



MEMO TO: Mayor and City Council
FROM: Jennifer Harkey, Finance Director
DATE: January 20, 2026
SUBJECT: Administrative Assistant position

Recommendation:

Approve hiring Tasche McDonald for the position of Administrative Assistant in the Finance Department, with a starting date of February 2, 2026.

AMERICAN



FIREWORKSSM

Since 1902

Our Proposed Special Entertainment Proposals
Annual Maumee / Perrysburg Fireworks Display



City of Maumee & City of Perrysburg 2025

Program Cost: \$48,750

Show Date – July 3rd, 2026

Rain Dates – July 5th, 2026

Alan Lehenbauer

From: Rolf, Rick <RRolf@republicservices.com>
Sent: Wednesday, January 14, 2026 12:41 PM
To: Alan Lehenbauer; Bowen, Rochelle
Cc: Chelsea Ziss; Gina Schell
Subject: RE: Maumee contract extension

Alan:

Thank you for the email.

Republic Service Toledo accepts/agrees the terms in the email for a 5 year extension.

We look forward to continuing our partnership.

Rick Rolf

General Manager

6749 S. Dixie Highway
Erie, MI 48133
[e rrolf@republicservices.com](mailto:rrolf@republicservices.com)
[o 734-848-5216](tel:734-848-5216)
[w RepublicServices.com](http://RepublicServices.com)



Sustainability in Action

From: Alan Lehenbauer <alehenbauer@maumee.org>
Sent: Wednesday, January 14, 2026 12:00 PM
To: Bowen, Rochelle <RBowen@republicservices.com>; Rolf, Rick <RRolf@republicservices.com>
Cc: Chelsea Ziss <ziss@maumee.org>; Gina Schell <schell-gina@maumee.org>
Subject: Maumee contract extension

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Good morning, Council had a special meeting yesterday to deal with a few issues. Our next meeting is January 20, 2026 at 6:15PM. Maumee would be willing to renew the contract with Republic Services at the rate of \$14.00 per month per household with an annual increase of 4 percent per year thereafter. There would not be a community wide bulk pick up or community clean up event, so the contract would remain the same in all other respects. If you can confirm this by email or if you have an agreement you would want Maumee to sign, let me know so we can get formal approval at the January 20, 2026 meeting and start the renewal effective when the current contract would otherwise end.

Alan

ORDINANCE NO. 039 –2025

AN ORDINANCE AMENDING CHAPTER 184 OF THE MAUMEE CODIFIED ORDINANCES AND ORDINANCE 032-2023 ENVIRONMENTAL AND TREE ADVISORY COMMISSION

WHEREAS, The City of Environmental and Tree Advisory Commission has proposed changes to Chapter 184 which is part of the City of Maumee Code.

WHEREAS, Council has reviewed and approves the recommended changes to the Maumee code as set forth herein.

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

SECTION 1. Chapter 184 of the Maumee Codified Ordinances and Ordinance 032-2023 are hereby amended as follows

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

184.01 INTENT AND PURPOSE.

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

184.02 MEMBERSHIP.

- (a) The Environmental and Tree advisory Commission shall consist of twelve (12) members. Eleven (11) members shall be nominated by the Mayor and confirmed by City Council, who shall be residents of the City and two of whom shall be City council members. The two (2) City Council members shall be voting members and shall serve as co-chairpersons of the Commission during their tenure. The City Administrator shall also serve as a permanent, non-voting member of the Commission, but shall have a vote in the event of a tie. All members shall serve without compensation. In making appointments of members of the Environmental and Tree Advisory Commission, the Commission may make recommendations to the Mayor, the Mayor shall ~~nominate-recommend~~, and City Council shall confirm, persons who, insofar as possible, have experience and/or an interest in protecting and enhancing the well-being of the environment, Maumee's tree canopy, and public health of the community.
- (b) Initially, the terms of office of the first Environmental and Tree Advisory Commission members appointed hereunder shall be fixed by the Mayor and City Council so that the terms of two (2) private citizen members will be for one (1) year, two (2) private citizen members will be for two (2) years, and two (2) private citizen members will serve three (3) years. Each of the two (2) City Council Members on the Commission shall serve three (3)-year terms. After the initial Commission is formed, all members thereafter will be appointed for three (3)-year terms. Each term shall end at the end of the calendar year of the current year in which that term is set to expire. ~~If a vacancy occurs during the term of any member, their successor shall be appointed for the unexpired portion of said term.~~
- (c) ~~Any commission member who misses three (3) consecutive meetings or more than fifty percent (50%) of the regular meetings on an annual basis may have cause for removal from the Commission.~~

