



MEMO TO: Mayor and City Councilmembers

FROM: Patrick Burtch, City Administrator

DATE: September 3, 2024

SUBJECT: Facade Grants

Recommendation:

Approve the Façade Loan- Grants for Ohio Housing Source LLC 105 W. Wayne, Maumee Ohio (Crave Cookies) as the use of the funds for this entity serves a public purpose, due to the fact that Maumee has been making improvements to the historic uptown area and use of this loan-grant provides a means to improve the facades of businesses in these areas and makes the uptown area more attractive which generates additional business opportunities and revenue for the City that offsets the costs of the loan-grant. This loan-grant will also provide an opportunity for a new business to locate in Uptown Maumee.

NOTICE TO LEGISLATIVE
AUTHORITY

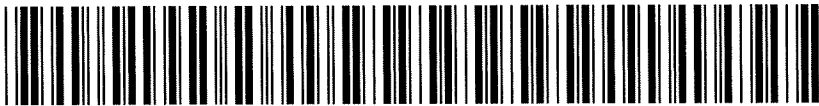
OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

6483390		TRFO	NY RESTAURANTS LLC & PATIO 1470 FORD ST UNIT A MAUMEE OH 43537
PERMIT NUMBER		TYPE	
06	01	2024	
ISSUE DATE			
08	01	2024	
FILING DATE			
D5 D6			
PERMIT CLASSES			
48	044	A	F31895
TAX DISTRICT			RECEIPT NO.

FROM 08/13/2024

87769600005			TACO MAUMEE LLC DBA TACO MAUMEE & PATIO 1470 FORD ST UNIT A MAUMEE OH 43537
PERMIT NUMBER		TYPE	
06	01	2024	
ISSUE DATE			
08	01	2024	
FILING DATE			
D5 D6			
PERMIT CLASSES			
48	044		
TAX DISTRICT			RECEIPT NO.



MAILED 08/13/2024

RESPONSES MUST BE POSTMARKED NO LATER THAN.

09/13/2024

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 TRFO 6483390**

(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)



**Administration Office
& Board of Education**

716 Askin Street
Maumee, Ohio 43537
419-893-3200
419-891-5387 fax
www.maumee.k12.oh.us

Steve Lee, Superintendent
Matthew Dick
Assistant Superintendent
Paul E. Brotzki, Treasurer

Board of Education
Stephanie Plechowiak, President
Janet Wolff, Vice President
Andrea Ankenbrandt
Matt Bush
Allison Fiscus

**ENGAGE
INSPIRE
EMPOWER**

August 6, 2024

To: Patrick Burtch, City Administrator, City of Maumee

From: Matt Dick, Assistant Superintendent, Maumee City Schools

RE: Radio Transmitter/Repeater

Mr. Burtch,

The Maumee City Schools are requesting permission to place a new radio transmitter/repeater on the top of the water tower at Ford and Dussel. Since the Maumee City Schools is a public entity, we also request that the franchise fees be waived or reduced to \$1 per year. We would like to install this transmitter/repeater this fall, so please place this on a September City Council agenda.

Thank you for your consideration.



MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Administrator

DATE: August 30, 2024

SUBJECT: Authorize a contract with Allied Paving Co. Inc.

Recommendation:

Authorize the City Administrator to enter into a contract with Allied Paving Company in the amount of \$107,750.00 for the 2024 Asphalt Overlay of Rolf Park West Parking Lot.

Attached is a memo from Matthew Griggs, Engineering Inspection Manager discussing history, background and budgetary considerations for the above referenced project. As posited by the Engineering Inspection Manager, this agreement will provide for much needed improvements to a large portion of the old Cornerstone Church parking lot that The City is in the process of purchasing currently.

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 Griggs, Engineering Inspection Manager

DATE: August 30, 2024

RECOMMENDATION: Authorize the City Administrator to enter into a contract with Allied Paving Co. Inc. in the amount of \$107,750.00 for the asphalt overlay to a large portion of the old Cornerstone Church parking lot that the City is currently in the process of purchasing for additional parking at Rolf Park.

SUMMARY

Authorize a contract with Allied Paving Co. Inc. to perform an asphalt overlay and curb work to the parking lot on Market Place Drive that will provide an additional 163 parking spaces for Rolf Park. The City is in the process of purchasing this property which is contingent upon closing.

BUDGETARY CONSIDERATIONS

The Parking Lot Overlay was included as part of the 2024 Capital Budget and will be supported by the "B" fund.

