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# Memorandum

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**To:** Mr. Mayor and Councilmembers  
**From:** Monica Irelan, City Manager  
**Subject:** General Information  
**Date:** July 15, 2016

## CALENDAR

**AGENDA - City Council** Monday, July 18<sup>th</sup> @7:00 pm

### **C. APPROVAL OF MINUTES**

July 5, 2016 *Regular Council Meeting Minutes*

### **G. INTRODUCTION OF NEW ORDINANCES AND RESOLUTIONS**

1. **RESOLUTION NO. 025-16**, a Resolution Authorizing the City Manager to Execute Any and All Documents Necessary to Enter into a Contract with the AccuMed Group for EMS Billing Services; and Declaring an Emergency.

### **H. SECOND READINGS OF ORDINANCES AND RESOLUTIONS - None**

### **I. THIRD READINGS OF ORDINANCES AND RESOLUTIONS - None**

### **J. GOOD OF THE CITY (Discussion/Action)**

1. Recommendation to Approve July 2016 Power Supply Cost Adjustment Factor
2. Recommendation to Keep the Distance Notification for Rezoning Requests at 200' Radius and Include All Industrial Properties, when applicable.
  - a. I have enclosed a Memorandum on the *Review of Notification Requirements Tied to Rezoning*.
3. Refer Second Quarter Budget Adjustments to Finance Committee

## INFORMATIONAL ITEMS

1. **AGENDA - City Tree Commission**; Monday, July 18<sup>th</sup> at 6:00 pm
2. **CANCELLATION - Park & Recreation Committee**
3. **AGENDA - Civil Service Commission**; Saturday, July 23<sup>rd</sup> at 8:00 am
4. AMP Weekly Update/July 15, 2016
5. OML Special Information
6. OML Municipal Income Tax

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

 Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
					7:00 PM Rally in the Alley	
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
	6:00 PM Tree Commission Meeting 7:00 PM City Council Meeting					8:00 AM Civil Service Commission Mtg.
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
	6:30 PM FINANCE & BUDGET Committee Meeting 7:30 PM SAFETY & HUMAN RESOURCES Committee Meeting		6:30 PM Parks & Rec Board Meeting			
<b>31</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	6:15 PM Technology & Communication Committee 7:00 PM City Council Meeting				7:00 PM Rally in the Alley	

City of Napoleon, Ohio

City Council

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

Meeting Agenda

Monday, July 18, 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. Parks & Recreation Committee did not meet on Monday, July 18, 2016, due to lack of agenda items.
  - 2. Electric Committee *(Majority Report)* met on Monday, July 11, 2016 and recommended:
    - a. Approval of July, 2016 Power Supply Cost Adjustment Factor
    - b. Tabled the review of the Net Metering Policy
  - 3. Water, Sewer, Refuse, Recycling & Litter Committee did not meet on July 11, 2016 due to lack of agenda items.
  - 4. Municipal Properties, Buildings, Land Use & Economic Development Committee met on July 11, 2016 and recommended:
    - a. Tabled the Review of the CIC Agreement
    - b. Recommended to Council to keep the distance notification for rezoning requests at 200' radius and include all industrial properties when applicable.
- F. Reports from Other Committees, Commissions and Boards *(Informational Only-Not Read)*
  - 1. Board of Public Affairs met on July 11, 2016, with the following agenda items:
    - a. Review of Power Supply Cost Adjustment Factor for July, 2016
    - b. Electric Department Report.
    - c. Review of the Net Metering Policy
  - 2. Preservation Commission met on July 13, 2016 with the following agenda items:
    - a. NPC 16-02: Robin Weirauch has requested on behalf of the building owner James Tonjes a Certificate of Appropriateness regarding placing a sign on the front and alley side of the building at 719 N. Perry
  - 3. Board of Zoning Appeals met on July 12, 2016 with the following agenda items:
    - a. BZA 16-03 An application for public hearing has been filed by Keith Layman owner of, 403 E Main St., Napoleon, Ohio.
    - b. BZA 16-04 An application for public hearing has been filed by Brooks Pedraza owner of, 302 Jahns Rd., Napoleon, Ohio.
  - 4. Planning Commission did not meet on July 12, 2016 due to lack of agenda items.
  - 5. Tree Commission met tonight with the following agenda items:
    - a. Tree Call Report
    - b. Review Fall Plantings List
    - c. Review Fall Trimming List
    - d. Finalize Fall Removals List
    - e. Finalize Fall Holes List
    - f. Monitor Insect/Disease/Health
    - g. Monitor Summer Watering List
    - h. NW Ohio Urban Forestry Seminar
- G. Introduction of New Ordinances and Resolutions
  - 1. Resolution No. 025-16: A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO ENTER INTO A CONTRACT WITH THE ACCUMED GROUP FOR EMS BILLING SERVICES; AND DECLARING AN EMERGENCY
- H. Good of the City *Any other business as may properly come before Council, including but not limited to:*
  - 1. Discussion/Action: Recommendation to approve July, 2016 Power Supply Cost Adjustment Factor as follows: PSCAF three (3) month averaged factor: 0.00821; JV2: 0.013792; JV5: 0.013792
  - 2. Discussion/Action: Recommendation to keep the distance notification for rezoning requests at 200' radius and include all industrial properties when applicable.
  - 3. Discussion/Action: Refer second quarter budget adjustment to Finance Committee
- I. Executive Session: Compensation of Personnel
- J. 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.)*
- K. Adjournment