184.03 COMMISSION RULES.

The Environmental and Tree Advisory Commission shall be co-chaired by the two (2) serving City Council Members. The Commission may establish rules of procedure for the conduct of the business of the Commission and shall hold at least ~~six (6)~~ eight (8) meetings per year. ~~All meetings shall be subject to the Maumee Charter. Ohio law applies to records requests.~~

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

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

- (a) To advise and make recommendations to the City Council and/or City Administrator regarding environmental policy and environmental issues.
- (b) To advise the City Council and City Administrator on all solid waste policies in the City of Maumee.

- (c) To advise the City Council and City Administrator regarding environmental aspects of alternative transportation issues, alternative fuel vehicles, bicycling improvements, and Clean City Program initiatives.
- (d) To advise the City Council and City Administrator on environmental risk and pollution control issues, including community right-to-know, air and water pollution, and indoor air quality.
- (e) To advise the City Council and City Administrator on all matters related to sustainable development, clean production, and environmental technologies.
- (f) To advise the City Council and City Administrator concerning effective advocacy for the City in regional, state, and federal environmental matters.
- (g) To advise the City Council and City Administrator on enhancing the awareness, understanding, commitment, and active involvement of local citizens in ensuring wise stewardship of the City's natural resources, now and in the future, through education, volunteerism, public/private partnerships, and incentive programs.
- (h) To coordinate and collaborate with commissions in other jurisdictions and other environmental organizations to address regional and state environmental matters to the extent such coordination and collaboration does not conflict with the interests of the City of Maumee.
- (i) To hold informational forums and public meetings on environmental issues and concerns as approved by City Council.
- ~~(j) To advise City Council and the City Administrator on matters relative to care, preservation, pruning, planting, replanting, removal and disposition of trees and shrubs in public area including but not limited to public property, parks and streets.~~
- ~~(j) To consider, investigate, make findings, report, and make recommendations regarding trees and shrubs to the City Administration.~~
- ~~(k) To hold regular and special meetings at which the subject of trees and shrubs insofar as it relates to the municipality may be discussed by members of the Commission, City Administration, City personnel, City Council, and all others interested in the tree program.~~
- ~~(l) To establish the recommended species and varieties of trees or shrubs to be planted in the tree lawns and all other public properties. All street tree species have been specified within the Maumee Street Tree Planting Design as of 2025 and this design shall be reviewed annually.~~
- ~~(m) To develop, implement, and update an Urban Forestry Management Plan for Maumee's public trees and shrubs. Maumee's Street Tree Planting Design shall be incorporated into the Urban Forestry Management Plan.~~
- ~~(n) To present on an annual basis a report to City Council and to provide a written report to the mayor for inclusion in the annual State of the City report.~~
- ~~(o) To disseminate news and information regarding the selection, planting, and maintenance of trees and shrubs within the corporate limits, whether the same be on private or public property.~~
- ~~(p) To implement a public Arbor Day observance annually.~~
- ~~(q) To continue tree education during one's term by attending either Ohio Division of Forestry's Regional Annual Conference or DOF's Tree Commission Academy.~~
- ~~(r) To conduct tree surveys and prepare and to keep updated a Street Tree Planting Design for all public streets, avenues, highways, parks, alleys, and other public places which, in~~

its opinion, effectuate the provisions of this chapter. Such plans or updates shall not become effective until approved by the Commission and City Council.

- (s) To recommend changes to the zoning code related to street tree plans for, including, but not limited to residential, commercial, industrial, institutional, planned business park, office, and service projects.

