

**COMMITTEE OF THE WHOLE  
MINUTES  
Monday, February 17, 2020 at 6:30 p.m.**

Presentations of 2019 highlights/2020 goals: Service Department and Inspection Division

President Pauken asked if there were any questions relative to items on the agenda. Mr. Buehrer spoke regarding the Finance Committee report.

Mr. BUEHRER moved to adjourn to executive session at 6:52 pm to discuss collective bargaining. Roll call: All members present voting yea, the Chair declared the motion carried.

Mrs. ELMORE moved to return from executive session at 7:30 pm. Roll call: All members present voting yea, the Chair declared the motion carried.

There being no further business to discuss, the meeting adjourned at 7:30 p.m.

**MAUMEE CITY COUNCIL  
MINUTES  
Monday, February 17, 2020 at 7:30 p.m.**

The Council of the City of Maumee, Ohio, met on the above date with the following members present: Gabriel Barrow, Brent Buehrer, Tracey Elmore, James MacDonald, Scott Noonan, Timothy Pauken and Thomas Wagener, Jr. (7).

Mayor Carr presiding.

Mr. PAUKEN moved to suspend the reading of the minutes of the February 3, 2020 regular meeting and approve the Minutes Journal. Roll call: All members present voting yea, the Chair declared the motion carried.

A letter from the mayor requesting confirmation of the appointment of 2020 Rolf Park Seasonal Maintenance employees was read.

Mr. MACDONALD moved to confirm the appointments of 2020 Rolf Park Seasonal Maintenance employees as requested. Roll call: All members present voting yea, the Chair declared the motion carried.

A notice from the Ohio Division of Liquor Control on a request for a new permit by Cinemark USA, Inc., DBA Rave Fallen Timbers, Maumee, Ohio was presented.

Mr. BUEHRER moved to place the permit on file. Roll call: All members present voting yea, the Chair declared the motion carried.

A letter from the Finance Director/Acting Administrator requesting approval of a contract with American Fireworks Co. for the 2020 fireworks display was read.

Mr. BARROW moved to order emergency legislation authorizing a contract with American Fireworks Co. in the amount of \$15,000 as requested. Roll call: All members present voting yea, the Chair declared the motion carried.

A letter from the Finance Director requesting approval of emergency legislation for the purchase of computer equipment from CDW-G for the new City Administrator was read.

Mr. NOONAN moved to order emergency legislation authorizing the purchase of computer equipment from CDW-G in the amount of \$2,786.47, as requested. Roll call: All members present voting yea, the Chair declared the motion carried.

A letter from Police Chief requesting authorization to purchase of supplies to build new Safety City buildings was read.

Mr. WAGENER moved to order legislation amending the authorizing the purchase of supplies to build new Safety City buildings in the amount not to exceed \$5,000 as requested. Roll call: All members present voting yea, the Chair declared the motion carried.

A letter from the Law Director requesting approval of emergency legislation for an agreement with Lucas County Prosecutor's office for the services of a full time victim advocate was read.

Mr. PAUKEN moved to order emergency legislation authorizing an agreement with Lucas County Prosecutor's office for the services of a full time victim advocate beginning October 2018 through September 30, 2020 in the annual amount of \$15,000 as requested. Roll call: All members present voting yea, the Chair declared the motion carried.

A letter from the Chief Building Inspector for acceptance of the 2019 Division of Building and Zoning annual report was read.

Mr. BUEHRER moved the report be placed on file. Roll call: All members present voting yea, the Chair declared the motion carried.

A letter from the Law Director relative to referral of lawn meters to the Public Utilities committee was read.

Mrs. ELMORE moved to refer the matter of lawn meters to the Public Utilities committee as requested. Roll call: All members present voting yea, the Chair declared the motion carried.

Mr. MACDONALD moved to add the issue of gas aggregation to the agenda. Roll call: All members present voting yea, the Chair declared the motion carried.

President Pauken stated that the Committee of the Whole met and heard presentations of 2019 highlights/2020 goals from the Service Department and the Inspection Division.

Mr. Buehrer read the Finance Committee report from February 11, 2020.

