



COUNCIL NEWSLETTER

January 9, 2026

UPCOMING MEETINGS

Joint Rec Board	January 21	8:00 AM	Council Chambers
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Special Council Meeting January 13, 2026

A motion will be needed to appoint April McDonald as Acting Clerk/Treasurer once swearing in has completed.

Oath of Office

Judge Jack Puffenberger will be in attendance to administer the oath of office to Councilwoman Heather Phillips, Councilwoman Wendy Greeley, Councilman Mark Mockensturm, Councilman Darren Moore, and Councilman Edward Shimborske III.

Election of Vice-Mayor [President Pro Tempore]

The Ohio Revised Code [731.10] requires Village Council to select a “President Pro Tempore” each year; Council Rules also require this selection each year, although it is referred to as the “Vice-Mayor.” The position is elected by Council and serves in the absence of the Mayor.

Adoption of Council Rules

We will need a motion to re-adopt Council rules or modifications can be discussed at the meeting and incorporated into the rules if Council desires any changes.

Zoning and Joint Rec Board

We will need a motion to appoint a Council member to the Zoning Commission and the Joint Recreation Board.

Approval of Attorney Invoices

We will need approval, via motion, to pay Attorney invoices for the month of November in the amount of \$2,646 and for the month of December in the amount of \$3,045.

Certified Public Records Training

The Ohio Revised Code [149.43(b)] requires all elected officials to receive three hours of certified public record training for each term of office. The law allows elected officials to appoint a designee to receive the training on their behalf. Newly elected officials that would like Mrs. Holdren to attend as their designee should make a motion appointing her as such, Mrs. Holdren is scheduled to take the 3-hour training course on February 10, 2026.

Resolution 2026-1: Authorizing a Contract with Fishbeck for Engineering Services

Authorizing a contract with Fishbeck for Engineering Services related to the Evergreen Bridge Replacement in 2027. The contract amount is not to exceed \$320,514. Some of you may recall,

Fishbeck was hired to prepare the feasibility study in 2024 and also attended the presentation meeting with the grant selection committee.

FUTURE MEETINGS

- **Zoning Commission (TBD)**
 - 3439 Indian (Fence Variance)
 - 3720 Brookside (Fence Variance)

FUTURE LEGISLATION

- Property/Liability Insurance Renewal
- Health Insurance Renewal
- Transfer Legislation

VILLAGE OF OTTAWA HILLS
SPECIAL COUNCIL MEETING

January 13, 2026 – 7:00 P.M.

AGENDA

- I. Oath of Office – Honorable Jack Puffenberger
 - a) Councilwoman Heather Phillips
 - b) Councilwoman Wendy Greeley
 - c) Councilman Mark Mockensturm
 - d) Councilman Darren Moore
 - e) Councilman Edward Shimborske III
- II. Motion to Appoint Acting Clerk/Treasurer
- III. Roll Call
- IV. Pledge of Allegiance
- V. Approval of Minutes
 - a) December 1, 2025
- VI. Citizen Comments
- VII. Council Action
 - a) Election of Vice-Mayor (President Pro Tempore)
 - b) Motion to adopt Council rules
 - c) Motion to Appoint Zoning Commission Member of Council
 - d) Motion to Appoint Joint Recreation Member of Council
 - e) Motion to approve Mrs. Holdren as a designee for public records
- VIII. Committee reports:

Finance and Future Planning -	Mark Mockensturm
Human Resources -	Heather Phillips
Safety -	Darren Moore
Services and Environment -	Wendy Greeley
Streets and Bridges -	Edward Shimborske III
Utilities, Equipment, Buildings & Grounds -	Dan Wimmers
- IX. Solicitor's Report
- X. Manager's Report
- XI. Mayor's Report
- XII. Old Business
- XIII. New Business

a) Motion to approve attorney fees

- Tharp

XIV. Ordinances and Resolutions

Resolution 2026-1:

Authorizing a contract with Fishbeck for engineering services related to the 2027 replacement of the Evergreen Road Bridge.

XV. Executive Session

Pursuant to the ORC §121.22(G)(1) to consider the appointment, Employment, dismissal, discipline, promotion, demotion or compensation of a public employee.

XVI. Adjournment

OTTAWA HILLS VILLAGE COUNCIL
MEETING MINUTES
December 1, 2025 7:00 PM

Call to Order – Mayor Thompson

7:00 PM

Village Representatives in Attendance

Mayor Thompson
Councilwoman Heather Phillips
Councilman Edward Shimborske
Councilman Dan Wimmers
Clerk/Treasurer Mark Mockensturm

Councilwoman Dana Dunbar
Village Administrator April McDonald

Citizen Attendees

Nasrin Afjeh
Yarko Kuk
Darren Moore

Phillip Runyan
Elena Stemaszak

Mayor Thompson introduced Mr. Moore, who will be joining Council next year. Mayor Thompson thanked him for his willingness to serve the community.

Minutes

A motion was made by Ms. Phillips and seconded by Mrs. Dunbar to approve the minutes from November 10, 2025, Council meeting as amended. The motion passed unanimously.

Citizen Comments

Mrs. Afjeh stated that, in her opinion, Ms. Phillips and Mrs. Dunbar withdrew their support from Mrs. O'Connell, who had previously intended to run for Mayor. She expressed concern about the current Mayor's fiscal responsibility and stated that several recent resignations were, in her view, due to difficulties working with him. She asked Council to vote against items brought forward by the Mayor today and expressed concern that additional problems may arise if the situation is not addressed. She stated that she did not receive her packet on Friday because no one was available in the office.

Mrs. Stemaszak indicated that she submitted a public records request earlier today for the agenda attachments but did not receive the information yet. She expressed that members of the community are interested in greater collaboration with Council; however, this is challenging when information is not readily accessible. She noted that posting agenda materials in advance would simplify access for residents, eliminating the need for formal records requests.

She also addressed the running projects list, which was mentioned at a Council meeting approximately six months ago. She recalled that Ms. Phillips had suggested tracking the list publicly so the community could follow ongoing projects without needing to attend meetings to ask for updates. She stated she would like to know where that initiative stands and would like to see it implemented.

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Additionally, she noted that last month was the first time she became aware that Flock cameras were installed in the community. She stated she would like to understand their purpose, how the collected data is being used, and how the community is funding the system.

Mr. Runyan stated that at last month's meeting there was discussion regarding transparency with the community. He shared that Mrs. Stelmaszak had asked him to participate in these efforts. He stated concerns that items are brought up and then seem to disappear, and that there is currently no effective way for residents to interact with Council. He explained the goal is to create a better dialogue with the community as a whole by receiving information from Council and presenting it in a more accessible way, possibly through social media, which would allow for more ongoing discussion.

He noted that often there is no understanding of why decisions are made, and used the Flock cameras as an example, stating that clearer explanations of topics discussed at meetings would benefit residents. He stated that the current format only allows him to speak at Council without real dialogue in return, and he hopes to help create a space that allows for more back-and-forth communication. He added that while questions are important, having answers is equally important. Mayor Thompson responded that there was a time when more dialogue occurred during meetings, and while it was welcomed, the practical realities eventually made it counterproductive. As a result, citizen comments were changed to a comment period only, rather than a question-and-answer format. Mr. Runyan stated that he respects and understands that, acknowledging that a Q&A during meetings could limit Council's ability to complete its work.

Mayor Thompson noted that discussions have taken place about finding a way to achieve the best of both worlds, though a solution has not yet been reached. He stated that the room is designed to foster give-and-take, and for a long time that was how meetings operated, but it has recently become difficult to accomplish. The Village is working on identifying a format that would allow for more productive dialogue.

Mr. Runyan clarified that the intent would be to provide residents with an easier way to understand what is happening in the community and a simple format to access that information.

Finance & Future Planning

Ms. McDonald shared the most recent financial recap, which was as of November 26. Since then, we have received \$219,812 from RITA, which will put us over the revenue budget for income tax for the year. An additional deposit is expected around December 15. Interest income has not yet been counted, as we are currently receiving November's bank statements.

She reported that \$73,740 has been expended for the three walk path lighting projects. Some funds are still being held due to pending dimming controls; we are waiting to hear back from the contractor regarding this issue. On tonight's agenda, there are several items of financial legislation, including authorization for a bucket truck. Additionally, the 2026 Nature Conservancy contract came in at \$18,000, the same amount as the 2025 contract. This includes consideration for the floristic assessment.

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Ms. McDonald noted that once the financials are closed for the month, they will be sent out.

Human Resources – Ms. Phillips

No Report

Safety – Mrs. Dunbar

No Report

Services & Environment – Mrs. Greeley

Ms. McDonald reported that the latest deer cull reached 23 out of the 30 deer allocated for this year. Mayor Thompson shared that he received a call last week from a resident expressing a desire to increase the number of deer to be culled. He noted that the current year's limit is 30, up from 15 last year.

Mr. Wimmers commented that last year's cull was completed within two weeks. Mayor Thompson observed that this year the cull reached 18 deer relatively quickly, but progress slowed afterward. Mayor Thompson noted that there does not seem to be significant interest in changing the allocated number of deer. Mr. Wimmers added that there was considerable debate about increasing the limit to 30 and expressed his personal view that 30 is an appropriate number.

Streets & Bridges – Mr. Shimborske

Mr. Wimmers inquired about the status of Indian Road, noting that although the area was redone, barrels and cones have remained in place ever since. Ms. McDonald stated she is attempting to obtain an update from the county, as the project is a county repair. She explained that the county was originally expected to obtain three estimates before hiring a contractor. She added that the Village is very concerned about winter plowing in that area. Ms. McDonald reported that Mr. Pelland has been reaching out to the county almost weekly for updates. Mayor Thompson stated he contacted a county official last week and requested further review of the issue but received an unsatisfactory response. Mr. Wimmers noted his understanding that asphalt contractors have not been paid because the work is not yet complete. Ms. McDonald confirmed that the contractors have not invoiced the Village.

Mayor Thompson explained there have been recent personnel changes in the county department responsible for the storm system, and those changes have not resulted in improved service. He stated that the Village intentionally held off on paving because the county still needs to address underlying sewer issues; paving beforehand would risk the new pavement being torn up.

Mr. Wimmers stated it is now too late in the season to pave, regardless. Mayor Thompson added that the asphalt plants are likely closed but noted that this should not prevent the county from completing the necessary underground work and performing patching in the interim. He emphasized that the Village has made the county aware of its frustration with the delays.

Mr. Shimborske asked whether the county would be providing the Village with an alternative plan. Mayor Thompson stated that the Village would continue to follow up with county officials. He

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added that a suggestion had been made for the Village to consider completing the repairs itself and then billing the county for the work.

Mayor Thompson noted that, over the years, the Village has worked to build strong relationships with the county and that the county has historically been very responsive and has completed a significant amount of repair work. However, responsiveness has declined recently, contributing to the current frustrations.

Utilities, Equipment, Buildings & Grounds – Mr. Wimmers

Mr. Wimmers reported that the committee has not met; however, last week he visited the service building with Mr. Pelland to assess its condition. He noted definite roofing issues, as well as additional structural concerns that will require future planning. Specifically, the back wall appears to be separating.

Regarding the roof, Mr. Wimmers stated they are exploring alternative options used on other commercial flat-roof buildings, including newer technologies. He added that the existing roof structure is uncertain due to the extensive tar from past repairs, which may complicate installation of a new roof. In the interim, a temporary “band-aid” solution may be necessary.

Mayor Thompson noted that funds have been budgeted for roof work. Ms. McDonald stated she is waiting for an alternative roofing material quote and will send to Council once received.

Solicitors Report – Mrs. Tharp

No Report

Administrator’s Report

Ms. McDonald thanked Mr. Shimborske and Mrs. Dunbar for their service, noting that this is the final meeting of the year and the conclusion of their terms. She expressed appreciation for their professionalism, guidance, and contributions to the community. She reported the White Field soil sampling will take place next week, after which the engineer will develop a plan based on the results.