184.05 CONSERVATION BUDGET ACTIVITY ESTABLISHED.

- (a) Establishment of Budget Activity. There is further hereby established a "Conservation Fund" which may be appropriated each year by the City Council. All such monies as are appropriated to the conservation budget activity may be expended for such activities, from time to time, to carry out the powers and duties of the Commission. Provided, however, that any unexpended or un-appropriated balance in the conservation budget activity may, from time to time, be re-appropriated by the City Council for any such other public purposes as permitted by law which the City Council shall deem necessary or proper.
- (t) Private Funding. All funds raised through private donations shall be placed into the Conservation Fund and shall be expended for only activities as outlined in this chapter.
- (u) Continuing Education. The City of Maumee may provide financing for Commissioners and public staff to attend educational programs. Commission members and public staff will be encouraged to attend educational programs on urban forestry.

184.06 OTHER SOURCES OF FUNDING FOR CONSERVATION.

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

184.07 SEVERABILITY.

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

SECTION 2. Any Ordinance, parts of Ordinances or the Chapters of the Maumee Code in conflict herewith are hereby amended and repealed in part to reflect the foregoing changes.

SECTION 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council, and any of 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.

First Reading December 1, 2025

Second Reading December 15, 2025

Third Reading and Motion

To Pass January 20, 2026

Motion to pass: Second

Passed January 20, 2026

Mayor

Attest: Municipal Clerk

Approved as to form:

Law Director

CHAPTER 111

Council

111.01 Council rules.

CROSS REFERENCES

General Charter provisions - see CHTR. Art. III

Nominations and elections - see CHTR. Art. VIII

Recall - see CHTR. Art. IX, Sec. 3

Contract interest - see GEN. OFF. 525.10

111.01 COUNCIL RULES.

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I. MEETINGS

1. Regular Meetings. Regular meetings of Council shall be held in the Council chambers and shall commence at 6:15 p.m. on the first and third Monday of each month. Whenever the regular meeting falls on a legal holiday, Council shall meet at 6:15 p.m. on the next municipal working day. Council may, by majority vote, change the day and hour of holding any regular meeting, or adjourn the same to a day and hour determined by a like vote of the members present if constituting a quorum. The meetings of Council and its Committees are business meetings for purposes of discussion and consideration of agenda items related to the business of Maumee. The purpose of the provisions set forth herein are to promote efficient, orderly, and productive meetings and reduce disruption at said meetings.

2. Special Meetings. Council shall hold such special meetings as may be found necessary, which may be called by the Clerk upon the written request of the Mayor or upon the written request of three members of Council. Any such vote or request for the calling of a special meeting shall state the subject or subjects to be considered thereat, and no other subject or subjects shall be considered except upon the approval of five or more of the members of Council in attendance at such special meeting. Twenty-four hours' notice in writing of such special meeting, if called by the Mayor or by three members of Council, shall be given to each member of Council and to the Mayor by personal service or by delivery thereof at their usual places of residence, or by text or email, but members of Council may waive such notice and service of notice by their attendance at such special meeting or by waiving notice in writing or by text or email. If a quorum is present for a special meeting, council may transact or conduct business for said special meeting.

3. Emergency Meetings. Emergency Council meetings may be called by the Mayor for the express purpose of dealing with emergencies which may arise relative to the City of Maumee operations or for health or public safety reasons, provided that the members of council waive twenty-four-hour notice of said meeting by their attendance at said meeting or by waiving notice by text or email. Notice of said emergency meetings shall be provided in person, or by phone, text, email, or other electronic means to all council members at least two hours prior to said meeting. The notice shall provide the topic for said meeting and no other business may be conducted at said meeting. If a quorum is present for a special meeting, council may transact or conduct business for said emergency meeting. Electronic

or email notification of said emergency meetings shall be provided to the media outlets which are on file with the municipal clerk.

