

Sylvania City Council

March 16, 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. Murphy.
3. Additions to the agenda.
4. Approval of the Council meeting minutes from March 2, 2026.
5. Proclamation presentation by Mayor Mark Frye to the Lucas County Board of Developmental Disabilities.
6. Police Department Equipment Purchase – Motorola APX N50 Portable Radios.
 - a. Service Director’s letter recommending the purchase.
 - b. Proposed Ordinance No. 59-2026, Authorizing the Mayor and Director of Finance to accept the proposal of Motorola Solutions, Inc. for the purchase of six (6) new portable radios.
7. ODOT Salt Contract (FY2027).
 - a. Service Director’s letter requesting authorization to participate in program.
 - b. Proposed Ordinance No. 60-2026, Authorizing the Mayor and Director of Finance to enter into an agreement with the Ohio Department of Transportation for the purchase of roadway de-icing salt.
8. King Road/Sylvan Towne Drive/Cougar Lane Traffic Signal Optimization Review.
 - a. Service Director’s letter recommending funds to be used for this study.
 - b. Proposed Ordinance No. 61-2026, Accepting the proposal of Colliers Engineering & Design to provide professional engineering services relative to this project.
9. Alexis Rd. & Stewart Rd. Waterline Improvements Project.
 - a. Service Director’s letter recommending approval of the proposal.
 - b. Proposed Ordinance No. 62-2026, Accepting the proposal of Colliers Engineering & Design to provide professional engineering services relative to this project.
10. Letter from Service Director requesting authorization to advertise for bids for the Downtown Transportation Improvements (Phase 2) Project.
11. Letter from Mayor Frye requesting City Council’s confirmation on the appointment of Beth Youngpeter (term expires 12/31/28) and Kevin McGreevy (term expires 12/31/27) to the Sylvania Tree Commission.
12. Executive Session to discuss pending litigation.
13. Committee reports.
14. Committee referrals.

INFORMATION

- A. Board of Architectural Review Meeting Minutes from March 11, 2026.
- B. Municipal Planning Commission Meeting Minutes from March 11, 2026.

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Minutes of the Meeting of Council
March 2, 2026

The Council of the City of Sylvania, Ohio met in regular session on March 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. McCann.

Pledge of
Allegiance.

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

None

No additions to
the agenda.

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

Agenda approval.

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

Mrs. Westphal presented the February 17, 2026 regular meeting minutes. Mrs. Westphal moved, Mr. McCann 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 February 17, 2026 be approved as written; roll call vote being: Stough, Westphal, Haynam, Hansen, McCann, Murphy, Richardson; (7) yeas; (0) nays. The motion carried.

Approval of
Feb. 17, 2026
Council meeting
minutes.

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

Mrs. Westphal gave a brief report on the Committee of the Whole meeting held this date to continue discussions on Proposed Ordinance No. 37-2026, Federal Immigration Enforcement. Several members of the community were in attendance; 21 residents of the area spoke in favor of and against the proposed ordinance. Ms. Stough made a motion asking the administration to prepare different legislation on this topic within 90 days, the motion carried.

Report from
C.O.W. meeting
held this date.

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

Service Director's letter requesting approval of construction easements was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 48-2026, 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 purchase agreement with Suzanne L. Baldwin for right-of-way acquisition relative to the Erie Street & Monroe Street Roundabout Project; dedicating the same for public purposes; appropriating funds therefore in the amount of \$10,390; and declaring an emergency; Mr. Richardson moved, Mrs. Westphal seconded for passage of Ordinance No. 48-2026 as an emergency measure; roll call vote being: Hansen, Richardson, Murphy, Stough, McCann, Westphal, Haynam; (7) yeas; (0) nays. The motion carried.

Ordinance No.
48-2026, :
"Baldwin...
ROW...Erie &
Monroe
Roundabout..."

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

Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 49-2026, a written copy of same having been previously furnished to each member of Council "Accepting a temporary construction easement from Brandon R. Duffey and Emilee J. Duffey for the Erie Street and Monroe Street Roundabout Project; dedicating the temporary easement for public purposes; appropriating funds therefore in the amount of \$300; and declaring an emergency; Mr. Richardson moved, Mr. McCann seconded for passage of Ordinance No. 49-2026 as an emergency measure; roll call vote being: Hansen, Richardson, Haynam, Murphy, Stough, McCann, Westphal; (7) yeas; (0) nays. The motion carried

Ordinance No. 49-2026, "...Temporary Construction Easement... Duffey...Erie & Monroe Roundabout..."

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

Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 50-2026, a written copy of same having been previously furnished to each member of Council "Accepting a warranty deed of right-of-way from the City of Sylvania relative to the Erie Street and Monroe Street Roundabout Project; authorizing the Mayor and Director of Finance to execute said documents on behalf of the city; and declaring an emergency"; Mr. Richardson moved, Mrs. Westphal seconded for passage of Ordinance No. 50-2026 as an emergency measure; roll call vote being: Hansen, McCann, Westphal, Stough, Murphy, Haynam, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No. 50-2026, "... Warranty Deed ...City of Sylvania...Erie & Monroe Roundabout..."

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

Service Director's letter recommending approval of the purchases was placed on file. Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 51-2026, 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 Whiteford Kenworth for the provision of a new 2026 Kenworth T480 Cab/Chassis for the Division of Water, Department of Public Service; appropriating \$118,326 therefore; and declaring an emergency; Mr. Hansen moved, Mr. Murphy seconded for passage of Ordinance No. 51-2026 as an emergency measure; roll call vote being: Richardson, Hansen, Haynam, Murphy, Stough, Westphal, McCann; (7) yeas; (0) nays. The motion carried.

Ordinance No. 51-2026, "... Whiteford Kenworth... Division of Water..."

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

Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 52-2026, 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 Kalida Truck Equipment, Inc. for the provision of one new Dump Body Package for the Division of Water, Department of Public Service; appropriating \$49,000 therefore; and declaring an emergency; Mr. Hansen moved, Mr. Haynam seconded for passage of Ordinance No. 52-2026 as an emergency measure; roll call vote being: Richardson, Stough, Hansen, Haynam, Murphy, Westphal, McCann; (7) yeas; (0) nays. The motion carried.

Ordinance No. 52-2026, “... Kalida Truck... Dump Body... Division of Water...”

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

Service Director’s letter recommending approval of the purchases was placed on file. Ms. Stough presented and read aloud by title only, proposed, amended Ordinance No. 53-2026, 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 Dave White Chevrolet for the provision of a new 2026 Chevrolet Silverado 5500 and Chassis for the Division of Streets, Department of Public Service; appropriating \$62,723.28 therefore; and declaring an emergency; Ms. Stough moved, Mr. McCann seconded for passage of amended Ordinance No. 53-2026 as an emergency measure; roll call vote being: Richardson, Hansen, Haynam, Murphy, Stough, Westphal, McCann; (7) yeas; (0) nays. The motion carried.