**A. Items Referred or Pending in Committees of Council**

- 1. Technology & Communication Committee (1<sup>st</sup> Monday)**  
*(Next Regular Meeting: Monday, August 1, 2016 @ 6:15 pm)*
- 2. Electric Committee (2<sup>nd</sup> Monday)**  
*(Next Regular Meeting: Monday, August 8, 2016 @ 6:30 pm)*
  - a. Review of Power Supply Cost Adjustment Factor
  - b. Electric Department Report
  - c. Review of the Net Metering Policy
- 3. Water, Sewer, Refuse, Recycling & Litter Committee (2<sup>nd</sup> Monday)**  
*(Next Regular Meeting: Monday, August 8, 2016 @ 7:00 pm)*
- 4. Municipal Properties, Buildings, Land Use & Economic Development Committee (2<sup>nd</sup> Monday)**  
*(Next Regular Meeting: Monday, August 8, 2016 @ 7:30 pm)*
  - a. Updated Info from Staff on Economic Development (as needed)
  - b. Review of the CIC Agreement
- 5. Parks & Recreation Committee (3<sup>rd</sup> Monday)**  
*(Next Regular Meeting: Monday, August 15, 2016 @ 6:15 pm)*
- 6. Finance & Budget Committee (4<sup>th</sup> Monday)**  
*(Next Regular Meeting: Monday, August 22, 2016 @ 6:30 pm)*
- 7. Safety & Human Resources Committee (4<sup>th</sup> Monday)**  
*(Next Meeting: Monday, August 22, 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)**

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

- 1. Board of Public Affairs (2<sup>nd</sup> Monday)**  
*(Next Regular Meeting: Monday, ?August 8, 2016 @ 6:30 pm)*
  - a. Review of Power Supply Cost Adjustment Factor for August, 2016
  - b. Electric Department Report
- 2. Board of Zoning Appeals (2<sup>nd</sup> Tuesday)**  
*(Next Regular Meeting: Tuesday, August 9, 2016 @ 4:30 pm)*
- 3. Planning Commission (2<sup>nd</sup> Tuesday)**  
*(Next Regular Meeting: Tuesday, August 9, 2016 @ 5:00 pm)*
- 4. Tree Commission (3<sup>rd</sup> Monday)**  
*(Next Regular Meeting: Monday, August 15, 2016 @ 6:00 pm)*
- 5. Civil Service Commission (4<sup>th</sup> Tuesday)**  
*(Next Regular Meeting: Tuesday, August 23, 2016 @ 4:30 pm)*
- 6. Parks & Recreation Board (Last Wednesday)**  
*(Next Regular Meeting: Wednesday, August 31, 2016 @ 6:30 pm)*
- 7. Privacy Committee (2<sup>nd</sup> Tuesday in May & November)**  
*(Next Regular Meeting: Tuesday, November 8, 2016 @ 10:30 am)*
- 8. Records Commission (2<sup>nd</sup> Tuesday in June & December)**  
*(Next Regular Meeting: Tuesday, December 13, 2016 @ 4:00 pm)*
- 9. Housing Council (1<sup>st</sup> 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. Volunteer Peace Officers' Dependents Fund Board (As needed)**
- 16. Lodge Tax Advisory & Control Board (As needed)**
- 17. Board of Building Appeals (As needed)**
- 18. ADA Compliance Board (As needed)**
- 19. NCTV Advisory Board (As needed)**





**Acceptance of a Fire Grant from the Ohio Department of Commerce**

Irelan explained that in early 2016, the Fire Department applied for a grant that would help expand the fire training facility currently located on Oakwood Avenue. In May, we received an approval letter for \$239,021 from the Ohio Department of Commerce Safety Grant. Irelan advised how the City will spend the money including sharing the facility with other departments in the area. (See Attached Memo) Irelan recommended City Council accept the grant for \$239,021.00 from the Ohio Department of Commerce.

**Motion To To Accept a Fire Grant from the Ohio Department of Commerce**

Motion: Bialorucki Second: Comadoll  
To Accept a Fire Grant from the Ohio Department of Commerce

**Discussion**

McColley suggested indemnification agreements with other entities.

**Passed**  
**Yea-7**  
**Nay-0**

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

**Safety and Human Resources Committee supports the movement of Code Enforcement from Building and Zoning over to the Police Department.**

Irelan explained the recommendation from the Safety and Human Resources Committee to move the code enforcement from building and zoning to the Police Department. Irelan added that this would allow the Zoning Administrator time to manage the duties in Defiance doing electrical inspections under a mutual aid agreement for \$10,000 per year starting in 2017. (See Attached Memo) Irelan advised that this recommendation is supported by staff and feels it will provide a higher level of service without additional cost.

**Motion To Move Code Enforcement from Building and Zoning over to the Police Department**

Motion: Bialorucki Second: McColley  
To Move Code Enforcement from Building and Zoning over to the Police Department

**Discussion**

McColley asked if someone in the Police Department will specialize in this position, with Irelan advising it is still being discussed. Baer asked when it would begin with Irelan stating the change should occur soon. Maassel advised the Chief of Police if it gets to be too much for his staff to bring it to Council's attention.

