
Memorandum

To: Mayor & Members of Council
cc: Finance Director, City Manager, Law Director
From: Roxanne
Subject: General Information
Date: November 24, 2017

CALENDAR (November & December)

MONDAY, NOVEMBER 27

Agenda – Finance and Budget Committee Special Meeting in Joint Session with City Council @6:00 pm

- 1) **Approval of Minutes** – Regular meeting minutes October 23, 2017, Special Meeting Minutes from: November 10, 2017, November 11, 2017 and November 20, 2017.
- 2) **Review 2018 Budget Proposals (Tabled).**
 - a. The *Additional Request Summary Sheet* is enclosed.

Agenda – Safety and Human Resources Committee Special Joint Meeting with Freedom, Napoleon, Harrison Townships and Henry County South Joint Ambulance District at 7:30 pm

TUESDAY, NOVEMBER 28TH

Canceled - Civil Service Commission Meeting

WEDNESDAY, NOVEMBER 29TH

Agenda – Parks and Rec Board @ 6:30 pm

MISCELLANEOUS

- 1) OML Legislative Bulletin/November 22, 2017
- 2) AMP Weekly Update/November 17, 2017

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Records Retention - CM-11 - 2 Years

NOVEMBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
			11:00 am Bid Opening/Recycling			
5	6	7	8	9	10	11
	7:00 pm - Council				8:00 am Joint Special Mtg. City Council and Finance & Budget Comm.	8:00 am Joint Special Mtg. City Council and Finance & Budget Comm.
12	13	14	15	16	17	18
	6:30 pm - Electric Committee & BOPA	10:00 am Healthcare Cost Committee				
	7:00 pm – Municipal Properties ED Comm.	11:30am Privacy Comm. 4:00 pm-Civil Service				
19	20	21	22	<i>Closed</i> 23	24	25
	7:00 pm-City Council					
	7:30 pm – Special Joint Meeting City Council and Finance & Budget Comm.					
26	27	28	29	30		
	6:00 pm – Special Joint Meeting Council and Finance & Budget Comm		6:30 pm Park & Rec Board			
	7:30 pm – Safety & Human Resources					

DECEMBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
	6:15 pm Technology Committee					
	7:00 pm - Council					
10	11	12	13	14	15	16
	6:30 pm - Electric Committee & BOPA	4:00 pm Records Commission			10:00 am Healthcare Cost Committee	
	7:00 pm Water/Sewer Comm.					
	7:30 pm – Municipal Properties ED Comm.					
17	18	19	20	21	22	23
	4pm-Civil Service Comm					
	6:00 pm Parks & Rec Committee		11:00 am Bid Opening			
	Tree Commission		WTP/WWTP			
	6:15 pm –Adhoc Comm		Chemicals			
	Strategic Vision					
	7:00 pm City Council					
24	25	26	27	28	29	30
	<i>Closed</i>	CLOSED "Floating Holiday"	6:30 pm – Finance & Budget Committee			
			7:30 pm – Safety & Human Resources			
31	January 01	02	03	04	05	06
	<i>Closed</i>	6:15 pm Technology Committee				
		7:00 pm - Council				

City of Napoleon, Ohio

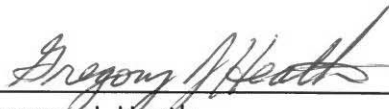
SPECIAL MEETING
of the
FINANCE AND BUDGET COMMITTEE
in Joint Session with
CITY COUNCIL

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

Special Meeting Agenda

Monday, November 27, 2017 at 6:00 pm

- 1) Approval of Minutes: *(In the absence of any objections or corrections, the Minutes shall stand approved.)*
 - a. October 23, 2017
 - b. November 10, 2017
 - c. November 11, 2017
 - d. November 20, 2017
- 2) Review 2018 Budget Proposals. (Tabled).
- 3) Any matters currently assigned to the Committee.
- 4) Adjournment.



Gregory J. Heath
Finance Director/Clerk of Council

FINANCE AND BUDGET COMMITTEE

Meeting Minutes

Monday, October 23, 2017 at 6:30 pm

PRESENT

Committee
City Staff

Jeff Mires-Chair, Joe Bialorucki, Mayor Jason Maassel, Lori Siclair
Greg Heath-Clerk/Finance Director
Joel Mazur, City Manager

Recorder/Records Clerk

Roxanne Dietrich

Others

Jerry Tonjes, Ken Haase

ABSENT

Call to Order

Chairman Mires called the meeting to order at 6:31 pm.

Approval of Minutes

Hearing no objections or corrections, the minutes from the September 25, 2017 meeting stand approved.

Review of the 2018 Debt Schedules

Heath reviewed the debt schedules noting the General Obligation Bonds are full faith and credit from General Funds and outstanding debt. The Revenues Bonds to Enterprise Fund Revenues is where a trust agreement is entered into and sufficient revenues must be maintained to cover the bond ratio between revenue coming in and expenses going out, the ratio varies by bond, but is primarily 110%. The water and sewer debt does not include the current water treatment plant project, that project's funding source is the OhioEPA with funding through DEFA, it is still payable debt. The Ohio Public Works Commission (OPWC) and Ohio Water and Sewer Rotary Commission (OWSRC) and Ohio Water Development Authority Loan (OWDA) are all forms of federal or state funding that are grants. The OWSRC monies are deferred assessments and once the property falls out of the agricultural designation, that assessment is due. The Water Supply Revolving Loan Account and Water Pollution account list the Water Treatment Plant's original loan of \$14 million plus the \$2 million contingency loan that we recently applied for. We do not anticipate payments starting until the project is completed, the repayment schedule is set by DEFA. Maassel asked why wouldn't we start repaying in 2019 when we could potentially be losing long term customers and revenue as early as 2020. Heath said the debt payback is incorporated into the rates, Maassel replied if we lose customers in 2020, the rates will have to go up as there will be less customers paying on the debt.

Bialorucki Left at 6:54 pm

Heath went on saying the WPCLF loan for the Williams Pump Station Project for 2018 is \$1.6 million. As we close out 2017, the total long-term debt is \$30,438,000, we will be adding \$167,103 making the total debt in 2018 at \$30,605,000. Originally, the Water Treatment Plant short term debt rollover note was \$1.8 million, \$2.5 million has been added and also an additional \$1.4 million was issued for the Long Term Control Plan (LTCP) for total note debt of \$3.9 million. \$2.4 million will be paid out in 2018 with the \$1.5 million difference in the DEFA loan amount. Overall for 2017, the summary is \$34,338,000 with \$33,500,000 being projected for 2018. Maassel asked if it would be possible to do future assessments for the Williams Pump Station like was done for the North Pointe area? Mazur answered as of now "no", it already exists. Maassel asked how many pump stations does the City have?

FINANCE AND BUDGET COMMITTEE

Special Meeting Minutes

Friday, November 10, 2017 at 8:00 am

PRESENT

Committee Members
Councilmembers
Finance Director/Clerk
City Manager
Asst. Finance Director
Recorder/Records Clerk
City Staff

Jeff Mires-Chair, Jason Maassel, Joe Bialorucki, Lori Sicclair
Jeff Comadoll, Dan Baer, Rita Small
Gregory J. Heath
Joel L. Mazur
Chris Peddicord
Roxanne Dietrich
Judge Amy Rosebrook
Billy Harmon, City Law Director
Chad E. Lulfs, P.E., P.S., Director of Public Works
Jeff Rathge, Operations Superintendent
Tony Cotter, Director of Parks and Recreation
Scott Hoover, Water Treatment Superintendent
Dustin Tewksbury, MIS
Ken Haase, Northwest Signal

Others

ABSENT

Councilmember

Travis Sheaffer

Call to Order

Chairman Mires called the Special Finance and Budget Committee meeting to order at 8:02 am.

City Manager Mazur highlighted 2017:

There were eighteen new or expanded businesses, we lost one downtown business but that building was refilled quickly. We have room for housing, commercial, business and industrial growth. The Williams Pump Station Project is slated for 2018 and will promote growth outside of the city limits. Beautification improvements were done to the City, a Code Enforcement Inspector was hired, the 3100 account was eliminated, we hope to move the flower pots from the City parking lot to the downtown and would like to update the City Master Plan. On the utility side, the Water Treatment Plant project is going smooth, in 2018 we will switch over to the membrane and other water treatment processes; we will continue planning for the Wastewater Treatment Plant project, we are renegotiating with the OhioEPA to reduce the amount of Long Term Control Projects (LTCP) and prolong the schedule with the hope that will control sewer rates in the long term. To balance the budget the Clairmont Project was cut. This year, we started a program to replace the large meters and expect to see an increase in revenue, due to high water loss we did leak detection and found two leaks that was resulting in a significant amount of water loss between the stop and meter on private property, at one point our water loss numbers were above 30% and now those numbers have went down to the low-mid teens, we were able to retain our seats on both the AMP and OMEA boards, we are looking at a transmission owner project, we have wrapped up Phase 1 of the LED street light conversion and the 100 year old downtown waterline that was undersized for fire protection services has been replaced while they were doing the downtown

construction project. The building inspection account (3100) was dissolved and we have contracted with Wood County to do all our residential building inspections. On the personnel side, Tom Zimmerman left and Dan Wachtman and Bobby Weitzel retired. Dan's position has not been filled yet as his retirement was unexpected. We had savings by not constructing Roundhouse Road and repaving the City Building Parking Lot, and the Downtown Project was segmented out. Transmission costs will be going up in 2018. The IT section has deficiencies with a lot of failures in the system, there is not a comprehensive maintenance schedule for any of our building facilities and you will see a request for an evaluation to be put together in conjunction with our master plan. Water contracts-the outside communities are looking at options to see if cheaper and better water is available to them elsewhere, I would like to meet with the outside communities later this month in an effort to keep them on our system. We are making improvements on meters and leak detection, and the crack sealing program will prolong the life of our roads, I am proposing to put \$100,000 in the reserve rainy day fund account which will be plus for our bond ratings too.

