvania, 1979, as amended, be, and the same hereby is, amended to read as set forth on the attached “Exhibit A” effective February 3, 2026 and thereafter.

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 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, Sections 11(c) and 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 changes to the administrative structure should be made 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 issue.

President of Council

ATTEST:

Clerk of Council

APPROVED:

Mayor

Date

APPROVED AS TO FORM:

Director of Law

CHAPTER 110

Change Order Procedure

110.01 Statement of purpose.

110.02 Issuance of change order.

110.03 Council ratification.

110.01 STATEMENT OF PURPOSE.

The purpose of this section is to establish reasonable guidelines to be followed in the event that the issuance of change orders to a previously approved Municipal contract becomes necessary.

110.02 ISSUANCE OF CHANGE ORDER.

The issuance of a change order can be a field decision that must be made within a relatively short time period so as not to disrupt the progress of a particular contract. All change orders must be initiated through the Department or Division overseeing the completion of the contract or from which the contract originated. The change order can be prepared by an engineering firm engaged to oversee the contract or by the Director who is monitoring the contractual work. The change order must state precisely the additional work required and the justification for incurring the additional work. The following processes shall be followed based on the change order:

- a. If the change order results in a decrease, the Director can approve the change order, subject to Council approval;
- b. If the change order results in an increase of less than 5% of the contract amount (in the aggregate), the Director can approve the change order, subject to Council approval;
- c. If the change order results in an increase of more than 5% and 10% of the contract amount (in the aggregate), the Mayor and Director of Finance can approve the change order, subject to Council approval;
- d. If the change order results in an increase of more than 10% or more of the contract amount (in the aggregate), no change order can be authorized without prior City Council authorization.

110.03 COUNCIL RATIFICATION.

All change orders must be taken to Council for ratification and, if necessary, appropriation of funds. The signed change order is sufficient to initiate the work order prior to Council ratification where engineering justification is present or other pertinent contractual terms would warrant proceeding prior to Council action.

(Ord. _____-2026. Passed _____-2026.)

“Exhibit A”

16.

ORDINANCE NO. 34-2026

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO A CUSTOMER SUPPLY AGREEMENT WITH ARCHER ENERGY FOR THE PROVISION OF NATURAL GAS TO RESIDENTIAL AND SMALL COMMERCIAL CUSTOMERS WITHIN THE CITY OF SYLVANIA BEGINNING IN JUNE, 2026; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Sylvania is approved by the Public Utilities Commission of Ohio (“PUCO”) as an opt-out government aggregator for natural gas and is a member of the Northwest Ohio Aggregation Coalition (“NOAC”); and,

WHEREAS, since 2003, NOAC has saved residents and small business customers in the aggregation over \$27,000,000 on their natural gas bills versus the Columbia tariff price; and,

WHEREAS, Ordinance No. 59-2024, passed by Sylvania City Council on April 1, 2024, authorized the Mayor and Director of Finance to enter into a Customer Supply Agreement with Archer Energy to act as the City’s Natural Gas Aggregation supplier for a 20-month term beginning in October, 2024 and ending in May, 2026; and,

WHEREAS, in anticipation of the expiration of our current Agreement with Archer Energy, NOAC’s consultant, Palmer Energy, recently issued a request for proposals and the proposals were reviewed; and,

WHEREAS, Palmer Energy recommends accepting the Archer Energy offer as it is estimated to result in the best savings for the residential and small commercial consumers in 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 the Mayor and the Director of Finance be, and they hereby are, authorized to enter into a Customer Supply Agreement with Archer Energy to supply natural gas to City of Sylvania consumers enrolled in its opt-out aggregation program for a period of 12-months beginning with June, 2026 and ending with the May, 2027 billing periods.

SECTION 2. Any such contract with Archer Energy shall be in a form which is acceptable and approved by the Director of Law.

