



MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Administrator
DATE: March 18, 2024
SUBJECT: Authorize an agreement with Visu-Sewer from Reynoldsburg, Ohio to perform sanitary sewer lining in the Uptown area of Maumee.

Recommendation:

Authorize an agreement with Visu-Sewer of Ohio, LLC for Uptown Sanitary Sewer Rehabilitation – Phase 3 in an amount not to exceed \$443,464.80.

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 is necessary to begin reformation work within the sanitary sewer to eliminate the infiltration of stormwater as directed by the Ohio EPA Director’s Final Findings and Orders.

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

PHB

City of Maumee DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Administrator

FROM: Matthew Miles, Capital Projects Manager

DATE: March 18, 2024

RECOMMENDATION: Authorize an agreement with Visu-Sewer of Ohio, LLC for Uptown Sanitary Sewer Rehabilitation – Phase 4 in an amount not to exceed \$443,464.80.

SUMMARY

Authorize entering an agreement with Visu-Sewer from Reynoldsburg, Ohio to perform sanitary sewer lining in the Uptown area of Maumee.

BUDGETARY CONSIDERATIONS

Funding for this agreement will be split between OPWC loan/grant and the 2024 capital improvements budget for sanitary sewer.

HISTORY, BACKGROUND and DISCUSSION of the ISSUE

TD Engineering, Inc. was retained by the City to provide design and bidding services relative to sanitary sewer relining in the Uptown district. This project is the third phase in reducing infiltration from aging sewer pipes and manholes in the Uptown district and directly responds to Ohio EPA orders for the City to control the amount of stormwater entering the sanitary sewer system. A request for bids was published per state guidelines and responses were received from four companies by this office. TD Engineering reported during their review that the apparent low bidder, Visu-Sewer of Ohio, LLC, has performed similar projects in the past for several local communities without issue and performed the phase 1 lining for the City of Maumee with positive results. TD Engineering and this office therefore recommend awarding the contract to Visu-Sewer of Ohio, LLC of Reynoldsburg, Ohio.

POSITIONS

Requested action is for Maumee City Council to authorize an agreement with Visu-Sewer of Ohio, LLC to perform sanitary sewer lining services.

**NOTICE TO LEGISLATIVE
AUTHORITY**

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

65215090675 PERMIT NUMBER		NEW TYPE	OHIO SPRINGS INC DBA SHEETZ MEDICAL CTR PKWY & 24 MAUMEE OH 43537
ISSUE DATE			
02 29 2024			
FILING DATE			
C1 <i>CS</i> PERMIT CLASSES			
48 TAX DISTRICT	044 TAX DISTRICT	A TAX DISTRICT	E10336 RECEIPT NO.

FROM **03/04/2024**

PERMIT NUMBER		TYPE
ISSUE DATE		
FILING DATE		
PERMIT CLASSES		
TAX DISTRICT	TAX DISTRICT	RECEIPT NO.



MAILED **03/04/2024**

RESPONSES MUST BE POSTMARKED NO LATER THAN. **04/04/2024**

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES **A NEW 6521509-0675**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD IN OUR COUNTY SEAT. IN COLUMBUS.

WE DO NOT REQUEST A HEARING.

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

**CLERK OF MAUMEE CITY COUNCIL
400 CONANT ST
MAUMEE OHIO 43537-3366**



Department of
Commerce

Division of Liquor Control

com.ohio.gov

Mike DeWine, Governor | Jon Husted, Lt. Governor | Sherry Maxfield, Director

Dear Local Legislative Authority Official:

Please find enclosed the legislative notice that is being sent to you regarding the applied for liquor permit as captioned on the notice. You **must**, within 30 days from the "mailed" date listed on the notice under the bar code:

- Notify the Division whether you object and want a hearing; or
- Ask for your one-time only, 30-day extension.
 - Any requests for a one-time, 30-day extension will be reviewed by the Division upon timely receipt. If granted, your additional 30-days runs from the expiration of the original 30-day period.

To be considered **timely**, your above response **MUST** be faxed, emailed, or mailed to the Division no later than the postmark deadline date stated on the form. To speed up processing times and reduce paper, the Division respectfully asks that you either fax or email your response. Please send your response to:

FAX: (614) 644 – 3166

EMAIL: Liquordocs@com.ohio.gov

MAIL: Ohio Division of Liquor Control
Attn: Licensing Unit
6606 Tussing Road
PO Box 4005
Reynoldsburg, Ohio 43068-9005

To find out who has disclosed an ownership interest in the permit application to us you can:

- Visit com.ohio.gov/liquorinfo. Select the "Search who has disclosed an ownership interest" tab. Where asked, enter the permit number listed on the legislative notice; or
- Contact your police department or county sheriff (if you are a township fiscal officer or county clerk). We also sent them detailed ownership information to review for any criminal background issues involving the disclosed persons.

We have resources for you at com.ohio.gov/govhelp. Never miss out on when renewal objections are due! Sign-up for our emails at com.ohio.gov/stayinformed.

Thank you in advance for your cooperation,

Division Licensing Section

(rev. 12/29/2023)



Ohio Revised Code

Section 4303.11 C-1 permit.

Effective: September 26, 2003

Legislation: House Bill 95 - 125th General Assembly

Permit C-1 may be issued to the owner or operator of a retail store to sell beer in containers and not for consumption on the premises where sold in original containers having a capacity of not more than five and one-sixth gallons. The fee for this permit is two hundred fifty-two dollars for each location.



Ohio Revised Code

Section 4303.12 C-2 permit.

Effective: September 26, 2003

Legislation: House Bill 95 - 125th General Assembly

Permit C-2 may be issued to the owner or operator of a retail store to sell wine in sealed containers only and not for consumption on the premises where sold in original containers. The holder of this permit may also sell and distribute in original packages and not for consumption on the premises where sold or for resale, prepared and bottled highballs, cocktails, cordials, and other mixed beverages manufactured and distributed by holders of A-4 and B-4 permits, and containing not less than four per cent of alcohol by volume, and not more than twenty-one per cent of alcohol by volume. The fee for this permit is three hundred seventy-six dollars for each location.



MEMO TO: Mayor and City Councilmembers

FROM: Patrick Burch, City Administrator

DATE: March 18, 2024

SUBJECT: 2024 Summer Fair

Recommendation:

Authorize the closure of Conant Street from the Anthony Wayne Trail to Broadway and the city administration building parking lot Saturday from 5am-7am respectively.

City of Maumee DEPARTMENTAL REPORT

MEMO TO: Mayor MacDonald and City Councilmembers

FROM: Patrick H. Burtch, City Administrator

DATE: March 18, 2024

RECOMMENDATION: **Authorize the closure of Conant Street from the Anthony Wayne Trail to Broadway and the city administration building parking lot Saturday from 5 a.m.-7p.m respectively.**

SUMMARY

The Maumee Uptown Business Association will host the 47th Annual Maumee Summer Fair on August 9 and 10, 2024. The fair runs from 5pm-midnight on Friday, and 9am-midnight on Saturday.

On Friday, the event features the Kids' Zone, Taste of Maumee, and a Parking Lot Party featuring live music and adult beverages for people over age 21. On Saturday vendors are located on Conant Street and in the administration parking lot. The Kids' Zone, Taste of Maumee, and Parking Lot Party in the West Mews will continue until midnight on Saturday.

MUBA requests the following closures and parking restrictions for the event. Friday & Saturday: 100 Block of W. Dudley; A portion of Allen Street; the West Mews Parking Lot and no parking in 200 block of W. Dudley. The following additional closures are requested on Saturday from 5 a.m.-7p.m: Conant Street from the Anthony Wayne Trail to Broadway and the city administration building parking lot.

BUDGETARY CONSIDERATIONS

Aside from normal overtime incurred by city staff for setting barricades and residual first responder protect, there is little affect on the City's budget.

HISTORY, BACKGROUND and DISCUSSION of the ISSUE

The Maumee Summer Fair is a summer staple in Maumee. Various aspects of the festival have changed through the years, but the primary goal is to attract people to Uptown Maumee by providing an event centered around family-friendly activities.

Your consideration in this matter is greatly appreciated.

MAUMEE SUMMER FAIR

FRIDAY AUGUST 9TH AND SATURDAY AUGUST 10TH

03-07-2024

Request for services from the City of Maumee and Checklist

Street Closure: (City to Mark with Temporary Signs week of 8/7)

8/09 7:30am 100 West Dudley & West Mews

8/09 Noon Allen Street Alley between Wayne and Dudley to Alley between Dudley and William

8/09 Noon 200 Block West Dudley – No Street Parking (Train Ride – Fri 5-9 Sat 10-10)

8/10 5am-7 pm Close Conant St from Trail to Broadway

8/10 5am-7pm Close City Parking Lots behind Police and City buildings-Please mark no parking 8/7

Sincerely,

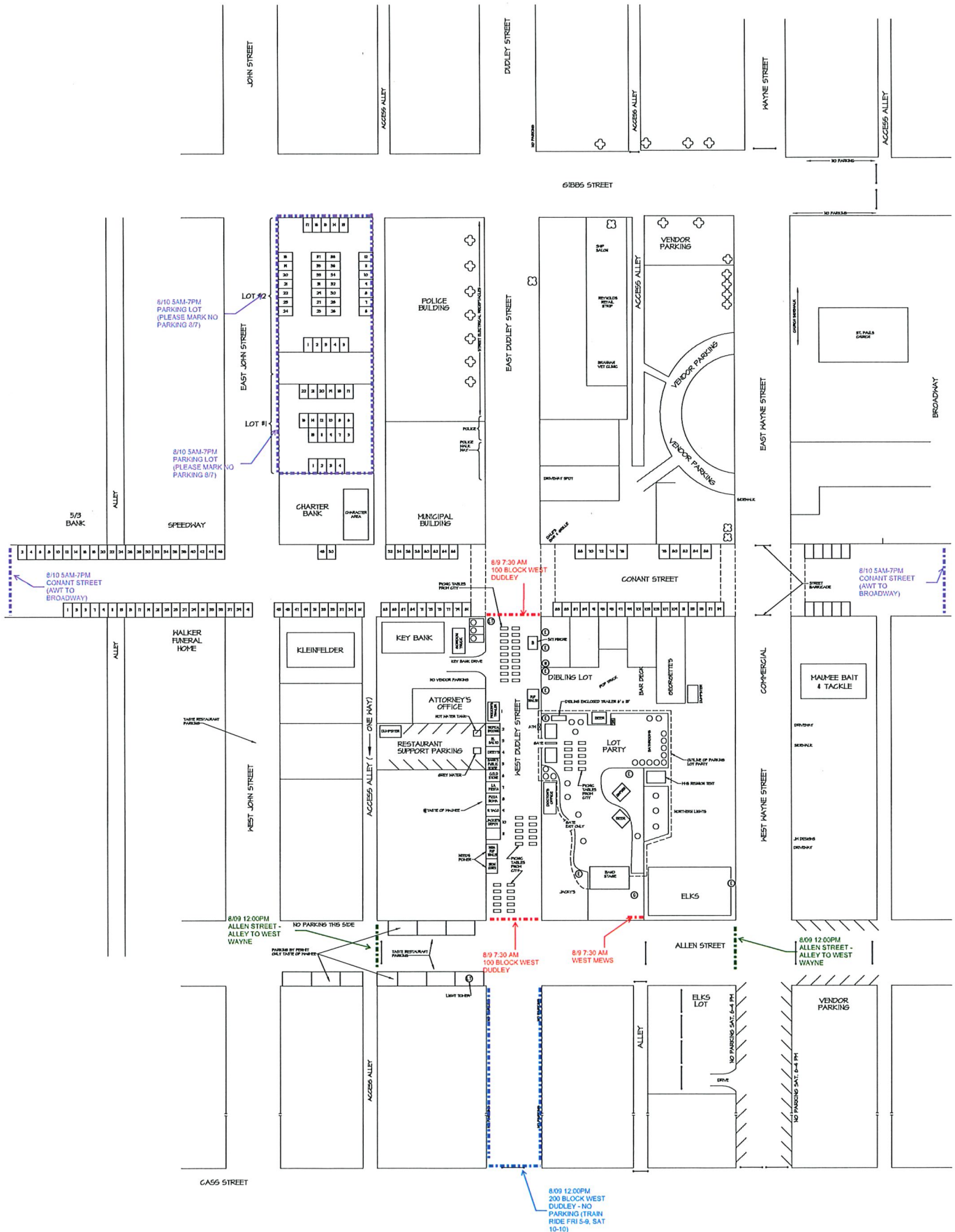
Stace Torio

Stace Torio 419 215-8636
Maumee Summer Fair 2024

2024 Maumee Summer Fair

BOOTH LAYOUT
SCALE: 1" = 55'

- ⊙ ELECTRICAL OUTLETS
- ⊙ LIGHTS
- ⊙ GENERATOR
- ⊙ WATER
- FOOD VENDOR
- ⊕ TREE





MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Administrator
DATE: March 18, 2024
SUBJECT: Change order with Midwest Contracting of Holland, Ohio to construct and install additional Gateway Signage.

Recommendation:

Authorize the City Administrator to sign a change order agreement with Midwest Contracting for the Gateway Signage Project in the amount of \$356,500.00 and authorize contract changes to facilitate proper payment and installation.

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 for a continuation of the well-received upgrades to the City's gateway signage.

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

PHB

City of Maumee DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Administrator

FROM: Matthew Miles, Capital Projects Manager

DATE: March 18, 2024

RECOMMENDATION: Authorize a change order with Midwest Contracting for the Gateway Signage Project in an amount not to exceed \$356,500.00.

SUMMARY

Authorize a change order with Midwest Contracting of Holland, Ohio to construct and install new gateway signage at 5 additional Maumee gateway locations and upgrade the existing Rolf Park entryway sign.

