			April 2019			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 5:00 pm Planning Comm. 6:30 pm Housing Council 6:45 pm Public Hearing 7:00 pm City Council	2	3	4	5	6
7	8	9 5:00 pm Planning Comm.	10 11:00 am Bid Openings (3)	11	8:00 am Healthcare Cost Committee	13
14	6:00 pm Tree Commission 7:00 pm City Council	16	17	18	19 Good Friday CITY OFFICES CLOSED	20
21 Easter	6:30 pm Safety & Human Resources	4:30 pm Civil Service	24	25	26 Arbor Day 1:00 pm - 4:00 pm Water Treatment Plant Open House	10:00 am Arbor Day Celebration at Oakwood Park
28	29 SPRING	30 4:00 pm Civil Service Commission-Spec Mtg Cleanup Week [Apri	Notes:		1	

GENERAL INFORMATION April 22, 2019

CALENDAR

MONDAY, APRIL 22, 2019

Agenda - Safety and Human Resources Committee Meeting @6:30 pm

• Attached is a copy of the job descriptions for Adjunct Fire Instructor and Adjunct EMS Instructor

Canceled – Finance & Budget Committee Meeting

TUESDAY, APRIL 23, 2019

Agenda – Civil Service Commission @4:30 pm

WEDNESDAY, APRIL 24, 2019

Canceled - Parks and Rec Board

INFORMATIONAL ITEMS

- 1) Memorandum from Chad regarding the Status of Projects in 2019
- 2) Arbor Day Celebration Saturday, April 27th at 10:00 am
- 3) from the Chamber: Electronics Recycling Saturday, April 27th



Records Retention - CM-11 - 2 Years

SAFETY AND HUMAN RESOURCES COMMITTEE

SPECIAL MEETING AGENDA Monday, April 22, 2019 at 6:30 pm

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

- 1) Approval of Minutes: March 25, 2019. (In the absence of any objections or corrections, the Minutes shall stand approved.)
- 2) Adjunct Instructors for the Fire Department.
- 3) Any other matters currently assigned to the Committee.
- 4) Adjournment.

Roxanne Dietrich Roxanne Dietrich Interim Clerk of Council

SAFETY & HUMAN RESOURCES COMMITTEE

Special Meeting Minutes

Monday, March 25, 2019 at 7:00 PM

Ρ	R	Ε	S	Ε	N	T

Committee Members

City Manager

Interim Finance Director Human Resources Director

Recorder

Others **ABSENT**

Dan Baer-Chairman, Jeff Comadoll, Jeff Mires

Joel L. Mazur

Christine R. Peddicord

Lanie Lambert Roxanne Dietrich

Brian Koeller-Northwest Signal

Call to Order

Chairman Baer called the meeting to order at 7:00 pm.

Approval of Minutes

Hearing no objections or corrections, the minutes from the February 25, 2019 meeting stand approved as presented.

Annual Wellness Checks

City Manager Mazur stated last year we started a preventive care wellness program brought to us by Chapman & Chapman who is the consultant to BORMA, everyone had to have a wellness check and if they did not have a wellness check done, they would have to pay an additional \$50 a month to their health care premium. Last year only employees had to get their wellness check and we had a 99% compliance rate. BORMA told us we qualify for a 1% reduction in our premium at the end of this year. Last year Council voted to adopt the BORMA Wellness Program there are three steps, the first step is the wellness check that includes both the employee and spouses; Step 2 is completing wellness challenges each employee has to complete three challenges, if we have 65% participation the City will get a .5% reduction in the premium, if we have 75% participation we will receive a full 1.0% reduction in the premium; if 75% of the employees complete three wellness challenges we would get another .5% reduction, no action is needed, Council already adopted the BORMA program; Step 3-is a more advanced step involving metrics, I do not recommend Step 3 it is more cumbersome and intrusive. Council approved moving forward last year with having the \$50 a month added to the premium if employees did not get a wellness check, if we are going to continue this program we'd look at putting this in an Ordinance so can continue every year and get the benefit of reduction on health care premiums. This can be done on an annual basis and revisited every year or it can be done as a permanent solution. Employees and spouses will need to get a wellness check done by November 30, 2019. Last year only employees had to get a wellness check and BORMA was okay with that, this year we are required to have 75% participation from employees and spouses who are on our insurance plan both will have to get a physical in order not to have \$50 a month added to their health care premium, that is \$50 per plan per month.