Ms. McDonald added that she is still awaiting an update regarding the dimming issues with the walk-path lighting. She has not received any additional complaints, and asked that any further concerns be shared with her.

Mayor’s Report

Mayor Thompson stated that he would also like to recognize Mr. Shimborske and Mrs. Dunbar. He expressed his appreciation for their efforts while emphasizing that the community has greatly benefited from their contributions. He thanked them for stepping forward and dedicating their time, especially at a time when fewer individuals are willing to do so.

Mrs. Dunbar stated that serving on Council has been rewarding, and that she has learned a great deal. She expressed her appreciation for everyone who has supported her throughout this journey and shared that it has given her better insight into how to serve the community.

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Old Business

No Old Business

New Business

Mr. Wimmers stated that he would like to table the cybersecurity policy resolution at this time. He requested clearer definitions within the policy, particularly regarding responsibilities in the event of a cybersecurity breach. He noted that the current draft is vague about which parties, such as contracted outside providers are responsible for specific aspects, and it also references “executive management” without identifying whether that refers to the Village Administrator, the Mayor, or another position. He emphasized the need for greater accountability in the policy.

Mr. Shimborske asked whether he had consulted with Ms. McDonald or Mrs. Tharp regarding the sections he found unclear. Mayor Thompson stated that Mrs. Tharp could provide background. Mrs. Tharp explained that a new state law requires cities to have a cybersecurity policy in place by January 1. The law is vague and identifies required elements but leaves implementation details to each municipality. Ms. McDonald contacted the Village’s I.T. company Nemsys, which is aware of the new requirement, and asked them to develop a policy based on Ohio’s legislative framework, which again is vague and lacks a promised state template.

The Ohio Legislature was expected to issue clearer guidance but did not, leaving municipalities and cybersecurity companies to interpret the requirements. Mrs. Tharp noted that while cities must comply by January 1, townships have until June or July; villages fall into an unclear category, further contributing to confusion. Mr. Wimmers asked what repercussions might occur if the policy is not in place by January 1. Ms. McDonald stated that the guidance is unclear but noted it may result in an audit finding.

Mr. Shimborske asked whether the policy could be modified after adoption. Mrs. Tharp confirmed that it can be amended and recommended adopting a policy now to meet the state requirement, then making updates as additional information becomes available. Mr. Wimmers asked whether Council could set a timeline for review possibly within three months, to consider amendments; Mrs. Tharp agreed that would be appropriate.

Mayor Thompson stated there appears to be a need to pass the policy before year end, and that it can later be amended or replaced. Ms. McDonald confirmed that, if adopted, the policy takes effect January 1, and any new information from herself, Nemsys, or Mrs. Tharp would be brought back to Council for amendment.

Mayor Thompson suggested assigning the matter to a committee, noting that cybersecurity is not his area of expertise. Mayor Thompson noted there may be residents with relevant expertise who would be willing to help. He suggested adopting the policy now to meet the requirement, then returning in the first quarter of 2026 with recommended amendments or, if necessary, a new resolution.

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Mr. Wimmers reiterated that the resolution is vague and appears to be only a template. Mrs. Dunbar stated that while the policy must be somewhat broad to avoid naming individuals, positions and responsibilities still need clarification, particularly regarding the term “executive management.”

Mrs. Tharp clarified that the resolution is not a contract with the Village’s cybersecurity provider; rather, the state requires the Village to adopt an internal policy, separate from its Nemsys contract. Mr. Wimmers expressed concern that the policy does not identify responsibilities that logically fall to Nemsys. Ms. McDonald explained that employees cannot install programs without the Nemsys intervention and administrative access, which places responsibility for those functions on Nemsys.

Mrs. Dunbar noted that such policies are common and that the state appears to be pushing municipalities toward consistent standards due to the sensitivity of information they handle. She referenced the Village’s transition of tax collection to RITA, which reduces local handling of personal identifiable information. She suggested that the Village also consider outsourcing payroll in the future, as it involves handling sensitive data such as social security numbers. Mr. Shimborske suggested referring the matter to Mr. Wimmers’ committee, with Mrs. Tharp forwarding any new information, and allowing the committee to determine when amendments should be made. Mr. Wimmers agreed and Mayor Thompson will assign it to the Building & Grounds Committee, with cybersecurity as a subcommittee focus, gathering input from Nemsys and the Village’s liability insurance provider.

Mayor Thompson expressed hope that by the first quarter of 2026 the Village would have recommendations for amendments. He also noted that cybersecurity is continually evolving and the policy will require ongoing review. Mrs. Dunbar agreed, describing it as a “living document,” and stated that routine review, mock security exercises, and employee training will be important. Ms. Phillips asked whether other technology upgrades such as project management systems or Joint Rec systems should also be addressed by the same committee for consistency. Ms. Phillips noted it is something for Council to think about moving forward.

Mr. Wimmers stated that when Council reviews ordinances and resolutions, the process often moves directly to reading the legislation and taking a vote. He requested adding a segment before each resolution to allow members time to ask questions, particularly since some items are first received the Friday before the meeting. He believes this would provide an opportunity for clearer understanding before voting.

Mayor Thompson agreed that the suggestion makes sense and noted that, perhaps due to the pace of moving through the agenda, that discussion period has not always been fully utilized. He stated that, in his view, the opportunity for discussion has always existed prior to reading the legislation, and he welcomed ensuring it is clearly provided going forward.

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Ordinances & Resolutions

Mayor Thompson read Resolution 2025-20:

Resolution 2025-20:

Authorizing the hiring of legal counsel for The Village of Ottawa Hills consistent with the provisions of Section 733.48 of the Ohio Revised Code.

Motion to waive three readings:

Motion – Mr. Shimborske
Second – Ms. Phillips
Unanimous Approval

Motion to adopt legislation:

Motion – Mr. Shimborske
Second – Ms. Phillips

Yeas (4) – Ms. Phillips, Mr. Shimborske,
Mrs. Dunbar, Mr. Wimmers

Nays (0) –

Mayor Thompson read Resolution 2025-21:

Resolution 2025-21:

Adopting a cybersecurity policy.

Motion to waive three readings:

Motion – Mr. Shimborske
Second – Mr. Wimmers
Unanimous Approval

Motion to adopt legislation:

Motion – Mr. Shimborske
Second – Mr. Wimmers

Yeas (4) – Ms. Phillips, Mr. Shimborske,
Mrs. Dunbar, Mr. Wimmers

Nays (0) –

Mayor Thompson clarified that Council will adopt the cybersecurity policy with the understanding that it fulfills Ohio's requirements, while also committing to the creation of a subcommittee to review, revise, and improve the policy moving forward.

Mrs. Dunbar asked whether staff is prepared for implementation, noting that the policy takes effect January 1. Ms. McDonald stated that Nemsys, the Village's IT provider, is developing training

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materials, although the policy itself provides limited guidance on training requirements. She added that many municipalities are in the same situation, and that few models or templates exist to reference, making it challenging to find examples to mirror when drafting the resolution.

Mr. Wimmers asked whether the service department uses Village-owned cell phones. Ms. McDonald stated they do not; they use walkie-talkies instead. Mrs. Tharp noted that she will send Mr. Wimmers documents from OMAA that outline required policy components and served as part of her reference material. Mr. Wimmers asked whether other states have enacted similar requirements; Mrs. Tharp stated she was unsure but would research the question.

Mayor Thompson read Resolution 2025-22:

Resolution 2025-22:	Authorizing the purchase of one bucket truck.
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Motion to waive three readings:

Motion –	Mr. Shimborske
Second –	Ms. Phillips
	Unanimous Approval

Motion to adopt legislation:

Motion –	Mr. Shimborske
Second –	Ms. Phillips
Yeas (4) –	Ms. Phillips, Mr. Shimborske, Mrs. Dunbar, Mr. Wimmers

Nays (0) –

Ms. McDonald stated that the bucket truck under consideration is the same one approved by the Finance Committee and included in the 2026 budget during the October budget meeting. She noted that the Village purchases through the State of Ohio Cooperative Purchasing Program, ensuring state-bid pricing or lower. She added that staff attempted to obtain a trade-in value for the current van-style bucket truck; however, due to the vehicle being more than 15 years old, the dealer declined. Once the new truck is received, Council will need to pass an ordinance declaring the old vehicle surplus so it can be sold.

Mr. Wimmers asked whether the current bucket truck is a van. Ms. McDonald confirmed, adding that it does not reach the height capability of the industrial truck being proposed. Mr. Wimmers asked what tasks require the service department to have a bucket truck. Ms. McDonald explained that the department intends to take on more tree trimming, especially emergency trimming, which is not included in the Village's tree-trimming contract. The truck would also be used for installing flower baskets and any work requiring elevated access. She added that she is interested in what the 2026 contractor cost savings will be, noting that the Village must currently call contractors such as Blanchard for emergency tree work because staff lacks the necessary equipment.

Mayor Thompson read Resolution 2025-23:

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Resolution 2025-23:

Authorizing a 2026 contract with the Nature Conservancy for services related to implementation of the environmental strategic plan and other functions.

Motion to waive three readings:

Motion – Mrs. Dunbar
Second – Mr. Shimborske
Unanimous Approval

Motion to adopt legislation:

Motion – Mrs. Dunbar
Second – Mr. Shimborske

Yeas (4) – Ms. Phillips, Mr. Shimborske,
Mrs. Dunbar, Mr. Wimmers
Nays (0) –

Ms. McDonald stated that this is the Village's annual contract with The Nature Conservancy, and the price for 2026 will remain the same as 2025 at \$18,000. The Service & Environment Committee requested a floristic assessment, as one has not been completed since 2021. She noted that the 2021 assessment was comprehensive, and a new one will assist with the deer cull by eliminating the need for an aerial deer count.

Mayor Thompson noted that The Nature Conservancy provides significant support beyond land management, most recently assisting with a grant application and securing funding. Mrs. Dunbar stated that the contract includes work in four specific areas. Ms. McDonald referred to Exhibit A on page 6, which outlines the description of services through page 10. These services include treatment efforts in areas such as Epworth, the sled hill, and the Evergreen area, with a focus on invasive plant control. This year, work also addressed concerns related to the spotted lanternfly.

Ms. McDonald stated that the Conservancy manages the Village's "Adopt an Area" sites, including Epworth and the sled hill, and is working to contact the Toledo Zoo regarding the Monarch butterfly signage and monitoring. They also assisted with coordinating the bamboo harvest project with the school and the zoo, through which bamboo was collected for the red pandas, an experience she described as very positive. Additionally, the Conservancy prepares four articles annually for the Village. She will forward the 2025 detailed scope of work summarizing their 2025 efforts once it is received.

Mayor Thompson highlighted two major recent projects completed through the partnership: restoration work behind Epworth Church two years ago and improvements at the base of the sled hill more recently. He stated that these projects would not have occurred without the ongoing contract and that the relationship has yielded significant benefits, including a \$400,000 grant for sled hill improvements. Ms. McDonald added that community engagement has also been strong, noting that both Ms. Phillips and Mrs. Dunbar have attended Conservancy-led classes, several of

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which were well received. Mrs. Dunbar noted that the Conservancy will also be working in the cemetery, which contains many invasive species.

Executive Session

At 8:01 PM Mr. Shimborske made a motion to move into an executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee & for the purpose of discussing the potential purchase and/or sale of real property Mrs. Dunbar seconded the motion, which passed unanimously

At 9:02 PM Council returned to regular session.

Next Meeting Date

January 13, 2026

Adjournment

9:03 PM

Mayor Thompson

RULES OF COUNCIL
VILLAGE OF OTTAWA HILLS, OHIO

ARTICLE I – STATEMENT OF PURPOSE

The purpose of these rules is to assure efficient conduct of the business of the Village Council and any of its committees. Additionally, these rules are intended to allow for effective use of the democratic process and appropriate input from members of the public.

