

City Councilmember

FROM:

Richard Carr, Mayor

DATE:

August 30, 2023

SUBJECT:

Maumee Memorabilia Museum

Recommendation:

Approve the renaming of the Maumee Memorabilia Museum which is located on the grounds of the Wolcott House as the Jack W. Hiles Maumee Memorabilia Museum.



August 30, 2023

Mayor Richard Carr 400 Conant Street Maumee, Ohio 43537

Dear Mayor Carr,

In recognition of his many years of service to the Maumee community, we the members of the Maumee Valley Historical Society, at our annual meeting voted to recommend renaming the Maumee Memorabilia Museum as the Jack W. Hiles Maumee Memorabilia Museum. As the founder of the museum and because of his long history of dedication to the site, we felt that having his name permanently attached to the museum was an appropriate action to take. Please let me know if you have any questions or concerns, we appreciate your consideration of this recommendation.

Regards,

Jenny Barlos
President, MVHS Board of Trustees



Mayor and City Councilmembers

FROM:

Patrick H. Burtch, City Administrator

DATE:

September 5, 2023

SUBJECT:

Authorize a contract with The Dotson Company.

Recommendation:

Authorize the Mayor or his designee to enter into a contract with The Dotson Company in the amount of \$548,000.00 for construction of the Dussel Drive Water Tower Cold Storage building.

Attached is a memo from Matthew Miles, Capital Projects Manager discussing history, background and budgetary considerations for the above referenced project. As posited by the Capital Projects Manager, this agreement will provide for the dry storage of equipment, materials, and supplies at the Dussel Drive Water Tower. The improvement to this facility is much needed and overdue.

City Administration recommends authorizing this agreement. Your consideration and concurrence is appreciated.

MEMO TO: Patrick Burtch, City Administrator

FROM: Matthew Miles, Capital Projects Manager

DATE: September 5, 2023

RECOMMENDATION: Authorize the Mayor or his designee to enter into a contract with The Dotson Company in the

amount of \$548,000.00 for construction of the Dussel Drive Water Tower Cold Storage

building.

SUMMARY

Authorize a contract with The Dotson Company to construct a 2,400 square foot cold storage facility at the Dussel Water Tower location.

BUDGETARY CONSIDERATIONS

Funding for this program was authorized with the 2023 Capital Improvements Budget – Water Fund and is apportioned from bond funds.

HISTORY, BACKGROUND and DISCUSSION of the ISSUE

In April, 2023 the JDI Group was authorized to design a cold storage facility for use at the Dussel Water Tower. This building was conceived for the storage of small equipment, pipe, hydrants, and supplies used by the Water Department for the repair of water mains, service connections, and hydrants throughout the City. Current storage arrangements for these materials is largely outside making the supplies subject to weather conditions. In addition, the outside storage of parts and materials conflicts with EPA guidelines concerning such storage at governmental facilities.

In August 2023, a request for bids was published per City guidelines. The bid opening was held August 29, 2023 with five bids submitted by general contractors. The bids were found to be responsive and two were within 10% of the engineer's estimate. After review, it is the recommendation of the JDI group and this office that the contract be awarded to lowest, best bidder — The Dotson Company.

POSITIONS



August 30, 2023

City of Maumee 400 Conant Street Maumee, Ohio 43537

Attention:

Mr Matt Miles

Capital Projects Manager

Subject:

Dussel Cold Storage Building

Bid Result and Contract Award Recommendation

Dear Mr Miles:

On August 29, 2023 the City of Maumee received bids in a manner stipulated by the State of Ohio Revised Code for the project referenced above. On August 30, 2023 The JDI Group, Inc (JDI) completed due diligence on the five (5) bids submitted – please refer to the Bid Tabulation sheet attached.

JDI also conducted a post-bid interview with the apparent low bidder, The Dotson Company, Inc, on August 30, 2023 and found their bid to be responsive and complete. Dotson has worked for many municipalities in Northwest Ohio (including the State of Ohio, the City of Waterville, and Springfield Township), so it is JDI's opinion that the low bidder has the experience and qualifications to perform the required work.

