

## REPORT OF CHARTER COMMISSION

The Maumee Charter Commission met on various dates in 2025 and 2026 and at their meeting on February 19, 2026, reached a consensus as to possible Charter changes for the City of Maumee. After reviewing the Maumee Charter, the Charter commission recommends submitting the following three Charter changes to the voters at the next general election to be held on November 3, 2026:

- A. Amend Article VIII Nominations And Elections by changing the forms used for nominations to those prescribed by the Ohio Secretary of State and changing the primary election date to the primary election date as set forth by State law. These changes will allow candidates for elective office in Maumee to use the online state of Ohio forms when seeking office and will change the Maumee primary date to the State law primary date which currently will be the first Tuesday after the first Monday in May of each year except in years in which a presidential primary election is held. In years in which a presidential primary election is held, all primary elections will be held on the third Tuesday after the first Monday in March.
- B. Amend Article XIII Section 5-Military Service by changing the Charter to provide that if an elected official is called into military service, they will not lose their elected position, and the change will also allow City Council to appoint a temporary replacement for that service member if they will be unavailable because they are on duty for more than 90 days. This change will make the Charter compliant with Federal law as it relates to service members who are called to perform their military service duties.
- C. Amend Article IX Section 3 by adding a removal or recall procedure for elected officials by the voters. The commission considered many alternatives to this process and felt that if approved by the voters, this procedure would cause less disruption to City government and provided a fair opportunity for elected officials to serve before their removal or recall was sought. It does provide compensation for a portion of the elected official's campaign expenses related to the removal effort if they are not removed or recalled by the voters.

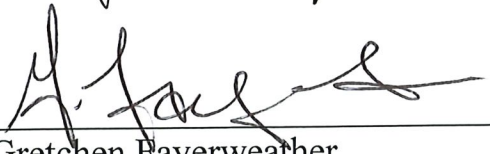
The Charter review Commission submits that these proposed modifications to the Maumee Charter will need to be publicized for the benefit of the voters. A copy of the proposed Ordinance for submission of these proposed changes is attached hereto. The Charter commission also discussed additional modifications to the

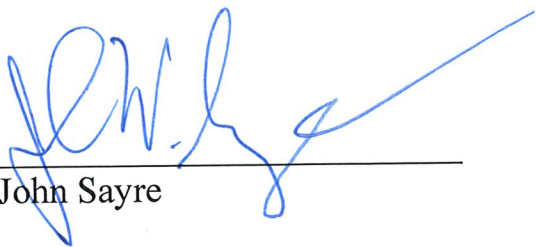
Charter. The Commission believes that limiting the number of items to be separately voted upon at the November 3, 2026 to the three items set forth herein, election will create less confusion for the voters. The additional items for future consideration included the following:

1. Adding a term limit provision for elected officials. There are many issues to consider with term limits and since an elected official has to run for office every four years there is a method for voters to control the term of office.
2. Modifying the meeting provisions of Article III Section 5 to allow meetings to be moved to an alternate location by changing the time frame for designating an alternate location when circumstances warrant a change in location. Add a definition as to what constitutes a meeting.
3. Amend Article V Section 4 to eliminate or modify the requirement for the Clerk to execute on behalf of the City all conveyances, evidences of indebtedness and all other instruments except contracts.
4. Amend or modify Article X Section 1 to provided that the Finance Director is to certify in the accounting records of the City that proper appropriations have been made for payment of contracts and delete the last line voiding out contracts which do not have this certification. The way books and records are currently kept, it is difficult for this type of certification to take place and the duties of the Clerk in this regard have changed in relationship to the Finance Director due to other changes in the Maumee Charter or Code.
5. Amend Article IV Section 7 to provide an alternate option for the president of Council in the event the president of Council does not want to take the seat of the Mayor in the event the Mayor's seat is vacant.

If council wants this Commission to conduct a further review of any of these items, please let us know.

  
\_\_\_\_\_  
Allison Fiscus-Chair

  
\_\_\_\_\_  
Gretchen Payerweather

  
\_\_\_\_\_  
John Sayre

  
\_\_\_\_\_  
Karla Lewis

# Maumee Tree City Award Planning Meeting

2026 02-18, 9:00AM

## Present Commission Members

Bill Buri

Jaimie Deye

Jodi Haney (on phone)

Mark Irmen (on phone)

Margo Puffenberger

## Present ODNR Reps

Stephanie Miller

Haley Sattler

Kathryn Brautigam (on phone)

Maggie Rundio

Minutes taken by Jaimie Deye.

### 1. Elks Club - Bill

1. Bill sent an email with questions on 1/21. He did get some answers. We need to verify if there are enough dishes for BOTH breakfast and lunch or if we need to put utensils and coffee cups at the table and have table tents reminding everyone to keep their utensils. Margo can also announce that throughout the day.
2. What are the gluten free / vegan meal options?
3. Need bus cart for people to leave dirty dishes.
4. How many high tops? Need for name tags and cream/sugar.
5. Quote – Bill will verify the numbers with them. We need to sign and put a deposit soon.

### 2. Speakers and Program

1. Steve Livingston – Land Statement
  1. Steve is not a proponent of land statements, so we may pass on having him speak at this point. He is still welcome to attend.
2. City Welcome – Margo
  1. History of the city
3. Commission Rep – Bill
  1. Urban Forestry program
4. Program – Interactive Kids
  1. Clinometers
    1. Jodi will price out, likely less than \$100 for supplies
    2. Jodi might have the kids make these. Otherwise, she will let us know if she needs help.
5. Program – Brian Campbell, NASA, virtual
  1. Steph's computer will be used for the event; Jodi will send everything for program to her.

### 3. Budget

1. City will get all the money after the event.
  1. Do we accept money day of from people who didn't register? Yes. Otherwise the unpaid attendee will get billed. There may be some people who think their municipality registered them.
2. Should the cost of Maumee's attendees be covered by the ticket price?
  1. Stephanie said it is fine to have Maumee representatives and ODNR staff covered by the tickets
  2. About \$25/person for food and venue

