

Sylvania City Council

October 5, 2026

5:30 p.m. Utilities & Environment Committee Meeting

(Current Waste Removal Fees)

6:00 p.m. Public Hearings

(SUP-4-2026 – 5890 Monroe St., Sylvania, OH)

(ZA-1-2026 – Parcel No. 8293529, 8293530 & 8293531)

6:30 p.m. Council Meeting

Agenda

1. Roll Call: Mr. Hansen, Mr. Haynam, Mr. McCann, Mr. Murphy, Mr. Richardson, Ms. Stough, Mrs. Westphal (excused)
2. Pledge of Allegiance to the United States of America led by Mr. Haynam.
3. Election of President Pro-Tem.
4. Additions to the agenda.
5. Approval of the Council meeting minutes from September 21, 2026.
6. Report from the Utilities & Environment Committee meeting held on this date.
7. Report from the Public Hearings held on this date.
 - a. SUP-4-2026 for 5890 Monroe St., Sylvania, OH to change current B-4 zoning to B-4 SUP zoning to allow for a convenience store with auto fueling. Certificate of Notice for application.
 - b. ZA-1-2026 for Parcel No. 8293529, 8293530, and 8293531 at the south side of Brint Rd., immediately west of the intersection with King Rd., to change current R-1 zoning to R-1 PD zoning to develop four residential lots. Certificate of Notice for application.
8. Administrative Building Office Improvements (2026)
 - a. Service Director's letter recommending approval of Change Order No. 1 for Reemsnyder.
 - b. Proposed Ordinance No. 133-2026, authorizing the Mayor and Director of Finance to approve Change Order No. 1 (Final) to this City's agreement with Reemsnyder Decorating to provide and install carpet for the Craig A. Stough Municipal Building office improvements project.
 - c. Service Director's letter recommending approval of Change Order No. 1 for Friends Office.
 - d. Proposed Ordinance No. 134-2026, authorizing the Mayor and Director of Finance to approve Change Order No. 1 (Final) to this City's agreement with Friends Office to provide office furniture for the Craig A Stough Municipal Building office improvements project.
9. Jamesford Woods, Spring Forest & Other Subdivision Roads & Sylvania Ave. Resurfacing
 - a. Service Director's letter recommending approval of the agreement.
 - b. Proposed Ordinance No 135-2026, Authorizing the Mayor and Director of Finance to enter into a Joint Cooperation Agreement on behalf of this City of Sylvania with the Sylvania

Township Board of Trustees and the Lucas County Board of Commissioners relative to this project.

10. Website Redesign

- a. Service Director's letter recommending approval of the agreement.
- b. Proposed Ordinance No. 136-2026, accepting the proposal of Revize, LLC to provide website redesign services to the City of Sylvania.

11. Utilities & Zoning Application & Permitting Portal

- a. Service Director's letter recommending approval of statement of work and agreement.
- b. Proposed Ordinance No. 137-2026, Authorizing the Mayor and Director of Finance to approve the statement of work and agreement with Naviant, LLC relative to the creation of a digital permitting portal.

12. Brint Rd./Main St./Holland-Sylvania Roundabout – ROW Acquisition

- a. Service Director's letter recommending approval of proposals.
- b. Proposed Ordinance 138-2026, Accepting the proposal of West Erie Realty Solutions, Ltd. to provide right-of-way acquisition services relative to the project.
- c. Proposed Ordinance 139-2026, Accepting the proposal of Brian W. Barnes & Co. to provide appraisal review services relative to the project.
- d. Proposed Ordinance 140-2026, Accepting the proposal of JBH-RW, LLC to provide relocation services relative to the project.

13. Service Director's letter requesting authorization to advertise for bids for the Monroe St. lighting improvements (Harroun Rd. to Acres Rd.).

14. Proposed Ordinance No. 141-2026, Revising the administrative, departmental and divisional organization of the City and the codified ordinances thereof by eliminating the position of "IT Support Specialist"; amending Sylvania Codified Ordinance Section 129.045 to eliminate the "IT Support Specialist" and add a second "Information Technology Specialist" effective October 6, 2026; amending Sylvania Codified Ordinance Section 139.03(d)(3) – Definition and adoption of the compensation plan to eliminate the IT Support Specialist's salary.

15. Executive Session

- a. Pending Litigation
- b. Security Updates

16. Committee reports

17. Committee referrals

INFORMATION

None

Minutes of the Meeting of Council
September 21, 2026

The Council of the City of Sylvania, Ohio met in regular session on September 21, 2026 at 6:30 p.m. with Mayor Frye in the chair. Roll was called with the following members present: Marcus Hansen, Doug Haynam, Brian McCann, Shawn Murphy, Patrick Richardson, Lyndsey Stough, Mary Westphal (excused); (6) present; (1) absent.

Roll call:
6 present,
1 absent

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

Pledge of
Allegiance.

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

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

Election
President Pro-
Tem

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

Item # 9a Scheduling of a Utilities & Environmental Committee meeting.
Item # 13c Update on Sylvania Prevention Alliance

Additions to
Agenda.

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

Agenda approval.

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

Mr. Richardson presented the September 8, 2026 regular meeting minutes. Mr. Richardson moved, Mr. Hansen seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of September 8, 2026 be approved as written; roll call vote being: Richardson, Haynam, McCann, Stough, Hansen, Murphy; (6) yeas; (0) nays. The motion carried.

Approval of
September 8,
2026
Council meeting
minutes.

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

Dr. Richard Munk, the City of Sylvania's representative on the Toledo Lucas County Board of Health gave a brief update on the Toledo Lucas County Health Department. He informed Council that with the help of the City of Sylvania's contribution, among others, the department will be moving to a new facility within the next few months. Dr. Munk stated that there is a new initiative called "Great Health for America" and that the health department will be receiving \$4 million in connection with this initiative and within the Sylvania area, Stranahan Elementary School is targeted to receive funding from this initiative. He further explained that the health department will be forced to make budget cuts that will affect some of its programs due to rising health insurance

Dr. R. Munk
presentation
(Rep. for Health
Dept.)

Minutes of the Meeting of Council
September 21, 2026

costs for the department. At the conclusion of his presentation, Dr. Munk referred Council to the handout it was provided with, which not only lists all the services the health department provides but it also included a survey link which will help the health department to determine the needs of Sylvania residents.

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

Ms. Melissa McDonald, Assistant Superintendent and Mr. Dan Boden, BOE member gave a short presentation on the affects a failed school levy in November 2026 could have on the Sylvania school system – cuts in personnel and programs. Ms. McDonald stated that Sylvania schools are asking for a 1% earned income tax levy with a \$1.7 million property tax reduction (\$35.00 for every \$100,000 of assessed home value). She stressed that the 1% only applies to earned income, not to retirement income like social security, pension, IRA, 401k, 403b, 457, Roth distributions, investment income, etc. and that only residents within the Sylvania School District will have to pay this tax.

Sylvania Schools
presentation.

Ms. Tara Haye read a statement on why it is important that the November 2026 levy passes, with her main message being that strong schools create a strong community.

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

Mr. Haynam gave a brief report on the Annexation and Zoning Committee meeting held on this date. Fire Marshall Shane Hilliard talked about the Electronic Vehicle (EV) code and how it was developed. The Fire Marshall stated that the language in our proposed Ordinance 122-2026 did not make it into the fire code, meaning that unless the ordinance is passed these rules do not apply. Mr. Haynam stated that he would like to see the adverse comments that were made regarding the proposed text to find out what the concerns are about these regulations. He further stated that, before adopting Ordinance 122-2026, he would like to know whether the EV charging station at the local Meijer store and the charging station located in the City of Sylvania Police Station parking lot are compliant with the proposed ordinance. Therefore, no decision was made regarding proposed Ordinance 122-2026.

Report from the
Annexation &
Zoning Comm.
Meeting

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

Minutes of the Meeting of Council
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Mr. Hansen gave a brief report on the follow-up Utilities & Environmental Committee meeting regarding the current refuse and recycling revenue. He started his report with a summary of the first meeting. During the meeting, the administration as well as Council members gave their different opinions on the topic. The Service Director explained that refuse & recycling is a utility and not a service since it is similar to water & sewer and that all fees collected will go back into the general fund which pays for streets upkeep, etc. Mr. Richardson pointed out the fact that someone making \$1 million/year does not have to pay for refuse & recycling but someone making much less money has to pay for this service. In Mr. Murphy's opinion, the refuse & recycling fee should be strictly based on taxes paid. Ms. Stough pointed out the labor that is needed by staff to administer the service fees. And Mr. Haynam would like to see phased in approach based on income. The decision was made to schedule another committee meeting on this topic. Prior to this meeting the administration is to develop a phased timeline (2 years & 4 years) for the service fees.

Report from the
Utilities &
Environment
Committee
meeting

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

Mr. Hansen moved, Mr. Richardson seconded to schedule another Utilities & Environment Committee meeting to further discuss the current refuse & recycling rates on October 5, 2026 at 5:30pm in City Council Chambers, 6635 Maplewood Avenue, Sylvania, Ohio; roll call vote being: Haynam, Murphy, Richardson, Hansen, McCann, Stough; (6) yeas; (0) nays. The motion carried.

Set Utilities &
Environment
Meeting for Oct.
5 at 5:30pm.

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

Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 132-2026, a written copy of same having been previously furnished to each member of Council "Accepting the proposal of InSource Solutions Group, Inc., to provide e-file and related tax services for the City of Sylvania; authorizing the Mayor and Director of Finance to enter into a professional services agreement on behalf of the City of Sylvania with said service provider; appropriating funds therefore in the amount of \$6,000; and declaring an emergency; Mr. Richardson moved; Mr. Haynam seconded for the passage of Ordinance No. 132-2026 as an emergency measure; roll call vote being: Haynam, Hansen, McCann, Murphy, Richardson, Stough; (6) yeas; (0) nays. The motion carried.

Ordinance No.
132-2026 "...
InSouce
Solutions....
provide e-file ...
tax services..."

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

Mr. Murphy moved, Mr. Richardson seconded the approval of the 2027 Schedule for City Council Meetings; roll call vote being: Hansen, Haynam, Murphy, Stough, Richardson, McCann; (6) yeas; (0) nays). The motion carried.

2027 Council
Meeting
Schedule.

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

Mr. McCann moved, Mr. Hansen seconded to set the City of Sylvania's Trick-Or-Treat time for October 31, 2027 from 6:00pm to 7:30pm; Hansen, Haynam, Murphy, Stough, McCann, Richardson; (6) yeas; (0) nays). The motion carried.

Trick-Or-Treat
2027

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

None

Committee
reports.

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

An Annexation & Zoning Committee meeting on SUP-3-2026 (8310 Sylvania-Metamora Rd.) was not set. The administration did not hear back from the petitioner regarding his availability to participate in a meeting after reaching out to him several times.

SUP-3-2026 -
Zoning &
Annexation
Committee

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

Mr. McCann moved, Ms. Stough seconded to schedule an Employee & Community Relations Committee meeting to discuss the City's event planning fees on Monday, October 19, 2026 at 7:15pm (after the regular scheduled City Council meeting) in City Council Chambers, 6635 Maplewood Avenue, Sylvania, Ohio; roll call vote being: Haynam, Murphy, Richardson, Hansen, McCann, Stough; (6) yeas; (0) nays. The motion carried.

Employee &
Community
Relations Comm.
meeting on Oct.
19, 2026 at
7:15pm

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

Mr. McCann gave a brief update on the Sylvania Prevention Alliance and the consolidation effort with Sylvania Community Services (SCS) and Sylvania Area

SPA Update

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Family Services (SAFS). He stated the merger between these organizations is in the process of moving forward which will result in elimination of duplicate services, help with administrative and will be more beneficial for families in the end.

Mayor Frye stated that all items have been addressed.

Mr. Richardson moved, Mr. McCann seconded to adjourn at 7:34pm Roll call vote being: Hansen, McCann, Stough, Murphy, Haynam, Richardson; (6) yeas; (0) nays. The motion carried.

Adjournment

Clerk of Council

Mayor



October 5, 2026

To: Mayor Mark Frye and Members of City Council

From: Claudia Witkowski, Clerk of Council

Certificate of Notice
Petition for Zoning Amendment Application No. SUP-4-2026

The undersigned Clerk of Council hereby certifies the following:

- A. Thirty (30) days of time and place of public hearing was published in the Sylvania Advantage paper on August 31, 2026.
- B. Written notice of public hearing was mailed by first class mail, twenty (20) or more days prior to the scheduled hearing date to all owners of property within, contiguous to, and directly across the street from the subject parcel or parcels, which owners, so notified, are listed in the attached document.

