

BY: ALL MEMBERS OF COUNCIL

Honoring K-9 dog Mekel upon his retirement from the Mansfield Police Department.

**BE IT RESOLVED BY THE COUNCIL OF THE
CITY OF MANSFIELD, STATE OF OHIO:**

SECTION 1.

That this Council, on behalf of the government and the citizens of the City of Mansfield, is privileged to honor and pay tribute to Mekel upon his retirement with the Mansfield Police Department, K-9 Unit on October 16, 2025, after almost six (6) years of service with the Mansfield Police Department K-9 Unit.

K-9 Mekel, a Czech German Shepherd, began his service with the Mansfield Division of Police on February 15, 2019, at one and a half years old. Over the last six years, Mekel faithfully served the citizens of Mansfield before officially retiring on October 16, 2025.

Throughout his career, Mekel demonstrated his exceptional skill and unwavering dedication.

One of Mekel's greatest strengths was his remarkable tracking ability. Over the years, he successfully tracked and located at least nine suspects who fled from officers and vehicle stops, with two of those tracks stretching an impressive 1.3 miles and 1.4 miles. His talents extended beyond criminal cases, Mekel located four missing children and two elderly individuals who had wandered from home.

Mekel's patrol career also included four official apprehensions: one breaking and entering suspect, one burglary suspect, one domestic violence warrant, and one mentally disturbed, possibly armed suspect.

In addition to his tracking and apprehension work, Mekel also contributed to narcotics and article searches, including assisting in a case that helped put a drug dealer behind bars.

Of course, no K-9 career is without a few "learning experiences." One of the more unforgettable moments came during a call involving a suspect threatening homicide and suicide. We found the suspect lying perfectly still under a blanket. When I commanded Mekel to apprehend, I pulled the blanket back; and Mekel bravely (and enthusiastically) attacked, the blanket. The suspect wisely surrendered without a scratch.

Through every track, apprehension, and success, K-9 Mekel has been a loyal partner, a fearless protector, and a beloved member of the Mansfield Division of Police. His service will always be remembered with gratitude and affection.

On behalf of the City, we extend our sincerest appreciation and gratitude for Mekel's years of loyal service and wish Mekel all of the best in his well-deserved retirement.

SECTION 2. That this Resolution shall take effect immediately.

PASSED 05 November 2025

SIGNED *Phillip E. Scott*
/s Phillip E. Scott

President of Council

ATTEST *Delaine Weiner*
/s/ Delaine Weiner
Clerk of Council

APPROVED *Godie Perry*
/s/ Godie Perry
Mayor

APPROVED AS TO FORM

Roeliff E. Harper
Law Director
City of Mansfield, Ohio

Laura Burns

Eleazer Akuchie

Aurelio Diaz

Shari Robertson

David Falquette

Phillip E. Scott

Kelly Converse

Cheryl Meier

Antoinette Daley

Deborah Mount

Keith Porch

Louie Andres

Jodie Perry

Roeliff E. Harper

BILL #25-165

RESOLUTION # 25-164

BY: ALL MEMBERS OF COUNCIL

Approving the presentation of Police Department K-9 "Mekel" to his handler.

WHEREAS, the Chief of Police has recommended the presentation of Mansfield Police K-9 "Mekel", who is no longer of value to the Mansfield Police Department due to his health and age, to his handler, Mansfield Police Officer Jacob J. Rietschlin.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MANSFIELD, STATE OF OHIO:

SECTION 1. That, as recommended by the Chief of Police, the presentation of Mansfield Police K-9 "Mekel", who is no longer of value to the Mansfield Police Department due to his health and age, to his handler, Mansfield Police Officer Jacob J. Rietschlin, be, and hereby is, approved.

SECTION 2. That this Resolution shall take effect and be in full force immediately upon its passage.

| | |
|-------------------------|------------------------|
| Caucus | <u>5 November 2025</u> |
| 1 st Reading | <u>5 November 2025</u> |
| 2 nd Reading | <u>5 November 2025</u> |
| PASSED | <u>5 November 2025</u> |

ATTEST Delaine Weiner
 /s/ Delaine Weiner
 Clerk of Council

Phillip E. Scott
 SIGNED /s/ Phillip E. Scott
 President of Council

Jodie Perry
 APPROVED /s/ Jodie Perry
 Mayor

APPROVED AS TO FORM: Roeliff E. Harper
 Law Director
 City of Mansfield, Ohio

BY: MR. DIAZ

Amending Section 339.02 of Chapter 339 (Commercial and Heavy Vehicles) of the City of the Mansfield Codified Ordinances of 1997, and declaring an emergency.

**BE IT ORDAINED BY THE COUNCIL OF THE
CITY OF MANSFIELD, STATE OF OHIO:**

SECTION 1. That Section 513.03 of the Mansfield Codified Ordinances of 1997, be, and the same is hereby, amended to read as follows:

339.02 USE OF LOCAL STREETS; LOCAL PERMIT AND CONDITIONS.

(a) All motor trucks entering the City desiring to proceed directly through the City without making a stop therein shall proceed upon either duly designated State or United States routes, and any motor truck entering or leaving the City and desiring to proceed through the City without making a stop therein and entering or leaving the City upon streets other than those set forth shall proceed to one of the designated streets by the shortest route, and shall not thereafter deviate therefrom.

All motor trucks entering the City desiring to make stops therein upon streets other than those hereinbefore specified shall follow a route upon the streets designated, insofar as the same shall be possible. **All persons making stops and or deliveries away from designated streets must maintain a log of all deliveries and must make such delivery log available for review and confirmation.**

The Chief of Police or person properly designated shall post proper signs and this section shall have no effect except when so posted.

(b) When signs are erected giving notice thereof, no person shall cause a vehicle having a gross weight in excess of 6,000 pounds to enter upon the highways or streets, or portions thereof set forth in Traffic Schedule IV A., notwithstanding other provisions of this Traffic Code.

(c) Notwithstanding any provision of this chapter to the contrary, no person shall operate a commercial tractor, alone or in combination with any trailer, semitrailer or pole trailer, on any portion of the streets set forth in Traffic Schedule IV B. after an alternative truck route has been designated and proper signs have been erected, except for the purpose of making a delivery thereon.

(d) Local Permit and Conditions. Upon application and for good cause, the Police Chief may issue a local permit authorizing an applicant to move an oversize or overweight vehicle or combination of vehicles upon local streets.

No permittee shall be required to obtain a special permit from the Ohio Director of Transportation for the movement of the vehicle or combination of vehicles on streets or highways under local jurisdiction; however, the approval of the Ohio Director of Transportation shall be required for movement upon State routes as provided in Section 339.01.

The Police Chief may grant a permit for a single or round trip, or for such period of time, not to exceed one year, as the Police Chief in his discretion deems advisable, or for the duration of any construction project. The Police Chief may limit or prescribe terms or conditions of operation for such vehicle or combination of vehicles by designating the route, hours, speed or such other restrictions as may be necessary for the preservation of the public peace, property, health and

BY: MS. BURNS

Authorizing the Public Works Director to advertise for proposals and to enter into a contract for the disposal and land application of wastewater sludge, and declaring an emergency.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MANSFIELD, STATE OF OHIO:

SECTION 1. That the Public Works Director be, and is hereby, authorized to advertise for bids and enter into a contract, or contracts, with the lowest and best bidder or bidders according to law, for the disposal and land application of wastewater sludge, from the Mansfield Wastewater Treatment Plant, all in accordance with detailed plans, specifications and estimates as now on file in the Office of the City Engineer, which plans, estimates, and specifications are hereby approved.

SECTION 2. That the entire cost of the project shall be paid from funds from the Sewer Fund Sewer Treatment Plant (503.43.43) Contractual Services Classification.

SECTION 3. That in order to continue to provide efficient management of wastewater sludge, this measure is determined to be an emergency Ordinance for the immediate preservation of the public peace, health, safety and welfare of the City of Mansfield and its inhabitants and providing it receives the affirmative vote of two-thirds of all members elected to Council, it shall take effect and be in force immediately upon its adoption, otherwise from and after the earliest time allowed by law, after its passage and approval by the Mayor.

Caucus 5 November 2025
1st Reading 5 November 2025
2nd Reading _____
PASSED 5 November 2025

ATTEST Delaine Weiner
/s/ Delaine Weiner
Clerk of Council

SIGNED Phillip E. Scott
/s/ Phillip E. Scott
President of Council
APPROVED Jodie Perry
/s/ Jodie Perry
Mayor

APPROVED AS TO FORM: Roeliff E. Harper
Law Director
City of Mansfield, Ohio

BY: MRS. BURNS

Authorizing the Public Works Director to purchase, according to Sourcewell Contract 020223-CEC, one (1) Bobcat Backhoe Loader from Bobcat (480 West Henry Street, Wooster, Ohio 44691) in the amount of Eighty Two Thousand One Hundred Sixty-three and 08/100 Dollars (\$82,163.08), and declaring an emergency.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MANSFIELD, STATE OF OHIO:

SECTION 1. That the Public Works Director be, and is hereby, authorized to purchase pursuant to O.R.C. 125.04, without competitive bidding, from Bobcat (480 West Henry Street, Wooster, Ohio 44691), one (1) Bobcat Backhoe Loader, at a cost not to exceed Eighty Two Thousand One Hundred Sixty-three and 08/100 Dollars (\$82,163.08).