SECTION 3. 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 4. 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 5. 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 for said natural gas services should be approved immediately so that City residents continue to receive the best possible natural gas pricing. 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 measure: 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

ORDINANCE NO. 35-2026**AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE
TO ENTER INTO A CUSTOMER SUPPLY AGREEMENT FOR THE
PROVISION OF ELECTRIC ENERGY TO RESIDENTIAL AND SMALL
COMMERCIAL CUSTOMERS WITHIN THE CITY OF SYLVANIA;
AND DECLARING AN EMERGENCY.**

WHEREAS, Sylvania has been a Public Utilities Commission of Ohio (“PUCO”) certified governmental aggregator since 2000 and has offered various programs to residential and small commercial users over the years; and,

WHEREAS, Sylvania, together with fourteen other area communities, formed the Northwest Ohio Aggregation Coalition (“NOAC”); and,

WHEREAS, the City’s participation in NOAC has resulted in an estimated savings to all NOAC residential and small commercial participants of \$162 million through 2026; and,

WHEREAS, NOAC’s current Agreement with Dynegy expires in May, 2026 and NOAC’s energy consultant, Palmer Energy, recently issued an RFP for residential and small commercial customers; and,

WHEREAS, NOAC received varying proposals from three suppliers for the provision of lower-cost electricity to residential and small commercial customers within the City of Sylvania; and,

WHEREAS, the NOAC member communities have met and reviewed the proposals with Palmer Energy and Palmer Energy has recommended moving forward in the contract review and evaluation process with Dynegy and Direct Energy for 25-month terms to further evaluate and determine which supplier will represent the best savings for the residential and small commercial consumers in the City of Sylvania; and,

WHEREAS, the responses to the RFP provide for the term of the Agreement to be twenty-five months with anticipated approximate annual savings of \$50 for residential customers (for a total of \$100) and \$65 annually for commercial customers (for a total of \$130) over the term of the Agreement.

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 a Customer Supply Agreement with Dynegy or Direct Energy, subject to final review and approval of the Director of Law and on behalf of the City of Sylvania.

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 Customer Supply Agreement should be executed immediately so as to provide uninterrupted service to the municipal customers in the City of Sylvania. 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: Yea _____ Nays _____

Passed, _____, 2026, as an emergency measure.

ATTEST:

President of Council

APPROVED AS TO FORM:

Clerk of Council
APPROVED:

Director of Law

Mayor

Date

ORDINANCE NO. 36-2026

ACCEPTING THE PROPOSAL OF WORKSPRING TO PROVIDE PROFESSIONAL HUMAN RESOURCES SUPPORT AND CONSULTANT SERVICES TO THE CITY OF SYLVANIA FOR THE CALENDAR YEAR 2026; AND DECLARING AN EMERGENCY.

WHEREAS, the Human Resources Manager has received a proposal from WorkSpring to provide onsite and/or virtual support of Human Resources needs including, but not limited to benefits-related items, administrative duties, employee relations and performance support, recruiting assistance and compliance-related reporting; and,

WHEREAS, the Human Resources Manager has recommended that the WorkSpring proposal to provide onsite and/or virtual support of Human Resources at the rate of \$90/hour if provided by an HR Consultant or \$125/hour if provided by an HR Manager or Director be accepted.

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 WorkSpring for providing professional Human Resources support, is hereby approved and accepted.

SECTION 2. That the Human Resources Manager shall promptly give notice to said consultant to proceed under the proposal hereby approved and accepted.

SECTION 3. That the Finance Director shall draw his warrants against invoices received for said professional services hereby authorized, there is hereby appropriated from the **GENERAL FUND** from funds therein not heretofore appropriated to **Account No. 110-7725-52268 – Miscellaneous**.

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 City should provide for the professional human resources support services 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 _____



WorkSpring

Consulting Proposal and Agreement for

City of Sylvania

Proposal Date: 1/15/26

Presented To: Laura Smith, HR/Communications Manager

Presented By: Seta Tchobanian, Director, HR Solutions

Program Name: HR Support

Project Scope

WorkSpring will supply an HR Consultant to provide onsite and/or virtual support of HR needs at City of Sylvania, as needed, through calendar year 2026. Services of HR related matters may include but are not limited to the following: HR administrative duties; benefits-related items; employee relations and performance support, recruiting assistance and compliance-related reporting. Point of contact for the WorkSpring consulting partner will be the HR/Communications Manager and/or their designee. HR support can be provided Monday through Friday, 8am – 4:30pm. Emergencies will be handled on a case-by-case basis.

Investment

- Ongoing onsite and/or virtual HR Support will be billed at a member hourly rate of \$90.00 per hour if provided by an HR Consultant or \$125 per hour if provided by HR Manager or Director.
- Travel outside the Toledo metro area will be billed at \$75 per hour and the current IRS mileage reimbursement rate. Other incurred travel expenses (e.g. parking) if applicable, will also be included on the monthly invoice.
- While we welcome the opportunity to provide greater support, additional fees may be necessary. If additional services are requested, the payment schedule may be altered to reflect the revised costs. We will seek your approval of any such costs before starting any additional work.
- Must be in current membership status to receive member rates. If membership is not current, non-member rates will apply. Some services may not be available to non-members.
- Proposal and related pricing are valid for 90 days from the date received.
- WorkSpring reserves the right to adjust prices at the beginning of each calendar year.

