

Sylvania City Council

February 17, 2026

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

Proposed Ordinance No. 37-2026

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. Haynam.
3. Additions to the agenda.
4. Approval of the Council meeting minutes from February 2, 2026.
5. Report from the Committee of the Whole meeting held this date.
6. Downtown Transportation Improvements (Phase 1)-Change Order No. 2.
 - a. Service Director's letter recommending the change order.
 - b. Proposed Ordinance No. 38-2026, Authorizing the Mayor and Director of Finance to approve Change Order No. 2 to this City's Agreement with Helms & Sons Excavating, Inc. relative to this project.
7. Downtown Transportation Improvements (Phase 2)-Construction Management Services.
 - a. Service Director's letter recommending approval of the proposal.
 - b. Proposed Ordinance No. 39-2026, Accepting the proposal of American Structurepoint, Inc. to provide Construction Management Services relative to this project.
8. Angola/Frankfort-Silica-Summit-Erie Resurfacing Project-Change Order No. 2 (Final).
 - a. Service Director's letter recommending approval of change order.
 - b. Proposed Ordinance No. 40-2026, Authorizing the Mayor and Director of Finance to approve Change Order No 2 (Final) to this City's agreement with Henry W. Bergman, Inc. relative to this project.
9. Alexis Rd. & Stewart Rd. Waterline Improvements Project-Easement Request
 - a. Service Director's letter requesting approval of the agreement.
 - b. Proposed Ordinance No. 41-2026, Accepting an easement from Marsha L. Wysocki and Ross Ramsdell for the construction and maintenance of a public water main along a portion of the property at 5820 Stewart Road, Sylvania, Ohio; dedicating the easement for public purposes.
10. Parks & Forestry Department Equipment Purchase – Grasshopper Mower.
 - a. Service Director's letter recommending approval of the purchase.
 - b. Proposed Ordinance No. 42-2026, Accepting the proposal of Buck & Knobby Equipment Company, Inc. for the furnishing on one new Grasshopper 725DT Lawnmower for the Department of Public Service.
11. Streets Department Equipment Purchase – Mini Excavator & Trailer.
 - a. Service Director's letter recommending purchase of equipment.
 - b. Proposed Ordinance No. 43-2026, Accepting the proposal of Buck & Knobby Equipment Company, Inc. for the furnishing of one new Yanmar SV100-7 Mini Excavator for the Department of Public Service.
 - c. Proposed Ordinance No. 44-2026, Accepting the proposal of Buck & Knobby Equipment Company, Inc. for the furnishing of one new Felling FT-40-2 Trailer for the Department of Public Service.

12. Proposed Ordinance No. 45-2026, Amending the Codified Ordinances, 1979, as amended, by amending Section 771.03 – General Provisions and Section 771.11 – Tow and Storage Fees.
13. Proposed Ordinance No. 46-2026, Amending the Codified ordinances of Sylvania, 1979, as amended, by amending Part Seventeen – Rate and Fee Schedule.
14. Service Director’s letter requesting authorization to begin Letters of Interest solicitation for a Facilities Master Planning Study at several locations.
15. Service Director’s letter requesting authorization to begin Letters of Interest solicitation for Design Engineering Services regarding the Central Park/Garden Park/Rosewood Place Waterline Improvements Project.
16. Service Director’s letter requesting authorization to begin Letters of Interest solicitation for Website Redesign for the City’s website.
17. Service Director’s letter requesting approval to dispose of the following obsolete items by posting them for sale on GoveDeals.com: a 1995 Parker Self-Propelled Leaf Vacuum (Parks & Forestry Dept.), a 1985 Speedaire 120 Gallon Air Compressor (Streets Dept.) and various Sewer Department items.
18. Proposed Ordinance No. 47-2026, Authorizing the Mayor and Director of Finance to enter into agreements with various providers for Health, Life, Dental, Property and Prescription Drug Insurance and Software Subscription Agreements; ratifying the Director of Finance’s signatures to the agreements.
19. Municipal Planning Commission’s recommendations on Petitions for Zoning Amendment Applications SUP-1-2026 (5605 Monroe Street) and SUP-2-2026 (5023 Skelly Road) from Ash Lemmons – Ability Center of Greater Toledo, at 5605 Monroe Street, Sylvania, Ohio, requesting a zoning change from a MX-SUP to a B2-SUP and a R1-SUP to a B2-SUP. (Set a Public Hearing date for both applications on April 6, 2026).
20. Notice from the Ohio Division of Liquor Control of the D-5, Spiritous liquor for on premises consumption only, beer, wine and mixed beverages for on premises, or off premises in original sealed container, until 2:30am, from LJ Court, LLC at 5929 Heatherdowns Blvd, Toledo, Ohio 43614 to Referees Sylvania, LLC at 7625 W. Sylvania Avenue, Sylvania, Ohio 43560.
21. Committee reports.
22. Committee referrals.

INFORMATION

- A. Board of Architectural Meeting minutes from February 11, 2026.
- B. Municipal Planning Commission Meeting minutes from February 11, 2026.

Minutes of the Meeting of Council
February 2, 2026

The Council of the City of Sylvania, Ohio met in regular session on February 2, 2026 at 6:30 p.m. with Mayor Frye in the chair. Roll was called with the following members present: Marcus Hansen, Doug Haynam, Brian McCann, Shawn Murphy, Patrick Richardson, Lyndsey Stough, Mary Westphal; (7) present; (0) absent.

Roll call:
all present.

Pledge of Allegiance to the United States of America led by Mr. Hansen.

Pledge of
Allegiance.

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

Item #19a. Schedule Committee of the Whole meeting to discuss proposed legislation.

Additions to the
agenda.

Item #19d. TMACOG Summary by Mr. Hansen.

Item #19b. First Reading of Proposed Ordinance No. 37-2026 by Mr. Haynam.

Item #19c. SUP-1-2026 – Referral to Planning Commission.

Item #19e. SUP-2-2026 – Referral to Planning Commission.

Mr. Haynam moved, Mrs. Westphal seconded to allow Ms. Stough to push back from the table due to a conflict of interest regarding Item #'s 19c and 19e; roll call vote being Stough, Haynam, Hansen, Richardson, McCann, Murphy, Westphal; (7) yeas; (0) nays. The motion carried.

Ms. Stough
pushed back
from the table.

Mr. Haynam moved, Mr. Hansen seconded to approve the amended agenda; roll call vote being: Hansen (yes), Haynam (yes), McCann (no), Murphy (no), Richardson (no), Stough (yes), Westphal (no); (3) yeas; (4) nays. The motion failed.

Agenda approval.
(not approved)

Mrs. Westphal moved, Ms. Stough seconded to add scheduling a Committee of the Whole meeting to the agenda to discuss proposed legislation; roll call vote being: Westphal, Stough, Haynam, Hansen, Richardson, Murphy, McCann; (7) yeas; (0) nays. The motion carried.

Adding Item
#19a. Schedule a
COW meeting.

Mr. Haynam moved, Mr. Hansen seconded to add Item #19b. – Proposed Ordinance No. 37-2026, "Limiting the use of City resources for Federal Immigration Enforcement, assuring equal access to City services, benefits, programs or protections" to the agenda for a first reading; roll vote being: Hansen (yes), Haynam (yes), McCann (no), Murphy (no), Richardson (no), Stough (no), Westphal (no); (2) yeas; (5) nays. The motion failed.

Adding Item
#19b. Ord. No.
37-2026.

Mrs. Westphal moved, Mr. McCann seconded to add Item #19c. – SUP-1-2026 to the agenda for referral to the Municipal Planning Commission; roll call vote being: Westphal, Richardson, Haynam, Hansen, Murphy, McCann; (6) yeas; (0) nays. The motion carried.

Adding Item
#19c.
SUP-1-2026.

Mrs. Westphal moved, Mr. McCann seconded to add Item #19d. – TMACOG summary by Mr. Hansen to the agenda; roll call vote being: Stough, Richardson, Westphal, Haynam, Hansen, Murphy, McCann; (7) yeas; (0) nays. The motion carried.

Adding Item
#19d. TMACOG
Summary.

Minutes of the Meeting of Council
February 2, 2026

Mrs. Westphal moved, Mr. McCann seconded to add Item #19e. – SUP-2-2026 to the agenda for referral to the Municipal Planning Commission; roll call vote being: Westphal, Richardson, Haynam, Hansen, Murphy, McCann; (6) yeas; (0) nays. The motion carried.

Adding Item
#19e.
SUP-2-2026.

Ms. Stough returned to the table.

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

Mrs. Westphal presented the January 20, 2026 regular meeting minutes. Mrs. Westphal moved, Mr. Haynam seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of January 20, 2026 be approved as written; roll call vote being: Richardson, Westphal, Hansen, McCann, Murphy, Stough, Haynam; (7) yeas; (0) nays. The motion carried.

Approval of
Jan. 20, 2026
Council Meeting
Minutes.

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

Mrs. Westphal gave a brief report on the Finance Committee meeting held this date. Discussions were held on the potential new Community Reinvestment Area (CRA). It was agreed upon to add the Rite Aid property at Centennial Road and Sylvania-Metamora Road, the Summerplace neighborhood and the Church 321 plaza. The schools will be made financially whole with this new CRA. Nobody was in attendance therefore there was no opposition to adding a new CRA.

Report on
Finance Comm.
Meeting held
this date.

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 25-2026, a written copy of same having been previously furnished to each member of Council “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”; Mrs. Westphal moved, Mr. Murphy seconded for passage Ordinance No. 25-2026 as an emergency measure; roll call vote being: Richardson, Hansen, Westphal, McCann, Murphy, Haynam, Stough; (7) yeas; (0) nays. The motion carried.

Ordinance No.
25-2026, “...
Adopt...Codified
Ordinances...”

Minutes of the Meeting of Council
February 2, 2026

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

Service Director's letter recommending contract bid award was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 26-2026, a written copy of same having been previously furnished to each member of Council "Accepting the bid of Helms and Sons Excavating and awarding the contract for the Convent Boulevard and Little Road Resurfacing Project to same; authorizing the expenditure for the improvements in the amount of \$530,158.25; appropriating funds therefore; and declaring an emergency"; Mr. Richardson moved, Mrs. Westphal seconded for passage Ordinance No. 26-2026 as an emergency measure; roll call vote being: McCann, Hansen, Richardson, Westphal, Murphy, Haynam, Stough; (7) yeas; (0) nays. The motion carried.

Ordinance No. 26-2026, "... Helms & Sons ...Convent & Little Road Resurfacing Project..."

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

Service Director's letter recommending approval of proposal was placed on file. Ms. Stough presented and read aloud by title only, proposed, amended Ordinance No. 27-2026, a written copy of same having been previously furnished to each member of Council "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"; Ms. Stough moved, Mr. Murphy seconded for passage of amended Ordinance No. 27-2026 as an emergency measure; roll call vote being: McCann, Hansen, Westphal, Stough, Murphy, Haynam, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No. 27-2026, "... American Structurepoint... PHB Project..."

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

Service Director's letter recommending approval of the proposal was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 28-2026, a written copy of same having been previously furnished to each member of Council "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; Mr. Richardson moved, Mrs. Westphal seconded for passage of Ordinance No. 28-2026 as an emergency measure; roll call vote being:

Ordinance No. 28-2026, "... Feller Finch... Monroe Street Resurfacing Project ..."

Minutes of the Meeting of Council
February 2, 2026

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

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

Service Director's letter recommending purchase of equipment was placed on file. Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 29-2026, a written copy of same having been previously furnished to each member of Council "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; Mr. Hansen moved, Ms. Stough seconded for passage of Ordinance No. 29-2026 as an emergency measure; roll call vote being: Richardson, Stough, Hansen, Haynam, Murphy, Westphal, McCann; (7) yeas; (0) nays. The motion carried.

Ordinance No.
29-2026, "...
Utility Tech...
Tracer & Leak
Detection
Equipment..."

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

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 30-2026, a written copy of same having been previously furnished to each member of Council "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; Mr. Haynam moved, Mr. Murphy seconded for passage of Ordinance No. 30-2026 as an emergency measure; roll call vote being: McCann, Stough, Hansen, Haynam, Murphy, Richardson, Westphal; (7) yeas; (0) nays. The motion carried.

Ordinance No.
30-2026, "...
Amend Part
Three...Traffic
Code..."

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

Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 31-2026, a written copy of same having been previously furnished to each member of Council "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; Mr. Hansen moved, Mrs. Westphal seconded for passage of Ordinance No. 31-2026 as an emergency measure; roll call vote being: Hansen, Richardson, Haynam, Murphy, Stough, Westphal, McCann; (7) yeas; (0) nays. The motion carried.

Ordinance No.
31-2026, "...
Note Payments
...LC Water
Resource
Recovery
Facility..."

Minutes of the Meeting of Council
February 2, 2026

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

Mr. Hansen moved, Mrs. Westphal seconded to authorize administration to begin Letters of Interest (LOI) solicitation for Design Engineering Services regarding the Monroe Street Waterline Improvements Project (Silvertown Drive to Whiteford Road); roll call vote being: Hansen, Richardson, Haynam, Murphy, Stough, Westphal, McCann; (7) yeas; (0) nays. The motion carried.

