

Sylvania City Council

April 6, 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 (excused)
2. Pledge of Allegiance to the United States of America led by Mr. Richardson.
3. Additions to the agenda
4. Election of President Pro-Tem
5. Approval of the Council meeting minutes from March 16, 2026.
6. Superintendent for Sylvania Schools, Dr. Veronica Motley – State of the Schools Presentation.
7. Reading of Arbor Day Proclamation 2026 by Mayor Frye.
8. Ten Mile Creek/Ottawa River Watershed Ditch Petition #1053 – 2026 Assessments.
 - a. Service Director’s letter requesting approval for payment.
 - b. Proposed Ordinance No. 63-2026, Authorizing the Payment of \$41,798.06 to the Lucas County Engineer for the City’s Right-of-Way Assessment.
 - c. Proposed Ordinance No. 64-2026, Authorizing the Payment of \$126,249.58 to the Lucas County Engineer for the City’s Assessment.
9. Monroe St. Waterline Improvement Project – Silvertown Dr. to Whiteford Rd.
 - a. Service Director’s letter recommending approval of the proposal from Fishbeck.
 - b. Proposed Ordinance No. 65-2026, Authorizing Acceptance of the Fishbeck Proposal for Engineering Services and the Appropriation of Funds therefore in the amount of \$67,700.
10. Erie & Monroe St. Roundabout and Resurfacing Project – ROW Acquisition.
 - a. Service Director’s letter requesting approval of the permanent ROW contract for sale with Sylvania United Church of Christ.
 - b. Proposed Ordinance No. 66-2026, Authorizing the Mayor and Director of Finance to enter into the Purchase Agreement & Temporary Construction Easement with Sylvania United Church of Christ for ROW Acquisition relative to this project.
 - c. Service Director’s letter requesting approval of the permanent ROW contract for sale with Julie A. Watkins.
 - d. Proposed Ordinance No. 67-2026, Authorizing the Mayor and Director of Finance to enter into the Purchase Agreement & Temporary Construction Easement with Julie A. Watkins for ROW Acquisition relative to this project.

11. Downtown Transportation Improvements – DGL Consulting Engineers.
 - a. Service Director’s letter recommending approval of the second contract modification.
 - b. Proposed Ordinance No. 68-2026, Authorizing the Mayor and Director of Finance to enter into a second amendment to DGL Consulting Engineers, LLC’s proposal for professional engineering services relative to this project.

12. Main Street & Convent Boulevard Roundabout – Tetra Tech
 - a. Service Director’s letter recommending approval of the proposal.
 - b. Proposed Ordinance No. 69-2026, Authorizing Acceptance of the Tetra Tech Proposal for Engineering Services and the Appropriation of Funds therefore in the amount of \$387,700 relative to this project.

13. Craig A. Stough Municipal Building – Office Improvements Project
 - a. Service Director’s letter recommending approval of the expenditures.
 - b. Proposed Ordinance No. 70-2026, Authorizing Acceptance of the Friends Office Proposal for Office Furniture and the Appropriation of Funds therefore in the amount of \$86,608.52.
 - c. Proposed Ordinance No. 71-2026, Authorizing Acceptance of the Reemsnyder Decorating Proposal for New Carpet and the Appropriation of funds therefore in the amount of \$8,484.37.
 - d. Proposed Ordinance No. 72-2026, Authorizing Acceptance of the Erard Custom Painting Proposal for new Wall Paint and the Appropriation of funds therefore in the Amount of \$1,475.00.

14. ODOT Consent Legislation Request for Resurfacing Project on US-23 from I-475 to MI state line
 - a. Service Director’s letter recommending approval of the consent legislation.
 - b. Proposed Resolution No. 3-2026, A Resolution consenting to this resurfacing project.

15. Confirmation of Mayor’s Appointments
 - a. Claudia Witkowski as Clerk of Council.

16. Committee reports

17. Committee referrals

Minutes of the Meeting of Council
March 16, 2026

The Council of the City of Sylvania, Ohio met in regular session on March 16, 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 (excused), Mary Westphal; (6) present; (1) absent.

Roll call:
6 present,
1 absent.

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

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; (6) yeas; (0) nays. The motion carried.

Agenda approval.

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

Mrs. Westphal presented the March 2, 2026 regular meeting minutes. Mrs. Westphal moved, Mr. Hansen seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of March 2, 2026 be approved as written; roll call vote being: Westphal, Haynam, Hansen, McCann, Murphy, Richardson; (6) yeas; (0) nays. The motion carried.

Approval of
March 2, 2026
Council meeting
minutes.

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

Mayor Frye presented Lucas County Board of Developmental Disabilities Superintendent, Michelle Myerholtz, a proclamation proclaiming March 2026 as "Developmental Disabilities Awareness" month in the City of Sylvania.

Proclamation
presentation to
LCBDD.

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

Service Director's letter recommending the purchase was placed on file. Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 59-2026, 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 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; Mrs. Westphal moved, Mr. Murphy seconded for passage of Ordinance No. 59-2026 as an emergency measure; roll call vote being: Hansen, Richardson, Murphy, McCann, Westphal, Haynam; (6) yeas; (0) nays. The motion carried.

Ordinance No.
59-2026,
"Motorola... 6
new portable
radios...PD..."

Minutes of the Meeting of Council
March 16, 2026

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

Service Director's letter requesting authorization to participate in program was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 60-2026, a written copy of same having been previously furnished to each member of Council "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; Mr. Richardson moved, Mrs. Westphal seconded for passage of Ordinance No. 60-2026 as an emergency measure; roll call vote being: Richardson, Hansen, Haynam, Murphy, Westphal, McCann; (6) yeas; (0) nays. The motion carried.

Ordinance No. 60-2026, "... ODOT... roadway de-icing salt..."

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

Service Director's letter recommending funds to be used for this study was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 61-2026, a written copy of same having been previously furnished to each member of Council "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 therefor in the amount of \$7,900; and declaring an emergency; Mr. Richardson moved, Mr. Haynam seconded for passage of Ordinance No. 61-2026 as an emergency measure; roll call vote being: Richardson, Hansen, Haynam, Murphy, Westphal, McCann; (6) yeas; (0) nays. The motion carried.

Ordinance No. 61-2026, "... Colliers... King/ Sylvan Towne/ Cougar Lane... Traffic Signal Optimization..."

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, amended Ordinance No. 62-2026, a written copy of same having been previously furnished to each member of Council "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; Mr. Hansen moved, Mrs. Westphal seconded for passage of amended Ordinance No. 62-2026 as an emergency measure; roll call vote being: Richardson, Hansen, Haynam, Murphy, Westphal, McCann; (6) yeas; (0) nays. The

Ordinance No. 62-2026, "... Colliers... Alexis & Stewart Waterline Improvements Project..."

Minutes of the Meeting of Council
March 16, 2026

motion carried.

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

Mr. Richardson moved, Mrs. Westphal seconded to authorize the administration to advertise for bids for the Downtown Transportation Improvements (Phase 2) Project; roll call vote being: Richardson, Hansen, Haynam, Murphy, Westphal, McCann; (6) yeas; (0) nays. The motion carried.

Bids for DT
Transportation
Imp. Project
(Phase 2)

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

Mr. Murphy moved, Mrs. Westphal seconded to confirm Mayor Frye's appointment of Beth Youngpeter and Kevin McGreevy to the Sylvania Tree Commission; roll call vote being: Richardson, Murphy, McCann, Westphal, Haynam, Hansen; (6) yeas; (0) nays. The motion carried.

Beth Youngpeter
& Kevin
McGreevy –
Appts. to Tree
Commission.

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

Mrs. Westphal moved, Mr. McCann seconded to enter into Executive Session for the purpose of discussion of pending litigation at 6:57pm; roll call vote being: Westphal, Haynam, Hansen, Richardson, Murphy, McCann; (6) yeas; (0) nays. The motion carried.

Enter into
Executive
Session: Pending
Litigation.

Mrs. Westphal moved, Mr. McCann seconded to return from Executive Session to General Session at 7:18pm; roll call vote being Hansen, Richardson, Haynam, Westphal, Murphy, McCann; (6) yeas; (0) nays. The motion carried.

Exit Executive
Session.

Mayor Frye stated that all items have been addressed.

Mrs. Westphal moved, Mr. McCann seconded to adjourn at 7:19 p.m. Roll call vote being: Westphal, Hansen, McCann, Murphy, Richardson, Haynam; (6) yeas; (0) nays.

Adjournment.

Clerk of Council

Mayor

Office of the Mayor

Proclamation

Whereas: in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, reduce carbon dioxide levels, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and

WHEREAS, trees are a source of joy and spiritual renewal, and

WHEREAS, Sylvania has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting ways,

NOW, THEREFORE, I, Mark R. Frye, Mayor, do hereby proclaim Monday, April 27, 2026 as:

ARBOR DAY

in the City of Sylvania and urge all citizens to support efforts to care for our trees and woodlands and to support our city's community forestry programs, and further, I urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Sylvania to be set this 2nd day of April, 2026.



Handwritten signature of Mark R. Frye over a horizontal line, with the printed name 'Mark R. Frye, Mayor City of Sylvania State of Ohio' below it.



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

April 6, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Ten Mile Creek/Ottawa River Watershed Ditch Petition #1053 – 2026 Assessments**

Dear Mr. Mayor and Council Members:

On April 1, 2026 City Council passed Ord. 57-2024 declaring our intent to pay for the assumed property owner assessment within the municipal limits specific to the Lucas County Tenmile Creek/Ottawa River Watershed Ditch Petition #1053. On March 11, 2025 the Lucas County Commissioners passed three (3) resolutions (Resolutions 2025-187, 2025-188, and 2025-189) affirming the Lucas County Engineer's findings, approving the benefitted schedules, and the establishment of a six (6) year Work Plan from 2026 through 2031 for the assessment.

The Lucas County Engineer has presented two invoices to the City of Sylvania for our portion of the 2026 assessment. One invoice in the amount of \$41,798.06 covers the City's right-of-way areas. The second invoice in the amount of \$126,249.58 is the maintenance base and assessment to the property owners. The total assessed amount is \$168,047.64. These invoices can be paid in full, or, paid in two equal installments by April 30th and August 31st annually. This was a known expense programmed into the 2026 budget with funds to be paid from the 503-7510-51686 account.

The Service Department is still coordinating with the Lucas County Engineer's Office on a credit amount that can be applied to this assessment for watershed work already performed within our municipal limits by the Sewers Department to help offset this overall amount.

We request approval for payment of the 2026 Right-of-Way Assessment in the amount of \$41,798.06 and the 2026 Assumed Assessments in the amount of \$126,249.58. 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

ORDINANCE NO. 63-2026

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.

WHEREAS, the Petition for Assessments for improvements to the Ten Mile Creek/Ottawa River Ditch Petition was approved by the Board of Lucas County Commissioners on March 11, 2025; and,

WHEREAS, the Board of Lucas County Commissioners approved the benefitted schedules and the establishment of a six (6) year Work Plan from 2026 through 2031 for the assessment; and,

WHEREAS, the Lucas County Engineer’s Office has submitted an invoice dated March 11, 2026 in the amount of \$41,798.06 for the City of Sylvania right-of-way within the Ten Mile Creek/Ottawa River watershed; and,

WHEREAS, the Director of Public Service, by report dated April 6, 2026, recommended approval of the invoice in the amount of \$41,798.06 as payment for the City of Sylvania right-of-way within the Ten Mile Creek/Ottawa River watershed.

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

SECTION 1. Sylvania City Council hereby authorizes 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.

SECTION 2. That to provide funds for said assessments, there is hereby appropriated from the **SPECIAL ASSESSMENT FUND** from funds therein not heretofore appropriated to **Account No. 503-7510-51686 – Maintenance of Infrastructure** the amount of Forty-One Thousand Seven Hundred Ninety-Eight and 06/100 Dollars (\$41,798.06).

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

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2026, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

Office of the Lucas County Engineer

1049 S. McCord Road
Holland, Ohio 43528

Phone: 419-213-2860
FAX: 419-213-2829



Mike Pniewski, P.E., P.S.
County Engineer

Invoice

Date: **March 6, 2026**

Bill To: Mayor Mark Frye
City of Sylvania
6730 Monroe Street, Suite 203
Sylvania, OH 43560

**Ten Mile Creek/Ottawa River Watershed Petition #1053 -
2026 Right-of-Way Assessment**

As a governmental jurisdiction with road right-of-way within the area of the Ten Mile Creek /Ottawa River Watershed, you are receiving this invoice for the total assessment of all right-of-way maintained by your jurisdiction within said watershed.

2026 R/W Assessment: = **\$41,798.06.**

If you have questions regarding this invoice, please contact Kyle Warner at the Lucas County Engineer's Office at 419-213-2875 or by email at kwarn@co.lucas.oh.us.

PAY THIS AMOUNT: **\$41,798.06.**

MAKE CHECKS OUT TO: "TREASURER OF LUCAS COUNTY"

SEND PAYMENT TO: LUCAS COUNTY ENGINEER'S OFFICE
1049 S. MCCORD ROAD
HOLLAND, OHIO 43528
ATTN: KELLEIGH DECKER

Payment can be made in two equal installments, with the 1st installment being paid by/on April 30th, and the 2nd installment being paid by/on August 31st of each calendar year.

ORDINANCE NO. 64-2026

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.

WHEREAS, the Petition for Assessments for improvements to the Ten Mile Creek/Ottawa River Ditch Petition was approved by the Board of Lucas County Commissioners on March 11, 2025; and,

WHEREAS, the Board of Lucas County Commissioners approved the benefitted schedules and the establishment of a six (6) year Work Plan from 2026 through 2031 for the assessment; and,

WHEREAS, Ordinance No. 57-2024, passed April 1, 2024, declared the intent of the City of Sylvania to assume and pay assessments for the Ten Mile Creek/Ottawa River Ditch Petition #1053; and,

WHEREAS, the Lucas County Engineer's Office has submitted an invoice dated March 11, 2026 in the amount of \$126,249.58 for the total assessments of property owners within the City of Sylvania within the Ten Mile Creek/Ottawa River watershed; and,

WHEREAS, Ohio Revised Code Section 6131.23(D) permits a municipality to assume the assessments on behalf of its residents and permits the municipality to pay the assessments through the performance of projects on the petitioned ditches, through other municipal funds authorized for the purposes of the assessments, or by assessing all or a portion of the assessments to property owners; and,

WHEREAS, the Director of Public Service, by report dated April 6, 2026, recommended approval of the invoice in the amount of \$126,249.58 as payment for the City of Sylvania

property owners within the Ten Mile Creek/Ottawa River watershed.

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

SECTION 1. Sylvania City Council hereby authorizes the payment of \$126,249.58 to the Lucas County Engineer for the assessment for the City of Sylvania property owners within the Ten Mile Creek/Ottawa River Watershed Petition #1053.

SECTION 2. That to provide funds for said assessments, there is hereby appropriated from the **SPECIAL ASSESSMENT FUND** from funds therein not heretofore appropriated to **Account No. 503-7510-51686 – Maintenance of Infrastructure** the amount of One Hundred Twenty-Six Thousand Two Hundred Forty-Nine and 58/100 Dollars (\$126,249.58).

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 payment of the invoice should be made 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

Office of the Lucas County Engineer

1049 S. McCord Road
Holland, Ohio 43528

Phone: 419-213-2860
FAX: 419-213-2829



Mike Pniewski, P.E., P.S.
County Engineer

Invoice

Date: **March 11, 2026**

Bill To: Mayor Mark Frye
City of Sylvania
6730 Monroe Street
Sylvania, OH 43560

**Ten Mile Creek/Ottawa River Watershed Petition #1053 –
2026 Assumed Assessments (Corrected Invoice)**

As a governmental jurisdiction that has made the election to assume the maintenance base and pay assessments on behalf of property owners within your jurisdiction within the area of the Ten Mile Creek/Ottawa River Watershed, you are receiving this invoice for the total assessments of property owners within your jurisdiction within said watershed.

2026 R/W Total Assumed Assessments = **\$126,249.58.**

If you have questions regarding this invoice, please contact Kyle Warner at the Lucas County Engineer's Office at 419-213-2875 or by email at kwarner@co.lucas.oh.us.

PAY THIS AMOUNT: **\$126,249.58.**

MAKE CHECKS OUT TO: "TREASURER OF LUCAS COUNTY"

REMIT PAYMENT TO: LUCAS COUNTY ENGINEER'S OFFICE
1049 S. MCCORD ROAD
HOLLAND, OHIO 43528
ATTN: KELLEIGH DECKER

Payment can be made in two equal installments, with the 1st installment being paid by/on April 30th, and the 2nd installment being paid by/on August 31st of each calendar year.



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

April 6, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Design Engineering Services Proposal – Fishbeck
Monroe Street Waterline Improvements Project (Silvertown Drive to Whiteford Road)**

Dear Mr. Mayor and Council Members:

At the February 2, 2026 meeting City Council authorized the Service Department to request Letters of Interest (LOI's) from consultants to provide engineering services for the Monroe Street Waterline Improvements Project (Silvertown Drive to Whiteford Road).

During the solicitation we received LOI's from four (4) engineering consultants. The Service Department reviewed, scored, and ranked all LOI's and selected Fishbeck from Dayton, 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 Fishbeck has prepared a proposal in the amount of \$67,700 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 \$67,700 with Fishbeck. Please contact me with any questions.

Sincerely,

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

ORDINANCE NO. 65-2026

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 EMERGENCY.

WHEREAS, at the February 2, 2026 meeting of Sylvania City Council, the Director of Public Service was authorized to begin consultant letter of interest solicitation from engineering consultants to provide engineering services for the Monroe Street Waterline Improvements Project (Silvertown Drive to Whiteford Road); and,

WHEREAS, the project includes replacing approximately 950 feet of the 8” cast iron waterline installed in 1965 in the Silvertown Drive area and the remaining 1,050 feet was extended in 1980 to Whiteford Road; and,

WHEREAS, the Department of Public Service received Letters of Interest from four engineering consultants and after reviewing, scoring and ranking the consultants, selected Fishbeck as the most highly qualified firm; and,

WHEREAS, the Director of Public Service, by report dated April 6, 2026, has recommended that the proposal of Fishbeck in the amount of \$67,700 for the professional engineering services relative to the Monroe Street Waterline Improvements Project (Silvertown Drive to Whiteford Road) 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 Fishbeck in the amount of Sixty-Seven Thousand Seven Hundred Dollars (\$67,700.00) for providing professional engineering services for the Monroe Street Waterline Improvements Project (Silvertown Drive to Whiteford Road), 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 **WATER FUND** from funds therein not heretofore appropriated to **Account No. 701-7525-53501 – Utility Improvements** the amount of Sixty-Seven Thousand Seven Hundred Dollars (\$67,700.00).

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 engineering services for the Monroe Street Waterline Improvement Project (Silvertown Drive to Whiteford Road) 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

March 24, 2026

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

Proposal for Professional Survey and Engineering Services LUC-Monroe Street Waterline Improvement Project

Fishbeck is pleased to provide professional survey and engineering services for the LUC-Monroe Street Waterline Improvement project. The Fishbeck team has had the pleasure of providing services to the City of Sylvania (City) in the past, and we appreciate this opportunity to continue to serve the City and provide exceptional services once again on another successful project.

Scope of Services

The Fishbeck team is prepared to provide survey and engineering services for the referenced project as described in the City's *Request for Professional Surveying and Design Engineering Services* dated February 9, 2026, and included herein as Attachment 1. The Scope of Services shall be as stated within the attachment.

Schedule

Anticipated project schedule is as follows:

1. Fee Submittal to City – March 24, 2026
2. City Council Contract Award – April 6, 2026
3. Authorization to Proceed – April 13, 2026
4. 50% Submission – June 18, 2026
5. 50% Review Complete – July 17, 2026
6. 95% Submission – September 18, 2026
7. 95% Review Complete – October 19, 2026
8. 100% Complete Plans and Cost Estimate to City – December 1, 2026

Professional Services Fees

Fishbeck proposes to perform the outlined scope of services for a *not-to-exceed* estimated fee of Sixty-Seven Thousand Seven Hundred Dollars (\$67,700). Invoices will be submitted monthly based on the time and expenses incurred, and payment is due upon receipt. If Fishbeck finds the required scope differs from what is proposed herein, we will notify the City immediately of any appropriate amendment to the scope and fee. The breakdown of costs is attached in the Proposed Consultant Fee Summary.