Your Consulting Partners

Seta Tchobanian, MBA, Director, HR Solutions and Consulting

Seta Tchobanian joins WorkSpring, bringing over 25 years of Human Resources and Training experience to the organization. Her strong HR Generalist background includes working for employers of all different sizes as well as industries including private, public and non-profit. Although originally from the Toledo area, the majority of Seta's human resources experience comes from working in HR leadership roles for companies in the Cleveland, Ohio area where she lived for 20 years prior to returning to Toledo.

She received her BA in Business Management from the University of Toledo and her MBA from Cleveland State University. Seta is active in the community serving as a past member of the Owens Community College Marketing Advisory Board and a former Board President and board member for Manahan in Holland, OH. She is also a Girl Scout troop leader and volunteers on school committees and with athletic booster events where her children attend.

Randy Lucas, Human Resources Manager

Randy comes to WorkSpring with nearly twenty years of experience within human resources. The most recent fourteen are within hospital acute care. Also within his background are several years of college advising, real estate, and social services/crisis intervention experience. After completing his baccalaureate at Bowling Green State University in Communication and Psychology, he left Ohio for the West Coast, living in California, Arizona, and Washington before returning to Northwest Ohio.

In addition to working within social services/crisis intervention, he volunteered with many community support environments such as suicide prevention, emotional support, runaway shelters, and community speakers' bureaus. Randy also volunteered on several political campaigns in various capacities.

Jammie Cassoni, SHRM-CP, HR Consultant

Jammie graduated from the University of Toledo with a bachelor's degree in Paralegal Studies and is a Certified Professional through the Society for Human Resource Management. She was also previously a Certified Paralegal through the Ohio State Bar Association. Jammie has spent over 15 years working with a wide range of employers and employees in the public, private and union environments and in the areas, including but not limited to, employee life cycle, compliance, employee and labor relations, employment investigations and workplace culture.

Drew Peterson, PHR, HR Consultant

Drew is a MBA graduate from Bowling Green State University and is excited to be a part of the HR Solutions team. She is looking forward to building relationships with our members and assisting them with their HR needs. She loves running, interior decoration, visiting national parks, and spending time with her family, friends, and dogs!

Chris Henning, SHRM-SCP, CBP, Sr. HR Consultant

Chris brings 30+ years of HR experience to WorkSpring. She has held HR leadership positions in construction, manufacturing, and agriculture organizations. She retired from

The Andersons in March 2021 before joining The EA in May 2021. Prior to her role at The Andersons, she worked in a HR management role at Rudolph/Libbe Inc. for 19 years and First Solar for 3 years. Chris earned her Bachelor of Business Administration degree in Human Resources from the University of Toledo.

During her career she has also served in leadership capacities of several organizations, including the Toledo Area Human Resource Association (TAHRA), Ohio Human Resource Conference Committee, and the Ohio SHRM State Council, serving as a Board member or as a Committee Chair. Chris holds a certification as a SHRM Senior Certified Professional with the Society for Human Resource Management and is a certified Benefits Professional with WorldatWork.

Please note that WorkSpring reserves the right to assign and reassign its consultants to this project.

Statement of Confidentiality

This proposal contains confidential business information and is intended only for the individual named. It is not to be shared for commercial or non-commercial use. If you are not the named addressee, you should not disseminate, distribute, or copy this proposal.

WorkSpring retains all rights to and interest in all work created for the purpose of this training or consultation.

Confidential Business Information

To the extent WorkSpring obtains copies of any confidential business information during the agreement, all such information will be kept confidential, except as permitted by this agreement or your express written authorization.

In certain circumstances, the scope of the consultation may require WorkSpring to obtain information from or share information with a third-party administrator or other related third party. By signing below, you authorize such disclosure and indemnify and hold harmless WorkSpring from any actions taken by the third party related to such disclosure.

Disclaimer

This information and training are part of the services made available by WorkSpring. WorkSpring does not provide legal advice and is not a law firm. Although we go to great lengths to make sure our information is accurate and useful, it is not intended as legal advice or a substitute for the particularized advice of an attorney. We recommend you consult a lawyer if you require legal advice. All liability with respect to actions taken or not taken based on WorkSpring's training or consultation are hereby expressly disclaimed.