LOI for Monroe Street Waterline Improvements Project...

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

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 32-2026, a written copy of same having been previously furnished to each member of Council "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; Mr. Haynam moved, Mr. Hansen seconded for passage of Ordinance No. 32-2026 as an emergency measure; roll call vote being: Richardson, Murphy, Stough, McCann, Westphal, Haynam, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No. 32-2026, "... Banner... Sylvania Schools..."

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 33-2026, a written copy of same having been previously furnished to each member of Council "Revising the Administrative, Departmental and Divisional Organization of the City and the Codified Ordinances thereof by adding Sylvania Codified Ordinance Chapter 110 – Change Order Procedure; and declaring an emergency; Mrs. Westphal moved, Mr. Murphy seconded for passage of Ordinance No. 33-2026 as an emergency measure; roll call vote being: Murphy, Stough, McCann, Westphal, Haynam, Hansen, Richardson; (7) yeas; (0) nays. The motion carried

Ordinance No. 33-2026, "... Chapter 110... Change Order Procedure..."

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

Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 34-2026, a written copy of same having been previously furnished to each member of Council "Authorizing the Mayor and Director of Finance to enter into a 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

Ordinance No. 34-2026, "... Archer Energy ...June, 2026..."

Minutes of the Meeting of Council
February 2, 2026

declaring an emergency; Mr. Hansen moved, Ms. Stough seconded for passage of Ordinance No. 34-2026 as an emergency measure; roll call vote being: Hansen, Murphy, Richardson, Stough, McCann, Westphal, Haynam; (7) yeas; (0) nays. The motion carried

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

Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 35-2026, a written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to enter into a Customer supply Agreement for the provision of electric energy to residential and small commercial customers within the City of Sylvania; and declaring an emergency; Mr. Hansen moved, Mrs. Westphal seconded for passage of Ordinance No. 35-2026 as an emergency measure; roll call vote being: Hansen, Murphy, Richardson, Stough, McCann, Westphal, Haynam; (7) yeas; (0) nays. The motion carried

Ordinance No. 35-2026, “... electric energy ...”

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

Mr. McCann presented and read aloud by title only, proposed Ordinance No. 36-2026, a written copy of same having been previously furnished to each member of Council “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; Mr. McCann moved, Mrs. Westphal seconded for passage of Ordinance No. 36-2026 as an emergency measure; roll call vote being: Hansen, Stough, Murphy, Richardson, McCann, Westphal, Haynam; (7) yeas; (0) nays. The motion carried

Ordinance No. 36-2026, “... WorkSpring... HR Support...”

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

Mr. Murphy moved, Mrs. Westphal seconded, to set a Parks & Forestry Committee meeting for Tuesday, February 17, 2026 at 5:30 p.m. in City Council Chambers located at 6635 Maplewood Avenue, Sylvania, Ohio, to continue discussions on the City’s Green Yard Waste Program; roll call vote being: Murphy, Stough, Westphal, McCann, Hansen, Haynam, Richardson; (7) yeas; (0) nays. The motion carried.

Set Parks & Forestry Committee Meeting for 2/17/26 at 5:30pm.

Minutes of the Meeting of Council
February 2, 2026

Mayor Frye stated that Council will now consider added agenda item 19a.

Mrs. Westphal moved, Mr. Murphy seconded, to set a Committee of the Whole (C.O.W.) meeting for Tuesday, February 17, 2026 at 6:00 p.m. in City Council Chambers located at 6635 Maplewood Avenue, Sylvania, Ohio, to discuss proposed legislation regarding limiting the use of City resources for federal immigration enforcement; roll call vote being: Murphy, Stough, Westphal, McCann, Hansen, Haynam, Richardson; (7) yeas; (0) nays. The motion carried.

Set C.O.W.
meeting for
2/17/26 at 6pm.

Mr. Haynam moved, Mrs. Westphal seconded to allow Ms. Stough to push back from the table due to a conflict of interest regarding Item #'s 19c and 19e; roll call vote being Stough, Haynam, Hansen, Richardson, McCann, Murphy, Westphal; (7) yeas; (0) nays. The motion carried.

Ms. Stough
pushed back
from the table.

Mayor Frye stated that Council will now consider added agenda items 19c/e.

Mr. Haynam moved, Mrs. Westphal seconded to refer Petitions for Zoning Ordinance Amendment SUP-1-2026 (5605 Monroe Street) and SUP-2-2026 (5023 Skelly Road) from Ash Lemmons – Ability Center of Greater Toledo, at 5605 Monroe Street, Sylvania, Ohio, requesting a zoning change from a R1-SUP to a B2-SUP and a MX-SUP to a B2-SUP, to the Municipal Planning Commission for review and recommendation; roll call vote being: Murphy, Westphal, Haynam, Hansen, Richardson, McCann; (6) yeas; (0) nays. The motion carried.

SUP-1-2026 &
SUP-2-2026
referred to PC.

Ms. Stough returned to the table.

Mayor Frye stated that Council will now consider added agenda item 19d.

Mr. Hansen gave a brief summary on the TMACOG General Assembly that he recently attended. There were several caucuses available for open discussions on topics such as Property Taxes, Data Centers and the current Housing Crisis. TMACOG has also changed their name to Lake Erie West Regional Council.

TMACOG
Summary by Mr.
Hansen.

Mayor Frye stated that all items have been addressed.

Mrs. Westphal moved, Mr. McCann seconded to adjourn at 8:50 p.m. Roll call vote being: Westphal, Richardson, Hansen, McCann, Murphy, Stough, Haynam; (7) yeas;

Adjournment.

Minutes of the Meeting of Council
February 2, 2026

(0) nays The motion carried.

Clerk of Council

Mayor

lea.



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

February 17, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Change Order No. 2 – Downtown Transportation Improvements (Phase 1)**

Dear Mr. Mayor and Council Members:

Construction work on Phase 1 of the Downtown Transportation Improvements Project is approximately 95% complete at this time. The project contractor, Helms and Sons, has requested a project change order to address several quantity overruns and underruns that have occurred. The full list of changes is enclosed, but below is a brief summary of a few of the larger items included in this change order:

- Item 0017 – Additional 4" concrete walk (\$25,605.00).
- Item 0022 – Plan omission for curb ramp quantity (\$18,650.00).
- Item 0051 – Additional surface course asphalt for paving at Main/Monroe (\$21,210.00).
- Item 0018 – Less 5" concrete walk installed than specified in the plans (-\$25,088.00).
- Item 0020 – Less 8" concrete walk installed than specified in the plans (-\$23,120.00).
- Item 0169 – Field changes to pedestrian pavers from tactile pavers (-\$22,050.00).

As a result, the Service Department is requesting approval of Change Order No. 2 in the amount of \$162.75 to increase the contract amount from \$4,531,942.43 to \$4,532,105.18.

We are recommending the \$162.75 be funded from the 401-7610-53610 account for capital improvement related expense. Please call if you have any questions.

Sincerely,

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

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

Lab.

ORDINANCE NO. 38-2026

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO APPROVE CHANGE ORDER NO. 2 TO THIS CITY'S AGREEMENT WITH HELMS & SONS EXCAVATING, INC. FOR THE DOWNTOWN TRANSPORTATION IMPROVEMENTS (PHASE 1) PROJECT TO ADJUST FOR SEVERAL PROJECT OVERRUNS AND UNDERRUNS; INCREASING THE CONTRACT AMOUNT BY \$162.75; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 128-2024, passed November 18, 2024, accepted the bid of Helms & Sons Excavating, Inc. and awarded the contract for the Downtown Transportation Improvements (Phase 1) Project to same, which bid was in the amount of \$4,401,234; and,

WHEREAS, Ordinance No. 123-2025, passed November 17, 2025, authorized the Mayor and Director of Finance to approve Change Order No. 1 to this City's Agreement with Helms & Sons Excavating, Inc. for the Downtown Transportation Improvements (Phase 1) Project to provide for several scope of work items that changed during construction and increased the contract amount by \$130,708.43; and,

WHEREAS, the Director of Public Service, by report dated February 17, 2026, has recommended approval of Change Order No. 2 of Helms & Sons Excavating, Inc. for said Downtown Transportation Improvements (Phase 1) Project to adjust for several project overruns and underruns during construction; and,

WHEREAS, the complete list of items constituting the change order is attached to the Director of Public Service's report of February 17, 2026 which includes: additional 4" concrete walk (\$25,605.00); plan omission for curb ramp quantity (\$18,650.00); additional surface course asphalt for paving at Main/Monroe (\$21,210.00); less 5" concrete walk installed than specified in the plans (-\$25,088.00); less 8" concrete walk than specified in the plans (-\$23,120.00); field

changes to pedestrian pavers from tactile pavers (-\$22,050.00); and,

WHEREAS, the project overruns and underruns that changed during construction resulted in a net increase to the contract in the amount of One Hundred Sixty-Two and 75/100 Dollars (\$162.75), for a total contract amount of \$4,532,105.18.

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

SECTION 1. That said change order increasing the contract amount by the sum of One Hundred Sixty-Two and 75/100 Dollars (\$162.75), authorized to be appropriated be, and the same hereby is, approved, and the Mayor and the Director of Finance be, and they hereby are, authorized to sign said change order on behalf of this City, thereby indicating such approval and changing the total contract amount.

SECTION 2. That, to provide funds for said change order for improvements, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-53610 – Downtown Transportation Improvements**, the sum of One Hundred Sixty-Two and 75/100 Dollars (\$162.75).

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 adjustments in the contract for project overruns and underruns that changed during construction should be approved 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.

SECTION 5. 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.

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



American Structurepoint - OH

Change Order Details

City of Sylvania-Downtown Transportation Improvements Phase 1

Description
 The project consists of the reconstruction of Main Street between Monroe Street and Maplewood Avenue in the city of Sylvania, Lucas County, Ohio. The project includes resurfacing of Maplewood Avenue between Main Street and Summit Street. This project includes the construction of asphalt pavement, drainage, sanitary sewer, waterline, traffic control, lighting, and streetscape elements.

ORDINANCE NUMBER: #128-2024
 PO NUMBER: 67109

Prime Contractor
 HELMS AND SONS EXCAVATING
 1753 LIMA AVE
 FINDLAY, OH 45840

Change Order
 2

Status
 Pending

Date Created
 01/26/2026

Type
 Various - see explanations

Summary
 Various Changes - See Description

Change Order Description
 This change order provides quantity balancing to account for normal differences between plan quantity and actual field measurements, including adjustments for overruns and underruns identified during construction.

Awarded Project Amount
 \$4,401,234.00

Authorized Project Amount
 \$4,531,942.43

Change Order Amount
 \$162.75

Revised Project Amount
 \$4,532,105.18

Change Order Details:

City of Sylvania-Downtown Transportation Improvements Phase 1

Increases/Decreases

| Line Number | Item ID | Unit | Unit Price | Quantity | Current Amount | Quantity | Change Amount | Quantity | Revised Amount |
|--|-----------|------|------------|------------|----------------|------------|---------------|------------|----------------|
| Section: 1 - Roadway | | | | | | | | | |
| 0003 | 202E30000 | SF | \$3.000 | 1,105.000 | \$3,315.00 | 314.050 | \$942.15 | 1,419.050 | \$4,257.15 |
| WALK REMOVED | | | | | | | | | |
| Reason: Changes (non-preventable): Quantity increase associated with the location change of the electrical power supply. | | | | | | | | | |
| 0004 | 202E30001 | SF | \$3.000 | 12,984.000 | \$38,952.00 | 36.000 | \$108.00 | 13,020.000 | \$39,060.00 |
| WALK REMOVED, AS PER PLAN | | | | | | | | | |
| Reason: Changes (non-preventable): Quantity increase associated with the location change of the electrical power supply. | | | | | | | | | |
| 0005 | 202E32000 | FT | \$8.000 | 1,433.000 | \$11,464.00 | 21.000 | \$168.00 | 1,454.000 | \$11,632.00 |
| CURB REMOVED | | | | | | | | | |
| Reason: Normal Difference between Plan and Actual Quantities. | | | | | | | | | |
| 0012 | 204E10000 | SY | \$3.000 | 4,066.000 | \$12,198.00 | -1,915.000 | -\$5,745.00 | 2,151.000 | \$6,453.00 |
| SUBGRADE COMPACTION | | | | | | | | | |
| Reason: Normal Difference between Plan and Actual Quantities: Quantity decreased due to field conditions where undercuts were not required. | | | | | | | | | |
| 0013 | 204E13000 | CY | \$40.000 | 465.000 | \$18,600.00 | -209.000 | -\$8,360.00 | 256.000 | \$10,240.00 |
| EXCAVATION OF SUBGRADE | | | | | | | | | |

| Line Number | Item ID | Unit | Unit Price | Quantity | Current Amount | Quantity | Change Amount | Quantity | Revised Amount |
|-------------|---------|------|------------|----------|----------------|----------|---------------|----------|----------------|
|-------------|---------|------|------------|----------|----------------|----------|---------------|----------|----------------|

Reason: Normal Difference between Plan and Actual Quantities: Quantity decrease associated the existing subgrade in certain locations appeared to be in good condition and did not require the planned quantity excavation. The subgrade is providing sufficient support and stability for the roadway.