SECTION 2. That the vehicle under Section 1 hereof shall be purchased with funds from the Clearfork Reservoir Operations (502.36.41) Capital Outlay Classification.

SECTION 3. That by reason of the immediate necessity for purchasing this equipment as quickly as possible to perform necessary operations, this measure is determined to be an emergency Ordinance for the immediate preservation of the public peace, health, safety, and welfare of the City of Mansfield and its inhabitants and providing it receives the affirmative vote of two-thirds of all members elected to Council, it shall take effect and be in force immediately upon its adoption, otherwise from and after the earliest time allowed by law, after its passage and approval by the Mayor.

Caucus 5 November 2025
1st Reading 5 November 2025
2nd Reading _____
PASSED 5 November 2025

SIGNED /s/ Phillip E. Scott
President of Council

ATTEST
/s/ Delaine Weiner
Assistant Clerk of Council

APPROVED
/s/ Jodie Perry
Mayor

APPROVED AS TO FORM: Roeliff E. Harper
Law Director
City of Mansfield, Ohio

BILL #25-170

ORDINANCE # 25 - 169

BY: MR. DIAZ

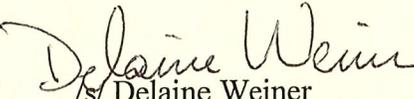
Authorizing the Safety Service Director to execute lease amendments with all tenants of the Mansfield Lahm Airport in order to incorporate the Storm Water Pollution Prevention Plan (SWPPP) developed and promulgated by the City of Mansfield, Engineering Department, and declaring an emergency.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MANSFIELD, STATE OF OHIO:

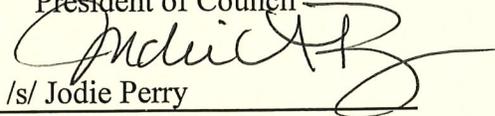
SECTION 1. That the Safety Service Director be, and is hereby authorized, to execute Lease Amendments with all tenants of the Mansfield Lahm Airport, on behalf of the City of Mansfield, in order to incorporate the Storm Water Pollution Prevention Plan (SWPPP) developed and promulgated by the City of Mansfield, Engineering Department, into said leases. The proposed template Lease Amendment is attached hereto as Exhibit A and made a part hereof.

SECTION 2. That by reason of the immediate necessity for timely entering Lease Amendments with all tenants of the Mansfield Lahm Airport, on behalf of the City of Mansfield, in order to incorporate the Storm Water Pollution Prevention Plan (SWPPP) developed and promulgated by the City of Mansfield, Engineering Department, into said leases, this measure is determined to be an emergency ordinance for the immediate preservation of the public peace, health, safety and welfare of the City of Mansfield and its inhabitants and providing it receives the affirmative vote of two-thirds of all members elected to Council, it shall take effect be in force immediately upon its adoption, otherwise from and after the earliest time allowed by law, after its passage and approval by the Mayor.

Caucus 5 November 2025
1st Reading 5 November 2025
2nd Reading _____
PASSED 5 November 2025

ATTEST 
/s/ Delaine Weiner
Assistant Clerk of Council


SIGNED /s/ Phillip E. Scott
President of Council


APPROVED /s/ Jodie Perry
Mayor

APPROVED AS TO FORM: Roeliff E. Harper
Law Director
City of Mansfield, Ohio

ADDENDUM TO LEASE

The undersigned Tenant(s) is scheduled to construct a new stated Hangar, to be Hangar # _____, which is to be located at Mansfield Lahm Regional Airport and built upon land currently leased from the City of Mansfield, Ohio. Tenant agrees to follow the SWPPP upon leased real property while vacant, under construction, and continuing upon construction of said Hangar # _____.

In light of revised Storm Water Pollution Prevention Plan (SWPPP) entered into by the City of Mansfield, Ohio and Mansfield Lahm Regional Airport, as required by State Law, said Tenant hereby consents to the following Addendum to their Lease with the City of Mansfield:

HANGAR _____

The current Mansfield Airport SWPPP was developed based on private hanger tenants having no exposed industrial activity and tenants shall maintain this condition as defined by the Ohio Environmental Protection Agency (OEPA). If these no exposure conditions as defined by the OEPA cannot be met, tenants shall apply for coverage under the OEPA authorization to discharge stormwater associated with industrial activity under the national pollutant discharge elimination system multi-sector general permit (MSGP) either as a permittee or co-permittee under the City of Mansfield permit and contact the City of Mansfield for inclusion of regulated activity in the overall airport SWPPP. Tenants are also responsible for regular maintenance of sanitary pretreatment if present. Tenants are responsible for determining applicability and compliance with 40 CFR 112 for their storage of petroleum products on site. Some tenants may be required to develop a Spill Prevention Control and Countermeasure (SPCC) plan under a separate regulatory program (40 CFR 112).

I certify under the penalty of law that I have read and understand the terms and conditions of the SWPPP for the Mansfield Lahm Regional Airport and agree to follow the practices described in the SWPPP.

This certification is hereby signed in reference to the City of Mansfield "Mansfield Lahm Regional Airport" SWPPP and the language above.

TENANT(S):

-(company name)-

By: _____

Date

Print Name: _____

Title: _____

BILL #25-172

ORDINANCE # 25-171

BY: MR. FALQUETTE

Authorizing the Safety Service Director to purchase Microsoft 365 for all City of Mansfield Employees, pursuant to State of Ohio Contract #C00000018105, from Microsoft at Carahsoft (11493 Sunset Hills Road, Suite 100, Reston, VA 20190) in the amount of One Hundred Thirteen Thousand Six Hundred Eighty-one and 70/100 (\$113,681.70).

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MANSFIELD, STATE OF OHIO:

SECTION 1. That the Safety Service Director be, and is hereby, authorized to purchase Microsoft 365 for all City of Mansfield Employees, pursuant to State of Ohio Contract #C00000018105, from Microsoft at Carahsoft (11493 Sunset Hills Road, Suite 100, Reston, VA 20190) in the amount of One Hundred Thirteen Thousand Six Hundred Eighty-one and 70/100 (\$113,681.70).

SECTION 2. That the Microsoft 365 hereof shall be purchased with funds from the Information Technology Operations (602.54.01) Contractual Services Classification.

SECTION 3. That this measure shall take effect and be in force after the earliest time allowed by law, after its passage and approval by the Mayor.

Caucus 5 November 2025
1st Reading 5 November 2025
2nd Reading _____
PASSED 5 November 2025

SIGNED /s/ Phillip E. Scott
President of Council

ATTEST
/s/ Delaine Weiner
Assistant Clerk of Council

APPROVED
/s/ Jodie Perry
Mayor

APPROVED AS TO FORM: Roeliff E. Harper
Law Director
City of Mansfield, Ohio

PRICE QUOTATION

MICROSOFT at CARAHSOFT



11493 SUNSET HILLS ROAD, SUITE 100 | RESTON, VIRGINIA 20190
 PHONE (703) 871-8536 | FAX (703) 871-8505 | TOLL FREE 866-66CARAH
 WWW.CARAHSOFT.COM | MICROSOFT@CARAHSOFT.COM



TO: Mark Huckleberry
 Technical Primary
 The City of Mansfield, Ohio
 30 N Diamond St
 Mansfield, OH 44902 USA

FROM: Sarah Myers
 Microsoft at Carahsoft
 11493 Sunset Hills Road
 Suite 100
 Reston, Virginia 20190

EMAIL: mhuckleberry@ci.mansfield.oh.us

EMAIL: Sarah.Myers@carahsoft.com

PHONE: (419) 755-9673

PHONE: (571) 590-7291

FAX: (703) 871-8505

TERMS: FTIN: 52-2189693
 Shipping Point: FOB Destination
 Remit To: Same as Above
 Payment Terms: Net 30 (On Approved Credit)
 Cage Code: 1P3C5
 DUNS No: 088365767
 UEI: DT8KJHZXVJH5
 Credit Cards: VISA/MasterCard/AMEX
 Sales Tax May Apply