Claudia Witkowski

Clerk of Council
City of Sylvania

PARID	ZONING	PROPERTY_A	MAILING_AD	OWNER
8204481	B-4	5840 MONROE ST, SYLVANIA OH 43560	5840 MONROE ST, SYLVANIA OH 43560-2200	OLIVET EVANGELICALLUTHERAN CHURCH
8204517	B-4	5825 ALEXIS RD, SYLVANIA OH 43560	6480 MONROE ST, SYLVANIA OH 43560	DAVE WHITE REAL ESTATE LLC AN OHIO LLC
8204445	B-4	5810 MONROE ST, SYLVANIA OH 43560	307 N DEFIANCE ST BOX 216, ARCHBOLD OH 43502	FARMERS & MERCHANTS STATE BANK
8204446	B-4	5830 MONROE ST, SYLVANIA OH 43560	307 N DEFIANCE ST BOX 216, ARCHBOLD OH 43502	THE FARMERS & MERCHANTS STATE BANK
8213001	B-1	5704 W ALEXIS RD, SYLVANIA OH 43560	5704 ALEXIS RD, SYLVANIA OH 43560	REINHARD DOUGLAS S & NANCY
8213004	B-1	5702 W ALEXIS RD, SYLVANIA OH 43560	3488 SECTION RD, LAMBERTVILLE MI 48144	GHH PROPERTIES LLC
8213058	B-1	5726 W ALEXIS RD, SYLVANIA OH 43560		HOWALD JEFFREY B & CONSTANCE M
8213052	B-1-B	5732 W ALEXIS RD, SYLVANIA OH 43560		HOWALD JEFFREY B & CONSTANCE M
8214001	B-4	5856 MONROE ST, SYLVANIA OH 43560	5856 MONROE ST, SYLVANIA OH 43560-2200	TDM INVESTMENTS, LTD., ANOHIO LIMITED LI
8214011	B-4	5842 MONROE ST, SYLVANIA OH 43560	6800 ENCORE CIR UNIT 84, MAUMEE OH 43537	HALL FAMILY VENTURES LLC
8282081	B-1-B	5649 W ALEXIS RD, SYLVANIA OH 43560	14817 ALI AVE, MIDDLEBURG HEIGHTS OH 44130	SOMNATH INVESTMENTS LLC AN OHIO LIMITED
8282071	M-1	5525 ALGER DR, SYLVANIA OH 43560	4571 WESTBOURNE RD, TOLEDO OH 43623-2015	MJG & JC
8282067	M-1	5521 ALGER DR, SYLVANIA OH 43560	4571 WESTBOURNE RD, TOLEDO OH 43623-2015	MJG & JC
8282064	M-1	5517 ALGER DR, SYLVANIA OH 43560	5207 MONROE ST, TOLEDO OH 43623-3139	ROMAY RANDY M
8282061	M-1	5515 ALGER DR, SYLVANIA OH 43560	5207 MONROE ST, TOLEDO OH 43623-3139	ROMAY RANDY M
8282057	M-1	5509 ALGER DR, SYLVANIA OH 43560	5207 MONROE ST, TOLEDO OH 43623-3139	ROMAY RANDY M
8282054	M-1	5505 ALGER DR, SYLVANIA OH 43560	5207 MONROE ST, TOLEDO OH 43623-3139	ROMAY RANDY M
8282051	M-1	5501 ALGER DR, SYLVANIA OH 43560	5207 MONROE ST, TOLEDO OH 43623-3139	ROMAY RANDY M
8282047	M-1	5457 ALGER DR, SYLVANIA OH 43560	4571 WESTBOURNE RD, TOLEDO OH 43623-2015	JEC (III) & MJG
8282044	M-1	5453 ALGER DR, SYLVANIA OH 43560	4571 WESTBOURNE RD, TOLEDO OH 43623-2015	JEC (III) & MJG
8282041	M-1	5449 ALGER DR, SYLVANIA OH 43560	4571 WESTBOURNE RD, TOLEDO OH 43623-2015	JEC (III) & MJG
8282037	M-1	5445 ALGER DR, SYLVANIA OH 43560	2198 OAK GROVE DR, TEMPERANCE MI 48182-1162	DUNNE JERRY L
8282034	M-1	5439 ALGER DR, SYLVANIA OH 43560	2198 OAK GROVE DR, TEMPERANCE MI 48182-1162	DUNNE JERRY L
8282031	M-1	5435 ALGER DR, SYLVANIA OH 43560	2510 LIVE OAK RD, SYLVANIA OH 43560	RLKD ENTERPRISE LLC
8282027	M-1	5433 ALGER DR, SYLVANIA OH 43560	2510 LIVE OAK RD, SYLVANIA OH 43560	RLKD ENTERPRISE LLC
8282024	M-1	5429 ALGER DR, SYLVANIA OH 43560	2510 LIVE OAK RD, SYLVANIA OH 43560	RLKD ENTERPRISE LLC
8282021	M-1	5425 ALGER DR, SYLVANIA OH 43560	2510 LIVE OAK RD, SYLVANIA OH 43560	RLKD ENTERPRISE LLC
8282017	M-1	5421 ALGER DR, SYLVANIA OH 43560	3331 N HOLLAND SYLVANIA RD, TOLEDO OH 43615	SERIES B LLC
8282014	M-1	5417 ALGER DR, SYLVANIA OH 43560	9640 DOUGLAS RD, TEMPERANCE MI 48182	EVANS BENJAMIN & KENDRA (ORSURVTC)
8282011	M-1	5413 ALGER DR, SYLVANIA OH 43560	5403 ALGER DR, SYLVANIA OH 43560-2366	CHARLES RONALD J
8282007	M-1	5409 ALGER DR, SYLVANIA OH 43560	5403 ALGER DR, SYLVANIA OH 43560-2366	CHARLES RONALD J
8282004	M-1	5405 ALGER DR, SYLVANIA OH 43560	P O BOX 723597, ATLANTA GA 31139	AMERICAN TOWERS LLC A DELAWARE LIMITED L
8282001	M-1	5401 ALGER DR, SYLVANIA OH 43560	ATTN: PROPERTY TAX P O BOX 723597, ATLANTA GA 31139	AMERICAN TOWERS LLC A DELAWARE LIMITED

PETITION FOR ZONING ORDINANCE AMENDMENT

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

Application No. SLP 4-2096

Date 5-29-2026

Petitioner Name(s): Matt DeWood For Sylvania Market Place #851 ALEXIS, LLC.
Petitioner Address: [REDACTED]

Email: [REDACTED] Telephone: [REDACTED]

Location of property for which zoning amendment is requested:

5890 Monroe St, Sylvania, OH 43560

Purpose of amendment request: This is a Special Use Permit to allow for a convenience store with auto fueling.

Current Zoning: B4 - Business Requested Zoning: N/A B-4 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: [Signature]
Sylvania Market Place
#851 ALEXIS, LLC.

Date referred by Council: 6-15-2026

Date of Commission Action: _____

Date of Council Action: _____

Action: _____

For Office Use Only

Date: [REDACTED] Check # [REDACTED] Cash: [REDACTED] Fee: \$ [REDACTED]

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.

PARCEL SPLIT 1

1. A parcel of land being part of the West 1/2 of the Northwest 1/4 of Section 11, Town 9 South, Range 6 East, in the Michigan Meridian, in the City of Sylvania, Lucas County, Ohio, said parcel of land being bounded and described as follows
2. Beginning at the intersection of the centerline of Alexis Road with the East line of the West 1/2 of the Northwest 1/4 of Section 11, said point of intersection being marked with a found mag nail;
3. thence in a southerly direction along the East line of the West 1/2 of the Northwest 1/4 of Section 11, also being the West line of Whetstone Park as recorded in Volume 45, Pages 71-72 Lucas County Plat Records, having a bearing of South one (01) degree, twenty-five (25) minutes, forty-four (44) seconds East, passing through a set capped iron rebar at a distance of fifty and thirty-eight hundredths (50.38') feet, a total distance of three hundred ninety-nine and twenty-three hundredths (399.23') feet to a point, said point being marked with a set capped iron rebar;
4. thence South eighty-eight (88) degrees, twenty-two (22) minutes, twelve (12) seconds West along a line, a distance of one hundred eighty-one (181.00') feet to a point, said point being marked with a set mag spike;
5. thence North one (01) degree, twenty-six (26) minutes, fifty-three (53) seconds West along a line, a distance of three hundred seventy-seven and fifty hundredths (291.77') feet to a point, said point being marked with a set mag spike
6. thence North eighty-nine (89) degrees, thirty-three (33) minutes, seven (07) seconds East along a line, a distance of fifteen and fifty-two hundredths (15.52') feet to a point, said point being marked with a set mag spike
7. thence North one (01) degree, twenty-six (26) minutes, fifty-three (53) seconds West along a line, passing through a set capped iron rebar at a distance of thirty seven and twenty-six hundredths (37.26') feet, a total distance of three hundred seventy-seven and fifty hundredths (291.77') feet to the intersection of the centerline of Alexis Road;
8. thence North eighty-one (81) degrees, thirty-one (31) minutes, fifty-three (53) seconds East along the centerline of Alexis Road, a distance of one hundred sixty-six and eighty-six hundredths (166.86') feet to the **Point of Beginning**.
9. Said parcel of land containing an area of 68,974 square feet, or 1.583 acres of land, more or less. Subject to legal highways. All within Parcel Number 82-04454

Said parcel of land having a present right-of-way occupied area of 8,343 square feet or 0.192 acres of land, more or less.

The above described parcel of land is subject to any and all leases, easements and restrictions of record.

The bearings used hereon are based on an assumed meridian and are for the express purpose of calculating angular measurements.

Said set capped iron rebar being a 5/8" diameter and 30" long iron rebar with plastic cap stamped "Feller Finch".

The above description is based on a survey performed under my supervision during March 2026.

Prior Deed Reference is Official Record 20240925-0031007, Lucas County Deed Records.

Prepared by:

FELLER, FINCH & ASSOCIATES, INC.


D. Edward Thornton, P. S.

Professional Surveyor No. 7827

5-12-2026
Date





7b

SYLVANIA CITY COUNCIL
CLAUDIA WITKOWSKI, CLERK OF COUNCIL

October 5, 2026

To: Mayor Mark Frye and Members of City Council

From: Claudia Witkowski, Clerk of Council

Certificate of Notice
Petition for Zoning Amendment Application No. ZA-1-2026

The undersigned Clerk of Council hereby certifies the following:

- A. Thirty (30) days of time and place of public hearing was published in the Sylvania Advantage paper on August 31, 2026.
- B. Written notice of public hearing was mailed by first class mail, twenty (20) or more days prior to the scheduled hearing date to all owners of property within, contiguous to, and directly across the street from the subject parcel or parcels, which owners, so notified, are listed in the attached document.

Claudia Witkowski

Clerk of Council
City of Sylvania

PARID	ZONING	PROPERTY_A	MAILING_AD	OWNER
8290271	R-1	7537 RED PINES DR, SYLVANIA OH 43560	7537 RED PINES, SYLVANIA OH 43560	SMITH SAVANNA J & JOSE GUILHERME ESTEVES
8290351	R-1	5020 GREEN PINE CT, SYLVANIA OH 43560	5020 GREEN PINE CT, SYLVANIA OH 43560	BEDDOES GARY A & CAREN B (ORSURVTC)
8290347	R-1	7521 RED PINES DR, SYLVANIA OH 43560	7521 RED PINES DR, SYLVANIA OH 43560	GALENSKI SCOTT M
8290344	R-1	7529 RED PINES DR, SYLVANIA OH 43560	7529 RED PINES DR, SYLVANIA OH 43560	OMAR YASMEEN
8293546	R-1	4923 MARBLE CLIFF BLVD, SYLVANIA OH 43560	4923 MARBLE CLIFF BLVD, SYLVANIA OH 43560	OEHLERS NICHOLAS & MICHELE (ORSURVTC)
8293547	R-1	4929 MARBLE CLIFF BLVD, SYLVANIA OH 43560	4929 MARBLE CLIFF BLVD, SYLVANIA OH 43560	JOHNSON CRAIG R & KATHRYN B TRUSTEES
8293548	R-1	4935 MARBLE CLIFF BLVD, SYLVANIA OH 43560	4935 MARBLE CLIFF BLVD, SYLVANIA OH 43560-4337	LAUTERMILCH DANIEL J TRUSTEE
8293555	R-1	0 MARBLE CLIFF BLVD, SYLVANIA OH 43560	4911 MARBLE CLIFF BLVD, SYLVANIA OH 43560	MARBLE CLIFF VILLAS HOMEOWNERS' ASSOCIAT
8294048	R-1	7446 COUNTRY COMMONS LN 7446 1, SYLVANIA OH 43560	7446 COUNTRY COMMONS LN, SYLVANIA OH 43560-2965	RETZKE ROSELYN C
8294049	R-1	7448 COUNTRY COMMONS LN 7448 1, SYLVANIA OH 43560	6603 HANNUM AVE, CULVER CITY CA 90230-6153	NASLUND BEVERLY A TRUSTEE
8294050	R-1	7450 COUNTRY COMMONS LN 7450 2, SYLVANIA OH 43560	7450 COUNTRY COMMONS LN, SYLVANIA OH 43560-2965	PARKER SHARON L
8294051	R-1	7452 COUNTRY COMMONS LN 7452 2, SYLVANIA OH 43560	7452 COUNTRY COMMONS LN, SYLVANIA OH 43560-2965	MILLER FREDERICK H & JENNETTE F
8294052	R-1	7445 COUNTRY COMMONS LN 7445 3, SYLVANIA OH 43560	7445 COUNTRY COMMONS LN, SYLVANIA OH 43560	SZAFAROWICZ KAREN
8294053	R-1	7447 COUNTRY COMMONS LN 7447 3, SYLVANIA OH 43560	7447 COUNTRY COMMONS LN, SYLVANIA OH 43560	HEUERMAN HENRY N TRUSTEE
8294054	R-1	7449 COUNTRY COMMONS LN 7449 4, SYLVANIA OH 43560	7449 COUNTRY COMMONS LN, SYLVANIA OH 43560	BRITTON MARTIN A & PENOLOPE A CO TRUSTEES
8294055	R-1	7451 COUNTRY COMMONS LN 7451 4, SYLVANIA OH 43560	7451 COUNTRY COMMONS LN, SYLVANIA OH 43560	HALKER THOMAS & JUDITH (OR SURVTC)
8294056	R-1	7447 BRINT RD, SYLVANIA OH 43560	4536 COUNTRY WALK LN, SYLVANIA OH 43560	COUNTRY WALK COMMONS 1,2,8 & 9 CONDOMINI

PETITION FOR ZONING ORDINANCE AMENDMENT

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: [REDACTED]

Email: [REDACTED] Telephone: [REDACTED]

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.
Attorney in Fact
for Millstream Development Company
[Signature]
John W. [Signature]
Att. V. [Signature]

Date referred by Council: 7-20-2026

Date of Commission Action: _____

Date of Council Action: _____

Action: _____

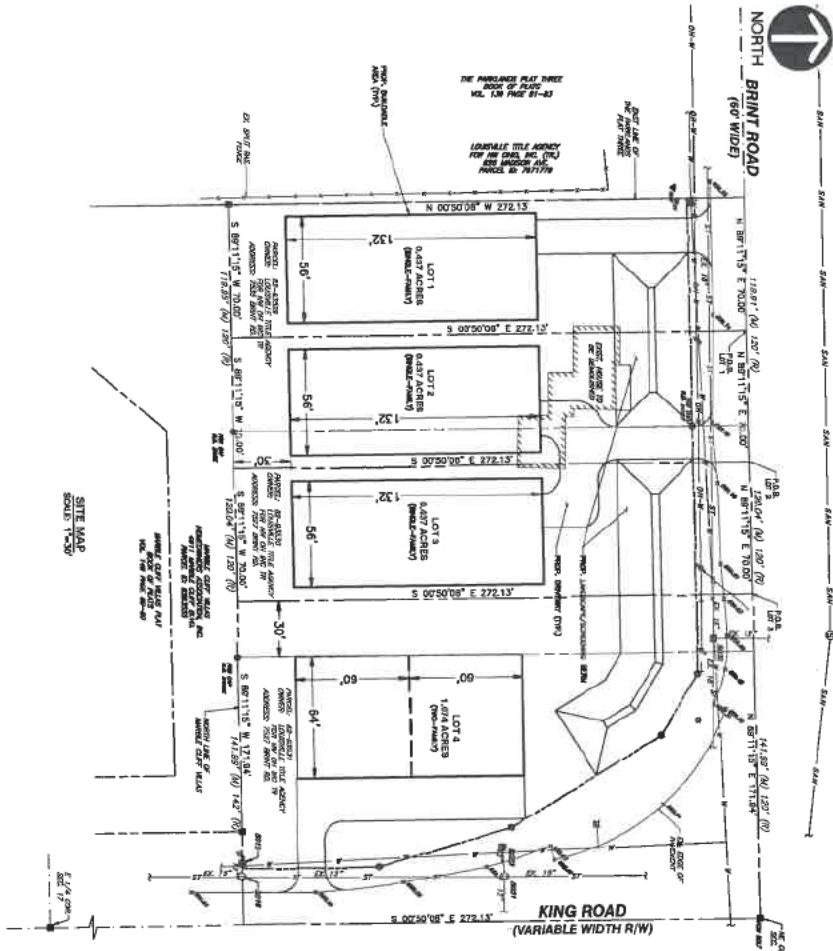
For Office Use Only

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



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
CML ENGINEERS & LAND SURVEYORS
ONE S. BROADWAY, SUITE 200
TOLEDO, OH 43604
TEL: (419) 774-4444
FAX: (419) 774-4444
CML ENGINEERS & LAND SURVEYORS, INC.

