

Sylvania City Council

July 20, 2026

6:30 p.m. Council Meeting

Agenda

1. Roll Call: Mr. Hansen, Mr. Haynam, Mr. McCann, Mr. Murphy, Mr. Richardson, Ms. Stough, Mrs. Westphal
2. Pledge of Allegiance to the United States of America led by Mr. Richardson.
3. Additions to the agenda.
4. Approval of the Council meeting minutes from June 15, 2026.
5. Report from the Safety Committee meeting held on July 6, 2026.
6. Proposed Resolution 7-2026, A Resolution authorizing the addition of the Roth 457(b) option to the City's deferred compensation plan.
7. Lease Modification & Extension Agreement No. 2 – Maplewood Mini Park
 - a. Service Director's letter recommending approval of the Lease Modification & Extension Agreement No. 2.
 - b. Proposed Ordinance No. 103-2026, Authorizing the Mayor and Director of Finance to sign a Second Lease Modification and Extension Agreement between Reeb Funeral Home (Lessor) and the City of Sylvania (Lessee) of the park area at Main and Maplewood in the City of Sylvania, OH.
8. Proposed Ordinance No. 104-2026, Revising the Administrative, Departmental and Divisional Organization of the City and the Codified Ordinances thereof by creating the new positions of "Financial Analyst" and "Financial Coordinator", amending Section 129.01(d) to add the "Financial Analyst" and "Financial Coordinator" positions under the supervision of the Director of Finance, and amending Section 139.02(a) to add the class code, grade and title for the positions of "Financial Analyst" and "Financial Coordinator".
9. Proposed Ordinance No. 105-2026, Authorizing the donation of ballistic vests to the OCC Law Enforcement Program.
10. Petition for Zoning Amendment Application No. ZA-1-2026 from Louisville Title Agency for N.W. Ohio, Inc., as Trustee for Millstream Development Company for Parcel No. 8293529, 8293530, and 8293531, located at the south side of Brint Rd., immediately west of the intersection with King Rd., to change current zoning R-1 to R-1 PD to develop four residential lots. (Council referral to Planning Commission)
11. Plan Commissions recommendation on Petition for Zoning Amendment Application No. SUP-3-2026 from Donald A. Perrucci, Trustee, for 8310 Sylvania-Metamora Rd., Sylvania, Ohio to change current B-2 zoning to B-2 SUP zoning for a SUP car wash. (Set Public Hearing for September 8, 2026)

12. 2026 Congestion Mitigation and Air Quality (CMAQ)
 - a. Service Director's letter requesting authorization to submit the Centennial Road and Little Road Roundabout Project for 2026 Congestion Mitigation and Air Quality (CMAQ) funding consideration.
 - b. Proposed Resolution No. 8-2026, Authorizing the Mayor and Director of Finance to file a LEW grant application for the Centennial Rd. and Little Rd. Roundabout Project.
13. 2026 Surface Transportation Block Grant (STBG)
 - a. Service Director's letter requesting authorization to submit the Centennial Road and Little Road Roundabout Project for STBG funding consideration.
 - b. Proposed Resolution No. 9-2026, Authorizing the Mayor and Director of Finance to file a LEW grant application for the Centennial Rd. and Little Rd. Roundabout Project.
 - c. Service Director's letter requesting authorization to submit the Erie Street Resurfacing (Highland View Drive to Railroad Tracks) Project for STBG funding consideration in the Small Project Fund.
 - d. Proposed Resolution No. 10-2026, Authorizing the Mayor and Director of Finance to file a LEW grant application for the Erie St. Resurfacing Project.
 - e. Service Director's letter requesting authorization to submit the Main Street Reconstruction (Convent Blvd. to Brint Rd.) Project for STBG funding consideration.
 - f. Proposed Resolution No. 11-2026, Authorizing the Mayor and Director of Finance to file a LEW grant application for the Main Street Reconstruction Project.
14. Proposed Ordinance No. 106-2026, Providing for the construction, maintenance, repair, cleaning and enclosing open drainage ditches located within the corporate limits of the City of Sylvania; authorizing said work during the year 2026, establishing one district for said purpose in accordance with the provisions of Section 727.012 of the ORC, and providing for the assessment of the cost and expense thereof upon abutting property.
15. Proposed Ordinance No. 107-2026, Providing for the controlling blight and disease of shade trees and for planting, maintaining, trimming and removing shade trees in and along the streets and within public right-of-way of the City of Sylvania; authorizing said work during the year 2026; establishing one district for said purpose in accordance with the provisions of Section 727.011 of the ORC; and providing for the assessment of the cost and expense thereof upon abutting property.
16. Proposed Resolution No. 12-2026, Declaring the necessity of lighting the streets in the City of Sylvania, Ohio; determining the manner of providing street lighting and the basis for the property owner's share of the cost and annual assessment.
17. ROW Acquisition Services Proposal – Brint & Harroun Roundabout
 - a. Service Director's letter recommending approval of both right-of-way acquisition services proposals.
 - b. Proposed Ordinance No. 108-2026, Accepting the proposal of WE Realty Solutions, LTD. to provide ROW acquisition services relative to the project.
 - c. Proposed Ordinance No. 109-2026, Accepting the proposal of Brian W. Barnes & Co., Inc. to provide appraisal review services relative to the project.

18. Downtown Transportation Improvements (Phase 1) – Change Order No. 3 (Final)
 - a. Service Director’s letter requesting approval of Change Order No. 3 (Final)
 - b. Proposed Ordinance No. 110-2026, Authorizing the Mayor and Director of Finance to approve Change Order No. 3 (Final) to the City’s agreement with Helm’s and Son’s Excavating, Inc. relative to this project.
19. 2026-2031 Refuse & Recycling Collection Services – Contract Award Recommendation
 - a. Service Director’s letter recommending the contract be awarded to Allied Waste Services of North America d/b/a Republic Services of Toledo.
 - b. Proposed Ordinance No. 111-2026, Determining the lowest and best bid for collection and disposal of residential curbside refuse in the City of Sylvania and accepting the bid of Allied Waste Services of North America.
20. Proposed Resolution No. 13-2026, Adopting a statement, pursuant to ORC 709.03 (D), indicating what services will be provided to the area proposed to be annexed to the City of Sylvania by petition for annexation filed with the Board of Lucas County Commissioners.
21. Executive Session – Personnel Matters, Potential Litigation
22. Committee reports
23. Committee referrals

INFORMATION

- A. Board of Architectural Meeting minutes from July 15, 2026.
- B. Municipal Planning Commission Meeting minutes from July 15, 2026.

Minutes of the Meeting of Council
June 15, 2026

The Council of the City of Sylvania, Ohio met in regular session on June 15, 2026 at 6:30 p.m. with Mary Westphal in the chair. Roll was called with the following members present: Marcus Hansen, Doug Haynam, Brian McCann (excused), Shawn Murphy, Patrick Richardson, Lyndsey Stough, Mary Westphal; (6) present; (1) absent.

Roll call:
6 present,
1 absent

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

Pledge of
Allegiance.

Mrs. Westphal stated that Council will now consider agenda item 4.

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

Election
President Pro
Tem.

Mrs. Westphal stated that Council will now consider agenda item 3.

Item # 5a Robert Lubell
Item # 15a Scheduling of a Safety Committee Meeting
Item # 16 Name Tags

Additions to
Agenda.

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

Agenda approval.

Mrs. Westphal stated that Council will now consider agenda item 5.

Mrs. Westphal presented the June 1, 2026 regular meeting minutes. Mr. Murphy moved, Mr. Haynam seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of June 1, 2026 be approved as written; roll call vote being: Westphal, Richardson, Haynam, Hansen, Murphy, Stough; (6) yeas; (0) nays. The motion carried.

Approval of
June 1, 2026
Council meeting
minutes.

Mrs. Westphal stated that Council will now consider added agenda item 5a.

Mr. Robert Lubell asked to speak in front of Council regarding the deer over-population in his neighborhood. He voiced his concern regarding this issue since his yard keeps getting destroyed by deer eating his hosta plants. Mr. Lubell asked Council to develop a deer management plan.

Mrs. Westphal stated that Council will now consider agenda item 6.

Mr. Hansen presented and read aloud by title only, proposed Resolution No. 6-2026, a

Res. No, 6-2026

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written copy of same having been previously furnished to each member of Council “A Resolution of the Council of the City of Sylvania providing for the submission of the Initiative Petition to the electors of the City of Sylvania at the next regular election of November 3, 2026; and declaring an emergency”. Mr. Hansen moved; Mr. Murphy seconded for the passage of Resolution No. 6-2026 as an emergency measure; roll call vote being: Hansen, Haynam, Murphy, Richardson, Stough, Westphal; (6) yeas; (0) nays). The motion carried.

“...submission
... Initiative
Petition to
electors on Nov.
3...”

Mrs. Westphal stated that Council will now consider agenda item 7.

Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 98-2026, a written copy of same having been previously furnished to each member of Council “Declaring the improvement to certain parcels of real property to be a public purpose and exempt from taxation and providing for the collection and deposit of service payments into the tax increment equivalent fund, and specifying the public infrastructure improvements directly benefiting the parcels; and declaring an emergency”. Mr. Hansen moved; Ms. Stough seconded for the passage of Ordinance No. 98-2026 as an emergency measure; roll call vote being: Hansen, Westphal, Murphy, Haynam, Stough, Richardson; (6) yeas; (0) nays. The motion carried.

Ordinance No.
98-2026 “... tax
increment funds
...public
infrastructure
improvements
...”

Mrs. Westphal stated that Council will now consider agenda item 8.

Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 99-2026, a written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to enter into a memorandum of understanding on behalf of this City of Sylvania with the University of Toledo for a tuition scholarship for eligible City of Sylvania employees; and declaring an emergency”. Mr. Richardson moved; Mr. Haynam seconded for the passage of Ordinance No. 99-2026 as an emergency measure; roll call vote being: Stough, Haynam, Hansen, Richardson, Murphy, Westphal; (6) yeas; (0) nays. The motion carried.

Ordinance No.
99-2026 “...
MOU...
UToledo
...tuition
scholarship for
employees...”

Mrs. Westphal stated that Council will now consider agenda item 9.

Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 100-2026, a written copy of same having been previously furnished to each member of Council

Ordinance No.
100-2026 “...
Then and Now

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“An ordinance to authorize and ratify the execution of Then and Now Certificates by the Finance Director and the payment of amounts due for various purchase orders; and declaring an emergency”. Mr. Hansen moved; Ms. Stough seconded for passage of Ordinance No. 100-2026 as an emergency measure; roll call vote being: Richardson, Haynam, Murphy, Westphal, Hansen, Stough; (6) yeas; (0) nays. The motion carried.

Certificates...”

Mrs. Westphal stated that Council will now consider agenda item 10.

Mr. Haynam moved, Ms. Stough seconded to refer Petition for Zoning Ordinance Amendment SUP-3-2026 from Donald A. Perrucci, Trustee, at 8310 Sylvania-Metamora Road, Sylvania, Ohio, to change the current B-2 zoning to B-2 SUP zoning to allow for a car wash, to the Municipal Planning Commission for review and recommendation; roll call vote being: Richardson, Murphy, Westphal, Haynam, Hansen, Stough; (6) yeas; (0) nays. The motion carried.

SUP-3-2026
referred to Plan
Commission.

Mrs. Westphal stated that Council will now consider agenda item 11.

Mr. Haynam moved, Mr. Hansen seconded to refer Petition for Zoning Ordinance Amendment SUP-4-2026 from Matt DeWood, Sylvania Marketplace & 851 Alexis, LLC for 5890 Monroe Street, Sylvania, Ohio, to change current B-4 zoning to B-4 SUP zoning to allow for a convenience store with auto fueling, to the Municipal Planning Commission for review and recommendation; roll call vote being: Stough, Hansen, Murphy, Richardson, Haynam, Westphal; (6) yeas; (0) nays. The motion carried.

SUP-4-2026
referred to Plan
Commission.

Mrs. Westphal stated that Council will now consider agenda item 12.

Service Director’s letter recommending acceptance of the proposal from Jennite Company was placed on file. Ms. Stough presented and read aloud by title only, proposed Ordinance No. 101-2026, a written copy of same having been previously furnished to each Council member “Accepting the proposal of Jennite Company and awarding the contract for the 2026 Sidewalk Replacement Program to same; authorizing the expenditure for the improvements in the amount of \$43,476; appropriating funds therefore; and declaring an emergency”. Ms. Stough moved, Mr. Murphy seconded for passage of Ordinance No. 101-2026 as an emergency measure; roll call vote being: Hansen, Richardson, Murphy, Stough, Haynam, Westphal; (6) yeas; (0) nays. The motion carried.

Ordinance No.
101-2026
”Accepting the
proposal ... 2026
Sidewalk
Replacement
Program...”

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Mrs. Westphal stated Council will now consider agenda item 13.

Service Director's letter recommending approval of the amended Tetra Tech, Inc. proposal was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 102-2026, a written copy of same having been previously furnished to each Council member "Authorizing the Mayor and Director of Finance to enter into an amendment to Tetra Tech, Inc.'s proposal for professional engineering services relative to the Centennial Road & Little Road Intersection Improvements Project to reflect additional work performed on the project; increasing the proposal amount by \$7,500; appropriating funds therefore; and declaring an emergency". Mr. Richardson moved, Mr. Hansen seconded for passage of Ordinance 102-2026 as an emergency measure; Westphal, Richardson, Haynam, Hansen, Murphy, Stough; (6) yeas; (0) nays. The motion carried.

Ordinance No.
102-2026
"Amendment ...
Tetra Tech
...Centennial &
Little Road..."

Mrs. Westphal stated Council will now consider agenda item 14.

Committee
Reports.

None

Mrs. Westphal stated Council will now consider agenda item 15.

Committee
Referrals.

None

Mrs. Westphal stated Council will now consider added agenda item 15a.

Mr. Murphy moved, Ms. Stough seconded to set a Safety Committee meeting on Monday, July 6, 2026 at 5:30 p.m. in City Council Chambers located at 6635 Maplewood Avenue, Sylvania, Ohio to discuss the use of electric bikes, electric scooters, etc. in the City of Sylvania; roll call vote being: Stough, Hansen, Murphy, Richardson, Haynam, Westphal; (6) yeas; (0) nays. The motion carried.

Setting of Safety
Committee
meeting.

Mrs. Westphal stated Council will now consider added agenda item 16.

Mrs. Smith gave a brief report on why the City is in the process of issuing ID cards for its employees and Council members. She stated for employees that work in the field a lot, it is important/necessary to show they are working for the City. Mrs. Smith further pointed out that the cards that are being issued right now are only introductory cards and they will eventually be upgraded to card readers that allow employees building access which is in line with the building/security upgrades that are taking place right now at the municipal building.

Employee ID
cards.

Mrs. Westphal stated that all items have been addressed.

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Mr. Hansen moved, Mr. Richardson seconded to adjourn at 7:21 p.m. Roll call vote being: Hansen, Richardson, Murphy, Stough, Haynam, Westphal; (6) yeas; (0) nays. The motion carried.

Adjournment.

Clerk of Council

Mayor

RESOLUTION NO. 7 – 2026**A RESOLUTION OF THE COUNCIL OF THIS CITY OF SYLVANIA
AUTHORIZING THE ADDITION OF THE ROTH 457(B) OPTION
TO THE OHIO DEFERRED COMPENSATION PLAN; AND
DECLARING AN EMERGENCY**

WHEREAS, the City of Sylvania currently participates in the Ohio Deferred Compensation Program; and,

WHEREAS, the Ohio Deferred Compensation Program offers a Roth 457(b) option that allows eligible employees to make post-tax contributions and potentially receive tax-free qualified distributions; and,

WHEREAS, the City of Sylvania wishes to make this additional retirement savings option available to eligible employees.

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

SECTION 1. This Council hereby approves the addition of the Roth 457(b) option under the Ohio Deferred Compensation Program for eligible employees.

SECTION 2. The Finance Director is authorized to execute the Ohio Deferred Compensation Adoption Agreement and any related documents necessary to implement the Roth 457(b) option.

SECTION 3. The appropriate administrative and payroll actions are authorized to facilitate employee participation in the Roth 457(b) option.

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

SECTION 5. 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 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 add the Roth 457(b) option 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 this Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2026, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date



ROTH 457 OPTION EMPLOYER ADOPTION

- ✓ Employers who choose to offer the Roth 457 option must execute an Adoption Agreement, Exhibit B, Payroll/Administrative Procedures.
 - Return the completed and executed form.
 - Email: Ohio457@Nationwide.com
 - Fax: 614-222-9457
 - Mail: 257 East Town Street, Suite 400, Columbus, Ohio 43215-4626
 - An acknowledgment email and additional information will be sent to the employer upon receipt of an executed Exhibit B.
- ✓ Employers will need to set-up a separate post-tax payroll deduction for Roth contributions.
- ✓ Pre-tax deferrals and Roth contributions will be billed separately. Ohio DC will create a new bill code assigned to Roth contributions.
- ✓ Pre-tax deferral and Roth contribution billings can be obtained and filed on the Ohio Business Gateway at Ohiobusinessgateway.ohio.gov.

Comparison of the traditional pre-tax option and the Roth post-tax option:

Feature	Traditional 457(b)	Roth 457(b)
Payroll Deductions	Yes	Yes
Contributions	Pre-tax dollars	Post-tax dollars
Annual Limits	Combined contributions to Traditional (pre-tax) and Roth options will not exceed the maximum limits allowed by the IRS	
Investment Growth	Accumulates tax-deferred	Accumulates tax-free
Federal Tax on Distributions	Taxable income	Tax free if certain criteria are met

Enter Employer Name below. Execute the agreement on page five.

EXHIBIT B

PAYROLL/ADMINISTRATIVE PROCEDURES

An employer that establishes the Plan shall determine whether its employees will be permitted to make (i) pre-tax deferrals only or (ii) pre-tax deferrals and Roth contributions.

Enter Employer Name _____ elects to offer eligible employees one of the following options:

_____ Pre-tax deferrals only

OR



Pre-tax deferrals and Roth contributions

Employer's Effective Date Effective Date will be 15 days unless a date is provided.



As soon as administratively feasible. No sooner than 15 days after Ohio DC receives the executed Exhibit B and the employer receives their first pre-billing invoice for pre-tax deferrals and/or Roth contributions.

OR



Select effective date. The effective date (*must be within the next three months*) to start pre-tax deferrals and/or Roth contributions shall be: _____.

Deductions

A. **Pre-tax Deferrals.** The employer will ensure that federal and state income taxes for each participating employee are calculated after excluding the amount being deferred under the Plan. Please note that pre-tax deferrals are not excluded from local income tax calculations.

B. **Roth Contributions.** The employer will ensure that Roth contributions are after-tax contributions. This means the employer includes the amount of the Roth contributions in the employee's gross income at the time the employee would have otherwise received the amount in cash if the employee had not made the election. Roth contributions are subject to all applicable wage-withholding requirements.

The employer may not make any such contractual changes until the effective date specified on the Payroll Reduction Change Report, except to prevent deferrals/contributions from exceeding the maximum annual limits.

Reporting

The employer may utilize one of the following methods for reporting deferral/contribution amounts.

A. **A pre-billing invoice.** Ohio DC will create an invoice(s) for the employer generally 14 days before each pay date, listing the name, last four digits of the employee's social security number, and dollar amount of the deferral/contribution expected from each employee. Pre-tax deferrals and Roth contributions will be invoiced separately. The employer can obtain these invoices from the Ohio Business Gateway website. The employer will note any changes on the invoices before reporting these amounts.

- B. **A computer file.** The use of computer files is recommended for all employers who will have more than 100 participants in the Plan. Pre-tax deferrals and Roth contributions must be in separate files. This confidential data must be transmitted using the secure express upload feature of the Ohio Business Gateway at business.ohio.gov. Computer files must be formatted as indicated below.

<u>Field Name</u>	<u>Data Type</u>	<u>Start/End Pos.</u>		<u>Contents</u>
Transaction Type	X(3)	1	3	'114'
Employer ID	X(6)	4	9	Ohio DC will assign this number
Pay Date*	9(8)	10	17	Your payroll date
Social Security5	9(5)	18	22	First 5 digits of social security number
Social Security4	9(4)	23	26	Last 4 digits of social security number
Termination Code	X(2)	27	28	Does participant still work for you? Yes = SPACES No = 'TT'
Filler	X(8)	29	36	Spaces
Termination Date*	9(8)	37	44	Date employee was terminated or zeros for current employees
Transaction Amount**	9(7)	45	51	Deferral/contribution amount 9999999
Name	X(25)	52	76	Participant name
Filler	X(4)	77	80	Spaces

* All dates must use CCYYMMDD format (20250912)

** The transaction amount must not include the decimal point. Example, a \$125.00 deferral amount would be sent as 0012500.