4. Attendance at meetings. Council members, the Mayor, and City Administration shall strive to attend all meetings of Council in person. If a council member, the mayor, City Administrator, and/or Clerk are/is unable to attend a special meeting, or emergency meeting, or committee meeting of council in person, they may be permitted to attend by phone or other virtual means upon advance notice to the municipal clerk. If a council member, the Clerk, Finance Director, City Administrator, or the Mayor is unable to attend a regular meeting of council in person due to illness or other personal reasons, they may attend by phone or other electronic means for up to six meetings per year, upon the approval of the Mayor, or the council president if it involves the Mayor's request to attend virtually. City administration, or individuals requested by the Mayor or administration to be present at a meeting, may also attend virtually upon prior approval by the City Administrator. If a council member or other individual attends any meeting virtually, they may be recorded and shall participate in the meeting as if personally present at said meeting. Attendance virtually shall be considered being present at a meeting and shall allow council members attending virtually to vote on any motions, ordinances, resolutions or other matters before council or a council committee.

II. THE CHAIR - POWERS AND DUTIES

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

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

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

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

decision of Council?" The Chair shall be sustained unless overruled by a majority vote of the members of Council present.

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

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

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

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

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

III. MEMBERS' DUTIES AND PRIVILEGES

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

12. Addressing Chair. Members when about to speak to a question or make a motion, shall address the Chair as "~~Mr.~~ Mayor", "~~Mr.~~ President", ~~Mr.~~ Chairman, or ~~Mrs./Ms.~~ Chairwoman", who shall pronounce the name of the member entitled to the floor. Members addressing Council shall confine themselves to the specific item or question under debate and avoid personalities.

13. Limitation of Debate. No member shall be allowed to speak more than once upon any one subject until every member choosing to speak shall have spoken, nor more than twice upon the same subject, nor for a time longer than five minutes. The Mayor, in addition to presiding at Council meetings, may take part in the discussion upon all matters under consideration by the Council and may introduce and propose ordinances and resolutions.

14. Voting. Every member present when a question is put shall vote on same, unless Council shall, for special reasons, excuse ~~them~~ ~~him~~ from voting. Such excuse shall be granted only if the member states reasons for the request before voting begins and Council by majority vote of the members present accepts them. There shall be no debate upon this question. Abstention counts as a "no vote"

15. Division of a Question. On demand of any member, a question under consideration which covers two or more points, shall be divided where the question admits of such division.

16. Demand for Roll Call. Any member may demand a roll call vote upon any question before Council at any time before the decision on such question is announced by the Chair and there shall be no debate on the demand.

17. Excusal from Attendance. No member shall be excused from attendance at a Council meeting, except upon request to and permission by the Mayor prior to such meeting or by a vote of a majority of the members present.

18. Excusal During Meeting. No member shall be excused while Council is in session except upon permission of the Chair.

IV. ORDER OF BUSINESS

19. Order of Business. The order of business at meetings of Council or committee meetings shall be substantially as set forth herein. Upon motion of any Council member or committee member the order of business at any meeting may be altered by affirmative vote of two-thirds of the members present. Failure to abide by this order of business shall not affect any matters considered or voted upon at a meeting.

A. Call to Order

B. Roll call, to determine presence of a quorum.

C. Pledge of Allegiance-At Council meetings

D. Committee of the Whole-~~For~~ discussion of items on the Agenda and/or addition of items to the agenda and/or deletion of items from the agenda. Presentations of information by Administration or invited guests. Introduction of City employees. Proclamations and other awards. Presided over by President of Council. No discussion shall take place until there is a motion to discuss an item and a second to said motion. May meet separately on other dates to discuss issues that may come to the attention of Council that require more debate and discussion than standard Council meeting time limits or rules allow. The Mayor, in addition to presiding at Council meetings, may take part in the discussion upon all matters under consideration by the Council

E. Executive session. May be moved to end of meeting. Executive sessions may be called for the following purposes:

(1) The appointment, employment, dismissal, discipline, promotion demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing. Except as otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of his official duties or for his removal from office. If a public body holds an executive session pursuant to this subsection, the motion and vote to hold that executive session shall state which one or more of the approved purposes listed in this subsection are the purposes for which the executive session is to be held, but need not include the name of any person to be considered at the meeting;