Ordinance No. 53-2026, “... Dave White... Silverado... Division of Streets...”

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

Ms. Stough presented and read aloud by title only, proposed, amended Ordinance No. 54-2026, 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 Kalida Truck Equipment, Inc. for the provision of on new Dump Truck for the Division of Streets, Department of Public Service; appropriating \$37,200 therefore; and declaring an emergency; Ms. Stough moved, Mr. McCann seconded for passage of amended Ordinance No. 54-2026 as an emergency measure; roll call vote being: Richardson, Haynam, Murphy, Stough, Hansen, Westphal, McCann; (7) yeas; (0) nays. The motion carried.

Ordinance No. 54-2026, “... Kalida Truck... Dump Truck... Division of Streets...”

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

Mr. McCann presented and read aloud by title only, proposed Ordinance No. 55-2026, a written copy of same having been previously furnished to each member of Council “Repealing Ordinance No. 34-2026; authorizing the Mayor and Director of Finance to enter into a Customer Supply Agreement with Archer Energy for the provision of natural gas to residential and small commercial customers within the City of Sylvania beginning in June, 2026; and declaring an emergency; Mr. McCann moved, Mrs. Westphal seconded for passage of Ordinance No. 55-2026 as an emergency measure; roll call vote being: McCann, Hansen, Haynam, Murphy, Stough, Westphal, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No.
55-2026, “...
Archer Energy
...June, 2026...”

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 56-2026, a written copy of same having been previously furnished to each member of Council “Amending Part One – Administrative Code of the Codified Ordinances of Sylvania, 1979, as amended by amending Chapter 147 – Records Commission; and declaring an emergency; Mrs. Westphal moved, Mr. McCann seconded for passage of Ordinance No. 56-2026 as an emergency measure; roll call vote being: Richardson, Hansen, Haynam, Murphy, Stough, Westphal, McCann; (6) yeas; (1) nays. The motion carried.

Ordinance No.
56-2026, “...
Amend Chapter
147-Records
Commission...”

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 57-2026, a written copy of same having been previously furnished to each member of Council “Amending Part One – Administrative Code of the Codified Ordinances of Sylvania, 1979, as amended, by amending Chapter 129 – Director of Finance; and declaring an emergency; Mrs. Westphal moved, Ms. Stough seconded for passage of Ordinance No. 57-2026 as an emergency measure; roll call vote being: Richardson, Murphy, Stough, McCann, Westphal, Haynam, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No.
57-2026, “...
Amend Chapter
129-Department
of Finance...”

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

Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 58-2026, a written copy of same having been previously furnished to each member of Council “An Ordinance to authorize and ratify the execution of Then and Now Certificates by the Finance Director and the payment of amounts due for various purchase orders; and declaring an emergency; Mr. Hansen moved, Mr. Haynam seconded for passage of Ordinance No. 58-2026 as an emergency measure; roll call vote being: Richardson, Murphy, Stough, McCann, Westphal, Haynam, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No. 58-2026, “... Then & Now Certificates...”

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

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 120-2025, a written copy of same having been previously furnished to each member of Council “An Ordinance implementing Sections 3735.65 through 3735.70 of the Ohio Revised Code, establishing and describing the boundaries of the Little-Centennial Community Reinvestment Area in the City of Sylvania, designating a Housing Officer to administer the program, and creating a Community Reinvestment Housing Council and a Tax Incentive review Council; and declaring an emergency; Mr. Haynam moved, Mr. Murphy seconded for passage of Ordinance No. 120-2025 as an emergency measure; roll call vote being: Richardson, Murphy, Stough, McCann, Westphal, Haynam, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No. 120-2025, “... Little-Centennial ...CRA...”

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

Mr. McCann moved, Mrs. Westphal seconded to confirm Mayor Frye’s appointment of Zachary Liber to the Municipal Planning Commission with a term expiring on December 31, 2027; roll call vote being: Richardson, Murphy, Stough, McCann, Westphal, Haynam, Hansen; (7) yeas; (0) nays. The motion carried.

Zachary Liber – Appt. to Plan Commission.

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

Mr. Murphy moved, Mr. McCann seconded to set a Parks & Forestry Committee meeting for Monday, April 20, 2026 at 6:00pm in City Council Chambers, 6635 Maplewood Avenue, Sylvania, Ohio, to discuss the City’s Green Yard waste Program;

Set P&F meeting for 4/20/26 at 6:00pm.

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

Mayor Frye stated that all items have been addressed.

Mrs. Westphal moved, Mr. Richardson seconded to adjourn at 7:24 p.m. Roll call vote being: Westphal, Hansen, McCann, Murphy, Stough, Richardson, Haynam; (7) yeas; (0) nays.

Adjournment.

Clerk of Council

Mayor

The Mission of the Lucas County Board of Development Disabilities (LCBDD) is Improving LIFE so that individuals with developmental disabilities reach their full potential; and

WHEREAS: LIFE stands for their Core Values; Living Life, Inclusion, Freedom of Choice and Everyone has Worth; and

WHEREAS: the history of the LCBDD is one of initiative, advocacy and leadership. Their current programs evolved from early classes taught by Josina Lott in her dining room starting in 1938 and she eventually opened the Lott Day School in East Toledo in 1945; and

WHEREAS: in 1962, voters in Lucas County authorized the first levy in Ohio history to support the education of children with intellectual disabilities; and

WHEREAS: since 1987, March has been recognized as Developmental Disabilities Awareness Month and is a nationwide event that aims to raise awareness about the inclusion of people with developmental disabilities, and highlight the value, rights, and aspirations of those individuals.

NOW, THEREFORE, I, Mark R. Frye, Mayor, do hereby proclaim the month of March, 2026 as

DEVELOPMENTAL DISABILITIES AWARENESS MONTH

in the City of Sylvania.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City of Sylvania to be set this 26th day of February, 2026.

Mark R. Frye, Mayor
City of Sylvania, State of Ohio

lea.



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

March 16, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Police Department Equipment Purchase – Motorola APX N50 Portable Radios**

Dear Mr. Mayor and Council Members:

The Police Department has requested to purchase six (6) new portable radios from Motorola Solutions, Inc. from Chicago, Illinois.

The Lucas County Countywide Communications System is the primary means of radio communication for all of Lucas County's first responders. Recently the County adopted policy requiring all users of the system to have Project 25 (P25) compliant radios by 2025. P25 is a suite of standards that enables interoperability among digital two-way land mobile radios within the system.

All Police Department portable radios were successfully able to undergo software upgrades with the exception of nineteen (19) portable radios that varied between 10 and 15 years old. These were unable to be upgraded to the P25 standard and were disposed of on GovDeals by Council authorization on November 3, 2025.