Goals for 2018 include providing a higher quality of service wherever we can, to promote and manage growth in Napoleon, continue with the downtown improvements and to be fiscally responsible and consider our needs vs. wants. Utilities rates in 2018 will be going up with transmission costs going up, by renegotiating the long term control projects on the sewer side should help retain our satellite communities, high on the list is succession planning with upcoming retirements in 2019 and 2020, IT Improvements (doors, email system, website, software, improving social media presence), update the 2009 Master Plan and zoning code, implement an integrated plan for the WWTP (they are operating with a 1950 system), transmission owner requirements at Glenwood Substation and manage our electric data.

8:35 am
City Council 1100
Additional Request

Additional Request \$10,000 - from Travis for a consultant for organizational health and strategic vision; this was in the 2017 budget, but was not used.

Mayor 1200

100-1200 Mayor – there were not any major changes.

8:42 am - 9:16 am
Municipal Court - 1800
Judge Rosebrook

8:42 am - Judge Rosebrook
The server at Municipal Court had not been functioning properly and had to be replaced at a cost of \$20,000 which was taken out of our computerization fund. 272- Security Camera Upgrade \$30,000, we received a \$20,000 bonus for meeting our goals on the probation grant and that will be used towards the camera upgrade.

Retirement - Bob Bogert definitely may retire. Heath said we did budget for the retirement, but it had to come out of the general fund due to insufficient monies. The OVI law changed in April that allows for more use of interlock devices and the ankle monitor, with the new law they now go back ten years and we could see more second and third time incidents.

288 is the JRIG Grant that replaces the PIG Grant.

400-1800 HVAC System Upgrade \$5,000 – controlling the temperatures is an ongoing problem.

9:17 am – 9:33 am
Henry County CIC
130-3500
Denise Dahl

Denise Dahl from the Henry County Community Improvement Corporation (CIC) presented that budget, she stated the budget committee has approved the budget; however, the full board has not seen the budget yet. Memberships increased by 22% in 2017, we are at the point we are the majority funder and hope to continue that trend. Dahl stated the summary she passed out shows what was done this year with the funding breakdown. The plan is to hold study and pull a little more weight on our end. Maassel asked if Pioneer Rail has started. Dahl answered they have an agreement if they are not going by the end of the year, they lose the grant, I'm not sure if they have everything they need. Maassel inquired about the second river bridge. Dahl said Tim Schumm, the Henry County Engineer, met with State Community Development who said they will go in, we should know in either December or January if the grant funding is approved, if they do not receive the go ahead, it will not happen. Manufacturing in Henry County is 24% of your businesses but it is 40% of your payroll dollars.

9:34 am – 9:45 am
Law Department
100-1400
Billy Harmon

Legal Expense - \$50,000 was budgeted for 2017 with just a little over \$8,000 being spent. For the most part I can handle everything; however, I projected a need of \$40,000 in 2018 to be safe. Accounts that do not pertain to payroll have been reduced or remained the same.
400-1400 - \$7,000 for computers, mine is nine (9) years old.

9:46 am – 9:55 am
Human Resources
100-1370
Morgan Druhot

9:46 am Human Resources
Mazur said there is not much change, there was unanticipated costs for harassment training. Advertising costs were increased to \$10,000.

10:06 am – 12:09 pm
Engineering/Public Works
Chad Lulfs/Jeff Rathge

100-1700 Personnel - Staff Engineer we will advertise again after the first of year for this position, we did not receive any applications last time. There is an increase for 2018 for continuing education classes. Mazur said his goal for 2018 is to reduce cell phones and to reduce the number of land lines. Laptops were added as were tablets that will have access to the GIS system, this will assist the Operations Department crews.

200 – Street Fund

Mazur said we did not have much snow last year. Maassel asked how much salt do we have on-hand? Rathge answered we have 1,000 tons on-hand in the barn and have ordered 700 tons. Lulfs said eight years ago we bought salt for \$135/ton we are now paying \$36.10 ton.

Additional Request

Heath said going back to the 1700 account there is an Additional Request to change the title and scale of the Licensed Staff Engineer over and above the current ordinance. Mazur said Marty has done a lot of work, he has the license and the proposal is to change his position title to Assistant City Engineer and make it an hourly position not salary.

Additional Request

Heath said there is an additional request in streets to bring someone in before the retirement of the Service Building Secretary, the budgeted retirement date is November 1st.

400-1700 – large format scanner Lulfs said he found one last month for \$6,000 from a company that was going out of business and there was money in the budget so they purchased it. Our current machine is twelve years old, is black and white and cost us \$21,000 twelve years ago.

400-5100 – there is a request to purchase a new 3-yard front end loader off of state contract, the current front end-loader at Operations is a 1999. It is used at the at yard waste dump site to keep it cleaned up and is also used at the boat docks. Phones are spread out amongst the different funds, we are looking at going with the same phones as the county has.

Tree trimming/plantings - Marty runs the tree program, the proposed budget was increased by \$10,000.

Sidewalk and Curb Reimbursement Program \$20,000 - is for the public with the intent to help homeowners cover the cost, we pay up to \$1.50/sq. ft. Heath asked if the Ordinance should be changed to allow for a higher reimbursement, Lulfs answered it should be looked at because it is not covering the costs anymore.

Council President Pro-Tem Assigned to the Municipal Properties Committee Review of Sidewalk and Curb Reimbursement Program

Council President Pro-Tem Bialorucki assigned to the Municipal Properties, Building, Land Use and Economic Development Committee *Review of the Sidewalk and Curb Reimbursement Program* for the January 8, 2018 meeting agenda.

Lulfs stated that every year we put \$450,000 in for street resurfacing and there has been talk about adding Trail Drive in 2018 as we have received some complaints. Maassel asked will we keep working on Oakwood Avenue. Lulfs answered, that will be expensive as it will include curb replacement plus Oakwood has some serious drainage issues and the storm sewers are not functioning well and that will need to be addressed before we repave.

Council President Pro-Tem Assigned to the Municipal Properties Committee 2018 Engineering Projects

Council President Pro-Tem Bialorucki assigned to the Municipal Properties, Building, Land Use and Economic Development Committee *Review of the 2018 Engineering Projects* for the January 8, 2018 meeting agenda.

Mazur said that Industrial Drive is funded thru the ODOT Small Cities Grant, the project is estimated at \$3.8 million. Sewer issues, as part of the LTCP, will be addressed and part of the waterline will be replaced from Riverview up to Defiance Stamping, the storm sewer needs to be replaced too it will be at Greg's discretion how he divides the \$1.95 million ODOT grant, either for street or storm sewer work. Maassel asked if this one will be done as concrete. Lulfs answered yes, from the tracks to the truck stop. If the county does the second bridge they will do the tracks, I would like to bid this project in January as I believe it will attract the bigger contractors.

Mazur said if we were to add the downtown project (\$340,000) back in we would have to do a split between capital and the general fund, Heath's recommendation is to pin the project out of the capital carryover. There is enough money in water and sewer as of now but there is not enough in the budget and we need to see what the actual carryover is.

11:20 am Maassel left

The Downtown Project for 2018 will include Clinton from Scott to Monroe and on Perry Street the waterline will be replaced, the curbs will be fixed and the road repaved. There is the potential of moving the truck route Comadoll and Baer both stated that needs to be a priority, Mazur replied that will be a 2019 project as a traffic study has to be done in 2018.

400-5130 \$70,000 - there is a request to replace the truck Tom Nagel drives.

Rathge said the current truck is a 1998 with 163,000 miles on it.

510-6210 – Water Distribution

Lulfs said half of the waterline hangers under the Perry Street Bridge \$50,000 - were to be replaced in 2017 but due to issues with the contractor that did not get done, hopefully we can get the issues worked out and hangers replaced in 2018.

\$10,000 is to replace old meters.

\$25,000 for Valve testing and leak detection Rathge stated the cost is well worth it.

Request to replace the Water Service Truck \$70,000 - the current truck is a 2003 with 125,000 miles on it.

520-6311 -57800 is the Clean Water Removal Assistance Program (CWRAP) \$25,000

This is another reimbursement program that started in 1998 to get clean/rain water out of the sanitary sewer system. The is a program where the property owners have their storm and sanitary water separated, the City will cover two-thirds of that cost up to \$2,500, this amount has not been adjusted since the program was implemented, if you ever want to look at increasing the maximum that is an option. One project may cost \$2,000 while another project could cost up to \$20,000.