**Passed**  
**Yea-7**  
**Nay-0**

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

**Recommendation from the Safety & HR Committee to approve changing EMS Billing provider and sole source to AccuMed**

Irelan advised that due to some concerns the City has with the current ambulance billing company, other options were explored. (See Attached Memo) Irelan reported that it is the recommendation from Safety & HR Committee to approve changing EMS Billing provider and sole source to AccuMed

**Motion To changing EMS Billing provider and direct the Law Director to bring back legislation to sole source to AccuMed**

Motion: McColley Second: Baer  
To change the EMS Billing provider and direct the Law Director to bring back legislation to sole source to AccuMed

**Discussion**

Maassel asked if the City is under contract with Irelan advising there is a 30 day cancellation clause.

**Passed**  
**Yea-7**  
**Nay-0**

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

**Recommendation from the Safety & HR Committee to Council that in the 2017 Budget Season an additional full time Engineer is added**

Irelan advised that it is the recommendation from the Safety & HR Committee to Council that in the 2017 Budget Season an additional full time Engineer is added. Irelan stated that staff supports this recommendation in order to capitalize in on the overall savings (See Attached Memo)

**Motion To Include in the 2017 Budget Season an additional full time Engineer**

Motion: Bialorucki                      Second: Small  
To Include in the 2017 Budget Season an additional full time Engineer

**Discussion**

McColley stated that the staff should be vigilant in using the in house Engineer as much as possible with outsourcing as little as possible. Bialorucki was also concerned with the amount of outsourcing with Irelan advising some ODOT projects will require the use of outside engineering services.

**Passed  
Yea-7  
Nay-0**

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

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

Peddicord advised that the audit is complete and an exit conference has not been scheduled yet and that the CAFR is on the website for the review.

**Bialorucki**

Bialorucki has received questions from residents pertaining to the smell in the air recently. Chief Weitzel advised that it is fertilizing of fields West of the City.

**Small**

Nothing to report

**McColley**

McColley requested referring the review of notification requirements tied to rezoning to the Municipal Properties Committee.  
McColley stated he felt the Fireworks were very good again this year.

**Sheaffer**

Sheaffer has received inquiries from residents pertaining to the three (3) way stop at Webster and Main Street now that the school is closed. Rathge will look into the matter. Sheaffer stated that the Fireworks display was fantastic and gave a shout out to the Parks & Recreation Department.  
Sheaffer thanked Chief O'Brien and his department for the quick response to the fire downtown fire at the Brick and Brew Pub this past weekend.  
Clarence Alvord asked Sheaffer to Thank Chief Weitzel and Irelan for allowing vendors to set up in the Pocket Park downtown.

**Mayor Maassel**

Maassel suggested a joint meeting with the County Commissioners to discuss the water issues. Bialorucki and Sheaffer agreed that a meeting would be a good idea. Maassel will work on setting up a date.  
Maassel offered Congratulations to Betty Marihugh for a fine career with the City of Napoleon.  
Maassel also thanked the Parks and Recreation Department and the Napoleon American Legion for all the events over the 4<sup>th</sup> of July Holiday.  
Maassel commended the Fire Chief and his department for the recent downtown business fire.  
Maassel asked Nagel to get Council an update on the Roundhouse Road Project.

**Comadoll**

Comadoll voiced his concern over parking on Westmoreland, stating that it was full of cars where there is no parking. Small added that people are not paying attention to the signs. Irelan questioned where people were parking. Weitzel advised as long as the vehicles are parked off the pavement, there is no restriction.

**Baer**

Nothing to report



<b>Mires</b>	Nothing to report
<b>Nagel</b>	Nothing to report
<b>Irelan</b>	Irelan requested an Executive Session to discuss Economic Development.
<b>Motion To Go Into Executive Session</b>	Motion: Small            Second: Comadoll To go into Executive Session to discuss economic development
<b>Passed</b>	Roll call vote on above motion:
<b>Yea-7</b>	Yea- Comadoll, Baer, Mires, Bialorucki, Small, McColley, Sheaffer
<b>Nay-0</b>	Nay-
<b>Into Executive Session</b>	Council went into Executive Session at 7:35 pm.
<b>Motion To Come Out Of Executive Session</b>	Motion: McColley            Second: Bialorucki To come out of Executive Session
<b>Passed</b>	Roll call vote on above motion:
<b>Yea-7</b>	Yea- Comadoll, Baer, Mires, Bialorucki, Small, McColley, Sheaffer
<b>Nay-0</b>	Nay-
<b>Out Of Executive Session</b>	Council came out of Executive Session at 7:52 pm. President Sheaffer reported that the discussion was regarding economic development and no action was taken.
<b>Approval Of Bills</b>	Bills and financial reports stand approved as presented with no objections.
<b>Motion To Adjourn</b>	Motion: Small            Second: McColley To adjourn the meeting.
<b>Passed</b>	Roll call vote on above motion:
<b>Yea -7</b>	Yea- Comadoll, Baer, Mires, Bialorucki, Small, McColley, Sheaffer
<b>Nay -0</b>	Nay-
<b>Adjournment</b>	Meeting adjourned at 7:54 pm.
<b>Approved:</b>	<hr/> Travis B. Sheaffer, Council President
	<hr/> Jason P. Maassel, Mayor
	<hr/> Christine R. Peddicord, Acting Finance Director/Clerk of Council