Fields are **NOT** packed.

For regular deferrals (pre-tax), the file must be named **defcomp.txt**.

For Roth contributions (post-tax), the file must be named **roth_defcomp.txt**

Please note that regular deferrals and Roth contributions are on separate bills and cannot be combined in the same file

If you need further assistance, please call 614-466-7245.

- C. **An acceptable employer generated listing.** The employer may generate their own listing which will identify the name, last four digits of the employee's social security number, and dollar amount of the individual deferrals/contributions. The format must be (by pay frequency) in ascending alphabetical or social security number order with totals for each frequency. Pre-tax deferrals and Roth contributions must be reported separately. The list must contain employer name, employer number, and pay date. Do not list reductions by department or full social security numbers.

Changes

Ohio DC will create a Payroll Change Report(s) showing all employees who are newly enrolled or changing the amount of their deferrals/contributions. This report will be available to the employer generally 14 days before the effective pay date on the Ohio Deferred Compensation secure section of the Ohio Business Gateway website, business.ohio.gov. Separate Payroll Change Reports will be produced for pre-tax deferrals and Roth contributions.

Terminating Employees

For any participants who have terminated employment, the employer will note on each invoice, file, or listing, the date of termination, last four digits of the social security number, and name of the employee(s).

Remittance

For each pay date, at the earliest feasible date, the employer will forward payment for the total amount of deferrals/contributions with supporting documentation. The employer is responsible for the correct and timely remittance of deferrals/contributions. The employer may use one of the following methods for remittance:

ACH debit: Use the Ohio Business Gateway at business.ohio.gov. (*preferred method*)

ACH credit: Ohio DC will provide banking information to Employers using this method.

Check mailed to:

Ohio Deferred Compensation
257 East Town Street, Suite 400
Columbus, Ohio 43215-4623

The payment amount must be exactly equal to the total amount of deferrals/contributions on the detailed report. Please contact Ohio DC to obtain our debit blocker ID if submitting payment via the Ohio Business Gateway.

Refunds

If deferrals/contributions are erroneously made on behalf of a participant and the money must be returned to that participant, the employer may not use amounts to be refunded to the participant as an offset or credit against the gross amount of deferrals/contributions for the next pay period. The employer must notify Ohio DC in writing of such errors and the Board will return the money to the employer. For pre-tax deferrals the employer must then refund the money to the employee after withholding all appropriate taxes, etc., since the refund will not have been previously included as taxable income to that employee.

Annual Limits

Consistent with IRS regulations, the employer is responsible for ensuring that any combination of the participant's annual pre-tax deferrals and Roth contributions do not exceed the lesser of (i) the limits allowed by the Internal Revenue Code or (ii) 100% of includible compensation. Participants Age 50+, Age 60-63, or in their three years prior to Normal Retirement Age may be eligible for higher annual limits. Ohio DC will annually provide notice to the employer regarding such limits. Ohio DC will be careful to enroll the participant for deferral/contributions amounts that will not exceed the IRS's maximum limits. If events occur (requested changes to deferral/contribution amounts are not made timely, a year with 27 bi-weekly pay periods, etc.) whereby those limits could be exceeded, Ohio DC will work with the participant and employer to adjust deferral/contribution amounts accordingly.

Form W-2

The employer will be responsible for issuing a correct Form W-2 at year-end, which will identify the gross amount of wages subject to federal and state taxes and the gross amount of wages subject to local taxes. The employer will list on the participant's Form W-2 the amount of pre-tax deferrals or Roth contributions for the year, as required by the IRS.

Program Withdrawals

Ohio DC will be responsible for overseeing the disbursement of all withdrawals from Ohio DC to the participant or beneficiary(ies) and to discharge on behalf of the employer all reporting and withholding responsibilities required by Federal and State Regulatory Authorities.

Confidentiality

The employer shall maintain the confidentiality of individual participants and related account information.

It is Ohio DC's policy to limit the display of social security numbers. Billing and change reports will only display the last four digits of each participant's social security number. If the employer generates their own listing, the employer will be responsible for this confidential information while in transit. It is important that the display of social security numbers is limited to the last four digits.

Other Deferred Compensation Plans

If the employer offers deferred compensation programs in addition to Ohio DC as permitted under Sections 148.06 and 148.061 of the Ohio Revised Code, then the employer is responsible for assuring that participants do not exceed the maximum annual limits under IRC Section 457(b).

Execution

The duly authorized responsible official has executed this document for the Eligible Employer, and the Board (by its representative) has accepted as of the date noted below.

Enter Employer Name

Eligible Employer

Responsible Official (printed name)

Responsible Official Signature

Title

Date

PUBLIC EMPLOYEES RETIREMENT BOARD

Accepted for the Program

Date

Employer Services for You

The Board Office is responsible for administration of Ohio DC, which includes maintaining employer and employee account records, investing payroll deferrals/contributions, processing withdrawal requests and generating employer and employee account statements.

Employers with questions or needing assistance should contact the finance department of the Board Office.

Board Office:

Ohio Deferred Compensation
257 East Town Street, Suite 400
Columbus, Ohio 43215-4623

Phone: 614-466-7245, Option 4

Phone Hours: The Board Office staff is available to assist employers Monday-Friday from 7:30 a.m.-3:30 p.m.

Fax: 614-728-2601

Email: finance@OhioDC.org.



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

July 20, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Lease Modification and Extension Agreement No. 2 – Maplewood Mini-Park**

Dear Mr. Mayor and Council Members:

The City has leased a small portion of real estate for municipal park purposes at the northeast corner of Main Street and Maplewood Avenue from the property owner (Reeb Funeral Home) since April 21, 1985. As a part of the original lease from 1985 the City's only obligation was to use the area for park purposes, pay \$1 in rent annually, and carry sufficient liability insurance.

This lease was modified and extended by Ord. 63-2011 on June 20, 2011 (Lease Modification and Extension Agreement No. 1). Under this Agreement, all the original obligations were to remain with the exception the property owner asked for the rent payments to be increased to cover the property taxes for the leased area. At the time of the Agreement this was \$1,288 annually. This amount has been static and has not increased since adoption of the Agreement in 2011.

With improvements scheduled for the park as a part of the Downtown Transportation Improvements Project (Phase 2), we have negotiated a new lease (Lease Modification and Extension Agreement No. 2). The Agreement maintains all the same obligations, but the term was limited to five (5) years with one twelve (12) extension option. In addition, the property tax amount is tied to Lucas County Auditor's office records and the lessee requested advanced 24-hour notice from the tenant when live music is scheduled by Red Bird or the Downtown Sylvania Association for funeral home planning purposes.

The Service Department is in agreement with the suggested modifications and would recommend approval of Lease Modification and Extension Agreement No. 2. Please call with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Shaw", is written over a faint, larger blue outline of the same signature.

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

ORDINANCE NO. 103 - 2026

AUTHORIZING A SECOND LEASE MODIFICATION AND EXTENSION AGREEMENT BETWEEN REEB FUNERAL HOME, AS LESSOR, AND THE CITY OF SYLVANIA, AS LESSEE, OF THE PARK AREA AT MAIN AND MAPLEWOOD IN THE CITY OF SYLVANIA, OHIO; AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO SIGN SUCH A SECOND LEASE MODIFICATION AND EXTENSION ON BEHALF OF THE CITY OF SYLVANIA; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Sylvania has leased a portion of property located at Main Street and Maplewood Avenue since 1985; and,

WHEREAS, Ordinance No. 63-2011, passed June 20, 2011, authorized the Mayor and Director of Finance to execute a Lease Modification and Extension Agreement No. 1 to said Lease Agreement; and,

WHEREAS, the City of Sylvania now desires to enter into Lease Modification and Extension Agreement No. 2 to the Lease Agreement due to improvements scheduled for the park as a part of the Downtown Transportation Improvements Project (Phase 2), providing for a limited five (5) year extension, with one option to renew for an additional twelve (12) months; and,

WHEREAS, the City of Sylvania will pay the real estate taxes owed for 6616 Maplewood Avenue, Sylvania, Ohio as rent; and,

WHEREAS, a copy of said Lease Modification and Extension Agreement No. 2 is attached hereto as "Exhibit A".

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

SECTION 1. That the City of Sylvania desires to continue to maintain the park at the corner of Main Street and Maplewood Avenue.

SECTION 2. That the Mayor and Director of Finance of this City be, and they hereby are, authorized and directed to accept the terms of Lease Modification and Extension Agreement No. 2 on behalf of the City of Sylvania, as Lessee.

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 piece, health, safety, property and welfare of the City of Sylvania and for the further reason that the Lease Modification and Extension Agreement No. 2 should be entered into immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2026, as an emergency measure.

ATTEST:

President of Council

Clerk of Council

APPROVED:

APPROVED AS TO FORM:

Mayor

Director of Law

Date

EXHIBIT A

LEASE MODIFICATION AND EXTENSION AGREEMENT NO. 2

THIS AGREEMENT, made as of the ____ day of _____, 2026 by and between Reeb Funeral Home, an Ohio general partnership, having its address at 5712 N. Main, Sylvania, Ohio 43560 (the "Landlord") and the City of Sylvania, an Ohio municipal corporation, 6730 Monroe St., Sylvania, Ohio 43560 (the "Tenant"),

WHEREAS, Landlord and Tenant have entered into a certain Lease Agreement dated April 21, 1985 (the LEASE) and Lease Modification and Extension Agreement No. 1 dated ____, 2011, for the Lease of the premises situated in the City of Sylvania, Lucas County, Ohio and further described as follows:

The cross-hatched area of "Exhibit A" of the Southerly Fifty-Seven (57) feet of Lot Number 53 and the southerly Fifty-Seven (57) feet of the westerly thirty (30) feet of Lot Number 52 in Whiteford Division to the City of Sylvania, Lucas County, Ohio.

WHEREAS, Landlord and Tenant desire to extend and modify the Lease in certain other respects.

NOW, THEREFORE, in consideration of mutual covenants hereinafter set forth, and for other good and valuable consideration, the sufficiency of which are hereby acknowledged, the parties agree as follows:

1. The lease shall be extended under the same terms and conditions as the original Lease for an additional five (5) year period, with an option to renew for an additional twelve (12) months. Said lease shall be considered as having been automatically renewed for the additional term of twelve (12) months on the same terms as the original term except that the Lease may be canceled by Lessor or Lessee, on ninety (90) days prior written notice of cancellation. Lessee shall have ninety (90) days after giving or receiving said notice of cancellation within which to remove any and all improvements which it has made or installed in or on said premises.

2. Lessee shall pay as rent, the real estate taxes owed for 6616 Maplewood Ave., Sylvania, Ohio, also known as Parcel No. 82-11384, as reflected on the Lucas County Tax Duplicate for said parcel, payable in two equal installments due on June 1 and January 1 of each calendar year.

3. Tenant will coordinate with the Red Bird Arts District and Downtown Sylvania Association to provide notification to Landlord of live entertainment events scheduled at the leased premises at least twenty-four hours in advance of such entertainment.

4. Except as amended herein, all terms, covenants and conditions of the Lease are now and shall continue to be and remain in full force and effect.

5. This Lease Modification and Extension Agreement No. 2 and all the covenants, conditions, provisions and restrictions herein contained shall inure to the benefit of and be binding upon the heirs, executors, administrators, legatees, personal representatives, successors and assigns, respectively, of both Landlord and Tenant.

IN WITNESS WHEREOF, the parties hereunto have executed this agreement as of the date first hereinabove written.

Witnesses:

Anne Bauto
Anne Bauto

Witnesses:

Reeb Funeral Home, an Ohio
General partnership

By: [Signature]

And: [Signature]

LESSOR

City of Sylvania

By: _____

Mark R. Frye, Mayor

And: _____

Finance Director

LESSEE



Maplewood Park Lease Agreement - Exhibit A



ORDINANCE NO. 104-2026

REVISING THE ADMINISTRATIVE, DEPARTMENTAL AND DIVISIONAL ORGANIZATION OF THE CITY AND THE CODIFIED ORDINANCES THEREOF BY CREATING THE NEW POSITIONS OF “FINANCIAL ANALYST” AND “FINANCIAL COORDINATOR”; AMENDING SYLVANIA CODIFIED ORDINANCE SECTION 129.01(d) TO ADD THE “FINANCIAL ANALYST” AND THE “FINANCIAL COORDINATOR” UNDER THE SUPERVISION OF THE DIRECTOR OF FINANCE EFFECTIVE JULY 21, 2026; AMENDING SYLVANIA CODIFIED ORDINANCE SECTION 139.02(a) TO ADD THE CLASS CODE, GRADE AND TITLE FOR THE POSITIONS OF “FINANCIAL ANALYST” AND “FINANCIAL COORDINATOR”; AND DECLARING AN EMERGENCY.

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

_____ members elected thereto concurring:

SECTION 1. That Sections 129.01(d) and 139.02(a) of the Codified Ordinances of Sylvania, 1979, as amended, be, and the same hereby is, amended to read as set forth on the attached “Exhibit A-1 and A-2” with the creation of the positions “Financial Analyst” and “Financial Coordinator” and establishing the salaries for these positions starting July 21, 2026.

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

SECTION 3. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Sections 11(c) and 12, of the Charter of this City.

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the changes to the administrative structure should be made at the earliest possible time. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2026, as an emergency issue.

President of Council

ATTEST:

Clerk of Council

APPROVED:

APPROVED AS TO FORM:

Mayor

Director of Law

Date

129.01 DIRECTOR’S POWERS AND DUTIES.

* * *

(d) The Director of Finance shall supervise the general financial policy of the City, including being responsible for preparation of note and bond transcripts and special assessment proceedings and the preparation of transcripts therefore, unless such responsibility or responsibilities is or are specifically required of another officer or employee of the City by ordinance, and shall supervise and control the various divisions of his department. The Department of Finance shall consist of a Director, a Financial Analyst, and a Financial Coordinator, and the Divisions of Treasury, Taxation, and Information Technology.

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

“Exhibit A-1”

(a) Classes in the Plan. The Classification Plan shall consist of the classes listed in this section, with such changes from time to time as may be recommended by the Treasurer and approved by Council. All positions in each class shall be compensated in accordance with the class grade for each class as shown in this section and at the rates of pay for each class grade as set forth in Section 139.03. The salary rates as established for each class grade shall be the compensation for work of salaried employees on a normal full-time schedule not to exceed the number of hours per week shown in this section for the respective groups of classes.

LIST OF OCCUPATIONAL TITLES

<u>CLASS CODE</u>	<u>CLASS GRADE</u>	<u>CLASS TITLE</u>
100	Clerical, Administrative and Fiscal Group (40H/W)	
	* * *	
	20	Financial Coordinator
	22	Financial Analyst

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

ORDINANCE NO. 105-2026**AUTHORIZING THE DONATION OF BALLISTIC VESTS TO THE OWENS COMMUNITY COLLEGE LAW ENFORCEMENT PROGRAM; DETERMINING SAID PROPERTY TO BE OF NO FURTHER USE TO THE CITY OF SYLVANIA; AND DECLARING AN EMERGENCY.**

WHEREAS, the City of Sylvania previously purchased ballistic vests for its Police Department; and,

WHEREAS, this equipment has recently been replaced by the City of Sylvania Police Department and, therefore, is of no further use to the City; and,

WHEREAS, the Chief of Police has recommended the ballistic vests be donated to the Owens Community College Law Enforcement Program.

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

SECTION 1. That it is hereby determined that the City of Sylvania no longer needs the following ballistic vests:

1. 7 Point Blank;
2. 4 American Body Armor;
3. 1 Safariland Vest;

SECTION 2. That the Mayor and Director of Finance be, and they are hereby are, authorized to donate the ballistic vests described above which are of no further use to the City, to the Owens Community College Law Enforcement Program.

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 ballistic vests described above are no longer needed by the

City and should be donated to Owens Community College Law Enforcement Program 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

To: City of Sylvania, Ohio
City Council and
Municipal Planning Commission

Application No. ZA-1-2026

Date 7-10-2026

Petitioner Name(s): Louisville Title Agency for N.W. Ohio, Inc., as Trustee for Millstream Development Company

Petitioner Address: 626 Madison Ave., Toledo, OH 43604

Email: jmartin@louisvilletitle.com

Telephone: 419-248-4611

Location of property for which zoning amendment is requested:

Located on the south side of Brint Road, immediately west of the intersection with King Road.

Parcel Nos. 8293529, 8293530 and 8293531

Purpose of amendment request: Proposing a Planned Development (PD) to develop four residential lots.

Current Zoning: R-1

Requested Zoning: R-1 PD

The undersigned, being one or more of the owners, lessees or occupants within the area proposed to be changed by the amendment, hereby petition for an Amendment to the Zoning Code, pursuant to Chapter 1107 of the Codified Ordinances of the City of Sylvania, Ohio, as amended.

- Attachments:
1. Full legal description of the property for which the Zoning Amendment is proposed.
 2. Area location map.
 3. Site plan - if plan is larger than 11" x 17", eighteen (18) copies must be submitted.

A check for \$300.00 + cost of advertising, payable to the City of Sylvania is attached for processing of said Petition. It is understood that no refund is to be made after the filing of the Petition.

By:

Louisville Title Agency for N.W. Ohio, Inc., as Trustee for Millstream Development Company
By: [Signature]
June W. [Signature]
SR. V.P.

Date referred by Council: _____

Date of Commission Action: _____

Date of Council Action: _____

Action: _____

For Office Use Only

Date: 7-10-2026 Check #: _____ Cash: _____ Fee: \$ _____



VICINITY MAP
SCALE 1"=400'

BRINT & KING PLANNED DEVELOPMENT SITE PLAN

PART OF THE NORTHEAST 1/4 OF SECTION 17,
TOWN 9 SOUTH, RANGE 6 EAST
CITY OF SYLVANIA, LUCAS COUNTY, OHIO

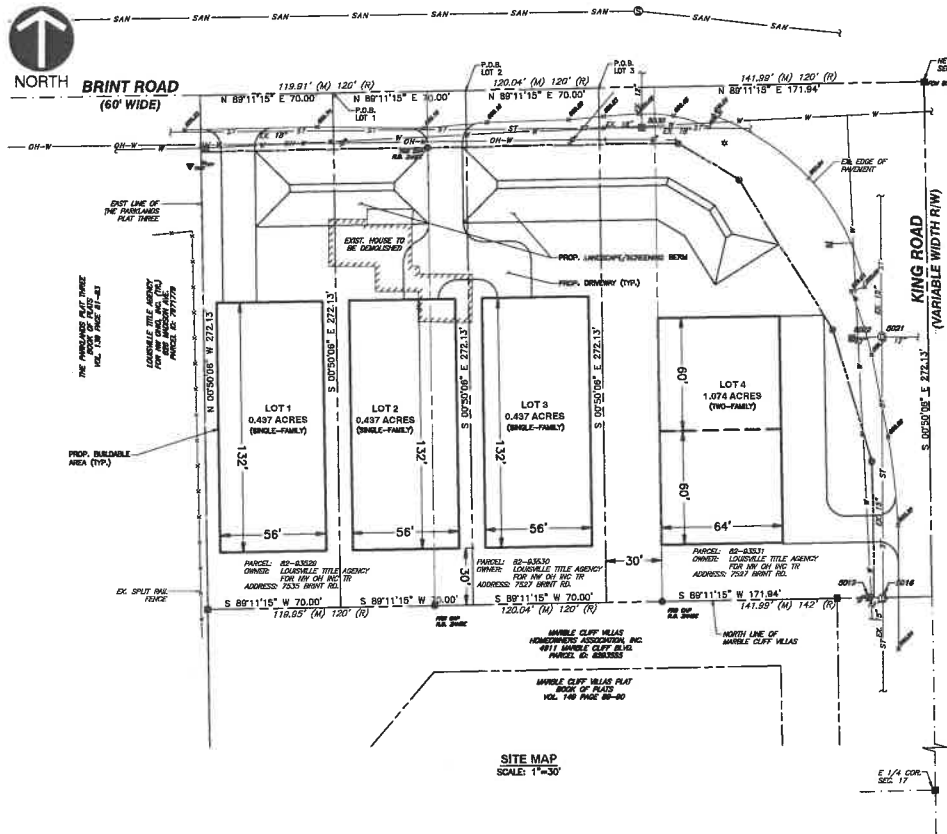
OWNER/TEAM INFORMATION

CIVIL ENGINEER & LAND SURVEYOR

CIVIL & ENVIRONMENTAL CONSULTANTS, INC.
ONE SEASIDE, SUITE 2000
TOLLEDO, OH 43604
PH: (419) 724-5281
CONTRACT: FERNANDO CHARRAGO, PE

DEVELOPER

MILLSTREAM DEVELOPMENT COMPANY
8000 ELLIOTT-BETTERMAN ROAD
SYLVANIA, OH 43080
PH: (615) 858-0887
CONTACT: RYAN WAGNER



SITE MAP
SCALE: 1"=30'

NOTES

1. LOCATION OF PUBLIC WATER MAIN, STORM SEWER AND SANITARY SEWER IS BASED ON GIS INFORMATION PROVIDED BY THE CITY OF SYLVANIA. EXISTING DRAINAGE/PLETS AND HYDRAULICS WERE LOCATED BY CEC VIA FIELD SURVEY.
2. A FIELD SURVEY WAS NOT PERFORMED, BUT CAN BE UPON REQUEST.
3. THE PROPOSED LOTS WILL HAVE WATER AND SANITARY SERVICE VIA EXISTING TAPS ON THE NEAREST CORNER OF THE DEVELOPMENT ON VAN HOUTEN ROAD ON WEST ROAD AND/OR ROAD ROAD.
4. AN ACCESS EASEMENT WILL BE RECORDED TO GRANT LOT 3 ACCESS THROUGH THE DRIVEWAY IN LOT 2.