Authorization

Attached is our Professional Services Agreement. If you concur with our scope of services, please sign in the space provided and return the executed agreement 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.

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: Joshua Mihelcic, PE, PS – Fishbeck

Proposed Consultant Fees Labor and Summary

Project: LUC-Monroe Street Waterline Improvement Project
 Client: City of Sylvania
 Consultant: Fishbeck
 Date: 3/24/2026

Legend and Billing Rate (2026)	
Personnel Category	Rate
S2 = 2 Person Survey Crew	\$245
PE = Civil Engineer, PE	\$155
E = Staff Engineer, EI	\$125
PM = Senior Project Manager, PE	\$190
PS = Senior Surveyor, PS	\$235

SURVEYING and ENGINEERING SERVICES							
	PM	PE	E	PS	S2	Total Hours	Total Cost
Topographic Survey							
Calling OUPS and Preliminary Utility Coordination/Data Collection		1	4		4	9	\$1,635
Property Owner Research and Notification Letters, Labels, and Mailing	1		6			7	\$940
Establish Horizontal and Vertical Control				4	8	12	\$2,900
Recovery of Existing Monuments				4	8	12	\$2,900
Courthouse Research			4	4		8	\$1,440
Resolve Existing ROW/Property Lines			10	6		16	\$2,660
Topographical Survey				4	15	19	\$4,615
Base Map Creation and Utility Resolution		8	12	2		22	\$3,210
Field Check of Topographic Survey and Structure Inventory		4			8	12	\$2,580
Project Management	3					3	\$570
Subtotal	4	13	36	24	43	120	\$23,450
Design and Plan Development	PM	PE	E	PS	S2	Total Hours	Total Cost
Title Sheet (1)		2	4			6	\$810
Maintenance of Traffic Notes (2)		2	4			6	\$810
General Notes and Driveway Replacement Details (2)		4	14			18	\$2,370
Waterline Notes/Details/Tie-In Connection Details (2)		4	12			16	\$2,120
General Summary (1)		4	8			12	\$1,620
Subsummaries and Calculations (2)		10	30			40	\$5,300
Plan and Profile (5)		22	80			102	\$13,410
City and Utility Coordination	1	2	8			11	\$1,500
Coordination with LCSE			4			4	\$500
Cost Estimate		8	24			32	\$4,240
Internal Reviews (QA/QC)	8	16				24	\$4,000
Plan Reviews and Modifications	3	6	20			29	\$4,000
Meetings (Assumed 3 via Microsoft Teams)	3	3	3			9	\$1,410
Bidding Assistance		2				2	\$310
Project Management	8					8	\$1,520
Subtotal	23	85	211	0	0	319	\$43,920

Total Survey and Engineering Costs:	\$67,370
Total Direct Costs:	\$330
Total Services:	\$67,700

Professional Services Agreement

PROJECT NAME: LUC-Monroe Street Waterline Improvement Project
PROJECT LOCATION: Monroe Street, Sylvania, OH
FISHBECK CONTACT: Robert Rusnak, PE
CLIENT CONTACT: Eric M. Barnes, PE, SI, Deputy Service Director
CLIENT: City of Sylvania, 6730 Monroe Street, Sylvania, OH 43560

Client hereby requests and authorizes Fishbeck to perform the following:

SCOPE OF SERVICES: Professional survey and engineering services in relation to the LUC-Monroe Street Waterline Improvement project as described in our letter proposal dated March 24, 2026.

AGREEMENT. The Agreement consists of this page and the documents that are checked:

- Terms and Conditions for Professional Services**
- Proposal Dated:** March 24, 2026
- Other:** Request for Professional Surveying and Design Engineering Services

METHOD OF COMPENSATION:

- Lump Sum for Defined Scope of Services
- Hourly Billing Rates Plus Reimbursable Expenses with an Administrative Fee of 10%
- Other:

Budget for Above Scope of Services: Sixty-Seven Thousand Seven Hundred Dollars (\$67,700).

ADDITIONAL PROVISIONS (IF ANY): Not-to-exceed fee.

APPROVED FOR:

City of Sylvania

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

ACCEPTED FOR:

Fishbeck

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____



Joshua Mihelcic, PE, PS

Vice President

March 24, 2026

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

1. **METHOD OF AUTHORIZATION.** Client may authorize Fishbeck to proceed with work either by signing a Professional Services Agreement or by issuance of an acknowledgment, confirmation, purchase order, or other communication. Regardless of the method of authorization, these Terms and Conditions shall prevail as the basis of Client's Agreement with Fishbeck. Any Client document or communication in addition to or in conflict with these Terms and Conditions is rejected.
2. **CLIENT RESPONSIBILITIES.** Client shall provide all requirements, criteria, data, and information for the Project and designate in writing a person with authority to act on Client's behalf on all matters concerning the Project. If Fishbeck's services under this Agreement do not include construction observation or review of Contractor's performance, Client shall assume responsibility for interpretation of contract documents and for construction observation, and shall waive all claims against Fishbeck that may be in any way connected thereto.
3. **HOURLY BILLING RATES.** Unless stipulated otherwise, Client shall compensate Fishbeck at hourly billing rates in effect when services are provided by Fishbeck employees of various classifications.
4. **REIMBURSABLE EXPENSES.** Client shall reimburse Fishbeck for costs incurred on or directly for Client's Project. Reimbursements shall be at Fishbeck's current rate for mileage for vehicles and automobiles, special equipment, and copying, printing, and binding. Reimbursement for commercial transportation, meals, lodging, special fees, licenses, permits, insurances, etc., and outside technical or professional services shall be on the basis of actual charges plus the administrative fee.
5. **OPINIONS OF COST.** Any opinions or estimates provided by Fishbeck as to probable construction costs or total project costs will be based on Fishbeck's experience, judgment, qualifications, and general familiarity with the construction industry. Because Fishbeck has no control over market conditions or bidding procedures, Fishbeck does not warrant that actual bids, construction costs, or total project costs will not vary from Fishbeck's opinions or estimates.
6. **PROFESSIONAL STANDARDS.** The standard of care for services performed or furnished by Fishbeck will be the care and skill ordinarily used by members of the subject professional discipline practicing under similar circumstances at the same time and in the same locality. Fishbeck may use or rely upon design elements and information customarily provided by others. Fishbeck makes no warranties, express or implied, under this Agreement or otherwise, in connection with Fishbeck's services.
7. **TERMINATION.** Either Client or Fishbeck may terminate this Agreement by giving ten days' written notice to the other party. In such event, Client shall pay Fishbeck in full for all work performed prior to the effective date of termination, plus (at the discretion of Fishbeck) a reasonable termination charge for services and costs attributable to termination and costs necessary to bring ongoing work to a logical conclusion. Such charge shall not exceed 30 percent of all charges previously incurred. Upon receipt of such payment, Fishbeck will return to Client all documents and information which are the property of Client.
8. **SUBCONTRACTORS.** Fishbeck may engage subcontractors on behalf of Client to perform any portion of the services to be provided by Fishbeck hereunder.
9. **PAYMENT TO FISHBECK.** Invoices will be issued monthly, and will be due and payable upon receipt, unless otherwise agreed. Amounts not paid within 28 days from date of invoice shall accrue interest at a rate of 1 percent per 4-week period. Payments made thereafter will be applied first to accrued interest, and then to unpaid principal. Any attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by Client.

Client agrees to pay on a current basis, in addition to any proposal or contract fee understandings, all taxes including, but not limited to, sales taxes on services or related expenses which may be imposed on Fishbeck by any governmental entity.

If Client directs Fishbeck to invoice another, Fishbeck will do so, but Client agrees to be ultimately responsible for Fishbeck's compensation until Client provides Fishbeck with that third party's written acceptance of all terms of this Agreement and until Fishbeck agrees to the substitution.

In addition to any other remedies Fishbeck may have, Fishbeck shall have the absolute right to cease performing any basic or additional services in the event payment has not been made on a current basis.

10. **HAZARDOUS WASTE.** Fishbeck has neither created nor contributed to the creation or existence of any hazardous, radioactive, toxic, irritant, pollutant, or otherwise dangerous substance or condition at any site, and its compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposure to such substances or conditions. Fishbeck shall not be responsible for any alleged contamination, whether such contamination occurred in the past, is occurring presently, or will occur in the future, and the performance of services hereunder does not imply risk-sharing on the part of Fishbeck.
11. **LIMITATION OF LIABILITY.** To the fullest extent permitted by law, Fishbeck's total liability to Client for any cause or combination of causes, which arise out of claims based upon professional liability errors or omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the greater of \$250,000 or the amount of the fee earned under this Agreement.

To the fullest extent permitted by law, Fishbeck's total liability to Client for any cause or combination of causes, which arise out of claims for which Fishbeck is covered by insurance other than professional liability errors and omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the total insurance proceeds paid on behalf of or to Fishbeck by Fishbeck's insurers in settlement or satisfaction of Client's claims under the terms and conditions of Fishbeck's insurance policies applicable thereto.

Higher limits of liability may be considered upon Client's written request, prior to commencement of services, and agreement to pay an additional fee.

12. **DELEGATED DESIGN.** Client recognizes and holds Fishbeck harmless for the performance of certain components of the Project which are traditionally specified to be designed by the Contractor.
13. **INSURANCE.** Client shall cause Fishbeck and Fishbeck's consultants, employees, and agents to be listed as additional insureds on all commercial general liability and property insurance policies carried by Client which are applicable to the Project. Client shall also provide workers' compensation insurance for Client's employees. Client agrees to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against Fishbeck.

Upon request, Client and Fishbeck shall each deliver to the other certificates of insurance evidencing their coverages.

Client shall require Contractor to purchase and maintain commercial general liability and other insurance as specified in the contract documents and to cause Fishbeck and Fishbeck's consultants, employees, and agents to be listed as additional insureds with respect to such liability and other insurance purchased and maintained by Contractor for the Project. Contractor must agree to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against Fishbeck.

14. **INDEMNIFICATION.** Fishbeck will indemnify and hold Client harmless from any third party claim, damage, or liability for injury or loss sustained by any third party, for which Client is legally obligated to pay, to the extent caused by Fishbeck's negligence. Client will defend, indemnify, and hold Fishbeck harmless from any claim, damage, liability, or defense cost arising from this Agreement for injury or loss sustained by any third party except to the extent caused by the negligence of Fishbeck. These indemnities are subject to specific limitations provided for in this Agreement.
15. **CONSEQUENTIAL DAMAGES.** To the fullest extent permitted by law, Client and Fishbeck waive special, incidental, indirect, and consequential damages for claims arising out of, resulting from, or in any way relating to this Agreement or the Project, including, but not limited to, loss of business, use, income, profit, financing, productivity, and reputation.
16. **LEGAL EXPENSES.** If either Client or Fishbeck makes a claim against the other as to issues arising out of the performance of this Agreement, the prevailing party will be entitled to recover its reasonable expenses of litigation, including reasonable attorney's fees. If Fishbeck brings a lawsuit against Client to collect invoiced fees and expenses, Client agrees to pay Fishbeck's reasonable collection expenses including attorney's fees.

17. OWNERSHIP OF WORK PRODUCT. Fishbeck shall remain the owner of all drawings, reports, and other material provided to Client, whether in hard copy or electronic media form. Client shall be authorized to use the copies provided by Fishbeck only in connection with the Project. Any other use or reuse by Client or others for any purpose whatsoever shall be at Client's risk and full legal responsibility, without liability to Fishbeck, and Client shall defend, indemnify, and hold Fishbeck harmless from all claims, damages, losses, and expenses, including attorney's fees arising out of or resulting therefrom.
18. ELECTRONIC MEDIA. Data, reports, drawings, specifications, and other material and deliverables will be transmitted to Client in either hard copy, digital, or both formats. If a discrepancy or conflict with the transmitted version occurs, the version of the material or document residing on Fishbeck's computer network shall govern. Fishbeck cannot guarantee the longevity of any material transmitted electronically nor can Fishbeck guarantee the ability of the Client to open and use the digital versions of the documents in the future.
19. GENERAL CONSIDERATIONS. Client and Fishbeck each are hereby bound, and the partners, successors, executors, administrators, and legal representatives of Client and Fishbeck are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

Neither Client nor Fishbeck may assign this Agreement without the written consent of the other.

Neither Client nor Fishbeck will have any liability for nonperformance caused in whole or in part by causes beyond Fishbeck's reasonable control. Such causes include, but are not limited to, Acts of God, civil unrest and war, labor unrest and strikes, acts of authorities, and events that could not be reasonably anticipated.

This Agreement shall be governed exclusively by the laws of the State of Michigan, and any action arising out of or in connection with Agreement shall occur in the state or federal courts located in Grand Rapids, Michigan.

This Agreement constitutes the entire agreement between Client and Fishbeck and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

End of Terms and Conditions for Professional Services



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

April 6, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Right-of-Way Acquisition (Parcel 6-WD, T) – LUC-CR 4-7.22 (PID 116993)**

Dear Mr. Mayor and Council Members:

The construction plans for the roundabout at the intersection of Erie Street and Monroe Street and asphalt resurfacing work on Erie Street from Centennial Road to Monroe Street (LUC-CR 4-7.22, PID 116993) has reached the Stage 3 level of plan development. The final right-of-way plans have been submitted and the City was authorized to begin the right-of-way acquisition phase of the project on December 15, 2025. As a reminder, construction is scheduled for 2027.

In order to accommodate the roadway improvements, the Service Department needs to acquire permanent right-of-way and a temporary construction easement from the Sylvania United Church of Christ (Ownership 6 in the Right-of-Way Plan on file with the Service Department). The permanent right-of-way take is at the northwest corner of the Erie Street and Monroe Street intersection and includes 0.410 acres of land and one tree. The temporary construction easement includes the taking of one double-faced sign and associated electrical services to it.

The City has reached an agreement with the property owner in consideration of \$52,907 to acquire both the permanent right-of-way and temporary construction easement. Procurement of the right-of-way and easement were known project expenses and were included in the 2026 capital improvement budget (account number 401-7610-53613).

We request approval of the enclosed permanent right-of-way contract for sale with the Sylvania United Church of Christ in the amount of \$52,907. Please call with any questions.

Sincerely,

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

ORDINANCE NO. 66-2026

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.

WHEREAS, plans for the Erie Street and Monroe Street Roundabout Project in the City of Sylvania, Ohio have reached Stage 3 level of plan development; and,

WHEREAS, the final right-of-way plans have submitted and the City was authorized to begin the right-of-way acquisition phase; and,

WHEREAS, the project includes constructing a roundabout at the intersection of Erie Street and Monroe Street and in order to accomplish these improvements, the City needs to acquire additional property as well as a Temporary Construction Easement from the Sylvania United Church of Christ; and,

WHEREAS, Sylvania United Church of Christ is entitled to receive payment of just compensation representing the fair market value of the property after an appraisal of those rights and it has executed and delivered a Purchase Agreement and Temporary Construction Easement to this City for which it will be paid the sum of Fifty Two Thousand Nine Hundred Seven Dollars (\$52,907.00), a copy of which Purchase Agreement and Temporary Construction Easement are attached hereto as "Exhibit A"; and,

WHEREAS, said Purchase Agreement and Temporary Construction Easement are presented to this Council for acceptance and for appropriation of funds and authorization of payment thereof to the Grantor.

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

SECTION 1. That the Mayor and Director of Finance be, and they hereby are, authorized to enter into a Purchase Agreement and Temporary Construction Easement as so executed and tendered as described on “Exhibit A” with Sylvania United Church of Christ, the grantor therein.

SECTION 2. That the additional real property to be acquired identified and described in said Purchase Agreement and Temporary Construction Easement as set forth on “Exhibit A” be, and the same hereby are, dedicated for the respective public purposes expressed in said Purchase Agreement and Temporary Construction Easement.

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

SECTION 4. That, to provide funds for payment to the Grantor of said Purchase Agreement hereby accepted, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND**, from funds therein not heretofore appropriated, to **Account No. 401-7610-53613 – Erie Street Roundabout & Resurfacing Project**, the sum of Fifty Two Thousand Nine Hundred Seven Dollars (\$52,907.00).

SECTION 5. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 6. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 7. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the improvement of should proceed as soon as possible and accordingly the acquisition of the necessary right-of-way and Temporary Construction Easement should proceed forthwith and therefore this Ordinance should be effective immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____
Passed, _____, 2026, as an emergency measure.

ATTEST:

Clerk of Council

APPROVED:

Mayor

Date

President of Council

APPROVED AS TO FORM:

Director of Law

**CONTRACT FOR SALE AND PURCHASE OF REAL PROPERTY
WITHOUT BUILDING(S)**

PARCEL(S): 006-WD, T
LUC-CR 4-7.22

This Agreement is by and between the City of Sylvania [“Purchaser”] and Sylvania United Church of Christ [“Seller”; “Seller” includes all of the foregoing named persons or entities]. Purchaser and Seller are referred to collectively in this Agreement as “Parties.”

In consideration of the mutual promises, agreements and covenants herein contained the Parties contract as follows:

1. Price and Consideration

Purchaser shall pay to Seller the sum of \$52,907.00, which sum shall constitute the entire amount of compensation due Seller for: (a) the real property to be conveyed, including all fixtures; (b) any and all damages to any residual lands of Seller; (c) Seller’s covenants set forth herein; (d) any and all supplemental instruments reasonably necessary to transfer the title of the subject property; and (e) N/A.

Seller shall be exclusively responsible for all delinquent taxes and assessments, including penalties and interest, and for all other real estate taxes and assessments that are a lien as of the date on which this Agreement closes. The taxes and assessments for the current calendar year shall be prorated on an estimated basis to the date of acquisition of title or date of possession, whichever is earlier in time. Seller shall be responsible for any and all future installments of any special assessments levied and assessed against the real property, whether or not any such special assessment has been certified to the county auditor for collection, provided that such installments of special assessments shall be a lien on the subject real property as of the date of transfer of title. Purchaser may withhold in escrow a sufficient amount of the purchase money to satisfy the foregoing items to be paid by Seller; any balance remaining after such taxes, assessments, etc., are discharged shall be paid to Seller and any deficiency shall be the responsibility of Seller.

2. Estate Sold and Deed to Transfer

Seller, upon fulfillment of all the obligations and terms of this Agreement, shall sell and convey to Purchaser, its successors and assigns, the property which is more particularly described in Exhibit A attached hereto and by this reference incorporated herein, together with all improvements now located thereon and all fixtures of every nature now attached to or used

with said land and improvements including, but not limited to, driveways, signs, utility fixtures, shrubbery and trees.

If the rights, titles and estates described in Exhibit A constitute the fee simple in, to and of the real property, then such sale and conveyance by Seller shall be by a good and sufficient general warranty deed with, if applicable, full release of dower. In the event the rights, titles, and estates described in Exhibit A constitute something less than the fee simple of the real property, then such sale and conveyance by Seller shall be by a good and sufficient deed or other instrument regularly and ordinarily used to transfer such lesser rights, titles and estates with, if applicable, full release of dower.

3. Limited Access Parcels - Waiver of Abutters' Rights

If the property described in Exhibit A is designated by Purchaser as a limited access parcel, then Seller further agrees to release to Purchaser, its successors and assigns, any and all abutters' rights, including access rights, appurtenant to any remaining lands of Seller (from which the property described in Exhibit A is being severed) in, over, on, from and to the property described in Exhibit A.

4. Supplemental Instruments

Seller agrees to execute any and all supplemental instruments or documents necessary to vest Purchaser with the rights, titles and interests described in Exhibit A.

5. Warranty of Title

Seller shall, and hereby does, warrant that the property described in Exhibit A is free and clear from all liens and encumbrances whatsoever, except: (a) easements, restrictions, conditions and covenants of record; (b) all legal highways; (c) zoning and building laws, ordinances, rules and regulations; and (d) any and all taxes and assessments not yet due and payable.

6. Elimination of Others' Interests

Seller shall assist, in whatever manner reasonably possible under the circumstances, to procure and deliver to Purchaser releases and cancellations of any and all other rights, titles and interests in the property described in Exhibit A, such as, but not limited to, those belonging to tenants, lessees, mortgagees or others now in possession or otherwise occupying the subject premises, and all assessment claims against said property.