NOTES
1. THE PARCEL MAP, THREE
BOOK OF PLATS
VOL. 131, PAGE 81-83
SHOWS THE
LANDLORD TITLE COMPANY
FOR THE DEED, SEC. 17C
AND THE
DEED, SEC. 17C
AND THE
DEED, SEC. 17C

- REFERENCES**
1. RECORD OF PLATS ON FILE AT THE LUCAS COUNTY ENGINEER'S OFFICE.
 2. RECORD OF PLATS ON FILE AT THE LUCAS COUNTY ENGINEER'S OFFICE.
 3. RECORD OF PLATS ON FILE AT THE LUCAS COUNTY ENGINEER'S OFFICE.
 4. RECORD OF PLATS ON FILE AT THE LUCAS COUNTY ENGINEER'S OFFICE.

- NOTES**
1. LOCATION OF PUBLIC UTILITIES (WATER, SEWER, GAS, AND TELEPHONE) ARE SHOWN ON THE SITE PLAN. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE SITE AND HAS NOTED THE LOCATION OF THE UTILITIES. THE ENGINEER HAS NOTED THE LOCATION OF THE UTILITIES AND HAS NOTED THE LOCATION OF THE UTILITIES.
 2. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE SITE AND HAS NOTED THE LOCATION OF THE UTILITIES. THE ENGINEER HAS NOTED THE LOCATION OF THE UTILITIES AND HAS NOTED THE LOCATION OF THE UTILITIES.
 3. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE SITE AND HAS NOTED THE LOCATION OF THE UTILITIES. THE ENGINEER HAS NOTED THE LOCATION OF THE UTILITIES AND HAS NOTED THE LOCATION OF THE UTILITIES.
 4. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE SITE AND HAS NOTED THE LOCATION OF THE UTILITIES. THE ENGINEER HAS NOTED THE LOCATION OF THE UTILITIES AND HAS NOTED THE LOCATION OF THE UTILITIES.

SCALE: 1" = 30'

C200

SITE PLAN

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

CEC
Civil & Environmental
Consultants, Inc.

One SeaGate
Suite 2050
Toledo, OH 43604
Ph: 419.724.5281
www.cecninc.com

REVISION RECORD	
NO.	DESCRIPTION
1	AS NOTED
2	AS NOTED
3	AS NOTED
4	AS NOTED

THIS SITE PLAN IS A PRELIMINARY DESIGN AND IS NOT TO BE USED FOR CONSTRUCTION. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE SITE AND HAS NOTED THE LOCATION OF THE UTILITIES. THE ENGINEER HAS NOTED THE LOCATION OF THE UTILITIES AND HAS NOTED THE LOCATION OF THE UTILITIES.



DEPARTMENT OF PUBLIC SERVICE
TIMOTHY S. BURNS, ZONING ADMINISTRATOR

August 13, 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 August 12, 2026.

Secretary, Cristen Music took the roll call. Members present: Mayor Mark Frye, Carol Lindhuber, Kate Fischer, Zachary Liber and Jeff Schaff (5)

Ms. Lindhuber moved; Mr. Frye seconded to approve the Minutes of the July 15, 2026, Meeting as submitted: Vote being: Frye, Lindhuber, Fischer, Liber and Schaff (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item #1 – SUP# 4-2026 – 7/11 Fuel Station at 5800 Monroe Street, Sylvania, Ohio 43560 Referral from City Council that was tabled at the July 15, 2026 Meeting.

Mr. Burns explained that there are 3 items tabled to be addressed for more clarified information. The first is the 24 hours operation of the fuel station, second is the bonding of fuel tanks for future removal. Third is the ingress/egress.

Matt DeWood, Eric Carter, Matthew Kolis was present for 815 Alexis Road LLC. and the owner of Sylvania Market place.

Motion to remove the tabled SUP #4-2026 and move it back into consideration.

Mr. Frye moved; Ms. Fischer seconded to approve removing the SUP #4-2026 from the table and for this to be consider. Vote being; Frye, Lindhuber, Fischer, Schaff and Liber (5) aye; (0) nay. Motion passed by a 5 to 0 Vote.



DEPARTMENT OF PUBLIC SERVICE
TIMOTHY S. BURNS, ZONING ADMINISTRATOR

Motion SUP #4-2026 Municipal Planning Commission recommends to council the approval of SUP #4-2026 with the following provision; Any change in operation hours be notified to administration and that the bonding information from the tenant be provided to the owner of the development. That information be provided to the administration and that this recommendation be subject to the review of the traffic study for Egress/Ingress for this particular project.

Mr. Frye amended the motion to; any change in ownership from 7/11 to alternative ownership that the administration be notified. Mr. Lieber seconded the amended motion, vote being; Frye, Lindhuber, Fischer, Schaaf and Liber. (5) aye; (0) nay. Motion passed by a 5 to 0 vote

Item #2 – ZA-1-2026 -Louisville Tittle Proposed Plan Development

Mr. Wamsher was present and explained there will be four structures, with one of them will become a two-family home. Approximal 1800 to 2500 square feet. There is a verbal agreement to take care of the landscape.

Motion to recommend back to City Council ZA-1-2026 as submitted.

Ms. Fischer moved, Ms. Lindhuber seconded, to approve that ZA-1-2026 be transferred back to city council. vote being; Frye Lindhuber, Liber, Schaff and Fischer (5) aye; (0) nay

No Additions

Mr. Frye 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



8a

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

October 5, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Change Order No. 1 (Final) – Reemsnyder Decorating
Administration Building Office Improvements (2026)**

Dear Mr. Mayor and Council Members:

The Service Department received City Council authorization on April 6, 2026 to accept the proposal by Reemsnyder Decorating to provide new carpeting in the Economic Development/Law, HR, and Mayor's Office suite (Ord. 71-2026). The Reemsnyder proposal was in the amount of \$8,484.37.

The work has been completed and the actual cost to perform the work was less than estimated by \$780.00. As a result, a change order is necessary to adjust the final contract price from \$8,484.37 to \$7,704.37.

We recommend approval of Change Order No. 1 (Final) with Reemsnyder Decorating to reduce the final project cost by \$780.00 from \$8,484.37 to \$7,704.37. Please call with any questions.

Sincerely,

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

ORDINANCE NO. 133-2026

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO APPROVE CHANGE ORDER NO. 1 (FINAL) TO THIS CITY'S AGREEMENT WITH REEMSNYDER DECORATING TO PROVIDE AND INSTALL CARPET FOR THE CRAIG A. STOUGH MUNICIPAL BUILDING OFFICE IMPROVEMENTS PROJECT; DECREASING THE CONTRACT AMOUNT BY \$780.00; AND DECLARING AN EMERGENCY.

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

WHEREAS, Ordinance No. 71-2026, passed on April 6, 2026, accepted the proposal from Reemsnyder Decorating to provide and install new carpet in the Law, Economic Development and Mayor's Office at a cost of \$8,484.37; and,

WHEREAS, the Director of Public Service, by report dated October 5, 2026, has recommended acceptance of Change Order No. 1 (Final), of Reemsnyder Decorating for the installation of new carpet in the Law, Economic Development and Mayor's Office to reflect a reduction in the installed quantities in the amount of \$780.00, for a total contract amount of \$7,704.37.

WHEREAS, the final installed quantities resulted in a net decrease to the contract in the amount of Seven Hundred Eighty and 00/100 Dollars (\$780.00), for a total contract amount of \$7,704.37.

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 Seven Hundred Eighty and 00/100 Dollars (\$780.00) 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. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

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

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2026, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

CITY OF SYLVANIA, OHIO

CHANGE ORDER Number 1

Project Ordinance No.: 71-2026 Purchase Order No. 69846

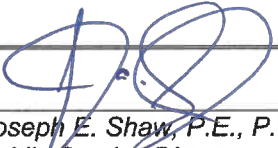
Contract: Reemsnyder Decorating – New Carpet (Mayor Suite)

Title of Change Order: Change Order #1 (Final)

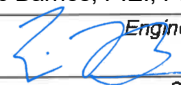
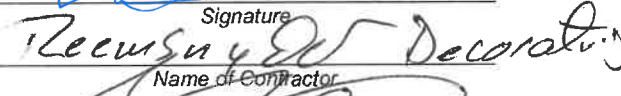
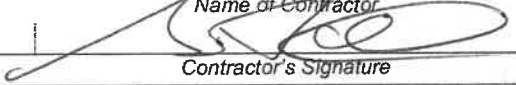
Date: 8/5/2026

Description of Change: Final balancing change order. Invoiced amount is below the original quoted amount.

RECOMMENDED
FOR APPROVAL BY:


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

9-17-2026
Date

Original Contract Amt	\$	8,484	37	REVIEWED BY:	Eric Barnes, P.E., P.S., Deputy Service Director
Previous Changes (+ or --)	\$	0	00	DATE:	<u>8/6/26</u>  Engineer/ Architect
This Change (+ or --)	\$	-780	00	SUBMITTED BY:	 Signature
Adjusted Contract Amt	\$	7,704	37	DATE:	<u>8/5/26</u>  Name of Contractor
					Contractor's Signature

City of Sylvania, Ohio

The above proposal is hereby approved.

The above proposal is hereby approved.

Mark R. Frye, Mayor

Date

Sullivan Nicholls, Finance Director

Date

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

Phone # (419) 841-4016

Fax # (419) 841-8452

Flooring - Window Treatments - Blinds
Interior Decorating Services

reemsnyderdecorating.com

Invoice

Date	Invoice #
4/13/26	45787

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

Rep	Due Date	Terms	Customer Phone	Project		
Sean	4/13/26	1/2 deposit	419-885-8965	Court 2nd Floor		
SF / SY	Description		Style	Color	Price	Amount
37.333	Mayors Office Shaw Contract Carpet Tile for the Mayors Office, Material Sculpt.		5T007	83515 Zinc	35.30	1,317.85
37.333	Install Glued Down. quarter turn.				9.50	354.66
37.333	Pull Up Carpet and pad that is glued together. Three Offices				8.00	298.66
90.666	Shaw Contract Carpet Tile for Three offices. Material Sculpt		5T007	83170 Cork	35.30	3,200.51
90.666	Install Glue Down. quarter turn.				9.50	861.33
90.666	Pull up Carpet and Pad that is glued together				8.00	725.33
1.000	Freight				175.03	175.03
2.000	Glue			N5000	135.50	271.00
1.000	Scrap Floor and Prep.				500.00	500.00
Thank you for choosing Reemsnyder Decorating, please let me know when I can further assist you!				Subtotal		\$7,704.37
				Sales Tax (0.00)		\$0.00
				Total		\$7,704.37
				Payments/Credits		\$0.00
				Balance Due		\$7,704.37

The above agreement is a valid contract between the buyers & Reemsnyder Decorating. Payment must be paid in full upon installation. Annual interest of 24% (2% monthly) calculated on a per diem (daily) basis will be added on all past due accounts. ALL AREAS MUST BE CLEARED OF FURNITURE PRIOR TO INSTALLATION. Page 1 of 2



8c

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

October 5, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Change Order No. 1 (Final) – Friends Office
Administration Building Office Improvements (2026)**

Dear Mr. Mayor and Council Members:

The Service Department received City Council authorization on April 6, 2026 to accept the proposal by Friends Office to provide new office furniture in the Service Department, Zoning Office, Law/Economic Development, HR, Finance Conference, and Mayor's Office (Ord. 70-2026). The Friends Office proposal was in the amount of \$86,608.52. The work has been completed and a final change order is necessary to adjust the contract amount based on the installed items.

There were several desk panels purchased that were deemed to be necessary during design, but were actually not needed when it came time to assemble several of the work suites. These items were credited by Friends Office in the amount of \$908.88.

In addition, visitor chairs in the Mayor's suite were included in the scope of work but the vendor erroneously omitted them in the original purchase order. The cost of the visitor chair package was \$4,884.48. The total change order amount, deducting the desk panels and adding the chairs, was an increase to the contract in the amount of \$3,975.60.

We recommend approval of Change Order No. 1 (Final) with Friends Office to increase the final project cost by \$3,975.60 from \$86,608.52 to \$90,584.12. Please call with any questions.

Sincerely,

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

ORDINANCE NO. 134-2026**AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO APPROVE CHANGE ORDER NO. 1 (FINAL) TO THIS CITY'S AGREEMENT WITH FRIENDS OFFICE TO PROVIDE OFFICE FURNITURE FOR THE CRAIG A. STOUGH MUNICIPAL BUILDING OFFICE IMPROVEMENTS PROJECT; INCREASING THE CONTRACT AMOUNT BY \$3,975.60; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.**

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

WHEREAS, Ordinance No. 70-2026, passed on April 6, 2026, accepted the proposal from FriendsOffice to provide numerous items of office furniture for the Service Department and Zoning Office on the first floor and the Law, Economic Development, Mayor's Office as well as the Service Department Conference Room and the Finance Department Conference Room at a cost of \$86,608.52; and,

WHEREAS, the Director of Public Service, by report dated October 5, 2026, has recommended approval of Change Order No. 1 (Final) of FriendsOffice to provide numerous items of office furniture for the Service Department and Zoning Office on the first floor and the Law, Economic Development, Mayor's Office as well as the Service Department Conference Room and the Finance Department Conference Room to reflect furniture erroneously omitted by the vendor in the original purchase order in the amount of \$4,884.48, and desk panels deemed not to be necessary for a credit of \$908.88, for a total contract amount of \$90,584.12; and,

WHEREAS, the additional furniture items result in a net increase to the contract in the amount of Three Thousand Nine Hundred Seventy-Five and 60/100 Dollars (\$3,975.60), for a

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

SECTION 2. That to provide funds for said furniture hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7750-53203 – Building Improvements** an amount not to exceed Three Thousand Nine Hundred Seventy-Five and 60/100 Dollars (\$3,975.60).