Questions asked by the committee included: how much is the 1%, what is an average family cost, how much per month is the family plan pay? Mazur thought \$234 is the monthly cost for a family plan. Baer asked if this will decrease \$50.00 if the employee complies. Lambert replied there is not a

decrease, there is only an increase if the employee and spouses on our plan do not comply. Comadoll asked if the physical is covered 100% now? Mazur said health checks are covered 100% and are no hits on our claims. Lambert thought they are a hit to our claims. Mazur recommends continuing with the new BORMA method and to include spouses, it is a good idea to implement even though there would be a surcharge to the employee who does not complete their wellness check, the Health Care Cost Committee is on board (the Committee is made up of all three bargaining units, non-bargaining employees and appointing authorities) what matters is saving the City money in the long run, it's not just the city the employees are saving money is why the Health Care Cost Committee bought into this. The employee's share is 12.5% and the City's share is 87.5%; the total cost is about \$106,000 or \$92,608 for the City share and \$13,200 for the employee's share, the 1% savings is a little less than \$18,000. Baer said this is a win-win type of thing, Comadoll asked if the committee has the authority to mandate that everyone does this? Mazur responded, yea we can do as an ordinance like last time, we are exploring other options other than BORMA, the Health Department moved to Northern Buckeye, there is another entity we are looking at and APPA is looking at starting a pool for all municipalities that are APPA members. Baer noted if you are looking at other options, it would be best to do the ordinance one year at a time.

Motion to Approve \$50 Monthly Surcharge to Health Ins. Premium if Do Not Get Wellness Check Motion: Comadoll Second: Mires to approve adding a \$50 monthly surcharge to employees' health insurance premium if employees and spouses who are on the City BORMA plan do not complete their annual wellness check by November 30, 2019.

Passed Yea-3 Nay-0 Roll call vote on the above motion: Yea-Baer, Comadoll, Mires Nay-

Comadoll asked if Council could be provided with what the health insurance is as of today and a summary of benefits.

Motion To Adjourn

Motion: Comadoll Second: Mires to adjourn the Safety and Human Resources Committee meeting at 7:29 pm.

Passed Yea-3 Nay-0 Roll call vote on the above motion: Yea-Baer, Comadoll, Mires

Nay-

Dan Baer, Chairman

Approved

April 22, 2019

City of Napoleon

Adjunct Fire Instructor

Department: Fire **Reports To:** Fire Chief

FLSA Status: Hourly (Non-Exempt)

Civil Service: Un-Classified (Non-Competitive)

Union: Non- Bargaining

Approved By: Joel Mazur, City Manager

Approved Date: April 22, 2019

SUMMARY

Prepares and delivers instructional programs on basic or specialized firefighting techniques to volunteer, professional, industrial, law enforcement, and emergency personnel. Demonstrates utilization of advanced fire ground equipment and procedures, develops instructional programs and prepares written examinations for distribution to students to evaluate program effectiveness as authorized and directed by the Fire Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES as required; other duties may be assigned:

- Prepares, revises and submits course objectives and competencies to the Fire Chief.
- Assists in planning, organizing, implementing and coordinating fire training courses.
- Instructs fire courses through both lecture and practical based sessions.
- Leads and/or assists in the conduct of any exercise or scenario.
- Assists students with demonstration of skills.
- Prepares and coordinates course schedules with the Fire Chief and/or designee.
- Assists in the development and design of new and existing courses.
- Recommends and monitors appropriate program outcomes and assists the Fire Chief in program assessments.
- Provides students with evaluation forms, skill performance checklists and feedback related to scenarios.
- Obtains and maintains current textbooks and any other instructional materials.
- Briefs and directs support staff for fire training courses and exercises to ensure that fire courses are provided with the equipment and facilities specified in the course program.
- Assists with scheduling of facilities to include field activities and the use of facilities and apparatus of fire agencies.
- Assists in the ordering of materials for fire trainings and helps maintain the fire training facility building and grounds.
- Maintains discipline and ensures safety standards for both staff and trainees are always adhered to.
- Attends staff development training courses both in-house and external as determined by the Fire Chief.
- Complies with relevant sections of Napoleon Fire and Rescue Policy and Guideline Manual, memorandums and any other communications.