SITE DEVELOPMENT ZONING DATA

ZONING DISTRICT:	R-1
LOT AREA:	10,000 SQUARE FEET
LOT WIDTH:	70 FEET
FRONT YARD SETBACK:	25 FEET
REAR YARD SETBACK:	25 FEET
SIDE YARD SETBACK:	30 FEET
TOTAL SITE AREA:	3.300 ACRES
PROP. IMPROVABLE AREA:	0.888 ACRES

PROPOSED SITE USE

THE PROPOSED SITE WILL CONSIST OF SINGLE-FAMILY AND TWO-FAMILY RESIDENTIAL LOTS.

FLOODPLAIN CLASSIFICATION

BY GEORGE FLOTTING ONLY, THE PROPERTY IS IN ZONE 1 AS Delineated ON FEMA MAP NUMBER 30050C001, CITY OF SYLVANIA, COMMUNITY NO. 30050, EFFECTIVE DATE AUGUST 18, 2011.

ANTICIPATED SCHEDULE

- 1) SITE WORK: OCTOBER 2024
- 2) BUILDING CONSTRUCTION: NOVEMBER 2024
- 3) LANDSCAPING: MAY 2027

SURVEY LEGEND:

- FOUND 6"X4" X 30" REBAR WITH 2" DIA. ALUMINUM DISC (UNLESS NOTED OTHERWISE)
- FOUND 4"X4" X 3" DIA. ALUMINUM DISC IN 6" CONCRETE MONUMENT (UNLESS NOTED OTHERWISE)
- SET 6"X4" X 30" GAPPED REBAR JOINED TO DISC, INC. RPT NO. 81151
- SET 6"X4" X 30" GAPPED REBAR
- POINT OF COMMENCEMENT
- PROPOSED PARCEL LINE
- EX. PARCEL LINE

SCALE IN FEET
0 30 60

REFERENCES

1. DEEDS OF RECORD ON FILE AT THE LUCAS COUNTY RECORDERS' OFFICE, DURING DEC 2010, SURVEY OF RECORD & TAX MAPS ON FILE AT LUCAS COUNTY RECORDERS' OFFICE, VOLUME 140, PAGE 84-85 BOOK OF PLATS, LUCAS COUNTY RECORDERS' OFFICE.
2. THE FARMLAND PLAT THREE, VOLUME 130, PAGE 81-83, BOOK OF PLATS, LUCAS COUNTY RECORDERS' OFFICE.

REVISION RECORD

NO.	DATE	DESCRIPTION
-----	------	-------------

One SeaGate
Suite 2050
Tolledo, OH 43604
Ph: 419/724-5281
www.cecinc.com



MILLSTREAM DEVELOPMENT CO.
BRINT & KING PLANNED DEVELOPMENT
SYLVANIA, LUCAS CO., OHIO

SITE PLAN

DATE	FILE
DESIGN SCALE	DATE
PROJECT NO.	DATE
APPROVED BY:	DATE

STATIONING NO.
C200

HEET 1 OF 1



June 16, 2026

To: Chairman and Members
Sylvania Municipal Planning Commission

Re: Petition for Zoning Ordinance Amendment SUP-3-2026

Dear Chairman and Members:

Following is an excerpt from the minutes of the June 15, 2026 City Council meeting:

Mr. Haynam moved, Ms. Stough seconded to refer Petition for Zoning Ordinance Amendment SUP-3-2026 from Donald A. Perrucci, Trustee, at 8310 Sylvania-Metamora Road, Sylvania, Ohio, to change the current B-2 zoning to B-2 SUP zoning to allow for a SUP car wash, to the Municipal Planning Commission for review and recommendation; roll call vote being: Richardson, Murphy, Westphal, Haynam, Hansen, Stough; (6) yeas; (0) nays. The motion carried.

Sincerely,

Claudia Witkowski
Clerk of Council

PETITION FOR ZONING ORDINANCE AMENDMENT

To: City of Sylvania, Ohio
City Council and
Municipal Planning Commission

Application No. SUP-3-2026
Date 5-28-2026

Petitioner Name(s): Donald A Perrucci, Trustee

Petitioner Address: 96 N Third St. #275, San Jose CA 95112

Email: _____ Telephone: _____

Location of property for which zoning amendment is requested:
8310 Sylvania-Metamora Rd

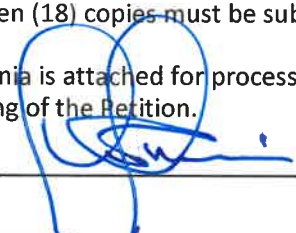
Purpose of amendment request: SUP Car Wash

Current Zoning: B-2 Requested Zoning: B-2 SUP

The undersigned, being one or more of the owners, lessees or occupants within the area proposed to be changed by the amendment, hereby petition for an Amendment to the Zoning Code, pursuant to Chapter 1107 of the Codified Ordinances of the City of Sylvania, Ohio, as amended.

- Attachments:
1. Full legal description of the property for which the Zoning Amendment is proposed.
 2. Area location map.
 3. Site plan - if plan is larger than 11" x 17", eighteen (18) copies must be submitted.

A check for \$300.00 + cost of advertising, payable to the City of Sylvania is attached for processing of said Petition. It is understood that no refund is to be made after the filing of the Petition.

By:  _____

Date referred by Council: 6-15-2026

Date of Commission Action: _____

Date of Council Action: _____

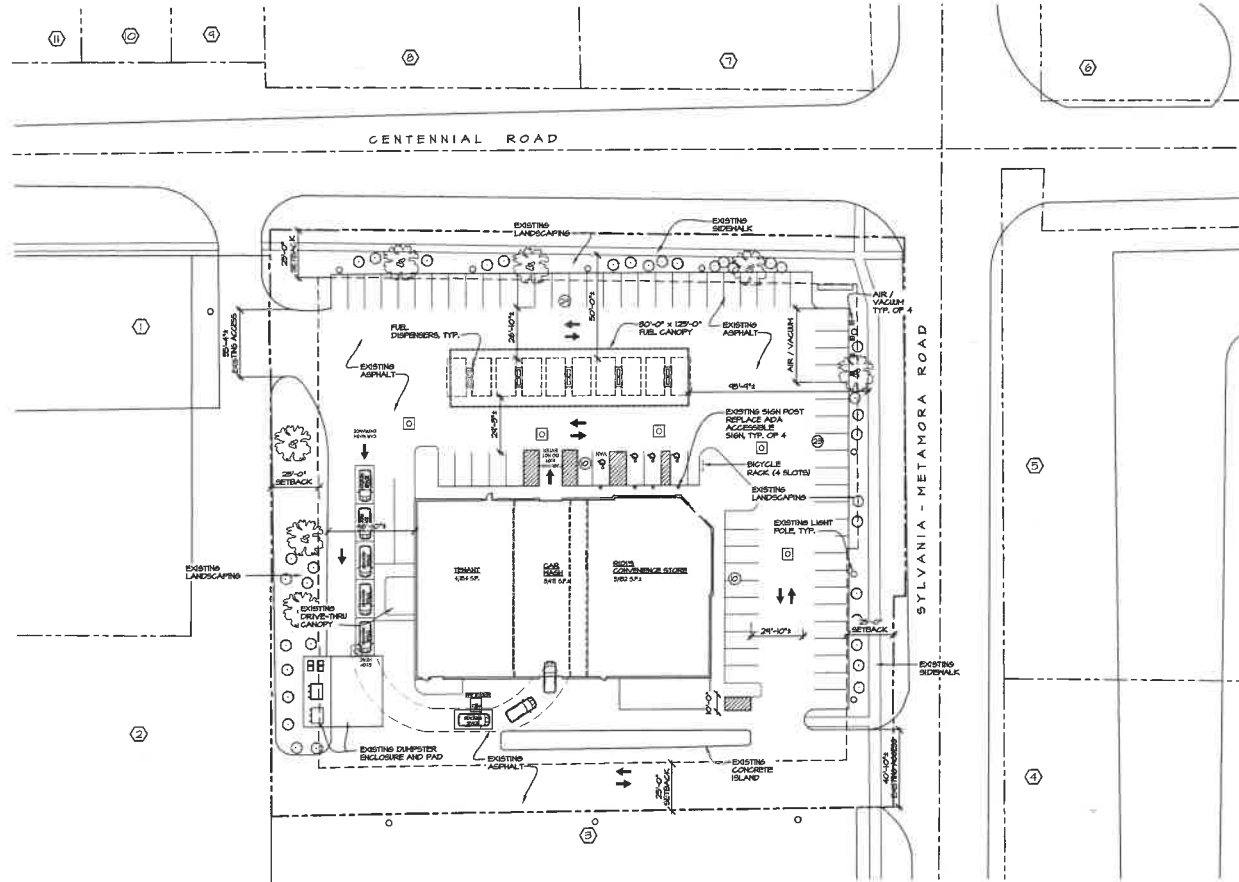
Action: _____

For Office Use Only

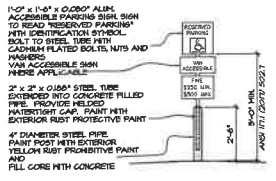
Date: 5/28/2026 Check #: 10112 Cash: — Fee: \$ 300.00
TSB

CITY OF SYLVANIA, OHIO
Procedure for Zoning Ordinance Amendment

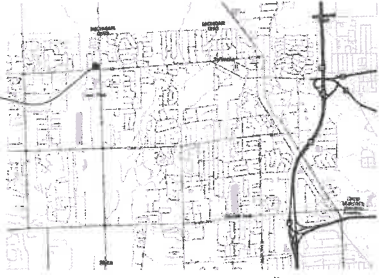
1. Submit application, required attachments, and \$300.00 filing fee + Advertising cost to:
Clerk of Council
Sylvania Administration Building,
Room 201
6730 Monroe Street
Sylvania, Ohio 43560-1948
419-885-8931
2. City Council, at its next regularly scheduled meeting, will refer the application to the Municipal Planning Commission for review and recommendation.
NOTE: City Council meets on the first and third Monday of every month.
Applicant does not need to attend this meeting.
3. The Planning Commission will review the application at its next regularly scheduled meeting.
NOTE: Planning Commission meets on the second Wednesday following the first Monday of each month.
Applicant should attend.
4. The recommendation of the Planning Commission will be filed with City Council at Council's next regularly scheduled meeting. At this time, Council will set the public hearing date. Notice of the public hearing must be published at least 30 days prior to the hearing and written notice must be mailed to property owners within, contiguous to and directly across the street from subject parcel(s), if the number of parcels to be rezoned or redistricted is ten (10) or less. Applicant does not need to attend this meeting.
5. The public hearing will be scheduled immediately prior to a regularly scheduled City Council meeting.
Applicant should attend the public hearing.
6. After approval or denial of the amendment by City Council, legislation will be ordered.



SITE PLAN
SCALE: 1" = 30'-0"



MOUNTED ON EXISTING POST
ACCESSIBLE POST PARKING SIGN DETAIL
NOT TO SCALE
NOTE:
FINE ANCHOR IS TO BE PLACED ON SIGN PER LOCAL GUIDELINES.
(MINIMUM PINE 5/8" AND MAXIMUM PINE 5/8")



VICINITY MAP
NOT TO SCALE

ZONING CODE INFORMATION:

SPECIAL USE PERMIT:
AUTOMOBILE SERVICE STATION WITH CONVENIENCE STORE, CAR WASH AND RETAIL TENANT

CODES:
CITY OF SYLVANIA MUNICIPAL CODE
2024 OHIO BUILDING CODE

SUBJECT PROPERTY INFORMATION:
PARCEL - 8310860
PARCEL ADDRESS - 8310 SYLVANIA-METAMORA ROAD
SYLVANIA, OHIO 43060

ZONING - SI-B2
OWNER - PERRUGGI DONALD A & GENEVIEVE A TRUSTEES
OWNER ADDRESS - 86 N THIRD ST #215
SAN JOSE, CA 95132

LEGAL DESCRIPTION:
0.45 AC. US SLY 254.13 FT AS MEAS ON E LINE SLY 254.54 FT AS MEAS ON S LINE ENCL PT IN R D 4 SUBJ TO LEGAL RIGHTS AN EXD FROM SYLVANIA TRP SEE

SETBACKS:
REAR SETBACK: 25'-0"
SIDE SETBACK (ONE SIDE/COMBINED): 25'-0"
FRONT SETBACK: 25'-0"

BUILDING HEIGHT:
45'-0" (MAXIMUM)

PARKING REQUIREMENTS:
USE CATEGORY: AUTOMOBILE SERVICE STATION WITH CONVENIENCE STORE, CAR WASH AND FUTURE RETAIL TENANT
REQUIRED: 48 SPACES (1 PER 250 S.F. OF RETAIL SPACE)
BICYCLE SLOTS: 3 BICYCLE SLOTS
PROVIDED (EXISTING): 60 STANDARD PARKING SPACES
8 ACCESSIBLE SPACES (SEE 108-3)
12 PARKING SPACES TOTAL
BICYCLE SLOTS: 4 SLOTS

PROPERTY LEGEND

- | | |
|--|--|
| ① ZONED: SI-B2
PARCEL: 8302001
PARCEL ADDRESS:
5850 RESERVANT LANE
SYLVANIA, OHIO 43060
OWNER: CHARGEDVENTURE AN
OHIO NON PROFIT CORPORATION
OWNER ADDRESS:
5845 CENTENNIAL ROAD
SYLVANIA, OHIO 43060 | ⑦ ZONED: SI-B2
PARCEL: 8306025
PARCEL ADDRESS:
5815 N CENTENNIAL RD
SYLVANIA, OHIO 43060
OWNER: LOUISVILLE TITLE
AGENCY FOR N IN OHIO TR
OWNER ADDRESS:
636 HADISON AVE
TOLLEDO, OHIO 43604 |
| ② ZONED: SI-B2
PARCEL: 8306021
PARCEL ADDRESS:
5801 N CENTENNIAL RD
SYLVANIA, OHIO 43060
OWNER: CHARGEDVENTURE AN
OHIO NON PROFIT CORPORATION
OWNER ADDRESS:
5845 CENTENNIAL RD
SYLVANIA, OHIO 43060 | ⑧ ZONED: SI-B2
PARCEL: 8306034
PARCEL ADDRESS:
5422 N CENTENNIAL RD
SYLVANIA, OHIO 43060
OWNER: METAMORA STATE BANK
OWNER ADDRESS:
120 E MAIN ST
METAMORA, OHIO 43040 8102 |
| ③ ZONED: SI-B2
PARCEL: 8306026
PARCEL ADDRESS:
5801 N CENTENNIAL RD
SYLVANIA, OHIO 43060
OWNER: CHARGEDVENTURE AN
OHIO NON PROFIT CORPORATION
OWNER ADDRESS:
5845 CENTENNIAL RD
SYLVANIA, OHIO 43060 | ⑨ ZONED: SI-B1
PARCEL: 8306031
PARCEL ADDRESS:
5801 N CENTENNIAL RD
SYLVANIA, OHIO 43060
OWNER: HADISON JOHN A
OWNER ADDRESS:
5801 CENTENNIAL RD
SYLVANIA, OHIO 43060 |
| ④ ZONED: 20-H4
PARCEL: 8306027
PARCEL ADDRESS:
5845 CENTENNIAL RD
SYLVANIA, OHIO 43060
RECREATION DISTRICT
OWNER ADDRESS:
1000 SYLVANIA
SYLVANIA, OHIO 43060 | ⑩ ZONED: SI-B1
PARCEL: 8306031
PARCEL ADDRESS:
5845 CENTENNIAL RD
SYLVANIA, OHIO 43060
OWNER: MCCARTHY CHRISTOPHER
14 J JULIE A (CONSRVTC)
OWNER ADDRESS:
5845 CENTENNIAL RD
SYLVANIA, OHIO 43060 |
| ⑤ ZONED: 20-C2
PARCEL: 1605071
PARCEL ADDRESS:
6525 SYLVANIA-METAMORA RD
SYLVANIA, OHIO 43060
OWNER: SYLVANIA SD OF
EDUCATION
OWNER ADDRESS:
PO BOX 608
SYLVANIA, OHIO 43060 | ⑪ ZONED: SI-B1
PARCEL: 8306034
PARCEL ADDRESS:
5845 CENTENNIAL RD
SYLVANIA, OHIO 43060
OWNER: MCCARTHY GARY A
NELLIE L CO-TRUSTEES
OWNER ADDRESS:
6004 HETGILL DR
SYLVANIA, OHIO 43060 |
| ⑥ ZONED: SI-B2
PARCEL: 8306027
PARCEL ADDRESS:
1041 EISE ST
SYLVANIA, OHIO 43060
OWNER: RED RED LLC
OWNER ADDRESS:
101 N ALDINE RD
SYLVANIA, OHIO 43060 | |

SITE PLAN, CODE INFORMATION, DETAILS, AND NOTES

SPECIAL USE PERMIT FOR:

RIDIS

8310 SYLVANIA-METAMORA ROAD
SYLVANIA, OHIO 43060

PROJECT NO: 2024010000	DESIGNED BY: ASJA	DATE: 02/27/2025	PROJECT: 8310 SYLVANIA-METAMORA ROAD
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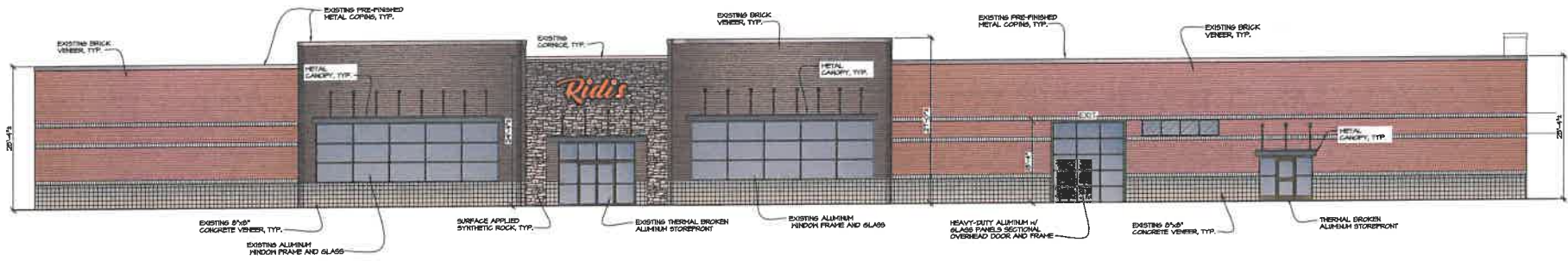
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Revised: J. Webb, JANC071410
Circulator Date: 1/21/2025