Therefore, JDI recommends award of a contract for the Base Bid in the amount of \$548,000.00, to The Dotson Company, Inc as the lowest responsive and responsible bidder. If the City decides to award the project to Dotson, please send them a Notice of Award as well as two (2) copies of the Contract Documents for execution.

JDI also recommends the City set aside a construction contingency in the amount of ten percent (10%) of the contract amount. Please contact me if you have any questions via email or my cell phone at 419.304.8843.

Sincerely,

The JDI Group, Inc

Sarah Penner, PMP Senior Project Manager

spenner@theidigroup.com

Attached:

Bid Tabulation sheet

ВІ	D TABULATION												
Du.	ssel Cold Storage (COM	23-003	3)				10000000	10 Mg					
revi	sed: 29 August 2023	_					100	1000 1000 1000 1000 1000 1000 1000 100					
	BIDDER	BASE BID		Variance (\$) from A/E estimate	Variance (%) from A/E estimate		ALTERNATE (added 20' of buiding)		TOTAL w/ alternate		Variance (\$) from A/E est w/ alternate		Variance (%) from A/E est w/ alternate
	A/E Estimate	\$	498,646.00	n/a		1/10	\$	79,407.00	\$	578,053.00		n/a	
1	Delventhal Co, The	\$	649,200.00	\$ 150,554.00	; 30.19%	7.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	\$	89,958.00	\$	739,158.00	\$	161,105.00	27.87%
2	Dotson Co, The	\$	548,000.00	\$ 49,354.00	9.90%	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	\$	83,750.00	\$	631,750.00	\$	53,697.00	9.29%
3	Midwest Contracting	\$	548,100.00	\$ 49,454.00	9,92%		\$	93,750.00	\$	641,850.00	\$	63,797.00	11.04%
4	IPS	\$	749,000.00	\$ 250,354.00	50.21%		\$	83,000.00	\$	832,000.00	\$	253,947.00	43.93%
5	Spieker	Ś	562,999.00	\$ 64,353.00	12.91%		\$	87,600.00	\$	650,599.00	\$	72,546.00	12.55%



Mayor and City Councilmembers

FROM:

Patrick H. Burtch, City Administrator

DATE:

September 5, 2023

SUBJECT:

Authorize a contract with Griffin Pavement Striping LLC.

Recommendation:

Authorize the Mayor or his designee to enter into a contract with Griffin Pavement Striping, LLC in the amount of \$159,504.97 for the 2023 Pavement Marking Program.

Attached is a memo from Matthew Miles, Capital Projects Manager discussing history, background and budgetary considerations for the above referenced project. As posited by the Capital Projects Manager, this agreement will provide for much needed improvements to the roadway lane markings, enhance pedestrian facilities, and provide clarity for on-street parking.

City Administration recommends authorizing this agreement. Your consideration and concurrence is appreciated.

MEMO TO: Patrick Burtch, City Administrator

FROM: Matthew Miles, Capital Projects Manager

DATE: September 5, 2023

RECOMMENDATION: Authorize the Mayor or his designee to enter into a contract with Griffin Pavement Striping,

LLC in the amount of \$159,504.97 for the 2023 Pavement Marking Program.

SUMMARY

Authorize a contract with Griffin Pavement Striping to perform pavement markings city-wide (excluding currently under construction segments of the roadway) including centerlines, edge lines, turning arrows, channelizing lines, stop bars, parking stalls, and specialty markings (railroad, school, bike path, etc.).

BUDGETARY CONSIDERATIONS

Funding for this program was authorized with the 2023 Budget and is distributed between Federal Highway, State Highway and local funds.

HISTORY, BACKGROUND and DISCUSSION of the ISSUE

This program is intended to improve driving safety to motorists within the City by providing high visibility lane markings to our streets and highways. Currently running and recently completed paving project areas have been excluded from the contract including: Conant Street (Uptown), US20A (West of Mingo), the Anthony Wayne Trail, and Broadway-River Road (Gibbs to Michigan). All other streets and highways within the City Limits will be marked according to the streets original design. Parking stall quantities are intended to include on-street parking areas only and are not inclusive of dedicated parking lots.