QUALIFICATIONS

- Must embrace and demonstrate Core Abilities and Standards of Teaching Excellence in development and delivery of instruction.
- Must be able to relate successfully with students and staff of diverse cultural, social and educational backgrounds.
- Basic knowledge and skills with technology including software programs for communication, data collection and decision making including, but not limited to, Microsoft Office Outlook, Word and Excel

- Ability to model integrity through self-awareness, personal accountability, ethical behavior, quality standards, and sustainable practices.
- Ability to think critically by applying problem solving practices, acquiring relevant information, using technology and other resources appropriately, and evaluating alternatives.
- Ability to communicate effectively by speaking and writing clearly, concisely, and professionally; practicing active listening; reading critically and adapting communication for audience.
- Ability to value diversity by recognizing personal biases, adapting to culturally diverse situations, and demonstrating a commitment to equity, inclusion, and respectful interactions with persons of diverse ethnic, cultural, social-economic, or educational backgrounds.

EDUCATION and/or EXPERIENCE

- High school diploma or equivalent.
- Minimum of five (5) years of firefighting experience.
- Specialty experience in Fire Service Management, Haz Mat, Building Construction, Fire Prevention, Apparatus Operations and Special Rescue Operations is highly desirable.

LANGUAGE SKILLS

• Must be fluent in both written and spoken English.

REASONING ABILITY

• Must have mechanical aptitude and ability to learn to operate relatively complex equipment.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid Ohio Drivers License and maintain the same as a condition of employment.
- Must have and maintain, as a condition of employment, Certified State of Ohio Level I or II Firefighter and Certified State of Ohio Fire Instructor.
- Must have and maintain within one (1) year of employment, Certified Emergency Vehicle Operations Course and Certified State of Ohio Live Fire Instructor per NFPA 1403.

PHYSICAL DEMANDS

- Must have good vision with or without corrective measures.
- Must have good hearing with or without corrective measures.
- Must be able to operate a motor vehicle.
- Carrying equipment and/or injured people.
- Hard physical labor under extreme heat and cold for long periods of time without relief.

WORK ENVIRONMENT

• Office work as well as outside work in extremes of weather, operations in extremely hazardous environments.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

City of Napoleon

Adjunct EMS Instructor

Department: Fire **Reports To:** Fire Chief

FLSA Status: Hourly (Non-Exempt)

Civil Service: Un-Classified (Non-Competitive)

Union: Non- Bargaining

Approved By: Joel Mazur, City Manager

Approved Date: April 22, 2019

SUMMARY

Prepares and delivers instructional programs on basic or specialized EMS techniques to volunteer, professional, industrial, law enforcement, and emergency personnel. Demonstrates utilization of advanced EMS equipment and procedures, develops instructional programs and prepares written examinations for distribution to students to evaluate program effectiveness as authorized and directed by the Fire Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES as required; other duties may be assigned:

- Prepares, revises and submits course objectives and competencies to the Fire Chief.
- Assists in planning, organizing, implementing and coordinating EMS training courses.
- Instructs EMS courses through both lecture and practical based sessions.
- Leads and/or assists in the conduct of any exercise or scenario.
- Assists students with demonstration of skills.
- Prepares and coordinates course schedules with the Fire Chief and/or designee.
- Assists in the development and design of new and existing courses.
- Recommends and monitors appropriate program outcomes and assists the Fire Chief in program assessments.
- Provides students with evaluation forms, skill performance checklists and feedback related to scenarios.
- Obtains and maintains current textbooks and any other instructional materials.
- Briefs and directs support staff for EMS training courses and exercises to ensure that EMS courses are provided with the equipment and facilities specified in the course program.
- Assists with scheduling of facilities to include field activities and the use of facilities and apparatus of fire agencies.
- Assists in the ordering of materials for EMS trainings and helps maintain the fire training facility building and grounds.
- Maintains discipline and ensures safety standards for both staff and trainees are always adhered to.
- Attends staff development training courses both in-house and external as determined by the Fire Chief.
- Complies with relevant sections of Napoleon Fire and Rescue Policy and Guideline Manual, memorandums and any other communications.

OUALIFICATIONS

- Must embrace and demonstrate Core Abilities and Standards of Teaching Excellence in development and delivery of instruction.
- Must be able to relate successfully with students and staff of diverse cultural, social and educational backgrounds.
- Basic knowledge and skills with technology including software programs for communication, data collection and decision making including, but not limited to, Microsoft Office Outlook, Word and Excel

- Ability to model integrity through self-awareness, personal accountability, ethical behavior, quality standards, and sustainable practices.
- Ability to think critically by applying problem solving practices, acquiring relevant information, using technology and other resources appropriately, and evaluating alternatives.
- Ability to communicate effectively by speaking and writing clearly, concisely, and professionally; practicing active listening; reading critically and adapting communication for audience.
- Ability to value diversity by recognizing personal biases, adapting to culturally diverse situations, and demonstrating a commitment to equity, inclusion, and respectful interactions with persons of diverse ethnic, cultural, social-economic, or educational backgrounds.