BUDGETARY CONSIDERATIONS

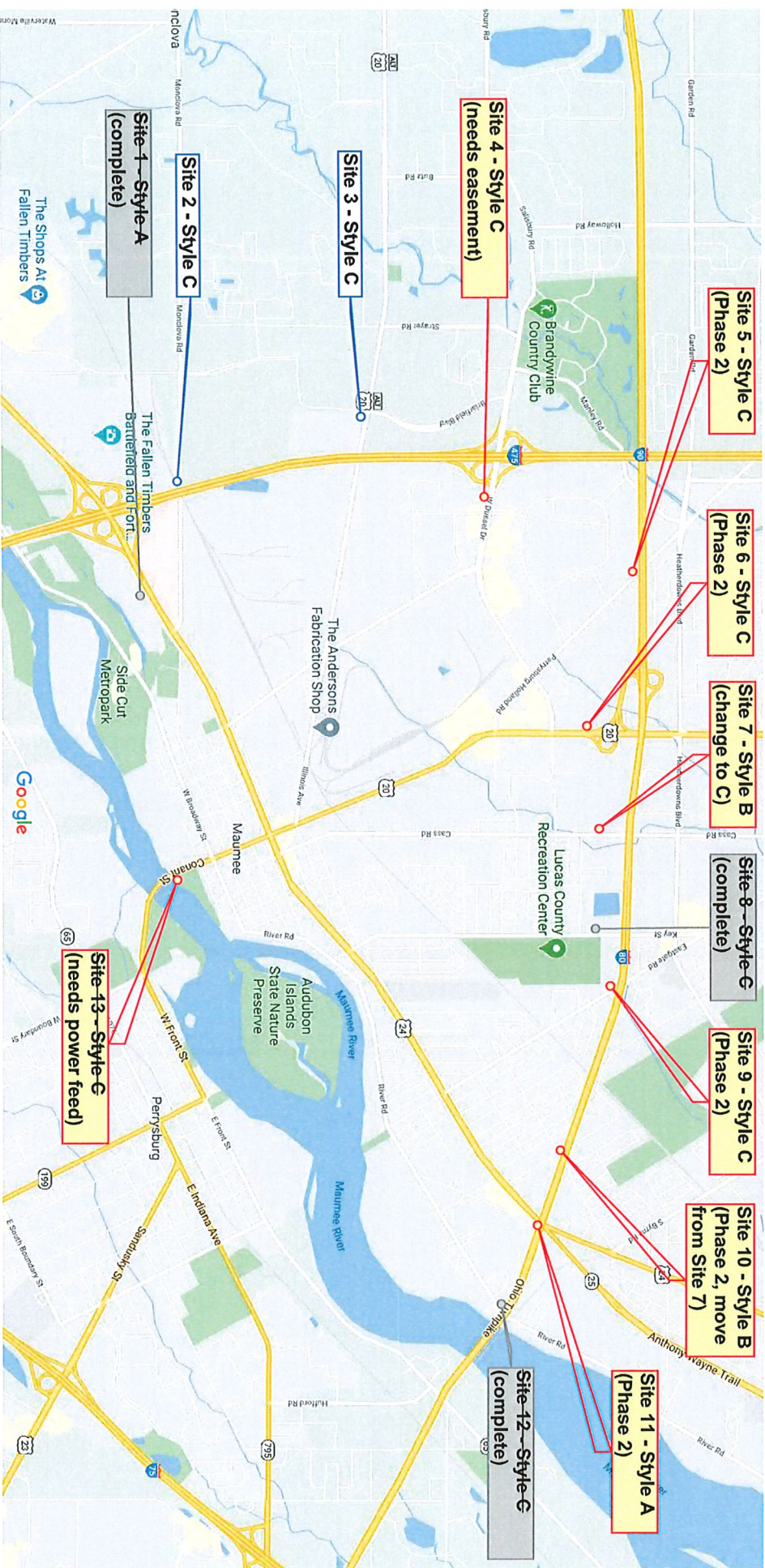
Funding for this change order is included in the 2024 Capital Budget.

HISTORY, BACKGROUND and DISCUSSION of the ISSUE

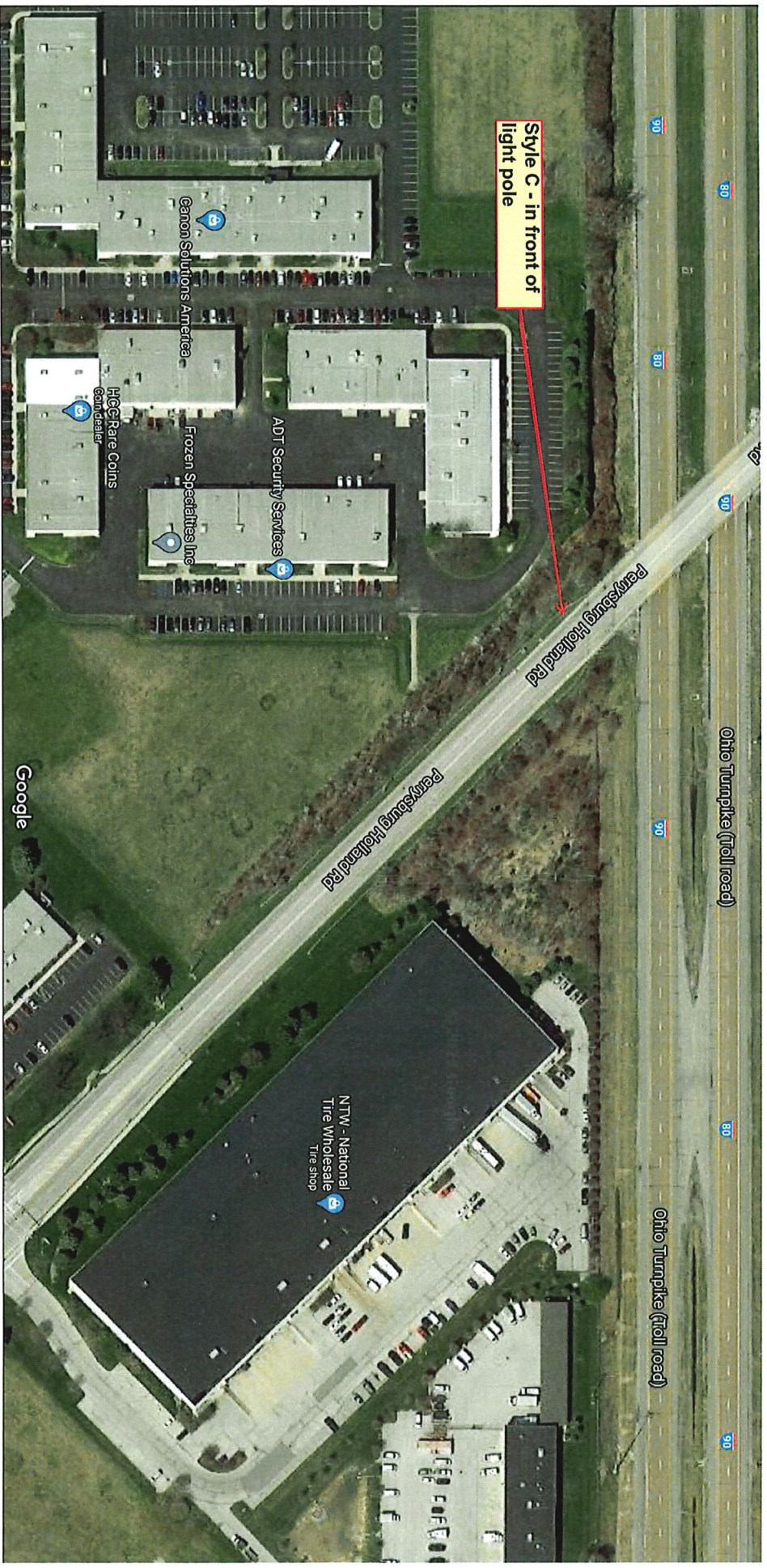
In 2022, the JDI group was retained by the City to provide design and bidding services relative to new gateway entrance signs for the City. This contract resulting in the development of three styles of signs to be placed at key locations to welcome travelers to Maumee. The original contract with Midwest Contracting resulted in the installation of 6 gateway signs around the City. This change order will allow for the manufacture and installation of five additional signs at the following locations: Holland Rd., Reynolds Rd., Michigan Ave., Crystal Ave., and Anthony Wayne Trail at Detroit. Additionally, the change order will allow for the existing Rolf Park location to be updated to a Style C sign while relocating the existing Style B sign to Crystal Ave.

POSITIONS

These additional signs are in keeping with both the City of Maumee's Branding Guidelines and the original intent of the City Council at the project's inception. Requested action is for Maumee City Council to authorize an agreement with Midwest Contracting to construct and install the signage.



Maumee Gateway Signage - Overview of New Sign Locations & Styles, revised 2023.1208

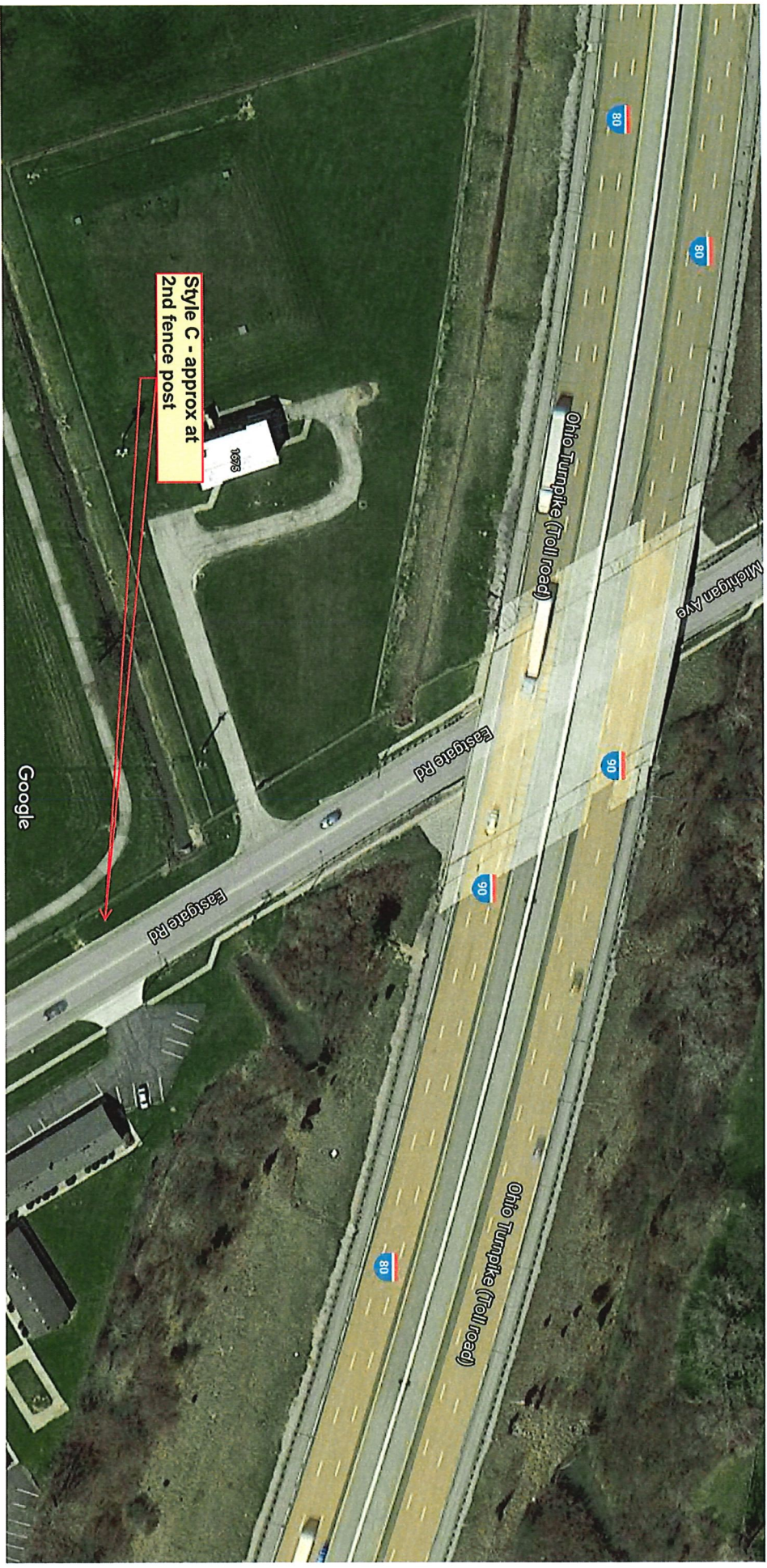


Site 5 - Holland Road at the Turnpike



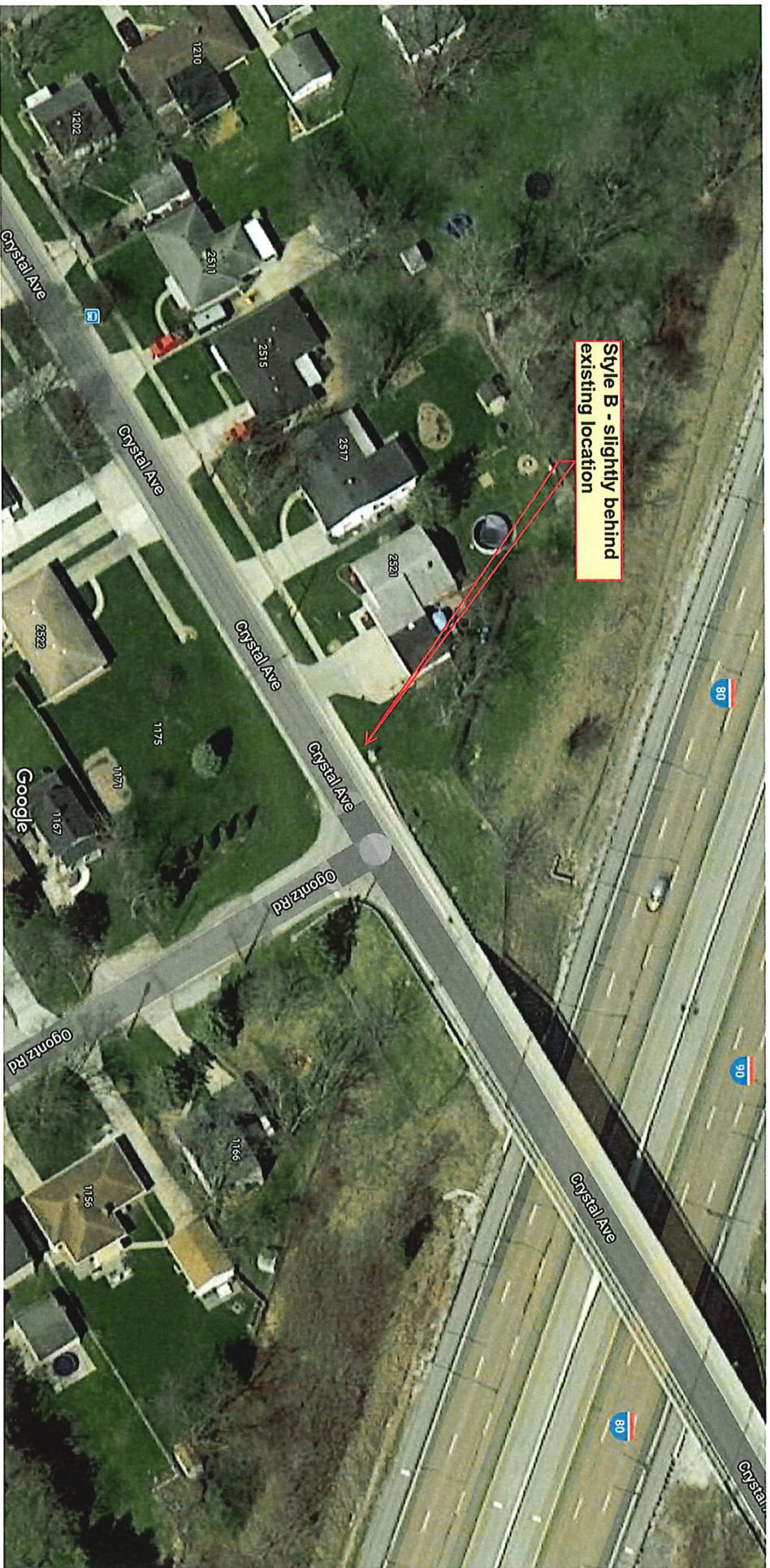
Site 6 - Conant Street at the Turnpike

Imagery ©2021 Maxar Technologies, State of Ohio / OSIP, USDA Farm Service Agency, Map data ©2021 200 ft