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3. Placemats
    1. Get placemats to the schools by 4/1. Have them back to Maumee by 5/1.
  4. Seed Packets
    1. Jodi will also look into native seeds – flowers and grasses.
  5. Will printing and postage be covered by the city?
    1. Plan for postage for 200
    2. We will email the vendor letters instead of printing and mailing.
  6. Stephanie will figure out how to put a spot on the OIAA site for people to give a donation/sponsor the event.
4. Graphic Design
    1. Vendor Letter
      1. Jaimie will be contact.
    2. Door Prize Letter
      1. Stephanie will let Margo know about OIAA link for donations.
    3. Invitation
      1. Nancy as contact person on invitation. She can direct questions to necessary person.
      2. Will send to Stephanie as soon as the document is finalized.
      3. Need to know how many people from Maumee attending.
        1. Will talk to Nancy and Kasey. Council people, Mayor, Service Director (Griggs), Tree crew (?), Nancy, Jennifer, Committee members.
      4. All registrations due back to Maumee by 4/24.
    4. Program
      1. Award info will come with the mailing list.
  5. Miscellaneous Items
    1. Jodi will be back in town at the end of April.
    2. Table Decorations
      1. Birdhouse
      2. Saplings
    3. Raffle Items
      1. Tickets will be at the table, not at check-in.
      2. Loppers, Silky saw, gloves, Stanley mugs. Want fewer, but higher quality items.
      3. People will choose what they want because some may already have certain items.
    4. Photo op – do we want a mascot? Walleye, Lorax, etc?
  6. Review Planning Committee Responsibilities/Jobs sheet
    1. Vendor Coordination - Jaimie
      1. Email letter to vendors, help them with setup, etc.
      2. Donating a tree or other raffle items?
    2. RSVP Coordination
      1. Should be someone from the city since checks will be coming in, and someone from the commission.
        1. Finance Department and Margo.
          1. Margo will need the registration forms after finance is done to keep track of the meal choices.
        2. Need a spreadsheet with town name and number of guests.
      2. Margo will create check-in sheet from RSVPs for day-of. Should be organized by community (alphabetical) and then by name (alphabetical).
    3. Decorations – Mark (and Cindy) and Jaimie
      1. Cookie Lady Cookies

## Maumee Tree City Award Planning Meeting

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1. Ask Jennifer about how the city pays for the cookies. Give her the price for 250 cookies as a general number for the PO. Also need one cookie for each student.
2. Will order as soon as we have a final number.
3. Request pick up the day before. Jaimie can pick up.
4. Is the cost given including packaging and tax?
2. Table centerpieces – saplings and birdhouses
  1. Mark has built some birdhouses. Jaimie can also make some with leftover oak from her old tree.
    1. Need to print the care instructions put together by Kathryn. Will roll up and put in opening of birdhouse.
  2. Mark has grown Boxwood and dawn redwood saplings
    1. Could supplement from Arbor Day website.
  3. Decorations for the saplings – wrap in brown paper with a ribbon?
  4. Will place a mark on programs for table giveaways (sapling and birdhouse).
3. Raffle tickets will be placed on the tables at each seat (tickets were donated for the event).
4. Name tags - Margo
  1. Need to purchase name tags (check with the city if they have some) and get sharpies from the city.
5. Welcome Table – Jaimie and Margo
  1. Need one more person to help out.
6. Press Release
  1. ODNR will provide a draft after the event and we can add that we also received a Growth Award.

### Action Items:

1. Stephanie – link on OIAA website for donations – send to Margo.
2. Bill - verify the questions above with Elks, sign quote and send to Finance Director to pay deposit.
3. Jodi – figure out assembly of clinometers, order native seed packets, placemats.
4. Jaimie – email vendor letters, visit Cookie Lady to see cookie options and finalize quote, birdhouses.
5. Margo – finalize donations letter with OIAA link from Stephanie, finalize all other graphic items, mail/email donation letters, compile spreadsheet of registrations as they come in for the check-in table with blank spots at the end for unregistered attendees.
6. Mark – Let Steve know that he no longer needs to speak but is welcome to attend the event, birdhouses and saplings.
7. To order: clinometer supplies, placemats, name tags, native seed packets, cookies, sapling decorations.
  - a. Any items that need ordered should be sent to Kasey so the city can order them directly.

**Next Meeting: 3/18 at 9:00AM at Bill's House**

Employee and Community Relations Committee  
February 19, 2026

Meeting called to order at 3:30pm.

Roll call: Kurt, Poeppelmeier, Sund

Also in attendance: Jennifer Harkey, Finance Director; Alan Lehenbauer, Law Director; Matt Griggs, Public Safety Director; Nancy Gagnet, Public Information Officer; Kasey Van Wormer, Municipal Clerk; Chelsea Ziss, Mayor; Brittany Roof, Human Resource Manager, Josh Sprow, Police Chief, Amy Clocksin, Administrative Assistant, Isiah Gonzalez and Rosemarie Barciz, Council Members, and residents John Sayre and Sarah Mokri.

Council President Sund commenced the meeting with the purpose of the Employee and Community Relations Committee. The first topic reviewed was the desire for a wage audit, reflecting on other comparable municipalities who conducted both bargaining and non-bargaining unit audits. Each study is estimated at \$13k-15k to complete.

The next item of discussion was an update of SeeClickFix from Nancy Gagnet, an application coming to the City via Civic Plus, designed to simplify reporting from residents. It should be ready to present to the public within the next month or two following training prior to launch.

Moving forward on the agenda was discussion of additional hiring for the Service department with the intention of taking back mowing for city properties. Equipment is being readied now as lists of needs are compiled to start bidding on other areas. The goal is to take back parks now but contract out for Anthony Wayne Trail. Explored possibility of laborers and part time/seasonal workers as well as possible planting of prairies in applicable locations, noting this to be a transition year.

The final item was discussion of hiring a new City Administrator. There will be one more recruitment push and we will begin to interview candidates. Packets and questionnaires will be sent to applicants. ECR committee will lead the process with participation to include a 3-person citizen selection committee and the Mayor with the final recommendation to Council. Will post direction for citizen participation on the Maumee website. Will also develop an employee committee to gain input from Directors, Chiefs, and staff.

Mr. Poeppelmeier moved to recommend for the administrator selection committee the three Council members on the ECR committee, three citizens to be selected, and the mayor as well as the staff leadership panel to include the Directors and Chiefs. Mr. Kurt seconded the motion. All in favor so the motion carried.

Mr. Poeppelmeier moved to review the job description and administrator ordinance for the City Administrator. Mr. Sund seconded the motion. All in favor so the motion carried.

Mr. Poeppelmeier moved to recommend a wage audit for both bargaining and non-bargaining units. Mr. Kurt seconded the motion. All in favor so the motion carried.

Sara Eiden concluded the meeting by requesting benefits package review and consideration for parental leave as currently, Maumee does not have policies that include parental leave compensation or return to work policies. Mr. Sund made a motion to adjourn at 4:07 pm, Mr. Poeppelmeier seconded the motion. All in favor, so adjourned.

Public Service Committee Meeting  
February 19, 2026

Meeting called to order at 4:30pm.

Roll call: Barciz, Barrow, Huyghe.

Also in attendance: Jennifer Harkey, Finance Director; Alan Lehenbauer, Law Director; Matt Griggs, Public Safety Director; Nancy Gagnet, Public Information Officer; Kasey Van Wormer, Municipal Clerk; Chelsea Ziss, Mayor; Matt Miles, Capital Projects Manager; Isiah Gonzalez, Council Member; John Sayre, Sarah Mokri, residents.

Mr. Griggs began the meeting by explaining the drainage issue with the proposed median in the ODOT project. Reviewed the three options to consider, noting that the proposed median (raised) would have increased costs but would be the best option for safety and longevity. Chris Waterfield from ODOT further explained the options as well as the background of the ODOT grant/pilot project. He further explained the goal is to build something that feels uncomfortable to drive over 25 in order to improve walkability and safety. Mr. Waterfield continued describing the project and their intent to overdesign the area and present options to the City, piecing out each cost to determine how much the City wants to spend (or not).