QUOTE NO: 59419004
QUOTE DATE: 10/17/2025
QUOTE EXPIRES: 10/31/2025
RFQ NO:
SHIPPING: GROUND
TOTAL PRICE: \$113,681.70
TOTAL QUOTE: \$113,681.70

| LINE NO. | PART NO. | DESCRIPTION | ERP | QUOTE PRICE | QTY | EXTENDED PRICE |
|---------------------|---------------------------|--|----------|-------------|-----|---------------------|
| 1 | 700-CFQ7TTC0LCHC-000N-P1Y | Microsoft 365 Business Premium (no Teams) P1Y Annual (Per Tenant Min: 1, Max: 300) - Per Each - 12 Month Term Microsoft Corporation CSP - CFQ7TTC0LCHC-000N-P1Y | \$237.60 | \$195.78 OM | 40 | \$7,831.20 |
| 2 | 700-CFQ7TTC0LH18-000P-P1Y | Microsoft 365 Business Basic (no Teams) P1Y Annual (Per Tenant Min: 1, Max: 300) - Per Each - 12 Month Term Microsoft Corporation CSP - CFQ7TTC0LH18-000P-P1Y | \$57.80 | \$47.46 OM | 220 | \$10,441.20 |
| 3 | 700-CFQ7TTC0LFLX-21-P1Y | Microsoft 365 E3 (no Teams) P1Y Annual (Per Tenant Min: 1, Max: 10000000) - Per Each - 12 Month Term Microsoft Corporation CSP - CFQ7TTC0LFLX-21-P1Y | \$405.60 | \$334.21 OM | 240 | \$80,210.40 |
| 4 | 700-CFQ7TTC0MZJF-9-P1Y | Microsoft Teams Enterprise P1Y Annual (Per Tenant Min: 1, Max: 10000000) - Per Each - 12 Month Term Microsoft Corporation CSP - CFQ7TTC0MZJF-9-P1Y | \$63.60 | \$52.41 OM | 290 | \$15,198.90 |
| 5 | CSP-Domain-New | This order requires a custom domain which will be used to create your user accounts and email address to manage your licenses. Please provide a custom domain at the time of ordering following this format: XXXcustomername.onmicrosoft.com. Do not use space Microsoft Corporation CSP - GSP-Domain-New | \$0.00 | \$0.00 OM | 1 | \$0.00 |
| SUBTOTAL: | | | | | | \$113,681.70 |
| TOTAL PRICE: | | | | | | \$113,681.70 |
| TOTAL QUOTE: | | | | | | \$113,681.70 |

PRICE QUOTATION

MICROSOFT at CARAHSOFT



11493 SUNSET HILLS ROAD, SUITE 100 | RESTON, VIRGINIA 20190
PHONE (703) 871-8536 | FAX (703) 871-8505 | TOLL FREE 866-66CARAH
WWW.CARAHSOFT.COM | MICROSOFT@CARAHSOFT.COM

carahsoft.

By placing an order against this quote customer accepts the terms and conditions contained within the proposal.

Licensed Products and/or Online Services Terms:

All use of the Products and/or Online Services specified above shall be governed by the applicable Microsoft Volume Licensing Terms which consist of the Product Terms, Online Services Terms (OST), Online Services Data Protection Addendum (DPA), and/or Service Level Agreements for Microsoft Online Services (SLA) which are available at <https://www.microsoft.com/en-us/licensing/product-licensing/products>.

All Purchases via the Microsoft CSP Program require the customer to agree to the Microsoft Customer Agreement. By placing an order with Carahsoft the customer agrees that they have reviewed and accepted the terms.

<https://www.microsoft.com/licensing/docs/customeragreement>.

Cancellation:

Licenses placed under the CSP New Commerce Experience (NCE) Program can only be cancelled within the first 7 days of the term and the refund will be pro-rated. After 7 days, no cancellation is possible.

Requests for returns for licenses placed under the AOSG Program must be submitted within 60 days of the invoice date and are not guaranteed. A 5% restocking fee may apply.

If you are entering into an Open Value or Open Value Subscription Agreement customer will be required to review and accept the terms and conditions via Microsoft eAgreement. Open Value and Open Value Subscription agreements are for a three year period, paid annually or upfront.

Customer will pay for all Fees based on: (a) Customer's use of the Services; (b) any Committed Purchases selected; and/or (c) any Package Purchases selected. For consumption or 'pay as you go' items Carahsoft will invoice Customer on a monthly basis for those Fees accrued at the end of each month. Carahsoft's measurement of services is based upon Microsoft's measurement of Customer's use of the Services, this measurement is final.

Microsoft Devices Terms and Conditions:

All warranties, extended services plans, and terms and conditions for your Microsoft Device can be found here: <https://support.microsoft.com/en-us/topic/warranties-extended-service-plans-and-terms-conditions-for-your-device-eedf7a23-84a7-1a47-480b-0e10503eedf5>. Microsoft makes no warranties or conditions as to items distributed under a third-party name, copyright, trademark or trade name that may be offered with or incorporated with the Devices.

If the purchase requires only TAA-compliant devices, it must be clearly indicated as a requirement on the Purchase Order. System software and updates use significant storage space; your storage capacity will be less. Please see [Surface.com/storage](https://www.microsoft.com/surface/storage) for more information. NOTE 1 GB = 1 billion bytes.

| Requestor | Amount Requested | ADMIN 10% CHDO 15% | ESTIMATED AMTS | FINAL= ACTUAL % |
|--|------------------|--------------------|----------------|-----------------|
| | | | | |
| City of Mansfield Administration (10%) | \$ 34,000.00 | | | |
| CHDO Set-aside (15% Required) | \$ 51,000.00 | | | |
| PRIOR YEAR CHDO AVAILABLE | \$ 284,237.37 | | | |
| Homeowner Rehabilitation | \$ 112,208.99 | | | |
| Homeowner Rehabilitation- Carryover/PI | | | | |
| Tenant Based Rental Assistance/ PI | | | | |
| Domestic Violence Shelter- Tenant Based Rental Asst. | \$ 142,791.01 | | | |
| Down Payment Assistance | | | | |
| Homebuyer Development/PI | | | | |
| Homebuyers Carryover/PI | \$ 90,145.29 | | | |
| Rental Development/PI | \$ 600,000.00 | | | |
| TOTAL REQUESTED | \$ 1,314,382.66 | | | |
| 2025 TOTALS | \$ 340,000.00 | | | |
| Carryover Award Totals | \$ 974,382.66 | | | |
| Based on HOUSE approved funding as of 3/3/2025 | | | | |
| TOTAL ESTIMATED REMAINING HOME EN FUNDS | \$ 974,382.66 | | | |

| Requestor | Amount Requested | ADMIN 10% CHDO 15% | ESTIMATED AMTS | FINAL= ACTUAL % |
|--|------------------|--------------------|----------------|-----------------|
| | | | | |
| City of Mansfield Administration (10%) | \$ 34,000.00 | | | |
| CHDO Set-aside (15% Required) | \$ 51,000.00 | | | |
| PRIOR YEAR CHDO AVAILABLE | \$ 284,237.37 | | | |
| Homeowner Rehabilitation | \$ 112,208.99 | | | |
| Homeowner Rehabilitation- Carryover/PI | | | | |
| Tenant Based Rental Assistance/ PI | | | | |
| Domestic Violence Shelter- Tenant Based Rental Asst. | \$ 142,791.01 | | | |
| Down Payment Assistance | | | | |
| Homebuyer Development/PI | | | | |
| Homebuyers Carryover/PI | \$ 90,145.29 | | | |
| Rental Development/PI | \$ 600,000.00 | | | |
| TOTAL REQUESTED | \$ 1,314,382.66 | | | |
| 2025 TOTALS | \$ 340,000.00 | | | |
| Carryover Award Totals | \$ 974,382.66 | | | |
| Based on HOUSE approved funding as of 3/3/2025 | | | | |
| TOTAL ESTIMATED REMAINING HOME EN FUNDS | \$ 974,382.66 | | | |

These funds were removed from 2025 grant to Program. Income balances to ensure 2025 grant was appropriately disbursed. Initial calculations over budget for 2025 Grant.

Current Year P/I Carryover \$ 340,000.00 \$ 974,382.66

100.00%

City of Mansfield
CDBG Application Packet for the Annual Action Plan

Introduction

The City of Mansfield receives federal grants from the United States Department of Housing and Urban Development (HUD) in the form of CDBG and HOME funds. To qualify for such grants, the Mansfield community develops and submits a Consolidated Plan which identifies the housing and community development needs of its low – to – moderate income residents over a five-year period.. The Consolidated Plan outlines strategies to achieve decent housing, a suitable living environment, and expand opportunities principally for the benefit of low and moderate income persons in Mansfield. The Consolidated Plan is updated every year through an Annual Action Plan, detailing the activities to be undertaken and resources to be used to achieve the goals and objectives of the 5-year plan. Progress towards achieving the goals is reported in the CAPER (Consolidated Annual Performance Evaluation Report) which is prepared at the end of the program year.