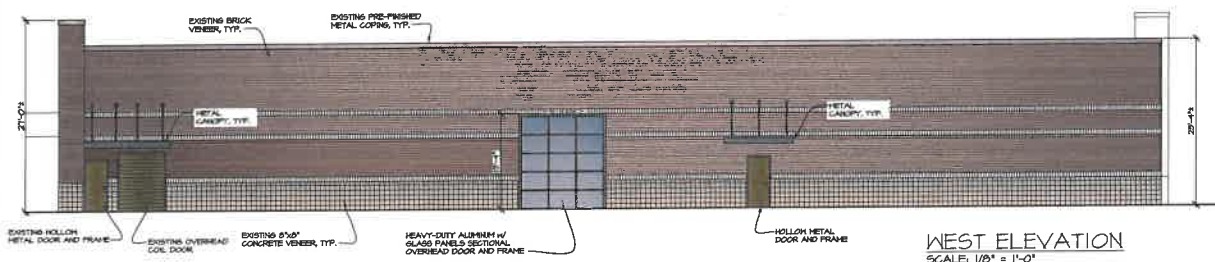
ADD: 100% LAYOUT SHEET - 301 S. SYLVANIA, METAMORA, PENNSYLVANIA 17056 - 31.00 - 3000171 CAD - 2023.03.23 10:44 AM
31.00 - 3000171 CAD - 2023.03.23 10:44 AM
31.00 - 3000171 CAD - 2023.03.23 10:44 AM



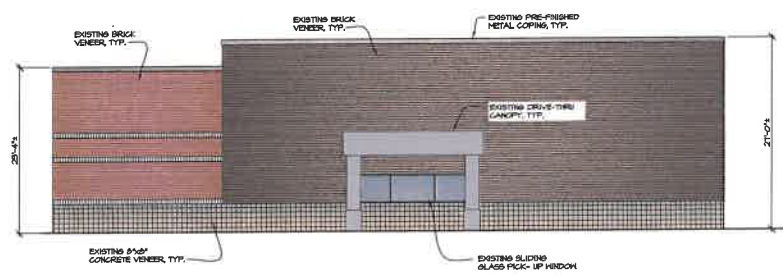
SOUTH ELEVATION
SCALE: 1/8" = 1'-0"

SOUTHEAST ELEVATION
SCALE: 1/8" = 1'-0"

EAST ELEVATION
SCALE: 1/8" = 1'-0"



WEST ELEVATION
SCALE: 1/8" = 1'-0"



NORTH ELEVATION
SCALE: 1/8" = 1'-0"

MATERIAL NOTES

1. COORDINATE ALL FINISH COLORS, TEXTURES, PROFILES, ETC., W/ OWNER.
2. PROVIDE SEPARATION BETWEEN DISSIMILAR METALS.
3. SURFACE APPLIED SYNTHETIC ROCK:
ADHERED STONE VENEER SHALL NOT BE MORE THAN 2 5/8" IN THICKNESS, 36" MAX. FACE DIMENSION AND 8' SQUARE-FOOT IN TOTAL FACE AREA. UNIT WEIGHT IS LIMITED TO 10 LB./S.F. ADHESION TO HAVE A TENSILE STRENGTH OF 30 PSI. ALL WORK SHALL CONFORM TO THE AGG / ADHES / ANCE S. HANDBOOK 2.1 HIL ABOVE HARD SURFACES AND 4" MIN. ABOVE GRADE FOR SYNTHETIC ROCK. COORDINATE INSTALLATION DETAILS W/ MANUFACTURER TO MAINTAIN ALL WARRANTIES AND GUARANTEES. COORDINATE COLOR AND STYLE WITH OWNER.
4. METAL CANOPY:
CANOPY SUPPLIER SHALL PROVIDE SHOP DRAWINGS STAMPED BY A REGISTERED ENGINEER CERTIFIED IN THE STATE OF OHIO, INDICATING ABILITY TO WITHSTAND WIND AND OTHER LATERAL LOADS AND LIVE LOADS AS REQUIRED BY CHAPTER 16 (DCC 301, 310.03).
5. SIGNAGE:
BUILDING SIGNAGE TO BE PROVIDED BY OWNER. INSTALLATION BY CONTRACTOR. COORDINATE FINAL LOCATION W/ OWNER.

EXTERIOR ELEVATIONS AND NOTES
SPECIAL USE PERMIT FOR:

RIDIS
8310 SYLVANIA-METAMORA ROAD
SYLVANIA, OHIO 43060

PROJECT NO: 20200206
DESIGNED BY: AJM
CHECKED BY: PERMIT
DATE: 02/02/2024
C-2
2 OF 2 DRAWINGS

Architecture by Design, Ltd.
5622 Mayberry Square, Sylvania, Ohio 43560
(419) 864-3311 | architecturebydesign.net



THOMAS J. MAHA, PROJECT ARCHITECT
EXPIRATION DATE: 12/31/2025



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

July 20, 2026

To: The Mayor and Members of Sylvania City Council

Re: **2026 Congestion Mitigation and Air Quality (CMAQ)
Centennial Road & Little Road Roundabout Application**

Dear Mr. Mayor and Council Members:

Lake Erie West (LEW) has opened the grant application window for eligible projects in the state-wide Congestion Mitigation and Air Quality (CMAQ) Program. This round of funding is to complete the pipeline of projects for fiscal years 2031-32 with \$10,000,000 available in CMAQ.

The Service Department would like to submit the Centennial Road and Little Road Roundabout Project for CMAQ funding consideration. This project is currently under Stage 1 engineering design by Tetra Tech as approved by City Council on January 5, 2026 (Ord. 9-2026). This contract was also amended once on June 15, 2026 (Ord. 102-2026) by Request Change Authorization #1 to provide supplemental traffic related information and services in anticipation of submitting a project CMAQ application.

The total cost of the project is estimated to be \$2,243,217 and we are requesting \$1,363,774 (60.8%) in CMAQ assistance. If successful, the Service Department would pursue additional grant opportunities with the Ohio Public Work Commission (OPWC) when funding solicitation windows become available. The estimated OPWC request would be \$599,943 (26.7%) and the remaining local portion would be \$279,500 (12.5%).

We recommend the authorization to submit this grant application. Please call if you have any questions.

Sincerely,

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

RESOLUTION NO. 8-2026**A RESOLUTION AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO FILE A LAKE ERIE WEST PROGRAM GRANT APPLICATION FOR THE CENTENNIAL ROAD AND LITTLE ROAD ROUNDABOUT PROJECT; AND DECLARING AN EMERGENCY.**

WHEREAS, the Director of Public Service, by report dated July 20, 2026, has requested permission to apply for Lake Erie West (“LEW”) Congestion Mitigation and Air Quality Program (“CMAQ”) grant funding for the construction of a roundabout at the Centennial Road and Little Road intersection; and,

WHEREAS, the estimated total cost of the Centennial Road and Little Road Roundabout Project is \$2,243,217 and the Director of Public Service has recommended the City submit a CMAQ grant application to assist with \$1,263,774, or 60.8% of the project, and if successful, the Director of Public Service would also apply for Ohio Public Works Commission funding to reduce the local share.

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

SECTION 1. That the Mayor and Director of Finance of the City of Sylvania are hereby authorized to file an application for LEW CMAQ grant funding for the Centennial Road and Little Road Roundabout Project.

SECTION 2. That the Mayor and Director of Finance are authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

SECTION 3. 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 4. 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 the City.

SECTION 5. 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 file its application for the grant immediately and therefore this Resolution should be 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:

President of Council
APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date



13a

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

July 20, 2026

To: The Mayor and Members of Sylvania City Council

Re: **2026 Surface Transportation Block Grant (STBG)
Centennial Road & Little Road Roundabout Application**

Dear Mr. Mayor and Council Members:

Lake Erie West (LEW) has opened the grant application window for eligible projects in the Surface Transportation Block Grant (STBG) Program. This round of funding is to complete the pipeline of projects for fiscal years 2030-32 with \$24,000,000 available in STBG.

The Service Department would like to submit the Centennial Road and Little Road Roundabout Project for STBG funding consideration. This project is currently under Stage 1 engineering design by Tetra Tech as approved by City Council on January 5, 2026 (Ord. 9-2026). This contract was also amended once on June 15, 2026 (Ord. 102-2026) by Request Change Authorization #1 to provide supplemental traffic related information and services in anticipation of submitting a project STBG application.

The total cost of the project is estimated to be \$2,243,217 and we are requesting \$1,363,774 (60.8%) in STBG assistance. If successful, the Service Department would pursue additional grant opportunities with the Ohio Public Work Commission (OPWC) when funding solicitation windows become available. The estimated OPWC request would be \$599,943 (26.7%) and the remaining local portion would be \$279,500 (12.5%).

We recommend the authorization to submit this grant application. Please call if you have any questions.

Sincerely,

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

RESOLUTION NO. 9-2026**A RESOLUTION AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO FILE A LAKE ERIE WEST PROGRAM GRANT APPLICATION FOR THE CENTENNIAL ROAD AND LITTLE ROAD ROUNDABOUT PROJECT; AND DECLARING AN EMERGENCY.**

WHEREAS, the Director of Public Service, by report dated July 20, 2026, has requested permission to apply for Lake Erie West (“LEW”) Surface Transportation Block Grant (“STBG”) funding for the construction of a roundabout at the Centennial Road and Little Road intersection; and,

WHEREAS, the estimated total cost of the Centennial Road and Little Road Roundabout Project is \$2,243,217 and the Director of Public Service has recommended the City submit a STBG grant application to assist with \$1,363,774, or 60.8% of the project, and if successful, the Director of Public Service would also apply for Ohio Public Works Commission funding to reduce the local share.

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

SECTION 1. That the Mayor and Director of Finance of the City of Sylvania are hereby authorized to file an application for LEW STBG grant funding for the Centennial Road and Little Road Roundabout Project.

SECTION 2. That the Mayor and Director of Finance are authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

SECTION 3. 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 4. 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 the City.

SECTION 5. 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 file its application for the grant immediately and therefore this Resolution should be 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.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date



13c

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

July 20, 2026

To: The Mayor and Members of Sylvania City Council

Re: **2026 Surface Transportation Block Grant (STBG)
Erie Street Resurfacing (Highland View Drive to Railroad Tracks) Application**

Dear Mr. Mayor and Council Members:

Lake Erie West (LEW) has opened the grant application window for eligible projects in the Surface Transportation Block Grant (STBG) Program. This round of funding is to complete the pipeline of projects for fiscal years 2030-32 with \$24,000,000 available in STBG.

The Service Department would like to submit the Erie Street Resurfacing (Highland View Drive to Railroad Tracks) Project for STBG funding consideration in the Small Project Fund. Of the \$24,000,000 available to project applicants, LEW will set aside \$5,000,000 for small projects with a maximum funding cap amount set at \$625,000 for any single project.

The total cost of the project is estimated to be \$479,771 and we are requesting \$319,817 (66.7%) in STBG assistance. If successful, the Service Department would pursue additional grant opportunities with the Ohio Public Work Commission (OPWC) when funding solicitation windows become available. The estimated OPWC request would be \$93,454 (19.5%) and the remaining local portion would be \$66,500 (13.8%).

We recommend the authorization to submit this grant application. Please call if you have any questions.

Sincerely,

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

RESOLUTION NO. 10-2026**A RESOLUTION AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO FILE A LAKE ERIE WEST GRANT APPLICATION FOR THE ERIE STREET RESURFACING PROJECT (HIGHLAND VIEW DRIVE TO RAILROAD TRACKS); AND DECLARING AN EMERGENCY.**

WHEREAS, the Director of Public Service, by report dated July 20, 2026, has requested permission to apply for Lake Erie West (“LEW”) Surface Transportation Block Grant (“STBG”) funding for the resurfacing of Erie Street (Highland View Drive to Railroad Tracks); and,

WHEREAS, the estimated total cost of the Erie Street Resurfacing Project is \$479,771 and the Director of Public Service has recommended the City submit a STBG grant application to assist with \$319,817, or 66.7% of the project, and if successful, the Director of Public Service would also apply for Ohio Public Works Commission funding to reduce the local share.

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

SECTION 1. That the Mayor and Director of Finance of the City of Sylvania are hereby authorized to file an application for LEW STBG grant funding for the Erie Street Resurfacing Project.

SECTION 2. That the Mayor and Director of Finance are authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

SECTION 3. 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 4. 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 the City.

SECTION 5. 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 file its application for the grant immediately and therefore this Resolution should be 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:

President of Council
APPROVED AS TO FORM:

Clerk of Council
APPROVED:

Director of Law

Mayor

Date



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

July 20, 2026

To: The Mayor and Members of Sylvania City Council

Re: **2026 Surface Transportation Block Grant (STBG)
Main Street Reconstruction (Convent Boulevard to Brint Road) Application**

Dear Mr. Mayor and Council Members:

Lake Erie West (LEW) has opened the grant application window for eligible projects in the Surface Transportation Block Grant (STBG) Program. This round of funding is to complete the pipeline of projects for fiscal years 2030-32 with \$24,000,000 available in STBG.

The Service Department would like to submit the Main Street Reconstruction (Convent Boulevard to Brint Road) Project for STBG funding consideration in the Small Project Fund. Of the \$24,000,000 available to project applicants, LEW will set aside \$5,000,000 for small projects with a maximum funding cap amount set at \$625,000 for any single project.

The total cost of the project is estimated to be \$1,080,144 and we are requesting \$625,000 (57.9%) in STBG assistance. If successful, the Service Department would pursue additional grant opportunities with the Ohio Public Work Commission (OPWC) when funding solicitation windows become available. The estimated OPWC request would be \$264,500 (24.5%) and the remaining local portion would be \$190,644 (17.6%).

We recommend the authorization to submit this grant application. Please call if you have any questions.

Sincerely,

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

RESOLUTION NO. 11-2026**A RESOLUTION AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO FILE A LAKE ERIE WEST GRANT APPLICATION FOR THE MAIN STREET RECONSTRUCTION PROJECT (CONVENT BOULEVARD TO BRINT ROAD); AND DECLARING AN EMERGENCY.**

WHEREAS, the Director of Public Service, by report dated July 20, 2026, has requested permission to apply for Lake Erie West (“LEW”) Surface Transportation Block Grant (“STBG”) funding for the Main Street Reconstruction Project (Convent Boulevard to Brint Road); and,

WHEREAS, the estimated total cost of the Main Street Reconstruction Project is \$1,080,144 and the Director of Public Service has recommended the City submit a STBG grant application to assist with \$625,000, or 57.9% of the project, and if successful, the Director of Public Service would also apply for Ohio Public Works Commission funding to reduce the local share.

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

SECTION 1. That the Mayor and Director of Finance of the City of Sylvania are hereby authorized to file an application for Surface Transportation Block Grant funding for the Main Street Reconstruction Project.

SECTION 2. That the Mayor and Director of Finance are authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

SECTION 3. 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 4. 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 the City.

SECTION 5. 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 file its application for the grant immediately and therefore this Resolution should be 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:

President of Council
APPROVED AS TO FORM:

Clerk of Council
APPROVED:

Director of Law

Mayor

Date

ORDINANCE NO. 106-2026

PROVIDING FOR THE CONSTRUCTION, MAINTENANCE, REPAIR, CLEANING AND ENCLOSING OPEN DRAINAGE DITCHES LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SYLVANIA; AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE, BY AND THROUGH THE PROPER OFFICERS OF SAID CITY TO DO SAID WORK DURING THE YEAR 2026; ESTABLISHING ONE DISTRICT FOR SAID PURPOSE IN ACCORDANCE WITH THE PROVISIONS OF SECTION 727.012 OF THE REVISED CODE OF OHIO; PROVIDING FOR THE ASSESSMENT OF THE COST AND EXPENSE THEREOF UPON ABUTTING PROPERTY; AND DECLARING AN EMERGENCY.

WHEREAS, it is immediately urgent and necessary that work is authorized for the purpose of constructing, maintaining, repairing, cleaning and enclosing open drainage ditches located within the corporate limits of the City of Sylvania during the year 2026;

WHEREAS, the Director of Public Service has recommended to Council the construction, maintaining, repairing, cleaning and enclosing open drainage ditches located within the corporate limits of the City of Sylvania during the year 2026 in accordance with plans, estimates and schedules therefore heretofore prepared and now on file in the Office of Finance.

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

SECTION 1. That it is hereby declared necessary and conducive to public health, convenience and welfare to construct, maintain, repair, clean and enclose open drainage ditches located within the corporate limits of the City of Sylvania during the year 2026. That for said purpose there is hereby established one (1) district which shall include all territory within and coextensive with the boundaries of the City of Sylvania, pursuant to the provisions of Section 727.012 of the Revised Code of Ohio.

SECTION 2. That the work of such construction, maintaining, repairing, cleaning and enclosing open drainage ditches located within the district of the City shall be done within said district, as herein set forth, and through the proper officers of the City of Sylvania; and such officers be, and they hereby are, authorized and directed to purchase required materials; to purchase or rent the necessary tools, machinery and appliances; to employ the necessary labor to do said work all in accordance with the plans, estimates and schedules therefore heretofore prepared and now on file in the Office of Finance for inspection of all persons interested, which said plans, estimates and schedules, including approximate present estimates of the cost of said work, is in the aggregate sum of Four Hundred Forty-Nine Thousand, Two Hundred Three

Dollars and 87/100 (\$449,203.87).

SECTION 3. That said cost and expense of construction, maintaining, repairing, cleaning and enclosing open drainage ditches located within the corporate limits of the City in the amount of Four Hundred Forty-Nine Thousand, Two Hundred Three Dollars and 87/100 (\$449,203.87) shall be specially assessed by impervious area upon all of the lots and lands abutting and bounding upon each of said streets and public right-of-way in said district as follows:

- a. Small Lot Residential (lot size less than 10,000 square feet) = \$25.25 per year;
- b. Large Lot Residential (lot size greater than 10,000 square feet) = \$42.50 per year;
- c. Non-Single Family Residential = \$35.50 per year per 4,000 square feet of impervious area;

as provided in Section 727.012 of the Ohio Revised Code, which said lots and lands are hereby determined to be specially benefitted by said work in the amount equal to the amount specially assessed against each such lot and land. The cost of said work shall include acquisition of the necessary materials, tools, machinery and appliances, the wages for the necessary labor, the cost of said plans, estimates and schedules, cost of publication and mailing of notices, and cost of this Ordinance, costs of the preparation, levy and collection of special assessments and interest on notes issued in anticipation of the levy and collection of the special assessments together with all necessary expenditures.

SECTION 4. That the special assessment so to be levied on said lots and lands shall be paid in one (1) installment in the manner provided in the case of special assessments pursuant to Section 727.01 of the Ohio Revised Code.

SECTION 5. That to provide a fund out of which shall be paid the assessed cost and expense of said work, bonds or notes or certificate of indebtedness of the City of Sylvania are hereby authorized to be issued and sold in anticipation of the levy and collection of said assessments.

SECTION 6. That the Director of Finance has prepared and filed in the Office of Finance a list of the special assessments, pursuant to this Ordinance, and this Council finds and determines that such special assessments are in proportion to the special benefit derived by each property against which such assessments are to be levied and are not in excess of any statutory limitation.

SECTION 7. That, pursuant to Ohio Revised Code Section 727.14, the Finance Department is hereby directed to give notice of the passage of this Ordinance by publication of such notice once a week for two (2) consecutive weeks, and as to an owner of any lot or parcel of land the assessment upon which is estimated to exceed Five Hundred Dollars (\$500.00), the Finance Department is hereby directed to serve such notice in the same manner as service of summons in civil cases, or by certified mail addressed to such owner at his last known address or to the address to which tax bills are sent, or by a combination of the foregoing methods. Objections to estimated assessments must be filed, in writing with the Finance Department within two (2) weeks after completion of the notice hereby required. An owner who fails to file an objection shall be deemed to have waived any objection. Any and all properly filed objections to estimated assessments shall be considered by Council at its first regular Council meeting held more than two (2) weeks after the completion of the notice hereby required and the estimated assessments so objected to shall at such meeting, be adjusted by Council by motion or other action reflected in the journal of the minutes of Council. Council, after adjusting such estimated assessments or, after the time for filing objections without any properly filed objections having been timely filed, may, by Ordinance, levy such estimated assessments and adjusted estimated assessments, as the case may be. No notice shall be required other than as herein required.

SECTION 8. That the method, manner, consideration and procedure for such drainage ditch work is hereby approved and this Council hereby determines the method, manner and procedure for levying assessments for such drainage ditch work to be as set forth in this Ordinance.