EDUCATION and/or EXPERIENCE

- High school diploma or equivalent.
- Minimum of five (5) years of EMS experience.
- Specialty experience in adult and pediatric medical and trauma patients is highly desirable.

LANGUAGE SKILLS

• Must be fluent in both written and spoken English.

REASONING ABILITY

• Must have mechanical aptitude and ability to learn to operate relatively complex equipment.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid Ohio Drivers License and maintain the same as a condition of employment.
- Must have and maintain, as a condition of employment, Certified State of Ohio EMT, Advanced EMT or Paramedic.
- Must have and maintain, as a condition of employment, Certified State of Ohio EMS Instructor.

PHYSICAL DEMANDS

- Must have good vision with or without corrective measures.
- Must have good hearing with or without corrective measures.
- Must be able to operate a motor vehicle.
- Carrying equipment and/or injured people.
- Hard physical labor under extreme heat and cold for long periods of time without relief.

WORK ENVIRONMENT

• Office work as well as outside work in extremes of weather, operations in extremely hazardous environments.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



255 West Riverview Avenue, P.O. Box 151
Napoleon, OH 43545
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Memorandum

To:

Mayor and City Council, City Manager, City

Law Director, Interim Finance Director,

Department Supervisors, Newsmedia

From:

Roxanne Dietrich, Interim Clerk of Council

Date:

April 18, 2019

Subject: Finance and Budget Committee - Cancellation

Due to lack of agenda items, the **FINANCE AND BUDGET COMMITTEE** meeting scheduled for Monday, April 22, 2019 at 6:30 pm has been canceled.

CIVIL SERVICE COMMISSION

Meeting Agenda

Tuesday, April 23, 2019 at 4:30 pm

Location: Council Chambers, 255 West Riverview Avenue, Napoleon, OH

- 1. Approval of Minutes: March 26, 2019 (in the absence of any objections or corrections, the minutes shall stand approved)
- 2. Approve Applicants for Police Sergeant Promotional Exam.
- 3. Any other matters to come before the Commission.
- 4. Adjournment.

Roxanne Dietrich
Interim Clerk of Council

CIVIL SERVICE COMMISSION

Meeting Minutes

Tuesday, March 26, 2019 at 4:30 pm

PRESENT

Members Bill Finnegan–Chair, Megan Lytle-Steele, Eric Rohrs

City Manager Joel L. Mazur
H.R. Director Lanie Lambert
Recorder Roxanne Dietrich

City Staff Chief of Police-David J. Mack

ABSENT

Call to Order Chairman Finnegan called the meeting to order at 4:33 pm.

Approval of MinutesHearing no objections or corrections, the minutes from the meetings of

January 8, 2019, February 6, 2019 and March 2, 2019 stand approved as

presented.

Applicants for Firefighter/Paramedic

Lambert reported there were six candidates for Firefighter/Paramedic, one did not take the Firefighter mile, one did not turn in their application and one did not have their application notarized. The three applicants being recommended for approval are:

Eric Burns Jared Denman Daniel Dunlap

Motion to Approve Applicants for

Firefighter/Paramedic

Motion: Lytle-Steele Second: Rohrs to approve the Firefighter/Paramedic applicants as read.

PassedRoll call vote on the above motion:Yea-3Yea-Rohrs, Lytle-Steele, Finnegan

Nay-0 Nay-

Motion to Certify

Firefighter/Paramedic List

Motion: Rohrs Second: Lytle-Steele to certify the list for the position of Firefighter/Paramedic:

<u>Name</u>	<u>Score</u>	Expiration Date
Jared Denman	102.58%	March 26, 2021
Eric Burns	93.71%	March 26, 2021
Daniel Dunlap	83.07%	March 26, 2021

Passed
Roll call vote on the above motion:
Yea-3
Yea-Rohrs, Lytle-Steele, Finnegan
Nay-0
Nay-

Motion to Roll-in Current Names on Firefighter/ Paramedic List Motion: Lytle-Steele Second: Rohrs

to roll in the names from the current Firefighter/Paramedic list.