Mr. Huyghe expressed his concerns with the project and fears of how much it could cost the City down the road. Mrs. Harkey added the funding sources should the City decide to contribute to the project. Waterflow and safety were also discussed concerning the median options.

Mr. Barrow moved to approve the option #1 for design, Mr. Huyghe seconded the motion. All in favor so the motion carried.

Mr. Huyghe made a motion to adjourn at 5:08pm, Mr. Barrow seconded the motion. All in favor, so adjourned.

The Charter Review Advisory Commission was called to order on Thursday, February 19, 2026 at 5:30pm. Present were commission members Gretchen Fayerweather, Allison Fiscus, Karla Lewis, and John Sayre; Law Director Alan Lehenbauer, Municipal Clerk Kasey Van Wormer, PIO Nancy Gagnet.

Mrs. Fayerweather moved to approve the meeting minutes from 2.5.26, Mr. Sayre seconded the motion. All in favor, so the motion carried.

The commission proceeded to review the proposed changes presented by Mr. Lehenbauer.

Mrs. Fiscus moved to adopt the report of the Charter Review Commission with ordinance and proposed changes and present to Council. Mrs. Lewis seconded the motion. All in favor so the motion carried.

Mr. Sayre moved to adjourn at 5:34 pm. Ms. Fayerweather seconded the motion. All in favor, so adjourned.

# Maumee Environmental & Tree Advisory Commission Meeting

2026 02-23, 5:00PM

## Present Commission Members

Bill Buri  
Jaimie Deye  
Steve Emerine  
Isiah Gonzalez  
Jodi Haney (on phone)  
Mark Irmen  
Linda Lucas  
Margo Puffenberger  
Dave Ross  
Rob Schuster  
Scott Sund

## Present City Staff

Nancy Gagnet  
Matt Griggs

## Present Community Members

Maddie Harris  
John Sayre  
Kathy Schneider  
Jesse Stock

Minutes taken by Jaimie Deye.

Meeting opened at 5:05PM

1. Minutes of 1/22/2026 Meeting
  1. Isiah made a motion to approve the January minutes, Scott seconded. Approved unanimously.
2. Elect chair & secretary
  1. Mayor Ziss wants all commissions to elect a chair and secretary.
  2. Isiah nominated Margo for Chair, Jaimie seconded. Called roll. Passed unanimously.
  3. Bill Buri nominated Jaimie for secretary, Margo seconded. Called roll. Passed unanimously.
3. Old Business
  1. Tree City USA Awards Event Update
    1. Met on 2/18. We got some clarifications from Bill about the Elks Club. It seems like they will be able to provide reusable dishes and utensils for the event. Still waiting on Vegan/Gluten free meal options. Received updated quote.
    2. Margo met with someone in Finance. They have a machine that will fold and stuff the invitations. Envelopes are ordered. Stephanie will provide mailing list. Invitations have been sent out digitally via Stephanie's email newsletter.
    3. Need to get an idea of how many people from Maumee will be attending (commissioners, council, Nancy, Jennifer, Matt Griggs, etc.). We reserved space for 25, but that number is somewhat flexible.
  2. ETAC Tree Ordinance Update
    1. Alan is coordinating shifting several sections from the tree ordinance to the zoning code, where they make more sense to be located. Both ordinances need to go to council for approval at the same time, but the zoning code changes will need to go

## Maumee Environmental & Tree Advisory Commission Meeting

2026 02-23, 5:00PM

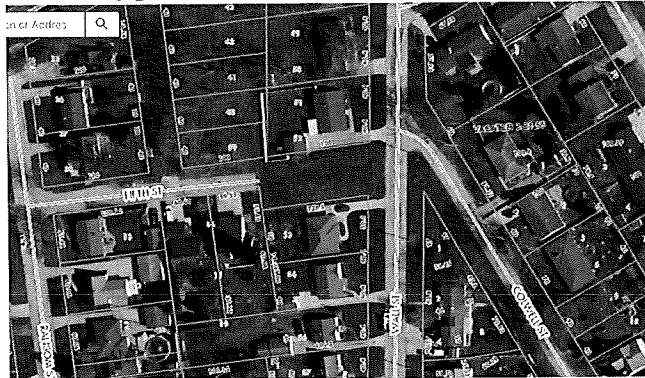
to Municipal Planning Commission first. We are hoping to review the changes at the next meeting to recommend to council.

3. Street Tree Design Plan excel sheet
  1. Margo, Jaimie, Mark, Rob, and Bill each have a section they are working on. Any rows with questions should be highlighted so we can ask all questions to our ODNR rep at the same time.
4. ETAC Educational Events check in
  1. Rob had a presentation at the library on February 3 at 6PM about how climate change is impacting our area and steps we can take from an individual level up to the federal level to help. The presentation went well.
  2. Bill presented the Street Tree Design Plan on February 19 at 6pm at the Maumee Indoor Theater. We had to change location at the last minute, but there was still good turnout and an engaged audience. Some people were upset about trees that were planted in less than ideal locations 2+ years ago and we explained that the plan should keep that from happening in the future.
  3. March 11 at library – Spotted Lanternfly Traps, Tree of Heaven (Mark, teaming up with Phil Kirk and Rotary)
  4. April 21 – Rain Garden (Linda)
  5. May – Bike Safety (Margo + Nancy) at Maumee Indoor Theater
    1. Someone from Main Library reached out about hosting a documentary about Bike Safety at the theater. Nancy is meeting with Nicole about having a Q+A after the documentary.
  6. June – Mosquito dunk bucket making, Mosquito Mapping (Jodi + Margo) at Library
    1. Bucket decorating and Homegrown National Park mosquito sign
  7. July – Nature’s Nursery (Rob)
  8. August – Green Infrastructure (Jaimie)
    1. Landscaping, rain gardens, appreciating in value unlike other infrastructure, etc.
  9. September – Active Transportation Plan (Jaimie)
  10. October – Jane Goodall documentary? (1 year anniversary of her death)
    1. Still waiting to hear back about permission to stream at Maumee Indoor.
  11. November – Dark Sky Initiative. Currently most contacts are in Dayton, so it may be a webinar, but they’re hoping by November they might have someone more local.
  12. December – Lucas County Soil vermicomposting event?
    1. Linda will look into yard wilding – perhaps connect with Oak Openings for webinars they’ve done in the past. We could screen a past one at Maumee Indoor Theater.
  13. REMINDER: the library only accepts reservations 60 days in advance. Make sure to schedule your event as soon as possible during that window. Review the document in your binder about what information needs to be sent to Margo and Nancy so the flyer and press release can be put together.
5. Arbor Day Observance – ideas
  1. We reviewed the two sites previously discussed, but it was suggested that we instead continue with the second phase of the Miyawaki Forest planting from Earth Day 2025. Bill said The Anderson is interested in participating and donating again this year, so he’ll verify it’s okay to do it for Arbor Day instead of Earth Day. Otherwise we can hold back a few trees to plant on Arbor Day.
  2. How to get more residents involved?
    1. Poetry/art contest for both students and adults?
    2. Annual award to citizen with native landscaping?