Seller and Purchaser agree that if a mortgagee of Seller or of a predecessor in title fails to cooperate with the efforts to obtain a release of that mortgagee's mortgage lien secured by the

property described in Exhibit A, then and in that event this Agreement shall become null and void and the parties to this Agreement shall be discharged and released from any and all obligations created by this Agreement; for the purposes of this provision, the term “fails to cooperate” shall include a demand or request by any such mortgagee for a fee to process such a release of that mortgagee’s mortgage lien that Purchaser, in its sole discretion, deems to be excessive.

7. No Change in Character of Property

Seller shall not change the existing character of the land or alter, remove, destroy or change any improvement located on the property described in Exhibit A. If, prior to the date on which possession of the subject property is surrendered to Purchaser, the subject property suffers any damage, change, alteration or destruction then, and without regard to the cause thereof, Seller shall restore the subject property to the condition it was in at the time Seller executed this Agreement; in the alternative, Seller may agree to accept the abovementioned purchase price less the costs associated with such restoration. If the Seller refuses to either restore the premises or accept the decreased consideration as aforementioned, then Purchaser, at its option after discovery or notification of such damage, change, alteration or destruction, may terminate and cancel this Agreement upon written notice to Seller.

8. Offer to Sell

If Seller executes this Agreement prior to Purchaser, then this Agreement shall constitute and be an Offer to Sell by Seller that shall remain open for acceptance by Purchaser for a period of 20 days immediately subsequent to the date on which Seller delivers such executed Agreement to Purchaser. Upon Purchaser’s acceptance and execution of this Agreement within said period of 20 days, this Agreement shall constitute and be a valid Contract for Sale and Purchase of Real Property that is binding upon the Parties.

9. Designation of Escrow Agent

Seller agrees that Purchaser may designate an escrow agent to act on behalf of the Parties in connection with the consummation and closing of this Agreement.

10. Closing Date

The consummation and closing of this Agreement shall occur at such time and place as the Parties may agree, but no later than 10 days after Purchaser notifies Seller in writing that Purchaser is ready to consummate and close this Agreement. Provided, however, in no event

shall such consummation and closing occur more than 120 days after the last date on which one of the Parties executes this Agreement.

11. Physical Possession of Structures Occupied by Seller

Seller shall surrender physical possession of the land and improvements to Purchaser not later than the date on which Purchaser tenders the purchase price to Seller.

12. Control of Property Occupied by Seller's Tenant(s)

Control of property occupied by Seller's tenant(s) shall be assumed by Purchaser on the date Purchaser tenders the purchase price to Seller. From that date forward, Purchaser shall be entitled to collect and retain as its own funds any and all rental payments thereafter made by such tenant(s). If any rents due under the lease(s) with Seller have been prepaid by Seller's tenant(s), then said prepaid rents shall be prorated to the date on which the purchase price is tendered by Purchaser, and said prepaid rents shall be paid to Seller and Purchaser in accordance with such proration.

13. Binding Agreement

Any and all of the terms, conditions and provisions of this Agreement shall be binding upon and shall inure to the benefit of Seller and Purchaser and their respective heirs, executors, administrators, successors and assigns.

14. Multiple Originals

This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together shall constitute but one and the same instrument.

15. Entire Agreement

This instrument contains the entire agreement between the Parties, and it is expressly understood and agreed that no promises, provisions, terms, warranties, conditions or obligations whatsoever, either express or implied, other than herein set forth, shall be binding upon Seller or Purchaser.

16. Amendments and Modifications

No amendment or modification of this Agreement shall be valid or binding upon the Parties unless it is made in writing, cites this Agreement and is signed by Seller and Purchaser.

IN WITNESS WHEREOF, the parties hereto, namely the City of Sylvania and Sylvania United Church of Christ have executed this Agreement on the date(s) indicated immediately below their respective signatures.

SYLVANIA UNITED CHURCH OF CHRIST

By: Warren Henry
TITLE: Co-Chair, Board of Trustees
Date: March 25, 2026

City of Sylvania

Mark Frye
Mayor

Date: _____

EXHIBIT A

Page 1 of 3

LPA RX 851 WD

Rev. 06/09

Ver. Date 09/10/25

PID 116993

**PARCEL 6-WD
LUC-CR 4-7.22
ALL RIGHT, TITLE AND INTEREST IN FEE SIMPLE
IN THE FOLLOWING DESCRIBED PROPERTY
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS
IN THE NAME AND FOR THE USE OF THE
CITY OF SYLVANIA, LUCAS COUNTY, OHIO**

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

[Surveyor's description of the premises follows]

Situated in the State of Ohio, Lucas County, City of Sylvania, being part of the Southwest Quarter of Section 4, Town 9 South, Range 6 East, being out of a 5.579 acre parcel of land conveyed to Sylvania United Church of Christ, as of the date of this survey was prepared, in Instrument Number 20171031-0047757 of the Lucas County, Ohio Recorder's Office and being on the left side of the centerline of right of way of Erie Street and left side of the centerline of San Reno Drive as shown on a centerline survey plat made in August of 2025, for the City of Sylvania titled "LUC-CR 4-7.22 – PID 116993" bounded and described as follows:

Commencing, at the intersection of the South line of said Section 4 and centerline of right of way of Erie Street with the centerline of right of way of Monroe Street, said point being **North 62 Degrees 37 Minutes 44 Seconds West** a distance of **4.14 feet**, from a monument box with brass disc with dimple found (Station 100+00.00 Erie Street and Station 200+00.00 Monroe Street);

Thence Westerly along the South line of said Section 4 and centerline of right of way of Erie Street, **South 86 Degrees 03 Minutes 57 Seconds West** a distance of **91.50 feet**, passing the centerline of right of way of said San Reno Drive at 65.28 feet, to a point on the Westerly existing right of way line of said San Reno Drive and the **True Point of Beginning** (Station 99+08.50 Erie Street);

1. Thence continuing Westerly along the South line of said Section 4 and said centerline of right of way, **South 86 Degrees 03 Minutes 57 Seconds West** a distance of **706.52 feet**, to a mag nail set on the line common to said Church parcel with a 0.280 acre parcel of

EXHIBIT A

land conveyed to Richard A. Rymers and Jennifer J. Rymers, as of the date this survey was prepared, through Microfiche 93 124A06 (Station 92+01.98 Erie Street);

2. Thence Northerly along the line common to said Church and Rymer parcels, **North 02 Degrees 07 Minutes 05 Seconds West** a distance of **30.02 feet**, to a point on the Northerly existing right of way line of Erie Street (Station 92+02.93, 30.00 feet left Erie Street) reference a 1 inch pipe found (Station 92+02.67, 29.97 feet left Erie Street);
3. Thence Easterly along said Northerly existing right of way line, **North 86 Degrees 03 Minutes 57 Seconds East** a distance of **285.53 feet**, to an iron pin set on the Northerly proposed right of way line of Erie Street (Station 94+88.46, 30.00 feet left Erie Street);
4. Thence Northerly along said Northerly proposed right of way line, perpendicular to the South line of said Section 4 and the centerline of right of way of Erie Street, **North 03 Degrees 56 Minutes 03 Seconds West** a distance of **5.00 feet**, to an iron pin set (Station 94+88.46, 35.00 feet left Erie Street);
5. Thence Easterly along said Northerly proposed right of way line, parallel with and 35.00 feet Northerly of the South line of said Section 4 and said centerline of right of way, **North 86 Degrees 03 Minutes 57 Seconds East** a distance of **81.54 feet**, to an iron pin set (Station 95+70.00, 35.00 feet left Erie Street);
6. Thence Northeasterly along said Northerly proposed right of way line, **North 74 Degrees 57 Minutes 32 Seconds East** a distance of **166.11 feet**, to an iron pin set (Station 97+33.00, 67.00 feet left Erie Street);
7. Thence continuing Northeasterly along said Northerly proposed right of way line, **North 46 Degrees 31 Minutes 20 Seconds East** a distance of **121.08 feet**, to an iron pin set on the Westerly proposed right of way line of San Reno Drive (Station 98+26.37, 144.09 feet left Erie Street and Station 2+70.00, 60.00 feet left San Reno Drive);
8. Thence continuing Northeasterly along said Westerly proposed right of way line, **North 27 Degrees 57 Minutes 53 Seconds East** a distance of **46.10 feet**, to an iron pin set on the Westerly existing right of way line of San Reno Drive (Station 3+00.00, 25.00 feet left San Reno Drive);
9. Thence Southeasterly along said Westerly existing right of way line, **South 21 Degrees 26 Minutes 03 Seconds East** a distance of **192.12 feet**, passing the Northerly existing right of way line of Erie Street at 160.66 feet, to the ***True Point of Beginning***.

EXHIBIT A

Page 3 of 3

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Containing in all 0.893 acres gross, of which 0.483 acres is PRO (present roadway occupied), leaving a net take of 0.410 acres, subject to all legal easements and rights of way.

The above described area is part of currently assigned Lucas County Auditor's Permanent Parcel Number 82-01477.

The bearing in this description are for project use only and are based on grid North of the ODOT Ohio County Coordinate System for Lucas County. For complete Survey Parameters and basis of stationing, see the centerline survey plat for this project on record in the Lucas County Recorder's Office and the right of way plans on file at the Ohio Department of Transportation District 2 Office in the City of Bowling Green, Ohio.

All references to records are to the Lucas County Recorder's Office located in the City of Toledo, Ohio.

Points referred to as iron pins set are 5/8 inch diameter x 30 inch long re-bars with a 1 inch diameter plastic cap marked "DGL PS #8029".

This description was prepared for the State of Ohio Department of Transportation, and based on a land survey performed between June of 2024 and March of 2025, by DGL Consulting Engineers, by or under the direct supervision of Ronald J. Lumbrezer, Ohio Professional Surveyor #8029 and is based upon "LUC-CR 4-7.22" right of way plans completed in August of 2025 as cited herein.

Ronald J. Lumbrezer, P.S. #8029
DGL Consulting Engineers, LLC
3455 Briarfield Blvd - Suite E
Maumee, Ohio 43537
6-WD

Date:

EXHIBIT A

Page 1 of 2

LPA RX 887 T

Rev. 07/09

Ver. Date 11/20/25

PID 116993

**PARCEL 6-T
LUC-CR 4-7.22
TEMPORARY EASEMENT FOR THE PURPOSE OF
PERFORMING THE WORK NECESSARY TO
CONSTRUCT A DRIVE AND REMOVE A SIGN
FOR 12 MONTHS FROM DATE OF ENTRY BY THE
CITY OF SYLVANIA, LUCAS COUNTY, OHIO**

[Surveyor's description of the premises follows]

Situated in the State of Ohio, Lucas County, City of Sylvania, being part of the Southwest Quarter of Section 4, Town 9 South, Range 6 East, being out of a 5.579 acre parcel of land conveyed to Sylvania United Church of Christ, as of the date of this survey was prepared, in Instrument Number 20171031-0047757 of the Lucas County, Ohio Recorder's Office and being on the left side of the centerline of right of way of Erie Street and left side of the centerline of San Reno Drive as shown on a centerline survey plat made in August of 2025, for the City of Sylvania titled "LUC-CR 4-7.22 – PID 116993" bounded and described as follows:

Beginning, at an iron pin set on the Northerly proposed right of way line of Erie Street (Station 97+33.00, 67.00 feet left Erie Street);

1. Thence Southwesterly along said Northerly proposed right of way line, **South 74 Degrees 57 Minutes 32 Seconds West** a distance of **94.78 feet**, to a point (Station 96+40.00, 48.74 feet left Erie Street);
2. Thence Northerly along a line perpendicular to the South line of said Section 4 and centerline of right of way of Erie Street, **North 03 Degrees 56 Minutes 03 Seconds West** a distance of **31.26 feet**, to a point (Station 96+40.00, 80.00 feet left Erie Street);
3. Thence Southeasterly along a line, **South 77 Degrees 14 Minutes 06 Seconds East** a distance of **52.20 feet**, to a point (Station 96+90.00, 65.00 feet left Erie Street);
4. Thence Northeasterly along a line, **North 76 Degrees 36 Minutes 18 Seconds East** a distance of **30.42 feet**, to a point (Station 97+20.00, 70.00 feet left Erie Street);
5. Thence Northerly along a line perpendicular to the South line of said Section 4 and centerline of right of way of Erie Street, **North 03 Degrees 56 Minutes 03 Seconds West** a distance of **20.00 feet**, to a point (Station 97+20.00, 90.00 feet left Erie Street);

EXHIBIT A

6. Thence Northeasterly along a line parallel with and 90.00 feet Northerly of the South line of said Section 4 and said centerline of right of way, **North 86 Degrees 03 Minutes 57 Seconds East** a distance of **40.85 feet**, to a point on the Northerly proposed right of way line of Erie Street (Station 97+60.86, 90.00 feet left Erie Street);
7. Thence Southwesterly along said Northerly proposed right of way line, **South 46 Degrees 31 Minutes 20 Seconds West** a distance of **36.13 feet**, to the *Point of Beginning*.

Containing in all 0.040 acres gross, of which 0.000 acres is PRO (present roadway occupied), leaving a net take of 0.040 acres, subject to all legal easements and rights of way.

The above described area is part of currently assigned Lucas County Auditor's Permanent Parcel Number 82-01477.

The bearing in this description are for project use only and are based on grid North of the ODOT Ohio County Coordinate System for Lucas County. For complete Survey Parameters and basis of stationing, see the centerline survey plat for this project on record in the Lucas County Recorder's Office and the right of way plans on file at the Ohio Department of Transportation District 2 Office in the City of Bowling Green, Ohio.

All references to records are to the Lucas County Recorder's Office located in the City of Toledo, Ohio.

Points referred to as iron pins set are 5/8 inch diameter x 30 inch long re-bars with a 1 inch diameter plastic cap marked "DGL PS #8029".

This description was prepared for the State of Ohio Department of Transportation, and based on a land survey performed between June of 2024 and March of 2025, by DGL Consulting Engineers, by or under the direct supervision of Ronald J. Lumbrezer, Ohio Professional Surveyor #8029 and is based upon "LUC-CR 4-7.22" right of way plans completed in August of 2025 as cited herein.

Ronald J. Lumbrezer, P.S. #8029
DGL Consulting Engineers, LLC
3455 Briarfield Blvd - Suite E
Maumee, Ohio 43537
6-T

Date:



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

April 6, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Right-of-Way Acquisition (Parcel 19-WD, T) – LUC-CR 4-7.22 (PID 116993)**

Dear Mr. Mayor and Council Members:

The construction plans for the roundabout at the intersection of Erie Street and Monroe Street and asphalt resurfacing work on Erie Street from Centennial Road to Monroe Street (LUC-CR 4-7.22, PID 116993) has reached the Stage 3 level of plan development. The final right-of-way plans have been submitted and the City was authorized to begin the right-of-way acquisition phase of the project on December 15, 2025. As a reminder, construction is scheduled for 2027.

In order to accommodate the roadway improvements, the Service Department needs to acquire permanent right-of-way and a temporary construction easement from Julie A. Watkins (Ownership 19 in the Right-of-Way Plan on file with the Service Department). The permanent right-of-way take is at the northeast corner of the Erie Street and Monroe Street intersection and includes 0.001 acres of land. The temporary construction easement includes grading and driveway replacement work.

The City has reached an agreement with the property owner in consideration of \$300 to acquire both the permanent right-of-way and temporary construction easement. Procurement of the right-of-way and easement were known project expenses and were included in the 2026 capital improvement budget (account number 401-7610-53613).

We request approval of the enclosed permanent right-of-way contract for sale with Julie A. Watkins in the amount of \$300. Please call with any questions.

Sincerely,

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

ORDINANCE NO. 67-2026

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 \$300.00; AND DECLARING AN EMERGENCY.

WHEREAS, plans for the Erie Street and Monroe Street Roundabout Project in the City of Sylvania, Ohio have reached Stage 3 level of plan development; and,

WHEREAS, the final right-of-way plans have submitted and the City was authorized to begin the right-of-way acquisition phase; and,

WHEREAS, the project includes constructing a roundabout at the intersection of Erie Street and Monroe Street and in order to accomplish these improvements, the City needs to acquire additional property as well as a Temporary Construction Easement from Julie A. Watkins; and,

WHEREAS, Julie A. Watkins is entitled to receive payment of just compensation representing the fair market value of the property after an appraisal of those rights and she has executed and delivered a Purchase Agreement and Temporary Construction Easement to this City for which she will be paid the sum of Three Hundred Dollars (\$300.00), a copy of which Purchase Agreement and Temporary Construction Easement are attached hereto as "Exhibit A"; and,

WHEREAS, said Purchase Agreement and Temporary Construction Easement are presented to this Council for acceptance and for appropriation of funds and authorization of payment thereof to the Grantor.

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

SECTION 1. That the Mayor and Director of Finance be, and they hereby are, authorized to enter into a Purchase Agreement and Temporary Construction Easement as so executed and tendered as described on “Exhibit A” with Julie A. Watkins, the grantor therein.

SECTION 2. That the additional real property to be acquired identified and described in said Purchase Agreement and Temporary Construction Easement as set forth on “Exhibit A” be, and the same hereby are, dedicated for the respective public purposes expressed in said Purchase Agreement and Temporary Construction Easement.

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

SECTION 4. That, to provide funds for payment to the Grantor of said Purchase Agreement hereby accepted, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND**, from funds therein not heretofore appropriated, to **Account No. 401-7610-53613 – Erie Street Roundabout & Resurfacing Project**, the sum of Three Hundred Dollars (\$300.00).

SECTION 5. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 6. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 7. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the improvement of should proceed as soon as possible and accordingly the acquisition of the necessary right-of-way and Temporary Construction Easement should proceed forthwith and therefore this Ordinance should be effective immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____
Passed, _____, 2026, as an emergency measure.

ATTEST:

Clerk of Council

APPROVED:

Mayor

Date

President of Council

APPROVED AS TO FORM:

Director of Law

**CONTRACT FOR SALE AND PURCHASE OF REAL PROPERTY
WITHOUT BUILDING(S)**

PARCEL(S): 019-WD, T
LUC-CR 4-7.22

This Agreement is by and between the City of Sylvania [“Purchaser”] and Julie A. Watkins, unmarried [“Seller”]; “Seller” includes all of the foregoing named persons or entities]. Purchaser and Seller are referred to collectively in this Agreement as “Parties.”

In consideration of the mutual promises, agreements and covenants herein contained the Parties contract as follows:

1. Price and Consideration

Purchaser shall pay to Seller the sum of \$300.00, which sum shall constitute the entire amount of compensation due Seller for: (a) the real property to be conveyed, including all fixtures; (b) any and all damages to any residual lands of Seller; (c) Seller’s covenants set forth herein; (d) any and all supplemental instruments reasonably necessary to transfer the title of the subject property; and (e) N/A.

Seller shall be exclusively responsible for all delinquent taxes and assessments, including penalties and interest, and for all other real estate taxes and assessments that are a lien as of the date on which this Agreement closes. The taxes and assessments for the current calendar year shall be prorated on an estimated basis to the date of acquisition of title or date of possession, whichever is earlier in time. Seller shall be responsible for any and all future installments of any special assessments levied and assessed against the real property, whether or not any such special assessment has been certified to the county auditor for collection, provided that such installments of special assessments shall be a lien on the subject real property as of the date of transfer of title. Purchaser may withhold in escrow a sufficient amount of the purchase money to satisfy the foregoing items to be paid by Seller; any balance remaining after such taxes, assessments, etc., are discharged shall be paid to Seller and any deficiency shall be the responsibility of Seller.

2. Estate Sold and Deed to Transfer

Seller, upon fulfillment of all the obligations and terms of this Agreement, shall sell and convey to Purchaser, its successors and assigns, the property which is more particularly described in Exhibit A attached hereto and by this reference incorporated herein, together with all improvements now located thereon and all fixtures of every nature now attached to or used

with said land and improvements including, but not limited to, driveways, signs, utility fixtures, shrubbery and trees.

If the rights, titles and estates described in Exhibit A constitute the fee simple in, to and of the real property, then such sale and conveyance by Seller shall be by a good and sufficient general warranty deed with, if applicable, full release of dower. In the event the rights, titles, and estates described in Exhibit A constitute something less than the fee simple of the real property, then such sale and conveyance by Seller shall be by a good and sufficient deed or other instrument regularly and ordinarily used to transfer such lesser rights, titles and estates with, if applicable, full release of dower.

