

Sylvania City Council
April 20, 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 Ms. Stough.
3. Additions to the agenda.
4. Approval of the Council meeting minutes from April 6, 2026.
5. Federal Immigration Enforcement (referral to committee of the whole)
 - a. Proposed Ordinance No. 75-2026, Affirming Police Policies, requiring Notice, Re-Affirming Commitment to Community Safety, Law Enforcement & Non-Discriminatory Policing.
 - b. Proposed Resolution No. 4-2026, Affirming the City of Sylvania’s commitment to respecting and valuing all people.
6. Proposed Ordinance No. 76-2026, Authorizing the Mayor and Director of Finance to enter into agreements with a Head teacher, Teachers, and Aides for the Sylvania Safety City Program being conducted by the Sylvania Police Division.
7. Elden Ditch Watershed Improvements (Phase 2) – Contract Amendment
 - a. Service Director’s letter recommending approval of the Amendment.
 - b. Proposed Ordinance No. 77-2026, Accepting the First Amendment to the Fishbeck contract for engineering services in the amount of \$18,530 relative to the project.
8. Proposed Ordinance No. 78-2026, To authorize and ratify the execution of Then and Now Certificates by the Finance Director and payment of amounts due for various purchase orders.
9. Proposed Ordinance No. 79-2026, Accepting the proposal of WorkSpring for Wellness Independent Programming to the City of Sylvania’s employees for the 2026 calendar year.
10. Proposed Ordinance No.80-2026, Authorizing an agreement with American Fireworks Company for the Independence Day Celebration on July 3, 2026 at Centennial Terrace.
11. Letter from the Chief of Police requesting approval to dispose of a seized vehicle by posting it for sale on the GovDeals website.
12. Committee reports

13. Committee referrals

- a. Schedule Parks & Forestry Committee meeting

INFORMATION

- A. Board of Architectural Meeting minutes from April 15, 2026
- B. Municipal Planning Commission Meeting minutes from April 15, 2026
- C. Sylvania Chamber of Commerce - Lemonade Day Kick-Off on May 4, 2026 at 6:00 p.m.

Minutes of the Meeting of Council
April 6, 2026

The Council of the City of Sylvania, Ohio met in regular session on April 6, 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 (excused); (6) present; (1) absent.

Roll call:
6 present,
1 absent.

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

Pledge of
Allegiance.

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

Item #7 a. Report from public hearing.
Item #7 b. Proposed Ordinance No. 73-2026
Item #7 c. Proposed Ordinance No. 74-2026
Item #16 a. Construction update

Additions to the
agenda.

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

Approval of
amended
Agenda.

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

Mr. Haynam moved, Mr. Murphy seconded to elect Mr. Richardson as President Pro-Tem in the absence of Mrs. Westphal; roll call vote being: Haynam, Murphy, McCann, Stough, Hansen, Richardson; (6) yeas; (0) nays. The motion carried.

Election
President Pro
Tem.

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

Mr. Richardson presented the March 16, 2026 regular meeting minutes. Mr. Richardson 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 March 16, 2026 be approved as written; roll call vote being: Richardson, Haynam, Hansen, McCann, Murphy, Stough; (6) yeas; (0) nays. The motion carried.

Approval of
March 16, 2026
Council meeting
minutes.

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

Dr. Veronica Motley, Superintendent for Sylvania Schools, Greg Finch, President of Board of Education for Sylvania Schools, and Tara Haye, Campaign Chair for the Issue 4 levy, gave a brief overview of the State of the Sylvania Schools and the importance of the May 5, 2026 Issue 4 levy a proposed operating levy designed to generate revenue for daily operations, including staffing, student services, and facility maintenance. During her presentation, Dr. Motley pointed out that this is the first new funding request in nearly 10 years, aiming to combat inflation, increased operating costs, and reduced state funding. The group asked for support from Council for this levy.

Sylvania School
Presentation.

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

Mayor Frye read the 2026 Arbor Day Proclamation. Arbor Day being April 27, 2026.

Arbor Day

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Mayor Frye stated that in honor of this day, a special tree planting is scheduled outside of City Hall on April 27, 2026 at 1:00PM. Proclamation.

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

Mr. Haynam reported on the Public Hearings for the SUP 1-2026 and SUP 2-2026 for the Ability Center of Greater Toledo held at 6:00PM on this date. Mr. Haynam stated that before the Public Hearing was adjourned the committee entertained motions to advance proposed legislation regarding SUP 1-2026 and SUP 2-2026 to the council meeting and the motions carried. Report of P.H. on SUP 1-2026 & SUP 2-2026

Mr. Haynam moved, Mr. Hansen seconded to allow Ms. Stough to push back from the table for proposed Ordinances No. 73-2026 and No. 74-2026 due to a conflict of interest. Roll call vote being: Haynam, Murphy, McCann, Stough, Hansen, Richardson; (6) yeas; (0) nays. The motion carried. Ms. Stough pushed back from table.

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

Mr. Haynam presented and read aloud by title only, the proposed Ordinance No. 73-2026, a written copy of same having been previously furnished to each member of Council “Granting a special use permit to permit renovations and additions to the Ability Center campus, 5605 Monroe Street, Sylvania, Ohio, on the application of Ash Lemons, Executive Director of the Ability Center of Greater Toledo, on the recommendation of the Municipal Planning Commission; and declaring an emergency”. Ordinance No. 73-2026, “... Renovations & Additions ... Ability Center...”
Mr. Haynam moved, Mr. Murphy seconded for passage of Ordinance No. 73-2026 as an emergency measure; roll call vote being: Hansen, Haynam, Richardson, Murphy, McCann; (5) yeas; (0) nays. The motion carried.

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

Mr. Haynam presented and read aloud by title only, the proposed Ordinance No. 74-2026, a written copy of same having been previously furnished to each member of Council “Granting a special use permit to provide for parking area and driveway for the Ability Center campus, 5023 Skelly, Sylvania, Ohio, on the application of Ash Lemons, Executive Director of the Ability Center of Greater Toledo, on the recommendation of the Municipal Planning Commission; and declaring an emergency”; Mr. Haynam Ordinance No. 74-2026, “... Parking Area & Driveway... Ability Center...”

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moved, Mr. McCann seconded for passage of Ordinance No. 74-2026 as an emergency measure; roll call vote being: Hansen, Haynam, Richardson, Murphy, McCann; (5) yeas; (0) nays. The motion carried.

Ms. Stough returned to the table.

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

Service Director's letter requestion the approval for payment was placed on file. Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 63-2026, a written copy of same having been previously furnished to each member of Council "Authorizing the payment of \$41,798.06 to the Lucas County Engineer for the City's Right-of-Way Assessment for the Ten Mile Creek/Ottawa River Watershed Petition #1053; appropriating funds therefore; and declaring an emergency"; Mr. Hansen moved, Mr. Haynam seconded for passage of Ordinance No. 63-2026 as an emergency measure; roll call vote being: Hansen, Richardson, Murphy, McCann, Stough, Haynam; (6) yeas; (0) nays. The motion carried.

Ordinance No.
63-2026,
"Payment to
Lucas Co.
Engineer for
\$41,798.06

Service Director's letter requesting the approval for payment was placed on file. Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 64-2026, a written copy of same having been previously furnished to each member of Council "Authorizing the payment of \$126,249.58 to the Lucas County Engineer for the City's assessment for the Ten Mile Creek/Ottawa River Watershed Petition #1053; appropriating funds therefore; and declaring an emergency"; Mr. Hansen moved, Mr. Haynam seconded for passage of Ordinance No, 64-2026 as an emergency measure; roll call vote being: Hansen, Haynam, Richardson, Stough, Murphy, McCann; (6) yeas; (0) nays. The motion carried.

Ordinance No.
64-2026,
"Payment to
Lucas Co.
Engineer for
\$126,249.58

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. Hansen presented and read aloud by title only, proposed Ordinance No. 65-2026, a written copy of same having been previously furnished to each member of Council "Accepting the proposal of Fishbeck to provide professional engineering services for the Monroe Street Waterline Improvements Project (Silvertown Drive to Whiteford Road); appropriating funds therefore in the amount of \$67,700; and declaring an

Ordinance No.
65-2026 "...
Fishbeck...
Waterline
Improvement ..."

