



**Agenda - City Council Meeting  
June 15, 2026  
6:15 PM - Council Meeting**

**1. Call to Order**

**2. Roll Call**

Kurt\_\_\_ Poepelmeier\_\_\_ Sund\_\_\_ Barciz\_\_\_ Barrow\_\_\_ Gonzalez\_\_\_ Huyghe\_\_\_

**3. Pledge of Allegiance**

**4. Petition and Communication**

- A. Parks and Recreation Commission Meeting minutes from 5.21.26
- B. Employee and Community Relations Committee Meeting minutes from 5.21.26
- C. Finance and Economic Development Committee Meeting minutes from 6.3.26.
- D. Building, Lands, and Recreation Meeting Minutes from 6.8.26

**5. Committee of the Whole**

**6. Citizen Comments**

For Agenda Items Only - 3-minute limit per person, 2 minute limit if more than 2 people have addressed the same subject, 15 minute maximum per subject.

**7. Adoption of Agenda**

**8. Approval of Meeting Minutes**

- A. Approve the regular meeting minutes of June 1, 2026.

**9. Consent Calendar**

- A. Recommendation from Chief of Police:  
Authorize closure of S. Detroit Ave. between Town Street and the Cul-de-sac for Maumee City School Summer Camp Bike Ride on Wednesday, June 24<sup>th</sup>, 2026, from 10am-11am. Maumee officers educate summer camp kids on bike safety during this event.
- B. Recommendation from Mayor:  
Confirm the appointment of Daniel Arnold to Law Director from Interim Law Director.
- C. Recommendation from Mayor:  
Confirm the appointment of Scott Kunzler to the position of Municipal Prosecutor of the city of Maumee at Step C, range 4 of the Management Wage Ordinance and approve the updated Municipal Prosecutor Job Description.

- D. Recommendation from Police Chief:  
Declare two 2022 Ford Police Utility Vehicles as surplus property and authorize their disposal through GovDeals online auction platform in accordance with City policies and procedures.

## **10. New Business**

- A. Recommendation from Finance Director:  
Approve Resolution 016-2026, a resolution declaring the necessity of lighting the streets and public ways.
- B. Recommendation from Finance and Economic Development Committee:  
Approve first reading of Ordinance 027-2026, an ordinance repealing and replacing Ordinance 010-2024 and Ordinance 012-2023, the Maumee Facade Loan/Grant Program.
- C. Recommendation from Law Director:  
Approve Resolution 016-2026, a resolution establishing the grounds for appeal and additional procedural rules for the review committee for the sewer remediation program and declaring an emergency.
- D. Recommendation from Public Service Director:  
Approve Ordinance 028-2026, an ordinance amending rates and fees including Ordinance 021-2026 and to adopt additional fees and adopt updated rates and fees and declaring an emergency.

## **11. Old Business**

- A. Recommendation from Charter Review Advisory Commission:  
Approve second reading of Ordinance 026-2026, an ordinance proposing and providing for the submission to the electors of the City of Maumee, Ohio, at the election on November 3, 2026, certain amendments to the Charter of the City of Maumee, Ohio, in accordance with the recommendations of The Charter Review Advisory Commission.

## **12. Mayor and Council Member Comments**

### **13. Citizen Comment**

3-minute limit per person, 2 minute limit if more than 2 people have addressed the same subject, 15 minute maximum per subject. For non-agenda topics.

### **14. Executive Session**

For the purpose of pending litigation and hiring personnel

### **15. Adjournment**

Maumee Parks and Recreation Commission  
Meeting Minutes  
May 21, 2026 - 4:30pm

Present Commission Members:

1. Karen Brebberman
2. Ashley Brown
3. Craig Gauger
4. John Kolbow
5. Abigail Schroeder
6. Anthony Tscherne
7. Isiah Gonzalez, City Council

Others present:

Jackie Miller, Elaine Abel, Peter Grosschedl, Brian Tomko, Jane Tomko, Andrew Bamford, Bill Buri, Paul Skaff, Sarah Mokri, Susan Heywood, Bob Savage, Kate Skaff, Mark Burket, Davis Vasquez, Sara Becker

Minutes taken by Ashley Brown

1. 4:30pm: Abigail Schroeder called to order the Maumee Parks and Recreation Commission meeting
  - a. Isiah Gonzalez motioned to approve the April 16th Maumee Parks and Recreation Commission meeting minutes
  - b. Anthony Tscherne seconded the motion
2. Public Comments
  - a. Elaine Able voiced concerns over vandalism at parks, cleanliness of Anderson Park's pavilion and restrooms, and also noted the absence of changing stations in park bathrooms
  - b. Andrew Bamford voiced concerns of disruption to wildlife if there were to be a disc golf course at the proposed location, parking, as well as increased noise. Proposed looking into a canoe launch at Towpath Park instead, or create better pedestrian access to Towpath Park from White Street
  - c. Peter Grosschedl requested guidance on how to look into rezoning the Lucas County Fairgrounds to allow camping. Peter cited neighboring homeowners approval of allowing camping at the Fairgrounds
  - d. Brian Tomko has concerns regarding the proposed disc golf course, citing parking burden on neighboring streets, wildlife, and flooding

- e. Jane Tomko reiterated previous comments regarding disc golf, and reinforced concerns for wildlife and flooding

Isaiah Gonzalez invited citizens to come to the Public Hearing for the disc golf course on June 8th at 4pm in the council chambers

### 3. Old Business

- a. The Maumee Fire Department is to provide an AED and an AED Locker to be installed at Rolf Park, ensuring access to the Maumee Soccer Club. Not yet installed.
  - Ashley Brown updated that the Northwest Ohio Youth Soccer League will also be providing an additional AED to Maumee Soccer Club
- b. Toledo Zoo contacted for guidance on installing prairie grass at Monclova Park along the railroad tracks, for a natural habitat and prairie installation
- c. Rolf Park Pool Parties will be brought back on Saturday and Sunday evenings.

Abigail Schroeder reviewed citizen feedback on what they would like to see at our parks. She cited many concerns over playground equipment, wanting more pickleball courts or updates to existing recreation spaces, interest in sand volleyball courts, interest in activities for people of all ages including our seniors, and concerns about accessibility to parks.

### 4. Park Audits

- a. Library Park, Audited by Abigail Schroeder:
  - Playground equipment needs to be replaced. Completed 20 year lifecycle approximately in 2010-2015
  - Tennis and basketball courts need to be maintained
  - Playground and tennis courts are not accessible according to ADA standards, with no sidewalks to directly get to the park
  - Bathrooms and water fountain is not operating
  - Top 3 Needs: Update playground equipment, repair tennis courts, accessible bathrooms and water fountains

Abigail Schroeder proposed cohesive Maumee City branded signage at each park, with icons to identify what amenities are available at each location

- b. Corey Street Boat Launch, Audited by Abigail Schroeder:
  - Road is in poor condition. Suggested repairing or even widening the road for boat or trailer parking
  - No street signage on River Road to let community know where it is

- Recommended a floating dock for kayak launching and safe place for boaters to board
  - Top 3 Needs: Road repair, floating dock, and signage
- c. Union Park, Audited by Abigail Schroeder:
- Park in great condition
  - Suggested more signage, including how to read the sundial
  - Lots of unused green space that could be better utilized with picnic tables
  - No seating or shade provided
  - Top 3 Needs: Signage, continue concrete pavement around the monument, and better utilization of green space
- d. Towpath Park, Audited by Craig Gauger:
- Graffitied signs need to be replaced
  - Many people observed utilizing the park, including wildlife
  - Confusion over what is city park and what is Metropark
  - Few areas need repairs from tire ruts in the grass
  - Top 3 Needs: Sign replacement, signs added where needed for clarification on property lines, and possibly more picnic tables
- e. Anderson Park, Audited by Karen Brebberman:
- Suggested better signage to indicate what and where it is
  - Fencing needs minor repairs
  - Generally clean and maintained well
  - Pavilion and grills could use some cleaning
  - No changing tables in bathrooms
  - 1 broken swing, otherwise playground equipment looked good
  - Trees near playground could be trimmed, and mulch needed
  - Suggestions for Pickleball Courts: general maintenance needed, fencing holes filled, whiteboard and paddle holders would be a good update, more trash cans, numbering the courts, adding sun screens and lighting
  - Program suggestion: More pickleball introduction clinics
  - Top 3 Needs: Pavilion and bathroom improvements, pickleball improvements, dirt line needs to be brought up to the same height as the ramp for playground use
- f. Fairfield Park, Audited by John Kolbow:
- Ice Rink, great idea but difficult to maintain and monitor conditions
  - Skate Park needs updated, graffiti present
  - Playground in fair condition and maintained, more mulch needed

- Safety Concerns over not being able to see in the dugouts from the street
  - Bathrooms open during Maumee Little League games; wall pushed in with water and dirt spilling inside. Other maintenance and update needs
  - Top 3 Needs: Skate Park updating, connect walking paths around the park, and bathroom updates
- g. Rolf Park, Audited by Ashley Brown:
- Soccer fields have poor drainage, suggested jetting the drains
  - Broken drainage pipes next to soccer fields
  - Soccer fields are balding and beginning to collapse
  - Some of the wooden sign posts at the soccer fields are rotting and/or leaning
  - Recommended pedestrian crossing signs from the walking path at the park entrance
  - Fencing broken in a few areas
  - Trip hazard in side walk in front of Soccer Field 4, recommended painting yellow for visibility until can be repaired
  - Easement from Cass Rd. to parking lot is an eye sore after being cleared out last year
  - Concession stand by Softball Fields A-D planned for tear down and rebuild. Concessions shut down by health department
  - Playground generally in good shape with just 1 broken section of barrier, and needing more mulch
  - Pavilion needs updates and repairs for rotting posts, broken and missing soffits, and possible roof leak
  - Suggestion of utilizing the employee parking lot next to the softball fields by adding a basketball hoop, as this lot seems to be larger than needed and not often full
  - No trash cans or benches around the walking path, and need more dog waste receptacles
  - Area of opportunity, add post markers around the walking path to indicate different loops to take for different distances to walk/run
- h. Eppstein Park, Audited by Isiah Gonzalez:
- Very difficult to find, needs better signage
  - Overgrown and in need of maintenance
  - Tif Fund for Arrowhead Park for \$75,000
  - Suggested use for money: Restone path, remove invasive plants and clear out for use, add trash cans, signage, and lighting

- Parking to go in off Woodlands Dr.
- i. Ford Field, Audited by Anthony Tscherne:
- Many new updates to the park, including new playground, parking lot, lighting, new dugouts and fencing, basketball court, and garage
  - Could use more benches and picnic tables
  - Water fountains are not operational, new water fountains are in and waiting to be installed
  - Men's bathroom fixtures are leaking
  - Areas near construction could be backfilled and seeded with grass
- j. Monclova Park, Audited by Jon Fiscus:
- Green space could be utilized
  - Ramp to playground is not accessible
  - Could use more benches and shade
  - Generally in good condition and clean
  - Need changing stations in bathrooms
  - Top 3 Needs: Rehabilitate pavilion, automated locks on bathrooms, general maintenance of playground equipment until replacement
  - Recommendations: Potential dog park, walking path around the perimeter, and better connectivity to neighboring residential areas and future developments across the street
- k. Valley Grove Park, Audited by Abigail Schroeder:
- Would like to see more signage to provide information on the specific trees that were planted, and the type/purpose of the park
    1. Information provided by Bill Buri: Its a Miyawaki forest, which is a forest with a lot of different plants all at one time, and allowed to grow undisrupted, with little to no maintenance.
    2. Made up of 50 different species, and over 200 plants were installed.
    3. There was consideration to put in teak benches that are stored at the service department.
    4.  $\frac{1}{3}$  complete, with another  $\frac{1}{3}$  planned for the upcoming years.
    5. 95% of trees installed are thriving
  - Suggest to add benches or even a gazebo in the back
  - Suggestion to add nature themed programs
- l. Football Fields, Audited by John Kolbow and Ashley Brown
- No needs required
  - Director of Maumee Youth Football contacted and they did not have any needs or requests

- m. Gateway Field, Audited by Anthony Tscherne:
  - New screens last year for the fencing
  - Bathrooms need repairs
  - Concession stand has roof leaks
  - Needs better access to the field, not ADA compliant
- 5. New Business:
  - a. Next meeting: Identify potential funding sources
    - ODNR Nature Works Grant deadline is July 1st. Previously used for Ford Field updates
  - b. Recreation Programing Suggestions and Ideas:
    - Work with Maumee Community Band for programs to introduce instruments and music to members in the community, and educate the community on what they do and offer
    - Park Pride Cleanup: Meet once a month at each park and clean up
    - Stroller Safaris through parks
    - Kickball
  - c. Call to Action:
    - Create a list of what we can provide beginning next year, including a Summer Program
    - Create a list of summer activities already being put on by organizations within the community for this summer
  - d. Recommendation to close Rolf Park soccer fields for 2 weeks in June for aeration, seeding, and rest
    - Abigail Schroeder asked for who is in favor of making recommendation to Service Department; All in favor unanimously

Abigail Schroedor made a motion to adjourn, Isiah seconded the motion. Motion approved unanimously

Meeting adjourned at 6:00pm

Employee and Community Relations Committee  
May 21, 2026

Meeting called to order at 3:31 pm.