HISTORY, BACKGROUND and DISCUSSION of the ISSUE

With the addition of the new housing development on Market Place Drive, Redwood, The City saw an opportunity to allow the new residents to be able to access Rolf Park as well as to gain additional parking for Rolf Park. With the connection to Rolf Park on the west side of the property, residents and visitors will also have access to nearby businesses on Reynolds Rd. and Dussel Dr. that they will be able to get to by walking. The additional 163 parking spaces that this will provide, will also include 6 handicap accessible parking spaces that will be near the ball fields on the west side of Rolf Park. The City intends to connect the new parking lot to Rolf Park via a sidewalk and a new 10' multi-use path that will be extended south to Dussel Drive.

The City received four quotes for this work with Allied Paving Co. Inc. being the low bidder. The other bidders are as follows: Buck Brothers Asphalt Paving and Concrete (\$130,700.04), Helms & Sons Excavating (\$111,214.00), The Shelly Company (\$156,239.40). The City has reviewed the quotes and believes that Allied Paving should be awarded the job.

POSITIONS

Requested action is for Maumee City Council to authorize this agreement.



MEMO TO: Mayor and Council Members

FROM: Finance Committee

DATE: August 30, 2024

SUBJECT: Permanent Fund transfer

Recommendation:

Council to authorize permanent transfer of \$441,310 from Fund 663 to Fund 449.

City of Maumee DEPARTMENTAL REPORT

MEMO TO: Mayor and Council Members

FROM: Finance Committee

DATE: August 30, 2024

RECOMMENDATION: *Council to authorize permanent transfer of \$441,310 from Fund 663 to Fund 449.*

SUMMARY

Original advance of funds from Fund 663 to Fund 449 were considered temporary. Auditors are requesting council authorization to consider the 2012 Fund 663 transfer of funds a permanent transfer.

BUDGETARY CONSIDERATIONS

There is no budgetary impact.

HISTORY, BACKGROUND and DISCUSSION of the ISSUE

Fund 449, Permanent Improvements, carries a balance that is a result of an advance from Fund 663 in 2012 and subsequent capital projects such as Wolcott House parking, Salt Storage Building, Service Department Storage Building and W. Broadway Parking. There was not any activity in the fund from 01/01/2014-12/31/2022. In 2023 and 2024, Permanent Improvement projects such as Library Park design and Towpath Pavilion design have been supported by this fund. All expenditures are appropriate for the fund type and original source. The original transfer in 2012 was considered an advance (temporary) from Fund 663.

POSITIONS

Requesting Council authorize permanent transfer of \$441,310 from Fund 663 to Fund 449.



MEMO TO: Mayor and City Council Members

FROM: Finance Committee

DATE: August 30, 2024

SUBJECT: Permanent Fund transfer

Recommendation:

Requesting Council to authorize transfer of \$118,310 from Fund 101 to Fund 771 and \$72,000 from Fund 101 to Fund 775.

City of Maumee DEPARTMENTAL REPORT

MEMO TO: Mayor and City Council Members

FROM: Finance Committee

DATE: August 30, 2024

RECOMMENDATION: Council authorize transfer of \$118,310 from Fund 101 to Fund 771 and \$72,000 from Fund 101 to Fund 775.

SUMMARY

Revenue receipted through Inspection from Development Agreements were erroneously recorded in Fund 101.

BUDGETARY CONSIDERATIONS

There is no budgetary impact, however, Fund balance in Fund 101 will decrease \$190,310; increase in Fund 771 by \$118,310 and increase in Fund 775 by \$72,000.

HISTORY, BACKGROUND and DISCUSSION of the ISSUE

Upon receipt of additional information, it was determined revenue receipted through Inspection as part of Development Agreements should have been receipted into Fund 771 and Fund 775 revenue, not Fund 101. The adjustment represents amounts in 2022 and 2023. Amounts in 2024 have also been identified and corrected, but not necessary to include in this request. Finance is working with various departments to ensure revenue is recorded in the correct Fund.

POSITIONS

Requesting Council to authorize transfer of \$118,310 from Fund 101 to Fund 771 and \$72,000 from Fund 101 to Fund 775.



MEMO TO: Mayor and City Council Members

FROM: Finance Committee

DATE: August 30, 2024

SUBJECT: Safebuilt Then and Now Purchase Order

Recommendation:

Council authorize a Then & Now Purchase Order to Safebuilt in the amount of \$6,832.80.

City of Maumee DEPARTMENTAL REPORT

MEMO TO: Mayor and City Council Members

FROM: Finance Committee

DATE: August 30, 2024

RECOMMENDATION: Council authorize a Then & Now Purchase Order to Safebuilt in the amount of \$6,832.80.

SUMMARY

Inspection services from Safebuilt were requested, they provided the service. However, a Purchase Order was not requested.

BUDGETARY CONSIDERATIONS

The cost of the service is available in the Appropriation Budget.