Passed Yea-3 Nay-0 Roll call vote on the above motion: Yea-Rohrs, Lytle-Steele, Finnegan

Nay-

Final List for Firefighter/Paramedic

<u>Name</u>	<u>Score</u>	Expiration Date
Jared Denman	102.58%	March 26, 2021
Matthew Dauterman	100.11%	September 11, 2020
Eric Burns	93.71%	March 26, 2021
Kodie Carlisle	93.06%	September 11, 2020
Daniel Dunlap	83.07%	March 26, 2021

Police Officer/Patrolman Grade Applicants

Lambert reported nineteen candidates sent their scores from the National Network, two did not fill out the PHQ, one person withdrew their name, four did not show up for the fitness test, one person failed the fitness test and one did not turn in their application, we have ten candidates to be approved for Police Officer/Patrolman Grade:

<u>Name</u>	<u>Score</u>	Expiration Date
Samuel Gable	99.30%	March 26, 2021
Daniel Silette	98.34%	March 26, 2021
Nicholas Jones	95.56%	March 26, 2021
Alexander Meyers	92.91%	March 26, 2021
Joshua Rogers	92.74%	March 26, 2021
Caden Slagle	90.42%	March 26, 2021
Jacob Ferrebee	90.24%	March 26, 2021
Austin Batt	88.51%	March 26, 2021
Ashley Phillips	78.97%	March 26, 2021
Joshua Tonjes	74.89%	March 26, 2021

Motion to Certify Police Officer/Patrolman Grade Applicants Motion: Rohrs Second: Lytle-Steele

to certify the Police Officer/Patrolman Grade applicants as read above.

Passed Yea-3 Nay-0 Roll call vote on the above motion: Yea-Rohrs, Lytle-Steele, Finnegan

Nay-

Motion to Roll-in Current Names on Police Officer/ Patrolman Grade List Motion: Lytle-Steele Second: Rohrs

to roll-in the names from the current Police Officer/Patrolman Grade list.

PassedRoll of Yea-3Nay-0Nay-0

Roll call vote on the above motion: Yea-Rohrs, Lytle-Steele, Finnegan

Page 2 of 4

Final List for Police Officer/Patrolman Grade

<u>Name</u>	<u>Score</u>	Expiration Date
Chelsey Ryan-Skiver	100.91%	August 18, 2020
Jared West	99.37%	August 18, 2020
Samuel Gable	99.30%	March 26, 2021
Daniel Silette	98.34%	March 26, 2021
Nicholas Jones	95.56%	March 26, 2021
Eric Rubio	93.72%	August 18, 2020
Alexander Meyers	92.91%	March 26, 2021
Joshua Rogers	92.74%	March 26, 2021
Caden Slagle	90.42%	March 26, 2021
Jacob Ferrebee	90.24%	March 26, 2021
Austin Batt	88.51%	March 26, 2021
Ashley Phillips	78.97%	March 26, 2021
Joshua Tonjes	74.89%	March 26, 2021

Sergeant Promotion

Mazur stated this was an additional request that was approved by Council the contract has been negotiated with the police union and language has been added in the contract. The current structure is three Lieutenants, two Detectives, Patrol Officers and a Chief, in the past there were four Lieutenants, with the loss of a Lieutenant it has caused the administrative side of the Lieutenant to be passed along to the other three Lieutenants causing some operational disruption. Eventually we would like to get to a structure of a day shift Lieutenant and three sergeants. Rohrs asked do you want to have a written test and evaluation or will you just do an evaluation? Lambert responded through National Testing Network we looked at Ergometrics, they have a video you watch and then answer questions. Chief Mack explained the first part is video based and is based off their interpretation of whether the officer in that scenario did the right or wrong thing, there are baselines they grade you on, the second part of the test is just over 200 questions to be completed in a 2-hour timeline. Lambert noted the Civil Service Commission will administer the test like they have done in the past. Chief Mack stated you hit play and the CD will tell you when to pause, you just sit and hit play and start the CD will walk you through the process. Once completed the bubble sheet can be faxed, scanned and emailed or sent in and they score it for you. The old system required a 30-day notice and so many days for studying and you had to buy the books, there are six books for this test, the National Testing Network falls in line with what we are doing at the entry level. The cost for Ergometrics is \$750 that has ten tests, the cost for IPMA is \$156 for four tests and to purchase the six books would cost \$550. Lambert said there is a 30-day notice set before the exam we can do Tuesday, April 30th or Wednesday, May 1st, the testing will take 3½ hours.