3. Limited Access Parcels - Waiver of Abutters' Rights

If the property described in Exhibit A is designated by Purchaser as a limited access parcel, then Seller further agrees to release to Purchaser, its successors and assigns, any and all abutters' rights, including access rights, appurtenant to any remaining lands of Seller (from which the property described in Exhibit A is being severed) in, over, on, from and to the property described in Exhibit A.

4. Supplemental Instruments

Seller agrees to execute any and all supplemental instruments or documents necessary to vest Purchaser with the rights, titles and interests described in Exhibit A.

5. Warranty of Title

Seller shall, and hereby does, warrant that the property described in Exhibit A is free and clear from all liens and encumbrances whatsoever, except: (a) easements, restrictions, conditions and covenants of record; (b) all legal highways; (c) zoning and building laws, ordinances, rules and regulations; and (d) any and all taxes and assessments not yet due and payable.

6. Elimination of Others' Interests

Seller shall assist, in whatever manner reasonably possible under the circumstances, to procure and deliver to Purchaser releases and cancellations of any and all other rights, titles and interests in the property described in Exhibit A, such as, but not limited to, those belonging to tenants, lessees, mortgagees or others now in possession or otherwise occupying the subject premises, and all assessment claims against said property.

Seller and Purchaser agree that if a mortgagee of Seller or of a predecessor in title fails to cooperate with the efforts to obtain a release of that mortgagee's mortgage lien secured by the

property described in Exhibit A, then and in that event this Agreement shall become null and void and the parties to this Agreement shall be discharged and released from any and all obligations created by this Agreement; for the purposes of this provision, the term “fails to cooperate” shall include a demand or request by any such mortgagee for a fee to process such a release of that mortgagee’s mortgage lien that Purchaser, in its sole discretion, deems to be excessive.

7. No Change in Character of Property

Seller shall not change the existing character of the land or alter, remove, destroy or change any improvement located on the property described in Exhibit A. If, prior to the date on which possession of the subject property is surrendered to Purchaser, the subject property suffers any damage, change, alteration or destruction then, and without regard to the cause thereof, Seller shall restore the subject property to the condition it was in at the time Seller executed this Agreement; in the alternative, Seller may agree to accept the abovementioned purchase price less the costs associated with such restoration. If the Seller refuses to either restore the premises or accept the decreased consideration as aforementioned, then Purchaser, at its option after discovery or notification of such damage, change, alteration or destruction, may terminate and cancel this Agreement upon written notice to Seller.

8. Offer to Sell

If Seller executes this Agreement prior to Purchaser, then this Agreement shall constitute and be an Offer to Sell by Seller that shall remain open for acceptance by Purchaser for a period of 20 days immediately subsequent to the date on which Seller delivers such executed Agreement to Purchaser. Upon Purchaser’s acceptance and execution of this Agreement within said period of 20 days, this Agreement shall constitute and be a valid Contract for Sale and Purchase of Real Property that is binding upon the Parties.

9. Designation of Escrow Agent

Seller agrees that Purchaser may designate an escrow agent to act on behalf of the Parties in connection with the consummation and closing of this Agreement.

10. Closing Date

The consummation and closing of this Agreement shall occur at such time and place as the Parties may agree, but no later than 10 days after Purchaser notifies Seller in writing that Purchaser is ready to consummate and close this Agreement. Provided, however, in no event

shall such consummation and closing occur more than 120 days after the last date on which one of the Parties executes this Agreement.

11. Physical Possession of Structures Occupied by Seller

Seller shall surrender physical possession of the land and improvements to Purchaser not later than the date on which Purchaser tenders the purchase price to Seller.

12. Control of Property Occupied by Seller's Tenant(s)

Control of property occupied by Seller's tenant(s) shall be assumed by Purchaser on the date Purchaser tenders the purchase price to Seller. From that date forward, Purchaser shall be entitled to collect and retain as its own funds any and all rental payments thereafter made by such tenant(s). If any rents due under the lease(s) with Seller have been prepaid by Seller's tenant(s), then said prepaid rents shall be prorated to the date on which the purchase price is tendered by Purchaser, and said prepaid rents shall be paid to Seller and Purchaser in accordance with such proration.

13. Binding Agreement

Any and all of the terms, conditions and provisions of this Agreement shall be binding upon and shall inure to the benefit of Seller and Purchaser and their respective heirs, executors, administrators, successors and assigns.

14. Multiple Originals

This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together shall constitute but one and the same instrument.

15. Entire Agreement

This instrument contains the entire agreement between the Parties, and it is expressly understood and agreed that no promises, provisions, terms, warranties, conditions or obligations whatsoever, either express or implied, other than herein set forth, shall be binding upon Seller or Purchaser.

16. Amendments and Modifications

No amendment or modification of this Agreement shall be valid or binding upon the Parties unless it is made in writing, cites this Agreement and is signed by Seller and Purchaser.

IN WITNESS WHEREOF, the parties hereto, namely the City of Sylvania and Julie A. Watkins, unmarried, have executed this Agreement on the date(s) indicated immediately below their respective signatures.

By: Julie Ann Watkins
JULIE A. WATKINS

Date: 3-30-26

City of Sylvania

Mark Frye
Mayor

Date: _____

EXHIBIT A

LPA RX 851 WD

Page 1 of 3

Rev. 06/09

Ver. Date 09/10/25

PID 116993

**PARCEL 19-WD
LUC-CR 4-7.22
ALL RIGHT, TITLE AND INTEREST IN FEE SIMPLE
IN THE FOLLOWING DESCRIBED PROPERTY
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS
IN THE NAME AND FOR THE USE OF THE
CITY OF SYLVANIA, LUCAS COUNTY, OHIO**

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

[Surveyor's description of the premises follows]

Situated in the State of Ohio, Lucas County, City of Sylvania, being part of Lot 71 of Highland View Park in Plat Volume 45 A-B, Page 3, being out of a 0.390 acre parcel of land conveyed to Julie A. Watkins, as of the date this survey was prepared, in Instrument Number 20041102-0089002 of the Lucas County, Ohio Recorder's Office and being on the left side of the centerline of right of way of Erie Street as shown on a centerline survey plat made in August of 2025, for the City of Sylvania titled "LUC-CR 4-7.22 – PID 116993" bounded and described as follows:

Commencing, at the intersection of the South line of said Section 4 and centerline of right of way of Erie Street with the centerline of right of way of Monroe Street, said point being **North 62 Degrees 37 Minutes 44 Seconds West** a distance of **4.14 feet**, from a monument box with brass disc with dimple found (Station 100+00.00 Erie Street and Station 200+00.00 Monroe Street);

Thence Easterly along the South line of said Section 4 and centerline of right of way of Erie Street, **North 86 Degrees 03 Minutes 57 Seconds East** a distance of **152.39 feet**, to a point (Station 101+52.39 Erie Street);

Thence Northerly along a line perpendicular to the South line of said Section 4 and said centerline of right of way, **North 03 Degrees 56 Minutes 03 Seconds West** a distance of **30.00 feet**, to the intersection of the Northerly existing right of way line of Erie with the line common to said Watkins parcel and a 0.390 acre parcel of land conveyed to Brian T. May, as of the date of this survey was prepared, in Instrument Number 20110217-0006819, said point being the **True Point of Beginning** (Station 101+52.39, 30.00 feet left Erie Street) reference 1/2 inch iron pipe found bent (Station 101+52.11, 29.52 feet left Erie Street);

EXHIBIT A

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1. Thence Northerly along the line common to said May and Watkins parcels, **North 02 Degrees 14 Minutes 52 Seconds West** a distance of **5.00 feet**, to an iron pin set on the Northerly proposed right of way line of Erie Street (Station 101+52.53, 35.00 feet left Erie Street);
2. Thence Southeasterly along said Northerly proposed right of way line, **South 79 Degrees 49 Minutes 18 Seconds East** a distance of **20.51 feet**, to an iron pin set at the Southerly corner common to said Lot 71 and Lot 70 of said Highland View Park, said point being on the Northerly existing right of way line of Erie Street (Station 101+72.42, 30.00 feet left Erie Street);
3. Thence Westerly along the Southerly line of said Lot 71 and said Northerly existing right of way line, **South 86 Degrees 03 Minutes 57 Seconds West** a distance of **20.03 feet**, to the *True Point of Beginning*.

Containing in all 0.001 acres gross, of which 0.000 acres is PRO (present roadway occupied), leaving a net take of 0.001 acres, subject to all legal easements and rights of way.

The above described area is part of currently assigned Lucas County Auditor's Permanent Parcel Number 82-08654.

The bearing in this description are for project use only and are based on grid North of the ODOT Ohio County Coordinate System for Lucas County. For complete Survey Parameters and basis of stationing, see the centerline survey plat for this project on record in the Lucas County Recorder's Office and the right of way plans on file at the Ohio Department of Transportation District 2 Office in the City of Bowling Green, Ohio.

All references to records are to the Lucas County Recorder's Office located in the City of Toledo, Ohio.

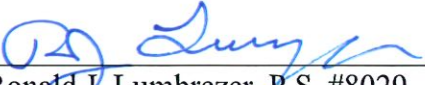
Points referred to as iron pins set are 5/8 inch diameter x 30 inch long re-bars with a 1 inch diameter plastic cap marked "DGL PS #8029".

EXHIBIT A

LPA RX 851 WD

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This description was prepared for the State of Ohio Department of Transportation, and based on a land survey performed between June of 2024 and March of 2025, by DGL Consulting Engineers, by or under the direct supervision of Ronald J. Lumbrezer, Ohio Professional Surveyor #8029 and is based upon "LUC-CR 4-7.22" right of way plans completed in August of 2025 as cited herein.



Ronald J. Lumbrezer, P.S. #8029
DGL Consulting Engineers, LLC
3455 Briarfield Blvd - Suite E
Maumee, Ohio 43537
19-WD

2/18/26
Date:



EXHIBIT A

Page 1 of 2

LPA RX 887 T

Rev. 07/09

Ver. Date 09/10/25

PID 116993

**PARCEL 19-T
LUC-CR 4-7.22
TEMPORARY EASEMENT FOR THE PURPOSE OF
PERFORMING THE WORK NECESSARY TO
CONSTRUCT A DRIVE
FOR 12 MONTHS FROM DATE OF ENTRY BY THE
CITY OF SYLVANIA, LUCAS COUNTY, OHIO**

[Surveyor's description of the premises follows]

Situated in the State of Ohio, Lucas County, City of Sylvania, being part of Lot 69 and Lot 70 of Highland View Park in Plat Volume 45 A-B, Page 3, being out of a 0.390 acre parcel of land conveyed to Julie A. Watkins, as of the date this survey was prepared, in Instrument Number 20041102-0089002 of the Lucas County, Ohio Recorder's Office and being on the left side of the centerline of right of way of Erie Street as shown on a centerline survey plat made in August of 2025, for the City of Sylvania titled "LUC-CR 4-7.22 – PID 116993" bounded and described as follows:

Beginning, at the intersection of the Northerly existing right of way line of Erie Street with the line common to said Watkins parcel and a 0.333 acre parcel of land conveyed to Brandon R. Duffey and Emilee J. Duffey, as of the date of this survey was prepared, in Instrument Number 20210916-0049041 (Station 102+52.43, 30.00 feet left Erie Street) reference a 1/2 inch iron pipe found (Station 102+51.48, 29.55 feet left Erie Street);

1. Thence Westerly along the South line of said Lots 69 and 70 and said Northerly existing right of way line, **South 86 Degrees 03 Minutes 57 Seconds West** a distance of **32.43 feet**, passing the line common to said Lots 69 and 70 at 19.98 feet, to a point (Station 102+20.00, 30.00 feet left Erie Street);
2. Thence Northerly along a line perpendicular to the South line of Lot 70 and said Northerly existing right of way line, **North 03 Degrees 56 Minutes 03 Seconds West** a distance of **6.00 feet**, to a point (Station 102+20.00, 36.00 feet left Erie Street);
3. Thence Easterly along a line parallel with and 6.00 feet Northerly of the South line of Lots 69 and 70 and said Northerly existing right of way line, **North 86 Degrees 03 Minutes 57 Seconds East** a distance of **32.61 feet**, to a point on the line common to said Watkins and Duffey parcels (Station 102+52.61, 36.00 feet left Erie Street);

EXHIBIT A

LPA RX 887 T

4. Thence Southerly along the line common to said Watkins and Duffey parcels, **South 02 Degrees 14 Minutes 52 Seconds East** a distance of **6.00 feet**, to the *Point of Beginning*.

Containing in all 0.004 acres gross, of which 0.000 acres is PRO (present roadway occupied), leaving a net take of 0.004 acres, subject to all legal easements and rights of way.


The above described area is part of currently assigned Lucas County Auditor's Permanent Parcel Number 82-08654.

The bearing in this description are for project use only and are based on grid North of the ODOT Ohio County Coordinate System for Lucas County. For complete Survey Parameters and basis of stationing, see the centerline survey plat for this project on record in the Lucas County Recorder's Office and the right of way plans on file at the Ohio Department of Transportation District 2 Office in the City of Bowling Green, Ohio.

All references to records are to the Lucas County Recorder's Office located in the City of Toledo, Ohio.

Points referred to as iron pins set are 5/8 inch diameter x 30 inch long re-bars with a 1 inch diameter plastic cap marked "DGL PS #8029".

This description was prepared for the State of Ohio Department of Transportation, and based on a land survey performed between June of 2024 and March of 2025, by DGL Consulting Engineers, by or under the direct supervision of Ronald J. Lumbrezer, Ohio Professional Surveyor #8029 and is based upon "LUC-CR 4-7.22" right of way plans completed in August of 2025 as cited herein.



Ronald J. Lumbrezer, P.S. #8029
DGL Consulting Engineers, LLC
3455 Briarfield Blvd - Suite E
Maumee, Ohio 43537
19-T

2/18/24
Date:





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

April 6, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Professional Engineering Services Contract Modification #2 Request (DGL Consulting Engineers)
Downtown Transportation Improvements**

Dear Mr. Mayor and Council Members:

At the June 20, 2023 City Council authorized the professional engineering services contract with DGL Consulting Engineers, LLC on the Downtown Transportation Improvements Project (Ord. 57-2023) in the amount of \$603,100. On May 19, 2025 this contract was amended to include \$93,458 in additional work needed to split the plans into two phases (Phase 1 and Phase 2) for funding procurement purposes and remove the roundabout from the scope of work (Ord. 60-2025).

DGL has requested a second and final contract modification specific to the Phase 2 construction plans to target added work items, or, changes in scope of work that included public open house meeting preparations, gateway signage planning for foundations and electrical needs, and changes at the Maplewood Mini-Park at the corner of Main Street and Maplewood Avenue. The DGL contract modification request is in the amount of \$25,002.

These funds were not included in the 2026 capital improvement budget as plan modification requests were made after the budgeting process was initiated in October 2025. All of the requested changes were needed to complete the construction plans that are authorized for advertisement this spring.

We recommend approval of the second and final contract modification proposal from DGL Consulting Engineers in the amount of \$25,002 and would request this authorization be from the project account (401-7610-53610). Please call with any questions.

Sincerely,

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

ORDINANCE NO. 68-2026

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO 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.

WHEREAS, Ordinance No. 57-2023, passed June 20, 2023, accepted the proposal of DGL Consulting Engineers, LLC for professional engineering services for the Downtown Transportation Improvement Project in the amount of \$603,100; and,

WHEREAS, Ordinance No. 60-2025, passed May 19, 2025, accepted the proposed amendment to the City's Agreement with DGL Consulting Engineers, LLC for the Downtown Transportation Improvement Project in the amount of \$93,458 to the original contract amount for a total of \$696, 558; and,

WHEREAS, the Director of Public Service has received a proposal from DGL Consulting Engineers, LLC dated March 13, 2026 to further amend the proposal previously authorized by Council for the Downtown Transportation Improvement Project; and,

WHEREAS, the proposed second amendment to the City's Agreement with DGL Consulting Engineers, LLC includes additional work performed or changes in scope of work that included public open house meeting preparations, gateway signage planning for foundations and electrical needs , on this project that were not included in the original proposal or amendment and results in a net increase of \$25,002 to the amended contract amount for a total of \$721,560; and,

WHEREAS, the Director of Public Service, by report dated April 6, 2026, has recommended approval of the second amendment to the proposal of DGL Consulting Engineers, LLC.

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 second amendment to the Agreement with DGL Consulting Engineers, LLC n behalf of this City, thereby indicating such approval and acceptance for the additional engineering services and costs relative to the Downtown Transportation Improvement Project.

SECTION 2. That to provide funds for said engineering services hereby authorized, there is hereby allocated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore allocated to **Account No. 401-7610-53610 – Downtown Transportation Improvement Project**, an amount not to exceed Twenty Five Thousand Two Dollars (\$25,002.00).

SECTION 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 4. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

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

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



*PROVIDING
CIVIL ENGINEERING
SOLUTIONS SINCE 1926*

TRANSPORTATION

TRAFFIC / SAFETY

FACILITY / SITE
DEVELOPMENT

SURVEY

CONSTRUCTION
SERVICES

March 13, 2026

Joseph E. Shaw, PE, PS
Safety/Service Director
City of Sylvania
6730 Monroe Street, Suite 101
Sylvania, Ohio 43560

Re: Downtown Transportation Improvements - Phase 2 (Gateway Signage and Public Meeting)

Dear Mr. Shaw:

Please accept this price proposal as DGL Consulting Engineers' (DGL) request for a fee modification to complete the requested Public Involvement and Gateway Signage design for the phase 2 portion of the Sylvania Downtown Transportation Improvements project on Main Street from Maplewood Avenue to Erie Street.

Please contact me directly should you have any questions related to the material included herein.

Sincerely,

DGL Consulting Engineers, LLC

Steve R. Cherry, PE
Senior Transportation Engineer

T: 419.535.1015 | C: 419.266.8923 | E: scherry@dgl-ltd.com
3455 Briarfield Blvd, Suite E | Maumee, Ohio 43537

23150

Maumee, Ohio
419.535.1015

Wauseon, Ohio
419.330.1360

Dublin, Ohio
614.356.7150

Kent, Ohio
440.387.4113

Port Clinton, Ohio
419.635.7541

dgl.ltd.com

An Agreement for the Provision of Limited Professional Services

DGL Consulting Engineers, LLC (DGL) 3455 Briarfield Blvd., Suite E Maumee, Ohio 43537 P: 419.535.1015	Client: City of Sylvania 6730 Monroe Street, Suite 101 Sylvania, Ohio 43560										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Project Name Downtown Transportation Improvements - Phase 2 (Gateway Signage and Public Meeting)</td> <td style="width: 40%;">Project No. 23150</td> </tr> </table>		Project Name Downtown Transportation Improvements - Phase 2 (Gateway Signage and Public Meeting)	Project No. 23150								
Project Name Downtown Transportation Improvements - Phase 2 (Gateway Signage and Public Meeting)	Project No. 23150										
Location City of Sylvania											
Scope of Services See Page 3 for Scope of Services.											
Fee Arrangement See Appendix A thru B for itemized fee proposals of prime and subconsultants.											
DESIGN SERVICES											
DGL Consulting Engineers (Gateway and Public Meeting)	\$7,352.00										
EDGE Group (Gateway and Public Meeting)	\$9,500.00										
JDRM (Gateway and Pocket Park)	\$8,150.00										
Total	\$25,002.00										
Retainer Amounts \$00.00 due with signed contract. Note: DGL can accept credit card payments with an additional 3% service fee.											
Accepted by: City of Sylvania											
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Signature</td> <td style="width: 50%;">Date</td> </tr> <tr> <td colspan="2" style="text-align: center;">Mark Frye / Mayor</td> </tr> <tr> <td colspan="2" style="text-align: center;">Printed Name / Title</td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>Signature indicates the authority to bind the company to the terms herein</i></td> </tr> </table>		Signature	Date	Mark Frye / Mayor		Printed Name / Title		<i>Signature indicates the authority to bind the company to the terms herein</i>			
Signature	Date										
Mark Frye / Mayor											
Printed Name / Title											
<i>Signature indicates the authority to bind the company to the terms herein</i>											
Offered by: DGL Consulting Engineers, LLC	Accepted by: City of Sylvania										
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Signature</td> <td style="width: 50%;">Date</td> </tr> <tr> <td colspan="2" style="text-align: center;">Steve Cherry, PE / Senior Transportation Engineer</td> </tr> <tr> <td colspan="2" style="text-align: center;">Toby Schroyer / Director of Finance</td> </tr> <tr> <td colspan="2" style="text-align: center;">Printed Name / Title</td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>Signature indicates the authority to bind the company to the terms herein</i></td> </tr> </table>		Signature	Date	Steve Cherry, PE / Senior Transportation Engineer		Toby Schroyer / Director of Finance		Printed Name / Title		<i>Signature indicates the authority to bind the company to the terms herein</i>	
Signature	Date										
Steve Cherry, PE / Senior Transportation Engineer											
Toby Schroyer / Director of Finance											
Printed Name / Title											
<i>Signature indicates the authority to bind the company to the terms herein</i>											

The Terms and Conditions at the end of this price proposal are part of this Agreement.
Scope of Services

Scope of Work

This proposal covers the additional work requested to design new Gateway Signage as well as the meetings and exhibits needed for a Public Meeting to showcase the Phase 2 design including the redesign of the Pocket Park.

