
Memorandum

To: Mayor & Members of Council
From: Monica Irelan, City Manager/rd
Subject: General Information
Date: April 1, 2016

CALENDAR

Monday, May 2nd

AGENDA: *City Council @7:00 pm*

C. APPROVAL OF MINUTES

April 18, 2016 Regular City Council Meeting Minutes

April 11, 2016 Meeting Minutes of the Joint Meeting with City Council and Water/Sewer Committee

G. INTRODUCTION OF NEW ORDINANCES AND RESOLUTIONS

1. **RESOLUTION NO. 015-16**, a Resolution Authorizing Enrollment in the Ohio Rural Water Association 2017 Workers' Compensation Pool, and Authorizing the Expenditure of Funds and Directing the City Manager to Enter into a Professional Service Contract with Comp Management, LLC, a Workers' Compensation Administrator; and Declaring an Emergency. (Suspension Requested)
2. **RESOLUTION NO. 016-16**, a Resolution Appointing a Representative to Serve on the Ohio Rural Water Association Board of Directors; and Declaring an Emergency. (Suspension Requested)

H. SECOND READINGS OF ORDINANCES AND RESOLUTIONS

1. **ORDINANCE NO. 013-16**, an Ordinance Adopting a New City Investment Policy in and for the City of Napoleon, Ohio (Investment Policy No. IP 16-0003); Repealing Ordinance No. 87-99 and Policy No. 0002 as was Periodically Amended

I. THIRD READINGS OF ORDINANCES AND RESOLUTIONS

1. **ORDINANCE NO. 009-16**, an Ordinance Amending the City of Napoleon, Ohio Engineering Department Rules and Regulations to wit: Various Sections in Rules 3, 4, 5, 6, and 7.

J. GOOD OF THE CITY (Discussion/Action)

1. Approval of City Manager Entering into Negotiations with St. Paul Methodist Church to Share Maintenance Costs and Services for the Parking Lot Lease
2. Review the Draft Assessment Policy and Assessment Percentages
 - a. I have attached a Memorandum and information on assessments

3. Approval of the Municipal Properties, Land Use & Economic Development Committee's Recommendation to Proceed with the Park Lane Project
 4. Approval of the Plans and Specs for the Park Lane Street Improvements
 - a. The plans and specifications are on file with the Finance Director's Office
 5. Acceptance of a Donation of Exercise Equipment from the General Motors Company to the City of Napoleon Fire Department
 6. Acceptance of a Donation from John and Bonnie Eddy to the City of Napoleon Fire Department for the Purchase of two (2) Lucas Automatic CPR Devices
 - a. Mayor Maassel will be presenting a *Certificate of Appreciation* to John and Bonnie.
 7. Mayor's Reaffirmation of Prior Mayoral Appointments to the Preservation Commission and Council Approval of Appointments to the Preservation Commission
- I have prepared Memorandums for Items 8 and 9, that are included in the packet
8. Approval of the Technology and Communication Committee's Recommendation to Discontinue the Business Class Special Contract with Time Warner Cable
 9. Approval of the Technology and Communication Committee's Recommendation to Renew the two (2) Year Contract with NCTV

INFORMATIONAL ITEMS

1. **CANCELLATION** – *Technology Committee*
2. **AGENDA** – *Civil Service Commission*; Tuesday, April 3rd at 4:30 pm
3. OML Legislative Bulletin/April 22, 2016

rd

Records Retention - CM-11 - 2 Years

April 2016							May 2016							June 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

 Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 7:00 PM City Council Meeting Seasonal Cleanup Week	3 4:30 PM Civil Service Commission Meeting Seasonal Cleanup Week	4 Seasonal Cleanup Week	5 Seasonal Cleanup Week	6 Seasonal Cleanup Week	7
8	9 6:30 PM Electric Committee/BOPA Meeting 7:00 PM Water/Sewer Committee Meeting 7:30 PM Municipal Properties/ED Committee Meeting	10 4:30 PM Board of Zoning Appeals Meeting 5:00 PM Planning Commission Meeting	11	12	13	14
15	16 6:00 PM Tree Commission Meeting 6:15 PM Parks & Recreation Committee Meeting 7:00 PM City Council Meeting	17	18	19	20	21
22	23 6:30 PM FINANCE & BUDGET Committee Meeting 7:30 PM SAFETY & HUMAN RESOURCES Committee Meeting	24	25	26	27	28
29	30 10:00 AM Memorial Day Parade and Program Service HOLIDAY - Memorial Day - O	31	1 6:00 PM River City Rodders Downtown Cruise-in	2	3 7:00 PM Rally in the Alley	4

City of Napoleon, Ohio

City Council

LOCATION: Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio

Meeting Agenda

Monday, May 2, 2016 at 7:00pm

- A. Attendance** *(noted by the Clerk)*
- B. Prayer & Pledge of Allegiance**
- C. Approval of Minutes:** *(in the absence of any objections or corrections, the minutes shall stand approved)*
- D. Citizen Communication**
- E. Reports from Council Committees**
 - 1. Technology & Communication Committee** met on Monday, April 25, 2016 and recommended:
 - a. Recommended the renewal of the two (2) year contract with NCTV
 - b. Recommended to discontinue the business class special contract with Time Warner Cable
 - 2. Finance & Budget Committee** did not meet on Monday, April 25, 2016 due to lack of agenda items.
 - 3. Safety & Human Resources Committee** did not meet on Monday, April 25, 2016 due to lack of agenda items.
- F. Reports from Other Committees, Commissions and Boards** *(informational only – not read)*
 - 1. Parks & Recreation Board** met on Wednesday, April 27, 2016 with the following agenda items:
 - a. Update on Spring and Summer Recreation Programming
 - b. Discussion on Capital Improvement Program
 - 2. Civil Service Commission** did not meet on Tuesday, April 26, 2016 due to lack of agenda items.
 - 3. Preservation Commission** met on Tuesday, April 26, 2016 with the following agenda items:
 - a. Discussed an application for a Certificate of Appropriateness has been requested by 716 N Perry LLC regarding the demolition of 716 N Perry Street, and for the weatherization of the North exterior wall of 714 N Perry Street. Both properties are within the City's Preservation District.
 - 4. Charter Review Commission** met on Thursday, April 28, 2016 with the following agenda items:
 - a. Approval of City Charter as drafted by the Law Director
- G. Introduction of New Ordinances and Resolutions**
 - 1. Resolution No. 015-16:** A Resolution Authorizing Enrollment in the Ohio Rural Water Association 2017 Workers' Compensation Pool, and Authorizing the Expenditure of Funds and Directing the City Manager to Enter into a Professional Service Contract with Compmanagement, LLC, a Workers' Compensation Administrator; and Declaring an Emergency
 - 2. Resolution No. 016-16:** A Resolution Appointing a Representative to Serve on the Ohio Rural Water Association Board of Directors; and, Declaring an Emergency
- H. Second Readings of Ordinances and Resolutions**
 - 1. Ordinance No. 013-16:** An Ordinance Adopting a New City Investment Policy in and for the City of Napoleon, Ohio (Investment Policy No. IP 16-0003); Repealing Ordinance No. 87-99 and Policy No. 0002 As Was Periodically Amended
- I. Third Readings of Ordinances and Resolutions**
 - 1. Ordinance No. 009-16:** An Ordinance amending the City of Napoleon, Ohio Engineering Department Rules and Regulations, to Wit: Various Sections in Rules 3, 4, 5, 6, and 7
- J. Good of the City** *Any other business as may properly come before Council, including but not limited to:*
 - 1. Discussion/Action:** Approval of City Manager entering into negotiations with St. Paul Methodist Church to share maintenance costs and services for the parking lot lease
 - 2. Discussion/Action:** Review the Draft Assessment Policy and Assessment Percentages
 - 3. Discussion/Action:** Approval of the Municipal Properties, Land Use & Economic Development Committee's recommendation to proceed with the Park Lane project
 - 4. Discussion/Action:** Approval of the Plans and Specs for the Park Lane project

- 5. Discussion/Action:** Acceptance of a donation of exercise equipment from the General Motors Company to the City of Napoleon Fire Department
- 6. Discussion/Action:** Acceptance of a donation from John & Bonnie Eddy to the City of Napoleon Fire Department for the purchase of two (2) Lucas automatic CPR devices
- 7. Discussion/Action** Mayor's reaffirmation of prior mayoral appointments to the Preservation Commission and Council approval of appointments to the Preservation Commission.
- 8. Discussion/Action:** Approval of the Technology and Communication Committees recommendation to discontinue the business class special contract with Time Warner Cable
- 9. Discussion/Action:** Approval of the Technology and Communication Committees recommendation to renew the two (2) year contract with NCTV

K. Executive Session: *(as needed)*

L. 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)*

M. 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, June 6, 2016 @ 6:15 pm)
- 2. Electric Committee (2nd Monday)**
(Next Regular Meeting: Monday, May 9, 2016 @ 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, May 9, 2016 @ 7:00 pm)
- 4. Municipal Properties, Buildings, Land Use & Economic Development Committee (2nd Monday)**
(Next Regular Meeting: Monday, May 9, 2016 @ 7:30 pm)
 - a. Updated information from Staff on Economic Development (as needed)
- 5. Parks & Recreation Committee (3rd Monday)**
(Next Regular Meeting: Monday, May 16, 2016 @ 6:15 pm)
- 6. Finance & Budget Committee (4th Monday)**
(Next Regular Meeting: Monday, May 23, 2016 @ 6:30 pm)
 - a. Review the Income tax credits in lieu of assessments for projects
- 7. Safety & Human Resources Committee (4th Monday)**
(Next Meeting: Monday, May 23, 2016 @ 7:30 pm)
2015 Regular Meetings with Townships scheduled for February and November
- 8. Personnel Committee (As needed)**
- 9. Ad Hoc Committee on Strategic Vision (As needed)**
- 10. Charter Review Commission (As needed)**

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

- 1. Board of Public Affairs (2nd Monday)**
(Next Regular Meeting: Monday, May 9, 2016 @ 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, May 10, 2016 @ 4:30 pm)
- 3. Planning Commission (2nd Tuesday)**
(Next Regular Meeting: Tuesday, May 10, 2016 @ 5:00 pm)
- 4. Tree Commission (3rd Monday)**
(Next Regular Meeting: Monday, May 16, 2016 @ 6:00 pm)
- 5. Civil Service Commission (4th Tuesday)**
(Special Meeting: Tuesday, May 3, 2016 @ 4:30 pm)
 - a. Approve Applicants for Firefighter/Paramedic Civil Service test*(Next Regular Meeting: Tuesday, May 24, 2016 @ 4:30 pm)*
- 6. Parks & Recreation Board (Last Wednesday)**
(Next Regular Meeting: Wednesday, May 25, 2016 @ 6:30 pm)
- 7. Privacy Committee (2nd Tuesday in May & November)**
(Next Regular Meeting: Tuesday, May 10, 2016 @ 10:30 am)
- 8. Records Commission (2nd Tuesday in June & December)**
(Next Regular Meeting: Tuesday, June 14, 2016 @ 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
Meeting Minutes
Monday, April 18, 2016 at 7:00pm

PRESENT	
Council	Travis Sheaffer – President, Patrick McColley – President Pro Tem, Dan Baer, Joe Bialorucki, Jeff Comadoll, Rita Small, Jon Tassler
Mayor	Jason P. Maassel
Law Director	Lisa L. Nagel
Finance Director/ Clerk Of Council	Gregory J. Heath
Recorder	Anne Taylor
City Staff	Robert Weitzel, Police Chief Chad Lulfs, Director of Public Works Dan Wachtman, MIS Administrator Scott Hoover, Water Plant Superintendent Clayton O’Brien, Fire Chief
Others	News Media; NCTV
ABSENT	
Council	Monica Irelan, City Manager
Others	
Call To Order	President Sheaffer called the meeting to order at 7:00 pm with the Lord’s Prayer followed by the Pledge of Allegiance.
Approval Of Minutes	Minutes of the April 4, 2016 Council meeting stand approved as read with no objections or corrections.
Recognition of Police Officers	Mayor Maassel recognized Officer Evanoff for his superior service to the City. Evanoff was responding to a car unlock at the City Police Departments practice range and heard a gunshot. Evanoff found a victim, called for first aid and began administering first aid to the victim. Two (2) additional Officers and the Dispatcher worked together to get the scene under control along with off duty Chief Weitzel responding. The Mayor expressed his pride in our emergency response teams and the team work displayed at this incident. Evanoff was awarded an Honor of Meritorious Service for saving a life on April 5, 2016. Evanoff was presented with a Certificate of Appreciation, Plaque to be displayed at the Napoleon Police Department. Mayor Maassel applied a medal to Officer Evanoff’s uniform. Evanoff responded that Police Officers make quick decisions every day and felt he made the best decision he could at the time. Sheaffer expressed that Napoleon’s Safety Response Teams lead the way and are a model for other departments in the area. Sheaffer thanked the Departments for the service they provide to our community.

Citizen Communication None

Reports From Committees

The Parks & Recreation Committee did not meet on Monday, April 18, 2016, due to lack of agenda items.

Chairman Sheaffer reported that the Electric Committee met on Monday, April 11, 2016 and recommended:

1. Approval of Power Supply Cost Adjustment Factor

The Water, Sewer, Refuse, Recycling & Litter Committee met on Monday, April 11, 2016 and reviewed the update of Water Treatment Plant Rehabilitation Design. Comadoll reported all bids were rejected.

The Municipal Properties, Buildings, Land Use & Economic Development Committee met on April 11, 2016 and McColley reported the committee recommended:

1. Referred the St. Paul Methodist Parking Lot Lease to the City Manager to enter into negotiations with St. Paul Methodist Church to share maintenance costs and services
2. Referred the draft Assessment Policy to the full body of Council
3. Referred the issue of income tax credits in lieu of assessments for projects to the full body of Council
4. Referred a recommendation to move forward with a 50% forced assessment of the project cost for Round House Road to the full body of Council
5. Referred to the full body of Council the Park Lane project to approve the plans as designed with full sidewalks

Introduction Of Ordinance No. 013-16: An Ordinance Adopting a New City Investment Policy in and for the City of Napoleon, Ohio (Investment Policy No. IP 16-0003); Repealing Ordinance No. 87-99 and Policy No. 0002 As Was Periodically Amended

President Sheaffer read by title Ordinance No. Ordinance No. 013-16: An Ordinance Adopting a New City Investment Policy in and for the City of Napoleon, Ohio (Investment Policy No. IP 16-0003); Repealing Ordinance No. 87-99 and Policy No. 0002 As Was Periodically Amended

Motion To Approve First Read

Motion: Tassler
Second: Comadoll
To approve First Read of Ordinance No. 013-16

Discussion

Heath reported the Finance and Budget Committee reviewed the amended Investment Policy; referred the Investment Policy back to Council; and Council directed the Law Director to draft legislation for the new Investment Policy as amended by the Committee. Heath advised the Investment Policy with all updated amendments was available in the Council packet for review.

Passed
Yea-7
Nay-0

Roll call vote to approve First Read of Ordinance No. 013-16
Yea-Baer, Bialorucki, Tassler, Small, McColley, Sheaffer, Comadoll
Nay-

**Introduction Of
Resolution No. 014-16
Titled, “A Resolution
Approving Revision No.
3 to the Contract with
the Henry County
General Health
District; City Contract
No. 2016-13; and
Declaring an
Emergency.”**

President Sheaffer read by title Resolution No. 014-16 is titled, “A Resolution Approving Revision No. 3 to the Contract with the Henry County General Health District; City Contract No. 2016-13; and Declaring an Emergency.”

Discussion

Nagel reported there is a long contractual history with the Henry County General Health District, with different entities involved. A District Licensing Council was created in 2002 in response to state legislation passed in late 2001. As part of that legislation, the District Licensing Council was responsible for appointing one (1) member to the Board of Health. State legislation was recently passed that allowed District Licensing Councils to be permissive, rather than mandatory. As such, the Henry County Board of Health officially dissolved the District Licensing Council effective March 31, 2016. As such, a new contract is needed in order to restore the number of Board of Health members appointed by the District Advisory Council to five (5). (When the District Licensing Council still existed, the District Advisory Council only appointed four (4) members to the District Board of Health of Henry County because the District Licensing Council appointed the fifth member). In summary, this legislation has no effect on the City – the City’s long-standing responsibility for appointing two (2) Board of Health members remains unchanged. The seven (7) current members of the District Board of Health of Henry County are: Doug Lindsey, M.D.; Joel Miller; Sharon Miller; Roger Richard; Alice Schwiebert, R.N.; Char Weber; and Al Wiederwohl. We have asked for suspension of the rules and emergency passage with this legislation in order for the contract to be signed and submitted to the Ohio Department of Health as soon as possible.

**Motion To Suspend
The Rules Requiring
Three (3) Readings**

Passed
Yea-5
Nay-0
Abstain- 2

Passed
Yea-5
Nay-0
Abstain-2

**Second Read Of
Ordinance No. 009-16
an Ordinance
Amending the City of
Napoleon, Ohio
Engineering
Department Rules and
Regulations, To Wit:
Various Sections in
Rules 3, 4, 5, 6, and 7.**

**Motion To Approve
Second Read**

Discussion

Passed
Yea-7
Nay-0

**Third Readings Of
Ordinances And
Resolutions**

GOOD OF THE CITY

Discussion/Action

**Motion To Approve
Power Supply Cost
Adjustment Factor**

Passed
Yea-7
Nay-0

Motion:Tassler Second: Comadoll
To suspend the Rules requiring three (3)Readings

Roll call vote on above motion:
Yea- Bialorucki, Tassler, Small, Sheaffer, Comadoll
Nay-0
Abstain- Baer, McColley

Roll call vote to pass Resolution No. 014-16 under Suspension of the Rules
Yea- Bialorucki, Tassler, Small, Sheaffer, Comadoll
Nay-0
Abstain- Baer, McColley

President Sheaffer read by title Ordinance No. 009-16, an Ordinance amending the City of Napoleon, Ohio Engineering Department Rules and Regulations, to wit: various sections in Rules 3, 4, 5, 6, and 7.

Motion: McColley Second: Comadoll
To approve Second Read of Ordinance No. 009-16

Nagel advised there are no changes from first reading.

Roll call vote to approve Second Read of Ordinance No. 009-16
Yea- Baer, Bialorucki, Tassler, Small, McColley, Sheaffer, Comadoll
Nay-0

There were no Third Readings of Ordinances and Resolutions.