SECTION 9. 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 10. That the Finance Department is hereby directed to post a copy of this Ordinance in the Office of Finance in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 11. 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 repair, cleaning, construction and maintenance of drainage ditches should be provided for immediately and therefore this Ordinance should be effective forthwith. 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

ORDINANCE NO. 107 - 2026

PROVIDING FOR THE CONTROLLING BLIGHT AND DISEASE OF SHADE TREES AND FOR PLANTING, MAINTAINING, TRIMMING AND REMOVING SHADE TREES IN AND ALONG THE STREETS AND WITHIN PUBLIC RIGHT-OF-WAY OF THE CITY OF SYLVANIA; AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE, BY AND THROUGH THE PROPER OFFICERS OF SAID CITY TO DO SAID WORK DURING THE YEAR 2026; ESTABLISHING ONE DISTRICT FOR SAID PURPOSE IN ACCORDANCE WITH THE PROVISIONS OF SECTION 727.011 OF THE REVISED CODE OF OHIO; PROVIDING FOR THE ASSESSMENT OF THE COST AND EXPENSE THEREOF UPON ABUTTING PROPERTY; AND DECLARING AN EMERGENCY.

WHEREAS, it is immediately urgent and necessary that work is authorized for the purpose of controlling blight and disease of shade trees and for planting, maintaining, trimming and removing shade trees in and along the streets and within public right-of-way of the City of Sylvania during the year 2026;

WHEREAS, the Director of Public Service has recommended to Council the removal or special treatment of shade trees and for planting, maintaining, trimming and removing shade trees in and along the streets and within public right-of-way of the City of Sylvania during the year 2026 in accordance with plans, estimates and schedules therefore heretofore prepared and now on file in the Office of Finance.

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

SECTION 1. That it is hereby declared necessary and conducive to public health, convenience and welfare to remove and provide special treatment for shade trees for the purpose of controlling blight and disease of same, and for planting, maintaining, trimming and removing shade trees in and along the streets and within public right-of-way of the City of Sylvania during the year 2026. That for said purpose there is hereby established one (1) district which shall include all territory within and coextensive with the boundaries of the City of Sylvania, pursuant to the provisions of Section 727.011 of the Revised Code of Ohio.

SECTION 2. That the work of such removal or special treatment of shade trees for the purpose of controlling blight and disease of same and for planting, maintaining, trimming and removing shade trees in and along the streets and within public right-of-way of the City of Sylvania shall be done within said district, as herein set forth, and through the proper officers of the City of Sylvania; and such officers be, and they hereby are, authorized and directed to purchase required materials; to purchase or rent the necessary tools, machinery and appliances; to employ the necessary labor to do said work all in accordance with the plans, estimates and schedules therefore heretofore prepared and now on file in the Office of Finance for inspection of all persons interested, which said plans, estimates and schedules, including approximate present estimates of the cost of said work, is in the aggregate sum of Two Hundred Sixty-Nine Thousand, Four Hundred Seventy-Nine Dollars and 49/100 (\$269,479.49).

SECTION 3. That said cost and expense of removal or special treatment of shade trees for the purpose of controlling blight and disease of same and for planting, maintaining, trimming and removing shade trees in and along the streets and within public right-of-way of the City of Sylvania in the amount of Two Hundred Sixty-Nine Thousand, Four Hundred Seventy-Nine Dollars and 49/100 (\$269,479.49) shall be specially assessed by the front foot upon all of the lots and lands abutting and bounding upon each of said streets and public right-of-way in said district in the amount of forty-five cents (45¢) per front foot as provided in Section 727.011 of the Ohio Revised Code, which said lots and lands are hereby determined to be specially benefitted by said work in the amount equal to the amount specially assessed against each such lot and land. The cost of said work shall include acquisition of the necessary materials, tools, machinery and appliances, the wages for the necessary labor, the cost of said plans, estimates and schedules, cost of publication and mailing of notices, and cost of this Ordinance, costs of the preparation, levy and collection of special assessments and interest on notes issued in anticipation of the levy and collection of the special assessments together with all other necessary expenditures.

SECTION 4. That the special assessment so to be levied on said lots and lands shall be paid in one (1) installment in the manner provided in the case of special assessments pursuant to Section 727.01 of the Ohio Revised Code.

SECTION 5. That to provide a fund out of which shall be paid the assessed cost and expense of said work, bonds or notes or certificate of indebtedness of the City of Sylvania are hereby authorized to be issued and sold in anticipation of the levy and collection of said assessments.

SECTION 6. That the Director of Finance has prepared and filed in the Office of Finance a list of the special assessments, pursuant to this Ordinance, and this Council finds and determines that such special assessments are in proportion to the special benefit derived by each property against which such assessments are to be levied and are not in excess of any statutory limitation.

SECTION 7. That, pursuant to Ohio Revised Code Section 727.14, the Finance Department is hereby directed to give notice of the passage of this Ordinance by publication of such notice once a week for two (2) consecutive weeks, and as to an owner of any lot or parcel of land the assessment upon which is estimated to exceed Five Hundred Dollars (\$500.00), the Finance Department is hereby directed to serve such notice in the same manner as service of summons in civil cases, or by certified mail addressed to such owner at his last known address or to the address to which tax bills are sent, or by a combination of the foregoing methods. Objections to estimated assessments must be filed, in writing with the Finance Department within two (2) weeks after completion of the notice hereby required. An owner who fails to file

an objection shall be deemed to have waived any objection. Any and all properly filed objections to estimated assessments shall be considered by Council at its first regular Council meeting held more than two (2) weeks after the completion of the notice hereby required and the estimated assessments so objected to shall at such meeting, be adjusted by Council by motion or other action reflected in the journal of the minutes of Council. Council, after adjusting such estimated assessments or, after the time for filing objections without any properly filed objections having been timely filed, may, by Ordinance, levy such estimated assessments and adjusted estimated assessments, as the case may be. No notice shall be required other than as herein required.

SECTION 8. That the method, manner, consideration and procedure for such shade tree work is hereby approved and this Council hereby determines the method, manner and procedure for levying assessments for such shade tree work to be as set forth in this Ordinance.

SECTION 9. 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 10. That the Finance Department is hereby directed to post a copy of this Ordinance in the Office of Finance in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 11. 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 provision should be made immediately to provide for tree maintenance and therefore this Ordinance should be effective forthwith. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2026 as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

RESOLUTION NO. 12-2026**DECLARING THE NECESSITY OF LIGHTING THE STREETS
IN THE CITY OF SYLVANIA, OHIO; DETERMINING THE
MANNER OF PROVIDING STREET LIGHTING AND THE BASIS
FOR THE PROPERTY OWNER'S SHARE OF THE COST AND
ANNUAL ASSESSMENT; AND DECLARING AN EMERGENCY.**

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

members elected thereto concurring:

SECTION 1. That is hereby determined to be necessary to continue to improve the streets in the City of Sylvania, Ohio, by lighting the same pursuant to a contract therefore which this City now has with the Toledo Edison Company and necessary to provide funds in 2026 for such street lighting.

SECTION 2. That for the tax year 2026 the basis for determining and allocating annual assessments on lots and lands in said City for street lighting in the City of Sylvania, Ohio, shall be as follows, which basis is hereby determined to be according to the benefits which may result from the improvements to the several parcels and lots of land in said City:

- E. Each taxable parcel, outside of the Whiteway Business District, having no building or buildings thereon, served by lamps on poles with either overhead or underground circuits, shall be assessed a front footage charge of 26¢ for each benefitted front foot of the parcel;
- O. Each taxable parcel, outside of the Whiteway Business District, having a building or buildings thereon, served by lamps on poles with overhead circuits, shall be assessed a front footage charge of 60¢ for each benefitted front foot of the parcel;
- U. Each taxable parcel, outside of the Whiteway Business District, having a building or buildings thereon, served by lamps on poles with underground circuits, shall be assessed a front footage charge of 98¢ for each benefitted front foot of the parcel;
- W. Each taxable parcel, within the Whiteway Business District, fronting on Main Street, Maplewood Avenue, or Monroe Street, being served by lamps on poles with either overhead or underground circuits, shall be assessed at a rate of \$1.23 per front foot of the parcel;

SECTION 3. That the contract with the Toledo Edison company and the costs to this City required thereby, now on file with the Finance Department, are hereby deemed to be the plans and specifications and estimate of cost required to be on file with the Finance Department before the passage of the Resolution of necessity.

SECTION 4. That the Finance Department has prepared and filed in the Office of Finance a list of the estimated special assessments for the cost and expense of street lighting in the City of Sylvania, which list shows the amounts of the estimated assessment against each taxable parcel in the City of Sylvania, pursuant to Section 2 of this Resolution, and the amount of such assessments in the aggregate, and this Council finds and determines that such estimated assessments are in proportion to the special benefit derived by each property against which such assessments are to be levied and are not in excess of any statutory limitation.

SECTION 5. That, pursuant to Ohio Revised Code Section 727.14, the Finance Department is hereby directed to give notice of the passage of this Resolution by publication of such notice once a week for two (2) consecutive weeks, and as to an owner of any lot or parcel of land the assessment upon which is estimated to exceed Five Hundred Dollars (\$500.00), the Finance Department is hereby directed to serve such notice in the same manner as service of summons in civil cases, or by certified mail addressed to such owner at his last known address or to the address to which tax bills are sent, or by a combination of the foregoing methods. Objections to estimated assessments must be filed, in writing, with the Finance Department, within two (2) weeks after completion of the notice hereby required. An owner who fails to file an objection shall be deemed to have waived any objection. Any and all properly filed objections to estimated assessments shall be considered by Council at its first regular meeting held more than two (2) weeks after the completion of the notice hereby required and the estimated assessments so objected to shall, at such meeting, be adjusted by Council by motion or other action, reflected in the journal of the minutes of Council. Council, after adjusting such estimated assessments or after the time for filing objections without any properly filed objections having been timely filed, may, by Ordinance, levy such estimated assessments and adjusted estimated assessments, as the case may be. No notice shall be required other than as herein required.

SECTION 6. That the Finance Department is hereby directed to give notice to the Auditor of Lucas County, Ohio, on the levying of such assessments and to do so within twenty (20) days after the levying of same and prior to October 1, 2026.

SECTION 7. That the method, manner and procedure for providing street lighting by contract with the Toledo Edison Company is hereby approved and this Council hereby determines the method, manner and procedure for levying assessments for such street lighting to be as set forth in this Resolution.

SECTION 8. That this Resolution shall be published by posting a copy thereof in a conspicuous place in the Sylvania Municipal Building for a period of not less than fifteen (15) days as provided in ARTICLE III, Section 12.0 of the Charter of said City.

SECTION 9. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 10. That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the reason that proceedings for assessing the cost of the improvement referred to herein are required without delay in order to timely place said assessment upon the tax duplicate for the year. Provided this Resolution receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2026, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date



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

July 20, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Right-of-Way Acquisition Services Proposal – LUC-Brint & Harroun Roundabout (PID 120824)**
West Erie Realty Solutions Ltd. and Brian W. Barnes & Co., Inc.

Dear Mr. Mayor and Council Members:

Engineering design work is through Stage 2 on the LUC-Brint & Harroun Roundabout Project. As a reminder, this project will install a single-lane roundabout at the intersection of Brint Road and Harroun Road. The next step is to begin acquiring the necessary right-of-way that will be needed for the scheduled improvements.

The Service Department has obtained proposals from two ODOT pre-qualified consultants that will be performing different services to acquire the right-of-way. West Erie Realty Solutions, Ltd. will be assigned to project management, title reports, appraisals, negotiations, closings, and document recordings. Their proposal to provide these services on eight (8) parcels is \$72,540.

Brian W. Barnes & Co., Inc. will be providing appraisal review services. ODOT policy on projects that contain Federal funding requires an independent entity provide the appraisal review services. Their proposal for appraisal review services is \$7,050.

We recommend approval of both right-of-way acquisition services proposals with West Erie Realty Solutions, Ltd. (\$72,540) and Brian W. Barnes & Co., Inc. (\$7,050). The expenses for both of these services were included in the 2026 capital improvement budget and would be funded from account number 401-7610-51615. Please call with any questions.

Sincerely,

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

ORDINANCE NO. 108-2026**ACCEPTING THE PROPOSAL OF WE REALTY SOLUTIONS, LTD. TO PROVIDE RIGHT-OF-WAY ACQUISITION SERVICES RELATIVE TO THE BRINT & HARROUN ROUNDABOUT PROJECT; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$72,540; AND DECLARING AN EMERGENCY.**

WHEREAS, Ordinance No. 84-2019, passed October 7, 2019, accepted the proposal of DGL Consulting Engineers, LLC to complete a traffic impact study along the Harroun Road Corridor from the Ottawa River Bridge to Brint Road; and,

WHEREAS, the Brint Road and Harroun Road intersection was identified as operating at a poor level of service managing traffic and congestion; and,

WHEREAS, Ordinance No. 36-2023, passed April 3, 2023, accepted the proposal of DGL Consulting Engineers, LLC to expand the 2019 traffic study to prepare a conceptual roundabout exhibit and construction cost estimate; and,

WHEREAS, Resolution No. 7-2023, passed July 17, 2023, authorized the Mayor and Director of Finance to prepare and submit an application to participate in the Congestion Mitigation and Air Quality and Carbon Reduction Grant Programs managed by Toledo Metropolitan Area Council of Governments in the amount of \$1,035,100, of the estimated construction cost of \$1,988,896; and,

WHEREAS, Ordinance No. 7-2025, passed January 6, 2025, accepted the proposal of DGL Consulting Engineers, LLC to provide professional engineering services for the Brint & Harroun Road Roundabout Project and appropriated \$231,608; and,

WHEREAS, the project construction plans are complete and the next step is to begin acquiring the property necessary to complete the improvements; and,

WHEREAS, the Director of Public Service has received a proposal from West Erie Realty Solutions, Ltd. to provide right-of-way acquisition services including project management, title reports, appraisals, negotiations, closings and recording services for the

parcels that will be impacted by these projects; and,

WHEREAS, the Director of Public Service, in a report dated July 20, 2026, has recommended that the proposal of West Erie Realty Solutions, Ltd. to provide right-of-way acquisition services for the Brint & Harroun Roundabout Project at a cost of Seventy-Two Thousand Five Hundred Forty Dollars (\$72,540.00), 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 West Erie Realty Solutions, Ltd. in the amount of Seventy-Two Thousand Five Hundred Forty Dollars (\$72,540.00) for providing right-of-way acquisition services relative to the Brint & Harroun Roundabout Project, is hereby accepted.

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

SECTION 3. That to provide funds for said consultant services hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-51615 – Brint & Harroun Roundabout** the amount of Seventy-Two Thousand Five Hundred Forty Dollars (\$72,540.00).

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 right-of-way acquisition services relative to the Brint & Harroun 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.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

PROPOSAL & AGREEMENT – Real Estate Services
LUC-Brint & Harroun Roundabout PID 120824 | City of Sylvania



1. Project Management (Title Research): 8 parcels @ \$400.00 per parcel.....\$3,200.00

The project management fee is inclusive of meeting attendance with the various project partners, clerical support, the preparation of status reports and travel as may be necessary to assure timely coordination and completion of tasks involved in the acquisition of rights of way. WE's project manager will schedule assignments and due dates, complete QA/QC and keep the client updated with status reports, meetings, etc.

2. Title Research:

The Title Research fees shown are **inclusive** of those charged for courthouse copies that may need to be purchased in support of individual title reports. Title research will be completed for acquisition purposes only and not plan development. WE will not be searching for easements and other encumbrances beyond the duration of the full title report chain of title.

- i. (4) Full Title Reports @ \$1,100.00\$4,400.00
- ii. (4) Abbreviated Title Reports @ \$600.00\$2,400.00

3. Project Management (Appraisals): 8 parcels @ \$400.00 per parcel.....\$3,200.00

The project management fee is inclusive of meeting attendance with the various project partners, clerical support, the preparation of status reports and travel as may be necessary to assure timely coordination and completion of tasks involved in the acquisition of rights of way. WE's project manager will schedule assignments and due dates, complete QA/QC and keep the client updated with status reports, meetings, etc.

4. Appraisals: See M+W Fee Attachment..... \$20,940.00

(Martin & Wood Appraisal Group, Ltd.) has assumed the following formats based on the r/w compliance plan set. The appraisal formats are subject to change and will be finalized after a kick-off scope meeting has been completed.

5. Project Management (Negotiations): 8 parcels @ \$400.00 per.....\$3,200.00

The project management fee is inclusive of meeting attendance with the various project partners, clerical support, the preparation of status reports and travel as may be necessary to assure timely coordination and completion of tasks involved in the acquisition of rights of way. WE's project manager will schedule assignments and due dates, complete QA/QC and keep the client updated with status reports, meetings, etc.

6. Negotiations: (8) parcels @ \$3,000.00 per.....\$24,000.00

A "parcel" is defined as a single ownership assigned to a parent number regardless of the number of takings or impacted APN's required from that ownership. For example, parcel 1-SH & T is a single parcel. The offer packet will include the following items: Notice of Intent to Acquire and Good Faith Offer, Colored Plans, Easement(s), Instruments, Legal Description(s) and W-9 Form. Parcels added or deleted during this agreement shall be cause for adjustment to this cost proposal. This scope does not include securing a right of entry and if those become necessary, WE will charge \$500 per contract for right of entry.

7. Project Management (Closings): 8 parcels @ \$400.00 per.....\$3,200.00

The project management fee is inclusive of meeting attendance with the various project partners, clerical support, the preparation of status reports and travel as may be necessary to assure timely coordination and completion of tasks involved in the acquisition of rights of way. WE's project manager will schedule assignments and due dates, complete QA/QC and keep the client updated with status reports, meetings, etc.

8. Closings:

The closing process includes the updating of the title report, payment to owner and recording of the deed, easement(s), etc. on a per parcel basis **exclusive** of the recording fee itself. This scope does not include securing a mortgage release as part of the closing. If those become necessary, WE will charge \$500 per lien release. Recording fees will be invoiced as a direct cost pass-thru reimbursement to the client.

- i. (4) Formal Closings @ \$1,100.00 per parcel..... \$4,400.00
- ii. (4) Mail-Out @ \$600.00 per parcel \$2,400.00
- iii. (8) Recording Fees @ \$150.00\$1,200.00

Total Cost Proposal = \$72,540.00

Respectfully submitted by:

West Erie Realty Solutions, Ltd.
323 Lafayette Street
Toledo, Ohio 43604

A handwritten signature in blue ink, appearing to read "Greg Vriezelaar".

Proposal Accepted By:

Name & Title: Greg Vriezelaar, President
Date: July 11, 2026

Name & Title: _____ Date: _____

Subject: RE: RW Acquisition Services Start-Up-LUC-Brint & Harroun Roundabout (PID 120824)
Date: Monday, June 8, 2026 at 10:57:22 AM Eastern Daylight Time
From: Kevin Schroeder
To: Greg Vriezelaar
Attachments: image002.png, image003.jpg, image004.jpg

Greg,

Potential formats are as follows:

Parcel 12 = VA or VF	\$2,550.00
Parcel 13 = VF or Limited Scope Narrative	\$4,500.00
Parcel 14 = VF or Limited Scope Narrative	\$4,500.00
Parcel 15 = VA	\$1,140.00
Parcel 21 = VF (Tax Parcel 82-04032)	\$2,550.00
Parcel 21 = VA (Tax Parcel 82-04030)	\$1,140.00
Parcel 21 = VA (Tax Parcel 82-04029)	\$1,140.00
Parcel 22 = VA	\$1,140.00
Parcel 23 = VA	\$1,140.00
Parcel 24 = VA	\$1,140.00

*Parcel 21 has multiple lots that are currently listed for sale.