## Maumee Environmental & Tree Advisory Commission Meeting

2026 02-23, 5:00PM

3. Annual award to someone who has made a significant contribution in the past year?
4. Tree of the year award?
5. Informational handout materials?
  1. Could also give out free tree seedlings.
3. 5<sup>th</sup> and Wall Street, South of the Trail – there is a city-owned field
  1. This might instead be a good location for a pocket park or for more community gardens.



6. Invasive Removal Planning
  1. No update yet on grant.
4. New Business
  1. Urban Forestry Management Plan / Strategic Plan
    1. Pushing back to March.
    2. Rob said he meant some people from Sylvania's Tree Commission. They want to learn from Maumee and do more of the things that we're doing. Rob is going to share some of the information about this with them.
      1. Discussed the possibility of sharing information and opportunities with other Tree Commissions in the future.
  2. Budget Template
    1. Bill will go through his files and look at how many trees were planted in the last 2-3 years so we can see how many need watered/mulched.
      1. Mulching is important because it keeps water in the ground and it protects the trees from lawn mowers and weed whips.
    2. New Trees - In 2026 the only new trees will be replacement of removed trees and a limited number of resident requests, in addition to Arbor Day. We need to set a cap for resident requests, which we think residents will support. But the priority is replacement of removed trees to make sure Maumee is planting more than we take out. This is important.
    3. We have money in the budget (\$36,000) for reforestation of Rolf Park from the developer for Redwood. There is also \$20,000 from Savage for city trees, which could potentially go towards residential requests.
    4. There is \$50K set aside for tree removal and \$50K set aside for mature tree pruning.
    5. Jennifer said there is money in the budget for Commissioners to attend the NW Ohio Urban Forestry Conference in the fall.
    6. We spend minimal amounts on our monthly educational events.
  3. 2026 Schedule
  4. Existing Trees
    1. ODNR recommends providing tools that volunteers can use - pole pruners, hand saws, loppers, gloves - that can be kept at the city for volunteer days.

## Maumee Environmental & Tree Advisory Commission Meeting

2026 02-23, 5:00PM

2. Matt shared that the city is looking to hire more people to help take care of the trees we already have.
3. Can we organize volunteer days for people who have gone through Young Tree Training courses?
  1. Contact Haley about scheduling a volunteer day this March, potentially in the early evening so more volunteers can attend, as long as it's light enough to see.
4. Start a list of trees that need: 1) mulched, 2) protection 3) removed.
5. Chief Sprow is working on a new prairie at the police/fire training area. There are large grassy areas that must be mowed, which is expensive.
6. Flower boxes along Detroit, at the bike path – is there a plan for them? There were many complaints last year about the weeds
  1. Matt has some quotes to finish the irrigation and do some plantings. He'll have to check to see what the amount was and if there's anywhere in the budget to cover it.
7. Wild Ones Webinars
  1. ['From Wasteland to Wonder'](#) with Basil Camu. Highly recommend watching.
    1. Learn how small shifts in how we care for trees, soil, and land can restore life, reduce effort, and create healthier suburban and urban landscapes

Dave moved to adjourn, Scott seconded.

Meeting adjourned at 6:27PM

### ACTION ITEMS:

1. Maintain separate lists for trees that need mulched, trees that need protection, and dead trees. These will be live documents shared with city staff so Commission members can add trees and city staff can mark off what has been done.
2. Work on recommendations for Urban Forestry Management Plan.
3. Schedule a meeting in March with Matt Griggs to review the schedule.
4. Schedule a volunteer Young Tree Training evening with Haley for March.

**Next ETAC Meeting – March 23, 5:00PM**

# City of Maumee DEPARTMENTAL REPORT

**MEMO TO:** City Council

**FROM:** Tori Penn, Projects Supervisor

**DATE:** March 2, 2026

**RECOMMENDATION:** Authorize the Mayor to enter into a contract with Helms & Sons Excavating, Inc. in the amount of \$882,204.88 for the 2026 Pavement Paving Program.

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## SUMMARY

Authorize a contract with Helms & Sons Excavating, Inc. to perform pavement improvements to Broadway Street between Ford Street and Cass Street and River Road between Michigan Avenue and the Ohio Turnpike. This includes resurfacing, ADA compliance related sidewalk crossings and a Rectangular Rapid Flashing Beacon (RRFB) at Michigan Avenue and River Road.

## BUDGETARY CONSIDERATIONS

The Pavement Paving Project was budgeted with the 2026 Street Maintenance Fund.

## HISTORY, BACKGROUND and DISCUSSION of the ISSUE

The Broadway Street/River Road corridor is a major collector route for the residents of Maumee residing east of Ford Street and South of the Anthony Wayne Trail. These streets have required increasing maintenance and repair over the past several years and were chosen as the primary focus of the 2026 Pavement Paving Program. As always, the primary goal of the program is to resurface the streets to extend the lifespan of the pavement. In addition to the chosen pavement treatment and upgrading all pedestrian crossings to meet current ADA standards.

In February 2026, a request for bids was published per City guidelines and five primary paving companies requested plan sets. The bid opening was held February 17, 2026, with five bids submitted. All bids were found to be responsive and were within 10% of the engineer's estimate. After review, it is the recommendation of this office that the contract be awarded to Helms & Sons Excavating, Inc.

## POSITIONS

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

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**NOTICE OF AWARD**

TO: Helms & Sons Excavating, Inc.  
1753 Lima Avenue  
Findlay, OH 45840  
\_\_\_\_\_

Project Description:

**CITY OF MAUMEE – 2026 PAVEMENT PAVING PROGRAM**

The OWNER has considered the BID submitted by you for the above-described WORK in response to its request for Bids and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of  
\$ 882,204.88.

You are required by the Information for Bidders to execute the Agreement and furnish the certificates of insurance within ten (10) calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said certificates within ten (10) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**CITY OF MAUMEE (Owner)**

By \_\_\_\_\_

Title \_\_\_\_\_





**PRE-TABULATION FORM**

CLIENT: City of Maumee

BIDS RECEIVED: 2/17/2026

PROJECT: 2026 Pavement Paving Program

ENGINEER'S ESTIMATE: \$1,093,405.70

ADDENDA: Addendum No.1

	BIDDERS	BOND COMPANY NAME OR CERTIFIED CHECK	BID PRICE	CALENDAR DAYS
1	Crestline Paving & Excavating	SwissRe Corporate Solutions America Insurance Company	\$ 978,437.36	
2	Gerken Paving, Inc.	Ohio Farmers Insurance Company	\$ 1,131,317.59	
3	Helms & Sons Excavating, Inc.	Ohio Farmers Insurance Company	\$ 882,204.88	
4	Henry W Bergman, Inc.	Western Surety Company	\$ 957,991.22	
5	The Shelly Company	Liberty Mutual Insurance Company	\$ 930,701.83	
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February 26, 2026

To Mayor Ziss and Members of the Maumee City Council,

Heartbeat of Toledo respectfully requests approval for temporary road closures in support of the Heartbeat of Toledo 5K run/1 mile walk "Diaper Dash", scheduled for Saturday, August 1, 2026, with 8:30am start time.

