
Memorandum

To: Mayor & Members of Council
From: Monica Irelan, City Manager
Subject: General Information
Date: January 19, 2015

CALENDAR

AGENDA: *City Council* - Monday, January 19 @7:00 pm

C. APPROVAL OF MINUTES – January 5, 2015

I. INTRODUCTION OF NEW ORDINANCES AND RESOLUTIONS

1. ORDINANCE NO. 002-15 an Ordinance Amending the Personnel Code
2. RESOLUTION NO. 003-15 a Resolution Authorizing the City Manager to Enter into a Programmatic Agreement with the Ohio Historical Preservation Office for the Administration of Programs using HUD Allocated Funds; and Declaring an Emergency. (Suspension Requested)
 - a. the agreement is on file with the Finance/Records Dept.
3. ORDINANCE NO. 004-15 an Ordinance Amending Golf Rates; and Declaring an Emergency
 - a. as noted in Tony Cotter's Memorandum, the rate increases were recommended by the Parks & Rec Board.

J. SECOND READINGS OF ORDINANCES AND RESOLUTIONS - None

K. THIRD READINGS OF ORDINANCES AND RESOLUTIONS

L. GOOD OF THE CITY (*Discussion/Action*)

1. *Recommendation to Approve January Power Supply Cost Adjustment Factor*
2. *Acceptance of Pocket Park*
3. *Acceptance of Ohio Department of Natural Resources Grant: \$21,903 to be used for the Pocket Park–*
 - a. a copy of the award letter from ODNR is enclosed.
4. *Approval of Plans, Specifications, Documentation and Contract for Appian Avenue Street Improvements Project PID No. 89266 (Tabled)*
5. *Approval of Charging City Departments/Divisions the Appropriate Current Rate as soon as Legislation is passed.*
 - a. this is the recommendation from the Electric Committee.
6. *Review of City Water and Sewer Rules*
7. *Water Treatment Plant Update*

INFORMATIONAL ITEMS

1. AGENDAS

- a. City Tree Commission – Monday, Jan. 19, 2015 @6:00 pm
- b. Parks & Rec Committee – Monday, Jan. 19, 2015 @6:15 am

2. AMP Weekly Update/ January 9, 2015

3. AMP Weekly Update/January 16, 2015

MI:rd
Records Retention
CM-11 - 2 Years

December 2014							January 2015							February 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31							

 Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1 HOLIDAY - New Year's Day	2	3
4	5 6:00 PM Volunteer Fire Fighters' Dependents Fund Board Meeting 6:15 PM TECHNOLOGY Committee 7:00 PM City COUNCIL Meeting	6	7	8	9 8:30 AM Healthcare Cost Committee Meeting	10
11	12 6:15 PM Volunteer Fire Fighters' Dependents Fund Board Meeting 6:30 PM ELECTRIC Committee Board of Public Affairs	13	14	15	16	17
18	19 6:00 PM City TREE Commission Meeting 6:15 PM PARKS & REC Committee Meeting 7:00 PM City COUNCIL Meeting	20	21	22	23	24
25	26 6:30 PM FINANCE & BUDGET Committee Meeting 7:30 PM SAFETY & HUMAN RESOURCES Committee Meeting	27	28 6:30 PM Parks & Rec Board Meeting	29	30	31

City of Napoleon, Ohio
CITY COUNCIL
in Joint Session with
WATER, SEWER, REFUSE, RECYCLING & LITTER COMMITTEE

LOCATION: City Hall Offices, 255 West Riverview Avenue, Napoleon, Ohio

MEETING AGENDA

Monday, January 19, 2015 at 7:00 pm

- A. Attendance** *(Noted by the Clerk)*
- B. Prayer & Pledge of Allegiance**
- C. Approval of Minutes:** January 5 *(In the absence of any objections or corrections, the minutes shall stand approved.)*
- D. Presentation of Service Award to Jeff Comadoll**
- E. Naming of the drive currently known as "Marco Drive" to include the presentations from the students of the four (4) area schools**
- F. Citizen Communication**
- G. Reports from Council Committees**
1. **Parks & Recreation Committee** met on Monday, January 19 and discussed:
 - a. Golf Course Rates
 2. **Electric Committee** *(Majority Report)* met on Monday, January 12 and recommended:
 - a. Approval of January Power Supply Cost Adjustment Factor
 - b. Approval of charging City Departments/Divisions the appropriate current rate for other customers as soon as Legislation is passed
 3. **Water, Sewer, Refuse, Recycling & Litter Committee** did not meet on Monday, January 12 due to the meeting being rescheduled as a joint meeting with Council.
 4. **Municipal Properties, Buildings, Land Use & Economic Development Committee** did not meet on Monday, January 12 due to lack of agenda items.
- H. Reports from Other Committees, Commissions and Boards** *(Informational Only-Not Read)*
1. **Civil Service Commission** did not meet on December 23, 2014 due to lack of agenda items.
 2. **Healthcare Cost Committee** met on January 9 and reviewed:
 - a. Healthcare Premium Cost Increases
 3. **Board of Public Affairs** met on Monday, January 12 with the following agenda items:
 - a. Review of Power Supply Cost Adjustment Factor
 - b. Electric Department Report
 4. **Board of Zoning Appeals** did not meet on January 13 due to lack of agenda items.
 5. **Planning Commission** did not meet on January 13 due to lack of agenda items.
 6. **Tree Commission** met tonight with the following agenda items:
 - a. 2014 Fall Programs
 - b. Spring Tree Programs
 - c. Tree Commission Webpage
- I. Introduction of New Ordinances and Resolutions**
1. **Ordinance No. 002-15**, an Ordinance amending the Personnel Code
 2. **Resolution No. 003-15**, a Resolution authorizing the City Manager to enter into a programmatic agreement with the Ohio Historical Preservation Office for the administration of programs using HUD allocated funds; and declaring an Emergency *(Suspension Requested)*
 3. **Ordinance No. 004-15**, an Ordinance amending Golf Rates; and declaring an Emergency
- J. Second Readings of Ordinances and Resolutions**
There are no Second Readings of Ordinances and Resolutions.
- K. Third Readings of Ordinances and Resolutions**
There are no Third Readings of Ordinances and Resolutions.
- L. Good of the City** *Any other business as may properly come before Council, including but not limited to:*
1. **Discussion/Action:** Recommendation to approve January Power Supply Cost Adjustment Factor as follows: \$0.00233
 2. **Discussion/Action:** Acceptance of Pocket Park

- 3. Discussion/Action:** Acceptance of Ohio Department of Natural Resources Grant: \$21,903 to be used for the Pocket Park
 - 4. Discussion/Action:** Approval of Plans, Specifications, Documentation and Contracts for Appian Avenue Street Improvements Project PID No. 89266 *(Tabled)*
 - 5. Discussion/Action:** Approval of charging City Departments/Divisions the appropriate current rate as soon as Legislation is passed
 - 6. Discussion/Action:** Review of City Water and Sewer Rules
 - 7. Discussion/Action:** Water Treatment Plant Update
- M. Executive Session:** Economic Development
- N. Approve Payment of Bills and Approve Financial Reports** *(In the absence of any objections or corrections, the payment of bills and financial reports shall stand approved.)*
- O. Adjournment**

Gregory J. Heath, Finance Director/Clerk of Council

A. Items Referred or Pending in Committees of Council

1. Technology & Communication Committee (1st Monday)

(Next Regular Meeting: Monday, February 2 @ 6:15 pm)

- a. City Website Upgrade (*Tabled*)

2. Electric Committee (2nd Monday)

(Next Regular Meeting: Monday, February 9 @ 6:30 pm)

- a. Review of Power Supply Cost Adjustment Factor
b. Electric Department Report

3. Water, Sewer, Refuse, Recycling & Litter Committee (2nd Monday)

(Next Regular Meeting: Monday, February 9 @ 7:00 pm)

4. Municipal Properties, Buildings, Land Use & Economic Development Committee (2nd Monday)

(Next Regular Meeting: Monday, February 9 @ 7:30 pm)

- a. Updated Info from Staff on Economic Development (as needed)

5. Parks & Recreation Committee (3rd Monday)

(Next Regular Meeting: Monday, February 16 @ 6:15 pm)

6. Finance & Budget Committee (4th Monday)

(Next Regular Meeting: Monday, February 23 @ 6:30 pm)

7. Safety & Human Resources Committee (4th Monday)

(Next Meeting: Monday, February 23 @ 7:30 pm)

2015 Regular Meetings with Townships scheduled for February and November

8. Personnel Committee (As needed)

B. Items Referred or Pending In Other City Committees, Commissions & Boards

1. Board of Public Affairs (2nd Monday)

(Next Regular Meeting: Monday, February 9 @ 6:30 pm)

- a. Review of Power Supply Cost Adjustment Factor
b. Electric Department Report

2. Board of Zoning Appeals (2nd Tuesday)

(Next Regular Meeting: Tuesday, February 10 @ 4:30 pm)

3. Planning Commission (2nd Tuesday)

(Next Regular Meeting: Tuesday, February 10 @ 5:00 pm)

4. Tree Commission (3rd Monday)

(Next Regular Meeting: Monday, February 16 @ 6:00 pm)

5. Civil Service Commission (4th Tuesday)

(Next Regular Meeting: Tuesday, January 27 @ 4:30 pm)

6. Parks & Recreation Board (Last Wednesday)

(Next Regular Meeting: Wednesday, January 28 @ 6:30 pm)

7. Privacy Committee (2nd Tuesday in May & November)

(Next Regular Meeting: Tuesday, May 12 @ 10:30 am)

8. Records Commission (2nd Tuesday in June & December)

(Next Regular Meeting: Tuesday, June 9 @ 4:00 pm)

9. Housing Council (1st Monday of the month after the TIRC meeting)

10. Health Care Cost Committee (As needed)

11. Preservation Commission (As needed)

12. Infrastructure/Economic Development Fund Review Committee (As needed)

13. Tax Incentive Review Council (As needed)

14. Volunteer Firefighters' Dependents Fund Board (As needed)

15. Lodge Tax Advisory & Control Board (As needed)

16. Board of Building Appeals (As needed)

17. ADA Compliance Board (As needed)

18. NCTV Advisory Board (As needed)

City of Napoleon, Ohio
CITY COUNCIL

Regular Meeting Minutes
Monday, January 5, 2015 at 7:00 pm

**PRESENT
Council**

Travis Sheaffer – President, Jason Maassel – President Pro Tem, Jeff Comadoll, John Helberg, Jeffrey Marihugh, Christopher Ridley, Travis Sheaffer, Heather Wilson

**Mayor
City Manager
Law Director
Finance Director/Clerk
Recorder
City Staff**

Ronald A. Behm
Monica S. Irelan
Trevor M. Hayberger
Gregory J. Heath
Tammy Fein
Matt Bilow, Waste Water Treatment Plant Superintendent
Tony Druhot, Fire Chief
Scott Hoover, Water Treatment Plant Superintendent
Chad Lulfs, Director of Public Works
Dan Wachtman, MIS Administrator
Robert Weitzel, Police Chief
News Media; NCTV

**Others
ABSENT
Council
City Staff**

Prayer

President Helberg called the meeting to order at 7:00 pm with the Lord’s Prayer followed by the Pledge of Allegiance.

Helberg distributed a letter stating his resignation from President of Council and intention not to seek the President Pro Tem position; see attached.

**Election Of Council
President**

Heath asked each member by order of seniority to nominate a member for Council President:

Sheaffer nominated himself for Council President

**Motion To Elect
Sheaffer Council
President**

Motion: Marihugh Second: Comadoll
To elect Sheaffer to Council President

Helberg nominated Jason Maassel for Council President

**Motion To Elect
Maassel Council
President**

Motion: Ridley Second: Maassel
To elect Maassel to Council President

Ridley passed
Maassel passed
Marihugh passed
Wilson passed
Comadoll passed

**Passed - Sheaffer
Yea- 4**

Roll call vote to elect Sheaffer Council President:
Yea- Marihugh, Comadoll, Wilson, Sheaffer

Second Read Of Ordinances And Resolutions

There were no Second Readings of Ordinances and Resolutions

Third Read Of Ordinance No. 072-14

President Sheaffer read by title Ordinance No. 072-14, an Ordinance providing for the issuance and sale of notes in the maximum principal amount of \$2,500,000, in anticipation of the issuance of bonds, for the purpose of paying the costs of improving the Municipal Water System by constructing a new Water Treatment Plant, acquiring and improving related interests in real property, improving and rehabilitating the existing Water Treatment Plant and related storage facilities, and rehabilitating the elevated storage tanks, together with all necessary and related appurtenance thereto

Motion To Approve Third Read

Motion: Comadoll Second: Marihugh
To approve Third Read of Ordinance No. 072-14

Discussion

Heath stated there were no changes to the Ordinance since the Second Read; this Ordinance will be effective thirty (30) days after it is passed, and bids will be accepted beginning February 1, 2015.

Passed
Yea- 7
Nay- 0

Roll call vote on above motion:
Yea- Marihugh, Comadoll, Wilson, Ridley, Maassel, Helberg, Sheaffer
Nay-

GOOD OF THE CITY
Discussion/Action
Assignment Of Certain Permanent Agenda Items To Various Committees Of Council For 2015

Heath distributed a memo outlining the certain permanent Agenda items to be assigned to various Committees of Council for 2015; see attached.