No attorney-client or protected confidential relationship exists or will be formed between you and WorkSpring or any of our representatives. Accordingly, all documents associated with the consultation or training that are in your possession may be discoverable in litigation.

Agreement

This Agreement is made this _____ day of _____, 2026 between _____ (Organization) and WorkSpring as follows:

1. Independent Services

- a. The Organization hereby retains WorkSpring to perform services and upon the terms and conditions set forth in the HR Support Proposal, which is incorporated herein in its entirety.

2. Payment for Services

- a. Billing to be conducted monthly within 5 days of month's end and is due from organization within 30 days of invoice date.
- b. Finance charges are calculated at a monthly periodic rate of 1.5% and may be applied on any service or product that remains unpaid beyond 30 days. Past due invoices over 60 days from original billing date may result in suspension of services/membership until account is paid in full.

3. Indemnification

- a. WorkSpring agrees to indemnify and hold Organization harmless from all claims, losses, and expenses, and fees, including attorney's fees, costs and judgments that may be asserted against Organization and that result from the acts or omissions of Workspring. Likewise, Organization agrees to indemnify and hold Workspring harmless from all claims, losses, and expenses, and fees, including attorney's fees, costs and judgments that may be asserted against WorkSpring and that result from the acts or omissions of Organization or any related third party with whom WorkSpring is authorized to engage pursuant to the scope of the consultation.

4. Miscellaneous

- a. This Agreement may only be amended or modified by an agreement in writing signed by both parties.
- b. If any provision of the Agreement is held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
- c. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right subsequently to enforce that provision or any other provision of the Agreement.
- d. This Agreement shall be construed in accordance with the laws of the State of Ohio.

- e. WorkSpring advice is educational and informational in nature and not intended as minimum standards or legal or other professional advice. WorkSpring has endeavored to include all appropriate and accurate statements but disclaims all warranties and/or responsibility for the statements or their uses.
- f. WorkSpring will not perform any work which it deems to be unethical, unlawful, or non-compliant with applicable laws, rules, or regulations.

5. Length of Agreement and Termination

- a. This Agreement may be renewed for additional terms, with the duration, pricing, and any other modifications agreed upon in writing by the parties.
- b. Either party may cancel this agreement at any time with 30 days written notice, unless immediate termination is warranted based on violations of the terms of the HR Support Proposal or this Agreement, or other conduct which may be deemed unlawful, unprofessional, or unethical by either party.
- c. Immediate termination for violations of the HR Support Proposal or this Agreement or other conduct which may be deemed unlawful, unprofessional, or unethical by either party must be provided in writing.

If to WorkSpring: Seta Tchobanian, Seta.tchobanian@workspring.org

If to Organization: _____

6. Non-Solicitation of WorkSpring Employees

- a. WorkSpring invests in the careers, talents, and experience of our professionals. Over time, they become valuable, trusted business partners and strengthen our members' business. Seeing first-hand the talents of our people, the organizations with whom we partner, on occasion, have sought to hire a WorkSpring employee during an assignment or shortly thereafter. This impacts WorkSpring's ability to serve other members in the Association who also use and value our professionals.
- b. In recognition of the foregoing, Organization agrees that, during the assignment and for a period of six months following the assignment's completion, Organization will not solicit, recruit, or attempt to solicit or recruit, for hire any person who is an employee of WorkSpring.
- c. Organization acknowledges the restriction contained in this section is reasonable and necessary to protect the legitimate business interests of WorkSpring and that any violation of this restriction would result in irreparable injury to WorkSpring. Accordingly, if Organization violates this restriction, Organization agrees that WorkSpring will be entitled to recover a one-time \$50,000 fee, which represents the cost of replacing this valuable member resource and other damages that may be incurred as a result of the violation.

If you agree with the terms set forth in this proposal and agreement, please sign below and return a copy to:

Seta Tchobanian
WorkSpring

1300 Jefferson Ave. Suite 109
Toledo, OH 43604
Seta.tchobanian@workspring.org

I hereby accept the proposal and agreement as stated above.

By:

Signature - Organization Representative

Name and Title

Date

Signature – WorkSpring Representative

Name and Title

Date

Thank you for the opportunity to work with your organization. If you have any questions regarding this proposal, please contact WorkSpring at (419) 893-3000.

We look forward to working with you.