The purpose of this event is to bring awareness to our uptown Maumee classroom and boutique located at 204 W. Wayne St. Suite 212, and to collect donations of diapers and wipes for our clients.

#### Proposed Road Closures

We are requesting temporary closures along the course within Maumee:

- Allen St, from W Dudley St through W Broadway St: 7:30am-10:00am (Start/Finish Line)
- W Wayne St, from East of Allen St, to Ford St (will open up side streets Cass, Kingsbury, Rosamond, and Duane as the last runner or walker passes)
- W Wayne continuing west until Old Trail Road, with the running path turnaround at approx halfway down Old Trail Road
- Ford St, north of Wayne St.
- W Broadway, east of Ford St to east of Allen St
- W Harrison St at Conant St & W Harrison and Allen St

A detailed course map is attached for your review.

#### Timeframe

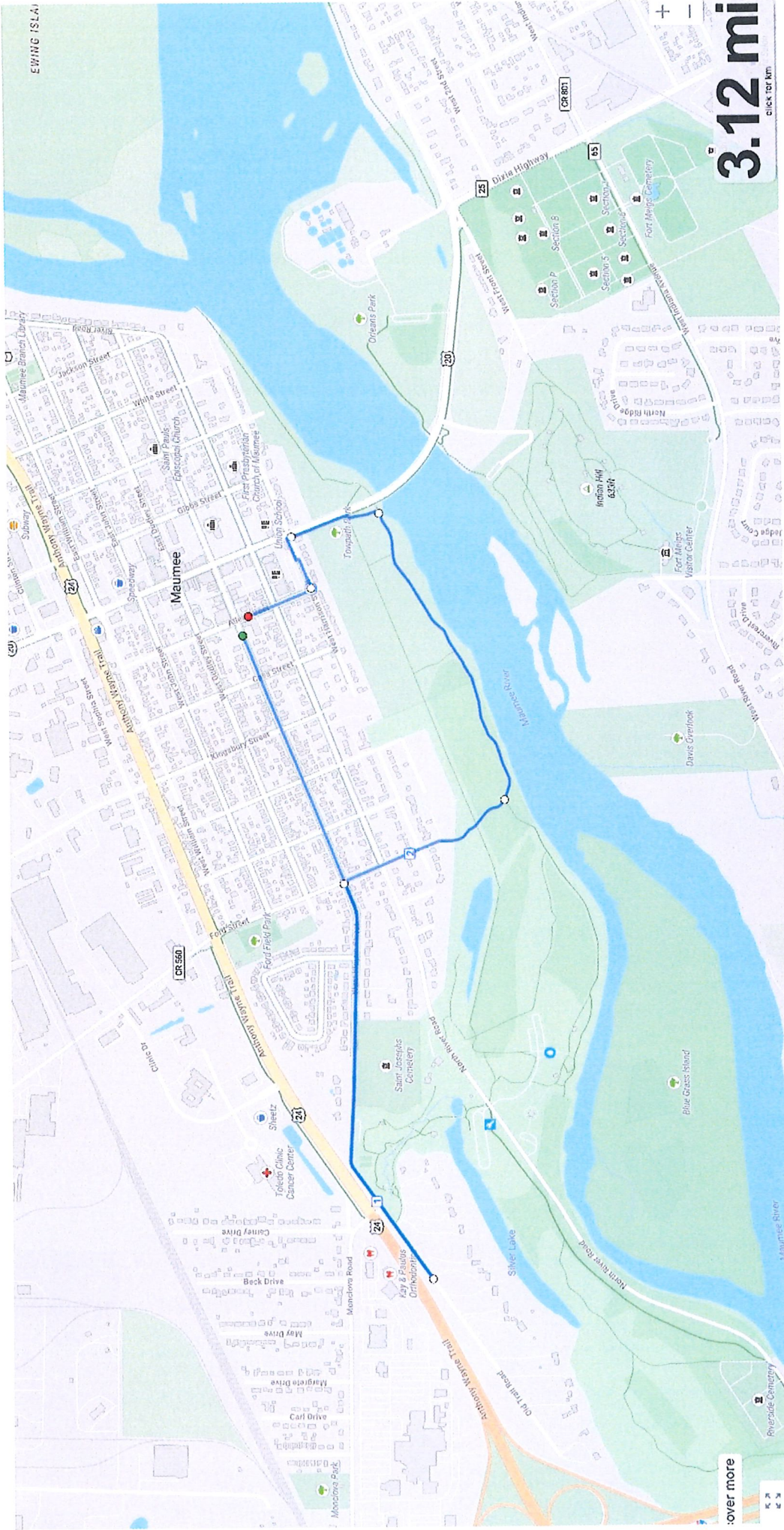
- Roadblocks would be set up by 7:30am
- The road should be fully clear of runners by 10:00 AM. If there are any runners who have not crossed the finish line by 9:45am, they will be asked to move to the sidewalk to complete the race.

The objective is to implement a rolling reopening of roadways. Intersections and residential access points will reopen immediately after the final participant passes. I have met with Chief Sprow, and he has given his approval for the course. I will continue to work with him for needs leading up to the event.

We appreciate your consideration of this request and look forward to building our relationship with the City of Maumee.

Sincerely,  
Ellen Huntebrinker  
Race Director for Diaper Dash/Heartbeat of Toledo  
ehuntebrinker@heartbeatoftoledo.org  
419-618-9571





EWING ISLAND

3.12 mi  
click for km

over more



## **Fund Balance Reserve Policy**

Establishing a policy for minimum unreserved, available fund balance for all major funds is an important tool to mitigate current or future revenue shortfalls and unanticipated expenditures. This policy allows the City to establish thresholds that support informed decision-making, improve forecasting, and enable proactive planning for new revenue sources or expenditure reductions.

There are several mechanisms to ensure fund balances are maintained, including the use of a separate General Reserve or Emergency Reserve Fund, or through line-item appropriations. At this time, the City will maintain minimum available fund balances through the annual budget process. The processes and thresholds described below will be evaluated periodically based on risk assessments and changing economic conditions.

### **General Fund**

The Government Finance Officers Association (GFOA) recommends, at a minimum, an unreserved fund balance in the General Fund of no less than two months of regular General Fund operating revenues or expenditures.

The City's primary General Fund revenue source is Income Tax A. As such, the City considers the General Fund and Income Tax A collectively as its General Fund for fund balance purposes. The General Fund supports major City services, including Police, Fire, and Public Service. Given the critical nature of these services, the City has established a minimum unreserved fund balance equal to six months, or 50 percent, of General Fund operating expenditures. This minimum applies after consideration of estimated revenues and budgeted appropriations.

### **Special Revenue Funds**

The minimum unreserved fund balance for Special Revenue Funds is equal to two months of operating expenditures (if applicable), plus anticipated capital project costs or other obligations. Depending on the purpose of the fund, unreserved fund balances may accumulate in anticipation of future projects or commitments.

### **Income Tax B Fund**

The minimum unreserved fund balance for the Income Tax B Fund is two months of operating expenditures, plus anticipated capital project costs or other obligations. The unreserved fund balance may accumulate in anticipation of future projects.