| | | | | | | | | | |
|------|-----------|----|----------|---------|-------------|----------|--------------|---------|-------------|
| 0014 | 204E30011 | CY | \$75.000 | 465.000 | \$34,875.00 | -209.000 | -\$15,675.00 | 256.000 | \$19,200.00 |
|------|-----------|----|----------|---------|-------------|----------|--------------|---------|-------------|

GRANULAR MATERIAL, TYPE B, AS PER PLAN

Reason: Normal Difference between Plan and Actual Quantities: Quantity decrease associated the existing subgrade in certain locations appeared to be in good condition and did not require the planned quantity of granular material. The subgrade is providing sufficient support and stability for the roadway.

| | | | | | | | | | |
|------|-----------|----|----------|-----------|-------------|-----------|-------------|-----------|-------------|
| 0017 | 608E10000 | SF | \$15.000 | 1,105.000 | \$16,575.00 | 1,707.000 | \$25,605.00 | 2,812.000 | \$42,180.00 |
|------|-----------|----|----------|-----------|-------------|-----------|-------------|-----------|-------------|

4" CONCRETE WALK

Reason: Changes (non-preventable): This quantity is tied to the walk removed for the electrical power supply and balancing between line items.

| | | | | | | | | | |
|------|-----------|----|----------|-----------|--------------|------------|--------------|-----------|--------------|
| 0018 | 608E12001 | SF | \$16.000 | 9,835.000 | \$157,360.00 | -1,568.000 | -\$25,088.00 | 8,267.000 | \$132,272.00 |
|------|-----------|----|----------|-----------|--------------|------------|--------------|-----------|--------------|

5" CONCRETE WALK, AS PER PLAN

Reason: Normal Difference between Plan and Actual Quantities: Quantity reduction associated with balancing line items.

| | | | | | | | | | |
|------|-----------|----|----------|-----------|-------------|------------|--------------|--------|------------|
| 0020 | 608E15000 | SF | \$20.000 | 1,241.000 | \$24,820.00 | -1,156.000 | -\$23,120.00 | 85.000 | \$1,700.00 |
|------|-----------|----|----------|-----------|-------------|------------|--------------|--------|------------|

8" CONCRETE WALK

Reason: Normal Difference between Plan and Actual Quantities: Quantity reduction associated with balancing line items.

| | | | | | | | | | |
|------|-----------|----|----------|---------|------------|---------|-------------|---------|-------------|
| 0022 | 608E52000 | SF | \$25.000 | 171.000 | \$4,275.00 | 746.000 | \$18,650.00 | 917.000 | \$22,925.00 |
|------|-----------|----|----------|---------|------------|---------|-------------|---------|-------------|

CURB RAMP

| Line Number | Item ID | Unit | Unit Price | Current Quantity | Current Amount | Change Quantity | Change Amount | Revised Quantity | Revised Amount |
|-------------|---------|------|------------|---------------------|-------------------|--------------------|------------------|---------------------|-------------------|
|-------------|---------|------|------------|---------------------|-------------------|--------------------|------------------|---------------------|-------------------|

Reason: Plan Omission: Quantity increase due to the Main Street proposed curb ramps omitted from the original plan summary.

Section: 3 - Drainage

| | | | | | | | | | |
|------|-----------|----|----------|---------|-------------|---------|------------|-----------|-------------|
| 0032 | 605E14000 | FT | \$20.000 | 942.000 | \$18,840.00 | 183.000 | \$3,660.00 | 1,125.000 | \$22,500.00 |
|------|-----------|----|----------|---------|-------------|---------|------------|-----------|-------------|

6" BASE PIPE UNDERDRAINS

Reason: Normal Difference between Plan and Actual Quantities.

| | | | | | | | | | |
|------|-----------|----|----------|---------|------------|----------|-------------|-------|--------|
| 0034 | 611E00510 | FT | \$25.000 | 273.000 | \$6,825.00 | -273.000 | -\$6,825.00 | 0.000 | \$0.00 |
|------|-----------|----|----------|---------|------------|----------|-------------|-------|--------|

6" CONDUIT, TYPE F FOR UNDERDRAIN OUTLETS

Reason: Normal Difference between Plan and Actual Quantities.

| | | | | | | | | | |
|------|-----------|----|-----------|---------|--------------|-------|----------|---------|--------------|
| 0036 | 611E04400 | FT | \$125.000 | 941.000 | \$117,625.00 | 7.000 | \$875.00 | 948.000 | \$118,500.00 |
|------|-----------|----|-----------|---------|--------------|-------|----------|---------|--------------|

12" CONDUIT, TYPE B

Reason: Normal Difference between Plan and Actual Quantities.

Section: 4 - Pavement

| | | | | | | | | | |
|------|-----------|----|---------|-----------|------------|---------|------------|-----------|-------------|
| 0046 | 254E01000 | SY | \$8.000 | 1,040.000 | \$8,320.00 | 953.200 | \$7,625.60 | 1,993.200 | \$15,945.60 |
|------|-----------|----|---------|-----------|------------|---------|------------|-----------|-------------|

PAVEMENT PLANING, ASPHALT CONCRETE:

Reason: Owner Requested Change: Pavement milling was extended to include the eastbound Monroe Street right-turn lane to Main Street and the Main Street/Monroe Street Intersection.

| Line Number | Item ID | Unit | Unit Price | Current | | Change | | Revised | |
|--|-----------|------|------------|----------|-------------|----------|-------------|----------|-------------|
| | | | | Quantity | Amount | Quantity | Amount | Quantity | Amount |
| 0047 | 302E56000 | CY | \$200.000 | 268.000 | \$53,600.00 | 0.200 | \$40.00 | 268.200 | \$53,640.00 |
| ASPHALT CONCRETE BASE, PG64-22, (449) | | | | | | | | | |
| Reason: Normal Difference between Plan and Actual Quantities. | | | | | | | | | |
| 0048 | 304E20000 | CY | \$100.000 | 408.000 | \$40,800.00 | -42.600 | -\$4,260.00 | 365.400 | \$36,540.00 |
| AGGREGATE BASE | | | | | | | | | |
| Reason: Normal Difference between Plan and Actual Quantities. | | | | | | | | | |
| 0049 | 305E10010 | SY | \$95.000 | 611.000 | \$58,045.00 | 54.000 | \$5,130.00 | 665.000 | \$63,175.00 |
| 6" CONCRETE BASE, CLASS QC IP | | | | | | | | | |
| Reason: Normal Difference between Plan and Actual Quantities. | | | | | | | | | |
| 0050 | 407E20000 | GAL | \$3.000 | 315.000 | \$945.00 | -135.000 | -\$405.00 | 180.000 | \$540.00 |
| NON-TRACKING TACK COAT | | | | | | | | | |
| Reason: Normal Difference between Plan and Actual Quantities. | | | | | | | | | |
| 0051 | 441E70000 | CY | \$300.000 | 98.000 | \$29,400.00 | 70.700 | \$21,210.00 | 168.700 | \$50,610.00 |
| ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (449), PG64-22 | | | | | | | | | |
| Reason: Owner Requested Change: Surface course was extended to include the eastbound Monroe Street right-turn lane to Main Street and the Main Street/Monroe Street Intersection. | | | | | | | | | |
| 0052 | 441E70300 | CY | \$280.000 | 115.000 | \$32,200.00 | -17.400 | -\$4,872.00 | 97.600 | \$27,328.00 |
| ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 2, (449) | | | | | | | | | |

Change Order Details:

| Line Number | Item ID | Unit | Unit Price | Quantity | Amount | Quantity | Amount | Quantity | Amount | Quantity | Amount |
|-------------|---------|------|------------|----------|--------|----------|--------|----------|--------|----------|--------|
| | | | | Current | | Change | | Revised | | | |

Reason: Normal Difference between Plan and Actual Quantities.

| | | | | | | | | | | | |
|------|-----------|----|----------|--------|------------|---------|-------------|---------|-------------|--|--|
| 0053 | 452E12010 | SY | \$90.000 | 95.000 | \$8,550.00 | 174.000 | \$15,660.00 | 269.000 | \$24,210.00 | | |
|------|-----------|----|----------|--------|------------|---------|-------------|---------|-------------|--|--|

8" NON-REINFORCED CONCRETE PAVEMENT, CLASS QC IP

Reason: Normal Difference between Plan and Actual Quantities: Quantity increase associated with balancing line items.

| | | | | | | | | | | | |
|------|-----------|----|-----------|--------|-------------|---------|--------------|-------|--------|--|--|
| 0056 | 452E19200 | SY | \$150.000 | 75.000 | \$11,250.00 | -75.000 | -\$11,250.00 | 0.000 | \$0.00 | | |
|------|-----------|----|-----------|--------|-------------|---------|--------------|-------|--------|--|--|

NON-REINFORCED CONCRETE PAVEMENT, MISC.: CROSSWALK

Reason: Normal Difference between Plan and Actual Quantities: Quantity decrease due to this item not being required and therefore non-performed in its entirety.

| | | | | | | | | | | | |
|------|-----------|----|----------|--------|------------|--------|------------|---------|------------|--|--|
| 0057 | 609E12000 | FT | \$75.000 | 39.000 | \$2,925.00 | 77.000 | \$5,775.00 | 116.000 | \$8,700.00 | | |
|------|-----------|----|----------|--------|------------|--------|------------|---------|------------|--|--|

COMBINATION CURB AND GUTTER, TYPE 2

Reason: Normal Difference between Plan and Actual Quantities: Quantity increase associated with balancing line items.

| | | | | | | | | | | | |
|------|-----------|----|----------|---------|-------------|---------|-------------|---------|-------------|--|--|
| 0058 | 609E26000 | FT | \$50.000 | 578.000 | \$28,900.00 | 225.000 | \$11,250.00 | 803.000 | \$40,150.00 | | |
|------|-----------|----|----------|---------|-------------|---------|-------------|---------|-------------|--|--|

CURB, TYPE 6

Reason: Normal Difference between Plan and Actual Quantities: Quantity increase associated with balancing line items.

| | | | | | | | | | | | |
|------|-----------|----|----------|---------|-------------|----------|-------------|--------|------------|--|--|
| 0059 | 609E26001 | FT | \$55.000 | 205.000 | \$11,275.00 | -137.000 | -\$7,535.00 | 68.000 | \$3,740.00 | | |
|------|-----------|----|----------|---------|-------------|----------|-------------|--------|------------|--|--|

CURB, TYPE 6, AS PER PLAN

Reason: Normal Difference between Plan and Actual Quantities: Quantity decrease associated with balancing line items.

| Line Number | Item ID | Unit | Unit Price | Current | | Change | | Revised | |
|-------------|-----------|------|------------|----------|------------|----------|-------------|----------|--------|
| | | | | Quantity | Amount | Quantity | Amount | Quantity | Amount |
| 0060 | 609E98000 | FT | \$75.000 | 46.000 | \$3,450.00 | -46.000 | -\$3,450.00 | 0.000 | \$0.00 |

CURB, MISC.: TYPE 6, AS PER PLAN, 8" WIDTH

Reason: Normal Difference between Plan and Actual Quantities: Quantity decrease due to this item not being required and therefore non-performed in its entirety.

| | | | | | | | | | |
|------|-----------|----|----------|---------|-------------|---------|-------------|---------|-------------|
| 0061 | 609E98000 | FT | \$55.000 | 634.000 | \$34,870.00 | -45.000 | -\$2,475.00 | 589.000 | \$32,395.00 |
|------|-----------|----|----------|---------|-------------|---------|-------------|---------|-------------|

CURB, MISC.: VALLEY GUTTER

Reason: Normal Difference between Plan and Actual Quantities: Quantity decrease associated with balancing line items.

Section: 5 - Water Work

| | | | | | | | | | |
|------|-----------|----|-----------|--------|------------|---------|-------------|--------|------------|
| 0063 | 638E01130 | FT | \$200.000 | 32.000 | \$6,400.00 | -20.000 | -\$4,000.00 | 12.000 | \$2,400.00 |
|------|-----------|----|-----------|--------|------------|---------|-------------|--------|------------|

6" WATER MAIN POLYVINYL CHLORIDE PIPE AND FITTINGS, AWWA C900, DRI8

Reason: Normal Difference between Plan and Actual Quantities.

| | | | | | | | | | |
|------|-----------|----|-----------|-----------|--------------|--------|------------|-----------|--------------|
| 0064 | 638E01720 | FT | \$135.000 | 2,015.000 | \$272,025.00 | 11.000 | \$1,485.00 | 2,026.000 | \$273,510.00 |
|------|-----------|----|-----------|-----------|--------------|--------|------------|-----------|--------------|

8" WATER MAIN POLYVINYL CHLORIDE PIPE AND FITTINGS, AWWA C900, DRI8

Reason: Normal Difference between Plan and Actual Quantities.