Site 9 - Michigan Street at the Turnpike

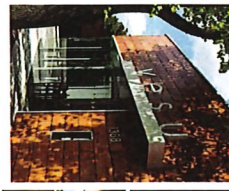
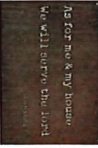
Imagery ©2021 Maxar Technologies, State of Ohio / OSIP Map data ©2021 50 ft



Site 10 - Crystal Avenue at the Turnpike

Imagery ©2021 Maxar Technologies, State of Ohio / OSIP Map data ©2021

50 ft

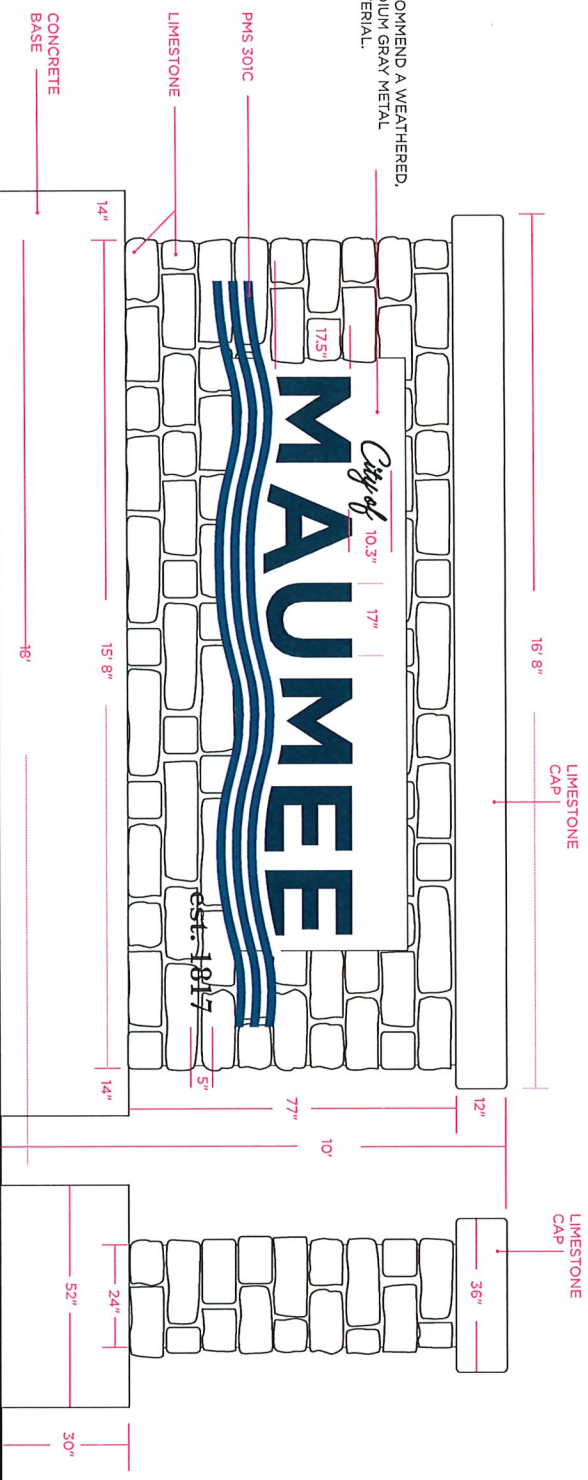


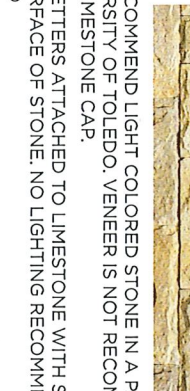
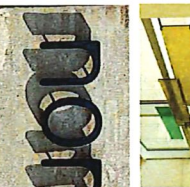
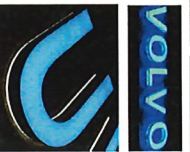
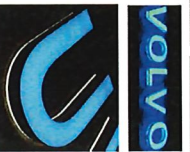
MAUMEE RECOMMEND LARGE CUTOUT LETTERS APPLIED TO A WEATHERED SURFACE METAL SIGN WITH 1" STANDOFF. RECOMMEND A 3D LETTER THAT IS BACK LIT WITH LED LIGHT FONT: GOTHAM BOLD. COLOR: PMS 295C
 CITY OF: CITY OF FONT IS HOUSE HOLIDAY SCRIPT. RECOMMEND A BLACK METAL LETTER WITH 1" STANDOFF THAT'S BACK LIT WITH LED LIGHTS.

BLUE WAVES: RECOMMEND INTERNALLY LIT TUBE SHAPED WAVE WITH AT LEAST THE FRONT MADE FROM SEMI-TRANSPARENT MATERIAL TO SHAS OVERTHLE WAVE TO BE ATTACHED TO FACE OF STONE.
 COLOR: PMS 301C

LIMESTONE WALL: WE RECOMMEND LIGHT COLORED STONE IN PATTERN LIKE THAT USED AT THE UNIVERSITY OF TOLEDO. VENEER IS NOT RECOMMENDED. CAPPED WITH 12" THICK LINES FOR SIGN OPENING.
 EST. 1817: BLACK METAL LETTERS ATTACHED TO LIMESTONE WITH 1" STANDOFF TO ACCOMMODATE ROUGH SURFACE OF STONE. NO LIGHTING RECOMMENDED. FONT: BASKERVILLE BOLD

RECOMMEND A WEATHERED, MEDIUM GRAY METAL MATERIAL.





MAUMEE: RECOMMEND LARGE CUTOUT LETTERS APPLIED TO SURFACE OF SIGN. RECOMMEND A 3D LETTER WITH 1" STANDOFF THAT IS BACK LIT WITH LED LIGHT. FONT: GOTHAM BOLD. COLOR: PMS 295C

CITY OF "CITY OF" FONT IS HOUSE HOLIDAY SCRIPT. RECOMMEND A BLACK METAL LETTER WITH 1" STANDOFFS THAT ARE BACK LIT WITH LED LIGHT.

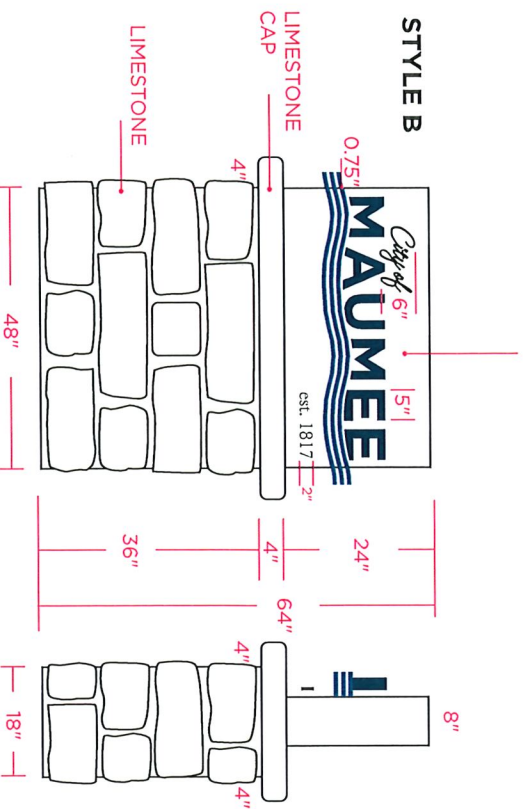
BLUE WAVES: RECOMMEND INTERNALLY LIT TUBE SHAPED WAVE WITH AT LEAST THE FRONT MADE FROM SEMI-TRANSPARENT MATERIAL SUCH AS ACRYLIC. WAVE TO BE ATTACHED TO FACE OF STONE. COLOR: PMS 301C

LIMESTONE WALL: WE RECOMMEND LIGHT COLORED STONE IN A PATTERN LIKE THAT USED AT THE UNIVERSITY OF TOLEDO. VENEER IS NOT RECOMMENDED. CAPPED WITH 12" THICK LIMESTONE CAP.
EST. 1817: BLACK METAL LETTERS ATTACHED TO LIMESTONE WITH STANDOFF TO ACCOMODATE ROUGH SURFACE OF STONE. NO LIGHTING RECOMMENDED. FONT: BASKERVILLE BOLD