Roll call: Kurt (arrived at 3:32), Poeppelmeier, Sund

Also in attendance: Brittany Roof, HR Manager; Dan Arnold, Interim Law Director; Kasey Van Wormer, Municipal Clerk; Curt Smith, IT Manager; Josh Sprow, Police Chief; Brandon Loboschewski, Fire Chief; Amy Clocksin, Admin Assistant; Isiah Gonzalez, Council Member; residents John Sayre and Jackie Miller.

The first item on the agenda was an update to the sick time policy, making a change regarding accrual in active pay status.

Next was discussion of the updated job description for the Assistant Water Superintendent and their intentions in posting to assist the current interim Superintendent.

Mr. Poeppelmeier made a motion to recommend the updated Assistant Water Superintendent job description to Council, Mr. Kurt seconded the motion. All in favor, so the motion carried.

Mr. Poeppelmeier made a motion to recommend the updated sick time policy to Council, Mr. Sund seconded the motion. Roll call: 2 voted yea, Mr. Kurt abstained due to arriving late, so the motion carried.

Mrs. Roof gave an update on the Archer Wage Study, noting that a full start was expected on June 1<sup>st</sup> with employees to start seeing surveys to complete.

Mr. Poeppelmeier moved to adjourn at 3:37pm. Mr. Sund seconded the motion, so adjourned.

Finance and Economic Development Committee Meeting  
June 3, 2026

Meeting called to order at 3:30pm.

Roll call: Gonzalez, Poeppelmeier.

Absent: Barrow.

Also in attendance: Jennifer Harkey, Finance Director; Donna Helle, Asst. Finance Director; Dan Arnold, Law Director; Matt Griggs, Public Safety Director; Kasey Van Wormer, Municipal Clerk; Chelsea Ziss, Mayor; Scott Sund, Council President; and residents Jackie Miller and Karla Lewis.

Discussions began with two capital items- an ice machine at Ford Field and replacing the air conditioning unit at the Senior Center. Other items that were appropriated came in less than expected so no budget amendments are necessary as adjustments are being made. Also mentioned was the fencing for the turnpike sewer generator, also funded by adjustments without a need for budget amendments.

Façade grant review and clarification was revisited, noting that there were no new requests for 2026, and that all requests must still go through Council for approval. While some members had expressed concerns with the grants, the main issue was that changes needed to be by ordinance and that currently, the old parameters were still in place until then.

Mr. Gonzalez made a motion to recommend to Council to repeal and replace Ordinance 010-2024; Mr. Poeppelmeier seconded the motion. Two voting yea, so the motion carried.

Briefly touched upon was the Jobs Grant, noting updates were needed. Since this was new to members, it will be continued to the July Finance agenda.

Next was discussion of Sewer Remediation Appeal Board fees; similar to BZA, although currently recommending to hold off on implementation of any fees. There are currently 10 residents awaiting appeals review and would like to resolve these first. Will consider implementation if appeals become frivolous or process becomes abused.

Moving on to the water and sewer forecast with last update in December; forecasts split between operating, capital, and debt funds. Water has two large projects coming this year and Sewer has tremendous amount of debt coming. Current rates go through 2029 with growth and development factored in as well. Sewer Remediation program is coming from operating costs and we cannot borrow for it- must be paid through user fees (estimated 25 million over life of the program). Rate design study is underway. Discussion of OPWC and OWDA funding.

Finally, discussed possibility of an income tax increase, noting that Maumee hasn't seen an increase since 1967 with half a point generating approximately 6.7 million to general government services (currently at 1.5 as are Perrysburg and Sylvania with Toledo at 2.5). 75% of residents work outside of the city and 60% of those residents would not be affected. An increase would have to go to the ballot for vote by residents, education and communication with the public regarding such an initiative is a must. Will revisit in July and consider for Spring 2027.

Prior to conclusion of the meeting, Mr. Gonzalez wanted to discuss allowing the senior discount to apply to renters, however, the matter is complicated due to multiple factors, i.e., apartments, tenant changes, ability to track, non-reporting and abuse, ultimately leaving other residents to subsidize the water bills. Also of note is that the rate design study is underway and it is premature to make any more changes prior to receiving that information. Ms. Harkey discussed and agreed to look into a similar program as Columbus Cares Roundup as an alternative to help others in need. Will revisit in July.

Mr. Gonzalez made a motion to adjourn at 4:07 pm, Mr. Poeppelmeier seconded the motion. All in favor, so adjourned.

Building, Lands, & Recreation Committee Meeting  
June 8, 2026

Meeting called to order at 4:00pm.

Roll call: Gonzalez Poeppelmeier, Sund.

Also in attendance: Matt Griggs, Public Service Director; Dan Arnold, Law Director; Josh Hartbarger, City Administrator; Josh Sprow, Chief of Police; Kasey Van Wormer, Municipal Clerk; Chelsea Ziss, Mayor; Nancy Gagnet, Public Information Officer; Ted Kurt, Gabe Barrow, and Rosemarie Barciz, City Council; and numerous residents present for the public meeting regarding the disc golf proposal.

The meeting commenced with Chief Sprow presenting information regarding a prairie installation at Mingo Training Center and Monclova Park in collaboration with Wild Toledo that was budgeted previously to partially offset mowing costs and restore some natural habits. They are ready to proceed with preparation and seeding. All members were in agreement to proceed, no further action was necessary.

Moving on to the public hearing regarding disc golf, the Mayor prefaced the meeting by explaining that the plans for disc golf are preliminary and only a proposal; funds were appropriated to explore options and talks have just begun. Public interest has brought it to the forefront and citizen input today is welcome.

Numerous residents spoke on the matter with everyone in attendance given the opportunity to voice their concerns and opposition or give their support. Overwhelmingly, the majority of citizens voiced their opposition to the proposed location of the disc golf, not the disc golf itself. Many cited the wildlife habitats and ecosystems along with overall serenity of nature as needing to be preserved while supporters insisted that the sport and its community were not destructive and believed that they would be good stewards of the area and wildlife.

Upon conclusion of the public comment, committee members reiterated that no decision is being made today and information is still being gathered with public input being considered along with impact to the area and evaluation of the proposal and alternatives.

Mr. Sund made a motion to adjourn at 5:33pm, Mr. Poeppelmeier seconded the motion. All in favor, so adjourned.

# City of Maumee

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## POSITION DESCRIPTION

**POSITION TITLE:** Municipal Prosecutor  
**CLASSIFICATION:** Exempt

**DEPARTMENT:** Law  
**APPROVED BY:**

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Law Director  
**POSITIONS SUPERVISED:** Paralegal, Victim's Advocate

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### POSITION PURPOSE

Responsible for prosecuting all cases brought before the Maumee Municipal Court for criminal offenses arising within the City and within the unincorporated areas within the territorial jurisdiction of the Maumee Municipal Court. Responsible for performing all administrative and operational responsibilities associated with managing the Prosecutor's Office. Develops administrative and operational policies and procedures. Reviews matters for determination whether criminal prosecution should be initiated. Evaluates and prepares cases for trial by meeting with law enforcement, witnesses, and victims, and coordinating trial strategies and procedures. Provides advice to law enforcement. Anticipates legal problems or objections. Makes presentations to the City, courts, legal groups, and community organizations including schools. Maintains confidentiality of documents and case information as required by public records laws. Prepares proposals, legal documents, reports, and correspondence. Appears in court as scheduled.

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### ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. **Assumes responsibility for professionally and effectively representing the Prosecutor's Office.**
  - a. Represents Prosecutor's Office in legal proceedings via phone calls, meetings, depositions, and judicial proceedings. Follows established legal practices and courtroom rules.
  - b. Meets with law enforcement and reviews investigations for determination whether criminal prosecution should be initiated.
  - c. Advises the City of rights and obligations within the law.
  - d. Prepares and files documents on behalf of the Prosecutor's Office.
  - e. Ensures ethical operations.
2. **Assumes responsibility for performing and overseeing research on legal issues, cases, or projects.**
  - a. Uses appropriate sources, methods, and equipment to perform legal research and gather information. Follows established laws and procedures in accessing public and private records, case files, etc.
  - b. Submits documents containing research findings, interpretations, and recommendations.
  - c. Conducts interviews as needed to obtain or clarify information in the research process.
  - d. Maintains control and confidentiality of all research documents.
3. **Assumes responsibility for writing and finalizing legal documents such as criminal complaints, memoranda of law, appellate briefs and other miscellaneous correspondence.**

- a. Writes, compiles, and finalizes legal reports, opinions, documents, and correspondence. Ensures documents are accurate and properly formatted.
  - b. Ensures correspondence and reports are accurate, factual, and timely.
  - c. Follows established policies and procedures in handling and submitting documents.
  - d. Ensures work of subordinates is legally compliant, accurate, and of high quality.
4. **Assumes responsibility for preparing and presenting municipal cases.**
- a. Gathers, organizes, analyzes, and disseminates information and evidence. Ensures proper procedures are followed and document control is effective.
  - b. Ensures case files and exhibits are maintained under proper controls.
  - c. Attends proceedings and formulates tactics. If appropriate, argues cases, working towards optimal outcome for the City of Maumee and the State of Ohio.
  - d. Follows court rules, protocol, and the law.
5. **Assumes responsibility for effectively supervising law clerks, interns, and other assigned personnel.**
- a. Supervises, trains, motivates, and directs legal personnel. Provides assistance as needed.
  - b. Schedules personnel and assigns research and projects as appropriate.
  - c. Ensures personnel are well informed of policies and procedures.
  - d. Performs regular performance appraisals on staff. Provides suggestions to staff for improved performance as appropriate.
  - e. Reviews and analyzes case-related research by the Assistant City Prosecutor, Administrative Assistant and Intern.
  - f. Ensures quality work and efficiency in operations.
6. **Assumes responsibility for establishing and maintaining good public relations with clients, contacts, court officials, law enforcement, and other legal professionals.**
- a. Ensures all inquiries or problems are responded to effectively and in a timely manner.
  - b. Conducts interviews in a tactful, sensitive, and professional manner.
  - c. Communicates professionally, both orally and in writing. Effectively explains and presents legal arguments, ramifications, and legal plans.
  - d. Projects a professional reputation by following established procedures and rules.
  - e. Ensures the Office's professional reputation is maintained both internally and externally.
7. **Assumes responsibility for establishing and maintaining effective communication and coordination with City personnel and management.**
- a. Assists and supports related departments as required.
  - b. Keeps management informed of department activities and of any significant concerns.
  - c. Attends and participates in meetings as required.
  - d. Completes reports, records, and other documentation as required.
  - e. Be available after hours to consult with Law Enforcement on issues that arise and require immediate consultation.
8. **Assume responsibility for standing in for the Law Director when he or she is absent due to vacation, illness or other absence.**
- a. Attends as available all General Staff meetings and such other meetings as requested by the Law Director or Mayor.
  - b. Stands in for the Law Director at Council, Committee and Commission meetings when the Law Director is absent.
9. **Assumes responsibility for related duties as required or assigned.**

- a. Keeps current on legal issues, trends, and changing laws and regulations by reviewing legal publications and sources, attending related seminars or workshops, and taking continuing education courses.
- b. Prepares operating budgets; allocates resources.
- c. Ensures compliance with applicable City ordinances and state law.

**PERFORMANCE MEASUREMENTS**

- 1. The City is professionally and adequately represented. Good relations are established and maintained.
- 2. Legal research is accurate, complete, organized, and legally performed. Interviews are conducted appropriately. Findings are presented in an organized and thorough manner.
- 3. Legal documents are prepared appropriately and in a timely manner. Effective document controls are established and upheld. Materials are accessible and organized.
- 4. Case files are handled appropriately and maintained in an organized manner.
- 5. Legal staff is well supervised and managed.
- 6. Court procedures and protocols are followed, behavior is appropriate, and the City’s professional image is upheld. Arguments are well thought out and effectively presented.
- 7. City management is appropriately informed of department activities.