Motion To Approve Permanent Agenda Items As Presented

Motion: Marihugh Second: Wilson
To approve the permanent Agenda items to various Committees of Council as presented, including:
1. Assign the scheduling of Safety & Human Resources Committee meetings with the Townships; previously set as the fourth Monday of February and November;
2. Assign 'Review of EMS Costs and Revenues' to the Safety & Human Resources Committee meetings with the Townships; previously set as the fourth Monday of February and November;
3. Assign 'Review of Power Supply Cost Adjustment Factor' and 'Electric Department Report' to the monthly meeting of the Electric Committee and the Board of Public Affairs; and
4. Assign 'Review Updated Information from Staff on Economic Development' to the Municipal Properties, Buildings, Land Use & Economic Development Committee on an as needed basis.

Passed
Yea- 7
Nay- 0

Roll call vote on above motion:
Yea- Marihugh, Comadoll, Wilson, Ridley, Maassel, Helberg, Sheaffer
Nay-

Donation From Richard E. Johnson To The Fire

Heath distributed a copy of the proposed donation from Richard E. Johnson to the Fire Department; see attached.

Department: \$175.00

Heath reported that this would be added to the EMS Fund Donations Account with no specific designation attached.

**Motion To Accept
Johnson Donation**

Motion: Ridley Second: Marihugh
To accept Johnson donation of \$175.00 to the Fire Department

Passed
Yea- 7
Nay- 0

Roll call vote on above motion:
Yea- Marihugh, Comadoll, Wilson, Ridley, Maassel, Helberg, Sheaffer
Nay-

**Award Of Bids:
Water/Waste Water
Chemicals Fiscal Year
2015**

Bilow distributed a Summary of the Water/Waste Water Chemical Bids that were received for the bid opening on Wednesday, December 17, 2014; see attached.

Bilow explained that the low bids were highlighted on the Summary and requested that Council award the Water/Waste Water Chemical Bids as listed; Ireland agreed with Bilow's recommendation.

**Motion To Approve
Award Of Bids For
Water/Waste
Water Chemicals**

Motion: Marihugh Second: Wilson
To approve award of bids for the Water/Waste Water Chemicals for the 2015 Fiscal Year, including:

Pebble Lime	Mississippi Lime	\$165.87/ton
Liquid Chlorine	Bonded Chemical	\$0.485/pound
Carbon	Bonded Chemical	\$0.82/pound
Polyphosphate	Bonded Chemical	\$0.950/pound
KMnO4	Bonded Chemical	\$3.01/pound
Soda Ash	Bonded Chemical	\$375.25/ton
Flouride	Bonded Chemical	\$0.481/pound
Alum Sulfate	ChemTrade Chemical	\$0.9126/gallon
Liquid CO2	USALCO	\$175.00/ton
Rock Salt	State Bid	\$122.00/ton

Passed
Yea- 7
Nay- 0

Roll call vote on above motion:
Yea- Marihugh, Comadoll, Wilson, Ridley, Maassel, Helberg, Sheaffer
Nay-

**Approval Of Plans,
Specifications,
Documentation And
Contracts For Appian
Avenue Street
Improvements Project**

Lulfs requested approval of the plans, specifications, documentation and contracts for the Appian Avenue Street Improvements Project, PID Number 89266.

Lulfs reported that this project consists of reconstructing Appian Avenue from E. Maumee Avenue (S.R. 110) to the bridge crossing Hog Creek, replacing portions of the waterline and sanitary sewer, installing new storm sewers where there are none, and constructing new concrete walks and drive approaches. Lulfs added that this project is partially funded through a grant from the Ohio Department of Transportation, with an Engineer's Estimate of Construction of \$2,685,761.10 and the ODOT Grant Amount totaling \$1,291,200.00.

Marihugh asked if there has been any progress regarding ingress/egress for affected businesses; Ireland replied that there was progress, though the specific contracts have not been signed. Comadoll stated that he had spoken with the owner of the affected restaurant and the owner is concerned this will ruin his business; Ireland stated that negotiations are in progress and this issue will be handled, though cannot be discussed in an open meeting due to the negotiations. Ridley added that these are merely plans and specifications; Helberg added these documents outline traffic details and how they will be handled. Ireland stated that

the intersection that is of concern is going to be open until the specific part of the project requires it to be closed. Maassel asked how long the intersection will be closed; Ireland believes it should be closed less than ten (10) days; Lulfs added that it will be closed at different times for different parts of the project, and it may be less than ten (10) days. Marihugh asked the completion date; Lulfs stated the contract states October 31, 2015. Ireland recommended the approval so the bidding process can begin to be completed by this date. Helberg stated that ODOT adds completion dates for each portion of the project as well as a completion date for the entire project in their contracts, and suggested Lulfs identify any issues that may occur to meet the completion date. Helberg stated that he has heard many complaints regarding previous projects; Marihugh agreed. Ireland stated that Policies and Procedures should be discussed before each project; Helberg stated that these have been discussed though no options have been changed, and the specifications should outline the traffic issues that have been continual; Helberg added that he will vote no on this due to the traffic issues only, not the design. Ireland stated that the negotiations with businesses are continual, and the traffic issues for this project will be much more complicated and costly due to the area. Ridley asked if the raised concerns that could be addressed by changing the plans and specifications to minimize the issues, or if there could be negotiations with the Contractor after the plans and specifications have been written; Helberg stated negotiating after the documents are written causes the City to lose the negotiating edge. Helberg stated that October 31, 2015 is an aggressive date for this project to be completed.

Motion To Table Plans, Specifications, Documentation And Contracts For Appian Avenue Street Improvements Project

Motion: Marihugh Second: Comadoll
To table Plans, Specifications, Documentation and Contracts for Appian Avenue Street Improvements Project

Passed
Yea- 7
Nay- 0

Roll call vote on above motion:
Yea- Marihugh, Comadoll, Wilson, Ridley, Maassel, Helberg, Sheaffer
Nay-

Electric Rates For City Departments/ Divisions

Heath reported that the Board of Public Affairs had recommended that the City Department/Division electric rates be changed during the May 12, 2014 Board of Public Affairs meeting. Heath reported that the proposed change included amending the currently discounted interdepartmental Residential rates to either Commercial or Industrial rates as appropriate, and at that meeting Heath suggested making the amendment effective as of January 1, 2015, however the Electric Committee Tabled the BOPA recommendation and in error, the recommendation was not untabled meaning that Council has not taken any formal action on the recommendation. Heath asked if Council desired to readdress the Interdepartmental Rate to match regular Commercial and Industrial Rates, or if they would like to continue with the Current Rate Structure in place for the Interdepartmental Rates.

Sheaffer asked if changing these rates would affect the 2015 Budget; Heath replied that it would.

**Sheaffer Referred
Electric Rates For City
Departments/Divisions
To Electric Committee**

Sheaffer referred the Electric Rates For City Departments/Divisions to the Electric Committee

Heath

Heath stated that the Finance Department is in the process of closing the 2014 year, and plans on finishing the final budget book soon.

Wilson

None

Ridley

Ridley stated that he has recently become aware of a program regarding Leadership of Public Employees and City Government offered by Northwest State University and will send the link to Irelan.

Maassel

Maassel thanked Walmart for the \$2,500 grant to the Fire Department.

Maassel reminded Council that the students will be at the next Council meeting to attempt to rename Marco Drive.

Sheaffer

Sheaffer thanked Council for voting him as President and looks forward to working with everyone.

Sheaffer thanked Helberg for his service as President of Council.

Behm

Behm reappointed Chad Richardson to the Parks & Recreation Board to fill the vacancy left by the resignation of Philip Rausch.

**Motion To Approve
Behm's Appointment
Of Richardson To
Parks & Rec Board**

Motion: Marihugh Second: Wilson
To approve Behm's appointment of Richardson to the Parks & Recreation Board

**Passed
Yea- 7
Nay- 0**

Roll call vote on above motion:
Yea- Marihugh, Comadoll, Wilson, Ridley, Maassel, Helberg, Sheaffer
Nay-

Behm read a Proclamation to the City received from the House of Representatives regarding the 180th anniversary of the City.

Helberg

Helberg canceled the Municipal Properties, Buildings, Land Use & Economic Development Committee meeting for January 12, 2015.

Helberg received a request for nominations for exemplary service regarding safety; Sheaffer will submit any nominations received and Irelan will discuss this in Staff tomorrow morning.

Marihugh

Marihugh congratulated Amanda Griffith for being hired as CIC Director.

Marihugh asked Heath if the election of a new Council President will cause any conflicts with Committees; Heath stated that Council approved of the Standing Committees at a previous meeting and this will not be an issue.

Marihugh asked Lulfs about the staging area of the West Maumee Sewer Project; Lulfs stated that he had previously researched this issue and relocation of the

supplies would cause issues with the project, and the contractor is aware that restoration of the area is required. Marihugh asked if there were any holdups other than stone; Lulfs stated no, but the work was held off this week due to weather.

Comadoll

None

Hayberger

None

Irelan

None

Approval Of Bills

Bills and financial reports stand approved as presented with no objections.

Motion To Adjourn

Motion: Comadoll Second: Marihugh
To adjourn the meeting.

Passed

Roll call vote on above motion:

Yea- 7

Yea- Marihugh, Comadoll, Wilson, Ridley, Maassel, Helberg, Sheaffer

Nay- 0

Nay-

Adjournment

Meeting adjourned at 7:45pm.

Approved:

Travis Sheaffer , Council President

Ronald A. Behm, Mayor

Gregory J. Heath, Finance Director/Clerk of Council

ORDINANCE NO. 002-15

AN ORDINANCE AMENDING CERTAIN SECTIONS OF THE PERSONNEL CODE CHAPTER 197 OF THE CODIFIED ORDINANCES OF THE CITY OF NAPOLEON; AND DECLARING AN EMERGENCY

WHEREAS, the Personnel Code was amended in 2014 and the change from an eight hour day to determine overtime to a forty-hour work week to determine overtime had some unintended consequences for Police Lieutenants; and,

WHEREAS, the change of the position of Assistant Fire Chief to a salaried, administrative position, caused some changes that should be specifically addressed in the Personnel Code; and,

WHEREAS, City Council acknowledges that from time to time it must review the various codes and policies of the City of Napoleon; and,

WHEREAS, City Council now desires to amend the Personnel Code of the City of Napoleon; Now Therefore,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:

Section 1. That, the City of Napoleon does hereby amend Chapter 197 of the Codified Ordinances of the City of Napoleon, Ohio as follows:

“197.16 PAID LEAVES OF ABSENCE

(a) Applicability

The provisions of this chapter shall apply only to employees who are full-time regular employees unless otherwise expressly applied to other than full-time regular employees. This chapter (Paid Leaves of Absence) shall also expressly apply to members or officers of the appointing authority and other full-time regular unclassified employees, excluding elected officials. ***STARTING AS OF THE FIRST PAY PERIOD FOR 2015, THIS WOULD INCLUDE ASSISTANT FIRE CHIEFS.*** Nothing in this provision (a) shall be construed as prohibiting the limiting or restricting of applicability of a leave policy to “key employees” as may be provided in a specific policy.

(b) Applications for Time Off and Scheduling of Time Off

The following guidelines will be followed when applying for and authorizing time off. Vacation, holidays, personal holidays, and compensatory time are considered time off. Any and all combinations of the above may be used when applying for time off.

Number of Days Off	Minimum Notice
less than 5	7 days
5 plus	35 days

To reserve vacation time, employees must apply for their vacations by November 25th of the year prior to the year the vacations will be taken and priority for time off within the above categories will be determined by departmental seniority from an employee's most recent employment date. With regard to any vacation application received after November

25th, priority for time off within the above categories will be determined by departmental seniority from an employee's most recent employment date only when employees apply for vacation on the same calendar day. Advanced application for vacation may be made so long as the employee will have credited the requested hours at the time the employee's vacation is to commence; however, an employee may not, in advance, lock in vacation dates for multiple years.

Exceptions to minimum notice may be permitted subject to the approval of the appropriate supervisor.

Authorization of time off is subject to availability of personnel, and the recognized City objective of minimizing overtime paid.

(c) Bereavement Leave

(1) General

A full-time regular employee may be granted a leave of absence with pay to attend the funeral of a member of his/her immediate family. Such leave of absence will be granted between the day of death until and including the day of the funeral, not to exceed three (3) calendar days and shall not be charged against the employee's accumulated sick leave.

Immediate family, for the purposes of this Section, shall be defined as the employee's grandparents, brother, sister, father, father-in-law, mother, mother-in-law, spouse, child, stepchild, grandchild, or legal guardian.

A full-time regular employee shall be granted a one (1) day leave of absence with pay to attend the funeral of his/her spouse's brother, sister and grandparents, or the employee's son-in-law, daughter-in-law, aunt and uncle.

In the event of the death of any other relative of an employee, the employee shall, upon request, be excused for one (1) day to attend the funeral, with such leave day being deducted from the employee's accumulated vacation, compensatory time, personal holiday, or sick leave balance at the employee's discretion. Alternatively, the employee may elect to take an unpaid leave day.

(2) Additional Bereavement Leave

Additional leave may be granted, at the discretion of the department head, or appointing authority whichever is applicable, for travel or such other related purposes, with such additional leave days being deducted from the employee's accumulated vacation, compensatory time, personal holiday, or sick leave balance at the employee's discretion. Alternatively, the employee may elect to take the leave unpaid.