HISTORY, BACKGROUND and DISCUSSION of the ISSUE

The Auditor of State as well as the City of Maumee Procurement Ordinance requires Purchase Orders, with some exceptions, to encumber funds when an obligation is made to expend such funds.

Council authorization is required to approve a Then & Now Purchase Order when an obligation of city funds in excess of \$3,000 has been made without a corresponding Purchase Order.

POSITIONS

Requesting Council to authorize Then & Now Purchase Order to ensure audit compliance.

ORDINANCE NO. 032 - 2024

AN ORDINANCE LEVYING SPECIAL ASSESSMENTS FOR THE PROPERTY OWNERS' SHARE OF THE COST OF LIGHTING THE STREETS AND PUBLIC WAYS IN THE CITY OF MAUMEE, OHIO, AND DECLARING AN EMERGENCY.

WHEREAS, Maumee City Council has previously determined the necessity for lighting the streets and public ways of the City of Maumee and that said lighting will be conducive to public safety, convenience and health;

WHEREAS the total amount to be assessed and the properties to be assessed for the year 2023 has been determined as are on file in the office of the Municipal Clerk.

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

SECTION 1. The assessments be, and they hereby are, directed to be filed in the office of the Municipal Clerk of the City of Maumee, Ohio.

SECTION 2. The assessments of the cost and expense of lighting the streets and public ways in the City of Maumee for the year 2024, amounting in the aggregate to \$764,136.52, as heretofore reported to this Council, be, and the same hereby are, adopted and confirmed, and there be, and hereby is, levied and assessed upon the lots and lands within said City designated in said report the several amounts reported as aforesaid, which assessments, together with the description of said lots and lands, are now on file in the office of the Municipal Clerk, and which assessments are in proportion to the special benefits and are not in excess of the special benefits to said property so assessed and are not in excess of any statutory limitation.

SECTION 3. The total assessment against each such lot or parcel of land shall be payable in cash within thirty (30) days of the passage of this Ordinance. All payments shall be made to the Finance Director of the City of Maumee, Ohio. All assessments remaining unpaid at the expiration of said thirty (30) days shall be certified by the Municipal Clerk to the Auditor of Lucas County, Ohio, as provided by law, to be by the Auditor placed on the tax duplicate to be collected as other taxes are collected.

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

SECTION 5. This Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately from and after its passage. The reason for the emergency lies in the fact that this Ordinance is necessary for the immediate preservation of the public peace, health and safety in that the levying and collection of said assessments are required without delay for the efficient management of municipal offices.

MOTION TO DECLARE AN EMERGENCY:

Second:

Yeas: Nays:

Motion to Pass:

Second:

Yeas: Nays:

Passed as an emergency measure: September 3, 2024.

Mayor.

ATTEST:

Municipal Clerk.

Approved as to form by:

Law Director.

ORDINANCE NO. 033 - 2024

LEVYING ASSESSMENTS FOR CUTTING OF NOXIOUS WEEDS, AND
DECLARING AN EMERGENCY.

WHEREAS, Council has heretofore taken proceedings to require the cutting of noxious weeds on various lands and premises within the City of Maumee, Ohio; and

WHEREAS, cuttings were accomplished by City forces or under the direction thereof;

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

SECTION 1. The assessments of the cost and expense of weed cutting on certain lots and lands within the City of Maumee, more particularly hereinafter referred to, amounting in the aggregate to \$24,030.00 as heretofore reported to this Council, be, and the same hereby are, adopted and confirmed, and there be, and hereby are, levied and assessed the said amounts reported, which assessments, together with the description of said lots and lands, are on file in the Office of the Municipal Clerk and are not in excess of any statutory limitation.

SECTION 2. The total assessment against each such lot or parcel of land shall be payable in cash within thirty (30) days of the passage of this Ordinance. All payments shall be made to the Finance Director of the City of Maumee, Ohio. All assessments remaining unpaid at the expiration of said thirty (30) days shall be certified by the Municipal Clerk to the Auditor of Lucas County, Ohio, as provided by law, to be by the Auditor placed on the tax duplicate to be collected as other taxes are collected.

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 actions, 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. This Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately from and after its passage. The reason for the emergency lies in the fact that this Ordinance is necessary for the immediate preservation of the public peace, health and safety in that the levying and collection of said assessments are required without delay for the efficient management of municipal offices.

MOTION TO DECLARE AN EMERGENCY:

Second:

Yeas: Nays:

Motion to Pass:

Second:

Yeas: Nays:

Passed as an emergency measure: September 3, 2024.

Mayor.

ATTEST:

Municipal Clerk.

Approved as to form by:

Law Director.