**QUALIFICATIONS**

- EDUCATION/CERTIFICATION:** Juris Doctorate.  
Licensed to practice law in the State of Ohio.  
Meets state requirements for continuing legal education.
- REQUIRED KNOWLEDGE:** Thorough knowledge of legal terminology and procedures.  
Excellent knowledge of laws in particular field of specialty.  
Knowledge of legal documents and their proper format.  
Thorough knowledge of research sources, methods, and techniques.  
Thorough knowledge of court procedures.  
Knowledge of City policies and procedures.
- EXPERIENCE REQUIRED:** Legal experience in the Public Sector.  
Jury and trial experience.  
Supervisory experience.
- SKILLS/ABILITIES:** Able to communicate effectively, both orally and in writing.  
Able to maintain confidentiality.  
Able to conduct complex legal research.  
Attention to detail.  
Able to gather data and prepare reports and legal opinions.  
Good organizational and follow-through skills.  
Able to establish, maintain, and adhere to strict schedules.  
Able to work well independently.  
Able to operate related equipment, software applications, and PC equipment.

**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION**

- TALKING:** Must frequently convey detailed or important instructions or ideas accurately.
- HEARING:** Able to receive ordinary information and communicate effectively.
- VISUAL ABILITIES:** Ordinary visual acuity necessary to prepare or inspect documents, or operate machinery.
- PHYSICAL STRENGTH:** Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally.

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**WORKING CONDITIONS**

No hazardous or significantly unpleasant conditions.

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**MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION****REASONING ABILITY:**

Able to apply logical thinking to define problems, collect data, establish facts, and draw conclusions.

Able to interpret a variety of technical instructions and can deal with multiple variables.

**MATHEMATICS ABILITY:**

Able to perform mathematical calculations.

**LANGUAGE ABILITY:**

Able to read and prepare business documents.

Able to communicate effectively verbally and in writing.

Able to conduct training, communicate at panel discussions, and make professional presentations.

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**INTENT AND FUNCTION OF JOB DESCRIPTIONS**

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the City.*

*Job descriptions are not intended as and do not create employment contracts. The City maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*

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Employee name

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Date

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Employee signature

# City of Maumee DEPARTMENTAL REPORT

**MEMO TO:** City Councilmembers

**FROM:** Josh Sprow, Chief of Police

**DATE:** June 9, 2026

**RECOMMENDATION:** **The Police Division respectfully requests that City Council declare the following vehicles as surplus property and authorize their disposal through the GovDeals online auction platform in accordance with City policies and procedures.**

## SUMMARY

Move to declare the listed police vehicles as surplus property and authorize the Chief of Police or his designee to dispose of the vehicles through the GovDeals online auction platform, with proceeds deposited in the appropriate City account.

### Vehicles to be Declared Surplus:

Year	Make	Model	VIN	Vehicle Type
2022	Ford	Police Utility Vehicle (MPV)	<b>1FM5K8AC8NGB37494</b>	Police Vehicle (asset 26-0036)
2022	Ford	Police Utility Vehicle (MPV)	<b>1FM5K8AC5NGB37565</b>	Police Vehicle (asset 26-0032)

## BUDGETARY CONSIDERATIONS

Replacement vehicles were part of the 2025 budget.

## HISTORY, BACKGROUND and DISCUSSION of the ISSUE

The following vehicles have reached the end of their useful service life for police operations and have been replaced. Due to age, mileage, maintenance costs, and operational considerations, these vehicles are no longer needed for municipal purposes.

## POSITIONS

Your consideration in this matter is greatly appreciated.

RESOLUTION NO. 016 - 2026

DECLARING THE NECESSITY OF LIGHTING THE STREETS AND PUBLIC WAYS OF THE CITY OF MAUMEE, OHIO

BE IT RESOLVED by the Council of the City of Maumee, Ohio, that:

SECTION 1. It is hereby determined to be necessary and conducive to the public health, convenience, and welfare to light the streets and public ways in the City of Maumee, Ohio, and share the cost and expenses for such street lighting.

SECTION 2. The entire cost and expense of said improvement, after deducting the following amounts to be paid by the City of Maumee, to wit, any additional amounts hereafter determined by Council to be paid by the City, shall be assessed at the rates prescribed on the lots and lands bounding and abutting upon said improvement and of all lots and lands as set forth in parcel on file, all of which lots and lands are hereby determined to be specially benefited by said improvement.

- The cost of all special proceedings;
- The cost of labor and material, whether furnished by contract or otherwise;
- The cost incurred in connection with the preparation, levy, and collection of the special assessment, including legal expenses, incurred by reason of the improvement;
- Incidental costs directly connected with the improvement;

and all other expenditures necessary to the completion, financing, and assessment of the cost of said improvement.

SECTION 3. The assessments so to be levied shall be paid in two (2) equal semi-annual installments, provided that the owner of any property assessed may at his option pay the amount of such assessment in cash within thirty (30) days after the passage of the assessing ordinance.

SECTION 4. The Finance Director be, and she hereby is, directed to prepare and file in the office of the Municipal Clerk of the City an estimated assessment in accordance with the method of assessment set forth in Section 2 hereof, showing the amount of the assessment against each lot or parcel to be assessed for such improvement as in said Section set forth.

SECTION 5. After the estimated assessment prepared pursuant to Section 4 hereof has been filed in her office, the Municipal Clerk shall serve notice of the passage of this Resolution and of the filing of said estimated assessments, upon the owners of the lots or parcels of lands proposed to be assessed for such improvement, by the method authorized in the Maumee Code. Such notice shall also set forth the place where such estimated assessments are on file and are open for public inspection.

SECTION 6. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including the Maumee Charter.

Motion to pass:  
Yeas:      Nays:  
Passed: June 15, 2026

Seconded:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Municipal Clerk.

Approved as to form by:

\_\_\_\_\_  
Law Director.



**MEMO TO:** Mayor and City Council  
**FROM:** Jennifer Harkey, Finance Director  
**DATE:** June 10, 2026  
**RECOMMENDATION:** Approve Façade Grant Program revision and amend Ordinance 10-2024

The City of Maumee Façade Improvement Grant Program provides financial assistance to qualifying businesses to stimulate private investment and support economic growth within the community. Businesses most likely to benefit from the program are small, locally owned establishments that serve as the foundation of a vibrant and resilient local economy.

While the primary purpose of the program is economic development, successful implementation is expected to generate broader community benefits. Installing more gathering spaces, correcting code, safety or accessibility violations, addressing blight or deterioration of existing buildings, and ensuring architectural compatibility with surrounding properties will all contribute to strengthening pedestrian experiences and fostering community pride. Over time, continued reinvestment is expected to build momentum as vacant storefronts are occupied, existing structures are rehabilitated, and commercial activity expands—ultimately contributing to increased property values and growth in the City’s local income tax base.

Metrics to evaluate the program will include private dollars invested, property valuation increases, project completion, annual reduction of vacant storefronts, number of new businesses, jobs created and income tax generated.

By the numbers:

- For every \$100,000 of property investment, \$400 annual property tax is generated directly to the city
- Each employee hired with an annual salary of \$50,000 generates \$750 municipal income tax
- Every new full-time employee contributes approximately \$2,600 annually in discretionary spending to the local economy

The use of Façade Grants to encourage economic development and community investment is a widely used economic development tool across Ohio.

City	Amount
<a href="#">Tiffin</a>	50% match, up to \$10,000
<a href="#">Defiance</a>	50% match, up to \$10,000
<a href="#">Bowling Green</a>	50% match, up to \$20,000
<a href="#">Troy</a>	50% match, up to \$20,000
<a href="#">Oxford</a>	50% match, up to \$5,000
<a href="#">Toledo</a>	50%-75% match, up to \$30,000
<a href="#">Minerva</a>	Up to 75% match, up to \$10,000

**ORDINANCE NO. 027- 2026**

**AN ORDINANCE REPEALING AND REPLACING ORDINANCE  
010-2024 AND 012-2023, THE MAUMEE FACADE LOAN/GRANT  
PROGRAM**

WHEREAS the City of Maumee in 2023 established a program to restore or repair building facades, to help maintain Maumee's Uptown competitiveness by filling vacancies, promoting retail, restaurants, second floor or above residential conversions, and office rehabilitation, proposed or existing, throughout the local Uptown Maumee business community;

WHEREAS, the existing facade/grant program has been beneficial to Maumee and there are certain amendments that should be made to this program and Ordinance 010-2024 and 012-2023 that will benefit Maumee;

WHEREAS, the creation and retention of jobs and employment opportunities is integral to the continued economic health of the City of Maumee, Ohio, and its citizens; and

WHEREAS, the City Council of the City of Maumee finds that the expenditure of funds for this amended program would be for a public purpose as defined by Ohio law; that the expenditure would be for the general good of the residents of the City of Maumee; promotes the public health and general welfare of the City of Maumee; and serves a public purpose by providing additional resources for the improvement of the City of Maumee;

WHEREAS, the use of governmental resources for the promotion of economic development in the community is in the public interest and is a proper exercise of municipal powers; and

WHEREAS, the repeal and replacement of the current Facade Grant program will be beneficial for the citizens of Maumee as set forth herein; and

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

SECTION 1. The City Administrator is hereby granted the authority to operate, monitor, and maintain a Facade Grant Program as set forth in "Exhibit A" to this Ordinance, which said Grant Program be, and it hereby is, approved and adopted by the City of Maumee, Ohio, for the purposes set forth herein and for promotion of economic development within the municipal boundaries.

SECTION 2. An award of any grant funds from The Facade Grant Program is subject to the Approval of a majority of the City Council of Maumee and is further subject to the appropriation of any funds to The Facade Grant Program.

SECTION 3. Ordinance 010-2024 or 012-2023 or exhibits thereto are hereby repealed and replaced by this Ordinance.

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 action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Revised Code of Ohio.

First reading: June 15, 2026

Second reading: July 13, 2026

Third reading and motion to pass:

Second:

Yeas:      Nays:

Passed: August 3, 2026

\_\_\_\_\_  
Mayor.

ATTEST:

\_\_\_\_\_  
Municipal Clerk.

Approved as to form by:

\_\_\_\_\_

Law Director.



400 Conant Street  
Maumee, OH 43537

est. 1817

## Façade Improvement Grant Program

### Program Purpose

The City Façade Improvement Grant Program provides financial assistance to eligible property owners to improve the exterior appearance, safety, and functionality of commercial and mixed-use properties. The program supports neighborhood stabilization, historic preservation, and placemaking consistent with the City's Master Plan priorities:

- Be the most livable city in the region
- Build neighborhoods, not just housing
- Change the city while preserving its values
- Expand porches, patios, and gathering spaces
- Activate civic spaces and reuse existing buildings

Improvements funded through this program are intended to enhance visual appeal, address code deficiencies, encourage long-term occupancy or investment, and create welcoming streetscapes that foster community pride.

### Funding Structure

- **Maximum Grant Award:** Up to **\$25,000 per property**
- **Match Requirement:**
  - Grant reimburses up to **50% of eligible project costs**
  - Applicant must provide the remaining 50%
- **Disbursement:**
  - 50% released upon project approval and execution of grant agreement
  - 50% reimbursed after project completion and final inspection
- **Availability:** First-come, first-served, subject to annual appropriations
- **Term Commitment:** Recipient must maintain the property and approved improvements for **five (5) years**
  - A 5-year lien or grant agreement may be required
  - Early sale or noncompliance may require repayment

### Eligible Properties

- Located within the City of Maumee corporation limits
- Mixed-use or commercial properties
- Owned by the applicant for at least **one (1) year**
- Must be habitable and not:
  - On an abandoned, demolition, or condemnation list
  - In foreclosure, bankruptcy, or active sale proceedings
- Property must be current on:
  - Taxes

- Utilities
- Code compliance (or improvements must correct violations)

### Eligible Applicants

- Property owner
- At least 18 years of age
- All owners listed on the deed must sign application and grant documents
- Proof of property insurance required
- Applicants may receive **one façade grant per property every five (5) years**

### Eligible Improvements

Improvements must be visible from the public right-of-way and support neighborhood character, historic preservation, and strengthening community spaces.