The 2026 budget included the purchase of six (6) new APX N50 P25 compliant radios from Motorola Solutions, Inc. in the amount of \$27,131.58 to help replenish the inventory. The radio purchases would be funded from the 401-7110-53405 account.

We recommend the purchase of six (6) new APX N50 portable radios from Motorola Solutions, Inc. from Chicago, Illinois in the amount of \$27,131.58. Please call with any questions.

Sincerely,

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

leb.

ORDINANCE NO. 59-2026

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ACCEPT THE PROPOSAL OF MOTOROLA SOLUTIONS, INC. FOR THE PURCHASE OF SIX (6) NEW PORTABLE RADIOS FOR THE SYLVANIA CITY POLICE DEPARTMENT; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$27,131.58; AND DECLARING AN EMERGENCY.

WHEREAS, Lucas County recently adopted a policy requiring all users of the Lucas County Countywide Communications System to have Project 25 compliant radios; and,

WHEREAS, Project 25 ("P25") is a suite of standards that permits interoperability among digital two-way land mobile radios within the system; and,

WHEREAS, with the exception of nineteen (19) portable radios, the software for the Police Department radios were able to be successfully upgraded; and,

WHEREAS, the Director of Public Safety, by report dated March 16, 2026, has received a proposal from Motorola Solutions, Inc. to provide the six (6) new portable radios at a total cost of \$27,131.58 and has recommended approval of the proposal; and,

WHEREAS, the proposal includes six (6) new APX N50 P25 compliant radios from Motorola Solutions, Inc.

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

SECTION 1. That the Mayor and the Director of Finance be, and they hereby are, authorized to sign the proposal of Motorola Solutions, Inc. on behalf of this City, thereby indicating such approval and acceptance for the provision of six (6) new APX N50 P25 portable radios.

SECTION 2. That, upon receipt of delivery of said radios, the Interim Director of Finance is hereby authorized to issue her warrant or warrants in payment therefore in the amount of Twenty-Seven Thousand One Hundred Thirty-One and 58/100 (\$27,131.58) pursuant to the proposal thereby accepted, upon presentation of proper voucher or vouchers therefore, duly approved by the Director of Public Safety, which warrant or warrants shall be charged to and paid from **Account No. 401-7110-53405 - Equipment.**

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 proposal for said police radios should be approved immediately so that the purchase can be made at the earliest possible time. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2026, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date



Motorola Solutions, Inc.
500 West Monroe
Chicago IL 60661
United States
Federal Tax ID: 36-1115800

Invoice 8282250984

Issue Date Dec 11, 2025	P.O. No. NTP	P.O. Date Dec 09, 2025
Sales Order 3203984418	Delivery No. 9112897485	Customer No. 1036456582

Billing Address

SYLVANIA POLICE DIVISION, CITY OF
 ATTN: Accounts Payable
 6635 MAPLEWOOD AVE
 SYLVANIA OH 43560
 United States

Shipping Address

SYLVANIA POLICE DIV, CITY OF
 6635 MAPLEWOOD AVE
 SYLVANIA OH 43560
 United States

Important Information

Ultimate Destination: United States
 Freight Terms: FREIGHT PREPAID
 Inco Term: CIF
 SYLVANIA,OH,US,INCOTERMS@ 2010

For all invoice payment inquiries contact

SLT5CTRA@motorolasolutions.com
 Telephone: 800-247-2346

Payment Details

Payment Method / Terms

Net Due in 30 Days

Payment Address

Motorola Solutions, Inc.
 13108 Collections Center Drive
 Chicago, IL 60693
 United States

Bank

Bank of America, Dallas

Bank Account No.

3756319806

ABA Routing No. for ACH

111000012

ABA Routing No. for Wire Transfer

026009593

SWIFT

BOFAUS3N

Invoice Total

USD 27,131.58

Payment Due Date Jan 10, 2026

Pay Online

motorolasolutions.com/billing

Invoice 8282250984

Please detach here and return the bottom portion with your payment

Page 1 of 3

Payment Coupon

Invoice 8282250984

Please put your Transaction Number and your Customer Account Number on your payment for prompt processing.

Billing Address

SYLVANIA POLICE DIVISION, CITY OF
 ATTN: Accounts Payable
 6635 MAPLEWOOD AVE
 SYLVANIA OH 43560
 United States

Payment Address

Motorola Solutions, Inc.
 13108 Collections Center Drive
 Chicago, IL 60693
 United States

Invoice Total

USD 27,131.58

Tax Included 0.00
 Payment Due Date Jan 10, 2026

Provide your remittance details to:
US.remittance@motorolasolutions.com

#	Description	Ship Date	Service Period	Unit Price	Qty	Amount
1	PORTABLE RADIO APX N50 7/800 MODEL 2 SO Line No.: 3.1 ITEM# H25UCF9PW6AN	Dec 11, 2025		2,097.60	6	12,585.60
	Serial No. 287CBZ1434, 287CBZ1435, 287CBZ1436, 287CBZ1437, 287CBZ1438, 287CBZ1439					
1.1	PORTABLE RADIO APX N50 7/800 MODEL 2 ITEM# H25UCF9PW6AN-A			0.00	6	0.00
1.2	DEVICE PROGRAMMING ITEM# LSV00Q00202A			113.00	6	678.00
1.3	APX N50/30 DMS ESSENTIAL ITEM# LSV01S03084A		Jan 12, 2026 - Jan 11, 2029	158.40	6	950.40
1.4	SOFTWARE LICENSE ENH: MULTIKEY ITEM# H869DB			0.00	6	0.00
1.5	SOFTWARE LICENSE ENH: AES ENCRYPTION AND ADP ITEM# Q629BD			0.00	6	0.00
1.6	ADD: PROGRAMMING OVER P25 (OTAP) ITEM# G996AU			0.00	6	0.00
1.7	ADD: OUT OF THE BOX WIFI PROVISIONING ITEM# QA09007AD			0.00	6	0.00
1.8	ADD: WIFI CAPABILITY ITEM# QA09001AM			0.00	6	0.00
1.9	ADD: CPS ENABLEMENT ITEM# QA08853AA			0.00	6	0.00
1.10	ADD: BASELINE RELEASE SW ITEM# QA09113AA			0.00	6	0.00
1.11	ADD: MULTICAST VOTING SCAN ITEM# Q387CB			0.00	6	0.00
1.12	ADD: SITE SELECTABLE ALERT FOR P25 TRUNKING ITEM# QA00982AH			0.00	6	0.00
1.13	ADD: ENHANCED DATA ITEM# QA03399AK			0.00	6	0.00
1.14	ADD: BASIC VOICE CONTROL ITEM# QA08715AA			0.00	6	0.00
1.15	ADD: P25 LINK LAYER AUTHENTICATION ITEM# QA01767BL			0.00	6	0.00
1.16	ADD: ESSENTIAL CORE BUNDLE ITEM# BD00032AA			1,752.73	6	10,516.38
1.17	ADD: ESSENTIAL SECURITY BUNDLE ITEM# BD00033AA			400.20	6	2,401.20
1.18	SOFTWARE LICENSE ENH: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM ITEM# QA02756AB			0.00	6	0.00

#	Description	Ship Date	Service Period	Unit Price	Qty	Amount	
1.19	ADD: TDMA OPERATION ITEM# QA00580BA			0.00	6	0.00	
						USD Subtotal	27,131.58
						USD Total Tax	0.00
						USD Invoice Total	27,131.58
						USD Amount Due	27,131.58

7a.