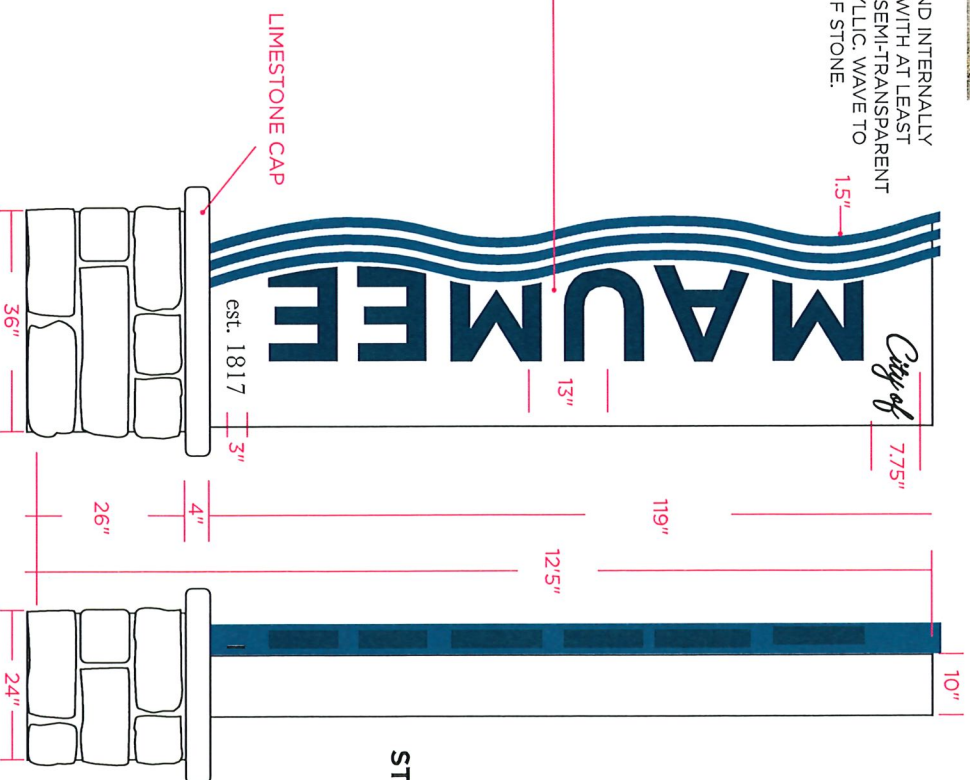


RECOMMEND A WEATHERED, MEDIUM GRAY METAL MATERIAL. SIGN WILL BE A HOLLOW METAL BOX

STYLE B



STYLE C



GOLDEN GLORY
CORNELLIAN CHERRY
- INSTALLED HEIGHT/SIZE

GATEWAY SIGNAGE

DENIM AND LACE
RUSSIAN SAGE
DAYLILY
W/ GRAPE HYACINTH

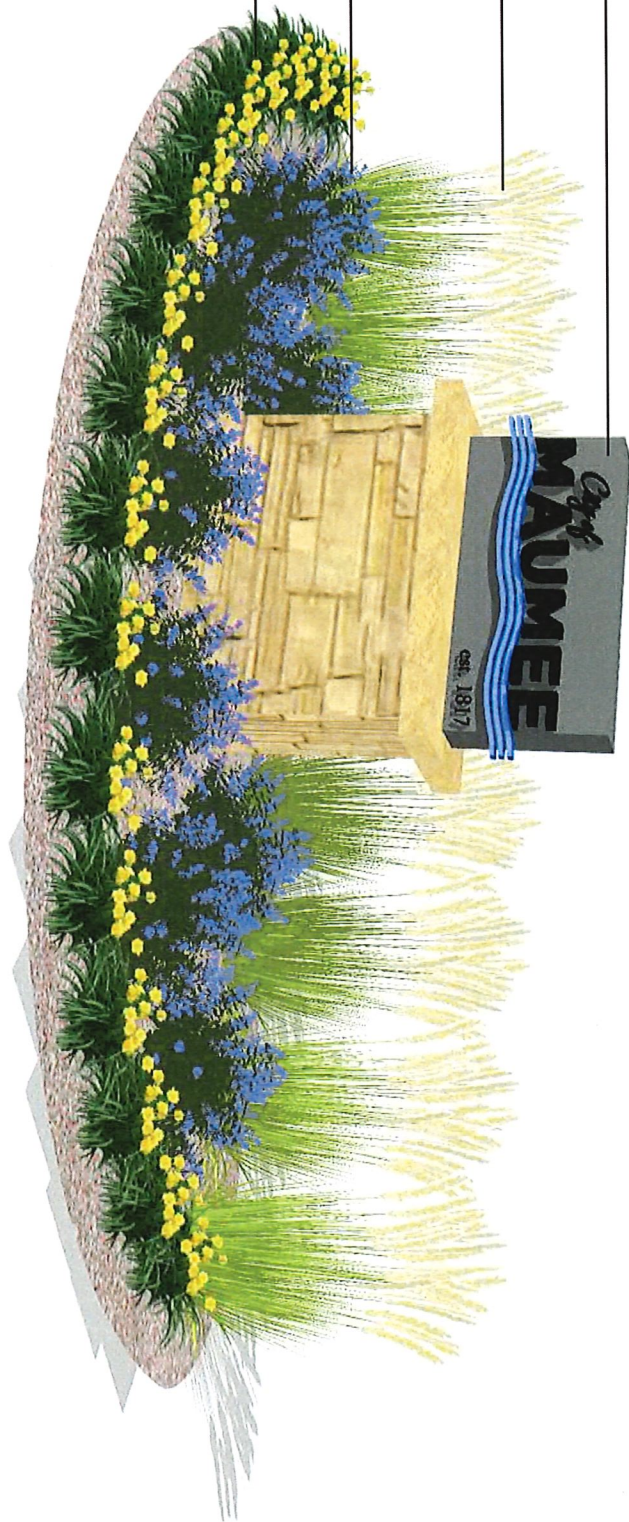


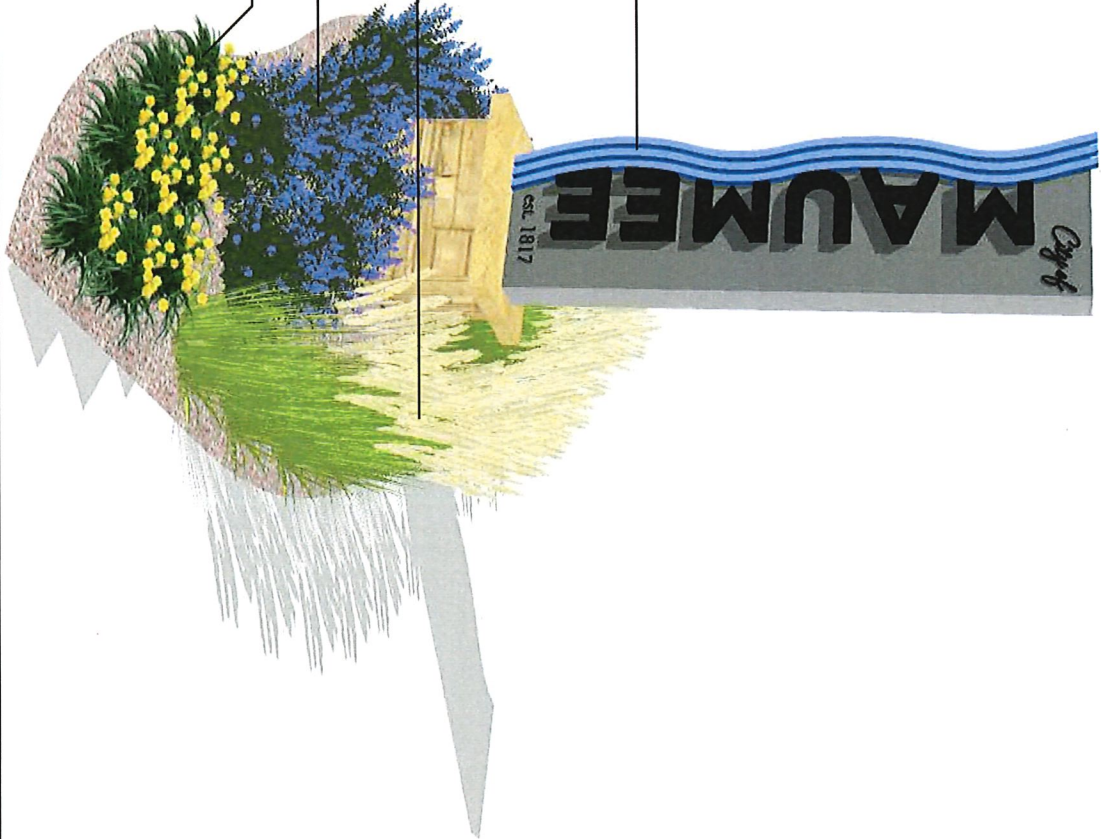
GATEWAY SIGNAGE _____

KARL FOERSTER _____
FEATHER REED GRASS _____

CAT'S MEOW _____
CATMINT _____

DAYLILY _____
W/ GRAPE HYACINTH _____



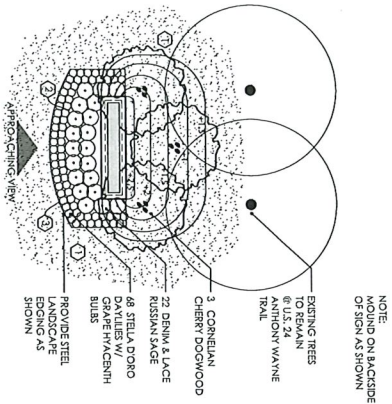


GATEWAY SIGNAGE _____

KARL FOERSTER
FEATHER REED GRASS _____

CAT'S MEOW
CATMINT _____

DAYLILY
W/ GRAPE HYACINTH _____



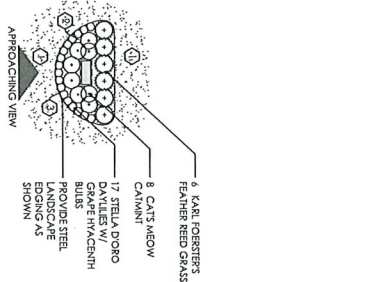
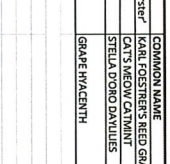
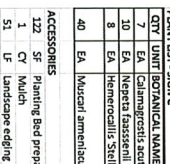
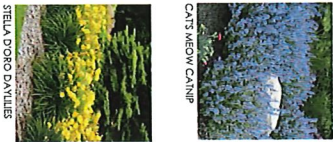
1 SIGN 'A' PLANTING PLAN

NOTE: PLANTING LAYOUT MAY VARY DEPENDING ON SPECIFIC SITE LOCATION, VEGETATION LOCATION, STAKE POSITION AND MARKET PLANTINGS FOR APPROVAL. PRIOR TO INSTALLATION, QUANTITIES SHOWN SHALL REMAIN THE SAME @ EACH SIGN.

Scale: 1" = 10'

PLANT LIST - SIGN A	QTY	UNITS	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	REMARKS
1	EA	Cornus mas	CORNELIAN CHERRY	12" HT.	B&B	12" O.C.	
2	EA	Persea arbutifolia 'Denim'	DENIM N. LACE RUSSIAN SAGE	1 1/2' HT.	CONT.	36" O.C.	
3	EA	Persea arbutifolia 'Denim'	DENIM N. LACE RUSSIAN SAGE	1 1/2' HT.	CONT.	36" O.C.	
4	EA	Stella d'oro	STELLA D'ORO DAVIDILIS	1 1/2' HT.	CONT.	36" O.C.	
5	EA	Hydrangea	GRAPE HYACINTH	1 1/2' HT.	B&B	PLANT 5 PER DAVIDILIS	

ACCESSORIES	QTY	UNITS	DESCRIPTION
1	SF	Planting Bed preparation	
2	CF	Mulch	
3	SF	Landscape edging	
4	SF	Lawn repairs	
5	SF	Mounding behind sign (furnish-sites)	



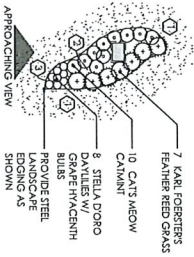
2 SIGN 'B' PLANTING PLAN

NOTE: PLANTING LAYOUT MAY VARY DEPENDING ON SPECIFIC SITE LOCATION, VEGETATION LOCATION, STAKE POSITION AND MARKET PLANTINGS FOR APPROVAL. PRIOR TO INSTALLATION, QUANTITIES SHOWN SHALL REMAIN THE SAME @ EACH SIGN.

Scale: 1" = 10'

PLANT LIST - SIGN B	QTY	UNITS	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	REMARKS
1	EA	Calamagrostis aquilina 'Karl Forster'	KARL FORSTERS REED GRASS	2 1/2' HT.	CONT.	36" O.C.	
2	EA	Nepeta faassenii 'Cat's Meadow'	CAT'S MEADOW	1 1/2' HT.	CONT.	36" O.C.	
3	EA	Stella d'oro	STELLA D'ORO DAVIDILIS	1 1/2' HT.	CONT.	36" O.C.	
4	EA	Hydrangea	GRAPE HYACINTH	1 1/2' HT.	B&B	PLANT 5 PER DAVIDILIS	

ACCESSORIES	QTY	UNITS	DESCRIPTION
1	SF	Planting Bed preparation	
2	CF	Mulch	
3	SF	Landscape edging	
4	SF	Lawn repairs	



3 SIGN 'C' PLANTING PLAN

NOTE: PLANTING LAYOUT MAY VARY DEPENDING ON SPECIFIC SITE LOCATION, VEGETATION LOCATION, STAKE POSITION AND MARKET PLANTINGS FOR APPROVAL. PRIOR TO INSTALLATION, QUANTITIES SHOWN SHALL REMAIN THE SAME @ EACH SIGN.

Scale: 1" = 10'

PLANT LIST - SIGN C	QTY	UNITS	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	REMARKS
1	EA	Calamagrostis aquilina 'Karl Forster'	KARL FORSTERS REED GRASS	2 1/2' HT.	CONT.	36" O.C.	
2	EA	Nepeta faassenii 'Cat's Meadow'	CAT'S MEADOW	1 1/2' HT.	CONT.	36" O.C.	
3	EA	Stella d'oro	STELLA D'ORO DAVIDILIS	1 1/2' HT.	CONT.	36" O.C.	
4	EA	Hydrangea	GRAPE HYACINTH	1 1/2' HT.	B&B	PLANT 5 PER DAVIDILIS	

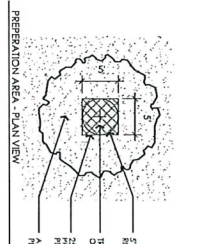
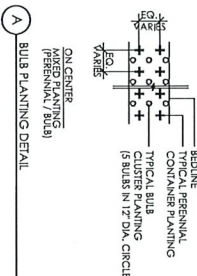
ACCESSORIES	QTY	UNITS	DESCRIPTION
1	SF	Planting Bed preparation	
2	CF	Mulch	
3	SF	Landscape edging	
4	SF	Lawn repairs	

PLANNING CONSTRUCTION NOTE:

1. REPAIR LAWN AREA, FILL VORES WITH TOPSOIL AS REQUIRED AND MEET ADJACENT SURFACES FLUSH. PROVIDE POSITIVE DRAINAGE ACROSS ALL SURFACES.
2. LANDSCAPE AREA, PREPARE AREA BY EXISTING LAWN FROM AREA, LOOSEN EXISTING SOIL TO A DEPTH OF 12" OVER T'DIA, AMEND BY ADDING 2" COMPOST OVER PLANTING BED, INCORPORATE COMPOST INTO THE FIRST 6". PROVIDE POSITIVE DRAINAGE TO THE STREET.
3. STEPPING LAWN FROM AREA, LOOSEN EXISTING SOIL TO A DEPTH OF 12" OVER T'DIA, AMEND BY ADDING 2" COMPOST OVER PLANTING BED, INCORPORATE COMPOST INTO THE FIRST 6". PROVIDE POSITIVE DRAINAGE TO THE STREET.
4. STEEL EDGING, 3/16" x 4" WALL FINISH BY SURE-LOC, 800-797-5454

GENERAL NOTE:

1. EXAMINE FINISH SURFACE, GRADES, TOPSOIL, QUANTITY AND DEPTH. DO NOT START ANY WORK UNTIL UNSATISFACTORY CONDITIONS HAVE BEEN CORRECTED. VERIFY LIMITS OF WORK BEFORE COMMENCEMENT.
2. CONTRACTOR IS RESPONSIBLE FOR COST OF REPAIRS TO EXISTING CONDITIONS WHEN DAMAGED BY CONSTRUCTION, REPAIR WORK SHALL BE TO THE SATISFACTION OF THE CITY OF MAUMEE.
3. ALL PLANT MATERIALS TO BE CONTAINED WITHIN 3' OF PLANTING AREA.
4. DIEBET HARDWOOD BARK MULCH BED.
5. DRAINAGE IN ALL LAWN AREAS.
6. FINE GRADE LAWN AREAS TO PROVIDE A SMOOTH AND CONTINUOUS GRADE FREE OF DISTURBED DURING CONSTRUCTION. SEE PLAN.
7. ALL PLANTS SHALL MEET OR EXCEED STANDARDS OF THE U.S. NATIONAL FLORICULTURE SOCIETY STOCK.
8. ALL PLANTING OPERATIONS SHALL ADHERE TO THE AMERICAN ASSOCIATION OF NURSERYMEN STANDARDS.



GENERAL NOTE:

1. EXAMINE FINISH SURFACE, GRADES, TOPSOIL, QUANTITY AND DEPTH. DO NOT START ANY WORK UNTIL UNSATISFACTORY CONDITIONS HAVE BEEN CORRECTED. VERIFY LIMITS OF WORK BEFORE COMMENCEMENT.
2. CONTRACTOR IS RESPONSIBLE FOR COST OF REPAIRS TO EXISTING CONDITIONS WHEN DAMAGED BY CONSTRUCTION, REPAIR WORK SHALL BE TO THE SATISFACTION OF THE CITY OF MAUMEE.
3. ALL PLANT MATERIALS TO BE CONTAINED WITHIN 3' OF PLANTING AREA.
4. DIEBET HARDWOOD BARK MULCH BED.
5. DRAINAGE IN ALL LAWN AREAS.
6. FINE GRADE LAWN AREAS TO PROVIDE A SMOOTH AND CONTINUOUS GRADE FREE OF DISTURBED DURING CONSTRUCTION. SEE PLAN.
7. ALL PLANTS SHALL MEET OR EXCEED STANDARDS OF THE U.S. NATIONAL FLORICULTURE SOCIETY STOCK.
8. ALL PLANTING OPERATIONS SHALL ADHERE TO THE AMERICAN ASSOCIATION OF NURSERYMEN STANDARDS.



MEMO TO: Mayor and City Councilmembers
FROM: Patrick Burtch, City Administrator
DATE: March 18, 2024
SUBJECT: TIF repayment to General Fund

Recommendation:

Authorize the Finance Director to transfer of \$ 1,450 from Norfolk Southern (NS TIF) Fund to repay the General Fund.

City of Maumee DEPARTMENTAL REPORT

MEMO TO: Mayor and City Councilmembers
FROM: Jennifer Harkey, Finance Director
DATE: March 18, 2024
RECOMMENDATION: Authorize TIF repayment to the General Fund.

SUMMARY

The city expended funds with Squire Patton Boggs LLP in 2017 to create the NS (Sidecut) TIF. The funds were expended from the General Fund with the understanding it would be reimbursed once the TIFs began to receive payment. The TIF received its first distribution in 2023.

BUDGETARY CONSIDERATIONS

Repayment is included in the NS TIF budget.

HISTORY, BACKGROUND and DISCUSSION of the ISSUE

TIF areas can take several years to realize funds, depending on the scope and timeline of development.

POSITIONS

Authorize the transfer of \$1,540 from NS TIF Fund to the General Fund for repayment.



MEMO TO: Mayor and City Councilmembers
FROM: Finance Committee
DATE: March 18, 2024
SUBJECT: Property and Liability Insurance Coverage

Recommendation:

Authorize the annual property and liability insurance coverage with the Ohio Plan through Hylant Insurance Agency for the period of 3/10/2024-03/10/2025.