(3) Notification Requirements for Bereavement Leave

The employee must notify his/her supervisor of the purpose of his/her absence as soon as possible but not later than one (1) hour prior to his/her scheduled starting time on the employee's first day of such absence from scheduled duty. The employee may be asked to provide to the department head, or appointing authority, whichever is applicable, verification of the death, relationship, and funeral date.

(d) Personal Holidays

Except as herein provided, each employee shall be entitled to five (5) personal holidays per calendar year to be taken on any work day chosen by the employee and approved in advance by the employee's supervisor or the appointing authority, whichever is applicable. During the first calendar year of employment, the number of personal holidays, or portion thereof, shall be prorated based upon the month in which the employee is hired. An employee hired on December 1 or later shall have no personal holidays for that year. Personal holidays must be taken prior to the last day of the last complete pay period of the calendar year or they will be lost. Personal holidays from year to year cannot be accumulated.

For officers of the police department, any holidays banked shall be taken prior to the last day of the last complete pay period in November, or they will be converted to eight (8) hours cash payment on the first pay of December.

~~Instead of what has been stated above, the Assistant Chief of the fire/rescue department shall be entitled to five (5) personal days or one hundred twenty (120) hours each calendar year.~~

(e) Sick Leave

(1) **Crediting of Sick Leave**

Except as otherwise provided, sick leave credit shall be earned at the rate of 0.0575 hours for each hour of service only in active pay status, up to a maximum yearly accumulation of one hundred twenty (120) hours. Unused sick leave credit shall accumulate from year to year without limit. Effective September 1, 2000, of the non-full-time regular status employees, only permanent part-time employees shall earn sick leave credit and at the same rate as full-time regular employees; however, any other part-time or temporary employee that received such benefit prior to September 1, 2000 shall retain the same until such time is otherwise exhausted.

~~The Assistant Chief of the fire/rescue department may accumulate a maximum of one hundred ninety-two (192) sick leave hours each calendar year; however, in no event shall the Assistant Chief of the fire/rescue department accumulate more than three thousand six hundred (3,600) total hours.~~

(2) **Retention of Sick Leave**

An employee who formerly worked for another public agency shall be given credit for any accumulated but unused sick leave provided that the employee was hired by the city within ten (10) years of the date on which the employee was last terminated from public service, and further provided that deduction from such sick leave credit shall be made for any payment or credit given by the previous agency in lieu of taking sick leave.

Unless otherwise provided by a specific ordinance or resolution of council pertaining to employment or previously authorized by the City, the sick leave so credited (transferred) may be used only to extend sick leave coverage while in the employment of the City, and only after all sick leave earned at the City has been exhausted; further, unless otherwise provided, such credited (transferred) sick leave may not be used in computing sick leave payout at retirement or additional (sick leave conversion) vacation leave purposes.

This provision shall not narrow or reduce the amount of sick leave credit received, nor shall it narrow or reduce a current sick leave balance, a sick leave conversion right or sick leave payout, as was previously authorized, of any person who is employed by the City at the time of this Code enactment.

(3) Expiration of Sick Leave

If illness or disability continues beyond the time covered by earned sick leave, the employee may be granted further leave in accordance with the City's FMLA policy, or other applicable leave policies, subject to qualification.

(4) Charging of Sick Leave

Sick leave shall be charged in minimum units of one-quarter (1/4) hour. An employee shall be charged for such leave only for days upon which he/she would otherwise have been scheduled to work. Sick leave payment shall not exceed the normal scheduled work day or work week earnings.

(5) Uses of Sick Leave

Sick leave shall be granted to an employee who qualifies for sick leave only upon approval of the City and for the following reasons:

Illness or injury of the employee that requires time off from work.

Illness or injury to a member of an employee's immediate family when care or attendance by the employee is necessary requiring time off from work.

Medical, dental or optical examination or treatment of an employee or a member of his/her immediate family which requires the employee to take time off work, and which cannot be scheduled during non-working hours or, when a member of the immediate family of an employee is afflicted with a contagious disease that requires the care and attendance of the employee or when, through exposure to a contagious disease the presence of the employee at his/her job would jeopardize the health of others.

For the purpose of this section, immediate family shall include the employee's father, mother, spouse, child, without regard to residency and will include a stepchild if in the employee's residence. The immediate family provisions contained herein shall be for a limited period of time (not to exceed three (3) consecutive days per week) to enable the employee to secure other arrangements for the care of the member of his/her immediate family, except as may be approved by the employee's appointing authority in unusual and exceptional circumstances.

* Notwithstanding any other provision in this section, pregnancy, childbirth and other related medical conditions and temporary disability requiring the necessity of an employee to take time off work, will be considered, subject to qualification, under the FMLA and pregnancy and temporary disability policies of the City. In cases where any other leave qualifies, the applicable leave policy shall control in accordance with the City's Employment Policy Manual.

(6) Evidence Required for Sick Leave Usage

Any employee requesting sick leave shall be required to furnish a satisfactory written signed statement to justify the use of sick leave.

If medical attention is required, a certificate stating the nature of the illness from a physician shall be required to justify the use of sick leave. Falsification of either a written, signed statement, or a physician's certificate may be grounds for disciplinary action including dismissal.

(7) Notification by Employee

When an employee is unable to report to work, he/she shall notify his/her immediate supervisor, or other designated person, one (1) hour before the time he/she is scheduled to report to work on each day of absence, unless emergency conditions make it impossible, or other arrangements have been made in advance with the supervisor.

(8) Abuse of Sick Leave

Employees failing to comply with sick leave rules and regulations shall not be paid for the period of time missed from work. Application for sick leave with intent to defraud will result in denial of pay to cover the day(s) in question and may result in disciplinary action up to and including dismissal. If pay has been received for sick leave for which there was no entitlement, the City shall have the right to recover from the employee any money wrongly paid.

Sick leave shall not be paid to any employee for time off of work which results from any action within the control of the employee such as intentional self-inflicted wounds, use of illegal drugs, alcoholic beverages, or injury sustained while committing a felony or other criminal action. This provision shall not apply to sick leave used for the purposes of participating in bona fide drug treatment, alcohol treatment, or mental health treatment programs.

(9) Physician Statement

Employees on sick leave on more than three (3) consecutive working days shall be required to furnish a certificate from a physician notifying the City that the employee is unable to perform the job, and may be required to present a like certificate from a physician upon the employee's return to work indicating his/her fitness and ability to perform the job.

In addition, employees shall also be required to furnish a certificate from a physician for each illness of less than three (3) days duration, for each occasion which exceeds any one (1) of the following calendar year limits:

- Two (2) occasions per employee for the employee's illness, for which no physician's certificate was presented and/or two (2) occasions per family member, for which no physician's certificate was presented; however, the total occasions per calendar year shall not exceed four (4).

Exceptions may be made to the limits listed above in certain circumstances, and only upon advance written approval of the department head or the appointing authority, whichever is applicable.

Employees may be required to furnish a certificate from a physician for each illness of less than three (3) days duration, for each occasion which is less than anyone (1) of the calendar year limits shown above, if the City has reasonable suspicion that sick leave abuse is occurring or will occur.

Where sick leave is requested to care for a member of the immediate family, the City may require a physician's certificate to the effect that the presence of the employee is necessary to care for the ill person.

(10) Physical Examination

The City may require an employee to take an examination, conducted by a physician, to determine the employee's physical or mental capability to perform the job. If determined incapable of doing so as a result of such examination, the employee may be placed on paid leave of absence, unpaid leave of absence, or disability separation. The cost of such examination shall be paid by the City.

(11) Sick-Leave Payout

Unless otherwise provided or modified by a specific ordinance or resolution of Council pertaining to employment, or unless otherwise declined by the employee, or otherwise deferred by the employee in anticipation of rehire by the City, any employee who retires or otherwise departs service, other than an involuntary departure, after ten (10) years of continuous service with the City or who dies in service after five (5) years of continuous service with the City, except part-time permanent employees, shall be compensated for accumulated but unused sick leave at the time of retirement or death in the form of a lump sum payment at the rate of:

- One (1) day's pay for every four (4) days of accumulated but unused sick leave up to nine hundred sixty (960) hours; the remaining time shall be at the rate of one (1) day's pay for every three (3) days of accumulated but unused sick leave.
- Such lump sum payment shall reduce to zero (i.e., eliminate) the employee's sick leave credit.

An employee's "daily base rate" or "day's pay" shall be figured by dividing the employee's annual base rate at the time of retirement or voluntary departure by 2080 hours and multiplying that base hourly rate figure by eight (8) hours.

Section 10.

The death benefit payment shall be made to the beneficiary designated by the employee in writing on a form provided by the City. In the event that there is no such valid designation, the payment shall be made to the employee's estate upon application of the legal representative thereof.

In the case of sick leave payout being deferred in anticipation of rehire by the City, the sick leave reconciliation shall be made as provided for in this section. A rehired employee shall

be entitled to use all or part of the deferred sick leave so long as it is used in accordance with use of sick leave policies of the City. Any deferred sick leave amount may be demanded for payment by the earner of the sick leave at anytime in accordance with the sick leave payout schedule, so long as the sick leave is not used or otherwise transferred to another governmental entity. In any event, full reconciliation and settlement of deferred sick leave payout shall be completed not later than twenty-four (24) months after last employment with the City.

(12) Sick Leave Conversion

An employee with a sick leave balance in excess of nine hundred and sixty (960) hours may use a portion of such excess sick leave as vacation time by converting three (3) sick leave days for each one (1) day of vacation time. An employee may convert up to a maximum of fifteen (15) such excess sick leave days per calendar year. However, such conversion shall not be permitted if payment of overtime to another employee becomes necessary as a result. This provision is subject to the provisions contained in Section 197.18 of this Code (Vacations).

(f) Legal Holidays

(1) Effects of Vacations and Days Off on City Observed Legal Holidays

When one (1) of the City observed legal holidays falls within an eligible employee's approved vacation period or scheduled day off, he/she shall be entitled to holiday pay for the legal holiday in lieu of his/her vacation pay. Those employees who work "shift work" may elect to receive the pay, to bank the holidays, or to bank the vacation day. Except for salary employees, shift work employees who work on any of the herein City observed legal holidays listed shall have the option of electing one (1) of the following when applied for in writing by the employee to the payroll department prior to the next scheduled pay period following the holiday:

Receive eight (8) hours holiday pay plus one and one-half (1-1/2) times their regular rate of pay for all time worked, ~~except in the case of the Assistant Chief of the fire department position(s) which shall receive 11.2 hours holiday pay plus one and one-half (1-1/2) times his/her regular rate of pay for all time worked.~~

Receive an additional banked holiday (to be taken off prior to the ending of the next to last full pay period of the current fiscal year) plus receive one and one-half (1-1/2) times their regular rate of pay for all time worked. If the additional banked holiday is not taken off by the end of the next to last full pay period of the year it shall be paid in cash for eight (8) hours at straight time ~~(except for the positions of Assistant Chief of the fire/rescue department which shall be 11.2 hours)~~ rate payable the first pay in December of the current fiscal year.

EXCEPT FOR POLICE LIEUTENANTS WHO SHALL FOLLOW:

WHEN A STATUTORY HOLIDAY FALLS WITHIN AN ELIGIBLE EMPLOYEE'S APPROVED VACATION PERIOD, THE EMPLOYEE SHALL BE ENTITLED TO HOLIDAY PAY IN ADDITION TO HIS VACATION PAY. THE EMPLOYEE MAY ELECT TO RECEIVE THE PAY OR BANK THE HOLIDAY. EMPLOYEES WHO

WORK ON ANY OF THE HOLIDAYS LISTED SHALL RECEIVE EIGHT (8) HOURS HOLIDAY PAY PLUS ONE AND ONE HALF (1-1/2) TIMES THEIR REGULAR RATE OF PAY FOR ALL TIME WORKED. THEY SHALL HAVE THE OPTION OF TAKING ANOTHER DAY OFF AT A FUTURE DATE SO SPECIFIED BY HIM AND APPROVED BY THE CHIEF OF POLICE OR HIS DESIGNEE IN LIEU OF RECEIVING THE EIGHT HOURS HOLIDAY PAY.

ALL HOURS WORKED IN EXCESS OF EIGHT (8) HOURS ON ANY OF THE HOLIDAYS LISTED SHALL BE PAID AT THE RATE OF ONE AND ONE-HALF (1½) TIMES THE EMPLOYEE'S REGULAR RATE OF PAY PLUS ONE (1) HOUR OF COMPENSATORY TIME FOR EACH SUCH HOUR WORKED, REGARDLESS OF WHETHER THE EMPLOYEE HAS REACHED THE FORTY HOUR THRESHOLD.

WHEN ONE OF THE HOLIDAYS FALLS ON A SCHEDULED DAY OFF, THE EMPLOYEE MAY ELECT TO RECEIVE THE PAY OR TO BANK THE HOLIDAY. AS A THIRD OPTION, AND IF APPROVED IN ADVANCE BY THE CHIEF OF POLICE, THE EMPLOYEE MAY ELECT TO TAKE THE DAY OFF IMMEDIATELY PRECEDING THE HOLIDAY.