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emergency”; Mr. Hansen moved; Mr. McCann seconded for passage of Ordinance No. 65-2026 as an emergency measure; roll call vote being: Richardson, Hansen, Haynam, Murphy, Stough, McCann; (6) yeas; (0) nays. The motion carried.

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

Service Director’s letter requesting approval of the right-of-way contract for sale was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 66-2026, 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 and temporary construction easement with Sylvania United Church of Christ 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 \$52,907; and declaring an emergency”; Mr. Richardson moved, Mr. McCann seconded for passage of Ordinance No. 66-2026 as an emergency measure; roll call vote being: Richardson, Hansen, Haynam, Murphy, Stough, McCann; (6) yeas; (0) nays. The motion carried.

Ordinance No. 66-2026, “... Sylvania United Church of Christ Purchase Agreement... Erie Street & Monroe Street Roundabout...”

Service Director’s letter requesting approval of the right-of-way contract for sale was placed on file. Mr. Richardson presented and read aloud by title only, proposed, Ordinance No. 67-2026, 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 and temporary construction easement with Julie A. Watkins 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 \$300; and declaring an emergency; Mr. Richardson moved, Ms. Stough seconded for passage of Ordinance No. 67-2026 as an emergency measure; roll call vote being: Richardson, Hansen, Haynam, Murphy, Stough, McCann; (6) yeas; (0) nays. The motion carried.

Ordinance No. 67-2026, “... Julie A. Watkins Purchase Agreement... Erie Street & Monroe Street Roundabout...”

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

Service Director’s letter recommending approval of the second contract modification was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 68-2026, a written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to enter into

Ordinance No. 68-2026, “... DGL Consulting Engineers, LLC

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a second amendment to DGL Consulting Engineers, LLC’s proposal for professional engineering services relative to the Downtown Transportation Improvement Project to reflect additional work performed on the project; appropriating funds therefore in an amount not to exceed \$25,002; and declaring an emergency; Mr. Richardson moved, Mr. Hansen seconded for passage of Ordinance No. 68-2026 as an emergency measure; roll call vote being: Richardson, Hansen, Haynam, Murphy, Stough, McCann; (6) yeas; (0) nays. The motion carried.

proposal...
Downtown
Transportation
Improvement
Project...”

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

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. 69-2026, a written copy of same having been previously furnished to each member of Council “Accepting the proposal of Tetra Tech to provide professional engineering services for the Main Street & Convent Boulevard Roundabout Project; appropriating funds therefore in the amount of \$387,700; and declaring an emergency”; Mr. Richardson moved, Mr. McCann seconded for passage of Ordinance No. 69-2026 as an emergency measure; roll call vote being: Richardson, Murphy, McCann, Stough, Haynam, Hansen; (6) yeas; (0) nays. The motion carried.

Ordinance No.
69-2026, “...
Tetra Tech
proposal... Main
Street & Convent
Boulevard
Roundabout
Project...”

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

Service Director’s letter recommending approval of the expenditures was placed on file. Ms. Stough presented and read aloud by title only, proposed Ordinance No. 70-2026, a written copy of same having been previously furnished to each member of Council “Accepting the proposal of Friends Office to provide office furniture for the Craig A. Stough Municipal Building Office Improvements Project; appropriating funds therefore in the amount of \$86,608.52; and declaring an emergency”; Ms. Stough moved, Mr. Murphy seconded for passage of Ordinance No. 70-2026 as an emergency measure; roll call vote being Stough, Murphy, McCann, Haynam, Hansen, Richardson; (6) yeas; (0) nays. The motion carried.

Ordinance No.
70-2026,
“Friends Office
proposal...
furniture...Craig
A. Stough
Municipal
Building...”

Service Director’s letter recommending approval of the expenditures was placed on file. Ms. Stough presented and read aloud by title only, proposed Ordinance No. 71-2026, a written copy of same having been previously furnished to each member of Council “Accepting the proposal of Reemsnyder Decorating to provide and install

Ordinance No.
71-2026,
“...Reemsnyder
Decorating

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carpet for the Craig A. Stough Municipal Building Office Improvements Project; appropriating funds therefore in the amount of \$8,484.37; and declaring an emergency”; Ms. Stough moved, Mr. McCann seconded for passage of Ordinance No. 71-2026 as an emergency measure; roll call vote being Stough, Murphy, McCann, Haynam, Hansen, Richardson; (6) yeas; (0) nays. The motion carried.

proposal...
carpet... Craig
A. Stough
Municipal
Building...”

Service Director’s letter recommending approval of the expenditures was placed on file. Ms. Stough presented and read aloud by title only, proposed Ordinance No. 72-2026, a written copy of same having been previously furnished to each member of Council “Accepting the proposal of Erard Custom Painting for all labor and material for the Craig A. Stough Municipal Building Office Improvements Project; appropriating funds therefore in the amount of \$1,475.00; and declaring an emergency”; Ms. Stough moved, Mr. Hansen seconded for passage of Ordinance No. 72-2026 as an emergency measure; roll call vote being Stough, Murphy, McCann, Haynam, Hansen, Richardson; (6) yeas; (0) nays. The motion carried.

Ordinance No.
72-2026, “Erard
Custom Painting
Proposal... labor
and material...
Craig A Stough
Municipal
Building...”

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

Service Director’s letter recommending approval of the consent legislation was placed on file. Mr. Richardson presented and read aloud by title only, proposed Resolution No. 3-2026, a written copy of same having been previously furnished to each member of Council “Consenting to the resurfacing of a portion of US-23 in Lucas County, Ohio, from IR-475 to the Michigan state line by the Ohio Department of Transportation; and declaring an emergency; Mr. Richardson moved, Mr. McCann seconded for passage of Resolution No. 3-2026 as an emergency measure; roll call vote being: Stough, Haynam, Hansen, Richardson, Murphy, McCann; (6) yeas; (0) nays. The motion carried.

Resolution No.
3-2026,
“Consenting...
resurfacing...
US-23... from
IR-475...”

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

Mr. Richardson moved, Ms. Stough seconded to confirm the Mayor’s appointment of Claudia Witkowski as Clerk of Council due to Laura Smith taking on the responsibilities of Human Resources and Communications Manager; roll call vote being: Stough, Haynam, Hansen, Richardson, Murphy, McCann; (6) yeas; (0) nays. The motion carried.

Appointment of
Claudia
Witkowski

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

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The Service Director gave a brief construction update on the Sylvania bridge project. He stated that the bridge deck has been removed and that the construction is moving along nicely with the expected completion being in early August.

Bridge
Construction
Update.

Mayor Frye stated that all items have been addressed.

Mr. Murphy moved, Mr. Richardson seconded to adjourn at 7:54 p.m. Roll call vote being: Stough, Hansen, McCann, Murphy, Richardson, Haynam; (6) yeas; (0) nays.

Adjournment.

Clerk of Council

Mayor

ORDINANCE NO. 75-2026**AN ORDINANCE AFFIRMING THE CITY OF SYLVANIA POLICE DEPARTMENT'S POLICIES; REQUIRING NOTICE TO CITY COUNCIL OF CERTAIN POLICY CHANGES AND RE-AFFIRMING THE CITY OF SYLVANIA'S COMMITMENT TO COMMUNITY SAFETY, PROFESSIONAL LAW ENFORCEMENT AND NON-DISCRIMINATORY POLICING; AND DECLARING AN EMERGENCY.**

WHEREAS, the City of Sylvania is committed to protecting the civil and human rights of all residents and visitors regardless of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, or any other characteristic protected by applicable federal, state or local laws; and,

WHEREAS, the City maintains written policies and procedures governing the operations of the Sylvania City Police Department; and,

WHEREAS, the Chief of Police is responsible for the day-to-day administration, supervision, and operational leadership of the Police Department; and,

WHEREAS, City Council continues to support its police department and law enforcement officers to perform their duties effectively while maintaining transparency and adherence to the law

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

SECTION 1. The City of Sylvania is committed to protecting the civil and human rights of all residents and visitors regardless of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, or any other characteristic protected by applicable federal, state or local laws.

SECTION 2. The City of Sylvania services, benefits, programs, and protections shall be afforded to all people to the fullest extent permitted by State and Federal law.