**RESOLUTION NO. 025-16**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO ENTER INTO A CONTRACT WITH THE ACCUMED GROUP FOR EMS BILLING SERVICES; AND DECLARING AN EMERGENCY**

**WHEREAS**, during the years 1998 through 2016 the City of Napoleon contracted with McKesson, previously known as Healthserve and Med3000, for EMS billing services with a contracted fee of six and one half percent (6.5%); and,

**WHEREAS**, the City decided in the Spring of 2016 to explore other companies to perform the City's EMS billing services; and,

**WHEREAS**, after reviewing price quotes and service capabilities from various companies, AccuMed Group is hereby recommended to contractually take over the City's EMS billing duties with a quoted fee of six percent (6.0%); and,

**WHEREAS**, based on significant research already conducted by the City in determining an alternate, appropriate, and effective EMS billing company, the Council believes it is in the best interest of the City of Napoleon to eliminate the necessity for competitive bidding; **Now Therefore**,

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

Section 1. Council finds it to be in the best interest of the City to eliminate the necessity for competitive bidding.

Section 2. That, the City Manager is authorized to enter into a contract with The AccuMed Group to conduct the City's EMS billing.

Section 3. That, the City Manager is authorized to lawfully terminate the City's current EMS billing contract with McKesson.

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 repairs can be timely made which affect the public peace, health or safety accessible to our citizens; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Travis B. Sheaffer, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
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. 025-16 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](http://www.napoleonohio.com)

## Memorandum

To: Mr. Mayor, Mr. President, and Councilmembers  
 From: Monica Irelan, City Manager  
 RE: Review of notification requirements tied to rezoning

### History:

Municipal Properties, Buildings, Land Use and Economic Development Committee reviewed this issue on Monday, June 11. During the City's attempt to rezone the solar field and a portion of the Brownfield site, it became clear that the notification tied to rezoning did not reach enough industrial customers. Specifically only one industrial business received a notification of rezoning tied to the 200 feet radius required by law.

The research is below. The data showed that the current City of Napoleon policy is in line with surrounding community's policy. The Committee decided the policy does not allow for the best communication with the industrial zoned properties and would like to increase notification to those specific properties.

### Research:

<u>City</u>	<u>Distance used for proposed Zoning change notifications:</u>	<u>Written notice to be sent before the hearing:</u>	<u>Notice published in paper for:</u>
Wauseon	Property owners contiguous to and directly across the street from the affected parcel(s)	10 days	10 days
Bellevue	Property owners contiguous to and directly across the street from the affected parcel(s)	20 days	30 days
Defiance	Property owners within <b>200 feet</b> of the subject property	20 days	30 days
Bryan	Property owners within <b>250 feet</b> of the subject property	10 days	10 days
Rossford	Requires a sign be posted on the property in question giving notice of the hearing		30 days
Napoleon	Property owners within a <b>200 feet</b> radius from affected parcel(s)	20 days	not more than 30 days nor less than 10 days

### Recommendation:

Municipal Properties, Buildings, Land Use and Economic Development Committee recommends Council keeps the 200 feet rule but add notification to all properties zoned industrial if there is a rezoning effecting a parcel zoned industrial. Staff supports this recommendation.

**City of Napoleon, Ohio**

**Tree Commission**

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

**Meeting Agenda**

**Monday, July 18, 2016 at 6:00pm**

- I. Approval of Minutes from May 16, 2016(*In the absence of any objections or corrections, the Minutes shall stand approved.*)
- II. Tree Call Report
- III. Review Fall Plantings List
- IV. Review Fall Trimming List
- V. Finalize Fall Removals List
- VI. Finalize Fall Holes List
- VII. Monitor Insect/Disease/Health
- VIII. Monitor Summer Watering List
- IX. NW Ohio Urban Forestry Seminar
- X. Any other matters to come before the Commission
- XI. Adjournment

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Gregory J. Heath, Finance Director/Clerk of Council

City of Napoleon, Ohio  
Tree Commission  
Meeting Minutes  
Monday, May 16, 2016 at 6:00pm

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**PRESENT**  
**Commission**  
**City Staff**  
**Recorder**

David Volkman - Chair, Bill Rohrs, Kirk Etzler, Jim Fitzenreiter,  
Marty Crossland  
Anne Taylor

**ABSENT**  
**Members**

Joe Bialorucki – Council Representative

**Call To Order**

Chairman Volkman called the meeting to order at 6:00 pm.

**Approval Of Minutes**

Minutes from April 18, 2016, stand approved as presented with no objections or corrections.

**Tree Call Report**

Crossland reported the resident of 702 Strong Street is concerned about the tree next to his drive that is splitting. It was Crossland's opinion that there is no split and the growth cracks are not a concern at this time.

The City Electric Department advised Crossland that a tree at Oakwood and Depot Street needs attention and will be inspected to see if it is the City's responsibility.