In August 2023, a request for bids was published per City guidelines and three primary pavement marking companies requested plan sets. The bid opening was held August 29, 2023 with two bids submitted. The bids were found to be responsive and appropriate to the engineer's estimate. After review, it is the recommendation of this office that the contract be awarded to lowest, best bidder – Griffin Pavement Striping, LLC.

POSITIONS



Mayor and City Councilmembers

FROM:

Patrick H. Burtch, City Administrator

DATE:

September 5, 2023

SUBJECT:

Authorize a contract for ODOT pre-qualified engineering and inspection services for

the Gibbs Street Safety Improvement Project.

Recommendation:

Authorize the City Administrator to enter into an agreement with the lowest responsible respondent to a request for proposals for ODOT certified Engineering and Inspection services relative to the Gibbs Street Safety Improvement Project.

Attached is a memo from Matthew Miles, Capital Projects Manager discussing history, background and budgetary considerations for the above referenced project. As posited by the Capital Projects Manager, this agreement will allow the City to meet the engineering and inspection services Federal funding obligations relative to the Gibbs Street Safety Improvement Project.

City Administration recommends authorizing this agreement. Your consideration and concurrence is appreciated.

MEMO TO: Patrick Burtch, City Administrator

FROM: Matthew Miles, Capital Projects Manager

DATE: September 5, 2023

RECOMMENDATION: Authorize the City Administrator to enter into an agreement with the lowest responsible

respondent to a request for proposals for ODOT certified Engineering and Inspection services

relative to the Gibbs Street Safety Improvement Project.

SUMMARY

Authorize a contract for ODOT pre-qualified engineering and inspection services for the Gibbs Street Safety Improvement Project.

BUDGETARY CONSIDERATIONS

Funding for this program will from the Capital Improvements Budget.

HISTORY, BACKGROUND and DISCUSSION of the ISSUE

Federal Highway funding of the Gibbs Street Safety Improvement Project dictates particular engineering and inspection services be provided by ODOT prequalified licensed engineers. A request for proposals has been issued by this office to provide these services to five local firms. This request is to authorize the City Administrator to enter into an agreement with the lowest, most responsive respondent to the proposal request.

POSITIONS



Mayor and City Councilmembers

FROM:

Patrick Burtch, City Administrator

DATE:

August 30, 2023

SUBJECT:

Maple Street Extension

Recommendation:

Authorize the Mayor or his designee to enter into a contract with the lowest responsible bidder for the construction of the Maple Street Extension Project.

MEMO TO: Patrick Burtch, City Administrator

FROM: Matthew Miles, Capital Projects Manager

DATE: September 5, 2023

RECOMMENDATION: Authorize the Mayor or his designee to enter into a contract with the lowest responsible

bidder for the construction of the Maple Street Extension Project.

SUMMARY

Authorize a contract for the construction of the Maple Street Extension including underground utilities, drainage, paving, walks, and lighting to foster economic development of the Fallen Timbers area.

BUDGETARY CONSIDERATIONS

Funding for this program was authorized with the 2023 Capital Improvements Budget and is apportioned from the Fallen Timbers TIF.

HISTORY, BACKGROUND and DISCUSSION of the ISSUE

In July, 2020 the JDI Group was authorized to design a roadway extension and infrastructure improvement for Maple Street in the Fallen Timbers mall district. JDI was directed to place stormwater, sanitary, and water lines from the Fallen Timbers Lane intersection to the western side of the Norfolk Sothern rail spur to provide utility services to proposed housing developments along Black Road and to provide a roadway extension of Maple Street westerly from Fallen Timbers Lane to the western edge of the woods. Coordination with City of Toledo water service and Lucas County Sanitary service, and Norfolk & Southern for the design was to be provided by the JDI group.