SECTION 3. If Federal Immigration enforcement efforts are underway in the City of Sylvania, the Sylvania Police Department may provide crowd and traffic control measures.

SECTION 4. In accordance with Sylvania Municipal Code Section 125.05, the Director of Public Safety may adopt, revise, or update departmental policies and procedures as necessary for the effective operation of the Sylvania City Police Department, consistent with applicable law and administrative authority. The Director of Public Safety shall provide prior notice, whenever possible, to the Mayor of such changes. The Chief of Police shall provide notice to City Council within a reasonable period if changes to the following policies are made: Policy 321 – Standards of Conduct, Policy 401 – Bias-Based Policing; and Policy 413 – Immigration Violations are implemented.

SECTION 5. The Director of Public Safety and Chief of Police will continue to utilize Lexipol or other similar services to assist it in reviewing and recommending policy changes to comport with Federal and State Law. Any change in the service utilized shall require City Council approval.

SECTION 6. The City shall begin posting the Sylvania Police Department annual reports on its website.

SECTION 7. Nothing in this ordinance shall be construed to prohibit the sharing of information that is: (A) already public; (B) necessary for the investigation or prosecution of a non-immigration-related suspected criminal offense; or (C) required under 8 U.S.C. § 1373 or any other federal or state statute that expressly mandates the sharing of specific information concerning an individual's citizenship or immigration status, provided that such sharing shall be only as required by law.

SECTION 8. The City shall not enter into any agreement, contract, memorandum of understanding, or similar arrangement (herein after "Agreement") that has as its purpose the deputization or designation of City personnel to perform federal civil immigration enforcement functions without the approval of City Council unless such Agreement is required by State or Federal law.

SECTION 9. The Director of Public Safety shall retain primary authority for the implementation, interpretation and operational application of Police Department Policies and Procedures in accordance with applicable law.

SECTION 10. 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 11. 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 12. 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 re-affirm its policies and procedures 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

RESOLUTION NO. 4 – 2026**A RESOLUTION AFFIRMING THE CITY OF SYLVANIA'S
COMMITMENT TO RESPECTING AND VALUING ALL PEOPLE; AND
DECLARING AN EMERGENCY.**

WHEREAS, the City Council of the City of Sylvania recognizes that the strength and vitality of the Sylvania community is derived from diversity, talents, and contributions of its residents and visitors; and,

WHEREAS, long before the City of Sylvania was established as a City, Sylvania has valued the principles of mutual respect, civic participation, and equal opportunity for all individuals who live in, work in, or visit the community; and,

WHEREAS, fostering an inclusive environment promotes public safety, economic vitality, educational opportunity, and community well-being; and,

WHEREAS, City Council believes that all people deserve to be treated with dignity and respect, regardless of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, or any other characteristic protected by applicable federal, state or local laws; and,

WHEREAS, City Council seeks to reaffirm the City's commitment to ensuring that Sylvania remains a community where all individuals feel valued, safe, and able to fully participate in civic life; and,

WHEREAS, this resolution is intended to express the values of the Sylvania community and does not alter existing federal, state, or local laws or the responsibilities of public officials to comply with applicable law.

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

SECTION 1. The City Council hereby affirms its commitment to fostering an inclusive and respectful community for all people regardless of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex,

marital status, veteran status, sexual orientation, genetic information, or any other characteristic protected by applicable federal, state or local laws.

SECTION 2. The City Council encourages residents, businesses, schools, civic organizations, and community institutions to continue promoting understanding, respect, and inclusion within the Sylvania community.

SECTION 3. The City of Sylvania reaffirms its dedication to treating all individuals with fairness and dignity and to supporting a community environment where all people can live, work, and thrive.

SECTION 4. This resolution is declaratory of the values of the Sylvania community and does not create any new legal rights, obligations, or enforcement mechanisms beyond those established under applicable law.

SECTION 5. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution 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 Resolution 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 Resolution 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 reason that City Council seeks to reaffirm the City's commitment to ensuring that Sylvania remains a community where all individuals feel valued, safe, and able to fully participate in civic life. Provided this Resolution 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:

Clerk of Council

APPROVED:

Mayor

Date

APPROVED AS TO FORM:

Director of Law

ORDINANCE NO. 76-2026

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO AGREEMENTS WITH A HEAD TEACHER, TEACHERS, AND AIDES FOR THE SYLVANIA SAFETY CITY PROGRAM BEING CONDUCTED BY THE SYLVANIA DIVISION OF POLICE; PROVIDING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, this Council passed Resolution No. 4-86 establishing the SYLVANIA SAFETY CITY FUND for the purpose of receiving funds for educating the preschool children of this City by initiating and maintaining a high quality safety education program through proper and effective teaching techniques, the name of which fund was, by Resolution No. 29-90, passed November 15, 1990, changed to POLICE COMMUNITY AFFAIRS PROGRAM FUND; and,

WHEREAS, the Sylvania Division of Police, as the lead agency, in cooperation with, and through the support of, the Sylvania City Schools, service clubs, citizens and others, have planned the educational safety program for the period beginning and ending in June of 2026; and,

WHEREAS, attached hereto as “Exhibit A” is a list of the persons and their general duties, with amounts designated for each person for the accomplishment of their respective duties at a total cost of Six Thousand Two Hundred Fifty-Four Dollars (\$6,254.00); and,

WHEREAS, agreements for the providing of such services should be authorized and payment therefore should be authorized.

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 and directed to enter into agreements for the providing of services for the Safety City Program for the period beginning and ending in June of 2026, at a total cost of not to exceed Six Thousand Two Hundred Fifty-Four Dollars (\$6,254.00), with each of the persons listed on “Exhibit A” at an amount for each as designated on said Exhibit for each, which written agreements shall be approved as to form by the Director of Law.

SECTION 2. That the Mayor and Director of Finance be, and they are hereby are, authorized and directed to enter into agreements for the services of persons for the said Safety City Program for the period beginning and ending in June of 2026, and for such substitute and additional persons as the Mayor and Director of Finance may deem necessary, which written agreements shall be approved as to form by the Director of Law, but no agreements shall be made that will exceed the amount currently appropriated for such purpose.

SECTION 3. That the amounts payable pursuant to agreements for said services so provided shall be charged to and paid from **Account No. 810 7160 1250-Contracts, Safety City.**

SECTION 4. That the Director of Finance of this City be, and hereby is, authorized and directed to draw his warrant or warrants against said account in payment of services to be provided under the agreements hereby authorized in the total sum of the amount appropriated to said account, upon presentation of proper voucher or vouchers therefore, duly approved by the Director of Public Safety.

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 agreements must be authorized immediately to provide the services required. 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
APPROVED:

Director of Law

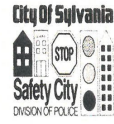
Mayor

Date

“Exhibit A”



**Sylvania Police Division
Office of Community Affairs
2026 Safety City Staff**



<u>Staff</u>	<u>Wage</u>
Valerie Shnider, Education Coordinator 5100 Brint Crossing Blvd. Sylvania, Ohio 43560	\$770.00
Angela Lawson, Teacher 4621 Framingham Dr. Sylvania, Ohio 43560	\$590.00
Lauren Colletti, Teacher 3851 Harrowsfield Sylvania, Ohio 43560	\$590.00
Kylie Paprocki, Teacher 6926 Elden Dr. Sylvania, Ohio 43560	\$590.00
Bridgette Froelich 3540 Lincolnshire Woods Toledo, Ohio 43606	\$590.00
Izabella Hernandez, Teacher 29659 East Broadway Walbridge, Ohio 43465	\$590.00
Brandi Arcuri, Teacher 318 E Indiana Ave. Maumee, Ohio 43537	\$590.00
Maddy Delucio, Teacher Aide 4643 Weldwood Lane Sylvania, Ohio 43560	\$324.00
Addison Bannwart, Teacher Aide 6422 Longfellow Sylvania, Ohio 43560	\$324.00
Elizabeth Bueschen, Teacher Aide 5860 Brainard Dr. Sylvania, OH 43560	\$324.00
Bree Vogelsong, Teacher Aide 4728 Wickford Drive East Sylvania, Ohio 43560	\$324.00
Lucy Heartz, Teacher Aide 5048 Summer Sylvania, Ohio 43560	\$324.00
Grace Barnswell, Police Aide 6726 Brintwood Rd. Sylvania, Ohio 43560	\$324.00
Total.....	\$6,254.00



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

April 20, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Contract Modification Request – Elden Ditch Watershed Improvements (Phase 2)**

Dear Mr. Mayor and Council Members:

The Service Department requested City Council authorization to approve the engineering services contract with Fishbeck for the Elden Ditch Watershed Improvements Project (Phase 2) at the February 20, 2024 meeting (Ord. 15-2024). The Phase 3 contract with Fishbeck was approved on the same date (Ord. 16-2024) and City Council authorized a contract modification on the Phase 3 project on April 7, 2025 (Ord. 48-2025).