Motion to Set Sergeant Promotional Test for April 30, 2019 at 4:00 pm Motion: Rohrs Second: Lytle-Steele to set the Police Sergeant promotional test for Tuesday, April 30, 2019 at 4:00 pm in the Fire Station Training Room.

Passed Yea-3 Nay-0	Roll call vote on the above motion: Yea-Rohrs, Lytle-Steele, Finnegan Nay-		
Motion to Approve Application	Motion: Lytle-Steele Second: Rohrs to approve the internal Vacant Position bid form as the application for the position of Sergeant Promotional.		
Passed Yea-3 Nay-0	Roll call vote on the above motion: Yea-Rohrs, Lytle-Steele, Finnegan Nay-		
Motion to Approve Using Ergometrics for Promotional Sgt. Test	Motion: Rohrs Second: Lytle-Steele to approve to using Ergometrics for the Promotional Police Sergeant Test.		
Passed Yea-3 Nay-0	Roll call vote on the above motion: Yea-Rohrs, Lytle-Steele, Finnegan Nay-		
Other Matters	Finnegan asked about re-aligning the commission, would anyone be interested in chairing the committee? There being no volunteers, Finnegan said he would continue.		
	Chief Mack stated our goal when the next Lieutenant retires would be to ask for the replacement to be a Sergeant versus a Lieutenant, the sergeant is more of a road supervisor and a Lieutenant is the administrative guy to the Chief.		
Motion to Adjourn	Motion: Lytle-Steele Second: Rohrs to adjourn the Civil Service Commission meeting at 5:04 pm.		
Passed Yea-3 Nay-0	Roll call vote on the above motion: Yea-Rohrs, Lytle-Steele, Finnegan Nay-		
Approved:			
April 23, 2019	Bill Finnegan, Chair		



255 West Riverview Avenue, P.O. Box 151
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www.napoleonohio.com

Memorandum

To: Parks and Recreation Board

cc: Mayor and City Council, City Law Director, City

Manager, Interim Finance Director, Department

Supervisors, Newsmedia

From: Roxanne Dietrich, Interim Clerk of Council/rd

Date: April 18, 2019

Subject: Parks and Recreation Board - Canceled

The **Parks and Recreation Board** meeting scheduled for Wednesday, April 24, 2019 at 6:30 pm has been Canceled due to lack of agenda items.



Department of Public Works

255 West Riverview Avenue, P.O. Box 151
Napoleon, OH 43545
Chad E. Lulfs, P.E., P.S., Director of Public Works
Telephone: (419) 592-4010 Fax: (419) 599-8393
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Memorandum

To: Joel L. Mazur, City Manager

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

cc: City Council & Mayor

Date: April 17, 2019

Subject: 2019 Projects ~ Status

Per Council's request, below is a list of current projects I am managing and the status of each:

Project	<u>Status</u>
Park Street Improvements ~ Phase III	Postponed until fall 2019 ~ finalizing funding application for RPIG
Lynne Avenue Improvements	Contract negotiations with Jones & Henry are Complete; survey is underway; informational
Meekison Street Improvements	letters have been sent to residents Sanitary sewer design is complete; awaiting decision to reconstruct roadway; potential 2020 construction project
Ritter Park Area Multi-Use Path Project	Selected a design firm; negotiating contract with design firm
WWTP Improvements	Selected a design firm; negotiating contract with design firm
E. & W. Graceway Drive Improvements	Opened bids; recommendation of award made to Council; awaiting Council approval to proceed; project completion date is October 19, 2019
2019 Miscellaneous Street Improvements	Awarded to Helms & Sons Construction; plan to start in August; project completion date is September 28, 2019
Raymond Street Improvements	Awarded to Ward Construction; preconstruction meeting to be scheduled in May at contractor's request; completion date is October 19, 2019
Williams Pump Station Replacement	Awarded to Vernon Nagel, Inc.; preconstruction meeting to be scheduled in June at contractor's request; completion date is May 31, 2020
Perry Street Waterline Hanger	Awarded to Integrity Field Solutions; finalizing
Replacement ~ Phase II	contract documents and waiting for schedule; Completion date is
VanHyning Pump Station Replacement	Design has started; advertisement scheduled for fall 2019; construction scheduled for 2020