ARTICLE II – MEETINGS

A) **SCHEDULE** - The Council of the Village of Ottawa Hills may meet in regular meetings at 7:00 p.m. on the first and third Mondays of each month. Any meeting that is not a regular meeting will be considered a special meeting of the Council and may be called at the direction of the Mayor.

B) **NOTICE** - Notice of meetings will be made in a manner consistent with the requirements of applicable local and state laws. Notice of regular meetings shall be posted on the Village website and on the information board outside the Council Chambers. (ORC 121.22(F)). A DRAFT AGENDA SHALL BE POSTED ON THE VILLAGE WEBSITE AT LEAST 24 HOURS IN ADVANCE OF ANY REGULAR MEETING OF THE VILLAGE COUNCIL.

Notice of a special meeting shall be posted at least 24 hrs. before the time of the meeting on the Village website and on the information board outside the Council Chambers. Notice shall also be sent to all news media that have requested notification. Such notice shall include the time, place and purpose of the special meeting.

Notice of a special meeting shall include the purpose of meeting.

C) **AGENDA** - The agenda for regular meetings shall be as identified in these rules. Nothing contained herein shall prohibit modification of the agenda when necessary for the efficient operation of the Village Council as determined by the Mayor.

The agenda for special meetings of Council shall be as identified in these rules. However, nothing in this section will prohibit discussion, consideration or legislative action at a special meeting.

D) **QUORUM** - A majority of the Council, or 4/6th, shall constitute a quorum.

E) **ORGANIZATIONAL MEETING** – At the first meeting held each calendar year, or as soon as practical thereafter, Council will elect one of its members to serve as Vice-Mayor for that year. Also, at the first meeting of every year, or as soon as practical thereafter, the Mayor will appoint committee members to the standing committees of Council and chairpersons to serve on each committee. If the Council or Mayor fail to do so, the Vice Mayor and committees and chairs of the prior year shall continue. Council will also adopt rules for Council at the organizational meeting of each new Council term.

F) **APPROVAL OF MINUTES** – The Presiding Officer shall cause the minutes of the proceedings of the previous meeting to be considered for approval, unless otherwise ordered,

and if correct and approved by Council, shall sign the same. If there shall be any error in said minutes, the same shall be corrected and signed by the Presiding Officer.

- G) **MEMBER ATTENDANCE** – No member of Council shall leave a session once called to order without the permission of Council. In cases where Council is unable to convene a regular or special session, for lack of a quorum, the members may compel the attendance of any absent members, as a majority of the Council present shall determine.
- H) **MANDATORY ATTENDANCE** - The following officers of the Village shall be required to attend each council session unless excused:

Mayor
Members of Council
Clerk-Treasurer
Village Manager
Village Solicitor

All other elected and appointed officials of the Village shall be required to attend Council meetings only as required from time to time by Council.

- I) **MINUTES** – A written record of each meeting shall be kept. That record will become the official record when approved by Village Council and signed by the Mayor.
- J) **PRESIDING OFFICER** - The Presiding Officer at a Council meeting shall be the Mayor or Vice-Mayor in the absence of the Mayor, or if both are absent, a Council member designated by the Mayor.. At a Committee meeting, the Committee Chair shall be the Presiding Officer.
- K) **SERGEANT-AT-ARMS** - In order to assure that meetings of the Village Council and any committees of Council have the services of a Sergeant-At-Arms, the highest ranking member of the Ottawa Hills Police Department on duty at the time of the meeting shall be the Sergeant-At-Arms for that meeting. The Sergeant-At-Arms for any meeting of Council or Committee of Council shall not be required to attend any meeting but shall respond immediately to a request for assistance by the Presiding Officer of the meeting.

ARTICLE III – DUTIES AND POWERS OF THE MAYOR

- A) **PRESIDENT OF COUNCIL** - The Mayor shall be considered President of the Council.
- B) **ROLL CALL** - The Mayor shall be responsible to call the meeting to order, request that a roll call be taken and make certain that the business of the Council proceeds in an efficient and orderly fashion.
- C) **TIE VOTE** - The Mayor shall have the power to vote only when there is a tie vote among the members of Council.
- D) **COMMITTEES** - The Mayor has sole authority to appoint members to the standing committees and to create ad-hoc committees of the Village Council.
- E) **VICE-MAYOR** - The Vice-Mayor shall serve in the absence of the Mayor and will have the duties and powers of the Mayor as identified in these rules. The Vice-Mayor does not lose

the right to vote as a member of Council. However, the Council Member serving as Vice-Mayor in the absence of the Mayor shall have only one vote.

ARTICLE IV – COMMITTEES

There are hereby established the following standing committees of the Ottawa Hills Village Council. Each Committee shall conduct its business according to rules adopted annually by the full Council. All matters referred to a Committee shall be acted upon by the Committee and shall be reported back at the next meeting of the Council. All reports from a Committee shall be endorsed by at least a majority of the Committee.

- A) Finance and Future Planning
- B) Human Resources
- C) Safety
- D) Services and Environment
- E) Streets
- F) Utilities, Equipment, Buildings & Grounds
- G) STANDING COMMITTEE - Each standing committee shall consist of three members of the Village Council, one of whom shall be appointed by the Mayor to serve as the chair of that committee. The Mayor will service as an ex-officio member of each committee.
- H) AD-HOC COMMITTEES - The Mayor may establish ad-hoc committees of the Village Council and determine the structure, membership and charge for any such ad-hoc committee.

ARTICLE V – ORDER OF BUSINESS

A) REGULAR MEETING AGENDA

- 1) Roll Call
- 2) Pledge of Allegiance
- 3) Approval of minutes from previous meetings
- 4) Citizen comments
- 5) Committee reports
- 6) Solicitor's report
- 7) Manager's report
- 8) Mayor's report
- 9) Old Business
- 10) New Business
- 11) Ordinances and Resolutions
- 12) Citizen comments
- 13) Executive Session
- 14) Adjournment

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B) SPECIAL MEETING AGENDA

- 1) Roll call
- 2) Pledge of Allegiance
- 3) Citizen comments
- 4) Items for consideration at special meeting by Village Council
 - a) Ordinances and resolutions

a)

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- b)
- e)
- 5) Citizen Comment
- 5)6) Executive Session
- 6)7) Adjournment

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- C) ALTERATIONS OF ORDER OF BUSINESS – The Mayor may change the order of business at any regular or special meeting.

ARTICLE VI – HEARING OF THE PUBLIC

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It is the goal of Council to promote a democratic and deliberative governing process, to encourage the efficient administration of its responsibilities as directed by the Ohio Revised Code, and to provide meaningful opportunities for public input. To balance these objectives, the Rules of Council impose reasonable restrictions on the timing, length, and manner of public comment at meetings governed by these rules.

A) Citizen Comment Portions of the Agenda

Village Council shall provide two designated citizen comment periods during each regular Council meeting: one at the beginning of the meeting and one at the conclusion of the meeting. These comment periods provide an opportunity for members of the public to address the Village Council on any subject.

Comments shall be limited to no more than three (3) minutes per speaker at each allotted period unless an extension of that period of time is granted by the Mayor or Village Council.

Public comment shall be taken only during the designated citizen comment portions of the agenda. Public comment shall not occur during Council discussion or deliberation of agenda items.

B) Registration to Speak

Any person wishing to provide public comment shall, prior to the start of the regular Council meeting, register by completing a sign-in sheet indicating whether they wish to speak at the first citizen comment, the second, or both. The sign-in sheet shall require the following information:

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1. Name;
2. Property address within the Village and residence address if different;
3. The name of any governmental office, non-profit organization, or business the person represents, if applicable; and
4. The subject upon which the person intends to comment.

All registration information constitutes a public record. The Clerk of Council shall call persons to provide comment in the order in which they registered on the sign-in sheet. When called, the person shall come forward and address the Council.

As a general rule, Council and/or the staff shall not respond to questions or comments submitted under the "Citizens Comments" section of any meeting. Responses to said discussion will be considered for proper reply at an appropriate time.

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ARTICLE VI – HEARING OF THE PUBLIC

It is the goal of Council to promote the democratic and deliberative process of this governing body, to encourage the efficient administration of its responsibilities as directed by the Ohio Revised Code while at the same time encouraging the input of the general public. For that reason, the Council Rules impose certain restrictions on the timing, length and manner of public comments at public meetings governed by these rules. That input can occur in one of two manners:

- A) A citizen comment portion of the agenda provides an opportunity for citizens to address the Village Council on any subject. Such comments shall be limited to not more than three minutes unless an extension of that period of time is specifically granted by the Mayor or Village Council.

Citizens wishing to address specific items on the agenda may address the Council during the citizen comment portion of the meeting or, with the permission of the Mayor, may ask to defer their comments until such time as the agenda item is being considered by the Village Council and such person is introduced by the Mayor or a member of Council.

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ARTICLE VII – DECORUM IN COUNCIL CHAMBERS

- A) DECORUM - The Presiding Officer shall maintain decorum in Council Chambers during meetings. Persons, other than Members of Council and Village Officials, shall not be permitted upon the floor of Council or to address Council, except upon being introduced and invited by the Presiding Officer or a Member of Council. If anyone, other than a Village Official, desires to speak to a Member of Council while it is in session, the Member, if agreeable to the request, shall leave his seat and retire to the rear of the Council Chambers or elsewhere until the conversation is finished.

All comments and remarks from the audience shall be addressed to the public body as a whole and not to any single member, unless in response to a question from such member. Any person attending or participating in the public meeting shall avoid personal attacks and ill-mannered language. No persons in the audience shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, or other acts which disturb, disrupt or otherwise impede the orderly conduct of any public meeting.

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To preserve the dignity of public meetings, cell phones of audience/residents should be silenced during the course of the meeting.

A)

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- B) DISTURBING A LAWFUL MEETING – The Presiding Officer may require any person to leave a meeting or order the removal of any person who does any act which obstructs or interferes with the due conduct of such meeting or who makes any utterance, gesture or display which outrages the sensibilities of the Council. If the offending person refuses to leave or disobeys the order of removal, the Presiding Officer may direct the Sergeant-at-Arms to use such force as is necessary to remove the offending person from the meeting, and in such case, the offending person may be charged with a violation of Section 132.05 of the Ohio Basic Code Edition as adopted by the Council of the Village of Ottawa Hills.

ARTICLE VIII – ABSENCE OF RULES

In the absence of specific rules regarding meeting procedures the rules of the latest edition of

Robert's Rules of Order shall take precedence.

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ARTICLE IX – PROCEDURE FOR ADOPTION AND AMENDMENT

- A) **TERM LIMITS** – Rules of Council do not carry over from one Council term to another and must be adopted by each succeeding Council.
- B) **METHOD OF ADOPTION** – Rules of Council may be adopted by Resolution, Ordinance or motion, provided it is approved by a majority of Council. .
- C) **AMENDMENTS** – Amendments to these rules of Council may only occur by the same method by which they were adopted.

ARTICLE X – CONFLICT WITH OHIO REVISED CODE

To the extent that these Council Rules conflict with or are silent on a topic addressed in the Ohio Revised Code, the Ohio Revised Code will be the controlling authority.

Approved 01/06/00
Amended 06/05/00
Amended 01/07/02
Amended 01/20/05
Amended 02/05/07
Readopted 01/14/08
Readopted 01/25/10
Readopted 01/16/12
Readopted 01/27/14
Readopted 02/08/16
Amended 02/05/18
Readopted 01/13/20
Amended 12/07/20
Readopted 01/04/21
Amended 02/07/22
Amended 01/09/23
Amended 04/03/23
Readopted 01/29/24
Readopted 01/06/25

VILLAGE OF OTTAWA HILLS DECEMBER FINANCIAL RECAP

REVENUE *

Operating:

December income tax collections totaled \$248,568 and the revenue budget for 2025 was \$4,402,055. Our year-to-date income tax collections = \$4,552,223 or 103.41%.