Action Plan

The Permitting and Development Division coordinates the preparations of Mansfield's Annual Action Plan. The City of Mansfield's Program Year is July 1st- June 30th. A series of public meetings to solicit, review, and approve projects will be scheduled.

The Department of Housing and Urban Development emphasizes the following principles in project identification and reporting:

Responsiveness: of projects and policies as well as implementation strategies in addressing the development challenges of the city and aspirations of its citizens;

Accuracy: in generating and supplying required data on production, beneficiaries, and project implementation issues;

Accountability: i.e., as project implementers, your department or agency will be responsible in seeing through the implementation and completion of your project as proposed in the Action Plan; and, be responsible of project outcomes explaining why targets were not achieved;

Transparency: i.e., whatever you intend to do must be spelled out in the Action Pan and reported in the CAPER.

Timetable Annual Action Plan

| DATE | TIME | Action |
|------|------|--------|
|------|------|--------|

| | | |
|---------------|--|--|
| | | <p>News Release: Application Available/ Public informed concerning Annual Planning Process</p> <p>Public Meeting</p> <p>Public Meeting Main Library</p> <p>PROPOSAL DEADLINE</p> <p>PUBLIC HEARING – Annual Plan Open to all applicants to discuss their proposal request(s)</p> <p>Initial draft of recommended activities is made Public and sent to Public Affairs Committee of City Council for review</p> <p>CITY COUNCIL PUBLIC AFFAIRS COMMITTEE meets to review the recommendations of Annual Action Plan</p> <p>CITY COUNCIL to vote on Action Plan</p> <p>Approved Action Plan published in MNJ for 30 day comment period</p> <p>Annual Action Plan Due to HUD</p> |
| July 1 | | <p>City of Mansfield Community Development New Program Year</p> |

*** All City Council hearings and meeting times are approximate and subject to change prior to the scheduled date****

Considerations in Project Eligibility

The Department of Housing and Urban Development requires that proposed projects and policy statements are:

- Supportive of the Needs and Strategies of the current Consolidated Plan (Attachment A)
 - Eligible based on HUD's eligibility lists (Attachment B)
- Implemented within the declared CDBG-eligible area, unless projects intend to benefit specific clientele (e.g., handicap, seniors, mentally disabled, and/or low to moderate income housing)

PLEASE REVIEW THE FOLLOWING FOR APPLICABILITY

- Proposed construction projects under CDBG which exceed \$1,000 in CDBG funding must meet Davis-Bacon requirements. Some HOME activities may also require Davis-Bacon <https://ci.mansfield.oh.us/wp-content/uploads/2021/03/Davis-Bacon-Manual-2021-Final-Copy.pdf>
- Proposed construction projects utilizing more than \$200,000 of federal funding on a single site must meet Section 3 requirements https://ci.mansfield.oh.us/wp-content/uploads/2021/11/Section_3_Policy.pdf

Project Preparation

The Department of Housing and Urban Development requires that all project outcomes conform to the goals set in the current Consolidated Plan and are subject to performance evaluation. Project outputs are measured against planned goals and specific measurable objectives. Proponents must state their projects in specific measurable terms so that these can be compared with the required outcomes in the CAPER report at the end of the program year.

All projects are evaluated and allocated by the Mansfield City Council after public input. PLEASE NOTE: what project categories are eligible under HUD criteria (in Title 24 – CFR 570 Subpart C (IDIS Matrix Codes) Also note the required data on project outcomes and benefit to CDBG eligible areas and persons.

******Important when preparing your project proposals******

The Department of Housing and Urban Development requires specific data for your proposal. Your proposal must include this data for funding consideration. Attachment "F" is the Project Proposal/Application Form and Attachment "G" is the Scope of Work. Use these form(s) when proposing for activities for CDBG funding, **paying attention to supplying the information required in the Scope of Work**

Project Feasibility

Submissions will be reviewed by The Permitting and Development Division for eligibility, relevance to the Consolidated Plan and budget feasibility, work plan, organizational capacity, and project sustainability. Seventy percent (70%) of the City's CDBG allocation must benefit low – to – moderate – income persons. Thirty percent (30%) may be spent on blight removal. **The total Public Service activities may not exceed fifteen percent (15%) of the City's annual grant.**

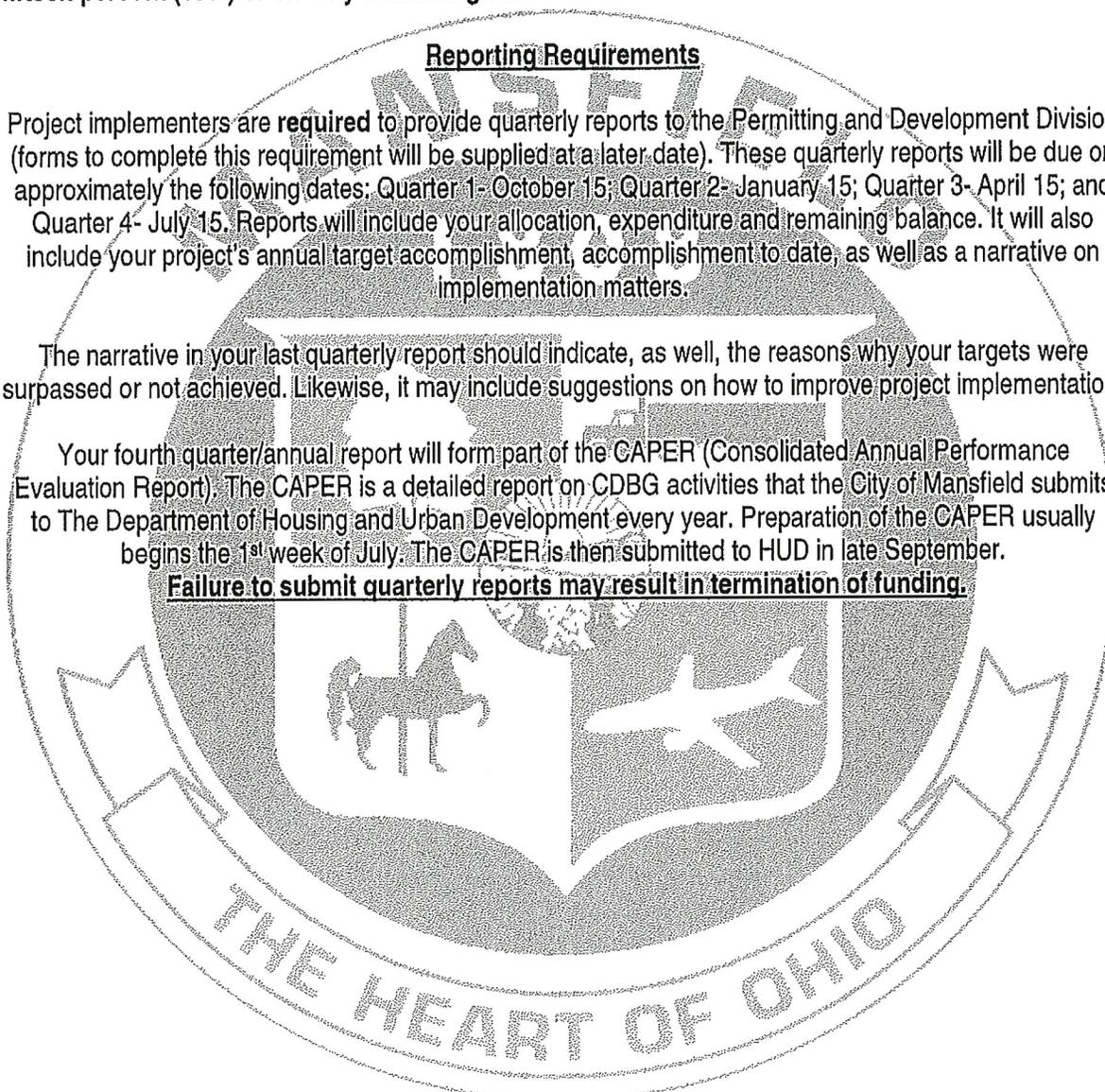
Reporting Requirements

Project implementers are **required** to provide quarterly reports to the Permitting and Development Division (forms to complete this requirement will be supplied at a later date). These quarterly reports will be due on approximately the following dates: Quarter 1- October 15; Quarter 2- January 15; Quarter 3- April 15; and Quarter 4- July 15. Reports will include your allocation, expenditure and remaining balance. It will also include your project's annual target accomplishment, accomplishment to date, as well as a narrative on implementation matters.

The narrative in your last quarterly report should indicate, as well, the reasons why your targets were surpassed or not achieved. Likewise, it may include suggestions on how to improve project implementation.