### Commercial and Mixed-Use Eligible Improvements (subject to City Code)

- Exterior painting
- Siding repair or replacement
- Window and door repair or replacement
- Porch, stoop, step, railing, or patio construction or repair
- Shutters and awnings
- Garage façade repair or doors
- Masonry work (brick cleaning, tuckpointing, restoration)
- Fire escapes or exterior upper-floor access (where applicable)

### Master Plan–Aligned Enhancements (Encouraged)

- Front porches, patios, or seating areas
- Architectural features that create gathering spaces
- Improvements that activate street frontage
- Adaptive reuse elements that “grow new places out of old ones”

### Ineligible Improvements

- Landscaping and tree removal
- Interior-only improvements
- HVAC, plumbing, or electrical (unless integral to façade work)
- Roof replacement (unless historically significant and front-facing)
- Foundations or structural work not visible from the street
- Furnishings or equipment
- Improvements not consistent with City design or historic guidelines

### Design & Review Standards

- All projects must comply with:
  - City zoning and building codes
  - Historic or Architectural Review Board guidelines (if applicable)
- Colors, materials, and design elements must be approved prior to construction
- Work must be completed by licensed, insured contractors registered with the City
  - Owner self-performed work eligible for **materials reimbursement only**

### Application Requirements

Applicants must submit:

- Completed Façade Grant Application
- Project narrative describing scope, goals, and Master Plan alignment
- Current photographs of the property (no Google Street View)
- Drawings/renderings to scale, including colors and materials
- Itemized cost estimates
  - Two quotes required for any project component over \$3,000
- Proof of match funds
- W-9 form

### **Review & Approval Process**

1. **Pre-Application Consultation** with City staff
  - **See Evaluation criteria below**
2. **Application Completeness Review**
3. **Site Visit** by City staff
4. **Design & Code Compliance Review**
5. **Written Approval Issued**
  - No work may begin prior to approval

Applications are typically reviewed within **30 days** of submission.

### **Project Completion & Reimbursement**

- Work must be completed as approved
- Any changes require written approval prior to construction
- Upon completion, applicant must submit:
  - Paid invoices or canceled checks
  - Photographs of completed work
- Final inspection required prior to release of remaining funds
- Projects must be completed within six months of approval

### **Maintenance & Compliance**

- Improvements must be maintained for **five (5) years**
- Alterations during this period require City approval
- Failure to comply may result in repayment of grant funds

### **Program Outcomes**

The Façade Improvement Grant Program:

- Strengthens neighborhoods
- Preserves historic character
- Encourages long-term investment and occupancy
- Advances the City's Master Plan vision of livability, community gathering, and adaptive reuse

**Questions? Contact city offices at 419-897-7115 or [economicdevelopment@maumee.org](mailto:economicdevelopment@maumee.org)**

RESOLUTION NO. 016-2026

A RESOLUTION ESTABLISHING THE GROUNDS FOR APPEAL AND ADDITIONAL PROCEDURAL RULES FOR THE REVIEW COMMITTEE FOR THE SEWER REMEDIATION PROGRAM AND DECLARING AN EMERGENCY

WHEREAS, The City of Maumee has adopted a Sewer Remediation Program; and

WHEREAS, The City of Maumee established a Review Committee for the Sewer Remediation Program; and

WHEREAS, The City of Maumee wishes to establish the grounds for which a Petitioner can seek Review of a decision from the Capital Project Manager; and

WHEREAS, The City of Maumee wishes to establish the grounds for which the Capital Project Manager can seek the review of certain cases or situations not covered by the Sewer Remediation Program; and

WHEREAS, The City of Maumee wishes to establish additional procedural rules by which the Review Committee shall conduct its hearings.

WHEREAS, The Ordinance establishing the Review Committee established certain filing deadlines that could not be met due to the time required to appoint and confirm the Members of the Committee.

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

SECTION 1. Any Appeals to the Review Committee for the Sewer Remediation Program shall be considered as timely filed so long as filed within fifteen days of the adoption of this resolution.

SECTION 2. The City of Maumee hereby adopts the following grounds for appealing a decision of the Capital Projects Manager under the Sewer Remediation Program or if review is requested directly by the Capital Project Manager;

(A) Change Orders that were Unapproved in Advance by the Capital Project Manager

(B) Requests to extend any Deadline to have Sewer Remediation Work Completed

(C) Unique situations or cases as they may arise as recommended by the Capital Project Manager.

SECTION 3. The Review Committee for the Sewer Remediation Board shall consider the following when determining whether an Appeal of a decision should be granted;

- (A) Whether the spirit and intent behind the Sewer Remediation Program is met by granting the Appeal requested.
- (B) Whether any change order could not reasonably be foreseen
- (C) Whether the additional cost of any change order is reasonable under the circumstances
- (D) Whether the missed deadline was reasonable delay or excusable neglect by the Petitioner

SECTION 4. If any section, sub-section, sentence clause or phrase of this Resolution is held invalid, such decision shall not affect the validity of the remaining portions of this Resolution.

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

SECTION 6. This Resolution 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 Resolution is necessary for the immediate preservation of the public peace, health, and safety in that creating these grounds for Appeal and Procedural Rules are immediately necessary to address issues that may arise in the Sewer Remediation Program.

Motion to declare an emergency:

Seconded:

Yeas:      Nays:

Motion to Pass:

Seconded:

Yes:      Nays:

Passed: June 15, 2026

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

Attest: Municipal Clerk

\_\_\_\_\_  
Approved as to form:

\_\_\_\_\_  
Law Director

ORDINANCE NO. 028- 2026

AN ORDINANCE AMENDING RATES AND FEES INCLUDING ORDINANCE 021-2026 AND TO ADOPT ADDITIONAL FEES AND ADOPT UPDATED RATES AND FEES AND DECLARING AN EMERGENCY.

WHEREAS, the Rates, Fees and Charges set forth in Exhibit A below need to be updated to reflect increased costs related to various permits and other city provided services;

WHEREAS it is necessary to immediately update these rates and fees to allow for the various additional fees and to charge for the increased costs to Maumee.

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

SECTION 1. Council hereby finds and determines that it is immediately necessary to amend Ordinance 021-2026, and any other ordinance or fee schedule which has adopted the rates and fees set forth herein, and adopts the Rates and Fees set forth in Exhibit A below, and makes the modifications set forth herein to the Maumee Rates and Fee Schedule as set forth in attached Exhibit A which is incorporated herein by reference.

SECTION 2. Prior Ordinances or schedules or rules adopting the Rates and Fees as set forth herein that are not in conflict with this Ordinance or are not modified herein are readopted as part of this Ordinance.

SECTION 3. That all prior Ordinances, including Ordinance 021-2026, and any other resolution, rule or schedules of rates and fees in conflict with the provisions of this Ordinance are hereby repealed and the fees and other requirements set forth herein are adopted and shall control over any conflicting Ordinance, resolution, rule, or fee schedule.

SECTION 4. Council declares this Ordinance to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare, the reason for the emergency is that it is necessary for the immediate update of rates and fees to reflect the increased costs to the City, due to changes in the law and to meet fiscal requirements, therefore, said Ordinance shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise, from and after the earliest period allowed by law.

SECTION 5. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including the Maumee Charter. This Ordinance shall go into effect at the earliest time allowed by the Maumee Charter.

Motion to Declare Emergency:                      Second:  
Yeas:      Nays:  
Motion to Pass:                      Second:  
Yeas:      Nays:  
Passed as an emergency measure:

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

ATTEST:

\_\_\_\_\_  
Municipal Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Law Director

## SCHEDULE OF RATES AND FEES

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**SECTION I. Business License Fees**

Fees for licenses required by ordinance for the conduct of certain businesses within the City shall be as follows:

A	Annual Alarm dealer's license	\$ 120.00
B	<u>Food Truck vendor's license (annual)</u>	\$ 125.00
C	<u>Ice cream vendor's license (annual)</u>	
	For each motor vehicle	\$75.00
	For each non-motorized vehicle	\$50.00
D	<u>Public fireworks exhibition permit (per exhibition)</u>	\$ 50.00
E	Vendor's license 30-day permit	\$ 25.00
F	<u>Sweepstake Terminal Café license (annual)</u>	\$10,000
G	<u>Computerized Sweepstake Device license (per device, annual)</u>	\$500.00
H	<u>Replacement license for (E) or (F) above (per replacement)</u>	\$100.00
I	Annual Hotel inspection (1137.02(J))	
	Per Extended stay room	\$35.00
	Per Standard room	\$25.00

**SECTION II. REGISTRATION FEES FOR SKILLED TRADESMEN (Licensed by/as required by the State of Ohio).**

Fees for registration required by ordinance for the performance of work within the City by certain skilled tradesmen shall be as follows:

(A) Contractor Registration and Renewal Fees.

Fees for alarm, electrical, plumbing, steamfitter, heating and air conditioning, refrigeration, and fire suppression system contractors shall be as follows:

- (1) Original registration \$ 150.00
- (2) Annual registration renewal \$ 75.00

(B) Journeyman Registration and Renewal Fees.

Fees for electrical, plumbing, steamfitter, heating and air conditioning, refrigeration, and fire suppression system journeymen shall be as follows:

- (1) Original Registration \$ 50.00
- (2) Annual Registration renewal \$ 30.00

**SECTION III. REGISTRATION FEES FOR APPRENTICES AND CONTRACTORS.**

Registration fees for apprentices and for contractors, as required by Section 1305.01(f), of the Maumee Revised Code, shall be as set forth below:

(A) Apprentice registration fees.

Original registration fees and annual registration renewal fees for electrical, plumbing, heating and air conditioning, steam fitter, refrigeration, and fire suppression system apprentices shall be as follows:

- (1) Original registration \$ 20.00
- (2) Annual registration renewal \$ 20.00

(B) Contractor registration fees.

Original and annual registration renewal fees for certain specified contractors shall be as follows:

- (1) Utility Contractors (Non-ROW)
  - (a) Original registration \$ 175.00
  - (b) Annual registration renewal \$ 100.00
- (2) Sign Contractors
  - (a) Original registration \$ 175.00
  - (b) Annual registration renewal \$ 100.00
- (3) Concrete
  - (a) Original registration \$ 175.00
  - (b) Annual registration renewal \$ 100.00

(C) Contractor Registration fees - Other.

Original and annual renewal fees for all contractors who are not otherwise specified in this Section III, and who are not subject to the registration fees set forth above in Section II of this Schedule, shall be as follows:

- (1) Original registration \$ 150.00
- (2) Annual registration renewal \$ 75.00

(D) Right-of-Way Contractors

- (1) Original registration \$ 250.00
- (2) Annual registration renewal \$ 250.00

**SECTION IV. RESIDENTIAL BUILDING PERMIT AND INSPECTION FEES.**

Fees for building permits required by ordinance shall be as follows:

(A) One, two, and three family dwellings

New construction and remodeling including accessory buildings and structures.

- (1) Building Permit:
  - New construction, additions, alterations, accessory buildings and decks: (fees based on gross floor area including garage and basement.)
    - (a) Base fee plus .25 per square feet \$ 75.00
    - (b) Plan review fee \$ 75.00
    - (c) Plan re-submittal examination fee \$ 100.00
    - (d) Certificate of Occupancy (Temporary or Final) \$ 75.00 each
    - (e) Foundation only \$ 150.00
  - (2) Partial Removal and Demolition Permit:
    - Full Structure Removal \$ 250.00
  - (3) Electrical Permit:
    - The cost shall be based upon the following:
      - (a) Temporary service (per pole) \$ 50.00
      - (b) New dwelling (per unit) \$ 125.00  
Plus .10 per amp
      - (c) All electric unit (per unit) \$ 120.00  
Plus .10 per amp
      - (d) Service change: up to 100 amp \$ 75.00

		Plus .05 per amp	
	101 and greater	\$ 75.00	
		Plus .20 per amp	
(e)	Alterations (other than service change)	\$ 75.00	
(f)	Furnace and air conditioning circuit	\$ 75.00	
(g)	Residential Generator	\$ 75.00	
		Plus gas piping fee	
(h)	Edison release	\$ 75.00	
(4)	Plumbing Permit:		
	The cost shall be based upon the following:		
(a)	New dwelling (per unit)	\$ 75.00	
	Plus add per fixture	\$ 10.00	
(b)	Underground only (per unit)	\$ 75.00	
(c)	Alterations and fixture replacement (per unit)	\$ 75.00	
	Plus per fixture	\$ 10.00	
(d)	Hot water heater (per unit)	\$ 75.00	
(e)	Hydronic boiler (per unit)	\$ 75.00	
(f)	Irrigation Meter Plumbing	\$ 125.00	
(g)	Sanitary Sewer (requires pressure test by contractor) and Storm Sewer Inspection each	\$ 300.00	
(h)	Water Main Supply Test	\$ 300.00	
(5)	Heating and Air Conditioner Permit:		
	The cost shall be based upon the following:		
(a)	Forced air furnace base (per unit)	\$ 125.00	
	Includes one HVAC, air conditioner and ductwork		
(b)	Furnace replacement (per unit)	\$ 75.00	
(c)	Air conditioning only (per unit)	\$ 75.00	
(d)	All other heating systems (per unit)	\$ 75.00	
(e)	Gas piping	\$ 100.00	
(6)	Sidewalk and Driveway Permit:		
	The cost shall be based upon the following:		
(a)	Sidewalks involving less than 40 square feet of construction or reconstruction	\$ 250.00	
(b)	Sidewalks and driveways involving more than 40 square feet of construction or reconstruction	\$ 50.00	
(c)	Cutting or dropping of curbs	\$ 50.00	
	Plus add per each lineal foot	\$ 2.00	
(7)	Roofing Permit base plus \$5 per square roofing material	\$ 75.00	
(8)	Siding Permit base	\$ 100.00	
(9)	Fireplace Permit	\$ 100.00	
(10)	Exterior window and doors base plus \$5 per opening	\$ 75.00	
(11)	Re-inspection Fees:		
(a)	First re-inspection	\$	
(b)	Second re-inspection	\$ 100.00	
(c)	Third re-inspection	\$	

75.00

200.00	(12) Stop Work Orders (per calendar year):	
	(a) First order	\$
500.00*		
	(b) Second order	\$
1,000.00*		
	(c) Third order	\$
2,000.00*		
	* Plus double permit fee with max. fee of \$4,000.00	
	(13) Extension for Building Permits	\$ 200.00
	Ten (10) day written request before expiration of permit.	
	Six (6) month extension;	

(14) The City of Maumee requires architectural approval prior to commencement of any exterior changes including painting, windows, doors, roofing, trim, fencing, additions, and concrete or asphalt work. Please check with the inspection department before commencing with work to verify if your home or property is located within a designated review district zone.