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

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

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

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

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

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

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

Possible alternative

Citizens Comments-For Council Meetings-Hearing of the public during the business meeting, which is limited to matters that are on the agenda for that meeting, provided that no person shall be allowed to speak more than once on any subject, nor for a time longer than three minutes, without leave of Council or the Chair or for more than 2 minutes if more than two persons have already spoken on a particular item or subject and no comment on a particular subject shall exceed 15 minutes in total. Comments on the same topic may be limited by the Mayor or the President of council in the Mayor's absence, so the total time on any one subject does not exceed 15 minutes. No person shall do any act during the meeting which obstructs or interferes with the due conduct of the Council meeting. Council may enact additional rules for public participation at meetings. Attendees at a meeting shall have signed in on the sign-in sheet with their legal name. Attendees wishing to speak during the public comment period shall first have properly signed in on the sign-in sheet and shall sign a comment card provided by the City Clerk prior to the

meeting, stating their name, community of residence, as well as the subject matter on the agenda they will be addressing. The Chair will call names from the cards submitted to address the City Council. Speakers addressing City Council regarding legislation on the agenda must direct their comments solely to the subject matter addressed in the legislation on the agenda indicated on the speaker slip. Failure to do so will result in a warning from the Chair to return to the subject matter of the legislation. The Chair may interrupt, warn or terminate a speakers comments that are not related to legislation on the agenda, repetitive, obscene and or constitute a true threat (ie statements meant to frighten or intimidate one or more persons into believing that they will be seriously harmed by the speaker). Speakers shall conduct themselves in an appropriate manner so as not to commit violations of the disorderly conduct or disturbing a lawful meeting provisions of State and local law.

No firearms (except those carried by police personnel) backpacks or other large containers or objects shall be brought into Council Chambers. Individuals with large items may request relief from this provision. Each attendee at a meeting is subject to security screening measures.

Citizen comments on topics related to City of Maumee operations, proposed legislation, zoning, streets or other business not on the agenda may be made after the conclusion of the meeting as set forth hereinafter.

The City also provides for alternative methods or channels of communication for any citizen or person to express themselves to the Mayor, Council Members and Administration. The City maintains a website which provides a forum to leave comments or complaints. The Council and Mayor have email addresses posted on the City website where Council and the Mayor can be reached as to any City matter. Council or its committees do not hear complaints about employees during the public participation portion of its meeting. Complaints may be made through emails, website submissions, conversations with Council members, the Mayor or Administrator and by mail.

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

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

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

J. CONSENT CALENDAR

The Consent Agenda of a Council Meeting may include items such as the approval of appointments, resolutions of appreciation or commendation, purchase of capital items, personnel item not requiring ordinance for passage, applications for and acceptance of grants or contracts and minor or routine legislation, including minor code changes. The Consent Agenda may also include legislation approving the expenditure of funds for the purchase of goods or services. Legislative items approved on the Consent Agenda shall be deemed to have had its first or second reading. Zoning ordinances, tax levies, and emergency legislation shall not be included on the Consent Agenda. The items to be included on the Consent Agenda shall be approved by the City Administrator.

An item may be removed from the Consent Agenda of a Council Meeting for the purposes of consideration under the regular agenda upon request of a Council Member or the Mayor. Any legislative item removed from the Consent Agenda after a majority vote of City Council shall be placed on the agenda as New Business and read in accordance with these rules.

All items listed on the Consent Agenda can be received and approved with a single motion and vote. Such action shall be deemed the same as if each item had been read and voted upon separately. Consent Agenda items do not need to be read by title, provided that the description of the item in the Consent Agenda provides reasonable notice of the purpose and nature of the item.

Items on the consent agenda shall not be discussed until after a motion is made and seconded. Although, no discussion is actually required.

K. Other Business. May include motions for approval of items that do not require an Ordinance or Resolution.

L. New Business. This may include but is not limited to consideration of the following:

- (1) Emergency legislation or legislation waiving three readings.
- (2) Second reading of ordinances and resolutions.
- (3) Third reading of ordinances and resolutions