The **DGL itemized fee proposal is provided in Appendix A**. This proposal is itemized using a typical ODOT fee spreadsheet and provides individual task items with assumed hours. Please refer to the narratives attached for an explanation of hours provided. Included in Appendix A is The **JDRM itemized fee proposal**. JDRM will provide all electrical work associated with the Gateway Signage and Pocket Park design.

The **EDGE Group fee proposal is provided in Appendix B**. The EDGE Group will be providing all landscape architecture services required for the new Gateway Signage and Public Involvement Exhibits and renderings.

DGL CONSULTING ENGINEERS, LLC (DGL) TERMS & CONDITIONS

Fee

The total fee, except stated lump sum, shall be understood to be an estimate, based upon Scope of Service, and shall not be exceeded by more than ten percent, without written approval of the Client. Where the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. Reimbursable expenses will include a mark-up of 1.10%. Any change in scope will be discussed prior to additional services being rendered.

Billings/Payments

Invoices for services and reimbursable expenses shall be submitted, at DGL's option, either upon completion of the services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. A service charge of 1.5% (or the maximum legal rate) per month will be applied to the unpaid balance after 30 days from the invoice date. DGL shall have the right to suspend/terminate services if payment is not received within 60 days after the invoice date and DGL shall have no liability for any resultant delays or damages incurred by Client as a result of such suspension/termination. Retainers shall be credited on the final invoice. The Client agrees to pay all costs of collection, including reasonable attorney's fees.

Standard of Care

In providing services under this agreement, DGL will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. DGL will perform its services as expeditiously as is consistent with professional skill and care and the orderly progress of DGL's part of the Project. Regardless of any other term or condition of this Agreement, DGL makes no express or implied warranty of any sort. All warranties, including warranty of merchantability or warranty of fitness for a particular purpose, are expressly disclaimed.

Consequential Damages

Notwithstanding any other provision to the contrary, and to the fullest extent permitted by law, neither the Client nor DGL shall be liable to the other for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or this Agreement. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business or income or any other consequential damages that either party may have incurred from any cause of action whatsoever.

Hidden Conditions

A condition is hidden if concealed by existing finishes or structure or is not capable of investigation by reasonable visual observation. If DGL has reason to believe that a condition may exist, the Client shall authorize and pay for all costs associated with the investigation of such a condition. If (1) the Client fails to authorize such investigation after such notification, or (2) DGL has no reason to believe that such a condition exists, DGL shall not be responsible for the existing conditions or any resulting damages or losses resulting therefrom.

Hazardous Materials/Mold

DGL shall have no responsibility for the discovery, presence, handling, removal, disposal or exposure of persons to hazardous materials of any form including mold. DGL shall have no responsibility for an existing or constructed building that may, as a result of post-construction, use, maintenance, operation or occupation, contain or be caused to contain mold substances which can present health hazards and result in bodily injury, property damage and/or necessary remedial measures and costs.

Indemnifications

The Client agrees, to the fullest extent permitted by law, to indemnify and hold DGL and its subconsultants harmless from and against any and all damage, losses or cost (including reasonable attorneys' fees and defense costs) caused in whole or in part by its acts, errors or omissions and those of anyone for whom they are legally liable. DGL further agrees, subject to Risk Allocation below, to indemnify the Client for damages to the extent arising from its own negligent errors acts or omissions.

Risk Allocation

In recognition of the relative risks and benefits of the Project to both the Client and DGL, the Client agrees, to the fullest extent permitted by law, to limit DGL's total liability to the Client or anyone making claims through the client, for any and all damages or claim expenses (including attorney's fees) arising out of this Agreement, from any and all causes, to the total amount of \$____,000 or the amount of DGL's fee, whichever is greater.

Termination of Services

This agreement may be terminated upon 10 days written notice by either party should the other fail to perform their obligations hereunder. In the event of termination, the Client shall pay DGL for all services rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.

Betterment

If a required item or component of the Project is omitted from DGL's documents, DGL shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been included or required in DGL's original documents. In no event will DGL be responsible for any costs or expense that provides betterment or upgrades or enhances the value of the Project.

Ownership of Documents

All documents produced by DGL under this agreement, including electronic files, shall remain the property of DGL and may not be used by this Client for any other purpose without the written consent of DGL. Any such use or reuse shall be at the sole risk of Client who shall defend, indemnify and hold DGL and its subconsultants harmless from any and all claims and/or damages arising therefrom. Electronic files are not contract documents and cannot be relied upon as identical to contract documents because of changes or errors induced by translation, transmission, or alterations while under the control of others. Use of information contained in the electronic files is at the user's sole risk and without liability to DGL and its subconsultants.

Defects in Service

The Client shall promptly report to DGL any defects or suspected defects in DGL's services. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor contract and shall require all subcontracts at any level to contain a like agreement. Failure by the Client and the Client's contractors or subcontractors to notify DGL shall relieve DGL of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

Construction Activities

DGL shall not be responsible for the acts or omissions of any person performing any construction Work or for instructions given by the Client or its representatives to any one performing any construction Work, nor for construction means and methods or job-site safety.

Dispute Resolution

Any claim or dispute between the Client and DGL shall be submitted to non-binding mediation, subject to the parties agreeing to a mediator. If the Parties cannot agree upon a mediator the claim or dispute shall be submitted to the American Arbitration Association (AAA) for mediation in accordance with the Construction Arbitration and Mediation Rules of the AAA then in effect.

Relationship of the Parties

All services provided by DGL are for the sole use and benefit of the Client. Nothing in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or DGL.

Entire of Agreement

This Agreement constitutes the entire agreement between the parties and these Terms & Conditions may only be amended by written agreement by both Parties. Should any portion of this Agreement is found to be illegal or enforceable, such portion shall be deleted and the balance shall remain in effect.

Applicable Law

The law applicable to this Agreement is the state of the Project location.

APPENDIX A

SUMMARY OF STEPS

SUMMARY OF STEPS

C-R-S **Downtown Sylvania Phase 2**
Consultant: DGL Consulting Engineers
Agreement No. City of Sylvania - Main St Phase Two (Gateway & PI)
Modification No. 2
PID No. 0
Proposal Date 3/9/2026

Average Hourly Rate	Total Hours	Labor Costs	Overhead Costs	Cost of Money	Direct Costs	Subcon Costs	Net Fee	Total Cost
AUTHORIZED TASKS:								
DGL PI and Gateway Mod								
	34	2,348	4,330	0	0	0	674	7,352
JDRM								
Pocket Park								
								\$6,000
JDRM								
Gateway Signage								
								\$2,150
TOTAL AUTHORIZED TASKS								
								\$15,502

C-R-S	Downtown Sylvania Phase 2	LABOR SUMMARY								Version: Feb 2017	
Consultant:	DGL Consulting Engineers										
Agreement No.	City of Sylvania - Main St Phase Two (Gateway & PI)										
Modification No.	2										
PID No.											
Proposal Date	3/9/2026										
		Senior Project Manager	Project Manager	Senior Engineer	Project Engineer	Engineer	Senior Technician	Technician	Intern	Total	
Task Description		\$85.00	\$70.00	\$74.00	\$58.00	\$44.00	\$53.00	\$36.00	\$27.00	Hours	Cost
AUTHORIZED TASKS:											
3.3 - Stage2											
3.3.A - Roadway											
3.3.A.A - Title Sheet										0	\$0
3.3.A.B - Schematic										0	\$0
3.3.A.C - General Notes										0	\$0
3.3.A.D - Typical Sections - Maplewood										0	\$0
3.3.A.E- Plan and Profile - Mainline										0	\$0
3.3.A.H - Cross Sections - Maplewood										0	\$0
3.3.A.H - Cross Sections - Main - Meeting door thresholds										0	\$0
3.3.A.I - Intersection Details - Maplewood										0	\$0
3.3.A.X - Phase 2 Public Involvement Coordination and Exhibit Creation			2	8						10	\$732
3.3.A.X - Phase 2 Public Involvement Meeting			4	4						8	\$576
3.3.A.X - Gateway Sign Foundation Design and Detail			4	4	8					16	\$1,040
3.3.A.X - Inside the Five Renovation Review and Comment										0	\$0
TOTAL 3.3 - Stage2		0	10	16	8	0	0	0	0	34	2348

C-R-S	Downtown Sylvania Phase 2	COST SUMMARY								Version: Feb 2017
Consultant:	DGL Consulting Engineers									
Agreement No.	City of Sylvania - Main St Phase Two (Gateway & PI)	State Average Overhead Rate:		160.84%						
Modification No.	2	Consultant Overhead Rate:		184.43%						
PID No.	0	Cost of Money:		0.00%						
Proposal Date	3/9/2026	Net Fee Percentage:		11%						
		Average Hourly Rate	Total	Labor	Overhead	Cost of	Direct	Subcon	Net	Total
Task Description			Hours	Costs	Costs	Money	Costs	Costs	Fee	Cost
AUTHORIZED TASKS:										
3.3 - Stage2										
3.3.A - Roadway										
3.3.A.A - Title Sheet		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.3.A.B - Schematic		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.3.A.C - General Notes		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.3.A.D - Typical Sections - Maplewood		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.3.A.E- Plan and Profile - Mainline		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.3.A.H - Cross Sections - Maplewood		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.3.A.H - Cross Sections - Main - Meeting door thresholds		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.3.A.I - Intersection Details - Maplewood		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.3.A.X - Phase 2 Public Involement Coordiantion and Exhibit Creation		\$73.20	10	\$732	\$1,350	\$0	\$0	\$0	\$210	\$2,292
3.3.A.X - Phase 2 Public Involement Meeting		\$72.00	8	\$576	\$1,062	\$0	\$0	\$0	\$165	\$1,804
3.3.A.X - Gateway Sign Foundation Design and Detail		\$65.00	16	\$1,040	\$1,918	\$0	\$0	\$0	\$298	\$3,256
3.3.A.X - Inside the Five Renovation Review and Comment		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL 3.3 - Stage2			34	\$2,348	\$4,330	\$0	\$0	\$0	\$674	\$7,352

APPENDIX B



landscape architecture,
urban design & planning

December 12, 2025

Steven R. Cherry, PE
Senior Transportation | Construction Engineer
DGL Consulting Engineers
3455 Briarfield Blvd
Maumee, Ohio 43537

RE: Additional Services – Sylvania Streetscape Phase 2

Dear Joe,

EDGE is pleased to submit this proposal to provide additional services for the above-referenced project. Please see the detailed list of scope items listed below.

Additional Public Open House Meeting

1. Prepare 3D renderings of the stage 2 streetscape design and Maplewood pocket park to be displayed during the public meeting.
2. Deliverables include multiple printed 24x36 presentation boards including a 3D video of the proposed design to be displayed on the large screen.
3. Public Open House attendance by EDGE staff.

Gateway Sign Documentation

1. Refine schematic gateway signs into detailed site-specific configurations within the Phase 2 streetscape design.
2. Coordinate footing layouts and base conditions with civil, structural and electrical engineers.

Assumptions & Exclusions

1. Structural engineering and design of the gateway foundations are not included in the scope of work.
2. Electrical engineering and design for the gateway signage is not included in the scope of work.

Professional Fees

For the above-described service, EDGE proposes the following fee structure, plus reimbursable expenses. Please find attached our standard Terms and Conditions, which are a part of this proposal.

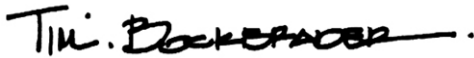
Public Open House Meeting
Hourly, Not To Exceed\$7,000

Gateway Sign Documentation
Hourly, Not To Exceed.....\$2,500

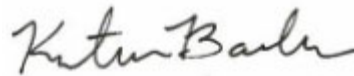
If this proposal is acceptable, please sign below and return one copy to our office. EDGE acknowledges your signature on this document as formal acceptance of the Scope, Fee and Terms expressed herein and as your authorization to proceed. Thank you for the opportunity to submit this proposal and we look forward to working with you on this project.

Respectfully Submitted,

The EDGE Group, Inc.



Timothy J. Bockbrader, ASLA, PLA, LEED AP
Principal



Kristyn Bowden PLA, LEED Green Associate
Senior Associate

Approved

Name: _____ Name: _____

Title: Mayor Title: Director of Finance

Company: City of Sylvania Company: City of Sylvania

Date: _____ Date: _____

TERMS AND CONDITIONS

This agreement contains the terms and conditions governing the attached proposal by The EDGE Group, Inc. doing business as EDGE, and is governed by the laws of the State of Ohio.

Payments

All payments are due within fifteen (15) days of date of invoice. Amounts unpaid thirty days after the invoice date are subject to 1.5% per month interest (18% per annum) on unpaid balance. An initial payment of 10% of the total fee is payable upon execution of the contract. This initial payment will be applied to the first project invoice. Any failure to pay a monthly invoice when due shall give The EDGE Group the right to terminate this contract. Services will be invoiced on a monthly basis.

Additional Services

For work requested and performed beyond the basic scope of this agreement, The Edge Group shall receive extra compensation at the prevailing rates plus reimbursable expenses at the time the work is authorized in writing. Payments for such additional services are subject to the terms stated above.

Reimbursable Expenses

In addition to compensation provided for professional services, The EDGE Group, Inc. shall receive reimbursement for expenses incurred on behalf of the client towards the completion of the project. Expenses are to be billed at a multiple of 1.1 times cost. Expenses are to include but are not limited to printing, photo processing, plotting, telephone calls, postage, copies, travel, meals and lodging. Additional charges for insurance adjustments requested by the client over basic coverage are reimbursable. Payments for all such reimbursable expenses are subject to the terms stated above.

Delay of Schedule

Should the project be delayed beyond the original scheduled completion dates through no fault of The EDGE Group, Inc., compensation will be adjusted to rates prevailing at the time the project is invoiced plus reimbursable expenses for all additional time spent on the project beyond the period scheduled.

Standard of Care

In providing services under this agreement, The EDGE Group will endeavor to perform in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. The EDGE Group will perform its services as expeditiously as is consistent with professional skill and care and the orderly progress of The EDGE Group's part of the project. Regardless of any other term or condition of this Agreement, The EDGE Group makes no express or implied warranty of any sort. All warranties, including warranty of merchantability or warranty of fitness for a particular purpose, are expressly disclaimed.

Indemnifications

The Client agrees, to the fullest extent permitted by law, to indemnify and hold The EDGE Group and its subconsultants harmless from and against any and all damage, losses or cost (including reasonable attorney's fees and defense costs) caused in whole or in part by its acts, errors or omissions and those of anyone for whom they are legally liable. The EDGE Group further agrees to indemnify the Client for damages arising from its own negligent errors, acts or omissions.

Construction Activities

The EDGE Group shall not be responsible for the acts or omissions of any person performing any of the Work or for instructions given by the Client or its representatives to anyone performing any of the work, nor for means and methods or job-site safety.

Limitation of Liability

Neither The EDGE Group, Inc., nor its officers, directors, members, partners, employees, agents or consultants shall be jointly, severally, individually or otherwise liable to the client or anyone claiming by, through or under the client, in excess of the compensation paid pursuant to this agreement, by reason of any act or omission (including breach of contract or negligence) not amounting to willful or intentional wrong doing. The Edge Group, Inc., shall not be liable for consequential damages.

Termination of Services

This agreement may be terminated by either party upon not less than seven (7) days written notice should the other party fail substantially to perform in accordance with the terms of this agreement through no fault of the party initiating the termination. The EDGE Group, Inc., reserves the right to cease all work production at such time the account remains unpaid fifteen (15) days after the invoice date. The EDGE Group, Inc., shall be compensated for all services performed prior to termination or work stoppage for reasons stated above plus reimbursable expenses and reasonable profit on the project.

Prevailing Rates

Professional 5	\$190/hour - \$275/hour
Professional 4	\$160/hour - \$190/hour
Professional 3	\$140/hour - \$160/hour
Professional 2	\$120/hour - \$140/hour
Professional 1	\$ 95/hour - \$120/hour
Intern.....	\$ 65/hour - \$ 90/hour

Effective: January 1, 2025



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

April 6, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Design Engineering Services Proposal – Tetra Tech
(Main Street & Convent Boulevard Roundabout) – LUC-CR 1572-8.10 (PID 122731)**

Dear Mr. Mayor and Council Members:

At the December 1, 2025 meeting City Council authorized the Service Department to request Letters of Interest (LOI's) from consultants to provide engineering services for improvements to the intersection of Main Street and Convent Boulevard.

During the solicitation we received LOI's from five (5) engineering consultants. The Service Department reviewed, scored, and ranked all LOI's and selected Tetra Tech 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 Tetra Tech has prepared a proposal in the amount of \$387,700 to complete the scope of services. The proposal includes topographic surveying, preliminary engineering, detailed design, right-of-way plan preparation, and environmental services. Once the project plan development has defined proposed right-of-way needs the Service Department will return to a later City Council meeting to request approval for right-of-way acquisition services contracts.

This is a Local Let project with ODOT. As such the Service Department has coordinated the scope of services and fee proposal with ODOT District 2 and both entities are ready to move forward with the project. The engineering design fees were programmed into the 2026 budget and would be funded from account number 401-7610-53606. We recommend approval of the proposal in the amount of \$387,700 with Tetra Tech. Please contact me with any questions.

Sincerely,

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

ORDINANCE NO. 69-2026

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.

WHEREAS, at the December 1, 2025 meeting of Sylvania City Council, the Director of Public Service was authorized to solicit Letters of Interest from consultants to provide engineering services for the Main Street & Convent Boulevard Roundabout Project; and,

WHEREAS, the Director of Public Service, by report dated April 6, 2026, has received a proposal from Tetra Tech to provide engineering services for the Main Street & Convent Boulevard Roundabout Project at a cost of \$387,700, and the Director of Public Service has recommended approval of that proposal.

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

SECTION 1. That the proposal of Tetra Tech in the amount of Three Hundred Eighty-Seven Thousand Seven Hundred Dollars (\$387,700.00) for providing professional engineering services for the Main Street & Convent Boulevard Roundabout 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. 401-7610-51615 – Main Street & Convent Boulevard Roundabout** the amount of Three Hundred Eighty-Seven Thousand Seven Hundred Dollars (\$387,700.00).

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 Main Street & Convent Boulevard Roundabout 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



March 29, 2026

Joe Shaw, P.E., P.S.
Director of Public Service
City of Sylvania
6730 Monroe Street, Suite 101
Sylvania, Ohio 43560

Attn: Mr. Eric Barnes, P.E., P.S., Deputy Director of Public Service

Re: Proposal for the Main and Convent Roundabout (LUC-CR1572-8.10) PID 122731

Dear Mr. Shaw and Mr. Barnes:

Thank you for selecting our team for the Main and Convent Roundabout project! We are looking forward to working with you and your staff on this exciting and important project. Our team includes Garcia Surveyors for surveying and R/W plans, Verdantas for geotechnical services, and TRC for environmental services. West Erie is on our team for R/W acquisition and will submit a proposal directly to the City for R/W acquisition services, later in the design process, when the final R/W needs are determined.

Below is a breakdown of project understanding, project scope, project schedule, assumptions and compensation. Attached you will find a master cost spreadsheet printout that includes hourly breakdowns for each task, along with subconsultant costs for each task.