Motion: Comadoll Second: Bialorucki
To accept the recommendation for approval of the Power Cost Adjustment Factor for April, 2016 as follows:
PSCAF three (3) month averaged factor: - \$0.00289; JV2: - \$ 0.014673;
JV5: - \$ 0.014673

Roll call vote on above motion:
Yea- Baer, Bialorucki, Tassler, Small, McColley, Sheaffer, Comadoll
Nay-0

**Motion To Approve
the 2016 Tax Incentive
Review Council
Regarding CRA
Agreements**

Motion:Tassler
To Approve the 2016 Tax Incentive Review Council (TIRC) Regarding CRA
Agreements
Second: McColley

Discussion

See Attached Memo from Law Director Lisa Nagel

Passed
Yea-7
Nay-0

Roll call vote on above motion:
Yea- Baer, Bialorucki, Tassler, Small, McColley, Sheaffer, Comadoll
Nay-0

**Water Treatment Plant
UV Disinfection
Improvements Project**

See Attached Memo from Director of Public Works Chad Lulfs
Comadoll stated citizens upset with the additional \$400,000.00 with Lulfs
stating that the additional amount will come off the total estimate of the project
that will be finished at a later date. Lulfs stated he was not notified of any
addendum before the last bid opening. Sheaffer advised a portion of the
\$400,000.00 additional are items that were to be addressed at a later phase of the
project which will in turn save the City money by doing a larger phase at this
time, rather than later. Lulfs stated they are bound by ORC to reject the initial
bids due to being over the ten percent (10%) allowance overage.

Discussion

**Motion To Reject All
Bids from April 6,
2016 Bid Opening**

Motion: Comadoll
To Reject All Bids from April 6, 2016 Bid Opening
Second: McColley

Passed
Yea-7
Nay-0

Roll call vote on above motion:
Yea- Baer, Bialorucki, Tassler, Small, McColley, Sheaffer, Comadoll
Nay-0

**Water Treatment Plan
UV Disinfection
Improvements Project
Approval of the Plans,
Specifications and
Documents**

See Attached Memo from Director of Public Works Chad Lulfs

Discussion

Maassel questioned if the City will meet the October 1, 2016 deadline with Lulfs
responding he is hopeful to complete this project on time adding that the EPA
will understand if 90-95% complete by the completion date. Tassler asked if the
same contractor will do both phases with Lulfs advising it is likely that the same
contractor will do both phases, however it could be two different contractors.

**Award of Cleaning of
Water Treatment Plant
Lime Sludge Lagoons**

See Attached Memorandum on recommendation of award From City Manager
Monica Irelan. Nagel advised that due to the lack of bidders, and additional
EPA requirements, the cost this year could increase approximately \$19,000 to
\$35,000 depending on the levels and amount of cleaning necessary.

Motion to Approve Award of Cleaning of Water Treatment Plant Lime Sludge Lagoons to Burch Hydro Inc. of Frederickstown, OH \$0.0720 per Gallon

Motion: McColley Second: Comadoll
To Approve Award of Cleaning of Water Treatment Plant Lime Sludge Lagoons to Burch Hydro Inc. of Frederickstown, Ohio for \$0.0720 per Gallon

**Passed
Yea-7
Nay-0**

Roll call vote on above motion:
Yea- Baer, Bialorucki, Tassler, Small, McColley, Sheaffer, Comadoll
Nay-0

Approval of a New Liquor Permit for Makayla Scarlett LLC, 1425 North Scott Street

Heath advised Council of the request for a new liquor permit for Makayla Scarlett LLC for 1425 North Scott St with no objections being noted from Weitzel. See attached copy of the "Notice to Legislative Authority" from the Ohio Division of Liquor Control. No action taken.

**Good Of The City
(Cont.)**

Nagel

No report

Bialorucki

Bialorucki reported a new Winery on Front Street is requesting the City look into placing additional street lights near the future establishment.

Baer

Baer advised the Safety & Human Resource Committee meeting on April 25, 2016, will be cancelled due to lack of agenda items.

Comadoll

No Report

Maassel

Mayor Maassel congratulated Councilman Bialorucki for being awarded the "Urban all American Achievement Award" and recognized him for his years of service publicly and privately. A dinner is to be held on June 7, 2016 in his honor.

Sheaffer

Sheaffer reported there will be an executive session for the compensation of personnel and an executive session for the potential discipline of an employee. Sheaffer reported that he is referring an item to the Finance and Budget Meeting for May, 2016, an item regarding reduced income tax credit from the Municipal Properties Committee.

McColley

McColley asked where residents can pick up a new recycling bin with Lulfs advising him new bins are available at the operations building. McColley extended congratulations to Bialorucki for his award.

Small	Nothing
Tassler	Tassler extended congratulations to Bialorucki for his award. Tassler advised the Finance & Budget meeting on April 25, 2016 will be cancelled due to lack of agenda items.
Heath	Heath advised the Tax Department staff was busy today for the income tax filing deadline today.
Motion To Go Into Executive Session To Discuss Compensation Of Personnel	Motion To Go Into Executive Session To Discuss Compensation Of Personnel Motion: Baer Second: Small
Passed Yea- 7 Nay- 0	Roll call vote on above motion: Yea- Baer, Bialorucki, Tassler, Small, McColley, Sheaffer, Comadoll Nay-0
Motion To Go Into Executive Session To Discuss Potential Discipline Of Personnel	Motion To Go Into Executive Session to Discuss Discipline Of An Employee Motion: Baer Second: Small
Passed Yea- 7 Nay- 0	Roll call vote on above motion: Yea- Baer, Bialorucki, Tassler, Small, McColley, Sheaffer, Comadoll Nay-0
Monica Ireland arrived at 7:33 pm	
Into Executive Session	Council went into Executive Session at 7:33 pm. Nagel entered Executive Session at 8:05 pm
Motion To Come Out of Executive Session To Discuss Compensation Of Personnel	Motion to come out of Executive Session Motion: McColley Second: Small
Passed Yea- 7 Nay- 0	Roll call vote on above motion: Yea-Baer, Bialorucki, Tassler, Small, McColley, Sheaffer, Comadoll Nay-0
	+

Motion To Come Out Of Executive Session: Discussing Potential Discipline Of Personnel

Motion to come out of Executive Session at 8:08 pm.
 Motion: McColley Second: Small

Passed
Yea- 7
Nay- 0

Roll call vote on above motion:
 Yea- Baer, Bialorucki, Tassler, Small, McColley, Sheaffer, Comadoll
 Nay-0

Out Of Executive Session

Council came out of Executive Session at 8:08 pm. President Sheaffer reported that the discussion was regarding compensation of personnel and discipline of an employee; no action was taken.

Approval Of Bills

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

Motion To Adjourn

Motion: Comadoll Second: Tassler
 To adjourn the meeting.

Passed
Yea-7
Nay-0

Roll call vote on above motion:
 Yea- Baer, Bialorucki, Tassler, Small, McColley, Sheaffer, Comadoll
 Nay-0

Adjournment

Meeting adjourned at 8:10 pm.

Approved:

Travis B. Sheaffer, Council President

Jason P. Maassel, Mayor

Gregory J. Heath, Finance Director/Clerk of Council

City of Napoleon, Ohio
City Council
in Joint Session with
Water, Sewer, Refuse, Recycling & Litter Committee

Meeting Minutes

Tuesday, April 11, 2016 at 7:00pm

PRESENT

**Water & Sewer Committee
Council**

City Staff

Jeff Comadoll – Chair, Rita Small
Patrick McColley – President Pro Tem Acting Chair, Dan Baer, Joe Bialorucki, Jeff Comadoll, Rita Small, Jon Tassler
Monica S. Irelan, City Manager
Gregory J. Heath, Finance Director/Clerk of Council
Lisa L. Nagel, Law Director
Scott Hoover, Water Treatment Plant Superintendent
Chad Lulfs, Director of Public Works

Recorder

Others

Anne Taylor
News Media, Rob Shoaf of AECOM

Absent

Travis Sheaffer

Call To Order

President Pro Tem McColley, Acting Chair called the Council meeting to order at 7:00pm.

**Water Treatment Plant
Update**

Irelan reported she invited Mr. Rob Shoaf with ACOM for an update on the Water Treatment Plant. Shoaf reported that the Plant is at different stages of completion depending on disciplines with intentions of being submitted to the EPA in few weeks for approval to start building. Shoaf went on to advise that the EPA does not want to see any of the electrical drawings, except those pertaining to the generator adding that the cost will be approximately \$20,000.00 to submit the drawings for review to proceed with the bid schedule. Shoaf stated that submissions went to the Ohio EPA for funding (DEFA) in February with the last portions a week ago. Shoaf reported that the plans for water treatment include making improvements to remove all harmful Algae Blooms with low interest funding available. Shoaf stated adding reverse osmosis membranes will remove toxins and replaces the lime sludge for softening and high quality water. Shoaf went on to report that the ultra violet disinfection unit will be designed and be bid out with installation by Fall, 2016 and the overall project to be submitted in the next few weeks with hopes of opening bids in the mid to late Fall, 2016 and Water Plant construction in the Summer of 2018.

Maassel questioned when the EPA comes back with the first submission, what is the anticipated turnaround from the EPA. Shoaf responded stating it usually takes three (3) to four (4) months,

stating that the five (5) bids that were opened on April 6 reporting that after review, it was determined that no bidder was within 10% of the published estimate. According to the Ohio Revised Code 153.12 if all bids are in excess of the ten percent (10%) above the estimate, a contract cannot be entered into. Irelan added the five (5) bids will be thrown out and the project will be rebid. Irelan added that the cost of some of the equipment went up from the time of design to when the project went out to bid adding that communication issues with addendums going out without the published Engineers estimate being updated. Irelan advised the additional appropriation is \$400,000. Some addendums went out and the published engineers estimate did not go up and did not get updated.

Tassler questioned why this situation with this project occurred with Irelan stating there were several factors that lead to the engineer's estimate being off base with several small mistakes that are being addressed including miscommunication and addendums. Irelan assured Council Members she is addressing the issues and the appropriate people will be held accountable; Irelan added she will not allow the same issues to occur in the future.

**Motion To Suspend
The Rules Requiring
Three (3) Readings**

**Passed
Yea- 6
Nay- 0**

Motion: Comadoll Second: Small
To suspend the Rules requiring three (3) readings

Roll call vote on the above motion
Yea- Comadoll, Baer, Bialorucki, Tassler, Small, McColley
Nay-

**Passed
Yea- 6
Nay- 0**

Roll call vote to pass Resolution 012-16 under Suspension of the Rules
Yea- Comadoll, Baer, Bialorucki, Tassler, Small, McColley
Nay-

**Any Other Matters That May
Properly Come Before
Council**

Mayor Maassel asked Council to approve the appointment of Ed Clausing to the Tree Commission.

**Motion To Approve The
Appointment Of Ed Clausing
To The Tree Commission.**

**Passed
Yea-6
Nay-0**

Motion: Comadoll Second: Small
Motion to approve the appointment of Ed Clausing to the Tree Commission.

Roll call vote on above motion:
Yea-Comadoll, Baer, Bialorucki, Tassler, Small, McColley
Nay-

**Motion To Go Into Executive
Session To Discuss
Compensation Of Personnel**

Motion To Go Into Executive Session To Discuss Compensation Of Personnel
Motion: Comadoll Second: Tassler

<p>Passed Yea- 6 Nay- 0</p>	<p>Roll call vote on above motion: Yea- Comadoll, Baer, Bialorucki, Tassler, Small, McColley Nay-</p>
<p>Into Executive Session</p>	<p>Council went into Executive Session at 7:17 pm.</p>
<p>Motion To Come Out Of Executive Session: Discussing Potential Discipline Of Personnel</p>	<p>Motion: Bialorucki Second: Tassler To come out of Executive Session discussing potential discipline of personnel</p>
<p>Passed Yea- 6 Nay- 0</p>	<p>Roll call vote on above motion: Yea- Comadoll, Baer, Bialorucki, Tassler, Small, McColley Nay-</p>
<p>Out Of Executive Session</p>	<p>Council came out of Executive Session at 7:36 pm. President Pro Tem, Acting Chair McColley reported that the discussion was regarding compensation of personnel; no action was taken.</p>
<p>Council Motion To Adjourn</p>	<p>Motion: Comadoll Second: Small To adjourn the Council meeting</p>
<p>Passed Yea- 6 Nay- 0</p>	<p>Roll call vote on above motion: Yea- Comadoll, Baer, Bialorucki, Tassler, Small, McColley Nay-</p>
<p>Adjournment</p>	<p>Council Meeting adjourned at 7:38 pm.</p>
<hr/> <p>Approved</p>	<hr/> <p>Patrick McColley, President ProTem, Acting Chair</p>
	<hr/> <p>Jason P. Maassel, Mayor</p>
	<hr/> <p>Gregory J. Heath, Finance Director/Clerk of Council</p>

RESOLUTION NO. 015-16

A RESOLUTION AUTHORIZING ENROLLMENT IN THE OHIO RURAL WATER ASSOCIATION 2017 WORKERS' COMPENSATION POOL, AND AUTHORIZING THE EXPENDITURE OF FUNDS AND DIRECTING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICE CONTRACT WITH COMPMANAGEMENT, LLC, A WORKERS' COMPENSATION ADMINISTRATOR; AND DECLARING AN EMERGENCY

WHEREAS, the City in 2016 belonged to the Ohio Rural Water Association Workers' Compensation Pool; and,

WHEREAS, the City in 2016 desires to remain for the remainder of the year 2016 and for the entire year of 2017 in the Ohio Rural Water Association Pool; and,

WHEREAS, the State of Ohio allows for "pooling" with other entities to obtain savings in workers' compensation; and,

WHEREAS, the City desires to contract for Workers' Compensation Administration of its claims; **NOW THEREFORE**,

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

Section 1. That, the City's Finance Director is authorized and directed to enroll the City in the 2017 Ohio Rural Water Association Workers' Compensation Pool and continue in the Pool for the remainder of the year 2016.

Section 2. That, the City finds it necessary and therefore authorizes the expenditure of funds in an amount of three thousand, two hundred sixty-five dollars (\$3,265.00) for a professional service contract with CompManagement, LLC., a Sedgwick Company, Cleveland, Ohio, referred to as a Workers' Compensation Administration Service. If additional amounts are required to cover the remainder of the year 2016, the same is hereby authorized.

Section 3. That, the City Manager is authorized and directed to enter into a Contract for professional services for Workers' Compensation Administration services with CompManagement, LLC substantially in the form as found in a City Contract (No. to be assigned), subject to amendments as she deems necessary, or in the alternative, utilize the automatic renewal provision as found in the Contract.

Section 4. 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 5. 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 6. 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 the signed contract can be submitted and the City can become a member of the aforementioned workers' compensation pool on or before the May 29, 2016 deadline; 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: _____

Jason P. Maassel, 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. 015-16 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, 2016.

Gregory J. Heath, Clerk/Finance Director

RESOLUTION NO. 016-16

A RESOLUTION AUTHORIZING THE CITY OF NAPOLEON TO DESIGNATE A REPRESENTATIVE TO RUN FOR AN ELECTED POSITION ON THE OHIO RURAL WATER ASSOCIATION BOARD OF DIRECTORS; AND, DECLARING AN EMERGENCY

WHEREAS, the City of Napoleon desires to have a representative run for a position on the Ohio Rural Water Association Board of Directors; Now Therefore,

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

Section 1. That, Scott Hoover, Water Plant Superintendent for the City of Napoleon, is hereby granted approval and support to run for an elected position on the Ohio Rural Water Association Board of Directors.

Section 2. That, since 1976, the Ohio Rural Water Association has provided free on-site technical assistance to rural communities with water and wastewater systems throughout Ohio; and therefore, the City of Napoleon will benefit by obtaining a Board position with this Association in order to expand its water and wastewater knowledgebase.

Section 3. 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 4. 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 5. 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 because the deadline for the City to obtain a position on the Ohio Rural Water Association Board of Directors is May 7, 2016; 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: _____

Jason P. Maassel, 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. 016-16 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. 013-16

AN ORDINANCE ADOPTING A NEW CITY INVESTMENT POLICY IN AND FOR THE CITY OF NAPOLEON, OHIO (INVESTMENT POLICY NO. IP 16-0003); REPEALING ORDINANCE NO. 87-99 AND POLICY NO. 0002 AS WAS PERIODICALLY AMENDED

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

Section 1. That, the City adopts as the City’s official Investment Policy, Investment Policy No. IP 16-0003 currently on file in the office of the City Finance Director, having been recommended by the Finance Director and the Finance and Budget Committee of Council, and having been reviewed by this Council.

Section 2. That, Investment Policy No. IP 16-0003 may be amended from time to time by motion of Council.

Section 3. That, Ordinance No. 87-99 and Investment Policy No. 0002, as well as later amendments thereto, are repealed.

Section 4. 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 5. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, 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. That, upon passage, this Ordinance shall take effect at the earliest time permitted by law.

Passed: _____

Travis B. Sheaffer, Council President

Approved: _____

Jason P. Maassel, 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. 013-16 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

City of Napoleon, Ohio - Investment Policy



CITY OF NAPOLEON, OHIO

INVESTMENT POLICY

IP16-0003

ORDINANCE EFFECTIVE DATE – _____, 2016

Policy Updates: - New Policy by Ordinance No. -16, passed / /2016

NEW POLICY APPROVED AND ADOPTED BY CITY COUNCIL
IN ORDINANCE NO. ___-16, passed ___/___/2016, Effective ___/___/2016

Repealing Ordinance 87-99, Passed November 15, 1999,
INCLUDING ALL SUBSEQUENT AMENDMENTS THEREIN MADE BY MOTION OR LEGISLATION

Subsequent Policy Updates and Changes shall be approved by simple Motion of Council.

CITY OF NAPOLEON, OHIO
255 WEST RIVERVIEW AVENUE
P.O. BOX 151
NAPOLEON, OHIO 43545-0151
PHONE: (419) 599-1235
FAX: (419) 599-8393
E-MAIL: gheath@napoleonohio.com

City of Napoleon, Ohio - Investment Policy

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APPENDIX'S ATTACHED:

APPENDIX A	- Chart of Accounts - Fund Listing
APPENDIX B	- Ordinance Authorizing Crediting of Interest
APPENDIX C	- Authorization to Invest (City and State Code Sections)
APPENDIX D	- Procedures Manual
APPENDIX E	- Ohio Ethics Law
APPENDIX F	- Authorized Brokers/Dealers, Banks and Advisors
APPENDIX G	- Ordinance Adopting Investment Policy

City of Napoleon, Ohio - Investment Policy

POLICY 0.0 PREFACE:

This document known as the Investment Policy (hereinafter referred to as **POLICY**), of the City of Napoleon, Ohio (hereinafter referred to as **CITY**), has been adopted and formally approved by the Legislative Body of the CITY, its City Council (hereinafter referred to as **COUNCIL**), in conjunction with the Revised Code of the State of Ohio as amended (hereinafter referred to as **ORC**), will govern the investments and the investment activities of the CITY.

POLICY 1.0 INVESTMENT POLICY MISSION STATEMENT:

It is the **POLICY** of the CITY to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the CITY, and conforming to all ORC and CITY statutes governing the investment of public funds.