(2) Observance Days

For employees who have a regular work schedule other than Monday to Friday, the observance of the holiday shall be on the day of such City observed legal holiday. For those employees whose regular schedule is Monday to Friday, City observed legal holidays that fall on a Saturday will be observed on Friday, and City observed legal holidays that fall on Sunday will be observed on Monday.

(3) Schedule of Observed Legal Holidays

The following are the paid City observed legal holidays:

January 1, Good Friday (being the Friday immediately prior to Easter Sunday), Memorial Day (being the last Monday in May), July 4th, Labor Day (being the first Monday in September), Thanksgiving (being the fourth Thursday in November), December 25th, and an additional floating holiday as specified below:

If December 25th is Sunday, then December 25th will be recognized on December 26th and an employee shall also receive December 27th as the additional floating holiday.

If December 25th is Monday, then an employee shall also receive December 26th as the additional floating holiday.

If December 25th is Tuesday, then an employee shall also receive December 24th as the additional floating holiday.

If December 25th is Wednesday, then an employee shall also receive the day after Thanksgiving as the additional floating holiday.

If December 25th is Thursday, then an employee shall also receive December 26th as the additional floating holiday.

If December 25th is Friday, then an employee shall also receive December 24th as the additional floating holiday.

If December 25th is Saturday, then December 25th will be recognized on December 24th and an employee shall also receive December 23rd as the additional floating holiday.

In addition to what has been stated herein, President's Day shall be considered a legal holiday for the Assistant Chief of the fire/rescue department position(s); regardless, President's Day shall not be construed as a legal holiday for the City for any other purpose, ***THIS IS INTENTIONALLY LEFT IN THE CODE DESPITE OTHER CHANGES TO THE PERSONNEL CODE EFFECTING THE ASSISTANT FIRE CHIEF.***

(4) Failure to Work on Holiday

To become eligible for holiday pay, the employee must work the full last scheduled work day prior to, and the full next scheduled work day after, each of the City observed legal holidays listed unless the employee was otherwise in active pay status.

Employees who are scheduled to work on a designated City observed legal holiday and do not report for work on the holiday shall not be entitled to holiday pay unless their reason for not reporting would ordinarily constitute an acceptable excuse under the applicable provisions of this Code.”

Section 2. That, additionally, the City of Napoleon does hereby amend Chapter 197 of the Codified Ordinances of the City of Napoleon, Ohio as follows:

“197.18 VACATIONS

(a) Entitlement Restrictions

Except as otherwise provided in Section [197.18\(h\)](#), full-time regular employees are entitled to vacation with pay after one (1) year of continuous service in the most recent employment with the City and will be due only upon the completion of the first year of said employment, calculated from hire date. The amount of vacation leave to which an employee is entitled is based upon length of service and calculated and earned on a biweekly basis as follows:

Full-time regular employees ~~(except Assistant Chief of the fire/rescue department positions)~~

<u>Years of Service</u>	<u>Annual Hours</u>	<u>Bi-Weekly Accrual Hours</u>
0 year but less than 6 years	80 hours	3.077 hours/each normal pay
6 years but less than 12	120 hours	4.616 hours/each normal pay
12 years or more	160 hours	6.154 hours/each normal pay

~~—Full-time Assistant Chiefs of the fire/rescue department positions:~~

0 year through 1	48 hours	1.85 hours/each normal pay
2 years through 8	120 hours	4.62 hours/each normal pay
9 years through 15	192 hours	7.385 hours/each normal pay
16 years or more	240 hours	9.231 hours/each normal pay

(b) **Effect of Time Spent on Authorized Leave of Absence**

Time spent on any authorized leave of absence, whether paid or unpaid, shall be counted in determining length of service for purposes of vacation eligibility.

(c) **Scheduling of Vacations**

Vacations will be arranged to give consideration to the desire of the employee in accordance with a procedure established by the employee's department head which will not interfere with City operations.

(d) **Vacations to be Taken During Year After Earned**

Except for the first year of service, accrued vacation leave may be taken by an employee at any time after accrual and entitlement, subject to the minimum increments established, so long as properly scheduled in accordance with other provisions of this Code, policy manual or work rule.

An employee shall not allow his/her total vacation time to exceed his/her maximum accrual entitlement for any employment year without prior approval from the appointing authority. For the purpose of this section, the twelve month span of time between employee's anniversary date is an employment year.

This provision is applicable to accrued vacation as a result of sick leave conversion which is authorized in Section [197.16\(e\)\(12\)](#) of this Code. When carryover is requested by a department director, such approval may be by the council president, with notification to the body of council, or merely by the body of council.

(e) **Vacation Forfeiture**

Employees shall forfeit their right to take or to be paid for any vacation leave to their credit which is in excess of any authorized balance; moreover, any vacation time accrued in the first year of service shall be forfeited if any employee fails to complete one (1) year of continuous service.

(f) **Accrual**

Vacation leave is accrued only while on active pay status, excluding overtime and in accordance with Section 197.18(a).

(g) **Lump Sum Payment of Vacation**

In the event an employee is denied the opportunity to schedule and take accrued vacation leave due to operational needs of the City, or in the event an employee fails to schedule and take accrued vacation leave due to the operational needs of the City, the appointing authority may authorize a year-end lump sum payment to the employee in an amount not to exceed the monetary value of the employee's annual vacation accrual as provided in Section 197.18(a). In the case of a department director, lump sum payment may be approved by the council president, with notification to the body of council, or merely by the body of council.

(h) **Prior Service Credit.**

A. Except as otherwise provided for in separate legislation, and except as otherwise specifically excluded by a collective bargaining agreement under Ohio R.C. 4117, to determine prior service for the purpose of computing the amount of vacation leave for an employee first employed on or after July 5, 1987 by the City of Napoleon, the employee shall have only his or her prior service with the City of Napoleon counted. Those employees (not elected officials) who were employed by the City of Napoleon prior to July 5, 1987 shall have all their public service with the State of Ohio or any of its political subdivisions credited pursuant to Ohio R.C. 9.44 (A). An employee who has retired in accordance with the provisions of any retirement plan offered by the State of Ohio and who is employed by the State of Ohio or any political subdivision of said State on or after June 24, 1987, shall not have his or her prior service with the State of Ohio or any political subdivision of said State counted for the purpose of computing vacation leave. (ord 059-13. passed 11-18-13.)

B. Except as may be otherwise provided for by separate legislation, employees entitled to prior service credit for purpose of computing vacation leave shall have their anniversary date deferred to their most recent date of employment with the City of Napoleon for purposes of: (1) vacation use or, (2) any use or forfeiture policy regarding vacation.

C. Elected officials are not entitled to prior service credit for purpose of calculating vacation benefit, if any. (Ord. 093-08. Passed 12-15-08.)

Section 3. That, the current Assistant Fire Chief has significant banked time from previous years and there would be no intention to force a payout or forced reduction in entitled, banked benefits that were previously approved to be carried over, at this time. However, it is expected that the current Assistant Fire Chief be diligent in trying to conform to the Personnel Code regarding the banked time.

Section 4. That, it is found and determined that all formal action of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 21.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon, Ohio.

Section 5. That, unless otherwise stated, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 6. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City and for the further reason that this Ordinance is required to be immediately effective in order to effectuate the changes prior to personnel issues that may arise due to the conflict in past practices versus the actual Code; wherefore, this Ordinance shall be in full force and effect immediately upon its passage.

Passed: _____

Travis B. Sheaffer, Council President

Approved: _____

Ronald A. Behm, Mayor

VOTE ON PASSAGE _____ Yea _____ Nay _____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 002-15 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

RESOLUTION NO. 003-15

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO ENTER INTO A PROGRAMMATIC AGREEMENT WITH THE OHIO HISTORIC PRESERVATION OFFICE FOR THE ADMINISTRATION OF PROGRAMS USING HUD ALLOCATED FUNDS; AND DECLARING AN EMERGENCY

WHEREAS, the current version of the Programmatic Agreements for HUD funded Programs will expire on February 1, 2015; and,

WHEREAS, City desires to extend and/or enter into a Programmatic Agreement for administration of HUD funded programs; **Now therefore**,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:

Section 1. That, the City Manager is directed to execute all documents necessary to enter into a Programmatic Agreement with the State Historic Preservation Office.

Section 2. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 3. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 4. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time so that an agreement can be established prior to the February 1, 2015 termination date, which affects the public peace, health or safety accessible to our citizens; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

Passed: _____

Travis B. Sheaffer, Council President

Approved: _____

Ronald A. Behm, Mayor

VOTE ON PASSAGE _____ Yea _____ Nay _____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 003-15 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

ORDINANCE NO. 004-15

AN ORDINANCE AMENDING CHAPTER 955 OF THE CODIFIED CODE OF THE CITY OF NAPOLEON TO ADJUST THE GOLF RATES FOR 2015 AND DECLARING AN EMERGENCY

WHEREAS, the Parks and Recreation Board met and determined that certain golf rates for 2015 should be raised; and,

WHEREAS, the City of Napoleon’s Parks and Recreation Committee met and concurred with the Parks and Recreations determination that certain golf rates for 2015 should be raised; and,

WHEREAS, this Council has considered all recommendations, now deems appropriate that golf rates as listed below shall be increased for the 2015 season; Now Therefore,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:

Section 1. That, Section 955.09 of the City of Napoleon’s Codified Code is hereby amended and enacted as follows:

“955.09 **GOLF PRIVILEGE FEES.**

Golf privilege fees for the municipal golf course shall be as follows:

(a) Adult person, current member (“Current Member” means any person who purchased any golf privilege card for the previous season) annual golf privilege card fee:

Resident: \$340.00
Non-resident: \$400.00

(b) Adult person, new member (“new member” means any person who did not purchase any golf privilege card for the previous season) annual golf privilege card fee:

Resident: \$290.00
Non-resident: \$350.00

Each immediate family member of a person holding a valid annual golf privilege card to the municipal golf course may be included thereon for an additional annual amount of \$270.00 (for resident) and \$310.00 (for non-resident), for current members and \$220.00 (for resident) and \$260.00 (for non-resident), for new members. An annual family golf privilege card which includes one adult person, the adult persons’ spouse, and all children meeting the definition of the immediate family that are between the ages of 6 and 11 years old at time of purchase, shall be at the rate of \$550.00.

(c) Student annual golf privilege card fee for current members:

Resident: \$210.00
Non-Resident: \$230.00

(d) Student annual golf privilege card fee for new members:

Resident: \$160.00
Non-Resident: \$180.00

(e) Senior citizen annual golf privilege card fee for current member:

Resident: \$290.00

Non-Resident: \$320.00

(f) Senior citizen annual golf privilege card fee for new members:

Resident: \$240.00

Non-Resident \$270.00

A spouse of a senior citizen who purchased an annual golf privilege card from the municipal golf course, regardless of age, may be included on the annual golf privilege card for an additional \$210.00 (for resident) and \$230.00 (for non-resident), for current members and \$160.00 (for resident) and \$180.00 (for non-resident), for new members.

(g) To utilize privileges under an annual golf privilege card, fees shall be paid in full before a person plays golf on the course for the season (unless greens fees are paid).

Upon full payment of an annual golf privilege card, a person may play golf on the course for the remainder of the season, without paying an additional greens fee.

(h) All applications for an annual golf privilege card shall be presumed nonresident applications and considered as such until "resident" status is established by the person applying for an annual golf privilege card. Establishment of residency shall be in accordance with the policy established and adopted by the Parks and Recreation Board and approved by motion of Council. Any person purchasing an annual golf privilege card as a non-resident may, within twenty days from date of purchase, obtain a refund for the difference in cost between resident and non-resident should a change in status be established.

(i) Daily greens fees shall be as follows:

(1) Generally.

Weekdays:

9 holes ~~\$9.00~~ **10.00**

18 holes ~~\$13.00~~ **14.00**

Saturday, Sunday and nationally recognized holidays:

9 holes ~~\$11.00~~ **12.00**

18holes ~~\$15.00~~ **16.00**

(2) Junior Greens Fees.

Weekdays:

9 holes \$5.00

18 holes \$10.00

Weekends and Nationally Recognized Holidays:

9 holes \$7.00

18 holes \$14.00

Prepaid Discount Card For Greens fees

9 holes, for ten rounds ~~\$75.00~~ **80.00**

(j) Fee for motorized cart use shall be as follows:

(1) Motorized cart fee: The privilege of using a non-city motorized cart on the course is restricted to persons holding a valid annual golf privilege card. The cart shall be used only by the holder of such card or his or her immediate family, and guests accompanied by the holder or a member of the holder's immediate family. The annual privilege fee is \$260.00 if gas powered, with an additional \$20.00 being charged if the motorized cart is electrically powered.

(2) Motorized cart rental 9 holes

~~\$6.00~~ **7.00** per person with a maximum of two carts per group.