M. Old Business

N. Mayor, Council Members, and Administrator Comments

O. Adjournment

P. Post adjournment comments-At the conclusion of the business meeting, City Council will provide a thirty-minute session for all other comments related to matters concerning business, property concerns, or legislative matters concerning the City of Maumee by citizens of Maumee or business owners with a place of business in Maumee. No person shall be allowed to speak more than once per month on any subject, nor for a time longer than three minutes, without leave of Council or the Chair or for more than 2 minutes if

more than two persons have already spoken on a particular item or subject and no comment on a particular subject shall exceed 15 minutes in total. This comment period is not for personal attacks. Comments on the same topic may be limited by the Mayor or the President of council in the Mayor's absence, so the total time on any one subject does not exceed 15 minutes. Attendees wishing to speak during this comment period shall first have properly signed in on the sign-in sheet and shall sign a comment card provided by the City Clerk prior to the meeting, stating their name, community of residence, as well as the subject matter they will be addressing. The Chair will call names from the cards submitted to address the City Council.

20. Postponed meetings

If a meeting is postponed or continued to another date and time certain, the reconvened meeting shall commence where the order of business was interrupted by the postponement or continuance.

V. COMMITTEES

21. Appointment of Committees. The following Standing Committees consisting of three members each are hereby authorized. Appointment of members to such Committees shall be made by the Mayor, subject to confirmation by a majority of members of Council.

—A. Personnel

—B. Finance

—C. Parks and Recreation

A. Finance & Economic Development

The Finance and Economic Development Committee reviews requests for allocation of City funds, including the operating and capital projects appropriations. The Committee works with the Administration to evaluate various methods of financing City operations and to consider any such actions recommended by the Administration. The Finance and Economic Development Committee also evaluates any proposed legislation involving the tax code, reviews the proposed selling price or rental fee of any City property, and considers any other matters incidental to the foregoing which are properly delegated to the Committee by Council or the Mayor.

B. Employee & Community Relations

- The Employee & Community Relations Committee reviews and makes recommendations on legislative action and initiatives relating to the city's employees and the community at large. It reviews the terms and conditions of

employment of city workers, job descriptions, employee ordinances, and handbooks, and may make recommendations to council on personnel matters including new positions, divisions, or departments. The Committee shall consider any other matters incidental to the foregoing which are properly delegated to the Committee by the Council or the Mayor.

C. Building, Lands, & Recreation Committee

- The Building, Lands, & Recreation Committee reviews and makes recommendations on legislative action and initiatives relating to the maintenance and repair of publicly owned buildings, parking lots, parks, cemeteries, and other land in the City. The committee reviews the budget for maintenance and recreation and hears recommendations from the Parks and Recreation Advisory Commission on projects related to publicly owned buildings, lands, and recreation programs. The Committee shall consider any other matters incidental to the foregoing which are properly delegated to the Committee by the Council or the Mayor.

D. Public Services Committee

- The Public Services Committee reviews and makes recommendations on legislative action relating to city-provided utilities, including water, sewer, stormwater, garbage collection and recycling, as well as city-provided services such as maintenance of streets and sidewalks, etc. The Committee shall consider any other matters incidental to the foregoing which are properly delegated to the Committee by the Council or the Mayor.

E. Public Safety Committee

- The Public Safety Committee reviews and makes recommendations on legislative action relating to criminal ordinances and the operation of the Fire and Police Divisions. The Committee also addresses community safety recommendations and policies, including animal issues, crime prevention, fire response, disaster preparedness, and traffic management. The Committee shall consider any other matters incidental to the foregoing which are properly delegated to the Committee by the Council or the Mayor.

The Mayor may appoint such Special Committees or commissions as the Mayor he deems necessary, subject to confirmation by a majority of members of Council, provided that matters referred to or pending before a Standing Committee may not without consent of its members be referred to or considered by a Special Committee.

22. Committee of the Whole. The President of Council shall preside when Council resolves itself into the Committee of the Whole. These rules of Council shall govern the Committee of the Whole except that a five minute time limit per council member shall be

placed on time of speaking and a member may speak once on the matter being discussed. The previous question cannot be moved until the discussion is completed unless the majority of council votes to expand the time and frequency of speaking at said meeting. All questions shall be decided by a majority vote of those members present.

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

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

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

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

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

VI. MOTIONS

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

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

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

Such motions shall have precedence in the foregoing order.