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

March 16, 2026

To: The Mayor and Members of Sylvania City Council

Re: **ODOT Salt Contract (FY2027)**

Dear Mr. Mayor and Council Members:

The Service Department is requesting the authorization to participate in the Ohio Department of Transportation (ODOT) Salt Contract for fiscal year (FY) 2027.

This cooperative purchasing program is authorized by Ohio Revised Code 5513.01(B) and allows for any political subdivision to participate in contracts by the Director of Transportation of ODOT for supplies, products, or services. Each political subdivision needs to supply a resolution or ordinance requesting the authorization to participate and provide the amount of product to be purchased.

The FY2026 cost of salt in Lucas County was \$50.44/ton. As a reminder, the City did not participate in the salt contract for this year and instead elected to replace the end loader tractor used in loading our trucks during snow and ice control operations. Historical costs include \$48.97/ton in FY2025 and \$53.23/ton in FY2024.

The Service Department is requesting 2,000 tons be purchased in this program for FY 2027. This was a known expense with funds included in the 2026 budget and would be funded from account 223-7611-52263.

We request the authorization to participate in the FY2027 ODOT Salt Contract and purchase 2,000 tons of material. Please call if you should have any questions.

Sincerely,

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

7b.

ORDINANCE NO. 60-2026

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE OF THE CITY OF SYLVANIA, OHIO, TO ENTER INTO AN AGREEMENT WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR THE PURCHASE OF ROADWAY DE-ICING SALT; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Sylvania (hereinafter referred to as the "Political Subdivision") hereby submits this written agreement to participate in the Ohio Department of Transportation's (ODOT) annual winter road salt bid in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT winter road salt contract; and,

WHEREAS, the Director of Public Service, by report dated March 16, 2026, has recommended that the City of Sylvania participate in the State of Ohio contract for roadway de-icing salt; and,

WHEREAS, the City of Sylvania has participated in the State of Ohio contract for roadway de-icing salt since 2011, with the exception of FY2026 when the City did not purchase roadway salt.

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

SECTION 1. That the Mayor and Director of Finance be, and they hereby are, authorized to enter into, on behalf of this City, a Purchasing Services Contract with the Ohio Department of Transportation in the form and substance of said contract now on file with the Clerk of Council.

SECTION 2. As a participant in this agreement, the Political Subdivision agrees:

- A. To be bound by all terms and conditions established by ODOT in the winter road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract.
- B. The City of Sylvania hereby acknowledges that upon the Director of ODOT's signing of the winter road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision.

- C. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT winter road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses or other damages arising out of the City of Sylvania's participation in the winter road salt contract.
- D. The Political Subdivision's electronic order for Sodium Chloride will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier, which the Director of Service is recommending 2,000 tons at the delivered bid price per ton awarded by the Director of ODOT.
- E. The City of Sylvania hereby agrees to purchase a minimum of 90% of its above-requested salt quantities from its awarded salt supplier during the contract's effective period of September 1, 2026 through April 30, 2027.
- F. The City of Sylvania hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT winter salt contract.
- G. The City of Sylvania acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision's participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision's participation agreement and/or the Political Subdivision's request to rescind its participation agreement.

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 City should indicate its participation in the Ohio Department of Transportation's roadway de-icing salt purchasing contract 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

8a.



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

March 16, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Professional Engineering Services Proposal
King Road/Sylvan Towne Drive/Cougar Lane Traffic Signal Optimization Review**

Dear Mr. Mayor and Council Members:

The Service Department was contact by Sylvania Schools this month requesting a traffic signal review be performed at the intersection of King Road, Sylvan Towne Drive, and Cougar Lane. Sylvania Schools Transportation has noticed increased queuing and delays on the Cougar Lane leg of the intersection since the Carr Apartments complex has been constructed on Sylvan Towne Drive and occupancy populated. This leg of the intersection has a dedicated right turning lane and a combination thru/left turning lane that is only available as a permissive option (i.e. green ball only). This permissive only option provides limited service to the Cougar Lane leg during Southview High School dismissal.

The Service Department requested a traffic signal optimization proposal from Colliers Engineering Design from Maumee, Ohio to collect traffic counts, review crash data, simulate and model the traffic data, and optimize the signal timings to improve performance. Colliers will also make any necessary signal infrastructure improvements that may be necessary outside of signal timing adjustments. The Colliers proposal was in the amount of \$7,900.

The Service Department did not include this study in the 2026 capital improvement budget. However, the LUC-VAR-Sylvania PHB's (PID 122182) project recently bid to replace several rectangular rapid flashing beacons at Sylvania School's sites with pedestrian hybrid beacons came in well under the project budget by \$248,328. We are recommending those unencumbered funds be used to fund this study from account 401-7610-51614. Please call with any questions.

Sincerely,

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

6730 MONROE STREET • SYLVANIA, OHIO 43560-1948 • (419) 885-8965 • FAX (419) 885-0486

www.cityofsylvania.com

86.

ORDINANCE NO. 61-2026

ACCEPTING THE PROPOSAL OF COLLIERS ENGINEERING & DESIGN TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE KING ROAD/SYLVAN TOWNE DRIVE/COUGAR LANE TRAFFIC SIGNAL OPTIMIZATION PROJECT; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$7,900; AND DECLARING AN EMERGENCY.

WHEREAS, there have been increased queuing and delays on the Cougar Lane leg of the King Road/Sylvan Towne Drive/Cougar Lane intersection since the construction and occupancy of additional residential property on Sylvan Towne Drive; and,

WHEREAS, the Director of Public Service, by report dated March 16, 2026, has received a proposal from Colliers Engineering & Design to provide professional engineering services including collecting traffic counts, review crash data, simulate and model the traffic data, and optimize the signal timings to improve performance for the King Road/Sylvan Towne Drive/Cougar Lane Traffic Signal Optimization Project at a cost of \$7,900; and,

WHEREAS, the Director of Public Service, by report dated March 16, 2026, has recommended approval of the proposal of Colliers Engineering & Design to perform traffic signal optimization review at the King Road/Sylvan Towne Drive/Cougar Lane intersection.

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 Colliers Engineering & Design in the amount of Seven Thousand Nine Hundred Dollars (\$7,900.00) for providing professional engineering services for the King Road/Sylvan Towne Drive/Cougar Lane Traffic Signal Optimization Review Project, is hereby approved and accepted.