Section: 6 - Sanitary Sewer

| | | | | | | | | | |
|------|-----------|------|-------------|--------|-------------|-------|------------|--------|-------------|
| 0079 | 690E98000 | EACH | \$1,000.000 | 36.000 | \$36,000.00 | 1.000 | \$1,000.00 | 37.000 | \$37,000.00 |
|------|-----------|------|-------------|--------|-------------|-------|------------|--------|-------------|

SPECIAL -: CONTINGENCY: NEW CLEANOUTS ON EXISTING LATERALS

Reason: Normal Difference between Plan and Actual Quantities.

| Line Number | Item ID | Unit | Unit Price | Current Quantity | Current Amount | Change Quantity | Change Amount | Revised Quantity | Revised Amount |
|-------------|---------|------|------------|---------------------|-------------------|--------------------|------------------|---------------------|-------------------|
|-------------|---------|------|------------|---------------------|-------------------|--------------------|------------------|---------------------|-------------------|

Section: 8 - Traffic Control

| | | | | | | | | | |
|------|-----------|----|---------|---------|----------|---------|----------|---------|------------|
| 0092 | 642E00630 | FT | \$2.500 | 248.000 | \$620.00 | 164.000 | \$410.00 | 412.000 | \$1,030.00 |
|------|-----------|----|---------|---------|----------|---------|----------|---------|------------|

CROSSWALK LINE, 24", TYPE I

Reason: Owner Requested Change: Additional crosswalk striping was required at the Main Street/Monroe Street intersection due to the added milling and resurfacing.

| | | | | | | | | | |
|------|-----------|------|-----------|-------|----------|--------|------------|--------|------------|
| 0101 | 630E79500 | EACH | \$105.000 | 5.000 | \$525.00 | 12.000 | \$1,260.00 | 17.000 | \$1,785.00 |
|------|-----------|------|-----------|-------|----------|--------|------------|--------|------------|

SIGN SUPPORT ASSEMBLY, POLE MOUNTED

Reason: Owner Requested Change: Several signs originally shown as post-mounted were relocated to pole-mounted installations to avoid conflicts with buried utilities and reduce the risk of vehicle of pedestrian impacts.

Section: 9 - Traffic Signals

| | | | | | | | | | |
|------|-----------|----|---------|--------|----------|--------|----------|--------|----------|
| 0111 | 625E25502 | FT | \$8.000 | 47.000 | \$376.00 | 18.000 | \$144.00 | 65.000 | \$520.00 |
|------|-----------|----|---------|--------|----------|--------|----------|--------|----------|

CONDUIT, 3", 725.05

Reason: Normal Difference between Plan and Actual Quantities.

| | | | | | | | | | |
|------|-----------|----|---------|--------|----------|-------|---------|--------|----------|
| 0113 | 625E29000 | FT | \$8.000 | 60.000 | \$480.00 | 5.000 | \$40.00 | 65.000 | \$520.00 |
|------|-----------|----|---------|--------|----------|-------|---------|--------|----------|

TRENCH

Reason: Normal Difference between Plan and Actual Quantities.

| | | | | | | | | | |
|------|-----------|----|---------|---------|------------|---------|----------|---------|------------|
| 0119 | 632E40500 | FT | \$4.000 | 548.000 | \$2,192.00 | 185.000 | \$740.00 | 733.000 | \$2,932.00 |
|------|-----------|----|---------|---------|------------|---------|----------|---------|------------|

SIGNAL CABLE, 5 CONDUCTOR, NO. 14 AWG

| Line Number | Item ID | Unit | Unit Price | Quantity | Current Amount | Quantity | Change Amount | Quantity | Revised Amount |
|-------------|---------|------|------------|----------|----------------|----------|---------------|----------|----------------|
|-------------|---------|------|------------|----------|----------------|----------|---------------|----------|----------------|

Reason: Plan Omission: Quantity increase due to a signal wire omitted from the plans that was required for proper operation of the traffic signal system.

| | | | | | | | | | |
|------|-----------|----|---------|---------|----------|---------|------------|---------|------------|
| 0120 | 632E40700 | FT | \$5.000 | 197.000 | \$985.00 | 513.000 | \$2,565.00 | 710.000 | \$3,550.00 |
|------|-----------|----|---------|---------|----------|---------|------------|---------|------------|

SIGNAL CABLE, 7 CONDUCTOR, NO. 14 AWG

Reason: Plan Omission: Quantity increase due to two signal wires omitted from the plans that were required for proper operation of the traffic signal system.

Section: 10 - Landscaping

| | | | | | | | | | |
|------|-----------|----|----------|---------|-------------|--------|------------|---------|-------------|
| 0167 | 690E98200 | SF | \$35.000 | 441.000 | \$15,435.00 | 66.000 | \$2,310.00 | 507.000 | \$17,745.00 |
|------|-----------|----|----------|---------|-------------|--------|------------|---------|-------------|

SPECIAL -: ACCENT BRICK PAVERS

Reason: Plan Omission / Changes (non-preventable): Quantity increase due to the addition of hash marks in front of the fire hydrants.

| | | | | | | | | | |
|------|-----------|----|----------|---------|-------------|---------|-------------|-----------|-------------|
| 0168 | 690E98200 | SF | \$38.000 | 521.000 | \$19,798.00 | 490.000 | \$18,620.00 | 1,011.000 | \$38,418.00 |
|------|-----------|----|----------|---------|-------------|---------|-------------|-----------|-------------|

SPECIAL -: PEDESTRIAN BRICK PAVERS

Reason: Design Error: Quantity increase resulting from areas revised from tactical warning pavers to pedestrian pavers.

| | | | | | | | | | |
|------|-----------|----|----------|-----------|-------------|----------|--------------|---------|-------------|
| 0169 | 690E98200 | SF | \$45.000 | 1,488.000 | \$66,960.00 | -490.000 | -\$22,050.00 | 998.000 | \$44,910.00 |
|------|-----------|----|----------|-----------|-------------|----------|--------------|---------|-------------|

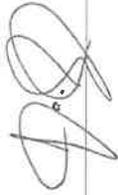
SPECIAL -: TACTICAL WARNING PAVERS

Reason: Design Error: Quantity decrease resulting from areas revised from tactical warning pavers to pedestrian pavers.

| | | | | | | | | |
|----------|--------|--|--|----------------|----------|--|--|----------------|
| 39 items | Totals | | | \$1,212,050.00 | \$162.75 | | | \$1,212,212.75 |
|----------|--------|--|--|----------------|----------|--|--|----------------|

RECOMMENDED FOR APPROVAL BY:

Joseph E. Shaw, P.E., P.S., Public Service Director: _____ (Date) 2-11-2026 _____ (Signature)



REVIEWED BY:

Engineer


Darren Schimmoeiler
Darren Schimmoeiler@shanderson.com
2026.02.11 08:57:49-0500

Darren J. Schimmoeiler, Project Engineer _____ (Date) 2026-02-11 _____ (Signature)

Contractor

Grant Heaster _____ (Name)

Grant Heaster _____ (Signature) 2/11/2026 _____ (Date)

The proposal is hereby approved.

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

The proposal is hereby approved.

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

7a.



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

February 17, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Downtown Transportation Improvements (Phase 2) – 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 Downtown Transportation Improvements Project (Phase 2).

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 \$244,764 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 and will be providing services in 2026 on the LUC-VAR-Sylvania PHB's (PID 122182) project.

This is an appropriated item in the 2026 budget, funding account 401-7610-51610.

We recommend approval of the proposal in the amount of \$244,764 with American Structurepoint, Inc. Please call with any questions.

Sincerely,

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

7b.

ORDINANCE NO. 39-2026

ACCEPTING THE PROPOSAL OF AMERICAN STRUCTUREPOINT, INC. TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR DOWNTOWN TRANSPORTATION IMPROVEMENTS (PHASE 2) PROJECT; APPROPRIATING FUNDS THEREFORE IN AN AMOUNT NOT TO EXCEED \$244,764; AND DECLARING AN EMERGENCY.

WHEREAS, the plans for the Downtown Transportation Improvements (Phase 2) 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 Downtown Transportation Improvements (Phase 2) Project; and,

WHEREAS, the Director of Public Service, by report dated February 17, 2026, has received a proposal from American Structurepoint, Inc. to provide construction management services for the Downtown Transportation Improvements (Phase 2) Project at a cost of \$244,764, 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 Two Hundred Forty-Four Thousand Seven Hundred Sixty-Four Dollars (\$244,764.00) to provide construction management services for the Downtown Transportation Improvements (Phase 2) 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. 401-7610-51610 – Downtown Transportation Improvements** an amount not to exceed Two Hundred Forty-Four Thousand Seven Hundred Sixty-Four Dollars (\$244,764.00).

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



February 5, 2026

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

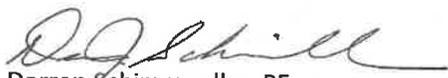
RE: 2025.02015 - Fee Proposal for Consulting Services
PID N/A
Downtown Transportation Improvements, Phase 2 – Main Street
Construction Inspection, Administration and Material Testing Services

Dear Mr. Shaw:

American Structurepoint 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 \$244,764.00 is based on estimated costs for American Structurepoint to provide these services. An estimate of direct costs for materials testing and asphalt plant monitoring by Bowser Morner is included in the calculations.

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


Walid E. Gemayel, PE
Senior Vice President

Enclosures

DJS:csf

| | |
|--|--------------------------|
| The proposal is hereby approved. | |
| Mark R. Frye, Mayor: _____ | (Signature) _____ (Date) |
| The proposal is hereby approved. | |
| Toby Schroyer, Finance Director: _____ | (Signature) _____ (Date) |

TABLE OF CONTENTS

| | |
|---|------------|
| Narrative..... | Page 1 |
| Proposal Cost Summary/Man-hour Justification..... | Page 2 - 5 |
| Hourly Rate Calculations..... | Page 6 |
| Proposed Overhead and Cost of Money Rates..... | Page 7 |
| Scope of Services..... | Appendix A |

PROJECT NARRATIVE

CONSTRUCTION ADMINISTRATION AND INSPECTION

LUC-Main Street; Downtown Transportation Improvements, Phase 2

The scope of services will include all the services shown in the City of Sylvania Construction Administration, Inspection, and Materials Management Scope of Services included in Appendix A. 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 as previously discussed with the city.

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 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. We anticipate 26 weeks of full-time construction activities with the labor for the PM/CE2 to be 8 hours/week and for the Project Inspector at 42 hours/week. We also anticipate 14 weeks of part-time inspection through the winter months with labor for the PM/CE2 to be 1 hour/week and for the Project Inspector to be 8 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 federal requirements. We anticipate the post-construction activities will last for a period of 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: Downtown Trans Imp's Phase 2
PID NUMBER:
CONTRACTOR:
AWARD DATE: TBD
NOTICE TO PROCEED: TBD
SUBSTANTIAL COMPLETION DATE: TBD
FINAL COMPLETION DATE: TBD

| | | | | | |
|--|---------------|----|------------|---|-------------------|
| PRECONSTRUCTION ACTIVITIES: | 7/20/2026 | to | 7/31/2026 | = | 2.00 weeks |
| FULL-TIME CONSTRUCTION ACTIVITIES | 8/3/2026 | to | 11/20/2026 | = | 16.00 weeks |
| PART-TIME CONSTRUCTION ACTIVITIES | 11/23/2026 | to | 2/26/2027 | = | 14.00 weeks |
| FULL-TIME CONSTRUCTION ACTIVITIES | 3/1/2027 | to | 5/7/2027 | = | 10.00 weeks |
| POST-CONSTRUCTION ACTIVITIES: | 5/10/2027 | to | 5/21/2027 | = | <u>2.00 weeks</u> |
| | Total weeks = | | | | 44.00 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 | = | <u>24 hours</u> |
| Full time: | 26 weeks | @ | 8 hours/week | = | <u>208 hours</u> |
| Part time: | 14 weeks | @ | 1 hours/week | = | <u>14 hours</u> |
| Post-construction Activities | 2 weeks | @ | 12 hours/week | = | <u>24 hours</u> |
| PM/CE2 TOTAL HOURS | | | | = | 270 hours |

Project Inspector 1

| | | | | | |
|--|----------|---|---------------|----------|--------------------|
| Preconstruction Activities | 2 weeks | @ | 10 hours/week | = | <u>20 hours</u> |
| Full time: | 26 weeks | @ | 40 hours/week | = | <u>1,040 hours</u> |
| Overtime | 1,040 | @ | 5.0% | = | <u>52 hours</u> |
| Part time: | 14 weeks | @ | 8 hours/week | = | <u>112 hours</u> |
| Post-construction Activities | 2 weeks | @ | 10 hours/week | = | <u>20 hours</u> |
| Project Inspector 1 TOTAL HOURS | | | | = | 1,244 hours |

Project Inspector 2

| | | | | | |
|--|----------|---|--------------|----------|----------------|
| Preconstruction Activities | 2 weeks | @ | - hours/week | = | <u>- hours</u> |
| Regular time: | 16 weeks | @ | hours/week | = | <u>- hours</u> |
| Overtime | - | @ | 0.0% | = | <u>- hours</u> |
| Post-construction Activities | 2 weeks | @ | - hours/week | = | <u>- hours</u> |
| Project Inspector 2 TOTAL HOURS | | | | = | - hours |

Direct Expenses:

Daily vehicle use:

Daily Vehicle Use PM/CE2: 40 weeks @ 1 days/week = 40 days

Daily Vehicle Use PI1: 40 weeks @ 4.0 days/week = 160 days

Daily Vehicle Use PI2: 40 weeks @ - days/week = - days

Total Days = 200 days

Equipment Usage:

Nuclear compaction gauge 3 weeks @ 2 days/week = 6 days

Concrete test kit 15 weeks @ 2 days/week = 30 days

**INSPECTION FEE SUMMARY
CONSTRUCTION INSPECTION SERVICES**

CLIENT: City of Sylvania
DESCRIPTION: Downtown Trans Imp's Phase 2

| | <u>Rate</u> | <u>Units</u> | <u>Fee</u> |
|---|-------------------------|--------------|----------------------|
| PM/CE2 | \$ 296.00 | 270 | \$ 79,920.00 |
| Project Inspector 1 | Regular time: \$ 131.00 | 1,080 | \$ 141,480.00 |
| | Overtime: \$ 152.00 | 52 | \$ 7,904.00 |
| Project Inspector 2 | Regular time: \$ 130.00 | - | \$ - |
| | Overtime: \$ 150.00 | - | \$ - |
| Daily Vehicle Use | \$ 49.00 | 200 | \$ 9,800.00 |
| Nuclear compaction gauge | \$ 35.00 | 6 | \$ 210.00 |
| Concrete test kit | \$ 15.00 | 30 | \$ 450.00 |
| SUB-TOTAL INSPECTION FEE | | | \$ 239,764.00 |
| MATERIALS TESTING AND LAB SERVICES** | | | \$ 5,000.00 |
| TOTAL FEE | | | \$ 244,764.00 |

** Includes asphalt plant monitoring

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:

| |
|-----------------------------------|
| |
| Sylvania Downtown Trans Imp Phs 2 |
| American Structurepoint, Inc. |

Company Overhead: 191.30%

Average Overhead: 158.08%

Cost of Money: 0.83%

Net Fee %: 11%

The company records OT premium as: ODC

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 | \$92.50 | \$176.95 | \$0.77 | \$26.26 | \$296 | N/A |
| PI1 | Yes | \$41.00 | \$78.43 | \$0.34 | \$11.64 | \$131 | \$152 |
| 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.



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

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 | Downtown Transportation Improvements Phase 2 |
| PID | N/A |
| Project Description | Reconstruction of Main Street between Erie Street and Maplewood Avenue in the City of Sylvania, Ohio. This project includes the construction of asphalt pavement, drainage, community park improvements, traffic control, lighting, and streetscape elements. This project also includes installation of storm sewer and resurfacing on Erie St from Summit Street to Main Street. |
| Work Description | Project Inspector 2; Project Structure Inspector; Traffic Signal and 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 |
| Structures Inspector | 1 | As needed |
| 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 | Consultant will coordinate and run meeting with assistance from the City |
| ACTIVE PROJECT ADMINISTRATION | | | | |
| Daily Field Engineering and Inspection | | | 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 | |
| PROJECT DOCUMENTATION | | | | |
| Daily Diaries | | | X | |
| Documentation of Quantities, Completed & Accepted | | | X | |
| Monitoring of Project Documentation | | X | X | |
| ACTIVE PROJECT MANAGEMENT | | | | |
| Progress Meetings | | X | X | |
| Schedule Tracking and Updates | | X | X | |
| PAYMENT & REIMBURSEMENTS | | | | |
| Contractor Payment | | X | X | Consultant to prepare for City review |

| | | | | |
|--|--|---|---|---|
| Summary of Progressive Payment | | | X | |
| Invoice and Reimbursement Preparation | | | X | |
| Review and Approval of Reimbursement Request | | X | X | Consultant to review and recommend approval. The City will issue final approval and issue payment. |
| 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 | |
| CLAIMS MANAGEMENT | | | | |
| Claims Negotiation and Approval of Resolution | | X | X | |
| Approval of Funding for Resolution | | X | | |
| Monitoring and Documentation of Claims Management Process | | 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 | | | | N/A |
| Monitoring and Documentation of LPA's EEO Compliance Process | | | | N/A |
| PROJECT FINALIZATION | | | | |
| Final Inspection and Acceptance | | X | X | City and 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 | |
| Final Payment to Contractor, Release of Responsibility | | X | | |
| Preparation of Project Closeout Documents | | | X | |
| Review and Approval of Finalization Documents | | X | X | |
| Completion of LPA Contract Administration Evaluation | | | | N/A |

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.

8a.



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

February 17, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Angola/Frankfort-Silica-Summit-Erie Resurfacing Project – Change Order No. 2 (Final)**

Dear Mr. Mayor and Council Members:

Henry W. Bergman, Inc. has completed the asphalt resurfacing work on Silica Drive, Summit Street, and Erie Street. As a reminder, this project's scope of work included the milling and resurfacing of over 16,200 square feet of asphalt pavement on the aforementioned roadways. Now that all work items have been completed, the Service Department is requesting a project change order to adjust the final contract price.

The largest savings to the project was less base pavement repair than originally planned. A contingency quantity of 2,468 square yards of pavement repair (6" depth) was included with the project and after the milled surfaces were inspected only 929 square yards were needed. This was a savings of \$48,017. Also, less surface and intermediate courses of asphalt pavement were installed than planned yielding a savings of \$19,542 on those materials.

As a result, a final project change order in the amount of \$72,286.58 is necessary to decrease the contract amount from \$517,006.00 to \$444,719.42. With this decrease the total construction cost was approximately 13.0% under the original contract amount.

We recommend approval of Change Order No. 2 (Final) with Henry W. Bergman, Inc. Please call with any questions.

Sincerely,

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

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

8/b.

ORDINANCE NO. 40-2026

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO APPROVE CHANGE ORDER NO. 2 (FINAL) TO THIS CITY'S AGREEMENT WITH HENRY W. BERGMAN, INC. FOR THE SILICA DRIVE/SUMMIT STREET/ERIE STREET RESURFACING PROJECT; DECREASING THE CONTRACT AMOUNT BY \$72,286.58; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 16-2025, passed February 3, 2025, accepted the bid of Henry W. Bergman, Inc. and awarded the contract for the Silica Drive/Summit Street/Erie Street Resurfacing Project to same, which bid was in the amount of \$511,417; and,

WHEREAS, Ordinance No. 101-2025, passed September 2, 2025, authorized the Mayor and Director of Finance to approve Change Order No. 1 to this City's agreement with Henry W. Bergman, Inc. for the Silica Drive/Summit Street/Erie Street Resurfacing Project for additional surveying services and increased the contract amount by \$5,589; and,

WHEREAS, the project is now complete and a final change order should be made to adjust the final contract price; and,

WHEREAS, the Director of Public Service, by report dated February 17, 2026, has recommended acceptance of Change Order No. 2 (Final) of Henry W. Bergman, Inc. for said Silica Drive/Summit Street/Erie Street Resurfacing Project to reduce contract amount by \$72,286.58, for a final contract amount of \$444,719.42; and,

WHEREAS, the biggest reduction in the contract was due to less base pavement repair being required than originally planned as well as less surface and intermediate courses of asphalt pavement were installed than planned resulting in a net decrease to the contract in the amount of Seventy-Two Thousand Two Hundred Eighty-Six and 58/100 Dollars (\$72,286.58), for a total contract amount of \$444,719.42.

NOW THEREFORE BE IT ORDAINED by the Council of the City of Sylvania, Lucas

County, Ohio, _____ members elected thereto concurring:

SECTION 1. That said change order decreasing the contract amount by the sum of Seventy-Two Thousand Two Hundred Eighty-Six and 58/100 Dollars (\$72,286.58) be, and the same hereby is, approved, and the Mayor and the Director of Finance be, and they hereby are, authorized to sign said change order on behalf of this City, thereby indicating such approval and changing the total contract amount.

SECTION 2. 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 3. 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 adjustments in the contract for said final installed quantities should be approved 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.

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.

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, OH

Change Order Details

2025 Resurfacing Project (OPWC) - Silica-Summit-Erie

City of trees
SYLVANIA
DEPARTMENT OF PUBLIC SERVICE
JOSEPH E. SHAW, P.E., P.S., DIRECTOR

Description Milling and resurfacing existing asphalt, spot full depth pavement repairs, placement of a two course asphalt overlay, upgrade of deficient curb ramps and adjustments to manholes, valve and monuments on Silica Drive, Summit Street, and Erie Street in the City of Sylvania.

ORDINANCE NUMBER: 16-2025
PO NUMBER: 67589

Prime Contractor HENRY W BERGMAN INC
218 E NINTH ST
GENOA, OH 43430

| | |
|----------------------------------|------------------------------|
| Change Order | 2 |
| Status | Pending |
| Date Created | 12/16/2025 |
| Type | Final Quantities (Balancing) |
| Summary | Change Order #2 (Final) |
| Change Order Description | Change Order #2 (Final) |
| Awarded Project Amount | \$511,417.00 |
| Authorized Project Amount | \$517,006.00 |
| Change Order Amount | -\$72,286.58 |
| Revised Project Amount | \$444,719.42 |

Increases/Decreases

| Line Number | Item ID | Unit | Unit Price | Current Quantity | Current Amount | Change Quantity | Change Amount | Revised Quantity | Revised Amount |
|---|---------|------|------------|---------------------|-------------------|--------------------|------------------|---------------------|-------------------|
| Section: 1 - Project Items | | | | | | | | | |
| 0002 | 253 | SY | \$31.200 | 2,468.000 | \$77,001.60 | -1,539.020 | -\$48,017.42 | 928.980 | \$28,984.18 |
| Pavement Repair (6" ~ 301 Asphalt Concrete Base) | | | | | | | | | |
| Reason: Balancing Change Order | | | | | | | | | |
| 0003 | 254 | SY | \$4.200 | 15,304.000 | \$64,276.80 | 988.000 | \$4,149.60 | 16,292.000 | \$68,426.40 |
| Pavement Planing, Asphalt Concrete | | | | | | | | | |
| Reason: Balancing Change Order | | | | | | | | | |
| 0004 | 407 | GAL | \$3.000 | 2,413.000 | \$7,239.00 | 32.510 | \$97.53 | 2,445.510 | \$7,336.53 |
| Non-Tracking Tack Coat | | | | | | | | | |
| Reason: Balancing Change Order | | | | | | | | | |
| 0005 | 441 | CY | \$195.000 | 766.000 | \$149,370.00 | -89.190 | -\$17,392.05 | 676.810 | \$131,977.95 |
| Asphalt Concrete Intermediate Course, Type 2 (449) | | | | | | | | | |
| Reason: Balancing Change Order | | | | | | | | | |
| 0006 | 441 | CY | \$215.000 | 640.000 | \$137,600.00 | -10.000 | -\$2,150.00 | 630.000 | \$135,450.00 |
| Asphalt Concrete Surface Course, Type 1 (449), PG 64-22 | | | | | | | | | |

| Line Number | Item ID | Unit | Unit Price | Current Quantity | Current Amount | Change Quantity | Change Amount | Revised Quantity | Revised Amount |
|---|---------|------|-------------|---------------------|-------------------|--------------------|------------------|---------------------|-------------------|
| Reason: Balancing Change Order | | | | | | | | | |
| 0009 | 614 | MI | \$1,100.000 | 1.020 | \$1,122.00 | 1.770 | \$1,947.00 | 2.790 | \$3,069.00 |
| Work Zone Center Line, Class II, 642 Paint (2 Applications) | | | | | | | | | |
| Reason: Balancing Change Order | | | | | | | | | |
| 0010 | 614 | CY | \$200.000 | 30.000 | \$6,000.00 | -27.540 | -\$5,508.00 | 2.460 | \$492.00 |
| Asphalt Concrete for Maintaining Traffic | | | | | | | | | |
| Reason: Balancing Change Order | | | | | | | | | |
| 0012 | 623 | EA | \$1,000.000 | 8.000 | \$8,000.00 | -1.000 | -\$1,000.00 | 7.000 | \$7,000.00 |
| Monument Assembly, Reconstructed to Grade | | | | | | | | | |
| Reason: Balancing Change Order | | | | | | | | | |
| 0015 | 642 | MI | \$2,650.000 | 1.020 | \$2,703.00 | -0.690 | -\$1,828.50 | 0.330 | \$874.50 |
| Center Line, Type 1 | | | | | | | | | |
| Reason: Balancing Change Order | | | | | | | | | |
| 0016 | 644 | FT | \$6.600 | 61.000 | \$402.60 | -43.900 | -\$289.74 | 17.100 | \$112.86 |
| Stop Line | | | | | | | | | |
| Reason: Balancing Change Order | | | | | | | | | |

| Line Number | Item ID | Unit | Unit Price | Current Quantity | Current Amount | Change Quantity | Change Amount | Revised Quantity | Revised Amount |
|---------------------------------------|---------|------|------------|------------------|----------------|-----------------|---------------|------------------|----------------|
| 0017 | 644 | FT | \$22.000 | 96.000 | \$2,112.00 | -72.500 | -\$1,595.00 | 23.500 | \$517.00 |
| Crosswalk Line, As Per Plan | | | | | | | | | |
| Reason: Balancing Change Order | | | | | | | | | |
| 0019 | Spec. | LBS | \$0.700 | 1,000.000 | \$700.00 | -1,000.000 | -\$700.00 | 0.000 | \$0.00 |
| Miscellaneous Metal | | | | | | | | | |
| Reason: Balancing Change Order | | | | | | | | | |
| 12 items | Totals | | | | \$456,527.00 | | -\$72,286.58 | | \$384,240.42 |

Time Limit Changes

| Type | Original Deadline | Current Deadline | Pending Extension | Pending Deadline |
|---|-------------------|------------------|-------------------|------------------|
| Completion Date | 08/15/2025 | 08/15/2025 | 196.0 Days | 02/27/2026 |
| Contract Completion Date | | | | |
| Reason: Weather / Overlapping Construction | | | | |
| 1 time limit | | | | |

Change Order Details:

2025 Resurfacing Project (OPWC) - Silica-Summit-Erie

02/03/2026

Page 4 of 5

RECOMMENDED FOR APPROVAL BY:

Joseph E. Shaw, P.E., P.S., Public Service Director:  (Signature) 2-5-2026 (Date)

REVIEWED BY:

Engineer
Eric M. Barnes, P.E., S.I., Deputy Public Service Director:  (Signature) 2/5/2026 (Date)

Contractor

Henry W. Bergman (Name)
Paul Bergman (Signature) 2-4-26 (Date)

The proposal is hereby approved.