The resident at 853 W. Graceway Drive expressed her concern about a tree behind her house that is growing in her fence and damaging it. An alley runs behind the homes on Maumee and also behind this property parallel to W. Graceway. Crossland will inspect the tree to see if it is responsibility of the City or landowner.

Crossland observed that a Linden tree at the corner of Leonard and Haley Streets appears that it could possibly be dead or it is just slow growing this year. Crossland will check on the tree throughout the Summer.

Crossland reported that the Saylor contract for stump removal is complete. An emergency removal on East Front Street pertaining to the Sewer Lateral Project was also completed.



## Memorandum

**To:** Parks & Recreation Committee, Council, Mayor, City Manager,  
City Law Director, City Finance Director, Department Supervisors, Media  
**From:** Gregory J. Heath, Finance Director/Clerk of Council  
**Date:** 7/14/16  
**Re:** Parks & Recreation Committee Meeting Cancellation

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The regular Parks & Recreation Committee meeting scheduled for Monday, July 18, 2016 at 6:15pm has been CANCELED at the direction of the Chair due to lack of agenda items.



**City of Napoleon, Ohio  
Civil Service Commission**

**Special Meeting Agenda**

**Saturday, July 23, 2016 at 8:00 am**

The Civil Service Commission will meet in a work session on Saturday, July 23, 2016 at 8:00am at the Fire Station, which is located at 265 West Riverview, Napoleon, Ohio. The agenda items are:

- I. Administer and grade the written test and agility test for the positions of Firefighter/Paramedic
- II. Certify lists for the positions of Firefighter/Paramedic
- III. Any other matters to come before the Commission
- IV. Adjournment

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Gregory J. Heath, Finance Director/Clerk of Council



# Update

A weekly newsletter presented by AMP President/CEO Marc Gerken

July 15, 2016

## Meldahl project financing completed

By Marcy Steckman – senior vice president of finance & CFO

On July 13, 2016, AMP sold par bonds totaling \$80,050,000 to finance amounts for the Meldahl project, currently on AMP's revolving line of credit. The bonds sold at a \$13,247,689 premium.

Market and economic conditions were favorable. There was a strong demand for tax-exempt bonds in the market. Bond interest rates had been declining due to recent market conditions, including the effect of Great Britain's decision to leave the European Union. The bonds were rated in the 'A' category by all three rating agencies. All of these conditions were favorable for the sale.

AMP had expected to issue the bonds at an all-in interest rate of 3.7 percent. The final sale resulted in an all-in rate of 3.37 percent. This was nearly a historic low, according to Merrill Lynch.

If you have any questions, or would like copies of the rating agency reports, please contact Chris Deeter at 614.540.0848 or [cdeeter@amppartners.org](mailto:cdeeter@amppartners.org).

## AMP files petition for review of PJM's Capacity Performance proposal

By Lisa McAlister – deputy general counsel FERC/RTO affairs

On July 11, 2016, AMP filed a petition for review in the U.S. Court of Appeals for the District of Columbia Circuit of the Federal Energy Regulatory Commission's (FERC) orders accepting PJM's Capacity Performance proposal.

Three other petitions were filed on July 8, 2016, including a joint petition from the American Public Power Association (APPA), National Rural Electric Cooperative Association (NRECA), New Jersey Board of Public Utilities, and the Public Power Association of New Jersey; as well as the Advanced Energy Management Alliance and a joint petition from Natural Resources Defense Council, Sierra Club, and Union of Concerned Scientists.

While AMP has not yet determined the issues it will raise, AMP is limited to asserting issues that were raised in AMP's rehearing request of the Capacity Performance order, which include:

- FERC's lack of any meaningful cost-benefit analysis.
- FERC's exposure of capacity performance resources to non-performance penalties for physical and non-physical constraints beyond the resource owner's control as well as FERC's elimination of the monthly stop-loss limit on non-performance penalties.
- FERC's disregard of concerns relating to potential economic withholding.

see *PETITION* Page 2

## DEED issues call for Board of Directors, spring funding cycle closes Aug. 15

By Michelle Palmer, PE – vice president of technical services

The American Public Power Association's (APPA) Demonstration of Energy & Efficiency Developments (DEED) program Board of Directors is accepting nominations. The director will represent Region 2, which includes Illinois, Indiana, Michigan, Ohio and Wisconsin.

Candidates will serve a three-year term to begin following the fall 2016 APPA board meeting. Eligible candidates are utility, joint action agency, or association personnel with DEED member companies who hold senior positions in either executive management or utility operations within Region 2. Nominees should be familiar with local, regional and national industry issues, especially as they relate to energy research and development and engineering technologies. Prior DEED experience is a plus. AMP members who are interested in being nominated are asked to contact me by Aug. 5. Additional information is available [here](#).

AMP is also still available to assist with grant applications for the DEED spring funding cycle, which closes Aug. 15. Grants, up to \$125,000, may be used to improve utilities by increasing efficiency, reducing costs, investigating new technologies, offering new services and improving processes and practices to better serve customers.