(B) In addition to the fees stated above, each permit application shall be charged an additional fee in an amount equal to any surcharges on permit fees, which are imposed by the laws of the State of Ohio. (At the time of the passage of this ordinance, the State has imposed a 1% surcharge on all the fees of this section.)

**SECTION V. COMMERCIAL, INDUSTRIAL, OR RESIDENTIAL MULTI-FAMILY PERMIT FEES.**

Fees for building permits required by ordinance shall be as follows:

(A) Construction fees:

		Base	Per square foot
(1)	Plan review and base permit fee:	\$200	
	Up to 8,000 sq ft, add base, plus:	\$300	.20
	8,001-11,999 sq ft, add base, plus:	\$400	.20
	12,000-25,000 sq ft, add base, plus:	\$1300	.20
	25,001-50,000 sq ft, add base, plus:	\$1500	.18
	50,001-75,000 sq. ft. add base, plus:	\$1800	.18
	75,001-100,000 sq. ft, add base, plus:	\$2,200	.18
	100,001+ sq. ft, add base, plus:	\$2,300	.18
(2)	Mechanical plan review and permit fee	\$175	\$4.00 per 100 sq ft
(3)	Electrical plan review and permit fee	\$175	\$4.00 per 100 sq ft
	New service or service change		.50 per amp

	Underground or floor slab installation only	\$75	
(4)	Temporary electrical pole (up to 200 amp)	\$100	
(5)	Plumbing plan review and permit fee	\$175	
	plus each fixture with trap	\$10	
	Underground	\$75	
(6)	Automatic sprinkler and other fire suppression systems	\$150	
	(all suppressed areas) per each 100 sq ft of floor area		\$4.00 per 100 sq ft
(7)	Kitchen hood suppression systems		
	(a) Type I	\$150	
	(b) Type II	\$100	
	(c) Other systems, Haz hoods	\$225	
(8)	Generators	\$200	
(9)	Fire Pumps	\$200	
(10)	Refrigeration (0 to 5 tons)	\$100	
	plus \$20.00 per 5 ton portion over first 5 ton		
(11)	Gas piping	\$100	
	plus \$10.00 for every appliance/connection over three		
(12)	Industrialized unit plans	\$150	
	Per 100 square foot of floor area		\$1.35
(13)	Alarm system	\$75	
	Plus per each device	\$5	
(14)	Sanitary sewer (requires pressure test by contractor)	\$300	
(15)	Storm sewer	\$300	
(16)	Storm Water Plan review	\$600	
(17)	Water Main Supply Test	\$300	
(18)	Foundation plan review and permit	\$150	
(19)	Fences		
	(a) 0-100 lineal feet	\$80	
	(b) each additional lineal feet		.50
(20)	Sidewalks, driveways, and parking lots		
	Sidewalks less than 40 sq ft of construction per property	\$15	
	Sidewalks and Driveways 40 or more sq ft of construction per property	\$75	
	Cutting of curbs or curbing	\$75	
	Plus per each lineal foot		\$2.00
(21)	Plan re-review fee	\$100/hr	
(22)	Stop Work Orders (per calendar year):		
	(a) First order	\$500	
	(b) Second order	\$1,000	
	(c) Third order	\$2000	
	*plus double permit fee with max fee of \$4,000		
(23)	Re-inspection fees:		
	(a) First re-inspection	\$75	
	(b) Second re-inspection	\$125	

	(c) Third re-inspection	\$175	
(24)	Roof Top Solar Array:		
	(a) Roof top solar array projects		
	(1) 0 to 5,000 sq ft	\$150	.15 per sq ft
	(2) 5,001 to 10,000 sq ft	\$300	.07 per sq ft
	(3) 10,001 +	\$600	.04 per sq ft
(25)	Contractor Utiliy ROW	\$250	.10/ft

(C) Minor Work.

Minor work consists of minor construction, minor additions or replacements of equipment, or other minor alterations requiring a permit fee and inspection, including but not limited to moving non-bearing walls; changing required exits or exit corridors; adding up to 5 circuits; replacing up to 2 plumbing fixtures; relocation of furnace.

Inspection and permit fee \$ 300.00\*

\*If additional review is needed, fee may increase.

(D) Occupancy Permits

An occupancy permit shall be required for new and existing industrial and commercial buildings when any change of occupancy occurs or building alteration. An occupancy inspection shall be requested by the occupant after the completion of an occupancy permit application and the payment of a fee of \$250.00 each (Temporary or Final). Fee required if change in ownership and all non-owner-occupied residential buildings. Must also complete non-owner-occupied residential registration if applicable.

(E) State Surcharge Fee.

In addition to those fees stated above, each permit applicant shall also be charged an additional fee in an amount equal to any surcharges on permit fees that are imposed by the laws of the State of Ohio. (At the time of the passage of this ordinance, the State has imposed a 3% surcharge on all the fees of this section.)

(F) EPA Compliance Fee and Inspection (One acre sites or larger) \$ 250.00  
Per inspection

(G) Street Cleaning Deposit (per 905.16).

Whenever a permit for a new building or an addition to an existing building is issued, or a deposit is made for the inspection of the improvements for a subdivision, the applicant for such building permit or developer of such subdivision shall pay to the Division of Inspection a deposit of five hundred dollars (\$500.00) for residential developments which may include single family, duplex and triplex units and an additional charge of \$150 per cleaning, two thousand five hundred dollars (\$2,500.00) deposit for Commercial property or three thousand dollars (\$3,000.00) for an apartment complex for street cleaning costs and an additional charge of \$350 per cleaning. The Street Cleaning deposit shall be governed by the requirements of Maumee Municipal Code section 905.16.

(H) Mailing Fees

Small Residential Plan \$ 25.00  
Commercial Small \$ 50.00  
Commercial Large \$ 100.00  
Large Residential Plans \$ 150.00

(I) Demolition Permit plus .15/per sq ft and actual cost of testing

	\$ 400.00
(J) <u>Extension for Building Permits</u>	\$ 250.00
Ten (10) day written request before expiration of permit.	
Six (6) month extension	

**SECTION VI. REQUIRED INSPECTIONS, REINSPECTIONS, AND OTHER SERVICES**

(A) Re-inspections.

For each re-inspection or extra trip in excess of those customarily required, which is necessitated by faulty or incomplete work, the provision of an incorrect address, the failure of a permit holder or his agents to keep a scheduled appointment, or other similar negligent conduct of the permit holder or his agents, then a fee of \$200.00 for a first re-inspection; \$275.00 for a second re-inspection; or \$350.00 for a third re-inspection shall be paid for each such re-inspection or extra trip prior to the performance of such re-inspection or extra trip.

(B) Inspections Outside Normal Business Hours.

(1) For all inspections (except water, sanitary and storm) which a permit holder or his agents request to be performed outside normal City business hours (8:30 a.m. to 4:00 p.m. Monday through Friday, excluding holidays), an additional minimum fee of \$325.00 shall be charged for all such inspections. If the time required to perform such inspection exceeds two hours, then an additional fee of \$100.00 per hour shall be charged for each hour or fraction thereof in excess of two hours.

(2) For water, sanitary and/or storm inspections which a permit holder or his agents request to be performed outside normal working hours (7:00 a.m. to 2:00 p.m. Monday through Friday, excluding holidays), an additional minimum fee of \$325.00 shall be charged for all such inspections. If the time required to perform such inspection exceeds three hours, then an additional fee of \$150.00 per hour shall be charged for each hour or fraction thereof in excess of three hours.

(3) All inspections to be performed outside normal business hours shall be requested in writing and given to the Division of Inspection at least forty-eight hours prior to the time the requested inspection is to be performed.

(C) State Surcharge Fee.

In addition to those fees stated above, each permit holder shall also be charged an additional fee in an amount equal to any surcharges on inspection fees which are imposed by the laws of the State of Ohio. (At the time of the passage of this ordinance, the State has imposed a 3% surcharge on all the fees of this section.)

(D) Up to (5) approved inspections per permit allowed. After (5) inspections, a \$75.00 fee per inspection will be imposed. Does not include re-inspection fees.

(E) Non-owner occupied residential registration \$20 per unit, every four (4) years

**SECTION VII. SIGN AND STREET BANNER PERMITS.**

Fees for permits for signs and street banners shall be computed on the square footage of the surface area of the sign or banner face and shall be as follows:

(A) Signs from 0 sq. ft. to 50 sq. ft.	\$ 80.00
(B) Signs from 51 sq. ft. to 100 sq. ft.	\$ 160.00
(C) Signs greater than 100 sq. ft.	\$ 1.60
	Per sq. ft.
(D) Public right-of-way banner permit – 3 week maximum (Uptown City parking lot only)	\$ 75.00

(E)	Temporary Banner (30 days)	\$ 55.00
(F)	Foundation permit for signs greater than 6 feet in height	\$ 160.00
(G)	Application re-submit fee	\$ 50.00

**SECTION VIII. ZONING PERMITS AND FEES.**

Zoning permits and fees may be charged a rate of \$160.00 per hour for each City of Maumee employee required to review each application, complete any and all necessary inspections, and/or prepare and present an application to the Design review Board, Board of Zoning Appeals, Planning Commission and City Council (if required), plus the actual cost of any outside consultant or expert hired by the City of Maumee to review an application or complete an inspection (if required), plus the actual cost of all required notices prior to holding a hearing on an application (if required), or the following minimum fees, whichever is greater. Partial hours shall be charged to the next 15 minute increment. An application shall be considered incomplete if the following minimum fees are not paid at the time of initial submittal.

(A)	Application or Petition for amendment, supplement, or change of Zoning map or regulations	\$ 500.00
(B)	Application for conditional use or special use permit:	\$ 500.00
(C)	Application for Planned Unit Development, Site Plan Review (including Public Service/Utilities only), Preliminary Plat (includes Final Plat), and Subdivision review:	
	(1) Up to 1 acre	\$ 1,000.00
	(2) One to ten acres	\$ 1,500.00
	(3) Ten acres or more	\$ 3,000.00
(D)	Zoning Permit (not otherwise specified by fee schedule):	
	Residential	\$ 100.00
	Commercial	\$ 200.00
(E)	Zoning Certificate of Verification per parcel	\$ 200.00
	(1) Additional hour, per employee	\$ 250.00
(F)	Application Fee to Board of Zoning Appeals:	
	Residential	\$ 400.00
		Plus \$50 each additional variance in same application
	Commercial	\$ 750.00
		Per Zoning Appeal Request Plus \$100 each additional variance request in same application
(G)	Application Fee to Appeal to the Board of Building Appeals	\$ 500.00
(H)	Application for an amendment to a special use permit, site plan review, conditional use permit, and/or permit for a planned unit development:	
	Minor	\$ 150.00
	Major	same as in (C) above
*The Urban Planning Manager shall determine if an amendment is major or minor by applying the applicable section(s) of the Maumee Codified Ordinance.		
(I)	Fence Permit:	
	The Cost shall be based upon the following:	
	Up to 100 lineal feet	\$ 80.00
	Each lineal foot over 100	\$ .50*
	*Per foot	
(J)	Detached decks and accessory buildings excluded from building code	\$ 150.00

(K)	Pool -above ground 24" deep or more	\$ 160.00
	Pool -inground	\$ 350.00
(L)	Application re-submit fee	\$ 50.00
(M)	Stop Work Orders (per calendar year) Sections VII and VIII:(Owner occupied & doing work)	
	(1) First Order	\$ 500.00*
	(2) Second Order	\$ 1,000.00*
	(3) Third Order	\$ 2,000.00*
	*Plus double the permit fee up to max \$1,000.00	
(N)	Other than Owner Occupied Structure-Stop work order	
	(1) First Order	\$ 500.00*
	(2) Second order	\$
1,000.00*		
	(3) Third order	\$
2,000.00*		
	*Plus double the permit fee up to max \$4,000.00	
(O)	Administrative fees for weed/tall grass nuisance charges – Up to 100% of the charge	

**SECTION IX. PETITIONS AND APPLICATIONS.**

A fee of \$50.00 plus cost of survey shall accompany petitions and applications for:

- (A) Settlement of boundary lines between private and municipal property.
- (B) Grant of a franchise, license, or privilege on any public right of way or ground. \$ 950.00
- (C) Anything other than zoning, special use, planned unit development, or a modification thereof, such as lot splits. \$ 150.00

**SECTION X. STREET VACATION FEE.**

The fee for the vacation of a street, alley, or public way, in addition to deposits and costs, shall be fifty cents (\$.50) for each square foot of property vacated.