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.

Vote on passage as an emergency:	Yeas	Nays
----------------------------------	------	------

President of Council

APPROVED AS TO FORM:

Director of Law

Mayor

Date _____



CITY OF SYLVANIA, OHIO

CHANGE ORDER Number 1

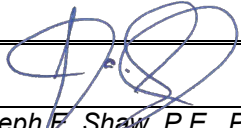
Project Ordinance No.: 70-2026 Purchase Order No. 69959

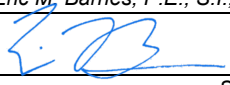
Contract: Administration Building Office Improvements (2026)

Title of Change Order: Change Order #1 (Final)

Date: 9/14/2026

Description of Change: Final balancing change order to remove reference items 1000 through 1006 for non-performed furniture work. These items are desk panels that were purchased but ultimately deemed unnecessary for the installation. Reference item 1007 is the inclusion of visitor seating chairs in the Mayor's office that were originally scoped for purchase, but were missed in the order by the vendor.


RECOMMENDED FOR APPROVAL BY: Joseph E. Shaw, P.E., P.S. 9-17-2026
Public Service Director Date

Original Contract Amt	\$	86,608	52	REVIEWED BY:	<u>Eric M. Barnes, P.E., S.I., Deputy Public Service Director</u>
Previous Changes (+ or --)	\$	0	00	DATE: <u>9-16-26</u>	 Signature
This Change (+ or --)	\$	+3,975	60	SUBMITTED BY:	<u>FriendsOffice</u>
Adjusted Contract Amt	\$	90,584	12	DATE: <u>9-15-26</u>	<u>Linda Osterfeld</u> Name of Vendor Vendor's Signature

City of Sylvania, Ohio

The above proposal is hereby approved.

The above proposal is hereby approved.

Mark R. Frye, Mayor

Date

Sullivan Nicholls, Finance Director

Date

Remit TO: **FriendsOffice**
PO Box 1627
Findlay, OH 45839
PHONE: 800-427-1704 419-427-1704
EMAIL: ar@friendsoffice.com

ORDER NUMBER	C1943915-0
DATE	09/10/26
PROJECT NUMBER	
PROJECT NAME	
SALESPERSON	LINDA GROOVER
PAGE	1 of 1

BILLING ADDRESS	SHIPPING ADDRESS	
CITY OF SYLVANIA ATTN ACCOUNTS PAYABLE 6730 MONROE ST SYLVANIA OH 43560 419-885-8733	CITY OF SYLVANIA 6730 MONROE ST SYLVANIA OH 43560	
CUSTOMER PURCHASE ORDER	ACCOUNT NUMBER/DEPT	TERMS
69959	36498 FURN	

ITEM NUMBER		PRODUCT DESCRIPTION	ORD QTY	B/O QTY	SHIP QTY	UNIT PRICE	EXTENDED
HNL11SUPP	HCG	***** INVENTORY FROM LOCATION (5) 1-1/8Wx10-1/2Dx28-1/2H Support Brace Option = \$(L1STD) Grd L1 Standard Laminates Option = .LKI1 Kingswood Walnut	1		1	93.24	93.24
HNLMP4228	HCG	42W x 27-7/8H Modesty / Back Panel Option = .X No Grommet Option = \$(L1STD) Grd L1 Standard Laminates Option = .LKI1 Kingswood Walnut	1		1	126.84	126.84
HNLMP7228	HCG	72W x 27-7/8H Modesty / Back Panel Option = .P Black Option = \$(L1STD) Grd L1 Standard Laminates Option = .LKI1 Kingswood Walnut	1		1	177.24	177.24
H10524LEP	HCG	15-3/4Wx23-7/8Dx28-1/2H L-Shaped End Panel Option = \$(L1STD) Grd L1 Standard Laminates Option = .LKI1 Kingswood Walnut	1		1	154.56	154.56
H10524LEP	HCG	15-3/4Wx23-7/8Dx28-1/2H L-Shaped End Panel Option = \$(L1STD) Grd L1 Standard Laminates Option = .LKI1 Kingswood Walnut	1		1	154.56	154.56
H10524	HN2	10500 Series Access Strip Option = \$(L1STD) Grd L1 Standard Laminates Option = .LKI1 Kingswood Walnut	1		1	101.22	101.22
H10524	HN2	10500 Series Access Strip Option = \$(L1STD) Grd L1 Standard Laminates Option = .LKI1 Kingswood Walnut	1		1	101.22	101.22

Important Invoice Information

Net 15 Days. Payments by credit card will incur a 3% fee unless previously discussed and documented with Sales.

If you have any questions, please contact our accounting team at 1-800-427-1704 or email at AR@friendsoffice.com.

Subtotal	908.88
Tax	
Less Deposit	
Total Amount Due	-908.88



Quotation

AG203

CITY OF SYLVANIA

Pricing based on HON B898
State of OH Contract
#STS018715

8/5/2026
Linda Osterfeld
937.689.6246
lgroover@friendsoffice.com
2473 Belvo Rd
Miamisburg Oh 45342

Line #	Qty	Part Number	Part Description	Price	Extended
1	1	AG203- CITY OF SYLVANIA ADD	HON ST OF OH	\$0.00	\$0.00
2	4	HMAVMA	MAV Single Lounge Mid Back Arms	\$1,221.12	\$4,884.48
		\$(1)	Grade 1 Uph		
		.HAML	Hamilton		
		20	Oxford		
		.4S	Four Star		
		P8V	Textured Titanium		
				\$ 4,884.48	

Z

3	1	DEALER FEE	DEALER SERVICE FEE	\$0.00	\$0.00
4	1	INSTALL	INSTALLATION & DELIVERY	\$0.00	\$0.00
				\$ 0.00	

Project Total **\$4,884.48**

CITY OF SYLVANIA

Pricing based on HON B898
State of OH Contract
#STS018715

8/5/2026
Linda Osterfeld
937.689.6246
lgroover@friendsoffice.com
2473 Belvo Rd
Miamisburg Oh 45342

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

Pricing based on State of Ohio Contract #STS018715

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

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

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

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

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

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

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

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

ACH, check and cash are accepted without additional fees.

ACCEPTANCE:

VALID FOR 30 DAYS

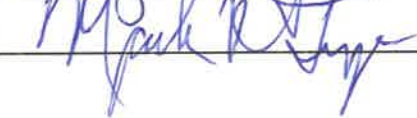
Tariffs imposed by the US Government may apply, and quote is subject to change.

X



DATE: 8-6-2026

X



DATE: 8-6-2026



9a

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

October 5, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Joint Cooperation Agreement with the Lucas County Engineer & Sylvania Township
Jamesford Woods, Spring Forest, & Other Subdivision Roads & Sylvania Avenue Resurfacing**

Dear Mr. Mayor and Council Members:

The Lucas County Engineer was the lead agency for a joint Ohio Public Works Commission (OPWC) application with the City and Sylvania Township in 2026 to resurface the intersection of Sylvania Avenue & McCord Road along with several other Township residential roadways. This application was submitted in September 2026.

The estimated cost of the intersection portion of the project is \$495,000 with \$209,282 of the work located within the municipal limits. The estimated OPWC funding for the City work is \$69,272 and the remaining \$140,010 would be locally funded. The total cost of the resurfacing project for all roadways is estimated to be \$2,410,000 with a breakdown among project participants as follows:

OPWC (33.1%)	\$797,710
City of Sylvania (5.8%)	\$140,010
Sylvania Township (52.0%)	\$1,252,368
Lucas County (9.1%)	<u>\$219,912</u>
Total	\$2,410,000

This project is scheduled to be constructed in 2028 and Lucas County invoicing to the City is scheduled for 2029. We recommend approval of the enclosed Joint Cooperation Agreement with the Lucas County Engineer and Sylvania Township for this project. Please call with any questions.

Sincerely,

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

ORDINANCE NO. 135-2026

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO A JOINT COOPERATION AGREEMENT ON BEHALF OF THIS CITY OF SYLVANIA WITH THE SYLVANIA TOWNSHIP BOARD OF TRUSTEES AND THE LUCAS COUNTY BOARD OF COMMISSIONERS FOR THE JAMESFORD WOODS, SPRING FOREST & OTHER SUBDIVISION ROADS & SYLVANIA AVENUE RESURFACING PROJECT; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Sylvania, Sylvania Township and the Lucas County Engineer agreed to participate in a joint Ohio Public Works Commission application for the Jamesford Woods, Spring Forest & other subdivision roads & Sylvania Avenue Resurfacing Project; and,

WHEREAS, the total cost of the resurfacing project is estimated to be \$2,410,000, with the estimated cost of the intersection portion of the project being \$495,000 with \$209,282 of the work located within the City; and,

WHEREAS, the estimated OPWC funding for the City work is \$69,272 with the remaining \$140,010 being funded by the City; and,

WHEREAS, the Director of Public Service, in a report dated October 5, 2026, has recommended approval of the Joint Cooperation Agreement.

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

SECTION 1. That the Mayor and Director of Finance be, and they hereby are, authorized, on behalf of the City of Sylvania, Ohio, to enter into a Joint Cooperation Agreement with the Sylvania Township Board of Trustees, a copy of which is attached hereto as “Exhibit A.”

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

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

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the Joint Cooperation Agreement should be entered into 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

JOINT COOPERATION AGREEMENT

FOR

**JAMESFORD WOODS, SPRING FOREST, & OTHER
SUBDIVISION ROADS & SYLVANIA AVE. PROJECT**

BETWEEN

BOARD OF SYLVANIA TOWNSHIP TRUSTEES

AND

CITY OF SYLVANIA

AND

LUCAS COUNTY

This Agreement is by and between the Board of Lucas County Commissioners, hereinafter referred to as **COUNTY**, and the Board of Sylvania Township Trustees, hereinafter referred to as **TOWNSHIP**, and the City of Sylvania, hereinafter referred to as **CITY**.

WITNESSETH

WHEREAS, the **COUNTY**, **TOWNSHIP**, and **CITY** agreed to participate in a joint O.P.W.C. application for:

Locations:

Sylvania Twp

Jamesford Woods Subd. Plats 1-3: Stonelieigh Dr, Joelle Dr, Springwater Dr, Glaston Oaks, Rexton Ridge, Thornbrogh Dr

Spring Forest Subd. Plats 1-5: Springwater Dr, Thornbrough Dr, Spring Rye Ct, Jamesford Dr, Kings Park, Tracewood Dr, Whitewood Ln, Orchard Tree Ln, Finchwood Ln, Redberry Ct, Belle-Glade Dr, Thornlea Dr

St James Wood Subd. Plat 1, 4, 7 & 14: Cloister Ct, Notting Hill Rd,
Leicester Rd, Chancery Rd, and Liverpool Ct

King Road: Brint Road to Kings Run Road

Lucas County 61.10%/City of Sylvania 38.90%:

Sylvania Avenue: 0.13 mi west to 0.13 mi. east of McCord Rd
McCord Rd: 0.07 mi. south of Sylvania Ave to Sylvania Ave.

Scope of Work:

Jamesford Woods, Spring Forest and St James Wood subdivisions (3.79 miles of 22-foot-wide pavement with curb and gutter. 2 lanes) will mill the existing pavement, performing spot full depth repairs, placing a two-course asphalt overlay, curb repairs, curb ramp improvements, catch basin adjustments, drive improvements, if necessary, monument replacements & other related work.

The scope of work for King Road (0.29 miles 20-foot-wide pavement, 2 lanes) includes performing spot full depth repairs, placing two course asphalt overlay, new pavement markings, driveway improvements and other related work.

The scope of work for Sylvania Avenue (0.26 miles of 48-52 foot wide pavement with some curb and gutter sections, 3-4 lanes, some sections include a bike lane) and McCord Road (0.07 miles 45-58-foot-wide pavement, 4 lanes), includes performing spot full depth repairs, placing two course asphalt overlay, new pavement markings, driveway improvements and other related work.

hereinafter referred to as **PROJECT**, and

WHEREAS, the **COUNTY, TOWNSHIP, and CITY** agree that the project will enhance the safety of the traveling motorists, and

WHEREAS, the **TOWNSHIP** has received approval from the District 12 Integrating Committee for an O.P.W.C. Grant of \$797,710 for the **PROJECT**, and

WHEREAS, the **COUNTY, TOWNSHIP, and CITY** desire to conclude an agreement which will accomplish the design and construction of said **PROJECT**.

NOW, THEREFORE, the **COUNTY, TOWNSHIP and CITY** for mutual benefits, promises and covenants herein contained and specified, have agreed and to hereby agree to the following:

1. The **COUNTY** will prepare the necessary survey, detailed construction plans, construction cost estimate and bid documents; provide for bidding; administer the construction work including inspection for the **PROJECT**.
2. The **TOWNSHIP** will provide for advertising, contract administration, and testing for the Jamesford Woods Subd. Plats 1-3; Spring Forest Subd. Plats 1-5; and King Road portion of the **PROJECT**.
3. The **COUNTY** will provide for advertising, contract administration, and testing for the Sylvania Avenue and McCord Road portion of the **PROJECT**.
4. Based on the **PROJECT** estimate, the initial **TOWNSHIP, CITY** cash contribution and the **COUNTY** in-kind and cash contribution to the **PROJECT** is now estimated at 47.70%, 5.81% and 13.39% respectively. The **COUNTY**, as project manager, will complete and send the O.P.W.C. Disbursement Forms to the **TOWNSHIP** for its signatures. The **TOWNSHIP** will then return the signed disbursement form to the **COUNTY** for submittal using OPWC's Work Wise portal.
5. It is the intent of this Agreement that the **COUNTY, TOWNSHIP and CITY** shall each properly and expeditiously discharge any requirements that may devolve upon them from time to time during the period this Agreement will be in force.
6. Based on the accept bid amount, **COUNTY** will invoice **CITY** for 100% of **CITY's** portion of the project after it is completed and expenses and OPWC reimbursements have been reconciled.

7. Due to the time lapse from when OPWC applications are made and actual project construction commences; the **TOWNSHIP and CITY** understand that project bids may come in higher than the original project estimate and/or cost overruns may occur during project construction. As such both parties agree that the **TOWNSHIP and CITY and COUNTY** will pay for overages on the construction of the **PROJECT**.
8. Attached to this Agreement is the current estimate for the **PROJECT** which gives the approximate levels of participation for the **TOWNSHIP and CITY** and **COUNTY** with the said Ohio Public Works Commission.