Other revenues in December include \$22,872 for gas excise tax, \$9,300 from Village Life and \$19,040 in interest.

EXPENDITURES *

Operating:

We have expended 73% of our operating budget and 66% of our overall budget. In addition to normal and OT payroll costs, other expenses included \$75,000 for the quarterly fire contract, \$23,722 for Village Life instructors and \$16,114 for police pension.

CAPITAL

Expenditures included \$65,339 in engineering costs. Keep in mind, final invoices are being processed for the 2025 road project and the tennis courts. Those purchase orders will carry over and be processed in 2026 expenditures.

**monthly reports have not been finalized, and these figures will change as we close yearly financials. Any updates will be sent to the council in the monthly financial packet that is sent once the month is closed.*

Kati E. Tharp, Attorney at Law
420 Madison Avenue, Suite 1101
Toledo, OH 43604
United States
419-255-6070

Kati E. Tharp, Attorney at Law

Village of Ottawa Hills
2125 Richards Road
Toledo, OH 43606

Balance \$2,646.00
Invoice # 00884
Invoice Date December 2, 2025
Payment Terms
Due Date

Ottawa Hills_November 2025

Securely pay online



<https://kati-e-tharp-attorney-at-law.mycase.com/x3xyu79g>

Time Entries

DATE	ACTIVITY	DESCRIPTION	RATE	HOURS	LINE TOTAL
11/04/2025	Communication	Fence issue; public records request	\$210.00	1.1	\$231.00
11/04/2025	Document Review	Fence permitting memo	\$210.00	0.6	\$126.00
11/05/2025	Communication	Fence issue	\$210.00	0.5	\$105.00
11/05/2025	Document Review	Zoning code review	\$210.00	1.7	\$357.00
11/06/2025	Communication	Fence issue	\$210.00	0.3	\$63.00
11/10/2025	Meeting	Meeting with administrator/mayor	\$210.00	1.0	\$210.00
11/10/2025	Meeting	Meeting	\$210.00	2.0	\$420.00
11/11/2025	Meeting	Zoning code meeting & travel	\$210.00	2.0	\$420.00
11/12/2025	Out of Court	Tree issue; cyber security; contract	\$210.00	2.2	\$462.00
11/14/2025	Communication	Email	\$210.00	0.1	\$21.00
11/17/2025	Communication	Communication with administrator	\$210.00	0.3	\$63.00
11/19/2025	Document Review	Rules of Council-Social media	\$210.00	0.5	\$105.00
11/19/2025	Document Preparation	Reviewing Verdantas Contract	\$210.00	0.3	\$63.00
Totals:				12.6	\$2,646.00

Time Entry Sub-Total:	\$2,646.00
Sub-Total:	\$2,646.00
Total:	\$2,646.00
Amount Paid:	\$0.00
BALANCE DUE:	\$2,646.00

Kati E. Tharp, Attorney at Law
420 Madison Avenue, Suite 1101
Toledo, OH 43604
United States
419-255-6070

Kati E. Tharp, Attorney at Law

Village of Ottawa Hills
2125 Richards Road
Toledo, OH 43606

Balance \$3,045.00
Invoice # 00893
Invoice Date January 5, 2026
Payment Terms
Due Date

Ottawa Hills_December 2025

Securely pay online



<https://kati-e-tharp-attorney-at-law.mycase.com/xz66becr>

Time Entries

DATE	ACTIVITY	DESCRIPTION	RATE	HOURS	LINE TOTAL
12/01/2025	Meeting	Meeting	\$210.00	2.1	\$441.00
12/01/2025	Document Review	Reviewing meeting packet	\$210.00	0.5	\$105.00
12/02/2025	Research	Researching employment issue/consulting counsel	\$210.00	0.8	\$168.00
12/05/2025	Other	Review of administrative personnel procedures	\$210.00	1.8	\$378.00
12/05/2025	Communication	Email	\$210.00	0.1	\$21.00
12/08/2025	Communication	Email	\$210.00	0.1	\$21.00
12/08/2025	Communication	Call/email with counsel/administrator	\$210.00	0.7	\$147.00
12/09/2025	Communication	Email: public records request	\$210.00	0.1	\$21.00
12/09/2025	Document Review	Reviwing zoning packet	\$210.00	0.3	\$63.00
12/09/2025	Meeting	Zoning meeting; meeting with Mayor/Administrator	\$210.00	1.8	\$378.00
12/11/2025	Communication	Public records request	\$210.00	1.2	\$252.00
12/12/2025	Communication	Public records request	\$210.00	0.4	\$84.00
12/12/2025	Communication	Public Record Request	\$210.00	0.3	\$63.00
12/12/2025	Communication	Speaking with outside counsel; drafting legal memo	\$210.00	1.3	\$273.00
12/15/2025	Communication	Public records request	\$210.00	0.5	\$105.00
12/18/2025	Meeting	Meeting with April/Mayor	\$210.00	1.5	\$315.00
12/23/2025	Document Preparation	Drafting new council rules	\$210.00	0.9	\$189.00
12/30/2025	Communication	Email	\$210.00	0.1	\$21.00
Totals:				14.5	\$3,045.00

Time Entry Sub-Total:	\$3,045.00
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Sub-Total:	\$3,045.00
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Total:	\$3,045.00
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Amount Paid:	\$0.00
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BALANCE DUE:	\$3,045.00
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VILLAGE OF OTTAWA HILLS, OHIO

RESOLUTION No. 2026-1

AUTHORIZING A CONTRACT WITH FISHBECK FOR
ENGINEERING SERVICES RELATED TO THE 2027
REPLACEMENT OF THE EVERGREEN ROAD BRIDGE.

WHEREAS, the Village of Ottawa Hills has been awarded a substantial grant to assist with the replacement of the Evergreen Road bridge, and

WHEREAS, Fishbeck assisted the Village with preliminary design work, the grant application and had the engineer’s estimates needed for the grant application, and are familiar with all aspects of this project, and

WHEREAS, to allow the project to proceed, preliminary engineering, design and state-mandated environmental studies need to begin in 2026, and

WHEREAS, the Village wishes to contract with Fishbeck to provide engineering work on the Evergreen Road bridge project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF OTTAWA HILLS, THAT:

SECTION 1. A contract with Fishbeck is hereby authorized, affirmed and ratified for engineering services related to the replacement of the Evergreen Road bridge. This authorization shall be in an amount not to exceed \$320,514.

SECTION 2. It is hereby found and determined that all formal actions of this Council and any of its committees concerning and relating to the passage of this Resolution were adopted in open meetings, in compliance with all legal requirements, including Section 121.22 of the Revised Code of Ohio.

SECTION 3. This legislation shall be in full force and effect from and after the earliest period allowed by law.

Vote on passage Yeas _____ Nays _____

Date of passage

Attest: _____
President of Council

Clerk of Council

January 9, 2026

April McDonald
Village Administrator
Village of Ottawa Hills
2125 Richards Road
Ottawa Hills, OH 43606

Proposal for Professional Services
Task Order No. 13 – Evergreen Road Bridge
As-Needed Engineering Consulting 5-Year Program (2022-2027)

Fishbeck is pleased to provide this proposal for professional services for the design of the Evergreen Road Bridge replacement project. Fishbeck has started work on the project under verbal authorization in order to maintain the schedule while preparing the detailed fee proposal.

Scope of Services

This project includes the complete replacement of the bridge on Evergreen Road over the Ottawa River. The project scope and schedule are detailed in the ODOT District 2 LPA Scope of Services Form (attached).

Fishbeck will perform the topographic survey necessary for design work. Survey will be performed on State Plane Coordinates and NAVD88 datum. Benchmarks and control points will be set for use by the contractor during construction. OUPS will be contacted to mark existing underground utilities. Paint lines/flags will be picked up during the survey. Sanitary and storm sewer structures will be picked up and pipes will be inventoried, including depth measurements.

Soil and Material Engineers, Inc. (SME), as a subconsultant to Fishbeck, will perform the soil borings and provide the geotechnical report with foundation recommendations. SME has provided a base fee for two soil borings, required for a single-span bridge, as well as an "If-Authorized" fee for additional pier borings required for a 3-span bridge.

STONE Environmental, Engineering & Science, as a subconsultant to Fishbeck, will perform the environmental services and prepare permit applications not supplied by ODOT. STONE's base fee includes performing preliminary studies and permit determinations. STONE has also included "If-Authorized" fees to cover additional work, including additional forms, permit applications, and mussel survey, that could result from the findings of the preliminary studies.

Design work will include preparing preliminary studies and developing detailed plans showing the proposed improvements. Fishbeck will perform a hydraulics study to determine the span required to adequately pass the design-year flood without impacting the 100-year flood elevation. Once the span is determined, we will perform a Structure Type study. This study will look at several structure alternatives, compare advantages and disadvantages, and make a recommendation for the proposed bridge. Plan sheets include bridge replacement plans and roadway plans to tie the new bridge into the existing roadway. Pay items will be identified and estimated quantities will be calculated. Coordination with existing utility owners will take place to identify utilities on the project site, as well as to work out necessary relocations.

All work is expected to be located within existing right-of-way. Therefore, preparation of right-of-way plans and/or easement descriptions are not included in this scope.

Bidding phase will include the preparation of bid documents, posting bid documents to Becker online plan room, responding to pre-bid questions, running the bid opening, recommending award of the contract, and preparation of contract documents for the successful bidder. Legal ads will be provided by the Village.

Construction engineering and inspection will be provided by the County. Fishbeck's role during this phase will include attending meetings, reviewing contractor submittals, and responding to requests for information.

Professional Services Fees

Fishbeck proposes to perform the referenced base services for a lump sum fee of Two-Hundred Fifty-Six Thousand Seven-Hundred Eighty-Seven Dollars (\$256,787). The breakdown of costs is attached in the Proposed Consultant Fee Summary, and includes all subconsultant fees.

We have also included several "If-Authorized" line items at the bottom of the Consultant Fee Summary for tasks mentioned in the scope of services that could be necessary to complete the project. If these tasks are determined to be necessary as the project progresses, we will notify you prior to beginning work. The total lump sum for the "If-Authorized" tasks is Sixty-Three Thousand Seven-Hundred Twenty-Seven Dollars (\$63,727). Fishbeck will only invoice for the "If-Authorized" tasks necessary to complete the project.

The maximum value for the contract, including base services and all "If-Authorized" tasks is Three-Hundred Twenty Thousand Five-Hundred Fourteen Dollars (\$320,514).

Authorization

This project will be performed under the terms and conditions of our existing 5-year Professional Services Agreement effective through 2027. If you concur with our scope of services, please sign in the space provided and return it to Kristin Groom (kgroom@fishbeck.com). Invoices will be submitted monthly, and payment is due upon receipt.

If you have any questions or require additional information, please contact me at 419.360.0863 or jdrummond@fishbeck.com.

Sincerely,



Jonathan Drummond, PE

Vice President/Senior Project Manager

By email

APPROVED FOR:
Village of Ottawa Hills

SIGNATURE: _____

NAME: April McDonald

TITLE: Village Administrator

DATE: _____

TASK 13: Evergreen Road Bridge



ODOT DISTRICT 2

LPA PROJECT SCOPE FORM

A. PROJECT IDENTIFICATION

CRS: LUC-MR 353 Evergreen Road Bridge	PID: 122978	Scope Date: 4/2/2025
Let Type: <input checked="" type="checkbox"/> Local Let <input type="checkbox"/> ODOT Let LPA Traditional	Project Sponsor: Village of Ottawa Hills	
Design: <input type="checkbox"/> In-House <input checked="" type="checkbox"/> Consultant	Consultant Name: Fishbeck	
Fiscal Year: FY2027	Proposed Sale Date: January 2027	
Project Description (proposed work, issues to be corrected, and project termini, required noise waivers): A complete bridge replacement with minimal approach work for the bridge on Evergreen Road over Ottawa River.		
Field Review Notes: <ul style="list-style-type: none"> - Village owns property around the bridge. No RW will be needed. - Lucas County Engineer's Office will perform the CE. - There will be in-stream restriction dates, and work in the water will have to be after July 1st. 		