The Phase 3 contract modification authorized Fishbeck to complete a Jurisdictional Determination task with the United States Army Corps of Engineers (USACE) related to the open ditch in both phases of the project. The USACE has concluded, based on photographic evidence and the established ordinary high-water mark, that Elden Ditch is a jurisdictional water of the United States and any work occurring within the ordinary high-water mark requires authorization and permitting. Enclosed is a memo from Fishbeck summarizing the evaluation and a recommended approach for ditch work in both phases.

With this evaluation process completed Fishbeck has provided the City with contract modification proposal in the amount of \$18,530 specific to the Phase 2 portion of the project where Elden Ditch channel modifications will be performed. This proposal includes USACE Nationwide Permit 18 work and construction plan updates to reshape and realign the Ditch within the Phase 2 limits.

This expense was not included in our 2026 budget and we recommend the funds be appropriated specific to the ongoing capital improvement account (401-7610-53611). Please call with any questions.

Sincerely,

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

ORDINANCE NO. 77-2026**AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO APPROVE THE AMENDMENT TO THE CITY'S AGREEMENT WITH FISHBECK TO PROVIDE ADDITIONAL PROFESSIONAL ENGINEERING SERVICES FOR THE ELDEN DITCH WATERSHED (PHASE 2) PROJECT; INCREASING THE PROPOSAL AMOUNT BY \$18,530; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.**

WHEREAS, Ordinance No. 9-2021, passed January 19, 2021, accepted the proposal of Fishbeck to conduct professional surveying and engineering services for the Elden Ditch Hydraulic Study at a cost of \$28,970; and,

WHEREAS, the project included data collection, drainage map generation, existing system analysis, storm sewer routing and recommendations, and proposed system analysis (with and without upstream detention); and,

WHEREAS, the study recommended drainage improvements in a four-phased project approach; and,

WHEREAS, Ordinance No. 43-2023, passed May 1, 2023, accepted the bid of Jim Palmer Excavating, Inc. and awarded the contract for the Elden Ditch Watershed Improvements Project (Phase 1) to same, which bid was in the amount of \$293,872.19; and,

WHEREAS, Ordinance No. 92-2023, passed November 20, 2023, authorized the Mayor and Director of Finance to approve Change Order No. 1 to this City's Agreement with Jim Palmer Excavating, Inc. for the Elden Ditch Watershed Improvements Project (Phase 1) to reflect the cost of tree removal modifications and increased the contract amount by \$4,200; and,

WHEREAS, Ordinance No. 15-2024, passed February 20, 2024, accepted the proposal of Fishbeck to provide professional engineering services for the Elden Ditch Watershed (Phase 2) Project and appropriated \$106,110 for said services; and,

WHEREAS, Ordinance No. 16-2024, passed February 20, 2024, accepted the proposal of Fishbeck to provide professional engineering and surveying services for the Elden Ditch Watershed (Phase 3) Project and appropriated \$108,090 for said services; and,

WHEREAS, Ordinance No. 48-2025, passed April 7, 2025, authorized the Mayor and Director of Finance to approve the amendment to the City's Agreement with Fishbeck for the Elden Ditch Watershed (Phase 3) Project in the amount of \$4,378 which was to complete a Jurisdictional Determination task with the United States Army Corps of Engineers related to the open ditch in Phase 2 and Phase 3; and,

WHEREAS, the Director of Public Service, by report dated April 20, 2026, has indicated that based on the Jurisdictional Determination, any work occurring within the ordinary high-water mark requires authorization and permitting; and,

WHEREAS, Fishbeck has provided the City with a contract modification proposal specific to the Phase 2 portion of the project where Elden Ditch channel modifications will be performed and also includes United States Army Corps of Engineers Nationwide Permit 18 work and construction plan updates to reshape and realign Elden Ditch within the Phase 2 Project limits; and,

WHEREAS, the Director of Public Service, by report dated April 20, 2026, has recommended the Fishbeck contract modification for the Elden Ditch Watershed Improvements (Phase 2) Project in the amount of \$ \$18,530 be approved.

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

SECTION 1. That the contract modification proposal of Fishbeck, Toledo, Ohio in the amount of Eighteen Thousand Five Hundred Thirty Dollars (\$ 18,530.00) to provide professional engineering and surveying services for the Elden Ditch Watershed Improvements (Phase 2) Project, is hereby approved and accepted.

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

SECTION 3. That to provide funds for said engineering services hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7635-53611 – Elden Ditch Improvements** the amount of Eighteen Thousand Five Hundred Thirty Dollars (\$ 18,530.00).

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 modification to the professional engineering and surveying 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

Memo

TO: Eric Barnes and Joseph Shaw – City of Sylvania
FROM: Jen Duane, PE
DATE: April 1, 2026 **PROJECT NO.:** 240492
SUBJECT: Elden Ditch

Summary Memorandum

Elden Ditch – Regulatory Evaluation and Recommended Approach

Background

The City of Sylvania is evaluating potential improvements to Elden Ditch, including enclosure of select segments and channel modifications to improve stability and aesthetics. Two primary reaches were assessed:

- A northern reach adjacent to the First United Methodist Church
- A southern reach along Parkwood Blvd

Coordination with the United States Army Corps of Engineers (USACE) was conducted to determine jurisdictional status and permitting requirements under Nationwide Permit (NWP) 18.

Jurisdictional Determination

Based on review of historic mapping, aerial imagery, and field indicators, including ordinary high water mark (OHWM) identification, USACE determined that Elden Ditch is a jurisdictional water of the United States.

As a result, any work occurring within the OHWM, including enclosure, fill, or channel modification, requires authorization from USACE.

Evaluation of Enclosure Alternative

Northern Reach (Church-Adjacent Segment)

Enclosure of this reach would result in impacts to jurisdictional waters exceeding the threshold for minimal impacts under NWP 18.

- Estimated impact length: ~700 linear feet.
- Based on typical stream mitigation credit costs in Ohio (minimum ~\$300 per linear foot), compensatory mitigation would be required.
- This results in an estimated minimum mitigation cost on the order of \$200,000+, depending on final impact quantity and applicable mitigation ratios.

Given these costs, along with permitting complexity and potential schedule impacts, enclosure of this reach is not considered a practical or cost-effective alternative.

Southern Reach (Parkwood Segment)

The southern reach was evaluated separately based on OHWM delineation and impact area calculations.

- Estimated impact area: 1,273 square feet (0.029 acres).
- This falls just below the 0.03-acre threshold for NWP 18 (Minor Discharges).

As a result:

- The work would qualify under NWP 18 without requiring compensatory mitigation.
- However, because the work occurs within the OHWM, it still requires authorization from USACE.
- Section 401 Water Quality Certification requirements would be satisfied through general certification.

Recommended Approach: Channel Realignment Enhancement

Based on the regulatory constraints and cost considerations, the recommended approach is to avoid enclosure and instead pursue channel improvements within the existing corridor, such as:

- Bank stabilization
- Minor realignment to improve hydraulic performance
- Channel enhancement to improve aesthetics and long-term stability

This approach offers several advantages:

- Avoids or minimizes impacts to jurisdictional waters, reducing permitting complexity
- Improves channel function and visual character
- Aligns with the City's goals for a more stable and attractive stream corridor

Additionally, because Elden Ditch is a petition ditch, the City may be able to recover costs associated with improvements through the petition process, further supporting this approach from a financial standpoint.