### **Water Funds**

Water user fees support operating, debt, and capital activities.

- **Water Operating Fund:** The minimum unrestricted fund balance is three months of operating expenditures.
- **Water Debt and Water Capital Funds:** Minimum fund balances are maintained at amounts necessary to meet current, future, or anticipated obligations.

### **Sewer Funds**

Sewer user fees support operating, debt, and capital activities.

- **Sewer Operating Fund:** The minimum unrestricted fund balance is four months of operating expenditures due to the scale and ongoing nature of the Sanitary Sewer Remediation Program.
- **Sewer Debt and Sewer Capital Funds:** Minimum fund balances are maintained at amounts necessary to meet current, future, or anticipated obligations. For the Sewer Debt Fund, it is necessary to build substantial reserves in anticipation of future debt obligations.

### **Health Insurance Fund – Self Insured**

The minimum unreserved fund balance is set at 100 percent of the estimated claims for the subsequent fiscal year. The fund balance is reviewed annually. Transfers from the General Fund may be required if claims exceed available fund balance. Conversely, if claims decrease and a significant fund balance accumulates, premium calculations and departmental cost allocations will be evaluated.

## **Grant Policy**

The city shall maintain a grant policy to ensure effective grant management as it pertains to identification and application of grants, strategic alignment, funding analysis, evaluation of renewals or grant continuation, and administrative and operational support.

Grants are defined as funding provided by another governmental agency, private foundations or other entity for the purpose of creating or enhancing public goods or services through specific programming or training, development or construction of building and lands, or purchase and installation of equipment.

Grants must be included in the city revenue and appropriation budget regardless of funding percentage or amount. If a grant is awarded prior to the adoption of the budget, it will be included as such, otherwise, a budget amendment may be required.

If multiple departments wish to apply for the same grant, prioritization will be reviewed and approved by Mayor, City Administrator and Finance Director.

### **Identification and Application**

Prior to submitting a grant application, departments shall prepare and submit a summary of the grant to the Mayor, City Administrator, and Finance Director that includes the following:

- Narrative of the grant purpose including alignment with strategic goals
- Grant funding source
- Total grant requested
- Required match funding if application
- Identify new and/or ongoing operational costs if applicable (including grant funded personnel costs, asset maintenance, etc.)
- Award Date
- Completion Date
- Cost benefit analysis of managing the grant
- What are the compliance and record keeping requirements?

Approval of grants up to \$75,000 may be authorized by the mayor or designee, all others will require Council authorization or less if required by Grant.

### **Renewal or Grant Continuation**

Prior to the renewal of an ongoing grant, an evaluation shall be completed and provided to the Mayor, City Administrator, and Finance Director. The evaluation shall include a summary of outcomes, if they were achieved and an analysis of total costs and benefits of the grant.

### **Administrative and operational support**

Management of grants is a shared responsibility between the respective department and Finance department for the purposes of monitoring and record keeping compliance. All grant expenses must comply with the terms set forth in the grant application, grant award letter, city procurement policies, capital asset policy, competitive bidding requirements and contract ordinances.

A designated fund, or grant project code will be assigned as needed, dependent upon the grant requirements.

Capital assets are tracked through the fixed asset system and, if a grant has purchased a capital asset, this will be noted in the fixed asset system.

### **Audit requirements**

The city is required to provide a schedule of expenditures of Federal Awards, a federal single audit may be required and will be completed by external auditors if requirements met.

### **Record Retention**

Grant records will be maintained according to the record retention policy.



## Procurement 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 dollars. The necessity of overall purchasing is evaluated continually to ensure the 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 respective departments. Purchase Orders (certificate of fiscal officer) are required for all materials, supplies, and 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 line item 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 processes and to create an encumbrance which helps to manage the departmental budget.

Invoice approval is routed electronically from accounts payable to the purchaser. The purchaser should confirm the correct purchase order has been assigned to the invoice, and goods or services are received prior to authorizing payment of the invoice. The automation of our accounts payable process allows for a more efficient payables process. Payments are generally issued every week, however a minimum processing time of every two-weeks is the standard. Electronic payment is the preferred method of payment. All requests for electronic payment are independently verified by accounts payable prior to submitting pre-note authorization requests.

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

### 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
- 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 the Finance Office immediately if this situation occurs
- Greater than \$3,000 requires legislative approval within 30 days of purchase receipt of invoice

**Purchase Order/Change Order Not Required:**

- Purchases under \$50 do not require a requisition or purchase order.
- 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;; 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.
- The use of purchase orders are encouraged, regardless of exemptions above to assist in budgeting And efficiency of accounts payable process.

**Appropriations, Contract Authority, Change Orders, 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
- The City Administrator, Department Directors or Mayor when the City Administrator is unavailable, shall be authorized to execute and enter into contracts, leases, licenses and purchase agreements involving the furnishing of equipment, services, supplies or materials to the City, for the construction of public improvements for the City, for operations of the City of Maumee up to \$75,000.
- Contracts and/or agreements in excess of \$25,000, shall be provided by the signatory prior to the first regularly scheduled City Council meeting each month or within 30 days after receipt of the fully

executed contract or purchase agreements, whichever is later. A short summary of the contract may be provided to Council in lieu of the fully executed contract.

- The Mayor, City Administrator or Public Service Director, are authorized to execute amendments and/or change orders to contracts which have already been duly authorized by Council and executed.
- If the amendment, or change order, involves the additional expenditure of funds that are in excess of \$100,000 per amendment or change order, or which collectively for that contract exceeds the lower of 20% of the approved contract amount or \$500,000, Council shall approve such amendment or change order.
- For all change orders or amendments that exceed the amount described previously, the contractor may not commence additional work or provide materials or supplies until authorized by Council.
- Under both thresholds, the signed change order, with a summarized tally of change orders, must be attached to change order request in the finance system. A change order is defined as an amendment to a previously agreed-upon contract resulting in a change in scope of work, the need for additional materials, additional cost and/or modification of the timeline for completion of the project or a portion thereof.
- Purchase orders are required when a contract is fully executed by both parties. If a contract states a start date in the following budget year, a purchase order will then be generated in the following budget year, given legislative or administrative 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.

## Private Property

- An employee of the City shall not authorize work to be performed on private property for the sole benefit of a private property owner while the contractor is performing work in relation to a city project
  - o Except work which is necessary to restore property to its pre-loss condition or better, or pre-loss function or better, during city projects in which real or personal property may be damaged or other work specifically authorized by City Council.
  - o This provision shall not apply to work being performed to replace, repair, or reline sewer laterals or for other work as required by the consent decree to eliminate clean water connections.
- The contractor may perform additional work for the property owner on private property once there is a separate agreement between the property owner and contractor.

## Quotes:

Two informal quotes may be requested for the purchase of services, goods, equipment, supplies, and materials that exceed \$10,000 and are exempt from competitive bidding requirements, depending on the purchase.