AMP pays for its members to be DEED participants, and can assist with the application process as needed. If you would like AMP's assistance completing the DEED application, please contact me at [mpalmer@amppartners.org](mailto:mpalmer@amppartners.org) or 614.540.0924. The fall scholarship cycle to fund interns at member utilities opens on Aug. 1, with a deadline of Oct. 15. Program details are available at [www.publicpower.org](http://www.publicpower.org).

*PETITION continued from Page 1*

- FERC's approval of PJM's proposal to eliminate the Short-Term Resource Procurement.
- FERC's limitation of resources that could submit aggregated offers.

AMP will work closely with APPA on this matter. If you have any questions regarding this case, please contact me at 614.540.6400 or [lmcalister@amppartners.org](mailto:lmcalister@amppartners.org).

## Energy markets update

*By Jerry Willman – assistant vice president of energy marketing*

The August 2016 natural gas contract yesterday settled mostly unchanged, down \$0.01/MMBtu to close at \$2.727 yesterday. The EIA reported an inventory injection of 64 Bcf for the week ending July 8, slightly above market expectations of a 62 Bcf. On-peak power prices for 2017 at AD Hub closed yesterday at \$37.85/MWh, which was \$0.29/MWh lower for the week.

## Grid security once again on industry front page

*By Art Iler – director of reliability standards compliance*

The Wall Street Journal recently published an article covering existing and potential threats to power grid security. "Grid Attack: How America Could Go Dark" focused on several substation break-ins, highlighting a low level of security and the failure of numerous substations across the U.S. to adhere to existing security procedures. It asserted a lack of emphasis on security in utility budgets, and revealed that much of the power grid is not covered by the North American Electric Reliability Corporation's (NERC) standard for physical security, CIP-014-2.

CIP-014-2, approved by the Federal Energy Regulatory Commission (FERC), applies only to facilities operated at 500 kilovolt (kV) or higher and some facilities operated at 200 kV or higher, based on a calculation in the standard.

The article concluded that an attack on just a few critical substations could bring down the power grid, leading to a potentially lengthy outage due to long lead time on key substation components. We can expect this article to once again force policy makers to react and for FERC to examine whether to broaden the applicability of CIP-014-2.

"The agency could do more to study security vulnerabilities at the thousands of substations not covered by CIP-014-2," said Michael Bardee, director of FERC's Office of Electric Reliability. "Clearly, there's some sense that as events go on we may need to re-evaluate the applicability of this standard."

This topic has been brewing on the legislative and regulatory fronts for a few years, but cost considerations have kept the discussion relatively balanced.

AMP recognizes that such a major article could be the catalyst to push the debate forward, and will continue working with Transmission Access Policy Study Group (TAPS) and American Public Power Association (APPA) to ensure that member interests are heard in coming discussions.

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

### Week ending July 15

MON	TUE	WED	THU	FRI
\$35.38	\$36.78	\$36.70	\$44.59	\$34.37

### Week ending July 8

MON	TUE	WED	THU	FRI
\$22.80	\$34.31	\$38.81	\$46.57	\$43.61

AEP/Dayton 2017 5x16 price as of July 14 — \$37.85

AEP/Dayton 2017 5x16 price as of July 7 — \$38.14

## AFEC update

*By Jerry Willman*

Fremont operated in 2x1 configuration for the week with the exception of Sunday and Monday when CT2 was ramped offline during the overnight hours due to low PJM prices.

Duct firing operated for 71 hours this week. The plant generated at a 74 percent capacity factor (based on 675 MW rating).

## OMEA accepts nominations for Board, honorary membership

*By Montpelier Mayor Steve Yagelski – OMEA Board nominating committee chair*

The Ohio Municipal Electric Association (OMEA) Board of Directors is seeking nominations for the four expiring seats on the Board. The seats up for election this year are currently held by Oberlin, Hamilton, St. Marys and New Bremen.



The New Bremen seat can be filled by either a non-elected official or an elected official; the remaining three seats must be filled by an elected official. Nominations should be submitted by Aug. 12 to any member of the OMEA Board nominating committee: Westerville Mayor Kathy Cocuzzi ([kathy.cocuzzi@westerville.org](mailto:kathy.cocuzzi@westerville.org)), Cuyahoga Falls Mayor Don Walters ([mayor@cityofcf.com](mailto:mayor@cityofcf.com)), and myself ([steve.yagelski@cktech.biz](mailto:steve.yagelski@cktech.biz)); or to Jolene Thompson, OMEA executive director ([jthompson@amppartners.org](mailto:jthompson@amppartners.org)).

The OMEA Board is also seeking nominations for honorary memberships, which are awarded to individuals who have a distinguished public power career with significant accomplishments – with special consideration given to individuals who have retired from service or who have announced they will be retiring in the near future. Honorary Members receive AMP and OMEA publications and conference registration. Elections for the Board and honorary memberships will take place during the OMEA general membership meeting on Sept. 28 in conjunction with the AMP/OMEA annual conference in Columbus. If you would like more information or have questions, please contact Jolene Thompson.

## OMEA Board members meet with Congress in D.C.

Tipp City Mayor Pat Hale (left) and Dover Mayor Richard Homrighausen (right) met with members of Ohio's congressional delegation as part of American Public Power Association Policy Makers Council earlier this week in Washington, D.C.