IN WITNESS WHEREOF, the **COUNTY, TOWNSHIP, and CITY** have adopted the provisions of this Agreement and have directed the execution of the same by their duly authorized representatives on the date hereinafter shown.

**BOARD OF SYLVANIA TOWNSHIP
TRUSTEES:**

CITY OF SYLVANIA:

Mark Frye, Mayor

Date: _____

Sullivan Nicholls, Director of Finance

Date: _____

Date: _____

LUCAS COUNTY ENGINEER:

Mike Pniewski

Date: _____

Approved as to Form:
Julia R. Bates, Prosecuting Attorney

By: 

Elaine B. Szuch
Assistant Prosecuting Attorney
Date: September 18, 2026

JCA- EXHIBIT A

FOR

SPRINGFOREST, JAMESFORD WOODS & OTHER SUBDIVISION ROADS & SYLVANIA AVE

(including Stoneleigh Dr, Joelle Dr, Springwater Dr, Glaston Oaks, Rexton Ridge, Thornbrough Dr, Spring Rye Ct, Jamesford Dr, Kings Park, Liverpool Ct, Finchwood Ln, Redberry Cr, Tracewood Dr, Whitewood Ln, Orchard Tree Ln, Belle-Glade Dr, Thornlea Dr, Leichester Rd, Chancery Rd, Cloister Ct, Notting Hill Rd, King Rd, Sylvania Ave and McCord Rd)

SYLVANIA TOWNSHIP, CITY OF SYLVANIA, AND LUCAS COUNTY

	TOWNSHIP	CITY	COUNTY	TOTAL
DESIGN	\$ 102,500	\$ -	\$ 30,000	\$ 132,500
INSPECTION	\$ 51,000	\$ -	\$ 10,000	\$ 61,000
TESTING	\$ 8,500		\$ 2,500	\$ 11,000
CONSTRUCTION	\$ 1,709,500	\$ 209,282	\$ 285,718	\$ 2,204,500
BIDDING & ADVERTISING	\$ 500	\$ -	\$ 500	\$ 1,000
TOTAL	\$ 1,872,000	\$ 209,282	\$ 328,718	\$ 2,410,000
PROJECT SPLITS	77.68%	9.82%	13.64%	100%

OPWC REQUEST (33.1%) = \$2,410,000 (33.1%)= \$ 797,710

	TOWNSHIP	CITY	COUNTY	TOTAL
IN-KIND (from County)	\$ 102,691	\$ -	\$ 26,760	\$ 129,451
REVENUE	\$ 1,149,677	\$ 140,010	\$ 193,152	\$ 1,482,839
OPWC (TWP/CITY)	\$ 568,824	\$ 69,272	\$ -	\$ 638,096
OPWC (COUNTY)	\$ 50,809	\$ -	\$ 108,806	\$ 159,614
TOTAL	\$ 1,872,000	\$ 209,282	\$ 328,718	\$ 2,410,000

CONTRIBUTIONS				
	TOWNSHIP	CITY	COUNTY	TOTAL
DESIGN (to County)	\$ 68,572	\$ -	\$ 20,070.00	\$ 88,642
INSPECTION (to County)	\$ 34,119	\$ -	\$ 6,690.00	\$ 40,809
TESTING	\$ 5,687	\$ -	\$ 1,673	\$ 7,359
CONSTRUCTION	\$ 1,143,656	\$ 140,010	\$ 191,145	\$ 1,474,811
BIDDING & ADVERTISING	\$ 335	\$ -	\$ 335	\$ 669
TOTAL	\$ 1,252,368	\$ 140,010	\$ 219,912	\$ 1,612,290

OPWC CONTRIBUTION (33.1%)				
	TOWNSHIP	CITY	COUNTY	TOTAL
DESIGN (to County)	\$ 33,928	\$ -	\$ 9,930	\$ 43,858
INSPECTION (to County)	\$ 16,881	\$ -	\$ 3,310	\$ 20,191
TESTING	\$ 2,814	\$ -	\$ 828	\$ 3,641
CONSTRUCTION	\$ 565,845	\$ 69,272	\$ 94,573	\$ 729,690
BIDDING & ADVERTISING	\$ 166	\$ -	\$ 166	\$ 331
TOTAL	\$ 619,632	\$ 69,272	\$ 108,806	\$ 797,710



10a

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

October 5, 2025

To: The Mayor and Members of Sylvania City Council

Re: **Website Redesign Consultant Selection and Agreement (Revize, LLC)**

Dear Mr. Mayor and Council Members:

At the February 17, 2026 meeting City Council authorized the Service Department to request Letters of Interest (LOI's) from qualified web content and creative consultants to redesign the City's website.

During the solicitation we received LOI's from five (5) consultants. The Service Department reviewed, scored, and ranked the LOI's and selected three (3) firms for additional interviewing. The three (3) firms selected were CivicPlus, Revize, and Town Web. After the interviewing process was completed the selection team identified Revize as the as the most highly qualified firm and subsequently entered into scope of services and fee negotiations.

We have completed those negotiations and Revize has prepared a four-year agreement in the amount of \$49,350 to build and launch a new website ready for implementation in 2027. 75% of the build costs would be invoiced in 2026 and the remaining 25% would be invoiced in 2027. In 2028, 2029, and 2030, additional annual fees of \$19,650, \$19,886, and \$20,131, respectively, are included to cover website hosting and maintenance, site security, and ADA accessibility compliance features. The total 4-year cost to build, host, and maintain the website is \$109,017.

The Service Department recommends approval of the 4-year agreement with Revize, LLC from Troy, Michigan in the amount of \$109,017 with \$37,012.50 to be encumbered in 2026 from account number 110-7320-51294. The Service Department will program the remaining amounts due as specified in the agreement in future budgets during those respective years. Please call with any questions.

Sincerely,

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

ORDINANCE NO. 136-2026**ACCEPTING THE PROPOSAL OF REVIZE, LLC TO PROVIDE WEBSITE REDESIGN SERVICES FOR THE CITY OF SYLVANIA'S WEBSITE; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$109,017; AND DECLARING AN EMERGENCY.**

WHEREAS, at the February 17, 2026 meeting of Sylvania City Council, the Director of Public Service was authorized to request Letters of Interest from consultants to provide website redesign services for the City's website; and,

WHEREAS, the Service Department reviewed, scored and ranked the five Letters of Interest received and thereafter selected three firms for additional interviews, and then identified Revize, LLC as the most qualified firm and subsequently entered into scope of services and fee negotiations; and,

WHEREAS, the Director of Public Service, by report dated October 5, 2026, has received a proposal from Revize, LLC to build and launch a new website ready for implementation in 2027 with 75% of the build costs invoiced in 2026 and the remaining 25% invoiced in 2027 and additional annual fees of \$19,650, \$19,886, and \$20,131 charged in 2028, 2029, and 2030 respectively for website hosting and maintenance, site security, and ADA accessibility compliance features, resulting in a total cost of \$109,017; and,

WHEREAS, the Director of Public Service, by report dated October 5, 2026, has recommended that the proposal in the amount of \$109,017 for the building and launching of a new City website 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 Revize, LLC in the amount of One Hundred Nine Thousand Seventeen Dollars (\$109,017.00) for the building and launching of a new City website, is hereby approved and accepted.

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

SECTION 3. That to provide funds for said website redesign services hereby authorized, there is hereby appropriated from the **COMMUNITY PROGRAMMS FUND** from funds therein not heretofore appropriated to **Account No. 110-7320-51294 – Special Projects** the amount of One Hundred Nine Thousand Seventeen Dollars (\$109,017.00).

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

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

SECTION 6. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the City should provide for the website redesign services for the City of Sylvania's website 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

Revize Web Services Sales Agreement

This Sales Agreement is between The City of Sylvania, Ohio ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179

CLIENT INFORMATION:		REVIZE LLC:
Company Name:	<u>City of Sylvania</u>	Revize Software Systems
Company Address:	<u>6730 Monroe Street</u>	150 Kirts Blvd.
Company City/State/Zip:	<u>Sylvania, OH 43560</u>	Troy, MI 48084
Contact Name:	<u>Eric Barnes 419.885.8964</u>	248-269-9263
Billing Dept. Contact:	<u>ebarnes@cityofsylvania.com</u>	
CLIENT Website Address:	<u>www.cityofsylvania.com</u>	

The CLIENT agrees to purchase the following products and services provided by REVIZE:

<u>Quantity</u>	<u>Description</u>
1	Phase 1: Kickoff Meeting and Discovery/Project Planning, one-time fee:
1	Phase 2 – Design Mockups/Wireframes, one-time fee: - One (1) mockup with unlimited rounds of changes - Home page template and inner page design and layout. - Includes Responsive Web Design
1	Phase 3A & 3B – Development & Sitemap Development, onetime fee: - Convert approved mockups into Revize CMS enabled webpages - Provide suggested content sitemap for CLIENT review/approval
1	Phase 4 – Quality Assurance Testing & Custom Development, one-time fee:
1	Phase 5–Content Migration, one-time fee: According to the approved sitemap - up to 200 webpages & 1,000 documents
1	Phase 6 –Revize CMS Content Editor Training & Go Live, one-time fee:
1	Grand Total Project Cost \$29,700.00

Annual Services:

1	Annual CMS License, Hosting, Maintenance, and Support¹ Revize Annual Software Subscription, Tech Support, CMS Updates, Website Hosting, Unlimited Users, 30GB website storage, 100GB/Month Bandwidth, Annual Fee, SSL Certificate pre-paid annual fee:	\$5,900.00
1	RZ Clear Docs Pro Plus – PDF to HTML Converter, annual fee: - Automated PDF to HTML Conversion - WCAG-aligned semantic HTML output (headings, lists, tables preserved) - Language Translation, Auto Summarization, Ask a Question (with AI responses) - Mobile-responsive, searchable content - Improved accessibility for screen readers and assistive technologies - Ongoing coverage for newly uploaded PDFs	\$4,950.00
1	Revize AI ChatBot & AI Search, annual fee: Up to 20,000 Monthly Queries & Unlimited Trained Pages/Files	\$3,400.00
1	Revize WCAG Scan and Remediation Service, annual fee: - Up to two (2) comprehensive WCAG Compliance scans per year upon client request. - Up to ten (10) custom development hours included to remediate suspected WCAG compliance issues. - Optional post-scan meeting with CLIENT and Revize ADA Team - Scans and fixes archived for audit purposes	\$3,000.00
1	RZ Assist Pro Plus - Accessibility Widget, annual fee: - End-user accessibility widget providing core visual, navigation, reading, and interaction enhancements designed to improve website usability, including features such as Text Size Adjustment, Screen Masking, Animation & Image Pause, Plain Text Mode, Magnifier, Cursor Adjustor, and more - Page Audio Download, Language Translation, Dictionary, Text-to-Speech, Page Summarization - Automated sitewide scanning dashboard with client-prompted on-demand scans	\$2,400.00

¹ Subject to 4% annual increase starting in year 3.

Payment Schedule

Payment Amount	Payment Date	Includes
\$ 37,012.50	11/1/2026	80% 1 st Year Project Costs + Year 1 of Annual Hosting & Maintenance + RZ ClearDocs + AI ChatBot & Search + RZ Assist Pro Plus + WCAG Scan & Fix Service
\$ 12,337.50	4/1/2027	20% 1 st Year Project Costs + Year 1 of Annual Hosting & Maintenance + RZ ClearDocs + AI ChatBot & Search + RZ Assist Pro Plus + WCAG Scan & Fix Service
\$ 19,650.00	4/1/2028	Year 2 of Annual Hosting & Maintenance + RZ ClearDocs + AI ChatBot & Search + RZ Assist Pro Plus + WCAG Scan & Fix Service
\$ 19,886.00	4/1/2029	Year 3 of Annual Hosting & Maintenance + RZ ClearDocs + AI ChatBot & Search + RZ Assist Pro Plus + WCAG Scan & Fix Service
\$ 20,131.00	4/1/2030	Year 4 of Annual Hosting & Maintenance + RZ ClearDocs + AI ChatBot & Search + RZ Assist Pro Plus + WCAG Scan & Fix Service

AGREED TO BY:
CLIENT
REVIZE
Signature of Authorized Person:

Name of Authorized Person:

Thomas Jean

Title of Authorized Person

Program Manager

Date:

Signature of Authorized Person:

Name of Authorized Person:

Title of Authorized Person

Date:

Please sign and return to:

Thomas@revize.com

Fax 1-866-346-8880

The Following Applications & Features will be integrated into Your Website:

Citizen's Communication Center Apps • Notification Center • Bid Posting • Document Center • eNotify with Text/Email Alert • FAQs/Accordion • Job Posting App • Multi-use Directory/Catalog • News Center • Online Forms • Photo Gallery • Quick Link Buttons • Revize Web Calendar • "Share This" Social Media Flyout App Citizen's Engagement Center Apps • AI ChatBot & Search • Citizen Connect (Community Blog) • Citizen Request Center with Captcha • Online Bill Pay • Public Service Request System • Revize Email Newsletter • RSS Feed	Staff Productivity Apps • Agenda Posting Center • iCal Integration • File/Image Manager • Intranet • Link Checker • Menu Manager • Online Form Builder • Staff Directory • Website Content Archiving • Website Content Scheduling Site Administration and Security Features • Audit Trail • Auto Site Map Generator • History Log • Secure Site Gateway • Unique Login/Password for each Editor • URL Redirect Setup/Friendly Links • User Roles and Permissions • Web Statistics and Analytics • Workflows by Department Mobile Device and Accessibility Features • Alt-Tags • Font Size Adjustment • Language Translator • Mobile and Tablet Preview while Editing • Responsive Website Design (RWD) • RZ Assist • RZ ClearDocs • WCAG Accessibility
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Terms:

1. All invoices are due upon receipt unless otherwise stated. Project work will not begin until the initial payment has been received. Revize reserves the right to pause or suspend work, hosting, or support services if payment is more than thirty (30) days past due.
2. This agreement is the only legal document governing this sale & Proper jurisdiction and venue for any legal action or dispute relating to this Agreement shall be the State of Michigan.
3. Both parties must agree in writing to any changes or additions to this Agreement. Any work requested by CLIENT that is outside the scope described in this Agreement, including additional design revisions, development, integrations, content migration, or consulting, will require a written change order and may result in additional fees and timeline adjustments.
4. CLIENT understands that the project completion date is highly dependent on their timely communication with Revize. During the project, CLIENT agrees to respond to Revize inquiries within 48 hours of the request and understands that project timelines will be delayed if they do not respond in a timely manner
5. The primary communication tool for this project and future tech support is the Revize customer portal found at <https://support.revize.com>.
6. This Agreement has a four (4) year term. CLIENT may terminate this Agreement by providing at least sixty (60) days written notice prior to the applicable annual renewal date. All fees incurred or scheduled through the effective termination date remain due. Early termination does not relieve CLIENT of payment obligations for services already rendered
7. If CLIENT maintains four (4) consecutive years of annual software subscription, support, CMS updates, and hosting, CLIENT shall be eligible for one (1) complimentary website redesign anytime in year 4 of the agreement or thereafter. The redesign is optional and must be affirmatively requested by CLIENT. CLIENT's decision to decline, defer, or not schedule the redesign does not constitute a failure or breach by Revize. The complimentary redesign does not include manual re-migration of content, recreation of custom features developed outside the original scope, third-party integrations added after the initial launch, or new functionality not included in the original project scope. The complimentary redesign is contingent upon renewal or continuation of hosting and maintenance services under Vendor's standard agreement terms in effect at the time of the redesign for at least one year following the redesign go-live date.
8. CLIENT owns design, content, and will receive periodic updates to the CMS for the life of the contract.
9. Unless otherwise agreed, Revize does not migrate irrelevant records, calendar events, news items, bid results, low quality images, or data that can reasonably be considered non-conforming to new website layout. Revize is not responsible for verifying the accuracy, legality, accessibility, or completeness of CLIENT-provided content.
10. Storage is limited to relevant website data. Unreasonably large folders of documents or images are not permitted. Examples include, but are not limited to, plat or property maps, tax records, GIS data, and large or archival audio and video files, such as multiple years of meeting recordings or similar content more appropriately hosted on archive or streaming platforms and embedded into the website
11. After content migration, CLIENT is responsible for any additional content cleanup. This includes, but is not limited to, resizing photos, reformatting text, replacing photos/icons, consolidating unwanted content, adding future calendar events, and general prep of the site before go live. CLIENT will also have the ability to add new photos, content, and pages. Any post-migration cleanup or enhancements requested from Revize may be billed at Revize's then-current hourly or project rates.
12. RZ Assist is an optional website accessibility support tool designed to enhance usability and provide end-user controls such as visual adjustments, keyboard assistance, and navigation aids. RZ Assist is intended to supplement accessible website design, development, and content practices and does not replace the need for accessible code, content, documents, or ongoing accessibility management.

13. CLIENT acknowledges and agrees that use of this service, alone or in combination with other Revize tools or services, does not guarantee compliance with Web Content Accessibility Guidelines (WCAG), the Americans with Disabilities Act (ADA), Section 508, or any other federal, state, or local accessibility law or regulation.
14. CLIENT remains responsible for the accessibility of all content authored, uploaded, or maintained, including page content, images, documents, multimedia, and user-generated content, and agrees to make reasonable efforts to avoid publishing content that does not conform to applicable accessibility guidelines.
15. CLIENT acknowledges that accessibility compliance is not a fixed or absolute standard and that differing testing tools, methodologies, and interpretations may yield different results. The parties agree that use of this service reflects a good-faith effort to enhance accessibility and usability and does not establish a legal safe harbor or certification.
16. Accessibility services provided by Revize do not constitute legal advice. CLIENT is encouraged to consult qualified legal counsel or accessibility professionals regarding regulatory obligations, risk assessment, and compliance strategies.
17. To the maximum extent permitted by law, Revize disclaims all warranties, express or implied, including any implied warranties of merchantability, fitness for a particular purpose, or non-infringement.
18. To the maximum extent permitted by law, Revize shall not be liable for any indirect, incidental, consequential, special, or punitive damages arising out of or related to CLIENT's use of RZ Assist, including claims related to accessibility compliance, regulatory enforcement, or litigation.
19. CLIENT website editors are responsible for ensuring they have an understanding of WCAG compliance principles. CLIENT agrees they are responsible for the content they post and shall make reasonable efforts to avoid posting content that does not conform to these guidelines. This includes, but is not limited to, posting non-compliant PDFs, failing to include descriptive ALT descriptions on photos, etc.
20. Revize provides tools and features designed to support website accessibility and best practices. However, Revize does not guarantee legal compliance with WCAG, ADA, or other regulations. Ongoing compliance requires active participation by CLIENT, including content management and policy decisions.
21. RZ Clear Docs is an automated software tool that converts PDF documents into HTML format to provide a more accessible, web-friendly alternative for viewing document content. The resulting HTML version is intended to improve usability, searchability, and compatibility with assistive technologies.
22. RZ Clear Docs does not modify, remediate, or otherwise alter the original PDF files posted by the Client. The original PDF documents remain unchanged and continue to be maintained and controlled by the Client.
23. The HTML output generated by RZ Clear Docs is intended to serve as an accessible alternative version of the source document content. While the system is designed to improve accessibility and usability, it does not constitute full manual accessibility remediation of the original PDF file.
24. RZ Clear Docs relies on automated document processing technologies. As with any automated system, the accuracy and structure of the resulting HTML output may vary depending on the complexity, formatting, and quality of the source PDF document.
25. Unless otherwise agreed in writing, RZ Clear Docs will only process PDF documents that are posted directly on CLIENT's website and will not be applied to PDFs hosted on third-party platforms or external websites.
26. Use of RZ Clear Docs does not certify that any PDF document meets WCAG, Section 508, PDF/UA, or other accessibility standards. The service is intended to supplement broader accessibility efforts by providing an accessible HTML viewing option.
27. RZ Clear Docs provides automated conversion services only and does not include manual document remediation, document editing, or verification of accessibility compliance unless separately agreed to in writing.

28. CLIENT acknowledges that automated remediation services are subject to a per-document page limit as determined by Revize. Documents exceeding this limit will not be automatically processed and may require segmentation or manual remediation. All processed pages, including segmented documents, count toward CLIENT's total page volume.
29. CLIENT acknowledges that services are subject to a total sitewide document page limit as defined in this Agreement. Total page volume may increase up to 100% during the term. CLIENT may remove documents to remain within the limit or upgrade to the applicable pricing tier.
30. CLIENT understands that automated accessibility tools, widgets, and scanning technologies have inherent limitations and cannot identify or remediate all accessibility issues. Certain accessibility requirements, including those related to content structure, contextual meaning, multimedia, documents, and third-party functionality, require manual review and human judgment.
31. CLIENT agrees that AI ChatBot annual fee may increase based on monthly queries or industry changes. Revize will inform client before annual renewal if the rate will increase.
32. CLIENT agrees and understands that the Revize ChatBot provides responses to user inputs using the content CLIENT has trained to the ChatBot. If content trained does not contain relevant information, the ChatBot will not output an accurate or complete response. CLIENT agrees and understands inaccurate or incomplete responses may be common with current chat bot technologies even if trained content is relevant.
33. Trained AI content shall be relevant and reasonably necessary to support the chatbot's intended public-facing functions. Revize may review and limit training content that unnecessarily overloads the system, degrades response quality, or diminishes the usefulness of the AI model

Project Timeline Statement of Understanding

Revize and CLIENT acknowledge that any project timeline provided is an estimate only and not a guarantee. Project duration is dependent on a variety of factors, including timely CLIENT participation, feedback, approvals, and other variables that may be outside the reasonable control of either party. Revize will make commercially reasonable efforts to adhere to the estimated timeline.

CLIENT agrees to take an active role in the project, including participating in meetings, providing timely feedback and approvals related to design and sitemap development, and scheduling and participating in CMS training. Delays caused by CLIENT's failure to respond to Revize requests in a timely manner may result in corresponding delays to the project timeline and do not constitute a breach of contract by Revize.

Upon completion of initial Revize CMS content editor training, CLIENT is responsible for determining when the website will go live. Any CLIENT decision to delay go-live for reasons unrelated to a functional defect rendering the website inoperable does not constitute a breach of this Agreement by Revize.

CLIENT acknowledges that website design and user experience are inherently subjective. The parties agree that this is a collaborative process and will work in good faith to reasonably fine-tune final deliverables in preparation for launch. Generalized dissatisfaction with aesthetic elements or previously approved deliverables does not constitute a breach of contract unless Revize fails to cure a material functional defect.

CLIENT may elect to postpone or reprioritize certain deliverables in favor of an earlier go-live date, subject to mutual agreement.

Enterprise Revize CMS License

As part of this Agreement, Revize LLC ("Revize") grants CLIENT a limited, non-exclusive, non-transferable license to access and use the Enterprise Revize CMS software ("Software"), hosted on Revize's cloud servers, solely for the purpose of maintaining the website(s) identified in this Agreement. The Software is proprietary to Revize and remains the sole property of Revize.

CLIENT may terminate this Agreement by providing at least sixty (60) days written notice prior to the applicable annual renewal date. All fees incurred or scheduled through the effective termination date remain due and payable. Early termination does not relieve CLIENT of payment obligations for services already rendered.

CLIENT may not sublicense, share, or otherwise provide access to the Software to any third party not expressly authorized under this Agreement.

During the term of this Agreement and while CLIENT remains current on all payment obligations, Revize will host, maintain, and provide updates to the Software as part of the applicable annual subscription.

Upon termination or expiration of this Agreement for any reason, CLIENT's access to the Software will be discontinued. Upon written request and provided all amounts due under this Agreement have been paid in full, Revize will make CLIENT's website content available to CLIENT in a reasonable electronic format.

Notice of termination must be in writing and delivered to the non-terminating party in accordance with the notice provisions of this Agreement.

WCAG Accessibility and Compliance Terms

1. Revize will build the website to highly conform with the Web Content Accessibility Guidelines WCAG 2.1 Level AA ("WCAG 2.1 AA") at the time of delivery while actively incorporating WCAG 2.2 AA best practices as standards evolve using current industry-recognized approaches. This includes keyboard access, semantic markup, ARIA where appropriate, color contrast, focus management, and accessible forms for the delivered templates.
2. Conformance does not extend to: (i) third-party modules, plug-ins or integrations not provided by Revize (e.g., payment gateways, third-party calendars, embedded third-party widgets), (ii) content authored, uploaded, or maintained by the Client (including documents such as PDFs), and (iii) legacy pages or archives unless specifically included in the Statement of Work.
3. CLIENT website editors are responsible for ensuring they have an understanding of WCAG compliance principles. CLIENT agrees they are responsible for the content they post and shall make reasonable efforts to avoid posting content that does not conform to these guidelines. This includes, but is not limited to, posting non-compliant PDFs, failing to include descriptive ALT descriptions on photos, etc.
4. CLIENT agrees and understands accessibility compliance is not a fixed or absolute standard. It is more of a spectrum rather than a pass/fail standard. Because testing tools and methodologies may produce different results, Revize and the CLIENT agree to focus on accommodating user needs and maintaining a continuing, good-faith approach to accessibility and regulatory compliance.
5. Revize provides tools and features designed to support website accessibility and best practices. However, Revize does not guarantee legal compliance with WCAG, ADA, or other regulations. Ongoing compliance requires active participation by CLIENT, including content management and policy decisions.
6. For an additional fee, Revize offers an ongoing WCAG scan and remediation service. This service will scan the website at regular intervals after the website goes live and remediate any WCAG compliance issues with an allocated bucket of additional development hours. Remediation priorities can be set by CLIENT and may include content remediation (e.g., PDFs, Flyers, etc.). Revize also includes an accessibility checker within the Revize CMS editor. This utility will alert users of suspected accessibility issues.
7. If PDF remediation is included in this agreement, completion time is highly dependent on the number and the complexity of PDFs.
8. Additional development hours may be necessary to complete remediation to CLIENT's satisfaction and are available at Revize's then-current rates.
9. Additional PDF remediation may be requested at Revize's then-current rates.



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

October 5, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Utilities & Zoning Application & Permitting Portal – Naviant, LLC**

Dear Mr. Mayor and Council Members:

At the January 5, 2026 City Council meeting the Service Department was authorized to have our document management software (OnBase) upgraded from the 2019 version to provide more robust searching, filing, and workflow management (Ord. 12-2026). The cost of the upgrade was \$30,320.

With this upgrade completed we are ready for our next upgrade to the OnBase platform which is the creation of our digital permitting portal. Currently, all utility and zoning permit applications are submitted by paper, in person or by email, and then scanned manually into our filing system. This project when completed will allow for the public to submit electronic applications along with supporting documentation all from the City's website. OnBase will automatically store and index permitting documents, send notifications to reviewers, track payments, and allow for a streamlined workflow.

This project will be performed by Naviant, LLC and funded from budgeted, but non-performed, software upgrades we anticipated needing from other vendors. The total one-time cost of creating the digital permitting portal is \$41,000 and would be funded from the Water Administration account (701-7520-52121, \$12,000), the Sewer Administration account (702-7530-52121, \$12,000), and the Service Administration account (110-7730-51171, \$17,000). Implementation is scheduled to begin fourth quarter 2026 with a go-live target of first quarter 2027.

We recommend approval of the Statement of Work and Agreement with Naviant, LLC in the amount of \$41,000 to create the digital permitting portal. Please call with any questions.

Sincerely,

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

ORDINANCE NO. 137-2026

**AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE
APPROVE THE STATEMENT OF WORK AND TO ENTER INTO AN
AGREEMENT WITH NAVIANT, LLC TO CREATE A DIGITAL
PERMITTING PORTAL FOR THE CITY OF SYLVANIA;
APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$41,000;
AND DECLARING AN EMERGENCY.**

WHEREAS, since 2019, the Department of Public Service has utilized OnBase, a Hyland Software product, to store records electronically; and,

WHEREAS, Ordinance 12-2026, passed on January 5, 2026, authorized the Service Department to have the document management software, OnBase, upgraded from the 2019 version to provide more robust searching, filing, and workflow management; and,

WHEREAS, the Director of Public Service has received a proposal from Naviant, LLC to create a digital permitting portal which will allow the public to submit electronic applications along with supporting documentation from the City's website; and,

WHEREAS, this project will be funded from budgeted, but non-performed software upgrades; and,

WHEREAS, the Director of Public Service, by report dated October 5, 2026, has recommended approval of the Statement of Work and Agreement with Naviant, LLC at a cost of \$41,000.

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

SECTION 1. That the Mayor and the Director of Finance be, and they hereby are, authorized to sign the Statement of Work and Agreement with Naviant, LLC on behalf of this City, thereby indicating such approval and acceptance for the OnBase upgrade.