Your fourth quarter/annual report will form part of the CAPER (Consolidated Annual Performance Evaluation Report). The CAPER is a detailed report on CDBG activities that the City of Mansfield submits to The Department of Housing and Urban Development every year. Preparation of the CAPER usually begins the 1st week of July. The CAPER is then submitted to HUD in late September.

Failure to submit quarterly reports may result in termination of funding.



General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

These needs were identified through a number of resources:

Consolidated Plan MANSFIELD 184 OMB-Control No: 2506-0117 (exp. 06/30/2018)

First, the Needs Assessment and Market Analysis sections of this Consolidated Plan provided much data for distinguishing areas of need and understanding their issues and potential for improvement. Through research efforts, data through the U.S. Census and through the ACS help us understand different levels of need and conditions within Mansfield's census tracts.

Second, a number of public meetings were held in various locations, surveys were taken of citizens, agencies were consulted, and various other efforts were made to reach out to the community as described in PR-10 and PR-15. From these efforts a number of needs were identified, and will continue to be identified. The data from these public meetings, surveys, and consultations are located in Tables 12A and Table 25D. The public Services needs identified are summarized in Table 25D.

In addition, a number of other planning and performance evaluation documents were reviewed. Of particular value were three planning documents. The first was Mansfield Rising, which is a downtown investment plan done in 2018. The second is the North End Community Economic Development Plan. The third is the City's 2015 Historic Preservation Plan. These three plans do much to identify current needs within the City, and to lay out a road map for the future.

SP-25 Priority Needs - 91.215(a) (2)

Full text and descriptions of SP-25 can be found here: <http://ci.mansfield.oh.us/pdf/Con-Plan-2019.pdf>

Priority Needs

1. Housing and Homelessness
2. Public Services
3. Public Improvements
4. Neighborhood Facilities
5. Economic Opportunities
6. St. Pete's & OhioHealth Hospital District
7. Targeted Neighborhood Improvements
8. Mansfield City Corridors
9. Planning
10. Grant Writing

Narrative

The priority goals and strategies identified in the City's 2024-2029 Strategic Plan are based on the needs identified in the Needs Assessment and Market Analysis sections of the Consolidated Plan. Those sections include analysis of Census data that was refined with local statistics and community input through agency consultations and citizen participation. The strategies are intended to address the needs of the community by supporting efforts to create and retain affordable housing opportunities, remove blight within low income neighborhoods, provide needed services and assistance to low income persons and expand economic opportunities.

Many program activities identified in the five-year Consolidated Plan period will address more than one of these needs. In addition, three local development reports reference community needs: *Mansfield Rising*; *North End Community Improvement Collaborative Economic Development Plan*; and the *City's Historic Preservation Plan 2015*. All of these documents identify needs that can be addressed with CDBG and HOME funding and can be taken into consideration.

From the research completed through the ACS, area reports, and the efforts made through the citizen participation process, a number of needs were identified.

The data from this research, public meetings, surveys, and consultations are described specifically and located in the Needs and Market Analysis sections of the Plan, along with Narratives 25A and 25B; Tables 12A and the pages of tables in Tables 25D; the Priority Needs section in the Strategic Plan; and the Strategic Goals section of the Strategic Plan, and may include any eligible activity within HUD's IDIS matrix codes over the course of the Plan.

Comments about specific locations, properties, parks, land, etc., from public input are integrated into the Plan under general themes or they are listed specifically. The online and paper survey results are located on file in the community development office and can be taken into consideration as well.

ATTACHMENT A

Matrix Code, Measurable Targets, By Project Category

For your reference below is a list of projects being used as an *example*. For a complete list of all eligible activities and Matrix Code(s) please see IDIS Matrix Code(s) at

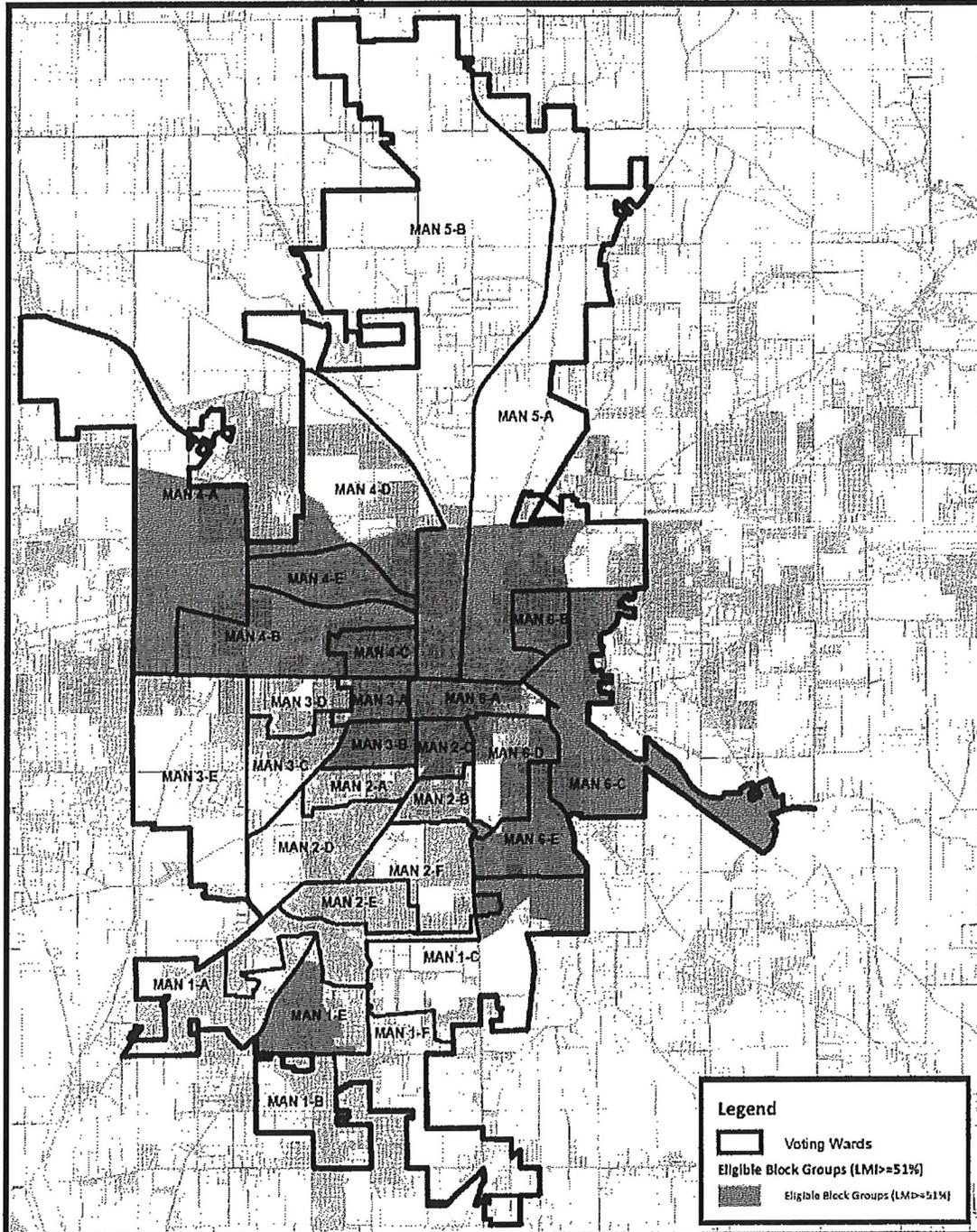
<https://www.hudexchange.info/resources/documents/Matrix-Code-National-Objective-Table.pdf>

(Previous Consolidated Plan 2014-2018)

| Project Category | Matrix Code | Eligibility Type | Eligible Location | Type of Improvement or Program | Target Measurable Units of Project | Number of beneficiaries and Other Outputs |
|--------------------------------|-------------|--------------------------------|----------------------------|--|---|--|
| Youth Centers | 03D | Public Facilities | Venue or Program CDBG Area | Youth Reading Program | Total number of classes/sessions held | # of persons benefited |
| Transportation Activity | 05E | Public Services | City Wide | Transit/Dial A Ride | Ridership statistics | # of persons benefited |
| Neighborhood Facilities | 03E | Public Services | CDBG Areas | Garden Program | # of Community Gardens | # of persons benefited |
| General Program Administration | 21A | Overall Program Administration | City-Wide | Salaries, wages and related costs of grantee | n/a | n/a |
| Emergency Repair | 14A | Housing | CDBG Ward Area | Emergency repair | # of housing units | # of housing units # of persons benefited |
| Fair Housing | 21D | General Program Administration | City-Wide | Educational and Investigative | # housing units | # of housing units # of persons benefited |
| Demolition | 04 | Clearance/blight | CDBG Area(s) | Demolition of Vacant Structures | Number of units | Number of Units |
| Public Facility & Improvements | 03 | Public Services | Slum Blight Area | Renovation, Repair and Renewal | Total number of Improvements Description of Improvements | Census Tract Data |