PROJECT UNDERSTANDING

This project involves the design of a modern roundabout at the intersection of Main Street and Convent Boulevard just south of downtown Sylvania. The concept layout of the improvements is included as an attachment. We had a scoping meeting with the City on February 23 to kick off the proposal development and to clarify proposed work, tasks, schedules, and assumptions for the price proposal. The following scope is based on our understanding:

PROJECT SCOPE

Subconsultant proposals are attached, and assumptions are included in the narrative section of the attached spreadsheets. This project will include the development of the following deliverables:

- Survey and R/W plan development (Garcia)
- Environmental Services and Public Involvement (TRC)
- Geotechnical Services (Verdantas)
- Manual Traffic Moving Counts and Traffic Analysis (as directed)



- Stage 1 Plans
- Preliminary R/W Plans
- Stage 2 Plans
- Final R/W Plans
- Stage 3 Plans
- Final Plans, Specifications and Estimate (PS&E)

Anticipated final PS&E sheets are as follows:

<u>Sheet Type</u>	<u>Estimated No. of Sheets</u>
➤ Title Sheet	1
➤ Schematic Plan	2
➤ Typical Sections	4
➤ General Notes	3
➤ Maintenance of Traffic Notes and Detour Plan	3
➤ General Summary	3
➤ Sub-Summary Sheets	12
➤ Project Site Plan	1
➤ Plan & Profile Sheets (Main Street)	6
➤ Plan & Profile Sheet (Convent Boulevard)	2
➤ Cross Section Sheets	8
➤ Roundabout Geometric Details and Grading	4
➤ Driveway Profiles	3
➤ Storm Sewer Details	1
➤ Signing and Pavement Marking Plans	4
➤ Lighting Plan and Notes	2
➤ Landscape Plan	1
➤ R/W Plans	TBD
Total =	60 +/-



PROJECT SCHEDULE

Below is the current project schedule. We will discuss the schedule, in more detail, with the City following authorization and make any adjustments as needed.

TASK	DATE
Authorization	April 2026
Field Work (Survey, Traffic Counts, Geotech)	April 2026
Stage 1 Plan Submittal	July 1, 2026
NEPA Start	July 2, 2026
Stage 1 Plans Complete	August 3, 2026
Preliminary R/W Submittal	March 19, 2027
Stage 2 Plan Submittal	March 19, 2027
Stage 2 Plans Complete	April 19, 2027
Compliance R/W Submittal	June 18, 2027
Final R/W Plan Approved	July 16, 2027
Environmental Document Approval	December 17, 2027
Stage 3 Plan Submittal	March 31, 2028
Stage 3 Plans Complete	May 1, 2028
R/W Certification	September 1, 2028
Plan Package to District	September 15, 2028
Plan Package to Central Office	November 3, 2028
Sale	January 8, 2029
Award	February 20, 2029
Begin construction	June 4, 2029
End construction	August 31, 2029

ASSUMPTIONS

We assume that all required permit fees will be paid directly by the City of Sylvania and are not included in this proposal. No permitting or coordination with the railroad is included in this proposal. As noted previously, West Erie Realty will be submitting a separate proposal to the



City for Right-of-Way acquisition services at a later date. Bidding support is included in this proposal. Construction phase services are not included in this proposal.

COMPENSATION

Compensation for our personnel directly engaged in the work of this proposal will be based on cost plus fixed fee. We have estimated a budget of **\$387,700** for this project. If Tt anticipates that additional effort is required beyond the project scope, Tt will submit a written request to the City of Sylvania for authorization prior to performing any additional work. The agreement for this project is comprised of this proposal, attachments, and the Tt Standard Terms and Conditions (Tt ST&C).

We are looking forward to working with the City of Sylvania on this exciting project! Thank you again for giving us this opportunity!

Sincerely,

Andrew J. Langenderfer, P.E.
Vice President
419.779.7686
Andy.langenderfer@tetrattech.com

- Attachments: Price Proposal Form
- Sub-consultant Price Proposals
- Conceptual Layout
- Tt Standard Terms and Conditions

C: Mr. Garrett Brenke, P.E., Tetra Tech

PROPOSAL ACCEPTED BY (Mr. Mark Frye) _____
TITLE: Mayor **DATE** _____

PROPOSAL ACCEPTED BY (Mr. Toby Schroyer) _____
TITLE: Finance Director/Treasurer **DATE** _____

SUMMARY OF STEPS

SUMMARY OF STEPS

C-R-S Main and Convent Roundabout (LUC-CR1572-8.10)

Consultant: Tetra Tech, Inc.
Agreement No. 0
Modification No. 0
PID No. 122731
Proposal Date 3/29/2026

Average Hourly Rate	Total Hours	Labor Costs	Overhead Costs	Cost of Money	Direct Costs	Subcon Costs	Net Fee	Total Cost
AUTHORIZED TASKS:								
Preliminary Engineering Phase								
\$56.38	674	\$38,000	\$60,184	\$0	\$144	\$96,065	\$11,894	\$206,288
Environmental Engineering Phase								
\$56.40	447	\$25,210	\$39,928	\$0	\$72	\$51,994	\$7,891	\$125,094
Final Engineering Phase								
\$55.24	319	\$17,620	\$27,907	\$0	\$114	\$0	\$5,515	\$51,156
Construction Engineering Phase								
#DIV/0!	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL AUTHORIZED TASKS	1464	\$82,390	\$130,489	\$0	\$330	\$148,702	\$25,789	\$387,700
IF-AUTHORIZED TASKS:								
						\$0		\$0
TOTAL IF-AUTHORIZED TASKS								
								\$0

GRAND TOTAL **\$387,700**



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

April 6, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Administration Building Office Improvements (2026)**

Dear Mr. Mayor and Council Members:

The dedication ceremony for the Administration Building was held on October 28, 1990. Many of the furnishings including conference room tables and chairs, office desks, carpet, and wall paint are original since 1990 and in need of replacement. The areas of focused improvements for 2026 include the Service Department and Zoning Office on the first floor and the Law, Economic Development, and Mayor's Offices on the second floor. The Finance Department conference room was also included.

The Service Department has been coordinating the improvements with FriendsOffice from Findlay, Ohio. FriendsOffice is a supplier of HON Company office furniture which is a registered and approved entity in the state of Ohio cooperative purchasing program (#STS018715). FriendsOffice has worked with each individual suite on layout, desk options, and chair selections to upgrade each office. The total cost of the furnishing updates is \$86,608.52.

In addition to the furnishings the Service Department is recommending new carpet in the Law, Economic Development, and Mayor's Office areas and new wall paint in the Mayor's Office. The Service Department received quotes from Reemsnyder Decorating from Toledo, Ohio in the amount of \$8,484.37 for carpet replacement and from Erard Custom Painting from Northwood, Ohio in the amount of \$1,475.00 for wall painting services. The total cost of the renovations is \$96,567.89.

The renovations were programmed into the 2026 capital improvement budget using account 401-7750-53203 and we recommend approval of these expenditures. Please call with any questions.

Sincerely,

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

ORDINANCE NO. 70-2026

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.

WHEREAS, the Craig A. Stough Municipal Building was dedicated on October 28, 1990 and most of the furnishings in the building, including conference room tables and chairs, office desks, carpet and wall paint have not been replaced since the dedication and are in need of replacement; and,

WHEREAS, the Director of Public Service, by report dated April 6, 2026, has received a proposal from Friends Office to provide numerous items of office furniture for the Service Department and Zoning Office on the first floor and the Law, Economic Development, Mayor's Office as well as the Service Department Conference Room and the Finance Department Conference Room at a cost of \$86,608.52, and the Director of Public Service has recommended approval of that proposal.

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

SECTION 1. That the proposal of Friends Office in the amount of Eighty-Six Thousand Six Hundred Eight and 52/100 Dollars (\$86,608.52) to provide numerous items of office furniture as set forth in the Quotation dated March 27, 2026 for the Craig A. Stough Municipal Building Office Improvements Project, is hereby approved and accepted.

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

SECTION 3. That to provide funds for said furniture hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7750-53203 – Building Improvements** an amount not to exceed Eighty-Six Thousand Six Hundred Eight and 52/100 Dollars (\$86,608.52).

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 furniture should be ordered 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

CITY OF SYLVANIA PUBLIC WORKS

 Pricing based on HON B898
 State of OH Contract
 #STS018715

FIRST & SECOND FLOOR

 3/27/2026
 Linda Osterfeld
 937.689.6246
 lgroover@friendsoffice.com
 2473 Belvo Rd
 Miamisburg Oh 45342

Line #	Qty	Part Number	Part Description	Price	Extended
1	1	AG143/144- CITY OF SYLVANIA	HON ST OF OH	\$0.00	\$0.00
				\$ 0.00	

FIRST FLOOR

2	1	HF27B	Black Removable Lock Core Kit	\$21.00	\$21.00
		.X101E	101E		
3	4	HF23B	Black Removable Lock Core Kit	\$21.00	\$84.00
		.X101E	101E		
4	2	HF27B	Black Removable Lock Core Kit	\$21.00	\$42.00
		.X102E	102E		
5	3	HF23B	Black Removable Lock Core Kit	\$21.00	\$63.00
		.X102E	102E		
6	4	HF23B	Black Removable Lock Core Kit	\$21.00	\$84.00
		.X103E	103E		
7	1	HF23B	Black Removable Lock Core Kit	\$21.00	\$21.00
		.X104E	104E		
8	2	HF27B	Black Removable Lock Core Kit	\$21.00	\$42.00
		.X105E	105E		
9	3	HF23B	Black Removable Lock Core Kit	\$21.00	\$63.00
		.X105E	105E		
10	1	HMAPLATE	4-Trac Elect Power Entry Plate	\$63.42	\$63.42
11	1	HMACABLE	4-Trac Elect Power Entry Cable	\$97.86	\$97.86
12	2	HMAPOWER54	4-Trac Elect 1st Circuit Power kit for 54W Table	\$183.12	\$366.24
13	2	HTG2PWR-3P-2B-2U	ElloraB G2 Flptop 3 AC Pwr-1 Dual USB-A-2 Blank	\$488.04	\$976.08

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 Miamisburg Oh 45342

Line #	Qty	Part Number	Part Description	Price	Extended
		.BLK	Black		
14	1	HTLHP120	Preside Laminate Hollow Panel Base For 120" W Table Tops	\$1,042.86	\$1,042.86
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		.LKI1	Kingswood Walnut		
15	1	HTLE42120	Preside 42x120 Arc End Top - 2 piece	\$651.84	\$651.84
		.G	2mm Edgeband		
		KI	Kingswood Walnut		
		.G2	Cut Out For Flip Top Port		
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
16	8	HIWMMS	Ign 2.0 Mid-back 4-way Mesh - Mesh Seat	\$434.28	\$3,474.24
		.Y1	Synchro-Tilt W Seat Slider		
		.A	Height and Width Adj		
		.H	Hard (Standard)		
		.IM	4-Way Black		
		.IMS	Ignition Mesh Seat		
		.BL	Black Adjustable Lumbar		
		.SB	Standard Base		
		.T	Black		
		.N	No Headrest		
17	1	HSWEEPA2	Sweep Handle Kit Black 2-Pack	\$28.56	\$28.56
18	2	HSWEEPA2	Sweep Handle Kit Black 2-Pack	\$28.56	\$57.12
19	1	HJTRGH36	36" Cable Management Tray - Black Only	\$38.56	\$38.56
		.P	Black		
20	1	HNL11SUPP	1-1/8Wx10-1/2Dx28-1/2H Support Brace	\$93.24	\$93.24
		\$(L1STD)	Grd L1 Standard Laminates		

CITY OF SYLVANIA PUBLIC WORKS

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3/27/2026
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 937.689.6246
 lgroover@friendsoffice.com
 2473 Belvo Rd
 Miamisburg Oh 45342

Line #	Qty	Part Number	Part Description	Price	Extended
		.LKI1	Kingswood Walnut		
21	1	HNLEP1128	1-1/8Wx11-1/4Dx28-1/2H End Panels for 24D; 2pk	\$144.90	\$144.90
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
22	1	HNLEP2428L	1-1/8Wx23-1/8Dx28-1/2H End Panel for 24D Left	\$126.84	\$126.84
		.X	No Grommet		
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
23	1	HNLEP2428R	1-1/8Wx23-1/8Dx28-1/2H End Panel for 24D Right	\$126.84	\$126.84
		.X	No Grommet		
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
24	1	HNLMP4228	42W x 27-7/8H Modesty / Back Panel	\$126.84	\$126.84
		.X	No Grommet		
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
25	1	HNLMP7228	72W x 27-7/8H Modesty / Back Panel	\$177.24	\$177.24
		.P	Black		
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
26	1	H105106	10500 Series 15 3/4Wx18 7/8Dx21 7/8H Mobile Ped B/F	\$405.30	\$405.30
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		LKI1	Kingswood Walnut		
27	1	HNLAB2SIL	2 Stage HAT 2 Integrated Leg	\$457.80	\$457.80
		\$(P1)	P1 Paint Opts		
		.P71	Black		

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Line #	Qty	Part Number	Part Description	Price	Extended
		.MEM	Memory Preset		
28	1	H11505	Valido Mod Multi-File Pedestal 36"W x 20"D x 28"H	\$934.08	\$934.08
		.A	Sweep Black		
		\$(L1STD)	Grd L1 Standard Laminates		
		.LK11	Kingswood Walnut		
29	2	HNL30SHR	Shroud 30"D	\$515.34	\$1,030.68
		.X	No Grommet		
		\$(L1STD)	L1 Standard Lam Opts		
		.LK11	Kingswood Walnut		
30	1	H105301R	10500 Series Personal Wardrobe/Strg Cab 24W 24D 66-5/8"H	\$1,211.28	\$1,211.28
		\$(L1STD)	Grd L1 Standard Laminates		
		.LK11	Kingswood Walnut		
		LK11	Kingswood Walnut		
31	1	HUSFABF2772	Fabric Fixed A/B Screen 27h x 72w	\$557.84	\$557.84
		\$(A)	Grade A Fabric		
		.VST	Vast		
		11	Beach		
		.P	Black		
32	1	HNLRC2442	42W x 24D Rectangle Worksurface	\$158.34	\$158.34
		.G	Smooth Flat		
		KI	Kingswood Walnut		
		.T1	Platinum		
		\$(L1STD)	Grd L1 Standard Laminates		
		.LK11	Kingswood Walnut		
33	1	HNLRC2472	72W x 24D Rectangle Worksurface	\$226.38	\$226.38
		.G	Smooth Flat		

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Line #	Qty	Part Number	Part Description	Price	Extended
		KI	Kingswood Walnut		
		.T1	Platinum		
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
34	1	HESWLS30	30H Bookcase Linear Single Sided	\$1,201.10	\$1,201.10
		.G	Glide		
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		\$(P2)	P2 Paint Opts		
		.T1	Platinum Metallic		
35	1	HHATW3072CT	72W x 30D Rect Worksurface - C/T Base	\$241.13	\$241.13
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		.KI	Kingswood Walnut		
		.G2	2 Grommets - Offset		
		T1	Platinum		
		.P	Black		
36	1	HSWEEPA3	Sweep Handle Kit Black 3-Pack	\$36.96	\$36.96
37	2	HSWEEPA2	Sweep Handle Kit Black 2-Pack	\$28.56	\$57.12
38	1	HJTRGH24	24" Cable Management Tray - Black Only	\$31.52	\$31.52
		.P	Black		
39	1	HPATF	Post mount with triple fixed arm	\$471.55	\$471.55
		.SVR	Silver Generic		
40	1	HLSLZ5SC78	Voi 66"w External Support Channel	\$70.56	\$70.56
		.P	Black		
41	1	HSDSL29	Abode Shared Leg	\$166.16	\$166.16
		\$(P1)	P1 Paint Opts		

CITY OF SYLVANIA PUBLIC WORKS

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 Miamisburg Oh 45342

Line #	Qty	Part Number	Part Description	Price	Extended
		.P	Black		
42	1	H10524LEP	15-3/4Wx23-7/8Dx28-1/2H L-Shaped End Panel	\$154.56	\$154.56
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
43	1	H10502	10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D	\$389.34	\$389.34
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
44	1	HWWT1524P	Painted Metal Tile 15H x 24W	\$134.82	\$134.82
		\$(P1)	P1 Paint Opts		
		.LOFT	Loft		
		.PJW	Designer White		
45	1	H105R2478	78Wx24D Rectangle Worksurface	\$221.34	\$221.34
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		KI	Kingswood Walnut		
46	2	HWWT1530P	Painted Metal Tile 15H x 30W	\$145.32	\$290.64
		\$(P1)	P1 Paint Opts		
		.LOFT	Loft		
		.PJW	Designer White		
47	1	H105381K	10500 Series36"x18 1/2" Wall Mount Storage 2-Dr Locking	\$448.98	\$448.98
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		LKI1	Kingswood Walnut		
48	1	H105383K	10500 Series48"x18 1/2" Wall Mount Storage 3-Dr Locking	\$533.40	\$533.40
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		LKI1	Kingswood Walnut		

CITY OF SYLVANIA PUBLIC WORKS

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3/27/2026
 Linda Osterfeld
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Line #	Qty	Part Number	Part Description	Price	Extended
49	1	H105302L	10500 Series Personal Wardrobe/Strg Cab 24W 24D 66-5/8"H	\$1,211.28	\$1,211.28
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		LKI1	Kingswood Walnut		
50	1	H105411	Credenza Shell Full Mod Panel 84Wx24Dx29-1/2H	\$485.52	\$485.52
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		LKI1	Kingswood Walnut		
51	1	HUSLMOD1360	Laminate Modesty 13h x 60w	\$244.19	\$244.19
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		.KI	Kingswood Walnut		
		.P	Black		
52	1	HHATB2S2LT	2 Stage 2 Leg Rectangle T Foot	\$347.00	\$347.00
		\$(P1)	P1 Paint Opts		
		.P71	Black		
		.X	Standard Glide		
		.MEM	Memory Preset		
53	1	HHATW3060CT	60W x 30D Rect Worksurface - C/T Base	\$210.83	\$210.83
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		.KI	Kingswood Walnut		
		.G1	1 Grommet - Centered		
		P	Black		
		.P	Black		
54	2	HIGS6	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$281.40	\$562.80

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Line #	Qty	Part Number	Part Description	Price	Extended
		.F	Fixed		
		.S	All Surface Caster		
		.IC	4-Way Charcoal		
		\$(1)	Grade 1 Uph		
		.HAML	Hamilton		
		34	Hearth		
		.PLAT	Textured Platinum Metallic		
55	2	HSWEEPA2	Sweep Handle Kit Black 2-Pack	\$28.56	\$57.12
56	1	HSWEEPA2	Sweep Handle Kit Black 2-Pack	\$28.56	\$28.56
57	1	HSWEEPA3	Sweep Handle Kit Black 3-Pack	\$36.96	\$36.96
58	1	HJTRGH36	36" Cable Management Tray - Black Only	\$38.56	\$38.56
		.P	Black		
59	1	HMASD	Dual Dynamic Monitor Arm	\$389.23	\$389.23
		.SVR	Silver Generic		
60	1	HLSLZ5SC84	72"W External Stiffener	\$70.56	\$70.56
		.P	Black		
61	1	HSDSL29	Abode Shared Leg	\$166.16	\$166.16
		\$(P1)	P1 Paint Opts		
		.P	Black		
62	1	H10524LEP	15-3/4Wx23-7/8Dx28-1/2H L-Shaped End Panel	\$154.56	\$154.56
		\$(L1STD)	Grd L1 Standard Laminates		
		.LK11	Kingswood Walnut		
63	1	H10524	10500 Series Access Strip	\$101.22	\$101.22
		\$(L1STD)	Grd L1 Standard Laminates		
		.LK11	Kingswood Walnut		
64	1	H10502	10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D	\$389.34	\$389.34
		\$(L1STD)	Grd L1 Standard Laminates		