**SECTION XI. ECONOMIC OR INDUSTRIAL DEVELOPMENT BOND ISSUANCE FEES.**

Fees required for the issuance of economic or industrial development bonds shall be as follows:

- (A) At the time of application, a sum equivalent to one-quarter of one percent (.25%) of the proposed bond issue; and
- (B) Prior to the execution of any and all documents related to final passage of bond legislation, an additional sum equivalent to one-eighth of one percent (.125%) of the bond issue; Provided, however, that in no event shall the total fee exceed one-half of one percent (.50%) of the total amount of the bond issue.
- (C) Cost of bond council fee
- (D) Annual CRA or TIF monitoring fee equal to 1% of the benefit received, not to exceed \$2,500

**SECTION XII. CEMETERY AND BURIAL CHARGES.**

- (A) Lots.

Lots at Riverside Cemetery shall be sold at the following prices:

(1)	<u>Original Plat.</u>	<u>Resident</u>	<u>Nonresident</u>
	(a) Lot (four graves)	\$ 2,000.00	\$ 4000.00
	(b) Half lot (two graves)	\$ 1,200.00	\$ 2600.00
	(c) Single grave	\$ 600.00	\$ 2000.00
(2)	<u>Memorial Plat I.</u>		
	(a) Lot (four graves)	\$ 2,400.00	No Sale

- (b) Half Lot (two graves) \$ 1,400.00 No Sale
- (E) Service Charges.  
 The services specified in this section shall be furnished at Riverside Cemetery upon payment of the charges specified below:
  - (1) Burials.

	<u>Resident</u>	<u>Nonresident</u>
Weekdays (8:30 am-1:30 pm)	\$ 800.00	\$ 1,600.00
Saturdays (and weekdays after 1:30 pm)	\$ 1,000.00	\$ 2,000.00
Holidays or Sundays	\$ 1,000.00	\$ 2,000.00
  - (2) Removals.  
 (Will be performed only on non-holiday weekdays.) Actual costs if outsourced plus:  

	\$ 1,200.00	\$ 2,400.00
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  - (3) Other Burials.  
 (Includes burial of urn or box of ashes, stillborns, infants of less than one year of age and amputated limbs.)
 

	<u>Resident</u>	<u>Non-Resident</u>
Weekday (8:30 am – 1:30 pm)	\$ 250.00	\$ 600.00
Saturdays (& weekdays after 1:30 pm)	\$ 350.00	\$ 650.00
Holidays or Sundays	\$ 450.00	\$ 800.00
- (C) Payment for indigent burial.  
 The following sums may be authorized for services rendered by funeral directors to bury indigent ~~dead~~ residents of the City:
  - (1) Adult person (each) \$ 600.00
  - (2) Child under twelve years of age (each) \$ 400.00
  - (3) Still-birth funeral \$ 300.00
- (D) Footers (marker foundations).  
 The charge for footers for markers, monuments, slants, and bases shall be \$60.00 per square foot for 4" slab. The footer will include a three (3) inch trim edge for mowing.
- (E) Transfer fee for resident to non-resident will equal the difference listed above

**SECTION XIII. AMBULANCE AND EMERGENCY MEDICAL SERVICES RATES.**

The rates for the use of the ambulance and emergency medical service of the City shall be as follows:

- (A) Maumee Residents-Basic Life Support.

Hospital	(1) Emergency ambulance transportation service for one patient	\$ 674.34
	(2) Emergency ambulance transportation service per person for two patients in same ambulance to Hospital	\$ 674.34
	(3) Emergency ambulance transportation service per person for more than two patients in the same ambulance to Hospital	\$ 674.34
	(4) In addition to the above, mileage shall be charged for transportation of patients to hospitals Per mile (one way)	\$ 15.42
- (B) Non-Resident-Basic Life Support.

to Hospital	(1) Emergency ambulance transportation service for one patient	\$ 753.82
	(2) Emergency ambulance transportation service per person	

- 753.82 for two patients in same ambulance to Hospital\$ \$
- (3) Emergency ambulance transportation service per person for more than two patients in the same ambulance to \$ 753.82
- (4) In addition to the above, mileage shall be charged for transportation of patients to hospitals other than ~~St. Luke's McLaren~~ at the following rate: Per mile (one-way)
- \$ 32.66 (5) Scheduled non-emergency invalid, sick, transfer, or hospital test transportation service shall be discontinued unless no other service provider is available, in which case the above rates shall apply.
- (C) Resident or Non-Resident Advanced Life Support.  
Advanced life support run, per person \$ 1,812.62
- (D) There shall be no charge for emergency medical treatment.

**SECTION XIV. FIRE AND SAFETY FEES AND RATES.**

- (A) Annual Fire Inspections.  
Fees for annual fire inspections and permits shall be as follows:
- (1) Vehicle or marine filling or service stations \$ 60.00
- (2) Premises for storage of motor fuels \$ 60.00
- (3) Paint stores \$ 60.00
- (4) Paint factories \$ 100.00\*  
\*Per hr/per inspector/minimum
- (5) Commercial spray painting operations \$ 100.00\*  
\*Per hr/per inspector/minimum
- (6) Auto repair garages \$ 100.00\*  
\*Per hr/per inspector/minimum
- (7) Sign shops and silk screen operations \$
- 60.00 (8) Chemical Manufacturing and storage facilities \$ 150.00\*  
\*Per hr/per inspector/minimum
- (9) Premises storing liquefied petroleum gas in containers:
  - (a) Capacity in excess of 30 gallons up to 60 gallons \$ 100.00
  - (b) Capacity in excess of 60 gallons \$ 115.00
- (10) Fire extinguisher or systems establishment \$ 60.00
- (11) Fireworks establishment \$ 250.00
- (12) Establishment using tent or air supported structure \$ 150.00
- (13) Permit for storage and/or retail display of Level 2 & 3 aerosol products exceeding 500 pounds \$ 100.00
- (15) Battery systems in excess of 50 gallons \$ 60.00
- (16) Compressed gas amounts exceeding:
  - (a) Corrosive-200 cubic feet \$ 60.00
  - (b) Flammable (except cryogenic fluids and liquefied petroleum gasses)-200 cubic feet \$ 60.00
  - (c) Highly toxic – any amount \$ 60.00

(d)	Inert & simple asphyxiant-6,000 cubic feet	\$ 60.00
(e)	Oxidizing, including oxygen-504 cubic feet	\$ 60.00
(f)	Toxic – any amount	\$ 60.00
(17)	Explosives – any amount	\$ 120.00
(18)	HPM facilities	\$ 120.00
(19)	Liquid or gas-fueled vehicles or equipment in an assembly building	\$ 60.00*
		*Per vehicle
(20)	Miscellaneous combustible storage	\$ 60.00
(21)	Pyrotechnic special effects material	\$ 60.00
(22)	Spraying or dipping	\$ 100.00*
		*Per hr minimum
(23)	Storage of scrap tires and tire by-products	\$ 750.00
(24)	Temporary membrane structure, tents & canopies	
(a)	Tents & membrane structures in excess of 400 sq. ft.	\$ 60.00
(b)	Canopies in excess of 400 sq. ft.	\$ 60.00
(25)	Flammable or combustible liquid tank (above-ground)	\$ 60.00
(26)	Fireworks Exhibition Permit	\$ 60.00
(27)	Re-inspections	\$ 100.00
(28)	Fairground Event	\$ 150.00

For each re-inspection or extra trip in excess of those customarily required, which is necessitated by faulty or incomplete work, the failure of a permit holder or his agents to keep a scheduled appointment, or other similar negligent conduct of the permit holder or his agents, then a fee of \$65.00 for a first re-inspection; \$75.00 for a second re-inspection; or \$150.00 for a third re-inspection shall be paid for each such re-inspection or extra trip prior to the performance of such re-inspection or extra trip.

(C) False Alarm Fees.

Owners of alarm systems shall pay a fee for false alarms as follows:

(1)	2nd false alarm in one calendar month	\$ 70.00
(2)	3rd or more false alarm in one calendar month (per alarm)	\$ 95.00
(D)	Per hour fee for <u>attendance</u> of a certified fire safety inspector at a public assembly or gathering	\$ 100.00
(E)	Landing Zone Fees – Ord. 42-2024	\$ 1500.00
	First Hour	\$ 1500.00
	Each additional hour	\$ 900.00

**SECTION XV. BICYCLE LICENSES.**

Bicycle Licenses and Registration. There shall be no fees charged for the registration of a bicycle or for a license to operate a bicycle by the City of Maumee.

**SECTION XVI. ANIMAL IMPOUNDMENT FEES.**

Impoundment and pick-up fees shall be assessed for impounded animals as follows:

(A)	Pick-up fee.	\$ 50.00
(B)	Impoundment fee (after first 24 hours).	\$ 25.00*
		*Per day

The number of offenses shall be determined under Chapter 505 of the Maumee Revised Code. Any portion of a calendar day shall be counted as one day in computing charges for impound fees.

**SECTION XVII. DIVISION OF POLICE MISCELLANEOUS FEES.**

(A)	Fees and charges in the Division of Police for fingerprinting and criminal record checks shall be as follows:		
	(1)	Manual fingerprints 2 cards	
		Resident (those who work within the City limits)	\$ 35.00
		Non-Resident	\$ 50.00
	(2)	BCI record check	\$ 65.00
	(3)	FBI record check	\$
65.00		(4)	Combined BCI/FBI record check
		(5)	Each additional fingerprint card
			\$ 5.00
(B)	Fees for participation in the Safety City Program shall be as follows:		
	(1)	Resident of Maumee School District enrollment charge each child	\$ 30.00
	(2)	Nonresident of Maumee School District enrollment charge each child	\$ 40.00
(C)	Fee for participation in Citizens Police Academy	- Resident	\$ 30.00
		- Non-Resident	\$ 40.00
(D)	Golf Cart Inspection		\$ 75.00

**SECTION XVIII. TOWING AND STORAGE CHARGES- See ORD. 087-2020**

**SECTION XIX. PUBLIC RECORDS.**

- (A) Photocopies of documents shall be provided at the following charges:
- |                                      |                              |                   |
|--------------------------------------|------------------------------|-------------------|
| 8 ½ x 11 or 14                       | 1 <sup>st</sup> four pages * | - no charge       |
|                                      | Additional pages             | - 5¢ per page     |
| 11x17 copies                         |                              | - 10¢ per page    |
| 8 ½ x 11 or 14                       | Color Copies                 | - 25¢ per page    |
| 11 x 17                              | Color Copies                 | - 50¢ per page    |
| Larger (Blueprint or Plotter copies) |                              | - \$1.00 per page |
- Records provided in other media (i.e., audiotape, videotape, CD, DVD, photographs, floppy disc, etc.) – charged at actual cost for materials, fees, and charges incurred by the City, if any.
- \* “No charge” copies are limited to one document in any one day. Additional documents requested in one day do not qualify for a “no charge” copy.
- (B) Video records including Dash Camera and Body Camera footage  
 \$75 per hour up to a maximum of \$750 to review, redact and prepare videos for release which will include all costs incurred by City in reviewing, blurring or otherwise obscuring, redacting, uploading, or producing the video records, including but not limited to the storage medium on which the record is produced, staff time, and any other relevant overhead necessary to comply with the request.
- (C) Municipal Code of Ordinances:
- |     |                                    |           |
|-----|------------------------------------|-----------|
| (1) | Complete code book                 | \$ 200.00 |
| (2) | Updates to complete code           | \$ 60.00  |
| (3) | Part 11 “Planning and Zoning Code” | \$ 60.00  |
| (4) | Part 13 – “Building Code”          | \$ 60.00  |
- (D) Comprehensive Annual Financial Report (CAFR available on web)\$ 40.00

**SECTION XX. SWIMMING POOL FEES.**

<b>Daily Entry Admission</b>	Residents Within corporation limits	Residents in school district (outside of corp. limits)
48 inches and taller	\$10.00	\$15.00
Less than 48 inches	\$5.00	\$15.00

**Daily Guest Pass**

- Residents may purchase a guest pass per school district daily admission rate above

	(A) <u>Pool Memberships-Maumee Corporation or School District Limits Only*</u>	
	Individual Membership	\$
100.00	Per additional familial relationship member	\$
50.00		

\*No membership refunds due to inclement weather or equipment repair closures

<b>Rolf Park Pool Rental Fees</b>	<b>Resident</b>	<b>Non-Resident</b>
Half day private cabana rental	\$25	\$35
Half day private pavilion rental	\$75	\$100
Full day private cabana rental	\$50	\$60
Full day private pavilion rental	\$150	\$175
Evening private rental	\$500	\$600
July 3 & 4 private cabana rental	\$100	\$150
July 3 & 4 private pavilion rental	\$200	\$250

**SECTION XXI. ROLF PARK FIELDS:**

Softball:

Rental Fees at Rolf Park Softball Fields are based on field usage. Final fees are based on a formula calculated by hours of field use and the number of fields used.