521-6310 - Sanitary Sewer part of the projects

Park Street, Phase 3 from Sheffield to Riverview

Williams Pump Station - \$1.5 million -\$2 million. Lulfs stated that this pump station needs some attention soon.

Sewer Lateral Fund \$50,000 – the City owns the laterals from the main to the right-of-way and this fund covers those costs, the property owner is responsible for maintenance; if the sewer collapses, the City is responsible.

Kenilworth Project from Oberhaus Creek/Railroad Tracks and up to Briarheath.

6400 – Refuse and Recycling. Lulfs said we budgeted for more refuse tonnage with glass not being recyclable anymore and decreased the recycling tonnage.

Additional Request

Rathge had an additional request for a full-time employee, that request was cut by the City Manager. Rathge stated we do not always know if we will have CCNO help, would be nice to nice if someone will show up every day.

12:21 pm – 1:18 pm
Parks & Recreation and
Cemeteries
100-4100-4700
Tony Cotter

100-4700 – Cemeteries. The City has to the cover the cost of the funeral home and cemetery lot for indigent burials. City Manager Mazur reported the Historical Society would to do rehabilitation work on the mausoleum.

Mazur - We have received a request to put a Frisbee golf course in the wooded area out at Oakwood Park, an idea I would like to explore is turning the lagoons into an ice skating rink and corporate membership rates were added at the golf course. Cotter added we felt this may be a way to generate more revenue at the golf course. Rachel Bostelman brought to us the potential to develop a crossfit facility for young people and adults. We are looking into a grant for attaching the Ritter Park walking path to the downtown, the Buckeye Trail System does not have

12:30 pm Maassel Returns

a path coming onto Riverview, it would tie the west end to the east end. Jahns Road is another high traffic area with no sidewalks and is part of the grant.

200-4100 – The Cedar Point ticket program is no longer being offered.

200-4200 – Golf. We had four flood events at the Golf Course this year with one closing us for a few days. We are asking to replace four golf carts.

220-4300 - Pool Operating. Our biggest concern is water loss and the physical condition of the swimming pool. We are trying to figure out where the water is leaking from and then have it fixed. The pool is just worn out, the current plan for is to renovate the pool, that cost is estimated at \$450,000. To build a new combo

rec pool with splash pads, like other communities have done, and have a smaller competition pool would be a \$1 million - \$4 million project. Fireworks - \$9,500 comes out of the Parks & Rec Fund and \$12,500 from the General Fund. Replacement of Playground Equipment at Glenwood, the current equipment is over thirty years old, small children like to play on that equipment. Kidz Kingdom is for older children. Oakwood Park Phase I Improvements - there are four batting cages out there that are twenty-five years old that are used a lot and are out-of-date. 400-4400 page 2 Mazur said that can be red-lined/taken out. 400-4700 \$10,000 – for Replacement of mower Heath asked if they wanted an Additional Request to bump up fireworks by \$3,000.

Additional Request

1:19 pm – 1:42 pm
Henry County Chamber
Joel Miller

Joel Miller, Director of the Henry County Chamber presented their budget. The Ohio Revised Code requires the City to have a hotel/motel tax and spend half on tourism activities to bring people into the City. I have passed out the brochures that we put together for this year, our goal is to attract people to stay here. We have to promote our events as we do not have the likes of a Cedar Point or Sauders to draw people in. Ribfest is our big yearly event. The Chamber purchases Christmas lights for the downtown trees, flowers for the downtown flower pots and hanging planters. Thank-you to Mike Willhite and his staff for taking care of the planters this year and also a huge thanks to the operations and electric staff that help us out.

1:43 pm – 1:58 pm
MIS/IT Department
1600
Dustin Tewksbury

Formerly MIS is now the IT Department. This is an area where we are vulnerable, after Dan retired we did not fill that position, Dustin is working part-time.

Additional Request

There is an additional request to make the part-time position full-time and rename IT Specialist. I'd want to hire this position and later in the year fill the part-time position. The idea of an IT Department for both the County and City has been considered, as we do not have a backup for this position. Heath said the Electric Department allocates one person for the SCADA system we could create a department of three within our city. Mazur responded we will hire a part-time person in July and see what happens with the County. 400-1600 Website Redesign and Restructuring \$11,500 - Mazur stated this may not be enough money. Server Room Migration w/proper HVAC and RH \$5,000 – temperature control is critical for the equipment. The phone system has been split into multiple accounts.

2:05 pm – 2:45 pm
Water Treatment Plant
510-6200

Mazur said this was the most difficult budget to put together with so many unknowns and variables. Hoover stated he does not know if he has enough money in his budget, we will now be heating three additional buildings. At some point we will have to hire someone to come in and clean the Sludge Building. Lime will go away in March when the membranes go online, during that process, their technicians will be here to help us out. Chemical costs-we are bidding out the chemicals for a six-month contract. The MIEX debt we will be carrying until 2028. Wauseon pump rebuild we are covering the costs, they have not covered any costs, the contract needs to be renegotiated, we are drawing off the reservoir right now. Comadoll asked if that should be assigned to committee and Mazur replied we will

do some negotiating on our own first.
510-6210 Jon Boat – WTP share is \$3,750
Mudroom mud where lab is now
\$100,000 for membrane replacement to be put away yearly was recommended by AECOM. Maassel asked if the membranes will be replaced one every year or will all be replaced every five years. Hoover answered “initially I’m shooting for five years”.

Additional Request

Additional request to upgrade the salary scale of Chief Water Treatment Operator to be equal to Chief Wastewater Treatment Operator.

**2:50 pm – 3:09 pm
City Manager
100-1300**

Facilities Management Assessment to review and evaluate what we have.
In addition to the downtown improvements, I want to focus on the fringe properties area, including this building a lot of people talk about river development. We’ve been working on the Minnich building, Hogrefe property, Funkhouser property and the house on Scott Street.

400-1300 \$,1800 - new desk for the City Manager’s office.

City Parking Lot - it can hold out another year will spray patch.

Additional Request

Comadoll suggested filling in the holes and putting a sealant on top.
The Mayor stated let’s put this in as an additional request.

**3:10 pm – 3:25 pm
Finance
1500**

100-1500 Finance

Heath reported there is a healthy travel and training budget as CMI will be coming in to do training and they charge \$1,000/day. \$22,000 for Audit Services this was bid by the State Auditor’s office, the auditors report to the State of Ohio.

Additional Request

I have an Additional Request to raise the Accounts Payable Clerk pay scale by \$1.00/hour, I believe this is a more skilled position than the other Account Clerk positions.

Utilities

100-1520 Utilities

Travel and Training a lower amount was put in as this office is down to two people.
Postage and delivery amount is up due to the projected increase.

Additional Request

Additional Request to bring the Utility Billing Supervisor up to the same pay scale as the Income Tax Supervisor, this request was in last year too and was never acted upon one way or another.

100-1900

Departments in the City Building – all larger expenses will have the expenditures coming out of the 1900 account instead of being allocated to each department in this building.

Mazur said he was approached by Dr. Fogo about increasing the amount paid to NCTV. Baer responded the equipment out there is fairly new, what kind of service are we getting. Siclair said she has had couple of people complain about NCTV. Baer said the service is not there, they have to provide better service, Comadoll stated they were told that the last time.

170-1510 Income Tax - Travel and training is less than last year.

Personnel is finally stabilizing out, there is a cost to convert the computer software, as CMI went to new platform, refunds were up a little this year, it appears the revenues will meet the \$4.4 million projection for 2017; the projection for 2018 is \$4.2 million.

FINANCE AND BUDGET COMMITTEE

Special Meeting Minutes

Saturday, November 11, 2017 at 8:00 am

PRESENT

Committee Members
Councilmembers
Finance Director/Clerk
City Manager
Recorder/Records Clerk
City Staff

Jeff Mires-Chair, Jason Maassel, Joe Bialorucki, Lori Sicclair
Jeff Comadoll, Dan Baer
Gregory J. Heath
Joel L. Mazur
Roxanne Dietrich
Chris Peddicord, Assistant Finance Director
Dave Pike, Wastewater Treatment Superintendent
Dennis Clapp, Electric Distribution Superintendent
Clayton O'Brien, Fire Chief
Dave Mack, Chief of Police
Ken Haase

Others

ABSENT

Councilmembers

Travis Sheaffer, Rita Small

Call to Order

Chairman Mires called the special Finance and Budget Committee meeting to order at 8:01 am.

8:02 am – 8:34 am

WWTP - 6300

Dave Pike

2017 Highlights

A lot of engineering is being done to determine the best route to take for the future of the plant, there have been seven overflows so far this year, the volume has been greatly reduced as the flows are getting to the plant rather quickly with all infrastructure that has been done.

520-6300

Page 13 Line Items 5 and 7 should be red-lined/removed per the City Manager.

Page 14 Line Item 11 should be \$250,000 – the Digester has not been cleaned since 2011 and it is recommended that it be cleaned every five years.

Computer systems \$2,000 - the lab computer is ten years old.

Phase 1 of the WWTP will be the placement of the headworks, Phase 1 will not start until we know where the headworks are going to be located at as this is the key issue of the project with the deregulations that are coming down the road, we should have more information by the end of the year.