B. PROJECT DETAILS

EXISTING CONDITIONS

R/W Width: 60'

Curbs	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No			
Curb ramps	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	ADA Compliant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sidewalks	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	ADA Compliant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Guardrail	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No			

PROPOSED WORK

R/W Width: 60'

Curbs	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Comments:
Curb ramps	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Comments:
Sidewalks	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Comments: 6'-0" min.
Guardrail	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Comments:
Pavement Work- Overlay	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Comments:
Pavement Work- Mill & Fill	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, <input type="checkbox"/> 1 Course <input type="checkbox"/> 2 Course
Pavement Work- Full Depth	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, <input type="checkbox"/> Concrete <input checked="" type="checkbox"/> Asphalt
Pavement Repairs	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, <input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt Percentage:
Driveways	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, <input checked="" type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Stone
Storm or Sanitary Sewers	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, excavation > 6ft? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Catch basins/manholes	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Adjust
Signing	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, excavation > 6ft? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Lighting	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, excavation > 6ft?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Signals	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, excavation > 6ft?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loops/Camera/Radar	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Comments: Click or tap here to enter text.		

STRUCTURES ☒ Yes ☐ No

Location:	Evergreen Road
Crossing:	Ottawa River
Structure File Number:	4863933
Eligible for the National Register	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Work Description:	Full replacement
Maintenance of Traffic	<input type="checkbox"/> Part Width <input checked="" type="checkbox"/> Detour Comments: use Bancroft, Talmadge, and Indian

SUPPLEMENTAL INFORMATION

ODOT to supply certified traffic?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Current ADT: 1763	Design ADT: 1900 T24: 39
Design Speed: 25 mph	Legal Speed: 25 mph
Design Exceptions Required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Comments:

C. MAINTENANCE OF TRAFFIC

Part-Width	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Tunnel Lights? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Detour	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Closure Duration: 4 months
Routes to be Used: Bancroft, Talmadge, and Indian Roads		
Adjacent Projects with Detour?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PID(s):
Additional Comments: Coordinate closure with local school		

D. RIGHT OF WAY

New Right of Way	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Temporary <input type="checkbox"/> Permanent	# of Parcels:
Relocations	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Possible	Number of Relocations:
Railroad Involvement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Railroad Name:	
Railroad Agreement Needed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Encroachments	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Type:	
Additional Comments: Adjacent properties owned by Village			

(LPA Certification of RW required even if no new RW acquisition is required)

E. UTILITIES

Impacts	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> POSSIBLE	
	Company/Owner:	Relocations:
Phone	<input type="checkbox"/> None <input checked="" type="checkbox"/> Aerial <input type="checkbox"/> Buried	AT&T <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Cable	<input type="checkbox"/> None <input checked="" type="checkbox"/> Aerial <input type="checkbox"/> Buried	Buckeye <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Electric	<input type="checkbox"/> None <input checked="" type="checkbox"/> Aerial <input type="checkbox"/> Buried	Toledo Edison <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Gas	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Columbia <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Water	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Lucas Co. <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unsure
Storm Sewer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Ottawa Hills <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Sanitary Sewer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Lucas Co. <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unsure
Other _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Who will perform for the Utility Note/Utility Relocation?		<input type="checkbox"/> LPA <input checked="" type="checkbox"/> LPA/Consultant
Additional Comments:		

(NOTE: Utility Note must be submitted to Real Estate for review at least 30 days prior to LPA RW Certification)

F. GEOTECHNICAL

Required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Responsible Party	<input checked="" type="checkbox"/> LPA <input type="checkbox"/> ODOT
Tasks	<input checked="" type="checkbox"/> Borings <input checked="" type="checkbox"/> Laboratory Testing <input type="checkbox"/> Sulfate Testing <input type="checkbox"/> GB-1
Submittals	<input checked="" type="checkbox"/> Soil Profile Sheets <input type="checkbox"/> Structure Foundation Sheets
Additional Comments:	

G. PROJECT FUNDING

Project cost estimate: \$3,042,340		Inflated to FY: 2027	
Are quantity splits needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Is coordination with concurrent projects needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Funding sources: Municipal Bridge, Local			
Does the LPA intend to recover any direct labor costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Does the LPA intend to hire a consultant during construction (Inspection or Testing)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does the LPA intend to recover any Fringe and Overhead Costs associated with this project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
What Cost Recovery method does the LPA intend to utilize? <ul style="list-style-type: none"> <input type="checkbox"/> No cost recovery of LPA's project direct labor, fringe benefits, or overhead costs. <input type="checkbox"/> Direct Labor plus indirect costs determined using the Federal De Minimis Indirect Cost Rateⁱ <input type="checkbox"/> Direct Labor plus Approved Fringe Benefit Costs (fringe benefits only), plus indirect costs calculated using the Federal 10% De Minimis Indirect Cost Rate. <input type="checkbox"/> Direct labor, plus fringe benefits costs calculated using the LPA's ODOT approved Fringe Benefits Rate, plus indirect costs calculated using the LPA's ODOT approved Indirect Cost Rate. 			
Does the LPA currently have a timekeeping system in place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If so, does that system track both payroll and project hours concurrently	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If different systems, how does the LPA reconcile project hours to payroll?			
How often are payroll records prepared?			
<p>The De Minimis Indirect Cost Rate is 10 percent of modified total direct costs (MTDC) per 2 CFR §200.414. Regardless of whether the LPA prepares a CAP or uses the 10-percent de minimis rate, LPAs are required to maintain Federally-compliant time-tracking systems. Accordingly, LPAs are permitted to bill for labor costs and associated indirect costs only if such costs are accumulated, tracked, and allocated in accordance with such systems. Before an LPA is eligible to elect the de minimis rate on any project, the LPA's time-tracking system and methods for tracking other project costs must be reviewed and approved by the ODOT Office of External Audits. To obtain this approval, LPAs will be required to complete an Internal Control Questionnaire (ICQ), and LPAs with compliant time-tracking systems will be granted approval (be prequalified) to apply the de minimis rate.</p> <p>2 The De Minimis Indirect Cost Rate is 10 percent of modified total direct costs (MTDC) per 2 CFR §200.414. Regardless of whether the LPA prepares a CAP or uses the 10-percent de minimis rate, LPAs are required to maintain Federally-compliant time-tracking systems. Accordingly, LPAs are permitted to bill for labor costs and associated indirect costs only if such costs are accumulated, tracked, and allocated in accordance with such systems. Before an LPA is eligible to elect the de minimis rate on any project, the LPA's time-tracking system and methods for tracking other project costs must be reviewed and approved by the ODOT Office of External Audits. To obtain this approval, LPAs will be required to complete an Internal Control Questionnaire (ICQ), and LPAs with compliant time-tracking systems will be granted approval (be prequalified) to apply the de minimis rate.</p> <p>3 Annually, the LPA shall submit an updated rate for review and approval by the ODOT Office of External Audits.</p>			

H. PROJECT SCHEDULE

Milestone	LPA Draft Schedule	Field Review Schedule
Project Initiation Package (N/A for projects < \$20M)	Click or tap to enter a date.	
Consultant Authorization	Click or tap to enter a date.	
Survey	5/16/2025	11/1/25
Geotechnical	5/16/2025	4/1/26
Feasibility Study Submitted	Click or tap to enter a date.	
Alternative Evaluation Report Submitted	8/15/2025	1/30/26
Begin Planning Phase (Footprint Submitted)	Click or tap to enter a date.	3/1/26
Stage 1 Submitted	11/14/2025	NA
NEPA Start	5/5/2025	3/1/26
Stage 2 Submitted	4/17/2026	5/30/26
Preliminary R/W Plans Submitted	11/14/2025	NA
Compliance R/W Plans Submitted	Click or tap to enter a date.	NA
Waterway Permit Determination Submitted- (30-day review)	9/5/2025	7/15/26
Waterway Permit Determination Complete	Click or tap to enter a date.	8/14/26
Environmental Approval	Click or tap to enter a date.	12/12/26
404/401 Permits Submitted to Agencies- (6-18-month review)	Click or tap to enter a date.	9/13/26
404/401 Permits Received from Agencies	Click or tap to enter a date.	12/12/26
Stage 3 Submitted	6/19/2026	8/28/26
R/W Acquisition Complete	9/18/2026	NA
Final R/W Plans Approved	2/13/2026	NA
PS&E Submitted to District	9/18/2026	1/11/27
LPA R/W Certification	9/18/2026	1/11/27
ODOT R/W Certification	Click or tap to enter a date.	1/25/27
Plan Package Received in Central Office	10/19/2026	2/11/27
Sale	12/4/2026	3/25/27
Award	1/8/2027	4/22/27
Begin Construction	3/1/2027	6/3/27
End Construction	10/29/2027	11/30/27

1. Assume a 30 day review period for all submissions. Submittal recipients will be outlined in post field review meeting minutes.
2. Allow 1 month between PS&E and plan package to CO
3. Allow 6 weeks between plan package and sale
4. Allow 4 weeks between sale and award

I. ROLES & RESPONSIBILITIES

Task	Responsible Party
Proposal/Specification Development	ODOT/LPA
Environmental Studies & Document	ODOT/LPA
Construction Plan Development	LPA
R/W Plan Development	LPA
R/W Acquisition/Appraisals	LPA/LPA RW Consultant(s)
Utility Relocation	LPA
LPA Agreement	ODOT
Advertising & Award of Contract	LPA
Construction Inspection	LPA

J. ENVIRONMENTAL

Task	Task#	Required	Preparer	Comments
Environmental Document and PDP				
CE Level: C2 Include all mapping	3.5.A	<input checked="" type="checkbox"/>	ODOT	
Purpose and Need Statement (D1+)	1.3.G	<input type="checkbox"/>	Choose an item.	
Feasibility Study (D1+)		<input type="checkbox"/>	Choose an item.	
Cultural Resources – Any work outside existing r/w, known listings or eligible for listing on the National Register of Historic Places), historic district.				
Section 106 Scoping Request	2.2.B	<input checked="" type="checkbox"/>	ODOT	Required if anything historic is nearby
Consulting Party Invitations/Coordination				
Cultural Resource Phase I (HA/AR)	2.2.B/3.1.A	<input type="checkbox"/>	Choose an item.	
Cultural Resource Phase II (HA/AR)	3.1.A/3.1.B	<input type="checkbox"/>	Choose an item.	
Cultural Resources 4(f)		<input type="checkbox"/>	Choose an item.	
Determination of Effects Report		<input type="checkbox"/>	Choose an item.	
Section 4(f)/6(f) – Any work in/near a recreational area, park bike path, playground, sports field, wildlife refuge, etc. their driveways or connection into an existing path?				
OWJ Letters	2.2.F & 3.1.C	<input type="checkbox"/>	Choose an item.	
Section 4(f)/6(f) DRF	2.2.F & 3.1.C	<input type="checkbox"/>	Choose an item.	
Water Trails Coordination Form		<input type="checkbox"/>	Choose an item.	
Ecological – Any work below the Ordinary High Water Mark (OHWM) of a stream/ditch, in a wetland, off existing pavement within the Oak Openings Region, cutting of trees 3 inches in diameter and 13 feet tall, etc.				
Ecological Survey Level: 1	2.2.C	<input checked="" type="checkbox"/>	Consultant	Ottawa River- 133 sq miles
Mussel Survey/Relocation	3.1.Q	<input checked="" type="checkbox"/>	Consultant	If authorized
ODNR Coastal Zone		<input type="checkbox"/>	Choose an item.	
Purple or Yellow Catchment Area		<input type="checkbox"/>	Choose an item.	
Scenic River Tier V Coordination	2.2.C	<input type="checkbox"/>	Choose an item.	
Scenic River Field Review Form (Tier I-IV)	2.2.C	<input type="checkbox"/>	Choose an item.	
Oak Openings Plant Survey		<input type="checkbox"/>	Choose an item.	
Instream Work Restrictions		<input checked="" type="checkbox"/>	Choose an item.	April 15-June 30