Thanks, Total = \$20,940.00

Kevin P. Schroeder
Vice President

Martin + Wood Appraisal Group, Ltd.
Corporate Office
43 S. St. Clair Street
Toledo, Ohio 43604
419.241.4998 (Office)
567.420.1031 (Direct)
419.265.0915 (Cell)
419.241.5932 (Fax)
kschroeder@martin-woodappraisal.com
www.martin-woodappraisal.com

ORDINANCE NO. 109-2026**ACCEPTING THE PROPOSAL OF BRIAN W. BARNES & CO., INC. TO PROVIDE APPRAISAL REVIEW SERVICES RELATIVE TO THE BRINT & HARROUN ROUNDABOUT PROJECT; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$7,050; AND DECLARING AN EMERGENCY.**

WHEREAS, Ordinance No. 84-2019, passed October 7, 2019, accepted the proposal of DGL Consulting Engineers, LLC to complete a traffic impact study along the Harroun Road Corridor from the Ottawa River Bridge to Brint Road; and,

WHEREAS, the Brint Road and Harroun Road intersection was identified as operating at a poor level of service managing traffic and congestion; and,

WHEREAS, Ordinance No. 36-2023, passed April 3, 2023, accepted the proposal of DGL Consulting Engineers, LLC to expand the 2019 traffic study to prepare a conceptual roundabout exhibit and construction cost estimate; and,

WHEREAS, Resolution No. 7-2023, passed July 17, 2023, authorized the Mayor and Director of Finance to prepare and submit an application to participate in the Congestion Mitigation and Air Quality and Carbon Reduction Grant Programs managed by Toledo Metropolitan Area Council of Governments in the amount of \$1,035,100, of the estimated construction cost of \$1,988,896; and,

WHEREAS, Ordinance No. 7-2025, passed January 6, 2025, accepted the proposal of DGL Consulting Engineers, LLC to provide professional engineering services for the Brint & Harroun Road Roundabout Project and appropriated \$231,608; and,

WHEREAS, the project construction plans are complete and the next step is to begin acquiring the property necessary to complete the improvements; and,

WHEREAS, the Director of Public Service has received a proposal from Brian W. Barnes & Co., Inc. to provide appraisal services for the parcels that will be impacted by these projects; and,

WHEREAS, the Director of Public Service, in a report dated July 20, 2026, has recommended that the proposal of Brian W. Barnes & Co., Inc. to provide appraisal services for the Brint & Harroun Roundabout Project at a cost of Seven Thousand Fifty Dollars (\$7,050.00), 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 Brian W. Barnes & Co., Inc. in the amount of Seven Thousand Fifty Dollars (\$7,050.00) for providing appraisal services relative to the Brint & Harroun Roundabout Project, is hereby accepted.

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

SECTION 3. That to provide funds for said consultant services hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-51615 – Brint & Harroun Roundabout** the amount of Seven Thousand Fifty Dollars (\$7,050.00).

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 right-of-way acquisition services relative to the Brint & Harroun 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.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

Brian W. Barnes & Co., Inc.

• *Appraisers* • *Consultants* •

6860 Perimeter Drive • Suite B • Dublin, Ohio 43016-8052 • (614)-761-0067 • Fax: (614)-766-2406
Email: brian@bwbarnesinc.com

Brian W. Barnes, MAI



July 14, 2026

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

Re: LUC-Brint & Harroun Roundabout (PID 120824), appraisal review services proposal

Dear Mr. Shaw:

Brian W. Barnes & Co., Inc. is pleased to present a price proposal to provide appraisal review services for the project noted above. The scope of these services will follow current Ohio Department of Transportation procedure. This includes the following items:

1. Consultant(s) to inspect properties in person and/or virtually.
2. Review plans and prepare Appraisal Scoping Checklists for the various valuation format reports to be authorized.
3. Provide red flag issues to the agency for their consideration.
4. Prepare final ASC forms for the City to approve and then send them to their Appraiser(s) for their review and signature if they concur with the formats and scope.
5. Review the appraisal reports as provided by the City's appraiser(s) and create reviewer compliance comments.
6. Re-review reports regarding comments and re-submit any added comments or recommend approval to the City.
7. Upon Reviewer's recommendation, forward the review documents and recommended reports to the City.
8. The Value Analysis Report Reviews will be reviewed under the Jurisdictional Exception provision of the Uniform Standards of Professional Appraisal Practice.
9. Provide monthly status reports if requested.

The City of Sylvania will provide current right of way plans and available construction plans to be utilized in reviewing the ASC forms and appraisals for each subject property.

The work product noted above would be concluded by Brian W. Barnes, MAI who is prequalified by ODOT for appraisal review and is a State Certified General Appraiser. Lisa Jose, who is VA Qualified and an Appraiser Assistant, may assist the review appraiser in various functions of the

reviews. Recommendation and review documents will be the responsibility of and signed by Brian W. Barnes, MAI, Appraisal Reviewer.

I/we expect to deliver the recommended review documents to you within 10 days, or sooner, of receipt final corrected value analysis, value finding or appraisal reports for each parcel based on our receipt date. Delivery is dependent on the various appraisers' turnaround of corrected reports. Meeting the scheduled delivery time frame is specifically contingent upon prompt receipt of all pertinent information from all parties.

Please be advised that we are not engineers, professional cost estimators, attorneys or environmental experts. Therefore, our fee quote does not include any allowance for such specialized studies or services. The fee quote includes an hourly rate, if authorized, for subsequent court appearances or related pre-trial consultation services for appropriation, deposition or testimony should a subject property become involved in any litigation or court proceedings.

Parcel fees may vary by complexity of the appraisal review. Billings will be for services provided by parcel. Quoted fees include transportation costs, time, expenses and overhead costs based on the plans showing up to 10 individual parcels to be acquired by the City of Sylvania for the proposed project.

Project Review Services Costs:

2 Value Finding review @ \$1,275 per parcel	\$2,550
2 Limited Summary Report reviews @ \$2,250 per parcel	<u>\$4,500</u>
Total Appraisal Review Services Fees	\$7,050

Litigation support @ \$400/ hour (if authorized)

Payment for respective invoice(s) is expected within 30 days.

The appraisal review documents will be prepared for the City of Sylvania and its agents. Please understand that our fee is not in any way contingent upon our concluding to any target figure regarding values recommended by review. Our fees do not include additional consultation that may be requested for litigation or other meeting preparations or data.

We look forward to being of service to the City and are prepared to begin as soon as you authorize us to do so. If this proposal meets with your approval, provide a written acknowledgement and authorization to proceed. We shall commence working on the assignment when we receive your authorization.

Respectfully Submitted,



By: Brian W. Barnes, MAI
State of Ohio General Certification #380582
Brian W. Barnes & Co., Inc.
Its: President

Enclosed and attached:

The Jurisdictional Exception and the Appraisers Qualifications

I acknowledge the general scope of work and fee structure proposed and authorize Brian W. Barnes & Co., Inc. to begin the work.

By _____

Date _____

Title _____

By _____

Date _____

Title _____

JURISDICTIONAL EXCEPTION

The Value Analysis format and Review which are prepared under the waiver of appraisal provision in 49 CFR and the Ohio Administrative Code, is not considered to be an appraisal when it is used in accordance with the Policies and Procedures of the Ohio Department of Transportation (ODOT). The Value Analysis format, however, is considered to be a valuation assignment by the Ohio Department of Commerce, the government agency regulating state licensed and certified appraisers in Ohio. Thus, this report was developed and reported under the Jurisdictional Exception provision of the Uniform Standards of Professional Appraisal Practice (USPAP). USPAP is a nationally recognized minimum standard for appraisals and appraiser behavior. Ohio Law (ORC 4763.13) requires all state licensed or certified appraisers in Ohio to comply with USPAP. The current version of USPAP does not permit a certified appraiser to invoke a Jurisdictional Exception unless the appraiser can cite a law or regulation precluding the appraiser from complying with USPAP. The law permitting the appraiser to invoke a Jurisdictional Exception is:

OAC 5501:2-5-06 (B)(3)(b)(ii)(a):

(3) Appraisal, waiver thereof, and invitation to owner:

(a) Before the initiation of negotiations, the real property to be acquired shall be appraised, except as provided in paragraph (BX3Xb) of this rule, and the owner, or the owner's designated representative, shall be given an opportunity to accompany the appraiser during the appraiser's inspection of the property.

(b) An appraisal is not required if:

(i) The owner is donating the property and releases the agency from its obligation to appraise the property; or

(ii) The agency determines that an appraisal is unnecessary because the valuation problem is uncomplicated and the anticipated value of the proposed acquisition is estimated at ten thousand dollars or less, based on a review of available data. (a) When an appraisal is determined to be unnecessary, the agency shall prepare a waiver valuation. Persons preparing or reviewing a waiver valuation are precluded from complying with standard rules 1, 2, 3 and 4 of the Uniform Standards of Professional Appraisal Practice" (USPAP), as in effect in the current - edition, as promulgated by the "Appraisal Standards Board" of the Appraisal Foundation, which can be found at <http://www.uspap.org>.

**QUALIFICATIONS
OF
BRIAN W. BARNES, MAI**

Certified General Real Estate Appraiser (#380582) since 1972.

Licensed Real Estate Broker, State of Ohio from 1972 through 2023.

Participated in the development of multi-family, commercial, and single-family projects totaling over \$100,000,000 and 2,000 residential units. Worked directly with real estate lenders on appraisals and financing of over \$750,000,000 of development.

Appraised all types of real estate including: office buildings, industrial/warehouse buildings, subdivisions, vacant land, retail centers, condominiums, and apartments. Consultant to numerous private clients for investment decisions, right-of-way acquisitions, and general real estate matters.

Former President of Davis and Son Inc., (1989-1994) a real estate development and management company, supervising all phases of the development process, including: acquisition of raw land, engineering, zoning, financing, marketing and property management.

Owner Brian W. Barnes and Co. Inc., a real estate appraisal and consulting company.

Member State of Ohio Real Estate Appraisers Board - August, 2005 to July, 2008

PROFESSIONAL AFFILIATIONS AND AWARDS

- X Member, The Appraisal Institute, having the SRA and MAI designations.
- X Appraiser Member - Columbus Board of Realtors.
- X Recipient of One, Five and Ten Million Dollar Clubs Sales Award/Columbus Board of Realtors.

EDUCATIONAL ACTIVITIES

Bachelor of Arts degree, Baldwin-Wallace College, 1972

Appraisal Institute Courses and Seminars:

Basic Principals of Appraisal	Course I-A
Capitalization Theory and Techniques	Course I-B
Single-Family Residential Appraisal	Course VIII
Case Studies in Real Estate Valuation	Course II-A
Valuation Analysis and Report Writing	Course II-B
Investment Analysis Course VI	
Ethics and Professional Conduct	
Standards of Professional Practice	

Qualifications of Brian W. Barnes, MAI (Continued)

Real Estate Securities Syndication Institute
Fundamentals on Real Estate Syndications 101
Money Market And Its Impact of Real Estate
The Appraiser As Expert Witness
Appraisal of Historic/Scenic Easements
Highest and Best Use
Condemnation Appraisal - Advanced Topics
Business Practices and Ethics
Principals and Practices - Real Estate I
Real Estate Law II
Real Estate Finance III

**QUALIFICATIONS
OF
BRIAN W. BARNES, MAI**

Real Estate Appraisal IV
Civil Rights
Environmental Impacts on Real Estate
Real Estate Law
Standards and Ethics for Professionals
Analyzing Distressed Real Estate
Appraising Small Mixed Use Properties

Former Instructor: Columbus Technical Institute, Basic Real Estate Courses

Qualified as Expert Witness:

X Franklin County, Ohio Board of Tax Revision
X State of Ohio Board of Tax Appeals
X Fairfield County, Ohio Court of Common Pleas
X Delaware County, Ohio Board of Tax Revision
X Athens County, Court of Common Pleas
X Union County, Court of Common Pleas
X Muskingum County, Court of Common Pleas
X Fayette County, Court of Common Pleas
X Marion County, Court of Common Pleas

Representative Client List

Clients served with appraisal/counseling services and with whom direct negotiations have taken place resulting in project financing.

The Huntington National Bank
Chase Bank
U S Bank
Fifth Third Bank
First Community Bank
Delaware County Bank
C F Bank
Daniel M. Slane, Esquire

Jeffrey Rich, Esquire
State of Ohio – Railway Commission
Capstone Realty Advisors
City of Columbus, Real Estate Division
Porter, Wright, Morris & Arthur, Law Firm
Western Southern Life Insurance Company
Aetna Realty Advisors
Schottenstein Law Firm

Representative Client List (Continued)

City of Columbus, Board of Education
Huntington Trust Company
John C. Lucas, Esquire
Homewood Corporation
Ohio State Highway Patrol
WesBanco Bank
Champaign Bank
Midwest Bank
Farm Bureau of Michigan
State Auto Insurance
FHLMC
Dominion Homes, Inc.
Columbus/Franklin County Metro Parks
Ohio Savings Bank
Heartland Bank
Allstate Insurance
Genworth Financial

City of Westerville, Board of Education
City of Hilliard, Board of Education
National City Bank
City of Reynoldsburg, Board of Education
Commerce National Bank of Columbus
Guernsey Bank
Ohio Department of Transportation
First Merit Bank
State Farm Insurance
Equitable of Iowa
G. E. Financial Assurance
Franklin County Probate Court
City of Dublin, Board of Education
Steel Valley Bank
John Hancock Life Insurance Company
G. E. Capital
City of Delaware, Board of Education



18a

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

July 20, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Change Order No. 3 (Final) – Downtown Transportation Improvements (Phase 1)**

Dear Mr. Mayor and Council Members:

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

- Item 0002 – Pavement Removed Less Than Plan Quantity (-\$14,287.00).
- Item 0066 – Installed 1" Copper Service Branch Less Than Plan Quantity (-\$45,345.00).
- Item 0076 – Installed 6" Conduit, Type B (Sanitary Sewer) Less Than Plan Quantity (-\$66,300.00).
- Item 0077 – Wye Replacements (Sanitary Sewer) Less Than Plan Quantity (-\$11,200.00).
- Item 0081 – Installed 8"x6" CIPP Less Than Plan Quantity (-\$17,000.00).
- Item 0082 – 6" CIPP Rehabilitation Less Than Plan Quantity (-\$15,276.00).
- Item 0085 – Non-Performed Sanitary Sewer Lateral Pipe Grouting (-\$32,200.00).
- Item 0166 – Installed Vehicular Brick Pavers Less Than Plan Quantity (-\$13,748.00).
- Item 0175 – Installed Pavement for Maintaining Traffic Less Than Plan Quantity (-\$18,598.00).

As a result, the Service Department is requesting approval of Change Order No. 3 (Final) to decrease the final contract amount by \$275,680.18 from \$4,532,105.18 to \$4,256,425.00. Overall, the project came in \$144,809.00 under budget (3.3%) from the awarded amount.

Please call if you have any questions.

Sincerely,

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

ORDINANCE NO. 110-2026

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO APPROVE CHANGE ORDER NO. 3 (FINAL) TO THIS CITY'S AGREEMENT WITH HELMS & SONS EXCAVATING, INC. FOR THE DOWNTOWN TRANSPORTATION IMPROVEMENTS (PHASE 1) PROJECT TO ADJUST FOR SEVERAL PROJECT OVERRUNS AND UNDERRUNS; DECREASING THE FINAL CONTRACT AMOUNT BY \$275,680.18; AND DECLARING AN EMERGENCY.

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

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

WHEREAS, Ordinance No. 38-2026, passed February 17, 2026, authorized the Mayor and Director of Finance to approve Change Order No. 2 to this City's Agreement with Helms & Sons Excavating, Inc. for the Downtown Transportation Improvements (Phase 1) Project to adjust for several project overruns and underruns during construction and increased the contract amount by \$167.75; and,

WHEREAS, the Director of Public Service, by report dated July 20, 2026, has recommended approval of Change Order No. 3 (Final) of Helms & Sons Excavating, Inc. for said Downtown Transportation Improvements (Phase 1) Project to adjust for several project overruns and underruns during construction; and,

WHEREAS, the complete list of items constituting the change order is attached to the

Director of Public Service's report of July 20, 2026 which includes: pavement removed less than plan quantity (-\$14,287.00); installed 1" copper service branch less than plan quantity (-\$45,345.00); installed 6" conduit, type B (sanitary sewer) less than plan quantity (-\$66,300.00); wye replacements (sanitary sewer) less than plan quantity (-\$11,200.00); installed 8" x 6" CIPP less than plan quantity (-\$17,000.00); 6" CIPP rehabilitation less than plan quantity (-\$15,276.00); non-performed sanitary sewer lateral pipe grouting (-\$32,200.00); installed vehicular brick pavers less than plan quantity (-\$13,748.00); installed pavement for maintaining traffic less than plan quantity (-\$18,598.00); and,

WHEREAS, the project overruns and underruns that changed during construction resulted in a net decrease to the contract in the amount of Two Hundred Seventy-Five Thousand Six Hundred Eighty and 18/100 Dollars (\$275,680.18), for a total contract amount of \$4,256,425.00.

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

SECTION 1. That said change order decreasing the contract amount by the sum of Two Hundred Seventy-Five Thousand Six Hundred Eighty and 18/100 Dollars (\$275,680.18) be, and the same hereby is, approved, and the Mayor and the Director of Finance be, and they hereby are, authorized to sign said change order on behalf of this City, thereby indicating such approval and changing the total contract amount.

SECTION 2. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the adjustments in the contract for project overruns and underruns that changed during construction should be approved immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

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

Vote on passage as an emergency: Yeas _____ Nays _

Passed, _____, 2026, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date



American Structurepoint - OH

Change Order Details

City of Sylvania-Downtown Transportation Improvements Phase 1

Description	The project consists of the reconstruction of Main Street between Monroe Street and Maplewood Avenue in the city of Sylvania, Lucas County, Ohio. The project includes resurfacing of Maplewood Avenue between Main Street and Summit Street. This project includes the construction of asphalt pavement, drainage, sanitary sewer, waterline, traffic control, lighting, and streetscape elements. ORDINANCE NUMBER: #128-2024 PO NUMBER: 67109
Prime Contractor	HELMS AND SONS EXCAVATING 1753 LIMA AVE FINDLAY, OH 45840
Change Order	3 (Final)
Status	Pending
Date Created	02/11/2026
Type	Various - see explanations
Summary	Various Changes - See Descriptions
Change Order Description	<u>Line Item 8019 - Planter Powder Coating</u> It was decided to change the color of the planters to black. A cost proposal in the amount of \$2,870.17 was submitted and accepted. This amount includes transportation to and from the facility, as well as powder coating for the following 13 planters: • 8 - Planter A: Rectangular, surface mounted, 45" W x 15" D x 24" H • 2 - Planter B: Low / freestanding, 30" W x 30" D x 18" H • 3 - Planter C: Vertical / surface mounted, 15" W x 15" D x 30" H

Line Item 8020 - Tree Changes

The City's Forestry Department requested a revision to the tree varieties specified in the plans. The contractor submitted a price increase of **\$800.00** to accommodate the requested changes. This price was reviewed and accepted.

Line Item 8021 - Uninstalled Landscape Material Credit

When the landscape contractor laid out the trees, shrubs, and plantings, they recommended reducing the quantities specified in the plans. If installed as originally designed, the materials would not have adequate space for proper growth and mature spread. The contractor submitted a credit in the amount of **\$1,212.70** for the labor associated with the planting of the omitted materials. This credit was reviewed and accepted. The City Forestry Department took possession of the unused materials.

Items not planted:

- 1 - Calamagrostis acutiflora
- 17 - Geranium ibericum 'Johnson Blue'
- 7 - Pennisetum alopecuroides 'Hameln'
- 2 - Clethra alnifolia 'Hummingbird'
- 8 - Ilex verticillata 'Berry Poppins'
- 14 - Pinus mugo 'Emerald Dwarf'
- 5 - Acer tataricum 'Hot Wings' (Tatarian Maple)

Line Item 8022 – Light Pole Basket Arm Modifications

The new light poles were supplied with integrated basket arms intended for hanging flower baskets. However, the City has elected to utilize only six of the new light poles for hanging baskets. The remaining poles would have exposed basket arm receiver openings if the basket arms remained unused.

To prevent birds and insects from nesting inside the poles, the unused basket arms will be removed, and plugs will be installed in the resulting openings.

The contractor submitted a cost proposal in the amount of **\$3,278.00**, which was reviewed and accepted. This cost includes all labor, materials, and equipment required to remove the unused basket arms and install the protective plugs in the exposed receiver openings.

Line Item 8023 – Irrigation Installation for Hanging Baskets

The original plans did not include irrigation lines to the light poles for hanging basket irrigation. Once it was determined that hanging baskets would be installed on six of the poles, irrigation needed to be extended to those locations.

The contractor submitted a cost proposal in the amount of **\$3,719.15**, which was reviewed and accepted. This cost includes labor and materials

associated with installing additional irrigation lines to and within the light poles, including drip emitters for the hanging baskets.