MAP

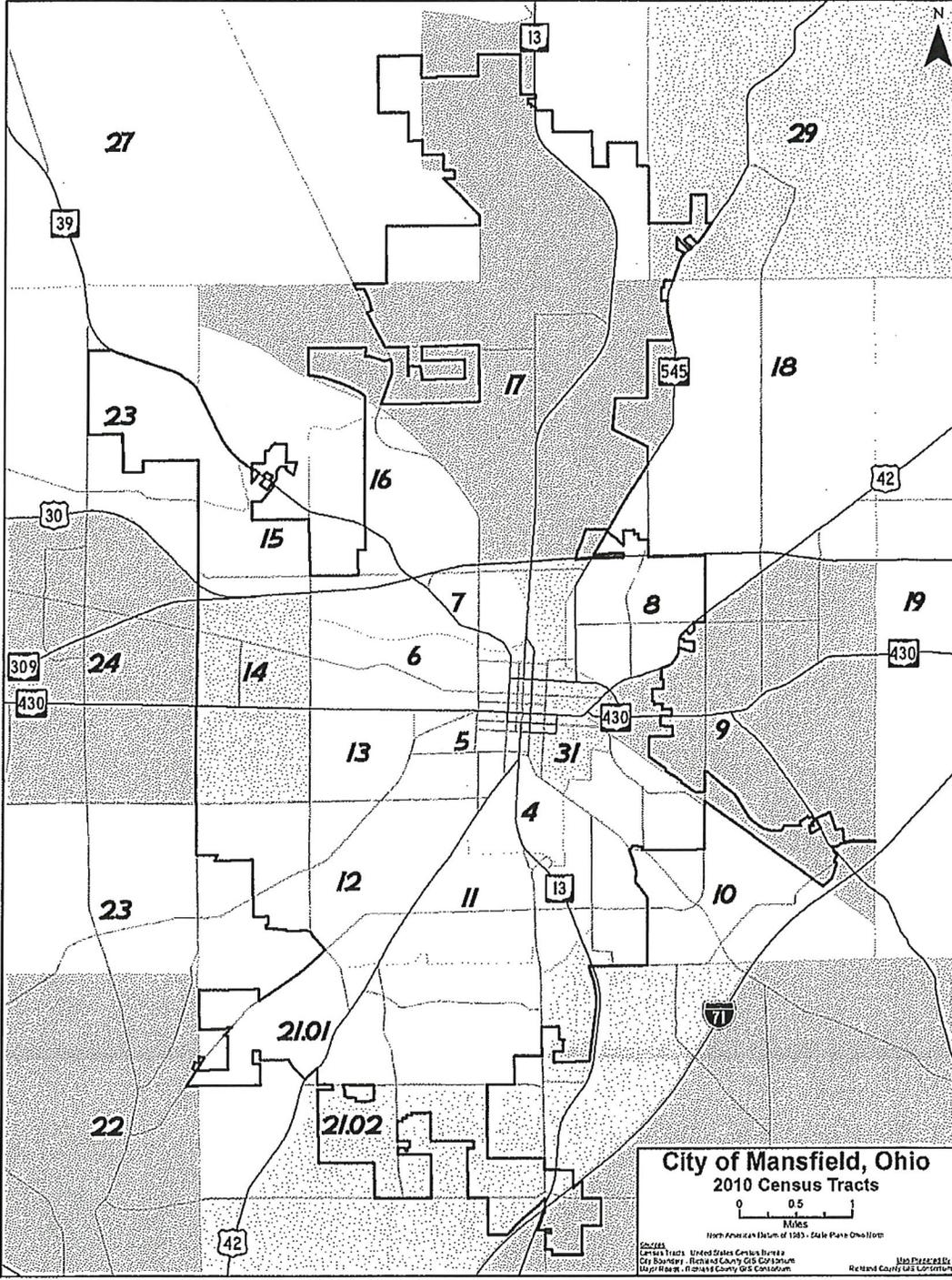
Mansfield CDBG Eligible Census Block Groups by Wards



Date: 1/6/2017

Prepared by RCRPC

ATTACHMENT D



Application

| | |
|---|--|
| Name of Organization | North End Community Improvement Collaborative NECIC |
| Full Address | 134 N. Main Street – Mansfield OH 44902 |
| Mailing Address (if applicable) | |
| Federal Tax I.D. Number | 20-5806276 |
| Provide the DUNS number identifying your organization | 00-216-1336 |
| Type of Entity (Fill in Circle) | Government |
| | For Profit |
| | <input checked="" type="checkbox"/> Non-Profit |
| Provide the date of incorporation of your organization | 05/22/2007 |
| Telephone | 419.512.1611 |
| Email address | matthew@NECIC-ohio.org |
| Grants Contact Person and Title | Matthew Scruggs CEO |
| Full Address | 134 N. Main Street – Mansfield OH 44902 |
| Telephone | 419.961.4830 |
| Email Address | matthew@NECIC-ohio.org |
| Project Name | NECIC Elders Program |
| Total Amount of CDBG Funds Requested | \$10,899.19 |
| Total Project Cost | |
| Describe your organization and the mission of your organization | <p style="text-align: center;">Organization Description</p> <p>The North End Community Improvement Collaborative (NECIC) is a nonprofit organization based in Mansfield, Ohio, dedicated to improving the quality of life for North End residents through community-driven economic, social, and educational development. Founded in 2006, NECIC serves as both a community convener and an economic catalyst, advancing resident-led initiatives that promote equity, opportunity, and shared prosperity. NECIC operates multiple mission-aligned enterprises and programs including NECIC Staffing, Urban and Flourish Farms, and the forthcoming Community Impact Center (CIC), all designed to create jobs, nurture entrepreneurship, support local youth and elders, and revitalize the physical and economic landscape of Mansfield's North End.</p> <p style="text-align: center;">Mission Statement</p> <p>Our mission is to improve the quality of life for North End residents by creating economic opportunities, strengthening neighborhood leadership, and fostering a thriving, inclusive community.</p> |

| | |
|---|--|
| What services are offered by your organization | <p>Workforce Development: Connecting residents to meaningful employment through NECIC Staffing and career readiness training.</p> <p>Urban Farming & Food Access: Operating Urban and Flourish Farms to promote food security, hands-on education, and local sustainability.</p> <p>Youth Empowerment: Offering mentoring, leadership, and educational opportunities that help young people discover their potential and contribute to their community.</p> <p>Elder Engagement: Honoring the wisdom of community elders through social programs, storytelling, and activities that foster connection and dignity.</p> |
| Are you a faith based organization | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Has this grant proposal been approved by your organization's governing body | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you requesting funding as a CBDO | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If requesting funding as a CBDO does your Board and staff structure meet the criteria outlined in the CDBG requirements | <input checked="" type="checkbox"/> Yes |
| | <input type="checkbox"/> No |

Project Information

Name of Proposed Project: NECIC Elders Program

Address of Proposed Project (Include city, state, and zip code): _____

Project Profile (Fill in circles):

- 1) Does your proposal meet a CDBG national objective? (Please select only one)
 - Low – to – moderate income benefit
 - Slum or blight
 - Urgent need
- 2) Choose one secondary objective that best describes the purpose of your proposal.
 - Creating suitable living environments
 - Providing decent housing
 - Creating economic opportunity
- 3) Choose one of the following outcomes that best describes the result you hope to achieve with your proposal.
 - Availability/accessibility
 - Affordability

- Sustainability(a) Which of the priority needs outlined in Mansfield's 2019-2023 Consolidated Plan does your proposal meet? (Please select only one)
- Housing
- X Public Services
- Public Facilities
- Economic Development
- Infrastructure
- Property Improvements

If different from above, list more specifically the priority needs or eligible activities from the IDIS Matrix Codes which are met by your proposal:

- 4) Which goal from the Consolidated Plan does your proposal meet to address a priority need? (Choose only one)
- Expand affordable housing options and provide a safe home for residents
 - X Increase services available to low – to – moderate income qualified Mansfield residents
 - Improve or expand facilities for low – to – moderate income individuals
 - Create an environment that strengthens existing businesses and provides for a sustainable economy
 - Improve existing and provide for new infrastructure, where appropriate, to enhance the quality of life for low – to – moderate income residents
 - Support efforts to improve the condition and energy efficiency of housing stock in Mansfield
- 5) Which objective from the Consolidated Plan does your proposal meet to address the goal you selected? (Please select only one)
- Maintain and develop quality affordable housing for low – to – moderate income homeowner and renters
 - Increase support for transitional housing facilities serving Mansfield residents
 - Increase the range of affordable housing opportunities for special needs populations
 - Provide assistance to meet or supplement basic needs for income qualified and special populations
 - Provide assistance to meet or supplement basic needs for income qualifies and special populations
 - X Increase services available for elderly and special needs populations to support self sufficiency
 - Ensure access to adequate transportation options that is affordable to low – to – moderate income residents
 - Increase the capacity of non-profit organizations by expanding its facilities and thereby its ability to deliver quality service to income qualified residents
 - Help local businesses grow and prosper and link them to regional consumers
 - Increase or retain the number of jobs available to low – to – moderate income residents

- Provide leveraged funds for public infrastructure improvements such as water and sewer, drainage, accessibility modifications, sidewalks and road paving in CBDG eligible areas.
- Encourage the rehabilitation and improvement of current affordable housing stock to maintain a safe, energy efficient living environment.