Shore Structure Permit (changing shoreline)		<input type="checkbox"/>	Choose an item.	
Submerged Land Lease (beyond natural shoreline)		<input type="checkbox"/>	Choose an item.	
Waterway Permitting – Any work below the Ordinary High Water Mark (OHWM) of a stream/ditch, in a wetland, bridge work in, over, or under a navigable waterway.				
Waterway Permit Determination	3.1.M	<input checked="" type="checkbox"/>	Consultant	Impacts to Ottawa River
Section 9/Section 10/Section 408	3.1.M	<input type="checkbox"/>	Choose an item.	
404 NWP/RGP USACE	3.1.M	<input checked="" type="checkbox"/>	Choose an item.	ODOT will determine if project fits under a NWP
404 PCN to USACE	3.1.M	<input checked="" type="checkbox"/>	Consultant	If authorized
404/401 Individual Permit USACE	3.1.M	<input type="checkbox"/>	Choose an item.	
OEPA Directors Authorization	3.1.M	<input type="checkbox"/>	Choose an item.	
Isolated Wetland Permit to OEPA	3.1.M	<input type="checkbox"/>	Choose an item.	
Coast Guard Coordination	3.1.M	<input type="checkbox"/>	Choose an item.	
Purchase Stream/Wetland Mitigation		<input type="checkbox"/>	Choose an item.	
Floodplain – Any work within a FEMA mapped floodplain requires a coordination email to Jorey and all required L&D Forms required prior to plans are sent to CO.				
Floodplain Coordination	2.3.H.A	<input checked="" type="checkbox"/>	LPA	Need signed floodplain permit prior to
Statement of Findings		<input checked="" type="checkbox"/>	ODOT	
Drinking Water Protection – If the project is within a drinking water protection zone, a plan note will be provided by ODOT. If in a public supply area, coordination may be required with the owner before the env doc can be approved.				
Drinking Water Coordination	3.5.A	<input type="checkbox"/>	Choose an item.	
Farmland – Not required for urbanized area (red) on USGS quad map or Census map. Required for bridge replacement with 3 acres or more r/w, widening with strip r/w of 10 acres or more per linear mile, and intersection improvements requiring r/w of 3 or more acres.				
Farmland Screening or FCIR	3.1.E	<input type="checkbox"/>	Choose an item.	
Public Involvement – Includes property owner, tenant, stake holders, emergency services, and schools. Additional PI in different methods needed for UP areas. Property owners and tenants (property address) when there is a building on it.				
Local Festivals or Events		<input type="checkbox"/>	Choose an item.	
Letter/email to Fire, Police, EMS, Schools, Hospital, etc. (Full closures OR lane restrictions near facilities)	2.6.A	<input checked="" type="checkbox"/>	LPA	ODOT will write the email. Ottawa Hills will need to send it out.
Letters – property owners, tenants, stakeholders (new R/W or closures)	2.2A	<input checked="" type="checkbox"/>	LPA	ODOT will write the letters. They will need to go on Ottawa Hills letterhead and sent out

Public Engagement Plan (Path 3 and D1+)	2.6.A	<input type="checkbox"/>	Choose an item.	
Press Release (Path 3)	2.2.A	<input type="checkbox"/>	Choose an item.	
Paid Advertisement (Path 3)	2.6.A	<input type="checkbox"/>	Choose an item.	
Public Meeting (Path 3)	2.6.A	<input type="checkbox"/>	Choose an item.	
Public Hearing (EA/EIS)	2.6.A	<input type="checkbox"/>	Choose an item.	
Regulated Materials Review – Any work outside existing r/w and/or 6 feet or more below the existing ground surface, such as storm/sanitary sewer work, waterlines, signal poles, catch basins, bridge abutments, etc.				
RMR Screening (all projects)	2.2.D	<input checked="" type="checkbox"/>	ODOT	Required for deep excavation
RMR Assessment (Phase I ESA)	3.1.D	<input type="checkbox"/>	Choose an item.	
RMR Investigation (Phase II ESA)	3.1.O	<input type="checkbox"/>	Choose an item.	
Noise and Air – Any work moving travel lanes closer to noise receptors, adding capacity				
Noise Ordinances/Waivers		<input checked="" type="checkbox"/>	LPA	Include local requirements in plans
Noise Analysis	2.2.G & 2.2.H & 3.1.J	<input type="checkbox"/>	Choose an item.	
Air Analysis (typically MSAT)	3.1.P	<input type="checkbox"/>	Choose an item.	
Other				
Asbestos Inspection	NA	<input checked="" type="checkbox"/>	Consultant	
NPDES – Post Construction BMPs (required for all projects with 1 acre or more of earth disturbance) Ensure there is room for them in the footprint/Stage 1		<input type="checkbox"/>	Choose an item.	

Note: Provide a footprint of proposed and existing right of way limits as soon as available to District Env. Coordinator and District Real Estate Administrator.

Caution: Environmental needs to be clear prior to the beginning of right of way acquisition. A Local, utilizing their own monies, assumes many risks by proceeding with acquisition prior to environmental being cleared. These risks include purchasing r/w that may never be used for the project and purchasing a site that contains the need for a hazardous waste cleanup.

C-R-S		LUC-Evergreen		PROPOSAL COST SUMMARY								
Consultant:	Fishbeck											
Agreement No.	0			State Average Overhead Rate			159.98%					
Modification No.	0			Consultant Overhead Rate:			186.89%					
PID No.	122978			Cost of Money:			1.17%					
Proposal Date	1/8/2026			Net Fee Percentage:			11%					
		No. of Units	Average Hourly Rate	Total Hours	Labor Costs	Overhead Costs	Cost of Money	Direct Costs	Subcon Costs	Net Fee	Total Cost	
Task Description												
AUTHORIZED TASKS:												
2 - Preliminary Engineering Phase												
2.2 - Perform Environmental Field Studies												
2.2.A - Property Owner Notification		0	\$80.00	1	\$80	\$150	\$1	\$0	\$0	\$23	\$253	
2.2.C - Ecological Survey Report		0	\$80.00	1	\$80	\$150	\$1	\$0	\$4,222	\$23	\$4,475	
2.2.J – Bridge Asbestos Survey		0	\$80.00	1	\$80	\$150	\$1	\$0	\$4,014	\$23	\$4,267	
TOTAL 2.2 - Perform Environmental Field Studies			\$80.00	3	\$240	\$449	\$3	\$0	\$8,236	\$69	\$8,996	
2.3 - AER Design												
2.3.A - Field Survey and Aerial Mapping												
2.3.A.A - Project Control, Benchmarks, and Reference Points		0	\$48.33	12	\$580	\$1,084	\$7	\$17	\$0	\$166	\$1,854	
2.3.A.B - Monumentation Recovery and Records Research		0	\$55.00	4	\$220	\$411	\$3	\$17	\$0	\$63	\$714	
2.3.A.C - Base Mapping (incl. field verify.)		0	\$39.44	18	\$710	\$1,327	\$8	\$17	\$0	\$203	\$2,266	
2.3.A.D - Drainage Survey (stream cross sections)		0	\$39.44	18	\$710	\$1,327	\$8	\$17	\$0	\$203	\$2,266	
2.3.A.E - Bridge Survey		0	\$48.33	6	\$290	\$542	\$3	\$17	\$0	\$83	\$936	
2.3.A.F - Establish property lines, tax id, & ownerships on base map		0	\$48.33	12	\$580	\$1,084	\$7	\$17	\$0	\$166	\$1,854	
2.3.A.G - Property Owner Notification		0	\$44.33	6	\$266	\$497	\$3	\$0	\$0	\$76	\$842	
TOTAL 2.3 - AER Design			\$44.16	76	\$3,356	\$6,272	\$39	\$104	\$0	\$960	\$10,731	
2.5 - AER Submittal and Other Studies												
2.5.D - Structures												
2.5.D.A - Bridge Structure Type Study (break out each bridge separately)		0	\$42.50	64	\$2,720	\$5,083	\$32	\$0	\$0	\$778	\$8,613	
2.5.D.B – Perform Bridge Hydrology Analysis		0	\$45.00	4	\$180	\$336	\$2	\$0	\$0	\$51	\$570	
2.5.D.C – Perform bridge hydraulic study and scour analysis		0	\$43.00	40	\$1,720	\$3,215	\$20	\$0	\$0	\$492	\$5,447	
TOTAL 2.5 - AER Submittal and Other Studies			\$42.78	108	\$4,620	\$8,634	\$54	\$0	\$0	\$1,321	\$14,630	
2.7 - Stage 1 Design												
2.7.A - Roadway												
2.7.A.A - Title Sheet		0	\$46.67	6	\$280	\$523	\$3	\$0	\$0	\$80	\$887	
2.7.A.B - General Notes		0	\$50.00	8	\$400	\$748	\$5	\$0	\$0	\$114	\$1,267	
2.7.A.D - Typical Sections		0	\$48.00	20	\$960	\$1,794	\$11	\$0	\$0	\$275	\$3,040	
2.7.A.E - Cross Sections		0	\$46.67	24	\$1,120	\$2,093	\$13	\$0	\$0	\$320	\$3,547	
2.7.A.F - Plan and Profile - Mainline		0	\$45.00	32	\$1,440	\$2,691	\$17	\$0	\$0	\$412	\$4,560	
2.7.A.N -Traffic Control		0	\$44.00	10	\$440	\$822	\$5	\$0	\$0	\$126	\$1,393	
2.7.B - Drainage												
2.7.B.A - Storm Sewer Profiles		0	\$46.67	3	\$140	\$262	\$2	\$0	\$0	\$40	\$443	
2.7.B.C - Channel Relocation Details & Section Sheets		0	\$46.67	3	\$140	\$262	\$2	\$0	\$0	\$40	\$443	
2.7.C - Utilities												
2.7.C.A - Utility Coordination and Documentation		0	\$44.00	10	\$440	\$822	\$5	\$0	\$0	\$126	\$1,393	
2.7.C.D - Add Utilities to Plan/Profile Sheets		0	\$45.00	4	\$180	\$336	\$2	\$0	\$0	\$51	\$570	
2.7.D - Geotechnical Services												
2.7.D.A - Geotechnical Services and Report		0	\$39.50	20	\$790	\$1,476	\$9	\$0	\$36,556	\$226	\$39,058	
2.7.F - Structures - Design Report												
2.7.F.A - Bridge Design Report		0	\$43.75	48	\$2,100	\$3,925	\$25	\$0	\$0	\$601	\$6,650	
2.7.F.B - Final Structure Site Plan		0	\$43.75	48	\$2,100	\$3,925	\$25	\$0	\$0	\$601	\$6,650	
2.7.H - Prepare C2 Cost Estimates and Update Milestones												
2.7.H.A - Roadway/Interchange Costs		0	\$46.67	12	\$560	\$1,047	\$7	\$0	\$0	\$160	\$1,773	
2.7.J - Maintenance of Traffic												
2.7.J.A - Detour Plan		0	\$45.00	16	\$720	\$1,346	\$8	\$0	\$0	\$206	\$2,280	
TOTAL - 2.7 - Stage 1 Design			\$44.73	264	\$11,810	\$22,072	\$138	\$17	\$36,556	\$3,377	\$73,971	
2.8 - Project Management for Preliminary Engineering Phase												
2.8.A - Meetings		0	\$80.00	4	\$320	\$598	\$4	\$0	\$360	\$92	\$1,373	
2.8.B - General Oversight		0	\$63.00	24	\$1,512	\$2,826	\$18	\$0	\$1,337	\$432	\$6,125	
2.8.C - Project Set Up		0	\$63.00	12	\$756	\$1,413	\$9	\$0	\$266	\$216	\$2,660	
TOTAL 2.8 - Project Management for Preliminary Engineering Phase			\$64.70	40	\$2,588	\$4,837	\$30	\$0	\$1,963	\$740	\$10,158	
Total - 2 Preliminary Engineering Phase			46.05703	491	\$22,614	\$42,263	\$265	\$122	\$46,755	\$6,467	\$118,486	
3 - Environmental Engineering Phase												
3.1 - Environmental Field Studies and Refined Impacts												