**MAUMEE CITY COUNCIL  
FINANCE & ECONOMIC DEVELOPMENT  
REPORT  
February 11, 2020**

On February 11, 2020, at 4:00 p.m. the Finance Committee of the Maumee City Council held a meeting in open session in Council Chamber's Conference Room after proper notice given to the public. Present at the Committee meeting were: Brent Buehrer, Chair of the Finance & Economic Committee; Council Committee Members Tracey Elmore, Jim MacDonald, Council Member Gabe Barrow, Finance Director Debra Cartledge, Assistant Finance Director Donna Helle, Law Director Beth Tischler, Fire Chief Brandon Loboschewski, Chief Fire Prevention Bureau James Dusseau. Discussed at the Meeting were as follows:

- Building Inspection 2020 Operational and Capital Budget
- Fire and EMS 2020 Operational and Capital Budget
- Utility Billing Lockbox Service

The Committee also met on February 2<sup>nd</sup>, 2020 at 3:00pm to hear the Service Department's Operational and Capital Budget. This report only addresses the Utility Lockbox Service. All 2020 budget items will be addressed in a final committee report, once the 2020 Operational and Capital budget process is completed.

Debra Cartledge explained the initial estimate of \$39,141.56 was incorrect when using 7,500 quarterly payments. Studying the number of cash payments and check payments over the previous 4<sup>th</sup> quarter revealed 4,504 payments received. This number should track close to what the actual monthly bills collected. This means that the estimated cost is more like \$2,056.39 monthly or an estimated cost of \$24,677 annually. The estimated number of payments reveals that in 2019 roughly 18,016 payments were received during the 4-quarters for water and sewer bills. Now with monthly collections that number will increase to an estimated 54,048 payments annually. With such an increase also means an increase in city cost.

Also the Utility Lockbox Service will also help in data entry and scanning storage. By law these records have to be stored for several years.

Mrs. Cartledge pointed out that for security reasons the duties of billing and money collection are separated. Meaning the two employees that are assigned these duties, only one employee bills and only one employee collects the money. Understaffed and quadrupling of billing and collections she fears that there may have to be crossover with both employees doing billing and collections. Chair Buehrer reminded everyone what happen under a previous judge at the Maumee Municipal Court, when such a policy was allowed where an employee billed and collect the money.

Mrs. Cartledge also informed the committee that there will be an annual postbox rental cost of \$1,318 for the service, but as it is currently handled for bank deposits there will be a monthly savings of \$145, or \$1,750 annually.

Committee member MacDonald wanted to make sure competitive pricing was studied. Mrs. Cartledge insured the committee that was the case. The Finances Department studied what Bowling Green City was paying using a similar service with Huntington Bank. They felt comfortable with 5<sup>th</sup>/3<sup>rd</sup>'s quote and reminded us that 5<sup>th</sup>/3<sup>rd</sup> does the majority of the City of Maumee's banking.

After further discussion, Chair Buehrer made a motion to recommend to Maumee City Council allowing the Finance Department to enter into a contract with 5<sup>th</sup>/3<sup>rd</sup> bank for Utility Lockbox services and that necessary legislation be prepared.

The motion passed 3-0

Committee adjourned at 5:50pm

Respectfully submitted,  
Brent Buehrer, Chair  
Tracey Elmore  
Jim MacDonald

Mr. BUEHRER moved to order emergency legislation relative to Lockbox. Roll call: MacDonald, Noonan, Pauken, Barrow, Buehrer and Elmore (6) voting yea; Wagener (1) voting nay; the Chair declared the motion passed by a vote of 6-1.

Mr. BUEHRER moved for acceptance of the report. Roll call: All members present voting yea, the Chair declared the motion carried.

Mr. PAUKEN moved to refer 2020 Street paving to the Streets Committee. Roll call: All members present voting yea, the Chair declared the motion carried.

Legislation was considered at this time.

ORDINANCE NO. 042 – 2020

AUTHORIZING CONTRACT WITH AMERICAN FIREWORKS  
RELATIVE TO 2020 FIREWORKS DISPLAY, AND DECLARING  
AN EMERGENCY.

The Clerk read the Ordinance by title only.

Mr. NOONAN moved the ordinance be passed as an emergency measure. Roll call: Barrow, Buehrer, Elmore, MacDonald, Noonan, Pauken and Wagener (7) voting yea; nays, none.

Mr. NOONAN moved the ordinance be placed on its final passage and passed. Roll call: Barrow, Buehrer, Elmore, MacDonald, Noonan, Pauken and Wagener (7) voting yea; nays, none.

So the Ordinance was passed.