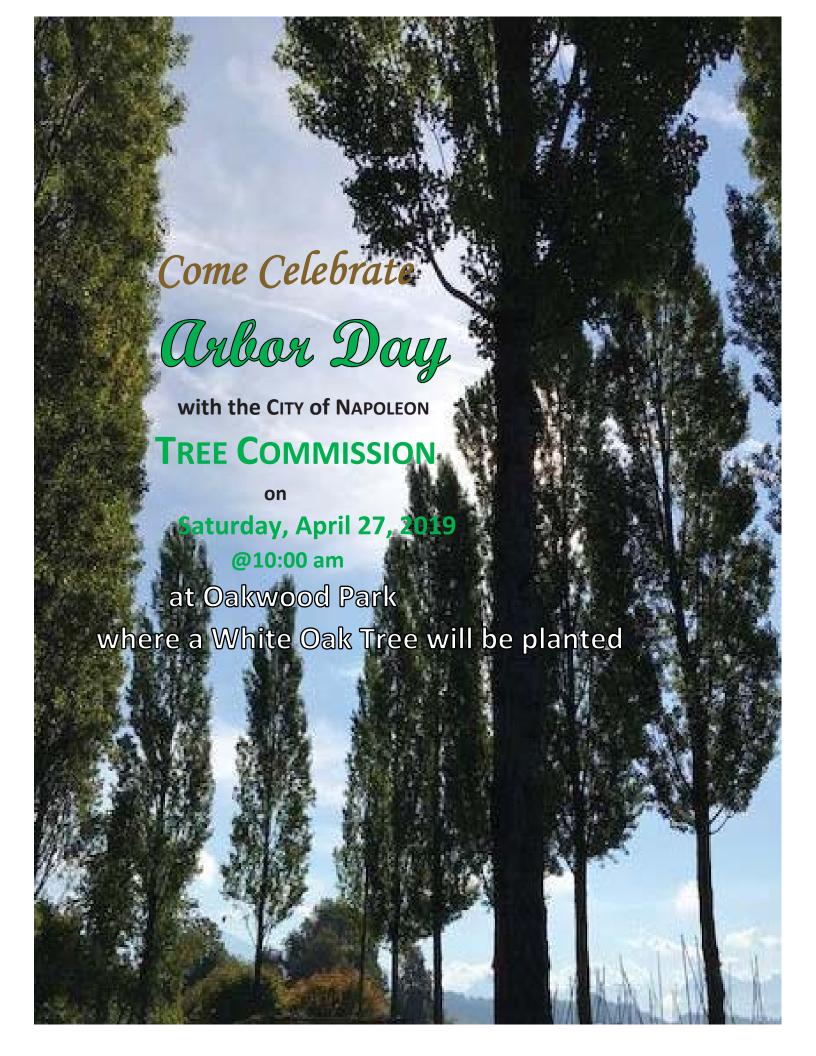
Downtown Phase II Project complete except for staining of concrete; scheduled to return once temperatures stabilize WTP Rehabilitation Project complete except for fine tuning a few items; open house scheduled for April 26, 2019 Nearly complete; working with Reveille to City Master Plan finalize the plan Executed 2019 contract; finalizing locations 2019 Sewer Cleaning with contractor (adjusted due to current city project locations) Currently advertising for bids; bids will be 2019 Street Striping Opened on May 8, 2019 Working on details with contractor; prices from 2019 Crack Sealing State Purchasing Contract 2019 OEPA Annual LTCP Report Submitted; awaiting approval Yard Waste Site Monitoring Well Closure Field work completed; report submitted; awaiting response 2019 GIS Contract Contract finalized; meeting with consultant to review 2019 and beyond plan Waiting on dry weather to set monuments and **Shooting Range** reshape original portion of range Vertical control completed; start topographic E. Washington Street Improvements survey in May WTP Sludge Working with consultant to determine best longterm solution Senior Housing (South Side) Working with developer to finalize utilities; construction scheduled to begin in May Curbs were placed; asphalt was placed on new West View Villas (Clairmont) street; remainder of asphalt to be placed next week Shank Development Plats are finished; builder is finalizing design plans to allow erection of the building American Road Improvements Working with Maumee Valley Planning to acquire TID funding; additional funding will be pursued as the project develops; QBS advertisement is being prepared 2019 Spring Tree Trimming Contract Nearly complete 2019 Spring Tree Removals Contract Completed 2019 Spring Tree Plantings Completed 2019 Arbor Day Celebration Planting of tree to take place on Saturday, April

27 at 10:00 a.m. in Oakwood Park

Please note that due to the extended completion dates of most of the construction projects, no

Please note that due to the extended completion dates of most of the construction projects, no contractors have submitted schedules. All of the awarded contractors have expressed a desire to perform these projects later this summer/fall.