Flat Roof – every flat roof is 10 years old.

With the new WTP Process, there will be a 15%-20% increase in solids being sent to us. We may have to switch to different chemicals, right now we are not sure what chemicals may be needed. Mazur added he prefer the solids be treated at the WTP Pike replied if there is too much inorganic that will wipe out the sludge process and we cannot land apply, the solids will have to be taken to the landfill.

Phase 2 of the Integrated Plan will determine what the long-term future will be on our solids, we just lost 60 acres for next year.

8:35 am – 9:25 am

Electric Distribution

500 6110

2017 was a good year except for the NERC stipulation. We installed 150 LED lights, a lot of system upgrades were done, with a grant through AMP we did a safety class for Napoleon's 4th graders we took them to the BG wind farm and northside

Dennie Clapp

substation. We are working on safety, the reclosures were updated throughout the system, we installed power to Pocket Park and provided mutual aid to Montpelier, Holiday City and Tallahassee.

Mazur said one of our goals for 2018 is unbundling of bills and debt management - monitoring, we also need to educate people about the efficiency smart program. We have an extra truck that should go to the auction block but we are keeping it so we have two good trucks.

500-6110-53330 Transmission Owner Compliance \$300,000

NERC has required us to be a transmission station owner and with that comes greater responsibilities and costs. If we decide to go this route, the costs are recoverable at 10.38%. Mazur stated he is pushing for AMP to become a transmission owner.

Industrial Drive Project Traffic Signal \$63,000 - that is the number Chad had us put in, part of the upgrade may include cameras to trigger the light when people are sitting there.

503-6110 Bucket Truck \$290,000 – we are requesting a bucket truck to replace #53 so we have one truck for off-road and one for on-road work.

Mazur said we put in \$8,900 for a vehicle charging station, we are not sure if that will be done.

9:33 am – 10:20 am

Fire

100-2200

Chief Clayton O'Brien

Highlights from 2017

To date, we have had 1,389 runs, we are going to ramp up the fire prevention program, we have conducted 244 inspections of which 168 required a re-inspection, we did thirty-three public safety education events, we had a big year capital wise with two trucks put in service, we applied for grants and were successful in some and unsuccessful in others, we completed all annual testing there are a lot of annual tests that have to be done to meet standards, the BWC grant got us fire gloves and hoods and the gear extractor, a couple of work stations were replaced and we are trying to be as transparent as possible to let the community know we are here to help that is why we designed our website the way it is.

100-2200 – personnel side is up a little now that we are fully staffed, we have had a lot of turnover in the last couple of years.

100-2200-53300 added Annual Firefighter Physicals \$14,000 - Chief O'Brien stated Bio-Care has always come in with their trailer to do the annual physicals that is quite an expense, we are now going to do physicals every-other-year and have staff fill out a questionnaire and have our Medical Director review them. The trailer is nice if firefighters from Wauseon or Bryan cannot make it when the trailer is in their community, they can come here and the same goes for our department, if someone cannot make it when the trailer is in Napoleon, they can go to Wauseon or Bryan.

210-2200 EMS Transport - Collections for EMS billing - bills not collected from our billing company. Comadoll asked what kind of write-offs will we have for this year. Heath replied there will be large write-off, some go back 8-10 years. On the utility side we haven't addressed the deposits for 10 years and will have a lot of write-offs there too. Comadoll asked if Billy can do something to help us? Heath answered if you cannot find the person or they don't have a job you can get a judgement but there is a cost of \$200.

Additional Request

Additional Request – we are requesting to increase the amount being put away for the ladder truck, if we continue with the current trend there will not be enough,

this has been discussed in committee to go from \$90,000/year to \$95,000/year. The ladder truck is scheduled for replacement in 2030 that truck will be 30 years old then, we will be looking for grant monies.

Chief - Engine 805 is scheduled to be replaced in 2026, right now that cost would be about \$600,00. Mazur said we can address the funding now or deal with it thirteen years from now.

242-2200 Fire Equipment Fund - Replacement of Hovercraft – we were unsuccessful with our grant and this was not purchased in 2017. The hovercraft is on the Federal GSA under \$60,000. It is my job to make sure we have the resources to rescue people out on the water without jeopardizing my staff. Mazur added we put the hovercraft back in for 2018 and can apply for another grant. Council approved purchasing the hovercraft in 2017 from the Federal GSA contract.

400-2200 – Drone \$6,000 – should we ever need to search for someone, this will be a great help, the plan is to apply for a grant.

River access \$5,000 – the Parks Department has extra docks and we would like to clean-off the bank, build a gangway and put in two docks, we do not anticipate needing the entire \$5,000. Maassel suggested finding an Eagle Scout who is looking for a project.

Goals for 2018 include updating the strategic plan for the Fire Department, to complete community risk production, evaluation for the city, continue looking for grants, maintain vehicles in our fleet and make our personnel as happy as we can, right now I want to focus on continuing education skillsets for the current firefighters in Northwest Ohio.

10:29 am – 11:49 am
Police
100-2100
Chief Dave Mack

2017 Highlights

Mazur - Bobby Weitzel retired and we hired Dave Mack as the new Chief of Police. Chief Mack – there were several armed robberies and burglaries, currently we have received over 9,000 calls and up through September of this year we logged 76,900 patrol miles, we had a couple of school issues, the man unit officer is very active, all capital projects will be completed under budget, a big concern out there right now is with drug fentanyl, we did CPT training in-house for our department and provided mutual aid CPT training to Defiance County specifically.

Mazur reported from May to November 8th, code enforcement has documented 343 cases, we have budgeted to pay for the mowing of these properties, but get we restitution back, there were sixteen abatement cases with four charges being filed, he did forty-five investigations with twenty-one different charges being filed, our goal is voluntary compliance.

Chief - in personnel we have had a significant turnover in dispatchers.

Man Unit \$25,000 – we are adamant to buy membership into the whole unit, the narcotics scope of investigations is nationwide, we are not isolated, the unit is very valuable to me especially with a small staff.

CAD Upgrade – has been completed, this is for the annual license.

County Wide Radio system – we are reapplying for a regional grant.

Drone - Mazur technically is a want, but is a need.

Additional Request

Additional Request – to make an adjustment in the Lieutenant’s Pay Scale, currently if an officer moves to the Lieutenant position they take a pay cut for the promotion.

Online Policy and Training Manual – is one document with everything re-evaluated on a two-year basis, the current manual is from 2013 and out-of-date.

FINANCE AND BUDGET COMMITTEE

Special Meeting Minutes

Monday, November 20, 2017 at 7:30 pm

PRESENT

Committee Members
City Council
Finance Director/Clerk
City Manager
Recorder/Records Clerk
City Staff
Others

Jeff Mires-Chairman, Jason Maassel, Joe Bialorucki, Lori Siclair
Travis Sheaffer, Jeff Comadoll, Dan Baer, Rita Small
Gregory J. Heath
Joel L. Mazur
Roxanne Dietrich
Dave Mack, Chief of Police
Ken Haase

ABSENT

Call to Order

Chairman Mires called the Finance and Budget Committee meeting to order at 8:38 pm.

Review of Small Funds

101 - General Fund Reserve Balance. We are moving an additional \$100,000 into this fund to bring the balance up to \$205,000. Mazur added my goals are to have \$1 million in the General Fund carryover and \$250,000 in the Reserve Fund.
Heath continued,
123 - Special Events Fund was never eliminated but could be.
130 - Economic Development Fund comes from the General Fund.
147 - Unclaimed Monies Fund is statutory, annual any unclaimed monies that go back for the past three years are moved into this fund.
195 - Law Library Fund is another statutory fund for court costs and fines, half goes to the county law library and the other half to the General Fund.
243 - Fire Loss Claim Fund is needed pursuant to our codifieds, if there is a fire, the insurance company must pay money to us to make sure the property is taken care of so it does not become a nuisance.
290 - 291 are the Police and Fire Pension Funds, inside millage certification is solely for the police and fire pensions, these are statutory required funds.
The Water Tower Cleaning Improvements Fund was closed out.
561 - Sanitation Depreciation Fund monies are put aside to buy equipment.
61,982,000
170 - Municipal Income Tax Fund is split three ways; Recreation Fund gets .2% and the net is split 62% - 38%.

Additional Requests

100 -General Fund Additional Requests
100-1100 City Council
\$10,000 - for a consultant for the Organizational Health and Strategic Vision. Sheaffer explained this is a carryover from last year and is a part of the vision project to bring someone in.
100-1500 Finance/Administrative
\$2,460 - to upgrade the Accounts Payable Clerk hourly salary scale by \$1.00 an hour.

**Additional Requests
continued**

100-1520 Finance/Utility Billing

\$5,750 - to upgrade the Utility Billing Supervisor salary scale equal to that of the Income Tax Administrator.

100-1600 Information Technology/Administration

\$36,870 – this Additional Request is to make the part-time MIS technician a full-time position and rename it “IT Specialist”. Baer asked if the plan is to eventually have two full time positions. Mazur answered “yes, there has been discussion on having redundancy with the county and not hiring the IT Director until mid-year”. Sheaffer voiced his concern about waiting that long with the number of projects that need to be completed.