After several design concepts were reviewed considering potential land usage, it was determined the road extension would enter from the existing intersection at Fallen Timbers Drive and curve along a wooded area to a more westerly route for a total distance of approximately 750 feet, terminating in an intersection spur. Other roadway improvements would include sidewalks, street lighting and a limited amount of on-street parking. Improvements to the Fallen Timbers Lane/Maple Street intersection would be kept minimal with further improvements needed upon an increase in usage. The underground utilities would continue to the western side of the Norfolk & Southern spur to serve the pending housing developments.

Bidding for this project will be open through September 19, 2023.

POSITIONS

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ORDINANCE NO. 031-2023

AN ORDINANCE REPEALING CHAPTER 183 OF THE MAUMEE CODIFIED ORDINANCES AND ORDINANCE 41-1991 RELATIVE TO THE MUNICIPAL TREE COMMISSION, AND DECLARING AN EMERGENCY

WHEREAS, the City of Maumee enacted Chapter 183 of the Maumee Codified Ordinances and also passed Ordinance 41-1991 which created a Tree Commission in the City of Maumee;

WHEREAS, the City of Maumee is adding the duties of the Tree Commission to the Maumee Environmental Commission by a separate ordinance and as such this Chapter will no longer be necessary.

THEREFORE, BE IT ORDAINED by the Council for the City of Maumee, Ohio, that:

SECTION 1. The City Council of the City of Maumee, Ohio, hereby repeals Ordinance 41-1991 and also repeals Chapter 183 of the Codified Ordinances of the City of Maumee in its entirety and repeals any other ordinance or resolution concerning this Tree Committee.

SECTION 2. That this repeal of Chapter 183 of the Maumee Codified Ordinances and Ordinance 41-1991 shall become effective on the date that this ordinance is passed, and the date the revised Environmental and Tree Advisory Commission is established. All appointments to the Tree Commission are hereby rescinded and held for naught.

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 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 Revised Code of Ohio.

SECTION 4. That this ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public health, safety and welfare of the citizens of the City of Maumee, the immediate emergency being the necessity to add the duties of the Tree Commission to the revised Environmental Commission ordinance, maintain the duties of the Tree Commission as required by the Arbor Day Foundation and to adequately protect the public health, safety and welfare of the community; therefore, this resolution shall be in full force and effect immediately upon its passage and approval by the Mayor.

Motion to declare emergency:	Second:
Yeas: Nays:	
Motion to Pass:	Second:
Yeas: Nays:	
Passed: September 5, 2023.	
	Mayor
ATTEST:	
	Approved as to form by:
Municipal Clerk	
	Law Director

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ORDINANCE NO. 032–2023

AN ORDINANCE AMENDING CHAPTER 184, ENVIRONMENTAL COMMISSION OF THE MAUMEE CODIFIED ORDINANCES, AND ORDINANCE 057-2021, CREATING THE ENVIRONMENTAL AND TREE ADVISORY COMMISSION, AND DECLARING AN EMERGENCY

WHEREAS, The City of Maumee has an Environmental Commission which was previously established;

WHEREAS, the Environmental Commission duties should be expanded to add the duties of the former Maumee Tree Commission;

WHEREAS, Council has reviewed and approves the recommended changes to the Environmental Commission as set forth herein which includes expanding its duties, membership and renaming of the Environmental Commission to that of the Environmental and Tree Advisory Commission;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Maumee, Ohio, that:

SECTION 1. Chapter 184 of the Maumee Codified Ordinances is hereby amended as follows:

CHAPTER 184 Environmental and Tree Advisory Commission

- 184.01 Intent and purpose.
- 184.02 Membership.
- 184.03 Commission rules.
- 184.04 Responsibilities and duties as to Environmental and Tree Advisory Commission.
- 184.05 Conservation budget activity established.
- 184.06 Other sources of funding for conservation.
- 184.07 Severability.