POLICY 2.0 SCOPE:

This **POLICY** applies to all financial assets of the CITY. These funds are accounted for in the CITY's Comprehensive Annual Financial Report (hereinafter referred to as **CAFR**), and includes the following categories of funds:

2.1 Fund Categories:

- 1) General Funds
- 2) Special Revenue Funds
- 3) Debt Service Funds
- 4) Capital Project Funds
- 5) Enterprise Funds
- 6) Internal Service and Agency Funds

See "**APPENDIX A**" for a detailed listing of Fund Numbers and Names. Fund income allocation is authorized by a separate City Ordinance and is attached as "**APPENDIX B**". These Appendixes shall be deemed automatically updated from time-to-time as funds are added or deleted. All new funds are established and approved by **COUNCIL**, or by State Legislative Action pursuant to the ORC.

POLICY 3.0 PRUDENCE AND DUE DILIGENCE:

Investments will be made with judgment and care--under circumstances then prevailing--which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

3.1 Prudence:

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.

City of Napoleon, Ohio - Investment Policy

3.2 Due Diligence:

Investment officials acting in accordance with written procedures of this INVESTMENT POLICY, and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

POLICY 4.0 OBJECTIVE:

The primary objectives, in priority order, of the CITY's investment activities shall be **Safety, Liquidity and Return on Investment:**

4.1 Safety:

Safety of principal is the foremost objective of the investment program. Investments of the CITY shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will include steps to mitigate credit risk and interest rate risk.

1.) Credit Risk - the CITY will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

A - Limiting investments to the safest types of securities;

B - Diversifying the investment portfolio so that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

2.) Interest Rate Risk - the CITY will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

A - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operation, thereby avoiding the need to sell securities on the open market prior to maturity;

B - Investing a portion of operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

4.2 Liquidity:

The CITY's investment portfolio will remain sufficiently liquid to enable the CITY to meet all operating requirements which might be reasonably anticipated.

4.3 Return on Investment:

The CITY's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the CITY's investment risk constraints and the cash flow characteristics of the portfolio.

City of Napoleon, Ohio - Investment Policy

POLICY 5.0 DELEGATION OF AUTHORITY AND INVESTMENT PROCEDURES:

Authority to manage the CITY's investment program is derived from the following: City Charter, Article 5, Section 5.03 and City Administrative Code of Ordinances - Chapter 137 all sections, and related sections of the ORC Chapters 135 and 731 (Sections 135.14 through 135.182, and Sections 731.57 to 731.59). All items listed are attached as "**APPENDIX C**". This Appendix shall be deemed updated from time-to-time as changes occur to those sections listed.

5.1 Management Responsibility:

Management responsibility for the investment program is hereby delegated to the Finance Director (hereinafter referred to as **DIRECTOR**), who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Pursuant to Section 137.03 of the City Administrative Code, in the absence of the DIRECTOR, the designated ACTING FINANCE DIRECTOR is authorized to take those actions on behalf of the CITY that are delegated to the DIRECTOR.

The DIRECTOR and his/her Assistants shall participate in any beginning and/or continuing education training programs sponsored by the Treasurer of the State of Ohio, the Auditor of State of Ohio, or any professional association such as the Government Finance Officers Association (GFOA) or the Ohio Association of Public Treasurers (OAPT). Through participation in such programs, the DIRECTOR and his/her Assistants will develop and maintain an enhanced background and working knowledge in investment, cash management, and ethics.

5.2 Investment Procedures:

The DIRECTOR shall establish written procedures for the operation of the investment program consistent with this POLICY. The procedures should include reference to: safekeeping, PSA repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. The ACTING FINANCE DIRECTOR is authorized to execute investment transactions, or delegate such authority, in the absence of the DIRECTOR. No person may engage in an investment transaction except as provided under the terms of this POLICY and following the procedures established by the DIRECTOR. Procedures are attached as "**APPENDIX D**". This Appendix shall be deemed updated from time-to-time as changes occur.

POLICY 6.0 ETHICS AND CONFLICTS OF INTEREST:

6.1 Ethics:

All State of Ohio ORC Ethics Laws and related statutes, see attached "**APPENDIX E**", shall apply to those with the responsibility and authority of investment transactions. This Appendix shall be deemed updated from time-to-time as changes occur.

City of Napoleon, Ohio - Investment Policy

6.2 Conflicts of Interest:

Investment officials and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Investment officials and employees shall disclose to COUNCIL any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the CITY.

POLICY 7.0 AUTHORIZED FINANCIAL DEALERS, ADVISORS & INSTITUTIONS:

The DIRECTOR will maintain a list of Financial Institutions and Advisors authorized to provide investment services to the City. See attached list “**APPENDIX F**” for approved financial institutions, advisors and dealers. This Appendix shall be updated from time-to-time as institutions or dealers are added or deleted.

7.1 Investment Advisors:

The CITY may engage the services of an investment advisor (hereinafter referred to as ADVISOR) to assist in the management of the CITY investment portfolio in a manner consistent with the CITY objectives. Such investment advisor may be granted discretion to purchase and sell investment securities in accordance with this investment policy. The investment advisor must be licensed by the division of securities under section 1707.141 of ORC or registered with the Securities & Exchange Commission, and possess experience in public funds investment management specifically in the area of state and local government investment portfolios, or the investment advisor is an eligible institution as mentioned in section of 135.03 of the ORC.

7.2 Annual Review:

The investment advisor must enter into a written investment advisory agreement with the CITY. The investment advisor must supply a copy of their Form ADV Part 2, or make a copy available, on an annual basis. In addition, the investment advisor must provide a periodic update to the CITY of the investment strategy, activity and portfolio metrics. Such update will be scheduled upon the request of the CITY on an annual basis, at a minimum.

7.3 Public Depository:

No public deposit shall be made except in a qualified public depository as established by laws of the State of Ohio.

7.4 Policy Verification:

The State of Ohio requires a copy of this POLICY to be forwarded to each investment advisor, bank, broker or dealer doing investment transactions with the CITY. Their signature will be required indicating that they have received, read, understand, and will abide by its contents when recommending or selling investments to the CITY. The CITY and/or ADVISOR will develop and provide an authorization form for this verification process.

City of Napoleon, Ohio - Investment Policy

POLICY 8.0 AUTHORIZED & SUITABLE INVESTMENTS:

The DIRECTOR is empowered to invest in any security specifically approved as a part of this POLICY, listed below, and any security listed in the ORC, Chapter 135, that may be amended from time-to-time. The DIRECTOR and/or ADVISOR may obtain competitive quotes for each investment transaction. Eligible obligations include but are not limited to:

8.1 Obligations of the United States Government:

Bonds, notes, or other obligations of or guaranteed by the United States, or those of which the faith of the United States is pledged for the payment of the principal and interest thereon. This will include:

- 1) U.S. Treasury Bills;
- 2) U.S. Treasury Notes;
- 3) U.S. Treasury Bonds;
- 4) U.S. Treasury Strips.

8.2 Instrumentalities of the Federal Government:

Bonds, notes, debentures, or any obligations or securities issued by any federal government agency or instrumentality. All federal government agency or instrumentality securities must be direct issuances of the federal government agency or instrumentality. Issuers include:

- 1) Federal Farm Credit Bank;
- 2) Federal Home Loan Bank;
- 3) Federal Home Loan Mortgage Corporation;
- 4) Federal National Mortgage Association.

8.3 Commercial Paper:

Commercial Paper issued by any corporation incorporated under the laws of the United States or any state for which the following conditions apply:

- 1) Rated at the time of purchase in the single highest classification by two nationally recognized rating agencies.
- 2) The aggregate value of the notes does not exceed ten per cent of the aggregate value of the outstanding commercial paper of the issuing corporation.
- 3) Any investment in commercial paper of a single issuer shall not exceed 5% of the CITY investment portfolio at time of purchase.
- 4) The maximum maturity is 270 days.
- 5) The combined total invested in commercial paper and bankers acceptances is limited to 40% of the CITY investment portfolio at time of purchase.

8.4 Banker's Acceptances:

Banker's acceptances of banks insured by the Federal Deposit Insurance Corporation (FDIC) for which the following conditions apply:

- 1) The maximum maturity is 270 days.
- 2) The combined total invested in commercial paper and bankers acceptances is limited to 40% of the CITY investment portfolio at time of purchase.

8.5 Master Repurchase Agreements:

Repurchase Agreements with banks or institutions that have signed a written "Master Repurchase Agreement" which is on file with the CITY and are eligible for investment under State of Ohio statutes.

City of Napoleon, Ohio - Investment Policy

8.6 Certificates of Deposit:

Interim deposits in the eligible institutions applying for interim monies as provided in Section 135.08 of the ORC. The award of interim deposits shall be made in accordance with Section 135.09 of the ORC.

This includes investments in Certificates of Deposit with FDIC insurance coverage on the full amount of deposit plus accrued interest administered through the Certificate of Deposit Account Registry Service (CDARS). Eligibility of this investment is outlined in ORC.135.144 and would also apply to any other program that is deemed to meet the requirements of such statute.

8.7 Municipal Securities:

Bonds and other obligations of the State or its political subdivisions provided that, with respect to bonds or other obligations of political subdivisions, all of the following apply:

- 1) The bonds or other obligations are payable from general revenues of the political subdivision and backed by the full faith and credit of the political subdivision.
- 2) The bonds or other obligations are rated at the time of purchase in the three highest classifications established by at least one nationally recognized standard rating service and purchased through a registered securities broker or dealer.
- 3) The aggregate value of the bonds or other obligations does not exceed 20% of the City's investment portfolio at the time of purchase.
- 4) The CITY is not the sole purchaser of the bonds or other obligations at original issuance.

8.8 Money Market Mutual Funds:

No-load money market mutual funds consisting exclusively of securities described in paragraphs 8.1 and 8.2 of this Section and repurchase agreements secured by such obligations, provided that the investments in securities described in the division are made only through eligible institutions mentioned in Section 135.03 of the ORC.

8.9 Other Suitable Investments:

- 1) The Ohio State Treasurer's Asset Reserve Fund (STAR Ohio).
- 2) The STAR Plus Federally Insured Cash account.

POLICY 9.0 COLLATERALIZATION:

Collateralization will be required on two types of investments: CD's and repurchase (and reverse) agreements.

9.1 Certificates of Deposit:

CD's must be backed by collateral with a market value of at least one hundred five percent (105%) of pooled collateral of the certificate's value, less FDIC, by a surety bond, or other as allowed by ORC.

9.2 Collateral Holding:

The collateral for certificates of deposit may be held by a third party, or in a separate trust account, or in a pool of securities as defined in Chapter 135 of the ORC. Specific collateral issued will always be held by an independent third party with whom the CITY has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the CITY and retained. The right of collateral substitution is granted.

City of Napoleon, Ohio - Investment Policy

The CITY's demand deposit accounts may be placed in an account which meets the pooled collateral requirements stated in ORC Chapter 135. In this case, the collateral may be held by the institution at which the active funds are deposited.

9.3 Repurchase Agreements:

A Master Repurchase Agreement must be entered into between the CITY and the bank or broker/dealer covering any investments in repurchase agreements.

The individual securities which collectively are the subject of a repurchase agreement become the property of the CITY for the period of the agreement and are to be held by a third party for safekeeping. In order to anticipate market changes and provide a level of security for all funds invested under a repurchase agreement, the collateralization level will be one hundred two percent (102%) of the market value of principal and accrued interest.

POLICY 10.0 SAFEKEEPING AND CUSTODY:

All security transactions, including specific collateral for repurchase agreements, entered into by the CITY, except CD's, shall be conducted on a **delivery-versus-payment (DVP)** basis. Securities will be held by a third party custodian designated by the DIRECTOR and evidenced by safekeeping receipts.

POLICY 11.0 DIVERSIFICATION:

The CITY will consider diversification in its investments by security type and institution. Portfolio allocations by percentage of total funds available at time of investments are:

1) U.S. Government Guaranteed Obligations	100%
2) Obligations of Federal Instrumentality's	100%
3) Certificates of Deposits	100%
4) Repurchase Agreements	100%
5) Star Ohio (Authorized Pool)	100%
6) Commercial Paper & Banker's Acceptances Combined	40%
7) Commercial Paper per Issuer	5%
8) Municipal Securities	20%
9) Money Market Mutual Funds	100%
10) Star Ohio or Star Plus	100%

POLICY 12.0 PROHIBITED INVESTMENT PRACTICES:

The CITY is prohibited by state law from investment in stripped principal or interest obligations, reverse purchase agreements and derivatives. The issuance of taxable notes for the purpose of arbitrage, as well as the use of leverage and short term selling is also prohibited.

POLICY 13.0 MAXIMUM MATURITIES:

To the extent possible, the CITY will attempt to match its investments with anticipated cash flow requirements.

City of Napoleon, Ohio - Investment Policy

13.1 Maximum Maturity:

The maximum maturity for any investment including certificates of deposit but excluding commercial paper and banker's acceptances will be five (5) years from the date of purchase unless, as per the ORC, the investment is matched to a longer term liability of the CITY. Commercial paper and banker's acceptances are limited to a maximum maturity of 270 days.

Investments shall be made with the reasonable expectation they can be held to maturity. Securities may be redeemed or sold prior to maturity to meet additional liquidity needs, to enhance the yield of the portfolio, to re-structure the portfolio or to realize any capital gains.

POLICY 14.0 INTERNAL CONTROLS:

The DIRECTOR shall establish an annual process of independent review by an external auditor. This review will provide internal controls by assuring compliance with policies and procedures. Annual Audits are directed or performed by the State of Ohio, State Auditors Office.

POLICY 15.0 PERFORMANCE STANDARDS:

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

15.1 Market Yield- Benchmark:

The entity's investment strategy is active. Given this strategy, the basis used by the DIRECTOR to determine whether market yields are being achieved shall be the one year U.S. Treasury Bill.

POLICY 16.0 REPORTING:

The DIRECTOR shall provide COUNCIL, at a minimum, quarterly investment reports which provide a clear picture of the status of the current investment portfolio. The reports should include comments on the fixed income markets and economic conditions, discussions regarding restrictions on percentage of investment by categories, possible changes in the portfolio structure going forward and thoughts on investment strategies.

16.1 Reporting Format:

Schedules in the quarterly report should include the following:

- 1) A detailed listing of individual securities held at the end of the reporting period by authorized investment category.
- 2) Average life and final maturity of all investments listed.
- 3) Coupon, discount or earnings rate.

City of Napoleon, Ohio - Investment Policy

- 4) Par value, Amortized Book Value and Market Value as applicable.
- 5) Percentage of the Portfolio represented by each investment category.

POLICY 17.0 INVESTMENT POLICY ADOPTION:

The CITY's POLICY shall be adopted by Ordinance of the CITY's legislative authority, see "**APPENDIX G**". This POLICY may be reviewed annually by the COUNCIL and modifications made thereto must be approved by the COUNCIL on a simple Motion.

POLICY 18.0 SIGNATURES (APPOINTING AUTHORITY):

_____ Monica S. Ireland, City Manager	_____ <i>/S/</i> Monica S. Ireland, City Manager
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_____ Gregory J. Heath, Finance Director	_____ <i>/S/</i> Gregory J. Heath, Finance Director
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APPROVED AS TO FORM

_____ Lisa L. Nagel, Law Director	_____ <i>/S/</i> Lisa L. Nagel, Law Director
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City of Napoleon, Ohio - Investment Policy

POLICY 19.0 GLOSSARY:

Agencies: Federal agency securities and/or Government-sponsored enterprises.

Asked: The price at which securities are offered.

Bankers' acceptance (BA): A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

Bid: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

Broker: A broker brings buyers and sellers together for a commission.

Certificate of Deposit (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

Collateral: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public funds.

Comprehensive Annual Financial Report (CAFR): The official annual report for the City of Napoleon, Ohio. It includes five (5) combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

Coupon: 1.) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. 2.) A certificate attached to a bond evidencing interest due on a payment date.

Dealer: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

Debenture: A bond secured only by the general credit of the issuer.

Delivery Versus Payment: There are two (2) methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

Discount: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

Discount securities: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g. U.S. Treasury Bills.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Federal Credit Agencies: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

City of Napoleon, Ohio - Investment Policy

Federal Farm Credit Banks (FFCB): The Federal Farm Credit Banks Funding Corporation is an integral part of the Farm Credit System, a leading provider of loans, leases and services to rural communities and U.S. agriculture. The Farm Credit System is a government sponsored enterprise, created in 1916 and dedicated to assuring a steady source of financing to qualified borrowers. The Funding Corporation issues highly rated notes and bonds on behalf of the four Banks of the Farm Credit System: AgFirst FCB, AgriBank, FCB of Texas and CoBank, ACB and partners with a select group of dealers to market and distribute the securities to investors in the United States and around the world.

Federal Funds Rate: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

Federal Home Loan Banks (FHLB): Government sponsored wholesale banks (currently 12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLB's is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

Federal Home Loan Mortgage Corporation (FHLMC): The Federal Home Loan Mortgage Corporation (FHLMC), known as Freddie Mac, is a stock-holder owned government-sponsored enterprise (GSE). The FHLMC was created in 1970 to expand the secondary market for mortgages in the US. Along with the Federal National Mortgage Association (Fannie Mae), Freddie Mac buys mortgages on the secondary market, pools them, and sells them as a mortgage-backed security to investors on the open market. In addition Freddie Mac issues general debt obligations to fund its working capital requirements. Freddie Mac's securities are highly liquid and widely accepted.

Federal National Mortgage Association (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

Federal Open Market Committee (FOMC): Consists of seven members of the Federal Reserve Board and five (5) of the twelve (12) Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

Federal Reserve System: The central bank of the United States created by Congress and consisting of a seven (7) member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

Generally Accepted Accounting Practice (GAAP): Generally Accepted Accounting Practice for local governmental entities.

General Purpose Financial Statements (GPFS): General Purpose Financial Statements prepared for the entity reporting financial status.

City of Napoleon, Ohio - Investment Policy

Government National Mortgage Association (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FMHM mortgages. The term "pass-through" is often used to describe Ginnie Maes.

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

Local Government Investment Pool (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

Market Value: The price at which a security is trading and could presumably be purchased or sold.

Master Repurchase Agreement: A written contract covering all future transactions between the parties to repurchase--reverse repurchase agreements that establish each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Money Market: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

Municipal Securities: A general term referring to a bond, note, warrant, certificate of participation or other obligation issued by a state or local government or their agencies or authorities (such as cities, towns, villages, counties or special districts or authorities). A prime feature of most municipal securities is that interest or other investment earnings on them are generally excluded from gross income of the bondholder for federal income tax purposes. Some municipal securities are subject to federal income tax, although the issuers or bondholders may receive other federal tax advantages for certain types of taxable municipal securities.

Offer: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

Open Market Operations: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

Portfolio: Collection of securities held by an investor.

Primary Dealer: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker-dealers, banks and a few unregulated firms.

City of Napoleon, Ohio - Investment Policy

Prudent Person Rule: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state--the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

Qualified Public Depositories: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad Valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits; as established by laws of the State of Ohio.

Rate Of Return: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

Repurchase Agreement (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money that is, increasing bank reserves.