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

SECTION 3. That to provide funds for said services hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-51614 – McCord Road Resurfacing** the amount of Seven Thousand Nine Hundred Dollars (\$7,900.00).

SECTION 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this

Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

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

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2026, as an emergency measure.

ATTEST:

President of Council
APPROVED AS TO FORM:

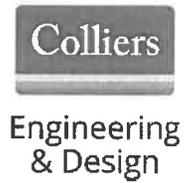
Clerk of Council
APPROVED:

Director of Law

Mayor

Date

3410 Briarfield Boulevard
Suite C
Maumee, Ohio 43537
Main: 877 627 3772



VIA e-mail
March 10, 2026

Mr. Joseph Shaw, PE, PS
City of Sylvania
6730 Monroe Street
Sylvania, Ohio 43560

Proposal for Professional Services
King Road/Sylvan Towne Drive/Cougar Lane Traffic Signal Optimization
Sylvania, Ohio
Proposal No.: 26004357P

Dear Mr. Joseph Shaw,

Colliers Engineering & Design, Inc. is pleased to submit this proposal to provide professional services for a proposed for the intersection of King Road & Cougar Lane / Sylvan Towne Drive in the City of Sylvania, Ohio. Based on direction from the City of Sylvania and our prior experience, it is our understanding that this project involves data collection, safety analysis, and optimization of traffic signal timings at the subject intersection. The study will evaluate the existing traffic conditions and utilize updated traffic volume data and provide the City with optimized traffic signal timing plans to improve traffic operations at the intersection.



This proposal is divided into four sections as follows:

Section I – Scope of Services

Section II – Business Terms and Conditions

Section III – Technical Staff Hourly Rate Schedule and Reimbursable Expenses

Section IV – Client Contract Authorization

The order in which the following scope of services are presented generally follows the sequence in which the project will be accomplished.

Section I – Scope of Services

Based on our conversations and information noted above, we propose to complete the following:

CED proposes to deliver the following scope of services to complete the requested traffic signal optimization at the subject intersection. The study will be completed in accordance with the methodologies and practices published by the Institute of Transportation Engineers (ITE) and the applicable standards of the Ohio Department of Transportation (ODOT) and city. This evaluation will include traffic data collection, safety analysis, and modeling of intersection operations and queuing. Based on our understanding of the project, as well as expertise in this discipline, CED will deliver the following technical scope of work for the study:

1. Obtain a field inventory of the existing geometries, lane use, and signal equipment, as well as existing traffic signal timing and plans at the study intersection, utilizing Google Earth imagery, field review, and the City of Sylvania documentation.
2. Conduct a 12-hour (6:00 AM to 6:00 PM) turning movement count at the intersection of King Road & Cougar Lane / Sylvan Towne Drive. The count will be conducted during mid-week (Tuesday, Wednesday, or Thursday), on a non-holiday week, while school is in session. All data collection efforts include pedestrian / bicycle counts, as well as heavy vehicle data.
3. Review intersection geometry at the study intersection to develop updated vehicular and pedestrian clearance interval timings consistent with ODOT standards.
4. Conduct a crash analysis at the study intersection for the most recent five years utilizing information obtained from the ODOT AASHTOWare Safety database.
5. Model the study intersection in Synchro, Version 12 traffic analysis software and simulate the intersection using SimTraffic, based on ODOT standards. Base models will include existing turning movement count data, existing geometry, and existing traffic signal timings.
6. Optimize traffic signal timings at the study intersection to improve vehicle delays, queues, and overall intersection operations. Lane assignment modifications, roadway geometry modifications, and improvements to existing traffic signal equipment will be considered and recommended as necessary during the optimization. A summary of the benefits of the optimized signal timings will be developed based upon specific Measures of Effectiveness (MOE's) including control delay and level of service (LOS) at a minimum.
7. Provide updated signal timing for the study intersection for implementation in the field.
8. Complete a technical memorandum consistent with accepted traffic engineering standards and suitable for submission to the city which outlines the existing traffic conditions, crash analysis, and existing and forecast MOE's that occur with the traffic signal optimization.

Upon completion of the proposed scope of work a draft copy of the study report will be provided for internal review and comment. CED will provide one revision to the report based on comments received regarding the draft and finalize the report for submission. Electronic copies of the project report as well as Synchro models will be provided to you and the reviewing agencies. Hard copies will not be provided unless specifically requested.

Throughout the duration of this project, we will be available for meetings, presentations, and work sessions. For purposes of budget estimation, we have included no meeting time. We propose all meeting hours be undertaken at our standard hourly rates as the need arises.

Schedule of Fees

For your convenience, we have broken down the total estimated cost of the project into the categories identified within the scope of services.

Task Name	Fee
Traffic Signal Optimization	Lump Sum \$7,900

This Contract and Fee Schedule are based upon the acceptance of Colliers Engineering & Design's Business Terms and Conditions contained in Section II of this Contract. Delivery, mileage, printing and reproduction, overnight mail service and postage costs are not included in the lump sum fees and will be added to each monthly invoice: **Payment terms are NET30 of receipt of invoice.**

Exclusions and Understandings

Services relating to the following items are not anticipated for the project or cannot be quantified at this time. Therefore, any service associated with the following items is specifically excluded from the scope of professional services within this agreement.

- Analysis of additional intersections beyond King Road & Cougar Lane / Sylvan Towne Drive.
- Field timing plan implementation.
- Preparation of design / construction plans for the study intersection.
- 24-hour approach counts at the study intersection.
- Inspection and testing of traffic signal equipment.
- Signal warrant analysis at the study intersection.
- Review or development of a flash schedule at the study intersection.

If an item listed herein, or otherwise not specifically mentioned within this agreement, is deemed necessary, Colliers Engineering & Design may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees regarding the extra services.

Section II – Business Terms and Conditions

THIS PROPOSAL IS ADDITIONALLY GOVERNED BY AND SUBJECT TO CED'S BUSINESS STANDARD TERMS AND CONDITIONS, WHICH ARE ACCESSIBLE AT CED'S WEBSITE. **By signing this Proposal, Client acknowledges receipt and acceptance of the terms of this Proposal, including all Business Terms and Conditions located here and on CED's website.** By the act of executing this Proposal, the Client specifically acknowledges receipt of, agrees to, and intends to be fully bound by, the version of CED's Business Terms and Conditions located on CED's website at <https://colliersengineering.com/business-terms-conditions/> effective as of the date at the top of this Proposal. These additional terms are incorporated by reference into this Proposal. This web address includes any successor CED website. Hard copies of these additional terms and conditions can be made available to Client upon written request. Sections I-IV of this Proposal, including these terms and the Business Terms and Conditions located on CED's website, constitute the entire Agreement and supersede any previous agreement or understanding. This Agreement shall be governed by the laws in the State which the project is located. The Client shall not assign this Agreement without the written consent of CED. This Proposal and Business Terms and Conditions will be considered integrated into any subsequent contract/agreement entered by CED and Client.