Line Item 8024 – Additional Ornamental Fence Around Benches

The plans called for benches to be installed within two sidewalk "bump out" areas on the west side of Main Street. These bump outs are located along the top of a retaining wall and are elevated roughly two feet above the adjacent brick paver parking area. After the benches were installed, it was observed that pedestrians, particularly children, could access the area behind the benches and walk along the top of the retaining wall, creating a fall hazard to the lower parking area.

To address this safety concern, the City directed the installation of ornamental fencing around the two bench areas to restrict access behind the benches while maintaining the intended appearance of the streetscape.

The contractor submitted a cost proposal in the amount of **\$4,018.00**, which was reviewed and accepted. This cost includes all labor, and materials required to furnish and install the ornamental fence around the two elevated bench areas.

Line Item 8025 – Sanitary Lateral Exploration

While installing new sanitary clean-outs, there were multiple locations where the existing sanitary laterals could not be located at the locations shown on the plans or as marked in the field by a City representative. At each location, a City representative was present and directed the contractor to expand the excavation limits in an effort to locate the existing lateral. In several instances, the lateral was ultimately found at a different location than originally marked. In other instances, despite multiple excavation attempts under the direction of City personnel, the lateral could not be located, and the City directed the contractor to discontinue the search, resulting in a nonperformance of the proposed clean-out installation.

The contractor submitted a cost proposal in the amount of **\$5,600.00**, which was reviewed and accepted. This cost includes all labor, equipment, and excavation associated with exploring for the existing sanitary laterals at the direction of the City.

Line Item 8026 – Soft Excavation for Light Pole Foundations

The proposed light pole foundations on the west side of Main Street were found to be in close proximity to an existing underground duct bank containing two large fiber optic communication lines. This duct bank was not shown on the construction plans. Due to the risk of damaging the existing utilities, it was determined that the light pole foundation excavations would be performed using a vacuum excavation truck ("soft digging") rather than conventional excavation methods.

The contractor submitted a cost proposal in the amount of **\$4,310.00**, which was reviewed and accepted. This cost includes all labor, and equipment associated with vacuum excavating the light pole foundations to safely expose the existing utilities and complete the required foundation excavations.

Line Item 8027 – Existing Gateway Wall Demolition

The existing gateway wall near Ace Hardware was investigated to determine whether it had the structural capacity to support the proposed

gateway sign. During the investigation, the contractor drilled into the wall and discovered that it was hollow and did not contain the anticipated concrete masonry units (CMU). Due to this unforeseen condition, the existing wall was determined to be structurally inadequate to support the proposed sign. The City subsequently directed that the existing wall be demolished and replaced with a new wall capable of supporting the required loading.

The contractor submitted a cost proposal in the amount of **\$1,250.00**, which was reviewed and accepted. This cost includes all labor, equipment, demolition, loading, hauling, and disposal of the existing wall materials.

Line Item 8028 – Temporary Asphalt Sidewalk Patch

The existing sidewalk in front of 5703 Main Street (Inside the Five Brewing Company) was removed for the installation of a new sanitary clean-out. Due to the permanent sidewalk in this area being scheduled for replacement during the Phase 2 project next year, the City determined that installing a temporary asphalt sidewalk was the most cost-effective solution rather than constructing a temporary concrete sidewalk. To maintain a safe and accessible pedestrian route, the City directed the contractor to install a temporary asphalt sidewalk in place of the removed concrete rather than leaving the area as exposed aggregate until permanent restoration could be completed.

The contractor submitted a cost proposal in the amount of **\$1,800.00**, which was reviewed and accepted. This cost includes all labor, equipment, and materials required to furnish and install the temporary asphalt sidewalk patch.

Line Item 8029 – Sign Relocation

The new handicap parking sign serving the parking space in front of 5689 Main Street (Sandlot Barbershop) was originally mounted to a light pole. It was determined that the sign location did not provide adequate visibility for motorists, resulting in vehicles parking in the designated handicap parking space. To improve visibility and clearly identify the reserved parking space, the City directed the contractor to remove the sign from the light pole and reinstall it on a new ground-mounted post directly adjacent to the parking space.

The contractor submitted a cost proposal in the amount of **\$1,000.00**, which was reviewed and accepted. This cost includes all labor, equipment, and materials required to remove the existing sign, install the new sign post, and reinstall the handicap parking sign.

Awarded Project Amount	\$4,401,234.00
Authorized Project Amount	\$4,532,105.18
Change Order Amount	-\$275,680.18
Revised Project Amount	\$4,256,425.00

Increases/Decreases

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
Section: 1 - Roadway									
0002	202E23000	SY	\$50.000	3,999.000	\$199,950.00	-285.740	-\$14,287.00	3,713.260	\$185,663.00
PAVEMENT REMOVED									
Reason: Significant Difference Between Plan and Actual Quantities: Final quantities were reduced as field conditions required less pavement removal than initially estimated.									
0006	202E35100	FT	\$25.000	104.000	\$2,600.00	-104.000	-\$2,600.00	0.000	\$0.00
PIPE REMOVED, 24" AND UNDER									
Reason: Normal Difference between Plan and Actual Quantities: This line item is non-performed in its entirety.									
0016	204E50000	SY	\$1.000	1,395.000	\$1,395.00	-1,395.000	-\$1,395.00	0.000	\$0.00
GEOTEXTILE FABRIC									
Reason: Normal Difference between Plan and Actual Quantities: This line item is non-performed in its entirety.									
Section: 2 - Erosion Control									
0028	659E31000	ACRE	\$100.000	0.130	\$13.00	-0.130	-\$13.00	0.000	\$0.00
LIME									
Reason: Normal Difference between Plan and Actual Quantities: This line item is non-performed in its entirety.									

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
Section: 3 - Drainage									
0031	605E13300	FT	\$25.000	452.000	\$11,300.00	-18.000	-\$450.00	434.000	\$10,850.00
6" UNCLASSIFIED PIPE UNDERDRAINS									
Reason: Normal Difference between Plan and Actual Quantities.									
0033	611E00406	FT	\$100.000	5.000	\$500.00	-5.000	-\$500.00	0.000	\$0.00
4" CONDUIT, TYPE F									
Reason: Normal Difference between Plan and Actual Quantities: This line item is non-performed in its entirety.									
0035	611E01100	FT	\$105.000	6.000	\$630.00	-2.000	-\$210.00	4.000	\$420.00
6" CONDUIT, TYPE C									
Reason: Normal Difference between Plan and Actual Quantities.									
0037	611E05900	FT	\$175.000	32.000	\$5,600.00	-11.000	-\$1,925.00	21.000	\$3,675.00
15" CONDUIT, TYPE B									
Reason: Normal Difference between Plan and Actual Quantities.									
0044	611E99655	EACH	\$1,500.000	4.000	\$6,000.00	-3.000	-\$4,500.00	1.000	\$1,500.00
MANHOLE ADJUSTED TO GRADE, AS PER PLAN									
Reason: Normal Difference between Plan and Actual Quantities.									

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
Section: 4 - Pavement									
0047	302E56000	CY	\$200.000	268.200	\$53,640.00	-0.400	-\$80.00	267.800	\$53,560.00
ASPHALT CONCRETE BASE, PG64-22, (449)									
Reason: Normal Difference between Plan and Actual Quantities.									
Section: 5 - Water Work									
0062	202E75610	EACH	\$175.000	4.000	\$700.00	-1.000	-\$175.00	3.000	\$525.00
VALVE BOX REMOVED									
Reason: Normal Difference between Plan and Actual Quantities.									
0065	638E02730	FT	\$550.000	20.000	\$11,000.00	-17.000	-\$9,350.00	3.000	\$1,650.00
12" WATER MAIN POLYVINYL CHLORIDE PIPE AND FITTINGS, AWWA C900, DR18									
Reason: Significant Difference Between Plan and Actual Quantities: Quantity decrease due to contingency quantities not being required in the field.									
0066	638E04900	FT	\$75.000	1,197.000	\$89,775.00	-604.600	-\$45,345.00	592.400	\$44,430.00
1" COPPER SERVICE BRANCH									
Reason: Significant Difference Between Plan and Actual Quantities: Quantity decrease due to contingency quantities not being required in the field.									
0071	638E10900	EACH	\$225.000	6.000	\$1,350.00	-6.000	-\$1,350.00	0.000	\$0.00
SERVICE BOX ADJUSTED TO GRADE									
Reason: Normal Difference between Plan and Actual Quantities: This line item is non-performed in its entirety due to contingency quantities not being required in the field.									

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
0072	638E98000	EACH	\$500.000	37.000	\$18,500.00	-12.000	-\$6,000.00	25.000	\$12,500.00
WATER WORK, MISC.: WATER SERVICE CONNECTION REINSTATED (LESS THAN 2-INCH DIAMETER)									
Reason: Significant Difference Between Plan and Actual Quantities: Quantity decrease due to contingency quantities not being required in the field.									
0074	638E98000	EACH	\$750.000	8.000	\$6,000.00	-1.000	-\$750.00	7.000	\$5,250.00
WATER WORK, MISC.: EXISTING WATER MAIN PLUGGED									
Reason: Owner Requested Change: Quantity decrease due to deferring the water main plug at the Main Street and Erie Street intersection to the Phase 2 project.									
Section: 6 - Sanitary Sewer									
0076	611E00900	FT	\$150.000	475.000	\$71,250.00	-442.000	-\$66,300.00	33.000	\$4,950.00
6" CONDUIT, TYPE B									
Reason: Significant Difference Between Plan and Actual Quantities: Quantity decrease due to contingency quantities not being required in the field.									
0077	690E98000	EACH	\$1,400.000	10.000	\$14,000.00	-8.000	-\$11,200.00	2.000	\$2,800.00
SPECIAL -: WYE REPLACEMENT, TYPE B - SANITARY SEWER LATERAL									
Reason: Significant Difference Between Plan and Actual Quantities: Quantity decrease due to contingency quantities not being required in the field.									
0078	690E98000	EACH	\$250.000	43.000	\$10,750.00	-12.000	-\$3,000.00	31.000	\$7,750.00
SPECIAL -: LATERAL SEWER CLEANING, TESTING AND PRECONSTRUCTION TELEVISIONING									
Reason: Normal Difference between Plan and Actual Quantities.									

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
0080	690E98000	EACH	\$1,000.000	6.000	\$6,000.00	-4.000	-\$4,000.00	2.000	\$2,000.00
SPECIAL -: CONTINGENCY: NEW CLEANOUTS ON NEW LATERALS									
Reason: Normal Difference between Plan and Actual Quantities.									
0081	690E98000	EACH	\$4,250.000	41.000	\$174,250.00	-4.000	-\$17,000.00	37.000	\$157,250.00
SPECIAL -: CONTINGENCY: 8-INCH BY 6-INCH CURED-IN-PLACE MAIN AND LATERAL CONNECTION REHABILITATION									
Reason: Normal Difference between Plan and Actual Quantities.									
0082	690E98100	FT	\$38.000	1,360.000	\$51,680.00	-402.000	-\$15,276.00	958.000	\$36,404.00
SPECIAL -: 6-INCH CURED-IN-PLACE LATERAL SEWER REHABILITATION									
Reason: Normal Difference between Plan and Actual Quantities: Quantity decrease due to contingency quantities not being required in the field.									
0083	690E98100	FT	\$17.000	1,320.000	\$22,440.00	-185.000	-\$3,145.00	1,135.000	\$19,295.00
SPECIAL -: LATERAL HEAVY CLEANING									
Reason: Normal Difference between Plan and Actual Quantities.									
0084	690E98100	FT	\$5.000	160.000	\$800.00	-160.000	-\$800.00	0.000	\$0.00
SPECIAL -: LATERAL ROOT CUTTING									
Reason: Non-Performed Contingency Item.									
0085	690E98900	GAL	\$460.000	70.000	\$32,200.00	-70.000	-\$32,200.00	0.000	\$0.00
SPECIAL -: LATERAL PIPE JOINT GROUTING									

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

Reason: Non-Performed Contingency Item.

Section: 8 - Traffic Control									
0087	620E60000	EACH	\$125.000	27.000	\$3,375.00	-27.000	-\$3,375.00	0.000	\$0.00
DELINEATOR, POST SURFACE MOUNTED									
Reason: Owner Requested Change: This line item is non-performed in its entirety.									
0088	642E00100	MILE	\$6,000.000	0.050	\$300.00	-0.050	-\$300.00	0.000	\$0.00
EDGE LINE, 4", TYPE 1									
Reason: Normal Difference between Plan and Actual Quantities: This line item is non-performed in its entirety.									
0089	642E00300	MILE	\$12,500.000	0.170	\$2,125.00	0.090	\$1,125.00	0.260	\$3,250.00
CENTER LINE, TYPE 1									
Reason: Normal Difference between Plan and Actual Quantities.									
0091	642E00500	FT	\$5.000	81.000	\$405.00	-36.000	-\$180.00	45.000	\$225.00
STOP LINE, TYPE 1									
Reason: Normal Difference between Plan and Actual Quantities.									
0093	642E00631	FT	\$5.000	34.000	\$170.00	-34.000	-\$170.00	0.000	\$0.00
CROSSWALK LINE, 24", TYPE 1, AS PER PLAN									

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
Reason: Normal Difference between Plan and Actual Quantities: This line item is non-performed in its entirety.									
0094	642E01200	FT	\$1.000	111.000	\$111.00	-15.000	-\$15.00	96.000	\$96.00
PARKING LOT STALL MARKING, TYPE 1									
Reason: Normal Difference between Plan and Actual Quantities.									
0097	642E30000	FT	\$10.000	388.000	\$3,880.00	-388.000	-\$3,880.00	0.000	\$0.00
REMOVAL OF PAVEMENT MARKING									
Reason: Normal Difference between Plan and Actual Quantities: This line item is non-performed in its entirety.									
0098	642E30020	EACH	\$55.000	3.000	\$165.00	-3.000	-\$165.00	0.000	\$0.00
REMOVAL OF PAVEMENT MARKING									
Reason: Normal Difference between Plan and Actual Quantities: This line item is non-performed in its entirety.									
0099	644E00620	FT	\$32.000	34.000	\$1,088.00	-34.000	-\$1,088.00	0.000	\$0.00
CROSSWALK LINE, 12"									
Reason: Normal Difference between Plan and Actual Quantities: This line item is non-performed in its entirety.									
0100	690E98200	SF	\$76.000	97.000	\$7,372.00	-97.000	-\$7,372.00	0.000	\$0.00
SPECIAL -: INLAID PRE-CUT REFLECTORIZED THERMOPLASTIC PAVEMENT MARKING									
Reason: Normal Difference between Plan and Actual Quantities: This line item is non-performed in its entirety.									

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
0102	630E80100	SF	\$20.000	72.000	\$1,440.00	-3.100	-\$62.00	68.900	\$1,378.00
SIGN, FLAT SHEET									
Reason: Normal Difference between Plan and Actual Quantities.									
0106	630E87520	EACH	\$110.000	3.000	\$330.00	-3.000	-\$330.00	0.000	\$0.00
REMOVAL OF POLE MOUNTED SIGN AND REERECTION									
Reason: Normal Difference between Plan and Actual Quantities: This line item is non-performed in its entirety.									
0107	630E97700	EACH	\$220.000	2.000	\$440.00	-1.000	-\$220.00	1.000	\$220.00
SIGNING, MISC.: REMOVAL AND RE-ERECTION OF WAYFINDING SIGN									
Reason: Normal Difference between Plan and Actual Quantities.									
0108	630E97800	SF	\$6.000	86.000	\$516.00	-5.300	-\$31.80	80.700	\$484.20
SIGNING, MISC.: BLACK ALUMINUM SIGN FRAME									
Reason: Normal Difference between Plan and Actual Quantities.									
0109	630E97900	FT	\$12.000	201.000	\$2,412.00	-113.000	-\$1,356.00	88.000	\$1,056.00
SIGNING, MISC.: 2" SQUARE GROUND MOUNTED POST SUPPORT									
Reason: Normal Difference between Plan and Actual Quantities.									

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
Section: 9 - Traffic Signals									
0110	625E25402	FT	\$10.000	13.000	\$130.00	-13.000	-\$130.00	0.000	\$0.00
CONDUIT, 2", 725.05									
Reason: Normal Difference between Plan and Actual Quantities: This line item is non-performed in its entirety.									
0112	625E25920	FT	\$8.000	50.000	\$400.00	-41.000	-\$328.00	9.000	\$72.00
CONDUIT, MISC.: CONDUIT REMOVED									
Reason: Normal Difference between Plan and Actual Quantities.									
0115	625E31510	EACH	\$800.000	2.000	\$1,600.00	-1.000	-\$800.00	1.000	\$800.00
PULL BOX REMOVED									
Reason: Normal Difference between Plan and Actual Quantities.									
0116	625E31600	EACH	\$800.000	2.000	\$1,600.00	-2.000	-\$1,600.00	0.000	\$0.00
PULL BOX, MISC.: PULL BOX ADJUSTED TO GRADE									
Reason: Normal Difference between Plan and Actual Quantities: This line item is non-performed in its entirety.									
0117	625E32000	EACH	\$500.000	2.000	\$1,000.00	-2.000	-\$1,000.00	0.000	\$0.00
GROUND ROD									
Reason: Normal Difference between Plan and Actual Quantities: This line item is non-performed in its entirety.									

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
0118	625E36010	FT	\$2.500	60.000	\$150.00	-60.000	-\$150.00	0.000	\$0.00
UNDERGROUND WARNING/MARKING TAPE									
Reason: Normal Difference between Plan and Actual Quantities: This line item is non-performed in its entirety.									
0121	632E43300	FT	\$1.000	623.000	\$623.00	-5.000	-\$5.00	618.000	\$618.00
SIGNAL CABLE, MISC.: CABLE REMOVED									
Reason: Normal Difference between Plan and Actual Quantities.									
0127	632E90104	EACH	\$30.000	14.000	\$420.00	-14.000	-\$420.00	0.000	\$0.00
REUSE OF TRAFFIC CONTROL ITEM: SIGNAL CABLE									
Reason: Normal Difference between Plan and Actual Quantities: This line item is non-performed in its entirety.									
Section: 10 - Landscaping									
0147	661E40101	EACH	\$500.000	10.000	\$5,000.00	-2.000	-\$1,000.00	8.000	\$4,000.00
DECIDUOUS TREE, 2-1/2" CALIPER, AS PER PLAN: ULNUS AMERICANA									
Reason: Normal Difference between Plan and Actual Quantities.									
0165	690E98100	FT	\$45.000	650.000	\$29,250.00	-39.000	-\$1,755.00	611.000	\$27,495.00
SPECIAL -: CONCRETE PLANTER CURB									
Reason: Normal Difference between Plan and Actual Quantities.									

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
0166	690E98200	SF	\$28.000	4,286.000	\$120,008.00	-491.000	-\$13,748.00	3,795.000	\$106,260.00
SPECIAL -: VEHICULAR BRICK PAVERS									
Reason: Significant Difference Between Plan and Actual Quantities.									
1000	690E98200	SF	\$300.000	263.000	\$78,900.00	26.500	\$7,950.00	289.500	\$86,850.00
SPECIAL -: STONE VENEER PLANTER CURB / WALL									
Reason: Significant Difference Between Plan and Actual Quantities: Quantity increase due to the plans not including the sections of curb/wall around the benches.									
Section: 11 - Maintenance of Traffic									
0171	614E21000	MILE	\$11,000.000	0.100	\$1,100.00	-0.043	-\$473.00	0.057	\$627.00
WORK ZONE CENTER LINE, CLASS I									
Reason: Normal Difference between Plan and Actual Quantities.									
0172	614E22000	MILE	\$5,250.000	0.360	\$1,890.00	-0.360	-\$1,890.00	0.000	\$0.00
WORK ZONE EDGE LINE, CLASS I, 4"									
Reason: Normal Difference between Plan and Actual Quantities: This line item is non-performed in its entirety.									
0173	614E26000	FT	\$5.000	37.000	\$185.00	-17.000	-\$85.00	20.000	\$100.00
WORK ZONE STOP LINE, CLASS I									
Reason: Normal Difference between Plan and Actual Quantities.									