Elden Ditch is a named ditch within the Lucas County Engineer's Ten Mile Creek/Ottawa River Watershed Ditch Petition #1053. As a result, associated maintenance activities can be eligible for credit consideration towards the annual Petition assessment, further supporting this approach from a financial standpoint.

Conclusion

The evaluation of Elden Ditch alternatives considered regulatory requirements, impact thresholds, and mitigation costs.

- Enclosure of the northern reach would trigger significant mitigation requirements, making it cost-prohibitive. As a result, this work will be non-performed.
- The southern reach falls below the NWP 18 threshold and could be permitted without mitigation but still requires USACE authorization.
- A channel realignment and stabilization approach represents the most practical, cost-effective, and permissible solution.

This approach allows the City to achieve project goals while minimizing regulatory burden and avoiding substantial mitigation costs.

By email

Copy Robert Rusnak, PE – Fishbeck

April 1, 2026

Eric M. Barnes, PE, SI
Deputy Service Director
City of Sylvania
6730 Monroe Street
Sylvania, OH 43560

**Modification No. 1 for Additional Professional Services
LUC-Elden Ditch Watershed Improvements Phase 2**

Fishbeck is pleased to provide this proposal for supplemental engineering services to the City of Sylvania for the LUC-Elden Ditch Watershed Improvements Phase 2 project.

Scope of Services

As discussed during the meeting between Fishbeck and the City of Sylvania on Wednesday, March 25, 2026, the ditch work on the south end of the Phase 2 project limits is under the 0.03-acre threshold for requiring mitigation. Therefore, only a United States Army Corps of Engineers (USACE) General Nationwide Permit (NWP 18) will be required. The city requested that the existing ~250 linear feet of open ditch section at the south end of Phase 2 be realigned and reshaped with a new clean ditch section. Fishbeck proposes completing the following scope of services to fulfill the City's request:

1. USACE Nationwide Permit (NWP 18)
 - a. Development of a progress memorandum detailing the decision-making process and the conclusions that informed the city's chosen design moving forward.
 - b. Preparation of a ditch exhibit for inclusion with general permit application.
 - c. Preparation and submittal of Nationwide Permit (NWP 18) Pre-Construction Notification (PCN).
 - d. Agency coordination, including limited coordination with USACE as needed to support the NWP Authorization.
 - e. Resource screening, including preparation of US Fish and Wildlife Service (USFWS) information for Planning and Consulting (IPaC) letter.
 - f. City Coordination and Meetings.
2. Elden Ditch Reshaping Design and Plan Updates
 - a. Lay out a new ditch alignment and associated grading.
 - b. Develop a plan for channel stability and erosion protection measures.
 - c. Analyze hydrology and hydraulics to establish design flows.
 - d. Develop ditch typical cross section(s).
 - e. Calculate quantities related to ditch work and update the general summary and cost estimate to have these items separated into a new section.
 - f. Update plan sheets to eliminate storm sewer that was previously designed in ditch areas.

Professional Services Fees

Fishbeck proposes to perform the referenced supplemental services for an estimated, not-to-exceed fee of Eighteen Thousand Five Hundred Thirty Dollars (\$18,530). The breakdown of costs is attached in the Proposed Consultant Fee Summary.

Authorization

Attached is an amendment to the original Professional Services Agreement. If you concur with our scope of services, please sign in the spaces provided and return the executed amendment to Kat Martin (kmartin@fishbeck.com). This proposal is made subject to the attached Terms and Conditions for Professional Services. Invoices will be submitted monthly, and payment is due upon receipt.

Fishbeck appreciates the City's assistance in working through the project challenges. We look forward to the successful completion of this improvement and are committed to helping the City achieve project success.

If you have any questions or require additional information, please contact me at 937.802.3292 or rrusnak@fishbeck.com.

Sincerely,



Robert Rusnak, PE

Senior Civil Engineer

Attachments

By email

Copy: Jen Duane, PE – Fishbeck
Joshua Mihelcic, PE, PS – Fishbeck

Proposed Consultant Fees Labor and Summary

Project: LUC-Elden Ditch Watershed Improvements Phase 2
 (Supplemental Services - Elden Ditch Reshaping Permitting and Plan Updates)
 Client: City of Sylvania
 Consultant: Fishbeck
 Date: 4/01/2026

Legend and Billing Rate (Year 2026)	
Personnel Category	Rate
PE1 = Civil Engineer, PE	\$140
PE2 = Senior Civil Engineer, PE	\$175
E = Staff Engineer, EI	\$115
PM = Senior Project Manager, PE	\$235

ENGINEERING SERVICES						
	PM	PE1	PE2	E	Total Hours	Total Cost
USACE Permitting						
Preparation of Ditch Exhibit		4	2		6	\$910
Preparation and Submittal of Nationwide Permit (NWP 18) Pre-Construction Notification (PCN)		4	22		26	\$4,410
Agency Coordination			2		2	\$350
Resource Screening			2		2	\$350
Development of Progress Memo			3		3	\$525
City Coordination and Meetings	3		3		6	\$1,230
Subtotal	3	8	34	0	45	\$7,775
Elden Ditch Reshaping Design and Plan Updates						
Ditch Alignment and Grading	2	8	2	16	28	\$3,780
Channel Stability and Erosion Protection Measures		2	2		4	\$630
H&H to establish design flows			16		16	\$2,800
Ditch Typical Cross Section(s)		4		12	16	\$1,940
Ditch Quantity Calcs and Cost Estimate Updates		2	1	6	9	\$1,145
Plan Updates to Eliminate Storm Sewer in Ditch Areas				4	4	\$460
Subtotal	2	16	21	38	77	\$10,755

Total Engineering Costs:	\$18,530
Total Supplemental Phase 2 Services:	\$18,530

Professional Services Agreement Amendment 1

Between Fishbeck and City of Sylvania
Dated February 22, 2024
For LUC-Elden Ditch Watershed Improvements Phase 2
Project No. 240492

The Scope/Budget for this project is modified as follows:

As discussed during the meeting between Fishbeck and the City of Sylvania on Wednesday, March 25, 2026, the ditch work on the south end of the Phase 2 project limits is under the 0.03-acre threshold for requiring mitigation. Therefore, only a United States Army Corps of Engineers (USACE) General Nationwide Permit will be required. The city requested that the existing ~250 linear feet open ditch section at the south end of Phase 2 be realigned and reshaped with a new clean ditch section. A detailed description of the services is provided in the associated Fishbeck letter proposal dated April 1, 2026.

Fishbeck will perform the referenced supplemental services for an estimated, not-to-exceed fee of Eighteen Thousand Five Hundred Thirty Dollars (\$18,530).

All Terms and Conditions shall remain unchanged.

APPROVED FOR:

City of Sylvania

SIGNATURE: _____

NAME: _____

TITLE: _____ Mayor _____

DATE: _____

SIGNATURE: _____

NAME: _____

TITLE: _____ Director of Finance _____

DATE: _____

ACCEPTED FOR:

Fishbeck

SIGNATURE: _____ 

NAME: _____ Joshua R. Mihelcic, PE

TITLE: _____ Vice President

DATE: _____ April 1, 2026

ORDINANCE NO. 78-2026**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.**

WHEREAS, pursuant to Ohio Revised Code Section 5705.41(D)(1), the City may not enter into any contract or give any order involving the expenditure of money unless there is attached thereto a certificate of the City's Finance Director that the amount required to meet the obligation has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances; and,

WHEREAS, Ohio Revised Code Section 5705.41(D)(1) further provides that in such circumstances when no certificate is furnished as required and the expenditure is for \$3,000 or more, the City's Council, may authorize the drawing of a warrant in payment of amounts due upon such contract or order upon certification by the Finance Director that there was at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances; and,

WHEREAS, such certificate of the Finance Director is known as a "Then and Now Certificate" meaning that the funds were available when the contract was made and when the amount due under the contract was/is paid; and,

WHEREAS, the City is issuing Then and Now Certificates in connection with payments due and owing as shown on the "Exhibit A" attached; and,

WHEREAS, City Council deems it to be in the best interest of the health, safety, and

welfare of the City to approve the execution by the Finance Director of Then and Now Certificates and to authorize and ratify the payment of amounts due under the contracts or orders, requiring the expenditure of \$3,000 or more.