SECTION 2. That to provide funds for said upgrade hereby authorized, there is hereby allocated from the **WATER ADMINISTRATION FUND** from funds therein not heretofore allocated to **Account No. 701-7520-52121 – General Office Expense**, an amount not to exceed Twelve Thousand Dollars (\$12,000.00), from the **SEWER ADMINISTRATION FUND** from

funds therein not heretofore allocated to **Account No. 702-7530-52121 – General Office Expense**, an amount not to exceed Twelve Thousand Dollars (\$12,000.00) and from the **SERVICE ADMINISTRATION FUND** from funds therein not heretofore allocated to **Account No. 110-7730-51171 – Consultants**, an amount not to exceed Seventeen Thousand Dollars (\$17,000.00).

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

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

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

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2026, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

Statement of Work

OnBase for Zoning Applications Processing



Prepared For

Terry Adams, GIS Manager & City Data Manager
Eric Barnes, Deputy Service Director
City of Sylvania

Prepared By

Matt Giblin, Strategic Account Manager
Jeremy Hettinger, Sales Solutions Architect
Naviant, LLC

31 August 2026

Engagement Overview

Introduction

Naviant, LLC (“Naviant”) has engaged in discussions with City of Sylvania (“Customer”) to discuss options and best practices for optimizing customer’s Zoning Application process via OnBase.

As a result of these discussions, City of Sylvania has requested that Naviant provide the services as defined by this Statement of Work (sometimes referred to as “SOW” or “Agreement”).

Based on preliminary requirements provided by Customer to date, this SOW provides professional services estimates for the delivery phase at this time.

Background

The City of Sylvania is seeking to implement a publicly accessible application solution using OnBase Unity Forms to streamline the submission, payment, review, approval, and issuance processes for a variety of application types. The solution will provide applicants with a centralized and user-friendly experience for submitting different application forms directly from the City of Sylvania's public website.

Scope of Work

Customer and Naviant have identified the following high-level future state use case objectives for this project, which may include an applicable Change Order Authorization based on adjusted scope.

The following capabilities will be **considered within the scope** of this project:

Upon submission of an application, the solution will generate or capture a unique Application Number and send a confirmation email to the applicant using the email address provided on the form. The Application Number will serve as a reference for the applicant as they proceed to the City's existing payment portal, Invoice Cloud, to complete the required payment.

Following submission, each application will enter an Awaiting Payment status within OnBase. The application will remain in this status until payment confirmation is received and the appropriate workflow process can continue. Once payment has been received, the application will progress through the City's defined review and approval process.

Upon successful approval, OnBase Document Composition will be used to generate the appropriate Certificate and/or Permit based on the application type and outcome. The generated document will then be automatically distributed to the applicant via email, completing the end-to-end application lifecycle.

To provide operational visibility and support ongoing process management, the solution will also include two reporting dashboards to monitor key workflow and application metrics. Reporting capabilities will provide insight into application volumes, current status distribution, average time applications spend in workflow queues, and other relevant performance indicators. This will enable the City to identify bottlenecks, monitor processing efficiency, and support continuous improvement of the application process.

Deliverables

- Review the (22) Application Unity Forms (already created) and provide suggestions to make them optimal (if necessary). Updating of the Unity Forms is considered out of scope and if needed, a change order will be required.
- Once the Unity Forms have been reviewed, and if necessary, updated via a Change Order, make them publicly accessible (customer has confirmed the DMZ is already configured).

- Create workflow process complete with notifications to internal users and applicants depending on status.
- Create an integration point with Invoice Cloud to move an Application out of Awaiting payment once Transaction ID is recorded (could be as easy as DIPPING in a receipt with the Application Number to link).
- Create two (2) Document Composition Templates (Certificate and Permit).
- Create up to two (2) Reporting Dashboards.
- Test.
- Go-Live.

Implementation Task

Planning and Initiation

Discovery Planning and Initiation

- Discovery Preparation (prior to onsite)
- Internal Kickoff Meeting
- Client Kickoff Meeting

Current State

- Collect and Review Client Documentation
- Current State Business Process
- Use Cases Definition

Core Solution

Use Case 1 – Public Unity Forms

- Review Unity Forms - forms already created
 - ***Updating of the Unity Forms is considered out of scope, if needed a change order will be required.***
- Make the Forms Public Facing – DMZ already configured
- Unit Testing [INT]
- Demo & Feedback

Use Case 2 - Payment Portal Integration

- Configuration
- Unit Testing [INT]
- Demo & Feedback

Use Case 3 - Workflow Process

- Design
- Workflow Configuration
- Document Composition – two templates
- Reporting Dashboard(s) – up to two Dashboards
- Unit Testing [INT]
- Demo & Feedback

Full End to End Testing (Internal)

- Use Case 1
- Use Case 2
- Use Case 3

Final Solution

Full Demo and Signoff

- Use Case 1
- Use Case 2
- Use Case 3

Testing and Training

- Assist/Prepare End-User Documentation
- End-User/Admin Training – it is assumed the City will perform the end user training
- Prepare User Acceptance Test Scripts

UAT

- Use Case 1
- Use Case 2
- Use Case 3
- User Acceptance Configuration Updates

Go Live

Production Installation

- System 1
- System 2

Update System documentation

- Prepare Environment Migration Plan (TEST to PROD)
- Environment Migration (TEST to PROD)
- Solution Validation Testing (PROD)

Clear Test Data from PROD

Production Go-Live and Onsite Assistance

Obtain Project Sign-Off

Support Turn-Over to CSE

Project Wrap-Up and Closure

Assumptions

- It is assumed Invoice Cloud can provide a transaction to OnBase to move documents automatically from Awaiting Payment to the approval step.
- It is assumed the City will be responsible for training of end users.
- Provided Workflows will be simplified by going straight to Zoning every time.
- It is assumed that Invoice Cloud can put a data file with the application number in SFTP. If this is not available functionality a change order will be required
- Updating of the Unity Forms is considered out of scope, if needed a change order will be required.
- If it is discovered that more than 2 document composition templates are needed, a change order will be required.

Change Orders

This SOW has been prepared in accordance with Naviant's understanding of Customer requirements and the “Project Scope” based on the information provided by Customer to Naviant at this time. Although Naviant makes reasonable attempts to provide accurate estimates, estimates may change as further details of the solution are identified and the final Solution Design is developed. In the event that additional products and/or services beyond those outlined in this SOW are required, a “Change Order Authorization” will be generated outlining the details, as well as time and cost estimates, of the modifications to this SOW. A Change Order Authorization must be authorized, approved, and executed by Naviant and Customer in order for the modifications to be incorporated into the SOW.

In order to ensure that assignments are carried out in a timely manner so as not to impact the project schedule, Customer is responsible for directing the work assigned to its staff and 3rd party service providers. In the event that the SOW project schedule is delayed or needs to be extended due to a failure of Customer’s staff and/or 3rd party service providers to complete assigned work in a timely manner, Naviant shall be entitled to an extension of time and/or cost impact as set forth in a Change Order Authorization.

PROJECT PRICING

Professional Services		
Description	Type	Total
Professional Services	Fixed Fee	\$41,000
Post Production Monitoring & Assistance	2 Days	Included
Subtotal		\$41,000

1. Professional services will be billed on a monthly basis. Travel time will be billed to Customer at the rate of \$110 per hour. Related expenses (mileage, transportation, lodging, meals, etc.) will be billed on a monthly basis at the actual cost incurred.
2. Software Subscription & Support will be invoiced upon receipt of Customer-executed SOW, and if applicable, Customer-required Purchase Order, with payment terms consistent with the Master Terms & Agreement.

For new Customers, the Software Subscription & Support term will start upon receipt of Customer-executed SOW and End User License Agreement (“EULA”), and if applicable, Customer-required Purchase Order. New Software Subscriptions require a minimum three (3) year term commitment, invoiced annually, and execution of the applicable EULA for Subscription Software or Subscription Software Cloud Services.

For existing Customers, Software Subscription & Support will be made coterminous with Customer’s established Subscription & Support expiration term plus 12 months. (i.e., subscription expiring in 5 months would be prorated and invoiced for a 17-month term). While Estimated Coterminous Subscription & Support pricing is quoted as full months, actual Customer invoicing may be prorated based on the actual number of days and months between the purchase date and established term date.
3. Any AI Services are subject to Naviant’s AI & Data Use Addendum located at <https://naviant.com/wp-content/uploads/2026/03/Naviant-AI-Data-Use-Addendum.pdf>, incorporated by reference.
4. Please note, subtotals do not include applicable sales tax. If applicable, sales tax will be assessed during the course of the project and/or on the final invoice.
5. Customer agrees to abide by the provisions set forth in the ES Provisions. These provisions are available at www.naviant.com/customer-support.
6. Customer agrees to cooperate with Naviant’s marketing efforts, as shall be reasonably requested which may include: (i) providing in-person or phone references to prospective customers; (ii) working to prepare a Customer-success story and/or press release documenting the relationship of the parties; and (iii) allowing Naviant to use of Customer’s logo, subject to Customer’s standard guidelines, on Naviant’s website and in presentations under Naviant’s customer section and as part of marketing and pre-sales materials used by Naviant.

SIGNATURE PAGE

CUSTOMER NAME City of Sylvania	
PROJECT CONTACT Terry Adams	
BILLING ADDRESS (only required for New Customers)	SHIPPING ADDRESS
ATTENTION	ATTENTION
SPECIAL INSTRUCTIONS	
PURCHASE ORDER (PO) REQUIREMENT Is a PO Required by Customer? ☐ Yes ☒ No Purchase Order #	

This Agreement is entered into pursuant to and incorporates the foregoing, including Appendices, Exhibits and Schedules, if any, and the Master Terms & Conditions (“Terms”) dated 8/30/19.. This Agreement represents the final description and scope of the Agreement between the parties. Any previous drafts of this Agreement or previous documents used to evaluate this project are not part of this Agreement. Naviant will not be obligated to accept any agreement which has not been signed and returned by Customer to Naviant within thirty (30) days from the date on this Agreement.

This Agreement has been prepared in accordance with Naviant's understanding of Customer requirements based on the information provided by Customer to Naviant. Therefore, it is understood and agreed that any additional hardware, software, professional services, and maintenance requests above and beyond the original scope of this Agreement will be billed in addition to those listed in this Agreement.

If a PO is required, the PO number must be inserted above upon Customer’s execution of this Agreement. Any terms and conditions appearing in any PO shall have no effect unless agreed to in writing by both parties hereof.

CUSTOMER	NAVIANT, LLC
NAME:	NAME:
TITLE:	TITLE:
SIGNATURE:	SIGNATURE:
DATE:	DATE:
CUSTOMER	
NAME:	
TITLE:	

SIGNATURE:	
DATE:	

Upon signed acceptance, please return the entire document to “Attention: Naviant Sales Support” via email or fax at purchasing@naviant.com or 608-848-0901. Acceptance creates a binding contract.

APPENDIX A – Obligations & Key Assumptions

The following are key assumptions that impact the success of the solution, and are applicable for all Project Areas within this proposal:

1. Naviant's project implementation methodology will be executed by the project resources.
2. Services will be provided remotely from Naviant offices.
3. To maintain anticipated timeframes, Customer will review deliverables in accordance with the agreed upon plan. Failure to respond where needed within the designated timelines may result in project delays, loss of resources, and the execution of a Change Order Authorization.
4. Naviant and Customer will review remaining work effort throughout the project. If at any time the number of hours required to complete a project phase exceeds the number of hours estimated by the project teams for that phase, then Naviant will execute a Change Order Authorization.
5. Customer will provide appropriate access to facilities and office space for all onsite or remote work. This includes, but is not limited to, work desks, networked computers, team meeting rooms, conference phones, whiteboards, the internet, and VPN connection as dictated by Customer's reasonable security measures.
6. Customer will provide Subject Matter Experts (SMEs) who are thoroughly knowledgeable about the current business practices in their respective areas and who are capable of performing their assigned project roles.
7. Customer will make commercially reasonable efforts to maintain consistent project resources throughout the project.
8. Each deliverable created will use Naviant's standard deliverable templates. Customer requested changes to the deliverable template may increase project costs or introduce timeline delays.
9. Customer will include third-party vendors or subject matter/technical experts as required and at Customer's sole expense.
10. Customer will assign a Project Sponsor, who will be actively involved in the project and is the final escalation point for all issues and decisions. The project sponsor will also ensure that the appropriate personnel are made available to execute the project successfully.
11. Each project is intended to be implemented in a specified timeframe. Scheduling delays that impact the project timeline will result in changes to project cost.
12. While onsite, the Naviant personnel will work during normal operating hours generally between 8:00 AM and 5:00 PM, Monday through Friday in the Customer's local time zone. When providing remote services, Naviant and Customer will discuss generally acceptable working hours and take into consideration time zone differences. Issues deemed as non-critical will only be addressed during normal business hours.
13. The installation of this solution may require assistance from the Customer's IT staff to obtain access to the servers and network devices the solution may reside on; and thus, it is required that the Customer schedule their IT resource to be available within 30 minutes of Naviant being scheduled for installation. If Naviant personnel need to wait for longer than 30 minutes for an IT resource to be available for assistance with the installation, the Customer will be charged in ¼ hour increments at the prevailing rate for the time lost. The installation of this solution may require Naviant to obtain access to the servers and network devices the solution may reside on. Customer will be responsible for additional equipment cabling, except as specifically set forth to be provided by Naviant. In the event Customer will be required to provide specific additional equipment prior to installation, it is the responsibility of Customer to provide the necessary versions of network OS, server software, database, hardware, browsers, and desktop OS to work with the proposed solutions prior to the scheduled Project milestone or task requiring additional equipment, or costs may be incurred by the Customer. Customer will be responsible for the actual results with hardware operations (including among other aspects, network, server, or scanner speeds; personnel requirements; and costs) and results may vary from those indicated due to overall network environment, volume estimates, personnel, and other factors.



12a

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

October 5, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Right-of-Way Acquisition Services Proposal – LUC-CR 1572-7.89 (PID 124560)**
West Erie Realty Solutions Ltd., Brian W. Barnes & Co., Inc., JBH-RW, LLC

Dear Mr. Mayor and Council Members:

Engineering design work is through Stage 2 on the LUC-CR 1572-7.89 (PID 124560) Project. As a reminder, this project will install a single-lane elliptical roundabout at the intersection of Brint Road and Main Street/Holland-Sylvania 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 three 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 eleven (11) parcels is \$130,540. 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 for eleven (11) parcels is \$18,250. Finally, JBH-RW, LLC will be providing relocation review services for one (1) parcel in the amount of \$1,000. The total cost of professional right-of-way acquisition services is \$149,790.