184.01 INTENT AND PURPOSE.

The establishment of the Environmental and Tree Advisory Commission is to develop comprehensive, integrated environmental policies for implementation by the City to protect and enhance our air, water, land, trees, and public health. It shall help to set goals and policies for the City and community to continuously improve the tree canopy; all matters relative to care, preservation, pruning, planting, replanting, removal and disposition of trees and shrubs in public areas including parks and streets; improvement of the natural and built environment; education of the public; and any other environmental related issues in the City of Maumee. The commission will only act as an advisory group, and does not have any regulatory authority. The Commission may develop a written plan for such purposes set forth herein, which plan may be adopted either as rules and regulations or as an ordinance by Council, or both. It shall not involve itself in individual site development reviews unless its opinion is requested by the Mayor, City Council, and/or the City Administrator. The City Council also hereby establishes the position of Environmental Sustainability Manager which shall report directly to the City Administrator.

184.02 MEMBERSHIP.

(a) The Environmental Commission shall consist of **twelve (12)** nine (9) members. **Eleven (11)** eight (8) of which members, shall be nominated by the Mayor and confirmed by City Council, who shall be residents of the City and two (2) of whom shall be City Council members. The two (2) City Council members shall be voting members and shall serve as co-chairpersons of the

Commission during their tenure. The City Administrator shall also serve as a permanent, **non**-voting member of the Commission, **but shall have a vote in the event of a tie**. All members shall serve without compensation. In making appointments of members of the Environmental Commission, the Mayor shall recommend, and City Council shall confirm, persons who, insofar as possible, have experience and/or an interest in protecting and enhancing the well-being of the environment and public health of the community.

(b) Initially, the terms of office of the first Environmental Commission members appointed hereunder shall be fixed by the Mayor and City Council so that the terms of two (2) private citizen members will be for one (1) year, two (2) private citizen members will be for two (2) years, and two (2) private citizen members will serve three (3) years. Each of the two (2) City Council Members on the Commission shall serve three (3)-year terms. After the initial Commission is formed, all members thereafter will be appointed for three (3)-year terms.

184.03 COMMISSION RULES.

The Environmental Commission shall be co-chaired by the two (2) serving City Council Members. The Commission may establish rules of procedure for the conduct of the business of the Commission and shall hold at least **six (6)** two (2) meetings per year.

184.04 RESPONSIBILITIES AND DUTIES AS TO ENVIRONMENTAL AND TREE ADVISORY COMMISSION.

The Environmental **and Tree Advisory** Commission shall have the following advisory responsibilities if requested by a super majority of the City Council or the City Administrator:

- (a) To advise and make recommendations to the City Council and/or City Administrator, regarding environmental policy, environmental issues.
- (b) To advise the City Council and City Administrator on all solid waste policy in the City of Maumee.
- (c) To advise the City Council and City Administrator regarding environmental aspects of alternative transportation issues, alternative fuel vehicles, bicycling improvements, and Clean City Program initiatives.
- (d) To advise the City Council and City Administrator on environmental risk and pollution control issues, including community right-to-know, air and water pollution, and indoor air quality.
- (e) To advise the City Council and City Administrator on all matters related to sustainable development, clean production, and environmental technologies.
- (f) To advise the City Council and City Administrator concerning effective advocacy for the City in regional, state, and federal environmental matters.
- (g) To advise the City Council and City Administrator on enhancing the awareness, understanding, commitment, and active involvement of local citizens in ensuring wise stewardship of the City's natural resources, now and in the future, through education, volunteerism, public/private partnerships, and incentive programs.
- (h) To coordinate and collaborate with commissions in other jurisdictions and other environmental organizations to address regional and state environmental matters to the extent such coordination and collaboration does not conflict with the interests of the City of Maumee.
- (i) To hold informational forums and public meetings on environmental issues and concerns **as approve by City Council.**
- (j) To advise City Council and the City Administrator on matters relative to care, preservation, pruning, planting, replanting, removal and disposition of trees and shrubs in public area including but not limited to public property, parks and streets.