100-1700 Engineering/City Engineer

\$3,200 - to increase the Licensed Staff Engineer top scale by 4% and change his title to Assistant City Engineer. The City Engineer proposed changing the Assistant City Engineer to an hourly position and creating a new pay scale starting at \$32.50 with the top of the scale at \$37.50 this is proposal is much higher and over the top scale of what the City Manager is presenting.

100-2100 Police

\$15,160 - 4% increase for the Lieutenant pay scale.

\$400 - Owens Community College Consortium Annual Membership allows officers to attend unlimited consortium classes free of charge.

\$7,000 - Lexipol is an online policy membership service. Mazur suggested signing up for one year to update policies and then re-subscribe in a couple of years.

\$800 - National Testing Network is a professional service where the network does the testing for Civil Service.

200 -5100 Streets

\$5,230 - to hire a secretary one month before the Service Building Secretary retires for training purposes.

210 EMS Transport Service Fund

Raise allocation by \$5,000 for fire truck. Mazur explained \$1,000 will come from the townships and \$4,000 from the City that will be split between the 242 and CIP funds.

220 Recreation Fund

\$3,000 – Council directed an additional \$3,000 be put toward the fireworks.

Allocation will be \$12,500 from General Fund and \$12,500 from the Parks and Rec Fund.

400-1100 CIP/City Council

\$5,500 for an additional entrance sign to the City added by the City Manager.

510-6200 Water Revenue Fund/Water Treatment Plant

\$3,640 – the additional request is to make the pay scale of the Water Treatment Plant Chief Operator equal to the Wastewater Treatment Plant Chief Operator’s pay scale.

560-6400 Sanitation (Refuse) Fund

\$58,940 – the Operations Superintendent has requested a new full-time MSW II position for refuse collection.

100-1700-53300

\$5,000 – added by the City Manager for grant application assistance to have the engineering consultant, Mannik & Smith, apply for a grant to build sidewalks along Jahns Road connecting the road with the Ohio Buckeye Trail walking path. This would be a 2019 or 2020 construction project, there are traffic safety issues that could be cleaned up.

2018 BUDGET REVIEWS - ADDITIONAL REQUEST SUMMARY SHEET BY FUND, DEPARTMENT AND ACCOUNT					
FUND, DEPT.		2018 ADDITIONAL REQUEST	REQUESTED	REQUEST	FUND
ACCOUNT	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	AMOUNT	TOTAL	TOTAL
100 GENERAL FUND:					
100.1100 CITY COUNCIL/LEGISLATIVE					
100.1100.53350	Service Fees-Consultation Fees	Consultant Services for Organizational Health & Strategic Vision	\$10,000		
				\$10,000	
100.1500 FINANCE/ADMINISTRATION					
100.1500.51100	Salary-Non-Bargaining	Add \$1.00 to Top Scale of Accounts Payable Clerk	\$2,080		
51500-51700	Roll-up Exp. (PERS, WC, Med.)	Represents a 5.24% Increase to Current Scale	\$380	\$2,460	
100.1520 FINANCE/UTILITY BILLING					
100.1520.51100	Salary-Non-Bargaining	Add \$2.33 to Top Scale of Utility Billing Supervisor	\$4,850		
51500-51700	Roll-up Exp. (PERS, WC, Med.)	Represents a 10.83% Increase to Current Scale	\$900	\$5,750	
100.1600 INFORMATION TECHNOLOGY/ADMINISTRATION					
100.1600.51100	Salary-Non-Bargaining	Make MIS Tech. a Full Time Pos., Rename IT Spec.	\$15,020		
51500-51700	Roll-up Exp. (PERS,WC,Md, Hosp)	Add 715 Hrs and FT Benefits to Position	\$21,850	\$36,870	
100.1700 ENGINEERING/CITY ENGINEER					
<i>(Listed as Proposed by City Manger)</i>					
100.1700.51100	Salary-Non-Bargaining	Add \$1.30 to Top Scale of Licensed Staff Engineer	\$2,700		
51500-51750	Roll-up Exp. (PERS, WC, Med.)	Represents a 4.00% Increase to Current Scale	\$500	\$3,200	
100.1700.53310	Service Fees-Eng. & Design	Eng. Serv. Apply for ODNR & ODOT Grant Funds to Join the Buckeye Trail to the Downtown Area	\$2,700		
				\$2,700	
100.2100 POLICE/SAFETY SERVICES					
100.2100.51130	Salary-Police Command	Add 4.00% to Police Lieutenants Salary Scales	\$12,590		
51500-51700	Roll-up Exp. (Pension, WC, Med.)	Propose Deleting the "A" Step on the Salary Scale	\$3,020	\$15,610	
100.2100.52010	Memberships and Dues	Annual Membership to Owens College Consortium	\$400		
		Allows Members to Attend Unlimited Training		\$400	
100.2100.53300	Service Fees-Professional	Subscription to Lexipol Online Policy & Training	\$7,000		
		This is an Annual Subscription for Police Manuals		\$7,000	
100.2100.53300	Service Fees-Professional	National Testing Network - Overseen by Civil Service	\$800		
		Provides Testing for Patrol Officer Positons		\$800	
	FUND TOTALS	100 GENERAL FUND	\$84,790	\$84,790	\$84,790

2018 BUDGET REVIEWS - ADDITIONAL REQUEST SUMMARY SHEET BY FUND, DEPARTMENT AND ACCOUNT

FUND, DEPT. ACCOUNT	ACCOUNT DESCRIPTION	2018 ADDITIONAL REQUEST ITEM DESCRIPTION	REQUESTED AMOUNT	REQUEST TOTAL	FUND TOTAL
200 STREET SCM&R FUND: (Allocations by Fund- 200 - 5%; 500 - 60%; 510 - 15%; 520 - 15%; 560 - 5%)					
200.5100 OPERATION/STREET MAINT.& PROP.					
200.5100.51100	Salary-Non-Bargaining	Hire in Advance of Retirement (1 Month)	\$3,050		
51500-51750	Roll-up Exp. (PERS,WC,Md, Hosp)	Service Builing Secretary	\$2,180	\$5,230	
Allocation					
5.00%	FUND TOTALS	200 STREET SCM&R FUND	\$260	\$260	\$260
60.00%	FUND TOTALS	500 ELECTRIC REVENUE FUND	\$3,150	\$3,150	\$3,150
15.00%	FUND TOTALS	510 WATER REVENUE FUND	\$780	\$780	\$780
15.00%	FUND TOTALS	520 SEWER REVENUE FUND	\$780	\$780	\$780
5.00%	FUND TOTALS	560 SANITATION FUND	\$260	\$260	\$260
210 EMS TRANSPORT SERVICE FUND: (Allocations by Fund- 210 - 28.89%; 400 - 51.11%)					
210.2200 FIRE/SAFETY SERVICES					
210.9900.59620	TR-TO 242 Fire Equipment Fund	Add \$5,000 to Current \$90,000 Annual Allocation To Fund Purchase of Large Fire Equipment Items NOTE: Balance \$1,000 from Fire Service Contracts.	\$5,000	\$5,000	
Allocation					
28.89%	FUND TOTALS	210 EMS TRANSPORT FUND	\$1,440	\$1,440	\$1,440
51.11%	FUND TOTALS	400 CAPITAL IMPROVEMENT FUND	\$2,560	\$2,560	\$2,560
20.00%	FUND TOTALS	BALANCE FROM FIRE SERVICE CNT'S.	\$1,000	\$1,000	\$1,000
220 RECREATION LEVY FUND					
220.4400 RECREATION/PARKS & PROGRAMS					
220.4400.54200	Supplies-Operating Materials	Add \$3,000 to Current \$9,500 Fund Allocation Addtnl.Fireworks- 100 GF \$12,500, 220 Rec \$12,500 NOTE: Total \$25,000 for Annual Fireworks	\$3,000	\$3,000	
FUND TOTALS					
		220 RECREATION LEVY FUND	\$3,000	\$3,000	\$3,000

2018 BUDGET REVIEWS - ADDITIONAL REQUEST SUMMARY SHEET BY FUND, DEPARTMENT AND ACCOUNT

<u>FUND, DEPT.</u>	<u>ACCOUNT DESCRIPTION</u>	<u>2018 ADDITIONAL REQUEST ITEM DESCRIPTION</u>	<u>REQUESTED AMOUNT</u>	<u>REQUEST TOTAL</u>	<u>FUND TOTAL</u>
<u>400 CAPITAL IMPROVEMENT FUND</u>					
400.1100 CITY COUNCIL/LEGISLATIVE					
400.1100.57200	Buildings and Improvements	Additional Entrance Sign to the City An Addition to the Original 2017 Project	\$5,500		
				\$5,500	
	FUND TOTALS	400 CAPITAL IMPROVEMENT FUND	\$5,500	\$5,500	\$5,500
<u>510 WATER REVENUE FUND</u>					
510.6200 WATER/TREATMENT PLANT					
510.6200.51100	Salary-Non-Bargaining	Add \$1.48 to Top Scale of Chief Water Treat.Oper.	\$3,080		
51500-51700	Roll-up Exp. (PERS, WC, Med.)	Represents a 5.39% Increase to Current Scale	\$560	\$3,640	
	FUND TOTALS	510 WATER REVENUE FUND	\$3,640	\$3,640	\$3,640
<u>560 SANITATION/RECYCLING FUND</u>					
560.6400 SANITATION/COLLECTION & DISPOSAL					
560.6400.51200	Salary-AFSCME	Add FT Position of MSWII	\$33,650		
51500-51700	Roll-up Exp. (PERS,WC,Md, Hosp)	Additional Refuse Truck Worker	\$25,290	\$58,940	
	FUND TOTALS	560 SANITATION/RECYCLING FUND	\$58,940	\$58,940	\$58,940
	GRAND TOTAL ALL FUNDS - ADDITIONAL REQUESTS		\$166,100	\$166,100	\$166,100

City of Napoleon, Ohio

SPECIAL MEETING
of
CITY COUNCIL
in Joint Session with the
FINANCE AND BUDGET COMMITTEE

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

Special Meeting Agenda

Monday, November 27, 2017 at 6:00 pm

- 1) Review 2018 Budget Proposals. (Tabled)
- 2) Any matters that may properly come before Council.
- 3) Adjournment.