Section III – Rate Schedule

City of Sylvania, Lucas County, Ohio
Rates are effective January 1, 2026 through December 31, 2026

Technical Staff Rates

Billing Titles	Hourly Rates
Technical Director	185.00
Project Manager	185.00
Senior Project Specialist	180.00
Project Specialist	180.00
Technical Professional	175.00
Technical Specialist	170.00
Specialist	165.00
Senior Data Technician	155.00
Senior Technical Assistant	150.00
Technical Assistant	140.00
Data/Field Technician	125.00
Survey Crew – 1 Person w/Robotic Equipment	195.00
Additional Survey Crew Member	85.00
SUE Crew (designating) – 1 Person	160.00
Additional (designating) Member	85.00
SUE Crew (locating) – 2 Person	220.00
Additional (locating) Member	85.00
Expert Witness	425.00
Sr. LSRP (NJ Only)	330.00
LSRP (NJ Only)	290.00

Reimbursable Expenses

General Expenses	Cost + 20%
Travel (Hotel, Airfare, Meals)	Cost + 20%
Sub-Consultants/Sub-Contractors	Cost + 20%
Plotting	4.70 / Each
Computer Mylars / Color Plots	100.00 / Each
Photocopies	0.20 / Each
Color Photocopies	2.20 / Each
Document Binding	4.50 / Each
Portable Media	100.00 / Each
Exhibit Lamination (24" x 36" or larger)	95.00 / Each
Primary Plan Set Submission Digital Signature	325.00 / Set
Additional Plan Set Submissions Digital Signature	100.00 / Set
Mileage Reimbursement*	0.70 / Per Mile

*Mileage reimbursement subject to change based upon IRS standard mileage rate.

Section IV – Client Contract Authorization

I hereby declare that I am duly authorized to sign binding contractual documents. I also declare that I have read, understand, and accept this contract.

Signature

Date

Printed Name

Title

Signature

Date

Printed Name

Title

If you find this proposal acceptable, please sign where indicated above in Section IV, and return one signed copy to this office. **Payment terms are NET30 of receipt of invoice.** This proposal is valid until May 11, 2026.

We very much appreciate the opportunity of submitting this proposal and look forward to performing these services for you.

Sincerely,

Colliers Engineering & Design, Inc.



Rob Vela Jr.
Geographic Discipline Leader, Municipal

9a



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

March 16, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Design Engineering Services Proposal – Colliers Engineering & Design
Alexis Road and Stewart Road Waterline Improvements Project**

Dear Mr. Mayor and Council Members:

At the January 20, 2026 meeting City Council authorized the Service Department to request Letters of Interest (LOI's) from consultants to provide engineering services for the Alexis Road and Stewart Road Waterline Improvements Project.

During the solicitation we received LOI's from five (5) engineering consultants. The Service Department reviewed, scored, and ranked all LOI's and selected Colliers Engineering & Design from Maumee, Ohio as the most highly qualified firm and project team. Subsequently, the Service Department entered into scope of services and fee negotiations.

We have completed those negotiations and Colliers has prepared a proposal in the amount of \$129,200 to complete the scope of services. The proposal includes topographic surveying, preliminary engineering, and detailed design services.

The engineering design fees were programmed into the 2026 budget and would be funded from account number 701-7525-53501. We recommend approval of the proposal in the amount of \$129,200 with Colliers Engineering & Design. Please contact me with any questions.

Sincerely,

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

9b.

ORDINANCE NO. 62-2026

ACCEPTING THE PROPOSAL OF COLLIERS ENGINEERING & DESIGN TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE ALEXIS ROAD AND STEWART ROAD WATERLINE IMPROVEMENTS PROJECT; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$129,200; AND DECLARING AN EMERGENCY.

WHEREAS, at the January 20, 2026 Council meeting, the Director of Public Service was authorized to solicit Letters of Interest from consultants to provide engineering services for the Alexis Road and Stewart Road Waterline Improvements Project; and,

WHEREAS, the Director of Public Service, by report dated March 16, 2026, has received a proposal from Colliers Engineering & Design to provide professional engineering services for the Alexis Road and Stewart Road Waterline Improvements Project at a cost of \$129,200; and,

WHEREAS, the Director of Public Service, by report dated March 16, 2026, has recommended approval of the proposal of Colliers Engineering & Design to perform professional engineering services for the Alexis Road and Stewart Road Waterline Improvements Project.

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 Colliers Engineering & Design in the amount of One Hundred Twenty-Nine Thousand Two Hundred Dollars (\$129,200.00) for providing professional engineering services for the Alexis Road and Stewart Road Waterline Improvements Project, is hereby approved and accepted.

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

SECTION 3. That to provide funds for said services hereby authorized, there is hereby appropriated from the **WATER FUND** from funds therein not heretofore appropriated to **Account No. 701-7525-53501 – Utility Improvements** the amount of One Hundred Twenty-Nine Thousand Two Hundred Dollars (\$129,200.00).

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

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

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

Vote on passage as an emergency: 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

3410 Briarfield Boulevard Suite C
Maumee, Ohio 43537
Main: 877 627 3772



VIA e-mail
March 12, 2026

Eric Barnes, PE, SI
City of Sylvania
6730 Monroe Street,
Sylvania, OH 43560

Proposal for Professional Services
Alexis Road and Stewart Road Waterline Improvements R2
Sylvania, Ohio
Proposal No.: 26000975P

Dear Mr. Eric Barnes,

Colliers Engineering & Design, Inc. is pleased to submit this proposal to provide professional services for a proposed Waterline Improvement project for the City of Sylvania. The waterlines in question are located along W. Alexis Road (SR 184) and extend water service along Stewart Road to improve system reliability, redundancy, and long-term service to residents and critical facilities. The project includes improvements along both W. Alexis Road (SR 184) and Stewart Road. Alexis Road includes a replacement of approximately 2,400 linear feet of existing 8-inch water main, between Altsheler Drive and just west of Whiteford Road. The Stewart Road work includes the design of approximately 550 linear feet of waterline to create redundancy for Regency Hospital and is located at the intersection of Carter Road and heads south. Kindly reference the map below, with our scope highlighted in "RED". The project must be designed to minimize impacts to residents, businesses, and traffic while coordinating with existing utilities, maintaining water service continuity, and meeting the City's schedule for construction completion by November 2026. Our team recognizes the importance of accurate upfront investigation, clear construction documents, and proactive public communication to ensure smooth delivery of the project.



This proposal is divided into four sections as follows:

Section I – Scope of Services

Section II – Business Terms and Conditions

Section III – Technical Staff Hourly Rate Schedule and Reimbursable Expenses

Section IV – Client Contract Authorization

The order in which the following scope of services are presented generally follows the sequence in which the project will be accomplished; however, depending on the project, the various authorized services contained in this proposal may be performed in a sequence as deemed appropriate by Colliers Engineering & Design to meet project schedules.