- (3) Motorized cart rental 18 holes
\$~~9.00~~**10.00** per person with a maximum of two carts per group.
- (4) Prepaid discount motorized cart rental for 10 rounds of 9 holes
\$~~50.00~~**55.00** per person
- (k) Pull cart fee shall be as follows:
 - (1) Pull fee: No charge for using one's own cart.
 - (2) Pull cart rental: \$1.50 (up to 18 holes)
- (l) Golf clubs rental: \$2.00 (up to 18 holes)
- (m) Greens privilege fee and cart use fee shall be for the golfing season from April 1 through October 31, both dates inclusive, subject to the extension of the season by Director of the Parks and Recreation Department. The City has the right to close the course at any time for special events, unplayable conditions, or for other cause deemed appropriate by the Parks and Recreation Department.
- (n) The daily greens fee and daily cart rental fees during "off peak times" of the annual golf season for promotional reasons shall be reduced in an amount of thirty percent (30%) of the herein established rates. What constitutes and is declared "off peak times" is in the sole discretion of the Parks and Recreation Director.
- (o) Discounts shall apply to senior citizens as follows: \$3.00 off regular greens fees and \$2.00 off per person motorized cart rentals, both during the times of 8:00 a.m. through 1:00 p.m. on days of weekdays only, excluding nationally recognized holidays.
- (p) Nothing in this section shall be construed as to limit City Council's authority to adjust daily, weekly, monthly, or annual rates."

Section 5. That, Sections 955.09 of the Codified Ordinances, as existed prior to the enactment of this Ordinance, is repealed.

Section 6. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 7. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 8. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City and for the further reason that this Ordinance is required to be immediately effective in order to timely process the fees prior to the golf season beginning; wherefore, this Ordinance shall be in full force and effect immediately upon its passage..

Passed: _____

Travis B. Sheaffer, Council President

Approved: _____

Ronald A. Behm, Mayor

VOTE ON PASSAGE _____ Yea _____ Nay _____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 004-15 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

QUIT-CLAIM DEED

The Grantor, **Derrow Properties, Inc.**, an Ohio corporation, for valuable consideration paid, grants and conveys in fee simple, to the Grantee, the **City of Napoleon, Ohio**, and to its successors and assigns, whose tax-mailing address is 255 Riverview Avenue, Napoleon, Ohio 43545, the following-described real property:

(SEE EXHIBIT A, WHICH IS ATTACHED HERETO AND BY REFERENCE MADE A PART HEREOF FOR ALL PURPOSES, THE SAME AS IF FULLY REWRITTEN HEREIN.)

Prior instrument Reference: Volume 280, Page 1811,
Official Records, Henry
County, Ohio

(The property conveyed herein is being acquired by the Grantee for a public purpose: namely, the establishment, construction, reconstruction, improvement and maintenance of a public recreation park. In the event the property is no longer used for a public recreation park, all right, title, and interest in and to the property (including, without limitation, all additions, constructions and improvements thereto) shall revert back, in fee simple, to the Grantor, and its successors and assigns, which reversion shall be evidenced solely by an Affidavit executed by the Grantor, or its successors and assigns.)

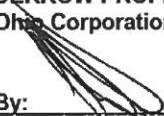
EXHIBIT A

Situated in the City of Napoleon, County of Henry, State of Ohio and being Lot B2 of the Replat of Lot B of the Replat of Lots 6 and 7 in Block 1 in Phillips and Staffords First Addition to the Original Plat of the Village (now City) of Napoleon.

Tax Parcel #41-009457.0020.

The Grantor has executed this instrument on this 23rd day of
December, 2014.

**DERROW PROPERTIES, INC., an
Ohio Corporation**

By: 
Rodney G. Derrrow, President

STATE OF OHIO,

COUNTY OF HENRY:

Be it remembered, that on this 23rd day of December, 2014, before
me, a notary public in and for the State of Ohio, personally appeared the
above-named **Derrow Properties Inc., an Ohio corporation, by Rodney
G. Derrow, its President**, who acknowledged that he did sign this
instrument and that the same is his free act and deed as such officer and
the free act and deed of **Derrow Properties Inc., an Ohio corporation.**

In testimony whereof, I have hereunto subscribed my name and
affixed my official seal at Napoleon, Ohio on the day and year aforesaid.



ELISA L. HARMON, Atty.
Notary Public - State of Ohio
My Commission Expires 12/29/2016
Has No Expiration Date
Section 147.03 O. R.C.


THIS INSTRUMENT PREPARED BY:

Elisa L. Harmon
WESCHE & HARMON, LTD.
Attorneys at Law
612 North Perry Street
Napoleon, Ohio 43545-1797
Telephone: (419) 592-0066
Facsimile: (419) 592-0685



Ohio Department of Natural Resources

JOHN R. KASICH, GOVERNOR

JAMES ZEHRINGER, DIRECTOR

December 22, 2014



RECEIVED
DEC. 29. 2014

Ms. Monica Irelan
City of Napoleon
255 W. Riverview Ave.
Napoleon, OH 43545

RE: Downtown Napoleon Pocket Park Project

Dear Ms. Irelan:

I am pleased to inform you that the above referenced project has been conditionally awarded funding in the amount of \$21,903 through the twenty-first round of the NatureWorks grant program. This NatureWorks funding is awarded on the condition that the State of Ohio Controlling Board approves the NatureWorks grant awards in their upcoming 2015 meeting.

After approval by the State of Ohio Controlling Board, ODNR will mail you two copies of your State-Local Project Sponsor Contract Agreement for the subject NatureWorks grant. Both copies must be signed and returned to the Office of Real Estate, 2045 Morse Road, Building E-2, Columbus, OH 43229 within 30 days of receipt. A fully signed copy will be returned to you along with additional material concerning your NatureWorks project.

To protect your eligibility in the program, please **do not begin any portion of your project until you receive written approval to do so.** Approval to begin will be coordinated through the Ohio Department of Natural Resources, Office of Real Estate. If you have any questions, please do not hesitate to contact Mary Fitch of my staff at (614) 265-6477 or mary.fitch@dnr.state.oh.us

Congratulations and good luck with your NatureWorks project.

Sincerely,

A handwritten signature in black ink that reads "James Zehringer".

James Zehringer
Director

JZ/mf



City of Napoleon, Ohio

Department of Public Works

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

Chad E. Lulfs, P.E., P.S., Director of Public Works

Telephone: (419) 592-4010 Fax: (419) 599-8393

www.napoleonohio.com

Memorandum

To: Monica Ireland, City Manager
From: Chad E. Lulfs, P.E., P.S., Director of Public Works
cc: Mayor & City Council
Greg Heath, City Finance Director
Date: January 5, 2015
Subject: Appian Avenue Improvements (PID 89266)

The City of Napoleon's Department of Public Works requests approval of the plans and specifications for the Appian Avenue Improvements Project (PID 89266). This project consists of reconstructing Appian Avenue from E. Maumee Avenue (S.R. 110) to the bridge crossing Hog Creek, replacing portions of the waterline and sanitary sewer, installing new storm sewers where there are none, and constructing new concrete walks and drive approaches. This project is partially funded through a grant from the Ohio Department of Transportation.

Engineer's Estimate of Construction: \$2,685,761.10.

O.D.O.T. Grant Amount: \$1,291,200.00

CEL

City of Napoleon, Ohio

**WATER, SEWER, REFUSE, RECYCLING
& LITTER COMMITTEE**

In Joint Session with
CITY COUNCIL

LOCATION: City Hall Offices, 255 West Riverview Avenue, Napoleon, Ohio

Special Meeting Agenda

Monday, January 19, 2015 at 7:00 PM

- I. Approval of Minutes (In the absence of any objections or corrections, the Minutes shall stand Approved)
- II. Water Treatment Plant Update
- III. Review of City Water and Sewer Rules
- IV. Any other matters currently assigned to the Committee
- V. Adjournment

Gregory J. Heath, Finance Director/Clerk of Council

City of Napoleon, Ohio
WATER, SEWER, REFUSE, RECYCLE & LITTER COMMITTEE

Meeting Minutes

Monday, December 8, 2014 at 7:00 PM

PRESENT
Water, Sewer Committee
City Staff

Chris Ridley - Chair, Jeff Comadoll, John Helberg
Roxanne Dietrich, Administrative Assistant
Monica S. Irelan, City Manager
Gregory J. Heath, Finance Director/Clerk of Council
Trevor M. Hayberger, Law Director
Tammy Fein

Recorder
Others

ABSENT

Call To Order

Chairperson Ridley called the meeting to order at 7:00 PM.

Approval Of Minutes

The November 10 meeting minutes stand approved as presented with no objections or corrections.

**Review Of Appeal To The
Decision On Billing Dispute**

Hayberger stated this review is a hearing and will be handled as such.

Swearing In: Heath

Law Director Hayberger swore in Finance Director Heath.

Heath Testimony

Heath stated that he is the Finance Director/Clerk of Council for the City of Napoleon and has been so for approximately twenty (20) years.

Heath testified that a letter was sent to MMD&H Holdings, LLC aka Petro dated September 24, 2014, notifying them of an error in the calculation of the Storm Water Overflow Abatement Charges that was discovered during an audit review, and a credit would be issued in the amount of \$7,200 per the City Water and Sewer Rules, Rule Number 16, and the Tier level would be reduced from a five (5) to a two (2). Heath added that Petro did not find this error; the City found it and offered the allowable credit.

Heath testified that the City of Napoleon Rules for Water and Service Rules, Rule 16.1 Section A state, "*Nothing in this rule shall be construed as prohibiting overpayment of a customer to be credited by the City when discovered by the City on its own initiative; however, such overpayment shall only go back 36 months for purpose of credit*".

Submittal Of Evidence

Hayberger moved State's exhibit one (1) into evidence; see attached.

This exhibit includes the letter from Heath as well as Exhibits A through D.

Heath Testimony Continued

Heath believes that Petro would like the credit to go back past the thirty six (36) month timeframe, back to 2007.

Ridley reminded the Committee that the scope to be discovered is whether

Questions

the actions of the Finance Director were unreasonable, arbitrary, or capricious.

Helberg stated that Adams was present when the bill was first presented and questioned the amount from the point of inception. Helberg believes that the credit should go back farther than the thirty six (36) months. Hayberger stated there is a statute of limitations that is approximately six (6) years; and gave the Committee the option to rule that Heath did not act in an unreasonable, arbitrary or capricious manner and allow the credit to go back farther. Hayberger added that since Adams was present at the inception to question the amount, this could supercede the statute of limitations, in the interest of justice.

The Committee had no questions regarding standard of proof.

Motion That Finance Director Did Not Act In An Unreasonable, Arbitrary, or Capricious Manner In His Decision And Followed City Water & Sewer Rules

Motion: Comadoll Second: Helberg
That the Finance Director did not act in an unreasonable, arbitrary, or capricious manner in his decision and followed City Water & Sewer Rules

Passed
Yea- 3
Nay- 0

Roll call vote on above motion:
Yea- Helberg, Comadoll, Ridley
Nay-

Heath added that the thirty six (36) month rule was intended for customers who were undercharged during the timeframe; Heath stated that he is not opposed to going back farther than the thirty six (36) month rule for the credit to Petro. Heath stated that he realizes that customer service issues tend to lean toward the customer being in the right.

Ridley asked if the Rules should be clarified as to the process if the customer discovers the error instead of the City. Heath stated that he had previously researched this, and believes the Rules should be updated.

Motion To Give Full Credit To Adams In The Interest Of Justice And Customer Service

Motion: Comadoll Second: Helberg
To give full credit to Adams in the interest of justice and customer service

Passed
Yea- 3
Nay- 0

Roll call vote on above motion:
Yea- Helberg, Comadoll, Ridley
Nay-

Motion To Request Council Refer A Review Of The City Water And Sewer Rules To The WSRRL Committee

Motion: Comadoll Second: Helberg
To request Council refer a review of the Water and Sewer Rules to the Water, Sewer, Refuse, Recycling & Litter Committee

Passed
Yea- 3
Nay- 0

Roll call vote on above motion:
Yea- Helberg, Comadoll, Ridley
Nay-

Motion To Adjourn

Motion: Comadoll Second: Helberg
To adjourn the meeting at 7:18 PM

Passed
Yea- 3
Nay- 0

Roll call vote on above motion:
Yea- Helberg, Comadoll, Ridley
Nay-

Date

Chris Ridley, Chair

DRAFT

City of Napoleon, Ohio

TREE COMMISSION

LOCATION: City Hall Offices, 255 West Riverview Avenue, Napoleon, Ohio

Meeting Agenda

Monday, January 19, 2015 at 6:00 PM

- I. Election of Officers
- II. Approval of Minutes (In the absence of any objections or corrections, the minutes shall stand approved.)
- III. Tree Call Report
- IV. 2014 Fall Programs
- V. Spring Tree Programs
- VI. Tree Commission Webpage
- VII. Any other matters to come before the Commission
- VIII. Adjournment

Gregory J. Heath, Finance Director/Clerk of Council

City of Napoleon, Ohio
TREE COMMISSION

Meeting Minutes
Monday, October 20, 2014 at 6:00 pm

PRESENT

Commission

City Staff

Recorder

Others

ABSENT

Members

Call To Order

Approval Of Minutes

Tree Call Report

David Volkman - Chair, Kirk Etzler, Anella Huff, Becky Rohre, Bill Rohrs, Jeffrey Marihugh (arrived at 6:04 pm)

Marty Crossland, Staff Engineer

Tammy Fein

Chairperson Volkman called the meeting to order at 6:01 pm.

The minutes from September 15 stand approved with no corrections or objections.

Crossland distributed a Tree Tracker Report regarding tree calls; see attached.