184.05 CONSERVATION BUDGET ACTIVITY ESTABLISHED.

(a) <u>Establishment of Budget Activity.</u> There is further hereby established a "Conservation Fund" which may be appropriated each year by the City Council. All such monies as are appropriated to the conservation budget activity may be expended for such activities, from time to time, to carry out the powers and duties of the Commission. Provided, however, that any unexpended or un-appropriated balance in the conservation budget activity may, from time to time, be re-appropriated by the City Council for any such other public purposes as permitted by law which the City Council shall deem necessary or proper.

(b) <u>Private Funding.</u> All funds raised through private donations shall be placed into the Conservation Fund and shall be expended for only activities as outlined in this chapter.

184.06 OTHER SOURCES OF FUNDING FOR CONSERVATION.

The City may accept monetary gifts, grants, donations, or awards for the purposes of carrying out the responsibilities of the Environmental **and Tree Advisory** Commission into the conservation fund. The Environmental **and Tree Advisory** Commission may work with nonprofit or other organizations to raise funds for projects and activities as approved by a super majority of the City Council. Crowd-funding, and other fundraising mechanisms may be used to solicit donations. 184.07 SEVERABILITY.

If any section, subsection, sentence, clause, or phrase of this chapter is for any reason held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this Chapter.

SECTION 2. The current appointments to the Environmental Commission shall remain in full force and effect and those members shall become members of the Environmental and Tree Advisory Commission. The three new members to be appointed to the Environmental and Tree Advisory Commission shall be appointed as follows: one member for a one (1) year term, one member for a two (2) year term and one member for a three (3) year term. Thereafter the terms of these additional members shall be for three (3) years.

SECTION 3. Ordinance 057-2021 and any ordinances, parts of ordinances or the Chapters of the Maumee Codified Ordinances in conflict herewith are hereby amended and repealed in part to reflect the foregoing changes.

SECTION 4. This ordinance is declared to be an emergency measure immediately necessary to preserve the public interest and for the health, safety and welfare of the citizens of the City of Maumee, and more specifically to allow for the immediate revisions to this commission which combines the duties of the Tree Commission, which Tree Commission duties are necessary to continue without interruption and will be a benefit for the citizens of Maumee, wherefore this ordinance will go into immediate effect upon its adoption by Council.

SECTION 5. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council, and any of Council's committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements of the Charter of Maumee, Ohio and Ohio law.

Motion to declare emergency:	Second:				
Yeas: Nays:					
Motion to Pass:	Second:				
Yeas: Nays:					
Passed: September 5, 2023.					
	Mayor				
ATTEST:					
Municipal Clerk	Approved as to form by:				
	Law Director				



City of Maumee Environmental and Tree Advisory Commission

Thank you for your interest in becoming a member of the City of Maumee Environmental and Tree Advisory Commission. You must currently be a City of Maumee resident or become a resident within one (1) year of appointment. We will contact you once all applications have been received and reviewed. Please return this application to the City of Maumee Administrator's office, 400 Conant Street, Maumee, Ohio. Please complete this application in its entirety.

APPLICATIONS DUE by the end of day September 15, 2023. Name: Address:_____ Phone:_____email:___ Please state your particular interest/special skills or talent regarding environmental matters: Why do you wish to serve as a member of the Environmental and Tree Advisory Commission? Please list any education and/or work experience with environmental science or arbor training?

Are you a registered voter in the City o	f Maumee?			
Are there particular issues of which th	e Commission	should	l concentra	ite?
		w. 4 - 0 10 - 10 - 10 - 10 - 10 - 10 - 10		
Please list any volunteer work in which yo	ou are involved	l and act	ively partic	ipating in.
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Are you associated with any organization serving on the Environmental and Tree A	/employment (dvisory Comm	hat mig	ht be deeme or the City of	ed a conflict of interest in Maumee?
What do you feel are the duties and respo	onsibilities of a	n Enviro	nmental an	d Tree Advisory
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What do you feel the City's role should be drawdown, and environmental justice? P pursue to address climate crisis.	in addressing lease give exan	climate iples of	mitigation, policies you	adaption, adaption, believe the City should
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