Project Summary:

The North End Community Improvement Collaborative (NECIC) Elder Program is a cornerstone of our work to enhance quality of life and community connection for older adults living in Mansfield's North End. For nearly two decades, NECIC has invested in resident-led initiatives that empower individuals and strengthen neighborhoods. The Elders Program continues this legacy by providing consistent opportunities for socialization, shared meals, learning, and joy, ensuring that the wisdom and contributions of our senior residents remain central to the life of our community.

Each year, the program hosts biweekly lunches that bring together an average of 40 to 60 elders at a time.

These gatherings include not only a nutritious meal but also activities that promote physical wellness, storytelling, cultural exchange, and community engagement. Many participants live on fixed incomes or experience limited mobility and isolation, making these lunches a vital social and emotional lifeline. The Area Agency on Aging (AAA) provides \$12,000 in annual funding, but NECIC covers the remaining costs to ensure no elder is ever turned away due to financial limitations.

In addition to the regular lunch gatherings, the Elders Program includes two annual cultural excursions, one to Kellys Island and one to Holmes County's Amish Country. These trips provide participants with new experiences, connections, and a sense of belonging beyond their neighborhood. The joy and fellowship these events create ripple throughout the community, reinforcing the values of dignity, inclusion, and celebration that NECIC strives to uphold.

- 6) Do you track the demographics of your clients by counting individuals or by counting households?
 Individuals
 Households
- 7) Provide the total number of clients presently served by your entire organization annually?
 _____ 10,000 _____
- 8) Provide the specific number and percentage of Mansfield residents served by your organization annually.
 _____ 6,000 _____ Number served
 _____ 13 _____ % Percentage Served
- 9) Are you currently serving low – to – moderate income populations?
 Yes
 No
- 10) Based on HUD 2020 Income Guidelines listed below, estimate the percentage of income qualified clients your proposal will serve at each income level.
 _____ 15 _____ % 30% AMI (Extremely Low Income)
 _____ 25 _____ % 50 % AMI (Very Low Income)
 _____ 50 _____ % 80% AMI (Low Income)

Project Budget: Please attach the Budget and Scope of Work for the project showing cost items for capital improvements, administration, operations, consulting, equipment, etc. See Scope of Work Attachment G

| Category | Description | Cost |
|---|--|-------------------|
| Biweekly Lunch Program | \$1,730 per session x 26 sessions | \$44,980 |
| Staffing | 20 hours per week x \$25/hour x 52 weeks | \$26,000 |
| Special Trips | Bus trip to Kellys Island | \$3,500 |
| | Bus trip to Holmes County Amish Country | \$3,500 |
| Subtotal | Program and staffing costs | \$77,980 |
| Funding Support – Area Agency on Aging (AAA) | Annual allocation | (\$12,000) |
| NECIC Contribution (match/subsidy) | Organizational support to cover remaining costs | \$65,980 |

| Project Name | CDBG Funds Requested | Other Funds (AAA) | (NECIC) |
|----------------------|----------------------|-------------------|-------------|
| NECIC Elders Program | \$10,899.20 | \$12,000.00 | \$55,080.80 |

| Project Leveraging | | | |
|--------------------|----------------|-------|--|
| TYPE | SOURCE OF FUND | VALUE | WRITTEN AGREEMENT (Fill In Circles) |
| | | | <input type="radio"/> YES <input type="radio"/> NO |
| | | | <input type="radio"/> YES <input type="radio"/> NO |
| | | | <input type="radio"/> YES <input type="radio"/> NO |

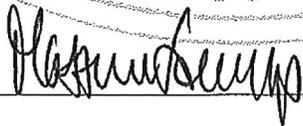
Estimated Annual Goals and Reporting Period Goals

| | |
|--|--|
| 1 st Quarter Goal (Jul – Sep) | |
| 2 nd Quarter Goal (Oct – Dec) | |
| 3 rd Quarter Goal (Jan – Mar) | |
| 4 th Quarter (Apr – Jun) | |

Signature and Certification

I certify that all information provided in this grant application is complete and accurate to the best of my knowledge. I understand that any false information or omission may disqualify my organization from further consideration for Community Development Block Grant / HOME funding. I authorize the investigation of any and all statements contained in this application and any other information pertinent to this application, my organization, its employees, officers, or Board members.

I have read and understand, and by my signature, agree with the above statements and authorize the investigation of my organization as set forth above.

| Printed Name | Signature | Title | Date |
|------------------------|---|-------|----------|
| Matthew Scruggs CEO |  | CEO | 10/13/25 |

Program Year Scope of Work

The Scope of Work is an important part of any agreement/contract with the City of Mansfield. Aside from the responsibilities prescribed in the signed agreement (or Contract), the Scope provides the basis within which your organization will operate and produce. The following is merely a suggested outline providing the basic features of the Scope. You're encouraged to elaborate from this outline. Some items may not apply to your specific project(s).

Summary

- 1) Provide a brief statement of the project you are proposing including.....
 - Reason why the project is needed
 - Statement of measurable goals/objectives or outcomes you intend to achieve at the end of the project.

The NECIC Elders Program addresses social isolation and limited access to enrichment opportunities among older adults in Mansfield's North End. Many residents live on fixed incomes and lack regular opportunities for connection or mobility. This project provides biweekly community lunches, social activities, and two annual group trips to Kellys Island and Holmes County's Amish Country, helping elders stay active, engaged, and connected.

- 2) What percentage of funds requested are for direct program expenses?
100 %
- 3) What is the minimum amount of money necessary to implement the project?
\$10,000.00
- 4) Will the project move forward if funds are not awarded?
 YES
 NO
If funds are awarded, will the project continue after funds are expended?
 YES
 NO

Organization of the Work

This section should detail how the project will be implemented. It should feature procedures for and performance measures.

Timeline, Budget, Drawdowns and Deliverables

Required: Timeline and Output Table (Choose between Sample 1 and 2)

| Period | Budget – CDBG | Budget – Match | Budget – Total | Output / Activities |
|-------------------|-----------------|-----------------|-----------------|---|
| Jul – Sep | \$2,500 | \$16,500 | \$19,000 | Program planning, vendor contracts, first 6 lunch sessions, trip planning begins |
| Oct – Dec | \$2,500 | \$16,500 | \$19,000 | 6 biweekly lunches, holiday gathering, participant surveys |
| Jan – Mar | \$2,500 | \$16,500 | \$19,000 | 7 biweekly lunches, Kellys Island trip planning, program evaluation mid-year |
| Apr – Jun | \$2,500 | \$18,480 | \$20,980 | 7 biweekly lunches, two annual trips (Kellys Island & Holmes County), final reports |
| TOTAL | \$10,000 | \$68,000 | \$78,000 | 26 lunches, 2 trips, 90% satisfaction rate, 100% accessibility |
| By July 15 | | | | Submit final report, attendance summaries, outcome data |

Organizational Capacity: Demonstration of administrative and staff capacity to effectively manage projects and deliver outcomes.

- 1) Include organization's balance sheet and audited financial statement for last 2 years or IRS Form 990 for last 2 years including balance sheets and financial statements compiled to be satisfactory of HUD reporting requirements with supporting documents available upon request. Attach corporate officer roster.
- 2) Provide documentation of budget/goals and outcomes of projects completed by organization that demonstrate successful management and completion of projects of similar scale and scope of work.
- 3) Provide resume/credentials of persons who will manage project, provide direct service and/or provide record keeping and accounting services for the project.
- 4) Provide summary of current projects/activities of organization and description of project/activities organization is undertaking in PY 2023.
- 5) Provide summary of grant type and grant amount previously administered by this organization.

Sustainability: Demonstration of Organization's financial and administrative capacity to support the organization and continue project after CDBG funds are expended.

- 1) Provide summary of organization's plan for sustaining the project if it is to continue beyond the applied for Program Year

NECIC is committed to sustaining the Elders Program beyond the current program year. The organization's long-term plan centers on a diversified funding approach that includes public, private, and community-based support.

The **Area Agency on Aging (AAA)** provides recurring annual funding that offsets a portion of the meal costs, while NECIC contributes matching funds through its general operating budget and community partnerships. Additional sustainability will come from targeted fundraising campaigns, local business sponsorships, and donor engagement tied to NECIC's annual events.