Gregory J. Heath
Finance Director/Clerk of Council

City of Napoleon, Ohio

SPECIAL JOINT MEETING

of

SAFETY AND HUMAN RESOURCES COMMITTEE

with

FREEDOM, NAPOLEON, HARRISON TOWNSHIPS

and

HENRY COUNTY SOUTH JOINT AMBULANCE DISTRICT

= = =

SPECIAL MEETING AGENDA

Monday, November 27, 2017 at 7:30 pm

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

- 1) Approval of Minutes: August 28, 2017 (*In the absence of any objections or corrections, the Minutes shall stand approved.*)
- 2) Review of EMS Costs and Revenues with Townships.
- 3) Any other matters currently assigned to the Committee.
- 4) Adjournment.



Gregory J. Heath
Finance Director/Clerk of Council

SAFETY & HUMAN RESOURCES COMMITTEE

Meeting Minutes

Monday, August 28, 2017 at 7:30 PM

PRESENT	
Committee	Dan Baer-Chairman; Jeff Comadoll, Rita Small
City Manager	Joel Mazur
Finance Dir./Clerk of Council	Greg Heath
Recorder	Roxanne Dietrich
Others	Newsmedia
ABSENT	
Call To Order	Chairperson Baer called the meeting to order at 7:30 pm.
Minutes Stand Approved	Minutes of the July 24, 2017 meeting stand approved as presented with no objections or corrections.
Review Fees for Services Provided by the Napoleon Fire and Rescue Department	<p>City Manager Mazur stated the only fee for the Fire and Rescue Department included in the City's Codified Ordinances is false alarms. Level 3/Hazardous Materials is covered in Ordinance No. 087-97. We would suggest that the entire fee structure as shown in Exhibit "A" attached hereto be incorporated into one ordinance to be codified.</p> <p>Chief O'Brien explained the proposed Level 1 and 2 are new fees; Level 1 Response -the charge of \$500 would be when responding to a vehicle crash where minimal involvement (less than sixty minutes) is required of fire department personnel; Level 2 Response would be a vehicle crash that would involve cleanup from a spill or extraction with personnel on-scene for less than sixty minutes. For the proposed new education fees there is not a projection, we anticipate there could be requests from other agencies to use the new facility for training purposes, the revenue would help with maintaining the facilities.</p> <p>Mazur noted another new fee would be for fire inspections this is a statutory requirement by the State.</p> <p>Heath added you can only bill for fees Council approves.</p> <p>Comadoll asked what an estimate of the projections would be.</p> <p>Chief O'Brien reported the projection for Level 1 would be \$15,510, Other cities charge for EMS response with no transport, we do not bill for no-transport. It was our understanding you can only bill if transported, we are trying to get an answer.</p> <p>Mazur stated the City does a lot of different services and provides manpower for special events that we do not charge for, it is a nice service on the City's part; but, later on this may be something we need to take a look into.</p> <p>Baer noted he is in favor but does not want to rush the ordinance through with one read. Chief O'Brien replied it would be best to make effective January 1, 2018 to allow us time to work through the process.</p> <p>Chief O'Brien continued with the estimated projections. Hazardous</p>



City of Napoleon, Ohio

255 West Riverview Avenue, P.O. Box 151


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Memorandum

To: Civil Service Commission, City Council, Mayor,
City Law Director, City Manager, Department
Supervisors, Newsmedia

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

Date: November 24, 2017

Subject: Civil Service Commission–Cancellation

The regularly scheduled meeting of the Civil Service Commission for Tuesday, November 28, 2017 at 4:30 pm has been *canceled* due to lack of agenda items.

City of Napoleon, Ohio

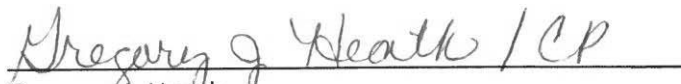
PARKS & RECREATION BOARD

Meeting Agenda

Wednesday, November 29, 2017 at 6:30 pm

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

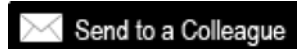
1. Approval of Minutes: October 25, 2017. *(in the absence of any objections or corrections, the Minutes shall stand approved)*
2. Discussion and/or Action on Parks and Recreation Service Award
3. Discussion on 2018 Budget
4. Miscellaneous



Gregory J. Heath
Finance Director/Clerk of Council

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Legislative Bulletin

November 22, 2017

As mentioned in last week's Legislative Bulletin, this week's Bulletin is rather light due to the upcoming Thanksgiving Holiday. A few bills of municipal interest were introduced this week which are highlighted below. Also, the General Assembly has scheduled a full slate of committees for next week which will be reported on in the Legislative Bulletin next week.

Again, have a Happy Thanksgiving!

MUNICIPAL BILLS OF INTEREST INTRODUCED THIS WEEK:

HB419 EMERGENCY VEHICLE LIGHTS AND SIRENS (Rep. Michael Henne) To modify the defense to the liability of a member of a police or fire department or emergency medical service of a political subdivision for the negligent operation of a motor vehicle in response to an emergency by requiring that the vehicle has its lights and sirens simultaneously activated.

HB422 MUNICIPAL WATER-WORKS ACQUISITIONS (Rep. Tim Ginter, Rep. John Rogers) To govern acquisitions of municipal water-works and sewage disposal system companies by certain larger nonmunicipal water-works or sewage disposal system companies.

HB425 POLICE BODY CAMERAS-PUBLIC RECORDS (Rep. Niraj Antani, Rep. Hearcel Craig) To provide that specified portions of peace officers' body-worn camera recordings and the infrastructure record of a public school are not public records for purposes of the Public Records Law.

COMMITTEE SCHEDULE FOR THE WEEK OF NOVEMBER 26, 2017

-

Tuesday, November 28, 2017

HOUSE FINANCE

Tue., Nov. 28, 2017, 9:00 AM, Hearing Room 313

Rep. Smith: 614-466-1366

HB281** BROADBAND EXPANSION PROGRAM (CARFAGNA R) To establish the residential broadband expansion program within the Development Services Agency to award matching grants for last mile broadband expansion in municipal corporations and townships and to make an appropriation.

Second Hearing, All Testimony

HB3** DATAOHIO BOARD CREATION (DUFFEY M, HAGAN C) To create the DataOhio Board, to specify requirements for posting public records online, to require the Auditor of State to adopt rules regarding a uniform accounting system for public offices, to establish an online catalog of public data at data.Ohio.gov, to establish the Local Government Information Exchange Grant Program, and to make appropriations.

Second Hearing, All Testimony, AMENDMENTS/POSSIBLE VOTE

HB378** OHIO BROADBAND DEVELOPMENT (SMITH R, CERA J) To create the Ohio Broadband Development Grant Program and to make an appropriation.

First Hearing, Sponsor Testimony

HOUSE WAYS AND MEANS

Tue., Nov. 28, 2017, 9:00 AM, Hearing Room 121

Rep. Schaffer: 614-466-8100

HB343** PROPERTY VALUE CONTEST-RESOLUTIONS (MERRIN D) To require local governments that contest property values to formally pass an authorizing resolution for each contest and to notify property owners.

Third Hearing, All Testimony

HB371** TAXES ON UNSOLD PROPERTY (MERRIN D) To exempt from property taxation the increased value of land subdivided for residential development until construction commences or the land is sold.

Third Hearing, All Testimony

HOUSE ECONOMIC DEVELOPMENT, COMMERCE AND LABOR

Tue., Nov. 28, 2017, 1:30 PM, Hearing Room 113

Rep. Young: 614-644-6074

HB263** OUTDOOR DINING-DOGS (LANESE L) To generally allow an owner, keeper, or harbinger of a dog to take the dog in an outdoor dining area of a retail food establishment or food service operation.