Crossland explained the calls received, including:

755 West Clinton Street – the resident had done some extensive foundation and sewer work to the residence and Crossland believes roots were severed from the Silver Maple trees with visible loss of bark and dead limbs; Crossland will observe these trees;

212 East Clinton Street is the parking lot to the Catholic Church - a small tree in the Shelby Street right of way needs to be removed with a potential replant next year;

413 East Main Street - has a Norway Maple that died; this will be placed on the Spring removal list with ample room for a large replant;

232 East Washington Street - had two (2) transplants that did not survive and were removed; Crossland suggested replanting next year if the funds are available;

Forest Hill Cemetery - has an Elm tree on the second driveway that should be removed as it is splitting; Tracy Ekstrand, Cemetery Sexton, believes the tree was hit by lightning. Crossland reported there is also a small tree that did not survive and would like to replant a Hackberry in its place; Marihugh suggested replanting another Beech Tree instead of a Hackberry as suggested by Crossland, to keep uniformity;

Glenwood Cemetery - has a small tree that did not survive; Ekstrand would like this replaced; and there will be stumps at both cemeteries that he would like to have ground out in the Spring;

914 Haley Avenue and High Street – have Pagoda trees that did not survive; Crossland would like these replaced in the Spring. Crossland stated that Pagoda trees are supposed to be fairly hardy, however there may be a soil issue causing them not to thrive; the Celebration Maples on the other side of the street are growing well and these may be planted in replacement of the Pagodas;

1144 Highland Avenue - has Oak trees that are dying; this is the second attempt in

four (4) years to try to plant trees here; Crossland suggested no replacements be made as there is a gas line that limits the space where planting can take place;

522 Monroe Street (on the corner of Front Street) - there is a Weeping Willow that will be removed if not maintained by the property owner; also homeowner has requested a Silver Maple be removed very close to his driveway;

928 North Perry Street - has a small tree that died and the resident cut the tree off at the ground; Crossland suggested a Redmond Linden be planted as a replacement;

East Riverdowns Parks - had Juniper bushes removed and the stumps may need to be removed if the Parks Department crew cannot do it;

West Main Street parking lot - has two (2) curved median islands that have two (2) Sugar Maples that are dying; Stephanie Miller suggested taking out all four (4) trees and planting only one (1) in the center, a medium to large sized Honeylocust tree. Crossland stated there is an electric line above this area, so the trees should be scaled back;

Wayne Park - has a stump to be removed;

717 Welsted Street - has a Silver Maple that is in poor condition and may need to be removed;

609 East Washington Street - has a six inch (6") crabapple that is half dead and could fall;

1220 Ohio Street – the tree closest to the corner is dead and the resident would like the tree directly to the North to also be trimmed;

703 Welsted Street - has a Pear tree that split over the weekend; if it were to fall it would fall across an alley; Crossland would like to add this to the Spring removal list;

110 Northcrest Circle - resident had five (5) trees removed during the summer construction and the resident would like replanting done soon. Crossland reminded the Commission that residents are required to put in a sidewalk; Crossland is researching what can be planted in the area between the sidewalk and the property;

506 Haley Street - had a tree fall last summer that damaged another tree on Welsted Street, and the tree should be removed. Crossland added that there is also a tree on Haley Avenue that has been shaved by the Electric Department so much that the weight of the tree is leaning toward the residence; Crossland suggests this tree be removed;

310 West Main Street (across from Central School) - has a stump to be removed in the Spring;

504 Monroe Street – has a tree that dropped limbs and damaged a gutter; Crossland suggested this be removed; the resident would like a replant to replace the removed tree;

1143 Willard Street (on LaGrange) - has been trimmed but keeps growing back next to a guywire anchor; Crossland does not believe the stump can be ground out without issue, and it causes line of sight issues;

831 Monroe Street - has a Norway Maple that is dying and should be removed;

848 Oakwood Avenue - has trees that are covered with poison ivy vines and should be removed; the Electric Department removed a massive limb from this tree to put up a streetlight; and

704 West Clinton Street (corner of Norton) – has a tree that had a limb that randomly fall; City crews cleaned up and noticed the limb and trunk were hollow; Crossland suggested the tree be removed. Crossland stated that this area of town is where the removal contracts should be focused in the future.

Fall Tree Programs

Crossland reported that the contract to fill in stump grinding holes has been completed; forty (40) holes can be filled with the leftover being more recent and need time to settle. Marihugh expressed concern regarding slip and fall hazards that could be created; Crossland replied that this is not a concern, and now the project is caught up for the year.

Crossland reported that removals are being completed; the grinder needed repair work as there was concrete embedded in one of the tree trunks; this repair will not be funded by the Tree Commission as this is merely a hazard of the job. The River Park boat ramp area had an Elm removed for approximately \$700, which eliminated the liability near the play area; this raises the total cost of the Fall Removal contract to \$7,970.

Crossland spoke with North Branch Nursery; the contract is still valid until November and they will wait until the trees are more dormant. Crossland reported that there was a price discrepancy of approximately five dollars (\$5.00) which was found to be a typo.

Crossland reported that a resident called in from Front Street stating that she does not want a replacement tree planted; the planting total cost will now be approximately \$6,000. Marihugh suggested finding a new place for the tree; Crossland replied that this is a lilac tree and should not be placed in any random spot.

Crossland reported the trimming contract was awarded to Tawa Tree Service for \$225 per hour, and the trimmers are certified arborists; \$18,000 is eighty (80) hours of trimming along Strong Street, Welsted Street, Main Street, and Clinton Street. Etzler asked if there is a priority list that can be communicated to the trimmers; Crossland stated that he will be contacting them to relate the priority areas, adding that the completion of the Fall programs will leave approximately three hundred dollars (\$300.00) in the budget.

Scott Street Planting

Crossland measured the as-built maps and researched the street signage along Scott Street to ensure the placement and count of tree replanting, with a total of thirty seven (37) trees being replanted; a letter will be sent to property owners giving them the option to have a tree replanted or not. Crossland stated that these replantings will require a flagger crew.

Spring Tree Programs

Crossland distributed the Spring Tree Programs list; see attached.

Crossland asked the Commission to research any other issues that should be added or deleted from this Spring Tree Planting list. Volkman asked if a list of tree options will be created for the Scott Street replanting; Crossland replied that the letter will give the property owners some options. Crossland stated that the Commission may be compensated for the cost of replanting trees on Scott Street in next year's budget; adding that bids will be due by early March for the Spring contracts.

City of Napoleon, Ohio

PARKS & RECREATION COMMITTEE

LOCATION: City Hall Offices, 255 West Riverview Avenue, Napoleon, Ohio

Meeting Agenda

Monday, January 19, 2015 at 6:15pm

- I. Call to Order
- II. Approval of Minutes
- III. Discussion/Action: Golf Course Rates
- IV. Any other Items Currently Assigned to Committee
- V. Adjournment

Gregory J. Heath, Finance Director/Clerk of Council

City of Napoleon, Ohio
PARKS AND RECREATION COMMITTEE

Meeting Minutes
Monday, July 21, 2014 at 6:15 PM

PRESENT	
P&R Committee	Jeff Comadoll – Chair, Jason Maassel, Heather Wilson
City Staff	Tony Cotter, Parks & Recreation Director Gregory Heath, Finance Director/Clerk of Council
Recorder	Tammy Fein
Others	News Media; Joel Miller, Henry County Chamber of Commerce; Patrick McColley, Rotary Club
ABSENT	
P&R Committee	None
Call To Order	Chairperson Comadoll called the meeting to order at 6:15 pm.
Approval Of Minutes	Minutes of the April 21 meeting stand approved as presented with no objections or corrections.
Pocket Park Proposal	<p>Cotter distributed a memo regarding the Pocket Park Proposal; see attached.</p> <p>Miller presented the background information regarding the Pocket Park Proposal; Miller stated the previous insurance issues have been settled regarding this property; the Chamber had discussed donating the property to the City while the Chamber and the Rotary Club will fund the full project including a Nature Works grant. Miller stated that Rod Derrow, the current property owner, would like to donate this as a park to be used by residents on a daily basis. Miller stated the proposed project would have an up-lit cascading fountain with the rest of the park in front of the current fence; adding that the park is being designed to need the least amount of maintenance possible. Miller added that the City would not have any extra maintenance responsibilities other than picking up the refuse. Miller stated that the proposed design of the park would include a movable stage, picnic tables, along with some sort of siding with old time ads matching the ads on the buildings downtown. Miller stated that the Parks and Recreation Board approved the Park based on this concept; and now the Rotary has teamed up with the Chamber to help with this project. Miller is asking the City to take ownership with the responsibilities being placed on the Chamber. Hayberger will speak with Derrow regarding the specifics of the contract to match the concept. Miller added that wi-fi may be added so residents could conduct business in the park as well.</p> <p>Wilson believes this to be a phenomenal idea, however the cascading water fountain concerns her regarding liability; Miller stated it would be a small trough circulating through a sump pump through pipes and there would be no room for injury, adding that the trough would be covered to keep leaves out. Comadoll asked if there would be new water lines; Miller stated no, it would be run off of one of Derrow’s current water lines from one of the nearby buildings that Derrow owns. Miller will speak with a local engineering firm on the specifics regarding the fountain.</p>



UPdate

A weekly newsletter presented by AMP President/CEO Marc Gerken

January 9, 2015

December 2014: Market prices and congestion turn out below average

By Mike Migliore – assistant vice president of power supply planning & transmission

December weather turned out warmer than normal. In Columbus, 2014 was the first December in 73 years without measurable snowfall. The warm temperatures combined with abundant generation in PJM and MISO led to moderate market prices. December's average market rate was the weakest monthly price in 2014, easily beating August and September, which were the next lowest. This is not unprecedented, though. 2011 had a balmy December, which also led to the lowest market prices occurring in the last month of the year. December congestion costs remained below expectations throughout PJM and MISO.

AVERAGE DAILY RATE COMPARISONS

	December 2014 \$/MWh	November 2014 \$/MWh	December 2013 \$/MWh
A/D Hub 7x24 Price	\$32.32	\$37.58	\$35.86
PJM West 7x24 Price	\$33.31	\$39.45	\$41.20
A/D to AMP-ATSI Congestion/Losses	\$1.22	\$1.20	\$2.45
A/D to Blue Ridge Congestion/Losses	\$1.52	\$2.39	\$0.94
A/D to PJM West Congestion/Losses	\$0.99	\$1.87	\$5.34
PJM West to PP&L Congestion/Losses	-\$3.39	\$1.00	-\$0.86
IND Hub to A/D Hub Congestion/Losses	\$1.11	\$1.58	\$0.75

FERC accepts Dayton distribution service rate increase

By Chris Norton – director of market regulatory affairs

On Dec. 30, 2014, the Federal Energy Regulatory Commission (FERC) issued an order accepting Dayton Power & Light's (DP&L) filings to increase the wholesale distribution service rates that DP&L charges to AMP's members interconnected to the DP&L system at voltages below 69 kV. FERC accepted the filings effective Jan. 1, 2015, subject to refund. FERC also ordered a hearing on the new rate and directed the parties to engage in settlement talks prior to the hearing.

In their Oct. 3, 2014 filings, DP&L proposed a distribution service rate of \$4.17 kW-month. The new rate would apply to Arcanum, Eldorado, Lakeview, Mendon, Waynesfield and Yellow Springs. The rate increase is in excess of 200 percent.

AMP hired Al Robbins of Jennings Strouss as legal counsel and Sawvel & Associates for rate consulting to protest the rate increase. Their services

see DAYTON Page 2

Energy prices dip lower

By Craig Kleinhenz – manager of power supply planning

The recent bitter cold has done little to move natural gas prices. February natural gas prices closed yesterday up \$0.04/MMBtu from last week, finishing at \$2.93/MMBtu. The current level of natural gas prices has not been seen since the summer of 2012.

This has resulted in lower long-term power prices. 2016 power finished yesterday at \$41.16/MWh, which is \$0.73/MWh lower than last week.

AFEC weekly update

By Craig Kleinhenz

After a quiet weekend, AFEC roared to life for this week's cold weather. AFEC was dispatched offline for last Friday through Monday morning. Monday through Thursday saw the plant online every hour. During the morning and evening peak hours, the plant generated at base maximum levels. Due to the cold, overnight dispatch was usually above base minimum levels for most hours. Duct burners were used 15 hours on Thursday, resulting in a 95 percent load factor for the day. The plant ended the week with a 46 percent load factor (based on 675 MW).

AMP to offer webinars on CPower demand response

By Harry Phillips – director of marketing/member relations

The first year of the AMP-Comverge program was successful, offering demand response revenues of over \$60,000 to retail customers in two AMP communities. In October 2014, the AMP Board of Trustees authorized a two-year extension to the partnership. While the program continues with the same contract, Comverge and Constellation Energy combined their demand response commercial and industrial entities last year. The new organization is called

continued on Page 2

DAYTON *continued from Page 1*

will continue through the settlement talks and a hearing, if necessary. Based on the FERC order, DP&L will begin charging the new rate for distribution service in January 2015. Once a final rate is determined, either through settlement or by a hearing, DP&L would be required to refund any difference between the \$4.17 rate and the final rate, plus interest.

OSHA delays enforcement on parts of rule updates

By Michelle Palmer, PE – assistant vice president of technical services

The Occupational Safety and Health Administration (OSHA) has extended the enforcement deadline for certain parts of its recent rule updates on workplace safety standards for an additional month and a half.

According to a memorandum issued by OSHA on Dec. 16, regulations will not be enforced until February for the following items – a temporary citation policy will continue to be used.