C-R-S		LUC-Evergreen		PROPOSAL COST SUMMARY								
Consultant:	Fishbeck											
Agreement No.	0			State Average Overhead Rate			159.98%					
Modification No.	0			Consultant Overhead Rate:			186.89%					
PID No.	122978			Cost of Money:			1.17%					
Proposal Date	1/8/2026			Net Fee Percentage:			11%					
		No. of Units	Average Hourly Rate	Total Hours	Labor Costs	Overhead Costs	Cost of Money	Direct Costs	Subcon Costs	Net Fee	Total Cost	
Task Description												
3.1.M.A - Waterway Permit Determination Request		0	\$80.00	1	\$80	\$150	\$1	\$0	\$2,768	\$23	\$3,021	
TOTAL 3.1 - Environmental Field Studies and Refined Impacts			\$80.00	1	\$80	\$150	\$1	\$0	\$2,768	\$23	\$3,021	
3.3 - Stage2												
3.3.A - Roadway												
3.3.A.A - Title Sheet		0	\$46.67	3	\$140	\$262	\$2	\$0	\$0	\$40	\$443	
3.3.A.C - General Notes		0	\$50.00	8	\$400	\$748	\$5	\$0	\$0	\$114	\$1,267	
3.3.A.D - Typical Sections		0	\$46.67	6	\$280	\$523	\$3	\$0	\$0	\$80	\$887	
3.3.A.E- Plan and Profile - Mainline		0	\$45.00	16	\$720	\$1,346	\$8	\$0	\$0	\$206	\$2,280	
3.3.A.H - Cross Sections		0	\$46.67	6	\$280	\$523	\$3	\$0	\$0	\$80	\$887	
3.3.B - Drainage												
3.3.B.A - Storm Sewer Profiles		0	\$50.00	2	\$100	\$187	\$1	\$0	\$0	\$29	\$317	
3.3.B.C - Channel Relocation Details		0	\$60.00	1	\$60	\$112	\$1	\$0	\$0	\$17	\$190	
3.3.C - Traffic Control												
3.3.C.A - Pavement Marking Plan		0	\$46.67	3	\$140	\$262	\$2	\$0	\$0	\$40	\$443	
3.3.C.B - Signing Plan		0	\$46.67	3	\$140	\$262	\$2	\$0	\$0	\$40	\$443	
3.3.E - Maintenance of Traffic												
3.3.E.A - MOT General Notes		0	\$50.00	2	\$100	\$187	\$1	\$0	\$0	\$29	\$317	
3.3.I - Bridge Plans (break out for each bridge separately)												
3.3.I.A Bridge Plans		0	\$46.09	516	\$23,780	\$44,442	\$278	\$0	\$0	\$6,801	\$75,301	
3.3.I.B Structure Rating		0	\$40.00	16	\$640	\$1,196	\$7	\$0	\$0	\$183	\$2,027	
3.3.J - Utilities												
3.3.J.A - Utility Coordination and Documentation		0	\$44.00	10	\$440	\$822	\$5	\$0	\$0	\$126	\$1,393	
TOTAL 3.3 - Stage2			\$45.98	592	\$27,220	\$50,871	\$318	\$0	\$0	\$7,784	\$86,194	
3.8 - Prepare Cost Estimates and Revise Milestone												
3.8.A - Roadway/Interchange Costs		0	\$48.00	20	\$960	\$1,794	\$11	\$0	\$0	\$275	\$3,040	
3.8.B- Structures Costs		0	\$53.57	28	\$1,500	\$2,803	\$18	\$0	\$0	\$429	\$4,750	
TOTAL 3.8 - Prepare Cost Estimates and Revise Milestone			\$51.25	48	\$2,460	\$4,597	\$29	\$0	\$0	\$704	\$7,790	
3.9 - Project Management for Environmental Engineering Phase												
3.9.A - Meetings		0	\$80.00	4	\$320	\$598	\$4	\$0	\$0	\$92	\$1,013	
3.9.B - General Oversight		0	\$56.47	34	\$1,920	\$3,588	\$22	\$0	\$0	\$549	\$6,080	
TOTAL 3.9 - Project Management for Environmental Engineering Phase			\$58.95	38	\$2,240	\$4,186	\$26	\$0	\$0	\$641	\$7,093	
Total - 3 Environmental Engineering Phase			47.13	679	\$32,000	\$59,805	\$374	\$162	\$2,768	\$9,151	\$104,261	
4 - Final Engineering and R/W Phase												
4.2 - Stage 3 Detailed Design Plans												
4.2.A - Quantities and Notes												
4.2.A.A - Pavement Subsummary		0	\$46.67	3	\$140	\$262	\$2	\$0	\$0	\$40	\$443	
4.2.A.B - Drainage Subsummary		0	\$40.00	1	\$40	\$75	\$0	\$0	\$0	\$11	\$127	
4.2.A.C - Roadway Subsummary		0	\$45.00	8	\$360	\$673	\$4	\$0	\$0	\$103	\$1,140	
4.2.A.F - Pavement Marking Subsummary		0	\$40.00	1	\$40	\$75	\$0	\$0	\$0	\$11	\$127	
4.2.A.G - Signing Subsummary		0	\$40.00	1	\$40	\$75	\$0	\$0	\$0	\$11	\$127	
4.2.A.M - General Summary Sheet		0	\$48.57	28	\$1,360	\$2,542	\$16	\$0	\$0	\$389	\$4,307	
4.2.A.N - Bridge Estimated Quantities Sheet		0	\$51.25	16	\$820	\$1,532	\$10	\$0	\$0	\$235	\$2,597	
4.2.A.O - Reinforcing Steel Schedule		0	\$48.13	32	\$1,540	\$2,878	\$18	\$0	\$0	\$440	\$4,877	
4.2.A.P - General Notes		0	\$44.00	5	\$220	\$411	\$3	\$0	\$0	\$63	\$697	
4.2.A.S – Bridge General Notes		0	\$51.25	8	\$410	\$766	\$5	\$0	\$0	\$117	\$1,298	
TOTAL 4.2 - Stage 3 Detailed Design Plans			\$48.25	103	\$4,970	\$9,288	\$58	\$0	\$0	\$1,421	\$15,738	
4.3 - Prepare Cost Estimates and Revise Milestone												
4.3.A - Roadway/Interchange Costs		0	\$50.00	8	\$400	\$748	\$5	\$0	\$0	\$114	\$1,267	
4.3.C- Structures Costs		0	\$45.00	16	\$720	\$1,346	\$8	\$0	\$0	\$206	\$2,280	
TOTAL 4.3 - Prepare Cost Estimates and Revise Milestone			\$46.67	24	\$1,120	\$2,093	\$13	\$0	\$0	\$320	\$3,547	
4.4 - Final Plan Package												
4.4.A - Submission of Final Tracings and Documentation		0	\$50.67	15	\$760	\$1,420	\$9	\$0	\$0	\$217	\$2,407	
4.4 - Final Plan Package			\$50.67	15	\$760	\$1,420	\$9	\$0	\$0	\$217	\$2,407	
4.5 - Project Management for Final Engineering and Right of Way Phase												
4.5.A - Meetings		0	\$80.00	2	\$160	\$299	\$2	\$0	\$0	\$46	\$507	

C-R-S	LUC-Evergreen	PROPOSAL COST SUMMARY									
Consultant:	Fishbeck										
Agreement No.	0			State Average Overhead Rate		159.98%					
Modification No.	0			Consultant Overhead Rate:		186.89%					
PID No.	122978			Cost of Money:		1.17%					
Proposal Date	1/8/2026			Net Fee Percentage:		11%					
		No. of Units	Average Hourly Rate	Total Hours	Labor Costs	Overhead Costs	Cost of Money	Direct Costs	Subcon Costs	Net Fee	Total Cost
Task Description											
4.5.B - General Oversight	0		\$53.33	12	\$640	\$1,196	\$7	\$0	\$0	\$183	\$2,027
TOTAL 4.5 - Project Management for Final Engineering and Right of Way Phase			\$57.14	14	\$800	\$1,495	\$9	\$0	\$0	\$229	\$2,533
4.6 - Pre-Bid Activities											
4.6.A - Pre-Bid Questions	0		\$64.17	24	\$1,540	\$2,878	\$18	\$0	\$0	\$440	\$4,877
TOTAL 4.6 - Pre-Bid Activities			\$64.17	24	\$1,540	\$2,878	\$18	\$0	\$0	\$440	\$4,877
TOTAL - Final Engineering Phase			51.05556	180	\$9,190	\$17,175	\$108	\$0	\$0	\$2,628	\$29,101
5 - Construction Phase											
5.1 - On-going Services during Construction											
5.1.A - On-going Services During Construction	0		\$65.00	24	\$1,560	\$2,915	\$18	\$0	\$0	\$446	\$4,940
TOTAL 5.1 - On-going Services during Construction			\$65.00	24	\$1,560	\$2,915	\$18	\$0	\$0	\$446	\$4,940
TOTAL - Construction Phase			65	24	\$1,560	\$2,915	\$18	\$0	\$0	\$446	\$4,940
TOTAL AUTHORIZED PARTS			47.57	1374	\$65,364	\$122,159	\$765	\$284	\$49,523	\$18,693	\$256,787
IF-AUTHORIZED TASKS:											
2.2.B - Cultural Resources Scoping Request Form			\$80.00	1	\$80	\$150	\$1	\$0	\$2,500	\$23	\$2,753
2.2.D - Regulated Materials Review Screening Form			\$80.00	1	\$80	\$150	\$1	\$0	\$2,500	\$23	\$2,753
2.7.D.A - Geotechnical Services and Report			\$80.00	1	\$80	\$150	\$1	\$0	\$20,477	\$23	\$20,730
3.1.M.B - Prepare Waterway Permit Application			\$80.00	1	\$80	\$150	\$1	\$0	\$5,745	\$23	\$5,998
3.1.Q - Mussel Survey			\$80.00	1	\$80	\$150	\$1	\$0	\$31,238	\$23	\$31,491
TOTAL IF-AUTHORIZED PARTS			80.00	5	\$400	\$748	\$5	\$0	\$62,460	\$114	\$63,727
GRAND TOTAL			47.69	1379	\$65,764	\$122,906	\$769	\$284	\$111,983	\$18,807	\$320,514