Fifth Hearing, All Testimony, SUBSTITUTE BILL

Wednesday, November 29, 2017

SENATE WAYS AND MEANS

Wed., Nov. 29, 2017, 9:00 AM, South Hearing Room

Sen. Eklund: 614-644-7718

HB69** LEVY REVENUE REIMBURSEMENT (CUPP B) To require reimbursement of certain township fire and emergency medical service levy revenue forgone because of the creation of a municipal tax increment financing district.
Sixth Hearing, All Testimony, AMENDMENTS/POSSIBLE VOTE

HB133** DISASTER RELIEF ACT (RYAN S) To create the Disaster Relief Act to exempt out-of-state disaster businesses and qualifying out-of-state employees from certain taxes and laws with respect to disaster work on critical infrastructure performed in this state during a declared disaster.
First Hearing, Sponsor Testimony

SB181** UNPAID MUNICIPAL GARBAGE FEES (O'BRIEN S, YUKO K) To authorize all municipal corporations that charge a garbage collection fee to certify unpaid amounts to the county auditor, who must enter the fees on the property tax list to be collected in the same manner as real property taxes.
Third Hearing, All Testimony

HOUSE STATE AND LOCAL GOVERNMENT

Wed., Nov. 29, 2017, 3:30 PM, Hearing Room 017
 Rep. Anielski: 614-644-6041

SENATE GOVERNMENT OVERSIGHT AND REFORM

Wed., Nov. 29, 2017, 9:45 AM, Senate Finance Hearing Room
 Sen. Coley: 614-466-8072

HB226** FIREWORKS STUDY GROUP AND EXPANSION (SEITZ B, SWEENEY M) To establish a fireworks study group to review and make recommendations regarding the Fireworks Law, to extend to July 1, 2020, the moratorium on issuing fireworks manufacturer and wholesaler licenses, to eliminate, beginning January 1, 2021, the moratorium on geographic transfer of fireworks manufacturer and wholesaler licenses, and, beginning July 1, 2020, to impose a fee on the retail sale of consumer grade fireworks in this state and to expand the ability of individuals to obtain 1.3G display fireworks and obtain and use 1.4G consumer fireworks.
First Hearing, Sponsor Testimony

HB291** EMPLOYEE DISHONESTY INSURANCE (WIGGAM S) To authorize counties, townships, and municipal corporations to purchase an employee dishonesty and faithful performance of duty insurance policy, instead of a bond, for protection from loss due to the fraudulent or dishonest actions of, and the failure to perform a duty prescribed by law by, an officer, official, employee, or appointee for which a bond is required by law.
Fourth Hearing, All Testimony, POSSIBLE VOTE

HB323** GARBAGE COLLECTION FEES (PATTERSON J) To authorize all municipal corporations that charge a garbage collection fee to certify unpaid amounts to the

county auditor, who must enter the fees on the property tax list to be collected in the same manner as real property taxes.

Second Hearing, All Testimony

**PLEASE CHECK OUR WEBSITE MONDAY FOR ANY CHANGES TO THE
COMMITTEE SCHEDULE**

Ohio Municipal League

Legislative Inquires:

Kent Scarrett, Executive Director

Edward Albright, Deputy Director

Ashley Brewster, Director of Communications

Website/Bulletin Issues:

Zoë Wade, Office Manager



Federal tax reform has potentially devastating impact on public power

By Michael A. Beirne - vice president of external affairs



Congressional efforts to reform the tax code could lead to a devastating impact on public power. Specifically, the funding of the Build America Bonds (BABs) program may be eliminated as a budget consequence should congressional tax reform bill become law. We are deeply concerned over this possibility and urge members to call their U.S. Senators and Representatives to ask that they fix this problem before they finalize the bill.

The BABs program was created to encourage infrastructure investment and job creation during the height of the recession. AMP has issued more than \$2.9 billion in BABs to finance the development of several electric generating projects - Prairie State, Meldahl and Combined Hydro (Willow Island, Smithland and Cannelton) - that resulted in the creation of thousands of jobs. Each year, Treasury makes payments to BABs issuers as a credit, and these promised payments have been cut as a result of sequestration.

As tax-reform debates continue in Congress, we are concerned that, under budget rules (PAYGO), OMB would be required to implement draconian cuts. The consequences would be dramatic on a number of federal programs, but the BABs program could see the full elimination of payments to issuers.

Elimination of the BABs payments would result in more than \$1.7 billion in increased costs to the participating AMP members and their customers.

If you haven't already done so, we strongly urge you to call your federal lawmaker as soon as possible to ask them to protect BABs payments from further sequestration resulting from tax reform and to help protect your electric consumers.

New AMP role with Hometown Connections, Inc.

By Marc S. Gerken, PE - president/CEO

AMP has been a sales affiliate of Hometown Connections, Inc. (HCI) for many years. HCI was established in 1998 as a utility services subsidiary of the American Public Power Association (APPA) to provide a competitive purchasing advantage to public power systems nationally for products and services.



AMP's role as a sales affiliate has been to provide information to our members about the ways in which HCI services and products could enhance their local efforts. Twenty different public power entities across the country serve as marketing or sales affiliates to HCI. Commissions are a component of that structure.

Personally, I have been active with HCI, including serving in leadership roles on the governing board, for many years. I'm a firm believer in the strength of the HCI brand and the potential that the organization has for growth to help public power systems meet the changes confronting our industry.

Through conversations over the past year with leaders of other public power joint action organizations, the concept emerged of a group of joint action organizations purchasing HCI and providing the organization with enhanced support to strengthen its efforts.

The AMP Board of Trustees supports AMP taking an ownership role.

The current structure of HCI consists of APPA owning a majority of the company and the Alabama Municipal Electric Authority (AMEA) owning a minority interest. However, APPA and AMEA have agreed in principle to sell their respective interests in the assets of HCI to a group of public power joint action agencies. In addition to AMP, this group includes: Missouri Public Utility Alliance, Northern California Power Agency, Vermont Public Power Supply Authority, Western Minnesota Municipal Power Agency (represented by Missouri River Energy Services), and AMEA, who will continue to have an interest in the new organization.

There will be additional steps and approvals necessary to complete the transaction and AMP will provide its members with more details in the coming months. The financial cost to AMP will be minor and we expect the services available to our members through the new HCI will be more robust and cost-effective.

HCI plans to keep its current business elements intact, including their consulting services and vendor endorsement agreements, while retaining their current staff. It is also important to note that APPA will have a board seat and continue its close working relationships with HCI.

This change will provide HCI with the additional resources necessary to grow the new Hometown Connections and to expand the scope of services they offer. HCI leadership has expressed their excitement about the opportunity, which they believe will make the company stronger and provide greater value to HCI partners and increase the value to the public power market.

Please contact me at 614.540.0855 or mgerken@amppartners.org, Pam Sullivan at 614.540.0971 or sullivan@amppartners.org or Jolene Thompson at 614.540.0992 or jthompson@amppartners.org if you have questions.

Sustainability Performance at a Glance, Third Quarter report now available

By Erin Miller - director of energy policy and sustainability



The Sustainability Performance at a Glance, Third Quarter 2017 report is now available online [here](#). The quarterly update is intended to measure and compare the progress of sustainability metrics while also highlighting accomplishments of the quarter. This report features the Smithland Hydroelectric project, the Brown County Landfill project, and the Focus Forward initiative, and provides updates on the EcoSmart Choice and Efficiency Smart programs.

Sustainability metrics for the quarter are also included in the report. If you have any questions or would like additional information, please contact me at 614.540.1019 or emiller@amppartners.org.

Energy markets update

By Jerry Willman - assistant vice president of energy marketing

The December 2017 natural gas contract decreased \$0.027/MMBtu to close at \$3.053 yesterday. The EIA reported an withdraw of 18 Bcf for the week ending Nov. 10 which was slightly more than market expectations relative to the Bloomberg estimate of 15 Bcf. This was the first withdrawal of the season.

On-peak power prices for 2018 at AD Hub closed yesterday at \$36.40/MWh which was \$.39/MWh lower for the week.

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

Week ending Nov. 17

MON	TUE	WED	THU	FRI
\$39.81	\$36.89	\$33.01	\$35.55	\$31.70

Week ending Nov. 10

MON	TUE	WED	THU	FRI
\$32.05	\$36.41	\$41.86	\$43.81	\$49.47

AEP/Dayton 2018 5x16 price as of Nov. 16 — \$36.40

AEP/Dayton 2018 5x16 price as of Nov. 9 — \$36.79

AFEC weekly update

By Jerry Willman

With the exception of a brief maintenance outage for CT1 on Sunday morning, Fremont plant operated in a 2x1 configuration for the week. PJM day ahead and real time prices were well supported this week as evidenced by the amount of duct fire operation. Duct firing operated for 109 hours this week. The plant generated at an 85 percent capacity factor (based on 675 MW rating).

Save the date: Moody's rating methodology webinar

By Paul Grodecki, vice president of business services and member credit compliance



Please mark your calendar for Dec. 13 at 10 a.m. for a webinar hosted by Moody's Investor Service to provide information to AMP members on Moody's rating methodology and some of the things they look for when performing a credit rating analysis. Moody's is an international credit rating agency that issues rating opinions on AMP projects and on some of our members. More information will be forthcoming. Look for an e-mail from Joe Regan, AMP member credit compliance analyst, in the next few days, or contact Joe at 614.540.6913 or jregan2@amppartners.org if you are interested in attending.

Steckman named 2017 Wise Women honoree

Congratulations to [Marcy Steckman](#), senior vice president of finance/CFO, on being named a 2017 Deloitte Columbus Wise Women honoree.