- Tournament fee: the facility is rented for \$100/hour. A field charge of \$30/field/game is also assessed (effective 1/1/25).
- Adult League: \$600
- Youth Recreation League games (non-Maumee teams): \$30 per game; \$50 per doubleheader; \$90 per tripleheader

Soccer:

All non-sanctioned use shall pay the above fees except those uses that are of the general public for non-organized practice, play, or function.

- Practice, \$25
- Per game \$50

**SECTION XXII. Little League: Gateway, Ford and Fairfield facility rental:**

All non-sanctioned use shall be subject to fees except those uses that are of the general public for non-organized practice, play, or function. Only fields, restrooms, and bases are included in rental fees. All other use and facilities are excluded.

- Per practice, max 2 hours \$35
- Single game/2.5 hours per game \$75
- Double header/6 hours \$125
- \$25 extra if lights are used at Gateway and Ford Field

**SECTION XXIII. MAUMEE INDOOR THEATER FACILITY AND EQUIPMENT RENTAL SCHEDULE**

(A) Facility Rental:

Half Day (4 hour) Private Rentals

	Theater 1	Theater 2	Community Room
Monday-Thursday	\$375	\$300	\$200
Friday-Sunday	\$600	\$400	\$300

\*Additional time may be added at \$50 per hour based on availability

Full Day (8 hour) Private Rentals

	Theater 1	Theater 2	Community Room
Monday-Thursday	\$550	\$450	\$350
Friday-Sunday	\$800	\$650	\$450

\*Additional time may be added at \$50 per hour based on availability

Theater Weekly Rentals- Sunday to Sunday: Per day

	Theater 1	Theater 2	Community Room*
1-2 Show Weeks per season	\$300	\$200	\$100
3+ Show Weeks per season	\$250	\$150	\$50

\*Congruent with Theater rental

(B) Packages:

Package	Cost	Guests	Time/Day	Concessions
Family Film	\$185	20*	M, T, TH evening	1.25oz popcorn; 16 oz pop
Daytime Special	\$7/person	10**	M, T, TH, F morning	1.25oz popcorn; 16 oz pop
Birthday Party	\$325	40*	Up to 3 hours	1.25oz popcorn
Film Premier	\$700	Theater 1	F or Sat evening Up to 5 hours	Welcome, Film Run, Q/A/Talkback, mics & sounds, pipe & drape station, marquee signage

\*\$7 each additional guest  
 \*\*Minimum guests, max depends on room capacity

(C) Add-on features

Marquee	\$15
Bundle: Stage Lights, Microphone, Sound System	\$150
Microphones	\$50
Sound System	\$50
Stage Lighting	\$50
Risers/Platforms	\$5 per section
Table Linens	\$6 per linen
Piano	\$25
Pipe & Drape	\$25
Ticket Sales	\$200 or 10% of ticket sales (\$200 min)
Outside food fee	\$75

(D) Daily Admission, Promotions, Concession costs are updated administratively

**XXIV. Wolcott House**

Admissions: \$6.00 Adults; \$5.00 Seniors; \$2.00 Seniors  
 Church Rental: \$100.00/hour  
 MVHS Membership Rates: \$25, \$50, \$150; \$250  
 Antique Show & Sale: Admission \$8.00; Vendor Rental Space: \$150 - \$350  
 Journal Subscriptions: \$29/yea

**SECTION XXV. BANK TRANSACTIONS**

Fees assessed for bank transactions:

(A)	Returned check charge	\$	30.00
(B)	ACH debit refused	\$	30.00

## Rolf Park Pool Rental Agreement

Primary Contact:		Email:	
Rental Date:		Phone:	
Arrival Time:		Departure Time:	
Select Rental Type: Evening Private Rental			
Pavillion Rental	½ Day	Full Day	
Cabanna Rental	½ Day	Full Day	

### Half Day Private Rentals

	Pavillion	Cabanna	
Resident	\$75	\$25	
Non- Resident	\$100	\$35	

### Full Day Private Rentals

	Pavillion	Cabanna	
Resident	\$150	\$50	
Non- Resident	\$175	\$60	

### Evening Private Rentals

	Standard		
Resident	\$500		
Non- Resident	\$600		

### July 3 & 4 Private Rentals

	Pavillion	Cabanna	
Resident	\$200	\$100	
Non- Resident	\$250	\$150	

## Rental Agreement- Terms & Conditions

Thank you for selecting the City of Maumee Rolf Park Pool for your upcoming event. As part of your Rental Agreement, we would like to provide you with some information regarding your reservation. Use of the pool facilities is subject to the following rules and regulations. By making a facility reservation, you agree to abide by the terms of this agreement and the Rules and Regulations set forth below as well as all Rules and Regulations of the City of Maumee.

This agreement is entered into between the City of Maumee and \_\_\_\_\_ the undersigned renter of the Rolf Park Pool, hereinafter referred to as “Renter.”

**Rental Rates** – Rolf Park Pool provides pricing for private rental of the facility and designated seating areas. The rates will include the indicated timeframe, open concessions stand, use of provided seating, and use of pool facilities.

**Arrival time** - The reserved area will be available at the arrival time indicated on your original reservation. You may arrive 15min prior to this designated start to gather your party and check in for a safety presentation with pool staff.

**Departure time** - Pool staff will provide a 30minute reminder of your party end time. Upon completion of rental time frame, the renter will exit the pool and have 15minutes to gather personal belongings and exit the premises.

**Alcohol** - Alcohol is not permitted on the premises of Rolf Park Pool. Presence of alcohol will result in immediate termination of rental agreement and renter will be asked to leave the premises.

**Food & Beverage** - During regular operating hours and during private evening rentals the concessions stand will be open and operational. Pavillion renters and Evening Private Rental guests may pay an additional fee of \$75 to bring in food and beverages, with the exclusion of alcohol (see alcohol policy above). All food and drink must stay in designated approved areas.

**Damages** - A pool staff member will conduct a walk through with the renter at the time of arrival and departure. The repair cost for any damage that occurs during the rental will be charged to the renter. If Renter fails to deposit trash as required, an additional cleaning fee may be charged to Renter.

Payment and cancellation policy – Reservations will be tentatively held for three days without paperwork and payment, within those three days the renter must complete the rental agreement and turn in payment. Payment in full is required upon booking; evening private rental must be booked two weeks in advance to ensure staff availability. Cancellations made less than one week prior to booking are non-refundable with the exception of cancellations due to inclement weather. Weather cancellations are subject to the pool’s Weather policy indicated below, though may opt for a rescheduled date pending availability.

Weather - Rolf Park Pool will delay operations upon sighting of lightning or thunder by 30minutes, will close with a feels like temperature of 65 degrees or lower, and will close in the event of a Tornado warning.

Parking - All parking areas are open for public use. No parking spaces can or will be reserved.

Smoking – Smoking and Vaping is not permitted indoors at any City of Maumee facilities and is also prohibited by Ohio Law. Additional cleaning fee may be incurred if violated.

Termination of Rental Receipt - It is understood by the Renter that City of Maumee shall have the right to terminate any Rental Agreement without notice in the event of non-compliance with any Rolf Park Pool or City of Maumee Rules and Regulations.

Enforcement of Policies - The Renter is responsible for their guests' and contract service providers actions and enforcement of Facility and Rolf Park Pool policies. Violation of Rolf Park Pool or City of Maumee Rules and Regulations may result in immediate termination of agreement and removal from premises.

Decoration - Only table and floor displays can be used; nothing should be affixed to doors, windows, or walls. All decorations must be removed promptly at the conclusion of the rental. No confetti, glitter, helium balloons, or open flames are allowed.

## Hold Harmless

Renter agrees to assume all risks of loss or damage to property and injury or death to persons by reason of or incident to the occupation and/or use of the Rolf Park Pool or the activities conducted by Renter as described in the Rental Agreement. Renter expressly waives all claims against the City of Maumee for any such loss, damage, personal injury, or death caused by or occurring as a consequence of such occupation and/or use of the Rolf Park Pool or the conduct of activities or the performance of responsibilities as described on the Rental Agreement. Renter further agrees to the extent permitted by applicable law to indemnify, save, and hold harmless the City of Maumee, City Council, the City administration, their officers, agents and employees, from and against all suits, claims, demands, or actions, liabilities, judgement, costs and attorney's fees arising out of, or in any manner predicated upon personal injury, death or property damage resulting from, related to, caused by or arising out of the occupation and/or use of the Rolf Park Pool by renter or renter's guests or any activities conducted or services furnished in connection with or pursuant to the Rental Agreement. Provided however, the foregoing waiver of claims and indemnification and hold harmless provisions shall not apply to any loss, damage, personal injury, or death resulting from the negligence or willful act of the City of Maumee.

Insurance and Liability Special Event Liability Insurance may be required for ALL renters and caterers. Established catering services may use their license and insurance to cover this. The insurance must, at Renter's sole expense, provide and maintain public liability and personal property damage insurance insuring the City of Maumee against all bodily injury, property damage, personal injury, and other loss arising out of Renter's use and occupancy of the premises. The insurance, if required hereunder shall have a single limit liability of not less than \$1 Million, and general aggregate liability of Renter not less than \$2 Million. The City of Maumee shall be named as an additional insured of said policy.

Severability. All provisions of the Agreement are severable. The determination that any particular provision or term is illegal or unenforceable shall have no effect upon the remaining terms of the Agreement.

Assignment. A party may not assign their duties or rights under the Agreement without prior written approval of the City of Maumee.

Modification To Agreement. Any modification of this Agreement will be effective only if it is in writing and signed by both parties.

Renter:

\_\_\_\_\_

Company, Business, Community Organization or Individual

\_\_\_\_\_

Printed Name

Authorized Signature

\_\_\_\_\_

Maumee Indoor Theater:

\_\_\_\_\_  
\_ Kayla Day, Pool Manager

Date: \_\_\_\_\_

# Pricing and Capacity

## Capacity:

Cabanna: 10

Pavillion: 30

Evening Private Rental: 200

## Half Day Private Rentals

	Pavillion	Cabanna	
Resident	\$75	\$25	
Non- Resident	\$100	\$35	

## Full Day Private Rentals

	Pavillion	Cabanna	
Resident	\$150	\$50	
Non- Resident	\$175	\$60	

## Evening Private Rentals

Hours-(Sat) 8pm-10pm. (Sun) 7pm-9pm

	Standard		
Resident	\$500		
Non- Resident	\$600		

## July 3 & 4 Private Rentals

	Pavillion	Cabanna	
Resident	\$200	\$100	
Non- Resident	\$250	\$150	

## Entrance to Rolf Park Pool

- ◆ Adults must provide a valid driver's license with current address. If ID does not have a current address, a utility bill or lease agreement will be needed.
- ◆ Students in grades K-12 must provide a grade card with current address, PowerSchool, or other mail with student's name and current address to show the student attends Maumee City Schools.
- ◆ Kids 12 and under cannot be dropped off. They must be accompanied by an 18+ year old in the facility. Notes will be made in their RecDesk account.