Hale and Homrighausen, both members of the OMEA Board of Directors, relayed the importance of tax-exempt financing to public power, the negative impact of the sequester on Build America Bonds and the problems associated with the capacity markets in PJM.

## Pokémon GO raises security concerns for public utilities

The recent viral status of Pokémon GO is raising security concerns among electric utilities as some facilities are being identified within the app. The game encourages players to "catch them all" by venturing to various identified locations, and customers have been reported going to great lengths in an attempt to do so, including climbing fences and entering restricted areas.

For information regarding removal of your facility location from the Pokémon GO app, please visit the Electricity Information Sharing and Analysis Center (E-ISAC) [website](#).



## Hotline class provides hands-on learning for AMP members

By Bob Rumbaugh – manager of technical training

AMP hosted a Hotline Training course this week, with seven participants from five members in Ohio and Pennsylvania in attendance. Similar to AMP's climbing course, the class allowed participants to take a hands-on, in-the-bucket approach to learning proper techniques for line construction. Throughout this course, participants were taught techniques to further develop the skills and knowledge required for safe bucket truck work.

Class participants pictured above are (from left): row one-Mark DeMarino, Lodi; Donald Weston, Weatherly; Jeff Hoover, Dover; Gabe Filippi, Dover; Cody Crose, instructor; row two-Bob Rumbaugh, instructor; David Overman, Jackson Center; Matt Stouder, Hamilton; and Logan Anderson, Hamilton.

## Classifieds

### BMU starts search for director of utilities candidates

Bryan Municipal Utilities, located in Northwest Ohio, is currently accepting applications for Director of Utilities. This position reports to a five-member board. Work involves planning, organizing and coordinating all utility functions for Electric Transmission and Distribution, Cable and Fiber Internet, Hydro, Fuel and Solar Generation, Water Distribution, Water Supply and Treatment, and Utility Engineering; developing operating objectives, policies and programs for all administrative activities and developing and implementing, at board direction, an annual budget and a long-range capital budget for each operation.

Minimum requirements include a bachelor's degree in business administration, public administration, electrical engineering, planning, communication, or mechanical engineering or an equivalent combination of education, experience and training that provides the required knowledge, skills and abilities and a valid driver's license. Candidate must have strong leadership and communication skills.

A job description with qualifications may be downloaded [here](#). Please submit resume by July 29, 2016, to Bryan Municipal Utilities, 841 E. Edgerton St., Bryan, OH 43506; or email to [humanresources@cityofbryan.com](mailto:humanresources@cityofbryan.com). EOE.

### DEMEC member seeks applicants

The City of Newark seeks a self-motivated, skilled and dynamic individual to join the Electric Department team. The ideal candidate will have five to 10 years of working experience in the electric service industry, along with three to five years of progressive supervisory responsibility. Candidates will have a passion to serve the public sector.

A bachelor's degree in electric engineering required; a Delaware registered PE license preferred. Candidates must be available to potentially work nights or weekends and during extreme weather events. Annual salary range is \$92,703 - \$117,299 plus excellent fringe benefits. Interested individuals can review a full job description online and need to complete an application [here](#) by 4 p.m. July 29, 2016. EOE.

see CLASSIFIEDS Page 4



## Lineworker needed in Painesville

The City of Painesville is seeking an experienced First Class Journeyman Lineworker to work second shift, 3 to 11 p.m. weekdays. The position will supervise another person in a two-person crew setting.

The details and application procedure are available on the [city website](#) or by calling the city's human resources department at 440.392.5787. For more information, contact the Electric Distribution office at 440.392.6158.

## Wellington seeks manager

Under the direction and supervision of the Mayor, the Village Manager manages and directs the operations of the village's electric, water and sewer facilities, as well as municipal parks, streets and public buildings.

The position actively supervises a staff of approximately 30 employees, and attends meetings of the village council regularly and other boards and commissions as necessary. The manager regularly meets to resolve issues with both village residents and governmental officials. Appointment is by Mayor, with the approval of village council.

Applicants need not currently be residents, but must establish residency in the village within six months after appointment. Salary will be negotiable based on qualifications and experience.

A degree or formalized training and certification in public administration, management or a specialized field relevant to the position duties is preferred. A minimum of three years of supervisory or management experience, preferably in the public sector, is required for an applicant to be considered. Knowledge/experience concerning governmental contracting and construction, and concerning municipal budget and expenditure procedures are a plus.

Interested individuals are invited to submit letters of interest and/or resumes for consideration (subject to the requirements of Revised Code Section 149.43). Detailed job duties are available upon request. Apply by email: [hschneider@villageofwellington.com](mailto:hschneider@villageofwellington.com) or mail: Mayor Hans Schneider, Village of Wellington, 115 Willard Memorial Square, Wellington, OH 44090.