Safekeeping: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

Secondary Market: A market made for the purchase and sale of outstanding issues following the initial distribution.

Securities & Exchange Commission: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

Sec Rule 15c301: See Uniform Net Capital Rule.

Structured Notes: Notes issued by Government Sponsored Enterprises (FHLB, BNMA, SLMA, etc.) And Corporations which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

Treasury Bills: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three (3) months, six (6) months, or one (1) year.

Treasury Bonds: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than ten (10) years.

Treasury Notes: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two (2) to ten (10) years.

City of Napoleon, Ohio - Investment Policy

Treasury Strips: Treasury STRIPS are fixed-income securities sold at a significant discount to face value and offer no interest payments because they mature at par. STRIPS is the acronym for Separate Trading of Registered Interest and Principal of Securities. STRIPS let investors hold and trade the individual interest and principal components of eligible Treasury notes and bonds as separate securities. When a Treasury fixed-principal note or bond or a Treasury inflation-protected security (TIPS) is stripped through the commercial book-entry system each interest payment and the principal payment becomes a separate zero-coupon security. Each component has its own identifying number and can be held or traded separately. STRIPS are not issued or sold directly to investors. STRIPS can be purchased and held only through financial institutions and government securities brokers and dealers.

Uniform Net Capital Rule: Securities and Exchange Commission requirement that member firms as well as non-member broker-dealers in securities maintain a maximum ratio of indebtedness of liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

Yield: The rate of annual income return on an investment, expressed as a percentage.

- 1.) *Income Yield* is obtained by dividing the current dollar income by the current market price for the security.
- 2.) *Net Yield or Yield To Maturity* is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

ORDINANCE NO. 009-16

**AN ORDINANCE AMENDING THE CITY OF NAPOLEON, OHIO
ENGINEERING DEPARTMENT RULES AND REGULATIONS,
TO WIT: VARIOUS SECTIONS IN RULES 3, 4, 5, 6, AND 7**

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

Section 1. That, Rule 3.2.5 (Preliminary Construction Plan Requirements) of the City Engineering Department Rules and Regulations found in Document NO. CNER98-1 is hereby amended and enacted as follows:

PRELIMINARY CONSTRUCTION PLAN REQUIREMENTS

Four (4) copies of the preliminary construction plans shall be submitted by the Owner, Developer or their Agent to the Zoning Administrator who shall submit two (2) copies to the City Engineer and shall be subject to and/or contain the following: (the Preliminary Plat may be used as the base map for the preliminary construction plan).

The name of the Subdivision (or development), the name of the Owner or Developer, and the name and seal of the Professional Engineer and Professional Surveyor registered in the State of Ohio preparing the plans.

The scale of the preliminary plans shall not be smaller than one inch (1") equals one hundred feet (100').

The preliminary plan shall be submitted ~~on twenty-four inch (24") by thirty-six inch (36") sheets~~ [electronically in .pdf format](#).

Location of development by Section, Township, and Range. (*Amended – August 7, 2006 – Ordinance No. 062-06*)

Scale of plan and north arrow.

Boundaries of the proposed development indicated by a heavy line including the bearing and distance for each line and monuments found or set.

Names of adjacent subdivisions and/or owners of record.

A location map of a scale not less than one inch (1") equals two thousand feet (2,000') showing the development in relationship to the corporation limits of the City of Napoleon.

Lot layout and location of existing and proposed utilities and structures.

Show location, widths and names of existing streets, railroad right-of-way, easements, parks, permanent buildings, corporation and township lines, location of wooded areas and other significant topographic and natural features within and adjacent to the proposed development.

Show street names and scaled dimensions for all proposed roads, alleys, easements (with purpose stated) and areas to be reserved for parks, schools, or other public uses.

Angles shall be shown where streets intersect at something other than ninety degrees (90°).

Show the existing contours with the following intervals:
Five feet (5') where the slope is greater than ten percent (10%).
Two feet (2') where the slope is less than ten percent (10%).
One foot (1') in flat areas.

Vertical Datum shall be USGS or NGS. *(Amended – August 7, 2006 – Ordinance No. 062-06)*

One (1) copy of [runoff drainage](#) calculations showing pre- and post-development storm water runoff for two (2), five (5) and ten (10) year storm events shall be submitted with the preliminary plans. If storm water retention or detention is required based upon these calculations, preliminary pond sizing shall be included as part of the submittal. [All drainage calculations shall be prepared and sealed by a licensed engineer.](#)

If the area is to be developed in phases, the preliminary plan shall be for the entire development. *(Amended – August 7, 2006 – Ordinance No. 062-06)*

After the approval of the preliminary plan by the City Engineer, a reproducible copy of the plan shall be placed on file with the City Engineering Department.

Section 2. That, Rule 3.2.6 (Detailed Construction Plans) of the City Engineering Department Rules and Regulations found in Document NO. CNER98-1 is hereby amended and enacted as follows:

~~Four (4)~~ [One \(1\)](#) sets of the detailed construction plans and specifications [in .pdf format](#) prepared by a Professional Engineer registered in the State of Ohio shall be submitted to the Zoning Administrator who shall [submit two \(2\) sets distribute them](#) to the City Engineer [and other appropriate department heads](#).

~~The plans shall be on twenty four inch (24") by thirty six inch (36") sheets.~~

A title block shall be placed on each sheet showing the design engineer's name, the date when the drawing was done, the sheet number, the total number of sheets and a revision block.

There shall be a title sheet showing a location map, the name of the development, the name and signature of the owner; the name, signature and seal of the design engineer and a signature block for the approvals of the Mayor, the City Manager, and the City Engineer.

The plans shall include general notes, general summary, test boring locations and logs, intersection details and construction details.

~~Two (2)~~ [One \(1\) electronic](#) copies of the soil boring log and report, including recommendations for design and construction of streets, underground utilities and buildings, shall be submitted with the detailed construction plans.

Each plan and profile sheet shall have a north arrow and scales denoted and a minimum of one (1) site bench mark.

A note on the plans shall indicate that all work will be done in accordance with the latest ODOT Construction and Materials Specifications and with the City of Napoleon Standard Specifications for Construction.

All proposed improvements shall be shown in plan and profile.

All existing utilities and structures shall be shown in the plan and profile including, but not limited to, gas mains, storm and sanitary sewers, water mains and buried cables.

The type of pipe material, joints, strength, etc. shall be shown by ODOT, ASTM or AWWA nomenclature.

Details of special structures shall be included in the plans.

All property lines, dimensions, corporation limits, section lines, boundary lines, easements, and other survey lines shall be shown.

The location, description and elevation of all bench marks shall be shown on the appropriate sheets.

USGS or NGS Datum shall be used. *(Amended – August 7, 2006 – Ordinance No. 062-06)*

Indicate references for all existing section corners, street intersections, property corners, etc. that are relevant to the construction.

All supporting data including survey information, pavement design calculations, soil test results, storm sewer design and construction estimates, including a ~~fifteen~~ten percent (~~150~~10%) contingency, shall be submitted with the detailed plans.

Section 3. That, Rule 3.3.4 (Site Plan Requirements) of the City Engineering Department Rules and Regulations found in Document NO. CNER98-1 is hereby amended and enacted as follows:

~~Three (3)~~ One (1) copyies of the site plan in electronic .pdf format shall be submitted by the Owner, Developer or their Agent to the Zoning Administrator who shall submit one ~~(1) copy distribute it~~ to the City Engineer and other appropriate department heads and shall be subject to and/or contain the following:

The name of the development, the name of the Owner, ~~;~~ or Developer, and the name of the Engineer or Surveyor preparing the plans. *(Amended – August 7, 2006 – Ordinance No. 062-06)*

Scale of plan and north arrow.

Property lines including the bearing and distance for each line and monuments found or set.

Names of adjacent subdivisions and/or owners of record.

Location of existing and proposed utilities and structures.

Show location, widths and names of existing streets, railroad right-of-way, easements, permanent buildings, location of wooded areas and other significant topographic and natural features within and adjacent to the proposed development.

At a minimum, spot elevations shall be given for every one hundred (100) feet of surface to be developed.

Vertical Datum shall be defined on the drawings.

One (1) copy of runoff-drainage calculations showing pre- and post-development storm water runoff for two (2), five (5) and ten (10) year storm events may be requested to be submitted with the preliminary plans, as determined by the City Engineer. If storm water

retention or detention is required based upon these calculations, preliminary pond sizing shall be included as part of the submittal.

If the area is to be developed in phases, the preliminary plan shall be for the entire development. *(Amended – August 7, 2006 – Ordinance No. 062-06)*

Section 4. That, Rule 3.3.5 (Fees) of the City Engineering Department Rules and Regulations found in Document NO. CNER98-1 is hereby amended and enacted as follows:

FEES ([NOTE: 3.2.7 and 3.3.5 are not the same for Plan Review Fee](#))

The City Engineering Department shall charge a fee to the Owner or Developer to cover the cost of reviewing the Site Plan. A fee shall also be charged for Construction Inspection and Testing, if required.

Site Plans

Before the Construction Plan review is begun, the Owner, Developer or their Agent must pay a fee of two hundred dollars (\$200.00), by check or money order payable to "City of Napoleon", noting "Engineering Plan Review". This fee is intended to cover the cost of reviewing the Site Plans. *(Amended – August 7, 2006 – Ordinance No. 062-06)*

Inspection Fee Amounts

If construction inspection is performed by the City Engineering Department utilizing its own or contracted forces, as determined by the City Engineer, the Owner, Developer or their Agent shall: *(Amended – August 7, 2006 – Ordinance No. 062-06)*

1. Pay an amount equal to two percent (2%) of the estimated cost of construction (including contingencies) of all improvements to be connected to City utilities, as verified by the City Engineer, for the City to provide part-time inspection services; or, *(Amended – August 7, 2006 – Ordinance No. 062-06)*
2. In the event the owner or developer hires or utilizes its own inspector responsible for the supervision of construction during the construction period with the consent of the City Engineer, the inspector shall be a professional engineer registered in the State of Ohio or employed by a qualified engineering consulting firm. The inspector shall be responsible to submit construction reports to the City Engineer on a regular basis as determined by the City Engineer and notify the City Engineering Department a minimum of one (1) working day prior to when testing is to be performed. *(Amended – August 7, 2006 – Ordinance No. 062-06)*

Section 5. That, Rule 4.1.2 (Pavement Cross Section) of the City Engineering Department Rules and Regulations found in Document NO. CNER98-1 is hereby amended and enacted as follows:

Pavement for residential streets and parking lots shall include a minimum of one and one half inches (1½") of Asphalt Concrete Surface (ODOT Item 448 Type 1 Medium, PG 64-22), one and one half inches (1½") of Asphalt Concrete Intermediate (ODOT Item 448 Type 2 Medium, PG 64-22), three inches (3") of Bituminous Aggregate Base (ODOT Item 301 PG 64-22), and eight inches (8") of Compacted Aggregate Base (ODOT Item

304) installed in two (2) lifts. Subgrade stabilization fabric meeting the requirements of ODOT Item 712.09 Type D, soil type 2 (apparent opening size ≤ 0.3 mm) shall be required between the subgrade and the aggregate base. Heavier pavement designs shall be required for arterial streets and streets within commercial and industrial areas. *(Amended – August 7, 2006 – Ordinance No. 062-06)*

Rigid concrete pavements may also be utilized if approved by the City Engineer. The minimum residential concrete pavement shall be eight inches (8") of ODOT Item 499, Class "C" concrete over six inches (6") of Compacted Aggregate Base (ODOT Item 304) installed in two (2) lifts. Subgrade stabilization fabric meeting the requirements of ODOT Item 712.09 Type D, Soil type 2 (apparent opening size ≤ 0.3 mm) shall be required between the subgrade and the aggregate base. Heavier pavements shall be required for arterial streets and streets within commercial and industrial areas. *(Amended – August 7, 2006 – Ordinance No. 062-06)*

Except for those streets designated as arterial streets, the ~~minimum standard~~ width of pavement shall be twenty-~~five~~ nine feet (~~29~~5') as measured from the back of curb with ODOT Type 2 concrete curb and gutter. ODOT Type 3 concrete curb and gutter may be utilized in new residential subdivisions. *(Amended – August 7, 2006 – Ordinance No. 062-06)*

The pavement width may be reduced to twenty-five feet (25') if existing right-of-way width prohibits standard width pavement and approved by the City Engineer.

Arterial streets shall be a minimum of thirty-three feet (33') in width as measured from the back of curb with ODOT Type 2 concrete curb and gutter. The concrete curb and gutter may be eliminated in industrial developments if approved by the City Engineer. Where curbs and gutters are eliminated, shallow grass drainage swales shall be provided along both sides of the roadway. *(Amended – August 7, 2006 – Ordinance No. 062-06)*

Streets shall be constructed with transverse slopes of one quarter inch ($\frac{1}{4}$ ") per foot as measured from the centerline to the edge of asphalt. Parking lots shall be sloped to a point, or series of points, within the pavement so as not to shed storm water off ~~of~~ the site. Such slopes shall not be less than one percent (1%).

Six inch (6") nominal diameter perforated under drains shall be provided along both sides of pavement. Underdrain inverts shall be four feet (4') below the top of curb. The under drains shall be located directly under the back of curb. Where no curbs are to be constructed, the under drains shall be located directly beneath the edge of the proposed pavement and the invert shall be four feet (4') below the edge of pavement. *(Amended – August 7, 2006 – Ordinance No. 062-06)*

Section 6. That, Rule 4.1.3 (Sidewalks and Drive Approaches) of the City Engineering Department Rules and Regulations found in Document NO. CNER98-1 is hereby amended and enacted as follows:

Sidewalks shall be located along both sides of streets. Sidewalks shall be four inches (4") of ODOT Item 499, Class "C" concrete over ~~four-six~~ six inches (~~6~~4") of Compacted Aggregate Base (ODOT Item 304) or Stabilized Crushed Aggregate (ODOT Item 411) except within five feet (5') of drive approaches and within the intersection of rights-of-ways. At drive approaches and intersections, sidewalks shall be six inches (6") of ODOT Class "C" concrete over four inches (4") of Compacted Aggregate Base (ODOT Item

304) or Stabilized Crushed Aggregate (ODOT Item 411). (Amended – August 7, 2006 – Ordinance No. 062-06)

Sidewalks shall be four feet (4') in width when located at least two feet (2') from the back of curb or edge of pavement, as applicable. Where within two feet (2') of the back of curb or edge of pavement, sidewalks shall be five feet (5') in width.

Sidewalks shall have a transverse slope no greater than one quarter inch (1/4") per foot, nor a longitudinal slope greater than one inch (1") per foot.

Handicap ramps with curb drops shall be provided at all intersections. (Amended – August 7, 2006 – Ordinance No. 062-06)

Drive approaches for residential developments shall be a minimum six inches (6") of ODOT Item 499, Class "C" concrete over six inches (6") of Compacted Aggregate Base (ODOT Item 304) or Stabilized Crushed Aggregate (ODOT Item 411). Commercial drive approaches shall be no less than eight inches (8") of ODOT Item 499, Class "C" concrete over six inches (6") of Compacted Aggregate Base (ODOT Item 304) or ~~411~~ Stabilized Crushed Aggregate (ODOT Item 411). Minimum drive approach curb cuts shall be fourteen feet (14'). ~~M~~maximum drive approach curb cuts shall be thirty feet (30') for residential drives. Both minimum and maximum curb cuts include three feet (3') wide drive wings on each side of the drive approach. No residential lot shall have more than one (1) drive unless approved by the City Engineer. (Amended – August 7, 2006 – Ordinance No. 062-06)

Commercial and industrial drive approaches shall have Type 2A concrete curb with radii in place of wings. Commercial drive approach widths shall be submitted for review by the City Engineer.

Section 7. That, Rule 4.1.6 (Storm Sewer Sizing) of the City Engineering Department Rules and Regulations found in Document NO. CNER98-1 is hereby amended and enacted as follows:

An overall drainage area layout plan showing the limits of the area contributing to each drainage pickup point shall be submitted with the detailed construction plans. The drainage design within the development shall be adequate to handle the entire contributing watershed area, along with its existing, proposed or probable future development, and not just the area being submitted for approval.

If the development is to be completed in phases, the overall drainage plan shall be submitted with the first set of detailed construction drawings and the storm outlet for the entire development shall be included for construction within the first phase.

Storm sewers shall be sized using the "Rational Method" (Q = CIA). The storm sewers shall be designed to flow just full for a five (5) year storm event. The hydraulic grade for each segment of sewer shall be checked by using the ten (10) year intensity-duration-frequency curve. The initial time of concentration (Tc) shall be not less than twenty (20) minutes.

The runoff coefficients (C) to be used shall be based on a weighted coefficient of runoff using the following ranges:

<u>Type of Ground Cover or Development</u>	<u>Runoff Coefficient (C)</u>
Concrete or Asphalt Pavements	0.90

Roof Areas	0.90
Gravel Roadways	0.50
Undeveloped Sites	0.20

Catch basin and curb inlet crossovers shall be twelve inch (12") nominal diameter and placed at no less than one percent (1%) slope.

Catch basins and curb inlets shall be constructed per the City of Napoleon Standard Construction Drawings.

Storm taps shall be provided for residential and commercial lots. Storm taps shall consist of a six inch (6") wye connected to the ~~storm sewer main pavement under drains and a non-perforated and a~~ six inch (6") PVC crossover extended to the right-of-way line for each building lot in a development. The location and the elevation of the storm tap at the right-of-way line shall be shown on the detailed plans. Storm taps shall be utilized as outlets for footer drains and sump pumps only. Downspouts shall outlet onto the ground surface.

Rear yard drainage shall be provided by means of drainage swales and/or catch basins located between lots.

Manholes shall be provided at intervals not to exceed four hundred feet (400'), at all changes in size, direction or grade, at the connection point between two (2) or more mainline sewers and at the upper terminus of the sewer.

A headwall with dump rock fill shall be provided at the outfall of a proposed storm sewer. Dump rock fill shall be ODOT Item 601.07 Type C.

The proposed outlet for the storm drainage system must be approved at the time of the preliminary plan. ~~If a sufficient outlet or receiving stream is not available to carry all of the runoff from the watershed, a~~ method of on-site retention or detention of storm water shall be provided. Calculations for the sizing of a retention/detention pond or basin shall be based upon the following criteria:

Any increase in the volume of storm water runoff caused by site development shall be controlled such that the post-development peak rate of discharge does not exceed that of pre-development for all twenty-four (24) hour storms between the two (2) year frequency and the critical storm, as subsequently defined. In other words, when required, facilities shall be provided such that the volume of water equal to that produced under post-development conditions for the critical storm may be retained or detained on site while discharging at a rate not to exceed that produced by a two (2) year storm under pre-development conditions. Pre-development conditions assumes all developments to be grass lots.

The method by which the Owner or Engineer shall determine the changes in rates of runoff and runoff volumes is presented in Urban Hydrology for Small Watersheds (TR-55) as prepared by the US Department of Agriculture, Soil Conservation Service, Engineering Division and dated June, 1986. TR-55 is supplemented by the Ohio Supplement to Urban Hydrology for Small Watersheds.