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

SECTION 1. That the Council of the City of Sylvania, pursuant to Section 5705.41(D)(1) of the Ohio Revised Code, hereby approves and ratifies the execution of Then and Now Certificates by the Finance Director authorizes payments due and owing, in accordance with the schedule attached as "Exhibit A" and incorporated herein.

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 proposal for said professional services should be approved immediately so that the Then and Now Certificates are approved and 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 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

“Exhibit A”

CITY OF SYLVANIA THEN AND NOW CERTIFICATIONS 20-Apr-26

<u>DATE</u>	<u>VENDOR/DESCRIPTION</u>	<u>AMOUNT</u>
1/9/2026	Habitec Security/ Court	3,656.06
1/13/2026	Mitchell/ Parks, streets, water, sewer	4,236.00
1/14/2026	Ohio Utilities Protection Serv/ Govt Assessment OUPS	3,482.30
1/22/2026	American Legal Publishing/ 2025 Codified Ordinances	7,334.48
1/26/2026	Right Stuff Software Corp/ Annual license and support	10,800.00
2/3/2026	Regional Court Addiction Diversion/ Court	15,576.38
2/6/2026	Hei-Way LLC/ Streets cold patch	3,265.18
2/10/2026	Keller & Co/ Software support	7,100.00
2/11/2026	InSource Solution Group/ Tax forms	4,574.43
2/11/2026	Buck & Knobby/ Streets	5,343.77
2/17/2026	Aerial Titans/ Parks 2025 Niftylift	55,850.00
2/17/2026	Lake Erie Electric/ Street light damages	4,351.80
2/23/2026	esri/ annual support GIS	15,688.00
2/23/2026	Stapleton Insurance Group/Cyber Liability Insurance	17,770.00
3/2/2026	Hubbell/2026 Aclara Maintenance Agreement	44,986.00
3/3/2026	Suzanne L Baldwin/ROW Acquisition	10,390.00
3/4/2026	Batanaian Tree Service/Tree removal	4,000.00
3/5/2026	Sylvania Chamber of Commerce/2026 Community Partnership	22,000.00
3/9/2026	J&L Mechanical/HVAC Repair	4,082.17
3/9/2026	Liquid Calcium Chloride Sales/Liquid Calcium Chloride	6,963.57
3/16/2026	Service Express/Hardware Support	11,132.49
3/16/2026	USPS/Court Postage	10,000.00
3/30/2026	Sedgwick/2027 Renewal	4,570.00
3/30/2026	Paramount/Admins Fees Jan-March 2026	21,723.39
4/2/2026	Winter Equipment Co./Carbide Plow Blades	3,184.81
4/1/2026	Lacal Equipment/Auto Parts	3,952.92
4/7/2026	The Toledo Blade/CRA-Centennial & Little Roads	4,570.28
4/7/2026	J&L Mechanical/HVAC Repair	16,908.92
4/7/2026	J&L Mechanical/HVAC Repair	3,425.64
4/9/2026	Sauder Manufacturing Co/Court Furniture	5,165.85
		336,084.44

ORDINANCE NO. 79-2026**ACCEPTING THE TRAINING PROPOSAL AND AGREEMENT OF WORKSPRING TO PROVIDE WELLNESS INDEPENDENT PROGRAMMING TO THE CITY OF SYLVANIA FOR THE CALENDAR YEAR 2026; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$2,400; AND DECLARING AN EMERGENCY.**

WHEREAS, the Human Resources Manager has received a training proposal and agreement from WorkSpring to provide wellness programming and to facilitate the Interest and Needs Survey and Cultural Audit to the City of Sylvania employees at a member rate of \$900 as well as six (6) months of Monthly Spotlight Toolkits in the amount of \$1,500 for a total of \$2,400; and,

WHEREAS, this survey is designed to help identify the City of Sylvania's employees' interests related to the wellness programming, while also evaluating existing organizational initiatives that can be further developed and expanded; and,

WHEREAS, once the survey is completed the WorkSpring wellness team will provide the results and strategic wellness initiative suggestions; and,

WHEREAS, the proposal includes the survey launch coordination aligned with the City of Sylvania's preferred timeline, a customized communication strategy for both the launch and the closing phases, and a follow-up strategic planning session after the survey has closed and results have been analyzed as well as six (6) months of Monthly Spotlight Toolkits that provide practical and inclusive strategies to support the Human Resource Manager in helping city employees build healthier habits; and,

WHEREAS, each toolkit focuses on a relevant wellness topic and equips managers with actionable guidance related to the monthly theme, pre-written email templates for employer communication, ready-to-use resources and handouts; and,

WHEREAS, the Human Resources Manager has recommended that the WorkSpring

proposal to provide the Needs Survey and Culture Audit as well as six (6) months of the Monthly Spotlight Toolkit at a cost of \$2,400 be accepted.

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

SECTION 1. That the proposal of WorkSpring for providing Wellness Programming to facilitate the Needs Survey and Culture Audit as well as six (6) months of the Monthly Spotlight Toolkit at a cost of \$2,400, is hereby approved and accepted and the Mayor and the Interim Director of Finance are hereby authorized to sign said Agreement indicating such approval.

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

SECTION 3. That the Finance Director shall draw his warrants against invoices received for said professional services hereby authorized, there is hereby appropriated from the **GENERAL FUND** from funds therein not heretofore appropriated to **Account No. 110-7725-52268 – Miscellaneous** the total sum of Two Thousand Four Hundred Dollars (\$2,400.00).

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 wellness programming services at the earliest possible time. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2026, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date



TRAINING PROPOSAL AND AGREEMENT FOR

City of Sylvania

Proposal Date: 4/9/2026
Presented To: Laura Smith
Presented By: Paige Johnston, Wellness Director
Program Name: WorkSpring Wellness Independent Programing

Project Scope

This proposal is in response to the request by City of Sylvania for Wellness Programing Request.

The requested program is to facilitate the Interest and Needs Survey and Culture Audit to the City of Sylvania employees. Once the survey is completed the WorkSpring Wellness Team will provide the results and strategic wellness initiative suggestions.

City of Sylvania is also looking for 6 months of the Monthly Spotlight Toolkit.

Investment

The Interest and Needs/Culture Audit outlined above is available at the member rate of \$900. This survey is designed to help clients identify employee interests related to wellness programming, while also evaluating existing organizational initiatives that can be further developed and expanded.

This investment includes survey launch coordination aligned with the client's preferred timeline, a customized communication strategy for both the launch and closing phases, and a follow-up strategic planning session after the survey has closed and results have been analyzed.

The 6-month Monthly Spotlight Toolkit is offered as a \$1,500 investment.

These monthly toolkits provide practical and inclusive strategies to support leaders in helping their teams build healthier habits. Each toolkit focuses on a relevant wellness topic and equips managers with:

- Actionable guidance related to the monthly theme
- Pre-written email templates for employer communication
- Ready-to-use resources and handouts

Must be in current membership status to receive member rates. If membership is not current, non-member rates will apply. Some services may not be available to non-members.

Proposal and related pricing are valid for 90 days from the date sent. WorkSpring reserves the right to adjust prices at the beginning of each calendar year.



Statement of Confidentiality

This proposal contains confidential business information and is intended only for the individual named. It is not to be shared for commercial or non-commercial use. If you are not the named addressee, you should not disseminate, distribute, or copy this proposal. WorkSpring retains all rights to and interest in any and all work created for the purpose of this training or consultation. Thank you for your understanding.

Confidential Business Information

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

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

Disclaimer

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

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

Agreement

This Agreement is made this _____ day of _____, 2025 between _____ (Organization) and WorkSpring ("parties") as follows:

1. Independent Services

The Organization hereby retains WorkSpring to perform services and upon the terms and conditions set forth in the Training Proposal.

2. Payment for Services



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

3. Indemnification

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

4. Miscellaneous

- a. This Agreement may only be amended or modified by an agreement in writing signed by both parties.
- b. If any provision of the Agreement is held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
- c. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right subsequently to enforce that provision or any other provision of the Agreement.
- d. This Agreement shall be construed in accordance with the laws of the State of Ohio.
- e. WorkSpring advice is educational and informational in nature and not intended as minimum standards or legal or other professional advice. WorkSpring has endeavored to include all appropriate and accurate statements but disclaims all warranties and/or responsibility for the statements or their uses.
- f. WorkSpring will not perform any work which it deems to be unethical, unlawful or non-compliant with applicable laws, rules or regulations.