- 29 CFR 1910.137(b) OSHA General Industry Standard for electrical protective devices
- 29 CFR 1910.269 general industry standard Electrical Power generation, transmission and distribution
- 29 CFR 1926.97 OSHA Construction Standard for Electrical Protective Equipment
- 29 CFR 1926 Subpart V Construction Standards for Electric Transmission and Distribution

Please note that some of OSHA's new rules are already in effect.

AMP's four-part webinar series on the updates are available on the Member Extranet section of the [AMP website](#). The one-hour webinars are a great way to familiarize or refresh on OSHA's 2015 compliance dates and requirements.

The American Public Power Association is also offering a Feb. 2 course on the new safety rule. Click [here](#) for additional details or to register.

For questions or more information, email to newOSHArule@amppartners.org, contact me at 614.540.0924 or mpalmer@amppartners.org, Gary Keffer at gkeffer@amppartners.org or 614.540.0998, or any member of AMP's safety team.

DECEMBER OPERATIONS STATISTICS

	December 2014	December 2013
JV6 Wind Output	17%	32%
Belleville Output	96%	64%
Fremont Energy Center Output	45%	25%
Blue Creek Wind Output	30%	42%
Napoleon Solar Output	10%	11%
Prairie State Output	78%	77%
Avg. A/D Hub On-Peak Rate	\$35/MWh	\$40/MWh

*Fremont capacity factor based on 675 MW rating
 *Solar capacity factor based on 3.54 MW rating
 *PS capacity factor based on 1,582 MW rating

On Peak (16 hour) prices into AEP/Dayton Hub

Week ending Jan. 9

MON	TUE	WED	THU	FRI
\$33.61	\$35.45	\$49.78	\$51.09	\$49.41

Week ending Jan. 2

MON	TUE	WED	THU	FRI
\$31.84	\$33.59	\$32.44	\$27.79	\$28.41

AEP/Dayton 2016 5x16 price as of Jan. 9 — \$41.16

AEP/Dayton 2016 5x16 price as of Jan. 2 — \$41.89

CPower demand response

continued from Page 1

Enerwise and is doing business as CPower.

By partnering with AMP and CPower, member communities can enroll retail customers in PJM's demand response program. This provides revenue to both the municipality and the retail customer and maintains existing long-term marketing relationships. The program also includes a Transmission Peak Shaving (1 CP) aspect. Marketing will be jointly conducted by CPower, AMP and the municipality – at the municipality's direction. The program operates exclusively through the member community.

Two webinars have been scheduled to offer more information about the CPower program. The same content will be offered at both. The webinars are scheduled for 10 a.m. Tuesday, Jan. 20, and 2 p.m. Thursday, Jan. 29. To register for a webinar, please contact Keila Marlowe at 614.540.6909 or kmarlowe@amppartners.org.

Enrollment in the AMP/CPower DR Program for the 2015-2016 delivery year has already begun. Retail customers need to be enrolled with CPower by April 15, 2015. Please note that the capacity for this program is allocated on a first-come, first-served basis. In particular, capacity in the ATSI zone for 2015-2016 is limited and ATSI rates are higher than they have been in the past. AMP members are encouraged to move forward with the program as soon as possible, in order to secure capacity for their customers.

Should you have any questions concerning the program, please feel free to contact me at hphillips@amppartners.org or 614.540.0846.

AMP offers NERC update

By Art Iler – director of reliability standards compliance

AMP, in coordination with Utility Services Inc., will host its monthly NERC update call and webinar for members from 1:30 to 2:30 p.m. on Jan. 15, 2015.

Topics to be discussed include: annual self-certifications; revisions to the TOP and IRO standards; revisions to the CIP V5 standards; standards newly effective in 2015; and the upcoming NERC workshops on RAI and auditor training. The presentation will be followed by a question and answer session.

Please contact me with questions, and for the dial-in number and webinar instructions at ailer@amppartners.org or 614.540.0857.

Part-time village administrator needed in Village of Beach City

The Village of Beach City is seeking a part-time village administrator. Position is responsible for the drafting, promulgation and administration of by-laws and regulations related to the Public Utilities of the Village which must be consistent with village or state laws. Hours will range from 800 to 1,100 annually, along with emergency call outs. Experience and education in the areas of leadership and management, independent judgment in decision making, purchasing, water, sewer, and electric distribution, along with job site assistance to department workers. Hourly rate (no additional benefits) will commensurate with experience.

A detailed job description along with applications can be obtained at the Village Hall, 105 E. Main St., Beach City, Ohio, Jan. 12 through Jan. 23, 2015. Applications must be completed on site between the hours of 9 a.m. to 3 p.m. weekdays.

City of Cleveland seeks candidates for open positions

The City of Cleveland Department of Public Utilities is accepting applications for the following positions. Click [here](#) for complete job descriptions. All interested applicants should submit a cover letter and resume to Danyelle Conner, DPU Employment Services Manager, 1201 Lakeside Ave., Cleveland, Ohio 44114, email to dconner@clevelandwpc.com or fax to 216.664.1089.

- **Chief Electric Transmission Operator** (\$82,416) – This position performs the daily operations of a system operator in charge of a shift, which includes monitoring Supervisory Control and Data Acquisition (SCADA) computer screens and reporting alarms and/or unusual occurrences. Operator obtains and maintains any certifications or licenses which may be required by the following organizations or their successors: Federal Energy Regulatory Commission (FERC), North American Electric Reliability Corporation (NERC), Reliability First Corporation (RFC), PJM Interconnection (PJM), or other industry or governmental authority. Requirements and qualifications include: A high school diploma or GED; four years of responsible full time paid experience operating utility, industry, or military advanced electrical control equipment (substitution – one year of college education in a relevant technical field may be substituted for each year of experience lacking, up to two years). Must hold at least one of the following current NERC certifications: Reliability Operator (RC); Balancing, Interchange and Transmission Operator (BT); or Transmission Operator (TO). Also must hold a current Transmission System Operator PJM certification. Must possess a valid state of Ohio Driver's License. Supervisory experience is preferred.

- **Transmission Operations Manager** (\$83,000 to \$85,000) – the direction of the Superintendent of Purchase Power, this position provides direct supervision of Cleveland Public Power's transmission operators. Duties include providing direction to personnel, and developing and delivering training materials and administering the training program for transmission operators and field personnel.

see CLASSIFIEDS Page 4

'Today in America' show highlights City of Dover

The City of Dover was a featured community on the national television show "Today in America" with Terry Bradshaw as one of America's Cities of Distinction. The segment focuses on Dover's historic charm and modern vision. It also mentions the benefits of Dover's public power and business development.

In the video, Dover Mayor and OMEA Board President Richard Homrighausen comments that Dover is only one of four municipals in the state of Ohio to have its own electric plant.

A video clip can be viewed [here](#).

"Today in America" blends business news stories, lifestyle features and in-depth interviews with doctors, scientists, inventors, business owners, philanthropists and newsmakers from a variety of industries. The show is filmed on location in cities around the world.

AMP member Ephrata was also highlighted by the show in June 2013.

USEPA to issue GHG rules for power plants in mid-summer

Provided by the American Public Power Association

The U.S. Environmental Protection Agency (USEPA) has announced a revised schedule for issuing final greenhouse gas (GHG) emissions rules for power plants under Sections 111(b) and 111(d) of the Clean Air Act (CAA).

The USEPA now projects a "mid-summer 2015" timeframe for simultaneously issuing final rules for new, existing and modified/reconstructed plants. This new timeframe is several weeks past the original June 1, 2015, deadline for a final rule for existing plants, and it is several months past the Jan. 8, 2015, statutory deadline for issuing a final rule for new plants. This will affect the ensuing deadlines for state plans, compliance, etc.

USEPA also plans to propose a federal GHG reduction plan in summer 2015 for existing power plants, which states can use as a guideline when crafting their own rules – and that USEPA would implement if a state refused to submit its own plan to the agency.

A fact sheet concerning the USEPA rulemaking timeline can be found [here](#).



News or Ads?

Call Krista Selvage at 614.540.6407 or email to kbselvage@amppartners.org if you would like to pass along news or ads.





Manager participates in PJM member committees, works with regulatory compliance, and coordinates compliance activities of transmission operators in preparation for NERC and PJM audits and other enforcement processes. Requirements and qualifications include: a bachelor's degree in engineering or a related technical field from an accredited four-year college or university; five years of full time paid experience in electric utility operations or related area, with at least two years of full-time paid supervisory experience (substitution – five years of progressively responsible paid experience in a related position). Must be able to be on call to assist in system emergency operations, have a valid State of Ohio Driver's License, and hold current NERC and PJM certifications. Experience in electric utility transmission operations and in administering formal training programs is preferred.

Open positions available at AMP

American Municipal Power, Inc. (AMP) is seeking applicants for the following positions. For complete job descriptions, please visit the "careers" section of the [AMP website](#) or email to Teri Tucker at tucker@amppartners.org.

- **Director of Energy Policy and Sustainability** – This position is responsible for the day-to-day implementation and coordination of Board and Executive Management approved sustainability programs and functions throughout the organization. Also responsible for energy policy analysis. A minimum of a four-year business, sustainability, public policy or science/engineering-related degree is required. Candidates must have five or more years of project management experience, must demonstrate an understanding of electric-related clean energy technologies and electric industry sustainability services, and must possess experience with contracts and budgets. Electric utility industry, regulatory agency and/or municipal government experience is preferred. This position may require periodic travel throughout AMP footprint states.
- **Energy Analyst** – The basic function of the energy analyst is to process and analyze energy supply, transmission, and other power requirements and costs for AMP members. A bachelor's degree in engineering and more than three years of relevant professional experience are required. Prior electric power or related industry experience is preferred.

City of Bowling Green seeks civil engineer candidates

The City of Bowling Green Engineering Division is seeking candidates for a Civil Engineer position: Pay Band 5: \$52,874 to \$79,290. Salaried exempt position assists City Engineer with supervision of activities of the Engineering Division; plan, design, review plans; project management of infrastructure improvements including transportation, drainage, waterline and sanitary sewers. Reviews plans of private and public improvements; oversees planning, design, and management of public works projects; supervises project inspection; attends committee meetings at TMA-COG, etc. Registration as a Professional Engineer in Ohio preferred; five to seven years of relevant experience; and must have a current Ohio Driver's License.

Interested persons must complete an application packet (includes job description) that is available in the Personnel Department, City of Bowling Green, 304 N. Church St., Bowling Green, OH 43402. Online application available [here](#). Resumes alone are unacceptable. For information contact the Personnel Dept: 419.354.6200. Email: BGPersonnel@bgohio.org; fax: 419.352.1262. Deadline for making application is 4:30 p.m. Jan. 12, 2015. AA/EEO

City of Columbus is accepting Engineer II applications

The City of Columbus Department of Public Utilities is seeking qualified candidates for the position of Engineer II. This position is responsible for performing professional engineering work such as planning, designing, and reviewing improvement projects and working with distribution management and AEP Senior Dispatchers on transmission outages.

To qualify, candidates must have a valid State of Ohio certificate as a registered Professional Engineer and one year of professional engineering experience. Substitution: Possession of a valid State of Ohio certificate as a registered Professional Engineer and five years of practical engineering experience. Must possess a valid driver's license. Salary \$59,134-\$88,670.

Those interested should submit an application to the Civil Service Commission by applying online at www.csc.columbus.gov by Jan. 20, 2015. Please attach a resume to your application. If you prefer to mail in a paper application, please mail it to the address below. Pre-employment medical/drug screen and background investigation required if selected. EOE. Applicants may inspect and acquire a copy of the City of Columbus, Department of Public Utilities EEO Plan by visiting the DPU website at <http://utilities.columbus.gov/>.

Contact Person: Nikole Pettus, 910 Dublin Road, Columbus, OH 43215; Phone: 614.645.1494; Fax: 614.645.0500; DPURecruitment@columbus.gov.

Monroeville seeks village administrator candidates

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This position oversees eight full-time employees and indirectly oversees the operations of village departments that include streets, parks, water distribution and treatment, electric department and zoning, and excludes the fiscal officer, income tax department and police department. See Ohio Revised Code Section 735.273 for Administrator Powers and Duties. Village residency may be required within six months of appointment. Interested candidates should submit a cover letter, resume, salary history and at least three professional references on or before Feb. 8, 2015 to the Administrative Offices, 2 S. Main St., PO Box 156, Monroeville, OH 44847. Monroeville is an EOE.



UPdate

A weekly newsletter presented by AMP President/CEO Marc Gerken

January 16, 2015



Energy Cabinet tours Cannelton

AMP staff and members of the Kentucky Energy Cabinet toured the Cannelton Hydroelectric Facility on Jan. 13. Cabinet members in attendance included John Lyons, assistant secretary for climate policy; John Davies, deputy commissioner, Department for Energy Development and Independence; Michael Kennedy, assistant director of fossil energy development; and Kenya Stump, assistant director of renewable energy.

ATSI increases transmission rate

By Chris Norton – director of market regulatory affairs

The Federal Energy Regulatory Commission (FERC) issued an order accepting American Transmission System Inc.'s (ATSI) filing to switch from a historical formula transmission rate to a forward-looking formula transmission rate on Dec. 31, 2014. In the order, FERC accepted the new rate effective Jan. 1, 2015, subject to refund, set the rate for hearing and directed the parties to engage in settlement talks prior to the hearing.