City of Maumee DEPARTMENTAL REPORT

MEMO TO: Finance Committee

FROM: Jennifer Harkey, Finance Director

DATE: March 18, 2024

RECOMMENDATION: *Authorize the annual property and liability insurance coverage with the Ohio Plan through Hylant Insurance Agency for the period of 3/10/2024-03/10/2025.*

SUMMARY

Annual property and liability insurance coverage renewal.

BUDGETARY CONSIDERATIONS

Property and liability insurance premiums have increased slightly year over year due to several factors; inflationary replacement costs and increase in loss ratio. Current renewal is \$190,426 compared to \$175,625 at the previous renewal. An increase in premiums is reflected in the 2024 annual appropriation measure. The premium will be allocated against departments as appropriate.

HISTORY, BACKGROUND and DISCUSSION of the ISSUE

The Ohio Plan offers comprehensive property and liability coverage for public entities in Ohio. Hylant will market the city property and liability plan to other carriers with the next renewal. It has been the practice of the city to shop plans every several years. Traditionally, the Ohio Plan has remained the most competitive.

POSITIONS

Recommend Council authorize property and liability insurance coverage renewal with the Ohio Plan through Hylant Insurance Agency.



MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Administrator

DATE: March 18, 2024

SUBJECT: Authorize contracts with Malczewski's Lawn & Landscape and Maumee Pro Mow, LLC for The City of Maumee 2024 Landscaping and Grounds Maintenance Services.

Recommendation:

Authorize a contract with Malczewski's Lawn & Landscape for landscaping and grounds maintenance in Zones 1&2 in an amount of \$163,530.25 and authorize a contract with Maumee Pro Mow, LLC for landscaping and ground maintenance in Zones 3&4 in the amount of \$247,890.00.

(The total for both contracts equal \$411,420.25.)

Attached is a memo from Matthew Griggs, Engineering Inspection Manager discussing history, background, and budgetary considerations for the above referenced mowing contracts. As suggested by the Engineering Inspection Manager, this purchase is necessary to maintain City properties and rights of way. The City of Maumee takes pride in how well its properties are maintained and having professional lawn and landscape companies complete the work helps keep our City looking great.

City Administration recommends authorizing these two contracts. Your consideration and concurrence are appreciated.

City of Maumee DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Administrator

FROM: Matthew Griggs, Engineering Inspection Manager

DATE: March 18, 2024

RECOMMENDATION: Authorize a contract with Malczewski's Lawn & Landscape for landscaping and grounds maintenance in Zones 1&2 in an amount of \$163,530.25 and authorize a contract with Maumee Pro Mow, LLC for landscaping and ground maintenance in Zones 3&4 in the amount of \$247,890.00. The total for both contracts equal \$411,420.25.

SUMMARY

Authorize contracts with Malczewski's Lawn & Landscape and Maumee Pro Mow, LLC for The City of Maumee 2024 Landscaping and Grounds Maintenance Services.

BUDGETARY CONSIDERATIONS

These services are included in the 2024 permanent appropriation and funds will be allocated accordingly.

HISTORY, BACKGROUND and DISCUSSION of the ISSUE

Prior to the 2022 season, The City relied on its own employees for the landscaping and grounds maintenance of its properties and certain public rights of way. We decided it was becoming too much of a burden on our employees to expect them to complete their usual daily tasks and take care of the all the additional landscaping and grounds work that was being added with the new road improvement projects, so we decided to outsource the work. The last mowing contract was awarded to Maumee Pro Mow, LLC for the 2022-2023 season and they were the only bidder that year. The City has been pleased with the production of this company and has added much more work to the landscaping and grounds maintenance because of the quality of work received. The City has also worked with Malczewski's Lawn and Landscape in the past and believes them to be a reputable company as well. We decided to divide the mowing contract into four zones this time to obtain more competitive bids that will ultimately benefit the City. We received three separate bids this time with Malczewski's Lawn and Landscape and Maumee Pro Mow being the low bids in the zones listed above. The third bidder was Wise Guys Lawn & Landscape that only bid on zone 4 but was not the low bid. The City believes these prices are in line with current pricing for our area.

POSITIONS

Requested action is for Maumee City Council to authorize City Administrator to sign appropriate documents.

Exhibit B

RECOMMENDED - SERVICE AREAS

SERVICE AREA

Service Area is comprised of the City of Maumee locations combined geographically to include the following locations by zone:

Zone #1:

1. Dussel Drive Water Tower (inside fence)- 456 West Dussel Drive
2. Indy pump station on Longbow Drive- 592 Longbow Drive
3. Ford Field- 509 Ford Street
4. Riverside Cemetery (**no fertilizer or broadleaf weed killer**) entire property- 1595 West River Road
5. Monclova Park- Monclova Road
6. Police and Fire Training Center (**no fertilizer**)- 700 Mingo Drive
7. West Dussel Drive Right of Way (**no fertilizer**)- West Dussel Drive near I-475

Zone #2:

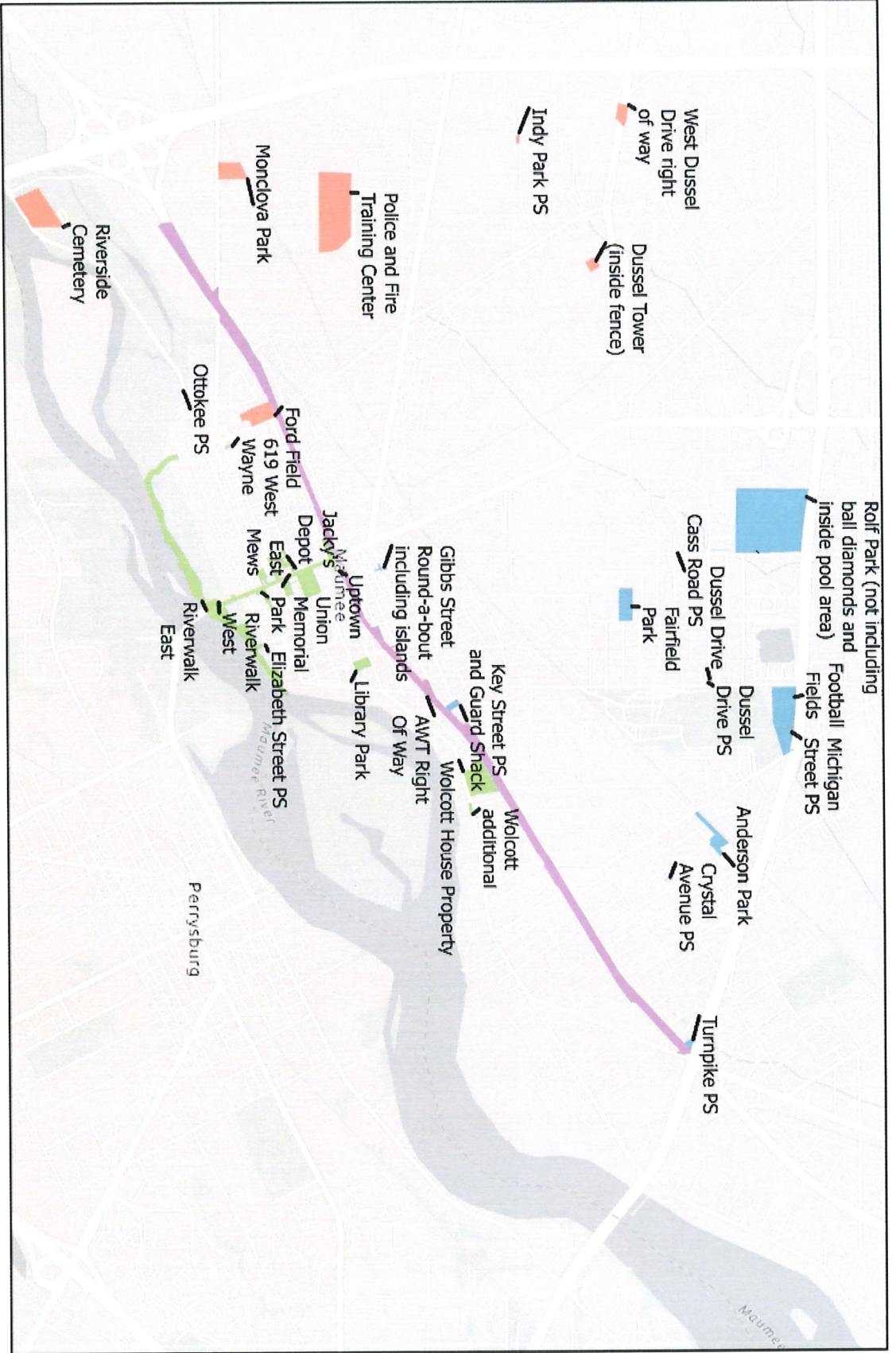
1. Rolf Park (**no mowing ball diamonds and pool area inside fence, only fertilize and broadleaf weed killer soccer areas, ball diamonds and pool area**)- 2115 Cass Road
2. Football Fields (**mow every other week except September and October**)- Key Street north of Lucas County Rec Center
3. Turnpike Pumpstation entire property- 2750 7th Street
4. Michigan Avenue pump station- 1675 Michigan Avenue
5. Crystal Avenue pump station- 1909 Crystal Avenue
6. Dussel Drive pump station and island- 1631 Key Street
7. Cass Road pump station- 1805 Cass Road
8. Key Street pump station and guard shack- 906 Key Street
9. Fairfield Park- Eastfield Drive
10. Anderson Park- 1402 Michigan Avenue
11. Gibbs Street roundabout and islands- Gibbs Street & Indiana Avenue

Zone #3:

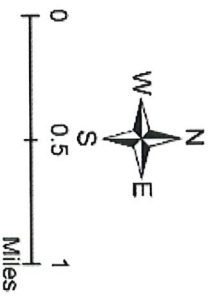
1. Ottokee pump station- 950 West River Road
2. Union Memorial Park- 102 Conant Street
3. Library Park- 0 East William Street
4. 619 West Wayne empty lot- 619 West Wayne Street
5. Wolcott House property including section across River Road- 1031 River Road
6. Riverwalk East- Towpath east of Conant Street bridge
7. Elizabeth Street pump station- 90 Elizabeth Street
8. Riverwalk West- Towpath west of Conant Street bridge
9. Uptown Area (**except new planting beds for first year**)

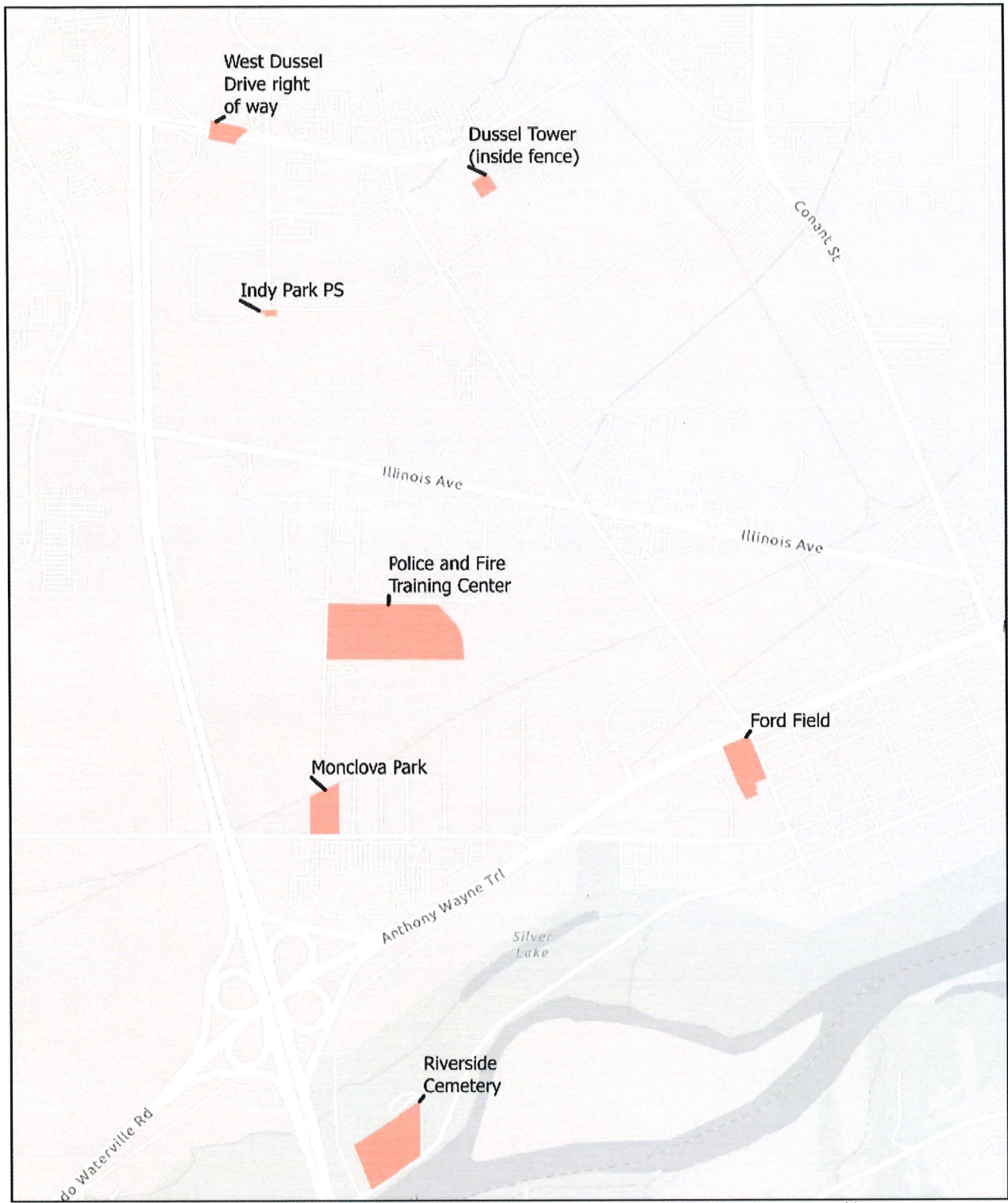
Zone #4:

1. Anthony Wayne Trail right of way (**no fertilizer or broadleaf weed killer**)

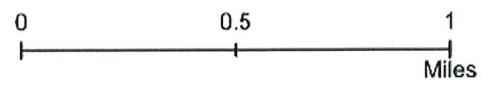
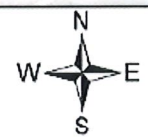