To determine the critical storm for which control is required, the Owner or Engineer shall:

Calculate the storm water runoff for a two (2) year frequency, twenty-four (24) hour storm for undeveloped conditions (C = 0.20) and post-development of the site. The maximum allowable runoff from the proposed site shall be pre-development runoff.

Subtract the pre-development runoff from the post-development runoff and divide by the pre-development runoff to determine the percent of increase.

Determine the critical storm frequency for which ~~for which~~ storm water control is required from the following table:

Storm Frequency Requirements		
Equal to or Greater Than (%)	Less Than (%)	Storm Frequency (Years)
--	20	2
20	50	5
50	100	10
100	250	25
250	500	50
500	--	100

Example (critical storm):

Development Area = 6.25 acres

Pre-development "C" = 0.230 Post-development "C" = 0.80 *(Amended – August 7, 2006 – Ordinance No. 062-06)*

2 year, 24 Hour Rainfall = 2.60 inches (Table OH-1, TR-55 Ohio Supplement)

$$Q2A = (0.230) * (2.0) * (6.25) = 3.254.88 \text{ CFS}$$

$$Q2B = (0.80) * (2.60) * (6.25) = 13.00 \text{ CFS}$$

$$(Q2B - Q2A) / (Q2A) = (13.00 - 3.254.88) / (3.254.88) = 3.01.66, \text{ or } 300.66\%$$

Therefore, the critical storm is the ~~fifty twenty-five~~ (250) year frequency, twenty-four (24) hour storm.

Develop a unit hydrograph of the critical storm for the proposed development, including a horizontal line at the rate of allowable discharge (Q2A). Calculate the area beneath the curve and above the horizontal line. This will equate to the volume of retention or detention required.

Section 8. That, Rule 4.2.2 (Sewer Extensions) of the City Engineering Department Rules and Regulations found in Document NO. CNER98-1 is hereby amended and enacted as follows:

If a development can be reasonably served by the extension of an existing sewer, as determined by the City Engineer, the Owner, Developer or their Agent may petition the City for the extension of said sewer. All extensions shall be to the farthest end of the development and shall be at the cost of the developer. (See also City of Napoleon Rules for Water and Sewer Service.)

Section 9. That, Rule 4.2.4 (Sanitary Sewer Services) of the City Engineering Department Rules and Regulations found in Document NO. CNER98-1 is hereby amended and enacted as follows:

Sanitary sewers shall be a minimum of eight inches (8") in diameter and shall be constructed with six inch (6") diameter service connections to ~~within five feet (5') of the structure foundation for~~ each proposed lot or unit within a development, and shall be extended from the sanitary sewer main to the right-of-way line. A six inch (6") diameter cleanout shall be required at the right-of-way line. (Amended – August 7, 2006 – Ordinance No. 062-06)

Service connections shall be constructed at no less than one percent (1%) slope, not greater than three percent (3%) slope and shall outlet directly into the sewer main, not into manholes unless authorized by the City Engineer. (Amended – August 7, 2006 – Ordinance No. 062-06)

Manholes shall be provided at intervals not to exceed four hundred feet (400') , at all changes in size, direction or grade, at the connection point between two (2) or more mainline sewers and at the upper terminus of the sewer.

Where oversizing of the proposed sanitary sewers is required by the City, the City shall pay the incremental cost of oversizing, as determined by the City Engineer, prior to construction. The oversizing of sanitary sewers to reduce the slope of the sewer and compensate for grade concerns is prohibited.

Prior to commencing with construction, the City Engineer shall receive one (1) copy of the Ohio EPA Permit to Install for the proposed sanitary sewers and an approved set of plans. Any construction commencing prior to the City Engineer receiving such documentation shall be subject to penalties as subsequently defined.

Section 10. That, Rule 4.3.2 (Water Main Extensions) of the City Engineering Department Rules and Regulations found in Document NO. CNER98-1 is hereby amended and enacted as follows:

If a development can be reasonably served by the extension of an existing water main, as determined by the City Engineer, the Owner, Developer or their Agent may petition the City for the extension of said water main. All extensions shall be to the farthest end of the development and shall be at the cost of the developer. (See also City of Napoleon Rules for Water and Sewer Service.)

Section 11. That, Rule 4.3.3 (Water Mains) of the City Engineering Department Rules and Regulations found in Document NO. CNER98-1 is hereby amended and enacted as follows:

Water mains shall be a minimum of eight inches (8") in diameter. Six inch (6") diameter water mains shall only be allowed if justified by the City of Napoleon's water model. All costs for modeling the proposed waterline shall be paid by the developer regardless of the findings.

Service connections shall be installed by the contractor responsible for the installation of the respective water mains.

Service connections shall be provided for each building lot within a development and shall be extended from the water main to the right-of-way line with a curb valve and box installed at the right-of-way line.

Service connections shall be sized based upon the water fixture unit demand as determined by current building codes. However, no service connections shall be less than one inch (1") diameter, Type K copper.

Water mains shall be "looped", where possible.

Where oversizing of the proposed water mains is required by the City, the City shall pay the incremental cost of oversizing, as determined by the City Engineer, prior to construction.

Valves shall be located as follows:

1. The lesser of not more than every five hundred feet (500') or at all intersections for commercial and industrial developments;
2. The lesser of not more than every eight hundred feet (800') or at all intersections for residential developments;
3. At all connections to existing water mains; and
4. At the end of all dead end water mains. Plugs shall also be provided at dead ends.

Fire hydrants shall be located as follows:

1. Every three hundred feet (300') for commercial and industrial developments;
2. Every five hundred feet (500') for residential developments; and
3. At the end of all dead end water mains.

Prior to commencing with construction, the City Engineer shall receive one (1) copy of the Ohio EPA Permit to Install for the proposed water mains and an approved set of plans. Any construction commencing prior to the City Engineer receiving such documentation shall be subject to penalties as subsequently defined.

Section 12. That, Rule 5.1 (Permits) of the City Engineering Department Rules and Regulations found in Document NO. CNER98-1 is hereby amended and enacted as follows:

The Owner or Developer shall obtain all applicable permits, including but not limited to, the Ohio EPA Permit to Install for water mains and sanitary sewers and building permits from the proper authorities, which may be necessary to proceed with the construction of the improvements.

Prior to commencing with construction, the City Engineer shall receive one (1) copy of the Ohio EPA Permit to Install for the proposed water mains and sanitary sewers along with an approved set of plans [in .pdf format](#). Any construction commencing prior to the City Engineer receiving such documentation shall be subject to penalties as subsequently defined.

Section 13. That, Rule 5.4 (As-Built Plans) of the City Engineering Department Rules and Regulations found in Document NO. CNER98-1 is hereby amended and enacted as follows:

The Owner or Developer shall, within sixty (60) days after the completion of construction, submit one (1) set of ~~mylar, permanent, reproducible tracings~~ electronic plans in .pdf format marked "AS-BUILT" to the City Engineer.

The Owner's or Developer's Engineer shall provide a notarized affidavit certifying that the completion of the work is in accordance with the approved plans. If any changes to the approved plans occurred, a list of these deviations shall be included with the certification. A sample affidavit is available from the office of the City Engineer.

Section 14. That, Rule 6.4 (Administrative Penalties for Failure to Meet Specifications) of the City Engineering Department Rules and Regulations found in Document NO. CNER98-1 is hereby amended and enacted as follows:

If the Owner, Developer or Agent thereof, opts to provide their own inspection services and does not comply with the requirements of the "City of Napoleon, Ohio Engineering Department Rules and Regulations", the Owner, Developer or Agent shall be subject to Administrative Fines in the amount of fifty dollars (\$50.00) per day for each day that a violation exists, to be levied by the City Manager (upon a finding that the violation exists after an informal hearing with the Owner, Developer or Agent thereof and the City Engineer, unless such hearing is waived). ~~The~~ Failure to appear at a scheduled hearing after notice constitutes a waiver thereof. All improvements completed during times when inspection does not meet the requirements of the "City of Napoleon, Ohio Engineering Department Rules and Regulations" will not be accepted by the City.

Section 15. That, Rule 7.1 (Appeals in General) of the City Engineering Department Rules and Regulations found in Document NO. CNER98-1 is hereby amended and enacted as follows:

Any decision of the City Manager in regard to the denial, suspension or revocation of a permit, as required by the "City of Napoleon, Ohio Engineering Department Rules and Regulations", or any finding or imposition of an administrative fine, as authorized by the "City of Napoleon, Ohio Engineering Department Rules and Regulations", or forfeiture of prior approvals of the City Engineer may be appealed to the ~~Safety and Human Resources~~ Municipal Properties, Buildings, Land Use & Economic Development Committee of Council, so long as the appeal is commenced in a timely manner.

A filing fee of thirty-five dollars (\$35.00), as may be amended from time to time, will be charged for all appeals to the ~~Safety and Human Resources~~ Municipal Properties, Buildings, Land Use & Economic Development Committee of Council. However, this fee may be waived by the Finance Director in cases of indigence. Further, said fee will be returned if the appealing party prevails.

Section 16. That, Rule 7.2 (Appeals from Decision of City Manager) of the City Engineering Department Rules and Regulations found in Document NO. CNER98-1 is hereby amended and enacted as follows:

After a hearing by the City Manager, a decision or order shall be rendered and delivered by either personal service or mailed to the person who filed the appeal at the last known address by regular mail.

An appeal from a decision of the City Manager, after hearing, may be taken to the ~~Safety and Human Resources~~ Municipal Properties, Buildings, Land Use & Economic

[Development](#) Committee of Council, so long as a notice of appeal is filed in writing with the Finance Director within thirty (30) business days after mailing of the decision or order of the City Manager or thirty (30) business days after rendering the decision or order by personal service to the person who filed the appeal.

Appeals will not stay the decision or order of the City Manager as a result of his/her finding.

Appeals to the ~~Safety and Human Resources~~ [Municipal Properties, Buildings, Land Use & Economic Development](#) Committee of Council will be held in a timely manner and will be informal in nature such that the rules of evidence shall not apply.

Such orders of the ~~Safety and Human Resources~~ [Municipal Properties, Buildings, Land Use & Economic Development](#) Committee of Council will be considered final.

Section 17. That, Rule 7.3 (Scope of Appeals) of the City Engineering Department Rules and Regulations found in Document NO. CNER98-1 is hereby amended and enacted as follows:

The scope of all appeals to the ~~Safety and Human Resources~~ [Municipal Properties, Buildings, Land Use & Economic Development](#) Committee of Council shall be limited to the question of whether the City Manager acted unreasonably, arbitrary or capricious in his/her decision. The Committee may, upon a finding that the City Manager acted unreasonably, arbitrary or capricious in his/her decision, merely remand the subject of appeal to the City Manager for further consideration.

Section 18. That, the Engineering Rules and Regulations as amended by this Ordinance shall have a Revised 2016 indicator to reflect that it is the amended copy.

Section 19. That, Ordinance No. 100-06 and Rules 3.2.5, 3.2.6, 3.3.4, 3.3.5, 4.1.2, 4.1.3, 4.1.6, 4.2.2, 4.2.4, 4.3.2, 4.3.3, 5.1, 5.4, 6.4, 7.1, 7.2, and 7.3 of the City Engineering Department Rules and Regulations found in CNER98-1, as existed prior to the enactment of this Ordinance, are repealed.

Section 20. 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 21. 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 22. That, upon passage, this Ordinance shall take effect at the earliest time permitted by law.

Passed: _____

Travis B. Sheaffer, Council President

Approved: _____

Jason P. Maassel, 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. 009-16 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



City of Napoleon, Ohio

DEPARTMENT OF MANAGEMENT

255 West Riverview Avenue, P.O. Box 151
Napoleon, OH 43545
Telephone: (419) 592-4010 Fax: (419) 599-8393
www.napoleonohio.com

Memorandum

To: Mr. Mayor, Mr. President, and Councilmembers
From: Monica Irelan, City Manager
RE: Assessments

History:

The Municipal Properties, Buildings, Land Use & Economic Development Committee has been reviewing and creating a draft policy using assessments to fund infrastructure improvements. The Committee reviewed past practice within the City in order to determine a “typical” linear foot cost for assessments. Taking Woodlawn, Clairmont, and Park Lane and averaging out the cost per linear foot, the average is \$368.81 per foot. There are weaknesses to this analysis, but it is the best analysis staff can do with the resources at hand.

From there, a draft policy was written. This policy was recommended to Council for review. See Exhibit A.

Park Lane: Park Lane calculations are in Exhibit B. This is the project currently under discussion for assessments. In Exhibit B you will find three alternative scenarios for Park Lane, 100% assessment, 50% assessment, and 25% assessment. This is for your review and discussion. As a side note, if we added sidewalks to the assessment, that would add approximately \$25,000 to the overall project. That would make the price per foot go up to \$469.53.

The Committee is bringing the policy to Council to discuss. Council needs to 1) decide on whether assessments are the correct revenue stream for the City of Napoleon; 2) decide if the policy, as presented, is the direction the City would like to head; 3) make a decision on whether to assess Park Lane or not.

These could impact Park Lane’s start date and will impact how staff precedes in future projects.

Financial Impact:

It is no secret that the cost of providing infrastructure improvements is expensive, or that the City is struggling to keep up with the infrastructure needs. The only way to make a significant dent in the infrastructure requirements is to spend more money. Within the current restraints of the budget, spending more money is not an option. More revenue is required. An assessment policy could impact the revenue stream and allow for more infrastructure improvements.

The Committee was and still is not 100% assessments are the route to go. This is evidenced by the review of the income tax credit that has been referred to the Finance and Budget Committee.

Exhibit A

Introduction:

Nothing in the policy shall supersede the policy found in Ohio Revised Code 727 Assessments. An assessment on an infrastructure project is one way for the City as a whole to partner with particular neighborhoods to provide upgrades or replacements of utilities and [surface streets surface](#). This partnership allows for the collective community to pay for a portion of the project while the resident(s) who benefit the most from the improvement participate in the cost as well. With the decrease in intergovernmental funding from the State and County as well as steady increases in expenses, funding of much needed infrastructure improvements has been more difficult. Since a tax increase is politically unfeasible as this time, the Council is turning to the only other finding source they have available to them: assessments.

Since the early 2000s, the majority of the projects performed in the City are tied to the Long Term Control Plan, soon to be renamed [the](#) Wet Weather Plan, from the Ohio Environmental Protection Agency (EPA). The City has recognized the extensive financial burden that has [brought been imposed](#) upon the City and is currently negotiating a more global view of the City's infrastructure needs. That being said, a lot of the projects that occur in the City are initiated by the projects mandated by the Ohio EPA.

Assessments on City-owned/initiated Projects:

There is another Standard Operating Procedure (SOP) on the review of City-owed/initiated projects. The review process shall be followed as outlined in that SOP.

When a project is budgeted and moving forward into the design phase, staff shall do assessment calculations for the replacement of water, sanitary, and storm utilities. An assessment will also be calculated for the complete rebuild of roads due to the replacement of the previously stated utilities. If sidewalk shall be installed for the first time, sidewalk assessment calculations shall [also](#) be performed.

[To the extent it has been determined an assessment would benefit the property and/or property owner at issue,](#) these assessments shall be calculated by [%](#) of the overall project; \$ per lineal foot of frontage; and one-third (1/3) the property value. Of these three calculations, the least expensive to the property owner shall be the one used. The linear foot cost is the price as of 2016. This will increase annually by the inflationary rate of the index. These calculations shall be based on the gross project cost. If grant funding is applied for and acquired by the City, the allocation of those funds shall be applied per the grant agreement.

[NOTE: miscellaneous street repaving and/or micro surfacing is not part of this current assessment policy]

Assessments for Neighborhood- initiated Projects:

When owners within a neighborhood would like to request an improvement the total cost of which may be assessed in accordance to Ohio Revised Code [Section 727.06,](#) [the following shall apply:-](#)

1. The property owners along the street submit a letter to the Public Works Director asking for estimated costs for the improvements. These improvements could include a total street reconstruction, or it could be new sewer or water lines, new street lights, or maybe new curbs. At least 60% of the owners, by front footage, [will](#) need to sign the letter. This letter also needs a contact person's name, address and phone number.

2. The City Engineering Department prepares a list of property owners along the project and estimated costs for each owner.
3. This information is sent to the contact person named in the original letter, who then distributes this information to the property owners.
4. -A second letter to the Public Works Director is then circulated by the contact person for signatures, requesting that a petition be prepared. At least 60% of the property owners of at least 60% of the front footage of the property abutting upon the proposed project shall sign the second letter before it is submitted to the Public Works Director.
5. The City Engineering Department then prepares a the form of petition and mails ~~them out to a petition to each of~~ the property owners.
6. Once the petitions are mailed, petitions representing at least 60% of the front footage of the property abutting upon the proposed project, ~~petitions, by front footage,~~ shall be returned with a "Yes" vote before any further action is undertaken.
7. Once a 60% "Yes" vote is received, legislation is required to authorize development of engineering plans, specifications and cost estimates.
8. Once the plans and specifications are completed, a Resolution of Necessity is introduced to Council. After the resolution is passed, it must be served on all property owners.
9. Assuming any property owners files an objection to the proposed assessments, a Resolution appointing an Equalization Board is introduced and adopted.
10. The Equalization Board meets, hears objections from any property owners, and prepares an equalization report.
11. A Resolution adopting the Equalization Report is introduced and adopted.
12. An Ordinance to Proceed and to authorize the contract for construction is introduced and adopted.
13. At this point, the Engineering Department is able to advertise, take bids and enter into a contract for the project. Construction will then begin after a schedule is prepared by the contractor and accepted by the City.
14. Once the construction is complete and all costs have been identified, the final assessment to the homeowners is prepared.
15. An Ordinance accepting the final assessments is introduced and adopted. At this time the Finance Department will send out bills to the property owners for payment within 30 days and any bills remaining unpaid at that time will be certified to the County Auditor for collection in installments in according with the assessment proceedings.