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
0174	614E30000	EACH	\$55.000	2.000	\$110.00	-2.000	-\$110.00	0.000	\$0.00
WORK ZONE ARROW, CLASS I									
Reason: Normal Difference between Plan and Actual Quantities.									
0175	615E20000	SY	\$85.000	960.000	\$81,600.00	-218.800	-\$18,598.00	741.200	\$63,002.00
PAVEMENT FOR MAINTAINING TRAFFIC, CLASS A									
Reason: Significant Difference Between Plan and Actual Quantities.									
0176	615E20001	SY	\$100.000	97.000	\$9,700.00	-97.000	-\$9,700.00	0.000	\$0.00
PAVEMENT FOR MAINTAINING TRAFFIC, CLASS A, AS PER PLAN									
Reason: Normal Difference between Plan and Actual Quantities: This line item is non-performed in its entirety.									
58 items	Totals				\$1,150,118.00		-\$303,112.80		\$847,005.20

New Items

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
Section: 1 - Roadway					
8028	990E30000	LS	1.000	\$1,800.000	\$1,800.00
AGREED LUMP SUM					
Reason: Owner Requested Change: Labor and material costs for installing a temporary asphalt sidewalk pending permanent replacement during the Phase 2 project.					

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
Section: 6 - Sanitary Sewer					
8025	990E30000	LS	1.000	\$5,600.000	\$5,600.00
AGREED LUMP SUM					
Reason: Utility Conflict: Labor and equipment costs associated with exploring for existing sanitary laterals not located as shown in the plans or marked in the field.					
Section: 7 - Lighting					
8022	990E30000	LS	1.000	\$3,278.000	\$3,278.00
AGREED LUMP SUM					
Reason: Owner Requested Change: Labor and material costs for plugging the exposed hanging basket receiver openings.					
8026	990E30000	LS	1.000	\$4,310.000	\$4,310.00
AGREED LUMP SUM					
Reason: Utility Conflict: Labor and equipment costs associated with vacuum excavation due to an unforeseen underground duct bank containing fiber optic communication lines.					
Section: 8 - Traffic Control					
8029	990E30000	LS	1.000	\$1,000.000	\$1,000.00
AGREED LUMP SUM					
Reason: Owner Requested Change: Labor and material costs for relocating the handicap parking sign to improve visibility.					
Section: 10 - Landscaping					
8019	990E30000	LS	1.000	\$2,870.170	\$2,870.17
AGREED LUMP SUM					

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
Reason: Owner Requested Change: Powder Coating 13 planters black.					
8020	990E30000	LS	1.000	\$800.000	\$800.00
AGREED LUMP SUM					
Reason: Owner Requested Change: Tree Change, The City's Forestry Department requested a revision to the tree varieties specified in the plans.					
8021	990E30000	LS	1.000	-\$1,212.700	-\$1,212.70
AGREED LUMP SUM					
Reason: Changes (non-preventable): Uninstalled Landscape Material Credit, For the labor associated with the planting of the omitted materials.					
8023	990E30000	LS	1.000	\$3,719.150	\$3,719.15
AGREED LUMP SUM					
Reason: Owner Requested Change: Irrigation extended to the six light poles with hanging baskets.					
8024	990E30000	LS	1.000	\$4,018.000	\$4,018.00
AGREED LUMP SUM					
Reason: Owner Requested Change: Labor and material costs for installing ornamental fencing around the elevated bench areas.					
8027	990E30000	LS	1.000	\$1,250.000	\$1,250.00
AGREED LUMP SUM					
Reason: Changes (non-preventable): Labor, equipment, and disposal costs for demolition of the existing gateway wall found to be structurally inadequate to support the proposed sign.					
11 items					Total: \$27,432.62

RECOMMENDED FOR APPROVAL BY:

Joseph E. Shaw, P.E., P.S., Public Service Director:  (Signature) 7-14-2026 (Date)

REVIEWED BY:

Engineer

Darren J. Schimmoeller, Project Engineer  (Signature) 2026-07-14 (Date)

Digitally signed by Darren Schimmoeller
DN: C=US,
E=dj.schimmoeller@structurepoint.com,
O=American Structurepoint, CN=Darren
Schimmoeller
Date: 2026.07.14 07:15:36-04'00'

Contractor

Grant Heaster (Name)

 (Signature) 7/14/2026 (Date)

The proposal is hereby approved.

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

The proposal is hereby approved.

Christy Ordorica, Interim Finance Director: _____ (Signature) _____ (Date)



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

July 20, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Contract Award Recommendation – 2026-31 Refuse & Recycling Collection Services**

Dear Mr. Mayor and Council Members:

The Service Department requested City Council authorization to advertise for bids for the 2026-2031 Refuse & Recycling Collection Services contract at the May 18, 2026 meeting.

The City received four (4) bids on July 14, 2026. The apparent low bidder was Allied Waste Services of North America dba Republic Services of Toledo from Erie, Michigan. This is the City's current contractor and has provided this service since 2006. The second low bidder was Stevens Disposal & Recycling Service, Inc. from Petersburg, Michigan.

Bid tabs are also enclosed for your reference. The refuse collection unit price proposed was \$9.36/unit/month (current contract rate \$8.65/unit/month). The recycling collection unit price proposed was \$4.49/unit/month (current contract rate \$4.49/unit/month). Spring/Fall unlimited collection would continue at a unit price of \$0.46/unit/month (current contract rate \$0.91/unit/month).

For service beginning September 1, 2026 thru August 30, 2027 (less any diesel fueling recovery charges) the annual cost of service for the Republic Services bid would be \$1,067,679.36, which is \$14,467.20 lower than the current contract cost of \$1,082,146.56. Also, the Republic Services proposal was \$162,032.64 less than the second low bidder proposal from Stevens Disposal (\$1,229,712.00).

We recommend the 2026-2031 Refuse & Recycling Collection Services contract be awarded to Allied Waste Services of North America dba Republic Services of Toledo. Please call with any questions.

Sincerely,

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

ORDINANCE NO. 111-2026

DETERMINING THE LOWEST AND BEST BID FOR COLLECTION AND DISPOSAL OF RESIDENTIAL CURBSIDE REFUSE AND RECYCLING IN THE CITY OF SYLVANIA, OHIO; ACCEPTING THE BID OF ALLIED WASTE SERVICES OF NORTH AMERICA, LLC, d/b/a REPUBLIC SERVICES OF TOLEDO; REJECTING ALL OTHER BIDS; AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO A CONTRACT PURSUANT TO THE LOWEST AND BEST BID, THE ADVERTISEMENT THEREFORE, NOTICE TO BIDDERS, REQUEST FOR BIDS INCLUDING SPECIFICATIONS FOR THE REFUSE AND RECYCLING COLLECTION AND DISPOSAL CONTRACT, AND CHAPTERS 941 AND 943 OF THE CODIFIED ORDINANCES OF SYLVANIA, 1979, AS AMENDED; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 69-2010, passed July 19, 2010, accepted the bid of Allied Waste Services to provide residential curbside refuse collection for a three-year term; and,

WHEREAS, Ordinance No. 70-2010, passed July 19, 2010, accepted the bid of Allied Waste Services to provide residential curbside recycling collection for a three-year term; and,

WHEREAS, Ordinance No. 67-2012, passed December 3, 2012, accepted the proposal of Allied Waste Services to provide residential curbside recycling collection for a three-year term; and,

WHEREAS, Ordinance No. 68-2010, passed December 3, 2012, accepted the proposal of Allied Waste Services to provide residential refuse collection for a three-year term; and,

WHEREAS, Ordinance No. 38-2016 passed on August 15, 2016, accepted the proposal of Allied Waste Services for a five-year term; and,

WHEREAS, Ordinance No. 51-2021 passed July 19, 2021, accepted the proposal of Republic Services to provide residential refuse collection for a four-year term; and,

WHEREAS, at the May 18, 2026 meeting of Sylvania City Council, the Clerk was authorized to advertise for bids for the collection and disposal of residential refuse and recycling;

and,

WHEREAS, after advertising therefore, four (4) bids were received on July 14, 2026 for the residential curbside refuse and recycling collection and disposal for the City of Sylvania as follows:

<u>BIDDER</u>	<u>BID PRICE</u>
Allied Waste Services	\$9.36/unit/month
Stevens Disposal	\$11.00/unit/month
Priority	\$13.00/unit/month
Klumm Bros.	\$18.00/unit/month

WHEREAS, the Director of Public Service, in a report dated July 20, 2026, has recommended approval of a five-year contract with Allied Waste Services for residential refuse and recycling collection with an initial fee of \$9.36/unit/month with annual increases based on the Trash Collection and Recycling Index.

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

SECTION 1. That the bid of Allied Waste, 6749 Dixie Hwy., Erie, MI 48133, for a five year contract, commencing September 1, 2026 through August 31, 2031, for the collection and disposal of City of Sylvania, Ohio residential refuse and recycling, for a unit cost per residential unit collection fee on a limited collection basis, of Nine and 36/100 Dollars (\$9.36) per unit, per month, with a recycling collection unit price of \$4.49/unit/month, and a spring/fall unlimited collection unit price of \$0.46/unit/month, all as set forth in the bid of said bidder hereby accepted, is hereby determined to be the lowest and best bid, and the same is hereby accepted, and the Mayor and Director of Finance are hereby authorized to enter into a contract with the bidder whose bid is hereby accepted for the combined collection and disposal, pursuant to said bid, the notice to bidders, the collection and disposal contract specifications, the provisions of Chapters 941 and 943 of the Codified Ordinances of Sylvania, 1979, as amended, and containing such the provisions as the Mayor, Director of Finance and Director of Law shall require.

SECTION 2. That the monthly payment under such residential refuse and recycling collection and disposal contract authorized by this Ordinance shall be charged to **Account No.**

110-7515-51265 - Refuse Collection and Disposal and Account No. 705-7312-51265 – Recycling.

SECTION 3. That all bids not accepted by Section 1 hereof are hereby rejected.

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 continuous collection and disposal of refuse and recycling should be assured by authorizing a contract therefore immediate and consequently this Ordinance should be effective forthwith. 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

2026 Refuse & Recycling Collection Service Contract

Bid Open: July 14, 2026

Line	Description	Unit	Qty	Mnth	Republic Services		Steven's Disposal		Priority		Klumm Bros.		Current Contract	
					Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
Section A - Refuse Bid (Weekly Collection)														
1	Residential Unit Cost Fee (per Month)	Unit/Month	6028	12	\$9.36	\$677,064.96	\$11.00	\$795,696.00	\$13.00	\$940,368.00	\$18.00	\$1,302,048.00	\$8.65	\$625,706.40
2	Fee for Extra Container	Bag or Tag			\$2.25		\$11.00		\$1.75		\$25.00		\$2.25	
3	Fee for Bulk Item	Bulk Item			\$12.50		\$15.00		\$27.00		\$35.00		\$15.00	
4	Unit Cost per Residential Unit (Spring Unlimited Refuse Pick-Up)	Unit	6028	12	\$0.455	\$32,912.88	\$1.00	\$72,336.00	\$3.00	\$217,008.00	\$10.00	\$723,360.00	\$0.91	\$65,825.76
5	Unit Cost per Residential Unit (Fall Unlimited Refuse Pick-Up)	Unit	6028	12	\$0.455	\$32,912.88	\$0.00	\$0.00	\$3.00	\$217,008.00	\$10.00	\$723,360.00	\$0.91	\$65,825.76
6	Base Fuel Charge	Gallon			\$3.50		\$3.50		\$3.50		\$3.50		\$2.50	
Section B - Recycling Bid (Bi-Weekly Collection)														
7	Residential Unit Cost Fee (per Month)	Unit/Month	6028	12	\$4.49	\$324,788.64	\$5.00	\$361,680.00	\$5.00	\$361,680.00	\$4.75	\$343,596.00	\$4.49	\$324,788.64
8	Base Fuel Charge	Gallon			\$3.50		\$3.50		\$3.50		\$3.50		\$2.50	
Bid Totals:					\$1,067,679.36		\$1,229,712.00		\$1,736,064.00		\$3,092,364.00		\$1,082,146.56	

Notes: Base Fuel Recovery Charge of \$3.50/gallon was a fixed bid item and the same unit price for all bidders.

Current Base Fuel Recovery Charge of \$3.50/gallon as provided in the 2016 contract and 2021 contract extension with Republic Services.

Bid Totals represent the cost of service (less fuel recovery charges) for the first year of service (September 1, 2026 thru August 30, 2026).

RESOLUTION NO. 13-2026**ADOPTING A STATEMENT, PURSUANT TO REVISED CODE OF OHIO 709.03 (D), INDICATING WHAT SERVICES WILL BE PROVIDED TO THE AREA PROPOSED TO BE ANNEXED TO THE CITY OF SYLVANIA BY PETITION FOR ANNEXATION FILED WITH THE BOARD OF LUCAS COUNTY COMMISSIONERS; AND DECLARING AN EMERGENCY.**

WHEREAS, on July 6, 2026, this Council received notice from Leslie B. Brinning that she was the authorized agent for the petitioners of the territory sought to be annexed (Parcel No. 78-21667) by the City of Sylvania to the City of Sylvania filed with the Board of Commissioners of Lucas County, Ohio on July 1, 2026; and,

WHEREAS, pursuant to the Revised Code of Section 709.03 (D) this Council is required to adopt a statement indicating what services, if any, the City of Sylvania will provide to the territory proposed for annexation upon annexation.

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

SECTION 1. That upon annexation to the City of Sylvania the territory proposed to be annexed by said annexation petition will be provided, by the City of Sylvania, with the following services:

- a. Domestic garbage, trash and refuse generated on the premises of each residential property will be removed and disposed of once a week;
- b. Police protection will be furnished by the City of Sylvania;
- c. Street shade trees will be sprayed, trimmed, planted, removed and their leaves and branches disposed of as a part of the City tree program;
- d. Green yard waste pickup will be provided for residential property on a bi-weekly basis during the months of March through November;
- e. Curbside recycling will be provided bi-weekly for single-family residential units;
- f. Storm drainage facilities will be regularly and routinely cleaned and cleared;
- g. The minimum sanitary sewer system value and capital connection charge for future connections will be reduced from \$940 to a charge of \$430 or less;

- h. The maximum sanitary sewer system value and capital connection charge for future connections will be reduced from \$202,100 to a charge of \$92,450;
- i. The territory described in the petition is within the Sylvania Water District;
- j. Snow plowing will be provided for public streets;
- k. Street sweeping will be provided for public streets;
- l. Site plan, preliminary and final plat review and approvals will be provided.
- m. The above services will be provided within six months after the date of the granting of the annexation petition.
- n. If a street or highway will be divided or segmented by the boundary line between the township and the municipal corporation as to create a road maintenance problem, the municipal corporation to which annexation is proposed has agreed as a condition of the annexation to assume the maintenance of that street or highway or to otherwise correct the problem. As used in this section, “street” or “highway” has the same meaning as in section 4511.01 of the Revised Code.
- o. If the municipal zoning permits uses in the annexed territory that the municipal corporation determines are clearly incompatible with the uses permitted under current county or township zoning regulations in the adjacent land remaining within the township from which the territory was annexed, the legislative authority of the municipal corporation will require, in the zoning ordinance permitting the incompatible uses, the owner of the annexed territory to provide a buffer separating the use of the annexed territory and the adjacent land remaining within the township. For the purposes of this section, “buffer” includes open space, landscaping, fences, walls, and other structured elements; streets and street rights-of-way; and bicycle and pedestrian paths and sidewalks.
- p. Street lights are available for installation by assessment.

SECTION 2. That the Clerk of this Council shall file with the Board of Commissioners of Lucas County, Ohio a certified copy of this Resolution and shall also provide petitioners with a certified copy of this Resolution.

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

SECTION 4. 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 5. 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 this Resolution should be effective immediately so that it will be in effect and served upon the Board of Commissioners of Lucas County, Ohio. Provided this

Resolution receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas_____ Nays_____

Passed, _____, 2026 as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date



Board of Architectural Review

Minutes of the regular meeting of July 15, 2026

Ms. Fisher called the meeting to order

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

Ms. Lindhuber moved; Mr. Liber seconded to approve the Minutes of the June 10, 2026 Meeting as submitted Vote being: Frye, Lindhuber, Fischer and Liber (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 1 - app. no. 14-2026 requested by Mohamad Awad for Pilates by V – 6363 Monroe Street, Sylvania, Ohio 43560.

Mr. Awad was present. Mr. Burns stated that the sign meets the zoning codes.

Mr. Liber moved; Ms. Lindhuber seconded, to approve; the vote being: Frye, Lindhuber, Fischer and Liber (4) aye; (0) nay.

Item 2 – app no. 15-2026 requested by Mohamad Awad for Zane's Lebanese Grill – 4900 McCord Rd. Sylvania, Ohio 43560.

Mr. Away was present. The sign is an additional sign adjacent to the current sign. Mr. Burns stated that the sign meets the zoning codes.

No additions

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

Submitted by,

Cristen Music Secretary
Municipal Planning Commission



B

DEPARTMENT OF PUBLIC SERVICE
TIMOTHY S. BURNS, ZONING ADMINISTRATOR

July 16, 2026

To: Mayor and Members of City Council

Re: Planning Commission Meeting

Dear Mayor and Members of Council:

Following is an excerpt from the minutes of the regular meeting of the Municipal Planning Commission of July 15, 2026.

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

Ms. Lindhuber moved; Mr. Liber seconded to approve the Minutes of the June 10, 2026, Meeting as submitted: Vote being: Frye, Lindhuber, Fischer and Liber (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item #1 – Transfer and Lot Split – 5800 Monroe Street, Sylvania, Ohio 43560

Mr. Burns explained that there are two proposed lot splits at the north end of Monroe Street. He stated that the proposal for the northeast lot split is to divide the right side of the parking lot extending north to the northern portion of the lot. They will be replacing the portion of the building (Rite Aid) will that will become the lot line property.

Taylor Schepers was present of Weihe Engineers and represents the client 7-Eleven.

Mr. Frye moved, Mr. Liber seconded, to approve the transfer and lot split per the planning commission information, vote being; Frye Lindhuber, Schaaf and Fischer (4) aye; (0) nay



DEPARTMENT OF PUBLIC SERVICE
TIMOTHY S. BURNS, ZONING ADMINISTRATOR

Item #2 – Transfer and Lot Split - 5800 Monroe Street, Sylvania Ohio 43560

Mr. Burns explained that this is the same proposal for the northwest corner of the same plaza parking lot, located across from Elliott Road near the traffic light. The proposal is to split approximately one-half acre from the existing parcel.

Mr. Frye questioned Mr. Burns whether any applications had been submitted to the committee indicating what would be built on the proposed lot. Mr. Burns stated that there is a proposal for a 7 Brew Coffee. However, he explained that the project would not be required to come before this committee until the architectural plans are submitted. This committee is only looking at the lot split.

Mr. Frye moved, Ms. Lindhuber seconded, to approve the transfer and lot split vote being; Frye Lindhuber, Liber and Fischer (4) aye; (0) nay

SUP #3– 2026 - 8310 Sylvania- Metamora Road

Mr. Frye made a motion to recommend approval to City Council with the following provisions.

The car wash doors must remain closed at all times and may only be opened to allow Vehicles to enter and exit.

Confirmations that a bond will be posted for the removal of the underground tanks, if required.

The convenience store must comply with the hours of operation permitted under the City's zoning code.

Mr. Frye moved, Mr. Lieber seconded to recommend to Council to approval the zoning amendment as submitted, Vote being; Frye, Fischer, Lindhuber and Liber.
(4) aye, (0) nay. Motion passed by a 4to 0 vote.



DEPARTMENT OF PUBLIC SERVICE
TIMOTHY S. BURNS, ZONING ADMINISTRATOR

SUP -4-2026 - 5890 Monroe Street Sylvania Ohio

Taylor Shepards was present explained that this 7/11 would have 6 pumps 37 parking spaces. The convenient store will be approximately 4800 square feet and open 24/7.

Mr. Frye questioned Mr. Burns on if 24/7 follows zoning code, if there will be a bond posted for the removal of the underground tanks and the traffic pattern.

Mr. Frye made a motion to table SUP 4-2026 until the city can provide information regarding the ability of the hours of operations. A provision that there be a bond posted for the underground tanks, and clarification of the traffic pattern.

Mr. Frye made a motion to table SUP 4-2026 until additional information from the city regarding the following:

Whether the proposed business may operate 24 hours a day 7 days a week under the City's regulations.

Confirmations that a bond will be posted for the removal of the underground tanks, if required.

The proposed traffic patterns and their impact on the surrounding area.

Mr. Frye moved; Mr. Lieber seconded to table SUP 4-2026. Vote being: Frye, Fischer, Lindhuber and Lieber (4) aye, (0) nay. Motion passed to table.

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

Meeting Adjourned

Submitted by,

A handwritten signature in black ink, appearing to read "Cristen Music".

Cristen Music Secretary
Municipal Planning Commission