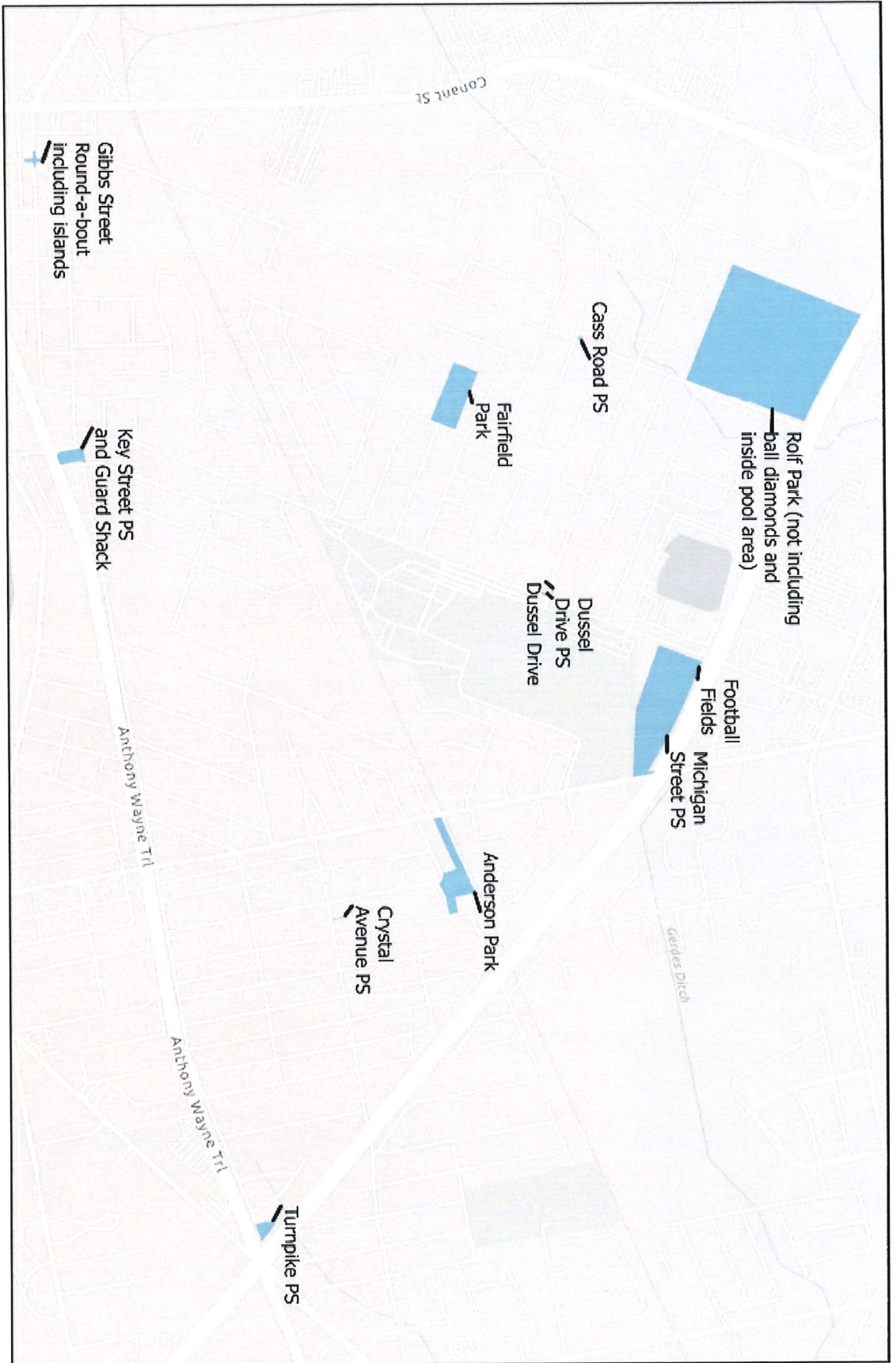
City of Maumee
 2024 Mowing Contract
 Overview



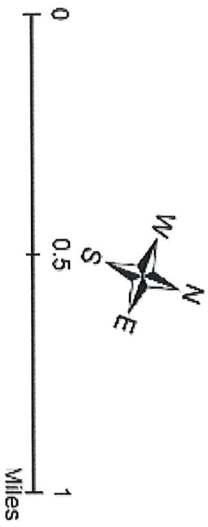


City of Maumee
 2024 Mowing Contract
 Zone 1



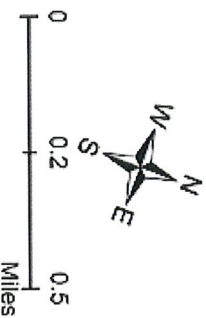
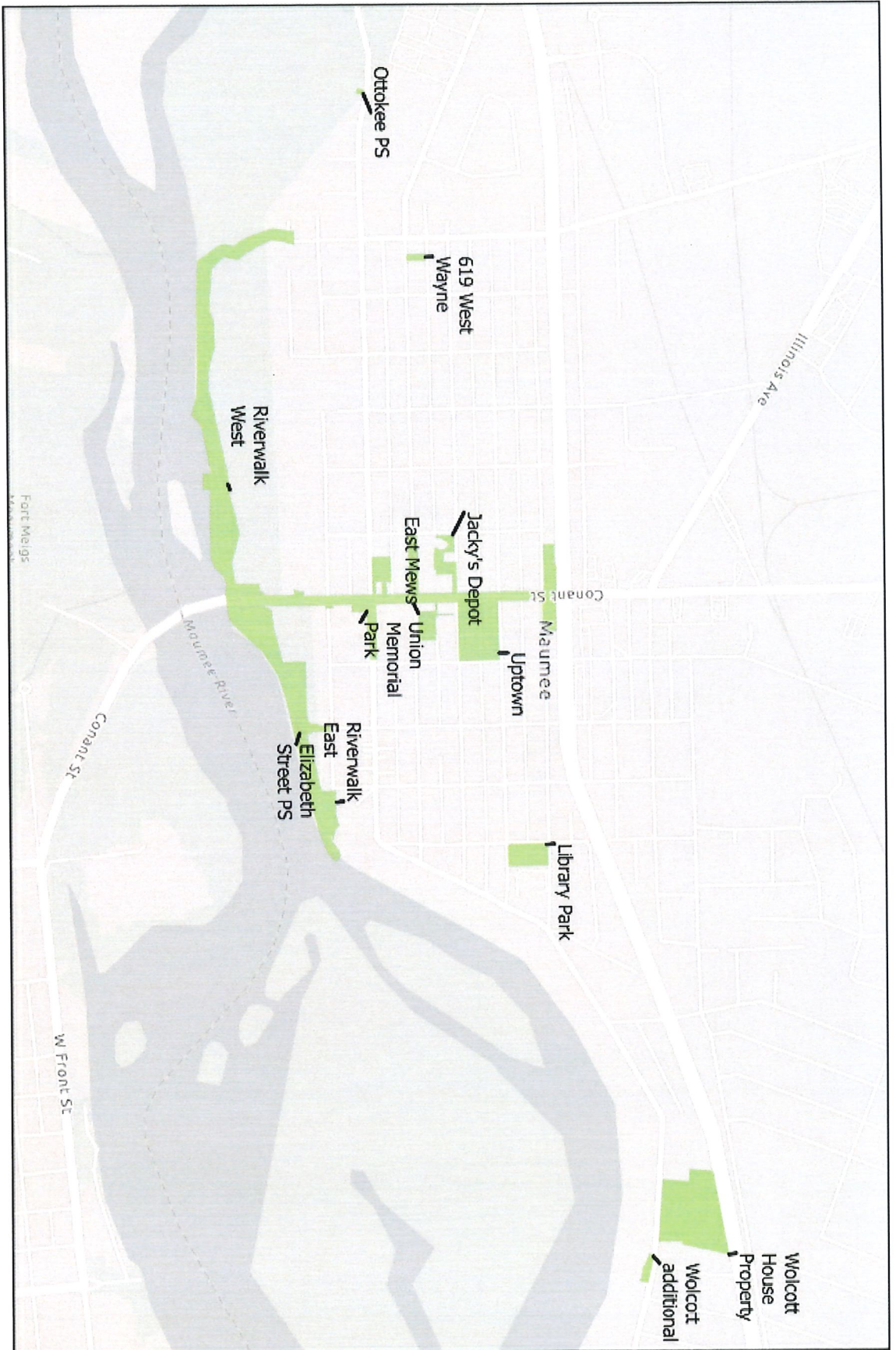


City of Maumee
 2024 Mowing Contract
 Zone 2



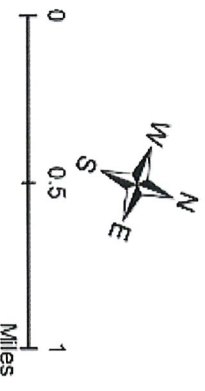
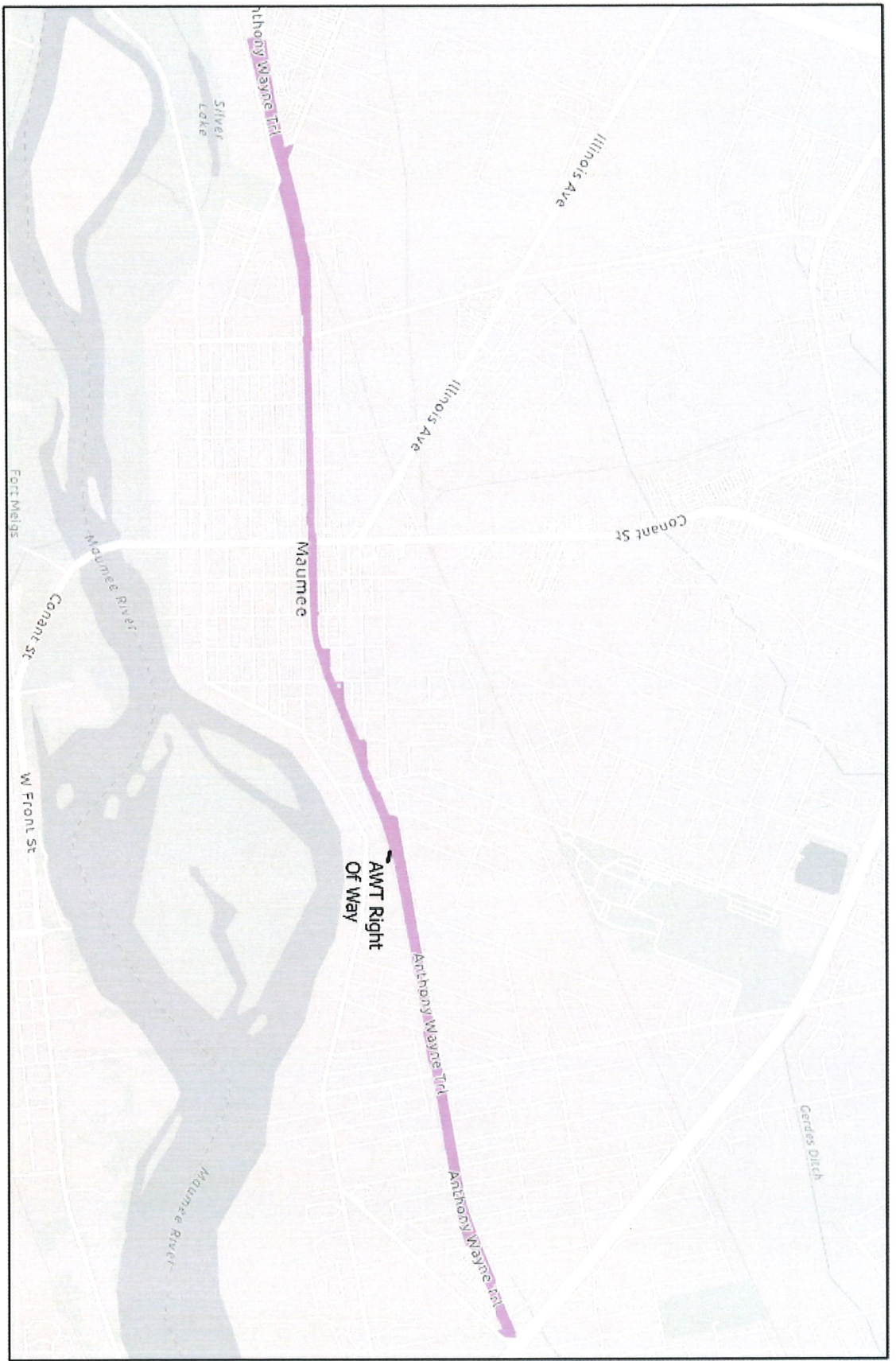


City of Maumee
2024 Mowing Contract
Zone 3





City of Maumee
2024 Mowing Contract
Zone 4





MEMO TO: Mayor and City Councilmembers
FROM: Patrick Burtch, City Administrator
DATE: March 18, 2024
SUBJECT: Revised Procurement and Capital Policy

Recommendation:

Approve attached Procurement and Capital Policy amendments as presented

City of Maumee DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Administrator
FROM: Jennifer Harkey, Finance Director
DATE: March 18, 2024
RECOMMENDATION: Approve revised Procurement and Capital Policy

SUMMARY

The revision to Procurement and Capital Policy includes exclusively an updated capital asset definition which is benchmarked against governmental accounting standards.

BUDGETARY CONSIDERATIONS

Items impacted from the proposed change are reflected in the 2024 Capital Plan and Permanent Appropriation measure.

HISTORY, BACKGROUND and DISCUSSION of the ISSUE

This policy is intended to supersede Ordinance 29-2023.

POSITIONS



Procurement and Capital Policy

The City of Maumee considers the expenditure of funds to be an important responsibility and requires all persons involved with the purchase of goods, or services to exercise good judgment in spending taxpayer's money.

When necessary, the Finance Department shall assist the City Administrator in evaluating the efficiency and effectiveness of overall purchasing and financial policies in an effort to ensure highest fiduciary responsibility.

Each department Director and/or authorized designee (purchaser) within the City shall be responsible for the task of purchasing suitable materials, supplies and services for use within their department of the city government. Purchase orders (certificate of fiscal officer) are required for all materials, supplies, services that do not meet the exceptions as outlined below.

A purchase order is generated from requisitions submitted by purchasers and then approved by the Finance Department. The approval process is an important step in overall budgeting to ensure the correct appropriation account number is used. Purchase orders are used to ensure compliance with applicable laws, rules, and regulations; manage acquisition of goods and services; assist in timely accounts payable process and to create an encumbrance which helps to manage the departmental budget.

The purchaser is also responsible to sign off on invoices, list purchase order and account number. The completed invoice should be return to accounts payable in a timely manner.

The City of Maumee purchasing system exists to ensure proper budgetary control of funds appropriated by ordinance through City Council. Appropriations may be amended throughout the year by legislative authority as needed.

Types of Purchase Orders:

RG - (Regular)

- Used for everyday purchases with a specific vendor, amount, and specific purpose listed

MV- (Multi-Vendor or Blanket) – ORC 5705.41(D)(3)

- Not to exceed \$50,000 or amount appropriated, whichever is less
- No specific vendor, one appropriation account number
- Only one MV per appropriation account number
- Used for reoccurring, reasonably predictable operating expenses
 - Please request from Finance
- May be extended up to 90 days after the fiscal year end to pay against invoices that were received after year end but encumbered and appropriated in the prior fiscal year.