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

The proposal is hereby approved.

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

9a.



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

February 17, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Waterline Easement Request (5820 Stewart Road, Marsha L. Wysocki and Ross Ramsdell)**
Alexis Road and Stewart Road Waterline Improvements Project

Dear Mr. Mayor and Council Members:

The Service Department was contacted by Mr. Ross Ramsdell (5820 Stewart Road) in late December 2025 with an inquiry about the possibility of extending the public waterline from Carter Road to his property on Stewart Road for a water service connection. The timing was good as we noted the Service Department was initiating engineering design work to provide Regency Hospital with a redundant waterline connection from Stewart Road.

Mr. Ramsdell's property is located along the northwest corner of the Regency Hospital campus and the southerly portion of the Ramsdell property would provide for a strategic waterline connection point to the campus. This connection point would require a new easement.

The two parties have successfully negotiated a fifteen (15) foot waterline easement along the southerly Ramsdell property line. Mr. Ramsdell will grant the City this easement subject to the City waiving the \$2,500 tapping fee for a one (1) inch connection from his property to the public water system. In addition, Mr. Ramsdell has many trees on the property and the City has agreed to install this portion of the waterline by trenchless methods to preserve as many of the trees as possible.

We request the approval of the 15-foot waterline easement agreement with Mr. Ross Ramsdell and his wife Marsha L. Wysocki. Please call with any questions.

Sincerely,

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

9/10

ORDINANCE NO. 41-2026

ACCEPTING AN EASEMENT FROM MARSHA L. WYSOCKI AND ROSS RAMSDELL FOR THE CONSTRUCTION AND MAINTENANCE OF A PUBLIC WATER MAIN ALONG A PORTION OF THE PROPERTY AT 5820 STEWART ROAD, SYLVANIA, OHIO; DEDICATING THE EASEMENT FOR PUBLIC PURPOSES; AND DECLARING AN EMERGENCY.

WHEREAS, the property owners at 5820 Stewart Road, Sylvania, Ohio (Marsha L. Wysocki and Ross Ramsdell) have requested the City extend the waterline on Carter Road to their property; and,

WHEREAS, the Director of Public Service has reviewed the request and has recommended the waterline be extended to not only provide service to the Wysocki/Ramsdell property but will also provide a redundant waterline connection for Regency Hospital; and,

WHEREAS, the Director of Public Service, by report dated February 17, 2026, has negotiated with Ms. Wysocki and Mr. Ramsdell to obtain the necessary easement for the construction and maintenance of a public water main along the southerly 15' of the property line located at 5820 Stewart Rd., Sylvania, Ohio; and,

WHEREAS, in exchange for the granting of the easement, the City has agreed to waive the tap fee in the amount of \$2,500, a copy of which grant of easement is attached hereto as "Exhibit A"; and,

WHEREAS, said grant of easement is presented to this Council for acceptance.

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

SECTION 1. That the easement as so executed and tendered as described on "Exhibit A" be, and the same hereby is, accepted from Marsha L. Wysocki and Ross Ramsdell, the grantors therein.

SECTION 2. That the easement area identified and described in said easement as set forth on "Exhibit A" be, and the same hereby is, dedicated for the respective public purposes expresses in said easement.

SECTION 3. That the Director of Law is hereby directed to deliver the recorded easement document to the Director of Finance for retention by him as custodian of the records of this City.

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 that the waterline easement should be accepted 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

EASEMENT FOR UTILITY PURPOSES

KNOW ALL MEN BY THESE PRESENTS:

That **Marsha L. Wysocki and Ross Ramsdell**, the Grantors, in consideration of one dollar (\$1), and other good and valuable considerations, to them paid by the **City of Sylvania**, the Grantee, do hereby grant, bargain, sell, convey and release to the said Grantee, its successors and assigns forever, an easement for the construction and maintenance of a public water main, in, on, over and through the real estate in the Sylvania Township, Lucas County, Ohio, and legally described below:

Situated in Town 9 South, Range 6 East, Section 2 in Sylvania Township, Lucas County, Ohio and being the south fifteen (15) feet of Lot 44 in Huntington Farms, a subdivision, as recorded in Plat Book Volume 26, Page 27 in the Deed Records of the Lucas County Recorder's Office.

TO HAVE AND TO HOLD the said easement rights with all the rights, privileges and appurtenances thereto belonging to the Grantee, its successors and assigns forever.

The Grantors, their successors and assigns, retains the right to use the attached described property for any and all purposes, provided that such use does not interfere with nor impair the exercise of the rights herein granted.

The Grantee agrees to waive associated Sylvania Codified Ordinance 921 water tapping fees in the amount of \$2,500 to the Grantor and will permit one (1) one-inch (1") water tap for domestic water purposes to the residence after the installation of the public water main through this said easement.

The Grantee agrees to install the public water main through the said easement area by trenchless method preserving as many trees as possible and limiting excavation work to only the necessary access points associated with said trenchless installation of the public water main. Any ground disturbances will be restored by the Grantee in kind during all construction and maintenance activities.

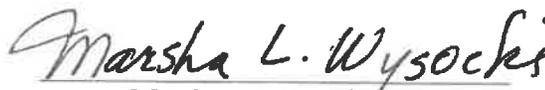
The Grantors claims title by instrument recorded in Microfiche 79 0148 A03 in the Deed Records of the Lucas County Recorder's Office.

The Grantors hereby covenant that they are the true and lawful Owners of said premises and are well seized of the same, and have good right and full power to bargain, sell and convey the same in the manner aforesaid.

IN WITNESS WHEREOF, the Grantors, **Marsha L. Wysocki and Ross Ramsdell** have hereunto set their hands this 26th day of January, 2026.



Ross Ramsdell



Marsha L. Wysocki

STATE OF OHIO

}SS

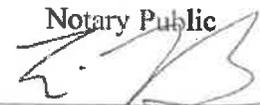
COUNTY OF LUCAS,

Before me, a Notary Public, in and for said County and State, personally appeared Marsha L. Wysocki and Ross Ramsdell, who acknowledged the signing thereof to be their voluntary act and deed for the purpose therein mentioned.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year aforesaid.



Eric Barnes
Notary Public, State of Ohio
My Commission Expires:
March 1, 2026

Notary Public


City of Sylvania, Ohio

By: _____
Mark R. Frye, Mayor

By: _____
Toby Schroyer, Director of Finance

Approved:

Leslie B. Brining, Director of Law

This instrument prepared by:
Joseph E. Shaw, P.E., P.S.
Director of Public Service
City of Sylvania, Ohio
6730 Monroe Street
Sylvania, Ohio 43560

10a.



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

February 17, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Parks & Forestry Department Equipment Purchase – Grasshopper Mower**

Dear Mr. Mayor and Council Members:

The Parks & Forestry Department has requested to purchase a new lawn mower from Buck & Knobby Equipment from Ottawa Lake, Michigan. This will be the primary mower to be used at Ravine Cemetery.

The new mower is a Grasshopper 725DT that includes a dedicated rear discharge, which is an essential feature for grass cutting operations in cemetery settings to keep clippings off of monuments and planted memorials. The existing mower, a rear bagger, will be kept by the Department and will continue to be used in our visible landscape areas (i.e. Courts, Administration Building, parks, etc.).

The cost of the mower is \$20,382.95. The purchase of this equipment was programmed into the 2026 budget and would be funded from the 401-7310-53405 account.

We recommend the purchase of the new Grasshopper 725DT lawn mower from Buck & Knobby Equipment from Ottawa Lake, Michigan in the amount of \$20,382.95. Please call with any questions.

Sincerely,

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

106.

ORDINANCE NO. 42-2026

ACCEPTING THE PROPOSAL OF BUCK & KNOBBY EQUIPMENT COMPANY, INC. FOR THE FURNISHING OF ONE NEW GRASSHOPPER 725DT LAWNMOWER FOR THE DEPARTMENT OF PUBLIC SERVICE IN THE AMOUNT OF \$20,382.95; AND DECLARING AN EMERGENCY.

WHEREAS, the Department of Public Service is in need of one new Grasshopper 725DT lawn mower; and,

WHEREAS, the Director of Public Service has received a proposal from Buck & Knobby Equipment Co., Inc. for the provision of (1) new Grasshopper 725DT lawn mower at a cost of \$20,382.95; and,

WHEREAS, the Director of Public Service, by report dated February 17, 2026, has determined that the proposal of Buck & Knobby Equipment Company, Inc. meets all of the City's specifications and has recommended acceptance of said proposal to provide one (1) new Grasshopper 725DT lawn mower for a total purchase price of Twenty Thousand Three Hundred Eighty-Two and 95/100 Dollars (\$20,382.95).

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 Buck & Knobby Equipment Co., Inc., 6220 W. Sterns Rd., Ottawa Lake, MI 49267, for the total sum of Twenty Thousand Three Hundred Eighty-Two and 95/100 Dollars (\$20,382.95), for the furnishing of one (1) new Grasshopper 725DT lawn mower for the Department of Public Service, is hereby accepted.

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, upon receipt of delivery of said lawn mower and the title documents therefore by the City of Sylvania, the Director of Finance is hereby authorized to issue his warrant or warrants in payment therefore in the amount of Twenty Thousand Three Hundred Eighty-Two and 95/100 Dollars (\$20,382.95) pursuant to the proposal thereby accepted, upon presentation of proper voucher or vouchers therefore, duly approved by the Director of Public Service.

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 furnishing of one (1) new Grasshopper 725DT lawn mower is determined to be necessary to provide dependable equipment for the City of Sylvania and this particular piece of equipment should be ordered immediately so as to have it available for use as the need requires. 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:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

Grasshopper QuikQuote #14875N02287



Vendor:
Moridge Mfg. Inc.
 105 Old Highway 82 S.
 P.O. Box 810
 Moundridge, KS 67107

Contact:
Brent Dobson
 bdobson@grasshoppermower.com

Quoted by
Buck & Knobby Equipment Co
 6220 Sterns Rd
 Ottawa Lake, MI 49267
 P: (734) 854-3380

Jerred PEABODY
 E:
JERREDP@BUCKANDKNOBBY.COM
 P: 7348543380 C:
 4192508212

Quoted for
SYLVANIA PARKS AND FORESTRY
 E:
MOTT@CITYOFSYLVANIA.COM

Note:
 Margie here is the updated quote. Let me know if you need anything else! Updated w/o tax!



Models may be shown with optional equipment that may or may not appear on your specific quote

Model 725DT with 3552RPF
 Quoted: Jan 12, 2026
GovMVMT
Contract ID: #AU-20223-000066
Contract Period:
 08/30/2023-08/29/2028

Power Unit & Deck

| | List | Contract |
|--|-------------|-------------|
| Model 725DT (532127) 898cc MaxTorque Diesel engine; "no-gears" T6 pump-and-wheel-motor transmission; AntiVibe Power Platform; luxury seat and shock-absorbing footrest | \$17,525.00 | \$13,669.50 |
| 3552RPF – 52" Dedicated Rear Discharge w/ PowerFold (532356) | \$4,560.00 | \$3,556.80 |

Wholegoods

| | List | Contract |
|--|------------|------------|
| 533578 – Premier Suspension Seat | \$775.00 | \$658.75 |
| 533549 – Tweels - 22 x 11-12 - Set of 2 (in lieu) | \$1,350.00 | \$1,147.50 |
| 533550 – Foldable ROPS w/ Seatbelt | \$180.00 | \$153.00 |
| 504643 – Trash Shield Kit - 700 Series | \$80.00 | \$62.40 |

List Total: \$24,470.00

Contract: \$19,247.95

Additional Pricing Adjustments

| | |
|-------------|----------|
| + Surcharge | \$700.00 |
| + Freight | \$435.00 |

Grand Total: \$20,382.95

Make PO to: Moridge Mfg. Inc.

Fax PO to:

Email PO to:

bdobson@grasshoppermower.com

PO #: _____

Approved by: _____

Signature: _____

Date: _____

11a.