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Line #	Qty	Part Number	Part Description	Price	Extended
		.LKI1	Kingswood Walnut		
65	1	H10504	10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D	\$389.34	\$389.34
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
66	1	H105R2484	84Wx24D Rectangle Worksurface	\$249.06	\$249.06
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		KI	Kingswood Walnut		
67	1	H105383K	10500 Series48"x18 1/2" Wall Mount Storage 3-Dr Locking	\$533.40	\$533.40
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		LKI1	Kingswood Walnut		
68	1	H105301R	10500 Series Personal Wardrobe/Strg Cab 24W 24D 66-5/8"H	\$1,211.28	\$1,211.28
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		LKI1	Kingswood Walnut		
69	1	H105413	Credenza Shell Full Mod Panel 96Wx24Dx29-1/2H	\$562.38	\$562.38
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		LKI1	Kingswood Walnut		
70	1	HUSLMOD1372	Laminate Modesty 13h x 72w	\$285.80	\$285.80
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		.KI	Kingswood Walnut		
		.P	Black		
71	1	HHATB2S2LT	2 Stage 2 Leg Rectangle T Foot	\$347.00	\$347.00
		\$(P1)	P1 Paint Opts		

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Line #	Qty	Part Number	Part Description	Price	Extended
		.P71	Black		
		.X	Standard Glide		
		.MEM	Memory Preset		
72	1	HHATW3072CT	72W x 30D Rect Worksurface - C/T Base	\$241.13	\$241.13
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		.KI	Kingswood Walnut		
		.G1	1 Grommet - Centered		
		P	Black		
		.P	Black		
73	2	HIGS6	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$281.40	\$562.80
		.F	Fixed		
		.S	All Surface Caster		
		.IC	4-Way Charcoal		
		\$(1)	Grade 1 Uph		
		.HAML	Hamilton		
		34	Hearth		
		.PLAT	Textured Platinum Metallic		
74	1	HESWLS30	30H Bookcase Linear Single Sided	\$1,201.10	\$1,201.10
		.G	Glide		
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		\$(P2)	P2 Paint Opts		
		.T1	Platinum Metallic		
75	1	HSWEEPA2	Sweep Handle Kit Black 2-Pack	\$28.56	\$28.56
76	1	HJTRGH36	36" Cable Management Tray - Black Only	\$38.56	\$38.56

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Line #	Qty	Part Number	Part Description	Price	Extended
		.P	Black		
77	1	HPATF	Post mount with triple fixed arm	\$471.55	\$471.55
		.SVR	Silver Generic		
78	1	HSDSL29	Abode Shared Leg	\$166.16	\$166.16
		\$(P1)	P1 Paint Opts		
		.P	Black		
79	1	H10524LEP	15-3/4Wx23-7/8Dx28-1/2H L-Shaped End Panel	\$154.56	\$154.56
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
80	1	H10504	10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D	\$389.34	\$389.34
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
81	1	H105532	10500 Series Bookcase 2-shelf 36Wx13-1/8Dx29-5/8H	\$269.64	\$269.64
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		LKI1	Kingswood Walnut		
82	1	H105R2466	66Wx24D Rectangle Worksurface	\$188.58	\$188.58
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		KI	Kingswood Walnut		
83	1	HUSLMOD1372	Laminate Modesty 13h x 72w	\$285.80	\$285.80
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		.KI	Kingswood Walnut		
		.P	Black		
84	1	HHATB2S2LT	2 Stage 2 Leg Rectangle T Foot	\$347.00	\$347.00
		\$(P1)	P1 Paint Opts		

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Line #	Qty	Part Number	Part Description	Price	Extended
		.P71	Black		
		.X	Standard Glide		
		.MEM	Memory Preset		
85	1	HHATW3072CT	72W x 30D Rect Worksurface - C/T Base	\$241.13	\$241.13
		\$(L1STD)	Grd L1 Standard Laminates		
		.LK11	Kingswood Walnut		
		.KI	Kingswood Walnut		
		.G1	1 Grommet - Centered		
		P	Black		
		.P	Black		
86	2	HMAVMA	MAV Single Lounge Mid Back Arms	\$1,036.98	\$2,073.96
		\$(1)	Grade 1 Uph		
		.HAML	Hamilton		
		34	Hearth		
		.SD	Sled		
		P8V	Textured Titanium		
87	1	HTLSCUSQRT18M WL	Sculpt 18" Sq. Tray Tbl -Med Wood Legs	\$630.42	\$630.42
		.N	No Cutout		
		\$(L1STD)	Grd L1 Standard Laminates		
		.LK11	Kingswood Walnut		
		.LE518	Kingswood Walnut		
		\$(P2)	P2 Paint Opts		
		.T1	Platinum Metallic		
88	1	HSWEEPA3	Sweep Handle Kit Black 3-Pack	\$36.96	\$36.96
89	2	HSWEEPA2	Sweep Handle Kit Black 2-Pack	\$28.56	\$57.12
90	1	HJTRGH24	24" Cable Management Tray - Black Only	\$31.52	\$31.52
		.P	Black		

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Line #	Qty	Part Number	Part Description	Price	Extended
91	1	HMASD	Dual Dynamic Monitor Arm	\$389.23	\$389.23
		.SVR	Silver Generic		
92	1	H10524	10500 Series Access Strip	\$101.22	\$101.22
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
93	1	H10502	10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D	\$389.34	\$389.34
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
94	2	H10504	10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D	\$389.34	\$778.68
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
95	2	H105381K	10500 Series36"x18 1/2" Wall Mount Storage 2-Dr Locking	\$448.98	\$897.96
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		LKI1	Kingswood Walnut		
96	1	H10541	10500 Series Cred Shell 72W x 24D x 29-1/2H	\$395.22	\$395.22
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		LKI1	Kingswood Walnut		
97	1	H105413	Credenza Shell Full Mod Panel 96Wx24Dx29-1/2H	\$562.38	\$562.38
		\$(L1STD)	Grd L1 Standard Laminates		
		.LKI1	Kingswood Walnut		
		LKI1	Kingswood Walnut		
98	1	HHATB2S2LT	2 Stage 2 Leg Rectangle T Foot	\$347.00	\$347.00
		\$(P1)	P1 Paint Opts		
		.P71	Black		

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Line #	Qty	Part Number	Part Description	Price	Extended
		.X	Standard Glide		
		.MEM	Memory Preset		
99	1	HHATW2448CT	48W x 24D Rect Worksurface - C/T Base	\$163.10	\$163.10
		\$(L1STD)	Grd L1 Standard Laminates		
		.LK11	Kingswood Walnut		
		.KI	Kingswood Walnut		
		.G1	1 Grommet - Centered		
		P	Black		
100	2	HIGS6	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$281.40	\$562.80
		.F	Fixed		
		.S	All Surface Caster		
		.IC	4-Way Charcoal		
		\$(1)	Grade 1 Uph		
		.HAML	Hamilton		
		34	Hearth		
		.PLAT	Textured Platinum Metallic		
				\$ 37,518.53	

SECOND FLOOR

101	1	HMAPLATE	4-Trac Elect Power Entry Plate	\$63.42	\$63.42
102	1	HMACABLE	4-Trac Elect Power Entry Cable	\$97.86	\$97.86
103	2	HMAPOWER54	4-Trac Elect 1st Circuit Power kit for 54W Table	\$183.12	\$366.24
104	2	HTG2PWR-3P-2B-2U	ElloraB G2 Flptop 3 AC Pwr-1 Dual USB-A-2 Blank	\$488.04	\$976.08
		.BLK	Black		
105	1	HTLHP120	Preside Laminate Hollow Panel Base For 120" W Table Tops	\$1,082.34	\$1,082.34
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		

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Line #	Qty	Part Number	Part Description	Price	Extended
		.LWBE	Beigewood		
106	1	HTLE42120	Preside 42x120 Arc End Top - 2 piece	\$677.04	\$677.04
		.G	2mm Edgeband		
		DE	Beigewood		
		.G2	Cut Out For Flip Top Port		
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
107	8	HIWMMS	Ign 2.0 Mid-back 4-way Mesh - Mesh Seat	\$434.28	\$3,474.24
		.Y1	Synchro-Tilt W Seat Slider		
		.A	Height and Width Adj		
		.H	Hard (Standard)		
		.IM	4-Way Black		
		.IMS	Ignition Mesh Seat		
		.BL	Black Adjustable Lumbar		
		.SB	Standard Base		
		.T	Black		
		.N	No Headrest		
108	4	HF23B	Black Removable Lock Core Kit	\$21.00	\$84.00
		.X205E	205E		
109	1	HMASD	Dual Dynamic Monitor Arm	\$389.23	\$389.23
		.SVR	Silver Generic		
110	1	HLSLZ5SC48	36"W External Stiffener	\$54.60	\$54.60
		.P	Black		
111	1	HNLEP2428R	1-1/8Wx23-1/8Dx28-1/2H End Panel for 24D Right	\$132.72	\$132.72
		.P	Black		
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		

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Line #	Qty	Part Number	Part Description	Price	Extended
112	1	HNLMP9028	90W x 27-7/8H Modesty / Back Panel	\$270.90	\$270.90
		.P	Black		
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
113	1	H105292	1050 Series Bookcase Hutch 36"W x 37-1/8"H	\$332.64	\$332.64
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
		LWBE	Beigewood		
114	1	HUSLMOD1348	Laminate Modesty 13h x 48w	\$212.36	\$212.36
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
		.DE	Beigewood		
		.P	Black		
115	1	HHATB2S2LT	2 Stage 2 Leg Rectangle T Foot	\$347.00	\$347.00
		\$(P1)	P1 Paint Opts		
		.P71	Black		
		.X	Standard Glide		
		.MEM	Memory Preset		
116	1	HNLRC2448	48W x 24D Rectangle Worksurface	\$178.08	\$178.08
		.G	Smooth Flat		
		DE	Beigewood		
		.P	Black		
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
117	1	HNLRC2490	90W x 24D Rectangle Worksurface	\$336.84	\$336.84
		.G	Smooth Flat		
		DE	Beigewood		

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Line #	Qty	Part Number	Part Description	Price	Extended
		.P	Black		
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
118	1	HNL241865WLL	18x24x64-3/4 Wardrobe/Storage Cab lam dr Lf	\$995.40	\$995.40
		.D	Canopy/Black		
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
119	1	HNL243665WL	36x24x64-3/4 Wardrobe/Storage Cab lam drs	\$1,589.28	\$1,589.28
		.D	Canopy/Black		
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
120	1	HNL233628PLF	36Wx23-1/8Dx28-1/2H Lateral File Pedestal	\$677.88	\$677.88
		.D	Canopy/Black		
		.X	No Grommet		
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
121	2	HWH1SP	West Hill Single Seat Lounge-Pillow Cushion	\$1,182.30	\$2,364.60
		.B	Both Arms		
		\$(1)	Grade 1 Uph		
		.HAML	Hamilton		

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Line #	Qty	Part Number	Part Description	Price	Extended
		23	Terracotta		
		.CW	Cone Wood		
		LE878	Beigewood		
122	1	HSCCESS24LM	Laminate End Table Soft Square 24Wx24Lx22H	\$692.16	\$692.16
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
		DE	Beigewood		
		.LE878	Beigewood		
		\$(P1)	P1 Paint Opts		
		.P8V	Textured Titanium		
123	1	HNL3672RPRR	72x36x29-1/2 Rt Ped Desk rect top recess mod	\$1,021.02	\$1,021.02
		.G	Smooth Flat		
		DE	Beigewood		
		.D	Canopy/Black		
		.P	Black		
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
124	1	HIWMM	Ignition 2 Task Mid-back	\$421.68	\$421.68
		.Y2	Advanced Synchro-Tilt SeatSlDr		
		.A	Height and Width Adj. Arm		
		.S	Black All-Surface Caster		
		.IT	4-Way Titanium		
		\$(1)	Grade 1 Uph		

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Line #	Qty	Part Number	Part Description	Price	Extended
		.HAML	Hamilton		
		23	Terracotta		
		.BL	Black Adjustable Lumbar		
		.SB	Standard Base		
		.T	Black		
125	1	HCFEU	Cofi Executive Height Chair	\$579.60	\$579.60
		.Y2	Advancd Synchro-Tilt/St Slider		
		.STC	Standard Cylinder		
		.A	Height - Width Adj Arm		
		.S	Black All-Surface Caster		
		\$(1)	Grade 1 Uph		
		.HAML	Hamilton		
		20	Oxford		
		.QLT	Quilt Stitch		
		TC00	Coordinating		
		.SB	Standard Base		
126	2	HF27B	Black Removable Lock Core Kit	\$21.00	\$42.00
		.X207E	207E		
127	3	HF23B	Black Removable Lock Core Kit	\$21.00	\$63.00
		.X207E	207E		
128	1	HLINEARA2	Field Install Dwr/Door Kits Linear Blk 2-pack	\$36.96	\$36.96
129	1	HLINEARA3	Field Install Dwr/Door Kits Linear Blk 3-pack	\$40.74	\$40.74
130	1	HLED17AUO	17"LED Lt w/8"JmprCordDaisyChain(FOLLOWR)	\$163.71	\$163.71
131	1	HLED17A	17" LED Light W/PwrSupplyForDaisyChain(STARTER)	\$200.12	\$200.12
132	1	HMASD	Dual Dynamic Monitor Arm	\$389.23	\$389.23
		.SVR	Silver Generic		
133	1	H105292	1050 Series Bookcase Hutch 36"W x 37-1/8"H	\$332.64	\$332.64

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Line #	Qty	Part Number	Part Description	Price	Extended
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
		LWBE	Beigewood		
134	1	H105290	10500 Series 36Wx24Dx29-1/2H Storage Cabinet with Doors	\$553.56	\$553.56
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
		LWBE	Beigewood		
135	1	H105898L	10500 Series 66Wx30Dx29-1/2H SglPedDskLH B/B/F RectTop	\$724.08	\$724.08
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
		LWBE	Beigewood		
136	1	H10547R	10500 Series Cred Lateral File Right 72W 24D	\$822.78	\$822.78
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
		LWBE	Beigewood		
137	2	H105381K	10500 Series36"x18 1/2" Wall Mount Storage 2-Dr Locking	\$467.04	\$934.08
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
		LWBE	Beigewood		
138	2	HL36TW	WM Tackboard for 36W WM Overhead	\$150.36	\$300.72
		\$(A)	Grd A Fabric		
		.VST	Vast		
		12	Desert		
139	1	HHATB2S2LT	2 Stage 2 Leg Rectangle T Foot	\$347.00	\$347.00
		\$(P1)	P1 Paint Opts		
		.P71	Black		

CITY OF SYLVANIA PUBLIC WORKS

Pricing based on HON B898
 State of OH Contract
 #STS018715

FIRST & SECOND FLOOR

3/27/2026
 Linda Osterfeld
 937.689.6246
 lgroover@friendsoffice.com
 2473 Belvo Rd
 Miamisburg Oh 45342

Line #	Qty	Part Number	Part Description	Price	Extended
		.X	Standard Glide		
		.MEM	Memory Preset		
140	1	HHATW2448CT	48W x 24D Rect Worksurface - C/T Base	\$168.91	\$168.91
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
		.DE	Beigewood		
		.G1	1 Grommet - Centered		
		P	Black		
141	1	HTLSCULRND16H WL	Sculpt 16.5" Rnd Tbl -High Wood Legs Lam Top	\$527.52	\$527.52
		.N	No Cutout		
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
		.LE878	Beigewood		
		\$(P2)	P2 Paint Opts		
		.T1	Platinum Metallic		
142	2	HIGS6	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$266.70	\$533.40
		.F	Fixed		
		.E	Nylon Glide		
		.IT	4-Way Titanium		
		\$(1)	Grade 1 Uph		
		.HAML	Hamilton		
		23	Terracotta		
		.PLAT	Textured Platinum Metallic		
143	1	HIWMM	Ignition 2 Task Mid-back	\$421.68	\$421.68
		.Y2	Advanced Synchro-Tilt SeatSlidr		
		.A	Height and Width Adj. Arm		
		.S	Black All-Surface Caster		

CITY OF SYLVANIA PUBLIC WORKS

Pricing based on HON B898
 State of OH Contract
 #STS018715

FIRST & SECOND FLOOR

3/27/2026
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 Miamisburg Oh 45342

Line #	Qty	Part Number	Part Description	Price	Extended
		.IT	4-Way Titanium		
		\$(1)	Grade 1 Uph		
		.HAML	Hamilton		
		23	Terracotta		
		.BL	Black Adjustable Lumbar		
		.SB	Standard Base		
		.T	Black		
144	2	HF27B	Black Removable Lock Core Kit	\$21.00	\$42.00
		.X210E	210E		
145	3	HF23B	Black Removable Lock Core Kit	\$21.00	\$63.00
		.X210E	210E		
146	1	HLINEARA2	Field Install Dwr/Door Kits Linear Blk 2-pack	\$36.96	\$36.96
147	1	HLINEARA3	Field Install Dwr/Door Kits Linear Blk 3-pack	\$40.74	\$40.74
148	1	HLED17AUO	17"LED Lt w/8"JmprCordDaisyChain(FOLLOWR)	\$163.71	\$163.71
149	1	HLED17A	17" LED Light W/PwrSupplyForDaisyChain(STARTER)	\$200.12	\$200.12
150	1	HMASD	Dual Dynamic Monitor Arm	\$389.23	\$389.23
		.SVR	Silver Generic		
151	1	HCWTSBM18	18H Single Pedestal Medium	\$379.68	\$379.68
		\$(P2)	P2 Paint Opts		
		.PR8	Silver Texture		
152	1	H105292	1050 Series Bookcase Hutch 36"W x 37-1/8"H	\$332.64	\$332.64
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
		LWBE	Beigewood		
153	1	H105290	10500 Series 36Wx24Dx29-1/2H Storage Cabinet with Doors	\$553.56	\$553.56
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		

CITY OF SYLVANIA PUBLIC WORKS

Pricing based on HON B898
 State of OH Contract
 #STS018715

FIRST & SECOND FLOOR

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 Miamisburg Oh 45342

Line #	Qty	Part Number	Part Description	Price	Extended
		LWBE	Beigewood		
154	1	H105898L	10500 Series 66Wx30Dx29-1/2H SglPedDskLH B/B/F RectTop	\$724.08	\$724.08
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
		LWBE	Beigewood		
155	1	H10547R	10500 Series Cred Lateral File Right 72W 24D	\$822.78	\$822.78
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
		LWBE	Beigewood		
156	2	H105381K	10500 Series36"x18 1/2" Wall Mount Storage 2-Dr Locking	\$467.04	\$934.08
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
		LWBE	Beigewood		
157	2	HL36TW	WM Tackboard for 36W WM Overhead	\$150.36	\$300.72
		\$(A)	Grd A Fabric		
		.VST	Vast		
		12	Desert		
158	1	HCWTRND30G	30" Round Top w/ Flat Edge	\$228.48	\$228.48
		.N	No Grommet		
		\$(L2STD)	Grd L2 Standard Laminate		
		.LWBE	Beigewood		
		.DE	Beigewood		
159	1	HHATB2S2LT	2 Stage 2 Leg Rectangle T Foot	\$347.00	\$347.00
		\$(P1)	P1 Paint Opts		
		.P71	Black		
		.X	Standard Glide		

CITY OF SYLVANIA PUBLIC WORKS

Pricing based on HON B898
 State of OH Contract
 #STS018715

FIRST & SECOND FLOOR

3/27/2026
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 lgroover@friendsoffice.com
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 Miamisburg Oh 45342

Line #	Qty	Part Number	Part Description	Price	Extended
		.MEM	Memory Preset		
160	2	HMAVMA	MAV Single Lounge Mid Back Arms	\$1,036.98	\$2,073.96
		\$(1)	Grade 1 Uph		
		.HAML	Hamilton		
		23	Terracotta		
		.4S	Four Star		
		P8V	Textured Titanium		
161	1	HHATW2448CT	48W x 24D Rect Worksurface - C/T Base	\$168.91	\$168.91
		\$(L2STD)	Grd L2 Standard Laminates		
		.LWBE	Beigewood		
		.DE	Beigewood		
		.G1	1 Grommet - Centered		
		P	Black		
162	1	HIWMM	Ignition 2 Task Mid-back	\$421.68	\$421.68
		.Y2	Advanced Synchro-Tilt SeatSlidr		
		.A	Height and Width Adj. Arm		
		.S	Black All-Surface Caster		
		.IT	4-Way Titanium		
		\$(1)	Grade 1 Uph		
		.HAML	Hamilton		
		23	Terracotta		
		.BL	Black Adjustable Lumbar		
		.SB	Standard Base		
		.T	Black		
				\$ 32,242.67	

CITY OF SYLVANIA PUBLIC WORKS

Pricing based on HON B898
 State of OH Contract
 #STS018715

FIRST & SECOND FLOOR

3/27/2026
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 937.689.6246
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 2473 Belvo Rd
 Miamisburg Oh 45342

Line #	Qty	Part Number	Part Description	Price	Extended
163	1	DSF	DEALER SERVICE FEE	\$0.00	\$0.00
164	1	EXPANDED INSTALL	INSTALLATION AND DELIVERY	\$0.00	\$0.00
165	1	PROJECT FEE	PROJECT MANAGEMENT FEE	\$1,800.00	\$1,800.00
				\$ 1,800.00	

Project Total \$71,561.20

Pricing based on State of Ohio Contract #STS018715

Delivery and Installation to be performed during normal business hours (M-F, 8:00am-4:00pm).