The new formula rate, filed on Oct. 31, 2014, would result in a transmission rate increase from \$1.60 kW-mo to \$3.08 kW-mo, about a 93 percent rate increase, absent any changes due to a settlement or as a result of a hearing.

AMP protested the proposed formula rate change. In addition to protesting the change in the formula rate, AMP protested ATSI's Return-on-

see ATSI Page 2

There's still time to register for AMP's 111(d) webinar

By Cody Dill, EI – manager of environmental affairs

As a reminder, AMP will host a webinar covering the U.S. Environmental Protection Agency's (USEPA) Carbon Pollution Emission Guidelines for Existing Stationary Source from 10 to 11 a.m. on Jan. 20, and again on Jan. 23. Also known as the 111(d) rule, these precedent-setting guidelines from USEPA propose to regulate CO₂ emissions from existing electric generating units. This rule would impact owned coal and natural gas generation, as well as wholesale electric markets.

The webinar is open to all members. AMP will discuss the legal, practical and political aspects of the rule. A summary review of comments submitted by business groups and state agencies will be included. Time will also be allotted for a question-and answer-session.

For additional information regarding webinar registration, or general questions about the rule, please contact me at cdill@amppartners.org or 614.540.6382.

Uncertain weather leads to higher prices

By Craig Kleinhenz – manager of power supply planning

Weather forecasts for the end of next week and the following week have been very inconsistent, varying between mild to severe cold. The possibility of another strong cold wave late this month has sent natural gas prices higher.

February natural gas prices closed yesterday up \$0.23/MMBtu from last week, finishing at \$3.16/MMBtu. Power prices followed natural gas higher for the week. 2016 on-peak power prices at AD Hub finished yesterday at \$41.85/MWh, which is \$0.69/MWh higher than last week.



ATSI continued from Page 1

Equity (ROE), the profit ATSI receives for the transmission facilities it owns. ATSI's current ROE is 12.38 percent and was set when ATSI was a member of MISO. Due to the current financial market conditions and the fact that ATSI is no longer a MISO transmission owner, FERC set ATSI's ROE for hearing as part of the formula rate dispute.

AMP will participate in settlement talks, as directed by FERC, with ATSI to try and resolve the rate dispute without a formal hearing. AMP will provide the affected members with updates as the settlement talks progress.

Reminder: AMP webinars on CPower demand response

By Harry Phillips – director of marketing/member relations

As a reminder, AMP is offering two webinars for more information regarding the CPower program. The same content will be offered at both webinars, scheduled for 10 a.m. Tuesday, Jan. 20, and 2 p.m. Thursday, Jan. 29. To register for a webinar, please contact Keila Marlowe at 614.540.6909 or kmarlowe@amppartners.org.

By partnering with AMP and CPower, member communities can enroll retail customers in PJM's demand response program. This provides revenue to both the municipality and the retail customer and maintains existing long-term marketing relationships. The program also includes a Transmission Peak Shaving (1 CP) aspect. Marketing will be jointly conducted by CPower, AMP and the municipality – at the municipality's direction. The program operates exclusively through the member community.

Enrollment in the AMP/CPower DR Program for the 2015-2016 delivery year has already begun. Retail customers need to be enrolled with CPower by April 15, 2015. Please note that the capacity for this program is allocated on a first-come, first-served basis. In particular, capacity in the ATSI zone for 2015-2016 is limited and ATSI rates are higher than they have been in the past. AMP members are encouraged to move forward with the program as soon as possible, in order to secure capacity for their customers.

Should you have any questions concerning the program, please feel free to contact me at hphillips@amppartners.org or 614.540.0846.

ANNUAL OPERATIONS STATISTICS		
	2014	2013
JV6 Wind Output	23%	23%
Belleville Output	80%	77%
Fremont Energy Center Output	40%	46%
Blue Creek Wind Output	29%	31%
Napoleon Solar Output	17%	17%
Prairie State Output	70%	61%
Avg. A/D Hub On-Peak Rate	\$52/MWh	\$41/MWh

*Fremont capacity factor based on 675 MW rating
 *Solar capacity factor based on 3.54 MW rating
 *PS capacity factor based on 1,582 MW rating

On Peak (16 hour) prices into AEP/Dayton Hub

Week ending Jan. 16

MON	TUE	WED	THU	FRI
\$37.46	\$42.69	\$44.64	\$43.62	\$37.84

Week ending Jan. 9

MON	TUE	WED	THU	FRI
\$33.61	\$35.45	\$49.78	\$51.09	\$49.41

AEP/Dayton 2016 5x16 price as of Jan. 16 — \$41.85

AEP/Dayton 2016 5x16 price as of Jan. 9 — \$41.16

AFEC weekly update

By Craig Kleinhenz

Cool weather has resulted in another strong production week for AFEC. The plant was online for the entire week. During every morning and evening peak the plant was operating at base maximum levels (the lone exception to this was Sunday morning). Tuesday and Wednesday even saw the plant at base maximum levels for the entire day.

Duct burners were used 27 hours this week mostly on Wednesday and Thursday during the morning and evening peaks. This resulted in eight hours of production at 704 MW or higher (the plant hit 705.5 MW on Wednesday morning). The running at base maximum levels overnight and the use of ducts during the on-peak hours on Wednesday resulted in a 96 percent load factor for the day. The plant ended the week with a 79 percent load factor (based on 675 MW).

Member Directory updated

Updates have been made to the AMP Member Directory. The directory is located on the Member Extranet section of the [AMP website](#) (login required). On that web page, you will also find a document that details all the changes made since the last directory update. Please contact Bethany Kiser at 614.540.0945 or bkiser@amppartners.org if there are changes to your community's directory page.

Calendar

Jan. 20 and Jan. 23—AMP 111 (d) webinar
 10 to 11 a.m., email to cdill@amppartners.org

Jan. 20—AMP CPower program webinar
 10 a.m. email to kmarlowe@amppartners.org

Jan. 29—AMP Finance & Accounting
 Subcommittee meeting
 Philadelphia, Pennsylvania

Jan. 29—AMP CPower program webinar
 2 p.m. email to kmarlowe@amppartners.org

Feb. 11—Regulator, Recloser, Capacitor Safety
 AMP Headquarters, Columbus

Advanced Transformer Workshop kicks off AMP's 2015 training

By Bob Rumbaugh – manager of technical training

Eleven attendees from five members participated in AMP's Advanced Transformer Workshop on Jan. 14 at AMP headquarters. The one-day workshop focused on advanced transformer theory and a review of transformer connections. The course is designed to provide an in-depth knowledge of transformer sizing, fuse sizing and three-phase transformer banking.

AMP's next course in the lineup will be Regulator, Recloser, Capacitor Safety on Feb. 11 at AMP headquarters. There are still spots available. Please contact Jennifer Flockerzie, technical services program coordinator, at jflockerzie@amppartners.org or 614.540.0853 with questions, for more information or to register for a course. The 2014-15 Training Catalog is available on the Member Extranet section of the [AMP website](#).



Rural Energy for America Program provides funding assistance

By Bob DeWitt, EIT, CEM – director of energy efficiency & business development services

The Department of Agriculture, Rural Business-Cooperative Services (Agency) announced the acceptance of applications under the Rural Energy for America Program (REAP). The program is designed to help agricultural producers and rural small businesses reduce energy costs and consumption and help meet the nation's critical energy needs.

The REAP grant solicitation is applicable to qualified end users (agricultural producers and rural small businesses) as well as to public power entities, rural electric cooperatives and other entities as defined in 16 U.S.C. 3451, who serve agricultural producers and rural small businesses. The Notice of Final rules and the FY15 Notice of Solicitation of Applications (NOSA) is published in the Federal Register/Vol. 79, No. 248/Monday, Dec. 29, 2014.

REAP has two types of funding assistance: Renewable Energy Systems and Energy Efficiency Improvements Assistance, and Energy Audit and Renewable Energy Development Assistance Grants. Renewable Energy Systems and Energy Efficiency Improvements Assistance provides grants and guaranteed loans to qualified producers and businesses to purchase and install renewable energy

systems and make energy efficiency improvements to their operations.

Recipients of the Energy Audit and Renewable Energy Development Assistance grant will establish a program to assist agricultural producers and rural small businesses with evaluating energy efficiency and the potential to incorporate renewable energy technologies into their operations. Grants will be awarded based on scoring criteria as set forth in the Notice of Final rules and the FY15 Notice of Solicitation of Applications (NOSA).

Among the major rule changes are a three-tier grant application process and selective changes in scoring criteria. Application windows are listed in the table below. Further information regarding this NOSA and the final rule can be obtained by contacting your regional USDA Rural Development Energy Coordinator for your respective state as identified via the following link: http://www.rurdev.usda.gov/BCP_Energy_CoordinatorList.html.

If you are interested in providing REAP grant subsidized energy audits to qualified agricultural producers and rural small businesses served by your municipal utility, please contact me at 614.540.0849 or bdewitt@amppartners.org.

APPLICATION	Application window opening dates	Application window closing dates
Renewable Energy Systems and Energy Efficiency Improvement Grants (Over \$20,000 and Combinations)	July 8, 2014	April 30, 2015
Renewable Energy Systems and Energy Efficiency Improvement Grants (\$20,000 or less not competing for set aside funds. Over \$20,000 and Combinations)	May 1, 2015	June 30, 2015
Renewable Energy Systems and Energy Efficiency Improvement Grants (\$20,000 or less competing for set aside funds)	July 8, 2014	April 30, 2015
Renewable Energy Systems and Energy Efficiency Improvement Guaranteed Loans	Aug. 1, 2014	Continuous application cycle
Energy Audit and Renewable Energy Development Assistance Grants	Dec. 29, 2014	Feb. 12, 2015



Ephrata seeks electric lineworker

The Borough of Ephrata is a small community located in Lancaster County, PA. Ephrata is located within one-two hours from three major cities: Philadelphia, Baltimore and New York. The borough has approximately 6,600 meters in a service area of 3.4 square miles.

Working as part of a team, use your technical, analytical and electrical knowledge to deliver reliable electric service to our customers. The 1st Class Electric Lineman position will be responsible to perform inspections, maintenance, operations and construction work on the substations, transmission, distribution and street lighting systems. Work on circuits up to 13.2 kV with hot sticks and/or with rubber protective equipment in aerial buckets and in required safety apparel.

Applicants must possess: minimum Class B motor vehicle license; minimum of four years of work experiences for a public or private utility or completion of a recognized apprenticeship program, demonstrate thorough working knowledge of transformer connections, phasing, testing line inspections, emergency sectionalizing, meter and service installation; must be able to climb utility poles and perform work up to 60 feet above the ground. Lineworker must reside within 30 minutes of Ephrata to respond to call-outs.

The borough offers an attractive wage, comprehensive benefit package and a workplace with an emphasis on quality and teamwork.

Complete an application at the borough or send a resume to: Human Resources Dept., Borough of Ephrata, 124 S. State St., Ephrata, PA 17522 or skramer@ephrataboro.org. Visit website at www.ephrataboro.org. Application deadline: Feb. 6, 2015. EOE M/F/D/V

Columbus lamp servicer exam

The City of Columbus Department of Public Utilities is seeking qualified candidates for the position of Lamp Servicer. To apply, candidates must first take the open competitive examination. Applications must be submitted to the Civil Service Commission by applying online at www.csc.columbus.gov by Jan. 30, 2015. If you prefer a paper application, you may pick one up at the Civil Service Commission. Applicant Tracking is now managed by NEOGOV. If you do not already have a profile in NEOGOV, you will have to set up a new one in NEOGOV before you can submit an application.

This position is responsible for maintaining street lighting systems for the Division of Power such as installing luminaries, repairing street lighting outages, fuses, lamps, and other components, and performing work on street light controllers. This position operates a bucket truck to reach inoperative streetlights and may work with energized lines or equipment carrying up to 600 volts. To qualify you must have one year of experience working with energized electrical lines and equipment. Substitution: Successful completion of a formal training program in the general principles

of electricity or power distribution may be substituted for the required experience. Must possess a valid Class A. CDL with air brakes endorsement by the end of the 365 day probationary period. Salary \$37,876 - \$56,035. Contact the Civil Service Commission at 614.645.8300 with questions. EOE. 77 North Front St., 3rd Floor, Columbus, Ohio 43215.

Galion accepts journeyman-lineworker applications

The City of Galion will be accepting applications for a full-time journeyman/lineman beginning Monday, Jan. 19, 2015. Under general direction, linemen for the city will conduct skilled maintenance and installation of high voltage and secondary electric lines, among other duties. Applications should have knowledge of electric line maintenance techniques, materials and equipment and electrical principles.

Applicants must possess a valid Ohio license with CDL endorsement and have completed a Certified Apprentice Training course. Pay range is \$23.39-\$25.35/hour, along with an excellent fringe benefits package. If interested, applications may be obtained at www.ci.galion.oh.us and must be returned to the city in person by 4 p.m. on Friday, Feb. 6, 2015. A written exam will be administered on Feb. 9 and a performance exam on Feb. 21.

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see CLASSIFIEDS Page 5



CLASSIFIEDS continued from Page 4

Manager, 1201 Lakeside Ave., Cleveland, Ohio 44114, email to dconner@clevelandwpc.com or fax to 216.664.1089.

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