5. Termination

- a. Either party may cancel this agreement at any time with 15 days written notice, unless immediate termination is warranted based on violations of the terms of the Training Proposal or this Agreement, or other conduct which may be deemed unlawful, unprofessional, or unethical by either party.
- b. Immediate termination for violations of the Training Proposal or this Agreement or other conduct which may be deemed unlawful, unprofessional, or unethical by either party must be provided in writing.

If to WorkSpring: paige.johnston@workspring.org If to Organization: _____

6. Non-Solicitation of WorkSpring Employees



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

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

WorkSpring
 1300 Jefferson Ave Suite 109
 Toledo, Ohio 43604
 paige.johnston@workspring.org

I hereby accept the proposal and agreement as stated above.

Signature, Organization Representative	Title	Date
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Signature, WorkSpring Representative	Title	Date
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Thank you for the opportunity to work with you and help meet your HR goals! If you have any questions regarding this proposal and agreement, please contact WorkSpring at 419.893.3000.

We look forward to working with you!

ORDINANCE NO. 80-2026

AUTHORIZING AN AGREEMENT WITH AMERICAN FIREWORKS COMPANY FOR THE INDEPENDENCE DAY CELEBRATIONS ON JULY 3, 2026 AT CENTENNIAL TERRACE AND QUARRY; AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO SIGN AN AGREEMENT FOR THE FIREWORKS DISPLAY WHICH WILL COST SIXTY THOUSAND DOLLARS (\$60,000); AUTHORIZING A 50% DEPOSIT PAYMENT FOR THE FIREWORKS DISPLAY DUE JUNE 1, 2026 WHICH WILL BE SHARED BY THE CITY, SYLVANIA TOWNSHIP, THE SYLVANIA AREA JOINT RECREATION DISTRICT AND AREA BUSINESSES; AND DECLARING AN EMERGENCY.

WHEREAS, American Fireworks Company presented to representatives of the City of Sylvania, Sylvania Township and the Sylvania Area Joint Recreation District (“SAJRD”) a contract providing for the furnishing, delivering and display of fireworks for the Sylvania Community on July 3, 2026 in the amount of Sixty Thousand Dollars (\$60,000.00), as set forth in said agreement, a copy of which is attached hereto; and,

WHEREAS, the total display will cost Sixty Thousand Dollars (\$60,000) for the year 2026 with the City of Sylvania, Sylvania Township, the Sylvania Area Joint Recreation District and other area businesses all contributing to the cost of the fireworks display.

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 and directed to enter into the Contract with American Fireworks in the form and substance of the form attached hereto providing that American Fireworks will provide a fireworks display on July 3, 2026, for a payment by the City to American Fireworks Company of Sixty Thousand Dollars (\$60,000) for the year 2026 with the City making a 50% deposit payment by June 1, 2026.

SECTION 2. That to provide funds for said fireworks, there is hereby appropriated from the **SPECIAL PROJECTS FUND** from funds therein not heretofore appropriated to **Account No. 110-7320-51294 - Community Programs**, the total sum of Sixty Thousand Dollars (\$60,000.00) for 2026 - it being understood that the City of Sylvania shall receive contributions from Sylvania Township, the Sylvania Area Joint Recreation District, and other area businesses to apply to the total contract price and when received will be credited to said Account.

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 contract should be authorized forthwith so as to assure the City of the Independence Day fireworks display scheduled for July 3, 2026. 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:

Clerk of Council

APPROVED:

APPROVED AS TO FORM:

Mayor

Director of Law

Date



April 13, 2026

Sylvania Recreation
6730 Monroe St.
Sylvania, OH 43560

Attn: Bill Sanford

Dear Mr. Sanford:

Thank you for selecting American Fireworks Company to produce your fireworks. At your request, we enclose our contract in the amount of Sixty Thousand Dollars (\$60,000.00) for a display to be held on July 3, 2026.

- CONTRACTS:**
Contracts must be returned thirty (30) days of the date contract was written.
Contracts are to be initialed at the bottom of the first page, signed and dated on bottom right of the second page. **Shows are only placed on our schedule once we are in possession of the signed contract. If you cannot return the signed contract within the thirty (30) day requirement, please contact our office for an extension.**
- Once we receive your signed contract, we will have the president of our company sign and return an original executed copy to you by mail or email.
- DEPOSIT:** A deposit invoice is enclosed (this will also be sent via Intuit/Quickbooks for easy payment methods) and payment is required on or before June 1, 2026. Please **do not** wait to return the signed contract until deposit is due.

We look forward to producing this firework display and providing our services to you for your event. If you should have any questions, please do not hesitate to call.

Yours truly,

Sabrina Nickels

AMERICAN FIREWORKS COMPANY
Enclosures

Michigan • Ohio • Virginia • West Virginia
Headquarters - 7041 Darrow Road • P.O. Box 144 7 • Hudson, Ohio 44236

Phone 330-650-1776 • Fax 330-653-9030
www.americanfireworks.com

Display Date(s):

July 3, 2026

CONTRACT

Show No.

S-1108

THIS CONTRACT, prepared on the 13 day of April, 2026, and is by and between **AMERICAN FIREWORKS COMPANY**, Hudson, Ohio, as DISPLAY COMPANY and

THE CITY OF SYLVANIA, AN OHIO MUNICIPAL CORPORATION, WITH OFFICES AT 6730 MONROE STREET, SYLVANIA, OHIO 43560, as CLIENT

WITNESSETH: In consideration of the parties mutual covenants and the terms and conditions all of which are hereinafter stated in this contract, the DISPLAY COMPANY and CLIENT agree as follows:

DISPLAY COMPANY agrees to provide, deliver and display to and for the benefit of CLIENT a certain fireworks show along with operators to fire the display(s). DISPLAY COMPANY shall be responsible for any and all wages, expenses and workers compensation for any and all persons employed by DISPLAY COMPANY and will provide to the CLIENT public liability and property damage insurance in the amount of **\$10,000,000.00** combined single limit, and will add as additional insured the sponsor of the project, the property owner of the location, any property owner in the fallout zone, and any municipality where the display is being performed in or any municipality that requests additional insured status. All entities/individuals who appear on the certificate of insurance shall be deemed an additional insured per this contract, same having been approved and accepted by CLIENT for providing a fireworks display service at:

DISPLAY SITE: FOSSIL PARK – 5675 CENTENNIAL RD, SYLVANIA, OH 43560

on the following date(s):

DISPLAY DATES: JULY 3, 2026

POSTPONEMENT DATES: JULY 5, 2026

CLIENT agrees to pay DISPLAY COMPANY for said fireworks display(s) thereof, the sum of:

SIXTY THOUSAND DOLLARS (\$60,000.00)

This contract must be executed within THIRTY (30) days from date contract was prepared, listed in the first paragraph of the first page of this contract. If CLIENT does not return the signed contract within THIRTY (30) days of that date, this contract will be void and a new contract will need to be negotiated. **CLIENT agrees to pay the deposit of THIRTY THOUSAND DOLLARS (\$30,000.00) by JUNE 1, 2026. CLIENT shall pay the balance of said display(s) no later than TEN (10) business days prior to your display. Payments can be made by electronic payment or by check made payable to AMERICAN FIREWORKS COMPANY and mailed to P.O. Box 1447, Hudson, Ohio 44236.**

The CLIENT shall be responsible for providing all security necessary to prevent spectators or other unauthorized persons in any area designated by the DISPLAY COMPANY. DISPLAY COMPANY shall provide a detailed site plan to the CLIENT and shall designate the areas where spectators and/or unauthorized persons are prohibited prior to the fireworks display(s). The CLIENT shall also provide sufficient security protection for the fireworks and equipment owned by the DISPLAY COMPANY prior to and after the fireworks display(s).

The DISPLAY COMPANY shall be responsible for an inspection of the display area and fall out zone for debris and other items related to the fireworks display. The CLIENT shall be responsible for cleanup of any and all refuse attributable to those persons at the fireworks display such as spectators, guests (whether invited or not). Additionally, CLIENT shall assume the liability and pay for any and all claims, demands, damages or any other request for reimbursement by any person, firm or entity for any damage as a result of the CLIENT's failure to provide proper security for the fireworks display site.