BL- (Super Blanket) – ORC 5705.41(D)(3)

- Not to exceed amount appropriated
- No specific vendor, one appropriation account number

- Can have multiple BLs per appropriation account
- Used for purchases exempt from competitive bidding
- Uses include specific goods such as gasoline; utilities; architect; engineer; surveyor; attorney; or other specific expenditure that is recurring and reasonably predictable operating expense
- May be extended up to 90 days after the fiscal year end to pay against invoices that were received after year end but encumbered and appropriated in the prior fiscal year.

Then and Now – ORC 5705.41 (D)(1)

- Occurs when a Purchase Order is required and does not exist before invoice date
- Notify Finance Office immediately if this situation occurs
- Greater than \$3,000 requires legislative approval within 30 days of purchase

The term Purchase Order will be used as a generic term, regardless of type throughout this policy.

Purchase Order Not Required:

- Purchases under \$50 do not require a requisition or purchase order.
- Credit card purchases will follow Council approved Credit Card policy.
- Recurring Disbursements as listed:
 - Payroll, benefits, and all related disbursements; Utilities; Bank Fees; Credit card fees; Income Tax Refunds; Utility Billing Refunds; Employee Reimbursements; Legal notices and advertisements; Debt payments; Monthly reimbursement to Theater; Tax sharing payments and TIF payments; Job Grants; Copier charges; Postage, postage meter and shipping costs; Police record checks; Attorney services; Lucas County sewage treatment payments; City of Toledo water distribution; Real Estate Taxes; Various other similar expenditures that may not be listed specifically.
- An appropriation account number and supervisor/director approval are required regardless of purchase order requirements.
- For budgeting purposes and efficiency of accounts payable process, purchase orders may be generated despite exemption above.

Appropriations, Contract Authority, Quotes, and Competitive Bidding:

- Annual appropriation measure must be passed by Legislative Authority no later than March 31 of the current fiscal year
 - May have to be amended throughout the year
 - Amendment presented quarterly if necessary
- City Administrator is authorized to enter into contracts, leases, and agreements involving the furnishing of design, consulting or other professional services not listed, labor, supplies, or materials of the City, for the construction of public goods for the City, for purchases, or for payments deemed necessary by the City Administrator for operations of the City of Maumee up to \$75,000.
 - Appropriations may have to be amended by legislative authority
- Mayor or City Administrator is authorized to approved amendments and/or change orders up to 20% of contracts.
 - Appropriations may have to be amended by legislative authority
- All contractual obligations required to be signed, as per this policy, shall be signed by the appropriate City of Maumee signatories.

- Purchase orders are required when a contract is signed. If a contract states a start date is in the following budget year, a purchase order will then be generated in the following budget year, given legislative or administrator approval of the contract. When projects span multiple years, the contract should state expenditures for each year and a Purchase order will be made accordingly.

Quotes:

Two informal quotes for the purchase of services, goods, equipment, supplies and materials that exceed \$10,000 or exempt from competitive bidding requirements may be solicited or sought. The use of Sourcewell or Ohio DAS can be referenced as a quote. Obtaining quotes in advance of budget year is encouraged to assist in the overall budgeting process.

Competitive Bidding Requirements MCO 103.04:

- Equipment, non-professional services, materials, supplies or construction of public improvements exceeding \$75,000
- Advertisement and bidding through any web based vendor and bid management system; City of Maumee website for a period of one week or more as deemed necessary by the City Administrator; in newspaper of general circulation within the City of Maumee for not less than one week.
- Bids may be emailed, faxed, mailed or hand delivered to the City of Maumee on or before the bidding deadline.
- Bids may be awarded to the lowest, and/or most qualified, responsive bid after considering the bidder experience, qualifications and/or demonstrated competence.
- Competitive Bids are awarded through legislative authority.
- Copies of all successful and unsuccessful quotes and/or bids shall accompany requisitions for all purchases involving expenditures in excess of \$75,000
 - Retain in accordance with Record Retention policy

Exceptions to competitive bidding:

Professional Services

- Accountant, attorney at law, physician, construction project manager, consultant, architect, landscape architect, professional engineer, surveyor or appraiser
 - Request For Proposal (RFP)/ Request For Qualifications (RFQ) can be utilized when seeking professional services outlined above
- Cooperative purchasing through preapproved state contracts (ORC 125.02). To search for specific vendors or equipment suppliers, search:
 - Sourcewell <https://www.sourcewell-mn.gov/cooperative-purchasing> OR
 - Ohio DAS <https://procure.ohio.gov/proc/currentContracts.asp>
 - Indicate contract number if using DAS
 - The city is required to report DAS usage quarterly
- An emergency in connection with operations and maintenance of public services (ORC 735.051). Requires legislative authority by Ordinance.
- Emergency as outlined in MCO 107.02-107.06
 - Includes, but not limited to natural or manmade disaster, civil disobedience, acts of war, or damage to City property or arising in a City Department
 - Authorized by Mayor or City Administrator
 - Up to \$100,000 or in excess of \$100,000 with City Council approval
- Purchase of used equipment (ORC 735.052) Requires legislative authority by Ordinance.

- Purchase from another political subdivision (ORC 735.053) Requires legislative authority by Ordinance.
- Sole source contract

Capital Asset - Defined

A capital asset is defined as a tangible asset, including, but not limited to, computer equipment **and components**, machinery, equipment, vehicle, land, land improvements, road reconstruction or resurfacing, utility infrastructure or other construction.

- An expected life of one year or more *and*
- Cost of \$1,000 or more per item expensed from Fund 663 IT-B
 - For the purposes of depreciation, must have a cost of \$10,000 or more per item
- Includes cost of major repairs that extends the life of the asset.
- Intangible costs such as internal wages to install or prepare for a capital asset, and engineering to design, construct and administer projects are included in the cost of the capital asset. Include estimated cost of internal wages to install capital asset when requested a capital request.
- **Public Art which is observable from the public right of way or from a public space**
 - **Artwork such as murals or other exterior painting will not be capitalized nor depreciated**
- **The cost of planting new and replacement trees when part of a capital project that otherwise meets the requirements included herewithin. Afforestation or reforestation plantings shall also be considered a capital item, but not subject to capitalization or depreciation. Street trees, replacement trees or other similar plantings are not considered capital**
- Proceeds from the sale of an asset will be receipted into the fund it originated from per ORC 5705.10(F).
- See MCO 105.03 for Asset Disposal

Capital Asset - Funding Source

- General government capital assets (police, fire, service, parks, storm, administration, etc.) are funded by Fund 663-IT-B.
- Fund 771 Water and Fund 775 Sewer Fund are proprietary and operate self-sufficiently, as such, capital items for those divisions are funded through user fees in the respective funds.
- Whenever possible, grant funding opportunities are reviewed for applicable capital purchases.
- Zero or low interest loans through Ohio Public Works Commission (OPWC) funds and Ohio Water Development Authority (OWDA) are also reviewed for Water and Sewer projects.

Credit Card Purchases

Follow purchase order requirements as outlined above. Submit receipt to accounts payable as soon as possible. Refer to the City of Maumee Credit Card Policy.

Emergency Purchases:

The City may make emergency purchases of supplies, services, or construction items when there exists a threat to public health, welfare, or safety. The next business day a Then and Now Request is to be prepared and processed. Refer to Then and Now Requisition above.

Invoice Processing

All invoices must be signed by the appropriate departmental supervisor or Director. This signature denotes payment authorization for the invoice. Payments are regularly processed semi-monthly. There may be

occasions where it is necessary to issue a payment outside of regularly scheduled processing. Notify the Finance Director of the request.

Internet Purchasing

Follows the same purchase order requirements as outlined above. Sales are exempt from taxation and an exemption form must be provided prior to purchase.

Petty Cash Reimbursement for non-routine purchases:

- Reimbursement requests should not exceed \$25.
- Petty Cash is used to reimburse purchases which were originally paid out-of-pocket by a City employee. This petty cash fund will be under control of the Finance Department.
- Submit an original receipt with account number and signature of the department supervisor or Director to the Finance Department for reimbursement.
- Petty cash reimbursements will not include sales tax.

Requisition Entry:

- Requisitions are entered into the Finance System. The requisition is automatically routed through the appropriate departments for approval. A confirmation e-mail shall be sent by the Finance Department to the originator of the request.
- If there are insufficient funds available on the appropriation line item, contact the Finance Director to determine what line item to transfer funds within department budget.
- Please see the "Requisition Entry Instructions" sheet for specific entry.

Sales Tax

The City of Maumee, an Ohio municipality, is exempt from all City and State of Ohio sales tax and Federal excise taxes. Exemption certificates are available at the Finance Department. Any purchase with sales tax included on the invoice will have the sales tax deducted when payment is made.

Hotel Excise Tax

Confirm with hotel prior to booking as to what documentation is required for tax exemptions. Forms vary by city and/or county.

Vendor:

If you are using a new vendor, request a W9 and submit to Accounts Payable. Provide vendor with Sales Tax Exemption Form. Completion of a PEDACKN form may be required.

MAUMEE RULES OF COUNCIL-2024

111.01 COUNCIL RULES.

- I. Meetings
 - 1. Regular Meetings
 - 2. Special Meetings
 - 3. Emergency Meetings
 - 4. Attendance at meetings
- II. The Chair - Powers and Duties
 - 5. Roll Call
 - 6. Temporary Chairman
 - 7. Substitute Chairman
 - 8. Appeals from Decision of the Chair
 - 9. Votes
 - 10. Chair's Power to Vote
- III. Member - Duties and Privileges
 - 11. Seating Arrangement
 - 12. Addressing Chair
 - 13. Limitation of Debate
 - 14. Voting
 - 15. Division of a Question
 - 16. Demand for Roll Call
 - 17. Excusal from Attendance
 - 18. Excusal during Meeting
- IV. Order of Business
 - 19. Order of Business
 - 20. Postponed meetings
- V. Committees
 - 21. Appointment of Committees
 - 22. Committee of the Whole
 - 23. Meetings
 - 24. Quorum
 - 25. Temporary Chairman
 - 26. Secretary to Committees
 - 27. Reports
- VI. Motions
 - 28. Motions
 - 29. Order of Precedence
 - 30. Motion to Adjourn
 - 31. Motion to Lay on the Table
 - 32. Previous Question
 - 33. Motion to Postpone
 - 34. Motion to Amend
 - 35. Motion to Suspend Rules
 - 36. Motion to Reconsider
 - 37. Call the Question
- VII. Miscellaneous

Administrator. If a council member or other individual attends any meeting virtually, they may be recorded and shall participate in the meeting as if personally present at said meeting. Attendance virtually shall be considered being present at a meeting and shall allow council members attending virtually to vote on any motions, ordinances, resolutions or other matters before council or a council committee.

II. THE CHAIR - POWERS AND DUTIES

5. Roll Call. The Mayor, or in his absence, the President of Council, shall take the Chair at the hour appointed for Council to meet, and shall call council to order. The roll shall then be called by the Clerk, or the Clerk's designee, who shall enter in the journal of each meeting the names of the members present thereat including those members participating by phone or other electronic means. In the absence of a quorum at the time appointed for a meeting, the members present may by a majority vote, take a recess or recesses, and cause the Clerk to procure the attendance of absent members.

6. Temporary Chairman. In case of the absence of the Mayor and the President of Council, the Temporary Chairman shall preside until the appearance of the Mayor or the President of Council. The Temporary Chairman shall be that member of Council having the most consecutive years of service as a member of Council. In the event that two or more members have the same consecutive years of service, the member who is first in alphabetical order shall be the Temporary Chairman.

7. Substitute Chairman. The Chair, that is the Mayor, President of Council or Temporary Chairman, may call any other member to take his place in the Chair, such substitution not to continue beyond adjournment.

8. Appeals from Decisions of the Chair. The Chair shall preserve decorum and decide all questions of order, subject to appeal to Council. If any member transgresses the rules of Council, the Chair shall, or any member may, call him to order and in the latter instance the Chair shall render a decision as to the point of order. In case of an appeal from a ruling of the Chair, the question shall be, "Shall the decision of the Chair stand as the decision of Council?" The Chair shall be sustained unless overruled by a majority vote of the members of Council present.

9. Votes. All questions shall be stated and put by the Chair as follows:

A. Roll Call Votes. The Chair shall declare the vote after the Clerk has announced the number of votes on each side.

B. Viva-voce Votes. The Chair shall declare the vote without reference to the Clerk; if in doubt about a viva-voce vote, the Chair may direct, or any member may call for, a division of Council, which shall be taken by a rising vote.

C. Rising Vote. The Chair shall count and declare the vote. It shall not be in order for members to explain their votes while the vote is being taken.

10. Chair's Power to Vote. The Mayor shall have no veto power and shall have no vote except in the event of a tie vote of members of Council voting present, in which case the Mayor shall have the power to vote, and his vote shall have the same legal effect as a vote of a member of Council. Any member of Council who is serving as Chairman shall have the same power to vote as other members.

III. MEMBERS' DUTIES AND PRIVILEGES

11. Seating Arrangement. Seats in the Council chamber shall be arranged in numerical order and all members shall occupy such seats as assigned by the Mayor.

otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of his official duties or for his removal from office. If a public body holds an executive session pursuant to this subsection, the motion and vote to hold that executive session shall state which one or more of the approved purposes listed in this subsection are the purposes for which the executive session is to be held, but need not include the name of any person to be considered at the meeting;

(2) The purchase, lease, or sale of property if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose private interests are adverse to those of the Municipality;

(3) Contract negotiations, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose private interests are adverse to those of the Municipality;

(4) Conference with an attorney for the public body concerning pending or imminent court action involving the public body;

(5) Preparation for, conduct, or review of negotiations or bargaining sessions with public employees;

(6) Matters required to be kept confidential by federal law or rule or state statutes; or

(7) Security arrangements where disclosure of matters discussed might reveal information that could be used to commit or avoid prosecution for a violation of the law.

F. Citizens Comments-Hearing of the public, provided that no person shall be allowed to speak more than once on any subject, nor for a time longer than three minutes, without leave of Council or the Chair or for more than 2 minutes if more than two persons have already spoken on a particular item or subject and no comment on a particular subject shall exceed 15 minutes in total. Comments on the same topic may be limited by the Mayor or the President of council in the Mayor's absence, so the total time on any one subject does not exceed 15 minutes. No person shall do any act during the meeting which obstructs or interferes with the due conduct of the Council meeting. Council may enact rules for public participation at meetings. Attendees wishing to speak during public comment shall first sign a comment card provided by the City Clerk stating their name, community of residence, as well as the subject matter they will be addressing. The Chair will call names from the cards submitted to address the City Council.