Deloitte's Columbus program is part of the [One Hundred Wise Women](#) program, which has a simple but powerful goal - to enable rising women leaders to learn from its community's most accomplished career women, and vice versa. Since the program's inception, more than 7,000 women from diverse backgrounds have participated in the invitation-only program.



Steckman (back row, far right) participated in the 11th Annual Deloitte Columbus Wise Women program where she and the other honorees shared stories of personal and career success.

Steele joins AMP as corporate health and safety coordinator

By Richard "Lee" Doyle - manager of corporate health and safety

Matt Steele joined AMP this week as a member of the corporate safety team. Steele will take on the responsibility of corporate health and safety coordinator. Steele will provide technical expertise to improve processes that evaluate and control health and safety hazards and risks.

Previously, Steele served as a plant operator at Belleville for 19 years.

Please join me in welcoming Matt into his new role with AMP.



AMP hosts its final technical training class of the year

AMP wrapped up its technical training series this week with its Grounding and Lightning Protection for Overhead and Underground Distribution class. Seventeen participants, representing 10 member communities, were in attendance and the class was taught by John Minor from Collaborative Learning Inc.



Class attendees were from Piqua, Grafton, Jackson Center, St. Clairsville, Clyde, Hamilton, Columbus, Westerville and Cuyahoga Falls.

APPA webinar: New eReliability Tracker Interruption Cost Report

The American Public Power Association (APPA) is proud to present the new eReliability Tracker [Interruption Cost Report](#). This new report is a result of a coordinated project between the APPA, Lawrence Berkeley National Laboratory and the U.S. Department of Energy. The report will be officially released on Nov. 28, and was created to help utilities better understand and estimate the cost of outages to customers.

The webinar will be held on **Nov. 28 from noon-1 p.m. EST** and is free to all members.

Click [here](#) to learn more and register for this event.

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 www.PublicPower.org/Academy and click on webinars. Non-members enter coupon code **AMP** to receive the member rate.

- Wireless Pole Attachment Regulation at the FCC and in the States **Dec. 7**
- A Public Power Guide to Understanding the U.S. Plug-in Electric Vehicle Market **Dec. 13**
- Workforce Series:
Game Changers and Gaps in the Energy Workforce Pipeline **Jan. 11**
- Governance Series:
Communicate the Public Power Advantage **Jan. 24**





Classifieds

Napoleon accepting applications for police officer

The City of Napoleon, Ohio is accepting applications for an open position beginning Thursday, Nov. 16, 2017 through Friday, Dec. 15, 2017, for the position of police officer. Testing date for the written civil service exam will be held on Saturday, Jan. 13, 2018 at 8:00 a.m. at the Napoleon Fire Department, 265 West Riverview, Napoleon, Ohio 43545. The physical agility test will be administered that same day to applicants passing the written exam.

Applications may be secured beginning Thursday, Nov. 16, 2017 from the City of Napoleon's Administration Building, 255 West Riverview Avenue P.O. Box 151, Napoleon, Ohio 43545, between the hours of 7:30 a.m. to 4:00 p.m. Monday through Friday or downloaded from the City of Napoleon's website, www.napoleonohio.com. A properly completed notarized application must be returned to the above address to the attention of the Human Resources Director with a copy of all required documentation as specified on the City's website at www.napoleonohio.com. Applications are due no later than 4:00 p.m. on Friday, Dec. 15, 2017. Study guides are available from the test supplier at www.publicsafetycompass.com/study. The City of Napoleon is an Equal Opportunity Employer.

Zelienople hiring lineworker position

The Borough of Zelienople is seeking applications for a qualified full-time electrical line utility worker - responsible for installation, operation and routine maintenance of the municipal electrical distribution system both overhead and underground.

Candidate must possess a high school diploma or GED and a valid CDL license with air brake or ability to obtain one within six months after hire date. Knowledge of overhead distribution lines, underground primary distribution lines required and operation and use of bucket trucks.

Position requires various duties to include but not limited to: water distribution repairs, tree trimming power lines, road maintenance and snow removal and other general maintenance as required. Above duties will require working in all weather conditions.

Applications may be obtained at the Zelienople Municipal Building at 111 W. New Castle St., Zelienople, PA, 16063, weekdays from 8 a.m. - 5 p.m. or on our website at www.zelieboro.org under the Public Works tab. Candidates should return applications with résumé and supporting documentation that would be

helpful for consideration of employment. Salary commensurate with experience plus an excellent benefit package. Applications will be accepted until Dec. 29. (EEO/AA)

Bowling Green has two positions available

Wastewater treatment plant operator

The City of Bowling Green is hiring a wastewater treatment plant operator. The hourly position is responsible for oversight of the operation of the wastewater treatment plant, ensuring effluent quality and proper/efficient plant operation. Oversees plant operations; checks equipment; performs lab tests; monitors plant via computer and plant walk through rounds; performs maintenance duties; operates trucks and other equipment; removes Biosolids (hauls sludge); collects samples; attends training; prepares /maintains documentation; performs custodial tasks and other related duties as assigned. Works both indoors and outdoors; works alone; irregular work schedules; must be available to work shift work, weekends and holidays. High school diploma or equivalent; Ohio Environmental Protection Agency (OEPA) Wastewater Treatment Certifications preferred; valid Class A Commercial Driver's License required or must be able to obtain within six months of hire; must obtain a Class I OEPA Wastewater Treatment Certification within three (3) years of hire; 3 - 5 years of relevant experience. Applicants must complete an application packet that is available online or in the Personnel Department, 304 N. Church St., Bowling Green, Ohio, 43402-2399. Résumés alone will not be accepted. Copies of the complete job description will be provided to applicants. For more information, contact the Personnel Department at 419.354.6200 or BGPersonnel@bgohio.org. [Click here](#) for more information or to access the online application. Application deadline is 4:30 p.m. on Nov. 20. AA/EEO (Pay Grade 5: \$20.40 - \$26.06 per hour) (With a Class III OEPA Certification: Grade 6: \$21.42 - \$27.35)

Substation technician, electric division

The electric division substation technician is a full-time, hourly position responsible for the inspection, testing, repair, maintenance, troubleshooting, and calibration of high, medium and low voltage Power System components from 69kv to 480v, including: 2 winding power transformers, L.T.C's, potential and current transformers, oil and Sf6 circuit breakers, circuit switchers, GOAB's, station batteries, and other equipment necessary for power delivery. Additional responsibilities include power restoration, planning and installation of substation control house components. Two-year college certificate or equivalent; three to five years of relevant experience; valid Ohio Driver's License. A job description will be provided to applicants. Qualified persons must complete an application that is available in the Personnel Dept of the City of Bowling Green, 304 N Church St., Bowling Green, Ohio, 43402. [Online application](#). Résumés alone will not be considered. Telephone: 419.354.6200 Fax: 419.352.1262 website: www.bgohio.org email: BGPersonnel@bgohio.org. Application deadline is 4:30 p.m. on Nov. 27. AA/EEO (BGMEA Contract: \$36.97 - \$44.02 per hour)

Arcanum seeks water/wastewater operator 1

The Village of Arcanum Utility Department is now accepting applications to fill a vacancy for water/wastewater operator 1. Duties include operating and maintaining electrical generation facilities, monitoring water/sewer facilities, and performing physical labor within the utility department as needed.

Requirements include a high school education, Water Supply License and Wastewater Works License 1, a valid Ohio driver's license, and must possess a class B CDL endorsement or obtain within six months of employment.

Applications are available at the City Building located at 104 W. South St., Arcanum, Ohio, 45304 or www.villageofarcanum.com. Job applications are not kept on file beyond six months, so any previous applicants are encouraged to re-apply. EOE.

Lineworker position available in Bradner

The Village of Bradner is seeking a qualified full-time electrical line utility worker; responsible for operation and routine maintenance of the village electrical distribution system.

Must possess a high school diploma or GED and a valid class B, CDL license with air brake or obtain six months after hire date. Knowledge of overhead distribution lines and underground primary distribution lines required - water and wastewater experience helpful. May require pole climbing and operation and use of bucket truck. Position requires response within 30-minute time period to call-out emergencies, and 24/7 carry of village-issued cell phone for troubleshooting and emergencies, including holidays and weekends.

Position requires various duties to include but not limited to: water distribution repairs, assist in wastewater treatment plant, tree trimming power lines, road maintenance and snow removal, park and pool maintenance, lawn care and other general maintenance as required. Above duties will require working in all weather conditions. Twice monthly Board meeting attendance is also required.

Applications may be obtained at the Town Hall (located at 130 N. Main St., Bradner, Ohio) on weekdays from 8:30 a.m. - 5 p.m. or at www.bradnerohio.org. Candidates should return applications with résumé and supporting documentation that would be helpful for consideration of employment to the attention of James Smith, Board of Public Affairs President. They can also be mailed to PO Box 599, Bradner, Ohio, 43406, or emailed to kkaminski@bradnerohio.org.

Opportunities available at AMP

AMP is seeking applicants for the following positions:

Electrical Engineer

Smithland Hydro Plant Operations & Maintenance Supervisor

For complete job descriptions, please visit the "careers" section of the [AMP website](#).

American Municipal Power, Inc.

STAY CONNECTED



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