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

A. When repeated after a failed motion to adjourn, without intervening business or discussion.

B. When made while another member is speaking.

C. When the previous question has been ordered.

D. While a vote is being taken.

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

31. Motion to Lay on the Table. A motion to lay on the table shall preclude all amendments or debate of the subject under consideration. If the motion prevails, the consideration of the subject may be resumed only upon motion of a member voting with the majority and with the consent of the majority of the members present.

32. Previous Question. A motion such as "I call for or call the question or I move to close debate may be made at any time. The motion to Call the Question shall pass if two-thirds of the members favor it. If the motion to Call the Question is ordered, there shall be no further amendment or debate, but the question shall be put immediately to vote.

33. Motion to Postpone. Motions to postpone may be amended as to time, excepting a motion to postpone indefinitely. If a motion to postpone indefinitely is carried, the principal question shall be declared lost.

34. Motion to Amend. A motion to amend shall be susceptible of but one amendment. An amendment once rejected may not be moved again in the same form.

35. Motion to Suspend Rules. A rule of council may be suspended by the affirmative vote of a majority of members of Council present without debate.

36. Motion to Reconsider. A motion to reconsider a proposal that has been acted upon favorably, shall be made before adjournment of the session of Council at which the vote was taken. A motion to reconsider any other action taken by Council may be made not later than the next regular meeting after the vote of Council thereon. In either case such motion may be made only by a member who voted with the prevailing side. The concurrence of a majority of the members present shall be sufficient for reconsideration of a vote. If a motion to reconsider is lost, it shall not be entertained again.

37. Call the question. Call the question. Or (call for a vote), means that any member of the City Council present and voting may call for a vote on an item at any time and a vote shall immediately be called by the Clerk. A call the question is not debatable and takes precedent over all motions.

VII. MISCELLANEOUS

38. Procedure in Absence of Rule. In the absence of a rule to govern a point of procedure, or any disagreement as to a rule or procedure, reference shall be had to the approved practice, procedure, or rule according to the most recent version Robert's Rules of Order for parliamentary bodies which rule shall then control.

39. Decorum in Council Chambers. The Chair shall maintain decorum in Council chambers during sessions. Persons other than members of Council, City officials and members of the press, shall not be permitted upon the floor of Council, or to address Council, except upon introduction by the Chair. If anyone, other than a City official, desires to speak to a member of Council while Council is in session, the member, if approval is granted by the Chair shall leave his seat and retire to the rear of the Council chambers or elsewhere until the conversation is finished unless a motion is currently being debated.

40. Rule on Readings and Suspension of Rules. ~~Resolutions and~~ Ordinances of a permanent or general nature, that are not emergency measures, will be read by title only on three (3) different days, unless the rules for said three readings are dispensed with upon an affirmative vote of a majority of the members present at said meeting. The reading requirement does not require the actual reading out loud of the title of an Ordinance ~~or Resolution~~, but having the title of the Ordinance ~~or Resolution~~ on printed form on the agenda is considered a reading. The first and second readings may be part of the consent agenda. The vote on such suspension of three readings shall be taken by yeas and nays, separately on each ~~resolution or~~ ordinance, and the Clerk shall enter such vote in the minutes together with the names of members voting yea and nay. Resolutions shall only require a single reading combined with a motion for passage. Action on any Ordinance or Resolution may be continued to a future meeting if a majority of Council deems it necessary. Each ordinance or resolution providing for the appropriation of money for the current expenses of the Municipality or for an annual tax levy for street improvements petitioned for by the owners of a majority of the foot frontage of the property benefited and to be especially assessed for the cost thereof, and any emergency ordinance or measure for the immediate preservation of the public peace, health, or safety shall take effect upon its passage. No other ordinance or resolution shall go into effect until thirty (30) days after its final passage by the Council

41. Emergency Measures. A roll call shall first be taken on the emergency clause for an Ordinance or Resolution and then a roll call on the legislation as a whole. In order to pass as an emergency measure, the affirmative vote of five members of Council on the emergency clause is required for its enactment; provided, however, that if two or more members of Council are not eligible to vote on the subject matter of an ordinance or resolution, the emergency measure shall require the affirmative vote of at least four (4) members of Council.

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

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

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

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

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

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

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

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

{Council Motion Passed 3-18-25.}