\*\*\*CREDIT CARD ONLY–No cash or checks will be accepted\*\*\*

(admissions and concession stand)

## POOL RULES

- ◆ Maumee residents that reside within the corporation limits and those that reside within the Maumee School District must provide proof of residency. Students in K-12 will be asked to show PowerSchool, a grade card or other proof of attendance in the Maumee City Schools.
- ◆ All patrons must follow staff instructions and abide by the pool rules.
- ◆ Kids under the age of 12 will need to be accompanied by an 18+ year old in the facility. (Note will be made in their RecDesk account)
- ◆ NO running is permitted inside the pool.
- ◆ Diving is ONLY permitted in the diving area.
- ◆ NO toys allowed in or around the pool. (This includes balls, noodles, etc.)
- ◆ NO floatation devices in the pool. (This includes rafts, inner tubes, puddle jumpers, floaties, etc.) Life Vest are permitted as long as they are Coast Guard approved flotation safety devices.
- ◆ During scheduled breaks (which occur at the top of the hour), all patrons under 18 years old must be out of the water and away from the pool.
- ◆ No patrons are to hang out and/or play in the showers.
- ◆ Coolers and outside food are NOT allowed inside the facility.
- ◆ Food purchased at the concession stand MUST be eaten in the concession area. NO food/drink (water only) is allowed on the pool deck/area.
- ◆ Rolf Park Pool is not responsible for lost or stolen personal belongings.
- ◆ Smoking and vaping are NOT permitted in or around the pool area.
- ◆ Alcohol is prohibited at Rolf Park Pool.
- ◆ ALL patrons must wear swimsuits to enter the pool. NO cut off shorts, boxers, gym shorts, sports bras or thongs are permitted as it is a safety issue.
- ◆ All infants and toddlers must wear swim diapers and bathing suits over swim diapers.
- ◆ NO scooters, skateboards, skates, roller blades, etc. are permitted in the pool area.
- ◆ Please use the bike rack for bikes. Rolf Park Pool is not responsible for damaged/stolen bikes.

ORDINANCE NO. 026 -2026

AN ORDINANCE PROPOSING AND PROVIDING FOR THE SUBMISSION TO THE ELECTORS OF THE CITY OF MAUMEE, OHIO, AT THE ELECTION ON NOVEMBER 3, 2026, CERTAIN AMENDMENTS TO THE CHARTER OF THE CITY OF MAUMEE, OHIO, IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE CHARTER REVIEW ADVISORY COMMISSION .

WHEREAS, The Charter Review Advisory Commission duly appointed by the Mayor and confirmed by Council, and pursuant to their authority in Article XII of the City of Maumee Ohio charter has proposed certain amendments to said Charter; and

WHEREAS, The Ohio Constitution provides as follows in Article XVIII, Section 9 :Amendments to any charter framed and adopted as herein provided may be submitted to the electors of a municipality by a two-thirds vote of the legislative authority thereof, and, upon petitions signed by ten per centum of the electors of the municipality setting forth any such proposed amendment, shall be submitted by such legislative authority. The submission of proposed amendments to the electors shall be governed by the requirements of section 8 as to the submission of the question of choosing a charter commission; and copies of proposed amendments may be mailed to the electors as hereinbefore provided for copies of a proposed charter, or pursuant to laws passed by the General Assembly, notice of proposed amendments may be given by newspaper advertising. If any such amendment is approved by a majority of the electors voting thereon, it shall become a part of the charter of the municipality. A copy of said charter or any amendment thereto shall be certified to the secretary of state, within thirty days after adoption by a referendum vote.

WHEREAS, the proposed amendments, pursuant to Article XII of the Maumee Charter, shall be duly submitted to the qualified electors of the Municipality at the next special election.

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

SECTION 1. It be, and hereby is, proposed and submitted to the electors of the City of Maumee, Ohio, at the Special election to be held in the City and Lucas County Ohio on November 3, 2026, the question of the adoption and approval of certain amendments to the Charter of the Municipality of Maumee, Ohio, as hereinafter set forth;

SECTION 2. The Ballot shall, at the top thereof, be titled, "CITY OF MAUMEE CHARTER AMENDMENT ISSUES" and the three different proposed amendments to the Maumee Charter be submitted as separate amendments on the ballot, substantially in the words and form as follows:

**Charter Issue-** Shall Article VIII, Nominations and Elections of the City of Maumee Charter be amended and/or rewritten as follows (language to be stricken is stricken through and new proposed language being shown in boldface and underscored.):

ARTICLE VIII  
NOMINATIONS AND ELECTIONS

SECTION 1 MUNICIPAL ELECTIONS.

All elections provided for by this charter, whether for the choice of officers or the submission of questions to the voters, shall be conducted by the election authorities prescribed by the laws of the state of Ohio, which laws shall apply to all elections, except as provision is otherwise made by this Charter. Regular municipal elections for the choice of all elective offices of the Municipality shall be held on the first Tuesday after the first Monday in November in each odd numbered year.

SECTION 2 NOMINATING PROCEDURE.

The name of any qualified elector of the Municipality shall be placed upon the primary election ballot for nomination as a candidate for any elective office of the Municipality when there shall have been files with the election authorities, a petition or petitions signed by not less than fifty(50) nor more than one hundred fifty (150) electors in the case of a candidate for member of Council and by not less than five percent (5%) of the number of electors voting at the last regular municipal election nor more than fifteen percent (15%) thereof in the case of a candidate for any other elective office.

The nominating petition shall contain a statement of candidacy, which shall designate a committee to represent the candidate. Both the nominating petition and statement of candidacy shall be ~~substantially in~~ the form prescribed by the State of Ohio Secretary of State for nominating petitions ~~generally~~, and shall be signed, circulated, and filed in accordance with the provisions of the Ohio Revised Code.

Nominating petitions shall be filed with the election authorities at least ninety (90) days prior to the date of holding the primary election with respect to which said petition is filed.

The name of the political party, if any, of which the candidate is a member shall be shown on the ballot at the primary election and at the general election, unless, at the time of filing the petition, the candidate files a personally executed demand that no political party designation be shown.

If a person nominated as a candidate as set forth herein dies or withdraws at any time prior to a primary or general election, the vacancy so created may be filled by the committee, or a majority of them, shall file with the election authorities, a certificate signed and sworn under oath by each of them, designating the person they select to fill such vacancy. Such certification shall be accompanied by a written statement of candidacy as set forth above.

SECTION 3 PRIMARY ELECTION.

With the exceptions as set forth in Section 2 above, a non-partisan primary election shall be **conducted by the election authorities on such dates prescribed by the laws of the State of Ohio, which laws shall apply to all primary elections** ~~held on the second Tuesday after the first Monday in September~~ of each year in which a regular municipal election is held if there are more than double the number of candidates to be elected to the office of Mayor or to the office of member

of Council. There shall not be a primary election if there are fewer candidates than as set forth above.

**YES- For Passage**

**NO-Against Passage**

**Charter Issue-**Shall Article XIII, Miscellaneous, Section 5 be amended as follows (language to be deleted is stricken through and new proposed language being shown in boldface and underscored):

ARTICLE XIII  
MISCELLANEOUS

SECTION 5 MILITARY SERVICE

~~Except as hereafter in this section provided,~~ If a person holding an elective office in the Municipality shall be called **to perform their military service duty** ~~into the~~ **in the uniformed services as provided by Federal law or State law** ~~military service~~ during **their** ~~his~~ elective term, ~~their~~ ~~his~~ office shall thereupon **not** become vacant. ~~and it shall be filled as provided by this Charter.~~ ~~Membership in military reserve or State Militia shall not create a vacancy in office. unless the office holder be called to full time military service for a period exceeding sixty (60) consecutive days.~~

**In the event the service member is absent for more than ninety days or provides notice that they will be absent for more than 90 days from their elected position due to military service, City Council may appoint a temporary replacement for that elected official, with full voting rights as provided by the Charter, to serve only during the period of such absence.**

**Yes- For Passage**

**No- Against Passage**

**Charter Issue-** Shall Article IX Section 3 be amended or rewritten as follows (language to be stricken is stricken through and new proposed language being shown in boldface and underscored):

**SECTION 3 REMOVAL FROM OFFICE.**

~~—Recall. Any elective officer of this Municipality may be removed from office in such manner as is now or may hereafter be provided by the Constitution or laws of Ohio.~~

**SECTION 3 REMOVAL OF OFFICER BY RECALL PETITION BY ELECTORS.**

### A. Petitions For Removal of Elected Officer by Electors

Any elected or appointed Council Member or Mayor provided for in this Charter may be removed or recalled from office by the electors by the following procedure:

A petition for the removal or recall of an elected or appointed Council member or Mayor, containing a statement in not more than two hundred (200) words of the grounds for the removal or recall, may be circulated once in any calendar year within a circulation period not to exceed ninety (90) days, and shall be filed with the Clerk of Council. Such petition to be sufficient, shall be signed by at least that number of electors, which equals twenty-five percent (25%) of the total number of electors voting at the last regular municipal election. Within ten (10) days after the day on which such petition shall have been timely filed, the Clerk, if the petition meets the other requirements set forth herein, shall forward the petition to the Board of Elections for the Board of Elections to determine whether the petition meets the signature requirements hereof. If the Board of Elections finds the petition insufficient, the Clerk shall notify the petitioner that their petition has been rejected and will not be considered at the next general election. If the Board of Elections finds the petition sufficient, the Clerk shall promptly deliver a copy of such certificate to the Council member or Mayor whose removal is sought and shall make a record of such delivery. If such Council member or Mayor shall not resign within five (5) days after the day on which such delivery shall have been made, the election authorities shall thereupon fix a day for holding the recall election at the next general election occurring more than ninety (90) days after the expiration of the period of five days last mentioned. No petition to remove or recall an elected official shall be circulated or filed within one (1) year after a Council member or Mayor takes office. No more than three (3) elected officials may be recalled or removed in a general election. If more than three (3) petitions are circulated, the first three (3) petitions filed and certified shall be presented to the electors at the next general election as defined by the Ohio Revised Code. The election authorities shall publish notice and make all arrangements for holding the election, which shall be conducted and the result thereof returned and declared in all respects as are the results of regular municipal elections.

### B. Nominations

The nomination of candidates to succeed each Council member or Mayor sought to be recalled or removed shall be made, without the intervention of a primary election, by filing with the election authorities, at least sixty days before the such general election, a petition proposing a person for each such office, signed by electors equal in number to ten percent (10%) of the total votes cast at the most recent regular municipal election for the head of the ticket.

### C. Ballots.

The ballots at such recall election shall conform to the following requirements: With respect to each elected official whose removal is sought, the question shall be submitted: Shall (name of person) be removed from the office of (title of office) by recall. Immediately following each such question there shall be printed on the ballots the two propositions in the

**order herein set forth: For the recall of (name of person); Against the recall of (name of person). Immediately to the left of the proposition shall be placed a square in which the electors may vote for either of the propositions. Under each of the questions shall be placed the names of candidates to fill the vacancy. The name of the officer whose removal is sought shall not appear on the ballot as a candidate to succeed the officer's self.**

**D. Filling of Vacancies Created by Recall.**

**In any recall election, if a majority of the votes cast on the question of removal are affirmative, the elected official whose removal is sought shall be removed from office upon the announcement of the official canvass of that election, and the candidate receiving the plurality of the votes cast for candidates for that office shall be declared elected. The successor of any person so removed shall hold office during the unexpired term of the successor's predecessor. If the elected official is not recalled or removed from office by the voters, that elected official shall not be subject to a further recall or removal procedure by the voters during the term of office to which they were elected.**

**E. Expenses**

**If, at any such recall election, the incumbent whose removal is sought is not recalled, the incumbent shall be repaid the incumbent's actual and legitimate expenses for the election from the treasury of the municipal corporation, but such sum shall not exceed five thousand dollars.**

**Yes- For Passage**

**No- Against Passage**

SECTION 3. Any amendment or amendments approved by the electors shall become effective immediately on and after the date of approval thereof by the voters and the provisions amended and/or stricken shall be immediately repealed. Also, any re-numbering of the Charter necessitated by any passed Amendments is hereby authorized

SECTION 4. The Municipal Clerk be, hereby is authorized and instructed to forward a certified copy of this ordinance to the Board of Elections of Lucas County, Ohio, and to certify the enactment of this ordinance submitting said Charter amendments for the election to be held on November 3, 2026. Said Municipal Clerk is instructed to request said Board of Elections to provide for submission of said issue according to law.

SECTION 5. The Municipal Clerk be, and hereby is, authorized and instructed to give proper and legal notice of the aforesaid proposed Charter amendments to the qualified electors of the City of Maumee, Ohio, by publication of the text of such Charter amendments in the Toledo Blade or

Toledo Legal news or other allowed publication source for two consecutive weeks, according to law. The Municipal Clerk is also authorized to renumber any Sections affected by the passage of any and/or all the Sections as required by passage of any amendment.

SECTION 6. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including the Maumee Charter and Ohio law.

First Reading:

Second Reading:

Vote on Third Reading:

Second:

Yeas: Nays:

Passed:

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Mayor Chelsea Ziss

ATTEST:

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Municipal Clerk.

Approved as to form by:

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Law Director.