We recommend approval of these right-of-way acquisition services proposals with West Erie Realty Solutions, Ltd. (\$130,540), Brian W. Barnes & Co., Inc. (\$18,250), and JBH-RW, LLC (\$1,000). The expenses for all of these services were included in the 2026 capital improvement budget and would be funded from account number 401-7610-53608. Please call with any questions.

Sincerely,

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

ORDINANCE NO. 138-2026**ACCEPTING THE PROPOSAL OF WEST ERIE REALTY SOLUTIONS, LTD. TO PROVIDE RIGHT-OF-WAY ACQUISITION SERVICES RELATIVE TO THE BRINT/MAIN/HOLLAND-SYLVANIA ROUNDABOUT PROJECT; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$130,540; AND DECLARING AN EMERGENCY.**

WHEREAS, Resolution No. 6-2025, passed March 17, 2025, authorized the Mayor and Director of Finance to submit a grant application for funding consideration for the Brint Road/Main Street/Holland-Sylvania Road Roundabout Project; and,

WHEREAS, Ordinance No. 136-2025, passed on December 1, 2025 authorized the Mayor and Director of Finance to enter into Agreement No. 43548 with DGL Consulting Engineers, LLC to define the work, invoicing, schedule, compensation, and other contract requirements; and,

WHEREAS, the design work is through Stage 2 on the project and the next step is to begin right-of-way acquisition services; and,

WHEREAS, the Director of Public Service, by report dated October 5, 2026, has received a proposal from West Erie Realty Solutions, Ltd. for project management, title reports, appraisals, negotiations, closings, and document recordings on eleven (11) parcels for a cost of \$130,540; a copy of the proposal 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 proposal of West Erie Realty Solutions, Ltd. in the amount of One Hundred Thirty Thousand Five Hundred Forty Dollars (\$130,540.00) for providing right-of-way acquisition services relative to the Brint/Main/Holland-Sylvania 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. 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 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. 401-7610-53608 – Brint & Main Roundabout** the amount of One Hundred Thirty Thousand Five Hundred Forty Dollars (\$130,540.00).

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 Agreement should be entered into immediately so that the Brint/Main/Holland-Sylvania Roundabout Project is not delayed. 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



Westerie

PROPOSAL & AGREEMENT | LUC-CR 1572-7.89 PID 124560

September 30, 2026

1. Project Management:

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 acquirement of rights of way. All right of way interests will be acquired in conformance to the policy and procedures of the Ohio Department of Transportation.

a. Title Research: 11 @ \$400 per parcel.....	\$4,400
b. Appraisals: 11 @ \$400 per parcel	\$4,400
c. Negotiations: 11 @ \$400 per parcel	\$4,400
d. Relocation: 1 @ \$400 per parcel	\$400
e. Closings: 11 @ \$400 per parcel	\$4,400
	Section Subtotal \$18,000

2. Title Reports:

The Title Report fees shown are exclusive of those charged for courthouse copies that may need to be purchased in support of individual title reports. These non-salary direct costs will be reimbursed by the (Client) to Westerie™ at their actual cost as evidenced by receipts from the respective county office.

a. Abbreviated Reports: 3 @ \$600 per parcel	\$1,800
b. Full Reports: 8 @ \$1,100 per parcel	\$8,800
c. Title Updates:	N/A
	Section Subtotal \$10,600

3. Appraisals:

These appraisal fees are based upon the appraiser's best estimate in the type of report required for any one parcel utilizing the plans provided by the client. Please keep in mind that the format of appraisal report for any one parcel is subject to revision based on plan changes that may be made to a parcel.

a. Value Analysis: 6 @ \$1,140 per parcel	\$6,840
b. Value Finding: 1 @ \$2,550 per parcel	\$2,550
c. Limited Scope Appraisal:.....	N/A
d. Appraisal: 4 @ \$6,950 per parcel.....	\$27,800
e. Appraisal: 1 @ \$10,500 per parcel.....	\$10,500
f. Sign Estimate: 1 @ \$500 per sign.....	\$500
	Section Subtotal \$48,190

4. Negotiations:

A "parcel" is defined as a single ownership assigned to a parent number regardless of the number of takings required from that ownership. For example, parcel 1-WD & T is a single parcel. The offer packet will include the following items: Notice of Intent to Acquire and Good Faith Offer, Colored Plan Exhibits, Warranty Deed, Easement, Instruments, Legal Description and W9 Form. Parcels added or deleted during this agreement shall be cause for adjustment to this cost proposal for all associated work phases under the responsibility of Westerie™.

a. Offer Made: 11 @ \$1,750 per parcel.....	\$19,250
b. Package Submission: 11 @ \$1,750 per parcel.....	\$19,250
c. Bill of Sale Negotiation:	N/A
Section Subtotal \$38,500	

5. Relocation:

This section accounts for parcels requiring relocation assistance and the various relocation types include the following: Residential owner/tenant, Commercial owner/tenant, Landlord and personal property. Parcels added or deleted during this agreement shall be cause for adjustment to this cost proposal for all associated work phases under the responsibility of Westerie™.

a. Residential:.....	N/A
b. Commercial:.....	N/A
c. Landlord:	N/A
d. Personal Property: 1 @ \$3,000 per	\$3,000
e. Pre-Acquisition Report:.....	N/A
Section Subtotal \$3,000	

6. Closings:

The total closings phase includes the updating of the title report and recording of the easement(s) or warranty deed(s) on a per parcel basis exclusive of the recording fee itself. The Misc. fees include county recording fees, auditor transfer fee, e-recording fees with Simplifile and/or CSC, and US Certified Mail cost for offer packets.

a. Formal: 8 @ \$1,100 per parcel.....	\$8,800
b. Formal with Structure:	N/A
b. Mail-Out: 3 @ \$600 per parcel.....	\$1,800
d. Title Update for Appropriation:	N/A
e. Lien Release:	N/A
f. Misc. Fees: 11 @ \$150 per parcel.....	\$1,650
Section Subtotal \$12,250	

Total Cost Proposal: \$130,540



Respectfully submitted by:
Corporate Office
West Erie Realty Solutions, Ltd.
323 Lafayette Street
Toledo, Ohio 43604



Proposal Accepted By:
City of Sylvania

Greg Vriezelaar
President

Date: September 30, 2026

Name:

Date:



ORDINANCE NO. 139-2026

ACCEPTING THE PROPOSAL OF BRIAN W. BARNES & Co. TO PROVIDE APPRAISAL REVIEW SERVICES RELATIVE TO THE BRINT/MAIN/HOLLAND-SYLVANIA ROUNDABOUT PROJECT; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$18,250.00; AND DECLARING AN EMERGENCY.

WHEREAS, Resolution No. 6-2025, passed March 17, 2025, authorized the Mayor and Director of Finance to submit a grant application for funding consideration for the Brint Road/Main Street/Holland-Sylvania Road Roundabout Project; and,

WHEREAS, Ordinance No. 136-2025, passed on December 1, 2025 authorized the Mayor and Director of Finance to enter into Agreement No. 43548 with DGL Consulting Engineers, LLC to define the work, invoicing, schedule, compensation, and other contract requirements; and,

WHEREAS, the design work is through Stage 2 on the project and the next step in the project is to begin right-of-way acquisition services; and,

WHEREAS, the Director of Public Service, by report dated October 5, 2026, has received a proposal from Brian W. Barnes & Co. appraisal review services on eleven (11) parcels for a cost of \$18,250; a copy of the proposal 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 proposal of Brian W. Barnes & Co. in the amount of Eighteen Thousand Two Hundred Fifty Dollars (\$18,250.00) for providing appraisal review services relative to the Brint/Main/Holland-Sylvania 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. 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 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. 401-7610-53608 – Brint & Main Roundabout** the amount of One Hundred Sixteen Thousand One Hundred Ninety Dollars (\$116,190.00).

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 Agreement should be entered into immediately so that the Brint/Main/Holland-Sylvania Roundabout Project is not delayed. 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



September 15, 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-CR1572-7.89 (PID 124560), 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:

Parcel	Format	Fee
10	VA	\$ 325.00
11	B&A Narrative	\$ 3,000.00
12	B&A Narrative	\$ 3,000.00
13	B&A Narrative	\$ 3,000.00
14	VA	\$ 325.00
15	B&A Narrative	\$ 3,000.00
16	B&A Narrative	\$ 3,500.00
22	VA	\$ 325.00
23-A	VA	\$ 325.00
23-B	VA	\$ 325.00
25	VA	\$ 325.00
30	VF	\$ 800.00
Project total:		\$18,250.00

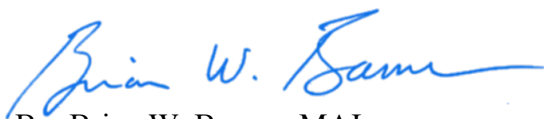
Litigation support @ \$400/ hour (if authorized)

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

Project acknowledgement:

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 form 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

ORDINANCE NO. 140-2026**ACCEPTING THE PROPOSAL OF JBH-RW, LLC TO PROVIDE
RELOCATION SERVICES RELATIVE TO THE
BRINT/MAIN/HOLLAND-SYLVANIA ROUNDABOUT PROJECT;
APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$1,000;
AND DECLARING AN EMERGENCY.**

WHEREAS, Resolution No. 6-2025, passed March 17, 2025, authorized the Mayor and Director of Finance to submit a grant application for funding consideration for the Brint Road/Main Street/Holland-Sylvania Road Roundabout Project; and,

WHEREAS, Ordinance No. 136-2025, passed on December 1, 2025 authorized the Mayor and Director of Finance to enter into Agreement No. 43548 with DGL Consulting Engineers, LLC to define the work, invoicing, schedule, compensation, and other contract requirements; and,

WHEREAS, the design work is through Stage 2 on the project and the next step in the project is to begin right-of-way acquisition for the construction of the project; and,

WHEREAS, the Director of Public Service, by report dated October 5, 2026, has received a proposal from JBH-RW, LLC for relocation services on one (1) parcel for a cost of \$1,000; , a copy of the proposal 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 proposal of JBH-RW, LLC in the amount of One Thousand Dollars (\$1,000.00) for providing relocation services relative to the Brint/Main/Holland-Sylvania 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. 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 to provide funds for said services hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-53608 – Brint & Main Roundabout** the amount of One Thousand Dollars (\$1,000.00).

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 Agreement should be entered into immediately so that the Brint/Main/Holland-Sylvania Roundabout Project is not delayed. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2026 as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

EXHIBIT A

DATE: 09/30/2026



P.O. Box 822
Gambier, Ohio 43022
614-653-0356 | Direct

TO:

Joseph E. Shaw, P.E., P.S.
City of Sylvania
6730 Monroe Street
Sylvania, Ohio 43560

FEE PROPOSAL:

Dear Mr. Shaw;

Per communication through West Erie Realty Solutions, I am prepared and able to provide the Relocation Review for (1) Personal Property Only relocation parcel. My fee for the review of the file will be: \$1,000 payable upon the post move inspection.

Should you have any questions, concerns or corrections do not hesitate to contact me directly via the avenues listed below. Thanks.

With Respect,



Jack B. Hughes, Sole Member
JBH-RW, LLC

Make all checks payable to JBHRW, LLC

If you have any questions concerning this invoice, contact: JB Hughes, JBHRWLLC@gmail.com or 614-653-0356

THANK YOU FOR YOUR BUSINESS!



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

October 5, 2026

To: The Mayor and Members of Sylvania City Council

Re: **Monroe Street Lighting Improvements (Harroun Road to Acres Road)**

Dear Mr. Mayor and Council Members:

The Service Department requested City Council authorization to enter into a supplemental engineering design contract with Tetra Tech on May 18, 2026 (Ord. 88-2026) to provide street lighting design services on Alexis Road and Monroe Street. As a reminder, we became aware of a gap in the construction plans on the LUC-23-11.75 (PID 105889) project in April where ODOT's prime consultant, ARCADIS, was only scoped to provide lighting design for interchange ramps and the bridge deck.

Tetra Tech completed the construction plans and cost estimating in June 2026 and this information was provided to ODOT for contractor pricing. We received pricing in September and the Service Department does not believe it would be in the best financial interest of the City to have this work completed as a part of the ODOT contract. Based on the engineer's estimate we believe the best pricing would be obtained from publicly bidding this locally and administering this as a standalone project. Regardless of the approach, the City would be responsible for 100% of the surface street lighting costs.

The estimated construction cost is \$432,697. The Service Department programed \$490,000 into the 2026 capital improvement budget (account 401-7610-53612) for contingency use associated with interchange work. As of the August 2026 financial reporting there is \$451,000 remaining in this project account. We believe this to be a prudent and applicable use of these contingency funds.

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

Sincerely,

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

ORDINANCE NO. 141-2026

REVISING THE ADMINISTRATIVE, DEPARTMENTAL AND DIVISIONAL ORGANIZATION OF THE CITY AND THE CODIFIED ORDINANCES THEREOF BY ELIMINATING THE POSITION OF “IT SUPPORT SPECIALIST”; AMENDING SYLVANIA CODIFIED ORDINANCE SECTION 129.045 TO ELIMINATE THE “IT SUPPORT SPECIALIST” AND ADD A SECOND “INFORMATION TECHNOLOGY SPECIALIST” EFFECTIVE OCTOBER 6, 2026; AMENDING SYLVANIA CODIFIED ORDINANCE SECTION 139.03(d)(3) - DEFINITION AND ADOPTION OF THE COMPENSATION PLAN TO ELIMINATE THE IT SUPPORT SPECIALIST’S SALARY; 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 129.045 and 139.03(d)(3) 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 elimination of the position “IT Support Specialist, addition of a second Information Technology Specialist and eliminating the salary for the “IT Support Specialist” starting October 6, 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

* * *

The Information Technology Manager of the Division of Information Technology, to be called the Information Technology Manager, under the supervision and direction of the Director of Finance, shall have supervision and control of the administration of the City's application of computer hardware and software as well as the City's telephone system in all aspects thereof. The Manager shall be appointed by the Mayor and shall be subject to confirmation by a majority of the members of Council. The Division shall have two Information Technology Specialists whose duties shall be assigned by and performed to the standards set by the Information Technology Manager.

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

139.03 DEFINITION AND ADOPTION OF THE COMPENSATION PLAN.

(d) Special Compensation Provisions.

* * * *

(3) Compensation for elective and appointive officials. The following
elective and appointed officials which are not otherwise provided for in this chapter shall be
compensated as follows:

TITLE

RATE

* * * *

Information Technology Specialist

\$82,054 annually commencing
October 6, 2026 and thereafter.

* * * *

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

“Exhibit A-2”