CODE	Item	Responsible	Details	Cost Estimate	Status	Last Update / Completed
FIN-2502-001	Reconvene to establish long term plan	Council Mayor	On hold pending results of Issue 2 on November ballot		Hold	
FIN-2506-001	Request infrastructure funds in biannual Ohio Capital budget (2026)	McDonald	Request funds for Sulphur Spring Path improvement. Deadline to submit is June 2026.		In Progress	
FIN-2506-002	Create master list of Village-owned assets/infrastructure	McDonald	Comprehensive list of assets/infrastructure that require maintenance and current status (tennis courts, Geresy field, Hardman field, roads, street lights, buildings, vehicles, etc...).		Hold	
FIN-2506-003	Utilize resources through TMACOG and others to identify additional grant opportunities	McDonald	Toledo-Lucas County Public Library Main Branch offered training on two grant databases in Sept 2025.		In Progress	9/30/2025
FIN-2512-001	Assess technology upgrades to add efficiencies and make information more readily accessible.		Investigate tech upgrades /tech tools to assess. Determine if existing tools (Excel) can do the job. - JRB / League Mgmt - Facility Reservation and availability (for community) - Project Mgmt / tracking / reporting (start with Sheets/Excel) - Engagement - newsletter, text alerts, - Permit forms online		In Progress	
GEN-2505-001	Identify standing community service task for HS students to complete each year in exchange for Village contribution to After Prom.	McDonald	2025 Prom received \$1000 contribution from the Village, contingent upon receiving some student assistance with community service efforts. Mayor supported creating a clear plan stating community service requirements in exchange for donations, communicated in advance to encourage participation for the following year.	\$1,000	Hold	6/2/2025
GEN-2506-001	Solicitors in the Village	McDonald Estok	06/13/2025 - Influx of requests for No Solicitors Allowed signs from OHPD due to several aggressive solicitors. Provide update to full council on what is/is not allowed for solicitors and what residents should do if sign is ignored. Consider requiring Scouts to obtain a permit for their popcorn sales and use it as an opportunity to educate the scouts on proper door to door sales behavior and showing a permit when asked (wearing in lanyard?), as a way to educate residents on what should occur.		In Progress	
GEN-2506-002	Residents placing boulders in right of way		Private use of Right of Way Boulders in right of way, how to address?		Hold	
GEN-2506-003	Resident landscaping blocking right of way visibility		Landscaping in right of way blocking visibility - especially at corner of Talmadge/Brookside and Hillandale/Richards. What can we do about this? Trim ourselves?		Hold	

CODE	Item	Responsible	Details	Cost Estimate	Status	Last Update / Completed
GEN-2506-005	Assess zoning code versus environmental plan		Include plants that should not be planted (i.e., destructive and/or invasive)		Hold	
GEN-2512-001	Publish clear financial summary reports to website		In addition to regular finance reports that are published monthly, consider preparing a short "highlights" document that includes graphics and is easy for residents to get the basic information on the financial health of the Village.		TBD	
HR-2504-001	Develop community engagement and communication plan	McDonald Phillips	Create comprehensive plan for methods of community engagement - physical/digital communications, events, and target audience. Include space needs to inform long term planning of Municipal space.		TBD	
HR-2504-006	Develop plan for 2026 community events	McDonald Hauck	Identify events the Village could host in 2026, engaging a broad spectrum of ages. Add events to calendar, and begin planning. Assess for possibility in Summer 2026 - Summer Concert Series (Jun, Jul, & Aug) - Geresy Fireworks for Labor Day		Hold	october
HR-2506-001	Employee Handbook Updates	McDonald	Existing Employee Handbook to be cross referenced with draft provided by contract company Clemans Nelson. Company will review to ensure edits are up to date with current employment laws.	Revisions included in prior payment	In Progress	7/7/2025
HR-2509-001	Investigate collaborating with the University of Toledo intern programs		Provide municipal project experience to students and obtain assistance from students in marketing, legal, civil engineering, and other relevant fields.		TBD	
JRB-2506-001	Add a Maintenance Fund fee to registration fees	McDonald / JRB	Consider creating a Maintenance Fund for Village owned fields/sport areas to include in Village Life registration fees. May not cover full maintenance costs but can offset some of them.		Hold	
JRB-2508-001	Comprehensive list of facilities available for public use and when they are reserved.		Provide an easy way for residents to determine what resources are available for public use, what can be reserved, occupancy limits, when unavailable/reserved, and dedicated "open" times for public field use.		TBD	
JRB-2508-002	Publish summary of when registrations for rec and travel teams (organized by Village Life) take place		Village Life / JRB to publish a list of typical times to expect registration for rec and travel leagues to take place, and age ranges. Will allow families to plan and not miss registration if it occurred earlier than they expected or they missed an email.		TBD	

CODE	Item	Responsible	Details	Cost Estimate	Status	Last Update / Completed
SAF-2411-001	Community education on eBikes	Estok	Provide information to community on the safe use of eBikes, applicable traffic laws, and interactions between pedestrians, eBikes, and vehicles. Information in Resident Newsletter, assembly with Elementary Students.		In Progress	
SAF-2506-002	Assess safety impact due to additional traffic on side streets		OHES Circle - ripple effects to change in use, more parents park along Manchester, Hempsted, and Brookside to pick up children.		Hold	
SAF-2506-003	Walkability audit Sidewalk audit and assessment				Hold	
SAF-2506-004	Assess status of response to calls to non-emergency line and responsiveness to calls to 911 after switch to central dispatch.		Receiving feedback that after hours calls not being answered (calling correct number?) Dispatch not familiar with Ottawa Hills when explaining location need Is this still an issue or is this working better now? Have heard some say they are still feeling slower or no response for non-emergency calls.		Hold	
SAF-2506-005	Purchase additional pole mounted speed signs			\$3,000 each	Hold	
SAF-2507-001	Exmoor speed study	McDonald	Completed speed study under review. Committee would like another meeting to discuss increased safety measures		In Progress	11/10/2025
SAF-2512-001	Crosswalk markings on Exmoor and Brookside		Assess proposal for "SLOW" pavement markings at crossings on Exmoor and walk path exit points on Brookside. Joint meeting with Utilities, Buildings, and Grounds committee in early 2026.	\$3,000 for Exmoor	TBD	
SAF-2512-001	Provide report on use of FLOCK cameras	Estok	Request for a report on how the cameras are being used, whether they have been effective, and whether they are being used responsibly.		TBD	
STR-24xx-001	Edgevale Rd Reconstruction and water line replacement	McDonald Pelland	Work to begin no earlier than April 27, 2026	\$3,059,833	In Progress	1/8/2026
STR-24xx-002	Status report from Lucas Co. for fire hydrant and valve assessment				In Progress	
STR-24xx-003	Bancroft improvements		Bancroft improvements, bike lane, & sidewalk additions	Sidewalk North side - est \$202,184 Sidewalk South side - est \$150,635 Additional corridor improvements - TBD	Hold	

CODE	Item	Responsible	Details	Cost Estimate	Status	Last Update / Completed
STR-24xx-004	Sidewalk Extension		Extend sidewalks on Indian from Evergreen towards Talmadge/Central		Hold	
STR-24xx-005	Sidewalk Extension		Add sidewalk on Orchard between Bancroft and Indian		Hold	
STR-24xx-006	Sidewalk Extension		Add sidewalks along Talmadge		Hold	
STR-24xx-007	Assess traffic safety on Indian at Pembroke/St. Ursula		Indian @ Pembroke - St. Ursula traffic parking on crosswalk and blocking use of SE Indian a problem area during St. Ursula drop off/pickup, for other vehicle traffic and pedestrians. Not paying attention to those trying to cross/in crosswalk		Hold	
STR-24xx-008	Sidewalk Extension		Add sidewalk along Secor from Kenwood to Gallatin		Hold	
STR-24xx-009	Repair/replace pedestrian bridge at Ridgewood		Schedule pedestrian bridge inspection (est \$4770) Pedestrian bridge repairs (est \$300,000)	Bridge inspection (est \$4770) Bridge repairs (est \$300,000)	Hold	
STR-24xx-010	Repair fountain by Ridgewood			TBD	Hold	
STR-24xx-011	Create map of meadows and features for residents		Comprehensive map of meadow areas to include access paths, trails, water access points, fountain, bridge, etc...)		Hold	
STR-24xx-012	Multi Use path to White Field			Est \$1,000,000	Hold	
STR-2501-001	Assess blocking off the Municipal Building entrance closer to Bancroft, to deter traffic from cutting through to/from Talmadge light	Tharp	Kati Tharp to investigate laws around drivers avoiding intersections		In Progress	01/06/2025
STR-2503-001	Assess Ashborne for traffic flow improvement opportunities		Investigate possibility of one way loop to improve traffic flow during drop off/pick up window and school events, and address narrow road in general. 1. Find out if the school is willing to switch entry/exit of the parking lot (and why it is set up the way it currently is) 2. Consult with Fishbeck to see if this is feasible and provide some other options to solve the problem, 3. Obtain community input. TMACOG completed traffic count data collection and report sent to Council for review		In Progress	11/21/2025
STR-2503-002	Ashborne School Zone	Pelland	Update Ashborne signage to clarify that it is a school zone		In Progress	
STR-2505-001	Evergreen Rd Bridge reconstruction	McDonald Pelland	Scheduled for June 2027	Grant awarded for 95% of construction costs, up to \$2.5 M	In Progress	1/8/2026

CODE	Item	Responsible	Details	Cost Estimate	Status	Last Update / Completed
STR-2506-001	Develop methodology for traffic control changes		Establish a clear and authorized process for traffic control changes, to ensure consistent methodology		TBD	
STR-2512-001	Collaborate with City of Toledo on Secor Rd. assessment				TBD	
SVE-2501-001	Identify alternative interactive space in meadows		Work with TNC to identify an area in the meadows that can be designated as a "free space" for youth to dig, build, etc... Discuss with Peter Blank		Hold	
SVE-2506-001	Determine status of Toledo Zoo Monarch area at Sled Hill Meadow	The Nature Conservancy	TNC to reach out to Zoo about the monarch sign		In Progress	11/25/2025
SVE-2508-001	Obtain deer and flora studies	McDonald Holdren	Legislation on agenda for 2026 contract with The Nature Conservancy that includes floristic assessment. Contract less than budgeted.		In Progress	12/1/2025
SVE-2508-002	Develop next 10-year Environmental Strategic Plan		Current plan runs through 2028. Begin assessing plan for the next ten years.		TBD	
UBG-2504-001	White Field Remediation	McDonald Pelland	Determine cost for necessary remediation. OH Schools Foundation committed to fundraising up to \$500K, with match from Village. Targeted start expected to be Spring 2026. Signed contract with Verdantas, via Kati Tharp approval, for field investigation	Range of estimates received \$1M - >\$1.4M	In Progress	11/20/2025
UBG-2506-001	Wicklow Walk Path	McDonald Pelland	Deflectors installed, waiting on update from manufacturer about dimming issues. Crosswalk markings and signage TBD.	State Grant \$175,000. Combined with BUG-2506-002	In Progress	11/25/2025
UBG-2506-002	Ashborne Walk Path	McDonald Pelland	Deflectors installed, waiting on update from manufacturer about dimming issues. Crosswalk markings and signage TBD.	State Grant \$175,000. Combined with BUG-2506-001	In Progress	11/25/2025
UBG-2506-003	Manchester Walk Path	McDonald Pelland	Deflectors installed, waiting on update from manufacturer about dimming issues		In Progress	11/25/2025
UBG-2506-004	Municipal Building Maintenance	McDonald Pelland	Front pillar, front door kick plate, mold remediation, boiler repairs		In Progress	
UBG-2506-005	Municipal Building Renovations	McDonald	Police department locker room upgrades. Renovate unused rooms to create a women's locker room.	The estimate is \$52,500	TBD	1/8/2026
UBG-2506-006	Service Department Maintenance	McDonald Pelland	HVAC Repairs Quotes received, no repairs made yet - \$15k each for hanging unit replacement in back garage - One Unit is being repaired. Another unit is unrepairable and will need to be replaced in the future. - \$4k for repairs but parts are hard to find	\$15,000/unit to replace \$4,000 for repairs	In Progress	1/8/2026
UBG-2506-007	Hardman Field maintenance	OH Schools Foundation	-		In Progress	4/7/2025

[illegible]