Section I – Scope of Services

Based on our conversations and information noted above, we propose to complete the following:

Due Diligence

Surveying: *Performed by Spicer Group*

- Perform detailed topographic survey.
- Locate and document ROW limits, property lines, monuments, and surface features within the project limits.
- Develop roadway cross-sections at appropriate intervals to support waterline and roadway restoration design.
- Utilize OUPS for location and existing record plans.

Detailed Design

Construction Plans and Technical Design

- Develop detailed plan and profile drawings for all proposed waterline improvements, including the following sheets:
 - Title Sheet
 - Maintenance of Traffic (2-3 sheets)
 - General Notes/Driveway Replacement Details (2-3 sheets)
 - General Summary (1 sheet)
 - Subsummaries (2 sheets)
 - Plan and Profiles (9 sheets)
- Design water main alignments, pipe sizing, valves, hydrants, services, and tie-in connections.
- Prepare roadway profiles and restoration details, including any replacements and final resurfacing.
- Incorporate maintenance of traffic (MOT) plans to minimize disruption during construction.
- Review service tap records and alternative comparisons for design options. Colliers will work with the city to understand the existing conditions and determine a new alignment that the most appropriate for the city and constructability.

Project Details and Coordination

- Coordinate closely with City staff and utility providers throughout design phase.
- Conduct progress meetings and design check-ins at key milestones.

Engineer's Estimate

- Prepare detailed construction cost estimates at the 50%, 95%, and 100% design stages.
- Identify potential cost drivers early and refine quantities as design advances to support budget.

Bidding Services

Colliers Engineering & Design will support the City during the construction bidding phase by assisting with contractor inquiries, responding to requests for information, and preparing addenda as needed. Our team will ensure that bid documents are clear, coordinated, and responsive, supporting a competitive bidding environment and successful contractor selection.

Schedule of Fees

For your convenience, we have broken down the total estimated cost of the project into the categories identified within the scope of services.

Base Task Name	Fee
Base Fee	\$129,200
<i>(inc. Due Diligence, Detailed Design, Bidding Services)</i>	
TOTAL	\$129,200

This Contract and Fee Schedule are based upon the acceptance of Colliers Engineering & Design's Business Terms and Conditions contained in Section II of this Contract. Delivery, mileage, printing and reproduction, overnight mail service and postage costs are not included in the lump sum fees and will be added to each monthly invoice. **Payment terms are NET30 of receipt of invoice.**

Exclusions and Understandings

Services relating to the following items are not anticipated for the project or cannot be quantified at this time. Therefore, any service associated with the following items is specifically excluded from the scope of professional services within this agreement.

- City shall be responsible for acquiring necessary easements.
- City to produce front-end bid documents.
- Stewart Road resurfacing.

If an item listed herein, or otherwise not specifically mentioned within this agreement, is deemed necessary, Colliers Engineering & Design may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees regarding the extra services.

Section II – Business Terms and Conditions

THIS PROPOSAL IS ADDITIONALLY GOVERNED BY AND SUBJECT TO CED'S BUSINESS STANDARD TERMS AND CONDITIONS, WHICH ARE ACCESSIBLE AT CED'S WEBSITE. **By signing this Proposal, Client acknowledges receipt and acceptance of the terms of this Proposal, including all Business Terms and Conditions located here and on CED's website.** By the act of executing this Proposal, the Client specifically acknowledges receipt of, agrees to, and intends to be fully bound by, the version of CED's Business Terms and Conditions located on CED's website at <https://colliersengineering.com/business-terms-conditions/> effective as of the date at the top of this Proposal. These additional terms are incorporated by reference into this Proposal. This web address includes any successor CED website. Hard copies of these additional terms and conditions can be made available to Client upon written request. Sections I-IV of this Proposal, including these terms and the Business Terms and Conditions located on CED's website, constitute the entire Agreement and supersede any previous agreement or understanding. This Agreement shall be governed by the laws in the State which the project is located. The Client shall not assign this Agreement without the written consent of CED. This Proposal and Business Terms and Conditions will be considered integrated into any subsequent contract/agreement entered by CED and Client.

Section III – Rate Schedule

City of Sylvania, Lucas County, Ohio
Rates are effective January 1, 2026 through December 31, 2026

Technical Staff Rates

Billing Titles	Hourly Rates
Technical Director	185.00
Project Manager	185.00
Senior Project Specialist	180.00
Project Specialist	180.00
Technical Professional	175.00
Technical Specialist	170.00
Specialist	165.00
Senior Data Technician	155.00
Senior Technical Assistant	150.00
Technical Assistant	140.00
Data/Field Technician	125.00
Survey Crew – 1 Person w/Robotic Equipment	195.00
Additional Survey Crew Member	85.00
SUE Crew (designating) – 1 Person	160.00
Additional (designating) Member	85.00
SUE Crew (locating) – 2 Person	220.00
Additional (locating) Member	85.00
Expert Witness	425.00
Sr. LSRP (NJ Only)	330.00
LSRP (NJ Only)	290.00

Reimbursable Expenses

General Expenses	Cost + 20%
Travel (Hotel, Airfare, Meals)	Cost + 20%
Sub-Consultants/Sub-Contractors	Cost + 20%
Plotting	4.70 / Each
Computer Mylars / Color Plots	100.00 / Each
Photocopies	0.20 / Each
Color Photocopies	2.20 / Each
Document Binding	4.50 / Each
Portable Media	100.00 / Each
Exhibit Lamination (24" x 36" or larger)	95.00 / Each
Primary Plan Set Submission Digital Signature	325.00 / Set
Additional Plan Set Submissions Digital Signature	100.00 / Set
Mileage Reimbursement*	0.70 / Per Mile

*Mileage reimbursement subject to change based upon IRS standard mileage rate.

Section IV – Client Contract Authorization

I hereby declare that I am duly authorized to sign binding contractual documents. I also declare that I have read, understand, and accept this contract.

Signature

Date

Printed Name

Title

Signature

Date

Printed Name

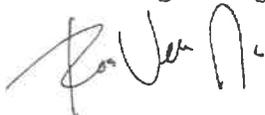
Title

If you find this proposal acceptable, please sign where indicated above in Section IV, and return one signed copy to this office. **Payment terms are NET30 of receipt of invoice.** This proposal is valid until May 12, 2026.

We very much appreciate the opportunity of submitting this proposal and look forward to performing these services for you.

Sincerely,

Colliers Engineering & Design, Inc.