For the purchase of services, goods, equipment, supplies, and materials that exceed \$10,000 and are exempt from competitive bidding requirements, multiple quotes are encouraged and may be requested,

depending on the purchase. The use of Sourcewell, Ohio DAS or other cooperative purchasing source may be referenced as a quote. Departments are encouraged to obtain quotes prior to the budget year to support accurate budget development. When available, quotes should be submitted with purchase requisitions.

### **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 or social media; in newspaper of general circulation within the City of Maumee for a period of **two** weeks, but not more than **four**
- 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 bids shall be retained in accordance with Record Retention policies.

### **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). Please note, the exemption through cooperative purchasing does not apply to construction projects, but does apply to the purchase and installation of equipment.
- 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> OR
  - Omni
  - Indicate contract number if using cooperative purchasing
- 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

### 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.

### 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.

### 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.

### Sales Tax

The City of Maumee, an Ohio municipality, is exempt from all City and State of Ohio sales tax and Federal excise taxes. Pursuant to Auditor of State Bulletin 2025-13:

- **Sales tax exemption applies to the City itself**, not directly to **employees or officials acting on its behalf** unless the purchase is clearly made in the name of the City
- When an employee uses their **personal credit card or checking account** to purchase goods or services on behalf of the tax-exempt public office:
  - They **must pay the applicable Ohio sales tax** at the time of purchase
  - The City will **reimburse the employee** for qualifying purchases, **including sales tax up to \$10 per occurrence**, but the exemption certificate cannot be used by the employee personally.
- Exemption certificates are available at the Finance Department for authorized purchasers to use under the guidelines outlined above.
- Any purchase with sales tax included on the invoice will have the sales tax deducted when payment is made and corrected with the vendor

### Hotel Excise Tax

The employee/supervisor reserving the room is responsible for providing the correct forms when making the reservation/or checking in and is required to 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.

\*Refer to Ordinance 30-2025 for additional details regarding competitive bidding, contract authority and change orders

~~Ord. 29-23 (amended under consent on 03.18.24 item H)~~



## **Vehicle Management and Replacement Policy**

The City of Maumee maintains a large fleet of vehicles and heavy equipment, across all departments. This policy establishes guidelines for the maintenance and replacement cycle for each vehicle type, which ensures the dependability and reliability of vehicles available, allowing staff to provide essential city services. This policy will also be used as a reference for the ongoing development of the Capital Improvement Plant (CIP). For the remainder of this policy, the term “Vehicle” will be used to reference sedans, SUVs, pick-up trucks, and heavy equipment such as Fire Trucks, Dump Trucks, Excavators, Front End Loaders, Back Hoes, Graders, Pavers, Street Sweepers, etc.

Many factors are considered in the development of this policy include use, age, miles or hours of the vehicle as well as operator safety, maintenance costs, fuel efficiency, and resale value.

### **Financing**

It is the goal of the city to purchase vehicles using pay-as-you-go method of financing. There may be some instances where loan financing is sought to purchase heavy equipment. At this time, leasing is not considered a fiscally responsible option due to replacement cycles, resale values, terms, aftermarket costs and staff time to place vehicles into service. There are benefits and disadvantages to each option of the three financing options and the city will continue to analyze as market conditions and financial resources dictate.

### **Preventative Maintenance**

Supervisors are responsible for maintaining preventative maintenance schedules and logs on all vehicles. Large equipment maintenance is managed through our Public Service department, with the exception of Fire apparatus, while sedans, SUVs and pick-up trucks are serviced at local service garages.

### **Operator Responsibility**

Please see Employee Handbook regarding Vehicle Operation. Additionally, it is expected that vehicles are to be kept clean and in presentable condition, both internally and externally.

### **Idling**

Vehicles should only remain idling when necessary to perform tasks. Idling vehicles create opportunities for theft, health and safety risks, wear and tear, wasted fuel, and reduction of fuel economy.

Exceptions to idling include extreme cold or heat in which operating heat or air conditioning is necessary for personal safety; diesel engines; to power hydraulic, mechanical or electrical components, or to

maintain visibility for safety. Public Safety vehicles in general may remain idling due to the need for equipment synchronization, or emergency responses, but should never remain idling for long periods of time while at the station completing administrative tasks.

Vehicles may be equipped with a system designed to detect idling time, location, driving habits and other information. Data will be retained as indicated on Record Retention Policy.

## EV and Hybrid Vehicles

EV and Hybrid vehicles are considered for light-duty vehicles such as sedans, half-ton pickup trucks, vans and SUVs. Operational conditions such as use, and practicality of charging are considered for each department. Economic considerations such as the total cost of ownership of an EV compared to the total cost of ownership for a combustion engine vehicle are included when evaluating the overall benefit.

## General

When considering vehicle replacement, all components, such as tools, toolbox, computer, communication equipment, safety lights, graphics must also be included in the cost. Please note, large equipment may be retained for additional use as a secondary or backup unit.

The policy and replacement cycle were developed through review of best practices. Replacement cycles will be reviewed periodically to analyze maintenance and repairs costs, resale value, fuel efficiency and may be advanced in case excessive repairs, or process and staffing changes, or extended if necessary. Ultimately, analysis, forecasting and availability of financial resources will dictate replacement.

## Replacement Cycle

Vehicle Type	Years and/or equivalent hours
Police Interceptors	4
Police Unmarked	8
Ambulance	10
Fire pumper/ladder	20
Sedan/SUV/Pick-ups/Van	8
Dump trucks	12
Vactor/Street Sweeper/Excavator/Large Equipment	12



## Capital Asset Planning and Management Policy

This policy establishes best practices for capital asset and infrastructure projects, and ensures the City's compliance with GASB 34 regarding capital assets. It will effectively aid in managing, evaluating and replacing existing capital assets, and capital project planning. Capital planning includes consideration for economic development, workflow needs, and process developments and improvements. The City considers fiscal capacity and operational impacts when assessing and prioritizing capital needs.

This policy is also an integral part of the ongoing Capital Improvement Plan (CIP). The CIP includes proposed asset replacements, new assets, and projects for a minimum of ten years for governmental assets and up to thirty years for Water and Sewer assets.

To assist in the ongoing development of the CIP, department supervisors request new assets and project proposals to the Finance office as soon as information is gathered. See Capital Asset/Project request form.

A listing of capital assets is maintained by the Finance Office, including annual deletions (see disposal policy) and additions. The asset database contains asset condition, category, department, function and physical location. Additionally, insurance and manufacturer information is maintained (if applicable). Annually, the asset list is provided to each respective department supervisor for review, conducting a physical inventory, affirming possession, and providing asset condition. For control purposes, assets below the capitalization threshold may be maintained as part of an annual physical inventory.