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

February 17, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Streets Department Equipment Purchase – Mini-Excavator and Trailer**

Dear Mr. Mayor and Council Members:

The Streets Department has requested to purchase two pieces of equipment including a mini-excavator and paver trailer from Buck & Knobby Equipment from Ottawa Lake, Michigan.

The mini-excavator is a Yanmar SV100-7 and would be a new piece of equipment to the fleet. This excavator will provide 360 degrees of rotation that will better help position haul trucks and other equipment in safer and more efficient areas of traffic while digging. In addition, this unit comes with a quick-change system for buckets and other attachments which will eliminate the need of bringing two or three pieces of equipment to a job site to accomplish the same task. The lifting attachments will work very well on catch basin repairs having the excavation depth range necessary to dig the hole, but also the power to lift and set new basins in the hole.

The trailer is a Felling FT-40-2 paver model and will replace our existing largest-in-fleet Interstate trailer from 1997. It has a capacity of hauling over 45,000 pounds and can handle the largest equipment in the Streets Department including our standard excavator and paver.

The cost of the mini-excavator is \$153,250 and the trailer is \$39,696.40. The purchase of both pieces of equipment were programmed into the 2026 budget and would be funded from the 401-7610-53405 account. We recommend the purchase of the new Yanmar SV100-7 mini-excavator and Felling FT-40-2 trailer from Buck & Knobby Equipment. Please call with any questions.

Sincerely,

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

ORDINANCE NO. 43-2026

ACCEPTING THE PROPOSAL OF BUCK & KNOBBY EQUIPMENT COMPANY, INC. FOR THE FURNISHING OF ONE NEW YANMAR SV100-7 MINI EXCAVATOR FOR THE DEPARTMENT OF PUBLIC SERVICE, DIVISION OF STREETS IN THE AMOUNT OF \$153,250; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, the Department of Public Service, Division of Streets is in need of a mini excavator to better position haul trucks and other equipment in safer and more efficient areas of traffic while digging and, due to the quick-change system for buckets and other attachments, will eliminate the need for multiple pieces of equipment at a job site; and,

WHEREAS, the Director of Public Service has received a proposal from Buck & Knobby Equipment Co., Inc. for the provision of (1) new Yanmar SV100-7 mini excavator at a cost of \$153,250; and,

WHEREAS, the Director of Public Service, by report dated February 17, 2026, has determined that the proposal of Buck & Knobby Equipment Company, Inc. meets all of the City's specifications and has recommended acceptance of said proposal to provide one (1) new Yanmar SV100-7 mini excavator for a total purchase price of One Hundred Fifty-Three Thousand Two Hundred Fifty Dollars (\$153,250.00).

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 Buck & Knobby Equipment Co., Inc., 6220 W. Sterns Rd., Ottawa Lake, MI 49267, for the total sum of One Hundred Fifty-Three Thousand Two Hundred Fifty Dollars (\$153,250.00), for the furnishing of one (1) new Yanmar SV100-7 mini excavator for the Department of Public Service, Division of Streets is hereby accepted.

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, upon receipt of delivery of said mini excavator and the title documents therefore by the City of Sylvania, the Director of Finance is hereby authorized to issue his warrant or warrants in payment therefore in the amount of One Hundred Fifty-Three

Thousand Two Hundred Fifty Dollars (\$153,250.00) pursuant to the proposal thereby accepted, upon presentation of proper voucher or vouchers therefore, duly approved by the Director of Public Service.

SECTION 4. That to provide funds for said mini excavator hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-53405 – Equipment** the amount of One Hundred Fifty-Three Thousand Two Hundred Fifty Dollars (\$153,250.00).

SECTION 5. 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 6. 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 7. 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 furnishing of one (1) new Yanmar SV100-7 mini excavator is determined to be necessary to provide dependable equipment for the City of Sylvania and this particular piece of equipment should be ordered immediately so as to have it available for use as the need requires. 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:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

SALES QUOTATION

Jeff Wentz

Buck & Knobby Equipment Co. Inc.
 6220 Sterns Road, Exit 1 at US23
 Ottawa Lake, MI 49267
 734-856-2811 734-856-2709 FAX
 419-392-7575 Cell

www.buckandknobby.com
jeffw@buckandknobby.com

City of Sylvania

Ryan Chalmers

rchalmers@cityofsylvania.com

Salesman Jeff Wentz

Date: 01/12/26

| QUANTITY | DESCRIPTION | AMOUNT |
|----------|---|---------------------|
| 1 | New Yanmar SV100-7 Excavator, Cab with Heat/AC, Rubber Track | \$126,300.00 |
| | Straight Dozer Blade with Float | |
| | Hydraulic Pin Grabber Coupler | |
| | 2 PTO Dual Auxiliary Hydraulics | |
| | LED Lights | |
| | Standard 4yr 4000hr warranty | |
| 1 | 12" Digging Bucket | \$1,750.00 |
| 1 | 24" Digging Bucket | \$1,900.00 |
| 1 | 60" Ditch Bucket with bolt on edge | \$2,800.00 |
| 1 | Yanmar Breaker/Hammer | \$9,600.00 |
| 1 | Replacement H-Link with rated lifting point | \$2,750.00 |
| 1 | (Recommended for applications where chain lifting required) | |
| 1 | Werk Brau 24" Slab Grab Bucket | \$3,500.00 |
| 1 | Hydraulic Thumb Installed | \$4,650.00 |
| | Total Quote | \$153,250.00 |

ABOVE PRICES GOOD FOR 30 DAYS.

11C.

ORDINANCE NO. 44-2026

ACCEPTING THE PROPOSAL OF BUCK & KNOBBY EQUIPMENT COMPANY, INC. FOR THE FURNISHING OF ONE NEW FELLING FT-40-2 TRAILER FOR THE DEPARTMENT OF PUBLIC SERVICE, DIVISION OF STREETS IN THE AMOUNT OF \$39,696.40; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, the Department of Public Service, Division of Streets is in need of a trailer to replace the existing Streets Division trailer from 1997; and,

WHEREAS, the Director of Public Service has received a proposal from Buck & Knobby Equipment Co., Inc. for the provision of (1) new Felling FT-40-2 paver model trailer at a cost of \$39,696.40; and,

WHEREAS, the Director of Public Service, by report dated February 17, 2026, has determined that the proposal of Buck & Knobby Equipment Company, Inc. meets all of the City's specifications and has recommended acceptance of said proposal to provide one (1) new Felling FT-40-2 paver model trailer for a total purchase price of Thirty-Nine Thousand Six Hundred Ninety-Six and 40/100 Dollars (\$39,696.40).

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 Buck & Knobby Equipment Co., Inc., 6220 W. Sterns Rd., Ottawa Lake, MI 49267, for the total sum of Thirty-Nine Thousand Six Hundred Ninety-Six and 40/100 Dollars (\$39,696.40), for the furnishing of one (1) new Felling FT-40-2 paver model trailer for the Department of Public Service, Division of Streets is hereby accepted.

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, upon receipt of delivery of said trailer and the title documents therefore by the City of Sylvania, the Director of Finance is hereby authorized to issue his warrant or warrants in payment therefore in the amount of Thirty-Nine Thousand Six Hundred Ninety-Six and 40/100 Dollars (\$39,696.40) pursuant to the proposal thereby accepted, upon presentation of proper voucher or vouchers therefore, duly approved by the Director of Public Service.

SECTION 4. That to provide funds for said trailer hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-53405 – Equipment** the amount of Thirty-Nine Thousand Six Hundred Ninety-Six and 40/100 Dollars (\$39,696.40).

SECTION 5. 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 6. 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 7. 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 furnishing of one (1) new Felling FT-40-2 trailer is determined to be necessary to provide dependable equipment for the City of Sylvania and this particular piece of equipment should be ordered immediately so as to have it available for use as the need requires. 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:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

SALES QUOTATION

Jeff Wentz

Buck & Knobby Equipment Co. Inc.
 6220 Stems Road, Exit 1 at US23
 Ottawa Lake, MI 49267
 734-856-2811 734-856-2709 FAX
 419-392-7575 Cell

www.buckandknobby.com
jeffw@buckandknobby.com

City of Sylvania

Felling Sourcewell Contract 092922-FTS

Ryan Chalmers

rchalmers@cityofsylvania.com

Salesman Jeff Wentz

Date: 01/12/26

| QUANTITY | DESCRIPTION | AMOUNT |
|----------|---|--------------------|
| 1 | New Felling FT-40-2 TA Paver Trailer, 24' Flat Deck, 6' Beavertail | \$39,686.40 |
| | Air Tilt Deck with 6'x38" Air Ramps | |
| | Wood Inlaid Beavertail and Ramps | |
| | 22 Total D-rings | |
| | Air Operated Brakes | |
| | 25k Oil Bath Axles | |
| | 215/75R 17.5 Load Range H Tires | |
| | 140,000lb Twin 2 Speed Jack | |
| | LED Lights with sealed wire harness | |
| | 45,520lb GVWR | |
| | 36,320lb Capacity | |
| | Transfer Fee | \$10.00 |
| | Total Quote | \$39,696.40 |
| | | |
| | | |
| | | |

ABOVE PRICES GOOD FOR 30 DAYS.

ORDINANCE NO. 45-2026

AMENDING THE CODIFIED ORDINANCES OF SYLVANIA, 1979, AS AMENDED BY AMENDING SECTION 771.03 – GENERAL PROVISIONS AND SECTION 771.11 – TOW AND STORAGE FEES; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 123-2024, passed November 18, 2024, amended the Codified Ordinances, 1979, as amended, by adding Chapter 771 – Towing Services; and,

WHEREAS, the Director of Public Safety and the Chief of Police have recommended that Section 771.03 and Section 771.11 be amended as set forth on the attached to address some operational issues that have been identified since the enactment of Chapter 771.

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

SECTION 1. That Section 771.03 – General Provisions of the Codified Ordinances of Sylvania, 1979, as amended, be and it is, hereby further amended to amend and to read as set forth on the attached “Exhibit A.”

SECTION 2. That Section 771.11 – Tow and Storage Fees of the Codified Ordinances of Sylvania, 1979, as amended, be and it is, hereby further amended to amend and 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

771.03 GENERAL PROVISIONS.

All towing businesses whose application has been accepted to the Sylvania Police Division approved police tow list shall:

- a. Provide 24-hour towing service for the Division of Police.
- b. Provide for the release of towed vehicles to the titled owners thereof between the hours of 7:00 a.m. and 7:00 p.m. Monday through Saturday to a vehicle owner or lienholder in compliance with Ohio Revised Code Section 4513.69 and upon special request of the Division of Police.
- c. Maintain 24-hour telephone communication with the Division of Police and the contracted tow ordering service utilized by the Division of Police.
- d. Store all towed vehicles at the approved storage facilities for that tow company.
- e. Make available for inspection by the Division of Police all vehicles and storage facilities used in the operation of the towing business upon request.
- f. Remove at the scene of an accident all debris from the street and the surrounding area, and use "oil dry" to absorb fluids leaking from vehicles involved in a crash.
- g. Any changes to the business structure/ownership of the towing business shall be reported immediately to the Chief of Police.

771.11 TOW AND STORAGE FEES.

- a. Tow Fees:
 - 1. Maximum fees for towing shall be as follows:
 - a. A fee of \$165.00 for a standard tow;
 - b. A fee of \$330.00 for a tow resulting from a traffic crash.
 - 2. There will be a \$35.00 charge for a container of "Oil-Dry" used at a scene.
 - 3. No gate, administrative or fuel surcharge fees shall be charged to individual automobile owners as a result of their vehicle being towed.
 - 4. Towing fees for commercial vehicle tows shall not be regulated by ordinance.
 - 5. A Tow Company approved for Heavy Duty Tows will be required to annually provide a list of fees, charges and hourly rates that could be incurred from such a tow.
- b. Storage Fees:
 - 1. Fees for storage shall not exceed \$35.00 per day.
- c. After Hours Fees:
 - 1. A maximum fee of \$150.00 for after-hours vehicle retrieval or to retrieve personal items from a towed vehicle.

ORDINANCE NO. 46-2026

AMENDING THE COFDIFIED ORDINANCES OF SYLVANIA, 1979, AS AMENDED, BY AMENDING PART SEVENTEEN – RATE AND FEE SCHEDULE; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 139-2025, passed December 15, 2025, amended the Codified Ordinances of Sylvania, 1979, as amended, by amending Part Seventeen – Rate and Fee Schedule; and,

WHEREAS, Section 771.11 - Towing and Storage Fees was inadvertently omitted from the previous legislation and should be included as part of the Rate and Fee Schedule.

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

SECTION 1. That Part Seventeen – Rate and Fee Schedule 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” to add the Towing and Storage Fees to Appendix A effective on and after February 18, 2026.

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

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

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the amendments to the Codified Ordinances 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.

ATTEST:

President of Council
APPROVED AS TO FORM:

Clerk of Council
APPROVED:

Director of Law

Mayor

Date

PART SEVENTEEN – RATE AND FEE SCHEDULE

CHAPTER 1701

Rate and Fee Schedule

1701.01 RATES AND FEES.

The flat rate and fee for services, permits and licenses in the City of Sylvania are hereby set forth in Appendix A of this Chapter.