## City of Hamilton in need of candidates for open position

The City of Hamilton seeks applicants for Assistant Public Utilities Director. Current detailed resumes must be submitted in Word or PDF to: Civil Service Dept., One Renaissance Ctr., 345 High St.-1st Fl., Hamilton, OH 45011 by email: [cspersonnel@hamilton-oh.gov](mailto:cspersonnel@hamilton-oh.gov) or fax: 513.785.7037. If necessary, application may be made in person or via USPS. Specify interest in ASST PUBL UTILS DIR. The [City of Hamilton](#) is an EEO & AAE. Minorities and women are encouraged to apply. Salary: \$108,971 - \$139,589 (plus benefits). This position is responsible for difficult professional, administrative and supervisory

work in the planning, organization, direction and coordination of the operations, maintenance, capital improvements and activities of the Power Supply and Generation, Electric Transmission and Distribution, Natural Gas Transportation and Distribution, Water Supply and Treatment, Water Transmission and Distribution, Wastewater Collection and Water Reclamation Facility Systems, Utility Engineering, Utility Business and Customer Service functions (Utility Systems).

Qualifications include: 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 is preferred. Class IV Ohio Environmental Protection Agency Wastewater Treatment Operator's certification and Class III Ohio Environmental Protection Agency Water Supply Operator's certification preferred.

Extensive (five to seven) professional experience in public utility management, including supervisory experience; or any equivalent combination of experience and training which provides the knowledge, skills and abilities to effectively perform the essential job functions. A valid registration as a professional engineer in the State of Ohio, or other equivalent certification from another state is desirable, but not required. Extensive, progressively responsible management experience in a public utility, with experience in a multi-service utility; and in electric power supply and generation, transmission and distribution systems preferred. Deadline to apply is 5 p.m. July 28, 2016.

## Register now for Webinars



An internet connection and a computer are all you need to educate your entire staff for just \$99. Register today at [APPAAcademy.org](http://APPAAcademy.org). Non-APPA members enter coupon code **AMP** to receive the member rate.

- Workforce Series: Benchmark Your Compensation and Counter the Competition **Aug. 9**
- Governance Series: Strategic Planning for Utility Boards and City Councils **Aug. 11**
- Cyber/Physical Security Series: Information Sharing and Recent Cybersecurity Legislation **Aug. 17**
- Account & Finance Series: Line Extension Policies (Contributions in Aid of Construction) **Aug. 18**
- Cyber/Physical Security Series: Utilizing Dashboards for More Effective Cyber & Physical Security Risk Management **Aug. 30**



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Original Message

From: "The Ohio Municipal League" <zwade@omloho.org>  
To: gheath@napoleonohio.com  
Date: 07/11/2016 01:32 PM  
Subject: Special Information



STAY CONNECTED:



Our new Facebook page is live and can be found [Here](#)

The Ohio Municipal League (OML) is under new leadership with our new Executive Director Kent Scarrett and has a new direction.

Social networking technology can improve our efforts to serve Ohio's municipalities. We hope OML members will use this page to keep up to date on our training and policy matters, and to communicate with our organization. Ohio state officials and staff can use this page to become better educated on municipal affairs, as we will be constantly using this forum to discuss state policy as it relates to municipalities.

Our new slogan is *"Partnering for Stronger Cities and Villages"* and we truly believe in this mission. The best government is that which is closest to the people and we will continue to promote local solutions for our communities.

Thank you and please "Like & Follow" our page!



## Fw: Fwd: Municipal Income Tax

From: "Gregory J Heath" <gheath@napoleonohio.com>

07/15/16 09:22 AM

To: "Roxanne Dietrich" <rdietrich@napoleonohio.com>

Cc: "Shannon Fielder" <sfielder@napoleonohio.com>, "Chris Peddicord" <cpeddicord@napoleonohio.com>

----- Forwarded message -----

From: **The Ohio Municipal League** <[kscarrett@omlOhio.org](mailto:kscarrett@omlOhio.org)>

Date: Thu, Jul 14, 2016 at 11:30 AM

Subject: Municipal Income Tax

To: [michellejordan.cca@gmail.com](mailto:michellejordan.cca@gmail.com)



**Ohio Municipal League**  
*Our Cities and Villages ★ Bringing Ohio to Life*

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### Municipal Income Tax Seminar

[Like us on Facebook](#) 

Michelle,

**Thank you for attending the 2016 OML Tax Conference. I hope that you found the topics addressed timely and helpful to you and your administration as you address issues related to HB5 and other changes to the municipal income tax.**

Attached to this email are some items we wanted to get to you that we had not been able to provide before the conference. The attached items include:

The power point presentation used Friday by the Dept. of Taxation explaining the methodology they have developed to provide data to the NOL Review Committee

As a follow-up to the presentation by the Dept. of Taxation, a copy of an email sent to the Dept. of Taxation yesterday explaining the difficulties our cities and villages are having complying with the requested methodology and our request that a sampling method being pursued to allow municipalities to participate in the legislative exercise.

The Representative Illustration or sampling methodology we are proposing the committee replace the current micro-simulation methodology with.

We have shared this information with the legislative committee members in addition to Commissioner/Chairman Testa. If there is any movement on this issue, we will be sure to notify you via direct email.

Thank you again for your attending the 2016 OML Tax Conference and we look forward to seeing you next year.

Sincerely,

Kent

Kent M. Scarrett  
Executive Director

***Additional Materials***

**[Municipal NOL Presentation](#)**

**[Representative Illustration Method](#)**

**[NOL Tax Department Email ~ 7/13/2016](#)**

The Ohio Municipal League, 175 S. Third Street, #510, Columbus, OH 43215

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