### Capital Asset

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~~
  - Assets with a cost of \$10,000 or more per item will be capitalized
- **Land will be capitalized regardless of cost**
- Improvement to existing assets may be capitalized if it extends the useful life, must meet capitalization thresholds above.
  - **Repairs and Maintenance which occur on a regular basis, are not considered capital**
- 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 requesting 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
- **Construction-in-Progress is not capitalized until completion of the project**
- Proceeds from the sale of an asset will be receipted into the fund it originated from per ORC 5705.10(F).
- **Assets purchased with federal or state grants may have asset management requirements that differ from this policy, in which case, the grant guidelines will supersede this policy. See Grant Policy for additional information.**
- Asset Disposal- See MCO 105.03 for more information
- **Asset Transfers - Department Supervisors must complete the Asset Transfer Form when an exchange of assets is beneficial between departments**

### **Funding Source**

- General government capital assets (police, service, parks, storm, administration, theater, etc.) are funded by Fund 663-IT-B.
- Enterprise Funds operate self-sufficiently, as such, capital items for those divisions are typically funded through user fees in the respective Capital Funds. **However, as need and evaluation of capital costs city-wide are evaluated, including long-range capital planning and forecasting, B Funds may be utilized**
- Special Revenue Funds capital expenditures are supported within the fund.
- 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.
- **There may be occasions in which capital projects are privately funded, assuming the city retains ownership, capitalization thresholds as set forth in this policy will be applied**
- **Regardless of grant or private funding, the capital item will be reflected in revenues and appropriations (if applicable)**

### **Depreciation Method**

- Depreciation is calculated using straight-line, half-year method over the life of the asset, less 3% salvage value for assets (excluding land, buildings and utility infrastructure)
- Depreciation expense is recorded for accrual purposes only
- Asset life is determined by historical information and best practices. Asset lives will be reviewed periodically as necessary. The list below is provided as a reference, and should not be considered a complete listing.

Please note, all changes are effective with assets purchased and placed in service on 1/1/25 or later, assets in service 12/31/24 or prior will not be revised.

**AMEND 230-2013**

## RESOLUTION 006 -2026

### RESOLUTION AMENDING RESOLUTION 002-2026 ACCEPTING THE PROPOSAL OF ARCHER ENERGY, LLC TO EXTEND AN AGREEMENT PROVIDING NATURAL GAS SUPPLIES THROUGH OPT-OUT AGGREGATION TO ELIGIBLE RESIDENTIAL AND SMALL BUSINESSES IN THE CITY OF MAUMEE; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Maumee is certified by the Public Utilities Commission of Ohio (PUCO) to provide Governmental Aggregation Services for its eligible residential and small businesses consuming natural gas through certification # 05-094G; and

WHEREAS, the City of Maumee aggregation services are governed by Chapter 4901:1-27 of the Ohio Administrative Code and section 4929.20 of the Ohio Revised Code; and

WHEREAS, the City of Maumee has historically worked cooperatively with other communities in Lucas and Northern Wood Counties as part of the Northwest Ohio Aggregation Coalition (NOAC); and

WHEREAS, through the efforts of the NOAC communities, participating residential and small business consumers have saved over \$180 million on their natural gas and electricity purchases since 2001; and

WHEREAS, NOAC's energy consulting company, Palmer Energy Company, Inc., issued a Request for Proposals for natural gas opt out aggregation services to various certified natural gas suppliers; and

WHEREAS, the NOAC communities determined that the best proposal offered was for 20 months from Archer Energy, LLC and recently determined that a 23-month extension of the agreement with Archer Energy would provide better rates for the citizens of Maumee; and

WHEREAS, the City of Maumee entered into a Master Service Agreement in March 2024 for the provision of natural gas opt out aggregation services; and

WHEREAS, the average savings for participants are expected to vary between about \$10 and \$30 over the term depending on weather and future discounts from Archer; and

WHEREAS Resolution 002-2026 needs to be amended to reflect the forgoing change as recommended by Palmer Energy.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MAUMEE, LUCAS COUNTY, OHIO:

SECTION 1. That the proposal of Archer Energy, LLC, 9777 Fairway Drive, Powell, OH 43065 to extend its agreement to provide natural gas opt-out aggregation services to participants in the City of Maumee up to 23 months is hereby accepted subject to final contract approval by the Law Director and recommendation on pricing from Palmer Energy.

SECTION 2. That no funds from the City of Maumee are required to operate this program for the citizens.

SECTION 3. That resolution 002-2026 is hereby amended to reflect the foregoing changes.

SECTION 4. It is found and determined that all formal actions of Council concerning or relating to the passage of this Resolution were adopted in an open meeting of the 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 of the Charter of the City of Maumee and the State of Ohio.

SECTION 5. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the citizens of the City of Maumee, Lucas County, Ohio, to allow for all members of NOAC to sign their energy agreement at the same time on March 10, 2026 and obtain the best price and shall be in full force and effect from and immediately after its passage and approval by the Mayor.

Motion to Declare an Emergency: Second:

Yeas: Nays:

Motion to Pass: Second:

Yeas: Nays:

Passed: March 2, 2026

\_\_\_\_\_  
Mayor Chelsea Ziss

ATTEST: \_\_\_\_\_  
Municipal Clerk

APPROVED: \_\_\_\_\_  
Alan Lehenbauer  
Law Director

RESOLUTION NO. 007-2026

A RESOLUTION DETERMINING THAT THE PETITION FOR THE CREATION OF THE TIMBERS TOWN CENTER COMMUNITY AUTHORITY COMPLIES WITH THE REQUIREMENTS OF OHIO REVISED CODE SECTION 349.03, FIXING THE TIME AND PLACE FOR A HEARING ON THE ESTABLISHMENT OF THE TIMBERS TOWN CENTER COMMUNITY AUTHORITY, AND DECLARING AN EMERGENCY.

WHEREAS, Timbers Town Center LTD, , an Ohio limited liability company and Capital Originations, LLC, an Ohio limited liability company have filed a petition (the "*Petition*") with the Municipal Clerk for the creation of the Timbers Town Center Community Authority (the "*Authority*"), pursuant to Ohio Revised Code Section 349.03, in order to facilitate redevelopment of the existing Shops at Fallen Timbers, including parking facilities, entertainment, recreational, and cultural venues, design amenities, utility improvements, landscaping and common area enhancements, and private roadways, bikeways and shared used paths; and other similar or related issues and other such incidental or accessory uses related thereto, on approximately ±90 acres of real property.

WHEREAS, upon the filing of the Petition, this Council, as the "organizational board of commissioners" as that term is defined in Ohio Revised Code Section 349.01(F), is required to determine whether the Petition is sufficient and complies with Ohio Revised Code Section 349.03(A) as to form and substance; and

WHEREAS, the City is the only "proximate community" for the Authority as that term is defined in Ohio Revised Code Section 349.01(M); and

WHEREAS, upon the determination of this Council that the Petition is sufficient and complies with the requirements of Ohio Revised Code Section 349.03(A) as to form and substance, this Council is required to fix the time and place of a hearing on the Petition for the establishment of the Authority, which time shall not be less than thirty (30) days, nor more than forty-five (45) days, after the filing date of the Petition;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Maumee, That:

**SECTION 1.**

This Council approves and ratifies the execution and submission of the Petition by the officers of the City and hereby determines that such Petition complies with the requirements of Ohio Revised Code Section 349.03 as to form and substance.

**SECTION 2.**

A hearing on the Petition to create the Authority shall be held commencing at 6:15 p.m. on April 6, 2026, at the Maumee Municipal Building (400 Conant Street).