G. Adoption of the Agenda- Council shall approve the agenda for each meeting and items set forth on the approved agenda shall be considered by Council at the meeting.

H.B. Approval of Minutes. Motion to approve minutes of previous regular and/or special meeting minutes. Reading of the minutes of the preceding meeting is not required unless two-thirds of the members present vote to require reading of the minutes. If no objection is made to the minutes, the same shall be approved. If corrections are made to the minutes, they shall be approved as amended.

I. PETITIONS AND COMMUNICATIONS Reports and communications from the Mayor, Clerk, and other city officials, having been filed with the Clerk no later than 5:00 p.m. on the Wednesday preceding the meeting day. Items of an administrative nature may also be placed upon this portion of the agenda and approved by single motion and vote. Items may include items such as the approval of minutes, reports of committees or other administrative approvals.

J. CONSENT CALENDAR

Committee of the Whole except that no a five minute time limit per council member shall be placed on time of speaking and a member may speak once on the matter being discussed. The previous question cannot be moved until the discussion is completed unless the majority of council votes to expand the time and frequency of speaking at said meeting. All questions shall be decided by a majority vote of those members present.

23. Meetings. Committees, including the Committee of the Whole, shall meet on call of the Chairman, or on request of two members communicated to the Municipal Clerk on matters referred to that committee, or by a vote of the majority of council members or by the City Administrator or by the Law Director.

24. Quorum. A majority of members of a Committee shall constitute a quorum.

25. Temporary Chairman. In the absence of the Chairman, the member named next shall act as Temporary Chairman.

26. Secretary to Committees. The Municipal Clerk or one of the Clerk's assistants shall, if requested, act as Secretary to each Committee and shall keep a record of attendance and business transacted at meetings thereof.

27. Reports. Reports or recommendations of Committees shall be agreed to by a majority thereof. All documents referred shall be returned to Council with the report of the Committee.

VI. MOTIONS

28. Motions. When a motion is made and seconded it shall be stated by the Chair before debate. Any member may demand that it be reduced to writing. A motion may be withdrawn by the mover without the consent of Council. Unless otherwise required by law a motion shall be deemed passed if it receives the affirmative vote of a majority of the members present, including the Chair if entitled to vote thereon.

29. Order of Precedence. When a question is before Council, no motion shall be entertained except the following:

- A. To adjourn.
- B. To lay on the table.
- C. The previous question.
- D. To postpone to a time certain.
- E. To refer.
- F. To amend.
- G. To table indefinitely.
- H. To call the question.

Such motions shall have precedence in the foregoing order.

30. Motion to Adjourn. Motion to adjourn shall be in order at any time, except as follows:

- A. When repeated after a failed motion to adjourn, without intervening business or discussion.
- B. When made while another member is speaking.
- C. When the previous question has been ordered.
- D. While a vote is being taken.

A motion to adjourn is not debatable, except as to time to which the meeting is adjourned.

31. Motion to Lay on the Table. A motion to lay on the table shall preclude all amendments or debate of the subject under consideration. If the motion prevails, the

pass as an emergency measure, the affirmative vote of five members of Council on the emergency clause is required for its enactment; provided, however, that if two or more members of Council are not eligible to vote on the subject matter of an ordinance or resolution, the emergency measure shall require the affirmative vote of at least four (4) members of Council.

42. Definitions. As used in these Rules the following definitions shall apply:

A. "Attendance," means being present in person or by electronic means including but not limited to phone, zoom, video conferencing or other similar means.

B. "Majority." Whenever "majority" is used herein, unless otherwise expressly indicated, it shall be held to mean a majority of those members duly elected or appointed to Council.

C. "Roll call", "roll call vote" or means that the last names of the members shall be called, and each member shall orally state their vote after their name is called.

D. "Written notice" For purposes of these rules, a writing, text, email, or other electronic notice shall be considered a written notice.

43. Amending Rules. A majority vote is required to alter, amend, rescind, or supplement these rules. Any proposed alterations, or amendments or supplements shall be submitted in writing at a regular meeting and placed on the calendar for the next regular meeting under the order of new business, unless by unanimous recorded vote of all members elected to Council, such proposed alterations, amendments, or supplements may only be adopted at the meeting at which the same are submitted.

44. Quorum. A majority of all members elected or appointed to Council shall constitute a quorum for the transaction of business at any meeting, but a smaller number may adjourn the meeting from time to time and may compel the attendance of absent members in such manner and under such penalties as may be prescribed by the rules of Council. At any meeting at which a quorum is present, any ordinance or resolution may be passed or adopted, or any other action may be taken by the affirmative votes of a majority of the members of the Council present and eligible to vote at such meeting, unless a larger number be required by the provisions of this Charter.

45. Law Director or his/her assistant, shall, when requested by a member of Council, give a verbal opinion on any question of law concerning City affairs, in open Council, but he/she may, if he/she deems the matter of importance, take a reasonable time to submit his/her opinion in writing. He/she shall not be required to draw any ordinance or resolution except upon a majority vote of the members.



MEMO TO: Mayor and City Councilmembers
FROM: Alan Lehenbauer
DATE: March 18, 2024
SUBJECT: Maumee Indoor Theater Rental Agreements

Recommendation:

A Motion authorizing the City Administrator Patrick Burtch or his designee, to execute rental agreements for use of the Maumee Indoor Theater.

The Maumee Indoor Theater rents out the theater for various functions, including plays, concerts, birthday parties and other events. There is a standard contract for most rentals of the indoor theater. This motion allows our City Administrator to sign these rental agreements or designate a person to execute the same on his behalf. The person that would be designated would generally be the Supervisor of Theater Operations, Sara Eiden. This motion is authorized by the provisions of the current Maumee Codified Ordinances and the Maumee Charter. Although the Administrator has the authority to sign these rental agreements currently, this motion will provide additional authorization for the theater manager or other designees to sign rental agreements.



MEMO TO: Mayor and City Councilmembers
FROM: Maumee Finance Committee, Margo Puffenberger, Chair
DATE: March 18, 2024
SUBJECT: 2024 Appropriations Measure (Budget)

Recommendation:

Approve Ordinance 009-2024 Appropriations Measure as presented.

City of Maumee DEPARTMENTAL REPORT

MEMO TO: Mayor and City Councilmembers
FROM: Finance Committee
DATE: 03/13/24
RECOMMENDATION: Authorize 2024 Permanent Appropriations as presented

SUMMARY

The 2024 Permanent Appropriation budget is a result of collaboration between the public, mayor, council, administration, and department supervisors.

BUDGETARY CONSIDERATIONS

The 2024 Permanent Budget is presented for council approval. The finance committee reviewed the appropriation budget thoroughly, including a line item appropriations schedule, which included review of operational costs, debt, capital and forecast of major funds.

HISTORY, BACKGROUND and DISCUSSION of the ISSUE

The temporary budget was passed in December, which included operational and debt expenditures. Over the last several months, the capital budget has been developed and updated. As per ORC, permanent appropriations must be passed by council and submitted to county auditor by 3/31.

POSITIONS

Recommend Council authorize 2024 Permanent Appropriations as presented.

ORDINANCE 009-2024

AN ORDINANCE PROVIDING APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE CITY OF MAUMEE, OHIO, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2024 (2024 FISCAL YEAR BUDGET)

WHEREAS, this Council, by Ordinance 051-2023, passed on December 18, 2023, adopted a temporary appropriation ordinance for the first quarter of the 2024 fiscal year, in accordance with Ohio Revised Code Section 5705.38;

WHEREAS, prior to March 31, 2024, the City Administrator and Finance Director have submitted to the City Council an estimate of the revenues and expenditures of the City of Maumee for the Fiscal Year period from January 1, 2024, through December 31, 2024, from detailed information furnished to said officials by departments of the City, and has made recommendations as to the amounts to be appropriated to each of the various funds provided for in the City Charter; and

WHEREAS an Annual budget has been prepared, which is attached hereto;

WHEREAS, this Council must, before March 31, 2024, adopt an Annual Appropriations Ordinance to make appropriations to meet current expenses and to authorize certain other expenditures for the fiscal year ending December 31, 2024, as required by ORC Code Section 5705.38; and

WHEREAS, Section 9 of the City Charter provides that the Annual Appropriation Ordinance shall be effective upon passage.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MAUMEE, OHIO:

Section 1. That the Annual Budget of the City of Maumee, Ohio for the period from January 1, 2024, to December 31, 2024, including Exhibit A, representing an appropriation measure as required by Ohio Revised Code (ORC)5705.38 is hereby and all expenditures therein are hereby appropriated; to provide for current expenses and other expenditures of the City of Maumee, Ohio.

Section 2. That the Maumee Finance Director is hereby authorized to draw her warrant on the on the City Treasury from any of the forgoing appropriations upon receiving proper certificates and vouchers therefore, approved by officers authorized by law to approve the same, or an ordinance of Council to make the expenditures, or as otherwise provided by law.

Section 3. The Finance Director is hereby authorized, to adjust appropriations within any fund, so long as the adjustments made do not exceed the total appropriations authorized within any fund and such adjustment is not in violation of City Charter, City ordinance or state law. In addition, the Finance Director is hereby authorized to establish additional cost centers within any Fund as may from time to time be required to ensure proper accounting or by the State of Ohio.

Section 4. It is found that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this

Fund Balance Summary 2024

Fund	Description	Beginning Unencumbered Fund Balance	Estimated Revenue	Permanent Appropriations	Estimated Ending Fund Balance
101	GENERAL FUND	500,083.31	18,358,900.00	18,358,445.47	500,537.84
210	Street Construction Maint&Rep	287,455.25	918,456.00	784,285.60	421,625.65
211	State Highway	218,114.07	75,354.00	142,500.00	150,968.07
212	Permissive	575,661.93	188,292.00	750,000.00	13,953.93
213	STREET LIGHTING FUND	826,485.99	696,561.00	1,130,500.00	392,546.99
214	LAW ENFORCEMENT TRUST FUND	22,384.80	500.00	10,000.00	12,884.80
215	MANDATORY DRUG FINE FUND	30,412.84	5,000.00	5,000.00	30,412.84
216	ENFORCEMENT & EDUCATION FUND	8,161.70	1,800.00	5,000.00	4,961.70
217	INDGNT DRIVER ALCOHOL TMNT FND	91,380.19	14,000.00	27,500.00	77,880.19
218	COURT GENERAL SPECIAL PROJECTS	221,720.14	66,000.00	150,000.00	137,720.14
219	FEDERAL & STATE GRANTS	0.00	0.00	0.00	0.00
220	CMTY HSG IMPROV PROGRAM	6,115.25	0.00	0.00	6,115.25
221	COMMUNITY DEVEL. BLOCK GRANT	0.00	0.00	0.00	0.00
222	JOB CREATION & RETENTION	15,398.00	122,000.00	122,000.00	15,398.00
223	SUBURBAN COURT SERVICES	0.00	0.00	0.00	0.00
224	MAUMEE REVOLVING LOAN FUND	0.00	0.00	0.00	0.00
225	LOCAL CORONAVIRUS RELIEF FUND	0.00	0.00	0.00	0.00
226	IND DRIVER ALCOHOL TRMT SURPLU	12,719.52	0.00	12,000.00	719.52
227	INDIGENT DRIVER INTERLOCK MONI	13,224.20	11,544.00	20,000.00	4,768.20
228	Probation Services Fund	50,315.97	18,552.00	34,500.00	34,367.97
229	COURT CLERK COMPUTER FUND	42,010.45	14,106.00	15,000.00	41,116.45
230	POLICE PENSION	390.11	734,881.00	734,380.63	890.48
231	OneOhio Opioid Settlement Fund	28,618.32	33,010.00	6,394.16	55,234.16
235	Fire and EMS	0.00	5,233,544.70	5,233,544.70	0.00
240	LOCAL FISCAL RECOVERY FUND	0.00	0.00	0.00	0.00
251	FALLEN TIMBERS TIF FUND	5,636,778.84	2,345,020.00	2,749,524.00	5,232,274.84
252	ARROWHEAD TIF	412,242.99	147,090.00	345,875.19	213,457.80
253	TOLLGATE DR TIF- Forever Real	269,711.01	192,662.00	41,000.00	421,373.01
254	MINGO DR TIF- US COEXCELL	76,104.91	63,300.00	12,291.00	127,113.91
255	NS (Sidecut) TIF	64.22	389,443.00	389,440.00	67.22
256	Beaver Creek Circle TIF	0.00	0.00	0.00	0.00
331	GENERAL BOND RETIREMENT	4,543.87	0.00	4,543.87	0.00
333	SPEC. ASSESSMENT BOND RETIRE	413.27	753,497.00	753,497.46	412.81
337	O.W.D.A. DEBT SERVICE	0.00	0.00	0.00	0.00
441	Sanitary Sewer Capital	19,360.19	0.00	19,360.19	0.00
443	Water Capital	6,073.16	0.00	6,073.16	0.00
445	STREET CONSTRUCTION	1,181,528.68	64,000.00	230,000.00	1,015,528.68
447	SIDEWALK CONSTRUCTION	83,517.97	0.00	83,517.97	0.00
448	DITCH-ALLEY-RIVERWALL	0.00	0.00	0.00	0.00
449	PERMANENT IMPROVEMENT	250,232.76	0.00	250,232.76	0.00
511	OBBS ASSESSMENTS FUND-AGENCY	330.85	7,000.00	7,000.00	330.85
512	OBBS - RESIDENTIAL	4.07	1,720.00	1,600.00	124.07
520	MMT JEDZ COLLECTIONS	674,397.22	2,630,000.00	2,677,374.00	627,023.22
521	MT JEDZ	421,230.22	2,450,000.00	2,304,609.00	566,621.22
522	CEDA	385,187.02	1,705,000.00	1,702,609.00	387,578.02
551	STREET OPENING BOND	175,000.00	0.00	175,000.00	0.00
661	INCOME TAX A (1%) Operating	12,488,060.19	12,049,167.00	12,728,101.43	11,809,125.76
663	INCOME TAX B (.5%) Capital	9,806,325.57	10,717,129.00	15,262,203.99	5,261,250.58
665	UNCLAIMED MONIES	41,811.12	10,000.00	14,000.00	37,811.12
751	INDOOR THEATER	9,634.69	623,894.00	623,894.00	9,634.69
771	WATER OPERATING	2,482,740.49	8,565,500.00	8,683,604.47	2,364,636.02
775	SANITARY SEWER OPERATING	2,086,027.79	9,530,101.32	11,048,123.90	568,005.21
777	MED.CARE- SELF-INSURED	1,404,239.85	2,685,000.00	2,739,022.00	1,350,217.85
54 Funds		40,866,212.99	81,422,024.02	90,393,547.95	31,894,689.06