CEL



Recycle Your Electronics - Support Your Local School and the Environment

Henry County Chamber of Commerce

Wed 4/17/2019 9:54 AM

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

8th Annual Battle of the Schools

SATURDAY, APRIL 27, 2019 8:00 AM to 12:00 PM



HOLGATE



LIBERTY CENTER



PATRICK HENRY



Zack's Recycling (419) 592-4791 N&R&G Recycling (419) 599-1659

Support Your Favorite Henry County School

The battle is on again as the Henry County Solid Waste Management District in conjunction with N&R&G Recycling and Zack's Recycling of Napoleon, Ohio, will be hosting the District's 8th Annual Electronics Recycling on Saturday, April 27, 2019. The four Henry County schools competing to collect the most pounds of recyclable electronics include Napoleon Wildcats, Holgate Tigers, Liberty Center Tigers and Patrick Henry Patriots.

What types of electronics are accepted for recycling? Almost everything electrical or with a power cord! Items NOT ACCEPTED include televisions, computer monitors (CRT's), air conditioners, dehumidifiers, other freon containing appliances, glass and light bulbs. These items are difficult to recycle properly and would cost the schools money. A complete list of accepted items is on the back side of this page.

Each school will have a designated drop off location where students will



ELECTRONICS RECYCLING

unload accepted items. The schools will be paid for the total pounds collected. The school with the most pounds collected will be rewarded a \$300.00 bonus and the second place school will be rewarded a \$200.00 bonus.

The organizations assigned to benefit from this event are the Napoleon Freshman Class, Holgate Vocational Agriculture, Liberty Center Music Boosters and Patrick Henry Camp Palmer.

Collection Locations

Napoleon High School – West Side Parking Lot – 701 Briarheath Holgate High School – South Side Bus Parking Lot – 801 Joe E. Brown Liberty Center High School – East Paved Parking Lot – 100 Tiger Trail Patrick Henry High School – East Side Parking Lot – 6900 St. Rt. 18

ELECTRONICS RECYCLING

SATURDAY, APRIL 27, 2019 8:00 AM to 12:00 PM

Items Accepted

Computer/Office

CPUs Towers Laptops Mainframe Computers Hard Drives Peripherals Servers Routers Keyboards & Mice Power Supplies

Cables Modems Printers & Fax Machines Overhead Projectors Copiers Scanners **Typewriters** Calculators

Paper Shredders

Personal Electronics CD & DVD Players Camcorders & Cameras Radios Stereo Equipment Tape Players VCRs iPods & MP3 Players Keyboards Mixing Boards Amplifiers Electronic Toys & Games Remote Controls Hair Dryers

Household Equipment

Blender Can Opener Food Processor Sewing Machine Iron Toaster Microwave Power Hand Tools Stationary Power Tools Coffee Maker & Grinder Vacuum Heaters Alarms Flectric Weed Whips Electric Hedge Clippers Electric Leaf Blowers Electric Lawn Edger

Medical Equipment Ultrasounds
Diagnostic Imaging Endoscopy Equipment Dialysis Equipment Lab Equipment

Electric Mowers

Bedside Patient Monitoring Anesthesia Dose Dispensing Surgical Equipment Nursing Station Electronics CT, MRI, Cath Lab Stainless Steel on Wheels

Security/Communication

Cameras DVR Tape Recorders Alarm Panels Alarm Sensors Two Way Radios Telephones Cell Phones Cables Satellite Dishes Pagers PDAs Transmitters Receivers Answering Machines

Industrial Equipment Electronic Controllers

Antennas

GPS Devices

Surge Protectors

Power Supplies Robotic Assemblies Motors Test Equipment Switches Transmitters Meters Test & Measurement

Analytical ATM Machines Lighting Equipment

Items NOT Accepted

Air Conditioners Dehumidifiers Refrigerators

Curling Irons

Televisions Computer Monitors (CRTs) Media Tapes

Glass Light Bulbs Large Appliances

Contact Details

For complete event details contact the Henry County SWMD office at (419) 256-7343 or solidwaste@henrycountyohio.com.



Henry County Chamber of Commerce, 611 N. Perry St., Napoleon, OH 43545

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