Customer must provide clean, sufficient space for unloading and assembly. In the event of any delay in accepting delivery, or double handling occurs from delay in construction or facility readiness, the Client will incur additional storage and labor fees.

A deposit of 50% is required on all orders over \$5,000.

Tax, if applicable, will be added to the invoice total.

The balance is due Net 15 of delivery or pick up.

Remit to: FriendsOffice P.O. Box 1645 Findlay, OH 45839.

Special order furniture cannot be cancelled, exchanged, or returned once the order is placed.

The signature below authorizes FriendsOffice to collect a 3% convenience fee if a credit card is used for this purchase.

ACH, check and cash are accepted without additional fees.

*****VALID FOR 30 DAYS*****

****Tariffs imposed by the US Government may apply, and quote is subject to change.****

ACCEPTANCE:

X _____ DATE: _____

ACCEPTANCE:

X _____ DATE: _____

CITY OF SYLVANIA MAYOR

3/23/2026

 Linda Osterfeld
 937.689.6246
 lgroover@friendsoffice.com
 2473 Belvo Rd
 Miamisburg Oh 45342

Line #	Qty	Part Number	Part Description	Price	Extended
1	1	***	AG144 INDIANA FURNITURE State of Ohio	\$0.00	\$0.00
			Index #STS714		
			Contract #STS035310		
2	1	65-1518THL3	Gesso Door Bookcase Storage Tower, Left 18"Wx15"Dx52-7/8"H	\$1,145.28	\$1,145.28
		SKC	Shaker Cherry		
		~	Veneer Panel Doors (Std)		
		VERTICAL	Vertical Grain Direction Door Fronts		
		SLV	Accents in Aluminum/Silver		
		AAC	Aluminum Arc Pull		
		LOCK	Yes - Lock		
3	1	65-1518THR3	Gesso Door Bookcase Storage Tower, Right 18"Wx15"Dx52-7/8"H	\$1,145.28	\$1,145.28
		SKC	Shaker Cherry		
		~	Veneer Panel Doors (Std)		
		VERTICAL	Vertical Grain Direction Door Fronts		
		SLV	Accents in Aluminum/Silver		
		AAC	Aluminum Arc Pull		
		LOCK	Yes - Lock		
4	1	65-1536TTU	Gesso Tall Surface Mount Bookcase 36"Wx14-1/4"Dx52-7/8"H	\$1,114.56	\$1,114.56
		SKC	Shaker Cherry		

CITY OF SYLVANIA MAYOR

3/23/2026
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 937.689.6246
 lgroover@friendsoffice.com
 2473 Belvo Rd
 Miamisburg Oh 45342

Line #	Qty	Part Number	Part Description	Price	Extended
5	1	65-2472BF	Gesso Buffet Credenza 72"Wx24"Dx36"H	\$3,021.12	\$3,021.12
		W	Wood Veneer		
		SKC	Shaker Cherry		
		Y	Square		
		VERTICAL	Vertical Grain Direction Drawer Fronts		
		WOOD	Wood Dovetail Drawer Box Construction		
		STD	Standard Drawer Tracks		
		AAC	Aluminum Arc		
6	1	67-2472SC	Gesso Storage Credenza 72"Wx24"Dx30"H	\$2,649.12	\$2,649.12
		W	Wood Veneer		
		SKC	Shaker Cherry		
		Y	Square		
		VERTICAL	Vertical Grain Direction Drawer Fronts		
		WOOD	Wood Dovetail Drawer Box Construction		
		STD	Standard Drawer Tracks		
		AAC	Aluminum Arc		
7	1	67-3672BDPS	Gesso Double Ped Desk Bow Top, Step Frt 72"Wx36"Dx30"H	\$3,048.48	\$3,048.48
		W	Wood Veneer		
		SKC	Shaker Cherry		
		Y	Square		
		VERTICAL	Vertical Grain Direction Drawer Fronts		
		WOOD	Wood Dovetail Drawer Box Construction		
		STD	Standard Drawer Tracks		
		AAC	Aluminum Arc		
		65-TMD	Optional Veneer 3/4 Modesty Panel		

CITY OF SYLVANIA MAYOR

3/23/2026
 Linda Osterfeld
 937.689.6246
 lgroover@friendsoffice.com
 2473 Belvo Rd
 Miamisburg Oh 45342

Line #	Qty	Part Number	Part Description	Price	Extended
	~		No Left Grommet Selection		
	~		No Right Grommet Selection		
	~		No Center Grommet Selection		
	GC		1 Grm, Center Location		
	SLV		Silver Grommet		
8	1	919-3636OT18	Kirby Round Occasional Table 36"WX36"Dx18"H	\$1,008.48	\$1,008.48
		RIMW	Veneer Top with Knife Edge		
		SKC	Shaker Cherry		
		SKC	Shaker Cherry		
9	1	PROJECT FEE	PROJECT MANAGEMENT FEE	\$265.00	\$265.00
10	1	INSTALL PREMIER	INSTALLATION AND DELIVERY	\$1,650.00	\$1,650.00
11	1	THANK YOU	THANK YOU FOR YOUR BUSINESS	\$0.00	\$0.00
Project Total				\$15,047.32	

**Delivery and Installation to be performed during normal business hours (M-TH, 8:00am-4:00pm).
 Customer must provide clean, sufficient space for unloading and assembly. In the event of any delay in accepting delivery, or double handling occurs from delay in construction or facility readiness, the Client may incur additional storage and labor fees.**

**Pricing is valid for 30 days.
 A deposit of 50% is required on all orders over \$5,000.
 Tax, if applicable, will be added to the invoice total.
 The balance is due Net 15 of delivery or pick up. Remit to: FriendsOffice P.O. Box 1627 Findlay, OH 45839.**

Special order furniture cannot be cancelled or returned, once the order is placed.

The signature below authorizes FriendsOffice to collect a 3% fee if a credit card is used to pay the balance on the order. ACH, check and cash are accepted without additional fees.

CITY OF SYLVANIA MAYOR

3/23/2026
Linda Osterfeld
937.689.6246
lgroover@friendsoffice.com
2473 Belvo Rd
Miamisburg Oh 45342

Line #	Qty	Part Number	Part Description	Price	Extended
---------------	------------	--------------------	-------------------------	--------------	-----------------

ACCEPTANCE:

X _____

ACCEPTANCE:

X _____

ORDINANCE NO. 71-2026

ACCEPTING THE PROPOSAL OF REEMSNYDER DECORATING TO PROVIDE AND INSTALL 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.

WHEREAS, the Craig A. Stough Municipal Building was dedicated on October 28, 1990 and most of the furnishings in the building, including conference room tables and chairs, office desks, carpet and wall paint have not been replaced since the dedication and are in need of replacement; and,

WHEREAS, the Director of Public Service, by report dated April 6, 2026, has received a proposal from Reemsnyder Decorating to provide and install new carpet in the the Law, Economic Development and Mayor's Office at a cost of \$8,484.37, and the Director of Public Service has recommended approval of that proposal.

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

SECTION 1. That the proposal of Reemsnyder Decorating in the amount of Eight Thousand Four Hundred Eighty-Four and 37/100 Dollars (\$8,484.37) to provide and install new carpet in the Law, Economic Development and Mayor's Office for the Craig A. Stough Municipal Building Office Improvements Project, is hereby approved and accepted.

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

SECTION 3. That to provide funds for said carpet hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7750-53203 – Building Improvements** an amount not to exceed Eight Thousand Four Hundred Eighty-Four and 37/100 Dollars (\$8,484.37).

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 carpet should be ordered 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

Quote

REEMSNYDER DECORATING
7642 W. Central Ave.
Toledo, Ohio 43617

Flooring - Window Treatments - Blinds
 Interior Decorating Services

Date	Invoice #
3/3/26	22497

Phone # (419) 841-4016

Fax # (419) 841-8452

Bill To
Sylvania Administrative Building 6730 Monroe St. Sylvania, OH 43560-1948

Rep	Due Date	Terms	Customer P.O. #	Project
Sean	3/3/26	1/2 deposit		Court 2nd Floor

Yds	Description	Style	Color	Price	Quote Total
37.333	Mayors Office Shaw Contract Carpet Tile for the Mayors Office, Material Sculpt.	5T007	83515 Zinc	35.30	1,317.85
37.333	Install Glued Down.			9.50	354.66
37.333	Pull Up Carpet and pad that is glued together. Three Offices			8.00	298.66
90.666	Shaw Contract Carpet Tile for Three offices. Material Sculpt	5T007	83170 Cork	35.30	3,200.51
90.666	Install Glue Down.			9.50	861.33
90.666	Pull up Carpet and Pad that is glued together			8.00	725.33
1	Freight			175.03	175.03
2	Glue		N5000	135.50	271.00
1	Grind glue off for new Carpet Tile (we might not need to do that)			1,280.00	1,280.00
	Floor Prep Will Be extra only if Needed.				

Thank you for choosing Reemsnyder Decorating, please let me know when I can further assist you!				Subtotal	\$8,484.37
				Sales Tax (0.00)	\$0.00
Customer's Approval Signature: _____				Quote Total	\$8,484.37

The above agreement is a valid contract between the buyers & Reemsnyder Decorating. Payment must be paid in full upon installation, if prior arrangements have not been made. Annual interest of 24% (2% monthly) calculated on a per diem (daily) basis will be added on all past due accounts. ALL AREAS MUST BE CLEARED OF FURNITURE PRIOR TO INSTALLATION. PAGE 1 OF 2

ORDINANCE NO. 72-2026

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.

WHEREAS, the Craig A. Stough Municipal Building was dedicated on October 28, 1990 and most of the furnishings in the building, including conference room tables and chairs, office desks, carpet and wall paint have not been replaced since the dedication and are in need of replacement; and,

WHEREAS, the Director of Public Service, by report dated April 6, 2026, has received a proposal from Erard Custom Painting to provide all materials and labor for new paint in the Law, Economic Development and Mayor's Office at a cost of \$1,475.00, and the Director of Public Service has recommended approval of that proposal.

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

SECTION 1. That the proposal of Erard Custom Painting in the amount of One Thousand Four Hundred Seventy-Five Dollars (\$1,475.00) to provide all labor and material for new paint in the Law, Economic Development and Mayor's Office for the Craig A. Stough Municipal Building Office Improvements Project, is hereby approved and accepted.

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

SECTION 3. That to provide funds for said materials and labor hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7750-53203 – Building Improvements** an amount not to exceed One Thousand Four Hundred Seventy-Five Dollars (\$1,475.00).

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 new paint should be completed 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

Erard Custom Painting
 2022 Sheffield Pl
 Northwood, OH 43619-1247 USA
 4192976109
 erardscustompainting@yahoo.com

Estimate

ADDRESS
City of Sylvania Administration Building 6730 Monroe St oh Sylvania, OH

ESTIMATE #	DATE	
1138	03/05/2026	

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Services	Paint one coat on walls in mayors office areas using Behr Marquee one coat paint	1	1,475.00	1,475.00
Services	Painting material included	1	0.00	0.00

SUBTOTAL	1,475.00
TAX	0.00
TOTAL	\$1,475.00

Accepted By

Accepted Date



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

April 6, 2026

To: The Mayor and Members of Sylvania City Council

Re: **ODOT-LUC-23-9.55 (PID 107958) – ODOT Consent Legislation Request**

Dear Mr. Mayor and Council Members:

The Ohio Department of Transportation (ODOT) plans to move forward with a resurfacing project on US-23 from I-475 to the Michigan state line in 2027. The project will also correct several bridge approach slabs that have settled within the I-475/US-23 systems interchange area in Sylvania Township. The construction plans are nearing completion and bidding will occur in the 4th quarter of 2026 with the goal to have the project awarded in December.

ODOT requires legislation that provides consent for the work within the municipal limits portion of the project even though all of the proposed work lies within the ODOT Limited Access Right-of-Way. The consent legislation outlines the scope of work and provides ODOT with the authority to administer and construct the project. It also outlines any cost sharing requirements needed by the Local Public Agency (i.e. City of Sylvania).

This project will be funded 100% at ODOT cost with no local financial contribution required. A copy of the legislation is enclosed for your reference.

We recommend approval of the consent legislation for this project. Please call with any questions.

Sincerely,

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

RESOLUTION NO. 3-2026

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SYLVANIA
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.**

WHEREAS, the State of Ohio has identified the need to resurface a portion of US-23 in Lucas County, Ohio from IR-475 to Michigan State Line; and,

WHEREAS, a minimum of one lane in each direction will remain open for traffic, except US-23 may close overnight for up to five nights and ramps may have two nighttime closures; and,

WHEREAS, Contractors performing the work will be posting detour signs along the pre-selected routes; and,

WHEREAS, the Director of Public Service, by report dated April 6, 2026, has recommended the City grant consent to the Ohio Department of Transportation (“ODOT”) to complete the proposed resurfacing in 2027.

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

SECTION 1. Being in the public interest, the City of Sylvania hereby gives consent to the Director of Transportation to complete the above described project.

SECTION 2. The City of Sylvania shall cooperate with the Director of Transportation in the above-described project as follows:

- A. The State shall assume and bear 100% of all of the costs of the improvement.
- B. The City of Sylvania agrees to pay 100% of the cost of those features requested by the City of Sylvania which are determined by the State and Federal Highway Administration to be unnecessary for the Project. No such features have been identified to date.

SECTION 3. The City of Sylvania hereby authorizes the Mayor and Director of Finance

of said City of Sylvania of Lucas County, Ohio to enter into and execute contracts with the Director of Transportation which are necessary to develop plans for and to complete the above-described project; and to execute contracts with ODOT pre-qualified consultants for the preliminary engineering phase of the Project.

Upon request of ODOT, the Mayor and Director of Finance is also empowered to execute any appropriate documents to affect the assignment of all rights, title, and interests of the City of Sylvania to ODOT arising from any agreement with its consultant in order to allow ODOT to direct additional or corrective work, recover damages due to errors or omissions, and to exercise all other contractual rights and remedies afforded by law or equity.

SECTION 4. The City of Sylvania agrees that all right-of-way required for the described project will be acquired and/or made available in accordance with current State and Federal regulations. The City of Sylvania also understands that right-of-way costs include eligible utility costs.

The City of Sylvania agrees that all utility accommodation, relocation and reimbursement will comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

SECTION 5. Upon completion of the Project, and unless otherwise agreed, the City of Sylvania shall: (1) provide adequate maintenance for the Project in accordance with all applicable State and Federal law, including, but not limited to, Title 23 U.S.C., Section 116; (2) provide ample financial provisions, as necessary, for the maintenance of the Project; (3) maintain the right-of-way, keeping it free of obstructions; and (4) hold said right-of-way inviolate for public highway purposes.

SECTION 6. It is hereby found and determined that for 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 7. 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 8. 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 further reason that the City should indicate its consent for the US-23 resurfacing project from I-475 to the Michigan State Line at the earliest possible time and therefore this Resolution should be made effective immediately. 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.

ATTEST:

Clerk of Council

APPROVED:

Mayor

Date

President of Council

APPROVED AS TO FORM:

Director of Law

3/18/2026

PRELIMINARY LEGISLATION
(CONSENT)

Ordinance/Resolution # : _____

PID No. : 107958

County/Route/Section : LUC US 23 9.55 Resurfacing

The following is a/an _____ enacted by the City of Sylvania of Lucas County, Ohio,

(Motion/Ordinance/Resolution)

hereinafter referred to as the Local Public Agency (LPA).

SECTION I – Project Description

WHEREAS, the STATE has determined the need for the described project:

This project is to resurface a portion of US-23 in Lucas County, Ohio from IR-475 to Michigan State Line. A minimum of one lane in each direction will remain open for traffic, except US-23 may close overnight for up to 5 nights and ramps may have 2 nighttime closures. Contractors performing the work will be posting detour signs along the pre-selected routes.

NOW THEREFORE, be it ordained by the City of Sylvania of Lucas County, Ohio.

SECTION II – Consent Statement

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project as detailed in the LPA-ODOT-Let Agreement entered into between the parties, if applicable.

SECTION III – Cooperation Statement

The LPA shall cooperate with the Director of Transportation in the development and construction of the above described project, as well as any other agreements necessary to develop and construct the Project.

The State shall assume and bear 100% of all of the costs of the improvement.

The LPA agrees to pay 100% of the cost of those features requested by the LPA which are determined by the State and Federal Highway Administration to be unnecessary for the Project. No such features have been identified to date.

SECTION IV Authority to Sign

The LPA hereby authorizes _____ of said City of Sylvania of Lucas County, Ohio to

(Signature authority)

enter into and execute contracts with the Director of Transportation which are necessary to develop plans for and to complete the above-described project; and to execute contracts with ODOT pre-qualified consultants for the preliminary engineering phase of the Project.

Upon request of ODOT, the _____ is also empowered to execute any appropriate documents to affect the assignment of all rights, title, and interests of the City of Sylvania to ODOT arising from any agreement with its consultant in order to allow ODOT to direct additional or corrective work, recover damages due to errors or omissions, and to exercise all other contractual rights and remedies afforded by law or equity.

(Signature authority)

SECTION V – Utilities and Right-of-Way Statement

The LPA agrees that all right-of-way required for the described project will be acquired and/or made available in accordance with current State and Federal regulations. The LPA also understands that right-of-way costs include eligible utility costs.

The LPA agrees that all utility accommodation, relocation and reimbursement will comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

SECTION VI – Maintenance

Upon completion of the Project, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance for the Project in accordance with all applicable State and Federal law, including, but not limited to, Title 23, U.S.C., Section 116; (2) provide ample financial provisions, as necessary, for the maintenance of the Project; (3) maintain the right-of-way, keeping it free of obstructions; and (4) hold said right-of-way inviolate for public highway purposes.

SECTION VII-Emergency measure

(as applicable)

The _____ is hereby declared to be an emergency measure to expedite the highway project and to promote highway safety. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

(Motion/Ordinance/Resolution)

Passed: _____, 2_____.
(Date)

Attested: _____
(Clerk)

(Contractual Agent of LPA – title)

3/18/2026

CERTIFICATE OF COPY

STATE OF OHIO

City of Sylvania of Lucas County, Ohio

I, _____, as Clerk of the City of Sylvania of Lucas County, Ohio do hereby certify that the foregoing is a true and correct copy of _____ (Ordinance/Resolution) adopted by the legislative Authority of the said City of Sylvania of Lucas County, Ohio on the _____ day of _____, 2026.

IN WITNESS WHEREOF, I have here unto subscribe my name and affixed my official seal, if applicable, this _____ day of _____ 2026.

SEAL

(Clerk)

City of Sylvania of Lucas County, Ohio

(If the LPA is designated as a City then the "City Seal" is required. If no Seal, then a letter stating "No Seal is required to accompany the executed legislation.")



OFFICE OF THE MAYOR, MARK R. FRYE

April 6, 2026

TO THE MEMBERS OF SYLVANIA CITY COUNCIL:

Dear Council Members:

Pursuant to the Article V, Section 2.0 of the Sylvania City Charter, I hereby submit for your consideration and confirmation my appointment of Claudia Witkowski to serve as Clerk of Council.

Ms. Witkowski brings prior experience and education in the legal field as well as serving as an Executive Assistant to a Management Team where her duties also included preparation of Board Meeting Agendas and Minutes. Ms. Witkowski has demonstrated the professionalism, integrity, and organizational capability necessary to effectively fulfill the duties of this position. I am confident that she will serve the Council and the residents of our community with diligence and excellence.

I respectfully request that Council consider and confirm this appointment at its earliest convenience. Please do not hesitate to contact my office should you require any additional information regarding this appointment.

Thank you for your consideration.

Respectfully submitted,

Mark R. Frye
Mayor

MRF/lb