Exhibit B

PARK LANE IMPROVEMENTS
PRELIMINARY ASSESSMENT CALCULATIONS
PREPARED BY: Chad E. Lulfs, P.E., P.S.
PREPARED ON: #####

Address	Parcel Number	Owner	Frontage	Property Value	Max. 1/3 Value	Frontage Cost	100% of Frontage Cost	Tax Assessments		
			(ft.)					Lump Sum Cost	20 Years i = 3%	30 Years i = 4%
1 Park Lane	41-0095130020	Nick E. Leatherman	130.13	\$115,090	\$38,363.33	\$58,527.99	\$58,527.99	\$38,363.33	\$2,578.62	\$2,218.56
2 Park Lane	41-0095130040	Robert W. Bost	100.73	\$145,740	\$48,580.00	\$45,304.88	\$45,304.88	\$45,304.88	\$3,045.20	\$2,619.99
3 Park Lane	41-0095130060	Steven L. Siclair	99.84	\$197,940	\$65,980.00	\$44,904.59	\$44,904.59	\$44,904.59	\$3,018.29	\$2,596.84
4 Park Lane	41-0095130080	Mollyann Crawford	100.04	\$174,770	\$58,256.67	\$44,994.55	\$44,994.55	\$44,994.55	\$3,024.34	\$2,602.04
5 Park Lane	41-0095130100	Matthew F. Hardy	128.68	\$105,970	\$35,323.33	\$57,875.83	\$57,875.83	\$35,323.33	\$2,374.28	\$2,042.75
None	41-0095130143	Thomas A. Borstelman	89.77	\$460	\$153.33	\$40,375.45	\$40,375.45	\$153.33	\$10.31	\$8.87
6 Park Lane	41-0095130120	Thomas A. Borstelman	239.24	\$115,540	\$38,513.33	\$107,601.91	\$107,601.91	\$38,513.33	\$2,588.70	\$2,227.23
7 Park Lane	41-0095130160	Edward A. Hoeffel	125.64	\$121,460	\$40,486.67	\$56,508.54	\$56,508.54	\$40,486.67	\$2,721.34	\$2,341.35
8 Park Lane	41-0095130180	Daniel George Dewalt	125.76	\$136,970	\$45,656.67	\$56,562.52	\$56,562.52	\$45,656.67	\$3,068.85	\$2,640.33
9 Park Lane	41-0095130200	Clayton L. Muntz	125.09	\$113,000	\$37,666.67	\$56,261.17	\$56,261.17	\$37,666.67	\$2,531.79	\$2,178.27

Project Costs		\$371,367.36
Estimated Construction Cost with 10% Contingency:	\$535,000.00	
O.E.P.A. Application Fees:	\$1,578.00	
Design Cost:	\$43,950.00	(Total Cost for 3 Phases = \$184,300. Assume Park Lane Costs as Follows: Design = \$40,000, Geotechnical = \$2,000; Record Drawings = \$950; Monuments = \$1,000)
Public Record Research Costs:	\$0.00	
Total Project Cost:	\$580,528.00	
City of Napoleon's Cost (as per O.R.C.)		
2% of Total Project Cost:	\$11,610.56	
Park Lane & Park Street Intersection Cost:	\$0.00	
City of Napoleon's Total Project Cost:	\$11,610.56	
Adjusted Assessment Total Cost:	\$568,917.44	
Total Frontage (ft.)	1,264.92	
Price per Foot of Frontage:	\$449.77	

Per O.R.C., assessments are limited to 1/3 value of property.

PARK LANE IMPROVEMENTS
PRELIMINARY ASSESSMENT CALCULATIONS
PREPARED BY: Chad E. Lulfs, P.E., P.S.
PREPARED ON: #####

Address	Parcel Number	Owner	Frontage	Property Value	Max. 1/3 Value	Frontage Cost	50% of Frontage Cost	Tax Assessments		
			(ft.)					Lump Sum Cost	20 Years i = 3%	30 Years i = 4%
1 Park Lane	41-0095130020	Nick E. Leatherman	130.13	\$115,090	\$38,363.33	\$76,112.96	\$38,056.48	\$38,056.48	\$2,557.99	\$2,200.81
2 Park Lane	41-0095130040	Robert W. Bost	100.73	\$145,740	\$48,580.00	\$58,916.92	\$29,458.46	\$29,458.46	\$1,980.07	\$1,703.59
3 Park Lane	41-0095130060	Steven L. Siclair	99.84	\$197,940	\$65,980.00	\$58,396.36	\$29,198.18	\$29,198.18	\$1,962.58	\$1,688.53
4 Park Lane	41-0095130080	Mollyann Crawford	100.04	\$174,770	\$58,256.67	\$58,513.34	\$29,256.67	\$29,256.67	\$1,966.51	\$1,691.92
5 Park Lane	41-0095130100	Matthew F. Hardy	128.68	\$105,970	\$35,323.33	\$75,264.86	\$37,632.43	\$35,323.33	\$2,374.28	\$2,042.75
None	41-0095130143	Thomas A. Borstelman	89.77	\$460	\$153.33	\$52,506.42	\$26,253.21	\$153.33	\$10.31	\$8.87
6 Park Lane	41-0095130120	Thomas A. Borstelman	239.24	\$115,540	\$38,513.33	\$139,931.34	\$69,965.67	\$38,513.33	\$2,588.70	\$2,227.23
7 Park Lane	41-0095130160	Edward A. Hoeffel	125.64	\$121,460	\$40,486.67	\$73,486.77	\$36,743.38	\$36,743.38	\$2,469.73	\$2,124.87
8 Park Lane	41-0095130180	Daniel George Dewalt	125.76	\$136,970	\$45,656.67	\$73,556.95	\$36,778.48	\$36,778.48	\$2,472.09	\$2,126.90
9 Park Lane	41-0095130200	Clayton L. Muntz	125.09	\$113,000	\$37,666.67	\$73,165.07	\$36,582.54	\$36,582.54	\$2,458.92	\$2,115.57

Project Costs		\$310,064.19
Estimated Construction Cost with 10% Contingency:	\$710,000.00	
O.E.P.A. Application Fees:	\$1,000.00	
Design Cost:	\$43,950.00	(Total Cost for 3 Phases = \$184,300. Assume Park Lane Costs as Follows: Design = \$40,000, Geotechnical = \$2,000; Record Drawings = \$950; Monuments = \$1,000)
Public Record Research Costs:	\$0.00	
Total Project Cost:	\$754,950.00	
City of Napoleon's Cost (as per O.R.C.)		
2% of Total Project Cost:	\$15,099.00	
Park Lane & Park Street Intersection Cost:	\$0.00	
City of Napoleon's Total Project Cost:	\$15,099.00	
Adjusted Assessment Total Cost:	\$739,851.00	
Total Frontage (ft.)	1,264.92	
Price per Foot of Frontage:	\$584.90	

Per O.R.C., assessments are limited to 1/3 value of property.

PARK LANE IMPROVEMENTS
PRELIMINARY ASSESSMENT CALCULATIONS
 PREPARED BY: Chad E. Lulfs, P.E., P.S.
 PREPARED ON: #####

Address	Parcel Number	Owner	Frontage (ft.)	Property Value	Max. 1/3 Value	Frontage Cost	25% of Frontage Cost	Tax Assessments		
								Lump Sum Cost	20 Years i = 3%	30 Years i = 4%
1 Park Lane	41-0095130020	Nick E. Leatherman	130.13	\$115,090	\$38,363.33	\$76,112.96	\$19,028.24	\$19,028.24	\$1,279.00	\$1,100.41
2 Park Lane	41-0095130040	Robert W. Bost	100.73	\$145,740	\$48,580.00	\$58,916.92	\$14,729.23	\$14,729.23	\$990.04	\$851.79
3 Park Lane	41-0095130060	Steven L. Siclair	99.84	\$197,940	\$65,980.00	\$58,396.36	\$14,599.09	\$14,599.09	\$981.29	\$844.27
4 Park Lane	41-0095130080	Mollyann Crawford	100.04	\$174,770	\$58,256.67	\$58,513.34	\$14,628.34	\$14,628.34	\$983.25	\$845.96
5 Park Lane	41-0095130100	Matthew F. Hardy	128.68	\$105,970	\$35,323.33	\$75,264.86	\$18,816.21	\$18,816.21	\$1,264.75	\$1,088.14
None	41-0095130143	Thomas A. Borstelman	89.77	\$460	\$153.33	\$52,506.42	\$13,126.61	\$153.33	\$10.31	\$8.87
6 Park Lane	41-0095130120	Thomas A. Borstelman	239.24	\$115,540	\$38,513.33	\$139,931.34	\$34,982.84	\$34,982.84	\$2,351.40	\$2,023.06
7 Park Lane	41-0095130160	Edward A. Hoeffel	125.64	\$121,460	\$40,486.67	\$73,486.77	\$18,371.69	\$18,371.69	\$1,234.87	\$1,062.44
8 Park Lane	41-0095130180	Daniel George Dewalt	125.76	\$136,970	\$45,656.67	\$73,556.95	\$18,389.24	\$18,389.24	\$1,236.05	\$1,063.45
9 Park Lane	41-0095130200	Clayton L. Muntz	125.09	\$113,000	\$37,666.67	\$73,165.07	\$18,291.27	\$18,291.27	\$1,229.46	\$1,057.79

Project Costs		\$171,989.48
Estimated Construction Cost with 10% Contingency:	\$710,000.00	
O.E.P.A. Application Fees:	\$1,000.00	
Design Cost:	\$43,950.00	(Total Cost for 3 Phases = \$184,300. Assume Park Lane Costs as Follows: Design = \$40,000, Geotechnical = \$2,000; Record Drawings = \$950; Monuments = \$1,000)
Public Record Research Costs:	\$0.00	
Total Project Cost:	\$754,950.00	
City of Napoleon's Cost (as per O.R.C.)		
2% of Total Project Cost:	\$15,099.00	
Park Lane & Park Street Intersection Cost:	\$0.00	
City of Napoleon's Total Project Cost:	\$15,099.00	
Adjusted Assessment Total Cost:	\$739,851.00	
Total Frontage (ft.)	1,264.92	
Price per Foot of Frontage:	\$584.90	

Per O.R.C., assessments are limited to 1/3 value of property.



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 Irelan, City Manager
From: Chad E. Lulfs, P.E., P.S., Director of Public Works
cc: Mayor & City Council
Greg Heath, City Finance Director
Date: May 2, 2016
Subject: Park Lane Street Improvements (L.T.C.P. Project No. 17C & 11E ~ Partial) – Approval of Plans & Specifications

The City of Napoleon's Department of Public Works requests approval of the plans, bid documents, and specifications for the above referenced project. This project consists of: reconstruction of Park Lane from Park Street through the cul-de-sac; replacing the existing concrete curb and drive approaches; replacing the sanitary sewer main and installing new sanitary sewer services; installing storm taps to all properties along the project; replacing water services and installing two water valves. Concrete walks will be required to be installed by property owners within one year of the completion of the project.

Engineer's Estimate of Construction: \$575,000.00.

Budgeted amount for Construction: \$650,000.00.

There is an O.P.W.C. Grant attached to this project: \$325,000.00 (or 50%, whichever is less)

CEL



City of Napoleon, Ohio

DEPARTMENT OF MANAGEMENT

255 West Riverview Avenue, P.O. Box 151
Napoleon, OH 43545
Telephone: (419) 592-4010 Fax: (419) 599-8393
www.napoleonohio.com

Memorandum

To: Mr. Mayor, Mr. President, and Councilmembers
From: Monica Irelan, City Manager
RE: *Time Warner Contract*

History:

The City provides internet access to the Mayor, City Council, Appointed Authorities, and Department Heads through one of two avenues: 1) the individual is given internet through a Time Warner Contract administered by the City; or 2) the City reimburses \$25 a month for internet service. We will be discussing option 1 in this memo, the Time Warner Contract.

The City entered into a contract with Time Warner to provide internet access to the Mayor and Council for a flat fee. At the time, it was a great deal. All eight (8) elected officials received internet for approximately \$99 a month. As time evolved, so did the contract and participation. Currently no councilmembers use the service and only four (4) staff members are on the contract. Our IT Department manages the contract. It is becoming expensive and administrative intensive to manage the contract. With these factors, staff recommended the contract be terminated prior to the end of the year.

There is a 30 termination notice in the contract. I would like to give the four (4) staff members until June 22, 2016 to find alternative internet access. Then a 30 day notice will be issued, and the contract will be terminated prior to the 2017 budget.

Recommendation:

Technology and Communications Committee recommends the termination of the Time Warner Cable contract.



City of Napoleon, Ohio

DEPARTMENT OF MANAGEMENT

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Napoleon, OH 43545
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www.napoleonohio.com

Memorandum

To: Mr. Mayor, Mr. President, and Councilmembers
From: Monica Irelan, City Manager
RE: NCTV Contract

History:

The Technology and Communications Committee discussed the NCTV Contract on April 25, 2016. The City of Napoleon has contracted with the Napoleon Area School District to provide a local cable access channel for many years. In 2014, the Technology Committee made a recommendation to City Council to implement a 2 year contract.

Over the life of 2014 contract, the school has made significant improvements including new facilities, equipment, and leadership. Participation has improved with slightly fewer than 100% attendance at regularly scheduled Council meetings. The school did tape all of the special meetings that were requested by the City. Financial reports were shared with the City as indicated in the contract.

The school is supposed to do a presentation to Council at the beginning of the fiscal year explaining that year's plan. Although this was not accomplished in 2014 or 2015, it will be accomplished in 2016 and 2017 if the contract is renewed.

Financial Impact:

The City pays the School District \$18,000 annually for this service. The money comes from cable franchising fees.

Recommendation:

Technology and Communications Committee recommends a two (2) year renewal of the current contract. Staff supports that recommendation.

Memorandum

To: Technology and Communication Committee, Council, Mayor, City Manager, City Law Director, City Finance Director, Department Supervisors, Media

From: Gregory J. Heath, Finance Director/Clerk of Council

Date: 4/28/16

Re: Technology and Communication Committee Meeting Cancellation

The Technology and Communication Committee meeting regularly scheduled for Monday, May 2, 2016 at 6:15pm has been CANCELED at the direction of the Chair.

City of Napoleon, Ohio
Civil Service Commission

LOCATION: Council Chambers, 255 West Riverview Avenue, Napoleon, OH 43545

Special Meeting Agenda
Tuesday, May 3, 2016 at 4:30pm

- I. Approval of Minutes (*In the absence of any objections or corrections, the Minutes shall stand approved.*)
- II. Approve the applicants for the Firefighter/Paramedic Civil Service test
- III. Any other matters to come before the Commission
- IV. Adjournment

Gregory J. Heath, Finance Director/Clerk of Council

City of Napoleon, Ohio
Civil Service Commission

Meeting Minutes
Tuesday, April 5, 2016 at 4:30pm

PRESENT

Members
City Staff
Recorder
Others

Bill Finnegan – Chair, David Creager
Gregory Heath, Finance Director/Clerk of Council
Anne Taylor
Robert Weitzel, Police Chief
Clayton O’Brien, Fire Chief
Monica Irelan, City Manager
Morgan Druhot, HR Director
Zachary Fisher

ABSENT

Megan Lytle

Call To Order

Chairman Finnegan called the meeting to order at 4:30pm.

Approval Of Minutes

Minutes of the March 22, 2016 meeting stand approved as presented with no corrections or objections.

Discussion Regarding The Applications for Fire Captain Promotion Exam

Finnegan reported there are four (4) applicants for Fire Captain and two (2) applicants for Assistant Fire Chief. See Attached. Heath reported that all applicants will be tested under the Fire Captains exam including those applying for the Assistant Fire Chief position. Heath advised all applicants will be testing under the Fire Captains exam. Chief O’Brien advised that Joel Frey is an applicant for Assistant Fire Chief and has previously passed the Captains exam. Chief O’Brien questioned if Frey would need to retake the test. Heath questioned if the test Frey took is still valid. Irelan replied that it is her opinion that all persons would have to retest to insure they are all taking the same exam stating that Frey’s test has expired and that both applicants should take the same test. The consensus of the Committee was that both applicants should take the current test for Assistant Fire Chief.

Motion To Approve Applications For Fire Captain Promotion Exam

Motion: Creager Second: Finnegan
To Approve all applications for Assistant Fire Chief and Fire Captain promotion exam.

Passed
Yea-2
Nay- 0

Roll call vote on motion: Finnegan, Creager
Yea-2
Nay-0

Any Other Matters To Come Before The Commission

Applicant Zachary Fisher was present and asked the Committee if they would consider changing the date of the exam as he will be on vacation on the date that the exam is scheduled. Heath stated that if you allow one (1) applicant to take the test at a different time you risk the security of the test. Heath continued that if you move the current date of the exam, more conflicts of schedules of other applicants may arise. Finnegan thanked Mr. Fisher for voicing his concerns. Creager expressed his concern with setting precedent with moving the date of the exam for one (1) applicant. Finnegan concurred. No action was taken.

Motion To Adjourn

Motion: Finnegan Second: Creager
Motion to adjourn the meeting

Passed

Yea-2

Nay-0

Roll call vote on motion:

Yea-2

Nay-0

Adjournment

Meeting adjourned at 4:40 pm

Date Approved:

Bill Finnegan, Chair

DRAFT



Legislative Bulletin

April 22, 2015

This week, the Ohio legislature continued a busy schedule of hearings and floor sessions. Most regular committees met and both chambers held session on Wednesday. Much of the chatter this week centered around getting the capital budget, introduced last week, passed relatively quickly. Many members are attempting to get their bills heard and passed before the summer break. The new Marijuana Special Committee has been a source of conversation, as they attempt to pass something to pre-empt the ballot initiatives that have recently been approved for circulation by the Secretary of State.

OHIO'S HISTORICAL PRESERVATION TAX CREDIT ON THE AGENDA FOR NEXT WEEK'S TAX POLICY STUDY COMMISSION MEETING

The 2020 Tax Policy Study Commission will be meeting on Thursday, April 28th, 2016 in the Senate South Hearing Room at 10:00am. The main topic of discussion will be the Ohio Historic Preservation Tax Credit Program, and what the future of the program will look like. Part of the discussion will revolve around the proposal to convert this tax credit into a grant program, which the league has serious concerns with. We encourage municipal officials to consider attending the hearing to communicate with legislators what the program has meant to your communities and the importance that the tax credit program continue as a tool for redevelopment and economic development.

The 2020 Tax Commission was created in House Bill 64 (the state's budget bill) and exists to determine how to maximize Ohio's competitiveness by the year 2020, how to transition Ohio's personal income tax to a flat tax of 3.5% or 3.75% beginning in tax year 2018, how to make the tax credit authorized in section 149.311 of the Revised Code more efficient and effective, including converting it to a refundable tax credit or grant program, and how to reform Ohio's severance tax in a way that maximizes competitiveness and enhances the general welfare of the state. The Commission also plans to review and evaluate every credit against a tax levied by the state and authorized in the Revised Code.

There are seven members who serve on the Ohio 2020 Tax Policy Study Commission. Three members of are from the House of Representatives, including: Co-Chair Jeff McClain (R-Upper Sandusky), Representative Kirk Schuring (R-Canton) and Representative Jack Cera (D-Bellarie). The Committee has three members from the

Senate: Co-Chair Bob Peterson (R-Washington Court House), Senator Scott Oelslager (R-Canton), and Senator Charleta Tavares (D-Columbus). Finally, the Governor has one appointee, who is the Director of the Office of Budget Management, Tim Keen.

The League's staff will be in attendance and monitoring closely. We will be sure to report on the activities and decisions of this committee.