CLIENT shall be responsible for all permit fees and fire watch fees necessary to conduct fireworks display. DISPLAY COMPANY shall prepare and secure all permits associated with the fireworks display, advance the fees and list them on your final invoice.

The CLIENT acknowledges that the fireworks display herein contracted by and for the CLIENT is created specifically for said CLIENT and produced, designed and assembled by DISPLAY COMPANY at the request of CLIENT. Therefore, it is understood and agreed that:

1. Only the DISPLAY COMPANY's lead on-site pyrotechnician and the local Authority Having Jurisdiction (AHJ), for the client, this individual has been identified as the Fire Marshall (FM), shall make the final determination on the day of display if the conditions are conducive for a safe fireworks display. Said decision cannot and will not be made sooner than THREE (3) hours prior to permitted display time set forth in the published RFP.
 - A. If the display is postponed to July 5th, there will be a TEN PERCENT (10%) remobilization fee. The CLIENT shall be responsible for overnight security of equipment and/or product until the DISPLAY COMPANY's crew arrives back on site.
 - B. If the display is postponed for any other date, beyond July 5th, there will be a TWENTY FIVE PERCENT (25%) remobilization fee.
 - C. If the display is canceled on the contracted date due to adverse conditions for a safe fireworks display, and does not specify a postponement date, the CLIENT will be responsible for FIFTY PERCENT (50%) of the contracted price.
2. The CLIENT may only terminate this contract if the event has been officially canceled and they provide at least ONE HUNDRED TWENTY (120) days written notice of cancellation prior to the contracted display date. In the event that the CLIENT provides DISPLAY COMPANY with written notice of cancellation of the event within the above stated time, the CLIENT shall be responsible for, and shall pay to DISPLAY COMPANY the amount of fifty percent (50%) of the agreed price. In the event that cancellation of the event is less than ONE HUNDRED TWENTY DAYS (120) days prior to the event, the CLIENT shall pay to the DISPLAY COMPANY the entire agreed price.
3. In the event of a pandemic, the CLIENT may provide written notice to cancel the display at least FOURTEEN (14) days prior to contracted display, with no penalties, upon written verification from the State or Local Health Department that it has ordered the event to be terminated due to a pandemic restriction. The deposit that was received on this contract will be held by DISPLAY COMPANY and will be 100% credited to a future date if there is a display scheduled. If the contract is in it's final year and there is not a future display date scheduled, the contract would be extended by one year.
4. For each employee participating in fireworks set-up and/or display, DISPLAY COMPANY shall submit copies, with it's permit to the AHJ, of each employee's exhibitor's and/or assistant license that confirms each employee meets state law requirements. Said documentation shall be received by CLIENT no later than June 1 of each year.
5. If DISPLAY COMPANY cancels the fireworks show for any reason other than an issue as set forth in Paragraph 1 above, CLIENT shall be entitled to a full refund of any deposit or other amount paid to DISPLAY COMPANY.

Any alteration or modification to this contract shall be in writing as agreed by the parties. Nothing in this Contract shall be construed or interpreted to mean a partnership, joint venture or employer/employee INITIALS: _____

Bill To

CITY OF, SYLVANIA
 6730 MONROE STREET
 SYLVANIA, OH 43560

Invoice

INDEPENDENCE DAY

LUCAS, OH

Show No.	S-1108
Invoice No.	20334
Purchase Order No.	N/A
Invoice Date	4/13/2026
Display Date	07/03/2026
Due Date	06/01/2026

Description	Rate	Amount
FIREWORKS DISPLAY	60,000.00	60,000.00
A DEPOSIT OF FIFTY PERCENT (50%) IS DUE BY JUNE 1, 2026		
Total		\$60,000.00
Payments/Credits		\$0.00
Balance Due		\$60,000.00

"Thank you for your business"

Michigan · Ohio · Virginia · West Virginia

Headquarters - 7041 Darrow Road · P.O. Box 1447 · Hudson, Ohio 44236

Phone 330-650-1776 · Fax 330-653-9030

www.americanfireworks.com



DIVISION OF POLICE
DANILYNN M. MILLER, CHIEF OF POLICE

MEMO

To: The Mayor and City Council
From: Danilynn M. Miller, Chief of Police
Date: 03/26/2026
Re: Seized Vehicle

Dear Council Members:

We have received a seizure from an OVI charge through the Sylvania Municipal Court. This vehicle has been forfeited to our Police Division, we have no need for the vehicle and wish to auction it.

- 2015 Land Rover, Range Rover VIN# SALWR2VF2FA604251

We request approval to dispose of this item by posting this vehicle for sale on the GovDeals website. Should we not receive any bids to purchase the item, we will dispose of it through scrap value.

Please call if you have any questions.



Board of Architectural Review

Minutes of the regular meeting of April 15, 2026 Mr. Schaaf called the meeting to order

Secretary, Cristen Music took the roll call. Members present: Jeff Schaaf, Kate Fischer and Zachary Liber (3) Mayor Mark Frye and Carol Lindhuber not present
Tim Burns; Zoning administrator.

Ms. Fisher moved; Mr. Lieber seconded to approve the Minutes of the March 11, 2026 meeting as submitted. Vote being: Schaff, Fischer and Liber (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 1 – Exterior Renovation Review - app. no. 7-2026 requested by Thomas Reynolds of Stampflmeier Properties for Sylvan Studios 5651 Main Street, Sylvania, Ohio 43560.

Mr. Reynolds is present and explained that this is a new sign, door and windows for a new store front. This is for just for architectural review Mr. Burns states this sign meets code and guidelines for the downtown area.

Mr. Lieber moved, Ms. Fischer seconded, to approve, vote being: Schaaf, Fischer and Liber (3) aye; (0) nay

Item 2 – Regulated Sign - app. no 8-2026 requested by Ryan Wishau of Toledo Sign for Timberstone Commons Shopping Center of 6740 Sylvania Ave Sylvania, Ohio 43560.

Mr. Wishau was present and explained that the new sign would be modernized and will meet the codes in the future. The new sign will become a monument size sign.

Ms. Fischer moved, Mr. Liber seconded, Vote being: Fischer, Liber and Schaaf (3) aye; (0) nay.

Item 3 – Architectural Review – app. no. 9-2026 requested by Dave Serra of The Collaborative + Acock for Sylvania Area Join Recreation Department Centennial Terrace and Quarry 5773 Centennial Rd Sylvania, Ohio 43560

Mr. Serra was present and provided a brief description of the renovation. He explained that there are recreating 2 new building for the concession stands and restrooms Also adding administrative space and storage.

Board of Architectural Review
Minutes of April 15, 2026
Page 2

Mr. Burns stated that this is for architectural review only as far as building being in the correct position.

Mr. Lieber moved, Ms. Fischer seconded, to approve vote being: Fischer, Schaaf and Lieber (3) aye; (0) nay.

Item 4 – Architectural Review – app. no. 10-2026 requested by Colleen Tankoos for Sylvania City Schools – Highland Elementary 7720 Erie Street Sylvania, Ohio 43560

Ms. Tankoos was present and explained this is a pavilion style structure. This will be in the back of Highland Elementary School close to the basketball court.

Ms. Fischer moved, Ms. Liber seconded, to approve the structure vote being: Fischer, Schaaf and Lieber (3) aye; (0) nay.

No new additions

Ms. Fischer moved and Mr. Liber second to adjourn the meeting. All present voted aye
Meeting adjourned.

Submitted by,



Cristen Music Secretary
Municipal Planning Commission

Sylvania Municipal Planning Commission

Minutes of the regular meeting of April 15, 2026

Mr. Schaaf called the meeting to order

Secretary, Cristen Music took the roll call. Members present: Kate Fischer, Zachary Liber and Jeff Schaaf (3) Mayor Mark Frye, Carol Lindhuber not present.

Ms. Fisher moved; Mr. Liber seconded to approve the Minutes of the March 11, 2026, Meeting as submitted: Vote being: Fischer, Liber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

No application on the agenda

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

Meeting Adjourned

Submitted by,



Cristen Music Secretary
Municipal Planning Commission