APPENDIX A

* * * *

Chapter 771 – Towing Services.

Section 771.11 – Tow and Storage Fees.

Standard Tow – maximum \$165.00

Tow resulting from crash – maximum \$330.00

Storage Fees – Not to exceed \$35.00 per day.

After Hours Fees - Maximum fee of \$150.00 for after-hours vehicle retrieval or to retrieve personal items from a towed vehicle.

* * * *

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



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

February 17, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Facilities Master Planning Study – Letter of Interest (LOI) Request**

Dear Mr. Mayor and Council Members:

The Service Department is ready to commence a Facilities Master Planning Study at several locations. The ultimate goal of the study is to create a planning tool for the long-term facilities needs of City government operations. The buildings to be evaluated include 5509 Harroun Road (Maintenance Garage), 6635 Maplewood Avenue (Council Chambers/Police), 6700 Monroe (Sylvania Municipal Court), 6730 Monroe (Administration Building), 8425 Sylvania-Metamora Road (Parks & Forestry), and 4927 North Holland-Sylvania Road (Sylvania Township Hall & Road Maintenance).

The study would be conducted in two parts. Part I would consist of an existing facilities assessment of each building which will perform qualitative and quantitative assessments to provide an overall "health" grade. The assessments would review building envelope, HVAC systems, ADA accessibility, and other building metrics using construction and building trades specialists to develop life expectancy forecasts. Part II would provide future facilities recommendations based on Part I findings including space utilization efficiencies, potential relocation, or consolidation.

The next step in this process is to request Letters of Interest (LOI) from qualified consultants interested in completing the study. City staff members would review the LOI's and select the most qualified consultant to complete task. 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.

Please call if you have 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



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

February 17, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Letters of Interest (LOI) for Design Engineering Services
Central Park/Garden Park/Rosewood Place Waterline Improvements Project**

Dear Mr. Mayor and Council Members:

The Service Department is ready to commence engineering design work on a waterline replacement project on Central Park, Garden Park, and Rosewood Place.

The Central Park 6-inch cast iron waterline was installed in 1952 and the replacement length would be approximately 590 feet. The Garden Park 4-inch cast iron waterline was installed prior to 1952 and the replacement length would be approximately 1,010 feet. The Rosewood Place 6-inch waterline was installed in 1952 and the replacement length would be approximately 320 feet. All water mains would be fully replaced with a new 8" water main complete with new services and appurtenances. Roadways would be resurfaced as well.

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 May 2026. Construction is scheduled for 2028.

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

11



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

February 17, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Website Redesign – Letter of Interest (LOI) Request**

Dear Mr. Mayor and Council Members:

A well-functioning and easy to navigate municipal website is a vital investment that enhances civic engagement, streamlines services, and provides crucial information to residents and visitors. Much like our demonstrated investments in municipal infrastructure such as sewer, water, and roads, the City too must continue to invest in our digital infrastructure footprint to keep pace with newer technologies and advancements to best serve our residents.

In 2015 the Information and Technology (IT) Department worked with R/P Marketing in Holland, Ohio to develop a new website for the City’s Public Service, Municipal Court, and Police Department. With this digital infrastructure over 10 years old we are ready for a redesign that will focus on usability, intuitive navigation, clear labeling, and a responsive design that adapts to various devices and screen sizes, ensuring all users have equal access to information and services.

The next step in this process is to request Letters of Interest (LOI) from qualified web content and creative consultants interested in developing a new City website. City staff members from the Service, IT, GIS, Police, and Court departments would review the LOI’s and select the most qualified consultant to complete task. Once the consultant is selected the City will enter into fee negotiations with the goal of having a consultant ready to initiate work by the second quarter of 2026.

We recommend the authorization to proceed with the LOI process for a new City website. Please call if you have 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



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

MEMO

To: The Mayor and City Council

From: Joseph E. Shaw, P.E., P.S., Safety/Service Director

Date: 02/17/2026

Re: Obsolete Equipment

Dear Council Members:

The following items are no longer of use in our City operations:

- Parks Department: 1995 Parker Self-Propelled Leaf Vacuum
- Streets Department: 1985 Speedaire 120 Gallon Air Compressor
- Sewer Department: 3" Acme Equipment Water Transfer Pump (sitting unused for 10+ years)
Two (2) Knaack MFG, Company Truck Bed Tool Box's
Stow Mortor and Plaster Mixer (sitting unused for 10+ years)

We request approval to dispose of these items by posting them for sale on the GovDeals website. Should we not receive any bids to purchase the items we will dispose of them through scrap value.

Please call if you have any questions. Thank you.

ORDINANCE NO. 47-2026

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO AGREEMENTS WITH VARIOUS PROVIDERS FOR HEALTH, LIFE, DENTAL, PROPERTY AND PRESCRIPTION DRUG INSURANCE AND SOFTWARE SUBSCRIPTION AGREEMENTS; RATIFYING THE DIRECTOR OF FINANCE'S SIGNATURES TO THE AGREEMENTS; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Sylvania offers health, life, dental, prescription drug insurance for its employees and the City of Sylvania maintains property and liability insurance through the Public Entities Pool; and,

WHEREAS, the Director of Finance executed contracts to provide for those benefits with the following companies: Public Entities Pool, TrueRX, MedBen/FrontPath, Delta Dental, SunLife, copies of which are all on file with the Clerk of Council; and,

WHEREAS, in addition to the above-referenced agreements, there are also software subscription agreements and other sundry agreements that should be updated and signed by the Mayor and Director of Finance on behalf of 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 sign Agreements now on file with the Clerk of Council for property/liability insurance, life insurance, health insurance (including stop loss and transplant), prescription drug insurance and the Director of Finance's signatures to the Agreements are hereby ratified.

SECTION 2. In addition to the Agreements mentioned above, there are also software subscription agreements and other sundry agreements that should be updated and signed by the Mayor and Director of Finance on behalf of the City of Sylvania. Copies of these Agreements are also on file with the Clerk of Council.

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 Agreements should be entered into and the Director of Finance's signatures ratified to provide for employee benefits and other sundry agreements should be ratified at the earliest possible time. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote dispensing with the second and third readings: 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



DEPARTMENT OF PUBLIC SERVICE
TIMOTHY S. BURNS, ZONING ADMINISTRATOR

February 13, 2026

To: Mayor and Members of City Council

Re: Council Referral RE: SUP #1 - 2026

Dear Mayor and Members of Council:

Following is an excerpt from the minutes of the regular meeting of the Municipal Planning Commission of February 11, 2026, Petition for Zoning Ordinance Amendment No. SUP #1-2026 submitted by Brian Bettinger for 5605 Monroe Street to change current MX-SUP to B2- SUP. For Ability Center of Greater Toledo.

..."Ms Fischer moved, Ms. Lindhuber seconded to recommend to Council to approve the Zoning Amendment as submitted, Vote being: Frye, Fischer, Lindhuber and Schaaf. (4) aye, (0) nay. Motion passed by a 4 to 0 vote"...

Sincerely,

Cristen Music Secretary
Municipal Planning Commission



DEPARTMENT OF PUBLIC SERVICE
TIMOTHY S. BURNS, ZONING ADMINISTRATOR

February 13, 2026

To: Mayor and Members of City Council

Re: Council Referral SUP #2 - 2026

Dear Mayor and Members of Council:

Following is an excerpt from the minutes of the regular meeting of the Municipal Planning Commission of February 11, 2026, Petition for Zoning Ordinance Amendment No. SUP #2 - 2026 submitted by Brian Bettinger for 5605 Monroe Street to change current R1 to B2 SUP. For Ability Center of Greater Toledo.

..."Ms.Lindhuber moved, Ms. Fischer seconded to recommend to Council to approve the Zoning Amendment as submitted, Vote being: Frye, Fischer, Lindhuber and Schaaf. (4) aye, (0) nay. Motion passed by a 4 to 0 vote"...

Sincerely,

Cristen Music Secretary
Municipal Planning Commission



SYLVANIA CITY COUNCIL
ATTN CLERK
6730 MONROE ST
SYLVANIA OH 43560

NOTICE TO LEGISLATIVE AUTHORITY

TO

Form for Referees Sylvania LLC, Sylvania/Referees, 7625 W Sylvania Ave. Sylvania OH 43560. Includes permit number 10012539-1, issue date, filing date 1/23/2026, and permit classes D-5.

FROM 1/26/2026

Form for LJ COURT LLC, 5929 HEATHERDOWNS BLVD TOLEDO OH 43614. Includes permit number 04950707-1, issue date, filing date, and permit classes.

MAILED 1/29/2026

RESPONSES MUST BE POSTMARKED NO LATER THAN 02/29/2026

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES: JUN TFOL 10012539-1 (TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING BE HELD [] IN OUR COUNTY SEAT [] IN COLUMBUS

WE DO NOT REQUEST A HEARING []

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

Signature line with fields for (Signature), (Title) - [] Clerk of City Council [] Township Fiscal Officer, and (Date)

Printed Name line with fields for (Printed Name), (Email Address), and (Telephone No.)

A.

Board of Architectural Review

Minutes of the regular meeting of February 11, 2026

Mr. Schaaf called the meeting to order

Secretary, Cristen Music took the roll call. Members present: Mayor Mark Frye, Carol Lindhuber and Jeff Schaaf (4) Ken Marciniak, excused. Kate Fischer attended later Tim Burns; Zoning administrator.

Ms. Lindhuber moved; Mr. Frye seconded to approve the Minutes of the January 14, 2026 Meeting as submitted Vote being: Frye, Lindhuber, and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 1 - Regulated Sign - app. no. 39-2026 requested by Scotty B's Led's for K&L flooring 5809 Monroe Street, Sylvania, Ohio 43560.

Mr. Burns said the application is for a wall sign that will replace the existing wall sign for the new business This sign meets code and has no objection from the zoning office. is a lit sign which is permitted and it is noted that it is 40 square feet, the initial application was a larger size.

Mr. Frye moved, Ms. Lindhuber seconded, to approve the wall sign vote being: Frye, Lindhuber, Schaaf (3) aye; (0) nay.

Item 2 - Building Review – app. no 2-2025^{le} requested by Brian Bettinger of 5605 Monroe Steet of Miller Diversified for the Ability Center of Greater Toledo.

Mr. Bettinger was present; Tim Burns stated this is an architectural review only the proposal will meet the zoning code. This is contingent upon receiving the SUP in the planning meeting.

Mr. Schaaf asked Mr. Burns if they are only looking at the addition of the building. Mr. Burns stated that nothing is changing on existing building

Lindsay Stough – the only changes to the existing building will be new canopies on where the existing canopies are, including the entry way. In the packet the color elevation and the black and white elevations the non-faded out are the new items. Ms. Stough offered to do walk through.

Ms. Lindhuber moved, with the contingent on the approval of SUP. Mr. Frye seconded, Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

**Board of Architectural Review
Minutes of February 11, 2026
Page 2**

Mr. Schaaf asked Mr. Burns about – Main Street and Summit, the lights are still flashing at the smoke shop. Tim will stop by tomorrow he will also look into the Temporary banner.

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

Mr. Burns stated that Mr. Marciniak will be resigning and tonight was going to be his last meeting. Mr. Marciniak; wanted to share his appreciation to the board.

Mayor Frye stated that the city owes Ken a debt of gratitude and owes him a Thanks for his long standing efforts towards municipal planning and architecture review.

Mayor Frye moved and Ms. Lindhuber second to adjourn the meeting. All present voted aye Meeting adjourned.

Submitted by,

Cristen Music Secretary
Municipal Planning Commission

B.

Sylvania Municipal Planning Commission

Minutes of the regular meeting of February 11, 2026

Mr. Schaaf called the meeting to order

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

Ms. Fisher moved; Mr. Frye seconded to approve the Minutes of the January 14, 2026 Meeting as submitted Vote being: Frye, Lindhuber, Fischer and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 1 Council Referral petition for zoning ordinance amendment SUP #1-2026 requested by Brian Bettinger for Ability Center of Greater Toledo located at 5605 Monroe Street, for amending MX-SUP to B2-SUP

Item 2 Council Referral petition for zoning ordinance amendment SUP #2-2026 requested by Brian Bettinger for Ability Center of Greater Toledo located at 5605 Monroe Street, for amending R1 SUP to B2 SUP.

Mr. Burns provided a brief description of the zoning ordinance amendment to reflect noted parcels as B2-SUP to uniform the parcels to reflect current usages and to make uniform with Monroe Street Zoning.

SUP #1-2026

Ms. Fischer moved, Ms. Lindhuber seconded, to recommend approval to council Vote being Frye, Lindhuber, Fischer and Schaaf (4) aye; (0) nay.

SUP #2 – 2026

Ms. Lindhuber moved, Ms. Fischer seconded, to recommend approval to council Vote being Frye, Lindhuber, Fischer and Schaaf (4) aye; (0) nay.

Mayor Frye moved, Ms. Lindhuber second to adjourn the meeting. All present voted aye.

Meeting Adjourned

Submitted by,

**Cristen Music Secretary
Municipal Planning Commission**