CAPITAL APPROPRIATIONS BILL RECEIVES HEARING

You may recall that last week Senator Scott Oelslager (R-Canton) introduced the Capital Appropriations bill, Senate Bill 310. This bill allots about \$2.6 billion of state money for various projects requested around the state. The bill passed the Senate by a 32-1 vote. The bill will now go to the House of Representatives for review. The bill remains on a fast-track and we anticipate seeing the bill pass the House next week. Specific information on the breakdown of capital appropriations can be found here: <http://obm.ohio.gov/>

EXPEDITED FORECLOSURE BILL RECEIVES COMMITTEE AMENDMENTS

The House Financial Institutions and House and Urban Development Committee continues to hold hearings on HB 462, which would create an expedited foreclosure process for situations where nobody disputes that a property is abandoned and/or vacant. The third hearing of the bill was Wednesday. The League continues to promote ideas that help our communities deal with vacant and abandoned properties. We have engaged in several interested parties meetings with bill sponsor Representative Jonathan Dever (R-Cincinnati) over this issue.

This week, several interested parties coalesced around a number of proposed amendments. The League was part of the discussions but was not a signatory to the proposal. The proposal culminated in a number of amendments discussed below. We commend Representative Dever for his work in hearing, reviewing, and adopting many of these suggested amendments.

The League continues to keep tabs on this bill to ensure that our momentum on this bill continues. We continue to advocate for legislation that will help municipalities address vacant and abandoned properties in an efficient manner.

The amendments added this week provide the following:

- Preserves existing law in regard to the statute of limitations;
- Updates sections identifying the fact patterns that could be used to establish that a home was abandoned or vacant;
- Specifies that judges must direct a government official to make an inspection visit to ensure a home is vacant;
- Caps the cost for that inspection at \$50;
- Prohibits financial institutions from lying to homeowners regarding foreclosure processes;
- Allows municipalities to encourage a prompt sale of qualifying properties;

- Requires the submission of a property buyer's name, address, phone number, email address for those involved in online sales. Telephone numbers would be exempt from the public record, and;
- Clarifies that the bill doesn't deal with land banks and local ordinances.

We will keep updating you on the ongoing process related to this bill. Representative Dever and the other interested parties have worked hard for nearly two years to get this bill to this point and we are very optimistic at this point. The bill is similar to House Bill 134, which mostly addresses the same issues.

MUNICIPAL BOND TAX EXEMPTION RESOLUTION MOVING THROUGH SENATE

The League scored a significant win this week when the Senate Ways and Means Committee unanimously passed House Continuing Resolution 7, which urges Congress to preserve the tax-exempt status of municipal bonds. The League's Director of Communication Josh Brown, who was instrumental in bringing the issue to the Ohio legislature, testified on Wednesday on behalf of the OML and a coalition of local government entities that support the resolution. A link to the league testimony can be found [HERE](#). Also, Toby Ritner from the Counsel of Development Finance Agencies testified at the request of the OML about the importance of this tax exemption.

The Ohio House passed this resolution earlier this year, making it the first state chamber in the country to pass such a resolution, after many local governments have passed it. It was suggested in response to proposed legislation from the U.S. Congress and the executive branch which would eliminate the exemption either wholly or partially. The bill will now go to the Senate floor. If passed, Ohio will have the first General Assembly in the country to pass such a resolution.

DOWNTOWN REDEVELOPMENT BILL SENT TO GOVERNOR

In other news, the Governor will soon have an opportunity to sign a bill that will be good for municipalities. The Ohio House unanimously concurred with Senate amendments to Representative Kirk Schuring's (R-Canton) HB 233. The bill will authorize municipal corporations to create downtown redevelopment districts and innovation districts for the purposes of promoting the rehabilitation of historic buildings, creating jobs, encouraging economic development in commercial and mixed-use areas, and supporting grants and loans to technology-oriented and other businesses. The OML was very involved in promoting this legislation and is very thankful to all the parties that helped get this bill to the Governor. Rep. Schuring was particularly gracious in working with us on the bill.

LEGISLATIVE HEARINGS CONTINUE ON MUNICIPAL-RELATED BILLS

The Senate Ways and Means Committee held a fifth hearing this week on SB 235 introduced by Sens. Bill Coley(R-Cincinnati) and Bill Beagle (R-Tipp City) which would exempt from property tax the increased value of property on which industrial or

commercial development is planned until construction of new commercial or industrial facilities at the property commences. The bill was originally scheduled for a committee vote but the decision was made to not vote on the bill until concerns that have been raised by the league, in coordination with other local government organizations, are addressed as to potential unintended consequences that are concerning, if the bill were to continue in its current form. No witnesses appeared at the hearing and we expect the committee to continue to work diligently on the proposal.

Testimony was offered in the Ohio House Finance Committee about two bills that the League is tracking. First, the Committee held a second hearing and heard testimony about the success of former state sales tax holidays for retailers. SB 264 offered by Senator Bacon (R-Minerva) would continue the practice. The Department of Tax is expected to release analysis of the impact of the tax holiday in the coming weeks. The tax holiday was originally a one-time event. Currently, SB 264 would extend the proposal to a pilot program.

Next, the Committee passed HB 130 after a third hearing which would create the Data-Ohio program. The bill was introduced by Representative Mike Duffey (R-Worthington). The bill would create a board to review ongoing data opportunities and create a hub for data to be voluntarily distributed to the state government in a standardized format. Rep. Duffey and the League worked extensively on this bill together, coming to an agreed-upon resolution. Because of the insistence of the OML, the bill is completely voluntary for local governments and the OML will be able to make appointments to the proposed Board. The bill originally had about \$25 million in funding available for participation. That has been removed. This is unrelated to the State Treasurers online checkbook and the Department of Administrative Services plans to start making local government data available.

The Ohio House Local Government Committee heard testimony on three bills related to municipalities. First, HB 378 received a fourth hearing. The bill would authorize law enforcement officers of township police districts and joint police districts, and township constables, serving specified small populations to make arrests for motor vehicle-related violations committed on an interstate highway in the same manner as township law enforcement officers serving larger populations. The bill was introduced by Representatives Steve Hambley (R-Brunswick) and Jeffery Rezabek (R-Mason).

Secondly, the Committee held a third hearing and heard testimony on HB 407 which would require law enforcement agencies that use body cameras to adopt written policies for operation of the cameras and to require agencies to make the adopted policies available to the public. The bill was introduced by Representatives Cheryl Grossman (R-Grove City) and Kevin Boyce (R-Columbus).

Finally, the Committee held a third hearing on HB 462 which would establish a joint police district, to modify the membership of a joint police district governing body, to expand the offense of solicitation to also apply to a person who agrees with another to engage with the other person in sexual activity for hire, to provide that the "prescription exemption" from the drug possession offenses does not apply to a person who uses more of the drug than the maximum prescribed amount per day or the maximum amount to be used within the prescription timeline or who administers or takes the drug in a manner not prescribed by the prescribing health professional, and to provide immunity from

civil liability to a peace officer who administers naloxone to a person who is apparently experiencing an opioid-related overdose. No witnesses appeared for the bill and the hearing was open to all testimony. The bill was introduced by Representative Christina Hagan (R-Mansfield) and Robert Sprague (R-Findlay).

The Ohio Senate Government Oversight and Reform Committee held its first hearing, sponsor only on SB 270 which would update laws related to pawnbrokers. Generally, the bill clarifies some language, harmonizes the law with certain legal precedents, and institutes a 1% increase in fees. To offset the modest fee increases, the bill would add another month to the collateral-based loan period. The league will be tracking this legislation closely to ensure that current municipal regulatory authorities are preserved and that Home Rule provisions are not unintentionally affected.

Lastly, the Ohio House passed HB 277 this week a bill introduced by Representative Andrew Brenner (R-Powell). The bill would limit authorization of a county, township, or municipality to impose a 9-1-1 system levy to only the portion of the subdivision that would be served by the 9-1-1 system. The bill will now go to the Senate.

TWO BILLS OF MUNICIPAL INTEREST INTRODUCED IN OHIO HOUSE

In the House of Representatives, two bills were introduced that will effect municipalities this week. Ohio's employers may have yet another requirement to watch out for as Representative Jonathan Dever (R-Cincinnati) introduced House Bill 527 which would change what employers can ask for in the job selection process. The bill forbids employers from requesting an applicant's social security number, date of birth, or driver's license number during before making an offer of employment. HB 527 creates a list of exceptions including: to obtain criminal records, credit history, driving record, internal record searches, and to provide government entities with necessary information. HB 527 requires employers to maintain a policy regarding record retention. The bill will now be assigned to a committee for review.

Secondly, the League continues to pursue revenue sources for local transportation needs. Representative Margaret Ann Ruhl (R-Mount Vernon) introduced House Bill 528 that would permit municipalities to levy a \$15 tax on license plates for purposes of transportation spending. The money would be split between the county and township. We will alert our members to what committee this bill is assigned to and what hearing schedule is established. The League is very appreciative of Representative Ruhl's efforts to work with the OML and other partners to help deal with the need for infrastructure resources.

LEAGUE PROPOSING WORKERS COMPENSATION WORKING GROUP BE FORMED

With all the activity in the workers compensation area lately, the OML will be forming a working group of municipal professionals who have expertise in the workers compensation and risk management area and a desire to be involved in helping the League and its members influence policy in this area. It is imperative that public management exercise a strong voice in this area as legislators continue to address

difficulties in the current system.

At the beginning, this working group will merely be an email list that will receive and respond to specialized communications about state activity in the workers compensation area in particular. Subscribers may be called upon to talk to engage in technical discussions, communicate with legislators, write letters, give testimony, and apply to serve on various committees.

Please forward this request to any in-house or private parties who would be well-suited for this communication list. Please send a request to jbrown@omlohio.org to be placed on this list or call (614) 284-4394 for more information.

COMMITTEE SCHEDULE FOR NEXT WEEK

The following is the committee schedule released, so far, for next week. If there are changes or additions, we will be sure to post those to our website Monday.

Have a safe and enjoyable weekend!~

PRELIMINARY COMMITTEE SCHEDULE FOR THE WEEK OF APRIL 24, 2016

Tuesday, April 26, 2016

SENATE AGRICULTURE

Sen. Hite: 614-466-8150

Tue., Apr. 26, 2016, 9:00 AM, South Hearing Room

LIQUOR PERMIT-FARMERS MARKETS (MANNING N) To establish the
HB178 F-10 liquor permit to authorize certain A-2 permit holders to sell Ohio wines
at farmers markets.

Second Hearing, All Testimony

FIRST RESPONDERS-INJURED ANIMALS (GINTER T) To authorize a
HB187 first responder, emergency medical technician-basic, emergency medical
technician-intermediate, emergency medical technician-paramedic, or
volunteer firefighter to stabilize an injured animal in an emergency.

Second Hearing, All Testimony

VICIOUS DOG LAW (BEAGLE B) To revise provisions of the Dogs Law
governing nuisance, dangerous, and vicious dogs, to revise enforcement of that

SB151 Law, and to establish a notification process regarding complaints of certain violations of that Law.

Third Hearing, All Testimony

HOUSE WAYS AND MEANS

Rep. McClain: 614-644-6265

Tue., Apr. 26, 2016, 9:30 AM, Hearing Room 121

UTILITY SERVICE TAX-LEVY (AMSTUTZ R) To require voter approval before a county may levy a new utilities services tax, to allow small businesses to count employees of related or affiliated entities towards satisfying the
HB473 employment criteria of the business investment tax credit, to permit a bad debt refund for cigarette and tobacco product excise taxes paid when a purchaser fails to pay a dealer for the cigarettes or tobacco products and the unpaid amount is charged off as uncollectible by the dealer.

First Hearing, Sponsor Testimony

HOUSE FINANCE

Rep. Smith: 614-466-1366

Tue., Apr. 26, 2016, 10:00 AM, Hearing Room 313

CAPITAL APPROPRIATIONS (OELSLAGER S) To make capital
SB310 appropriations and changes to the law governing capital projects for the biennium ending June 30, 2018.

First Hearing, Sponsor Testimony, PENDING REFERRAL

SENATE INSURANCE

Sen. Hottinger: 614-466-5838

Tue., Apr. 26, 2016, 10:30 AM, South Hearing Room

WORKERS' COMPENSATION-SURPLUS FUND (HENNE M, MCCOLLEY
HB207 R) To allow a state fund employer to have a workers' compensation claim that is likely to be subrogated by a third party paid from the surplus fund account in the state insurance fund rather than charged to the employer's experience.

Fourth Hearing, All Testimony, AMENDMENTS/POSSIBLE VOTE

HOUSE FINANCIAL INSTITUTIONS, HOUSING AND
URBAN DEVELOPMENT

Rep. Terhar: 614-
466-8258

Tue., Apr. 26, 2016, 2:15 PM, Hearing Room 113

MORTGAGE FORECLOSURE-ABANDONED PROPERTY (DEVER J) To establish expedited actions to foreclose mortgages on vacant and abandoned

HB463 residential properties, to permit private selling officers to conduct judicial and execution sales of real property, to state the intent of the General Assembly regarding mortgage foreclosure actions, to revise the Commercial Paper Law relating to mortgages and lost instruments, and to make other changes relative to foreclosure actions.

Third Hearing, All Testimony, AMENDMENTS

HOUSE SELECT COMMITTEE ON MEDICAL MARIJUANA

Rep. Kirk Schuring: 614-752-2438

Tue., Apr. 26, 2016, 3:00 PM, Hearing Room 313

HB523 MEDICAL MARIJUANA (HUFFMAN S) To authorize the use of marijuana for medical purposes and to establish the Medical Marijuana Control Program.
Fourth Hearing, All Testimony

SENATE FINANCE

Sen. Oelslager: 614-466-0626

Tue., Apr. 26, 2016, 3:00 PM, Senate Finance Hearing Room

SB267 GASEOUS FUEL VEHICLE-CONVERSION PROGRAM (SEITZ B, PETERSON B) To create the Gaseous Fuel Vehicle Conversion Program.
First Hearing, Sponsor Testimony

Wednesday, April 27, 2016

SENATE GOVERNMENT OVERSIGHT AND REFORM

Sen. Coley: 614-466-8072

Wed., Apr. 27, 2016, 8:45 AM, Senate Finance Hearing Room

SB303 AGENCY RULE MAKING REFORM-LEGISLATIVE REVIEW (UECKER J) To reform agency rule-making and legislative review thereof.
Second Hearing, Proponent Testimony

SB293 MBR-NATURAL RESOURCES (BALDERSON T) To revise specified laws relating to natural resources.

Second Hearing, Proponent & Opponent Testimony

SENATE WAYS AND MEANS

Sen. Peterson: 614-466-8156

Wed., Apr. 27, 2016, 9:30 AM, South Hearing Room

JOINT ECONOMIC DEVELOPMENT DISTRICTS (SCHURING K) To
HB182 revise the law governing the creation and operation of joint economic
development districts (JEDDs) and enterprise zones.

First Hearing, Sponsor Testimony

NATURAL GAS-TAX EXEMPTION (SCHAFFER T, RETHERFORD W) To
HB390 exempt the sale of natural gas by a municipal gas company from the sales and
use tax.

First Hearing, Sponsor Testimony

INCREASED VALUE-PROPERTY TAX (BEAGLE B, COLEY W) To exempt
SB235 from property tax the increased value of property on which industrial or
commercial development is planned until construction of new commercial or
industrial facilities at the property commences.

Sixth Hearing, All Testimony, AMENDMENTS/POSSIBLE VOTE

LOCAL TAX-FISCAL REVISIONS (GREEN D) To extend the deadline for
filing an application for the homestead exemption or 2 1/2% property tax
rollback to the end of the tax year, to require that auditors certify Local
HB166 Government Fund allocations to subdivisions by regular or electronic, rather
than certified mail, and to repeal laws requiring county auditors to issue
permits for traveling shows, issue licenses for new merchandise public
auctions, certify the annual state tax interest rate to local courts, and provide
certain certifications related to the repealed personal property tax.

Third Hearing, All Testimony, AMENDMENTS

CAUV COMPUTATION-CAPITALIZATION RATE (HITE C) To require that
SB246 the computation of the capitalization rate for the purposes of determining
CAUV of agricultural land be computed using a method that excludes
appreciation and equity buildup.

Fourth Hearing, All Testimony

HOUSE FINANCIAL INSTITUTIONS, HOUSING AND
URBAN DEVELOPMENT

Rep. Terhar: 614-
466-8258

Wed., Apr. 27, 2016, 11:00 AM, Hearing Room 113

REVENUE OBLIGATIONS-LOANS (MCCLAIN J) To authorize the

HB435 Treasurer of State to issue revenue obligations of the state for the purpose of making loans to qualifying public entities for their acquisition of permanent improvements through the Treasurer of State's purchase of public obligations of those qualifying entities.

Fourth Hearing, All Testimony, POSSIBLE VOTE

HB463 MORTGAGE FORECLOSURE-ABANDONED PROPERTY (DEVER J) To establish expedited actions to foreclose mortgages on vacant and abandoned residential properties, to permit private selling officers to conduct judicial and execution sales of real property, to state the intent of the General Assembly regarding mortgage foreclosure actions, to revise the Commercial Paper Law relating to mortgages and lost instruments, and to make other changes relative to foreclosure actions.

Fourth Hearing, All Testimony, POSSIBLE VOTE

SENATE CIVIL JUSTICE

Sen. Bacon: 614-466-8064

Wed., Apr. 27, 2016, 2:30 PM, Senate Finance Hearing Room

HB387 MUNICIPAL COURTS-SMALL CLAIMS (TERHAR L, DEVER J) To raise the maximum allowable limit of the monetary jurisdiction of small claims divisions of municipal courts.

First Hearing, Sponsor Testimony

HOUSE SELECT COMMITTEE ON MEDICAL MARIJUANA

Rep. Kirk Schuring: 614-752-2438

Wed., Apr. 27, 2016, 3:00 PM, Hearing Room 313

HB523 MEDICAL MARIJUANA (HUFFMAN S) To authorize the use of marijuana for medical purposes and to establish the Medical Marijuana Control Program.

Fifth Hearing, All Testimony

Thursday, April 28, 2016

HOUSE SELECT COMMITTEE ON MEDICAL MARIJUANA

Rep. Kirk Schuring: 614-752-2438

Thu., Apr. 28, 2016, 11:00 AM, Hearing Room 313

Thursday, April 28, 2016

HOUSE SELECT COMMITTEE ON MEDICAL
MARIJUANA

Rep. Kirk Schuring: 614-752-
2438

Thu., Apr. 28, 2016, 11:00 AM, Hearing Room 313

HB523 MEDICAL MARIJUANA (HUFFMAN S) To authorize the use of marijuana
for medical purposes and to establish the Medical Marijuana Control Program.