As NECIC's moved to the North End, the Elders Program will be fully integrated into the organization's ongoing programming model, benefiting from shared staffing, volunteer coordination, and facility use. This integration will reduce overhead costs and create opportunities for intergenerational engagement between elders, youth, and community members.

Through these combined strategies, NECIC will ensure that the Elders Program remains a stable and enduring resource for older adults in Mansfield's North End well beyond the funded year.

BY: MR. DIAZ

Delegating certain management responsibilities concerning Mansfield Lahm Regional Airport to the Safety Service Director, and his designees, in order to enhance administrative efficiency.

WHEREAS, the City of Mansfield owns and operates the Mansfield Lahm Regional Airport, a municipal facility serving the public interest; and

WHEREAS, Ohio law grants municipalities the authority to establish, maintain, and operate airports, including the ability to charge reasonable fees for facilities and services; and

WHEREAS, the City Council of Mansfield recognizes the need for efficient and effective management of the Mansfield Lahm Regional Airport to ensure its continued operation and service to the community; and

WHEREAS, the City Council desires to delegate certain management responsibilities to the Safety Service Director to streamline operations and enhance administrative efficiency;

**BE IT ORDAINED BY THE COUNCIL OF THE
CITY OF MANSFIELD, STATE OF OHIO**

SECTION 1: Delegation of Authority

The City of Mansfield hereby authorizes the Safety Service Director to manage the affairs of the Mansfield Lahm Regional Airport. This authority includes, but is not limited to, the management of all rental rates for hangars and other airport facilities, subject to the limitations and conditions set forth in this Ordinance.

SECTION 2: Scope of Authority

The Safety Service Director shall have the authority to oversee the day-to-day operations of the Mansfield Lahm Regional Airport, including the administration of leases, contracts, and other agreements related to airport facilities. The Safety Service Director is authorized to adjust rental rates for hangars and other facilities, provided such adjustments are consistent with policies established by the City Council and comply with applicable Ohio laws. All actions taken under this authority shall be in furtherance of the public interest and the efficient operation of the airport.

SECTION 3: Oversight and Reporting

The Safety Service Director shall provide periodic reports to the City Council regarding the management and financial performance of the Mansfield Lahm Regional Airport. Any proposed changes to rental rate structures or significant operational policies shall be submitted to the City Council for review and approval prior to implementation. The City Council retains the right to revoke or modify this delegation of authority at any time by ordinance.

Introduction

May a city council in Ohio delegate the management of a municipal airport, including the authority to set hangar rental rates, to an individual department or employee.

Statement of Facts

Mansfield Lahm Regional Airport is owned and operated by the City of Mansfield, Ohio. Lease rates are currently set by act of council. The City Administration manages execution and administration of said leases and manages all other elements of the Airport and other Airport expenses.

In the interests of achieving Market efficiency, the Law Director's Office has investigated whether the City Administration may be empowered to set the lease rates at the airport in addition to administering the leases and managing the airport.

Legal Standards/Rules

1. **Delegation of Authority:** Ohio law permits the delegation of administrative or operational tasks to individuals or entities, provided the delegation is limited to executing laws or policies already established by the legislative body. Delegating legislative discretion, such as creating new laws or policies, is prohibited. "If the delegation of power is to make the law, which involves a discretion of what the law shall be, then the power is nondelegable. If the conferred authority is the power or discretion to execute the law already determined and circumscribed, then the delegation is unobjectionable" [City of Rocky River v. State Empl. Rels. Bd., 39 Ohio St. 3d 196.](#)
2. **Management of Municipal Airports:** Under Ohio law, the management of municipal public utilities, including airports, may be placed under the authority of a director of public service. This includes the power to issue licenses and manage operational aspects of the airport. [Jones v. Keck, 79 Ohio App. 549.](#)
3. **Authority to Operate Airports:** Ohio municipalities are authorized to establish, construct, improve, maintain, and operate airports and related facilities. This statutory framework provides municipalities with broad authority to manage airport operations. [ORC Ann. 717.01.](#)

Analysis

1. Delegation of Management Authority:

Ohio law allows a city council to delegate the management of a municipal airport to an individual employee or Department Head, provided the delegation is limited to executing established policies and does not involve legislative discretion. For example, the director of public service may be granted authority to issue licenses and oversee operational aspects of the airport, as this constitutes the execution of established laws rather than the creation of new policies. [Jones v. Keck, 79 Ohio App. 549.](#) Additionally, the principle that administrative tasks may be delegated, as long as the

delegation is circumscribed by existing laws, supports the permissibility of such delegation. [City of Rocky River v. State Empl. Rels. Bd., 39 Ohio St. 3d 196.](#)

2. Delegation of Authority to Set Hangar Rental Rates:

Setting hangar rental rates may involve legislative discretion if it requires the creation of new policies or laws. However, if the city council establishes a framework or policy for determining rental rates, the execution of that policy (e. g. , applying a formula or adjusting rates within predefined limits) can be delegated to an individual employee. This aligns with the principle that "the conferred authority is the power or discretion to execute the law already determined and circumscribed" [City of Rocky River v. State Empl. Rels. Bd., 39 Ohio St. 3d 196.](#) The city council must ensure that any delegation of authority to set rental rates is clearly defined and limited to the implementation of established policies.

3. Authority to Operate Airports:

Ohio law explicitly grants municipalities the authority to operate and manage airports, including the ability to improve and equip such facilities. [ORC Ann. 717.01.](#) This statutory authority supports the city council's ability to delegate operational tasks, such as managing hangar rentals, to an individual employee, provided the delegation complies with the limitations on legislative discretion.

ORC 717.01 (X) Provide by agreement with any regional airport authority, created under section 308.03 of the Revised Code, for the acquisition, construction, maintenance, or operation of any airport or airport facility owned or to be owned and operated by the regional airport authority or owned or to be owned and operated by the municipal corporation and pay the portion of the expense of it as set forth in the agreement;

Conclusion

A city council in Ohio may delegate the management of a municipal airport, including the authority to set hangar rental rates, to an individual employee or Department Head, provided the delegation is limited to executing established policies and does not involve legislative discretion. The council must establish clear policies or frameworks for rental rates and ensure that the delegation is properly circumscribed. Ohio law supports the delegation of operational tasks to individuals or entities, as long as the delegation adheres to these principles.

(PROPOSED LEGISLATION ON FOLLOWING PAGE)

BY: MR. FALQUETTE

WHEREAS, the City of Mansfield owns and operates the Mansfield Lahm Regional Airport, a municipal facility serving the public interest; and

WHEREAS, Ohio law grants municipalities the authority to establish, maintain, and operate airports, including the ability to charge reasonable fees for facilities and services; and

WHEREAS, the City Council of Mansfield recognizes the need for efficient and effective management of the Mansfield Lahm Regional Airport to ensure its continued operation and service to the community; and

WHEREAS, the City Council desires to delegate certain management responsibilities to the Safety Service Director to streamline operations and enhance administrative efficiency;

**BE IT ORDAINED BY THE COUNCIL OF THE
CITY OF MANSFIELD, STATE OF OHIO**

SECTION 1: Delegation of Authority

The City of Mansfield hereby authorizes the Safety Service Director to manage the affairs of the Mansfield Lahm Regional Airport. This authority includes, but is not limited to, the management of all rental rates for hangars and other airport facilities, subject to the limitations and conditions set forth in this Ordinance.

SECTION 2: Scope of Authority

The Safety Service Director shall have the authority to oversee the day-to-day operations of the Mansfield Lahm Regional Airport, including the administration of leases, contracts, and other agreements related to airport facilities. The Safety Service Director is authorized to adjust rental rates for hangars and other facilities, provided such adjustments are consistent with policies established by the City Council and comply with applicable Ohio laws. All actions taken under this authority shall be in furtherance of the public interest and the efficient operation of the airport.

SECTION 3: Oversight and Reporting

The Safety Service Director shall provide periodic reports to the City Council regarding the management and financial performance of the Mansfield Lahm Regional Airport. Any proposed changes to rental rate structures or significant operational policies shall be submitted to the City Council for review and approval prior to implementation. The City Council retains the right to revoke or modify this delegation of authority at any time by ordinance.

SECTION 4: Effective Date

That this measure shall take effect and be in force after the earliest time allowed by law, after its passage and approval by the Mayor.

Caucus Future Council date
1st Reading Future Council date
2nd Reading _____
PASSED Future Council date

SIGNED /s/ Phillip E. Scott
President of Council

ATTEST /s/ Delaine Weiner
Clerk of Council

APPROVED /s/ Jodie Perry
Mayor

APPROVED AS TO FORM: Roeliff E. Harper
Law Director
City of Mansfield, Ohio

EXAMPLE LEGISLATION