ORDINANCE NO. 043 – 2020 AUTHORIZING CONTRACT WITH CDW-G COMPUTER EQUIPMENT RELATIVE TO VARIOUS COMPUTER EQUIPMENT FOR THE CITY OF MAUMEE, OHIO, AND DECLARING AN EMERGENCY.

The Clerk read the Ordinance by title only.

Mr. WAGENER moved the ordinance be passed as an emergency measure. Roll call: Barrow, Buehrer, Elmore, MacDonald, Noonan, Pauken and Wagener (7) voting yea; nays, none.

Mr. WAGENER moved the ordinance be placed on its final passage and passed. Roll call: Barrow, Buehrer, Elmore, MacDonald, Noonan, Pauken and Wagener (7) voting yea; nays, none.

So the Ordinance was passed.

RESOLUTION NO. 044 – 2020 AUTHORIZING THE MAUMEE DIVISION OF POLICE AND THE CONSTRUCTION DIVISION TO WORK COOPERATIVELY TO PURCHASE THE NECESSARY SUPPLIES AND CONSTRUCT NEW SAFETY CITY BUILDINGS AT AN AMOUNT NOT TO EXCEED \$5,00.

The Clerk read the Ordinance by title only.

Mr. BUEHRER moved the resolution be placed on its final passage and passed. Roll call: Barrow, Buehrer, Elmore, MacDonald, Noonan, Pauken and Wagener (7) voting yea; nays, none.

So the Ordinance was passed.

ORDINANCE NO. 045 – 2020 AUTHORIZING EXECUTION OF AGREEMENT WITH THE LUCAS COUNTY BOARD OF COMMISSIONERS RELATIVE TO PARTICIPATION IN LUCAS COUNTY PROSECUTOR'S OFFICE VICTIM-WITNESS ASSISTANCE PROGRAM BY THE CITY OF MAUMEE, OHIO, AND DECLARING AN EMERGENCY.

The Clerk read the Ordinance by title only.

Mr. BARROW moved the ordinance be passed as an emergency measure. Roll call: Barrow, Buehrer, Elmore, MacDonald, Noonan, Pauken and Wagener (7) voting yea; nays, none.

Mr. BARROW moved the ordinance be placed on its final passage and passed. Roll call: Barrow, Buehrer, Elmore, MacDonald, Noonan, Pauken and Wagener (7) voting yea; nays, none.

So the Ordinance was passed.

ORDINANCE NO. 046 – 2020 AUTHORIZING AGREEMENT WITH FIFTH THIRD BANK RELATIVE TO LOCKBOX SERVICES FOR THE UTILITY BILLING DEPARTMENT OF THE CITY OF MAUMEE, OHIO, AND DECLARING AN EMERGENCY.

The Clerk read the Ordinance by title only.

Mr. PAUKEN moved the ordinance be passed as an emergency measure. Roll call: Barrow, Buehrer, Elmore, MacDonald, Noonan, Pauken and Wagener (7) voting yea; nays, none.

Mr. PAUKEN moved the ordinance be placed on its final passage and passed. Roll call: Barrow, Buehrer, Elmore, MacDonald, Noonan, Pauken and Wagener (7) voting yea; nays, none.

So the Ordinance was passed.

ORDINANCE NO. 047 – 2020 AUTHORIZING THE MAYOR AND MUNICIPAL CLERK TO ENTER INTO CUSTOMER SUPPLY AGREEMENT FOR THE PROVISION OF THIRD PARTY ELECTRIC GENERATION FOR RESIDENTIAL AND SMALL COMMERCIAL AGGREGATION PARTICIPANTS WITHIN THE CITY OF MAUMEE.

The Clerk read the Ordinance by title only.

Mr. MACDONALD moved the ordinance be placed on its final passage and passed. Roll call: Barrow, Buehrer, Elmore, MacDonald, Noonan, Pauken and Wagener (7) voting yea; nays, none.

So the Ordinance was passed.

ORDINANCE NO.

048 – 2020

APPROPRIATING AND TRANSFERRING FUNDS FOR VARIOUS  
PURPOSES.

The Clerk read the Ordinance by title only.

Mrs. ELMORE moved the ordinance be placed on its final passage and passed. Roll call: Barrow, Buehrer, Elmore, MacDonald, Noonan, Pauken and Wagener (7) voting yea; nays, none.

So the Ordinance was passed.

Mr. PAUKEN moved to adjourn at 8:05 p.m. until 7:00 p.m. Monday, March 2, 2020. Motion carried v.v.