2020 TAX POLICY STUDY COMMISSION

Sen. Bob Peterson: 614- 466-
8156

Thu., Apr. 28, 2016, 10:00 AM, Senate South Hearing
Room

**PLEASE CHECK OUR WEBSITE MONDAY FOR A FINAL COMMITTEE
SCHEDULE**

Meetings & Conferences

Ohio Association of Public Safety Directors Annual Conference	May 6, 2016 Fawcett Center, Columbus	<u>Registration Information</u>
Mayors Association of Ohio Annual Conference	June 15th - 17th, 2016 Marriott Columbus Northwest	<u>Registration Information</u>

[Ohio Municipal League](#)

Legislative Inquires:

[Kent Scarrett, Executive Director](#)

[Edward Albright, Deputy Director](#)

[Josh Brown, Director of Communications](#)



UPdate

A weekly newsletter presented by AMP President/CEO Marc Gerken

April 29, 2016



The 2016 AMP Technical Services Conference featured a Vendor Expo that highlighted the latest in industry products and services. This year's vendors included utility maintenance and repair, environmental and energy efficiency services, material and equipment distributors and manufacturers, software, industry consultants, and more.

AMP's 2016 Technical Services Conference covers safety, reliable system services

By Michelle Palmer, PE – vice president of technical services

AMP's 2016 Technical Services Conference was well attended April 27-28, with approximately 100 vendors and members from four states. The agenda included:

- Accident Investigation – Bob Rumbaugh, AMP
- Member Substation Rebuild – Kyle Francis, Versailles
- eReliability Tracker – Uses for Tracking and Monitoring Outages
- Leading Indicators in Safety – Kyle Weygandt, AMP
- Self Rescue Procedures – Buddy Cadwell, Bashlin Industries
- Project Updates – Phil Meier and Doug Garvey, AMP
- NERC Update – Art Iler, AMP
- Electric Vehicle Integration – Jimmy Smith, Ohio EV Solutions and Sam Spofforth, Clean Fuels Ohio
- System Coordination – Kevin Minnick, CE Power Solutions/GE Grid Solutions
- Updated AMI – Brannndon Kelley and Jared Price, AMP

Thank you to all our speakers, attendees and vendors for making the 2016 Technical Services Conference a success. AMP's technical services event and training schedule is available on the [Member Extranet](#) section of the AMP website.

AMP announces 2016 scholarship recipients

By Karen Ritchey – director of member events & programs

The AMP Board of Trustees announced the 2016 scholarships recipients last week and eight high school seniors are being recognized:

Richard H. Gorsuch Scholarship

- Drew Hanna – Arcadia, son of Village Administrator Jeff Hanna
- Courtney Slider – New Martinsville, daughter of Accounts Payable Clerk Melissa Thomas
- Haley Suffel – Montpelier, daughter of Income Tax Administrator Nicole Uribes
- Kyle Pape – Oak Harbor, son of Electric Superintendent Bruce Pape

Lyle B. Wright Scholarship

- Amanda Lehmkuhl – Minster
- Madison Summers – Montpelier
- Paige Kuck – New Bremen
- Kyle Turner – Jackson

The Lyle B. Wright Scholarship is named in honor of the former Bowling Green, Ohio, utilities director who was a strong public power advocate and served on AMP's Board of Trustees from 1979 until his death in 1986. The \$2,000 Wright scholarships are awarded to graduating seniors whose household receives electricity from an AMP member utility.

The Richard H. Gorsuch Scholarship is named for the former AMP president, who served from 1983 until his death in 1987. The \$2,000 scholarships are awarded to graduating seniors whose parent or guardian is an employee of either a member municipal electric system or AMP, or is an elected official with responsibility for the electric system.

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AFEC weekly update

By Jerry Willman – assistant vice president of energy marketing

Fremont removed CT 1 from service last Saturday for a quick maintenance repair to a leaking flange. Otherwise, Fremont operated in 1x1 configuration for the week as repairs continued on CT2. During the weekday on-peak hours, the plant ran at full output with duct firing. The plant generated at a 38 percent capacity factor (based on 675 MW rating).

Energy markets update

By Jerry Willman

June is now trading as the new prompt month and the natural gas contract traded down \$0.075/MMBtu to settle at \$2.078. The EIA reported an inventory injection of 73 Bcf for the week ending April 22. The average Bloomberg estimate was looking for a 70 Bcf injection and the forecasted range was 65-81 Bcf. Forecasts call for a return to seasonal-average temperatures across the eastern U.S. next week, which may limit demand, according to industry sources.

On-peak power prices for 2017 at AD Hub closed yesterday at \$38.12/MWh, which was \$0.36/MWh higher for the week.

AMP members receive APPA DEED grants, scholarships

By Michelle Palmer

The American Public Power Association (APPA) recently awarded \$436,250 in utility project grants and scholarships through its Demonstration of Energy & Efficiency Developments (DEED) program.

The City of Shelby Municipal Utilities was awarded \$15,000 to improve asset management to get the most out of past infrastructure investments and understand future needs. The utility will test the Vonaq non-destructive, vibrational testing system to quantify the condition of its wood power poles. Shelby will couple the testing with a web-based asset, maintenance management and inspection system to upgrade its paper and CAD maps for future GIS and smart grid projects. The project will help the utility better understand the rest of its infrastructure.

The City of Hamilton also received \$2,000 for a student educational scholarship.

DEED is the only research and demonstration program funded by and for public power utilities. The program supports research, pilot projects, and education to improve the operations and services of public power utilities.

To learn more about DEED, please visit the [APPA website](http://APPA.org) or email to DEED@PublicPower.org.



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.

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

Week ending April 29

MON	TUE	WED	THU	FRI
\$33.48	\$34.44	\$26.55	\$27.62	\$28.08

Week ending April 22

MON	TUE	WED	THU	FRI
\$40.87	\$36.88	\$33.74	\$35.48	\$40.49

AEP/Dayton 2017 5x16 price as of April 28 — \$38.12

AEP/Dayton 2017 5x16 price as of April 21 — \$37.76

2016 scholarship recipients

continued from Page 1

Recipients were determined based on their scholastic record, public power test score and personal achievements. Each recipient will receive a one-time check for \$2,000. Scholarship checks will be presented to recipients this summer during a council meeting in their community.

Since 1988, \$288,000 has been awarded to deserving high school seniors through the scholarship programs. For more information on AMP's scholarships, please contact me at kritchey@amppartners.org or 614.540.0933, or visit the scholarship section of the AMP website.

Call for technical operating data

By Tom Sillasen – director of energy accounting & reporting

It's that time of year again when we need your help in updating the technical operating information of your municipal utility. Data forms were distributed earlier this week to AMP principal contacts.

The information will be used for the AMP Member Directory, the AMP Annual Services Guide and is also used for processing AMP service fees and annual dues (OMEA) – data accuracy is important.

Completed forms are requested by May 20 to: Sterling Dunham, American Municipal Power, 1111 Schrock Road, Suite 100, Columbus, Ohio 43229; email, sdunham@amppartners.org; or fax, 614.540.1078.

Thank you for taking the time to provide AMP this information. Please email to sdunham@amppartners.org if you have any questions or need additional information.

AMP welcomes Stavroff to finance department team

By Michelle Downing – controller

Janice Stavroff joined AMP this week as manager of financial reporting. She will be responsible for ensuring consistent, timely and transparent financial statement reporting and analysis, ad hoc financial statement analysis, and coordination of external audits. Stavroff has extensive previous accounting experience in the banking industry. She holds a bachelor's degree in accounting from Walsh University.

Please join me in welcoming Janice to AMP.



Janice Stavroff

CPP hosts APPA key account executive certification training

Provided by Cleveland Public Power

Cleveland Public Power (CPP) will host the American Public Power Association (APPA) Key Public Power Account Executive Certification Course June 20-June 22 in downtown Cleveland. The course includes a series of webinars plus three days of classroom training facilitated by APPA instructor Erick Rheam.

The course is designed to help utilities staff analyze and apply existing resources to improve relationships with their customers. Staff who communicate with key customers – every day and in a crisis – should consider taking this training.

To enroll in this three-day training that can lead to certification as a Key Public Power Account Executive, please contact Deborah Prince at 216.420.7704 ext. 150 or by email at dprince@cpp.org for more information. Ask about the special payment option. Registration is open until June 1 – space is limited.

AMP to hold face-to-face NERC workshop on May 10

By Art Iler – director of reliability standards compliance

On May 10 at 9 a.m., AMP, together with Utility Services, will host an on-site, day-long workshop on the latest NERC issues of importance to AMP and its members.

The seminar will focus first on issues being faced by distribution providers, followed by issues of importance to AMP's transmission owning members, and finishing up with issues that generation owners will face in the months ahead. Please join us for what's shaping up to be a very informative and interesting day. Lunch and refreshments will be provided.

For further information and to RSVP, please contact me at ailer@amppartners.org or 614.540.0857.

Public Power Weekly Exclusive: Next-generation energy efficiency

By Laura D'Alessandro, editor of integrated media & communications – courtesy of the American Public Power Association

The utility industry knows energy efficiency is more important than ever. But why is that? Emily Levin, manager for program strategies at the Vermont Energy Investment Corp., answered those questions and more in a recent interview with Public Power magazine. The American Public Power Association is partnering with VEIC to update its Energy Efficiency Management Certificate Program. Levin, who designs and reviews energy efficiency programs for public and private players, is an instructor for the program.

APPA's new Energy Efficiency Management Certificate Program talks about the new trends in energy efficiency – What is the hottest trend in energy efficiency right now that utilities need to know about?

There are a couple interrelated trends. There's an explosion of customer engagement in energy efficiency and devices to manage energy efficiency – like smart thermostats and home energy management devices. So people's expectations of their utility are changing in that model. They expect to be much more engaged with their utility. The sort of back side of that is data. With all those new devices, there's been this explosion with data – from advanced metering infrastructure, smart meters. There is both a much richer access to data, and a lot more data. Both of those trends – customer empowerment and data – can really be harnessed for energy efficiency, and I think it is an exciting area for utilities to be aware of and expand their offerings in that direction.

Many utilities already have energy efficiency programs and many have had them for decades – Why

should they revisit them? What's out there that they might be missing?

One is that we're in a new generation of energy efficiency programs. A lot of utilities have a standard rebate program,

you buy an energy efficiency refrigerator and we give you \$50, or something like that. And that type of program is pretty common but a little basic. There are many more opportunities for innovative

approaches that utilities can be aware of, and we'll be touching on in the course. We call them market transformation approaches, ways you can run energy efficiency programs that help transform the market for energy efficiency. Whether that's applying incentives directly with retailers and distributors to change their stocking practices and availability of products, or something around emerging technologies.

Something else utilities need to be looking at is that technologies have changed a lot and there are many new energy efficiency products. For example, there are some federal [lighting standards] that are rapidly transforming. And there are a lot of new technologies around LEDs, heat pump dryers, smart thermostats and connected devices that utilities should be aware of and probably need to be planning for.

Who at a utility should be doing this planning and what kind of training do they need?

We've tried to design the courses in a way that would relate to a lot of different people. We've tried to develop it

see *NEXT-GENERATION* Page 4



so that it could apply to someone that is new to energy efficiency or trying to start a program from scratch to someone who may have been involved with an energy efficiency program for many years. There are a variety of program types and approaches we're going to be looking at, but we've tried to take a very systematic approach and share strategic planning techniques.

We're involved with four days of the course – Days Two through Five – and Day Two is an introduction to energy efficiency technologies and programs, sort of the basics. And then Days Three, Four and Five are the core where we apply the strategic planning approach. Day Three involves planning at the portfolio level – what are your utility goals, how does energy efficiency fit into that, how can energy efficiency create benefits or contribute to the utility's goals. Day Four is program design and implementation. We're taking that planning approach and boiling it down to a specific market and a specific program and taking a step-by-step approach to understand the market and know what the barriers are that customers face. Then we'll design a program very thoughtfully for customers to overcome those barriers. Day Five is focused on measurement and verification – the evaluation at the end. You've implemented, now how do you tell what the results were? Did it work? How do you benchmark against other programs? It's sort of the nitty gritty on those pieces.

And the reason why utilities should care about that is, it's important to treat energy efficiency as a resource. Just like your utility is supplying power, you can actually use energy efficiency as one of those sources.

What is the value proposition with energy efficiency today and how is it different than it used to be?

There are a number of value propositions for energy efficiency – I'll mention just the top three. So first, treating it

as a resource. If you're doing integrated resource planning and looking at where you're actually going to supply your electricity, source your energy, you can treat energy efficiency as a resource to provide a component of your portfolio. Energy efficiency is participating as a resource for capacity markets. Currently, VEIC participates on behalf of the energy efficiency utilities we operate. It's really significant, it's the lowest cost resource in a lot of cases. If people aren't looking at energy efficiency in that way, like it's just a side project, they might be missing out on a potentially very low-cost, reliable, low-risk component of their supply portfolio.

Another one is economic development. This is one we found resonates especially with municipal utilities that are part of a city government in many cases that care a lot about economic development. Energy efficiency can help local businesses reduce operating costs and improve their bottom lines.

And then the third reason has to do with customer satisfaction and customer engagement. With customers' access to social media, instant information, their expectations for their utility have changed. They expect to have a certain level of service, and energy efficiency can be a really positive way to engage customers with their utility. It can be a value the utility brings that customers are really grateful for and view positively.

Aside from that value, it seems like energy efficiency is an imperative these days – Why is that? What's changed?

I don't know that things have changed so much as that energy efficiency, at this point, really has a proven track record. People have been doing it in some cases since the 1980s and 1990s, or with the current approach since 2000 or so. [The programs] have grown in size, they've grown in scale, and they've also been driven in some cases by regulations. That really has created a long track record of energy efficiency programs that are successful.

Classifieds

Martinsville seeks line technician

The City of Martinsville, Virginia, has an opening for First Class Line Technician. High school diploma or GED, valid driver's license, and Journey-level Electric Line Worker certification from a regionally or nationally accredited program required. Must be physically able to climb 35-90 foot poles, work among high tension wire, lift up to 100 pounds, and work under adverse weather conditions required. Pre-employment drug test and background check required. Must be willing to live within a 30-minute response time. A Commercial Driver's License (CDL) is required or must be obtained within six months of employment.

Pay grade 13. Pay DOQ/Non-exempt. Moving allowance negotiable. Open until filled. To complete an application, visit www.martinsville-va.gov. Contact Martinsville at 276.403.5181 or City of Martinsville, HR Office, P.O. Box 1112, 55 W. Church St., Martinsville, VA 24114. The City of Martinsville is an Equal Opportunity Employer.

Hamilton positions are available

The City of Hamilton has the following positions available. The City of Hamilton is an EEO & AAE. Minorities and women are encouraged to apply. To learn more about Hamilton, please visit the city's [website](#).

Environmental Technician & Compliance Specialist – This position involves moderately complex pre-professional and professional and administrative work in the planning, organization, direction and coordination of the activities of the Utilities Environmental Programs. Candidates should possess any combination of education and experience equivalent to graduation from a college or graduation from a college or university of recognized standing with an associate degree or bachelor's degree in environmental science or related science program and some responsible pre-professional or professional experience in environmental program management, three to five years

see CLASSIFIEDS Page 5



CLASSIFIEDS continued from Page 4

desired if accompanied by an associate degree, less than three years acceptable if accompanied by a bachelor's degree; or any equivalent combination of education and training which provides the necessary knowledge, skills and abilities to perform the work. Current detailed resumes must be submitted in Word or PDF by 5 p.m. May 26, 2016, to the Civil Service Department by email: cspersonnel@hamilton-oh.gov or fax: 513.785.7037. Specify interest in ENVIRON TECH & COMPL SPEC. (Salary: \$48,693 - \$62,525 Annual).

Director of Utilities – This position is responsible for managing the operation and maintenance, and capital improvements of the city's natural gas transportation and distribution, water distribution and sanitary collection systems, as well as the operation and maintenance of the city's water production and water reclamation plants. A bachelor's degree in business administration, engineering, public administration or closely related field with a professional certification such as a CPA or PE and/or graduate experience preferred. In addition, Wastewater Class IV and OEPA Water Supply Class III certification desired. Send cover letter, resume, salary history and three business references to Department of Public Utilities, ATTN: Debbie Bennett, 345 High St., Suite 450, Hamilton, Ohio 45011 or email same to: Debbie.Bennett@hamilton-oh.gov.

Director of public services, safety needed in St. Clairsville

The City of St. Clairsville seeks candidates for the position of Director of Public Services & Safety. The position serves as the Chief Operating Officer of the city, which has a \$17 million annual budget. Minimum of a bachelor's degree in public administration, political science, planning or closely related fields required; a master's degree is preferred. Deadline to apply is May 16, 2016. For complete details, visit www.stclairsville.com.

Bowling Green seeks water distribution equipment operator

The City of Bowling Green is seeking Water Distribution Equipment Operator – Water Distribution and Wastewater Collection Division (BGEO Pay Grade 5: \$20.10 - \$25.67 per hour). This hourly position is responsible for maintaining and repairing waterlines, valves, hydrants and service lines. Work is performed outdoors in wet environment in prevailing weather conditions. A copy of the job description provided to all applicants.

High school diploma or equivalent; Commercial Driver's License (Class B) required; fork-lift certification; Class I OEPA Water Certification required within three years of hire; one to three years of relevant experience. Interested persons must complete the application that is available [online](#). It is also available in the City's Personnel Department.

Resumes may be included, but will not substitute for a completed application. Applications must be completed and returned to the Personnel Department, City of Bowling Green, 304 N. Church St., Bowling Green, Ohio 43402. Telephone: 419.354.6200; email: BGPersonnel@bgohio.org Office hours: 8 a.m. to 4:30 p.m. weekdays. The deadline for making application is 4:30 p.m. May 13, 2016. AA/EEO

City of Westerville has opening for electric utility manager

The City of Westerville is seeking an experienced professional to serve as Electric Utility Manager (\$93,000-\$124,000 DOQ).

The successful candidate will have a strong background in all aspects of the public power utility management, including strategic planning, budgeting (both operation and capital), power supply procurement, rate and cost of service evaluation, energy conservation and efficiency practices, and emergency management. He or she will possess extensive knowledge of and familiarity with the principles and practices of electric power line system construction, operation and maintenance, working knowledge of AMI, strong supervisory and communication skills, and a commitment to exceptional levels of integrity and customer service. Familiarity with economic development practices and energy savings grant programs is desired. This position (a department head position) reports to the Assistant City Manager, with overall reporting responsibility to the City Manager.

Required: Bachelor's degree, preferably in electrical engineering, and seven to 10 years of progressively responsible managerial experience in the electric utility industry. No resumes please. All applications must be accepted online by 11:59 p.m. on May 1, 2016. Apply at www.westerville.org (click "Jobs" at the top of the page). EOE/ADA

Calendar

May 10—NERC Workshop
AMP Headquarters, Columbus

May 11-12—Groundworker Course
Bloomdale

May 18-19—AMP Underground Distribution Workshop
AMP Headquarters, Columbus

June 13-17—Basic 1 Lineworker Training
AMP Headquarters, Columbus

June 21-22—Groundworker Course
Hudson

June 27-July 1—Intermediate Lineworker Training
AMP Headquarters, Columbus

Aug. 26-27—AMP Rodeo
AMP Headquarters, Columbus

Sept. 12-16—Basic 2 Lineworker Training
AMP Headquarters, Columbus