Rob Vela Jr,
Geographic Discipline Leader

LUC-Alexis Road & Stewart Road Waterline Improvements Surveying & Engineering Services

Base

	Project Manager	Civil Engineer	Staff Engineer	Total Hours	Total Cost
Rates (per hour):	\$185	\$180	\$150		
Due Diligence					
Surveying - Performed by Spicer Group				0	\$ 27,175
Site Visit	2	2		4	\$ 730
Coordinate Survey Data		4	8	12	\$ 1,920
Review SUE Results		2	4	6	\$ 960
Determine Alignment Constraints		4	4	8	\$ 1,320
Draft Preliminary Alignment and Review w/ City	4	12	20	36	\$ 5,900
Subtotal	6	24	36	66	\$ 38,005
Design & Plan Development					
Title Sheet (1)			2	2	\$ 300
Maintenance of Traffic (2-3)	3	3	4	10	\$ 1,695
General Notes & Details (2-3)		32	58	90	\$ 14,460
General Summary (1)	2	12	12	26	\$ 4,330
Subsummaries & Calculations (2)		26	46	72	\$ 11,580
Plan & Profile (9)		46	100	146	\$ 23,280
Cost Estimate	6	8	12	26	\$ 4,350
Specifications	6	4	8	18	\$ 3,030
Internal Reviews (QA/QC)	4	20	8	32	\$ 5,540
Final Plan Reviews & Creation		8	32	40	\$ 6,240
Bidding Assistance	6	20		26	\$ 4,710
Coordinate w/ City		16	10	26	\$ 4,380
Meetings	20	20		40	\$ 7,300
Subtotal	47	215	292	554	\$ 91,195
Grand Total				620	\$ 129,200



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

March 16, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Bidding Advertisement Authorization – Downtown Transportation Improvements (Phase 2)**

Dear Mr. Mayor and Council Members:

The construction plans and cost estimate for the above referenced project have been completed by the design engineer and the Service Department is ready to publicly advertise the project for sale.

The scope of work includes the full-depth reconstruction of the second downtown block of Main Street between Maplewood Avenue and Erie Street including new drainage, planting areas, sidewalks, lighting, and seating areas meeting with ADA accessibility requirements.

The estimated construction cost is \$5,281,527.73 of which \$439,500 is from an Ohio Public Works Commission (OPWC) grant and an additional \$439,500 is from a zero interest OPWC loan. The remaining \$4,402,527.73 will be locally funded. This project was programmed into the 2026 budget and will be funded from the capital improvement account 401-7610-53610.

The Service Department will advertise for at the end of March with a bid opening scheduled for April. Construction would start any time after July 1, 2026 to align with the OPWC grant/loan requirements. The goal is to have all work items completed prior to the Memorial Day holiday in 2027.

We request the Clerk of Council be authorized to advertise for bids.

Sincerely,

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

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



March 2, 2026

TO THE MEMBERS OF SYLVANIA CITY COUNCIL:

RE: Appointments to the Sylvania Tree Commission

Dear Council Members:

Ms. Beth Youngpeter and Mr. Kevin McGreevy have expressed their interest in serving on the Sylvania Tree Commission. Ms. Youngpeter is filling a vacant seat and her term will expire December 31, 2028. Mr. McGreevy will be replacing Ms. Rosey Duran who recently resigned from the Commission. Ms. Duran's term is set to expire on December 31, 2027.

Ms. Youngpeter, 7639 Sylvan Town Drive, Apt. 217, Sylvania, Ohio, has earned a Bachelor of Arts degree in Political Science from the Ohio University and is currently an elementary teacher at Winterfield Venture Academy. Her volunteer experience includes Program Assistant with Metroparks of Toledo and Camp Host with Erie Shores Council.

Mr. McGreevy, 3000 Hasty Road, Toledo, Ohio, has earned an Associates Degree in Landscape & Turf Grass Management from Owen's Community College and currently works at The Toledo Museum of Art. He is a Certified Arborist from the International Society of Arboriculture and an Ohio Commercial Applicator. His volunteer experience includes landscape design, installation and revitalization at David's House of Compassion, Museum of the Great Lakes and Toledo Fire Station #7.

Therefore, I am pleased to announce the appointments of Ms. Beth Youngpeter and Mr. Kevin McGreevy to the Sylvania Tree Commission and request that you confirm these appointments.

Respectfully submitted,

Mark R. Frye
Mayor

MRF/lis

A

Board of Architectural Review

Minutes of the regular meeting of March 11, 2026 Mr. Schaaf called the meeting to order

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

Ms. Fisher moved; Ms. Lindhuber seconded to approve the Minutes of the February 11, 2026; meeting as submitted. Vote being: Fischer, Lindhuber, and Schaaf and Liber (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 1 - Regulated Sign - app. no. 4-2026 requested by Lauren Borer of Fast Signs for 419 Bank 8282 Erie Street, Sylvania, Ohio 43560.

Ms. Fischer will abstain from application no. 4-2026. The application is to change the monument sign and building sign for the name change from Metamora Bank to Bank 419. Mr. Burns states this sign meets code and has no objection from the zoning office.

Ms. Lindhuber moved, Mr. Liber seconded, to approve the signs, vote being: Lindhuber, Schaaf and Liber (3) aye; (0) nay (1) Abstain

Item 2 – Regulated Sign - app. no 5-2026 requested by Lauren Borer of Fast Signs for Kisting, Nestico & Redick of 6440 Monroe Steet Sylvania, Ohio 43560.

Tim Burns stated they are changing the monument sign and adding a small sign above the entrance. No wall signs on the property. They are working within of combine of the existing monument.

Ms. Lindhuber moved, Ms. Fisher seconded to approve both signs, Vote being: Frye, Liber, Lindhuber and Schaaf (4) aye; (0) nay.

Page 2

Item 3 – Regulated Sign – app. no. 6-2026 requested by Mohamad Awad of Innomark for Qahwah House 5577 Monroe Street Unit N. Sylvania, Ohio 43560

Mohammad Awad was present.

Mr. Burns stated that one sign is a replacement from the previous business and the new sign will face Monroe Street. Signs meet sign code and has no objection from zoning office.

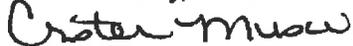
Ms. Fischer moved, Ms. Lindhuber seconded, to approve both signs vote being: Fischer, Lindhuber, Schaaf and Lieber (4) aye; (0) nay.

No new additions

The members welcomed Mr. Lieber to the committee.

Ms. Lindhuber moved and Ms. Fischer 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 March 11, 2026

Mr. Schaaf called the meeting to order

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

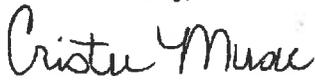
Ms. Fisher moved; Ms. Lindhuber seconded to approve the Minutes of the February 11, 2026, Meeting as submitted: Vote being: Lindhuber, Fischer, Liber and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

No application on the agenda

Ms. Lindhuber moved, Mr. Liber second to adjourn the meeting. All present voted aye.

Meeting Adjourned

Submitted by,



Cristen Music Secretary
Municipal Planning Commission